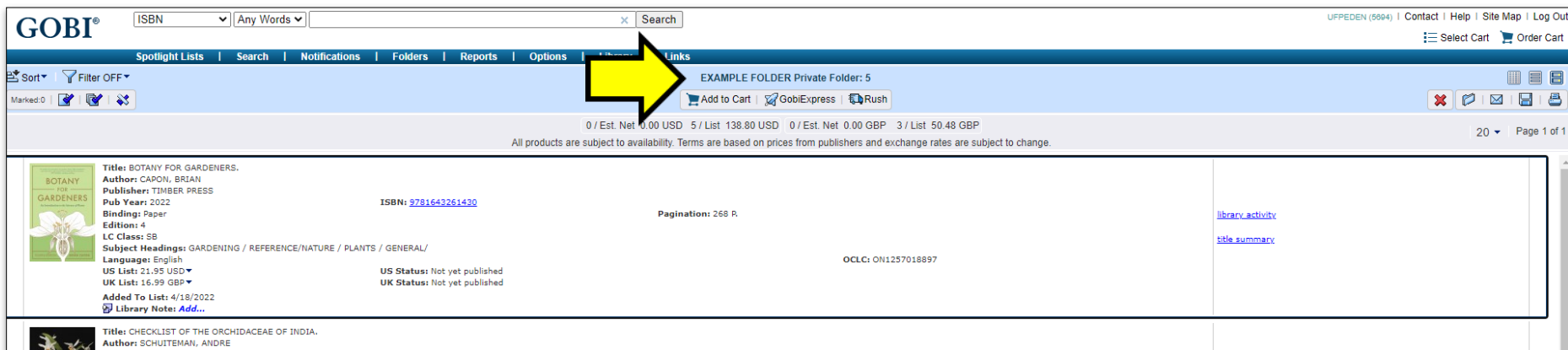


How to Transfer the Contents of a GOBI Folder to a Rialto List

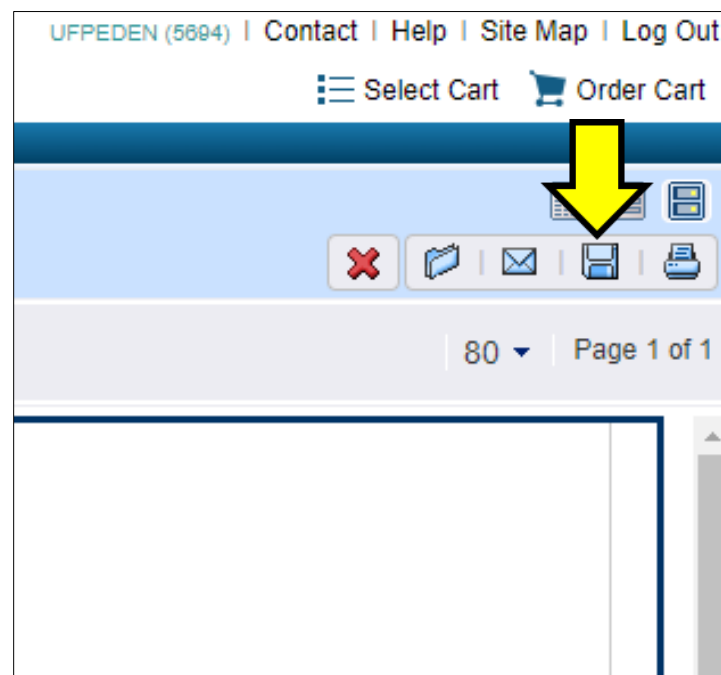
1. Login to GOBI and navigate to the folder you want to work with.



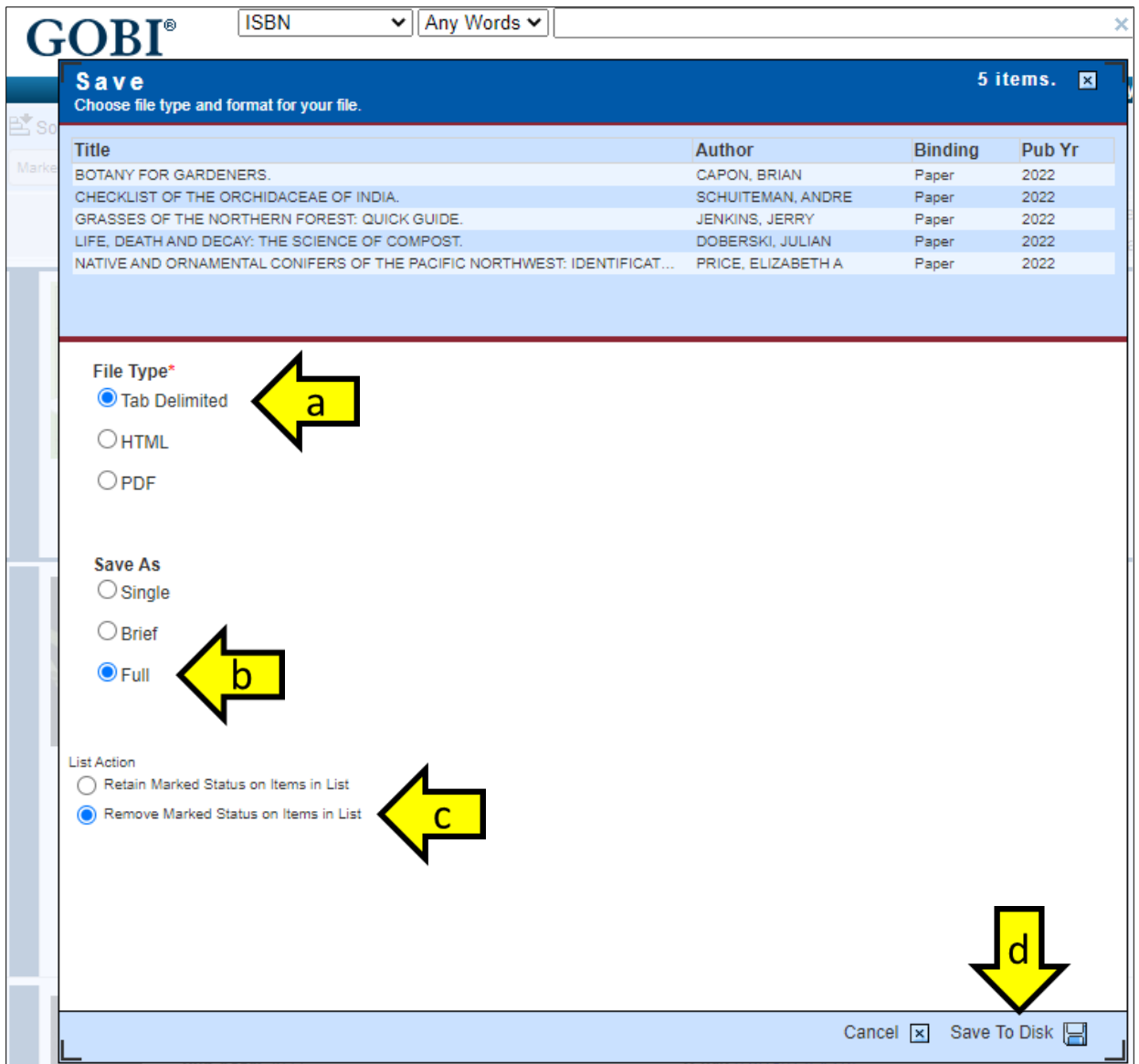
2.
 - a. Click the **Select All** icon.
 - b. The white space to the left of each item should now be blue, indicating they've been selected.



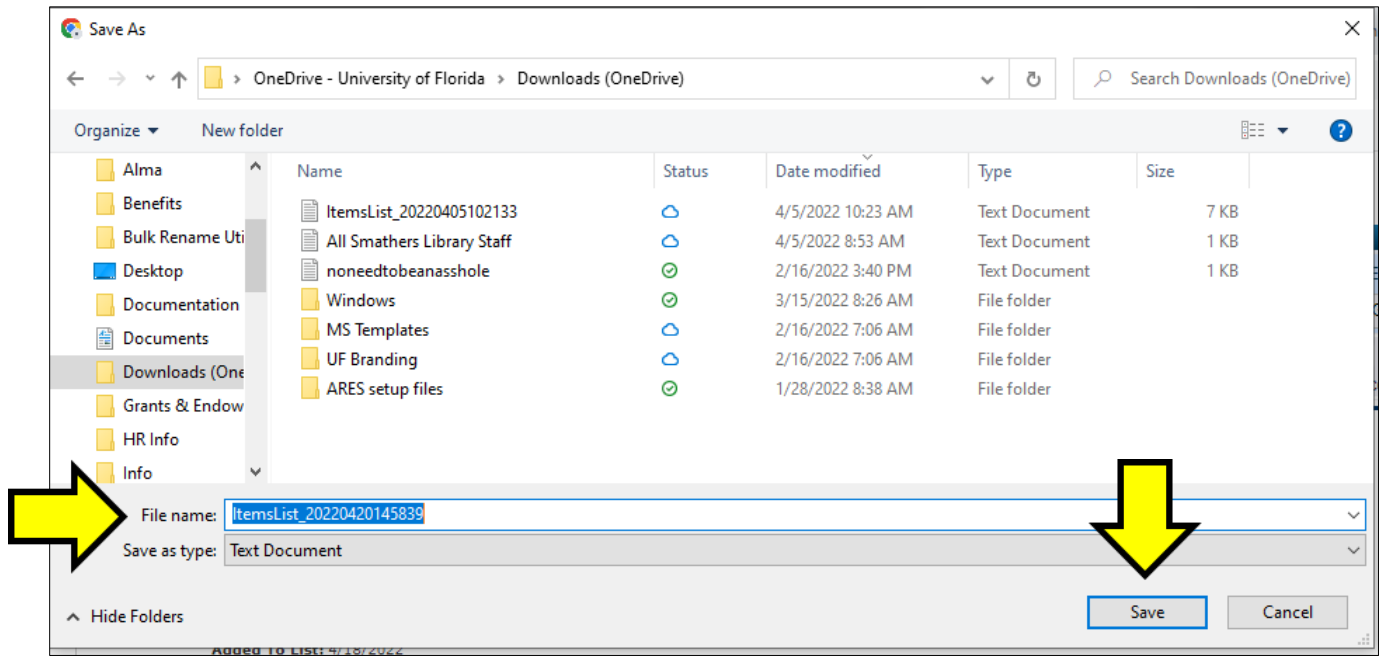
3. Click the **Save** icon.



4. A **Save** window will pop-up.
 - a. For **File Type**, select **Tab Delimited**.
 - b. For **Save As**, select **Full**.
 - c. For **List Action**, select **Remove Marked Status on Items in List**
 - d. Click **Save To Disk**

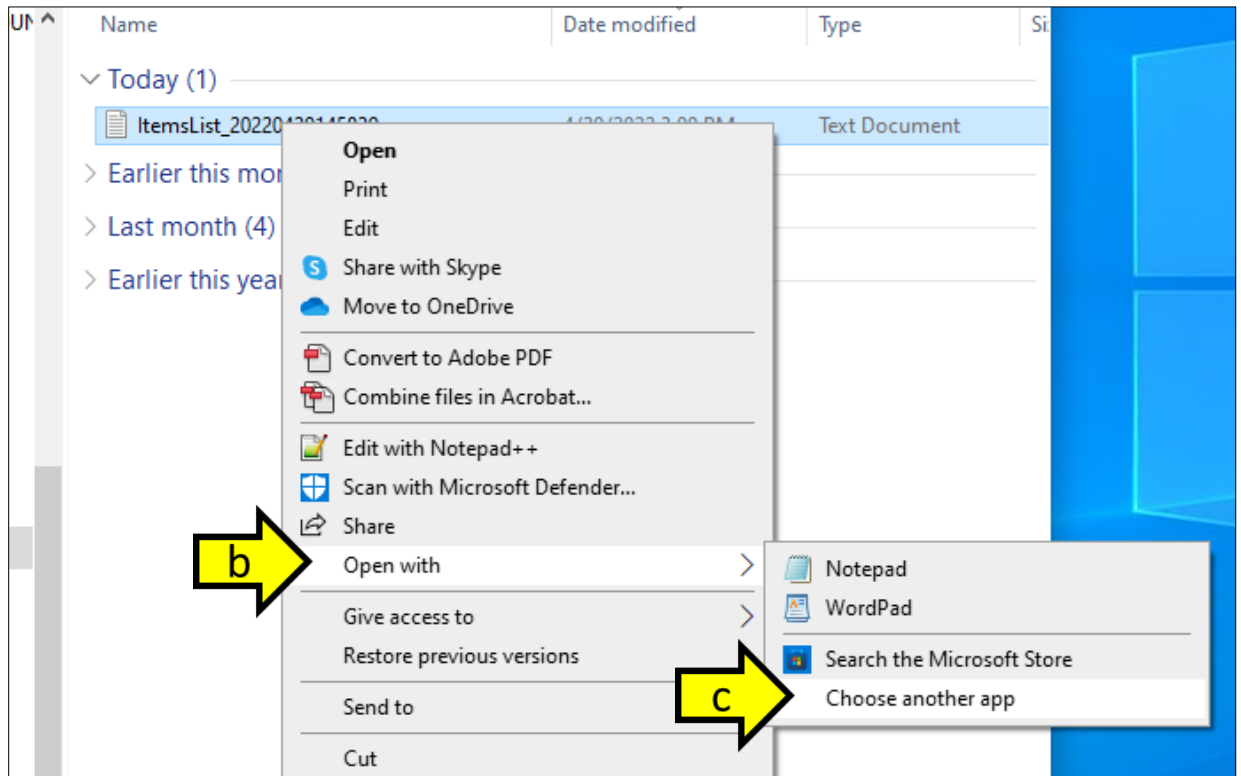


5. Name the export file and click **Save**.

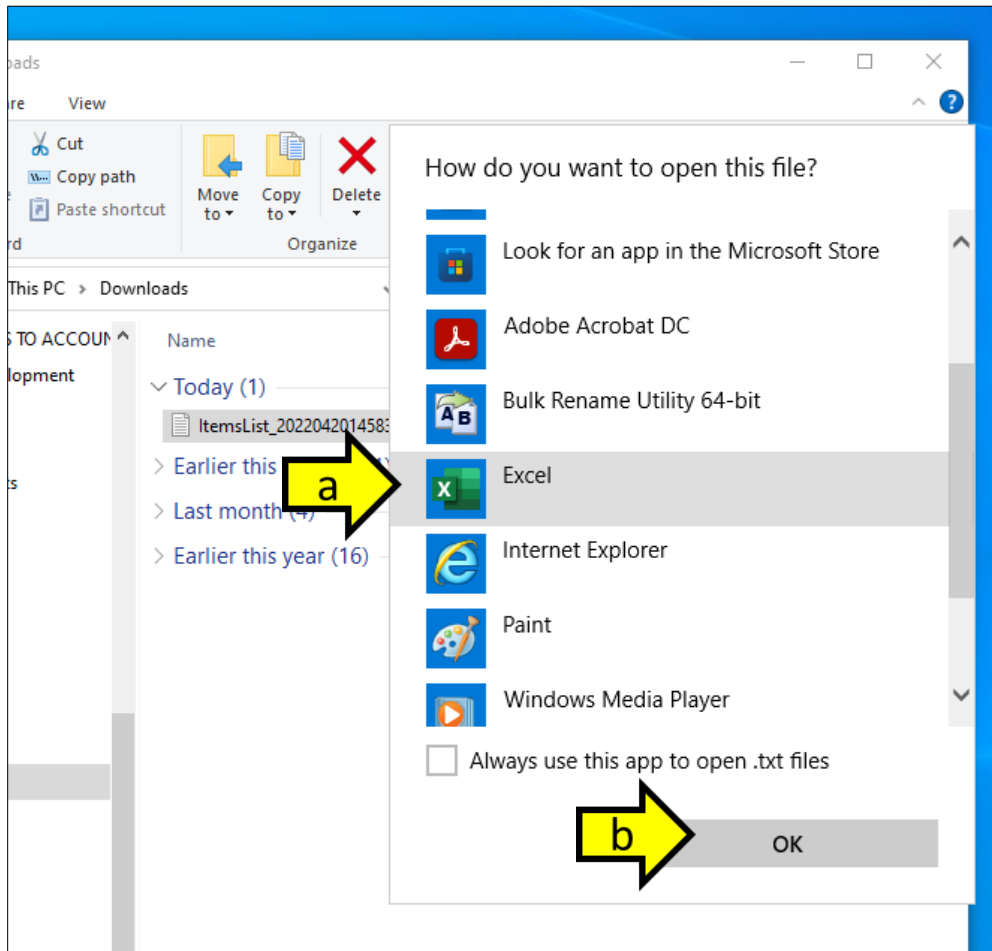


6. Locate the exported file from step 5

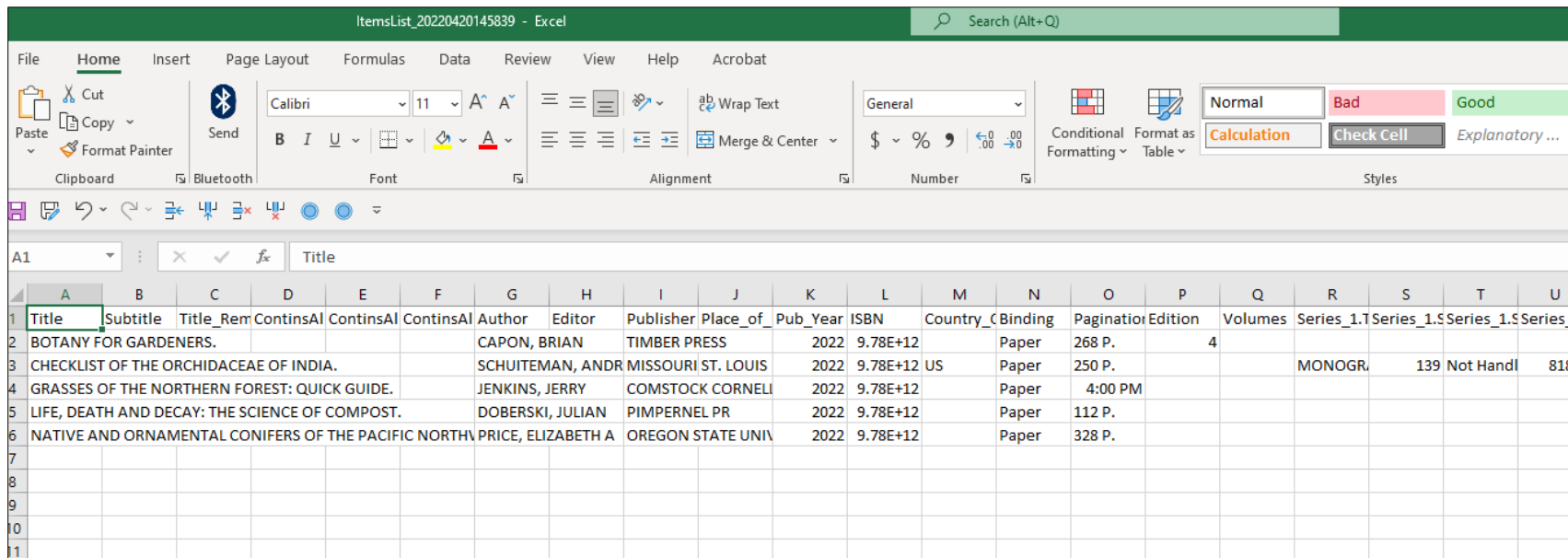
- a. Right click on the file
- b. Pull down to **Open with**
- c. Select **Choose another app**



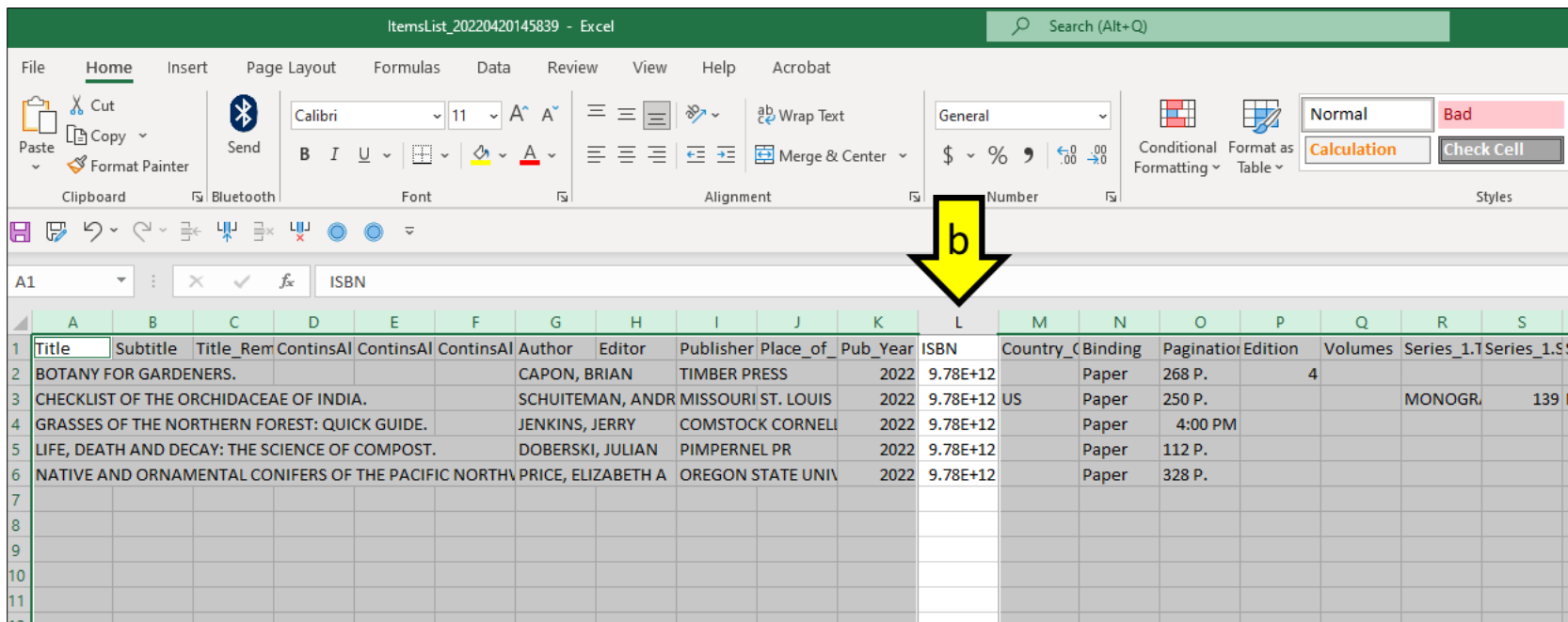
8. In the **How do you want to open this file?** window that pops-up,
- a. Click **Excel**
 - b. Click **OK**



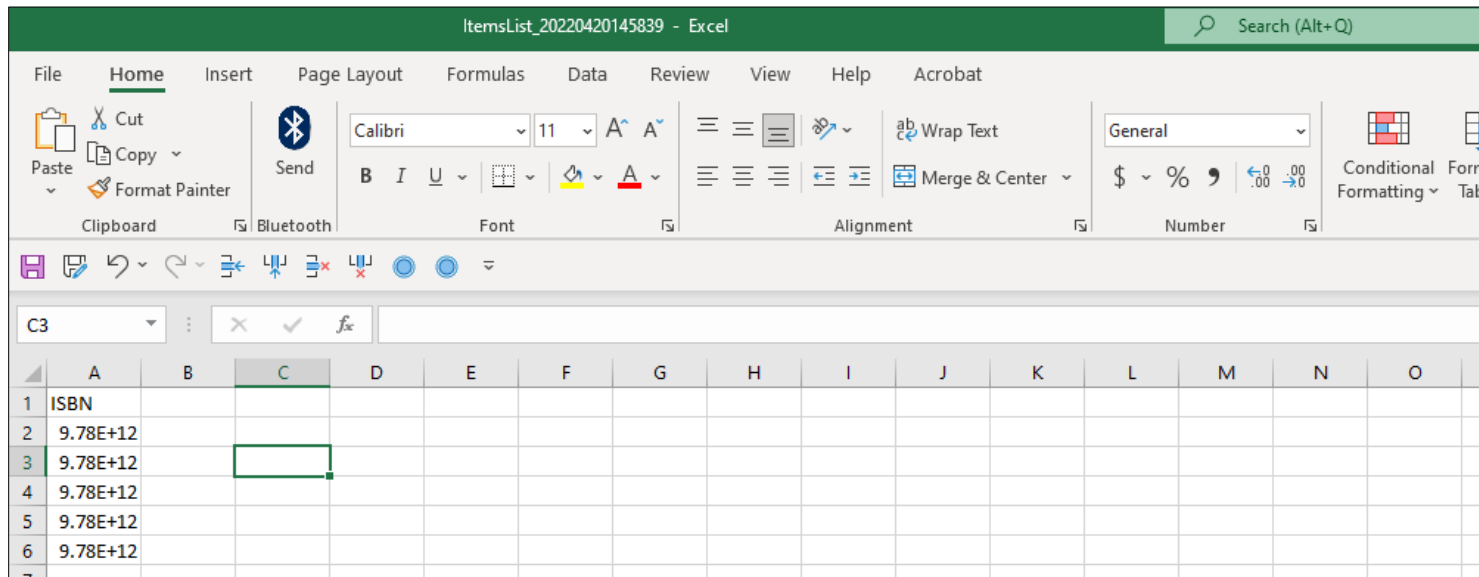
9. An Excel worksheet with the tab delimited file contents in separate unformatted columns.



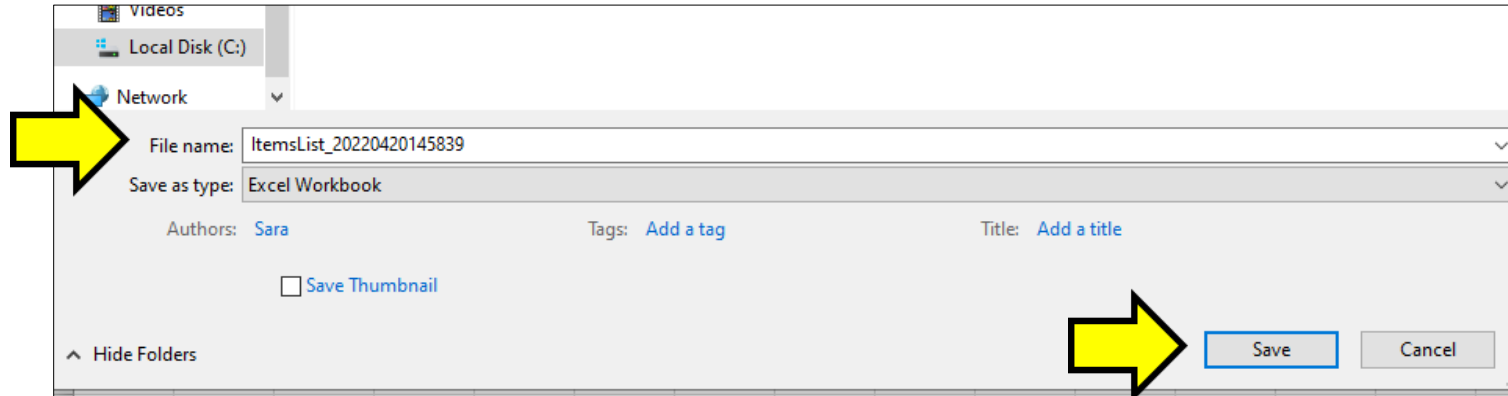
- Type **CTRL+A** to select the entire worksheet contents.
- Hold down **CTRL** while you left click once on the column header letter of the **ISBN** column, to de-select only that column.



10. Delete all columns in the sheet except the **ISBN** column by right clicking on any of the selected column header letters, and pulling down to **Delete entire column**. Only the **ISBN** column will remain.

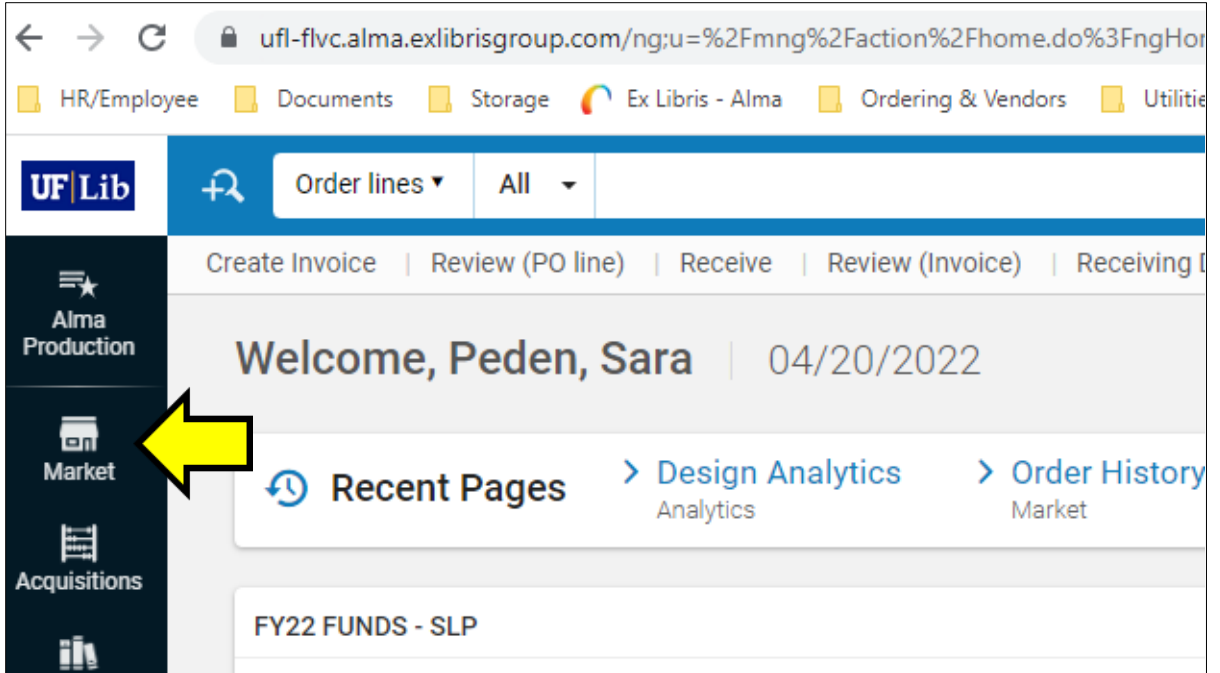


11. Click **File**, select **Save As**, name your file, and click **Save**. Close the file.

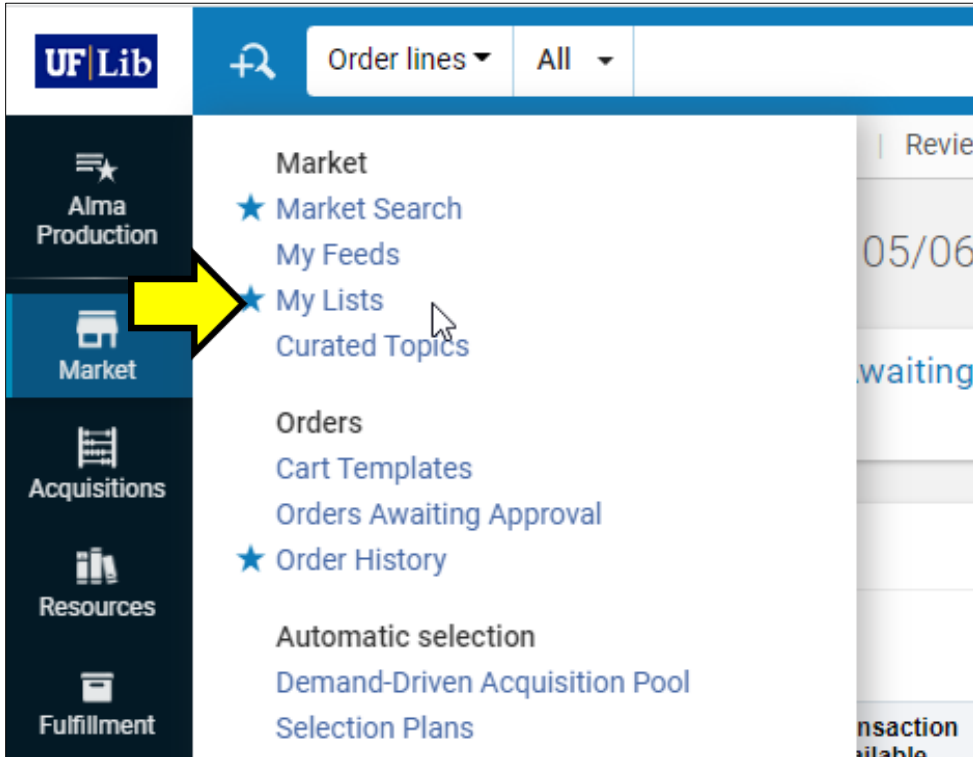


12. Login to **Alma**.

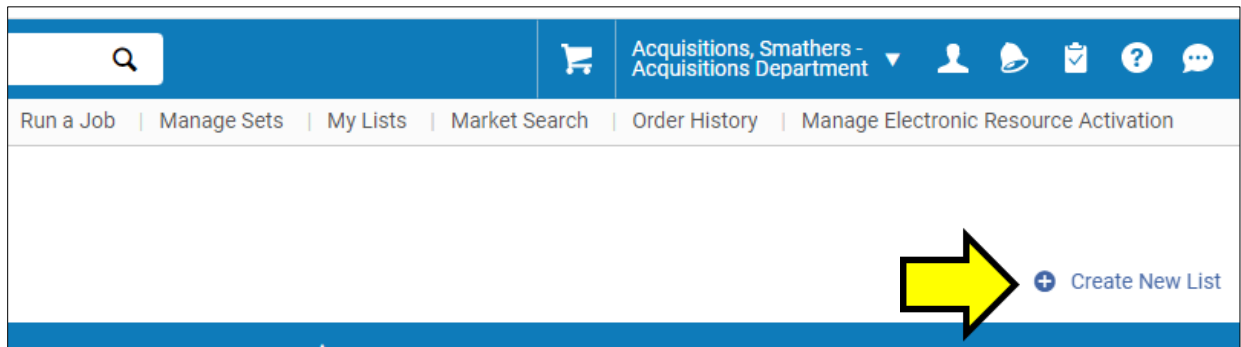
- a. Click the **Market** icon.



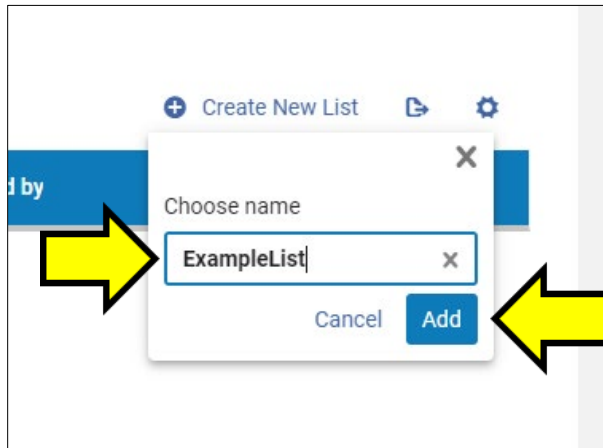
- b. Click on **My Lists**



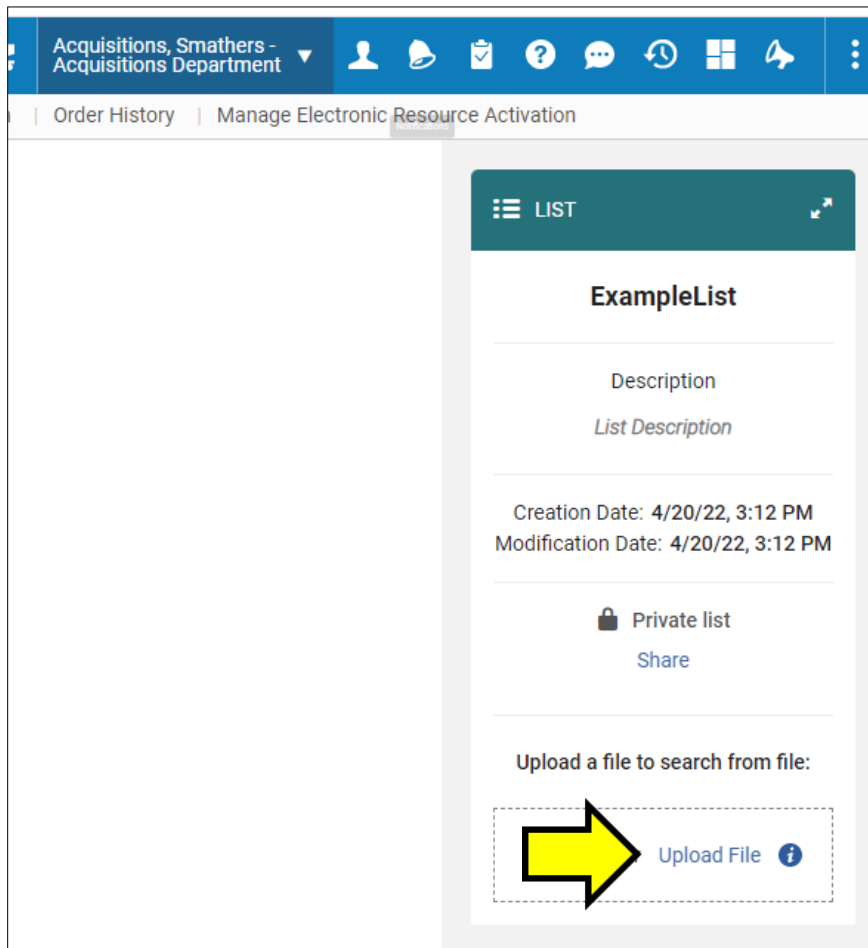
13. Click **Create New List**.



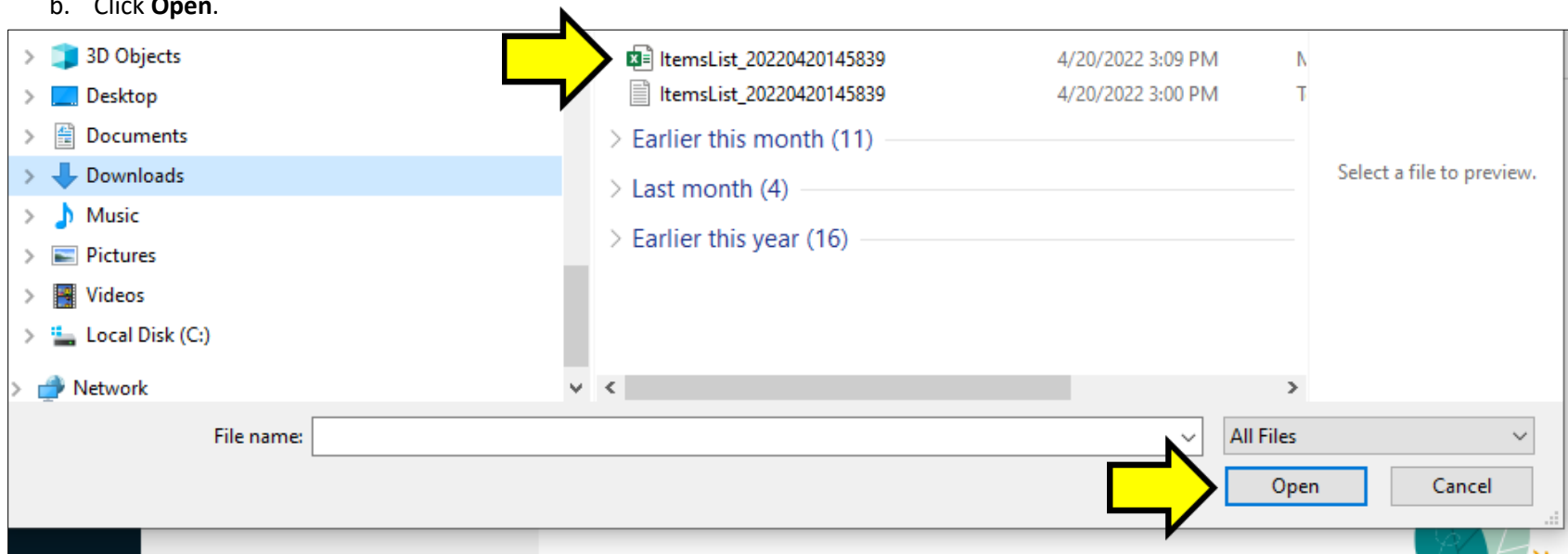
14. In the pop-up, type in a name for the list, and click **Add**.



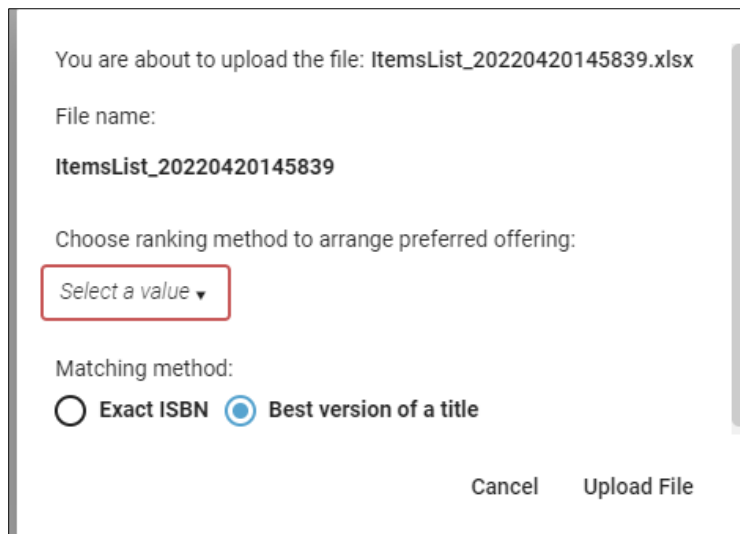
15. Click **Upload File**



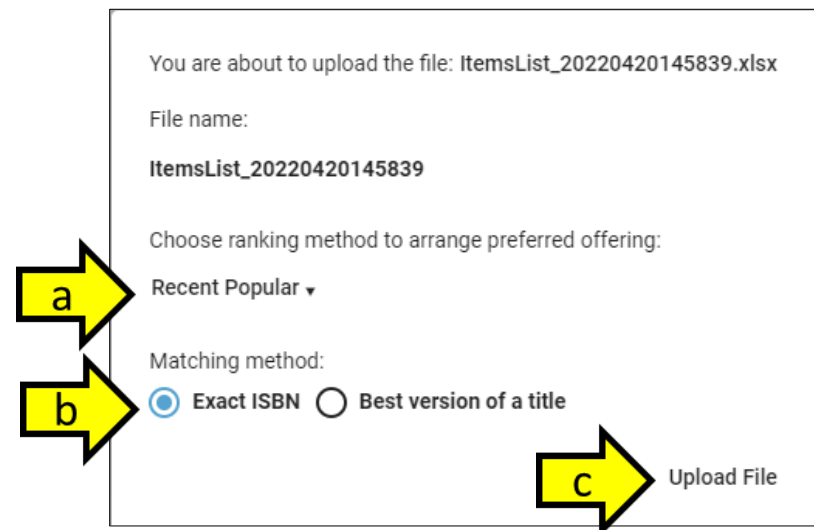
16. In the file explorer pop-up,
- Select the Excel file you saved in step 10.
 - Click **Open**.



17. In the Alma pop-up,



- Select **Recent Popular** from the ranking method drop-down menu.
- Select **Exact ISBN**.
- Click **Upload File**.



18. Congratulations! You've imported all of the titles in your GOBI folder to your Alma Market list.

ExampleList (1 - 5 of 5)

Keywords

Sort by: Publication Year

Configure DDA

Move to List
Actions

| | | | | |
|--------------------------|--|--|---|--|
| <input type="checkbox"/> | <p>A Checklist of the Orchidaceae of India: Volume 139 by Schuiteman, AndrÚ ; Kailash, B. R. ; Shrestha, Uttam Babu 2022, Missouri Botanical Garden Press</p> | Paperback 9781935641254 P | | 65.00 USD <input type="button" value="Add to Cart"/> ⋮ |
| <input type="checkbox"/> | <p>Botany for gardeners / written and illustrated by Brian Capon by Capon, Brian, author, illustrator. 2022, Timber Press Edition Fourth edition</p> | Paperback 9781643261430 P | Library activity Not yet published | 21.95 USD <input type="button" value="Add to Cart"/> ⋮ |
| <input type="checkbox"/> | <p>Grasses of the Northern Forest: Quick Guide by Jenkins, Jerry 2022, Comstock</p> | Unspecified 9781501764318 | | 11.95 USD <input type="button" value="Add to Cart"/> ⋮ |
| <input type="checkbox"/> | <p>Native and Ornamental Conifers in the Pacific Northwest: Identification, Botany and Natural History by Price, Elizabeth A. 2022, Oregon State University Press</p> | Paperback 9780870711671 P | Not yet published | 24.95 USD <input type="button" value="Add to Cart"/> ⋮ |
| <input type="checkbox"/> | <p>Life, Death and Decay : The Science of Compost by Doberski, Dr</p> | Paperback 9781014002032 | Not yet published | 14.95 USD <input type="button" value="Add to Cart"/> ⋮ |

✓
Your file uploaded successfully.
✕

Description

List Description

Number of items: 5
Creation Date: 4/20/22, 3:12 PM
Modification Date: 4/20/22, 3:12 PM

🔒 Private list
[Share](#)

Upload a file to search from file:

Drop a file or

ℹ