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Professional Lab - since 1938

ADVANCED ROES EVENTS SYSTEM TUTORIAL

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SCHOOLS & GROUPS

SPORTS & EVENTS

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ROES EVENTS SYSTEM TUTORIAL

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INTRODUCTION TO ROES EVENTS

ROES Events allows you to pair images and data in an automated fashion making it ideal for ordering sports teams, schools, and other events. With or without the aid of pre-prepared. CSV data files, data fields can be assigned to our product line and automatically populated in a few easy steps. Custom packages with custom data fields can be created using products from a given ROES catalog and saved for future use. If you would like more information on how to use ROES Events in the simplest way please view our Simple Events Tutorial guide.

IMPORTING DATA

me	Last Name	Team Name	Packages
	Wiggins	Storm	B-2
	Cosby	Storm	C-1
	Craig	Storm	A-1;M-1
	Winston	Storm	A-1
	Williams	Storm	B-2
	Messner	Storm	D-1
	Tanner	Storm	E-1
	Black	Storm	A-1
	Zane	Storm	B-2
	Lutz	Storm	A-2
	Taylor	Storm	G-1

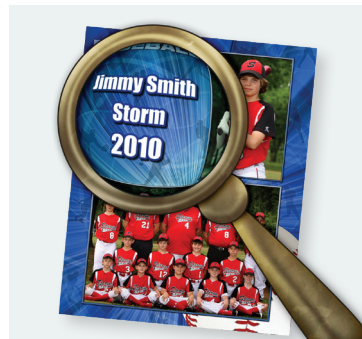## MATCH IMAGES TO DATA

0001.jpg
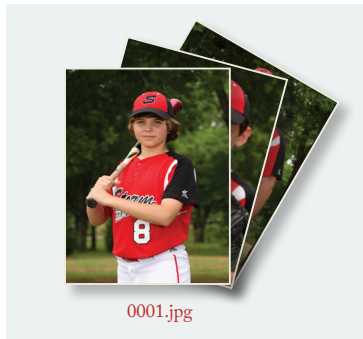
CREATE PACKAGES

REVIEW

Though you do not need a data sheet to utilize ROES Events, data-intensive orders can be managed by merging a data file with your images inside ROES. In a program such as Excel, simply create a new column for each type of data to be used in your final products. Filename and Packages are the only two fields required to process an order through ROES Events. If you would like more information on how to use Events in the simplest way, please switch to our Simple ROES Events tutorial. This guide will walk you through the full data capabilities of ROES Events.

> ✅ **TIP**
>
> If you are a Windows user there is a shortcut to adding your filenames to Excel. Download the Copy Filenames program found here - http://www.extrabit.com/copyfilenames/. After running the installer, simply select all the filenames you need to copy into your spreadsheet, right click and select Copy Filenames. Then select your Image column in Excel and paste. Your filenames with the .jpg extension included should appear. If you are a Mac user you can simply highlight the filenames in your folder and paste them directly into Excel or Numbers.

ROES Events is set up by default to read CSV files. When saving your data, be sure there are no commas in your data and save it in CSV format. In the CSV format a comma creates a new column. If necessary, commas can be added in Events after your data has been imported.

In addition to filename/number, group image and ordered packages, common data columns include: First Name, Last Name, Team Name, League Name, Coach Name, School, Home Room, and Teacher. Other data columns might include League Logo, Height, Weight, Age, etc. Any data field can be queried onto the labels we will apply to each sitting when your order is packaged at the lab. Filename and order number will always appear by default. If there are specific fields you want to be sure we include on the labels please make a note in the Special Instructions for Lab section in the Shopping Cart tab in ROES.

Do not title any data column "Subject ID." Doing so will cause your order to error at the lab.

It is worthwhile to consider using the same field names for any job that will be ordered using the same package group. Once we begin assigning data fields to your packages, you will see why.

> ❗ **IMPORTANT**
>
> In preparing your data and assigning your field names, you must refrain from using any special characters. Common special characters include punctuation marks and symbols such as @, #, &, *, ~, etc. For example, when entering someone's height you would input 5 ft. 6 in. instead of 5'6". Special characters will cause errors in the processing of your order at the lab and typically result in the order needing to be completely rebuilt.

ADDING A GROUP IMAGE OR LOGO TO YOUR DATA

If you have group images or any other graphic that needs to be distributed to multiple sittings it is best to set that up in Excel. Create a column for the image. Insert the filename in the first cell and click and drag the square icon at the corner of the cell down to the last row that should be associated with it. Excel will copy the filename to all of the cells that are selected when you release the mouse button. Repeat as needed.

ENTERING THE PACKAGE DATA

The packages field uses a "P-Q" format in which "P" is your package name, and "Q" is the quantity of that package ordered for that record.

When entering your order data, remember that your data must be consistent with the names of the packages you build in ROES. If multiple packages are ordered, separate them by a semi-colon. For example, if one of Package A and two of Package B were ordered for the same file, the Packages column for that record should read "Package A-1;Package B-2." The package naming system you use is completely up to you. The important thing is that the name of the package in ROES matches your data exactly and that the P-Q format is used when entering your orders into the spreadsheet.

SORTING YOUR DATA

Your data should be sorted before you proceed to the next step. If you would like the groups sorted alphabetically by last name and then by teacher/coach, for instance, use Excel's sorting options to reorganize. Your order will be packaged at the lab in the same sequence you see in Excel. See Appendix A at the end of this document for more information on Excel's sorting capabilities. If you would like us to bundle by a particular field (i.e. Team) please leave an order comment in the Special Instructions for Lab section in the Shopping Cart tab.

PREPARING YOUR DATA FILE CONTINUED

EXCEL DATA FILE

DATA CELL CONTENT

NOTE

It is important to include the entire file name PLUS its extension in the data cell of your data file. For example, "1218.jpg" is acceptable while "1218" is not. For a shortcut to add filenames to data, see the Tip in the Preparing Your Data File section. If you are entering your filenames manually, Excel can quickly add the .jpg extension for you. For more information, see our Excel Tips and Tricks document on page A1.

RECOMMENDED ORDER OF OPERATIONS

1 BUILD PACKAGES

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2 IMPORT DATA & IMAGES

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3 MATCH IMAGES & IDENTIFY PACKAGES

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4 REVIEW ORDER & SEND

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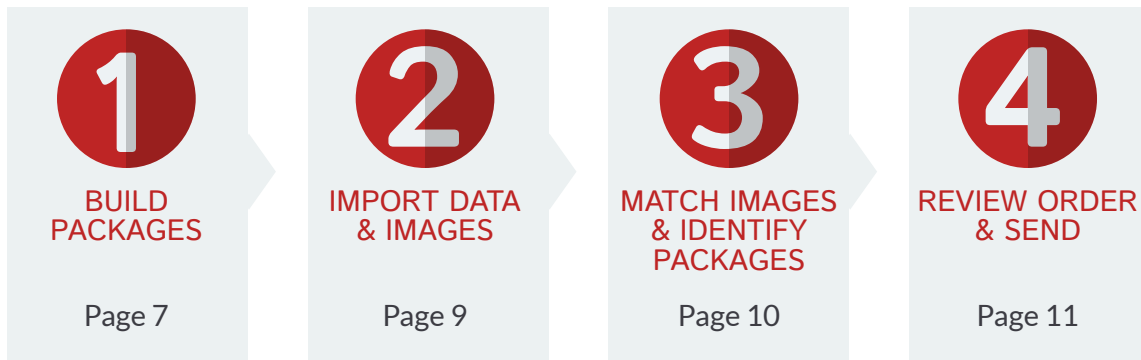
1 BUILD PACKAGES

As soon as you have your product and template offerings set you can build your packages in ROES. It is recommended that you build the packages before your shoot so that you can process the job more quickly after the event.

Launch ROES and select the Create Order tab. In ROES packages are called Favorites. Build a set of Favorites here that will be used for your job. If you haven't built Favorites in ROES before please reference our tutorial video - https://youtu.be/WCYCpdjzOG8

Next, create a sample data sheet. You'll need to have all of the field names in this data sheet that you'll be using on the final job. You only need to enter data for one subject and nothing needs to be real except the filename – this is only a sample. If you're building your packages after the shoot and your full data set is already complete you can of course use that. Save the file as a CSV and launch ROES.

Proceed to the Events tab. This is the Events homepage. As you process jobs through Events, they will all be saved here. This page will display all of them. To create a new job, click the plus sign in the lower left corner. You will see "Untitled" appear under the Name column in the upper left. Double click on "Untitled" and rename the job appropriately. You can add and modify columns to the Events homepage using the gear icon in the lower left. Double clicking on the name of any column will sort the list alphabetically by that column.

If you are only building packages at this stage, this job will only be used for that purpose. You'll set up a fresh job to process your order.

Click on Subject Info in the lower right corner, then in the first section, choose "Import data from a CSV file" and click Next. Browse to your file. Now you'll see a preview of your data. It should look just like your CSV did in Excel. If your data is jumbled, it's likely that it was saved in a format other than CSV or contains commas that are separating the columns inappropriately. Click Back, edit your file in Excel, save your changes and reimport. Once it looks correct, be sure to check the box "First Row Has Field Names." Next it will ask you to choose your package group. Choose the one you will use for your upcoming shoot. Proceed to the next step. Browse to the folder that contains the images in your data file. After clicking Next again you'll see your images and data populate.

Click on the field name of the row that has your filenames. Next click on the Images button at the bottom of the screen. Choose Match Images ➔ Use Thumbnails. This will match up the images with your filename row.

Next we're going to associate the appropriate fields with your image and text nodes. Click Associate Fields in the lower right. If you need to change the package group associated with your job first, click on the gear icon at in the center right of the screen.

NOTE

To open a different folder of images than you originally selected click the Add Images button in the center of the bottom of your screen. You may only have one folder of images open at a time. If you would like to hide the images panel completely, click on the symbol with the human icon and the blue arrow on the far left.
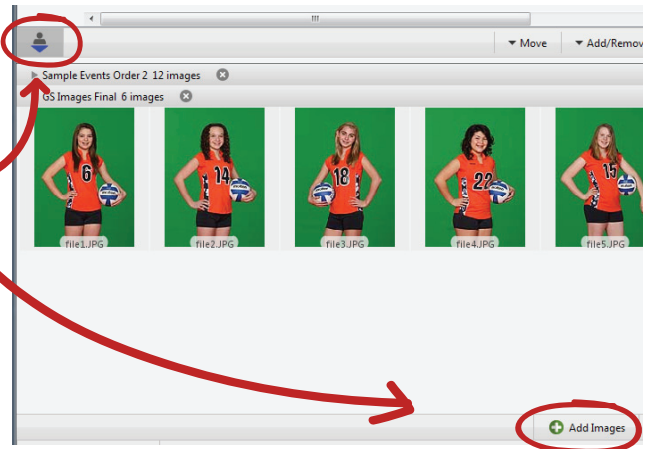
Now that you're in the Associate Fields section you will see all of your Favorites on the left. Switch to the group you need to finish setting up. Select the first package or item. A white canvas representing each product will appear in the middle of the screen. If you hover over the canvas a description of the product and the quantity will appear at the top. Below the canvases you'll see all of the field names from your data sheet. Drag and drop the appropriate field name onto each product and each text node you wish to use, taking care to assign only the image field names to image nodes and text fields to text fields. For example, be careful not to query a field that will only contain the Coach's Name into the image node. This will result in a blank product since ROES will not find any image associated with the Coach's Name field. Please see our tutorial video "Assigning Fields to Packages" for a visual demonstration.
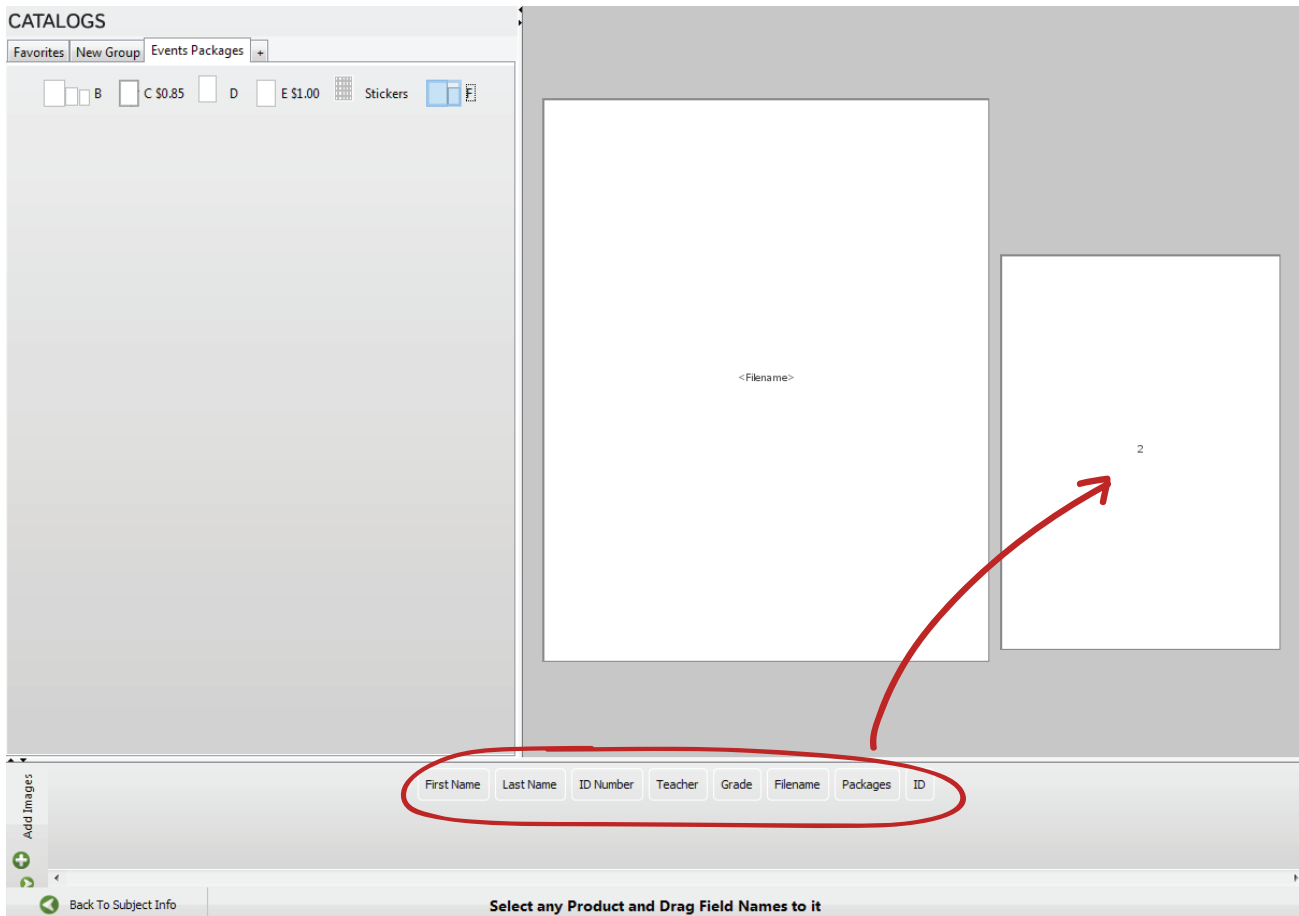
Repeat this process with all of your products. If you need to modify a package, go back to the Create Order tab and modify it. When you switch back to the Events tab you'll see the update. Take care to be sure your Favorites group only contains products from one catalog. You won't be able to submit your order to the lab if it contains products from two catalogs.

Once you've finished associating all fields, your package group is ready to be used. The field association will always be saved. If you need to make a quick change to it you can always go to the Associate Fields section again and modify a package or item before reviewing your order.

② IMPORT DATA & IMAGES

Once your data is finished and your packages are built you're ready to process a job from start to finish.

Launch ROES and proceed to the Events tab. This is the Events homepage. Over time this page will display all of the jobs you have processed through ROES Events. To create a new job, click the plus sign in the lower left corner. You will see "Untitled" appear under the Name column in the upper left. Double click on "Untitled" and rename the job appropriately. The Status column can be updated by you at any time. It is intended to provide a space for notes and record keeping. Double clicking on either the Name or the Status column will sort the list alphabetically by that column.

NOTE

You can add and modify columns to the Events homepage. Use the gear icon in the lower left. There you can either select an existing field and edit it or add/remove a field using the plus (+) and minus (-) signs in the lower left corner of the window. The Initials column in the screenshot above was added this way.

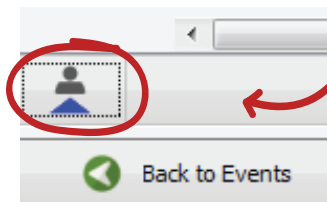Once your job is created, click on Subject Info in the lower right corner to proceed to the next step.

In the first section, choose "Import data from a CSV File" and click Next. Browse to your file. Now you'll see a preview of your data. It should look just like your CSV did in Excel. If your data is jumbled, it's likely that it was saved in a format other than CSV or contains commas that are separating the columns inappropriately. Click Back, edit your file in Excel, save your changes and reimport. Once it looks correct, be sure to check the box "First Row Has Field Names." Next it will ask you to choose your package group. Choose the one you will use to process this job. Proceed to the next step. Browse to the folder that contains your images. Next you'll see your images and data populate.

❸ MATCH IMAGES & IDENTIFY PACKAGES

Click on the field name of the row that has your filename. Next click on the Images button at the bottom of the screen. Choose Match Images ➜ Use Thumbnails. This will match up the image(s) with your filename row.

✅ TIP

If you don't see any image thumbnails or the Images button at the bottom your Images panel is minimized. Use the symbol in the lower left corner and in screenshot below to open it again.

If you didn't distribute your group image or logo in your Excel file you can do it now. You can add a row and title it the same way the field was titled when you set up your packages. See the Note below about how to add rows to your data in ROES. If it should be distributed to the entire data set, you can click on the field name to highlight the entire row and simply drag the image from the images section below and drop it onto the row. If it should only be distributed for certain records (i.e your order has five teams with their own team images), the best way would be to create the row and then select the cells for that team. Then drag and drop the team image from below onto those selected cells. In general, it's easier to distribute your group images and logos in Excel but this is an option if you would rather not edit your spreadsheet and reimport.

Now click on the field name of the row that has your packages. Click on "Use as Packages" in the center of your screen. Click on another row to deselect the packages row. If the cells are green the package data is ready to go. Any pink cells have a problem. The most common problems are a discrepancy in the package name or a formatting issue. The name of the package in your data must be exactly the same as the package name in ROES. The format must be Package Name-Quantity (i.e. A-1 to order 1 of a package called "A"). A semicolon should separate multiple packages (i.e. A-1;B-1 to order one of both packages A and B). To double check the package group you selected, click on the gear icon at the center right. To view or edit the details of your package group, go back to the Create Order tab.

> **NOTE**
>
> You can quickly make edits to your data even after you import it into ROES. Double click on the cell you need to edit and adjust as needed. If you need to add, remove or rearrange columns, right click on any cell in the table for a menu. You can also adjust the column sequence by dragging the columns using the top row labeled Fields. The sittings will be packaged and returned to you in the sequence you see in ROES. If your data still needs extensive sorting, it would be faster to use Excel. See Appendix A for tips on Excel's sorting function. If you decide to make the edits in Excel and reimport, you can easily do that. When you're ready, simply click the Import File button in the center. Browse to your updated spreadsheet and click Open. Note that this will completely overwrite your current table and all images and packages will have to be reassigned.

Once all of your package cells are green, review the rest of the table for any issues. All subjects should have an image associated with them and a package ordered. If a package is ordered for a subject without an image the order will error and have to be rebuilt. Check to be sure that no subject has a package ordered with a quantity 0. This will cause the order to error.

④ REVIEW ORDER & SEND

With your data and images matched and your packages defined, you can now review your order. All subjects can be reviewed or only selected records. To review only certain records, simply select the particular columns you would like to review. Click the "Start Reviewing" button and choose whether you would like to review the entire record set or only selected ones. Only the records you review will be added to your cart at the end of the review.

Click Start Review in the lower right corner to begin. Here you can check cropping and overall accuracy of your order. One package will be displayed at a time. Click the right arrow to advance to the next package. If you would like to activate auto review, click on the far arrow. The auto review tells ROES to advance through your order and only stop on a product that you have not yet reviewed for cropping.

When the review is complete you can add all of the reviewed items to your order or return to reviewing to make changes. In the Shopping Cart tab you can change package or item quantities, edit the item to adjust cropping/zoom or add services, indicate the shipping method, choose your packaging option and add internal order comments and instructions for the lab. Once your order is ready, send it to the lab.

By default your order will be packaged by sitting with a 2x3 label on each sitting that includes record number, a small thumbnail, file number, and pertinent data fields.

ORDERING GREEN SCREEN DROPOUT THROUGH EVENTS

NOTE

Before you submit an order for green screen dropout, please take advantage of our free green screen evaluation process. For best results, submit 3-5 images that show various hair and clothing types. We'll drop out the background and digitally return the files to you at no charge for your review. You'll receive samples of our Quick Drop Level 1 service ($0.35/image). This process ensures you are satisfied with our work before you submit an entire order.

Events is also used to order green screen dropout. When setting up your data file, simply add a "Background" field (specifically named "Background"), and indicate your background choice for each record. All of our background choices can be viewed here.

BACKGROUND FIELD

NOTE

Only one background can be chosen per record/image. Images that require multiple backgrounds must be duplicated and treated as separate records with unique filenames. The background you've chosen will be cropped to fit your original file dimensions or the print size(s) you've ordered.

If you have your own backgrounds, please email the files to Customer Service in JPEG or TIFF format along with the name or code you will use to identify each background in your data. Once we install your backgrounds, the name you gave us is the exact name that must be used in your data. Otherwise the correct background will not appear on the final product.

No changes need to be made to your packages if the order includes green screen dropout. However, remember to check the box on the Shopping Cart tab that indicates the order requires green screen dropout.

You will notice that there are two options - Green Screen Dropout and Green Screen Proof. The second option is a proof quality dropout that is available at no charge. This is a quick drop that is not suitable for final print work but works well if you like to provide your customers with proofs before they order.

Note that all orders with green screen dropout have a three day turnaround time. The cut off time is 7:00pm Sunday-Thursday. See our Price Guide for more information on turnaround times.

ORDERING MULTIPLE POSES PER SITTING

To use Events to order a multi-pose job, your data and packages should be built a bit differently.

When creating your CSV there should be one column per pose in your spreadsheet. Name the columns anything you like, but don't use any special characters in the field names.

MULTIPLE POSES

First Name	Last Name	Pose 1	Pose 2	Pose 3	Team Image	Package
Beulah	Johnson	1683_1.jpg	1683_2.jpg	1683_3.jpg	TeamPhoto.jpg	A1-1; B2-1
Blake	Munez	1684_1.jpg	1684_2.jpg	1684_3.jpg	TeamPhoto.jpg	B3-1; A3-1
Sheila	Wright	1687_1.jpg	1687_2.jpg	1687_3.jpg	TeamPhoto.jpg	A2-1; B1-1
Shirley	White	1688_1.jpg	1688_2.jpg	1688_3.jpg	TeamPhoto.jpg	B2-1; A3-1
Reagan	Omalley	1693_1.jpg	1693_2.jpg	1693_3.jpg	TeamPhoto.jpg	A2-1; B1-1
Georgina	Right	1695_1.jpg	1695_2.jpg	1695_3.jpg	TeamPhoto.jpg	B3-1; A1-1
Josephine	Bleuth	1697_1.jpg	1697_2.jpg	1697_3.jpg	TeamPhoto.jpg	B3-1

Additionally, you will have to create a version of each package that corresponds with each pose. For example, if you have three pose options you will have to create three versions of each package - one for each pose choice. Be sure to name each package uniquely (i.e. A1, A2 & A3). This setup assumes that the customer can only have one pose per package. If they can choose any pose for any sheet in the package, you may want to consider setting up your Events packages with one item per package to help minimize the number of total packages.

COPYING FILENAMES INTO A SPREADSHEET

Below are shortcuts for copying and pasting filenames into a spreadsheet. This is a huge time saver.

Windows users:
- Go to http://www.extrabit.com/copyfilenames/ and install the CopyFilenames program.
- After installing CopyFilenames, right click on one or more files or folders in Windows Explorer. Select CopyFilenames.
- In Excel, click in the first cell you want the images added to, right click > Paste.

Mac users:
- Navigate to your image folder and highlight all cells.
- Click on the first cell in your image column in Excel or Numbers and paste. All of the filenames will appear in that column.

ADDING ADDITIONAL TEXT TO AN ENTIRE COLUMN

This could be used to add a bonus or league package to every subject. In the example below, I want to add "Bonus-1" to every subject's package data.

- Insert a blank column next to the column you want to modify.
- Click in the first blank cell parallel to the first cell you want to modify. Make a note of that cell number and modify the formula below accordingly.
- Paste this formula listed below (replacing F2 with the cell name of the first cell you want to modify) into the FX section at the top of Excel and hit Enter.

	A	B	C	D	E	F	G
	First Name	Last Name	Grade	Team	Filename	Packages	
1							
2	Jenny	Adams	9	JV Volleyball	7571.JPG	B-2	="Bonus-1;"&F2
3	Jessica	Black	9	JV Volleyball	7505.JPG	B-1	
4	Dana	Davis	10	JV Volleyball	7519.JPG	A-1; C-1	
5	Nicole	Johnson	10	JV Volleyball	7517.JPG	C-1	
6	Tiffany	Jones	9	JV Volleyball	7575.JPG	A-1	

G2 = "Bonus-1;"&F2

="Bonus-1;"&F2

- Click on the new cell, then click the small square in the lower right corner and drag down to the last entry in the column you want the formula applied to.

	G2	▼			f_x	="Bonus-1;"&F2	
	A	B	C	D	E	F	G
1	First Name	Last Name	Grade	Team	Filename	Packages	
2	Jenny	Adams	9	JV Volleyball	7571.JPG	B-2	="Bonus-1;"&F2
3	Jessica	Black	9	JV Volleyball	7505.JPG	B-1	="Bonus-1;"&F3
4	Dana	Davis	10	JV Volleyball	7519.JPG	A-1; C-1	="Bonus-1;"&F4
5	Nicole	Johnson	10	JV Volleyball	7517.JPG	C-1	="Bonus-1;"&F5
6	Tiffany	Jones	9	JV Volleyball	7575.JPG	A-1	="Bonus-1;"&F6
7	Tina	Smith	9	JV Volleyball	7480.JPG	A-1	="Bonus-1;"&F7
8							

- Select all of the new cells, right click and select Copy.
- Click in the first cell that you want to replace (F2 in this example). Right click and select Paste Special, then select Values.
- You can now delete the original column that has the formula in it (Column G in this example).

This feature is also useful if you need to add a prefix to all filenames. You can also reverse the formula to add text to the end of the contents in a cell (=F2&";Bonus-1"). Modify the contents in quotes and the starting cell so the formula will work for your needs.

ADDING A FILE EXTENSION TO YOUR FILENAMES

- In a blank column the right of your filenames highlight a single cell and type an "=".
- Now click on the first item you want to add the extension to. This column and row number should show up next to your equals sign (e.g. =A2).
- Type &".jpg" (including quotation marks) and hit Enter. The cell should now read [Filename].jpg
- Next, click on the cell that says [Filename].jpg, place your cursor in the lower right corner of the cell so that you see a +. Click and drag your cursor down as many rows as necessary. You should see the extension .jpg is added to the corresponding filenames within this column.
- Now, highlight all of these newly created filenames, right click and select Copy.
- Click and highlight the original cells you want to add the extension to (e.g. A2). Right click and select Paste Special. A dialog box will pop up. Select Values from the list and click OK. All of the filenames should now be replaced with [Filename].jpg
- Delete the column of information where you created your formula and save your data.

CHANGING THE CASE OF TEXT

This trick shows you how to adjust the case of the text. For example, see column A in the screenshot below. Excel can change the case so that the names are formatted like you see in column C.

- Insert a blank column next to the column you want to modify.
- Click in the first blank cell parallel to the first cell you want to modify (e.g. A2).
- Paste the formula listed below into the FX section at the top of Excel, modifying it as needed with the correct cell number. Hit enter.

  =PROPER(A2)

- Click on the new cell, then click the small square in the lower right corner and drag down to the last entry in the column you want the formula applied to.

	A	B	C	D	E	F	G
1	First Name		Last Name	Grade	Team	Filename	Packages
2	JENNY	Jenny	Adams	9	JV Volleyball	7571.JPG	B-2
3	JESSICA	Jessica	Black	9	JV Volleyball	7505.JPG	B-1
4	DANA	Dana	Davis	10	JV Volleyball	7519.JPG	A-1; C-1
5	NICOLE	Nicole	Johnson	10	JV Volleyball	7517.JPG	C-1
6	TIFFANY	Tiffany	Jones	9	JV Volleyball	7575.JPG	A-1
7	TINA	Tina	Smith	9	JV Volleyball	7480.JPG	A-1
8							

B2 f_x =PROPER(A2)

- Select all of the new cells, right click and select Copy.
- Click in the first cell that you want to replace (A2 in this example). Right click and select Paste Special, then select Values.
- You can now delete the original column that has the formula in it.

ADDING A SORT COLUMN

This can be useful if you're entering your data from handwritten order forms that are in a specific sequence (or possibly scanned into a PDF). Adding a sort column gives you the ability to easily find the child's order form even after resorting all of the data in Excel.

- Once all data is entered, create a Sort column and type 1 into the first row in that column.
- Click on the small square in the lower right corner and drag down to the last entry.

	G2			f_x	1		
	A	B	C	D	E	F	G	H
1	First Name	Last Name	Grade	Team	Filename	Packages	Sort	
2	Jenny	Adams	9	JV Volleyball	7571.JPG	B-2	1	
3	Jessica	Black	9	JV Volleyball	7505.JPG	B-1	2	
4	Dana	Davis	10	JV Volleyball	7519.JPG	A-1; C-1	3	
5	Nicole	Johnson	10	JV Volleyball	7517.JPG	C-1	4	
6	Tiffany	Jones	9	JV Volleyball	7575.JPG	A-1	5	
7	Tina	Smith	9	JV Volleyball	7480.JPG	A-1	6	
8								

- Click the square that appears in the lower right corner of the last cell. You have the option to "Fill Series" or "Copy Cells". Select Fill Series when creating the sort column

	D5			f_x	JV Volleyball		
	A	B	C	D	E	F	G
1	First Name	Last Name	Grade	Team	Filename	Packages	Sort
2	Tina	Smith	9	JV Volleyball	7480.JPG	A-1	6
3	Jessica	Black	9	JV Volleyball	7505.JPG	B-1	2
4	Nicole	Johnson	10	JV Volleyball	7517.JPG	C-1	4
5	Dana	Davis	10	JV Volleyball	7519.JPG	A-1; C-1	3
6	Jenny	Adams	9	JV Volleyball	7571.JPG	B-2	1
7	Tiffany	Jones	9	JV Volleyball	7575.JPG	A-1	5
8							

Even though I have now sorted the data by filename I can use the sort column to find the original sequence of the sittings.

SORTING DATA BY MULTIPLE CATEGORIES

Excel allows you to sort by multiple categories. This is an excellent tool for reorganizing data quickly (i.e. sort first by Teacher, then by Last Name, then by First Name).

- Select your entire spreadsheet by clicking on the icon in the upper left corner between column A and row 1.
- Click on the Data tab and select the Sort option. There may also be a button labeled Sort & Filter in the upper right corner of the Home tab.
- The Sort window pictured below should open.
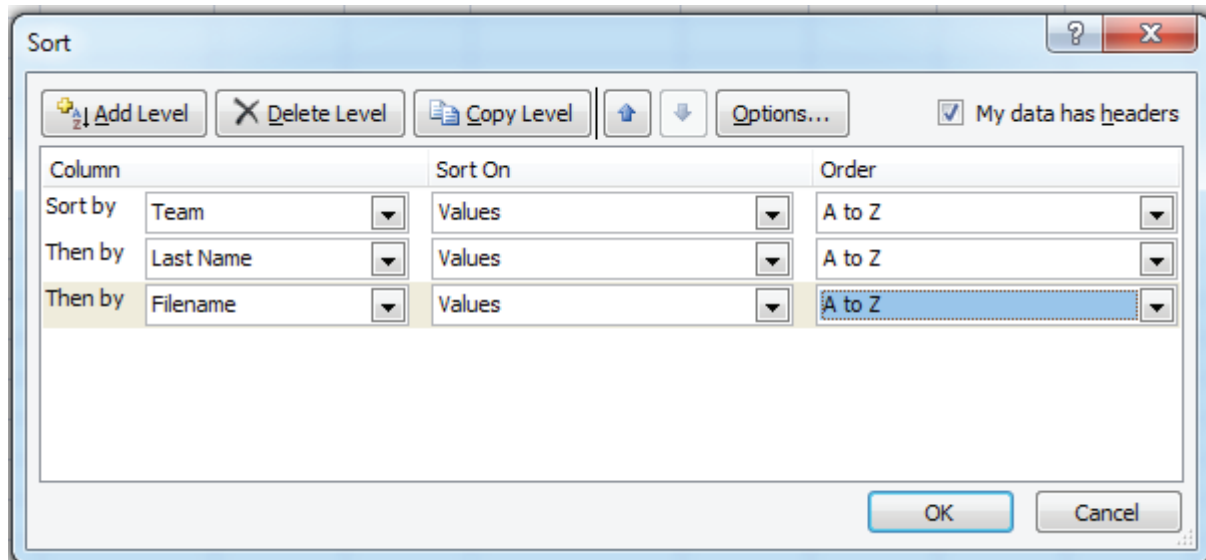
- Make sure the "My data has headers" box is checked.
- Select from the drop down menu which column you would like your data sorted by.
- Click Add Level if you would like to refine your sorting further and repeat as needed.
- Click OK to sort your data.

SEARCH AND REPLACE

This is helpful if you need to replace every instance of text with another automatically. For example, you might want to replace "First Grade" with "1st Grade".

- Pressing Ctrl + F on your keyboard gives you the ability to quickly locate and/or change the contents of a single cell, entire column or the entire document.
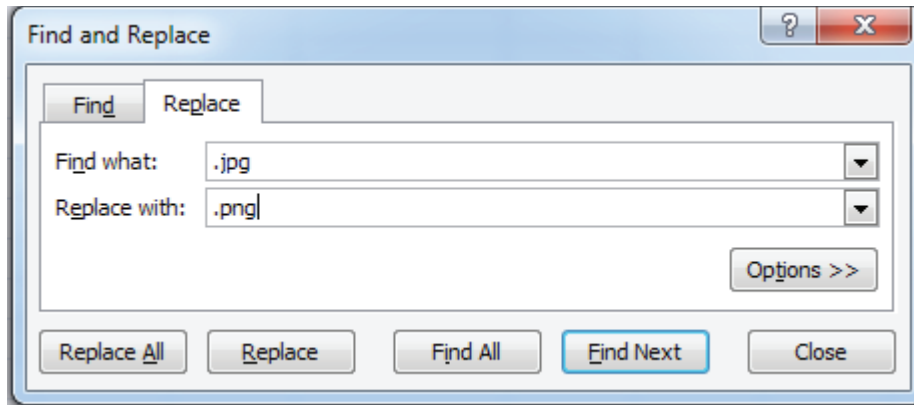
- Clicking the Options button will allow you to refine your search.
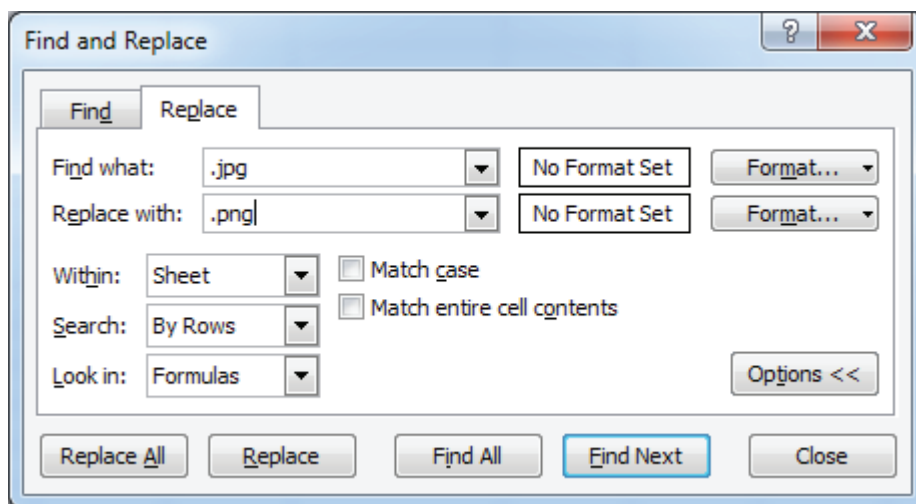
ADDING LEADING ZEROS

Excel will remove any leading zeros when you reopen a saved CSV file. This is an example of how to add the leading zeros to jpg files in column A in the screenshot below.

- First, use search and replace (Ctrl + F) to remove the .jpg from the filenames.
- Insert a blank column next to the column you want to modify.
- Click in the first blank cell parallel to the first cell you want to modify. This is column B in the screenshot below.
- Paste the formula listed below into the FX section at the top of Excel. Modify the number of zeros in quotes depending on the total number of digits in the filename, and the starting cell so the formula will work for your needs.

ADDING LEADING ZEROS CONTINUED

=TEXT(A2,"000000") & ".jpg"

	B2		f_x	=TEXT(A2,"000000") & ".jpg
	A	B	C	D
1	Filename		First Name	Last Name
2	7480	007480.jpg	Tina	Smith
3	7505		Jessica	Black
4	7517		Nicole	Johnson
5	7519		Dana	Davis

- Click on the new cell, then click the small square in the lower right corner and drag down to the last entry in the column you want the formula applied to.

	B2		f_x	=TEXT(A2,"000000") & ".jpg"	
	A	B	C	D	E
1	Filename		First Name	Last Name	Grade
2	7480	007480.jpg	Tina	Smith	9
3	7505	007505.jpg	Jessica	Black	9
4	7517	007517.jpg	Nicole	Johnson	10
5	7519	007519.jpg	Dana	Davis	10
6	7571	007571.jpg	Jenny	Adams	9
7	7575	007575.jpg	Tiffany	Jones	9
8					

- Select all of the new cells, right click and select Copy.
- Click in the first cell that you want to replace (A2 in this example). Right click and select Paste Special, then select Values.
- You can now delete the original column that has the formula in it (Column B in this example).

ENTERING NUMERIC PACKAGES (1-12)

By default, Excel will reformat a numeric package into a date once you hit Enter. To workaround that feature you can simply put a space before the number.

E	F	G	
Grade	Team	Packages	Sort
9	JV Volleyball	2-1	6
9	JV Volleyball	B-1	2

E	F	G	H
Grade	Team	Packages	Sort
9	JV Volleyb	1-Feb	6
9	JV Volleyb	B-1	2

E	F	G	
Grade	Team	Packages	Sort
9	JV Volleyball	2-1	6
9	JV Volleyball	B-1	2

This concludes the ROES Events System Tutorial. For further assistance, please contact Customer Service.

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