How to Format your BookIT Excel Files:

Step 1: The file for the Books -

ID No.	Title	Author

Example:

- Column 1: ID Number of Book
- Column 2: Full Title of Book
- Column 3: Author's name
- As many rows as there are books

1	The Adventures of Tom Sawyer	Mark Twain
2	Diary of a WImpy Kid	Jeff Kinney

Step 2: The file for the Users -

Name	Student or Teacher	Password

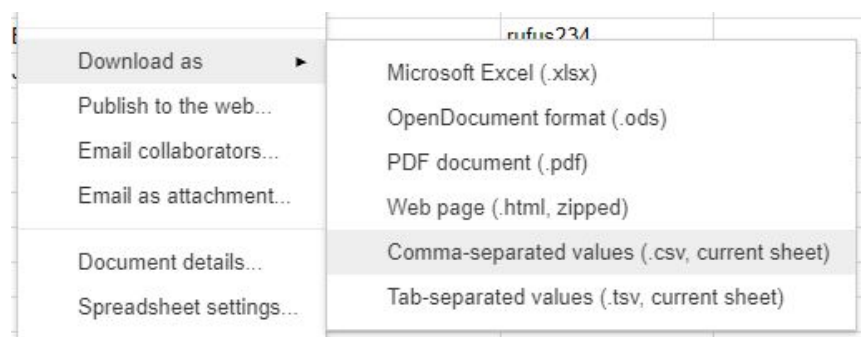Example:

- Column 1: User's first and last name
- Column 2: Whether the user is a student or a teacher/administrator
- Column 3: The user's password

Bob Smith	Student	rufus234
Jack Bryant	Teacher	youwon'tguessthis3

Step 3: Exporting to the right file format

Download/Save both excel files as Comma Separated Values, or CSVs.

		rufus234
Download as ▶	Microsoft Excel (.xlsx)	
Publish to the web...	OpenDocument format (.ods)	
Email collaborators...	PDF document (.pdf)	
Email as attachment...	Web page (.html, zipped)	
Document details...	Comma-separated values (.csv, current sheet)	
Spreadsheet settings...	Tab-separated values (.tsv, current sheet)	

That's It! Load the files into the program at the start and you're all set!