

## Exporting a Book List from Oliver

- To produce a catalogue list for Accelerated Reader, go to **Cataloguing > Resources**
- Select **Report** from the Resources function Menu
- Select report **Full Resources CSV** and click **Go**
- Click on the red Download Full Resources CSV report
- Save the CSV file that is produced – you will need to **email this to Renaissance Learning**
- The ISBN is in column L, Title in W and Author in AH.
- If only 1,000 resources are listed then there is a (default) restriction (usually in order to speed up the reports by making them shorter).
- Please could you navigate to **Management, Parameters**, and type the numbers “1200” into the “Search” box (Top left of the work area) and press “**Enter**” on the keyboard, or click on the “**Search**” button, to the right of the search box.
- When the parameters appear below “Settings”, please click on the “**Edit**” button to the right and on the same row as the “Settings” title.
- Then on the row below, that starts “1200 Maximum List Size” please click in the text entry box in the “**Value**” column and enter an extra couple of zeros on the end of the existing number, then click on the “**Save**” button (Top right of the work area).
- Then repeat the CSV report procedure. (Please be aware that it will probably take a significantly longer time to produce the report).