

## Removing the Header from SirsiDynix Unicorn Reports

How many of us have been annoyed by the “headers” that we get on long SirsiDynix reports, especially since it never stays at the top of the page? With the help from people at another SirsiDynix site, we have figured out how to eliminate these headers.

Things to know before we begin:

**^p** = an enter keystroke or carriage return

**^w** = long line of spaces

**^t** = tab

**Report name** = the name of the report (i.e., *Inventory List*)

**Report date** = the line of text that lists the report date (i.e., *Produced Wednesday, May 2, 2007 at 3:09 PM*)

When we run the SirsiDynix reports, the header looks like the following:

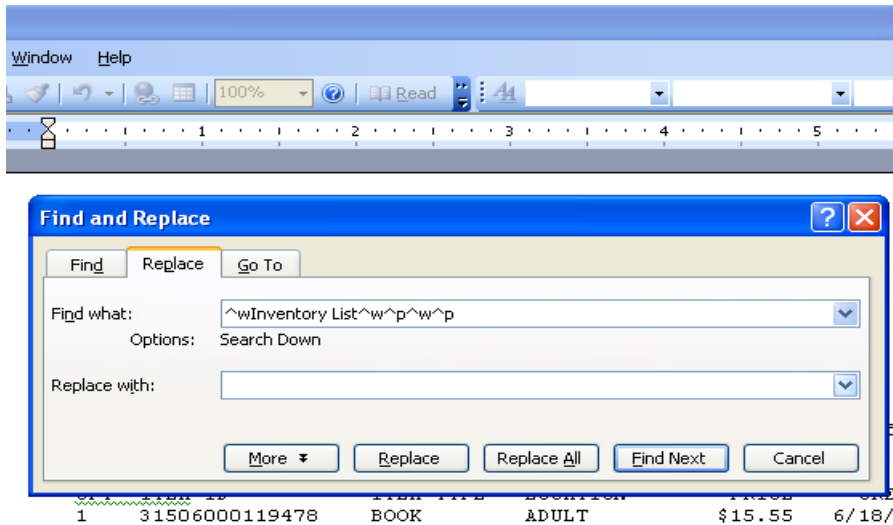
```
Inventory List
Produced Wednesday, May 2, 2007 at 3:09 PM
```

Our goal is to remove the report name, the report date, any carriage returns, and any long lines of spaces. You can recognize the long line of spaces by clicking and dragging over them. It will look like a black block.

Step 1 – Remove the report name

A. Open up the finished report in **Microsoft Word** (not WordPad). If you have decided to view the log, delete all of the lines in the log after you get the information you need.

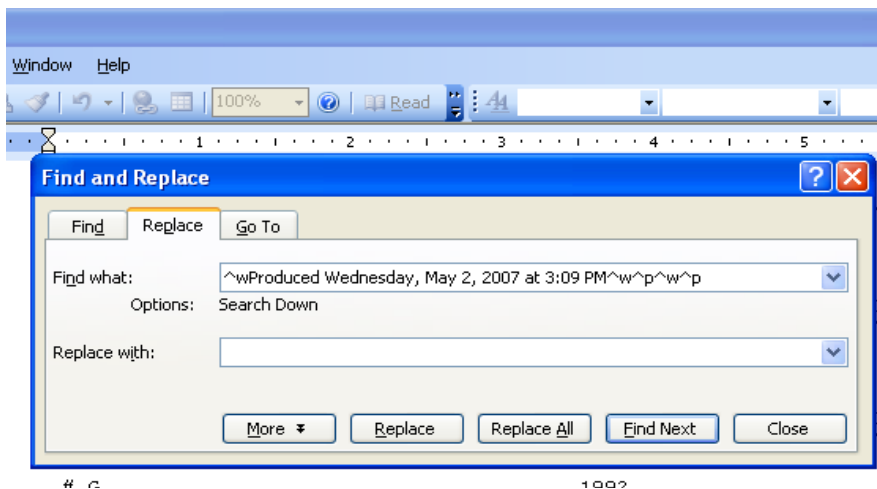
B. Highlight the report name (just the words, not the extra spaces) and select copy. Select Edit/Replace. In the Find field, type `^wThe-Report-Name^w^p^w^p` In the Replace field, leave it blank. This will remove the space before the report name, the report name, the space after the report name, the carriage return, the space in the field below, and the next carriage return. In the above example, it would look like this:



C. Click on Replace All. If you get a message that says, “Word has finished searching the selection. 0 replacements were made. Do you want to continue searching the document?” click on Yes. If your document is more than 1000 pages, this could take a long time. If you see another message asking you “Do you want to search from the beginning of the document?” click on Yes. After you see the message telling you the replacements have been made, click on OK. Then click on Close.

## Step 2 – Remove the report date

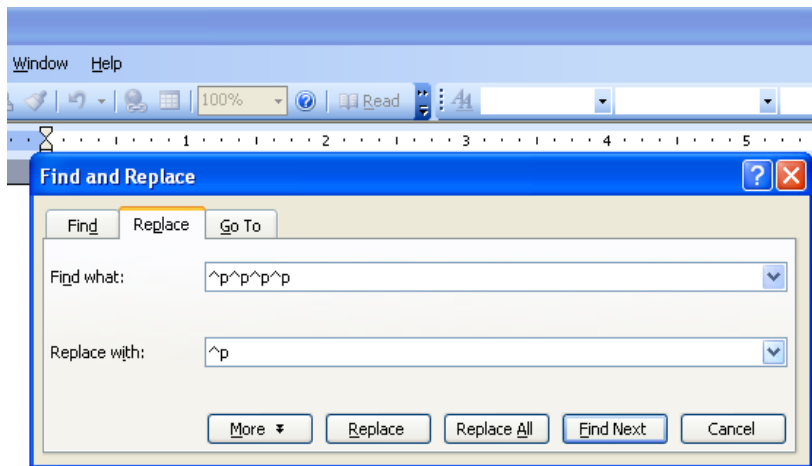
A. Highlight the report date (just the words, not the extra spaces) and select copy. Select Edit/Replace. In the Find field, type ^wThe-Report-Date^w^p^w^p In the Replace field, leave it blank. This will remove the space before the report date, the report date, the space after the report date, the carriage return, the space in the field below, and the next carriage return. In the above example, it would look like this:



B. Click on Replace All. If you get a message that says, “Word has finished searching the selection. 0 replacements were made. Do you want to continue searching the document?” click on Yes. If your document is more than 1000 pages, this could take a long time. If you see another message asking you “Do you want to search from the beginning of the document?” click on Yes. After you see the message telling you the replacements have been made, click on OK. Then click on Close.

### Step 3 – Remove any extra spaces

A. Select Edit/Replace. In the Find field, type ^p^p^p^p in the Find field, and type ^p in the replace field. This will replace multiple carriage returns with a single carriage return.



B. Click on Replace All. If your document is more than 1000 pages, this could take a long time. After you see the message telling you the replacements have been made, click on OK. Then click on Close.