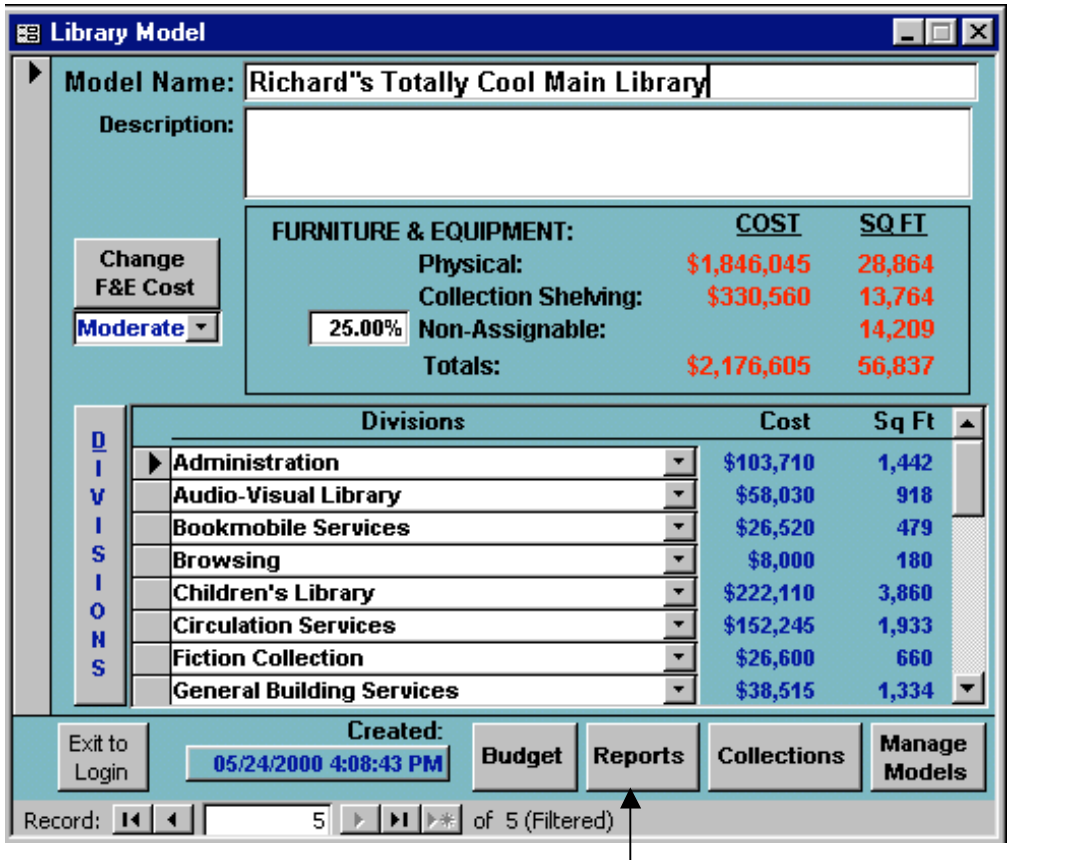


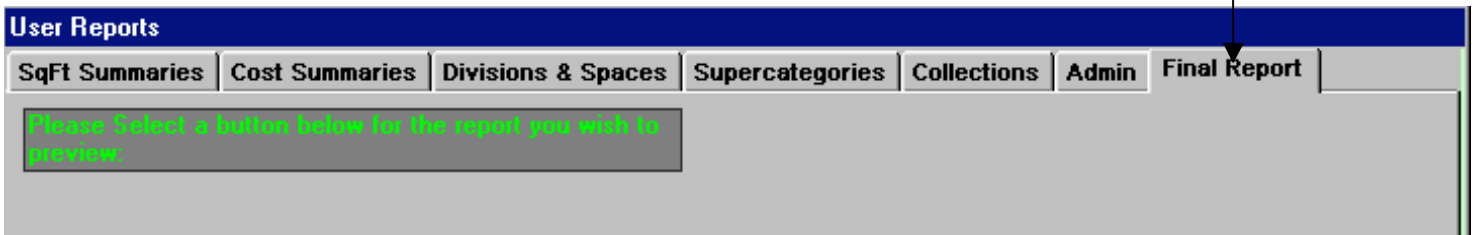
Final Report Screen

The Final Report screen allows you to transform all the components of the Library Model into a Library Building Program. This Final Report can be organized using the Libris Design Program’s default outline, or you can add, delete, or rearrange any of the sections of the Final Report before it is printed.

To get to the Final Report screen, click the “Reports” button on the lower right side of the “Library Model” screen:

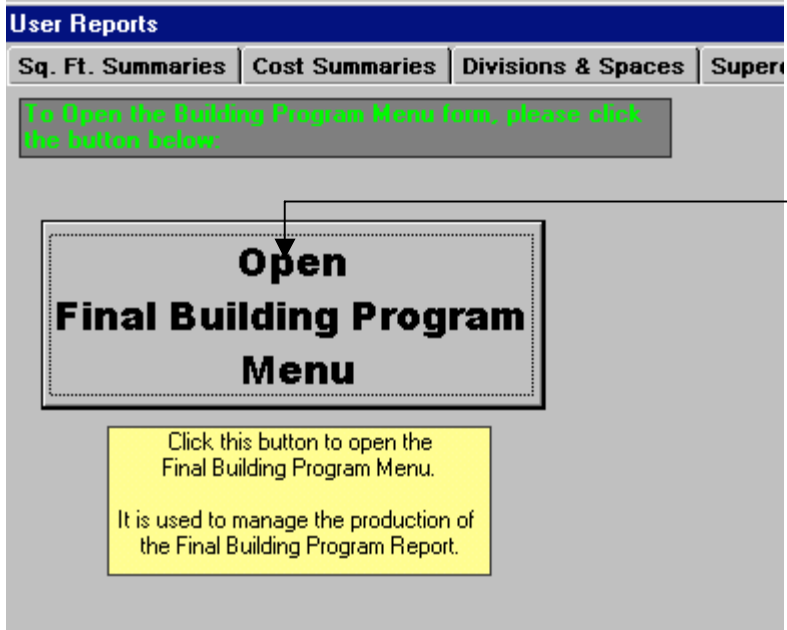


Click on the Tab labeled “Final Report”:

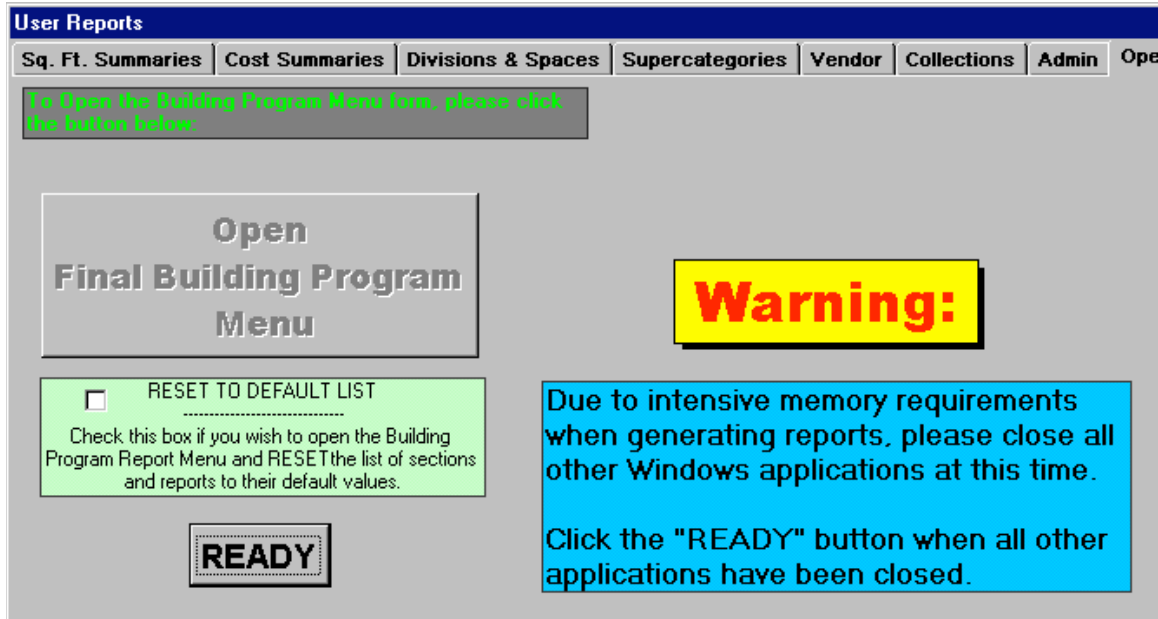


Building Program Main Menu

To begin using the Final Reports screen, click on the “Open Final Building Program Menu”:



After clicking on the “Open Final Building Program Menu”, you will get this warning message to close all other applications. **DO NOT IGNORE THIS WARNING MESSAGE.** If you have not closed all other applications, please do so now. Then click the “Ready” Button to go to the Building Program Selection Menu.



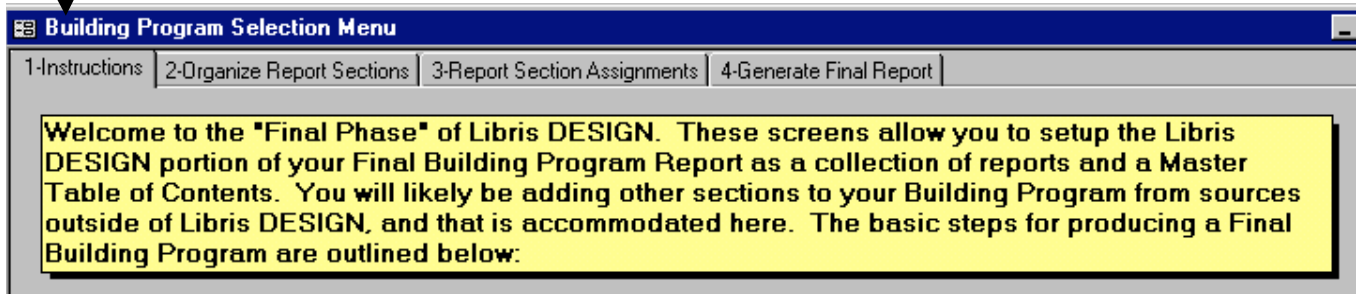
Building Program Selection Menu

The “home” menu for the Final Report screen is the “Building Program Selection Menu.” This screen tells the purpose of the Final Reports screen, and outlines the basic steps for organizing a final Library Building Program and a Final Report.

The “Building Program Selection Menu” is organized as follows:

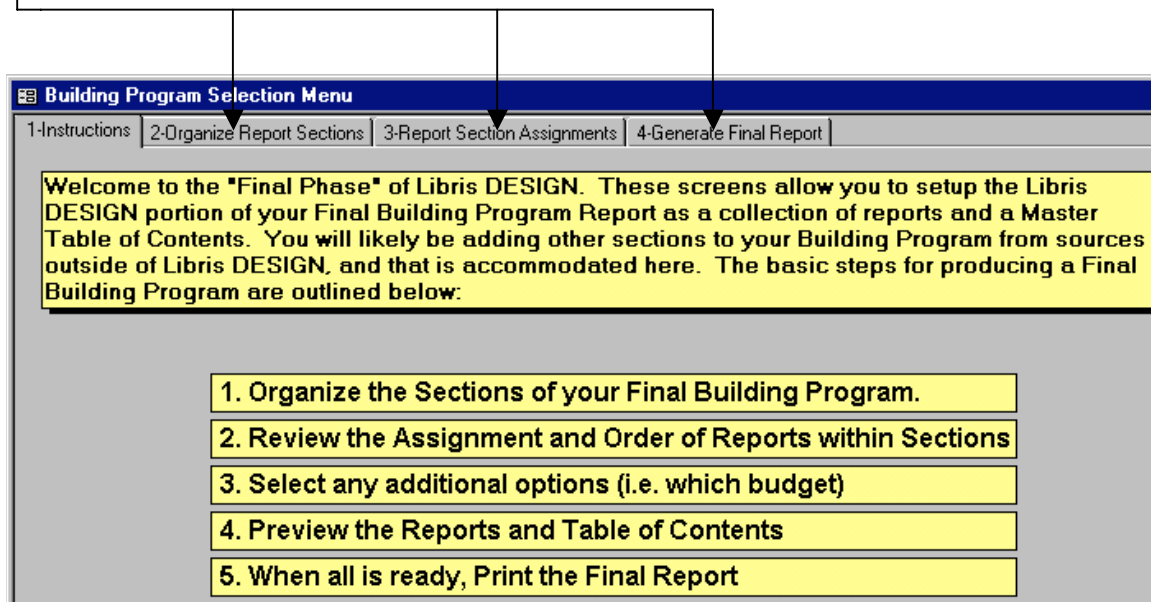
Building Program Selection Menu Title Bar

This tells you the name of the active screen.



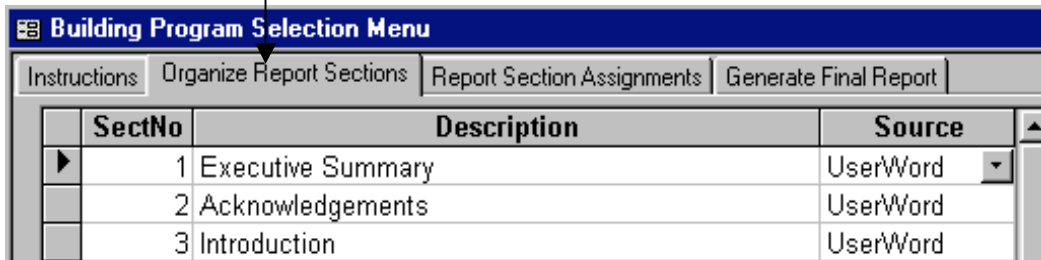
Information Tabs

These Tabs are clickable and reveal additional information about using the “Building Selection Menu.” This screen, for example, introduces this module of the Libris Design Program its organization.



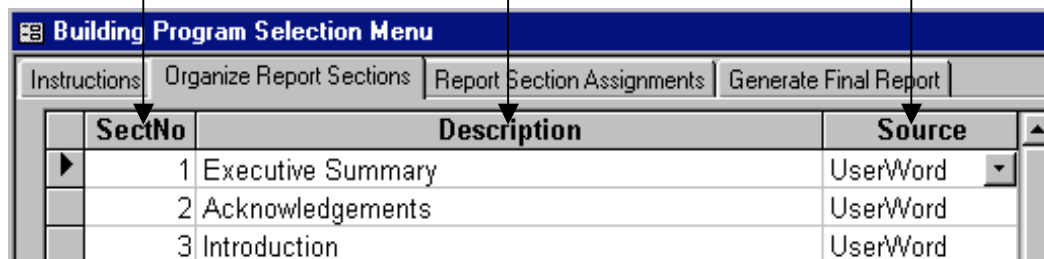
Organize Report Sections

The first step in producing a Final Building Program is to organize the sections to be included in the Final Report. Click the “Organize Report Sections” Tab. You will see the following screen:



SectNo	Description	Source
1	Executive Summary	UserWord
2	Acknowledgements	UserWord
3	Introduction	UserWord

The “Organize Report Sections” is divided into three columns: *Section Number (SectNo)*, *Description*, and *Source*.



SectNo	Description	Source
1	Executive Summary	UserWord
2	Acknowledgements	UserWord
3	Introduction	UserWord

The Libris Design Program provides a default version of the “Organize Report Sections” of the Building Program Final Report. You can change the default version of the Final Report to the way you want the final building program and the Final report to be structured. This is done by using the buttons located to the right of the Organization Reports Section outline:

This screen allows you to make changes to this list of sections.

Sort and Renumber
AFTER changes to the section list, click the Sort and Renumber button above.
NOTE: Changes to the Report Section Assignments WILL BE LOST.

Delete a Section
To Delete a Section, click on the square gray box to the left of the section so that the entire row is highlighted, then press the DELETE key.
To delete several sections, click and drag one or more consecutive boxes and press the DELETE key.

Add a Section
To Add a Section, click the Add Section button above, fill out the pop-up screen form and click the Exit button.

Restore Default List
If desired, you may restore the default list of sections by clicking the Restore Default List button above.

Sort and Renumber

Click this button after changes have been made to either the Section Number, Description, or both, and the changed section will be automatically sorted and renumbered.

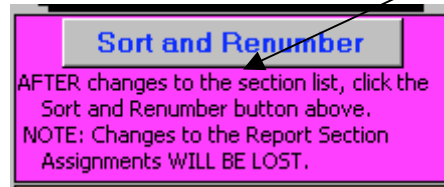
In the following example, the “Project Costs” section needs to appear earlier in the Final Report. To do this, type a different number in the box that says **SectNo 11**.

SectNo	Description	Source
1	Executive Summary	UserWord
2	Acknowledgements	UserWord
3	Introduction	UserWord
4	Project Schedule	UserWord
5	Community Analysis	UserWord
6	Library Facilities Master Plan	UserWord
7	Site Analysis	UserWord
8	Library Plan of Service	UserWord
9	The Library Collections	LibrisDB
10	The Library Supercategories	LibrisDB
11	Project Costs	LibrisDB
12	Projected Library Operating Budget	UserWord
13	General Requirements of the Library Building	LibrisWord
14	Spatial Relationships	LibrisDB

Change the “11” to “1.” The pencil icon should appear:

	8	Library Plan of Service
	9	The Library Collections
	10	The Library Supercategories
	1	Project Costs
	12	Projected Library Operating Budget

Click on the pencil icon to save the section number change. The pencil should be replaced by a right-facing black triangle. Finally, click on the *Sort and Renumber* rectangular box:



The *Organize Report Sections* will now look like this:

SectNo	Description	Source
1	Project Costs	LibrisDB
2	Executive Summary	UserWord
3	Acknowledgements	UserWord
4	Introduction	UserWord
5	Project Schedule	UserWord
6	Community Analysis	UserWord
7	Library Facilities Master Plan	UserWord
8	Site Analysis	UserWord

This screen allows you to make changes to this list of sections.

Sort and Renumber

AFTER changes to the section list, click the Sort and Renumber button above.
NOTE: Changes to the Report Section Assignments WILL BE LOST.

Delete a Section

To Delete a Section, click on the square

The same process can be used to move any of the other report sections. To revert back to the default organization of the Report Sections, just press the *Restore Default List* button. More information about this button later.

Delete a Section

To delete a section from the “Organize Reports Section,” click the mouse arrow on the gray box next to the section to be deleted. This will highlight the section you want to delete:

6	Library Facilities Master Plan	UserWord
7	Site Analysis	UserWord
8	Library Plan of Service	UserWord
9	The Library Collections	LibrisDB
10	The Library Supercategories	LibrisDB
11	Project Costs	LibrisDB
12	Projected Library Operating Budget	UserWord

Delete a Section

To Delete a Section, click on the square gray box to the left of the section so that the entire row is highlighted, then press the DELETE key.

To delete several sections, click and drag one or more consecutive boxes and press the DELETE key.

Press the <Delete> key to remove the highlighted section from the Final Report.

The section number is deleted along with the section:

6	Library Facilities Master Plan	UserWord
7	Site Analysis	UserWord
9	The Library Collections	LibrisDB
10	The Library Supercategories	LibrisDB
11	Project Costs	LibrisDB

Add a Section

To add a new section to the Final Report, click the *Add a Section* button to the right of the “Organize Reports Section” list:

13	General Requirements of the Library Building	LibrisWord
14	Spatial Relationships	LibrisDB
15	Facility Space Requirements	LibrisDB
16	Net Assignable Square Footage	LibrisDB
17	Appendix A	LibrisDB

Add a Section

To Add a Section, click the Add Section button below, fill out the pop-up screen form and click the Exit button.

The screen shown below will appear. Type in the appropriate information in the *Insert the New Section After Number*, *Enter a Description*, and *What will the Source of Information be* white rectangular boxes to the right of the box descriptions.

Add A Section
✕

Add A Section

Enter new section information and click the Exit button below.

Insert the New Section After Number:

Enter a Description:

What will the Source of Information be?:

Exit and Add Section
+

Record: 1 of 1

IMPORTANT NOTE: In the “New Section” box, make sure that the section number that appears *before* the section to be added is typed in this box. Then the “Added Section” will be inserted into the proper place within the Final Report.

In the example below, a new section needs to be added after Section 17: Appendix. As explained above, the first step is to click the *Add a Section* button:

13	General Requirements of the Library Building	LibrisWord
14	Spatial Relationships	LibrisDB
15	Facility Space Requirements	LibrisDB
16	Net Assignable Square Footage	LibrisDB
17	Appendix A	LibrisDB

Add a Section

To Add a Section, click the Add Section button below, fill out the pop-up screen form and click the Exit button.

Fill in the information in the rectangular boxes. In this example the new section is to be inserted after Section 17 and will be called “Appendix B.” You can either type in the “Source of Information” in the appropriate box or click on the *black triangle* on the right side of the box:

Add A Section

Enter new section information and click the Exit button below. To cancel, click the close box above.

Insert the New Section After Number:

Enter a Description:

What will the Source of Information be?:

Exit and Add Section

Record: of 1

The Libris Design Program supplies three choices for this box. For this added section, highlight *LibrisDB*:

Add A Section

Enter new section information and click the Exit button below. To cancel, click the close box above.

Insert the New Section After Number:

Enter a Description:

What will the Source of Information be?:

UserWord User Word Document

LibrisWord Libris Design Word Document

LibrisDB **Libris Design Database**

Exit and Add Section

Record: of 1

Click the mouse arrow on the pencil icon to save the *Add a Section* information. A white diamond on top of a black background will replace the pencil icon. Then click on the *Exit and Add Section*:

The newly added section, *Appendix B*, should appear just underneath Section 17:

13	General Requirements of the Library Building	LibrisWord
14	Spatial Relationships	LibrisDB
15	Facility Space Requirements	LibrisDB
16	Net Assignable Square Footage	LibrisDB
17	Appendix A	LibrisDB
▶	18 Appendix B	LibrisDB
	19 Glossary	UserWord
	20 Bibliography	UserWord

Record: 18 of 20

Add a Section

To Add a Section, click the Add Section button below, fill out the pop-up screen form and click the Exit button.

Restore Default List

If desired, you may restore the default list of sections by clicking the Restore Default Table button below.

Restore Default List

To restore the original Libris Design Program's default list of sections, click the *Restore Default List* button.

In the example below, a number of the Building Program sections have been rearranged, added, and/or deleted:

13	Facility Space Requirements at a Joint Use Branch S	LibrisDB
14	Net Assignable Square Footage	LibrisDB
▶	15 Introduction	UserWord
	16 Appendix A	LibrisDB
	17 Bibliography	UserWord
	18 The Library Collections	LibrisDB
	19 Glossary	UserWord
	20 Members of the Richard's Cool Library Planning Bd.	UserWord

Record: 15 of 20

Add a Section

To Add a Section, click the Add Section button below, fill out the pop-up screen form and click the Exit button.

Restore Default List

If desired, you may restore the default list of sections by clicking the Restore Default Table button below.

To restore the original “Organize Reports Section” default list, click the *Restore Default List* button:

13	Facility Space Requirements at a Joint Use Branch	LibrisDB
14	Net Assignable Square Footage	LibrisDB
15	Introduction	UserWord
16	Appendix A	LibrisDB
17	Bibliography	UserWord
18	The Library Collections	LibrisDB
19	Glossary	UserWord
20	Members of the Richard's Cool Library Planning Bd	UserWord

Record: 15 of 20

Add a Section

To Add a Section, click the Add Section button below, fill out the pop-up screen form and click the Exit button.

Restore Default List

If desired, you may restore the default list of sections by clicking the Restore Default List button below.

The Libris DESIGN Program automatically restores the original list before any changes were made:

Libris DESIGN 2.3

Building Program Selection Menu

1-Instructions | 2-Organize Report Sections | 3-Report Section Assignments | 4-Generate Final Report

SectNo	Description	Source
1	Executive Summary	UserWord
2	Acknowledgements	UserWord
3	Introduction	UserWord
4	Project Schedule	UserWord
5	Community Analysis	UserWord
6	Library Facilities Master Plan	UserWord
7	Site Analysis	UserWord
8	Library Plan of Service	UserWord
9	The Library Collections	LibrisDB
10	The Library Supercategories	LibrisDB
11	Project Costs	LibrisDB
12	Projected Library Operating Budget	UserWord
13	General Requirements of the Library Building	LibrisWord
14	Spatial Relationships	LibrisDB
15	Facility Space Requirements	LibrisDB
16	Net Assignable Square Footage	LibrisDB
17	Appendix A	LibrisDB
18	Glossary	UserWord
19	Bibliography	UserWord
*	0	

Record: 1 of 19

Sort and Renumber

AFTER changes to the section list, click the Sort and Renumber button above.
NOTE: Changes to the Report Section Assignments WILL BE LOST.

Delete a Section

To Delete a Section, click on the square gray box to the left of the section so that the entire row is highlighted, then press the DELETE key.
To delete several sections, click and drag one or more consecutive boxes and press the DELETE key.

Add a Section

To Add a Section, click the Add Section button above, fill out the pop-up screen form and click the Exit button.

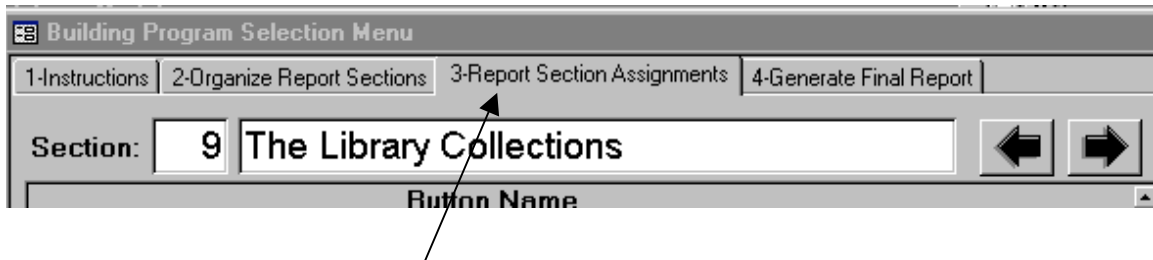
Restore Default List

If desired, you may restore the default list of sections by clicking the Restore Default List button above.

Organizing the reports within the Sections (Chapters)

Once you have named the various sections of the building program and put the sections in order, the next task is to assign Libris Design reports to these sections and to put these reports in order. The default has assigned Libris Design reports to each section and suggested a possible order. You must then review each section and accept the default or move reports to a different section, delete or reorder the reports within a section.

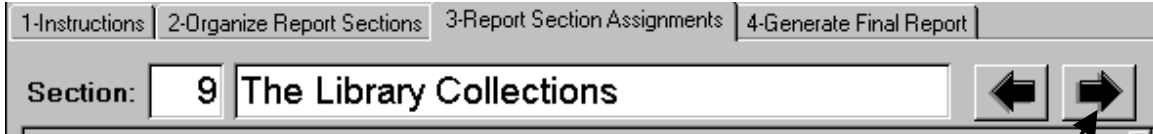
(NOTE: Although Organize Report Sections must be completed first, sections which contain reports that you would like to insert into another section should not be deleted before this task is completed.)



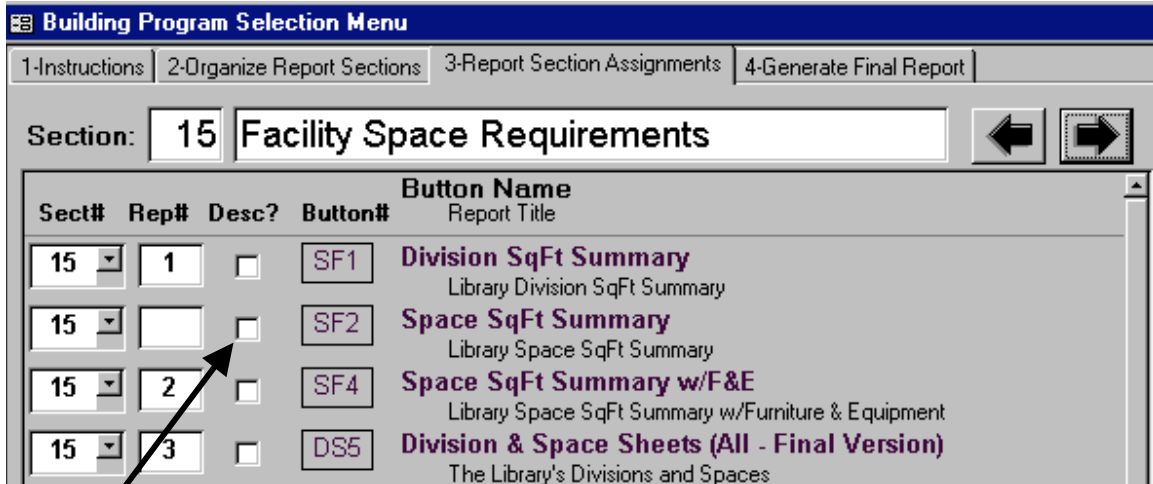
Click this tab to begin organizing the various Libris Design reports within the sections, which have been selected and organized in Step 2.



The Report Sections Assignments tab will open to a screen showing the contents of the first Section, which contains a Libris Design Report. For The Library Collections section, two reports are available, but only the C1 report has been selected for inclusion in the default Final Building Program. To remove a report you will delete the number from the Rep# box. To include a report, enter a number in the box. These numbers will place the reports sequentially in the final building program.

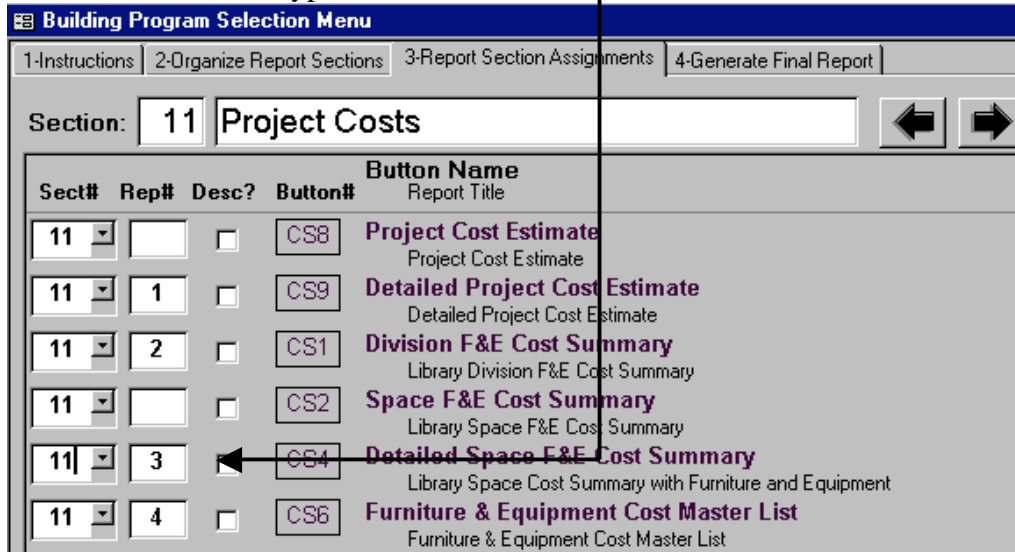


After a section has been completed, click the right facing arrow to organize the next section.



If a report has optional descriptions (the second descriptive line for inventory items), check this box to include descriptions or leave the box blank to omit them.

To change one report for another one in the default final building program delete the number from one box and type it into another.



To move a report to a different section, enter a different section number in the Section# box. Reports can be moved to any section, which has previously been created in Step 2

of the Final Building Program menu. (Remember not to delete any sections, which include reports you would like to retain for the Final Building Program. To recover reports which have been deleted along with their section assignment, click Restore Default List and start over.)

Sect#	Rep#	Desc?	Button#	Button Name Report Title
11		<input type="checkbox"/>	CS8	Project Cost Estimate Project Cost Estimate
11	1	<input type="checkbox"/>	CS9	Detailed Project Cost Estimate Detailed Project Cost Estimate

Building Program Selection Menu

1-Instructions | 2-Organize Report Sections | 3-Report Section Assignments | 4-Generate Final Report

Section: [Left Arrow] [Right Arrow]

Sect#	Rep#	Desc?	Button#	Button Name Report Title
17		<input type="checkbox"/>	CS8	Project Cost Estimate Project Cost Estimate
11	1	<input type="checkbox"/>	CS9	Detailed Project Cost Estimate Detailed Project Cost Estimate

For example: changing the 11 in this Section # box will move the Project Cost Estimate Report to Section 17 of the Final Report.

Building Program Selection Menu

1-Instructions | 2-Organize Report Sections | 3-Report Section Assignments | 4-Generate Final Report

Section: [Left Arrow] [Right Arrow]

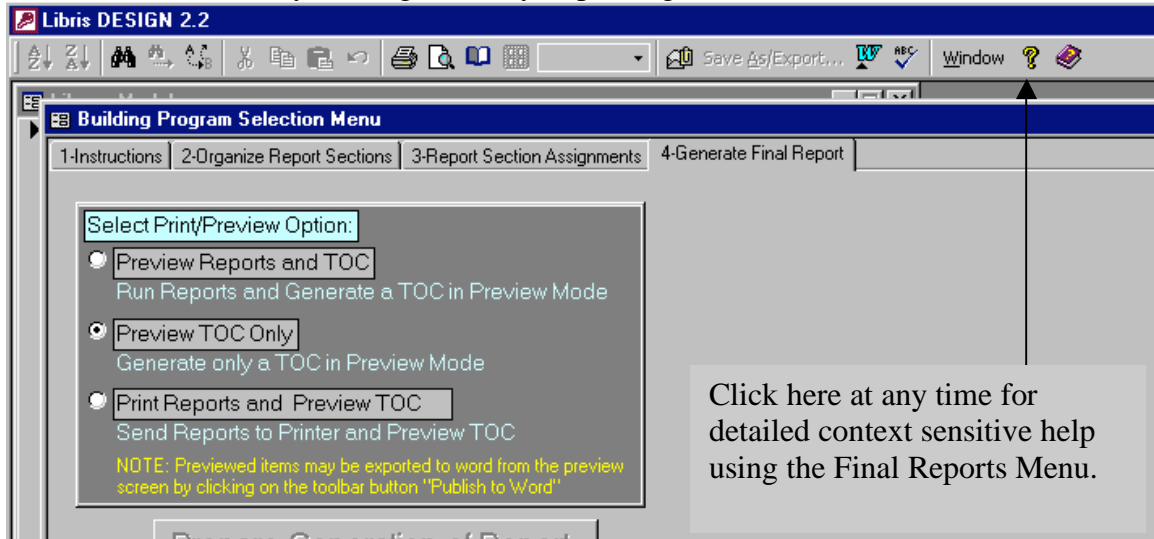
Sect#	Rep#	Desc?	Button#	Button Name Report Title
17		<input type="checkbox"/>	CS8	Project Cost Estimate Project Cost Estimate

When you get to Section 17, which is Appendix A, by clicking the right hand arrows, the Project Cost Estimate Report which was in Section 11, will be moved to the Appendix.

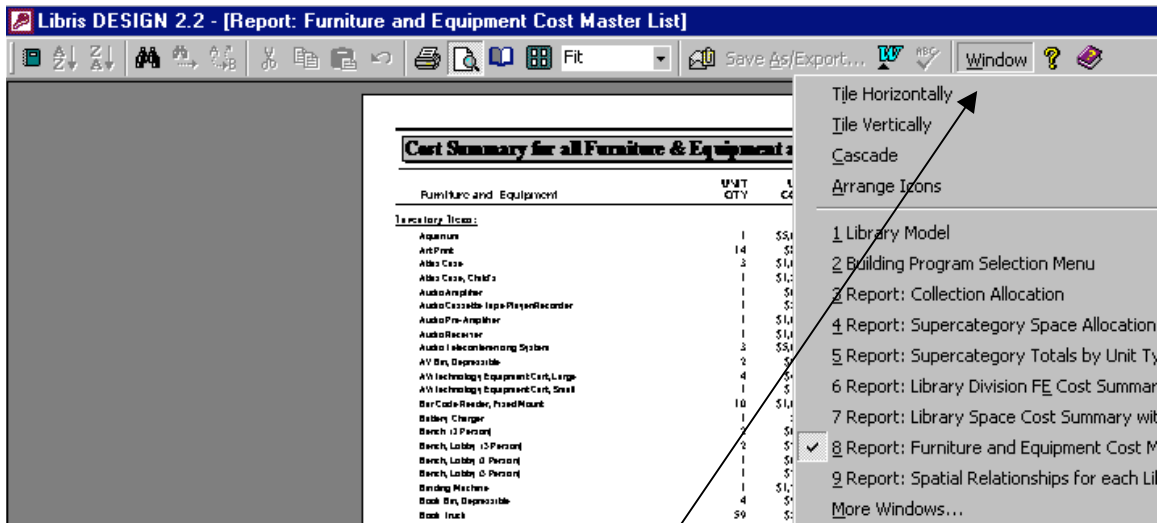
Any reports which are in the default Final Building Program can be moved to any section which has been previously been created in the “Organize Report Sections” menu.

The final step to creating a Final Building Program is to review the Table of Contents prior to printing the final document. Review the selections you have made in the organizing process to make sure you have included all of the necessary reports in the proper sequence, that they have a time stamp if they require one, and that they have selected “Include descriptions” where appropriate.

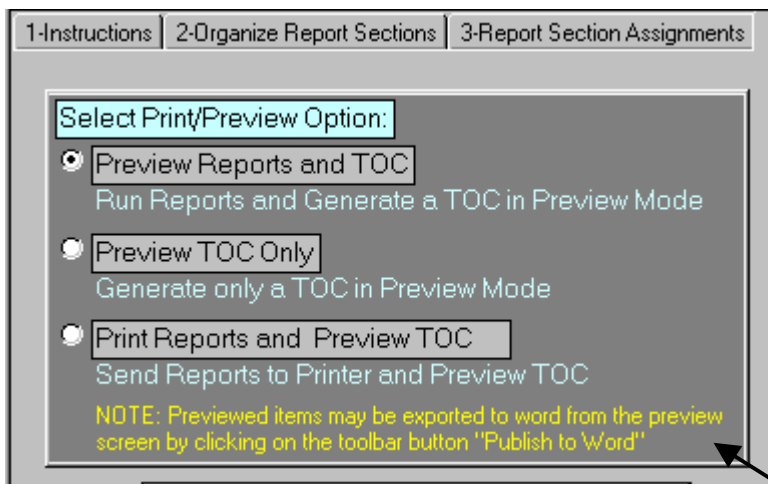
After opening Tab 4 “Generate Final Report,” you can preview the reports; preview the Table Of Contents only or the go directly to printing.



Libris DESIGN assembles the selected reports and puts them in the pre-selected order.

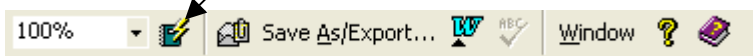


Individual reports can be viewed in the Preview Reports mode by pulling down the Window menu from the upper tool bar and selecting a report from the pull down list. Each report can be viewed individually and can be printed from this preview screen.



While the option is available to publish (or send) individual reports to Microsoft Word, the product is somewhat unsatisfactory for all but the briefest reports. You are urged to print from Microsoft Access whenever possible.

Individual reports can also be sent to the desktop or a folder as Microsoft Access Snapshots by clicking on the icon on the upper toolbar that resembles a book with a lightning bolt.



This new Access feature will send any individual report intact (both data and formatting) as a single read only file which can be sent to the printer or transmitted electronically to

any computer with Microsoft Access or the Access Snapshot Viewer available. The Snapshot viewer is available free of charge from Microsoft.

Final Reports Tips:

1. Plan out the contents of your Final Building Program before you get to the Final Building Program Menu. Identify the audience for the particular version of the program.
2. Determine which sections of the building program you will author in Microsoft Word or other program and plan on the sections and pagination for these to be compatible with the table of contents you will produce using Libris Design.
3. Turn off any features, such as the descriptions or detailed reports if you don't need them, to shorten the length of the final report.
4. Prepare well in advance of your final due date, and print a few test runs to make sure that the pagination is consistent and your printer can handle a file the size of the final document.
5. Make sure you have enough paper in your printer before you send the final document to the printer, there is **no** feature in Microsoft Access for printing ranges of pages (e.g., pages 171 to 190) of a longer document such as there is Microsoft Word.
6. If you need to reprint individual reports, use the snapshot feature, (See above) which allows you to reprint single reports with the data and formatting in tact.
7. **Heed the warning to shut down all other programs.**