

Printing INFOhio Reports with LibreOffice for MacOS

Below are instructions on how to open the most commonly used reports found within the INFOhio Tab.

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CAS : Age of Collection, CAS : Value of Collection, CIR : Receipts

1. In the "Output Options" Tab, select "Plain Text".

Kep	ort Format		
0	Plain Text	O RTF	
	Portrait	Landscape	
	Normal (Condensed	
-			

2. When viewing the finished report, click both "View result" and "Format report".

Finished Reports : View Finished Reports	
Report to view: CAS : Age of Collection Uiew log	
✓ View result	
✓ Format report	
	ОК



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CAT : Reports for Consolidation

All reports are emailed to the email address you provide. Once you download the files to your local machine you can open them in LibreOffice.

CAT : Shelf List, CAT : Weeding List

Brief or Long Report Type

1. In the "Output Options" tab select "Brief or Long" and "Plain Text".

	ort Type Brief O Long O Spreadsheet
Rep	ort Format
0	Plain Text 🔿 RTF
	Portrait 💿 Landscape
	Normal O Condensed

2. When viewing the finished report, you will need to click only the "View result" box.

chedule New Reports : View Finished Repo	orts
Report to view: PAT : List Users	
View log	
🗸 View result	
Format report	
	ОК

- 3. When the document opens in OpenLibre, you will need to do a few changes to the document.
- 4. First you will need to double click on "Default Page Style" at the bottom.

	20002000040867 WEST, Tori BASISTA 09		CCCC	09/10/2012 213	
Find	🕑 🔺 🔻 Find All 🗌 Match Case 🛔				
📙 Page 1 of 148	35,506 words, 429,666 characters	Default Page Style	English (USA)	Insert	



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5. Next, you will need to change the page orientation from "Portrait" to "Landscape" and click "Apply" and "OK".

			Page Sty	rle: Default Pag	ge Style			
Organizer	Page	Area	Transparency	Header	Foote	r Borders	Column	Footr
Paper Format								
Format:	Letter		0					
Width:	11.00*	0						
Height:	8.50"	0						
Orientation:	Portra	ait						
	Land:	scape		Paper tray:	0	From printer s	ettings] 🖯	
Margins				Layout Settir	ngs			
Left:	0.79"	•		Page layout	:	Right and lef	t	0
Right:	0.79"	0		Page numb	ers:	1, 2, 3,		0
Тор:	0.79"	0		Use pa	ge line-	spacing		
Bottom:	0.79"	0		Reference	Style:			
Gutter:	0.00"	0		Gutter posit	ion:	Left		0
						🗹 Backgrou	nd covers m	argins

6. Lastly, you will need to remove unneeded characters shown below and the report will be ready to be printed.

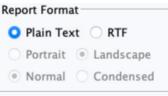
•	
folddata	
.pgnum c	
.report	
.title l	
INFOhio_:: CAT_: Shelf List (catite	emlist - brief)
. end	
.heading l	
Item Created Call NumberBarcode	Status
.end	

Spreadsheet Report Type

1. In the "Output Options" tab select "Spreadsheet" and "Pipe" as Delimiter under Report Type.

Report Type		
○ Brief ○ Long	🔹 🔾 Spreadsheet Delimiter: 🔿 Comma 🔿 Tab 🗿 Pipe 🔿 Ot	ther:

2. Under Report Format select "Plain Text".





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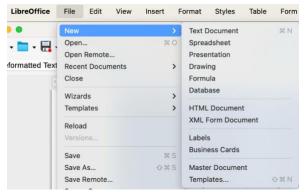
- 3. Select the Options you want to display.
- 4. Click "Run Now" at the bottom.
- 5. Select the report you just ran from the "Finished Reports" and click "View". Check only the "View Result" box.

Schedule New Reports : View Finished Reports	
Report to view: PAT : List Users 2	
View log	
✓ View result	
Format report	
	ОК

6. The results will open in LibreOffice. By default, LibreOffice opens files from WorkFlows in the word processing application. Once the file is open in LibreOffice, click on "Edit" then "Select All" to select all text.

Edit	View	Insert	Format	Styles	Table
Undo:	Change	style: Defa	ault Page St	yle	жz
Redo					¥Ү
Repea	at: Chang	e style: De	efault Page	Style 🗠	¥Ү
Cut					жχ
Сору					ЖС
Paste					жV
Paste	Special				>
Select	t All				₩ A
Select	tion Mode	Э			>
Select	t Text			0	¥1

- 7. After "Select All", go back to "Edit" and select "Copy".
- 8. Next, click on "File", then "New", and then "Spreadsheet".





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9. Once a blank Spreadsheet opens, click on "Edit" and then select "Paste".

Edit	View	Insert	Format	St
Undo:	Insert		¥ Z	:
Redo			жY	ě.
Repea	t: Insert		公 米 Y	· .
Cut			¥ X	č
Сору			жc	2
Paste			₩ V	
Paste	Special			>

10. Click on the letter A above the top row of data. This will select all the text.

	Α	В
1	Barcode Na	ne Library
2	2000200003	5768 DUKE

11. Click on the Data menu, and then select "Text to Columns".

Sheet	Data Tools	
	Sort	
A IV	Sort Ascending	
	Sort Descending	
2 ▼ =	AutoFilter	Φ ¥ L
Teacher	More Filters	>
	Define Range	
Grade	Select Range	
NU NWC	Refresh Range	
141 KA 3ASIST	Pivot Table	>
NONE	Calculate	>
3 BASI	Validity	
216 BE	Subtotals	
353 (Form	
JNKNOW		
216 E	Streams	
ZETTS	XML Source	
052 F	Multiple Operations	
311 F	Text to Columns	
4407 2	Consolidate	
133 PL	Group and Outline	>
JNKNOM	Statistics	>
INKNOW		



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12. In the "Text to Columns" settings window, make sure you check the "Other" box and enter a "|" (This is the character below the backspace on the keyboard using the shift key and \). You will see how your data will look once you click "OK".

mport					
Character set:	Unicode (UTF-16)		٥	
Locale:	Default - E	English (USA)		0	
From row:	1				
Separator Option	ns				
 Fixed width 		0	Separated b	у	
🗸 Tab	Comma	Semicolon	Space	🗹 Other	1
Merge de	limiters	Trim spaces		String delin	niter: "
Ū.	limiters	Trim spaces		String delin	niter: "
Other Options				Ū	
Other Options		Trim spaces	pecial numbe	Ū	niter:
Other Options	oted field as	text 🗹 Detect s	special numbe	ers S	
Other Options	oted field as	text 🗹 Detect s		ers S	
Dther Options Format qua V Evaluate fo Fields	oted field as	text 🗹 Detect s		ers S	
Dther Options Format que Sevaluate fo Fields Column type:	oted field as	text I Detect s	cientific notat	ers Si	cip empty ce
Column type: Standard	oted field as rmulas Star	text C Detect s C Detect s ndard	scientific notat	ars Si	kip empty ca
Other Options Format quo Versile Evaluate fo Versile Standard Standard Barcode	rmulas	text Detect s Detect s dard	Standa	ard Standar ry AltID	kip empty ce d Standard Room
Column type: Standard Sevence Standard Standard Standard Standard Standard Standard Standard Standard	star star Star Nam 35768 DUKI	text Detect s text	Standa Libra	ard Standar ry AltID 3576	d Standard Room UNKNOWN
Column type: Standard 2 2000200000 3 2000200000	Star Star 35768 DUK 36303 SIM	text Detect s Detect s dard E, Noah N, Anthony	Standa Standa Libra CCCC	ard Standar ry AltID 3576 3630	kip empty ca d Standard Room UNKNOWN 141
Column type: Standard 2 2000200000 3 2000200000 4 2000200000	Star Star Star S768 DUK 36303 SIM 40867 WES	text Detect s Detect s dard E, Noah N, Anthony	Standa Libra	ard Standar ry AltID 3576	d Standard Room UNKNOWN
Column type: Standard 2 2000200000 3 2000200000 4 2000200000	Star Nam 35768 DUK 36303 SIM 40867 WES 41535 JOYI	text Detect s Detect	Standa Standa Libra CCCC CCCC CCCC	ard Standar ry AltID 3576 3630 4086	d Standard Room UNKNOWN 141 213
Column type: Standard 2 200020000 3 200020000 4 200020000 5 200020000	Star Nam 35768 DUK 36303 SIM 40867 WES JOY1 41535 JOY1 41535 JOY1	text Detect s dard text , Noah N, Anthony r, Tori NER, Kenneth S, Dylan	Standa Standa Libra CCCC CCCC CCCC CCCC	ard Standar ry AltID 3576 3630 4086 4153	d Standard Room UNKNOWN 141 213 NONE

13. You will notice that the barcode numbers are not appearing correctly.

	Α	В
1	Barcode	Name
2	2.0002E+13	DUKE, Noah
3	2.0002E+13	SIMON, Anthe
4	2.0002E+13	WEST, Tori
5	2.0002E+13	JOYNER, Ke



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14. To fix this, click on the letter "A" so that all the text in Column A is highlighted. Then click on "Format" from the menu and "Cells".

Format	Styles	Sheet	Data
Text			>
Align Tex	t		>
Number	Format		>
Clone Fo	rmatting		
Clear Dir	ect Format	tting	$\sim M$
Cells			₩1
Rows			>
Columns			>
Merge ar	nd Unmerg	e Cells	>

15. Select "Text" from the Category column and click "OK".

	Form	nat Cells		
Borders	Backgro	ound	Cell F	Protection
Numbers	Font	Font Effect	ts	Alignment
Category	Format	Li	anguage	
All User-defined Number Percent Currency Date Time Scientific Fraction	@		Default - Englis	sh (USA) 📀
Boolean Value Text			Bai	rcode
Options				
Decimal places:	😌 🗌 Negat	ive numbers red	i	
Leading zeroes:	🗧 🗍 Thous	sands separator		
Format Code				
@				
Help		Rese	et Cance	el OK



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16. You will notice that your text has been replaced by "###". This simply means that the column isn't wide enough to display the full text. Widen the column to have all your text appear. This can be done by placing your cursor between Column A and Column B. Your cursor will become a line with arrows pointing away from each side. When you double click between the columns with this cursor, the column will be adjusted to the necessary size.

D	E
ig•###	DON
n•###	BLU
g ⊧ ### ।	DRA
;i▶### →	BRO
/ 🕨 #### 🔹 🕨	BEA

CIR: Active Loans

Plain Text Report Format

1. In the "Output Options" tab select "Plain Text"



2. When viewing the finished report, you will need to click only the "View result" box. Once the document opens in OpenLibre, it will need a few changes.

Benert to view	DAT . List Users	
	PAT : List Users	
View log		
🗸 View result		
Format report		

4. First double- click on "Default Page Style" at the bottom.



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	20002000040867 WEST, Tori BASISTA 09	сссс	09/10/2012 213	
× Find	🗹 🔺 🔻 Find All 🗌 Match Case 🛔			
Page 1 of 148	35,506 words, 429,666 characters Default Pag	e Style English (USA)	Insert 🗖	

5. Next, you will need to change the page orientation from "Portrait" to "Landscape" and click "Apply" and "OK".

Organizer Page Area Transparency Header Footr Borders Columns Footnote Paper Format Etter © Footnote Footnote Pager Format Etter © Footnote Pormat: Letter © <t< th=""><th>• • •</th><th></th><th></th><th>Page Sty</th><th>le: Default Pa</th><th>ge Style</th><th></th><th></th><th></th></t<>	• • •			Page Sty	le: Default Pa	ge Style			
Format: Letter © Width: 11.00° • Height: 8.50° • Orientation: Portrait • • Landscape Paper tray: [From printer settings] © Margins Layout Settings • Left: 0.79° • Page numbers: 1, 2, 3, • Right: 0.79° • Vage numbers: 1, 2, 3, • Top: 0.79° • Use page numbers: 1, 2, 3, • Bottom: 0.79° • Use page line-spacing • Gutter: 0.00° • Gutter position: Left •	Organizer	Page	Area	Transparency	Header	Foote	r Borders	Columns	Footnote
Width: 11.00° Image: Constraint of the state of the	Paper Format								
Height: 8.50° Image: Constraint of the section of	Format:	Letter		0					
Orientation: Portrait • Landscape Paper tray: [From printer settings] Margins Layout Settings Left: 0.79" • Page layout: Right and left Right: 0.79" • Page numbers: 1, 2, 3, Top: 0.79" • Use page line-spacing Bottom: 0.79" • Gutter position: Left	Width:	11.00"	0						
Landscape Paper tray: [From printer settings] Image: Constraint of the settings] Im	Height:	8.50"	0						
Margins Layout Settings Left: 0.79" 0 Page layout: Right and left 5 Right: 0.79" 0 Page numbers: 1, 2, 3, 6 Top: 0.79" 0 Use page line-spacing 6 Bottom: 0.79" 0 Reference Style: 0 Gutter: 0.00" 0 Gutter position: Left 6	Orientation:	O Portr	ait						
Left: 0.79" O Page layout: Right and left S Right: 0.79" O Page numbers: 1, 2, 3, S Top: 0.79" O Use page line-spacing S Bottom: 0.79" O Reference Style: O Gutter: 0.00" O Gutter position: Left		🗿 Land	scape		Paper tray:	1	From printer se	ettings] 😒	
Right: 0.79" 0 Page numbers: 1, 2, 3, 6 Top: 0.79" 0 Use page line-spacing 0	Margins				Layout Setti	ngs			
Top: 0.79" 0 Use page line-spacing Bottom: 0.79" 0 Reference Style: 0 Gutter: 0.00" 0 Gutter position: Left 6	Left:	0.79"	0		Page layou	t:	Right and left		0
Bottom: 0.79" C Reference Style: O Gutter: 0.00" C Gutter position: Left S	Right:	0.79″	0		Page numb	ers:	1, 2, 3,		0
Bottom: 0.79" C Gutter position: Left O	Тор:	0.79″	0		Use pa	age line-	spacing		
Gutter: 0.00" C Gutter position: Left C	Bottom:	0.79″	0		Reference	e Style:			0
Background covers margins	Gutter:	0.00"	_		Gutter posi	tion:	Left		0
							🗸 Backgrou	nd covers mar	gins
	Help					Reset	Apply	Cancel	ОК

6. Lastly, you will need to remove unneeded characters shown below and the report will be ready to be printed.

.folddata .pgnum c .report .title l INFOhio_:: CAT_: Shelf List (catitemlist	brief)
.end .heading l Item Created Call NumberBarcode	Status
.end	

Spreadsheet Report Type

17. In the "Output Options" tab select "Spreadsheet" and "Pipe" as Delimiter under Report Format.

٢ŀ	Report Format
	🔿 Plain Text 🔿 RTF 🧿 Spreadsheet Delimiter: 🔿 Comma 🔿 Tab 🧕 Pipe 🔿 Other: 📃
	○ Portrait () Landscape
	Normal Condensed

18. Click "Run Now" at the bottom.





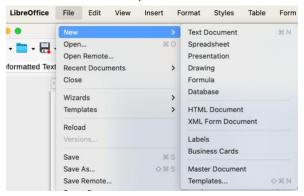
19. Select the report you just ran from the "Finished Reports" and click "View". Check only the "View Result" box.

Schedule New Reports : View Finished Reports	
Report to view: PAT : List Users 2 View log	
✓ View result	
Format report	
	ОК

20. The results will open in LibreOffice. By default, LibreOffice opens everything in the word processing application. Once the file is open in LibreOffice, click on "Edit" then "Select All" to select all text.

Edit	View	Insert	Format	Styles	Table
Undo	Change	style: Defa	ault Page St	tyle	жz
Redo					¥Ү
Repea	at: Chang	e style: De	efault Page	Style 🗠	жY
Cut					ЖΧ
Сору					жC
Paste					жV
Paste	Special				>
Selec	t All				36 A
Selec	tion Mode	Э			>
Selec	t Text			0	¥

21. After "Select All", go back to "Edit" and select "Copy".22. Next, click on "File", "New", and then "Spreadsheet".





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23. Once a blank Spreadsheet opens, click on "Edit" and then select "Paste".

	Edit	View	Insert	Format	St
_	Undo:	Insert		Ħ	z
	Redo			H	Y
	Repea	at: Insert		\$ \$	Y
	Cut			H	X
	Сору			Ħ	С
	Paste			£6.	V
	Paste	Special			>

24. Click on the letter A above the top row of data. This will select all the text.

	Α	В
1	Barcode Na	ne Library
2	2000200003	5768 DUKE .

25. Click on Data from the menus, and then select "Text to Columns".

Sheet	Data Tools	
	Sort	
- 8	Sort Ascending	
	Sort Descending	
	AutoFilter	ΟℋL
Teacher	More Filters	>
	Define Range	
Grade	Select Range	
NU NWC	Refresh Range	
L41 KA	Pivot Table	>
BASIST	Pivot ladie	,
NONE	Calculate	>
BASI	Validity	
216 BE	Subtotals	
353 0	Form	
JNKNOW	Streams	
216 E		
ZETTS	XML Source	
052 F	Multiple Operations	
311 F	Text to Columns	
1407 2	Consolidate	
133 PL	Group and Outline	>
JNKNOW	Statistics	>

26. In the "Text to Columns" settings window, make sure you check the "Other" box and enter a "|" (This is the character below the backspace on the keyboard using the shift key and \). You will see how your data will look once you click "OK".



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_		Ie	ext to Colu	mns		
npo	ort					
Cha	aracter set: Ur	nicode (UTF-16)			0	
Loc	cale: De	efault - English (L	154)		0	
LUU	De De	nauit - English (c	J3A)		~	
Fro	om row: 1	•				
epa	arator Options					
0	Fixed width		c	Separated b	y	
	🗸 Tab 🗌 C	omma 🗌 Se	micolon	Space	🗹 Other	1
	Merge delimi	ters Tri	m snaces		String delim	iter: "
	Merge delimi	ters Tri	m spaces		String delim	iter:
Othe	Merge delimi	ters 🗌 Tri	m spaces		String delim	iter:
Dthe	er Options	ters Tri				iter: "
Othe	er Options	field as text	Detect		ers 🗆 Sk	
	Format quoted	field as text	Detect	pecial numbe	ers 🗆 Sk	
ield	F Options Format quoted Evaluate formu	field as text 🔍	Detect	pecial numbe	ers 🗆 Sk	
ield	Format quoted	field as text	Detect	pecial numbe	ers 🗆 Sk	
ield Col	er Options Format quoted Evaluate formu Is lumn type:	field as text 🔍	Detect	pecial numbe scientific notat	ers Sk ion	ip empty c
ield Col	r Options Format quoted Evaluate formu Is lumn type: Standard Barcode	field as text	Detect	pecial numbe ccientific notat Stand Libra	ard Standard	ip empty c I Standard Room
ield Col	er Options Format quoted Evaluate formu Is lumn type: Standard Barcode 2000200003570	field as text	Detect	pecial numbe scientific notat	ard Standard	ip empty c
Col	er Options Format quoted Evaluate formuls lumn type: Standard Barcode 2000200003570 200020000353	field as text	Detect	pecial numbe ccientific notat Stand Libra	ard Standard ry AltID 3576	ip empty c I Standard Room
Field Col	er Options Format quoted Evaluate formu Is lumn type: Standard Barcode 2000200003570	field as text	Detect	Stand: Stand: Libra CCCC	ard Standard ry AltID 3576	ip empty c Standard Room UNKNOWN
Col	er Options Format quoted Evaluate formuls lumn type: Standard Barcode 2000200003570 200020000353	field as text las Standard Name 38 DUKE, Noah 33 SIMON, Antl 77 WEST, Tori	Detect :	pecial numbe scientific notat Stand Libra CCCC	ard Standard ry AltID 3576 3630	ip empty c Standard Room UNKNOWN 141
Col	r Options Format quoted Evaluate formu Is lumn type: Standard Bar code 2000200003577 2000200003631 2000200004081	field as text las Standard Name 38 DUKE, Noah 33 SIMON, Antl 37 WEST, Tori 55 JOYNER, Ker	Detect : Detect : hony	Stand	ard Standard ry AltID 3576 3630 4086	ip empty c Standard Room UNKNOWN 141 213
✓ Field Col 1 2 3 4 5 6	For Options Format quoted Evaluate formu Is lumn type: Standard Barcode 2eee2eeee357 2eee2eeee357 2eee2eeee357 2eee2eeee357	field as text las Standard Name 38 DUKE, Noah 33 SIMON, Anti 37 WEST, Tori 35 JOYNER, Ke 6 RANOS, Dyta	Detect : Detect : hony nneth an	Stand Libra CCCC CCCC CCCC	ard Standard ry AltID 3576 3630 4086 4153	I Standard Room UNKNOWN 141 213 NONE

27. You will notice that the barcode numbers are not appearing correctly.

	D	E
ig	### 🕨	DON
۱	### •	BLU
g₽	### •	DRA
;i⊅	### •	BRO
/ 🕨	### 🕨	BEA

28. To fix this, click on the letter "D" so that all the text in Column D is highlighted. Then click on "Format" from the menu and "Cells".

Format	Styles	Sheet	Data
Text			>
Align Tex	t		>
Number	Format		>
Clone Fo	rmatting		
Clear Dir	ect Format	tting	$\sim M$
Cells			₩1
Rows			>
Columns			>
Merge ar	nd Unmerg	e Cells	>

29. Select "Text" from the Category column and click "OK".



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	1011	nat Cells		
Borders	Backgr	ound	Cell	Protection
Numbers	Font	Font Effects		Alignment
Category	Format	Lang	guage	
All User-defined Number Percent Currency Date Time Scientific Fraction	Ø	Def	ault - Engl	ish (USA)
Boolean Value Text Options			Bi	arcode
Decimal places:	🗘 🗌 Nega	tive numbers red		
Leading zeroes:	Thous	sands separator		
Format Code				
@				
Help		Reset	Can	cel OK

30. You will notice that your text has been replaced by "###". This simply means that the column isn't wide enough to display the full text. Widen the column to have all your text appear. This can be done by placing your cursor between Column D and Column E. Your cursor will become a line with arrows pointing away from each side. When you double click between the columns with this cursor, the column will be adjusted to the necessary size.

D	E
i g ▶###	DON
:n ▶ ###	▶ BLU
g ⊧ ###	DRA
;i ►###	▶BRO
/ 🕨 ####	▶BEA
11.11.11	



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CIR: Overdues and Notices

Plain Text Format Report:

1. In the "Output Options" tab select "Brief" or "Long" and "Plain Text".

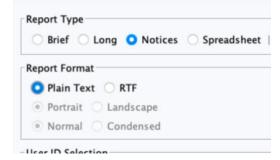
Rep	ort Type
0	Brief O Long O Notices O Spreadsheet
Rep	ort Format
0	Plain Text 🔿 RTF
۲	Portrait 🔿 Landscape
۲	Normal O Condensed

2. When viewing the finished report, you will need to click both the "View result" and "Format report".

		_
Finished Reports : View Finished Reports		
Report to view: CAS : Age of Collection View log View result Format report		
	ОК	

For Notices:

1. In the "Output Options" tab select "Notices" and "Plain Text".



- 2. Make the rest of your selections as needed.
- 3. When viewing the finished report, you will need to click both the "View result" and "Format report".



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Finished Reports : View Finished Reports	
Report to view: CAS : Age of Collection View log View result	
Format report	
	OK

PAT: List Users

Brief or Long Report Type

1. In the "Output Options" tab select "Brief or Long" and "Plain Text".

Report Type Srief Long Spreadsheet	1
Report Format	
O Plain Text ○ RTF	
O Portrait 💿 Landscape	
Normal O Condensed	

2. When viewing the finished report, you will need to click only the "View result" box. Once the document opens in OpenLibre, it will need a few changes.

Schedule New Reports : View Finished Reports	
Report to view: PAT : List Users View log	
✓ View result	
Format report	
	ОК

3. First you will need to double click on "Default Page Style" at the bottom.

	20002000040867 WEST, Tori BASISTA 09		сссс	09/10/2012 213	
× Find	🕑 🔺 🔻 Find All 🗌 Match Cas	e 👗			
📙 Page 1 of 148	35,506 words, 429,666 characters	Default Page Style	English (USA)	Insert 🗖	

4. Next, you will need to change the page orientation from "Portrait" to "Landscape" and click "Apply" and "OK".



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			Page Sty	le: Default Pag	ge Style			
Organizer	Page	Area	Transparency	Header	Foote	r Borders	Columns	Footnote
Paper Format								
Format:	Letter	(0					
Width:	11.00"	0						
Height:	8.50"	0						
Orientation:	OPort	ait						
	🔘 Land	Iscape		Paper tray:	0	From printer se	ttings] 😒	
Aargins				Layout Settir	ngs			
Left:	0.79″	0		Page layout	:	Right and left		0
Right:	0.79″	0		Page numbe	ers:	1, 2, 3,		0
Тор:	0.79″	0		🗌 Use pa	ge line-	spacing		
Bottom:	0.79″	0		Reference	Style:			0
Gutter:	0.00"	0		Gutter positi	ion:	Left		\bigcirc
						🗹 Backgroun	d covers mar	gins
Help					Reset	Apply	Cancel	ОК

5. Lastly, you will need to remove unneeded characters shown below and your report twill be ready to be printed.

folddata					
.pgnum c					
.report					
title l					
		: (patlist.plbrief)			
06/14/2024 1					
. end					
.heading l					
Barcode	Name		Libr	Created	Room
Teacher	Grade				
. end					

Spreadsheet Report Type

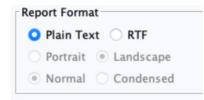
1. In the "Output Options" tab select "Spreadsheet" and "Pipe" as Delimiter under Report Type.

Report Type	
○ Brief ○ Long	O Spreadsheet Delimiter: ○ Comma ○ Tab O Pipe ○ Other:

2. Under Report Format select "Plain Text".



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- 3. Select the Options to display.
- 4. Click "Run Now" at the bottom.
- 5. Select the report from "Finished Reports" and click "View". Check only the "View Result" box.

Schedule New Reports : View Finished Reports	
Report to view: PAT : List Users 2 View log	
View result	
Format report	
	OK

6. The results will open in LibreOffice. By default, LibreOffice opens everything in the word processing application. Once the file is open in LibreOffice, click on "Edit" then "Select All" to select all text.

Edit	View	Insert	Format	Styles	Table
Undo	Change	style: Defa	ault Page S	tyle	жZ
Redo					ЖΥ
Repea	at: Chang	e style: De	efault Page	Style 🤸	≻ ¥ Y
Cut					жχ
Сору					жc
Paste					жV
Paste	Special				>
Selec	t All				жA
Selec	tion Mode	Э			>
Selec	t Text			4	1 # 4

- 7. After "Select All", go back to "Edit" and select "Copy".
- 8. Next, click on "File", "New", and then "Spreadsheet".



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LibreOffice	File Edit	View Insert	Format	Styles	Table	Form
	New		> Text D	Document		жN
• 🖿 • 🖶 •	Open Open Remote			dsheet ntation		
formatted Text	Recent Docume Close	ents	> Drawi			
	Wizards Templates		> Datab	ase Documen	t	
	Reload Versions		XML I Label	Form Docu s	ment	
	Save Save As Save Remote	36 36 42	S Maste	ess Cards er Documer lates	nt	0 X N

9. Once a blank Spreadsheet opens, click on "Edit" and then select "Paste".

Edit	View	Insert	Format	Sty
Undo:	Insert		æ i	z
Redo		H 1	Y	
Repea	t: Insert		公 光 \	Y
Cut			¥)	K
Сору			ж (0
Paste			36 /	/
Paste	Special			>

10. Click on the letter A above the top row of data. This will select all the text.

	Α	В
1	Barcode Na	ne Library
2	2000200003	5768 DUKF .

11. Click on Data from the menus, and then select "Text to Columns".



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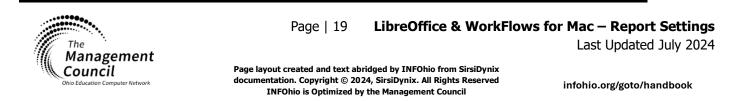


Sheet	Data Tools	
	Sort	
- H	Sort Ascending	
	Sort Descending	
<mark>2</mark> • ≣	AutoFilter	-0-3€ L
Teacher	More Filters	>
	Define Range	
Grade	Select Range	
NN NMC	Refresh Range	
141 KA		
JASIST	Pivot Table	>
NONE	Calculate	>
3 BASI	Validity	1
216 BE	Subtotals	
353 0	Form	1
JNKNOW		
216 E		(
ZETTS		(
052 F	Multiple operations	1
311 F	Text to columns	
4407 2	consolidate	
133 PL	oroup and outline	>
JNKNOW	Statistics	>
INKNOL		

12. In the "Text to Columns" settings window, make sure you check the "Other" box and enter a "|" (This is the character below the backspace on the keyboard using the shift key and \). You will see how your data will look once you click "OK".

mport									
Chara	cter set:	Unicode	(UT	F-16)				٥	
Locale		Default	- End	alish (U	SA)			0	
				5					
From	row:	1	2						
Separat	or Options	5							
0 F	ixed width				c	Sepa	rated by		
	Tab	Comma		Sen	nicolon	S	pace 🗸	Other	1
	Merge deli	miters		Trin	n spaces		St	ring delimi	ter:
Dther O	Ū	miters		Trin	n spaces		St	ring delimi	ter:
	ptions		as te			special		Ū	
F	options ormat quote	ed field a	as te	ext 🗸	Detect		numbers	Ū	p empty ce
⊂ F	ptions	ed field a	as te	ext 🗸	Detect			Ū	
F	options ormat quote	ed field a	as te	ext 🗸	Detect		numbers	Ū	
─ F ✓ E Fields	options ormat quote	ed field a		ext 🗸	Detect		numbers	Ū	
⊂ F Fields Colum	options ormat quote valuate form in type:	ed field a nulas		ext 🗸	Detect	scientifi	numbers c notation	Standard	
Fields Colum	options ormat quote valuate form an type:	ed field a nulas St	anda me	ext V	Detect	scientifi	numbers c notation Standard Library	Standard AltID	p empty co Standard Room
Fields Colum	options ormat quote valuate form in type:	ed field a nulas St Na 5768 DU	anda me KE,	xt 🗸	Detect Detect	scientifi	numbers c notation Standard Library CCCC	Standard AltID 3576	p empty co Standard Room UNKNOWN
Fields Colum 1 Ba 2 20 3 20	options ormat quote valuate form in type: andard incode 0002000035	ed field a nulas St Na 5768 DU 5303 SI	anda me KE, MON,	xt 🗸	Detect Detect	scientifi	numbers c notation Standard Library CCCC CCCC	Standard AltID 3576 3630	Standard Room UNKNOWN 141
Fields Colum 1 Ba 2 20 3 20 4 20	options ormat quote valuate form in type: andard incode j002000035 j002000036	ed field a nulas St Na 5768 DU 5303 SI 5867 WE	anda me KE, MON, ST,	ard Noah , Anth Tori	Detect Detect	scientifi	Standard Library CCCC CCCC	Standard AltID 3576 3630 4086	Standard Room UNKNOWN 141 213
 □ F ○ F ○ E ○ F ○ F	options ormat quote valuate form in type: andard ircode 0002000046 0002000040	ed field a nulas 5768 DU 3303 SI 5867 WE 1535 J0	anda me KE, MON, ST, YNE	ard Noah , Anth Tori R, Ken	ony neth	scientifi	Standard Library CCCC CCCC CCCC	Standard AltID 3576 3630 4086 4153	Standard Room UNKNOWN 141 213 NONE
Fields Colum 1 Ba 2 26 3 26 4 26 5 26 6 26	options ormat quote valuate form in type: andard incode j002000035 j002000036	ed field a nulas 5768 DU 3303 SI 5867 WE 1535 J0 3226 RA	anda me KE, MON, ST, YNEF MOS,	ard Noah , Anth Tori R, Ken , Dyla	Detect Detect ony neth n	scientifi	Standard Library CCCC CCCC	Standard AltID 3576 3630 4086	Standard Room UNKNOWN 141 213

13. You will notice that the barcode numbers are not appearing correctly.



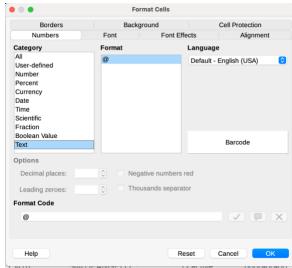


	Α	В
1	Barcode	Name
2	2.0002E+13	DUKE, Noah
3	2.0002E+13	SIMON, Anthe
4	2.0002E+13	WEST, Tori
5	2.0002E+13	JOYNER, Ke

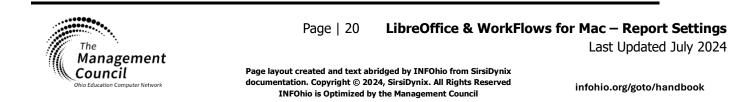
14. To Fix this, click on the letter "A" so that all the text in Column A is highlighted. Then click on "Format" from the menu and "Cells".

Format	Styles	Sheet	Data
Text			>
Align Tex	t		>
Number	Format		>
Clone Fo	rmatting		
Clear Dir	ect Format	tting	$\sim M$
Cells			₩1
Rows			>
Columns			>
14	nd Unmerg	a Calla	>

15. Select "Text" from the Category column and click "OK".



16. You will notice that your text has been replaced by "###". This simply means that the column isn't wide enough to display the full text. Widen the column to have all your text appear. This can be done by placing your cursor between Column A and Column B. Your cursor will become a line with arrows pointing away from each side.





When you double click between the columns with this cursor, the column will adjust to the necessary size.

	Α	В
1	Barcode	Name
2	###	DUKE, Noah
3	###	SIMON, Anthe
4	###	WEST, Tori

PAT: Users with Lost Items

1. In the "Output Options" tab select "Plain Text".

Repo	rt Format	
0	Plain Text	O RTF
۱ ۱	Portrait 🔘	Landscape
01	Normal 💿	Condensed

2. When viewing the finished report, click only the "View result" box.



- 3. When the document opens in OpenLibre, you will need to make a few changes to the document.
- 4. First you will need to double click on "Default Page Style" at the bottom.

	20002000040867 WEST, Tori BASISTA 09		cccc	09/10/2012 213	
Find	🕑 🔺 🔻 Find All 🗌 Match Case 🛔	h			
Page 1 of 148	35,506 words, 429,666 characters	Default Page Style	English (USA)	Insert 🗖 🗌	



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5. Next, you will need to change the page orientation from "Portrait" to "Landscape" and click "Apply" and "OK".

			Page Sty	le: Default Page	Style		
Organizer	Page	Area	Transparency	Header	ooter Bo	orders Colun	nns Footnote
Paper Format							
Format:	Letter		0	Γ		_	
Width:	11.00"	0					
Height:	8.50"	0					
Orientation:	O Portr	ait		L			
	🔾 Land	scape		Paper tray:	[From p	rinter settings] 🕻	3
Margins				Layout Setting	s		
Left:	0.79″	0		Page layout:	Right a	and left	0
Right:	0.79″	0		Page numbers	s: 1, 2, 3		0
Тор:	0.79″	0		Use page	line-spacing		
Bottom:	0.79"	0		Reference S	Style:		0
Gutter:	0.00"	0		Gutter position	n: Left		0
outton	0.00	•			🔽 Ba	ckground covers	margine

6. Lastly, you will need to remove some extraneous characters shown below and your report will be ready to be printed.

folddata pgnum c report title l PAT: Users with Lost It	ems (lostitemlis	t)		
end				
heading l				
+ User status shown in	n first column: (a	a)ctive (i)nactive	(based on user	expiration date)
l lloor TD		ih Then TD	Title	Call
User ID Name	L.	ibItem ID	11tte	Callr
end				

LBL : Dumb Labels, LBL : Item Labels, LBL : User Labels

Reports for printing barcodes <u>cannot</u> be opened directly in LibreOffice. To print barcode labels, you will run the appropriate report with the selections you want. On the "Label Options" tab, you will want to enter your email address in the box that says "Send Email To:" before you run the report. This option will email you an RTF file of the report as an attachment. Once you get the email, save the attachment to your local computer. Right

click on the file, select "Open With", and choose LibreOffice.

Barcode Label Options	
Print School District	
Print School/Library	
Insert Page Break on Sort Key	
Start on Label #:	
Optional Text:	
Send Email To:	
Page Format:	O Full Page ○ Skip Column ○ Skip Rows



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