Printing INFOhio Reports with LibreOffice for MacOS

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

Table of Contents

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

1. In the "Output Options" Tab, select "Plain Text".
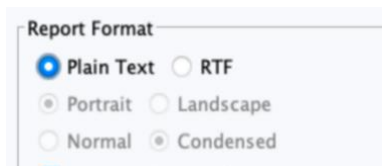
2. When viewing the finished report, click both "View result" and "Format report".
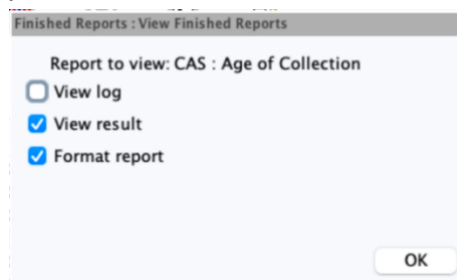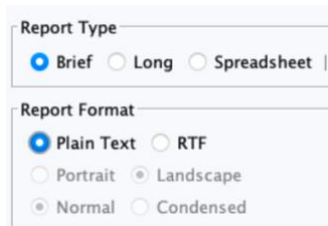
CAT : Reports for Consolidation

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

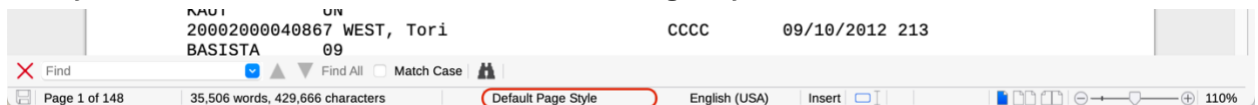1. In the "Output Options" tab select "Brief or Long" and "Plain Text".

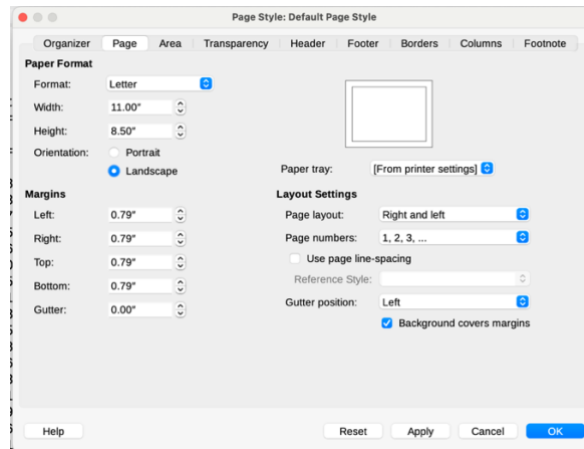2. When viewing the finished report, you will need to click only the "View result" box.

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.

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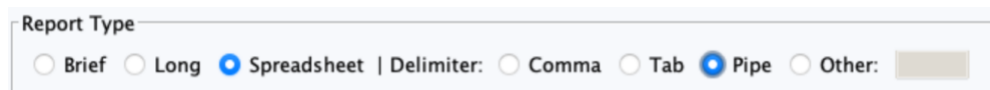5. Next, you will need to change the page orientation from "Portrait" to "Landscape" and click "Apply" and "OK".

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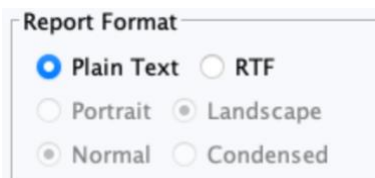

Spreadsheet Report Type

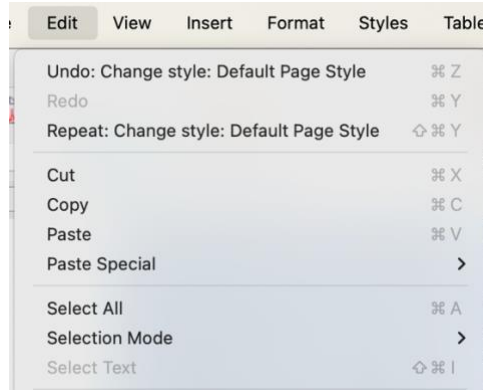1. In the "Output Options" tab select "Spreadsheet" and "Pipe" as Delimiter under Report Type.

2. Under Report Format select "Plain Text".

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.


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.

7. After "Select All", go back to "Edit" and select "Copy".
8. Next, click on "File", then "New", and then "Spreadsheet".
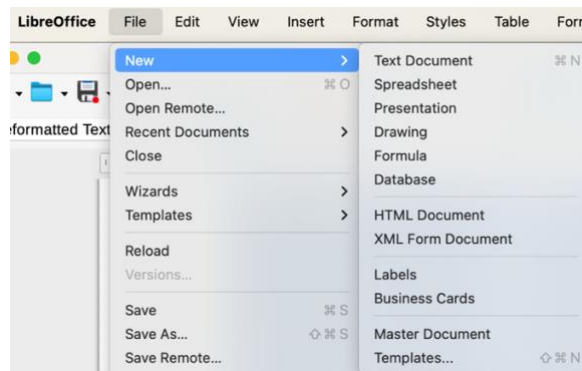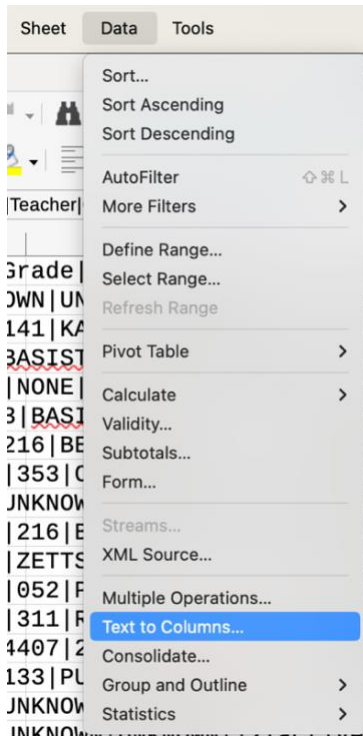
infohio.org/goto/handbook

9. Once a blank Spreadsheet opens, click on "Edit" and then select "Paste".
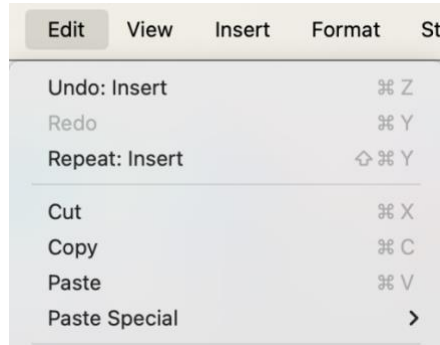
10. Click on the letter A above the top row of data. This will select all the text.
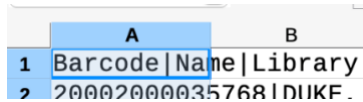
11. Click on the Data menu, and then select "Text to Columns".

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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".

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

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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".

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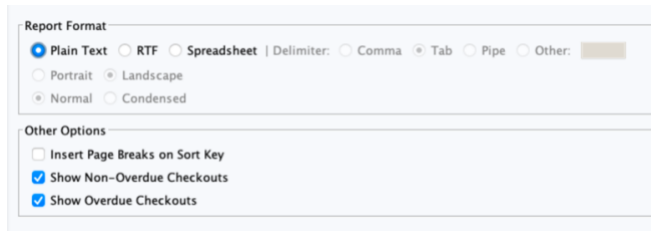

CIR : Active Loans

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.
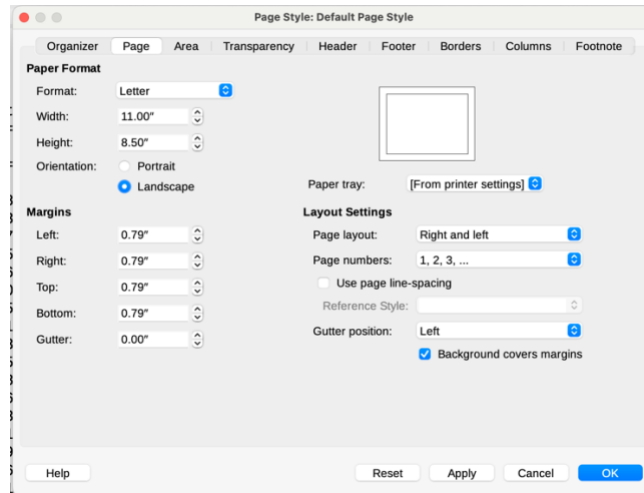
3.

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

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X Find   Find All   Match Case   🖊

Page 1 of 148   35,506 words, 429,666 characters   Default Page Style   English (USA)   Insert   110%

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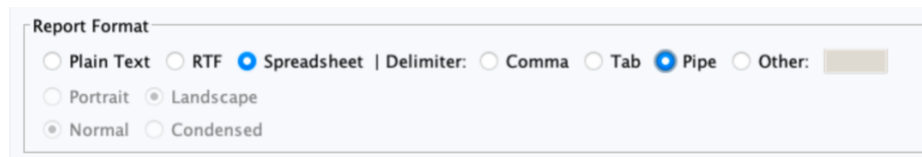

6. Lastly, you will need to remove unneeded characters shown below and the report will be ready to be printed.

```
.folddata
.pgnum c
.report
.title l
INFOhio :: CAT : Shelf List (catitemlist - brief)
==================================================
.end
.heading l
Item Created Call Number  Barcode        Status
==================================================
.end
```

Spreadsheet Report Type

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

Report Format
○ Plain Text ○ RTF ● Spreadsheet | Delimiter: ○ Comma ○ Tab ● Pipe ○ Other: ____
○ Portrait ● Landscape
● Normal ○ Condensed

18. Click "Run Now" at the bottom.

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19. Select the report you just ran from the "Finished Reports" and click "View". Check only the "View Result" box.
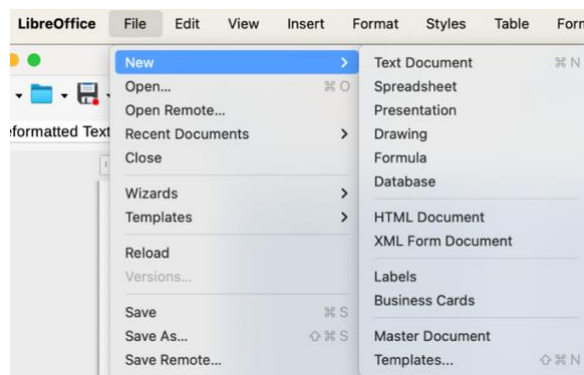
20. The results will open in LibreOffice. By default, LibreOffice opens everything in the word processing application. Once the file is open in LibreOffice, click on "Edit" then "Select All" to select all text.
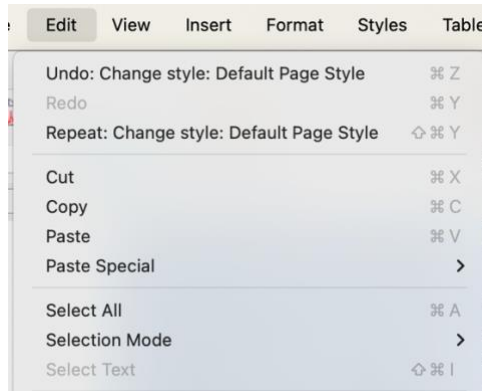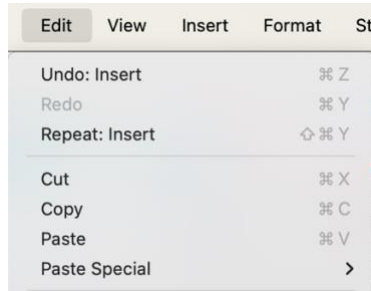
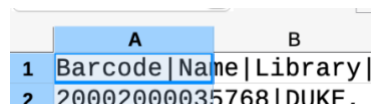21. After "Select All", go back to "Edit" and select "Copy".
22. Next, click on "File", "New", and then "Spreadsheet".
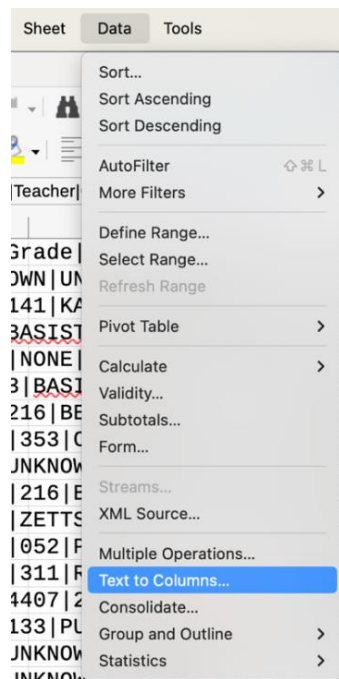
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23. Once a blank Spreadsheet opens, click on "Edit" and then select "Paste".


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

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

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".
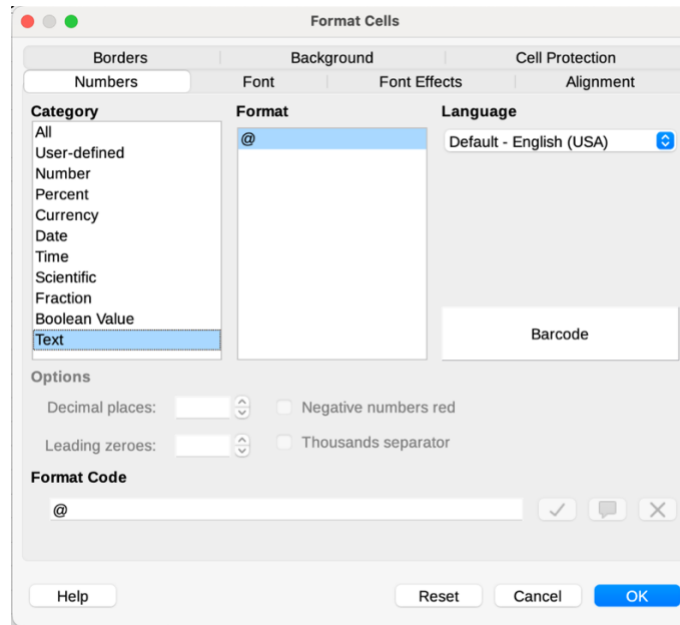
infohio.org/goto/handbook
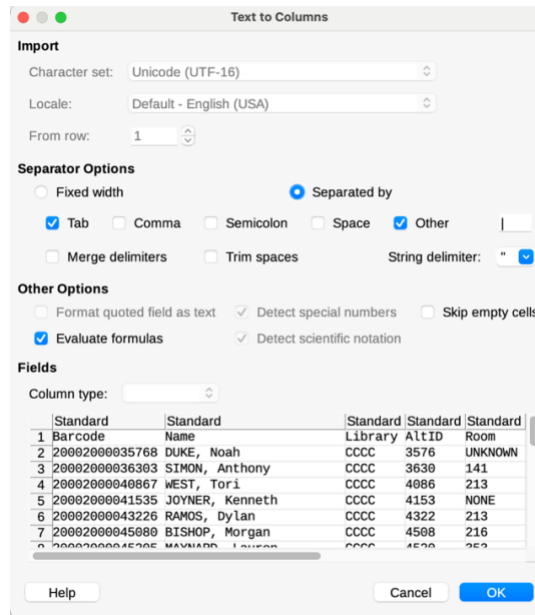
27. You will notice that the barcode numbers are not appearing correctly.
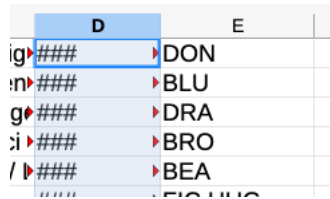
28. To fix this, click on the letter "D" so that all the text in Column D is highlighted. Then click on "Format" from the menu and "Cells".
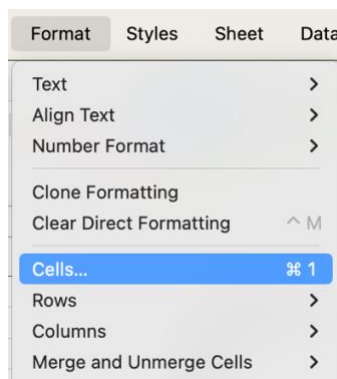
29. Select "Text" from the Category column and click "OK".

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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.
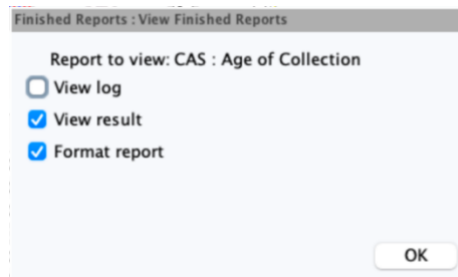
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CIR : Overdues and Notices

Plain Text Format Report:

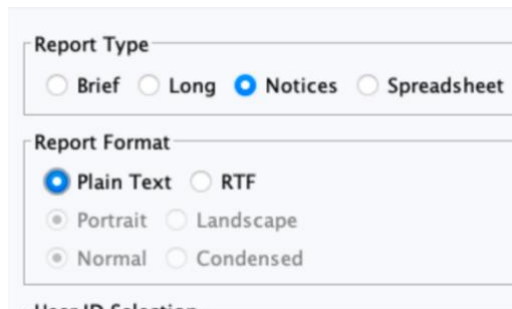1. In the "Output Options" tab select "Brief" or "Long" and "Plain Text".
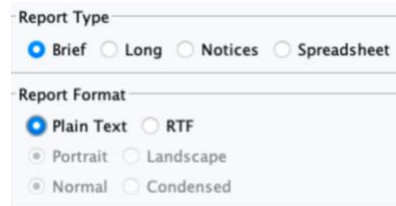
2. When viewing the finished report, you will need to click both the "View result" and "Format report".
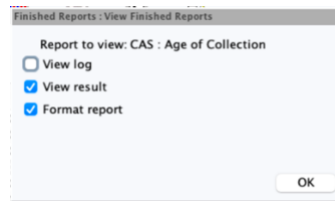
For Notices:

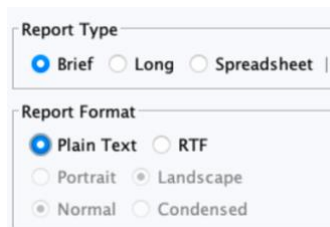1. In the "Output Options" tab select "Notices" and "Plain Text".

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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PAT : List Users

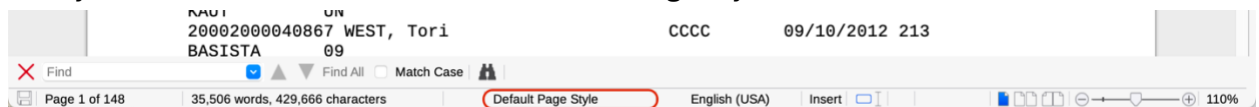**<u>Brief or Long Report Type</u>**

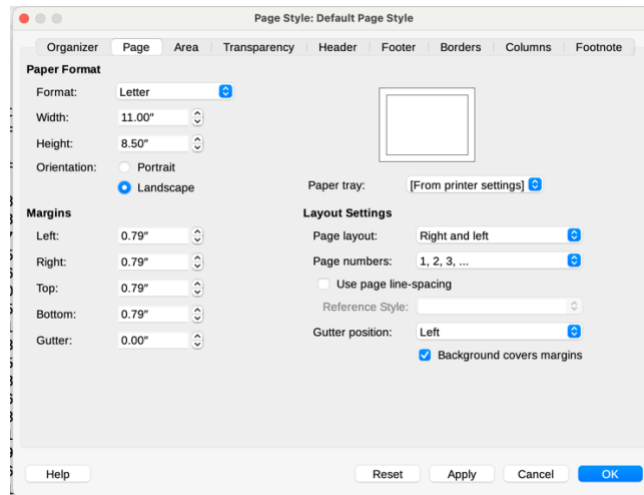1. In the "Output Options" tab select "Brief or Long" and "Plain Text".

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.

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

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

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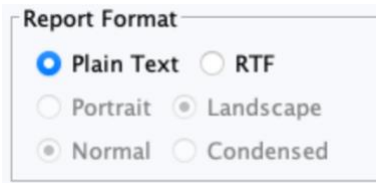

<u>Spreadsheet Report Type</u>

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

2. Under Report Format select "Plain Text".

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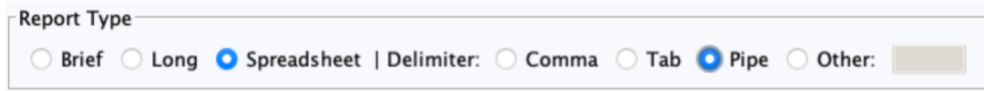
3. Select the Options to display.
4. Click "Run Now" at the bottom.
5. Select the report from "Finished Reports" and click "View". Check only the "View Result" box.

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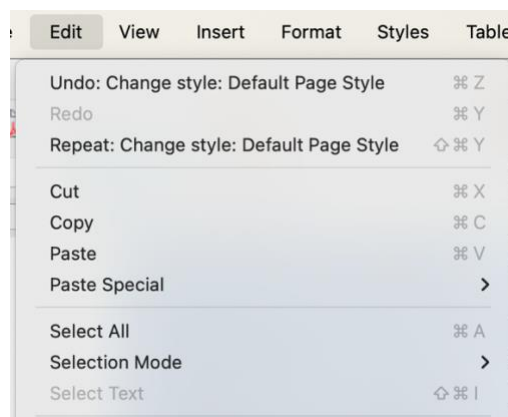
7. After "Select All", go back to "Edit" and select "Copy".
8. Next, click on "File", "New", and then "Spreadsheet".

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

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

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

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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".

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

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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".

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

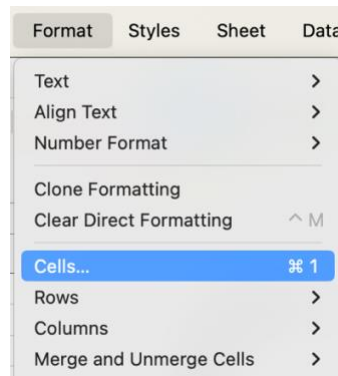16. You will notice that your text has been replaced by "###". This simply means that the column isn't wide enough to display the full text. Widen the column to have all your text appear. This can be done by placing your cursor between Column A and Column B. Your cursor will become a line with arrows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

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

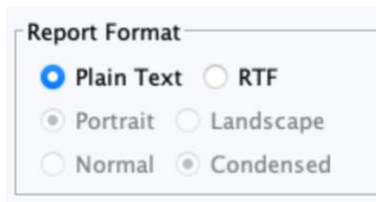|	A	B
1	Barcode	Name
2	###	DUKE, Noah
3	###	SIMON, Anth▸
4	###	WEST, Tori

PAT : Users with Lost Items

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

Report Format
- ● Plain Text ○ RTF
- ◉ Portrait ○ Landscape
- ○ Normal ◉ Condensed

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

Schedule New Reports : View Finished Reports

Report to view: PAT : List Users
- ☐ View log
- ☑ View result
- ☐ Format report

OK

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.

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BASISTA     09
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✕ Find   ☑ ⬆ ⬇ Find All ☐ Match Case 🔍

Page 1 of 148 | 35,506 words, 429,666 characters | Default Page Style | English (USA) | Insert | ▮▯▯ ⊖—▽—⊕ 110%

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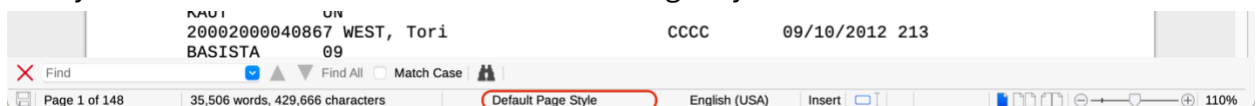
5. Next, you will need to change the page orientation from "Portrait" to "Landscape" and click "Apply" and "OK".
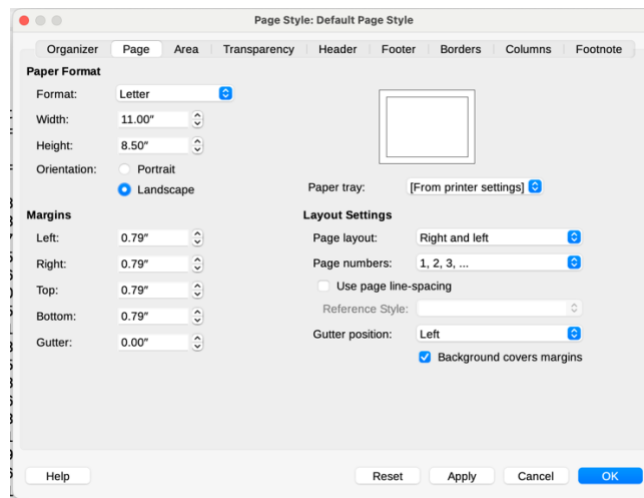
6. Lastly, you will need to remove some extraneous characters shown below and your report will be ready to be printed.

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

Reports for printing barcodes **cannot** 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.

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