

## What a New Libris Design User Needs to Know

The Title Bar gives valuable information

A right-facing triangle indicates the current record

An asterisk indicates a new record

Record Navigation Bar

Division Name: Children's Library

Name to use in Reports:

Division Info | Function | Relationships | Diagram

| DIVISION: | COST     | SQ FT |
|-----------|----------|-------|
| Totals:   | \$32,085 | 874   |

| Spaces                                      | Cost     | Sq Ft |
|---|----------|-------|
| Children's Collection & Seating             | \$4,300  | 220   |
| Children's Entrance (Interior)              | \$4,075  | 30    |
| Children's On-Line Public Access Catalog (0 | \$6,800  | 70    |
| Children's Program Area                     | \$2,925  | 210   |
| Children's Reference Collection & Seating   | \$10,085 | 197   |
| Children's Rest Room                        | \$0      | 0     |
| Juvenile Collection & Seating               | \$3,900  | 147   |
| *   |          |       |

Delete Division

Close Screen

Record: 3 of 11 (Filtered)




First Previous Next Last New Total # of Records of the Main Record on this screen

Current Record

Tabs are clickable and reveal additional information

Numbers in red or blue or purple text throughout the program are calculated by Libris Design and are not directly editable.

### Additional Navigation Tips

- Navigate through the main record on a screen using the record navigation bar at the bottom of the screen. On the Division screen pictured above, Divisions are the Main Record. The area with multiple records represents Spaces in the current Division. The current Division is showing in the Division Name box.
- A Pencil icon  appears instead of a right-facing triangle when a record is active and in **Add** mode.
- Use the tab key to move between fields
- Press <Enter> or click the pencil icon  to save changes when editing or adding a record
- Press the Escape key when you begin editing a record but change your mind or get an error message. (This will change the pencil icon back into a right-facing triangle.)
- The question mark icon  on the Libris Design toolbar brings up context sensitive Help
- Always check the Title Bar to be sure you are working on a Division, Space or Collection that you intend to be working on. If you are not, either use the Record Navigation buttons or go back a screen or two.