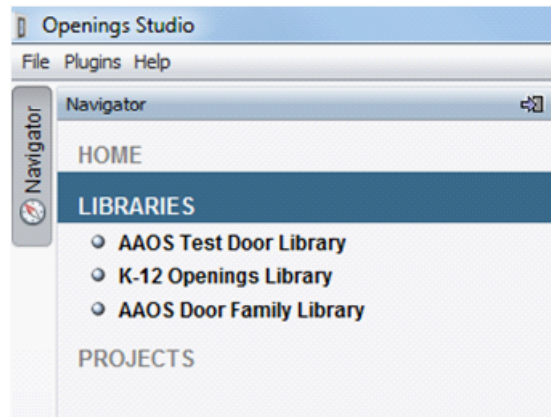


AAO *S.O.P.* "Creating a Project Door Library"

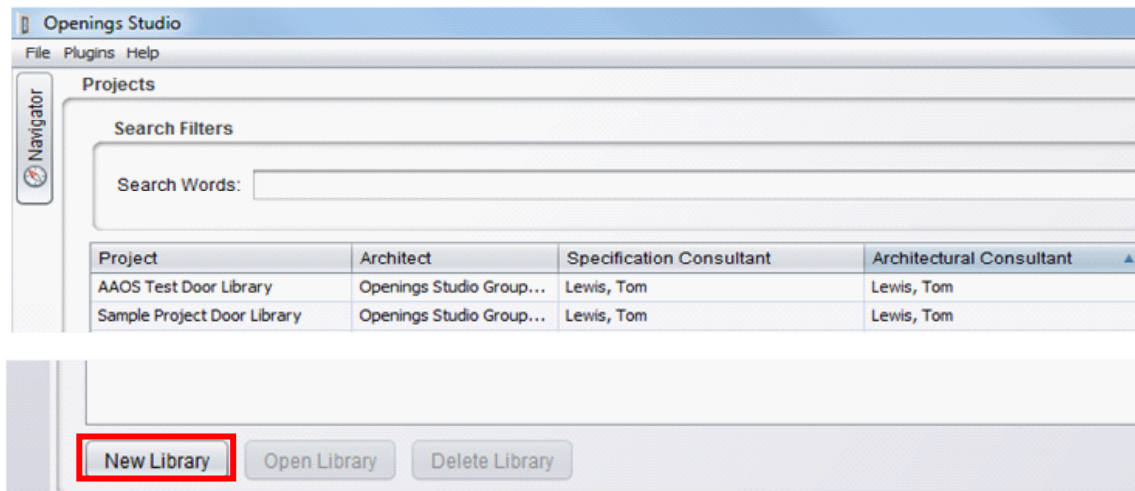
Creating an Openings Studio Project Door Library

Firm Libraries created in Openings Studio can be copied to create new **'Project' Door Family Libraries** where doors and frames can then be edited to meet specific project requirements for configuration, size, material, and type. In this manner, a firm's main library can remain unaltered with base openings kept consistent from project to project.

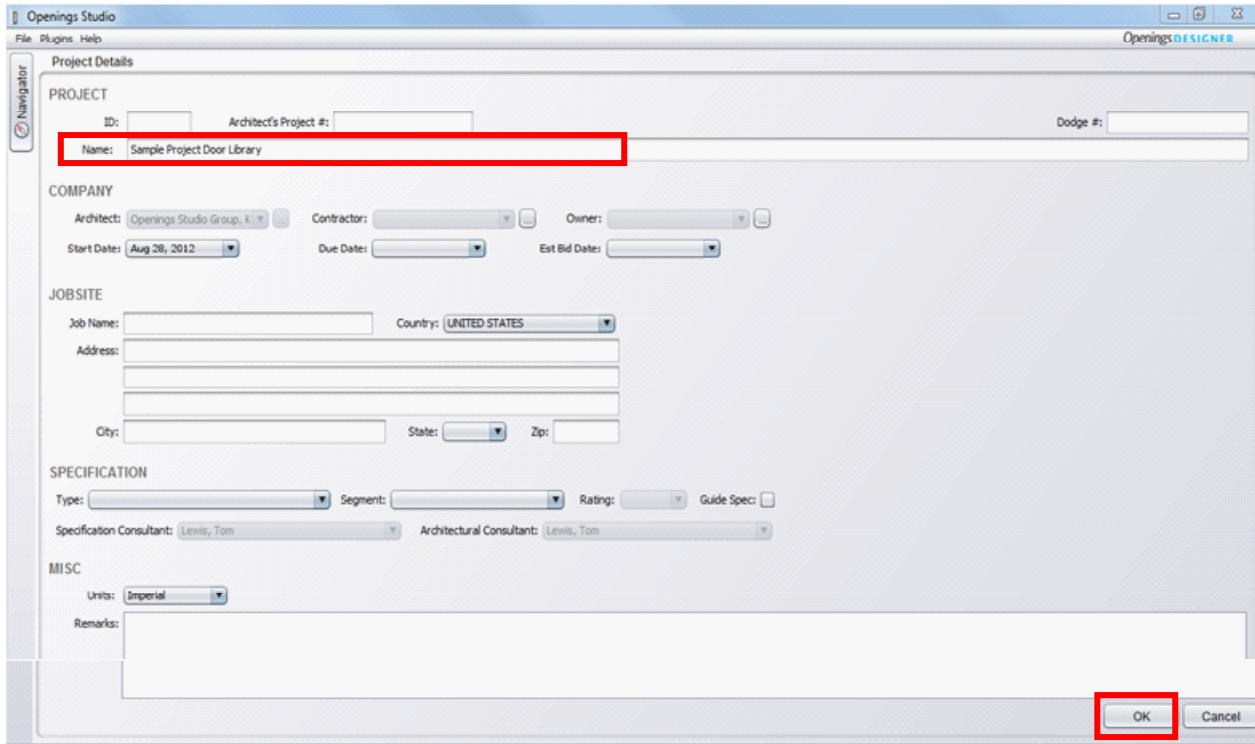
1. In the Navigator panel, click on **Libraries** to open the Projects screen.



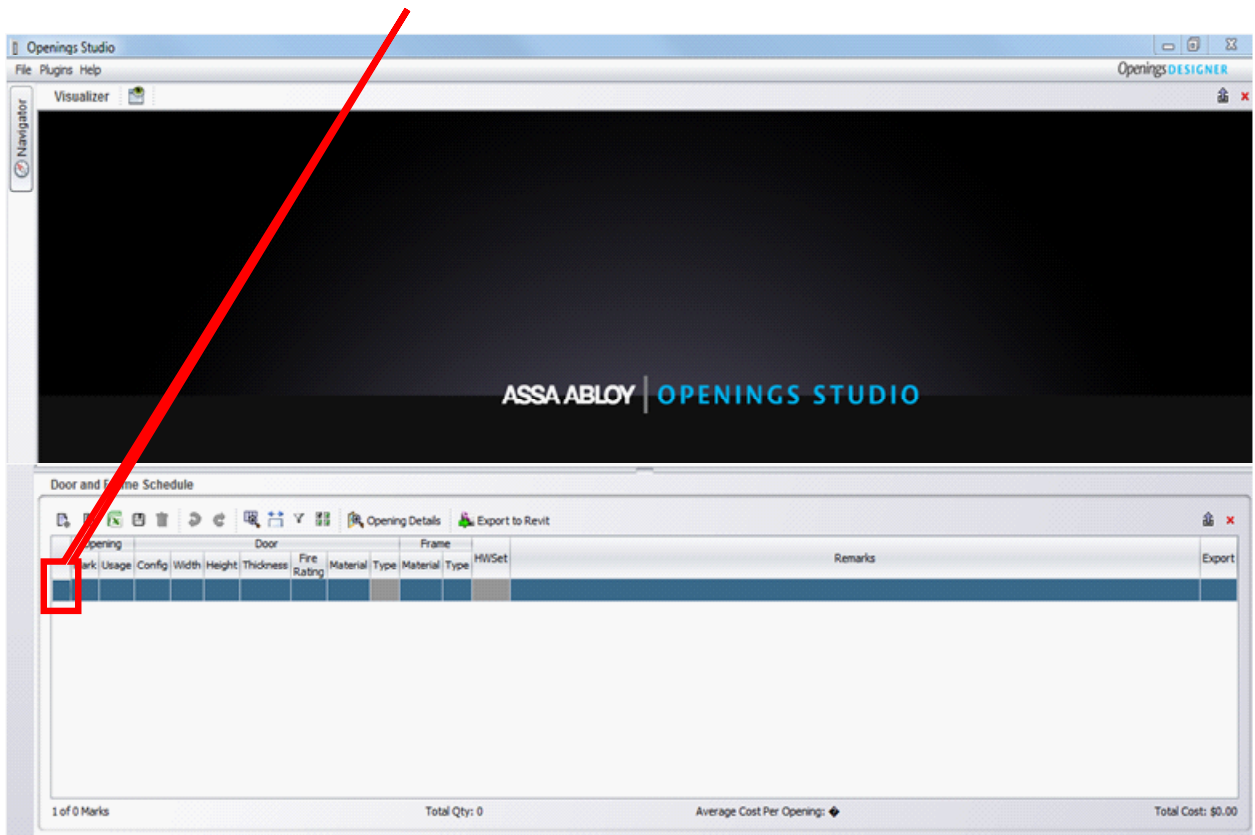
2. In the bottom left hand corner of the **Projects** screen, click on the New Library button.



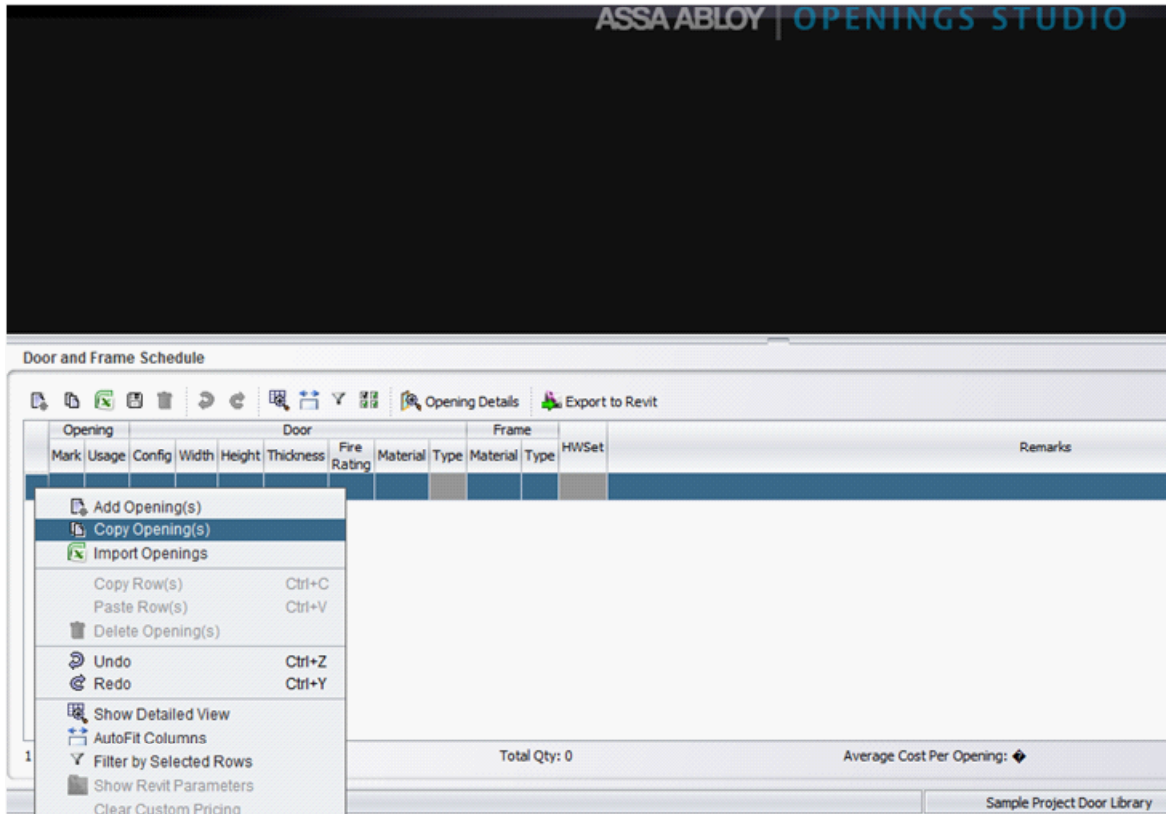
3. The **Project Details** screen will open. Fill in the name of the NEW project library and press OK.



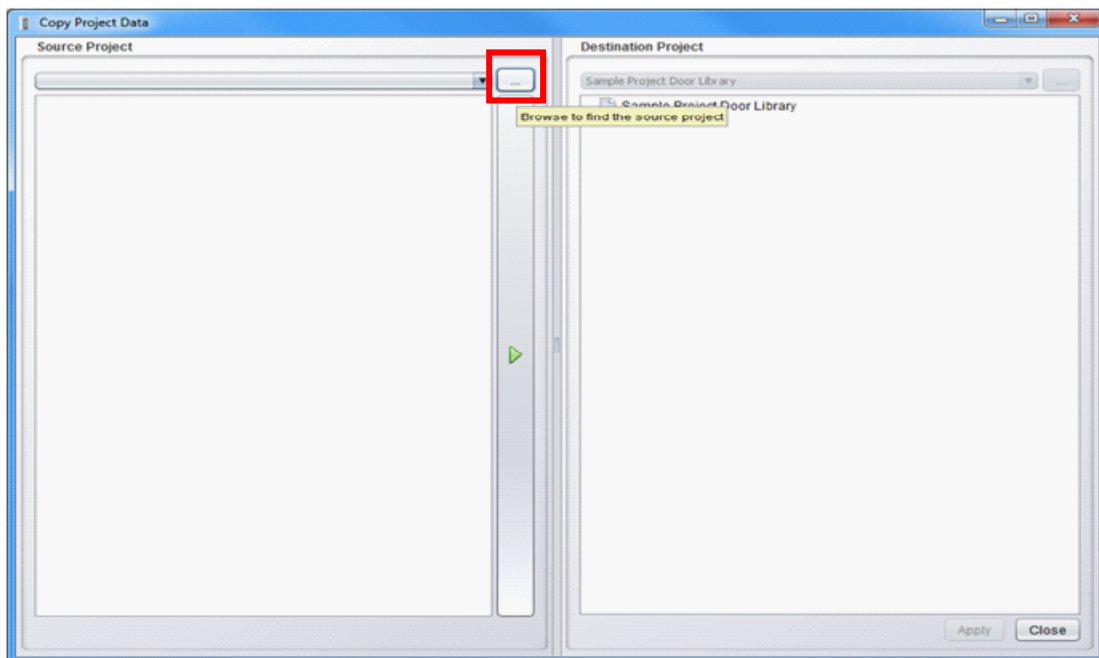
4. The **Visualizer Panel** and **Door and Frame Schedule** will open. Click on the door schedule in the far left column to highlight the top row.



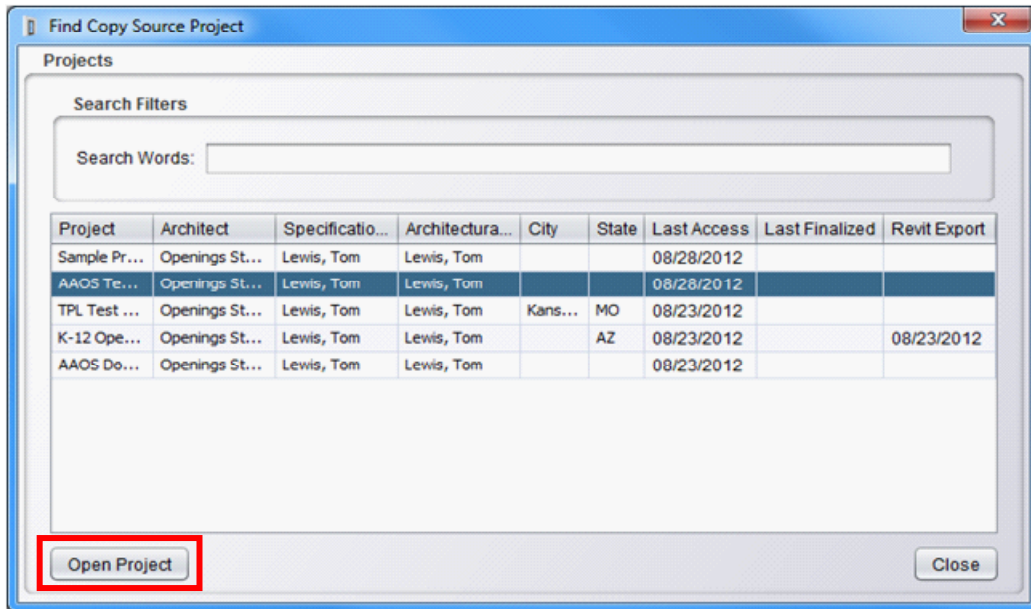
5. Right click on the highlighted top row and select **Copy Opening(s)** in the dropdown.



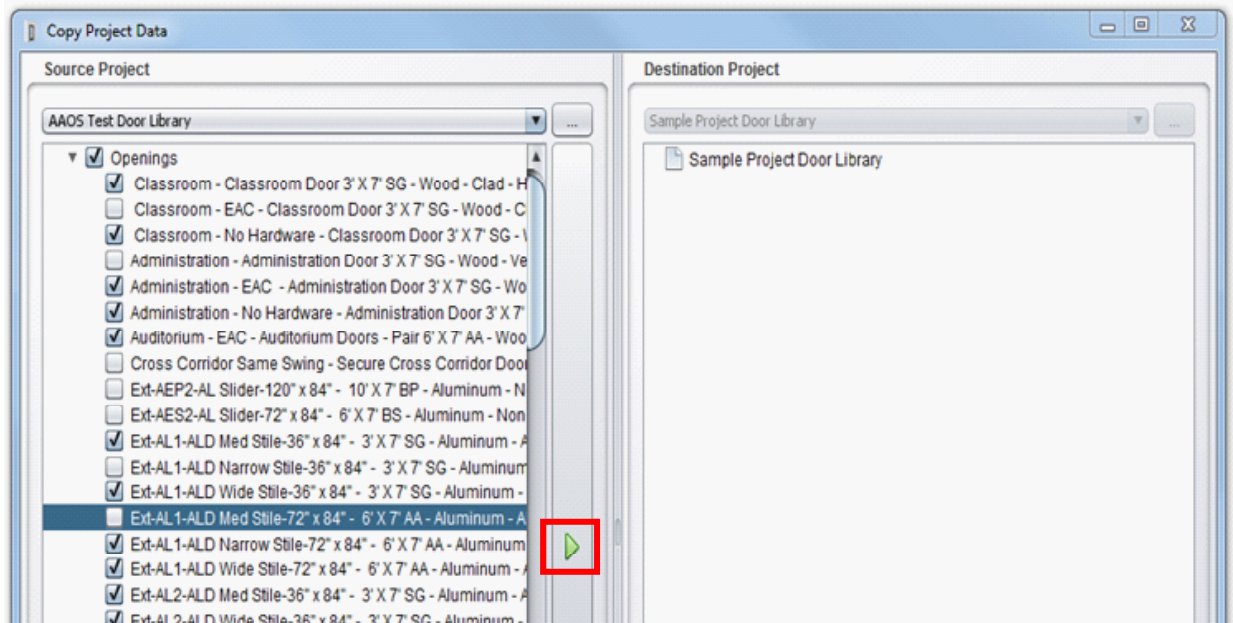
6. The **Copy Project Data** box will open. Press the Browser button to display the list of available source projects and libraries from which openings can be copied.



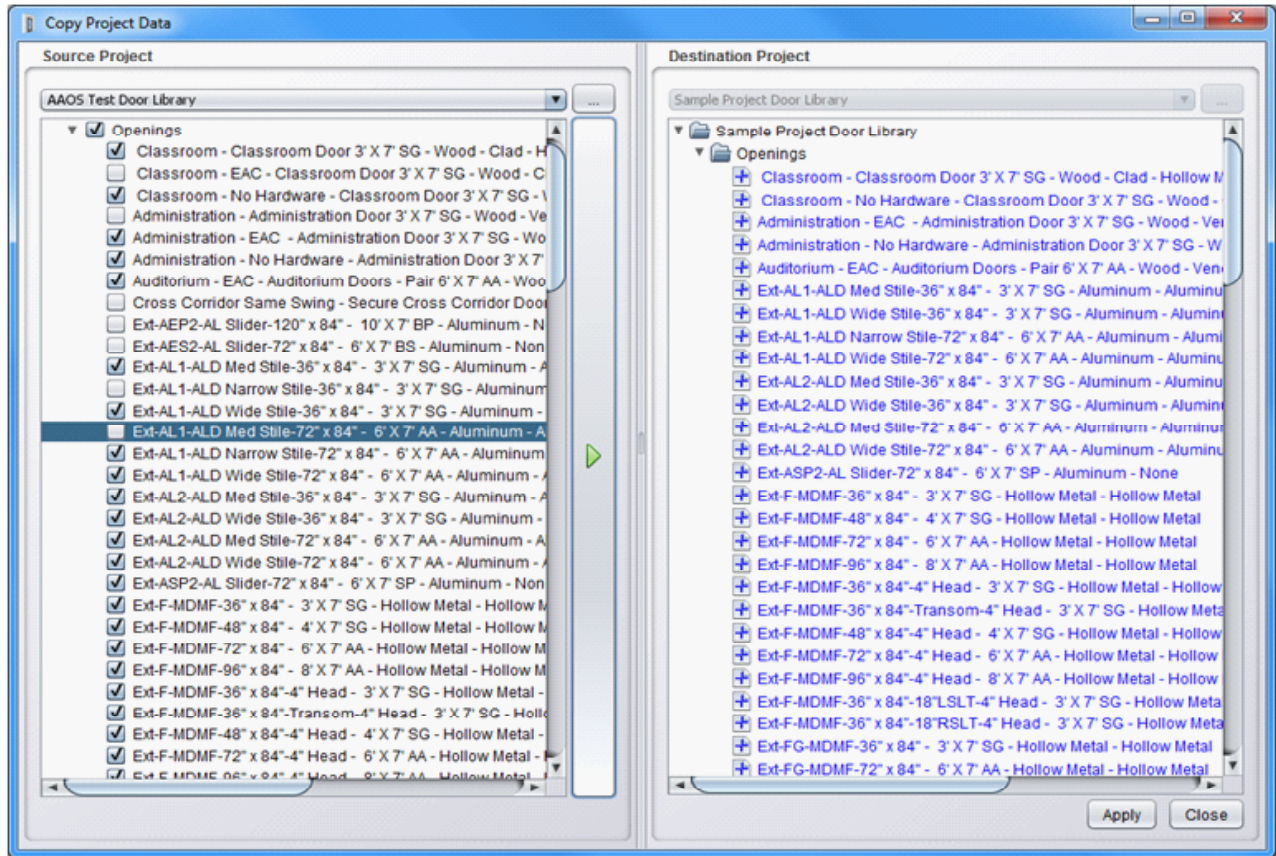
7. The **Find Copy Source Project** box will open. Select the project or library to copy and press Open Project.



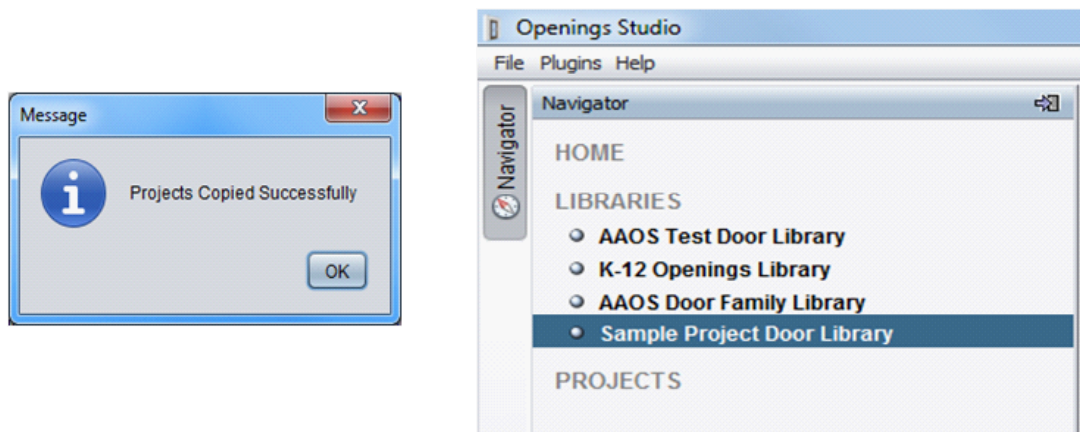
8. Openings from the selected Source Project will appear in the left panel of the **Copy Project Data** box. Using the check boxes, select any or all of the openings to be copied over to the Destination Project and press the green transfer arrow.



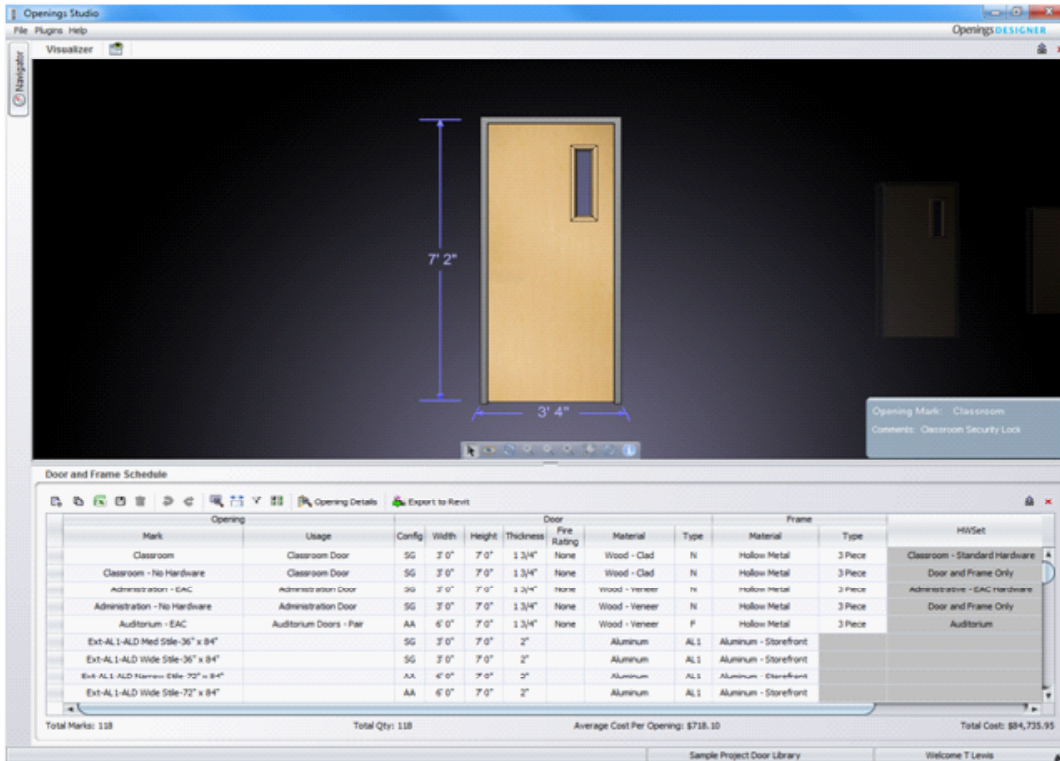
9. The selected openings from the Source Project will appear in the right panel under the Destination Project.



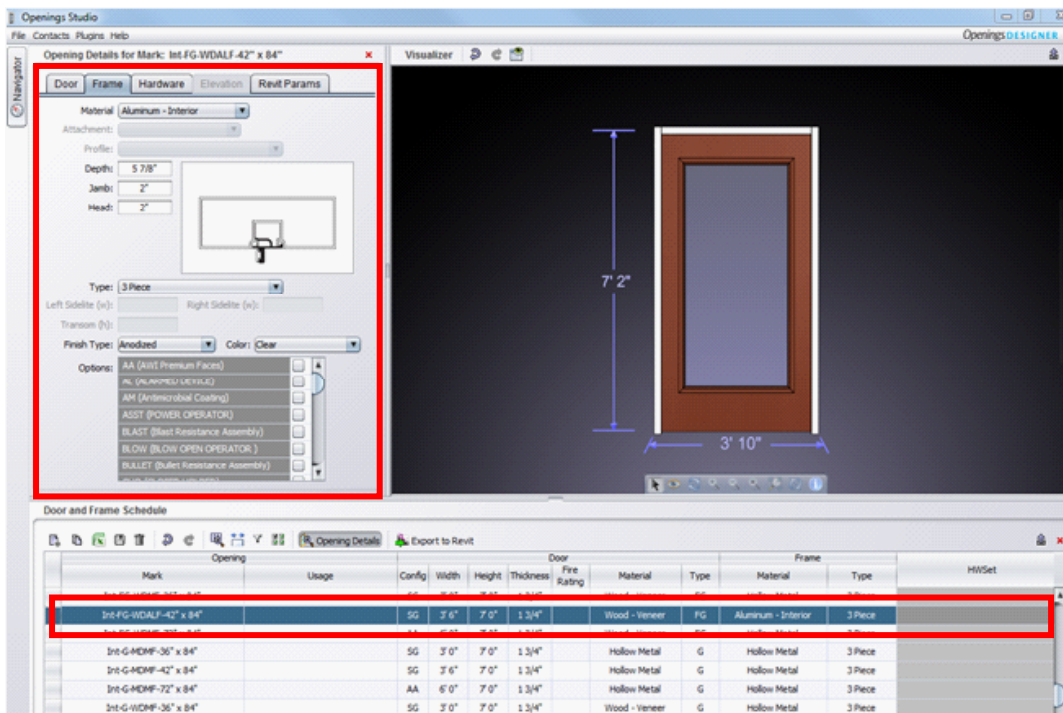
10. Click **Apply** and a message box will indicate the project copied successfully and the new **Project Door Library** will now appear in the Navigator Panel under Libraries.



11. Clicking on the new Project Door Library will display the copied openings in the **Visualizer Panel** and **Door and Frame Schedule**.



12. Design changes to the openings can be made by clicking on one of the individual column cells in the **Door Schedule** and selecting from the dropdowns, or by clicking on **Opening Details** and making revisions under the **Door and Frame** tabs.



Further information on how to make changes to the opening configurations, sizes, thickness, materials, types, and remarks to match your specific project standards and requirements is covered under the AAOS Standard Operating Procedure - "Door Schedule Modifications".