

# National Briefing Document System

## **Lotus Notes Instructions**

To access and download the NBDS, open Lotus Notes and click on file. Go to database and click on open, and look for the server selection window, where the word local appears. Click on the arrow and scroll down to select LMWO1/BLM/DOI. Once selected, go to the database window and select briefing documents, then click on open. The NBDS will open and the briefing documents icon will be added to your Lotus Notes workspace.

## **User Guide**

It is critical to the success of the NBDS process that all documents being created, while utilizing these new guidelines, are implemented in a timely manner from the date of this IM. Within the NBDS is a thirty-one page User Guide that can be downloaded from an Acrobat 5.0 file. Once the NBDS is open, there will be a button that states *Using this Database*, where you will see various options to open the User Guide. It is suggested that all field offices print a copy and review it for information about the NBDS. The guide should be available for all field office personnel needing reference material about the NBDS.

## **Briefing Document Standards**

All new documents should be created as an Inner Office document, using a MS San Serif/10-point/plain font, which can be defaulted when starting a new document by selecting CTRL and K. A window will open letting you select font sizes and styles to default. Set the font and style prior to creating your document text and the default process will be complete. After your briefing document is finished, click on the close icon and a window will open asking if you want to save this document. (The Inner Office option keeps the briefing document within the field office where it was generated. In addition, editing permissions are established at the time the briefing document is generated, this enables only certain people to edit the document.)