

## SOP-S001

### Printing out archive copies of directories for all CDs produced in PUCL

**Purpose:** To create paper copies of all directories of documents archived to CD-ROM.

**Procedure:**

1. Every time a CD is cut SOP001 must be implemented
2. Using a windows 95 computer:
3. Place the CD-ROM into the drive and open a DOS window
4. Set the home directory where the file to be created will be placed: **n:\CD**
5. Create a file of the directory by typing **dir /s /on f:\\*.\* > CDXL000.txt** (where *d*: is the local CD drive and *CDXL000.txt* is the name of the CD ROM)
6. The directory of the entire CD will be saved as a file in n:\CD and the file will be called e.g. CDXL000.txt
7. Open WORD Office 97 and select FILE NEW
8. Select the **SOP** tab
9. Select the template **ARCHIVCD.dot** (this template creates a completely formatted file in 3 columns, with a 1" margin. The file name, date of creation, page number and other info will automatically be placed into the header and footer.
10. Go to INSERT then FILE
11. Go to n:\CD (look for all files)
12. Select the file i.e. CDXL000.txt
13. Edit
14. Select all
15. Type in **font size= 6** ENTER
16. **Save to n:\CDarchiv** as **CDXL000** (**do not type .doc or anything**)(word document)
17. Print a copy of the document and place it into the proper 3-ring binder. (separate binders for CDF, CDM, CDI, CDXL, etc)
18. Place the CDROM to the archive storage location.

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**Created by:** J.Paul Robinson, February 21, 1998

**Verified by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Print Name Sign Name