

Standard Operating Procedures  
Purdue University Cytometry Laboratories

file:sop002.doc  
Date: January 9, 1998

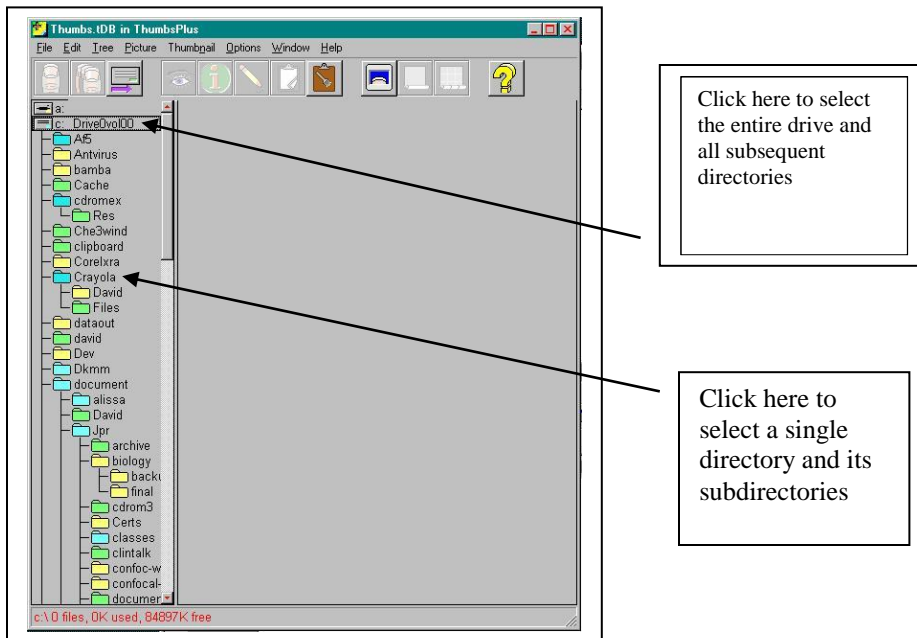
## SOP-S002

### Printing out IMAGES on archive copies of CDs produced in PUCL

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

**Procedure:**

1. Every 2 weeks CD-ROMs will be run through SOP002
2. Using a windows 95 computer:
3. Place the CD-ROM into the drive run the THUMBSPLUS program
4. Open the CD by clicking on the directory
5. Select THUMBNAIL option , click on SCAN DISK (the entire CD will be scanned. IF a box remains on the screen after it is completed 100% scanning, select CLOSE)
6. Before Selecting the Print Catalog, you must click on the directory that you want to print from .ie you will click on the CDROM drive as in figure 1.



7. Select **PRINT CATALOG** from the **FILE** menu
8. Proceed through the setup using the images figs 2-5 . **REPLACE** the appropriate CDROM names, **DATE** etc with the current information.
9. Print a copy of the directory or entire CD as necessary and place it into the current **BINDER**.
10. Replace the CDROM to the archive storage location.

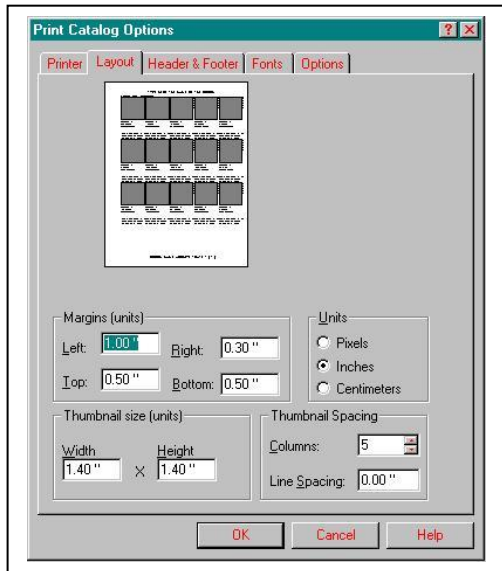


Fig 2

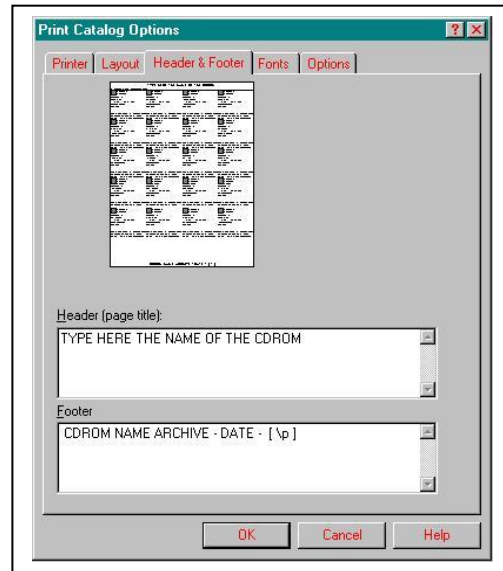


Fig 3

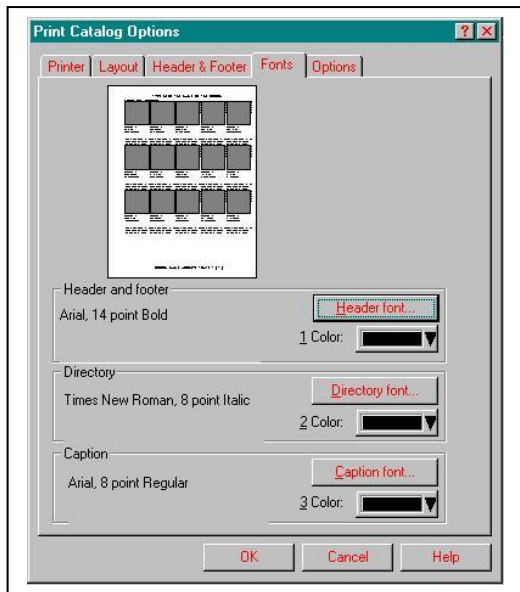


Fig 4

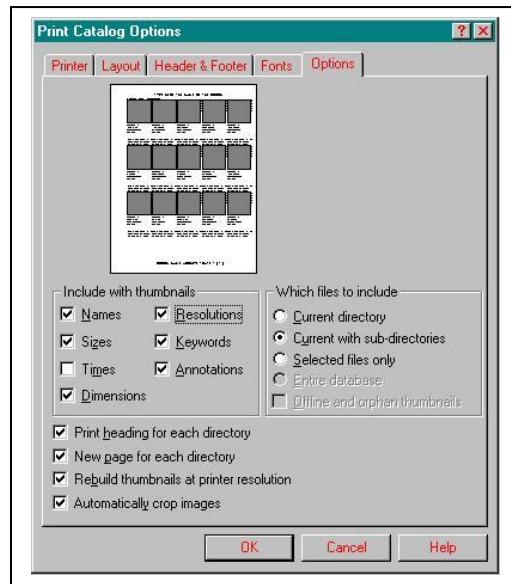


Fig 5

Created by: J.Paul Robinson, January 9, 1998

Verified by: \_\_\_\_\_ Date: \_\_\_\_\_

PRINT NAME

Place one verification sticker (A) in this location and the other (B) on the outside cover of the CD-ROM case.