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.

Printer Layout Header & Footer	Fonts Options
	u a
Margins (units) Left: 1000 Bight 0.30 Lop: 0.50 Bottom: 0.50	
Width Height 1.40" X	Thumbhail Spacing



Printer Layout Header & Foots Options Image: State S	t Catalog Options	?
Header and footer Arial, 14 point Bold Directory Times New Roman, 8 point Italic Caption Arial, 8 point Regular 2 Color:	rinter Layout Header & Footer F	onts Ωptions
Times New Roman, 8 point Italic <u>2</u> Color: Caption Arial, 8 point Regular 2 Color: <u>2</u> Color: <u>2</u> Color: <u>2</u> Color: 2	Header and footer Arial, 14 point Bold	Header font
Arial, 8 point Regular	Times New Roman, 8 point Italic	<u>D</u> irectory font 2 Color:
<u>3 Color:</u>	Laption Arial, 8 point Regular	Caption font

J.Paul Robinson, January 9, 1998





Fig 3



Fig 5

Verified by:	Dat	e:	
	PRINT NAME		
			Place one verification sticker (A) in this location and the other (B) on the outside cover of the CD- ROM case.

Created by: