Manual

Instructions for the usage of the splitting and renaming tool (version 3.0[7/14/2023])

Prerequisites:

- Having "pycharm" or any other python code editor with full-fledged installation of the code.
- All the folders and files are expected to be named under the naming conventions of the library of congress (the usual practice).
- All the files are expected to be in the format of LCCN_yyyy-MM-DD_1, example sn89053260_2023-03-08_1
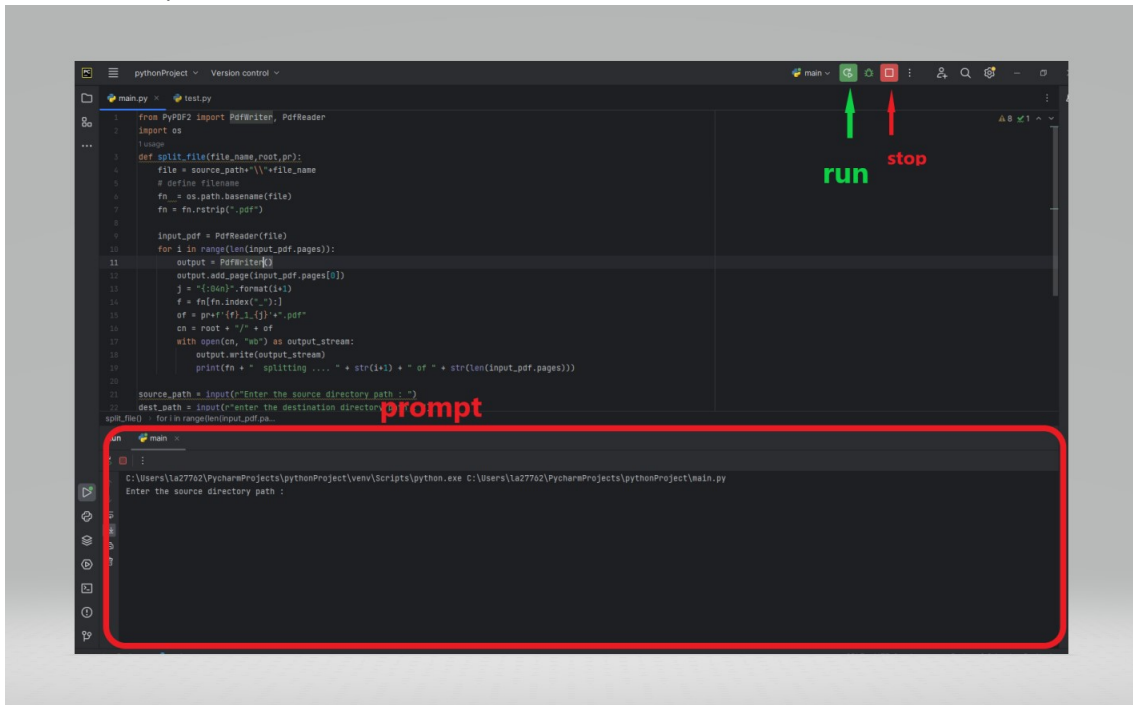
Limitations:

- Only one issue of newspaper is expected by the tool and it is programmed to run in such a way, if there are more than one issues per day this tool might not give you efficient results(it's a easy fix though, contact the author of code!)
- You might run into errors when you try to run the code and the destination folder already consists of the folder with the same name of source folder. Thus it is always recommended to have all your source folders named according to their chronological years.[for further clarity refer instructions to use]
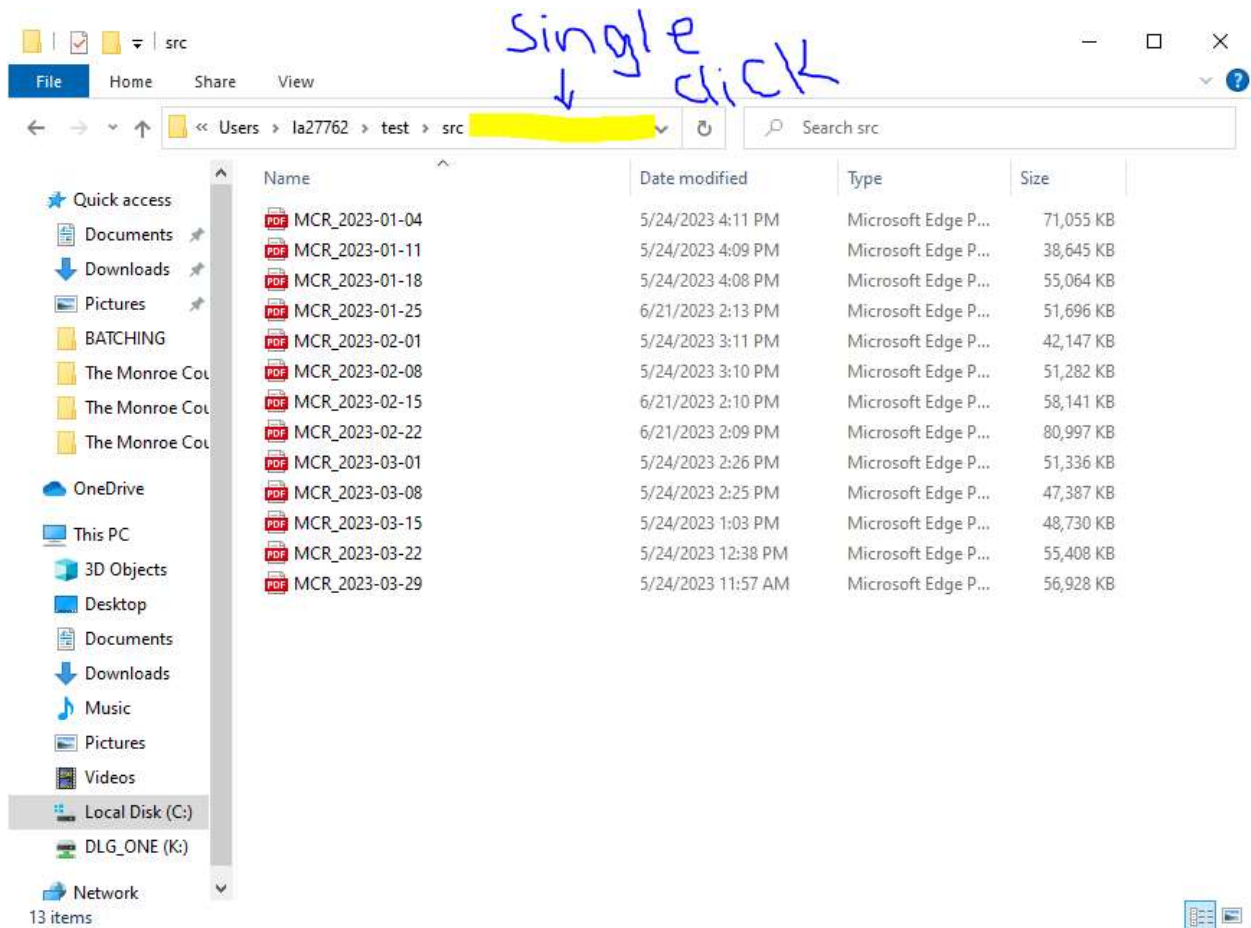
Instructions to use:

Step -1

- Open your code editor(Pycharm) and run the code (hit the run button)
  Ideally it should run without the errors in the first place, if u encounter an error, then the code is mutated(altered) [if code is changed, no problem u always have a copy of code on backup u can

redo the setup to fix that.]

- Then enter the source directory address (**always with" \"** not with "/"). Well u don't need to worry about that you can literally copy paste the address from the file explorer, just like a web address on a browser.(check the reference pic below)
  E.g.: C:\Users\la27762\test\src
  Note: the "copy as path" which is a quick action when you right click file/folder won't work with the tool in this case.

src

File | Home | Share | View

« Users › la27762 › test › src   Search src

single click

Name	Date modified	Type	Size
MCR_2023-01-04	5/24/2023 4:11 PM	Microsoft Edge P...	71,055 KB
MCR_2023-01-11	5/24/2023 4:09 PM	Microsoft Edge P...	38,645 KB
MCR_2023-01-18	5/24/2023 4:08 PM	Microsoft Edge P...	55,064 KB
MCR_2023-01-25	6/21/2023 2:13 PM	Microsoft Edge P...	51,696 KB
MCR_2023-02-01	5/24/2023 3:11 PM	Microsoft Edge P...	42,147 KB
MCR_2023-02-08	5/24/2023 3:10 PM	Microsoft Edge P...	51,282 KB
MCR_2023-02-15	6/21/2023 2:10 PM	Microsoft Edge P...	58,141 KB
MCR_2023-02-22	6/21/2023 2:09 PM	Microsoft Edge P...	80,997 KB
MCR_2023-03-01	5/24/2023 2:26 PM	Microsoft Edge P...	51,336 KB
MCR_2023-03-08	5/24/2023 2:25 PM	Microsoft Edge P...	47,387 KB
MCR_2023-03-15	5/24/2023 1:03 PM	Microsoft Edge P...	48,730 KB
MCR_2023-03-22	5/24/2023 12:38 PM	Microsoft Edge P...	55,408 KB
MCR_2023-03-29	5/24/2023 11:57 AM	Microsoft Edge P...	56,928 KB

Quick access
- Documents
- Downloads
- Pictures
- BATCHING
- The Monroe Cou
- The Monroe Cou
- The Monroe Cou

OneDrive

This PC
- 3D Objects
- Desktop
- Documents
- Downloads
- Music
- Pictures
- Videos
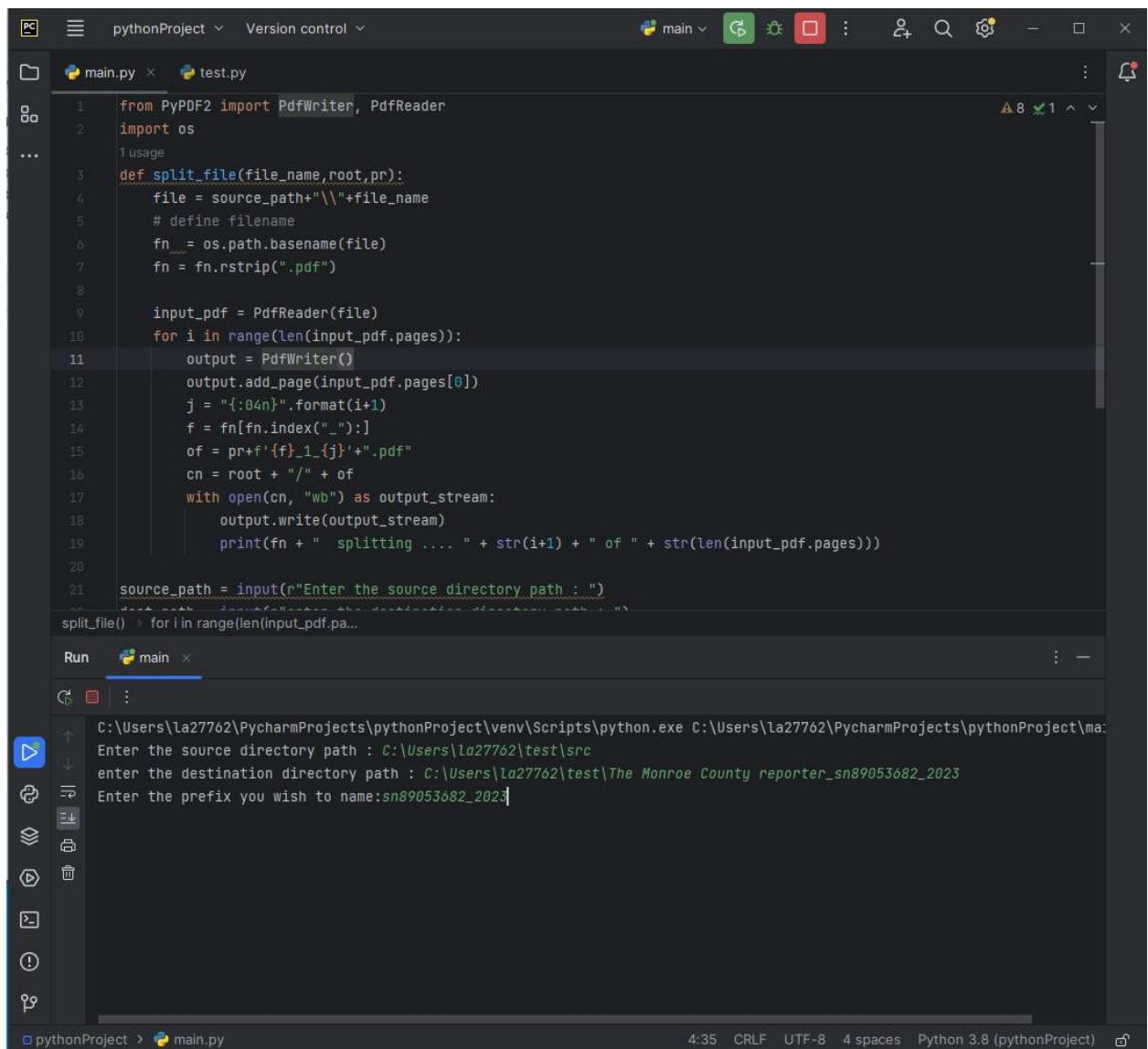- Local Disk (C:)
- DLG_ONE (K:)

Network

13 items

Step -2
- Paste the copied link on the prompt and hit enter.
- It would ask you the destination folder link
  Just give the link [for capturing the link follow above procedure as we did for the source] of the master folder of the newspaper in the batching folder. Ideally it should create a folder for you with the same name as the source folder but in the destination.
  Note: you don't need to create any new folders unless you don't have the source paper directory (where you could use the name of the source file).

Step – 3
- Now the prompt would ask you for the desired prefix, which is usually the s.no of the newspaper which is naming convention of library of congress which could be found in the source/destination directory name.

Then hit enter.

- Then it shows the progress of the splitting along with renaming chronologically and in the order of page numbers.

Note:

- If you aren't able use the tool contact your supervisor for help.

- If you run into errors and destination folder is fine, contact your supervisor.

- If your destination folder is getting messed up/flooded with unwanted files or if the script is not working as it is intended to do stop using the script and rollback to conventional methods. Contact the

author or anyone who are well versed with programming (preferably python) could help out to get the code working.

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(Feel free to contact me for support even if I'm graduated or left the job, I would be happy to help you out)