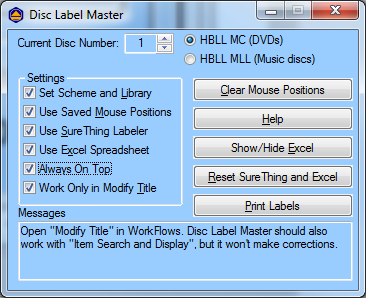
Disc Label Master

Disc Label Master is an automation program designed to assist in labeling DVDs and CDs in the Lettering Room. **This requires knowledge of labeling DVDs and CDs by hand.**

1. M:\libshare\Disc Label Master\Disc Label Master Files\DiscLabelerMaster.jpgClick the icon to open Disc Label Master. Microsoft Excel and SureThing Disc Labeler are required for it to run. (It can run without WorkFlows, but won’t have any functionality). You can make a shortcut on your desktop using the exe located at [M:\libshare\Disc Label Master\Disc Label Master.exe](file:///M:\libshare\Disc%20Label%20Master\).
2. You will see that SureThing Labeler is opened along with Disc Label Master. Excel is also opened in the background, and you can hit the “Help” button to see how to use the program in more depth. (To view excel hit the “Show/Hide Excel” button).
3. As you can see, the window prompts you in the “Messages” portion to open “Modify Title” in WorkFlows. Once you do, you are ready to use Disc Label Master.
4. Disc Label Master will handle most of the things for you in the process. If not, it will prompt you on what to do. Click on the search field and scan a barcode.
5. You will see Disc Label Master will prompt you to click in certain places. You only need to do this once, and if you make a mistake, you can just click “Clear Mouse Postitions” and try again.
6. Disc Label Master then copies and formats the call number, sets the appropriate fields to “LC” and “LEE-LRC”, and then prompts you to verify the number of parts and whether it has a supplement.
7. It then creates the appropriate amount of disc labels in SureThing Disc Labeler, and adds the correct amount of spine labels in Excel (You can click “Show/Hide Excel” to double check that it was done correctly).
8. It will save and prompt you appropriately as you continue to scan barcodes, and should be fairly clear. Keep in mind that pressing enter anytime “Modify Title” is the active window will also execute the automation process.
9. Once you reach 26 disc labels, Disc Label Master will open the corresponding print windows and ask you if you want to clear the SureThing and Excel windows. This is the same as clicking “Reset SureThing and Excel”. If you have not yet printed, or need to correct or save information, do not clear until you’ve done this.
10. Ensure that the “Current Disc Number” matches the number that you are on in the SureThing Disc Labeler window. If it ever gets off, double check that the information in SureThing is correct and change the number in Disc Label Master accordingly. Make sure to check Excel from time to time to make sure it is working correctly.
11. If needed, you can copy the information from Excel or save the SureThing project as a different name in order to use the current information to label by hand. Also, the Disc Label Master files are located in the ["Appdata"](file:///C:\Users\hbll-1cat\AppData\Roaming\Disc%20Label%20Master) folder on your computer if you’ve run it before. You can copy the SureThing project or Excel spreadsheet from there. Changing these directly may cause strange behavior in Disc Label Master.

Text from the “Help” window

Current Disc Number - This should match the disc number in SureThing Labeler so it can detect whether you are at 26 labels.

HBLL MC/MLL - These modes determine which Disc Labeling Templates to use.

Set Scheme and Library - This will make sure that each disc will be set toe the correct Class Scheme and Library in WorkFlows.

Use Saved Mouse Positions - After the first use, mouse clicks will be saved and used. Turn this off to click manually each time.

Use SureThing Labeler - Determines whether to automate tasks in SureThing Labeler for Disc Labels.

Use Excel Spreadsheet - Determines whether to automate tasks in Excel for Spine Labels.

Always On Top - This keeps the main window on top of all other windows. (You can still minimize it if needed).

Work Only in Modify Title - This means that the automation will execute only when a "Modify Title" window is detected. Otherwise, it will execute as long as WorkFlows is detected. (Pressing "Enter" or scanning a barcode will execute the automation).

Clear Mouse Positions - This will reset all of the saved mouse positions, consequently requiring you to click manually on the next execution of the automation in WorkFlows.

Help - Opens the Help window.

Show/Hide Excel - Excel is kept hidden for ease of use. You can show or hide Excel at anytime by pressing this button.

Blank SureThing Template - This simply deletes the current open SureThing Project (make sure to print before doing this) and opens a blank template.

Print Labels - This assists in printing both Excel and SureThing, and then gives the option to start everything fresh.

Certain prompts and messages are displayed in the "Messages" box. If the saved mouse positions are cleared, it will tell you where to click in WorkFlows. It will also tell you when to print and other bits of information.

You can also press "cc" to type the current call number.