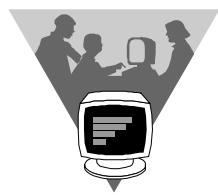




University of Edinburgh



Library Systems Department

Installing OCLC

Document Status	<i>Current / Awaiting Testing</i>
Document Type	<i>Systems Training</i>
Document Filename	<i>train0022</i>
Document Version	<i>1.0</i>
Latest Revision Date	<i>31st January 2000</i>
Author	<i>Jed Bajai</i>
Tested by	<i>Alex Forrest</i>

1 Document Control

1.1 Amendment History

Version	Date	Description	Initials
1.0	31/1/00	Current and Initial Version (awaiting testing)	JB

1.2 Filename Path

Document can be found at the following path:

\lib-srv4\apps\systems\training\train0022.doc

2 Introduction

To enable a user to have access to OCLC for bibliographic record searching and import from a non-networked machine.

3 Pre-Requisites

You will need to log on to the PC which is to have OCLC installed. i.e. ask Staff member to log you on.

You will also need the Zip drive with the OCLC files installed on the zip floppy disk, and the Guest set-up floppy disk to enable the Zip drive to run on the PC involved.

4 Step by Step Instructions

1. Set up the Zip Drive on PC to have files installed.
2. Copy OCLC and RLIN install folder to C:\ on PC.
3. Double-click on OCLC and RLIN Install programs folder.
4. Open pp110a35 icon and unzip files to specific destination folder i.e. C:\oclcapps.
5. Then copy Passport folder from OCLC and RLIN Install programs folder and paste into C:\oclcapps.
6. Now run Set-up from Disk 1 folder in C:\oclcapps.
7. Follow Set-up procedures on screen.
8. Choose Custom Set-up, and change destination directory to C:\oclcapps, then OK.
9. Choose Finish, Set-up is complete.
10. Open oclcapps folder in C:\
11. Copy files from Passport folder into Oclcapps overriding all OCLC files already there.
12. Go into Passport ini. File in Oclcapps folder and change destination directories to correspond with the folder where OCLC is now held -- i.e. Help=C:\oclcapps\Help and User=C:\oclcapps\Passport.
13. Add OCLC to Programs menu
14. To run OCLC, click icon from Programs menu, **you have to create first session** -- i.e. add 100-026-216 & george as printed here.
15. OCLC should now be ready to run.

Note: This enables the user to run OCLC for the purpose of searching for and downloading Bibliographic records from a non-networked machine.

***** LAST PAGE *****
