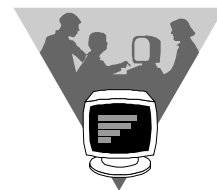




# University of Edinburgh



## Library Systems Department

### *Installing New Titles on the Standalone CD roms*

Document Status	<b><i>Current / Awaiting Testing / No Longer Used</i></b>
Document Type	<b><i>Systems Training</i></b>
Document Filename	<b><i>train0033.doc</i></b>
Document Version	<b><i>1.0</i></b>
Latest Revision Date	<b><i>24/03/00</i></b>
Author	<b><i>S. McKenzie</i></b>
Tested by	<b><i>Person who test documentation</i></b>

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## 1 Document Control

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### 1.1 Amendment History

Version	Date	Description	Initials
1.0	24/03/00	Current and Initial Version (awaiting testing)	SM

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### 1.2 Filename Path

Document can be found at the following path:

\\lib-srv4\images\documents\training\train0001.doc

## 2 Introduction

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A general overview of the procedure to add new titles to the CD rom PCs.  
Every new CD presents its own problems and these will not be dealt with in this document.

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The CD roms that are to be installed.  
A copy of Systems training document *train0028.doc*

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1. First using the document *train0028.doc* disable the menu system and restart PC.
  2. Using My Computer go to D:\shortcut to ESMENU and double click. This will bring up the menu system.
  3. Insert the CD, it may autorun to the install/setup program if not, using My Computer go to E:\ and double click to view files.
  4. Select the file called setup/install. This should start the install. If instead it asks you what program you want to open it with, you have clicked the wrong one.
  5. Follow the install procedure through.
  6. Once installed use Windows Explorer to go to C:\windows\Start Menu\Programs\*Name of CD rom*
  7. Right click the icon which runs the CD and choose Properties then Shortcut tab.
  8. Copy the Target and write down the Working Directory, if any, then click Cancel.
  9. Now click ADD ITEM on the menu administrator window.
  10. Type into MENU TEXT what will appear in the menu.
  11. Paste into START COMMAND what you earlier copied, cancelling the box that pops up by pressing ESC.
  12. Enter the WORKING DIRECTORY that you wrote down or enter C:\
  13. Then press F2 and it should save. If it doesn't see below for possible causes
  14. You can now click on the item in the Menu box and hopefully the programme will run.

## **Known Problems**

Menu Text has a limit to how many characters can be entered.

Start Command is DOS based so Directory and File names have to be shorter than 8 characters with no spaces. You will have to rename longfile names to reflect this.

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The Start command path may be too long to fit in the box. In this case you will have to make a small DOS batch file which contains the path and call this file from the Menu Start Command.

1. Go Start > Run and type Command then press enter.
2. In the DOS box that appears get back to the root of C:\.
3. Type Copy Con *filename.bat* then type any rubbish and then Ctrl Z
4. Type edit *filename.bat* . The *filename* is whatever you want to call the file.
5. Erase the rubbish.
6. Enter the command path and Save the file and exit.
7. Now back in the menu programme enter C:\*filename.bat* as the Start Command.
8. It should now work.

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