

halFILE for Windows™ Operating Procedure

Contents

Purpose of Document	1
Determine the drive letters for the CD and the Stage Area.....	1
Checking CD to make sure Optical.hal is valid and it works with your halFILE system ...	2
Deleting the Stage Drive for Re-initialization.....	2
Reinitializing the stage drive.....	3

Purpose of Document

1. Describe how to check a CD of images against the staging area from which the CD was created to insure that they match. These steps should be run after the CD has been created and before the CD Stage Area is cleared of and re-initialized.
2. Describe how to initialize a new cartridge on a stage area.

NOTE: If you are unsure about any of these steps, please call technical support.

Determine the drive letters for the CD and the Stage Area

1. From “My computer,” obtain the drive letter of local CD drive. For this example, we will use d:\.
2. From halFILE, go to Configure|Drives and obtain the correct drive letter of the staging area. For this example, we will use h:\.
3. Right click on the halFILE icon on your Windows desktop and go to the properties selection.
4. Go to the “Shortcut” tab and look at the target path of halfile.exe. This is also the path location of **dirsize.exe**, the executable that compares files and bytes of CD drives and staging areas. For this example, we will use f:\hfw14sql\.
5. From the Windows desktop click on the Start button and select Run. In the Open box type “COMMAND”. This will take you to a DOS prompt.
6. Type the drive letter to halfile.exe, F:, and press ENTER. This will take you to f:\ drive and likely the f:\hfw14sql directory. If it does not take you the hfw13sql folder then change to that folder by typing:

CD \hfw14sql

7. Place the CD created from the stage area into the local drive (d:\)
8. From f:\hfw14sql, type DIRSIZE D:\ (drive that CD is in). This will produce a list of files and bytes similar to this:

<u>Files</u>	<u>Bytes</u>	<u>Directory</u>
2	12	d:\

1000	33,786	d:\CD1
<hr/>	<hr/>	
20,302	629,397	

Write these numbers down to compare with the files and bytes of the staging area.

- From the halFILE directory, type `dirsize h:\` (drive that the staging area resides on). This should display a replica of the above. Compare this File and Byte count with the one for the CD in step 8 above.
- If the CD and stage drive file and byte count match correctly than the CD is a good copy of the stage drive.

Checking CD to make sure Optical.hal is valid and it works with your halFILE system

- Remaining in the DOS prompt type H: (letter of the stage drive) and press ENTER.
- This will take you to `h:\>`. While in this drive type:

```
ren optical.hal *.sav
```

This command renames `optical.hal` to `optical.sav` so that halFILE will not use the stage area to pull images from.

- Type "EXIT" to exit DOS and return to Windows.
- Go into halFILE and conduct a search on a document(s) that is known to be located on the CD. After obtaining a hit list, double click on a document which should then appear on the left with a path to the local CD drive at the top (`d:\CD1\ATC\CD1\00012345.001`)
- This test insures that the CD works within halFILE and is a good copy.
- After making sure that the CD is a good copy of the stage drive you are ready to delete the stage drive and reinitialize it.

Deleting the Stage Drive for Re-initialization

- From the Windows desktop, click on the Start button and select Run. In the Open box, type "COMMAND" to go to a DOS prompt that looks like this:
`C:\windows\desktop`
- Type H: (the location of the Stage drive) and press ENTER. This will take you to drive h:. In a previous step, `optical.hal` was renamed as `optical.sav`, rename it back to insure we are deleting the correct drive by typing.

```
ren optical.sav optical.hal
```

- Then type: `TYPE OPTICAL.HAL`

This should display the cartridge name of the CD that was created (ex: CD1).

4. If it displays the correct cartridge name you are on the correct drive of the CD to delete.
5. Type DELTREE *.* at the DOS prompt (h:\>) and press ENTER.

WARNING: If you select the incorrect drive, you could delete the wrong information and lose data so be careful!

6. DOS will ask you if you want to delete certain directories and subdirectories answer "Y" to clear the drive.
7. Now type: DIR and press ENTER. You should get the message 'File not found' meaning the drive is clear to initialize

Reinitializing the stage drive

1. Return to halFILE, and click the menu item Configure|Cartridges.
2. This will take you to the Change Cartridge screen click on ADD to add your next CD.
3. Fill in Cartridge name ex; CD2 and the description of the cartridge, for Cartridge type, choose Network Drive. Click INITIALIZE.
4. When the Available drives screen comes up, select the Stage drive that was just cleared (h:\) and click initialize. A message will be displayed that says "cartridge initialized."
5. Click OK when returning to the Cartridge name and description screen click OK again to save the cartridge information.
6. The stage drive is now reinitialized and ready for archiving!