

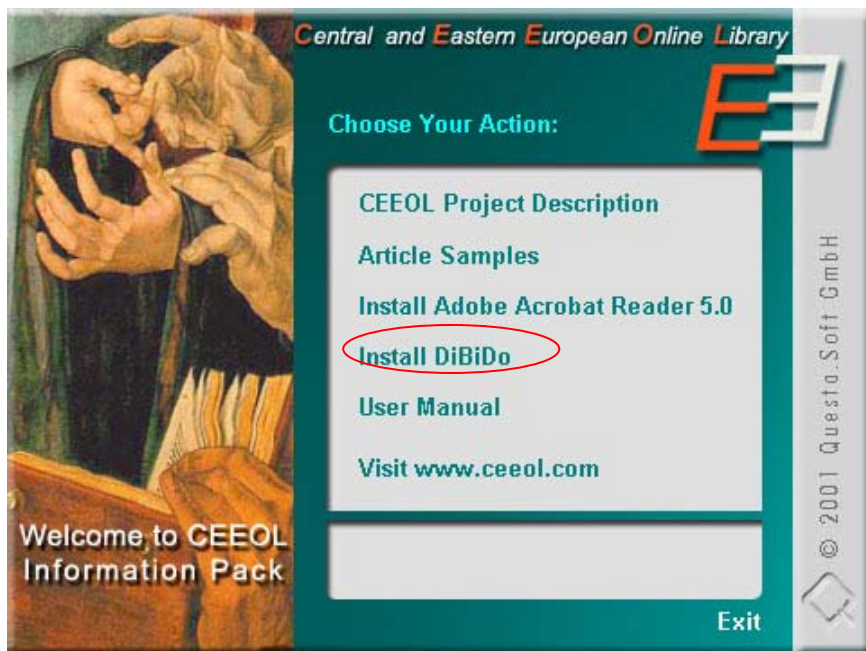
C.E.E.O.L. – Client User Manual

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A. Installation of the CEEOL Client

At the beginning, after inserting the CD into the CD-drive, you will get the following image:

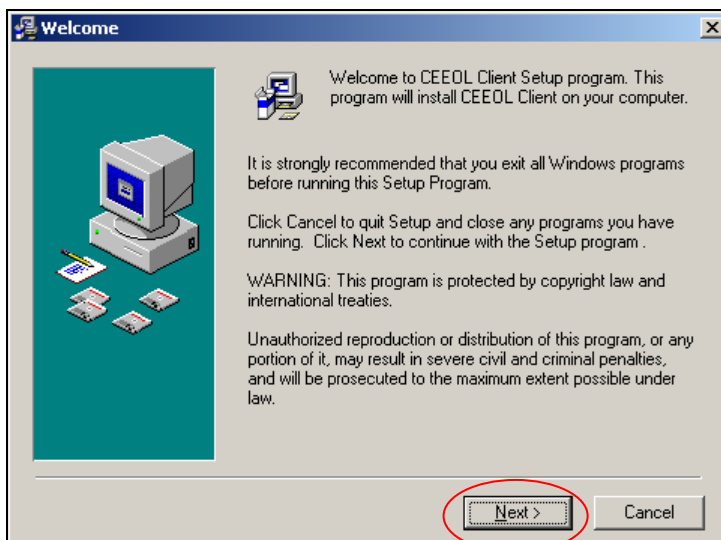


Important: Please close all Windows programs before installation. CEEOL-Client (DiBiDo) can be used on Microsoft platforms from Windows95 to Windows XP

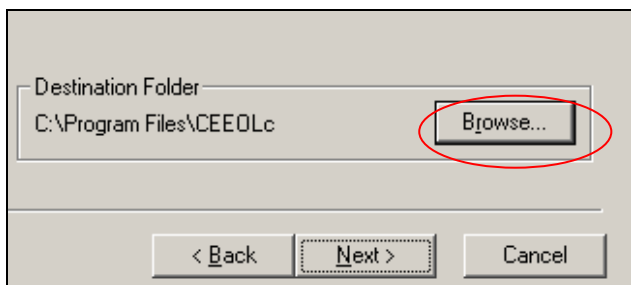
System-Requirements:

Click on **Install** CEEOL Client and you will be guided through the installation program.

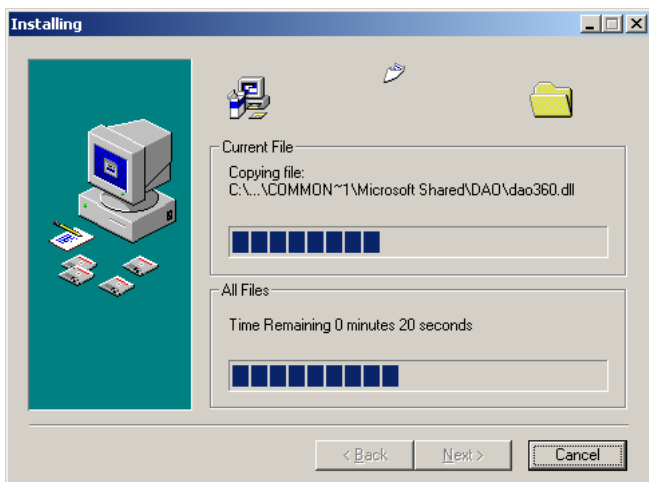
Click “**Next**” on the first image you get:



You can choose a destination for the program to be installed (use “**Browse**” to select another destination) or you can accept the destination suggested by default:



Choose “**Next**” for the following two windows to begin installation and you will get this image while the program is being installed:



and at the end please click “**Finish**”.

Then you can choose to restart the system for a successful installation or you can immediately proceed to use the program.

B. Using the CEEOL Client program for cataloguing periodicals:

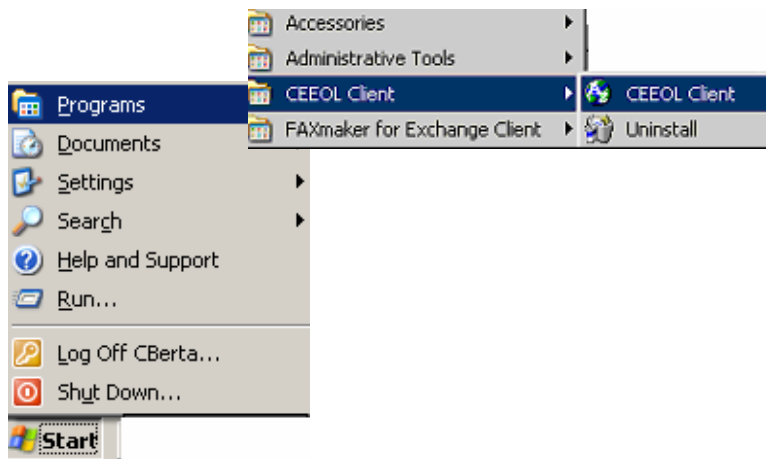
Steps:

1. **launching the program**
2. **defining the publishing house**
3. **defining the publication**
4. **set up a new issue**
5. **define authors**
6. **catalogue the articles**
7. **archive and send**

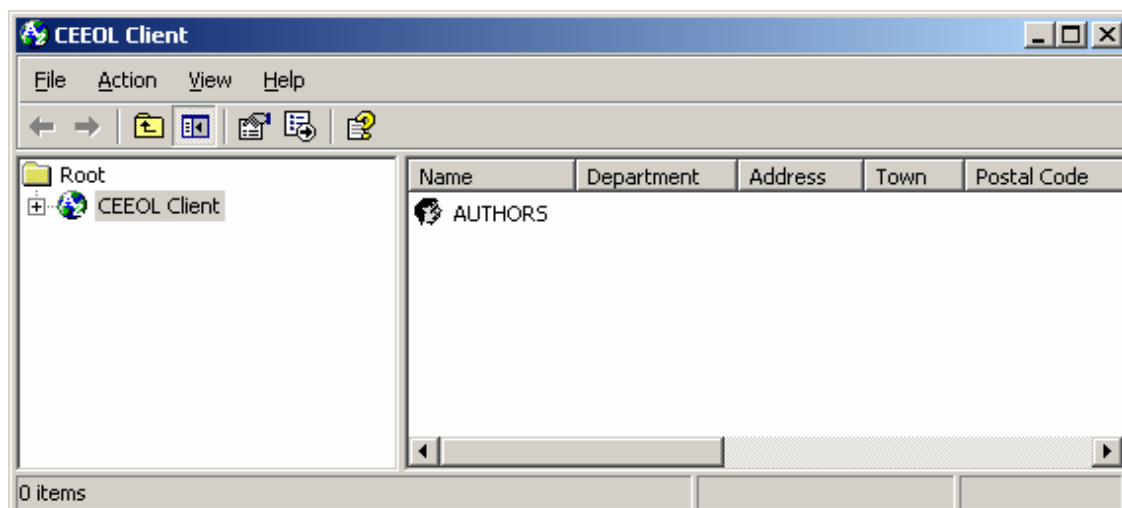
ARCHIVING PERIODICALS

1. Launching the program:

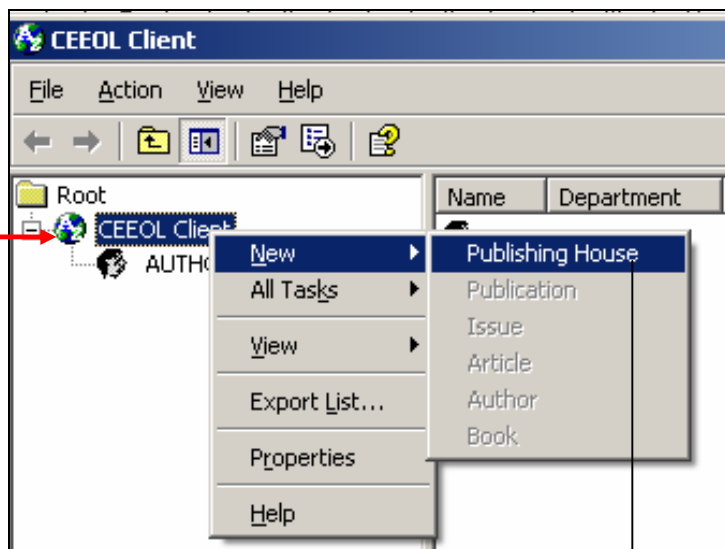
After installation, you can open CEEOL Client from **Start-programs**.



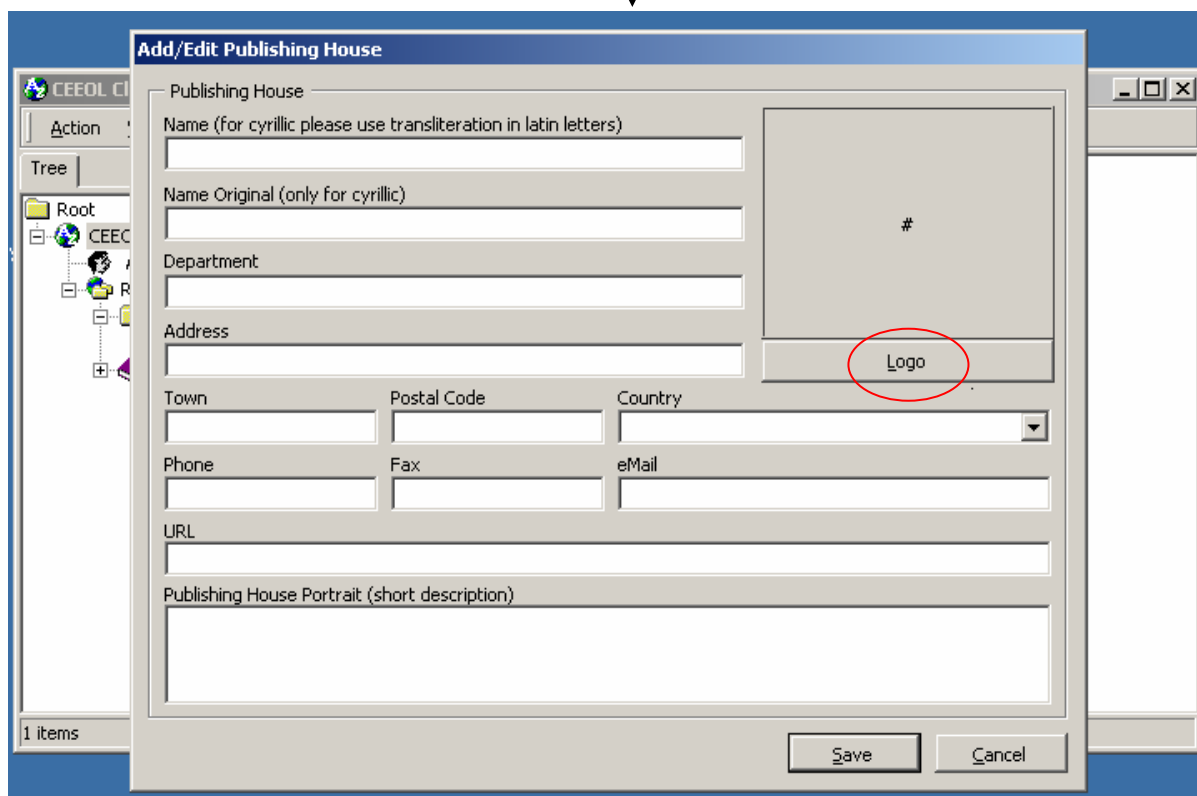
After launching the CEEOL Client, you will get this window:



2. Defining the publishing house - Right mouse button Click on CEEOL Client:



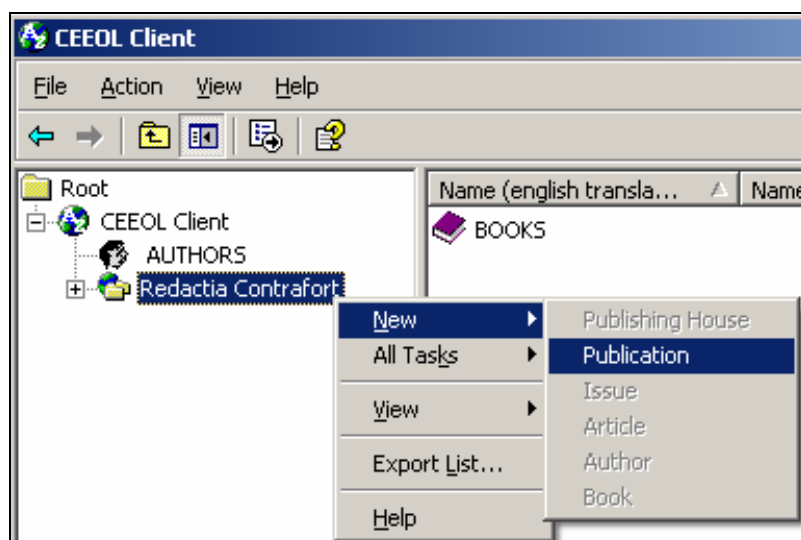
The window below will open. You need to write here the exact name of the publishing house, contact details, and a short description (not longer than a half A4 page). You can add the Logo of the Publishing house (click “**Logo**” and you can choose a .jpg or a .gif file with the logo from your harddisk)



3. defining the publication

– right click on the publishing house
define now the publication:
(New → Publication)

Please write the publication details in these two windows:



Add/Edit Publication

Publication | Info

Publication Data

Name (english translation)
Counterfort

Name (original language and characters)
Contrafort

Issue Frequency: 12 ISSN: 12231576 Founded in: 1994

Domain: Cultural Journal Country: Moldova

Logo

Short Description
The magazine "Contrafort", a publication of the young writers in the Republic of Moldavia, was founded in October 1994 as a monthly publication issued in Chişinău. "Contrafort" promotes a modern and critical European spirit, according to the contemporary literary trends and tries to put order in the esthetical confusion in the literature and culture created in Bessarabia – an old Romanian province that was for 40 years under a terrible communist totalitarian regime in which the liberty of conscience and expression was interdicted. This is why, one of the major objectives of the magazine "contrafort" is the moral clean-up of the society, cultivating the critical spirit, the implantation of the values and principles of the open society.

Save Cancel

and

Add/Edit Publication

Publication | Info

Supplementary Info

Address
Str. Iasilor 34

Town: Chişinău Postal Code: 77541 Country: Romania

Phone: 00 373 55 11 22 Fax: 00 373 55 11 23 eMail: contrafort@yahoo.com

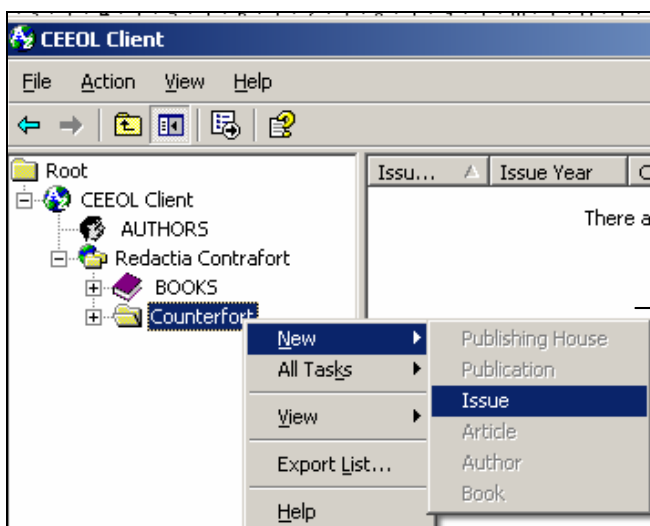
URL
www.contrafort.md

Chief Editor
Vitalie Ciobanu

Format	No. of Copies	Yearly Subscription Price	Average No. of Pages
A3	1200	100 €	24

Save Cancel

4. **set up an issue:** - right mouse click on the publication just defined before and you will get the following image (New → Issue):



Add/Edit Author

Issue

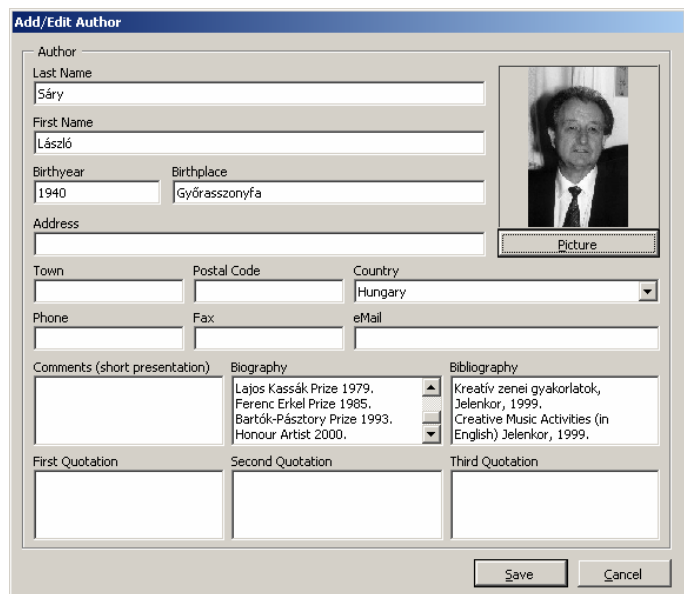
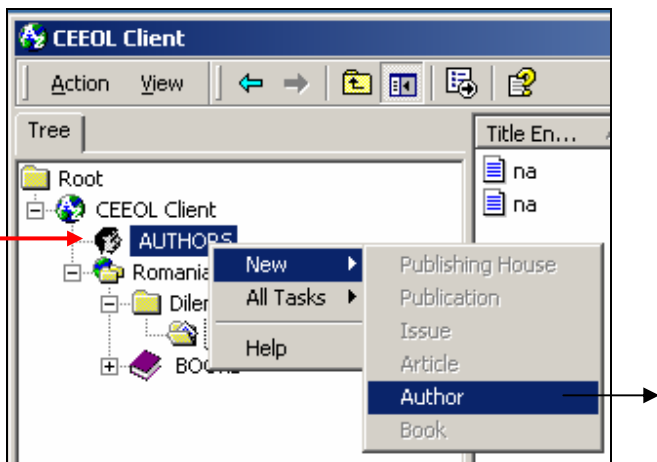
Number: 01 Year: 2002

Comments

Cover

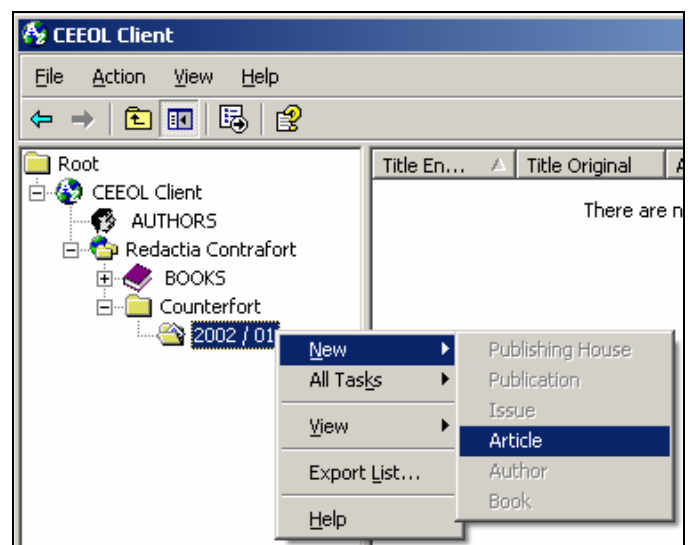
Save Cancel

5. Defining an author

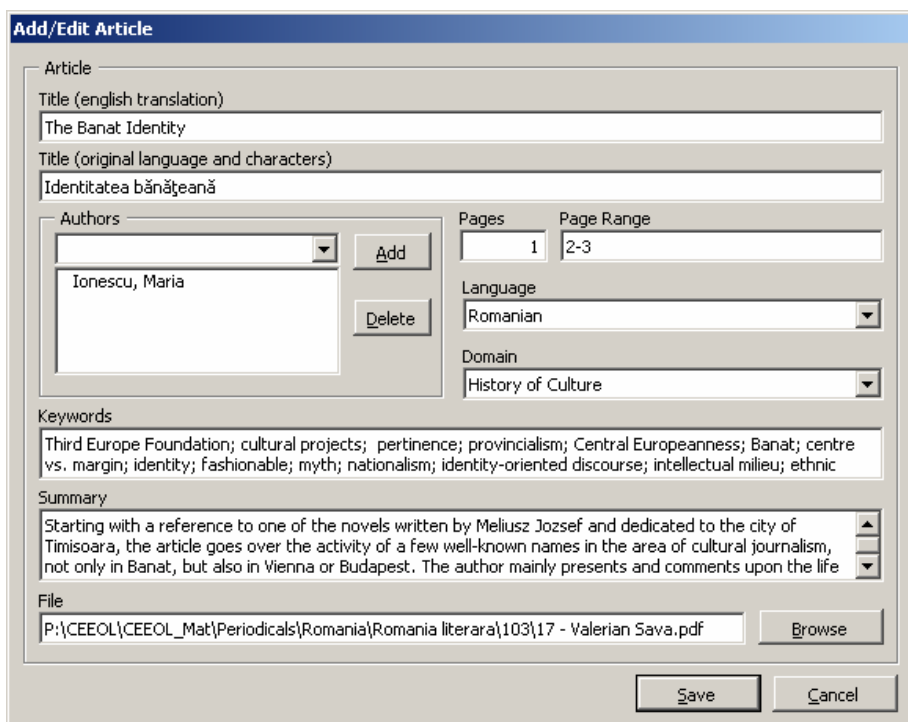


6. Cataloguing articles in CEEOL Client – with right mouse click on the “Issue” you just defined → “New” → “Article”.

(sometimes you might have to double click the publication in order to see the issues you defined)

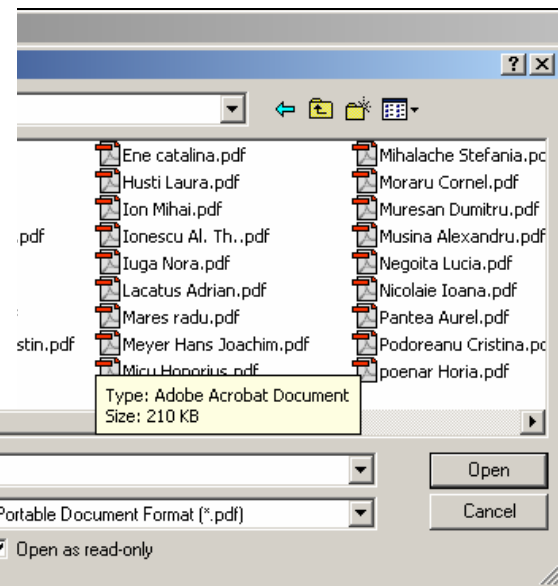


The following window will open:



Please type the title in English and then in the original language.

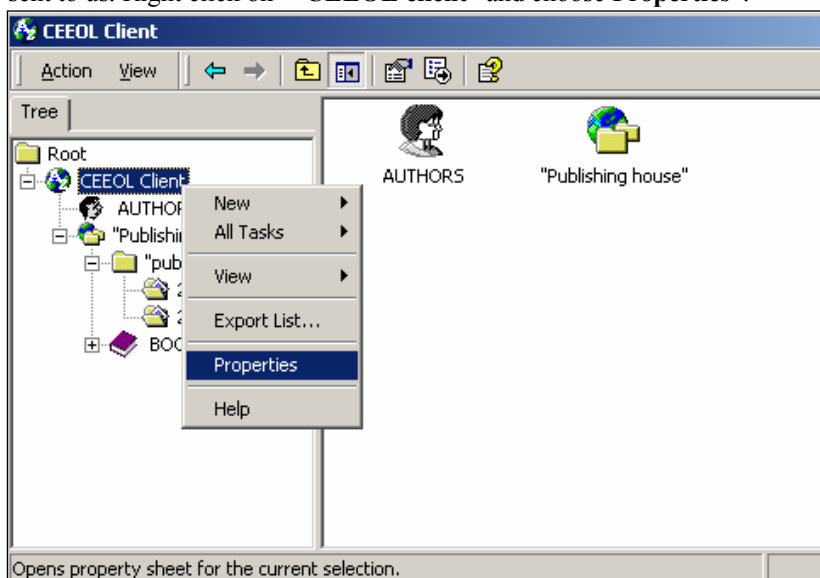
The author is chosen from the list, click on the name and then please click “Add”



7. Archiving and sending the issue

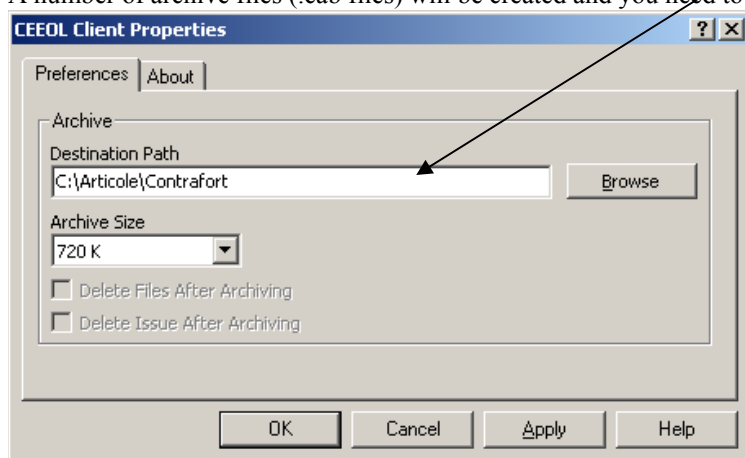
After the article in the issues have been catalogued in the CEEOL Client, you can begin the archiving process :

a. Location: Please define the location on your computer where you want to store the archive that will be created and has to be sent to us. Right click on “CEEOL client” and choose **Properties**”:

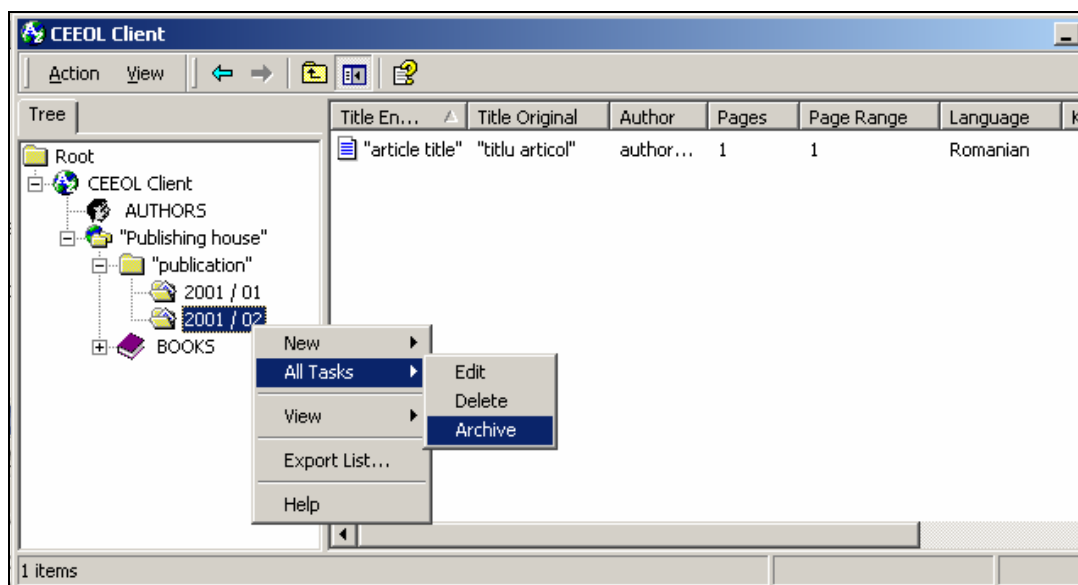


The archive will be saved at the destination you choose (for example C:\). There will be only one file.

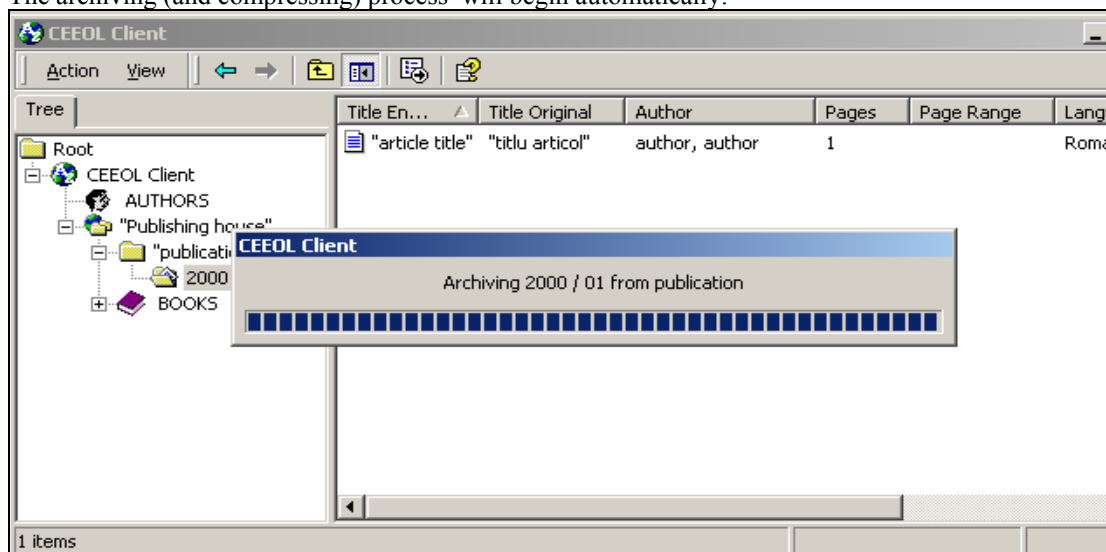
b. Dimension: Not to have difficulties by e-mailing with a file that is too big, you can choose a smaller dimension. A number of archive files (.cab files) will be created and you need to send all of them.



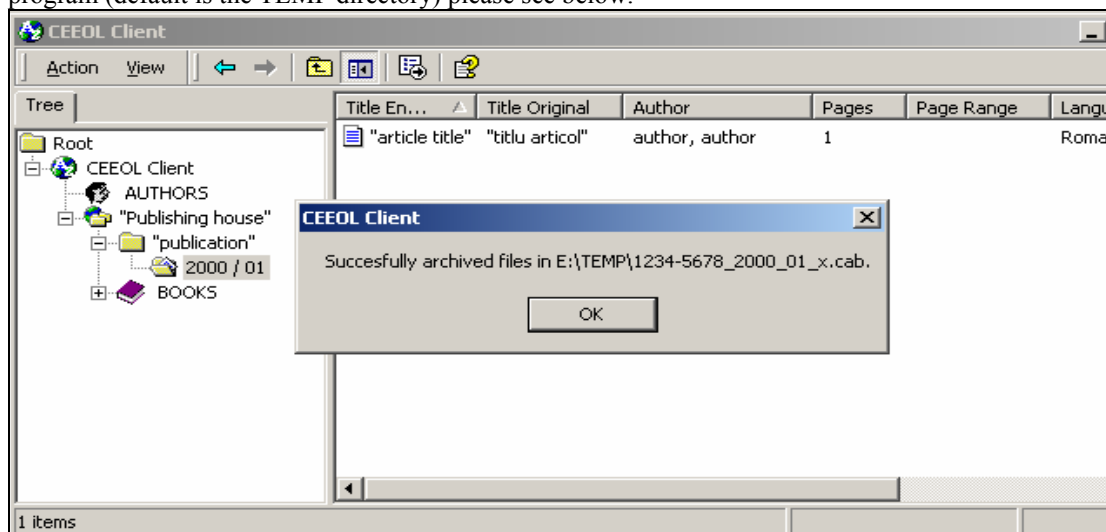
c. Archival process: please right click on the respective **issue**. Choose « **All tasks** » and then « **Archive** » like below:



The archiving (and compressing) process will begin automatically:



After the compressing and archiving process is over, the resulting file will be saved in a directory that will be communicated by the program (default is the TEMP directory) please see below.



The name of this file will be automatically established and will contain the ISSN code of the publication (i.e.: **1234-5678**), the issue number and year, (i.e.: **2000_1**), and it will have the **.cab** extension.

The archive file/ files that have been formed are to be sent as e-mail attachments.