

ENTERING MEASUREMENTS OF FOLIOS FOR CMI BOXES

Setting up:

1. On the computer, double click on “My Computer.”
2. Double click on “Preservation\$ on ‘jasper.library.yale.edu’” (H drive).
3. Double click on “CMI” folder.
4. Double click on “YLSTERLING.”
5. Click on Create New Order.
6. In the CMI window that pops up asking for the name of the file, type: _folios[floor] with no spaces. Click OK.
7. In the CMI window that pops up asking what box number to start with, type: 1. Click OK.
8. Make sure the box on the upper left of the screen by “Obtain measurements from ProMeasureUSB” is unchecked.
9. Make sure to check the box by “Inches” at the middle of the right side of the screen.
10. Enter box 1 measurements for Spine HEIGHT, tab, Page WIDTH, tab, DEPTH.
11. Enter Title, Author, and Call number of box 1, typing each line of call number into each box Call 1, Call 2, etc.
12. Click on Create New Box to enter box 2 measurements, etc.

Printing and sending order:

13. Click on Print Order button at left of screen. Click on Print all Pages.
14. Open email program. Create a new message.
15. Copy and paste CMI’s email address from the Help section: cmiboxes@archivalboxes.com.
16. Open “My Computer” and double click on the H drive (Preservation\$ on ‘jasper.library.yale.edu’). Double click on “CMI” folder and find the order you just typed.
17. Send this order as an email attachment.