

Dear Customer,

Thank you for subscribing to Links Plus MARC. Please find some instructions below.

Important: Please make sure you know how to load, locate and purge our records from your system using the test sample (see below) before bulk loading thousands of our records. We have available limited instructions for the following library systems Softlink AfW, AmLib, Bibliotech, Bookmark and FILMS... contact us. Pledger Consulting takes no responsibility for loss or damage to your library catalogue. If you are unsure of the process please contact your catalogue supplier support service.

Delivery:

Schools can choose to receive the product by floppy disk through the post but it is recommended that the product be delivered through email direct to the Teacher/Librarian's email account and then regularly downloaded from the secure download page on the Pledger Consulting web-site. If the subscription service is taken out, this also includes the monthly updates.

What do you receive ?

In most cases it will be downloaded as a self extracting EXE file & compressed ZIP file from a web-page sent to you as a privileged link in an email or on a floppy disk or it will be delivered as a self extracting EXE file & compressed ZIP file in an attachment in your email.

You will need to decompress it to a .dat file on the computer on which you are uploading to your catalogue.

To uncompress the file:

Go to the download page or insert the disk or locate the email attachment.

Either choose an .exe file from the download page, right click and 'save...' the download file to your desktop or go to My Computer and open the floppy drive A: Transfer the file from the floppy disk to your desktop or save the attachment to your desktop

*Double click on the EXE file on your desktop.

*A message will appear on your screen explaining that you are about to decompress the file to a DAT file in a folder called LPM on C drive. You can alter the directory location for the LPM folder if you wish. The Dat file will be named something like "LPV6N3.DAT".

*Nominate an appropriate drive and directory in which to store the uncompressed Dat file.

You will need to remember both the name of the Dat file and the directory into which it is placed when you wish to load in into your library catalogue. The name of the file will vary each time it is supplied. An example of the file name is "LPV6N3.DAT". The recommended directory in which you should store it could be My Documents but this is up to you.

Note: Do not attempt to unzip this file to a floppy disk as it will be too large to fit on the floppy disk. However you can transfer the .exe or .zip file to a floppy disk.

Test sample:

We have a test sample with an important read-me file and two small files that can be loaded onto your system. These files can be downloaded from our web-site 'Home' page <http://weblinksresearch.com> and then imported in the manner described above.

Remember:

It is important that you learn how to test load, locate and purge our records before loading large files of thousands of records onto your system. If unsure contact your library catalogue supplier.

Download page address:

Contact us for the URL to the download page.

Regards, Paul Pledger.