

# Instructions for copying Alchemy index files

If your scanned documents fill more than one CD, you will receive multiple CDs for the documents. ( We usually send a set of duplicate CDs for backup purposes also. ) You can easily determine which CDs are unique by looking at the volume label for each CD. The volume label will look something like this:

VOLID: 04AP\_001

04AP represents the name of the application ( ex: 2004 Accounts Payable ) and the 001 represents the number of the CD in sequence.

Here 's what you need to do:

1. Insert the LAST CD ( the one with the highest volume number ) into the CD-ROM drive
2. Copy the .ald file and the folder with the same name to c:\alchemydb
3. Insert the remaining CDs in the sequence, and copy two files ( one with a .pro extension and one with a .dat extension ) to c:\alchemydb\application\_name\data000. The .pro and .dat files will be found in the folder called \application\_name\data000\. There is one .pro file and one .dat file for each CD, and it is named after the CD sequence number ( ex: the pro file for CD VOL 005 is called 00000005.pro )

The folder structure should look like this:

```
c:\alchemydb
|
|_ _ _ 05ap.ald
      06ap.ald
      05ap folder
      06ap folder
      |
      |_ _ _ 06ap.* (9 files)
                data000 folder
```

## SERVICES:

- Data Entry
- Document Scanning
- Microfilm Conversion

SoftFile  
209 Commerce Circle  
Sacramento, California 95815  
( 916 ) 927-4211  
[www.softfile.com](http://www.softfile.com)

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