

Reserve Readings:

How to Access Electronic, Print, and Media



Finding Reserve Items in the Library Catalog _____

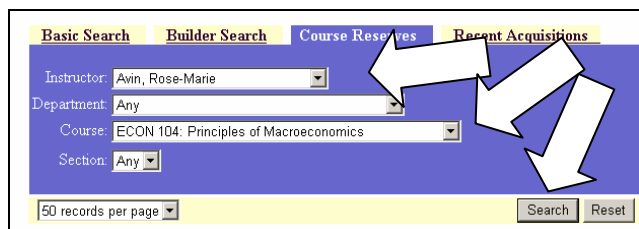
1. On the McIntyre Library homepage click "Course Reserves" in the list of Most Popular Links. This list is in the center of the screen.



2. In the catalog form, click the for Instructor. Type the first letter (only) of your instructor's last name or scroll down the menu. Click on your instructor's name.

3. Click the for Course. Type in the first letter (only) of the department prefix for your course, i.e. A (for ADTN) or scroll down the menu. Click on your course.

4. Click Search.



5. A list of titles will appear. (Note: some e-reserve items may be listed twice. Either link will work.) Click the desired title.

The Reserve homepage has more details. Go to <http://www.uwec.edu/Library/reserve/index.htm>

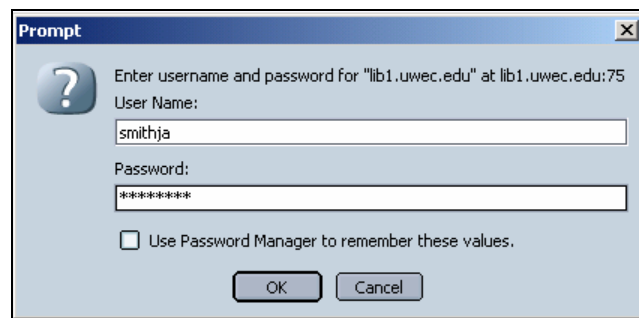
Checking-out Print & Media Items _____

When you bring up the record you will see a line titled CALL NUMBER. Present this call number with your BLUGOLD ID at the Circulation Desk to check out a print item on your Reserve list.

Viewing Electronic Reserve (e-reserve) Items _____

IMPORTANT: To access e-reserve items, you must have a recent version of Acrobat Reader on your computer (download free from www.adobe.com)

1. Not all reserve items are available electronically. Some titles with electronic Reserve items will be listed twice. Either link will work. Click on the title of the item you would like to view.
2. To view the electronic version, see the line below the CALL NUMBER line (E-Items: Electronic Reserve)
3. Click on the Electronic Reserve link. Note: some long items must be divided into parts, so if you see Electronic Reserve, pt 1, etc., click on the part of the article you wish to read.
4. Enter your Username and Password. Then click **OK**.



5. You may see a dialog box giving you the option to open or save. Select open to view the article.



Notes on usernames, passwords and PINS _____

Username

- Usernames are usually (but not always) the first 6 letters of your last name, followed by your first initial and middle initial (e.g., Wile E. Coyote's username would be coyotewe).
- If you don't know your username, you can look it up in the UWEC web directory at <http://webmail.uwec.edu/exchange/usa/finduser/>. Or contact the CNS Help Desk at (715) 836-5711 or by email at helpdesk@uwec.edu

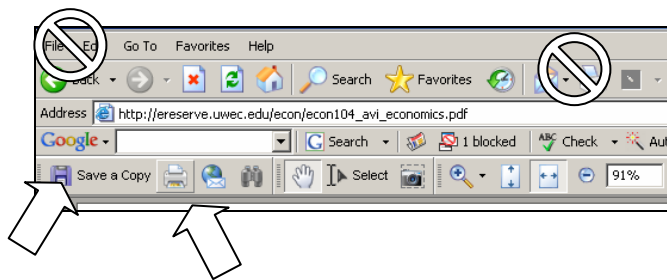
Passwords/PINs

- The default password is UWEC plus your BluGold PIN. If you have changed your PIN to another password, you must use that current password.
- If you have forgotten your current password, you can reset it, using your PIN, at password.uwec.edu
- If you don't have your PIN number, you need to go to Registration Services in Schofield Hall.


Distance Education (DE) students enrolled in a UWEC course but registered at another institution, please contact your instructor for a Username and Password.

Saving & Printing _____

Do not use the browser menus or icons to save or print e-reserves. Adobe Acrobat Reader opens within your browser, use those icons instead.




Saving:

Click the  icon from the Adobe Reader toolbar on your browser and choose the desired location from the menu options.

On-campus, select your h: drive, or insert a diskette or memory stick and select that drive.


Printing:

Click the  icon from the Adobe Reader toolbar on your browser and print to the default printer. Remember that you will need to bring your own paper to print anywhere on-campus. For your convenience, Library printers are set to print on two sides of the page. You must change that printer setting if you want the document to print only on one side.

IMPORTANT: Logging off _____

Not logging off leaves your h: drive open to whoever uses the computer next!

If you are using a public computer (i.e. in the library or in a lab, etc.) to access e-reserves, be sure to close the document, the document reader and log off before leaving the terminal so the terminal is not left logged on in your account name.

Close the document and the Acrobat document reader by clicking on the  in the upper far right corner of the screen. Press the Control + alt + delete keys simultaneously, and then click log off.

E-Reserve Troubleshooting _____

Occasionally, people have had problems opening e-reserve documents from their home or dorm. Here are some common problems:

Recent Version of Adobe Acrobat Reader:

You must have a recent version of the Adobe Acrobat Reader loaded on your computer. The Reader is available free for download at www.adobe.com/products/acrobat/readstep.html.

Proxy information not used:

You must go through the library website to get articles through our vendors so that your campus affiliation can be verified. If you are on campus when you open the document and want to email it to yourself, be sure you indicate that you want to send a copy rather than send a link.

Other questions or problems:

Please contact the **Reference Desk** at library.reference@uwec.edu.

Or call us at (715) 836-3858 or (DE toll free) (877) 267-1384.