

ECON 351 - HOW TO USE ELECTRONIC RESERVES

Getting to the material on electronic reserve:

1. At the Library web page, click on "Electronic Reserves" on the main page.
2. You should have Adobe Acrobat Reader, version 4 or higher, loaded on your computer. If you do not, click on "Acrobat Reader" on the Electronic Reserves page.
3. On the Electronic Reserves page, click on the course you want to see.
4. At the login page, enter your class password and "go".
5. Select either "list of titles" or "syllabus". Both choices will get you to your readings.
6. "List of titles" opens the "Search Results" page. Here you can do any of the following:
 - **sort** the entries alphabetically by title or author or chronologically by publication date. Click on "sort" and choose your preferred arrangement.
 - **save** individual short citations or the whole list by clicking on "save" or "save all"; for the full citation, click on "full display". **E-mail** desired citations by clicking on "e-mail".
 - **get to your readings** by clicking on the items you want and, at the next screen, clicking on "see the text." -or-
7. "Syllabus" opens up the text of the syllabus where readings are arranged by **date of assignment**. Click on the items you wish to read.

You have now opened the full text of your chosen article. or chapter. You can move from page to page by using the arrows at the bottom or top of the screen or the vertical arrows on the side.

Printing the text:

1. You can print by clicking on the printer icon on the top menu bar.
2. For purposes of copyright compliance, we ask that you print only one copy for your own use.
3. Articles with graphics may take longer to print than those with text only.

To exit a text but remain in Electronic Reserves:

1. Close the full text window (2 windows if you go from the syllabus to your readings text) by clicking in the box in the upper left corner and you will return to the electronic reserves page.

Copyright:

The library tries to follow current copyright law in providing access to reserve materials. The user of these materials may also be liable for copyright infringement if he or she distributes the material in violation of the fair use provisions of the law. The class password is an integral part of copyright protection. Please do not pass it on to anyone who is not a member of the class. As an extra precaution be sure to close the course screen when you are finished accessing your readings.

Password __ (see your instructor for the password)_____

(passwords are case sensitive so be sure to enter them exactly as written)

WARNING: Netscape 6 is incompatible with many library resources including E-Reserves.