

Automatically Open Any PDF File VT Online Class Materials

Go to <http://reserve.lib.vt.edu/> using a Web browser (e.g., Netscape)

Most online class materials are PDF files that are readable only with the Adobe Acrobat Reader--*it's free*. Download the Reader to your personal computer from <http://reserve.lib.vt.edu/software.html>

[If you are not using a machine that will automatically open a PDF file, you can open one file at a time. See "How to Read One PDF File" on the verso of this flier.]

Get Acrobat Reader

Point-and-click on the appropriate computer type under "How to get Acrobat" and the PDF Reader will be downloaded to your personal computer.

Set the computer to automatically open the Reader when you select a PDF file

- Point-and-click on the appropriate computer type under "Configuration Information"
- Choose "Options" from the menu bar
- Select "Preferences," select "Helpers"
- Select NEW button and enter:
- MIME type: application
- MIME subtype: pdf
- Extensions: pdf
- Application: Acrobat Reader
- Action: *click on* Launch the Application
- Click on OK to apply these changes. You will now be able to read any PDF file without having to take separate steps to open the Acrobat Reader.

How to Print VT Online Class Materials

Display a readable file (all or a portion of which) you want to print.

To print the *entire file* or specific pages of the document from the Apple tool bar

- Point-and-click on File
- Drag to Print
- Point-and-click on Print

Pickup Printouts

From workstations near the Reserve Desk on the first floor of Newman Library and the Media Center, you can make printouts for \$.10/page. Pick up printouts at PhotoCopy Services which is also near the Reserve Desk.

Fair Use Guidelines

The law, as described in the *US Code*, Title 17, Sect. 108, says that readers of these documents may make *one* copy (that is, download or print) for their personal reading, research, or education. Any other use without permission from the copyright holder (usually the author or publisher) is illegal. Making multiple copies for republication, for example, also violates the spirit of the agreement under which the authors and the University Libraries provide access to course materials through VT Online Class Materials.

These documents must not be used to mislead others about the views or competence of the author, nor as part of a commercial product. Every copy that is made should preserve the author's name and the title of the document.

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Go to <http://reserve.lib.vt.edu/> using a World Wide Web browser (e.g., Netscape)

Search by Instructor

enter an instructor's last name (capitalize the first letter) or just part of the last name

or

browse a list of instructors who have online class materials

Search by Course

enter the department abbreviation (in ALL CAPS) and course number

or

browse the list of classes that have online readings available



<http://reserve.lib.vt.edu>

ereserve@vt.edu

<http://reserve.lib.vt.edu>

What is "VT Online Class Materials?"

It is Internet access through the World Wide Web to class materials traditionally available at the Reserve Desk. VTOCM links students to class materials stored both inside and outside the library, such as those on faculty homepages. These materials are usually faculty-developed course materials, but scanned articles and chapters are also available. *Copyright and fair use laws apply* (US Code, Title 17, sections 107-198).

Who has access to VTOCM? Everyone in the Virginia Tech community (whether local or remote) has access (without charge) through their IP address (e.g., @vt.edu)

Will these materials be limited only to people who have their own Internet access? No. University Libraries has hundreds of Macs and there are a dozen computer labs on campus (e.g., Hillcrest 2, McBryde 126, Wallace 342). These computers have the Internet connections and software (e.g., Netscape and Acrobat Reader) to access, read, print, and download VT online course materials.

Internet workstations are available at

Newman Library Media Center

Break and holiday hours will vary

Monday-Wednesday	8 am - 11:45 pm
Thursday	10 am - 11:45 pm
Friday	8 am - 8:45 pm
Saturday	9 am - 8:45 pm
Sunday	11 pm - 11:45 pm

How to Download VT Online Class Materials

Insert a formatted diskette.

Using **Netscape**, go to <http://reserve.lib.vt.edu> and find the document that you want to download.

From the menu bar:

- Point-and-click File
 - Drag to select Save as
 - Point-and-click on Desktop
 - Highlight the name of the diskette
- Files will be "saved" to the diskette.

The downloading feature is not available at the workstations near the Reserve Desk or in the lobby of Newman Library. These are for short-term use such as browsing the library web, not for reading class materials.

Fair Use Guidelines

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These documents must not be used to mislead others about the views or competence of the author, nor as part of a commercial product. Every copy that is made should preserve the author's name and the title of the document.

How to Open One PDF File VT Online Class Materials

Using Netscape, go to <http://reserve.lib.vt.edu> and search by instructor or course locate class materials--. Display the title(s) of the file(s) you want to read.

If the computer system you are using does not automatically open (or "launch") the Acrobat Reader when you select a PDF file, you will see gibberish on your monitor until this file is brought into the Acrobat Reader.

To open the Reader from the Apple toolbar

(to read a single document at a time)

- Point-and-click on File
- Drag to "Save As"
- Find the Acrobat Reader icon
- Point-and-click on it

Acrobat Reader appears as the window title.

Save as: will display the selected file name. You may rename the file.

Format: appears as text.

- Point-and-click on Save
- Point-and-click on the Acrobat Reader from the upper right corner of the Apple tool bar
- Point-and-click on Open; Acrobat Reader appears as the window title
 - Point-and-click on the file name
 - Point-and-click on Open