

Flash Drives/Jump Drives

1. Definition from pcwebopedia.com

A small, portable flash memory card that plugs into a computer's USB port and functions as a portable hard drive with up to 2GB of storage capacity. USB flash drives are touted as being easy-to-use as they are small enough to be carried in a pocket and can plug into any computer with a USB drive. USB flash drives have less storage capacity than an external hard drive, but they are smaller and more durable because they do not contain any internal moving parts.

2. When buying...

If you plan to use your flash drive at the library, make sure the drive requires no device drivers or special software to be installed for use with Windows 2000/XP.

3. How to use...

When the Jump Drive is inserted into a USB port, you'll get a brief message that says "found new hardware" and an icon with a green arrow will appear in the lower right hand tray. Save your work to the "Removable Disk (E:\)" which will show up as another option with the A:\ and D:\ under My Computer.

4. Stop the port before unplugging....

In order to preserve the stability of the Jump Drive, **DO NOT unplug the Jump Drive without first stopping it.** Do this by (left) clicking the icon in the lower right tray which will open a box that you need to click on to stop the Jump Drive from running. If you get a message saying that it's active and cannot be removed, wait 2 or 3 minutes and try again. If you still get a message, saying it's not ready to be removed, close and then reopen the My Computer folder. Make sure your saved work is listed on E:\. Close the My Computer folder and try clicking on the Jump Drive icon in the lower right tray again. If you have to pull it out without stopping it, do so.

Remember to save often and save in more than one place. Flash drives can also fail.

Public Computer Systems at Emerson Library

Emerson Library
Part of the Eden-Webster Library System



Tel: 314.968.6952

<http://library.webster.edu>

Spring 2007

470 East Lockwood Avenue (mailing address)
101 Edgar Road (building address)
Webster Groves MO 63119-3194

Our Services

The mission of the Systems Department of the Eden-Webster Library System is to provide online and technology resources to further the research needs of students, faculty, and staff. We provide, via the Library's web site Passports (<http://library.webster.edu>), access to the Library's online catalog (Bridges), online databases, electronic reserves, and the Turnitin plagiarism database. We provide, at the library, access to more than 50 research-ready PCs, with high-speed Internet access, access to the Passports web site, and an Office productivity suite. More details about our public computer systems may be found in this brochure.

Find detailed instructions online @
<http://library.webster.edu/pcguide/>

24/7 Computer Access Cafe Computers

General research and computer use with specialized web design software on some. CD-Burning/DVD Viewing available. Optical Scanner on Café 207.

How to get access: During library hours it is open to the public. After hours access is restricted to students, faculty, and staff. You must have a validated ID card that has been activated at the Public Safety Office (Loretto Hall).

Specialized computers Adaptive Technology Room 2nd Floor

Specialized software including a screen reader (JAWS), a screen magnifier (ZoomText), a text reader that scans pages and reads them aloud (OpenBook) and dictation software (Dragon NaturallySpeaking)

Hours: By Appointment

Contact the Academic Resource Center at 314.968.7495 for more information, call 314.968.6952 to make an appointment at the library for training or ask at the Circulation Desk of the library.

How to get technology help?

Ask at the Reference Desk in eCommons or at the Circulation Desk if there is someone from Systems available to assist you.

Using your notebook computers in the Library

Network drops are available throughout the building for use with your personal computer's Ethernet card. A CAT 5 or CAT 6 straight-thru network cable is required. **If you do not have a cable of your own, one may be checked out at the Circulation Desk.** To connect to our network, you will need to configure your laptop to automatically obtain an IP address.

- ◆ Please do not unplug library computers to connect to the network.
- ◆ Printing from your computer to one of our network printers is not available.

Wireless access is available in the Café and in the Faculty Development Center. See info @ <http://library.webster.edu/pcguide/wireless.html>

Library Hours only

Computer Access

eCommons Computers—2nd Floor

Research and general computer use with specialized software for business and legal research. Reference Librarians available to assist with research.

Listening/Viewing Computers—Main Level

Specialized web design software, general computer use. Optical Scanner in Room 122A.

Lower Level Computers—Lower Level

Research and general computer use with easy access to bound periodicals.



Why we don't allow software installs

Our public computers are not meant to be a replacement for the computer labs. Our computers are primarily meant for research and general computer use. CD-ROM's and other software may only be **read** from the drive if no file installation is necessary to read them.

Patrons can request, at either the reference or circulation desk, that additional plug-ins be loaded on library PCs. The decision to load a plug-in is based on the PC's configuration, potential use and known security issues. Software cannot be loaded at the time of the request but must be put in the Library Systems work queue for review and evaluation.

Black & White Printing in the library

B& W printing from all public computers **requires the use of a Copy Card**. Cards are available for purchase from Card Center located behind the wood panel on the South end of the eCommons area and on the second floor level of the Café.



All computers have access to both the eCommons and Café printers (excluding computers in the book stacks). Print to either the eCommons or Café printer and then use the Copy Card at the corresponding print release station to pick up your jobs. Your job will be listed with the name of the computer you were using (left column) and by the time the file was received (right column). (10¢/page)

Color Printing and Copying

Color printing and copying is available M-F, 8:30am—4:00pm at **Mail and Copy Solutions located in Loretto Hall Lower Level**.

Save your information to a floppy diskette, flash-drive or a CD and take it to MCS for printing. Prices start at 55¢/page.

If you would like to make a color copy of an item that cannot be checked out from the library, use the scanner in the Listening/Viewing Area (Room 122A) and save to disk.

See additional information in the CD-R Burning pamphlet, if using a CD.

Options for saving data

We have created a small location on each public computer where you may save your work: Drive H: To avoid potential problems with file corruption, **we recommend that you save to H:, then copy your file to CD-R, CDRW, floppy, personal Flash Drives** (see USB Ports), Zip drives or email it to yourself. Saving directly to removable media from applications can cause file problems.

- 1) **Files will not be deleted when you restart your computer so you must delete your work YOURSELF.**
- 2) **We occasionally delete the files so please do not leave your work on a computer and expect it to be there when you come back. (Do not panic! We will not delete when you are sitting at the computer)**

USB Ports

You may connect a device to the computer using the USB ports as long as the device requires no device drivers or specialized software be installed on the computer.

USB ports can be found on the silver topped keyboards; the monitors of all eCommons, all Lower Level, ADA 201, Café 101 and 102; and on the front of all the PCs.

CD-Burning

We offer CD burning for large file storage because of its portability. Users can save their documents or data to a CD and have access to that data with any computer that has a CD-Reader. CD-R is relatively cheap, costing around \$1 to store up to 700MB of data. See additional information in the CD-R Burning pamphlet, if using a CD.

It should be noted that the CD-Burning software is designed to assist you in reproducing material for which you own the copyright or have obtained permission to copy from the copyright owner. Unless you own the copyright or have permission to copy from the copyright owner, you may be violating copyright law and be subject to legal penalties.

Media Purchasing

Blank CD-R's are available for purchase at the Circulation Desk or the Café vending machine for \$1.



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- Remember to write your name on your media. If lost, it may be claimed at the Circulation Desk.
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- Floppy diskettes are available at the Circulation Desk for 50¢.

Software Locations	
Adobe Creative Suite Premium 2.3 Acrobat 8 Professional, Adobe Photoshop CS2, Illustrator CS2, InDesign CS2, GoLive CS2, Cue CS2, Adobe Bridge, Adobe Stock Photos and Macromedia Dreamweaver 8.	Café 205, 206, 207 eCommons 219 and 220 Listening/Viewing 122A
Adobe Reader 8.0	All computers except Café 205, 206, 207; eCommons 219, 220; Listening/Viewing 122A
AI Squared: Zoomtext	ADA 201, 202
Apple iTunes	All computers
Apple Mac OS	Café 215, 216
Apple QuickTime 7	All computers
Apple Safari	Café 215, 216
Dragon Naturally Speaking Preferred	ADA 202
DjVu Browser Plug-in	eCommons 223, 224, 225, 226
Freedom Scientific: Jaws	ADA 202
Freedom Scientific: OpenBook	ADA 202
Macromedia Flash Player	All Computers
Macromedia Shockwave Player	All computers except Café 215, 216
Macromedia Studio 8 Contribute 3, Dreamweaver 8, Fireworks 8, Flash Professional 8, Flash 8 Video Encoder and FlashPaper 2.	Café 205, 206
Microsoft FrontPage 2003	All computers; except Café 215, 216
Microsoft Internet Explorer 6.x	All computers; except Café 215, 216
Microsoft Windows Media Player 11	All computers; except Café 215, 216
Microsoft Office 2003 Access, Excel, Infopath, PowerPoint, Publisher and Word.	All computers; except Café 215, 216
Microsoft Office 2004 for Mac Excel, PowerPoint and Word.	Café 215, 216
Microsoft Windows XP	All computers; except Café 215, 216
Passports (Library Web Site)	All computers
Real Player 10.x	All computers
Saint Louis Media Guide	All computers except Café 215, 216
Standard & Poor's Research Insight 8.0	Café 209, 210 eCommons 223, 224, 225, 226
StudyX	Café 203, 204
Roxio RecordNow7	All Café except except Café 215, 216
Roxio RecordNow8	All eCommons, Listening/Viewing 122A, 131B and ADA 201, 202
Roxio Toast 7 Titanium	Café 215, 216
Symantec AntiVirus 10	All computers

Top 4 Reasons Why Diskettes Fail...

1. Disks can be physically damaged.

To protect your disks, you should always store them in a container. Keep away from high temperatures and magnets. Do not bend, use as a coaster, or a Frisbee.

2. You removed the disk too soon from the disk drive.

The floppy drive's GREEN LIGHT being "ON" is telling you that the drive is WRITING to the DISK. WAIT until the light goes OFF to press the button to the drive to eject your disk.

3. These are high-use public machines.

Floppy disk drives can become dirty and misaligned with use. We do clean the drives on a regular basis and most of the drives are only a year or two old so they should be in relatively good shape. But there are no guarantees.

4. Not exiting the program.

Make sure you exit the document that you have been saving to the floppy before you remove the floppy. Some programs do a fast save and it will not be completely saved until you exit the document.

What you can do to protect yourself...

Save to more than one place and save OFTEN.

Macs in the Cybercafé

Café 215 and Café 216:

Mac OS 10.4
MS Office Suite 2004
Safari browser
DVD/CD burning with Toast 7 Titanium.



Hardware Locations

CD-R/CD-RW/DVD Drives	All Public Computers
Headphones	All eCommons, All Café, All Lower Level
Headphones with Microphones	Listening/Viewing 122A, 131B
Optical Scanner	Listening/Viewing 122A, Café 207
Zip Drives	eCommons 201, 223 Café 103, 208