

## Public Use

Library computers may be used by the general public; however, Webster and Eden students, faculty, and staff have priority use. The library does not provide open access for high school students.

## CD/DVD-Burning

CD/DVD-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.

## Purchasing Media

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

Floppy diskettes are sold at the 1st floor Service Desk for 50¢.

Flash drives are available for purchase at the Bookstore.

## Saving a document from email

When editing a document that you have received from email, first save the document to Drive H:, edit the document, and re-save the document to Drive H: and then attach to email to resend.



Search: Webster University Library—Saint Louis, MO

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# Using Computers at Webster University Library

<http://library.webster.edu>

## Spring 2010

Tel: 314-968-6952

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

## Our Services

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

### Computers in the Library

eCommons Computers—2nd floor

26 Windows PCs. Reference Librarians available to assist with research during designated hours.

eClassroom Computers—Main Level

26 Windows PCs. Available when not in use for a class.

Listening/Viewing Computers—Main Level

2 Windows PCs.

Lower Level Computers

12 Windows PCs. Easy access to bound periodicals.

Cyber Café Computers—24/7 with activated ID

19 Windows PCs and 2 Macs.

### How to get access to the Cyber Café after hours?

*You must be a student, faculty, or staff with a valid ID card. New ID's are ready to access the Cyber Café when you receive them. ID's printed before August 1, 2009, must be activated at the Office of Public Safety located at 536 Garden Avenue.*

### 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), dictation software (Dragon NaturallySpeaking) and reading, writing and learning software (Kurzweil 3000).

Contact the Academic Resource Center at 314-246-8699 for more information. To make an appointment for training call 314-968-6952 or ask at the 1st floor Service Desk.

### Using your laptop in the Library

Network drops are available throughout the building for use with your laptop'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 1st floor Service 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 laptop to one of our network printers is not available.

For **Wireless access** you will need a valid Connections ID. Hotspots are available throughout the library.

See info @ <http://library.webster.edu/computing/laptop.html>

## Options for Printing

### Black and White

B&W printing from all public computers is free for students, faculty and staff. Members of the general public are asked to pay 10¢ per printed page at the 1st floor Service Desk. Print stations are located behind the wood panel on the south end of the eCommons area and on the 2nd floor of the Cyber Café.

All computers have access to both the eCommons and Cyber Café printers. Print to either printer and then go to the corresponding print release station to pick up your jobs. Your job will be listed with the name of the computer you were using, the filename or Web page, and by the time the file was received.

### Color

Color printing and copying are available Monday-Thursday 8:30am-4:30pm and Friday 8:30am-4:00pm at Mail and Copy Solutions (MCS) 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.
- Or email to [copyctr@webster.edu](mailto:copyctr@webster.edu)
- Or call 314-968-7421 for information on how to electronically transmit large files.

If you would like to make a color copy of an item that cannot be checked out from the library, use one of the scanners in the library and save to removable media.

### How to get technology help ?

Ask at the 1st floor Service Desk or the 2nd floor Reference Desk in eCommons



### Help learning computer applications?

Webster has a subscription to [lynda.com](http://lynda.com). To access, go to "Computing in the library" on our home page.

## Options for saving

### Flash Drives

To use your flash drive in the library, it should require no device drivers or special software for use with Windows XP.

Your drive should appear as "Removable Disk (E:)" under My Computer.

DO NOT unplug the flash drive without first stopping it. Left click on the icon in the lower right tray and follow the prompts.

### Temporary Network Space Available

We have created a small location for 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, Zip drives or email it to yourself. Saving directly to removable media from applications can cause file problems.

- Files will not be automatically deleted when you restart your computer, so to protect your privacy, you must delete your work YOURSELF.
- We routinely 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)

## Hardware

You may plug devices into the USB port as long as no device drivers need to be installed in order for the device to work.

Device	Location
Macs	Café 215, 216
Windows PCs	All computers except Café 215, 216
DVD+/-RW Burn or play DVDs or CDs	All Computers DVD Pal6 Viewing on Lower Level 006
Headphones	All eCommons All Cyber Café For other computers, you may checkout headphones at the 1st Floor Service Desk or plug in your own headphones on the front of the computers.
Headphones with Microphones	Listening/Viewing 122A, 131B
Flatbed Document/Image Scanner	Café 207 Listening/Viewing 122A
Zip Drives	eCommons 201, 223 Café 103, 208

## Software

Users may not install software on our public computers. Patrons can request, at either the 2nd floor Reference Desk or 1st floor Service Desk, that additional plug-ins be loaded on library PCs. Software cannot be loaded at the time of request; requests will be sent to Library Systems, who will evaluate them based on the PC's configuration, potential

Application	Location
Adobe Creative Suite 4 Design Premium which includes: InDesign CS4, Photoshop CS4 Extended, Illustrator CS4, Flash CS4 Professional, Dreamweaver CS4, Fireworks CS4, Acrobat 9 Professional, Adobe Bridge CS4, Adobe Device Central CS4, Version Cue CS4	Café 206, 207, 215 eCommons 219, 220 Listening/Viewing 122A
Adobe Flash Player	All Computers
Adobe Reader 9.x	All computers except Café 206, 207, 215, eCommons 219, 220 and Listening/Viewing 122A
Adobe Shockwave Player	All computers except Café 215, 216

## Software Locations Continued....

AI Squared: Zoomtext	ADA 201, 202
AlternaTIFF	Café 211, 212, 213, 214 eCommons 225, 226
Apple iTunes	All computers
Apple Mac OS X	Café 215, 216
Apple QuickTime 7	All computers
Apple Safari	Café 215, 216
DjVu Browser Plug-in	eCommons 223, 224, 225, 226
Dragon Naturally Speaking Preferred	ADA 202
Freedom Scientific: Jaws	ADA 202
Freedom Scientific: OpenBook	ADA 202
HP Solution Center OCR	LV122a, Café 207
Kurzweil 3000 Professional	ADA 202
Kurzweil 3000 LearnStation	ADA 201
Microsoft Internet Explorer 7.x	All computers except Café 215, 216
Microsoft Office 2004 for Mac Excel, PowerPoint, Word	Café 215, 216
Microsoft Office 2007 Access, Excel, Infopath, PowerPoint, Publisher, Word	All computers except Café 215, 216
Microsoft Windows Media Player 11	All computers except Café 215, 216
Microsoft Windows XP	All computers except Café 215, 216
PHStat2	Café 201-204 eCommons 201-204
Real Player 11.x	All computers
Roxio RecordNow8	All eCommons, Listening/Viewing 122A, 131B and ADA 201, 202
Roxio Creator 9.x	All Lower Level All Café except Café 215, 216
Roxio Toast 7 Titanium	Café 215, 216
Standard & Poor's Research Insight 8.x	Café 209, 210 eCommons 223, 224, 225, 226
StudyX	Café 204
Symantec AntiVirus 10.x	All computers
WS-FTP	All Computers