



Accessing Electronic Reserve Documents in the Campus Computer Labs

Electronic Reserve (E-Reserve) allows students to use a computer to view or print out course materials such as lecture notes, exams, journal articles and book chapters that faculty have placed on E-Reserve. Some of the information in the E-Reserve system is covered by copyright laws and is provided here only for those students currently enrolled in classes through UWM and only as long as the material falls under the “Fair Use” guidelines.

E-Reserve documents may be accessed and printed in the Campus Computer Labs (CCLs) at UWM (see the handout *Accessing Electronic Reserve Documents in the Campus Computer Labs* for more information), as well as via almost any off-campus computer with the proper set-up and configuration.

To Search for Electronic Reserve Material in the CCLs:

1. Go to the UWM Libraries’ Home Page at <http://www.uwm.edu/Library>. From that page, click on the “**Course Reserve**” link.
2. At the “**Instructor**” line, click on the arrow to display a drop down box of all instructors with material on reserve. Select the desired name.
3. At the “**Course**” line, click on the arrow to display a drop down box of all courses with material on reserve. Select the desired course.
4. Click on the gray “**Search**” button.

Note: It is not always necessary to select both the Instructor and the Course. Many times selecting one or the other is sufficient. It is rarely necessary to select the Department along with the Instructor and Course.

To Display Entries from a Title List:

1. Click on the “**Title**” link to display the call number and status of the desired item.
2. Books and reserve pamphlet folders in paper format, as well as some books, will have a special Reserve call number, such as “Redd DPSIC.”
3. E-Reserve readings will be displayed differently. All E-Reserve readings will have a “Title” (the course number), followed by the words “Electronic reserve readings,” such as “*POLSCI203 Electronic reserve readings (Redd).” **Click on this E-Reserve “Title” link.** On the next screen, scroll down to “E-Items” and click on the underlined “**Link to electronic reserve readings.**” A list of the titles of the items on E-Reserve for the selected instructor and course will be displayed. The full text of the E-Reserve items may be displayed or printed out by clicking on the links.

Electronic Reserve Troubleshooting Tips

Computer/CCL Recommendations:

Using a newer, faster computer greatly facilitates access to E-Reserve documents. CCL consultants can direct you to machines which are more appropriate for this use. CCL PCs are also recommended over Macs for the E-Reserve application.

Problems Opening the E-Reserve Documents:

Once you are in the E-Reserve system and you select a document to view, it is usually opened and presented using the Adobe Acrobat Reader software. This software application should launch automatically. If you encounter difficulties viewing the documents at this point, confirm with the lab consultant that the computer you are using has the Acrobat Reader software installed. You might need to access E-Reserve files from a different machine.

Acrobat Reader Software:

The software used to view E-Reserve documents has some useful features. Font size of the text on the screen can be increased or decreased for easier readability. Click on the “magnifying glass” (found on the menu bar) with the ‘+’ sign in it and then click on the document itself to increase the font size. Click on the “magnifying glass” (found on the menu bar) with the ‘-’ sign in it and then click on the document itself to decrease the font size. Please note that this font size is only for use on the screen. When printing, the document will print out the same size font as the original which was scanned into the database.

Printing:

Most E-Reserve files are graphical, not text, files and therefore take much longer to format and print than word processing files. Most of the links to the documents now include a file size notation next to the title, enabling the user to judge the length of time a file could take to load and print. Also, to ensure proper printing, make sure that the box next to “shrink to fit” or “fit to page” or “reduce to printer margins” in the print dialog box is checked.

Questions about Electronic Reserve:

Questions about Electronic Reserve: Please contact the Electronic Reserve Office at (414)229-3698 or email liberes@uwm.edu .