

Electronic Documents on Reserve: A User's Guide

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FINDING ELECTRONIC RESERVE DOCUMENTS

Begin your search for electronic reserve documents under FIND RESERVES on the Libraries' main web page or by clicking on "RESERVES" from within IRIS. Search under your instructor's name, course name, or course number.

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VIEWING ELECTRONIC RESERVE DOCUMENTS

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In Adobe Acrobat Reader, use the right and left arrow icons to move forward and backward in the document. You can preview individual pages of your document using the Thumbnail Viewer, the fourth icon from the left on the Acrobat Reader toolbar.

If the print is very small and you're having difficulty reading the document on the screen, try clicking on the magnifying glass icon with the plus sign (+) that appears near the top of the Acrobat Reader screen. Move your pointer (now a magnifying glass) back onto the document and click. The text should be much bigger. Move the scrollboxes on the scrollbars to see other parts of the page.

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- There is an error in the link and you get the message that the file cannot be found. We test every link, but occasionally a link does not work. Please notify us when this problem occurs, and we will investigate it right away. Inform the reserve staff at your local Rutgers library, or write to [Ask A Librarian](#) and report the problem.

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Click on the Acrobat printer icon. Adjust the Print Range if desired (default is all pages) by typing the desired page numbers in boxes. Use the "Shrink to Fit" option to make a scanned original larger than 8.5 by 11 fit on a standard size page. Select "OK" to print.

Printer Advisory: You can use any printer with Adobe Acrobat, but the use of a laser printer with at least two megabytes of RAM is recommended. The additional RAM contained in most laser printers enables them to handle the workload more efficiently than dot matrix or ink jet printers. Printing can be lengthy depending on the size of the PDF file.

SAVING TO DISK

Save the PDF file to your hard drive or disk as needed. Select your browser's "File, Save As" function from the top left corner of the screen and name the file. Be sure to use the .PDF extension with the file name. At the present time, most files can only be saved in the PDF format. Text format is available for a limited number of files. Select Drive "A" if you are using a library computer. You'll need Adobe's Acrobat software loaded on your personal PC in order to view the file.

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