

## MID-STATE TECHNICAL COLLEGE LIBRARIES WISCONSIN RAPIDS • MARSHFIELD • STEVENS POINT

### About Docutek Electronic Reserve

Docutek Electronic Reserve, available through a link at the Mid-State Technical College library web page, gives students the ability to view course reserve pages. These are pages that faculty have provided supplementary course materials. These reserved materials can be accessed from virtually any computer that has Internet access and the correct software to open the material. For instance, Adobe Reader is required to view documents in .pdf format. Microsoft Office will be necessary to view Word, Access, Excel, or PowerPoint files.

### Finding Course Materials on Docutek Electronic Reserve

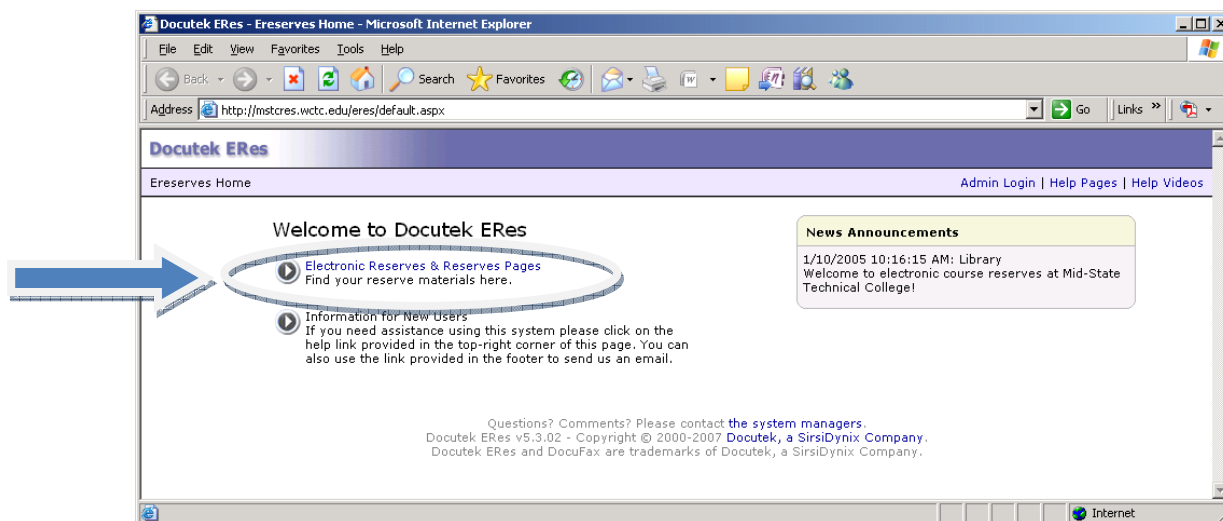
To find a desired course site you will need to know some information about the course.

You will need to know

- Course name
- Instructor's name
- Title of the document you will be looking for

To begin your search, follow these steps:

- Go to the MSTC Library web page at <http://www.mstc.edu/academics/library.htm>.
- Click on the "Electronic Reserves" link.
- Click on the first link, Electronic Reserves & Reserve Pages



- Search for course materials using one of the three tab options available:
  1. Search for Course Reserve Pages (default option).  
This allows searching by course number, course name, department, or instructor
  2. Course Reserve Pages by Department
  3. Course Reserve Pages by Instructor
- Select the desired course reserve page from the listing provided by your search
- Read the copyright agreement. Click the ACCEPT button to view the course reserve page

- The course reserve page has three tab options available:
  1. Course Info (information about the course and instructor)
  2. Documents (default option)  
This is a listing of reserve documents in either alphabetical or chronological order. It includes file format and size.
  3. Page Management (for administrative use only)

---

## Viewing Documents on a Course Reserve Page

After selecting the desired document, you will be asked to enter a specific password. Documents, folders and links are protected by a password set by your instructor. **You will need to contact your instructor to get the password.** The following information will be displayed:

- Document Information (title, date added, # of pages, description)
- Bibliographic Information
- File Name, Type, Size and estimated download time, including a link to the document (clicking this link will open the document and the appropriate software needed for viewing – Adobe Reader, Word, etc. – or if the item is a link, you will open a link to an Internet site)

**NOTE:** If you have problems accessing documents or connecting to links on the course site, please notify your instructor or library staff. If you are using a computer off campus, keep in mind that the computer you are using needs to have software that corresponds to the format of the document you wish to view. Library and lab computers should have necessary software available for viewing materials on electronic reserve.