

How To Save Files On Public Computers

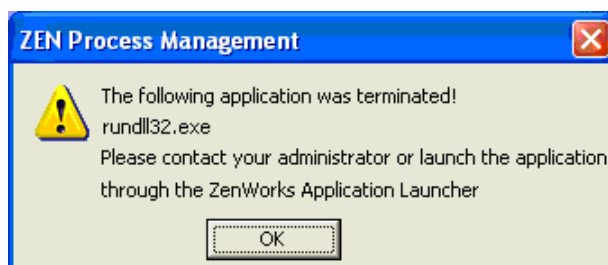
All public computers at the Allen County Public Library have USB ports. Computer files can be saved on a USB flash drive that does not have "smart drive" capability. Flash drives with the "smart drive" capability try to install software on the computer which is restricted on public computers at the library. Flash drives are available for purchase at all checkout desks.

There are several other options to save files:

- Send yourself an email with the file attached. This can be done by using a web-based email account (free accounts can be created at Yahoo mail, Hotmail, Gmail). Email the file as an attachment to yourself and retrieve it later from another internet-connected computer.
- Use a free online document management service to store your file. [Google Docs](#), [Zoho](#), and [ThinkFree](#) are free services that let you store and share documents online. You can access and edit the documents you store from any computer connected to the Internet.

Saving Files to a USB Flash Drive

Insert the USB flash drive into a USB port. After attaching a USB flash drive you will likely get this error. Click **OK** to clear this error.

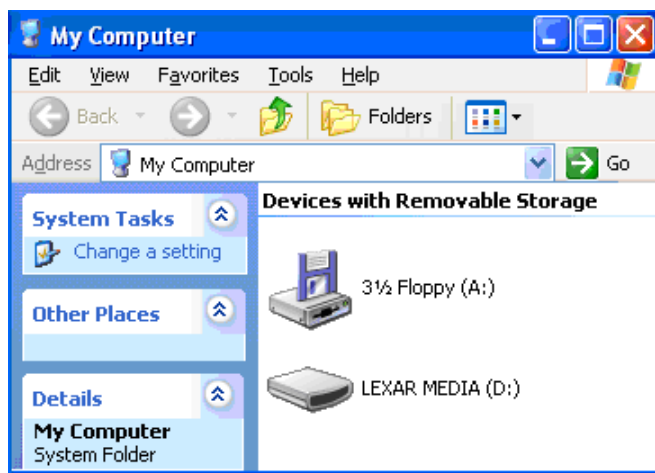


Open **My Computer** to see the drive letter of the USB flash drive (shows as D in the picture on the right).

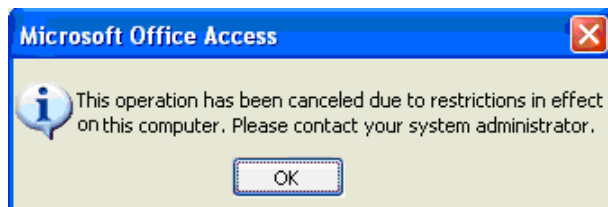
From Firefox and Internet Explorer files can be saved to the desktop of a public computer and then copied to a flash drive.

From the **File** menu choose **Save As**, name the file that you wish to save and click on **OK**. Open **My Computer** and drag the file from the desktop to the USB flash drive.

Note: All files will be deleted from the desktop when you end the computer session or the computer is logged off.



You are not able to save files to the desktop from the Microsoft Office products (Word, Excel, Power Point, Publisher, and Access). From these products use the **Save As** option under the **File** menu to save to the USB flash drive. If you try to save to the desktop, you will get the error on the right.



Printing on Public Computer

Patrons may print from any public computer for .05 cents a page. For Allen County Public Library Card holders, money can be added to your **Library Card**.

For out of county patrons, a **Print Card** can be purchased for one dollar. The pay for print vending machines will only accept paper money and do not dispense change.

Prior to printing, you are encouraged to **Preview** your print job beforehand so that you can avoid unwanted printing by selecting specific pages.

How to Purchase and Add Value To a Print Card or Library Card

1. Press the **Finish** button



2. Insert one dollar.



3. A **Print Card** is dispensed from the machine.



4. Swipe **Print Card** or **Library Card** through reader.



5. Insert desired amount of money to add value.

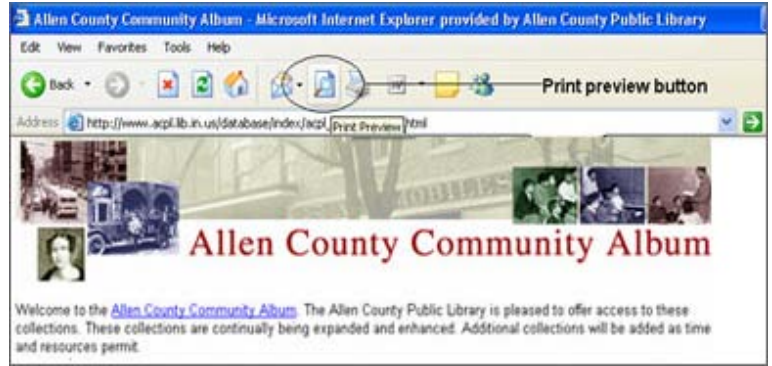


6. The balance on the account is updated.



Print Preview from Internet Explorer

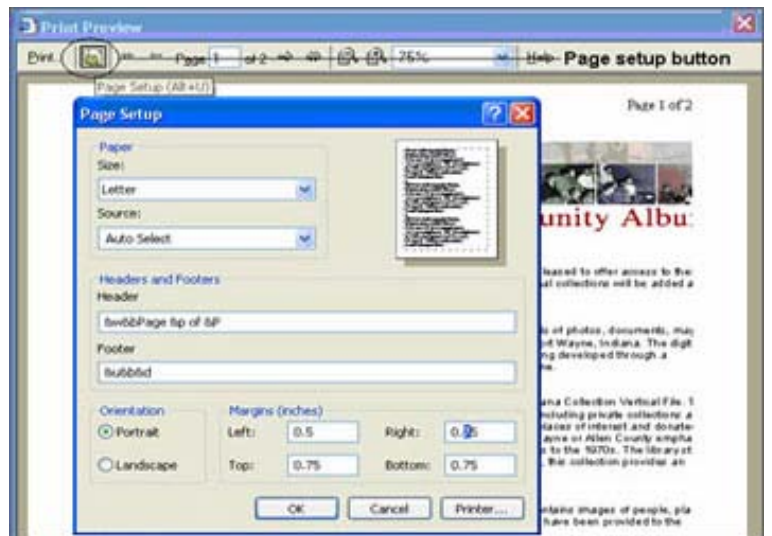
Click the Print Preview button on the toolbar (to the left of the printer button), or click **File>Print Preview**



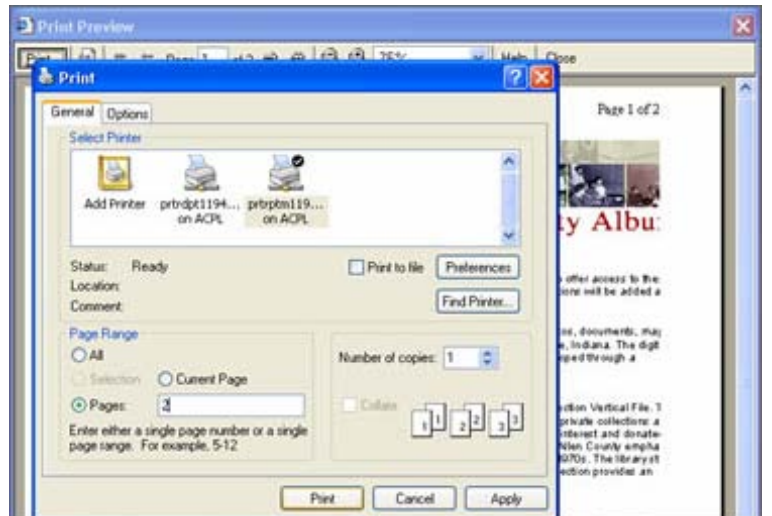
View pages by clicking on the right or left arrows next to the page number box.



Change the margins if necessary by clicking the page setup button



Click the Print button after selecting specific pages to print.



Print Preview from Firefox

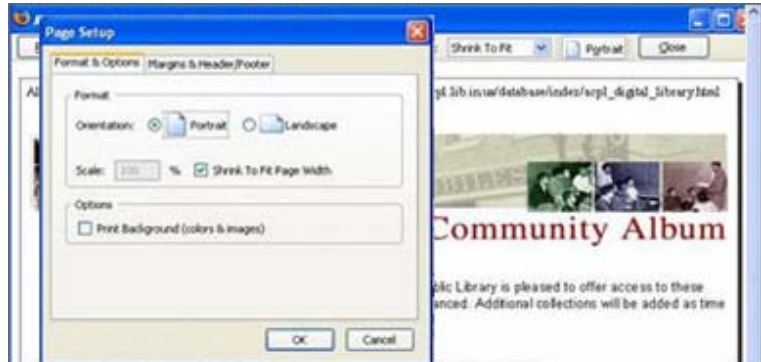
Select **File** and then select **Print Preview**



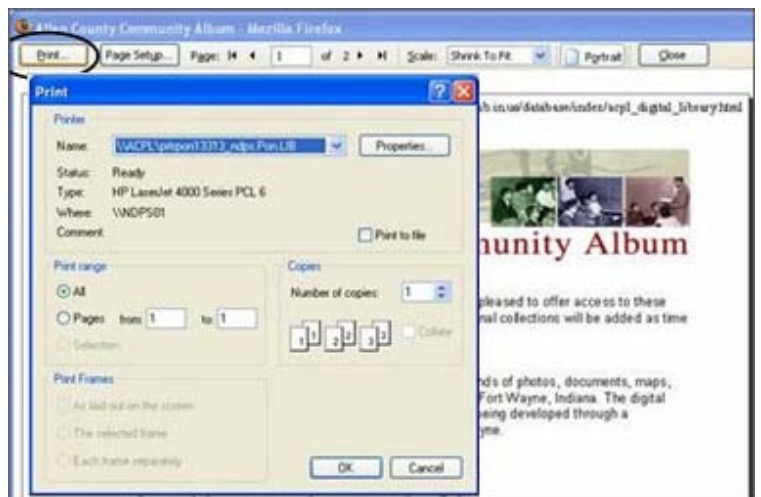
View pages by clicking on the right or left arrows next to the page number box.



Change the margins if necessary by clicking on the **Page Setup** button.

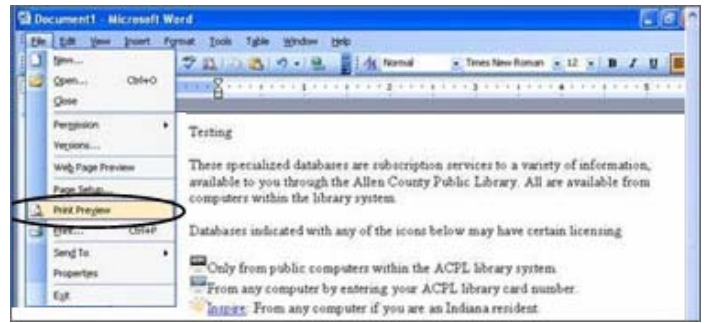


Click the **Print** button and select the pages that you want to print. Click **OK**.



Print Preview MS Office Products

Select **File** and then select **Print Preview**



Use the buttons on the toolbar to look over the page or make adjustments before printing.



The status bar at the bottom indicates this is page 1 of 6.



Select **File>Print**. In the Page Range section, select the pages that you want to print. Click OK.



How to Print from a Public Computer

1. Patron selects print and is asked to give a username for his print job.



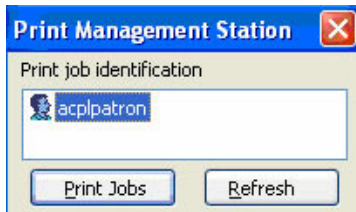
Print Management

Printer: prtrtvs13415_ndps:Public.Man.LIB
Your document is 1 page(s).
Enter a username if you wish to print.

Document:

User name:

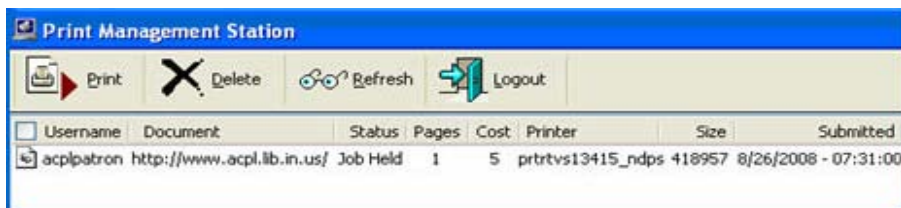
2. At the print release station, the patron sees his print job listed.



Print Management Station

Print job identification

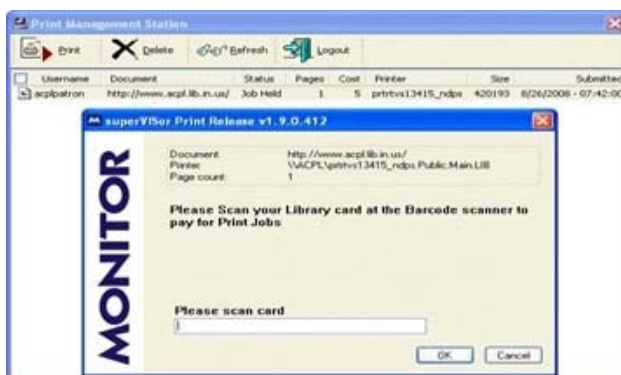
3. The patron selects his print job and then clicks **Print**.



Print Management Station

Username	Document	Status	Pages	Cost	Printer	Size	Submitted
acplpatron	http://www.acpl.lib.in.us/	Job Held	1	5	prtrtvs13415_ndps	418957	8/26/2008 - 07:31:00

4. When the patron clicks **Print**, he is then asked to scan his library card or print card.



superVIsor Print Release v1.9.0.412

Document: http://www.acpl.lib.in.us/
Printer: \\ACPL\prtrtvs13415_ndps:Public.Man.LIB
Page count: 1

Please Scan your Library card at the Barcode scanner to pay for Print Jobs

Please scan card

5. The patron then enters his PIN. (Patrons create a PIN the very first time they release a print job, but thereafter they only enter the PIN once.)



superVIsor Print Release v1.9.0.412

Document: http://www.acpl.lib.in.us/
Printer: \\ACPL\prtrtvs13415_ndps:Public.Man.LIB
Page count: 1
User Name: PATRON

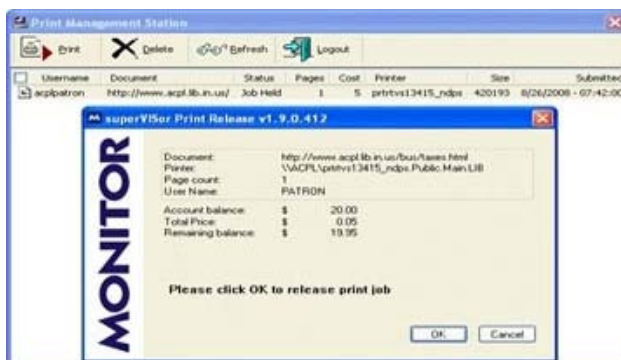
Enter PIN

Change PIN

Please enter new PIN

Confirm PIN

6. The patron is notified of his account balance, the price of the print job, and the remaining balance on his card. The patron may cancel at this point if desired.



superVIsor Print Release v1.9.0.412

Document: http://www.acpl.lib.in.us/bus/axes.html
Printer: \\ACPL\prtrtvs13415_ndps:Public.Man.LIB
Page count: 1
User Name: PATRON

Account balance: \$ 20.00
Total Price: \$ 0.05
Remaining balance: \$ 19.95

Please click OK to release print job