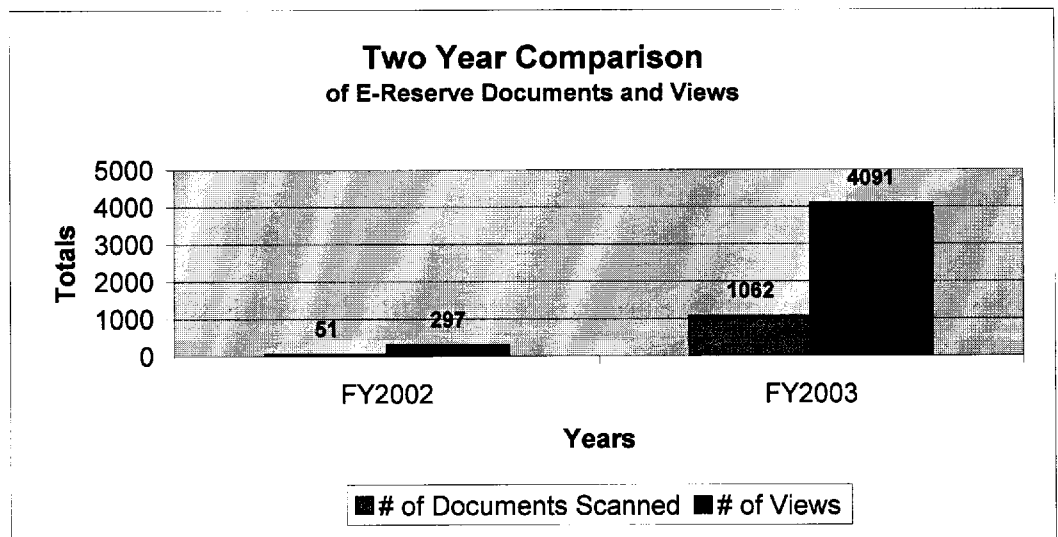


Docutek Electronic Course Reserves FY 2003

Semester	Course	Instructor	# of Documents Scanned	# of Views
Fall	EDU401	BILL BROWNE	2	23
Fall	NUR304	JENNY RAD SMA	15	185
Fall	NUR380	JENNY RAD SMA	16	21
Fall	NUR401	RACHEL ALBERT	23	114
Fall	BIO100	KIM BORGES	1	32
Fall	BIO380	KIM BORGES	2	26
Fall	BIONONE(HORSE LOGGING)	CATHERINE ALBERT	18	19
Fall	CHY100	ROLAND LABEL	29	310
Fall	ENV100	KIM BORGES	5	41
Fall	PSY330	BILL BROWNE	8	27
Spring	BIO352	DEB EUSTIS-GRANDY	30	526
Spring	CHY320	KIM BORGES	21	152
Spring	EDU304	JIM KILLARNEY	9	1255
Spring	EDU327	TERRY MURPHY	5	78
Spring	EDU444	JOCELYNE SCHAE L	10	48
Spring	EDU454	PENNY ALBERT	3	14
Spring	EDU481	KIM BORGES	2	82
Spring	ENV200	KIM BORGES	17	212
Spring	ENV340	DEB EUSTIS-GRANDY	35	576
Spring	NUR301	JENNY RAD SMA	2	6
Spring	NUR360	ERIN SOUCY	24	1
Spring	NUR407	RACHEL ALBERT	19	302
Spring	PSA410	ALLEN SHO AFF	1 LINK	1
Spring	PSA SPECIAL TOPIC	ALLEN SHO AFF	0	0
Spring	SOC352	KURT HOLZHAUSEN	1	40

Total	25	14 (unique users)	297	4091
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Welcome to the Docutek Training
Given by Stephanie Bresett; Spring 2003

I. What is Docutek?

This is a sophisticated system for electronic reserves. It allows staff to post course reserve materials of any type into an electronic format. The additional beauty is that the faculty and administrative assistants are now in control of what used to be library reserve materials. In this age of increased technology, our distance education students are also benefiting from this resource because they are able to access it from the comfort of their homes.

II. What role does the library staff play?

- A. Set up the faculty/Administrative Assistant Accounts
- B. Set up the course pages
- C. (currently) Scan articles and post to the course page
- D. Set up URSUS accounts for student access
- E. Technological Support to faculty, administrative assistants and students

III. What role CAN the faculty and administrative assistants play?

Faculty and their assistants can scan articles/photos, post the articles/photos to the course page, and attach other kinds of files and websites to the course page. Here's how....

GOALS FOR SCANNING MATERIALS

1. Download time should be adequate. Example: 466KB = 1 minute 7seconds with a modem, 10 seconds with cable/DSL, 2 seconds LAN connection.
2. File sizes should be under 500KB. To achieve this text should be scanned at somewhere between 150 dpi and 300 dpi. Images scanned at 150 dpi. (experiment with this on your scanner)
3. Readability in print. Studies have shown that most students will print the electronic reserves, so even though a scanned document looks horrible on screen, it may be suitable in print.

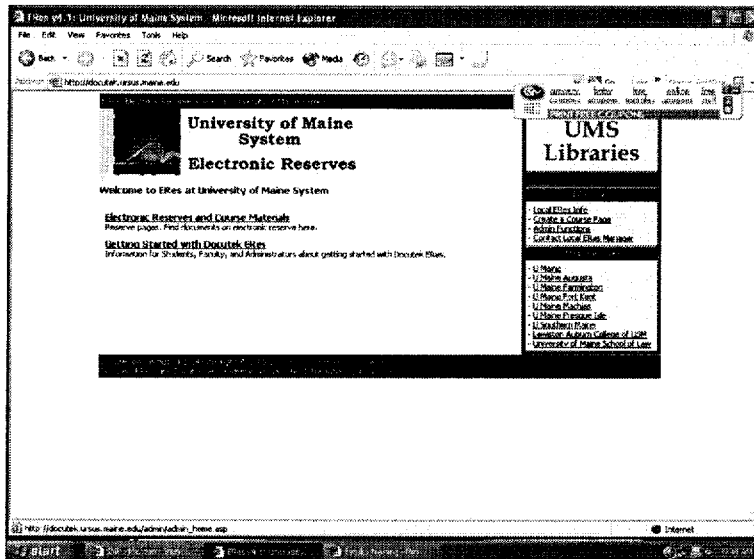
Adobe Acrobat is the software used to create a PDF. If need this software, contact Nicki at ext.818.

Each department would benefit from having a scanner for staff to use. I recommend something simple and under \$150.00. I use an EPSON 1500. It is compact and scans quickly.

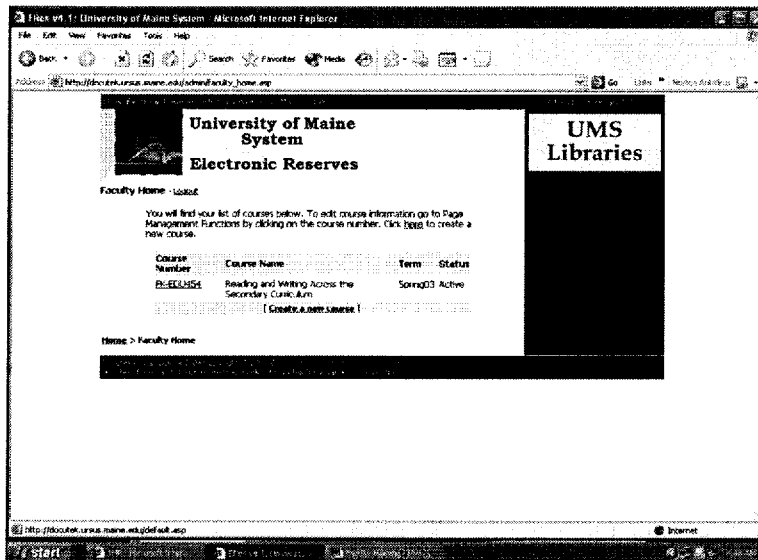
How to Transfer Files

Please note that I am beginning on the premise that your files have been scanned and saved on your hard drive or a disk.

This is the entry screen to Docutek

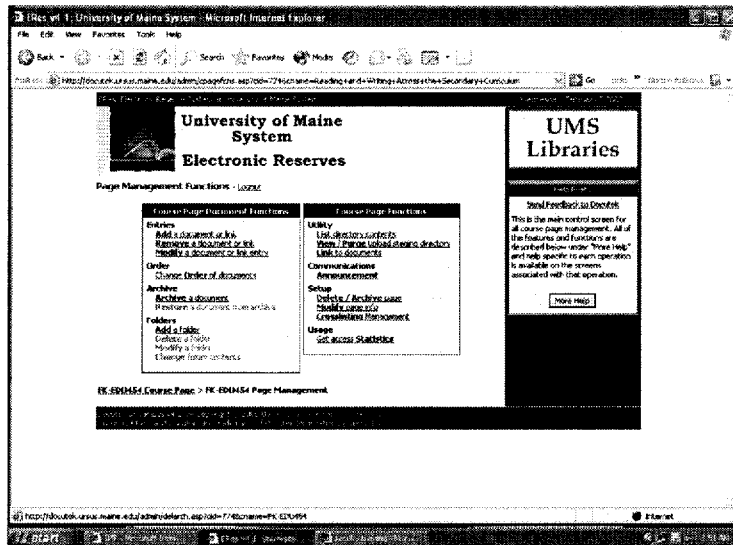


This screen provides a list of the courses for which you currently have reserve materials.



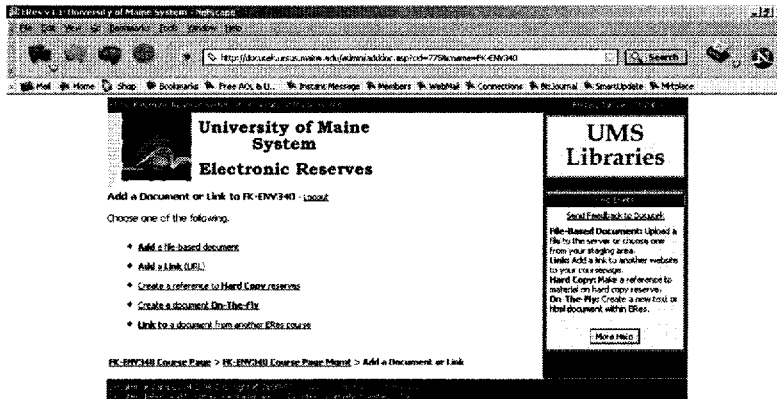
Click on the course number to enter into the course you need to add articles to.

You should get the following screen:



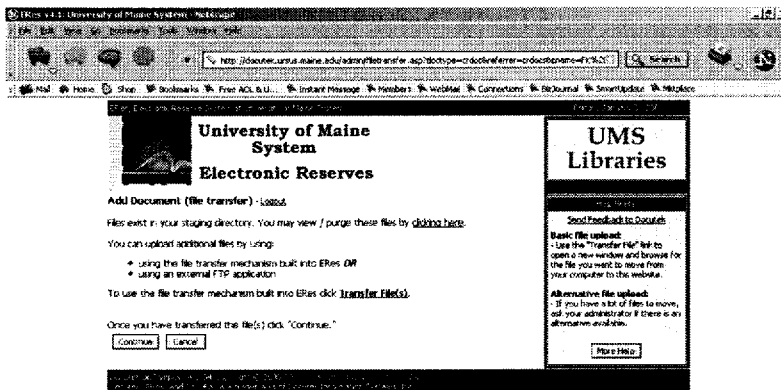
Click on <add a document or link>

This screen will appear:

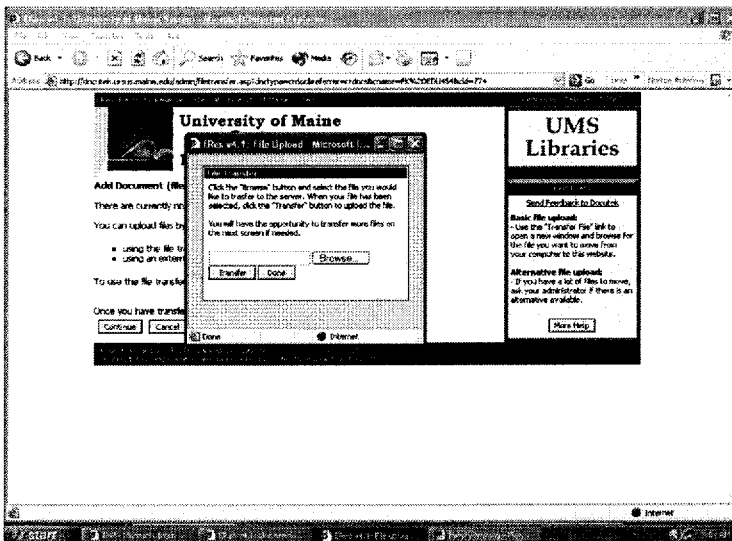


Click the appropriate link for what type of file you need to add to your page. For this training, we will click on <add a file-based document>.

This is the page used to transfer files:

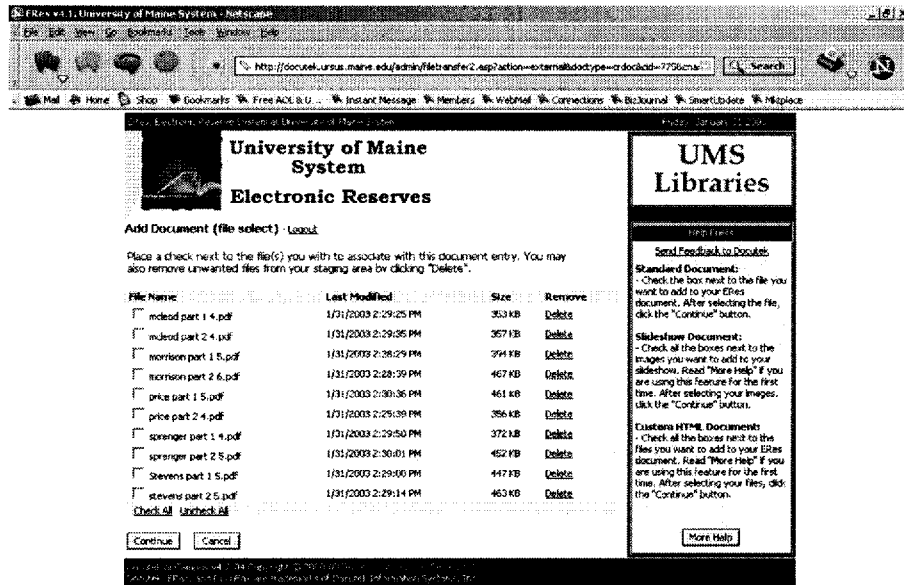


Click on <transfer files>. A small window will appear:



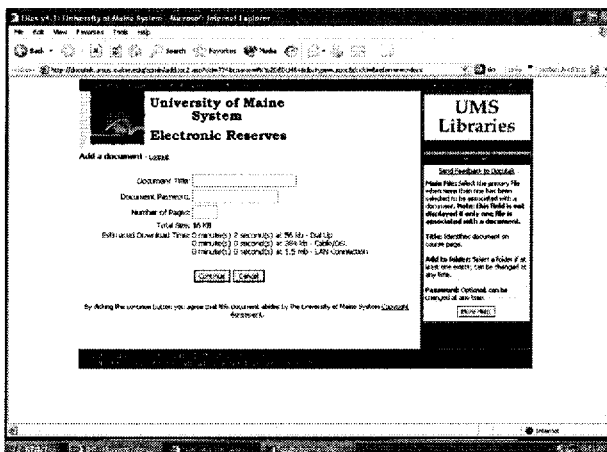
Use the <browse> button to locate the document you want to transfer. It can be on your hard drive, on your floppy disk, on your zip disk or on a CD. You can transfer as many files as you wish, but they can only be moved one at a time. Click the <transfer> button after you have found the file you want. Docutek will notify you with a message at the top of the screen if you successful in your attempt to transfer a file. When you have completed all of your transfers, click on the <done> button. Now you are ready to add the file(s) to your course page. Click on the <continue> button to proceed.

Now you have a screen that lists all of the documents you have just transferred. It should look something like this:



Again, one file at a time is all you can add to your course page. Click on the box to the left of the file you want to add to your page. A checkmark should appear. This means that file is ready for action. Note that this page lists your file sizes. If you see one that is too large (over 500KB) you can delete it by clicking on the delete button that is located on the right hand side of the page.

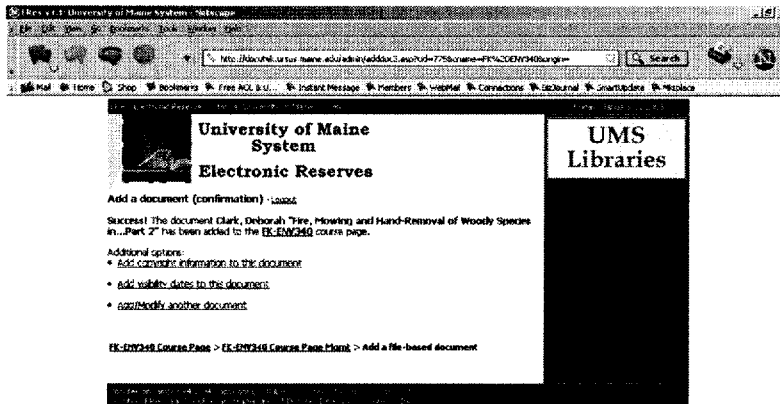
If you are ready to add the file that now has the checkmark, click on the <continue> button. Here is the screen you should see:



Use this page to insert information about your document. I recommend that you NOT password the document, since the course itself is already has a password. Notice this page tells you how long it will take a document to be downloaded from the various types of Internet connections.

Click on the <continue> button once you have added all the information you need. If you cancel on this page, you will be returned to the list of articles you have transferred.

Now you will have this page:



You can continue to add documents from this page. You can also add copyright information. Each course page begins with a copyright notice, so it is not essential that you add this feature to your article. We'll talk about copyright issues in the wrap-up of today's session.

Documents that have been successfully added to a course page may look like this:

The screenshot shows a web browser window displaying the University of Maine System Electronic Reserves page for course FK-ENV340. The page title is "FK-ENV340 Course Page (http://docutek.usm.maine.edu/coursepage.asp?uid=7758&page=01) Wetland Ecology (Spring 03)". The instructor is Debbie Eukts-Grandy. The page lists several PDF documents with columns for Title, Format, # of Pages, and Size. A sidebar on the right contains navigation links for UMS Libraries.

Title	Format	# of Pages	Size
Ashley, Gal "Arctic Slope Wetlands: A Potential Water Resource in the Sere-Ard Rift Valley of East Africa Part I"	pdf	3	568 KB
Ashley, Gal "Arctic Slope Wetlands: A Potential Water Resource in the Sere-Ard Rift Valley of East Africa Part II"	pdf	5	647 KB
Clark, Deborah "Fire, Mowing and Hand-Removal of Woody Species in... Part I"	pdf	4	446 KB
Clark, Deborah "Fire, Mowing and Hand-Removal of Woody Species in... Part II"	pdf	4	407 KB
Euler, Ned "Using Aquatic Invertebrates to Delineate Seasonal... Part I"	pdf	3	315 KB
Euler, Ned "Using Aquatic Invertebrates to Delineate Seasonal... Part II"	pdf	4	300 KB
Frederick, Peter "Divers Breeding of Long-Leaved Wading Birds... Part I"	pdf	4	321 KB
Frederick, Peter "Divers Breeding of Long-Leaved Wading Birds... Part II"	pdf	4	326 KB
Gutcher, Susan "Aquatic Invertebrate Communities Associated with Purple Loosestrife Part I"	pdf	-	360 KB

To logout of Docutek:
Click on the <page management> button.

To the right of your course title and number there is a <logout> button. Click it and you will be done.