

# Using the Bandon Public Library Computers

Public Access Features  
And  
Online Card Catalog



**CYBERLYNX**

(<http://cyberlynxoregon.org>)

# LESSON OVERVIEW

- Public Access Computers
  - Software Available
  - Hardware Features
- Using the Browser (Mozilla Firefox)
- Using the Online Card Catalog

# Desktop



Internet Browser  
Application:

**Firefox Mozilla** –  
(instead of Internet  
Explorer or Netscape –  
or others)

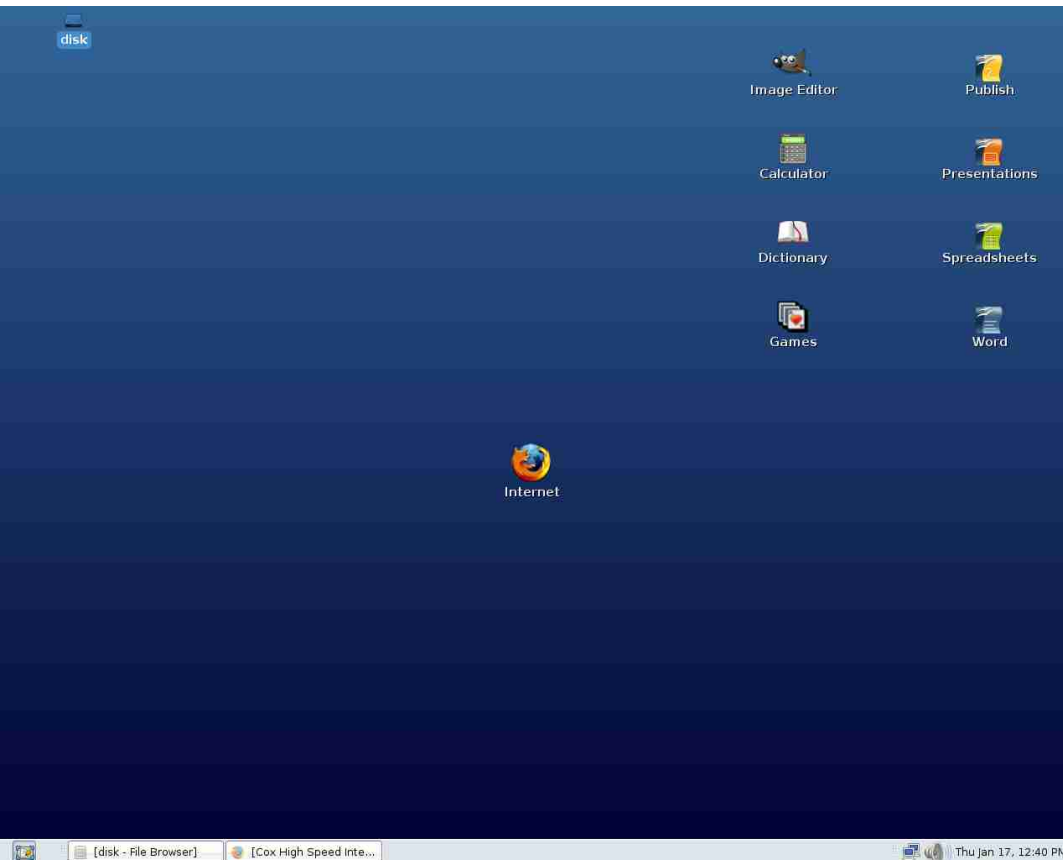
DOUBLE CLICK THIS  
ICON TO START THE  
BROWSER

Task Bar: Rectangles  
are active applications



Note: No “start” button. Library computers do not have Windows as the operating system. Clicking this icon will return you to the desktop.

# LIBRARY DESKTOP APPLICATIONS



- **OpenOffice Writer** (Word)
- **OpenOffice Calc** (spreadsheet)
- **OpenOffice Impress** (presentations)
- **Image Editor** (Paint)
- **OpenOffice Draw** (graphics)
- **Dictionary** (digital dictionary)
- **Calculator**
- **Games**

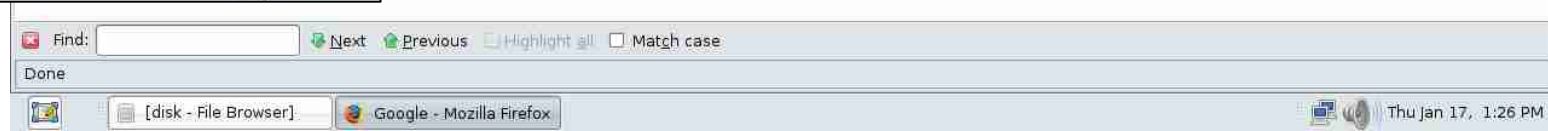
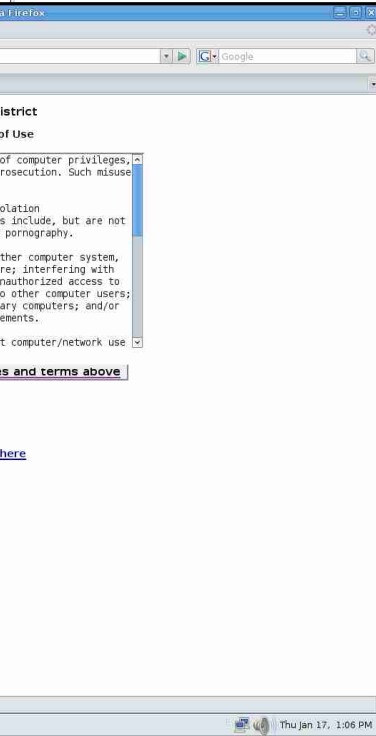


OpenOffice is free application software similar to Microsoft Office functionality. Go to <http://www.openoffice.org/> to read about OpenOffice software and get user manuals.

# Internet Access: HOME PAGE



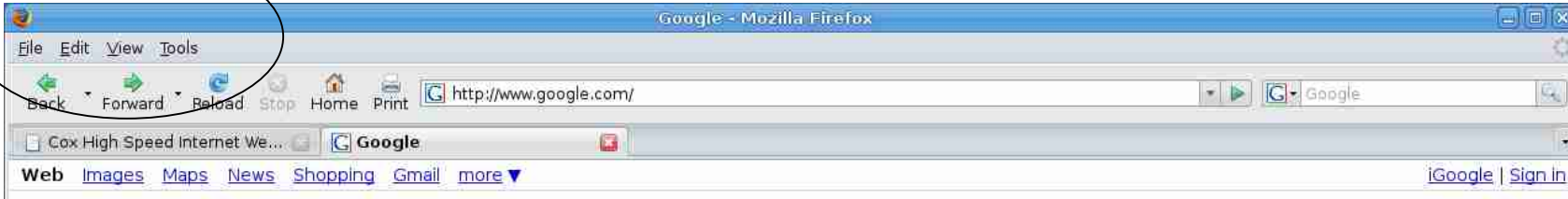
## Policy Statement and User Agreement



# Mozilla Firefox Browser

- Viruses, spyware, and popup ads blocking built in.
- Most viruses, etc. are programmed for IE so generally more secure (Firefox has about 10% of market).
- Uses [tabbed browsing](#) to open multiple Web pages in a single browser window.
- Download manager has more features
- Integrated with Google
- Options: fewer but simpler
- Open Source – thus free
- Not integrated into any other software like IE
- Often faster
  - BUT
- IE and Netscape most used; thus, web programmers generally test their pages with IE and Netscape but not Firefox and others.
- **NOTE:** Library's version is very restricted. Your home version, which you can download, has many more features and menu items.

# Firefox Menu



- Menu

- File
- Edit
- View
- Tools

- Undo
- Redo
- Cut
- Copy
- Paste
- Delete
- Select All
- **Find on This Page**
- **Find Again**
- Switch Text Direction
- Preferences

- New Window
- New Tab
- Open File
- Close Window
- Close Tab
- Page Setup
- **Print Preview**
- **Print**

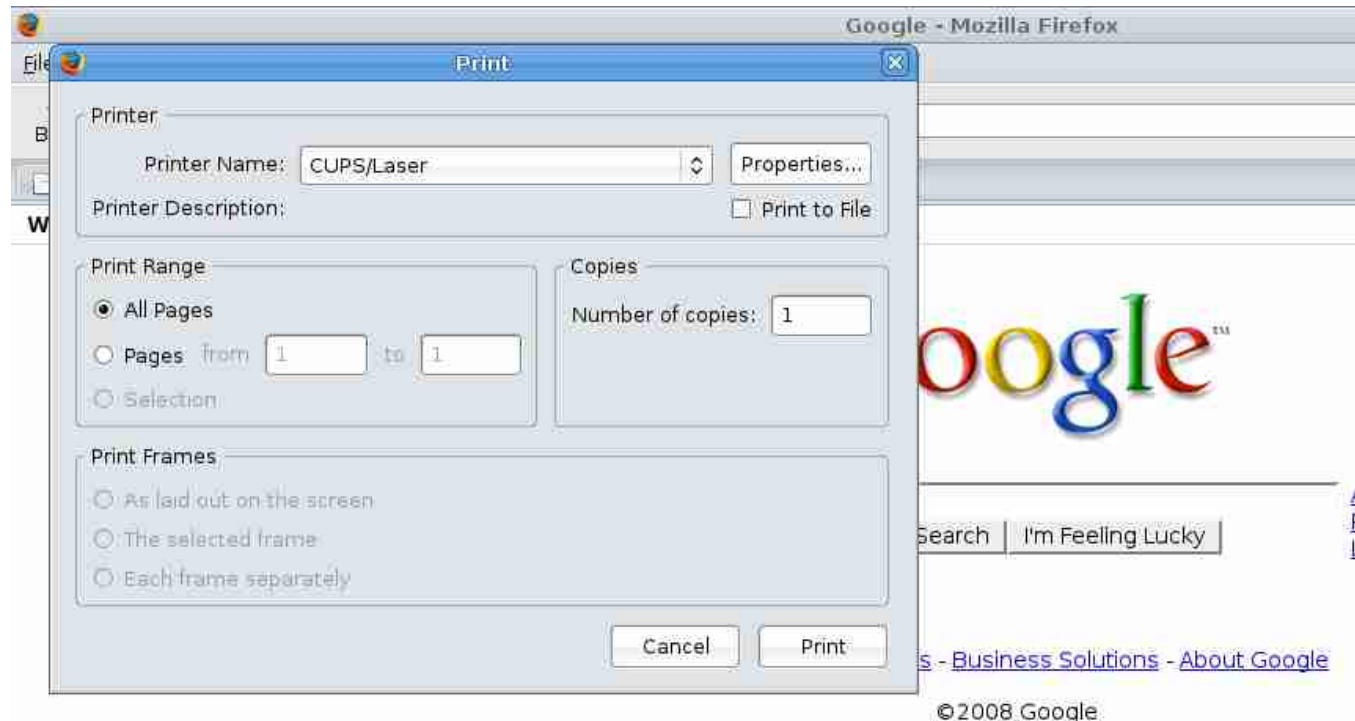
# Printing a Web Page

1. Click Print in the Toolbar



OR

Select File/Print

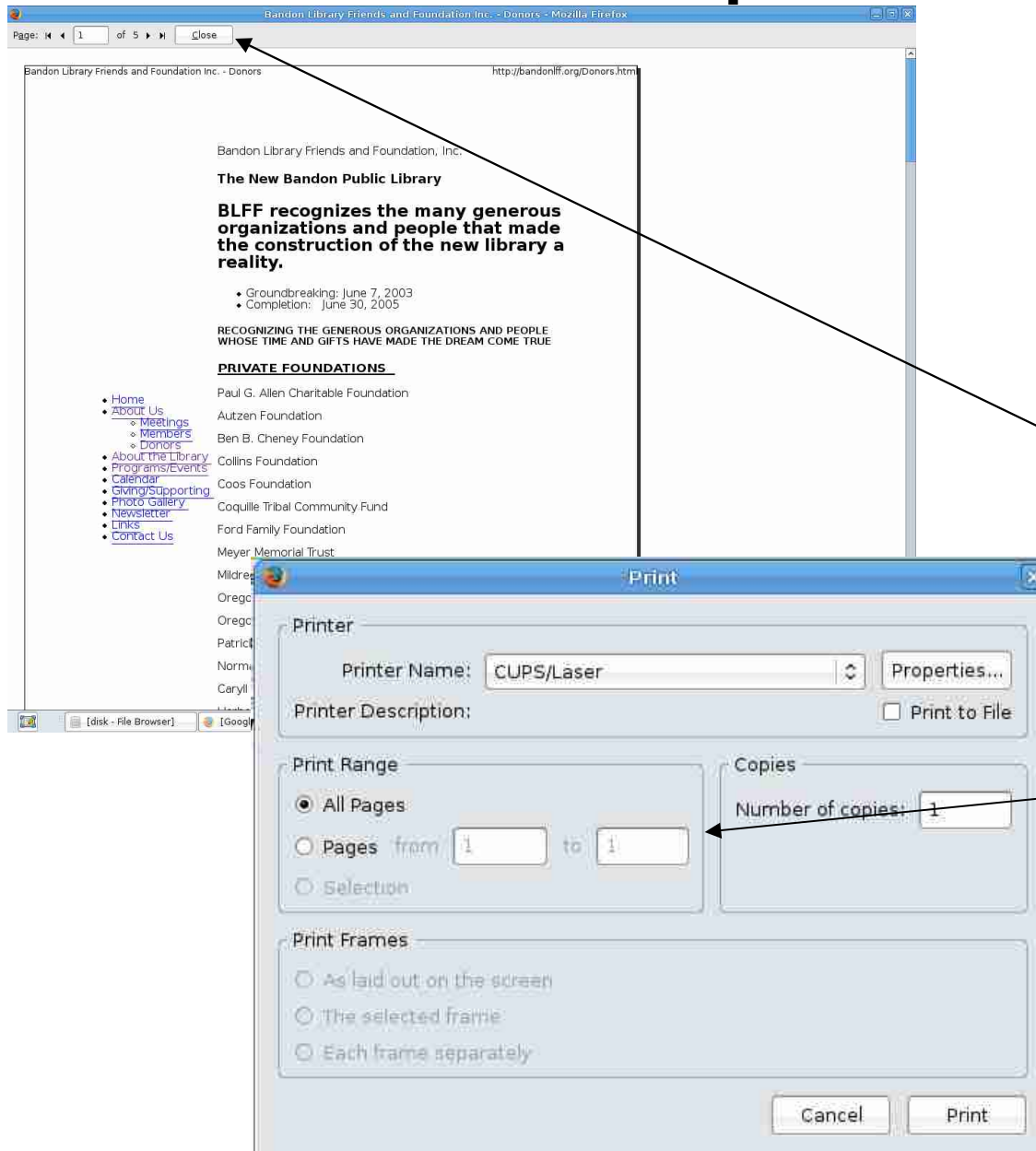


2. Click the PRINT box to print your document.

3. Go the circulation desk to pick up your document and pay \$.10 per page.

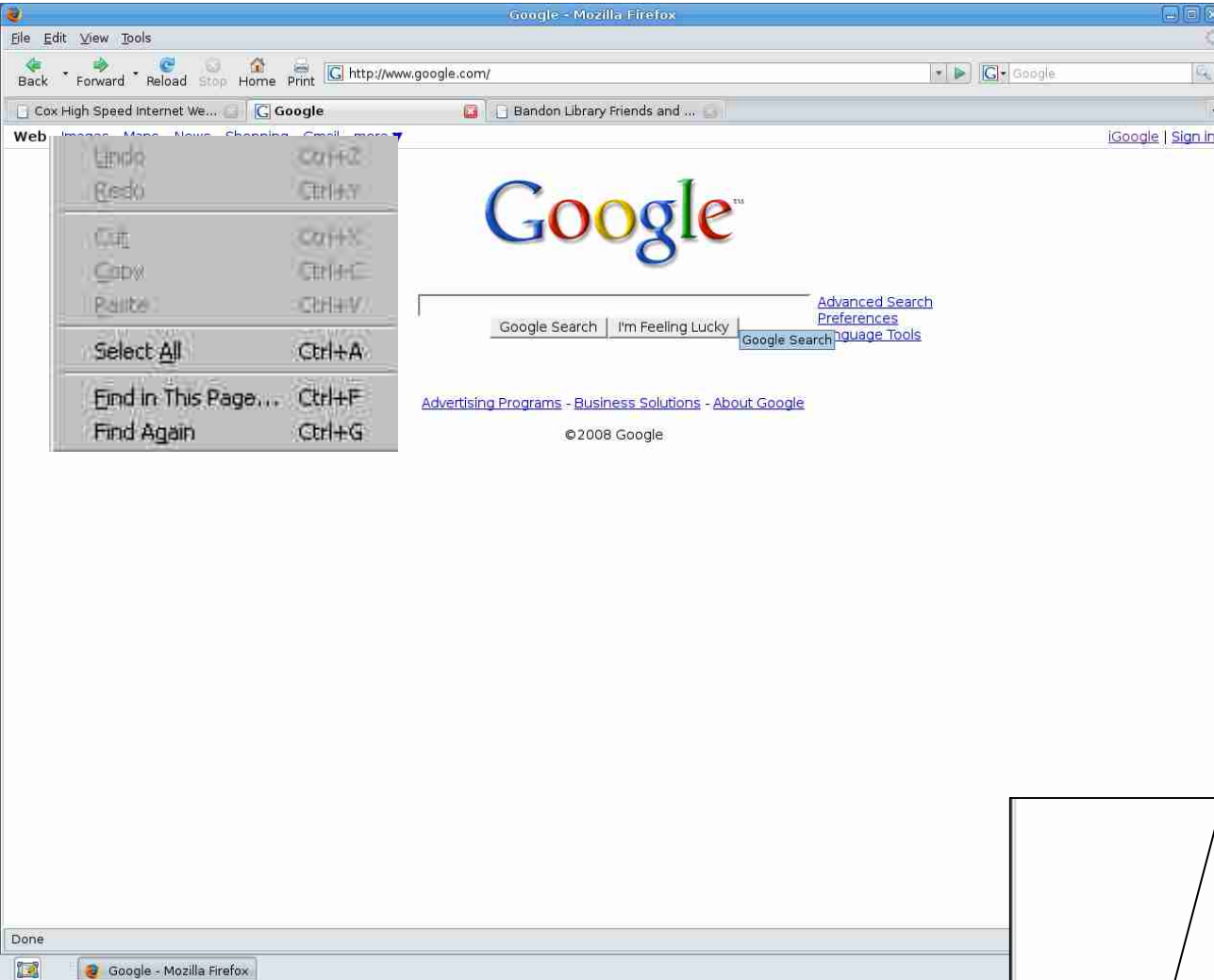
# Printing a Web Page

## A Tip to Save \$



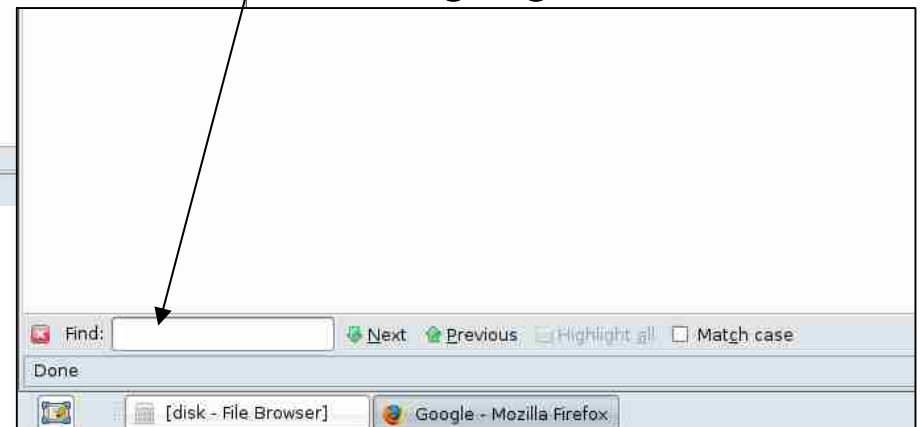
1. Select PRINT PREVIEW from File Menu.
2. View the result as shown and note which pages you want.
3. Close the Preview window.
4. Choose PRINT and specify the pages.

# Edit Menu

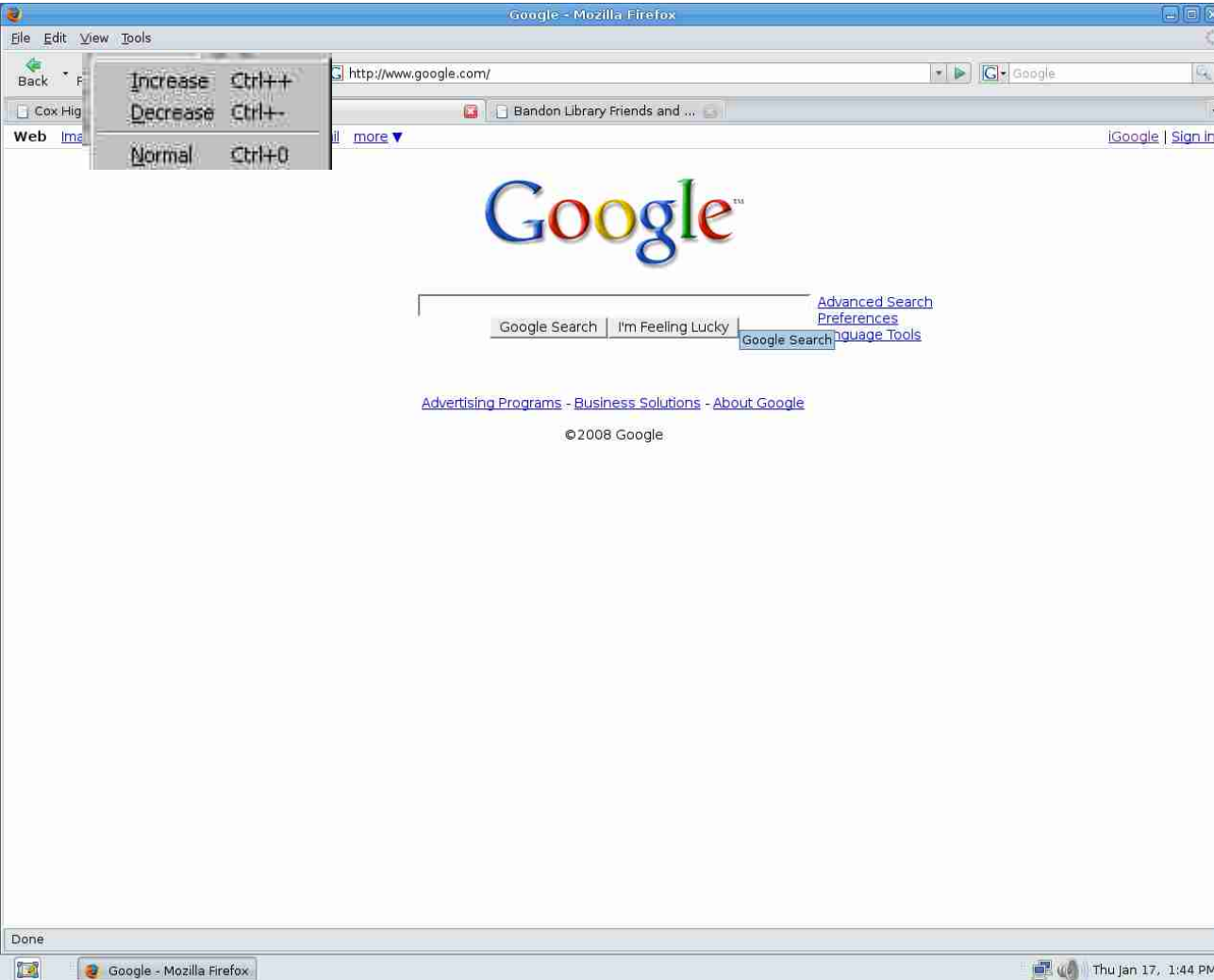


Use EDIT/FIND IN THIS PAGE to search the current page.

1. Select Edit/Find in this Page.
2. The FIND entry appears at the bottom of the page.
3. Enter the word(s) you wish to find.
4. Click Next and the term, if found, will be highlighted.



# Text Size Control – View Menu



1. Select the VIEW Menu

2. Click on “Increase” to make the print on the screen bigger.

Click on “Decrease” to make the print smaller.

OR

Use the keyboard shortcut CTL++ or CTL+-

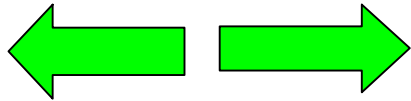
# TOOLBAR



- Tool Bar
  - Back/Forward
  - Reload
  - Stop
  - Home
  - Print
  - URL Address
  - Search

# Back and Forward

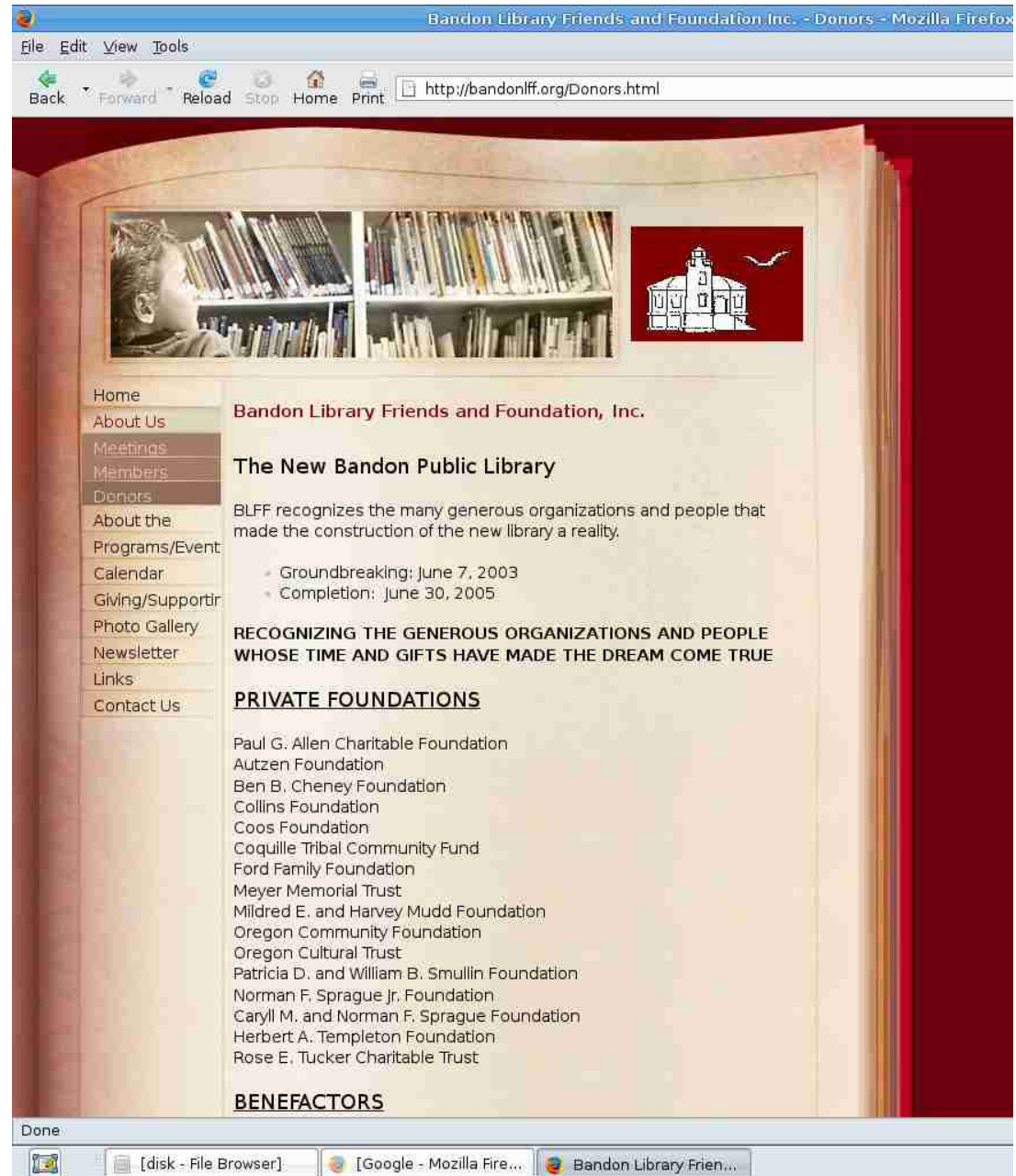
Use the arrows to move back to pages you've visited or forward from 'backed' pages.



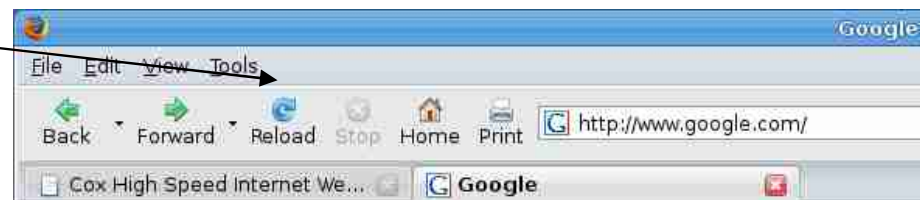
Use the little down arrow



to show a list of pages you've visited and click on one to go there directly.



# Reload

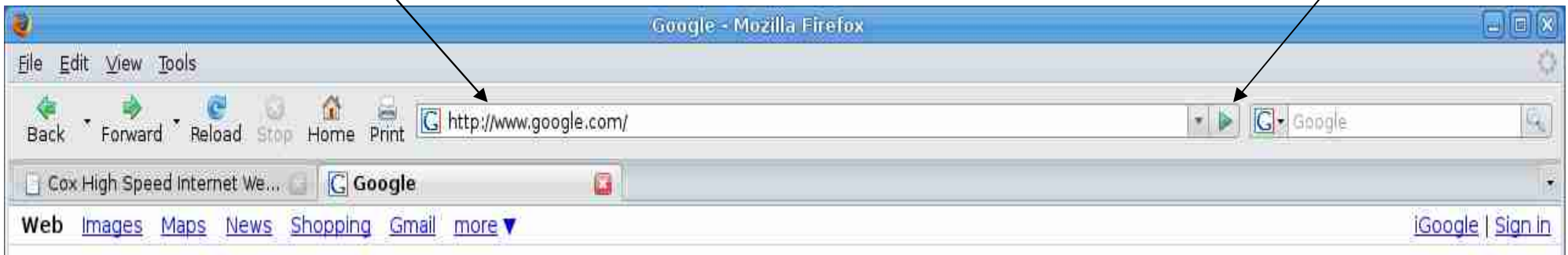


Use the refresh icon to cause a new copy of the current page to display.

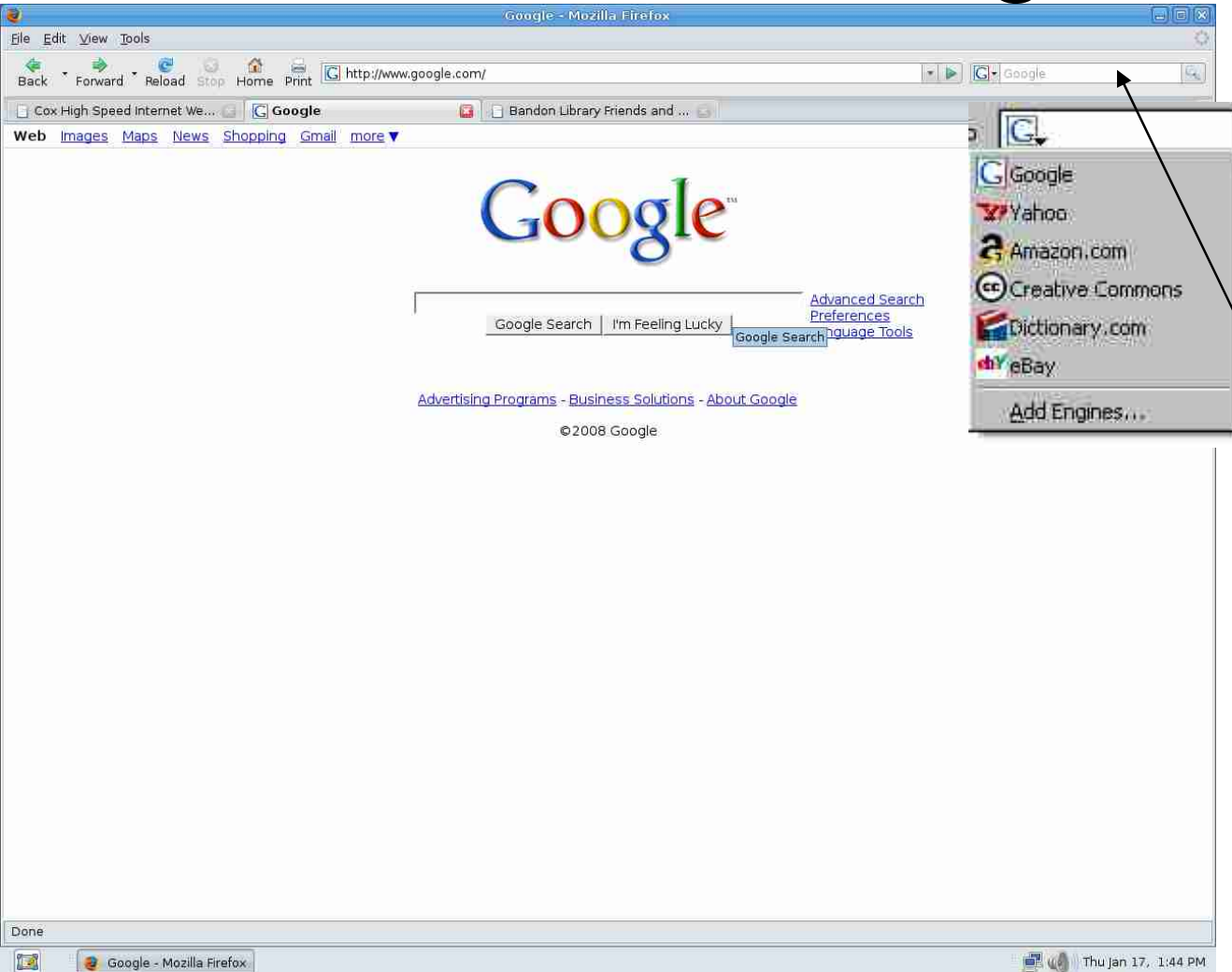
Why? A page may be displaying from 'cache' memory where it was saved when the last person visited the page.

# URL Address

- Type in the address of the web page you want to view.
  - Examples: bandonlff.org , www.microsoft.com
- Use the Enter key or click the arrow icon.



# Pick a Search Engine or Resource



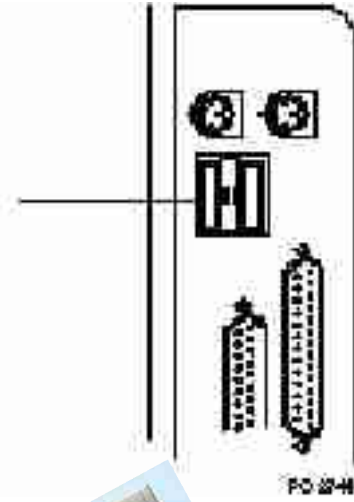
Use the Search Assistant in Mozilla Firefox to search.

Google is the default or choose other options.

Type in your search keywords here.

# Library PC's Hardware Features

USB port



- USB ports
  - Plug in your camera to view photos
  - Bring a flash memory device to save files
- CD/DVD
  - Bring your informational CDs
  - Cannot load software from them
  - Writable

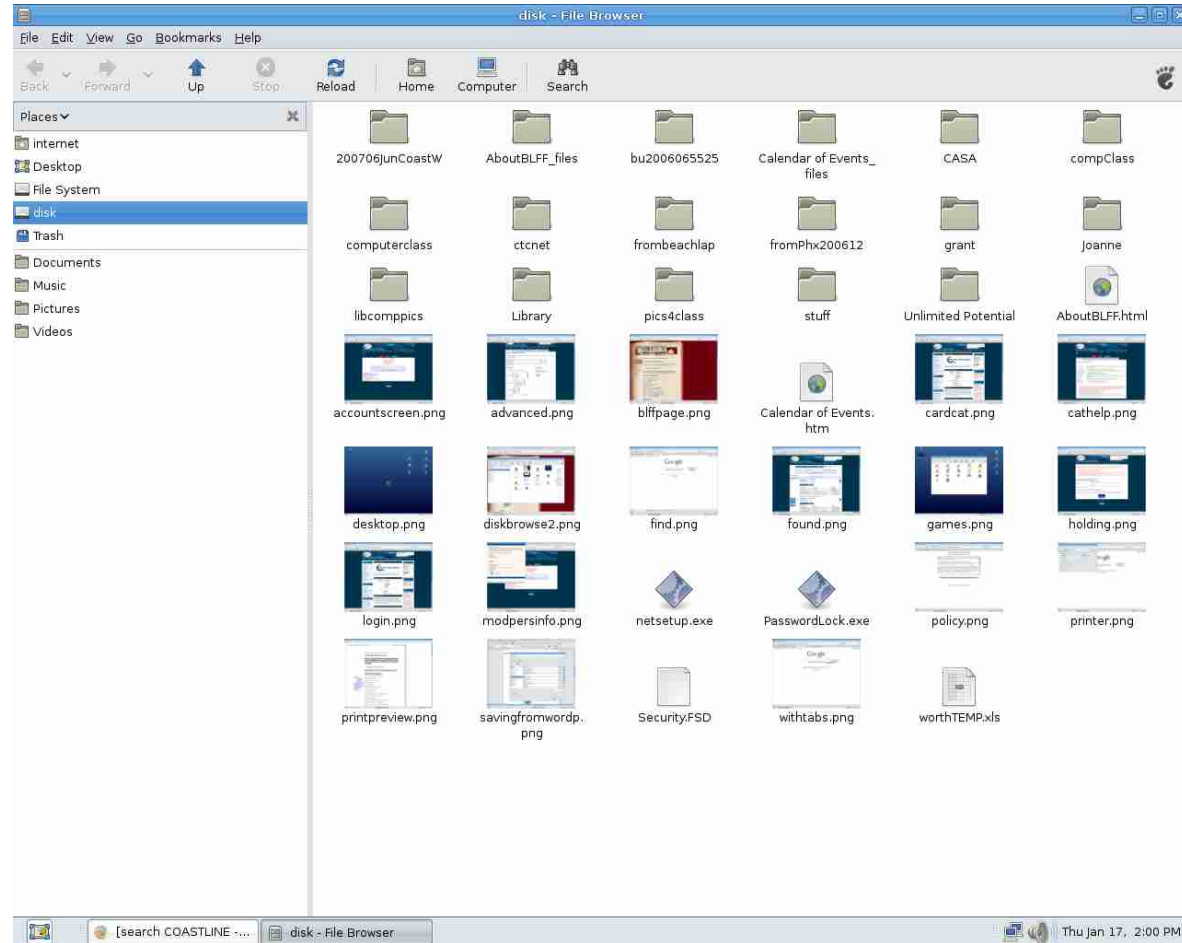


# Saving a File

- Insert your flash drive into a USB Port.
  - File browsing software will automatically run.
  - A “Disk” icon will appear on the desktop.



- In applications, you can choose to save your files to “disk.”
- You can save files to the desktop and use disk software to move them to your flash drive.



# On-line Card Catalog

Type in <http://www.cooslibraries.org/> on the address bar of the browser.

The screenshot shows the COASTLINE library website in a Mozilla Firefox browser window. The address bar contains <http://www.cooslibraries.org/>. The website header includes the COASTLINE logo and navigation links: Hours, Search, Suggest, Contact, Calendar, Events & Info, Help. A search bar is visible with fields for barcode and PIN, and a 'log in to your account help' link. The main content area features a 'Title Wave 2008!' section with a 'ride the Title Wave!' graphic and a 'Catalog Quick Search' section. The search section has a 'search by:' dropdown menu with options: keyword, author, subject, and title. The 'for:' field contains 'abu-jaber'. A 'find it!' button is located below the search field. A 'Note Advanced Search' callout points to the 'advanced search' link below the 'find it!' button. Other callouts include '1. Pick your search.' pointing to the 'Libraries' sidebar, '2. Type in the words to search for.' pointing to the search input field, and '3. Click the "find it" button.' pointing to the 'find it!' button. The sidebar lists various library locations and services. The bottom of the browser window shows the taskbar with the system clock at 'Thu Jan 17, 1:48 PM'.

1. Pick your search.

2. Type in the words to search for.

3. Click the "find it" button.

Note Advanced Search

# Search Results

The screenshot shows a web browser window with the URL <http://www.cooslibraries.org/search/a?a>. The page header includes the logo for COASTLINE GOOS COUNTY LIBRARY SERVICE DISTRICT and navigation links: Home, Hours, Search, Suggest, Contact, Calendar, Events & Info, Help. A search bar contains the text 'abu-jaber' and a dropdown menu is set to 'AUTHOR'. Below the search bar, there are buttons for 'catalog home', 'refine search', 'reviews & more', and 'search this index again'. The search results are displayed under the heading 'AUTHORS (1-12 of 12)'. Two results are visible:

**Abu Jaber Diana**  
Arabian jazz view details  
Abu-jaber, Diana  
New York : Harcourt Brace, c1993

**Abu Jaber Diana**  
Arabian jazz view details  
Abu-jaber, Diana  
New York : Norton, 2003

Each result includes a 'place a hold' button and an 'add to cart' button. Below each result is a table showing the location, call number, and status of the item.

LOCATION	CALL NO.	STATUS
BANDON New Fiction	ABU-JABER	RECENTLY RETURNED
COOS BAY Fiction	ABU-JABER, DIANA Arabian	CHECK SHELVES
NORTH BEND Oregon Fic.	ABU-JABER, DIANA Arabian jazz	CHECK SHELVES

LOCATION	CALL NO.	STATUS
DORA New fiction	ABU-JABER, DIANA Arabian	CHECK SHELVES
MYRTLE PT New Book	ABU-JABER	CHECK SHELVES
NORTH BEND Fiction	ABU-JABER, DIANA Arabian jazz	CHECK SHELVES

Look at all the results by clicking the page number or 'next'

Note "place a hold"

"Check Shelves" means it's available for check out. If checked out, then the due date is shown.

# Search: Advanced

The screenshot shows a web browser window titled "search COASTLINE - Mozilla Firefox" with the URL "http://www.cooslibraries.org/search/X". The page header includes the logo for "COOS COUNTY LIBRARY SERVICE DISTRICT" and navigation links: Home, Hours, Search, Suggest, Contact, Calendar, Events & Info, Help. There are also links for "log in to your account" and "help".

The main content area is titled "Advanced Keyword Search" and includes a "Keyword" search bar with tabs for "Title", "Author", "Subject", "Call #", and "ISBN/ISSN". Below the search bar, there is a "Please fill in the form, select limits, and click Submit (or choose a Simple Keyword Search)." instruction and a "Clear Form" button.

The search form consists of four rows, each with an "Any Field:" dropdown menu, a text input field, and an "And" dropdown menu. An arrow points from a callout box to the "And" dropdown menu of the second row.

Below the search form, there are two sections: "Limited to:" and "Sorted By:". The "Limited to:" section includes a checkbox for "Limit search to available items" and four dropdown menus for "Location", "Material Type", "Language", and "Year". The "Sorted By:" section includes a "Search and Sort:" dropdown menu set to "sorted by relevance" and a "SUBMIT" button.

The browser's status bar at the bottom shows "Done" on the left and "Thu Jan 17, 1:49 PM" on the right.

Note: And, And Not, Or

# 'PLACE A HOLD'

COASTLINE  
COOS COUNTY LIBRARY SERVICE DISTRICT

Home Hours Search Suggest Contact Calendar Events & Info Help

For security purposes it is now necessary to enter your library card barcode number and a personal identification number (PIN) instead of name and barcode to access your Coastline account.

- Your new PIN must be at least 6 characters in length
- The PIN must contain letters and numbers
- If you see one PIN box enter the PIN you have already created, then submit - OR - if you see one PIN box but you have not yet created a PIN, leave the PIN field blank, click submit, and you will be prompted to create a PIN on the next screen.
- If you see 2 PIN boxes you're ready to create a new PIN. Enter your new PIN in each box then submit.

Requesting **Arabic jazz / Diana Abu-Jaber**  
Please enter the following information:

Barcode #: "12345678912345"

Please enter your PIN: joe78931

choose a pickup location: (Choose a Pickup Location)

choose a "not needed after" date or leave the following unchanged: Month Day 2008

submit  
catalog home

Home Help

Firefox

Coos Cooperative Lib...

Thu Jan 17, 1:50 PM

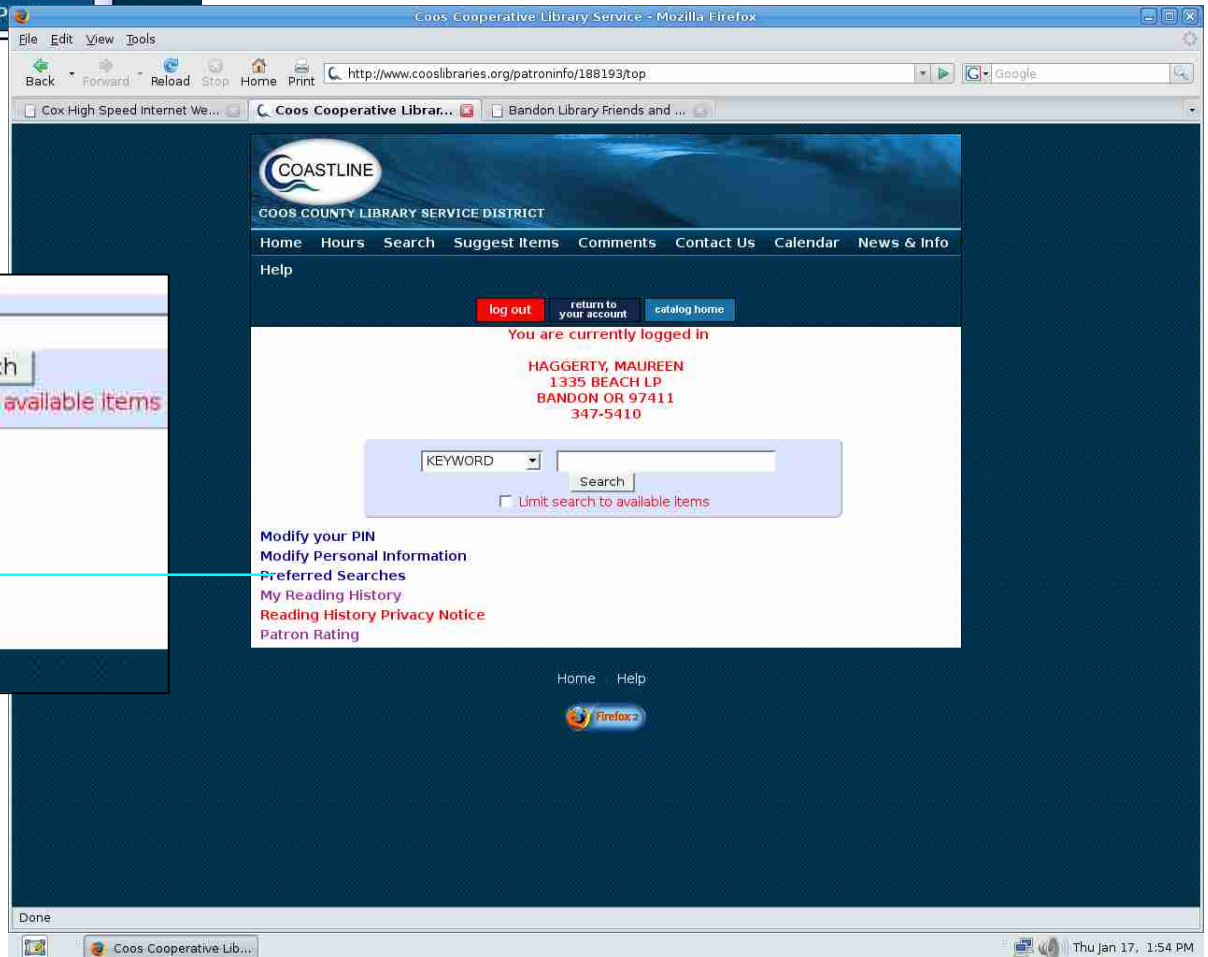
1. Enter the number on your Library card.
2. Enter your PIN number.
3. Select which library you'll use to pick up the item.
4. Note a not needed date.
5. Click the 'submit' button.

Be sure the library has your email address. Notice will be much faster than regular mail.

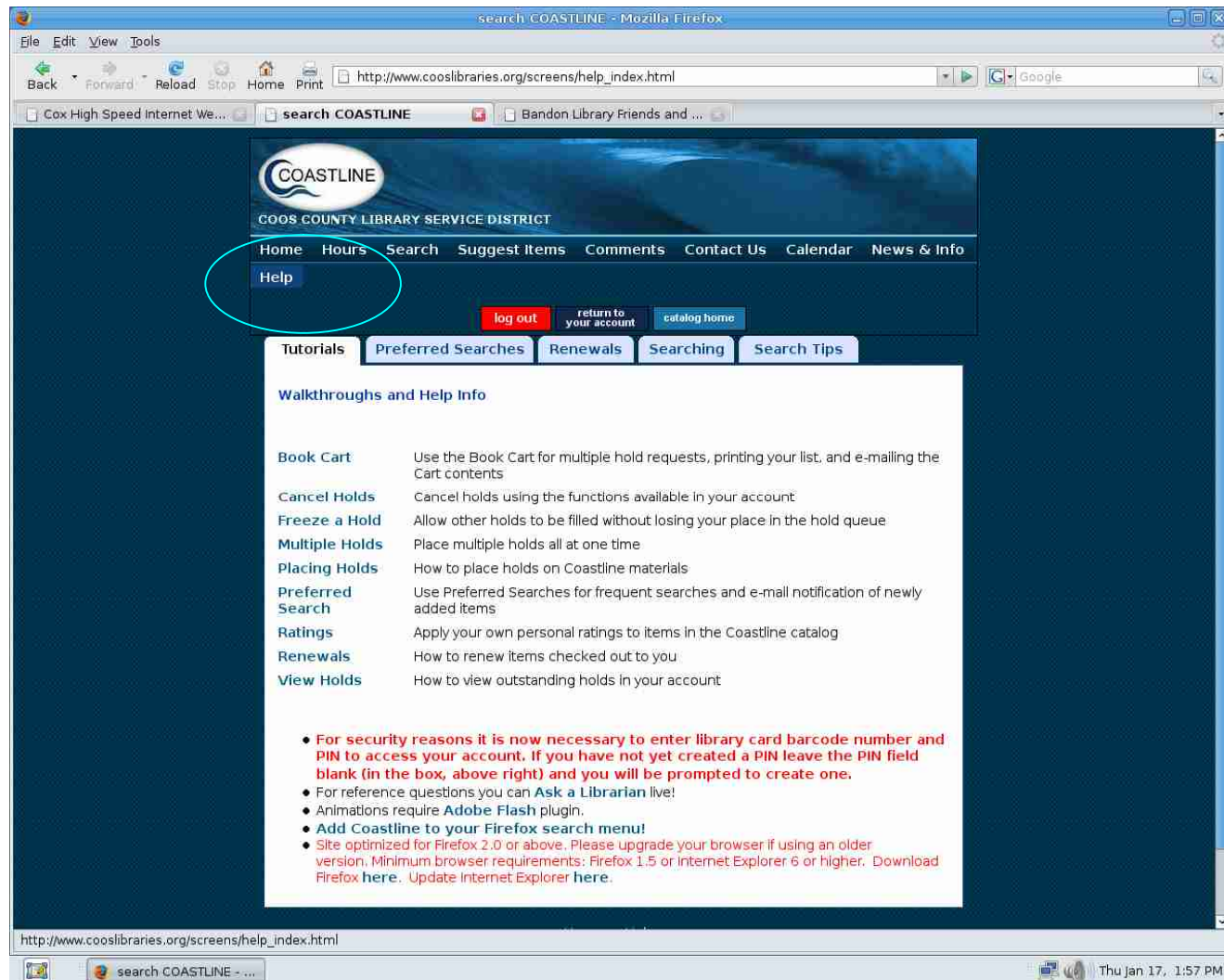
# Accessing Your Account



Sign in with your library card number and PIN number.



# Access the HELP Screen for More Information on How to Use



The screenshot shows a Mozilla Firefox browser window displaying the COASTLINE library website. The address bar shows the URL [http://www.cooslibraries.org/screens/help\\_index.html](http://www.cooslibraries.org/screens/help_index.html). The website header includes the COASTLINE logo and the text "COOS COUNTY LIBRARY SERVICE DISTRICT". A navigation menu contains links for Home, Hours, Search, Suggest Items, Comments, Contact Us, Calendar, and News & Info. The "Help" link is circled in red. Below the navigation menu, there are buttons for "log out", "return to your account", and "catalog home". A secondary navigation bar includes "Tutorials", "Preferred Searches", "Renewals", "Searching", and "Search Tips". The main content area is titled "Walkthroughs and Help Info" and lists various help topics with brief descriptions:

- Book Cart**: Use the Book Cart for multiple hold requests, printing your list, and e-mailing the Cart contents
- Cancel Holds**: Cancel holds using the functions available in your account
- Freeze a Hold**: Allow other holds to be filled without losing your place in the hold queue
- Multiple Holds**: Place multiple holds all at one time
- Placing Holds**: How to place holds on Coastline materials
- Preferred Search**: Use Preferred Searches for frequent searches and e-mail notification of newly added items
- Ratings**: Apply your own personal ratings to items in the Coastline catalog
- Renewals**: How to renew items checked out to you
- View Holds**: How to view outstanding holds in your account

Below the list, there are several important notices:

- For security reasons it is now necessary to enter library card barcode number and PIN to access your account. If you have not yet created a PIN leave the PIN field blank (in the box, above right) and you will be prompted to create one.
- For reference questions you can Ask a Librarian live!
- Animations require Adobe Flash plugin.
- Add Coastline to your Firefox search menu!
- Site optimized for Firefox 2.0 or above. Please upgrade your browser if using an older version. Minimum browser requirements: Firefox 1.5 or Internet Explorer 6 or higher. Download Firefox [here](#). Update Internet Explorer [here](#).

The browser's status bar at the bottom shows the URL [http://www.cooslibraries.org/screens/help\\_index.html](http://www.cooslibraries.org/screens/help_index.html) and the system clock indicates "Thu Jan 17, 1:57 PM".



for Attending

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- Bandon Public Library and
- Staffed by CyberLynx Corporation, a non-profit, all volunteer organization
- Find a copy of this presentation at (<http://cyberlynxoregon.org>)