

- In order to use any computers in the library you will have to sign in with your account.

How to Log IN



1. You will type in your CWID number in the user name section.
2. Your password the first time is usually your birth date followed by Ucc (ex: 22690Ucc)
3. Then you will have to change your password; it has to be at least 8 characters long and have one capital letter, lower case letters and a number.
4. When your done you should write down your user name and password down and when ever you need to use the computers you will use it to log in.

*Welcome to Union County College!!! –
Come take a tour in the Library...*

The Library Web Catalog

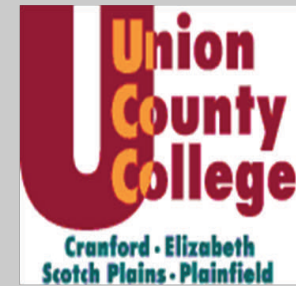
Click on New UCC Web
Catalog on the Library website

The Default **Search** is a keyword search, it brings up anything that may contain from the word you typed.

Browse is when your search brings up any authors, tiles or subjects in alphabetical order

Guided Search allows you to search tiles author, subjects or keywords simultaneously.

Anything like magazines, journals or newspapers can be found in the **Periodical**



The Information Environment



By: Ramon Artiles, Rob Gutierrez,
Jose Martinez, Cassandre Silaire ,
Juan Gallardo

UCC 101079



Library Database

*Learn to
access the internet
with us!*



Web Searching

- A search engine allows you to get documents.
- A directory is an organized list of documents.

Typing papers:

When it comes to typing a paper it is important to use Words if working at home. Do not use Notepad, Works, or WordPerfect, so that if you want to work on it in the library it would be able to read any old Words programs and open with the new one in the library.

Saving your documents:

- You can save your work on a floppy disk, a zip disk, or a USB device.
- E-mail document to yourself.

The Database is used to store anything that is in the print collection like newspaper, reference books, articles, and magazines.

With the database you can access information that can be 15 to 20 years old, like newspapers. When trying to use the database you can take the online tutorials at:

www.faculty.ucc.edu/library.htm

Steps to internet success through UCC lab computers...

- Log on to a Lab computer
- Click the folder marked Applications
- Click Accessories
- Click Internet Explorer
- Click on the address bar & type in your cite.

