

Viewing Flash Drive files on Library of Congress “thin client” public workstations:

1. Insert the flash drive into the front of silver thin client unit.
2. Click “Start” then the word, “computer” (below the computer icon).
3. A dialog box will be displayed. Double-click the Computer folder and a folder labeled USBDRVS on LSxxx## should appear.
4. Double-click that folder and your flash drive ‘name’ will be listed. The most common name used is noname although other variations may appear including the manufacturer name.
5. Double-click the ‘name’ and the files and folders on the flash drive will appear.
6. Hit Refresh (F5) if the folders or files don’t appear initially. It may take some time to appear.

Viewing Flash Drive files via Internet Explorer:

1. Insert the flash drive into the front of the silver thin client unit and open Internet Explorer.
2. Choose “file” and then “open.”
3. Select “browse” and then “Computer” and a folder named USBDRVS.
4. Double-click that folder and your flash drive ‘name’ will be listed. The most common name used is noname although other variations may appear including the manufacturer name.
5. Use the pull-down option to select “All Files.”
6. The files should display.

Save a file from a database:

How to get the file out of the database differs from database to database. The reference librarian on duty can assist you if you cannot find the appropriate option. Once you find and select the “save” option...

Save the file:

Click File / Save As – this will open a dialog box allowing you to navigate to your flash drive as above. Then navigate to the folder desired to save the file.

Warning: There is no Flash Drive eject function. Verify that the files have been saved and the light is not flashing before removing your flash drive device. (One way to verify is to open the last file saved.)

No flash drive? Email saved PDF files from LC’s online subscription databases.

1. Save the PDF file(s) to the workstation’s desktop.
2. Open a Web mail client ... Gmail or Yahoo, for example.
3. Log in and create a self-addressed message.
4. Click the “attach” icon to attach a file.
5. In the Windows pop-up box, choose “Desktop.”
6. Choose the PDF file saved earlier and attach it to the email message.
7. Repeat with subsequent files, being mindful not to attach too much data to each message.
8. Send the message. Repeat, as necessary.
9. Clear desktop of your files when you end your workstation session. (See below.)

Create a PDF file instead of printing a web page:

1. In Internet Explorer, choose “file” then “print.”
2. Instead of a printer, select “**PrimoPDF**.”
3. Save the location for the file, either on the flash drive or the desktop. If on the desktop, email it afterward or it will be deleted automatically after your session is done. Note: It may be necessary to click ‘ok’ several times to complete the process, even if it indicates that the process is not allowed.

Clear your work from the desktop: (a) Control+Alt+Delete; Logoff. or (b) Click Start; Logoff.