

How to save information on workstations in the Research Library of Tomsk State University

You can save the information in **Общая папка** (the Shared folder) on **Рабочий стол** (the Desktop) or in the E-catalogue of the Research Library of TSU (My Account, File Manager tab). Files from the Shared folder can be e-mailed, stored in My Account or copied to a removable disk (flash drive).

How to save information through the Shared folder

- **Файл (File) – Сохранить как ... (Save file as ...)** – or **Сохранить копию файла (Save a file copy)**
- select **Общая папка** (the Shared folder) on **Рабочий стол** (the Desktop) or create a new folder inside the Shared folder under your name;
- **сохранить файл (Save File)**; if you worked on a computer without a system unit, contact the consulting librarian of any reading room or the 24/7 Information Centre to transfer information stored in **Общая папка** (the Shared folder) to your removable disk

Warning! Documents in **Общая папка (the Shared folder) are stored for one day only.**

How to save information in My Account of the E-catalogue

To access My Account, you need to be authorized (enter the Reader Card number and the password you specified upon registration).

Select **Менеджер файлов** (the File Manager) tab in My Account and download the required files. These files will be available at any time from all computers until you delete them in the File Manager tab.

Please note that you can not modify files in **Менеджер файлов** (the File Manager). The changes will not be saved.