

BerkeleyLaw

Computing Orientation

What's That In Your Packet?

- Slides From Orientation
- New Student Checklist for Fall 2012
 - Be sure to complete all items on the checklist!
- Lexis, Westlaw, and Bloomberg registration passwords
- CALI DVD & Password
- Full student handbook and additional copies of the slides can be downloaded, if desired, from
<http://www.law.berkeley.edu/library/computing.html>

Computing Support Staff

- Michael Levy – Associate Director of Law Library (LL162)
- Thomas Lee – Information Systems Manager – Law Library (LL121)
- Allison Cogen – Information Systems Professional (LL121)
- Student Lab Techs – Computer Lab Support (LL131 – Computer Lab)

Student Computing Resources Web Page

- Law School Computing Home Page
 - <http://www.law.berkeley.edu/library/computing.html>
 - Includes links to student computing handbook and slides
- Computing Staff Contact Information
 - <http://www.law.berkeley.edu/library/computingContact.html>
- Email Support Staff at
 - studentcomputing@law.berkeley.edu
- Make an Appointment Online
 - <http://www.law.berkeley.edu/library/support.html>

CalNet ID and CalMail

- CalNet ID and Passphrase
 - <https://calnet.berkeley.edu>
 - Sync your CalNet passphrase before you try to log into the lab computers: <https://net-auth.calnet.berkeley.edu/cgi-bin/krbsync>
- CalMail Accounts
 - <https://calmail.berkeley.edu>
 - Go to the “Quick Links” side menu
 - Select “Create Account”
 - 250Mb quota
 - Use RoundCube as webmail client for best experience
 - This is the email address the law school uses for sending official emails/information
- Email Client setup instructions online
 - <http://www.law.berkeley.edu/library/email.html>

Laptop Recommendations

- Purchased within last 3-4 years
- Wireless capable
- Windows 7, Vista, XP, & Mac OS X 10.4 or higher
- Technology Dept. of Cal Student Store & Partner Sites
 - <http://calstudentstore.com>
- Exams on Laptop
 - No special software required

Campus Software Licenses

- The university has license agreements with Adobe and Microsoft to offer software suites to students for free
 - <http://software-central.berkeley.edu>

Anti-Virus, Anti-Spyware & Firewall Software

- Microsoft Update/Windows Update/Apple Software Update
 - Keep up-to-date with security patches
 - Set Automatic Updates
 - See page 7 of the online handbook for detailed information
- Symantec Endpoint Protection
 - <http://software-central.berkeley.edu>
 - Install Anti-Virus and Firewall software
 - Important: uninstall any other anti-virus software first
- Campus Software Resources
 - <http://software-central.berkeley.edu>
- Spyware and Adware (on Windows)
 - Use a free tool like SpyBot Search & Destroy
 - (<http://www.safer-networking.org/en/download/index.html> - download "Spybot - Search & Destroy")

bSpace

- <https://bspace.berkeley.edu>
 - Login with CalNet ID and Passphrase
- Access to course webpages and materials
- 1GB of secure online file storage to Law School Students
- bSpace provides file storage, web publishing, and file sharing through a web browser.
- You can access your files from anywhere and share your files with other users.

Law Library Computer Lab

- Computer Lab (Law Library: LL131): 23 computers, manual-feed printer, color printer, scanner, disabled student access, staffed by student lab techs
- Printing/Scanning Room (Law Library: LL130 – across the hall from computer lab): High-speed double-sided B&W printers, Lexis and Westlaw printers, scanners
- Lab Hours – same as Library Hours
<http://www.law.berkeley.edu/library/hours.html>
- Lab Use Policy
 - No food or drinks; no cell phone use; be considerate of others as it is a relatively quiet work environment

Turn RIGHT at the Reference Area



Computer Lab (LL131)



Print/Scanning Room (LL130)



Logging In To The Lab Computer



- **Username**: CalNet friendly ID (i.e. JohnSmith123)
- **Domain**: CAMPUS
- Before you log into the lab for the first time, **you should synchronize your CalNet ID here**:
<https://net-auth.calnet.berkeley.edu/cgi-bin/krbsync>
- Be sure to **log off** of the computer when done
- **Don't** save files to the desktop

Print and Scanning

- Printing Credit
 - \$125 of printing credit for the **entire academic year**
 - \$0.13 per page for single-sided black-and-white printing, \$0.20 per double-sided page, \$0.75 per page for color
 - Check your remaining balance at the release station
 - Add money to your account by going to <http://cal1card.berkeley.edu>
- Keeping up with your print balance is your responsibility
- Westlaw and Lexis research printing not charged so long as you use their printing system
 - Please be a responsible citizen and user of resources
 - Westlaw's free printing will no longer be offered after this academic year
 - Bloomberg Law has no free printing
- Students can print from the computer lab AND from laptops (see slide 16: Printing from a Laptop)
- Scanning to USB/Email/Google Docs – no charge
 - If you scan to the printer then this is deducted from your printing credit

Printer and Scanner Locations

PRINTERS

- Computer Lab (Law Library: LL130)
 - color printer
 - manual-feed printer
- Printer/Scanner Room (Law Library: LL131)
 - 2 high-speed black-and-white, double-sided printers
 - for the black-and-white printers, there is a print release station
 - 2 Lexis printers
 - 2 Westlaw printers
- LL2 Printer/Scanner Room (Law Library: LL256)
 - black-and-white printer
 - for the black-and-white printer, there is a print release station
- Student Center (West Basement)
 - high-speed black-and-white, double-sided printer
 - for the black-and-white printer, there is a print release station

SCANNERS

- Computer Lab (Law Library: LL130)
- Printer/Scanner Room (Law Library: LL131)
 - 2 scanners available
- LL2 Printer/Scanner Room (Law Library: LL256)
- Circulation Reserve Area (Law Library: LL1)
 - When using reserve library collection only

Printing From a Laptop

- Available to both Windows and Mac Users
 - Supported OSs: Windows 7, Vista, XP, Mac OS X 10.4 and higher
- You must install a print client in order to print from laptop. Instructions:
 - <http://www.law.berkeley.edu/library/remotePrinting.html>
 - Also in Appendix B of the online computing handbook
- Send your print job to printer “Law-BandW-Queue on LAWPRINT”
 - Choice of printing the document in any of these 3 locations:
 - Library Printer/Scanner Room (Room LL130)
 - LL2 Printer/Scanner Room (Room LL256)
 - West Basement (Student Center)
 - Log on to **ANY** Release Station in the above locations and print desired document(s). They will remain in the queue for up to 12 hours.

Print Release Station



Print Release Station



Retrieving Your Print Job



Selecting Your Print Job

This screen allows you to release print jobs to a printer. Select a job and click print or delete.

Refresh

Jobs Sorted by Date and Time

Job Name	Owner	Date
test	axled	5/26/2011 10:35:...

1 sheet at a cost of \$0.10

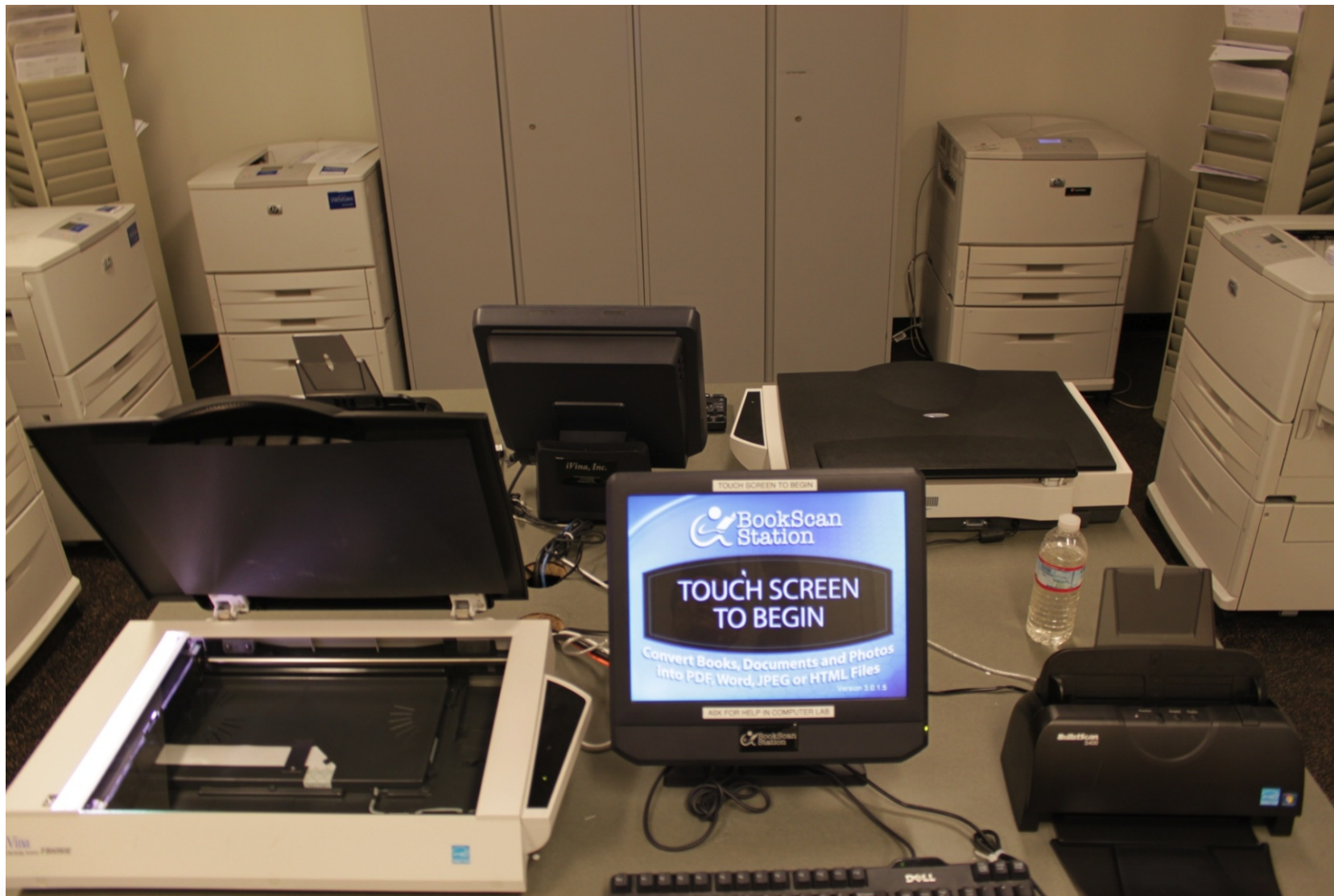
Balance Printing Refunds \$146.60
Total **\$146.91** CalCard_Law Printing Balance \$0.31

Print

Delete

10:35:20 AM

Scan Station



AirBears – Wireless Network

- AirBears is available throughout the Law School
- Wireless Set-up Instructions
 - <http://www.law.berkeley.edu/library/wireless.html>
- Wireless and Network Status
 - <http://www.law.berkeley.edu/administration/computing/systemstatus.html>
 - <http://ucbsystems.org/>
- **NOTE:** Do not connect to **attwifi** network with your computer or mobile device unless you know you have a paid AT&T wi-fi/hotspot account or other access (via your AT&T smartphone, for example). **AirBears** is free to use.

Laptop Support Services

- Computing staff provides broad support to laptops
 - Visit Laptop Support Services page
 - <http://www.law.berkeley.edu/library/laptopSupport.html>
 - Send email to studentcomputing@law.berkeley.edu
- Walk-in service provided with the labtechs in LL131 computer lab or with the computing staff in room LL121. Please check the computer lab first.
- Schedule an appointment online
 - <http://www.law.berkeley.edu/library/support.html>
- Campus Computer Repair and Support
 - Fee-based support for Macs only
 - Based out of Cal Student Store

Set Up LawCat Pin

- The Law Library online catalog (LawCat) requires PIN number to access certain patron functions – for example, renewing books
- Go to <http://lawcat.berkeley.edu> and click My Library Account (right menu: Quick Links)
- Enter your student ID number (not your “friendly name”)
 - i.e. enter 1234567 rather than JohnSmith123
 - Leave the PIN field blank and click login in: you will then be prompted to create your own PIN
- Next time you login, you will use your student ID number and PIN

Lexis, Westlaw, & Bloomberg Registration

- Lexis, Westlaw, and Bloomberg are proprietary, online, full-text document retrieval systems that permit access to state and federal cases, codes, and regulations, as well as law reviews, newsletters, and selected legal texts and practice tools
- In order to access the systems, you must register the passwords we've passed out to you.
- Westlaw: <http://lawschool.westlaw.com>
 - Go to "Register password now!"
- Lexis: <http://lexisnexis.com/lawschool/register>
 - Fill in the required information on the site
 - You will receive emails with instructions for completing your registration for **TWO** Lexis services:
 - Lexis Advance and Lexis.com (confusingly called "Register for Home Page")
- Bloomberg: <http://bloomberglaw.com/activate>
 - Fill in the required information.
 - LLMs and Transfers: you do not have an Activation Code so there is no need to enter anything in the box on the Bloomberg Law registration page
 - **MAKE SURE** you use your official @berkeley.edu email address.

Law Library Website

- Be sure to familiarize yourself with the Law Library's website:
 - <http://www.law.berkeley.edu/library.htm>
- Sign up for a Law Library Tour:
 - <http://www.law.berkeley.edu/library.htm> – Click on Law Library Tours and log on to bSpace
- Create an account for Study Room reservations:
 - <http://www.law.berkeley.edu/library/roomReservations.html>
- Of note:
 - Search LawCat – law library's online catalog
 - Top Databases – listing of our most frequently used databases
 - Databases – a complete listing of online resources
 - Exam Database – database of past exams (only those given to us by the Professor)
 - Hours
 - Ask Us – Reference Chat and Student Research Appointments
 - Study Room Reservations – create an account to reserve study rooms

Computer-Assisted Legal Instruction (CALI)

- Hundreds of self-paced tutorials on a wide range of legal topics
- Lessons are available on the DVD in your packet.
- Can register online at <http://www.cali.org/> using the password on the card in your packet and run the lessons from the CALI website.
 - Or go to <http://www.law.berkeley.edu/library/students.html> to access the CALI password information on our website
 - Click on CALI (Computer Assisted Legal Instruction):
<http://www.law.berkeley.edu/library/calnet/cali.html>

Checklist

- Sign up for Law Library Tour:
 - <http://www.law.berkeley.edu/library> - Law Library Tours
- Set up your Calnet ID and Passphrase, if you haven't already done so:
 - <http://calnet.berkeley.edu>
- Before you log into the lab for the first time, synchronize your CalNet ID
<https://net-auth.calnet.berkeley.edu/cgi-bin/krbsync>
- Create a CalMail email account, if you haven't already done so (pg. 4 of online handbook):
 - <http://calmail.berkeley.edu>
- Install software on laptop in order to be able to print (Appendix B in online handbook)
 - <http://www.law.berkeley.edu/library/remotePrinting.html>
- Check out bSpace to access your files remotely (pg. 10 of online handbook)
- Install Symantec Endpoint Protection (pg. 6 of online handbook)
- Make sure your computer is configured to run Windows Update/Apple Software Update
- Make sure your computer is running a firewall (pg. 6 of online handbook)
- Register your Lexis, Westlaw, & Bloomberg passwords (pg. 13 of online handbook)
 - <http://lexisnexis.com/lawschool/register>
 - <http://lawschool.westlaw.com/>
 - <http://bloomberglaw.com/activate>
- Create an account so that you can reserve study rooms:
 - <http://www.law.berkeley.edu/library/roomReservations.html>
- Set-up your LawCat PIN (pg. 15 of online handbook)
 - <http://lawcat.berkeley.edu>