

How to build a digital library on your computer

When you purchase a Digital Issue or a Digital Subscription, the downloads are yours to keep, forever.

If you don't do this already, we suggest you build your MR library (set up your bookshelf) in/on your computer so that you do not have to access the website every time you want to read an issue.

The ideal way would be to set up a New Folder, somewhere on your hard drive (your C drive) or on an external drive like a larger external drive made by Seagate, SanDisk, WD (you can find these in abundance on Amazon or at BestBuy) or a high-capacity (or series of them) flash drives or thumb drives (also found in abundance on Amazon or at BestBuy) and they plug right into your desktop computer or laptop.

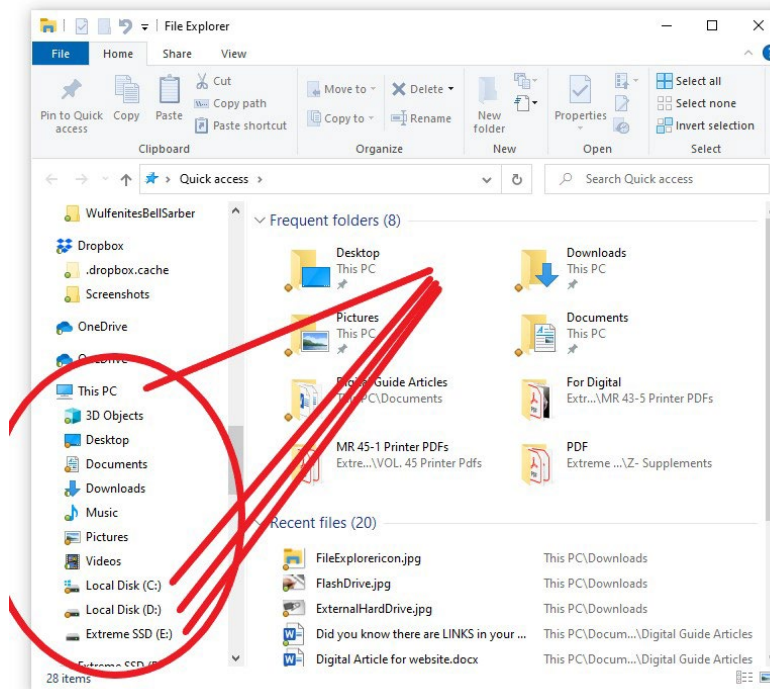


How to set it up.

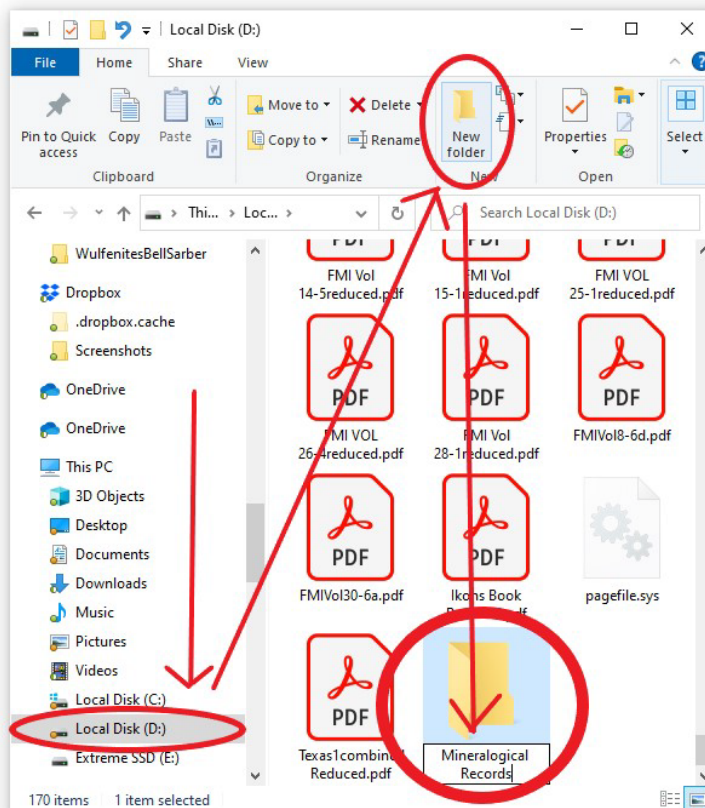
First, decide where you want to set up your library. If you're going to use an external drive or flash drive, please be sure to go ahead and plug it into your computer. Then go to your File Explorer icon. On Windows 10 and 11, it's the folder icon that looks like this:



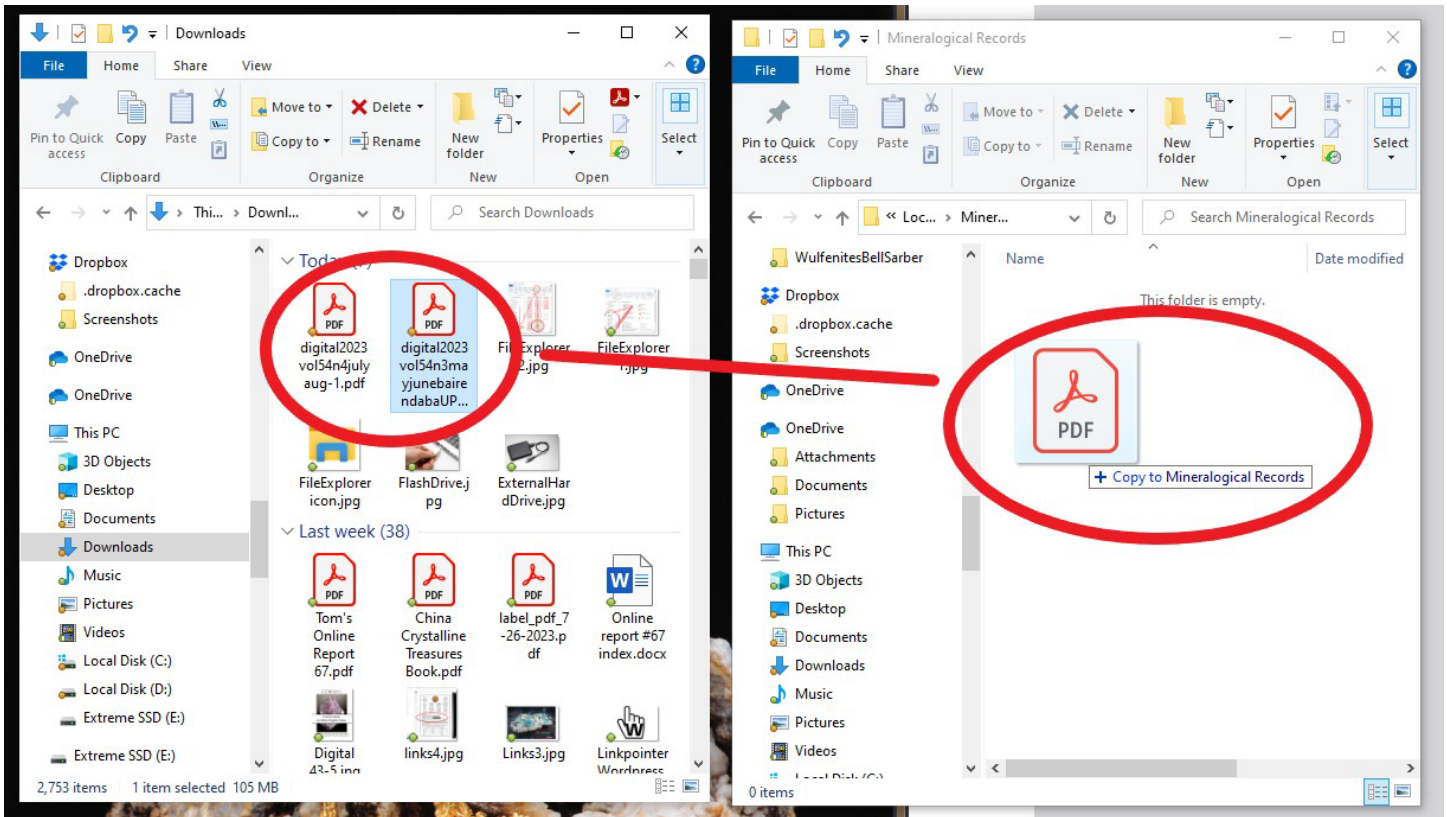
Click on it and a window like the image below will open up. Scroll down until a filing for “This PC” is visible on the left. Then either click on “This PC” or go directly to the desired drive.



After clicking on the desired drive, go to the toolbar at the top, click on New Folder, a new folder will then appear, then click on the new folder name box and type in the new name for the folder like: Mineralogical Records, MinRecs, My Min Records or whatever you want to call your issues. Then, double click on the folder to open it.



Now to back to the File Explorer icon at the bottom of your screen, RIGHT click on it, move the cursor up to “File Explorer” and click to open up another window. Scroll down to “Downloads” or go to wherever you have downloaded your digital issues in the one window ([learn how to download your digital issues HERE](#)), highlight and click on the digital issue/issues with your cursor and drag them over to the window with your newly-created folder.



Most all of our digital issues are labeled like this:

Digitalyearvolnmonmonspecialissuename.pdf

So that they are listed by year first, then by volume and issue number, then by months, then by the special issue name if it has one. This is done so that when they are listed in a computer folder, they will all be in chronological order. Or if you prefer, you can always rename them yourself by right-clicking on the pdf then going down the menu and clicking on “Rename” near the bottom.

If you are having trouble building your Digital Library and need help, feel free to call the office and speak to Christi, or email her at gemgypsy@bellsouth.net.