



Inside

The Clarion University Libraries

August 26, 2008

Volume 4, Number 1

In This Issue

- Welcome Back!
- Carlson And Suhr Hours
- Library Tip: ID Card
- Computer Tip: Do/Redo Many Times
- Something To Think About

CU Libraries' Links

Inside The Clarion University Libraries
Read back issues of the Libraries' newsletter

Library Home
Your link to all of the Libraries' resources

PILOT
Search the Libraries' online catalog

A-Z Database
Search the Libraries' extensive collection of electronic journals and e-books

Contact Us

Dr. Terry Latour
Dean of Libraries

About "Inside The Clarion University Libraries"

The Clarion University Libraries newsletter is published weekly when classes are in session. Through *Inside*, we share information about our services and resources with the campus community. *Inside* is best viewed with Microsoft Outlook. However, you can read a PDF version of *Inside* online. Access it through the Libraries' homepage at: cmswww.clarion.edu/students/student/library/29806

Welcome Back!



The Clarion University Libraries welcome all new – and returning – students, as well as faculty and staff.

This is the first issue of our electronic newsletter for the new academic year. *Inside The Clarion University Libraries* is published on a regular basis to

keep you up-to-date on library services and resources.

Visit the Carlson or Suhr Library or check out our web site at www.clarion.edu/library. We offer a wide array of services, many of which are available through the Web.

In the coming weeks, we will be sharing information with you about our services and resources. Watch for our communications and please don't hesitate to contact us when you need information resources and support.

Carlson And Suhr Hours



Carlson and Suhr Libraries offer a wealth of information resources in print, media and electronic forms.

Reference librarians are available to provide you with personalized assistance.

If you need to use a computer, the libraries have plenty. Both libraries are wireless zones and notebook computers are available for loan.

Visit the libraries or contact us for more information.

Rena M. Carlson Library – Main Campus		814-393-2301
Monday - Thursday	8:00 a.m. – 12:00 a.m.	
Friday	8:00 a.m. – 5:00 p.m.	
Saturday	9:00 a.m. – 5:00 p.m.	
Sunday	1:00 p.m. – 12:00 a.m.	
Charles L. Suhr Library – Venango Campus		814-676-6591
Monday – Thursday	8:00 a.m. – 9:00 p.m.	
Friday	8:00 a.m. – 4:00 p.m.	
Saturday	9:00 a.m. – 4:00 p.m.	
Sunday	Closed	

Library Tip: ID Card



Don't forget to bring your Clarion University ID Card with you when you visit the library.

Your card enables you to check materials out from the library, borrow a wireless notebook computer, and print from the computer labs when you have Eagle Dollars on your card.

Computer Tip: Undo/Redo Many Times!



You probably know about the Undo and Redo buttons on the MS Office 2007 Quick Access Toolbar.

But, what do you do if you have a lot of steps to undo? Do you click the button again and again until you're finally returned to the place you're looking for?

You could hit Ctrl + Z until you've reached the right spot. However, neither of these options are a lot of fun and they can take up quite a bit of time.

There is a better answer! Have you noticed the little down arrows on the undo button? Click it! A list of actions available to be "undone" appears.

Run your mouse pointer down the list, selecting all the actions you want reversed as you go. (There's a scroll bar on the right if you have a really long list and aren't seeing it all right away).

When you have everything selected, click. Poof! Instantly, all those steps are reversed. Multiple clicks need not apply!

Something To Think About:



*When I rise, let me rise joyful,
like a bird.*

*When I fall, let me fall without regret,
like a leaf.*

--Wendell Berry