



# Inside

## The Clarion University Libraries

October 7, 2008

Volume 4, Number 7

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### 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: [www.clarion.edu/library](http://www.clarion.edu/library)

### "Google Scholars" Google Electronic Full Text



The University Libraries recently initiated actions that make it easier for you to identify and connect to electronic full-text resources through Google Scholar. Many students and faculty use Google Scholar and now it will be easier for you to have access to the thousands of electronic journals that the University subscribes to for your benefit.

On the University Libraries Home Page ([www.clarion.edu/library](http://www.clarion.edu/library)) click on the [Google Scholar](#) link under "Research Resources." If you are on campus, Google Scholar recognizes you by our Internet Protocol address. In your search results look for the [Full-Text @ Clarion U](#) link. If you are off campus, you must set your Google Scholar preferences to the Clarion University Libraries. When you link to a full-text article from off campus, you will be presented with a log-in screen. Log-in with your Clarion User Name and password or your library ID and last name.

For more information, check out the information sheet on this topic at the library Website under "Library Help", the "Tutorials – PowerPoint and PDF Format" link. Then select [Google Scholar](#).

For research on a specialized or focused topic, you may receive better search results and use your time more effectively by searching one of our specialized library databases. We offer nearly a hundred of them, many focusing on specific subject disciplines. Check them out through the [Library Homepage](#), under the Research Resource heading, [A-Z Database List](#). For assistance, contact the Carlson Library Reference Desk at 814-393-2490.

### New - And Improving - Web Page



As almost everyone knows, we have a new Website, and we are responding to your suggestions and taking steps to improve the site. Some enhancements are being initiated daily, while others require modifications in software and will take longer.

Please let us know what you think of the library Web pages

via our online [Suggestion Box](#).

## Library Tip - DIY Book Renewals Online



Did you know that you can use our Website to renew the loan period for items checked out from the Clarion University libraries?

At the [Library homepage](#), click on the [Renew Books](#) link under the "Library Services" list. Information and additional links are provided.

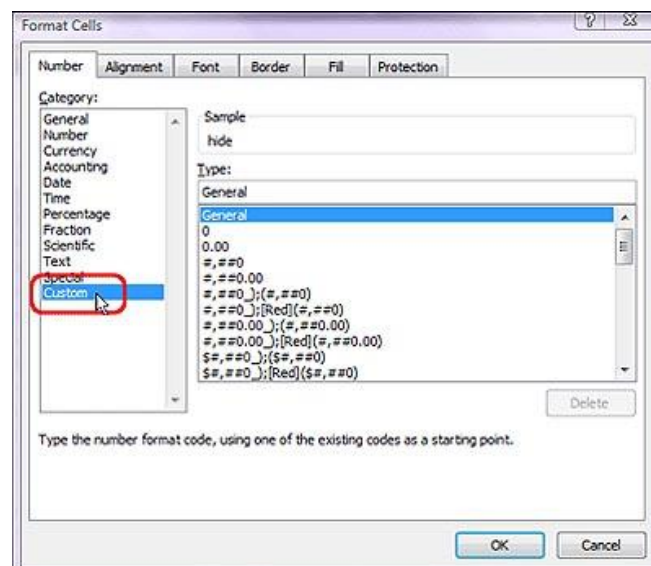
## Computer Tip: Single Cell Hide And Seek



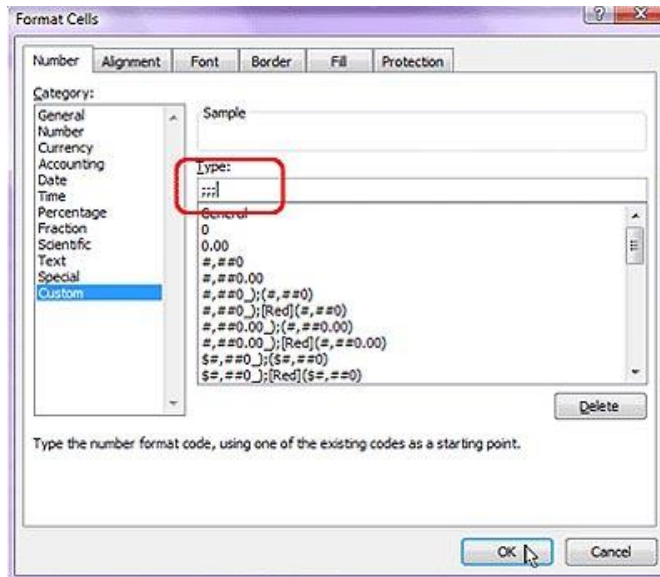
Have you ever found yourself trying to hide the contents of a single cell in MS Excel? What did you do? Did you put the information in its own column and then hide the entire column? Or, did you find yourself putting the information in the "far reaches" of the spread sheet and then only printing what you need? Either way, it's a pain in the neck!

Here's a better way:

- To begin, select the cell with the contents that need to be hidden.
- Next, go to the **Format Cells** dialogue window. In **Excel 2007**, get there with the **down arrow** in the bottom right corner of the **Number** section under the **Home** tab on the ribbon.
- Under the **Number** tab, in the **Category** column, select **Custom**.

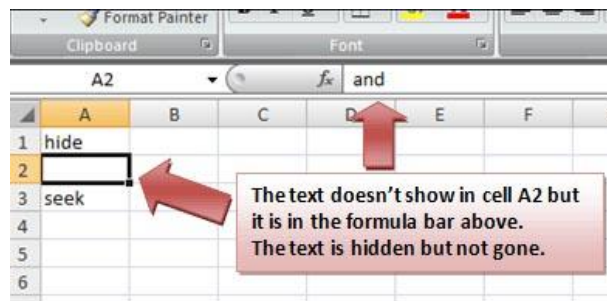


- Next, in the **Type** field, replace the current selection with **;;** (that's three semicolons)



- Now, click **OK** or press **Enter**.

That's it! You should have been returned to your worksheet where you no longer see the contents of the cell. (Notice that **you can still see the cell contents in the formula bar**, but not in the worksheet).



If you ever need to display the cell contents again, simply **go back into the Format Cells window, select the appropriate category and type** for the data and then click **OK**.

There you have it. A new solution to the problem of necessary -- but not to be displayed -- data!

*Today's tip is borrowed from the good folks at WorldStart.com*

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**Something To Think About:**



*Feeling gratitude  
and not expressing it  
is like wrapping a gift  
and not giving it.*

*-- Unknown*