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The Clarion University Libraries

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Volume 4, Number 9

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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

Faculty Promotion & Tenure Recognition



his/her choice to either the Carlson or Suhr Library.

Come see which title has meaning for your professors or colleagues and help us to celebrate their accomplishments. Refreshments will be served.

Please join us Tuesday afternoon, October 28th, at 3:00 p.m., in the Center for Academic Excellence, located on Level A of Carlson Library, for the annual Faculty Promotion and Tenure Recognition Celebration. Faculty members promoted and tenured in 2008 will be recognized for their accomplishments. Each will be honored with the addition of an item of

Book & Resource Suggestions



If you know of a book, journal, or media item that you think the Libraries should add to their collections, please let us know. If you don't remember specific titles, let us know about the topic or subject area. For your convenience, you can send your suggestions through the Libraries' online [Suggestion Box](#).

Library Tip - Closing Routine



Those of you that use Carlson Library in the late evening (or in the late afternoon on Fridays and Saturdays), may already know that Carlson Library has a special closing routine.

To allow our staff enough time to clear an enormous building, Levels A, 2, and 3 are closed 15 minutes before the posted building closing time. Level 1, the

entrance floor, remains open until the posted closing time.

Circulation Desk services, such as checking out items to a borrower, cease 15 minutes before the building closes in order to allow the staff time to implement the closing routine. These policies are posted in locations throughout the building. We ask your cooperation in helping to clear the floors and building promptly.

Library Tip - ID Needed



Don't forget that your Clarion ID Card is your ticket to resources and services in the University Libraries. You need it to checkout books, reserve materials, media resources, and laptop computers. If you have funds on your Eagle Card, you may also use your ID to print in the Computer Labs.

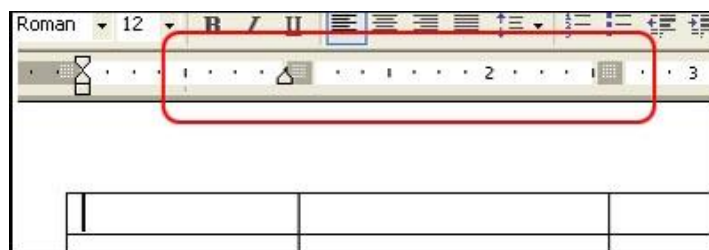
Faculty, don't forget that you will need your ID Card too!

Computer Tip: Word Tables That Measure Up

When you use tables in MS Word, do you ever find yourself frustrated as you try to get column widths or row heights to exact measurements? I know you probably have the ruler open (View menu, Ruler choice) and you're sliding the cell boundary lines around trying to get them all set, but it sure would be nice if you could verify the widths and heights, wouldn't it?

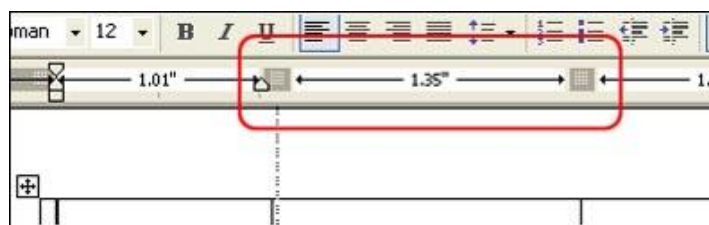
Fortunately, the difference between guessing it's what you need and knowing you have it right, is one key! To be precise, it's the **Alt key** that makes the difference between guessing and knowing.

Dragging cell boundaries without the Alt key leaves the ruler looking like this:



It's the usual with gray blocks on each cell border. (If you check the vertical ruler, you'll find the same setup).

Now, **hold down the Alt key when you drag the cell boundary.**



See the difference? The exact width or height of the cell is displayed, allowing you to slide to the exact measurement you need. The power to

take the guesswork out of Word table measurements lies within the Alt key.
Who knew it could be so simple?!

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

Something To Think About:



*I long to accomplish
a great and noble task,
but it is my chief duty
to accomplish small tasks
as if they were
great and noble.
--Helen Keller*