



# Inside

## The Clarion University Libraries

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### In This Issue

- **Libraries “Virtually” Never Close**
- **Libraries for Distance Education Students**
- **Suhr Library: Have Laptops - Will Travel**
- **Library Tip: Off-Campus Access**
- **Computer Tip: F4 – So Many Uses!**
- **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: [www.clarion.edu/library](http://www.clarion.edu/library)

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## Libraries “Virtually” Never Close

If you need help when the library is closed, we’ve got it covered. Clarion University Libraries have made arrangements for librarians at a consortium of other universities to do what they can to help you. They don’t know your courses, assignments or professors, but they will do all that they can to help you find the resources you need.

At the [Clarion University Libraries](http://www.clarion.edu/library) Website click on the “Chat Live With a Librarian” button located in the lower right section of the screen. If a Clarion Reference Librarian is unavailable and you need answers immediately, click the link to talk with a Librarian from another school. The link will take you to the Ask Here PA Website where you should follow the instructions to link up with a college librarian elsewhere. Someone is available “virtually” anytime ... including nights and weekends! This service is provided by the State Library of Pennsylvania and funded by Pennsylvania tax dollars.

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## Libraries for Distance Education Students

If you are a distance education student, the libraries have services and resources to support you too. Check out our Web page for [Distance Education](#) students. It outlines a range of services and resources designed to support you and your education. You’ll find everything from tutorials and video presentations to special services created to support your unique needs. We even have a toll-free phone number especially for you! Contact us and let us know how we can assist you.

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## Suhr Library: Have Laptops - Will Travel

You may know that Suhr Library on the Venango Campus has laptop computers that can be checked out for use within the library. However, do you also know that you may check out a laptop from Suhr Library that can be taken from the building for up to a 24-hour period? As always, loans are based upon availability and positive identification with a Clarion University ID card.

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## Library Tip: Off-Campus Access

You may access the library's electronic resources from off-campus in two ways. When prompted for your login information, you can:

1. Use your iClarion username and password (this is usually your email username and password), or
2. Use your Library ID Number and Last Name.
  - Students...Use 9 + your Clarion Student ID Number
    - (If you don't know your Clarion student ID#, go to <http://www.clarion.edu/40242/> for help.)
  - Faculty...Use 0000 + your Employee ID Number
    - (Employee ID Numbers are printed on pay stubs.)

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## Computer Tip: F4 - So Many Uses!

There are several uses for the F4 function key. First of all, you can use it to close any open applications. Just make sure the program you want to close is selected, press **Alt+F4** and that window will automatically close.

If you're using a single application that has many different documents within it, press **Ctrl+F4** and just that one (selected) window will close instead of the whole program.

You can also use F4 to shut down your computer. Make sure all of your programs are closed and press **Alt+F4**. That will bring up the "Turn off computer" box and you can proceed with the normal shut down. Pressing Alt + F4 is the same as Start, Turn off computer.

Who knew one little key could have so many important functions?!

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## Something to Think About:



Charm is the quality  
in others that  
makes us more satisfied  
with ourselves.

-- Henri