



# Inside

## The Clarion University Libraries

March 10, 2009

Volume 4, Number 23

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Your link to all of the Libraries' resources

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### 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)

## Research Project? Help Is Available!



With less than seven weeks of classes remaining, *now* is the time to get moving with your research projects. The Libraries can help in a variety of ways.

We offer access to millions of authoritative articles, books, datasets, and other resources that may be just what your professors would like to see.

Intimidated? Don't know where to begin?

Our friendly reference librarians are available to help you get started. Stop by the Libraries or call:

Carlson Library Reference Librarians...393-2490

Suhr Library Reference Librarians...676-6591

Online [tutorials](#) on how to find journal articles, conduct library research, and how to get the most out of library services and resources are also available through the "[Library Help](#)" page on the Libraries' home page.

## Workshops May Help



If you missed our previous workshops, check out those scheduled for next week. The workshops – held in Room 201 of the Carlson Library – are brief, to the point, and open to all. Please contact Karen Sheesman at 393-1841 or [email](#) Karen to reserve your spot!

#### RefWorks

**Wednesday March 18, 4:00 p.m.**

Do you need to write a research paper this semester? With funding from Technology Fees, the University Libraries offer RefWorks, an online research management and writing tool that makes it easier to gather, manage, cite, and share all types of information.

#### Avoiding Plagiarism & Citing Your Source

**Thursday, March 19, 2:00 p.m.**

Have your professors warned you not to plagiarize? Have you seen stories in the news about the consequences of plagiarism? You definitely want to avoid it, but what exactly is it? Attend this session to learn more about plagiarism and tips to avoid it.

### **Locating Sources Not In Your Library Collection & ILLiad**

**Thursday, March 19, 6:00 p.m.**

Have you done research and not found enough sources at Carlson Library? Have you searched for a book or journal article and found out that the Library does not have it? Can't find books in the library on your topic? If so, come to this session to learn how to search and find books all over the world. Learn how to get resources sent to you in days. Don't be limited to using just items held at your local library.

### **Searching The Internet: Best Of The Web**

**Monday, March 23, 3:00 p.m.**

Are you overwhelmed with the amount of information that you get when you do a Google search? Would you like to learn how to get more focused, accurate results? Come to this session to learn about some strategies, tips, and specialized search engines to help you focus your results and locate higher quality information on the web.

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## Computer Tip: Word Sorting

Have you ever found yourself wishing that a list you typed in MS Word could be alphabetized? Or, for those of you who are good with Excel, you're probably wondering why you didn't type it up in Excel in the first place (you know, where it's so easy to sort data).

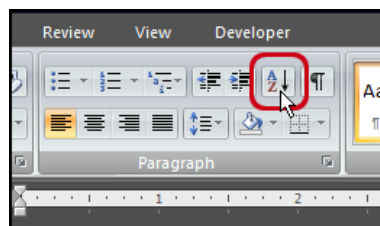
Well, stop dwelling on the "should have, could have" stuff and smile. It's very easy to sort data in Word too!

The first thing is getting the list into Word, so go ahead and type away.

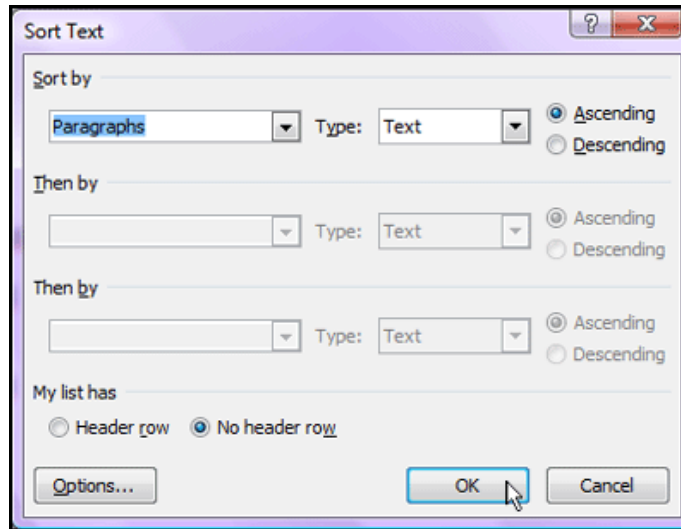
**Note:** If you want the list to be double spaced, you need to set the paragraph that way. Do not simply hit the Enter button twice! If you do, your list will become an editing nightmare and when the sorting is finished, it will put all of the blank spaces at the top of the list, leaving the data single spaced anyway.

**Highlight the entire list.**

In **Word 2007**, you'll need to locate the **Sort button** in the **Paragraph section** on the **Home Ribbon**.



The **Sort Text** dialogue window will open:



The default is set to Sort by Paragraphs, Type of Text, Ascending. That will make your list alphabetical A to Z. (Descending will reverse the list from Z to A).

At the bottom of the window, there's an option to tell the program your list has a header row (or title). If you highlighted a title with the data, you would use this option to prevent the program from sorting your title into the list. (In other words, the first row stays in place regardless of the first letter).

Click **OK**.

You will then be returned to the document and you should see your list in order. Just like magic, everything is in its proper place!

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## Something to Think About:



*Problems cannot be solved  
by thinking within  
the framework  
in which the problems  
were created.  
~~Albert Einstein*