



# Inside

## The Clarion University Libraries

March 17, 2009

Volume 4, Number 24

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#### 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)

## Last Call for Workshops



There is still time to catch the last of the library workshops for this semester. They are brief, to the point and open to all. They are held in Room 201 of the Carlson Library. Please contact Karen Sheesman at 393-1841 or [email Karen](mailto:karen@clarion.edu) 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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## Library Tip: Faculty/Staff Access To Special Databases



The State Library of Pennsylvania makes available to state employees, including Clarion faculty and staff, dozens of databases that the University Libraries do not have access to.

Subject fields include:

- ✓ Biography
- ✓ Business
- ✓ Computing
- ✓ Education
- ✓ Government
- ✓ Health
- ✓ History
- ✓ Historic newspapers
- ✓ Law
- ✓ Science
- ✓ Statistics
- ✓ Other general reference works.



Check out what's available at the [Commonwealth Libraries: Research Databases at the State Library of Pennsylvania](#) Website.

To gain access to the databases you will need a [State Library Card](#) which you can request through their Website. Submit the application form and the card will be mailed to your home address within 3-5 business days.

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## Computer Tip: Shade Blank Cells

Sometimes a user needs or wants to make sure that blank cells stand out so they can be acknowledged and/or dealt with. This can be accomplished by using the Conditional Format feature in Excel.

1. Select/highlight the range of cells to be used and select  on the menu bar.
2. Select  from the **Format** menu.
3. In the second drop-down box (by default it should read between) click the arrow and select *equal to*.

|   | A         | B         | C        | D         | E         |
|---|-----------|-----------|----------|-----------|-----------|
| 1 |           | Robb      | Rod      | Dan       | Total     |
| 2 | September | 5,000.00  | 3,000.00 |           | 8,000.00  |
| 3 | October   |           | 2,000.00 | 4,000.00  | 6,000.00  |
| 4 | November  | 10,000.00 |          | 9,000.00  | 14,000.00 |
| 5 | Total     | 15,000.00 | 5,000.00 | 13,000.00 | 33,000.00 |

**Conditional Formatting**

Condition 1

Cell Value Is  equal to

Preview of format to use when condition is true:

- In the blank box to the right of the "equal to" drop-down box, enter `=""`. This tells Excel to apply the formatting to any cell that does not have any information in it. (You can also use this to shade cells with specific information by putting the desired information in between the quotation marks. **Example:** `="Total"` would shade cells **A5** and **E1** in the image.)
- Click the  button and then select the  tab.
- In the **Pattern** window, select the type of shading you desire, then click  (twice). Blank cells will now be shaded!

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## Something to Think About:



You can tell whether a man is  
clever by his answers. You  
can tell whether a man is wise  
by his questions.

~~Naguib Mahfouz