



# Inside

## The Clarion University Libraries

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Volume 4, Number 27

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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)

## Libraries Closed This Weekend



Carlson and Suhr Libraries will be closed this weekend, Saturday and Sunday, April 11-12. Both Libraries close at 4:00 p.m. on Friday and reopen at 8:00 a.m. on Monday, April 13. Have a nice holiday weekend.

## Three Weeks And Counting!



With less than three weeks of classes remaining, you may be looking forward to the end of the semester. You may also be apprehensive about what you need to do between now and then. If you have a research project that's stalled, maybe the reference librarians at Carlson and Suhr Libraries can help.

Stop by the Libraries for tips and one-on-one instruction that can save you time and a lot of frustration. If getting to the Library when the reference librarians are on duty is a problem, call Carlson Library at 814-393-2490 or Suhr Library at 814-393-1242. Distance Education Students may use the special toll-free number provided just for you. Online [Chat](#) services are also available when the reference librarians are on duty.

If immediate feedback is not crucial or if it's a time when the reference librarians are not on duty, you may also submit requests for assistance using our [Ask A Librarian](#) online reference form. It is *always* available at the Library Website, [www.clarion.edu/library](http://www.clarion.edu/library), under the "Library Help" heading.

Don't forget about all of the tutorials and resource lists that are available at the Library Website.

## Information Literacy Workshop For Faculty

Remember to register for the "Information Literacy Workshop For Faculty" scheduled for **this Friday afternoon from 1:30 – 3:30 in Carlson Library - Room 215.**

With Middle States re-accreditation not far off, we are reminded that information literacy skills are identified as important in their Standards 11, 12, and 14. This workshop will help faculty to identify information literacy concepts within their existing courses.

Partners in Teaching, Learning, and Assessment and the Information Literacy Project Team have jointly organized this workshop. All faculty and staff are invited to attend. Participants will receive a copy of Dorothy Warner's book, *A Disciplinary Blueprint For The Assessment of Information Literacy*. Light refreshments will be provided.

For additional information, and to reserve a space in the workshop, please contact Edna Reid at: [ereid@clarion.edu](mailto:ereid@clarion.edu).

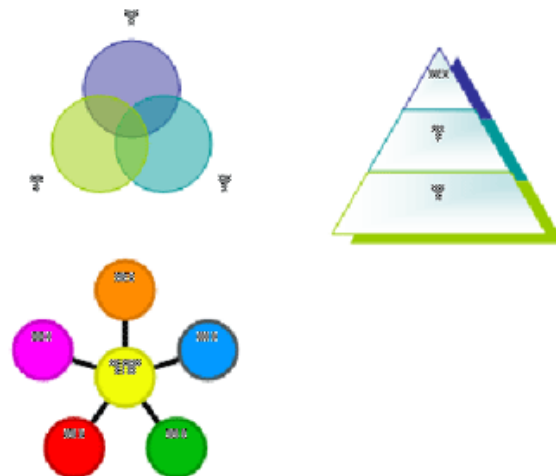
A Presidential Advancement grant supports the work of Partners in Teaching, Learning, and Assessment and a University-Wide Faculty Professional Development grant supports the work of the Information Literacy Project Team.

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## Computer Tip: Present Points With Pizzazz!

Do you have some information you need to deliver to your audience? Punch up the presentation with a diagram instead of just a bunch of text.

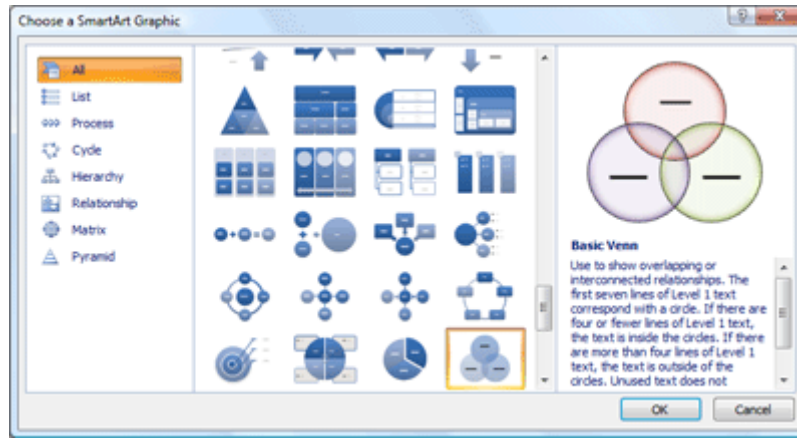
Maybe something along the lines of a Venn diagram. Or, a pyramid. Maybe even a radial diagram.



(**Note:** You'd obviously use versions that are larger than the samples above. These have been shrunken down, just to give you an idea of what's possible).

Here's the scoop on creating quick, easy and eye-catching diagrams in your Office files (Word, Excel, and PowerPoint).

In Office 2007, Click the **Insert** ribbon, Then choose the **SmartArt** button to get the "Choose a SmartArt Graphic" dialogue window.



**Select a diagram type** and click **OK**.

Instantly, you get two ribbons with all of your options: Design and Format.

At this point, you probably have noticed that the diagram has a whole lot of "click to add text" positions. This is where you can get busy entering your information. Things such as font and text size can be altered using the usual methods. You can easily add text positions, change diagram types, set text wrapping options, change the coloring of the diagram and other items through the toolbar.

It's a pretty easy toolbar to use and I'm sure that, with a little bit of experimenting, you'll quickly have a handle on it. This is definitely an easy way to give your information a powerful punch. Plus, you know what they say: "A picture is worth a thousand words!"

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## Something to Think About:



He that seeks trouble  
never misses.

-- English Proverb