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The Clarion University Libraries

April 14, 2009

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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

Academic Excellence Week



This is Academic Excellence Week at Clarion University. Please join us for the following activities, starting today.

Tuesday, April 14:

- **Faculty and Staff Scholarship Recognition Reception**
Carlson Library -- Level A -- 3:30 p.m.

Thursday, April 16:

- **Senior Honors Presentations**
Carlson Library -- Level A -- 7:00 p.m.

Friday, April 17:

- **Undergraduate Research Conference**
Carlson Library -- First Floor -- 10:00 a.m. until 3:00 p.m.
- **Debate Team, Music Performances, and Blood Pressure Checks**
Moore Hall -- 10:00 a.m. until 3:00 p.m.
- **Art Gallery Exhibit**
Carlson Library -- Level A -- 10:00 a.m. until 3:00 p.m.

Saturday, April 18:

- **Academic Convocation**
Hart Chapel -- 2:30 p.m.

Sunday, April 19:

- **Graduate Research Seminar and Reception**
Carlson Library -- Level A -- 2:00 p.m.

Tax And Accounting Database



The Clarion University Libraries have added a new **Tax & Accounting** database! **RIA Checkpoint**, published by Thomson Reuters, is a comprehensive tax and accounting research database that provides complete and full-text coverage of:

- *FASB Reference Material*
- *PPC Guide to GAAP*
- *PPC Guide to Compilation and Review Engagements*
- *PPC Guide to Audits of Nonprofit Organizations*
- *PPC Audits of Nonpublic Companies*

It's all powered by Checkpoint software. Checkpoint also provides access to a broad spectrum of financial calculator tools.

Pittsburgh Post Gazette Update



The *Pittsburgh Post Gazette* has ceased delivery to the Clarion area as of April 1. Therefore, Carlson Library no longer offers the paper in hardcopy print form. You may view elements of the *Post Gazette* online at <http://www.post-gazette.com>.

Computer Tip: Dealing With That Annoying Leading Zero

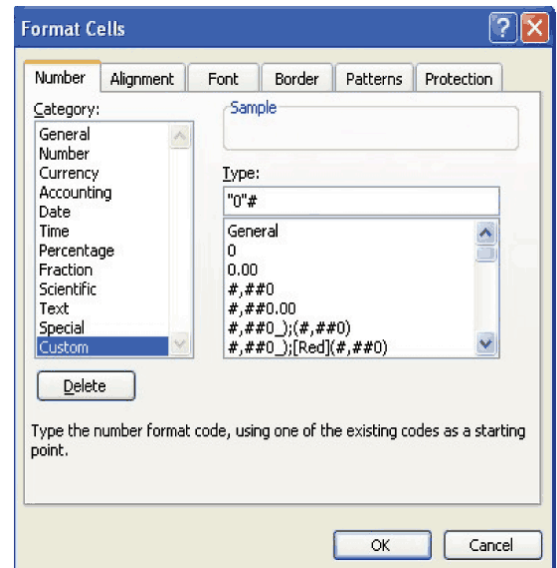
Numbers that start with a zero (such as postal codes in certain parts of the country) cause a fair amount of frustration for many people. This type of entry is called a "Leading Zero." By default, leading zeros don't display.

Using the "Zip Code" feature only helps if all you are entering are zip codes. But what about the other numbers?

Many people deal with this problem by converting the format of the cell to text. This solution can cause other problems down the road because text entries don't have numeric functionality.

One way to solve the problem and keep the numeric functionality is to use a custom number. Here's how:

- Select the cell or group of cells that will receive the leading zero.
- Right-click in the selected area and choose "Format Cells" from the menu.
- Click the "Number Tab" and select "Custom."
- In the "Type" window, enter a quotation mark, followed by a zero, followed by another quotation mark, followed by a number symbol
 - Like This: "0"#



- This customization will allow for one leading zero in each formatted cell. For entries using more than one leading zero, add additional zeros to the custom format
 - Example: "000"#

Something to Think About:



A person without
a sense of humor
is like a wagon
without springs -
jolted by every
pebble in the road.
-- Henry Ward Beecher