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The Clarion University Libraries

April 21, 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

Carlson Library Open 24 Hours!



Carlson Library is *the place* to be as you finish research papers and prepare for finals.

We are now open 24 hours a day through Finals Week, with the exceptions of closing at 9:00 p.m. on Friday and Saturday evenings. Databases, computers, and borrowing services are all available around the clock.

Reference Services is limited to:

Monday – Thursday: 10:00 a.m. to 9:00 p.m.

Friday: 10:00 a.m. – 5:00 p.m.

Sunday: 1:00 -5:00 p.m.

Research Help



It's not too late to get help with end-of-the-semester papers and research projects.

While they won't be available in the wee hours of the mornings, the reference librarians at Carlson and Suhr Libraries *will* be available during weekdays and most weekday evenings until 9:00 p.m., as well as on Saturday at Suhr Library and Sunday afternoon in Carlson Library.

Stop by the Libraries or call Carlson Library at 393-2490 or Suhr Library at 676-6591. Distance Education Students... you may use the special toll-free number provide just for you.

Online [Chat](#) services are also available when the reference librarians are on duty. When our librarians are not on duty, you may chat with a librarian from another institution.

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

Don't forget about all the tutorials and resource lists also available at the Libraries' Website.

Library Tip: Protect Your Valuables!



The end of the semester and the academic year are times when you should take extra care to protect your valuables. Don't leave backpacks, purses, MP3 players, computers, or other valuables unattended. They could disappear before you know it.

Library Tip: Avoid Late Fees

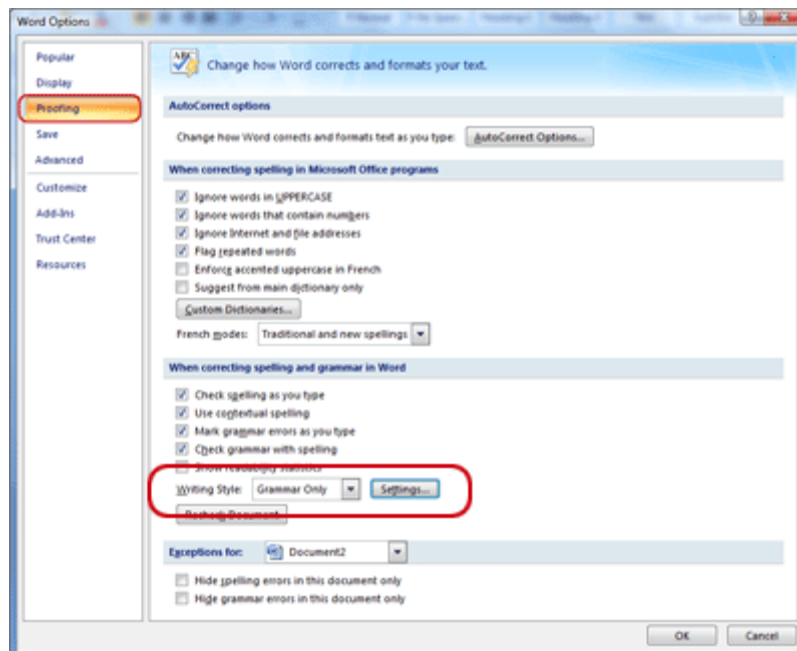


Avoid library fines and lost item charges by returning books and media on time. Most items are due back at the library on Wednesday, April 29.

Computer Tip: Grammar Rules!

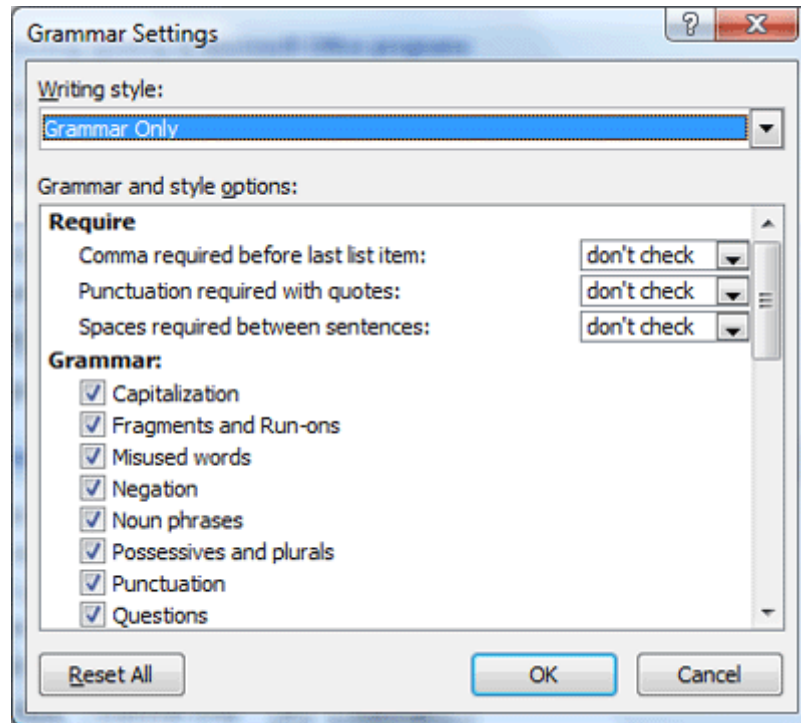
Have you ever found yourself wondering about the rules MS Word is using to make its grammar recommendations when you check your documents? Wish you could tell Word to stop checking a few things that just drive you crazy?

In Word 2007, click on the **Office Button** (the colorful, four-leaf clover-like button on the top left of the screen), **Word Options** button (bottom of the newly opened window), and choose **Proofing**.



Once there, you can select and deselect a variety of options. One to pay attention to is the **Writing Style** choice.

Using the **drop down list**, you can choose to have Word check either the "Grammar Only" or "Grammar & Style." What is the difference? Click the **Settings** button. The Grammar Settings window will open, displaying the choices for Grammar checks.



When you select "**Grammar Only**," you only get the grammar portion of the list. In contrast, the "**Grammar & Style**" choice will have items from both parts of the list selected. (Notice that you can toggle between the two Writing Style choices at the top of the window, allowing you to easily compare the two).

Scroll through the list.

You're free to check or uncheck items as you see fit.

When you are done, click **OK** and then **OK** again.

That's it! Now you know where to find Word's control over the Grammar check.

Something to Think About:



You can find
on the outside
only what you
possess on
the inside.

--Adolfo Montiel Ballesteros