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The Clarion University Libraries

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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: <http://www.clarion.edu/115369/>

Information Literacy Awareness Month



President Obama has proclaimed October as [National Information Literacy Awareness Month](#). In the proclamation, the President acknowledged the abundance of information now available in the world and stated that... *"We must also know how to evaluate it. Over the past decade, we have seen a crisis of authenticity emerge."*

The proclamation also includes a challenge to the education field. It states that... *"Our Nation's educators and institutions of learning must be aware of - and adjust to - these new realities. In addition to the basic skills of reading, writing, and arithmetic, it is equally important that our students are given the tools required to take advantage of the information available to them. The ability to seek, find, and decipher information can be applied to countless life decisions, whether financial, medical, educational, or technical."*

Clarion University integrates information literacy concepts into courses across the curriculum and it is one of the important outcomes that our regional accreditation organization, as well as many of the disciplinary accreditation organizations, reviews. The librarians at Carlson and Suhr Libraries provide instructional support services for information literacy to both students and faculty. Please do not hesitate to contact us for assistance.

Phone, Email & Chat Reference Services



Can't make it to the library? You can still benefit from the helpful advice of a reference librarian by giving us a call, sending an email, or contacting us via our online Chat Reference Service.

If a quick call will help, please let us hear from you :

Carlson Library:	814-393-2490
Suhr Library:	814-393-1242 or 814-676-6591 (Ext. 1242)

Distance Education students may also contact the Reference Department using the toll-free telephone number.

If a Reference Librarian is not available, and your need is not time sensitive, you may contact us via email using our [Ask a Librarian](#) service. A link and form are located on the Libraries' Website.

If online chat is your style, try our [Live Chat Reference Service](#). It's available during the times that Carlson Library reference services are available:

Monday – Thursday:	10:00 a.m. – 9:00 p.m.
Friday:	10:00 a.m. – 5:00 p.m.
Sunday:	2:00 p.m. – 6:00 p.m.

If you need help when the library is closed, we've got it covered! Clarion University Libraries have made arrangements for Librarians at a consortium of other universities to help you. They don't know your courses, assignments, or professors, but they will do all that they can to help you find the resources you need.

At the [Clarion University Libraries](#) Website click on the "Chat Live With a Librarian" button located in the lower right section of the screen. If a Clarion Reference Librarian is unavailable and you need answers now, click the link (toward the bottom of the screen) to talk with a librarian from another school. The link will take you to the **Ask Here PA** Website where you should follow the instructions and link to a college Librarian elsewhere, who is available even at night and on weekends. This service is provided by the State Library of Pennsylvania and funded by Pennsylvania tax dollars.

Library Tip: Closing Routine



Those of you who are late evening library users or late afternoon users on Fridays and Saturdays may already know that Carlson Library has a special closing routine.

To allow our small number of staff members to clear an enormous building, Levels A, 2, and 3 are closed 15 minutes before the building closing time. Staff circulate through the building a half hour before closing to notify users about the approaching closing time so that they are not caught unaware, especially when working on a computer. Level 1 (the entrance floor) remains open until the posted closing time. We ask your cooperation in helping to clear the floor promptly.

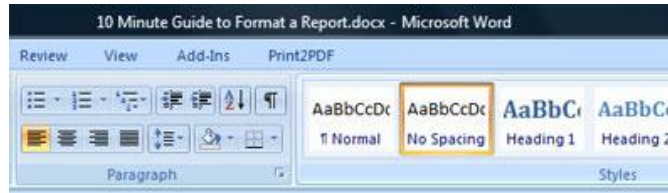
Computer Tip: Format A Report In Ten Minutes!

This article describes a sequence of steps that allow you to quickly create a report that is well formatted, neat, and presentable. While this tutorial is in significant detail, it should not take more than 10 minutes to perform these actions on a report. The following areas are addressed as part of this tutorial

- Text Formatting (Justifying Report Content)
- Adjusting Paragraph Spacing
- Utilizing the Heading Style Buttons
- Adding Page Borders
- Header and Footer (With Report Title and Page No.)
- Adding a Table of Contents (Clickable)
- Adding a Cover Page
- Generally Accepted Formatting Schemes

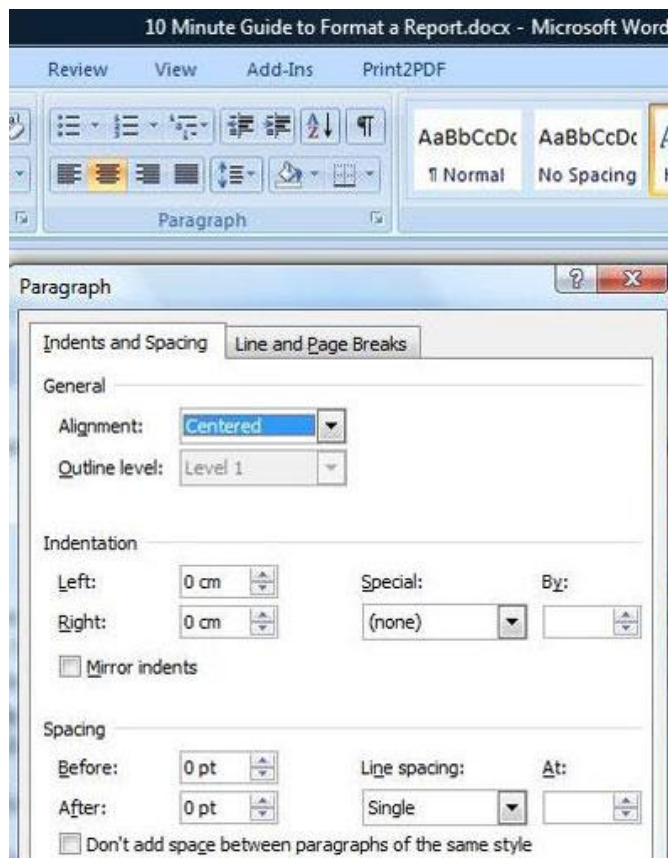
Text Formatting (Justifying Report Content)

- Select the entire content of the report.
- Remove the different spacing styles by clicking on the "**No Spacing**" icon amongst the heading styles as indicated below.
- Then select all the text and click on the "**Justify**" icon in the toolbar or use the shortcut "**Ctrl + J**"



Adjusting Paragraph Spacing

- Select the entire content of the report.
- Adjust Paragraph Spacing by opening the “**Paragraph**” dialog box.
- Change the “**Line Spacing**” dropdown box as required. (Normally, a line spacing of 1.5 is used in most reports). Screenshots are indicated below



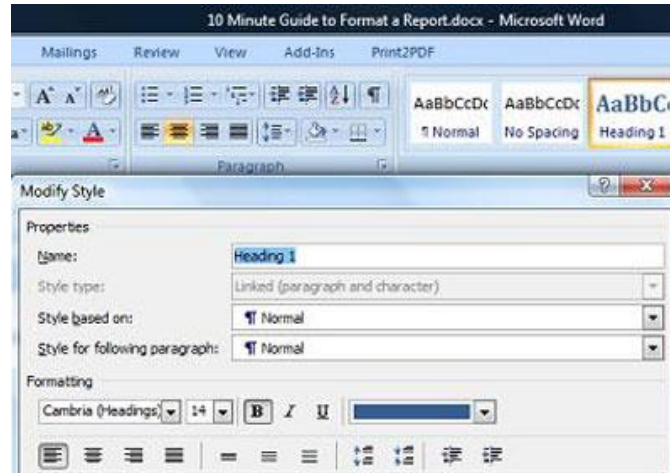
Utilizing the Heading Style Buttons

Many people do not realize the power of the “**Heading Style Buttons**” which are available in Microsoft Word. These buttons can be pre-formatted with a specific heading style which can then be applied to all headings by just selecting the heading and clicking on the button. Heading Styles 1, 2 and 3 can be used for section headings, topics, and sub-topics respectively. This helps ensure consistency and uniformity in the formatting styles used in the report. Further this can also be utilized to generate a

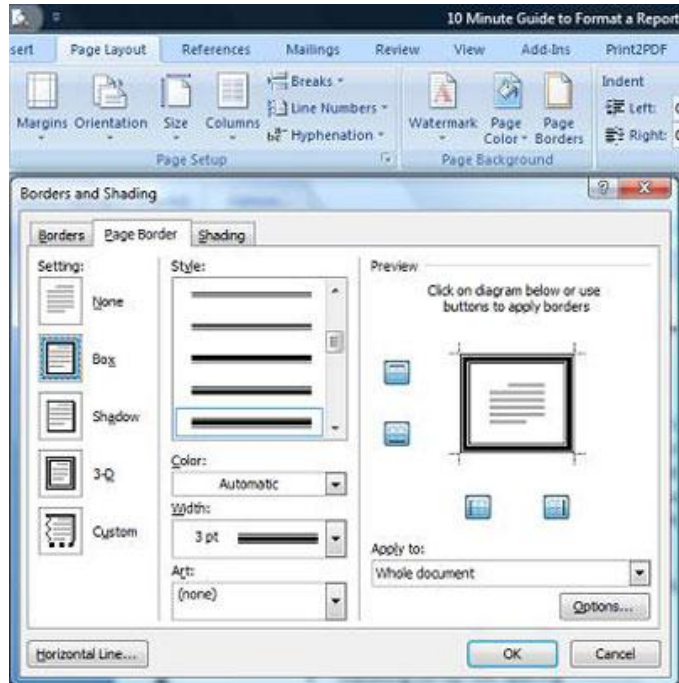
“clickable” table of contents.

In order to set the format of a heading style...

- Right click the “**Heading Style Button**”
- Click on “**Modify**”
- Modify the style as required using the available options and click on “**OK**”
- Now, to apply this style to any heading, just select the heading (or leave the cursor on the heading) and click on the “**Heading Style Button**”



- **Adding Page Borders**
- Select the entire report.
- Click on “**Page Layout.**”
- Click on “**Page Borders.**”
- Select a suitable style and click “**OK.**” Screenshots are indicated below.



Header and Footer (With Report Title and Page No.)

To add the Header...

- Click on **"Insert>Header"**.
- Choose a style as appropriate and add text (e.g. Report Title, Section Title, Author's Name etc.)

To add a Footer...

- Click on **"Insert>Footer"**.
- Choose a style as appropriate and add text

To add Page Numbers...

- Click on **"Insert>Page Numbers"**
- Choose where to display the Page Number. The page numbers can be formatted as required.

To prevent the First Page from displaying the Header, Footer and Page Numbers...

- Click on the option **"Different First Page"** while adding the elements above. This ensures that the first page can be used for the Cover Page without a header, footer, or page number.

Adding a Table of Contents

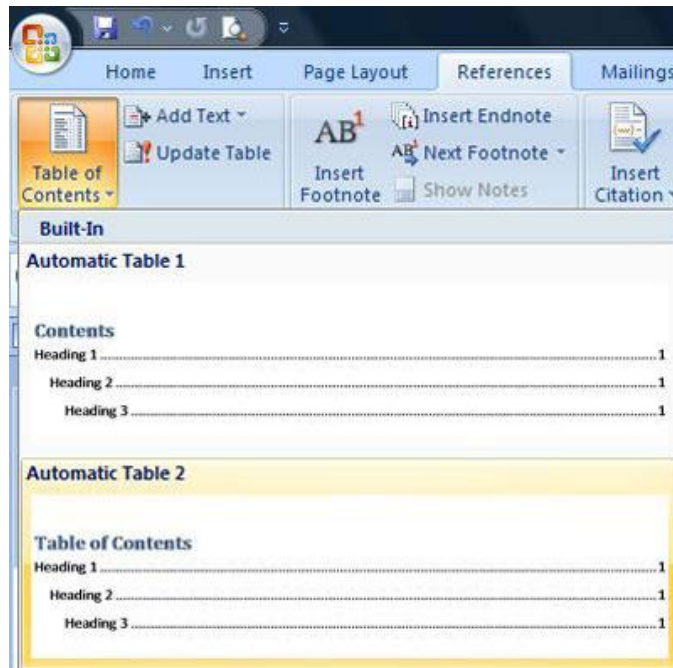
To add a table of contents...

- Click on **"References>Table of Contents."**
- Choose a style as required.
- This adds a table of contents (TOC) with "clickable links".

Use **Ctrl + Click** to navigate to a section of the report from the TOC.

Note of caution: Whenever any changes are made to the report...

- Right click the TOC and select **“Update Field.”** If only content is moved across pages, then update page numbers alone should suffice. Otherwise, update the entire table.



Adding a Cover Page

One can either use a pre-existing style for the Cover Page from within Word or design the cover page on your own.

To use an existing style...

- Click on **“Insert> Cover Page”**
- Choose a suitable style.
-

Generally Accepted Formatting Schemes

Sample One:

- Times New Roman
- Regular Text Font Size 12
- Heading Text Font Size 16
- Line Spacing 1.5

Sample Two:

- Arial
- Regular Text Font Size 11

- Heading Text Font Size 15
- Line Spacing 1.15

Sample Three:

- Calibri
- Regular Text Font Size 11
- Heading Text Font Size 14
- Line Spacing 1.1

Additional Tips

- Using *Heading Text Styles* will reduce the amount of effort that goes into formatting the headings while simultaneously ensuring consistency and uniformity.
- Adding a *Clickable Index* will add structure to your report and help provide easier access to information available in long reports.
- Adding a Thick Page Border will make a report look more presentable, especially if it is being utilized in a soft copy format.

Something To Think About:



*Lots of folks
confuse bad management
with destiny*

--Kin Hubbard