



Inside

The Clarion University Libraries

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Volume 5, Number 14

In This Issue

- Papers Due?
- Don't Miss Out – Take The Survey!
- Library Quiet Zones
- Extended Hours
- Computer Tip: Navigating In MS Word
- Something To Think About

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

Paper Due?



Need help with that research paper or project that's due next week? The reference librarians at Carlson and Suhr Libraries can help!

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

If you are comfortable with online Chat sessions, we do that too! There's a link on the right-hand side of the Library's [homepage](#).

If immediate feedback is not crucial - or if it's a time when the reference librarians are not on duty - you can submit requests for assistance using our [Ask a Librarian](#) online reference form. It is available at the library Website at: <http://www.clarion.edu/library> under the "Services and Collection" heading or through the Chat button on the library homepage when librarians aren't available to chat.

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

Tell Us What You Think



We value your opinions and want to address your needs. Tell us what you think about library resources and services.

Please complete the LibQual+ survey. There is a link to it on the library homepage (www.clarion.edu/library). Give us 10 minutes and you could win \$100 or other prizes and gift cards.

We encourage all students, faculty, and staff to take the survey

and to have an impact on how we support the campus and online communities.

Project #02-09-10

Library Quiet Zones



Need a quiet place to study or work on a research paper?

Levels 2 & 3 of Carlson Library are designated as "Quiet Zones." In accordance with student preferences and campus culture, the Entrance Level and Level A are more open for group work and social interaction.

We ask all library users to help us offer alternatives for all preferences. If you are seeking a quiet location to study, please use Levels 2 & 3. If there are problems on Levels 2 & 3 with noise, we need your assistance and cooperation.

If you receive a cell phone call or a friend stops by, please keep it quiet and brief or take the conversation elsewhere. If someone else is not maintaining the Quiet Zone atmosphere, please ask that person to do so. If the noise persists, please notify the staff at the Circulation Desk. If staffing permits, they will investigate.

Library staff members also attempt to enforce *moderation* on Levels 1 and A. If you think that it is too noisy there, please consult with our staff.

Library staffing is often limited, so please help to maintain Carlson Library as a desirable place to study and learn.

Extended Hours



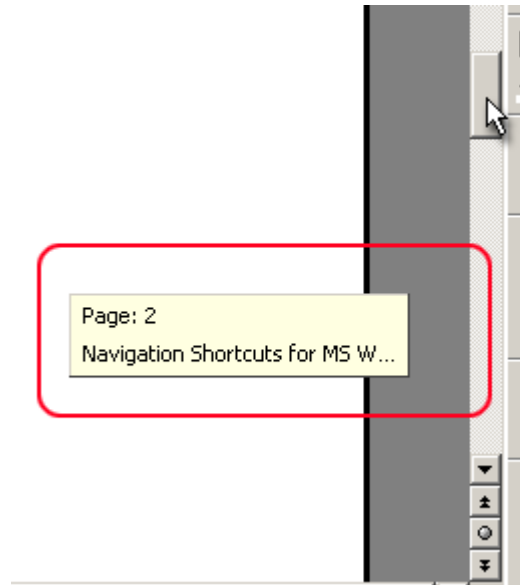
Carlson Library will operate on extended hours during Finals Week and a portion of the week before Finals. Check out the newsletter next week for details.

Computer Tip: Navigating In MS Word

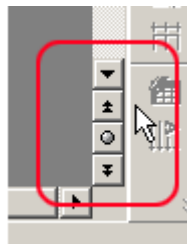
Today, we pass along a few tidbits about navigating in MS Word using the mouse and the vertical scroll bar.

The first – and easiest - tip is to realize that when you click and hold on the scroll bar, a text box will appear that tells you what page you're scrolling to and the section title that begins the page (if you have sections and titles). This is really helpful in a very long document. It keeps you from playing the guessing game as to where you are with the scroll button. (It cuts down on the

"Oops! I went too far" problem as well!)



Below the scroll bar, you will find a series of three buttons (pictured, below).



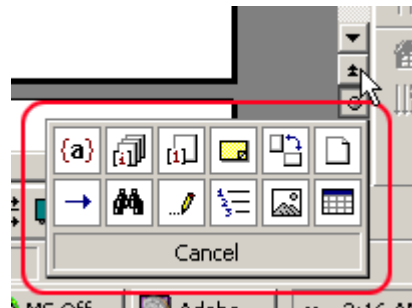
These little gems can be extremely useful.

The top and bottom buttons (double up and down arrows) are for **moving one object up or down**. Notice, I used the word "object" and not page.

The middle button (the dot) is called the **Select Browse Object button**. It allows you to select what items or objects the double up and down arrows jump to.

For example, if you set the button to Graphic, the up and down arrows will jump from graphic to graphic, regardless of how many pages are between each graphic.

To see your choices, **click on the Select Browse Object button**. You should see a small palette of choices appear.



Select something from the palette that will aid you with your

editing. The name of the icon will appear in the gray box along the bottom as you run the mouse pointer over each icon. (I tend to use either Browse by Page or Browse by Section, but you can choose whatever will help you the most).

Once you've made your choice, the up and down arrows are immediately ready to jump from object to object, with the word "object" now being defined by the item you chose.

Keep in mind that you can change this setting whenever you wish.

Something To Think About:



**Counsel woven
into the fabric of real
life
is wisdom.**

--Walter Benjamin