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## The Clarion University Libraries

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Volume 5, Number 20

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

### New Books & Media



Are you interested in learning about new books, e-books, and media that have been added to the library?

Go to the University [Libraries](#) Webpage and click on the link to [PILOT](#), the online catalog of holdings. Then click on the tab for [New Books](#) located above the search box.

The New Books screen provides options to see results by collection or location, how recently items have been added, or by author and title.

If you have questions or need assistance, contact the Carlson Library Reference Desk at 814-393-2490, the Suhr Library at 814-676-6591, or contact us through our Web page at <http://www.clarion.edu/library>.

### Research Tutorials Online



Need guidance when the reference librarians are not on duty? Check out our online tutorials!

At the [Libraries Homepage](#), scan the "Library Help" column and select either the PowerPoint/PDF or Video links to tutorials.

They provide a wealth of information on how to use the online catalog, search databases, find journal articles, request resources from other libraries, and various other helpful tips.

There is even a video tutorial especially for distance education students.

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## Guides And Pathfinders



Getting started on a research project is sometimes the most difficult step. To help you, librarians have compiled subject based guides and pathfinders. They point you to reference materials, books, journals, and links to Web-based resources.

Topics covered include:

- [African-American Resource Guide](#)
- [Asian-American Resource Guide](#)
- [Business Information Resource Guide](#)
- [Career Resources](#)
- [Chemistry Resource Guide](#)
- [Collection Development Guide](#)
- [Communication Resource Guide](#)
- [Communication Sciences & Disorders Resource Guide](#)
- [Disabilities-Related Resource Guide](#)
- [Economic Development Resource Guide](#)
- [Education Resource Guide](#)
- [Geography Resource Guide](#)
- [Hip Hop Resource Guide](#)
- [Hispanic-American Resource Guide](#)
- [Legal Resources](#)
- [Native-American Resource Guide](#)
- [Nursing Resources](#)
- [Open Access Journals Guide](#)
- [Special Education Resources](#)
- [Theatre Pathfinder](#)

Links to these valuable sources are available on the [Libraries Homepage](#), under the "Library Help" column.

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## Computer Tip: Bulleted Lists



Do you do a lot of work with lists in MS Word, Outlook, or PowerPoint?

I'm quite positive that you already know that you can start a *numbered* list by simply typing "1." or "1)" then hitting the tab or space key. Word takes over from there and you're on your way.

But, what about the times when you need a *bulleted* list? While the ribbon is where we always think to go it can be a bit of a pain, especially if you are one of those people who can type fast enough that using the mouse feels like dead weight on your hand.

So the question becomes... can we start a *bulleted* list without the toolbar?

The answer is yes - but the catch is that you're only going to get plain old bullets. If you are looking for something fancier, then it's off to the land of the mouse and toolbar.

Next time you need to start a bulleted list don't take your hand off that keyboard, instead type: \* **spacebar** (\* **tab** works too).

That's it! One character and you've got the bullets you need without pausing to use the mouse.

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## Something To Think About:



*If you wish to travel  
far and fast, travel light.  
Take off all your envies,  
jealousies, unforgiveness,  
selfishness, and fears.*

*--Glenn Clark*