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The Clarion University Libraries

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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 through the **Libraries' homepage**.

Thursday's Faculty Author Seminar: Educational Assessment

Dr. Gustavo Barboza, professor of administrative science, will present the first Faculty Author Seminar of the semester with his research into educational assessment. His lecture is entitled, *"Linking Course-embedded Assessment Measures and Performance on the Educational Testing Service – Major Field Test in Business."*

The presentation will take place on Thursday, September 30, at 3:30 p.m. in the Center for Academic Excellence on Level A of Carlson Library. The event, which is scheduled to last about one hour, includes a question and answer period, and light refreshments will be served.

The Faculty Affairs Committee of Faculty Senate sponsors the series with funding from the Office of the Provost and support by the University Libraries. Be sure to check out the **schedule** of this year's Faculty Author Seminar Series presentations!

Library Tip: Reference Services – Any Way You Want It!

Can't make it to the library? You can still benefit from the helpful advice of a reference librarian by giving us a call, or contacting us via our online Chat, Texting, or E-Mail Reference Services.

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

    Carlson Library: 814-393-2490

    Suhr Library: 814-393-1242

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

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

- If the question is simple and the reply is too, you may contact our reference librarians by texting. Send your questions via SMS text to our email address: **libsupport@clarion.edu.** *Note: Standard messaging rates apply.*

  Remember that SMS stands for Short Message Service. If the question (or answer) requires in-depth discussion, you probably should contact the Reference Librarian using one of the other options.

- When reference librarians are 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 our Website.

- If you need help when the library is closed, we've got it covered. Clarion University Libraries have made arrangements for librarians with a consortium of other universities to help you. Although they don't know your courses, assignments, or professors, 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 to link to a college librarian elsewhere - even at night and on weekends. This service is provided by the State Library of Pennsylvania and is funded by Pennsylvania tax dollars.

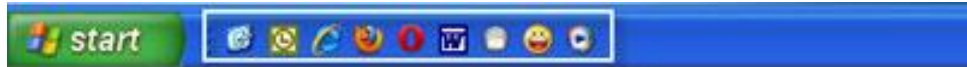# Computer Tip: Quick Launch Your Most-Used Apps

The Quick Launch toolbar is just what it sounds like: it is an option on the taskbar (the bar that runs along the bottom of your screen) that you can use if you want to launch tasks (programs, applications, files, etc.) quickly.

Here's a screenshot of the taskbar **without** the Quick Launch toolbar:

This is what the taskbar looks like when there is no Quick Launch toolbar. The programs you are currently working on are displayed next to the Start button. If you are not working on anything then the taskbar would be completely blank.

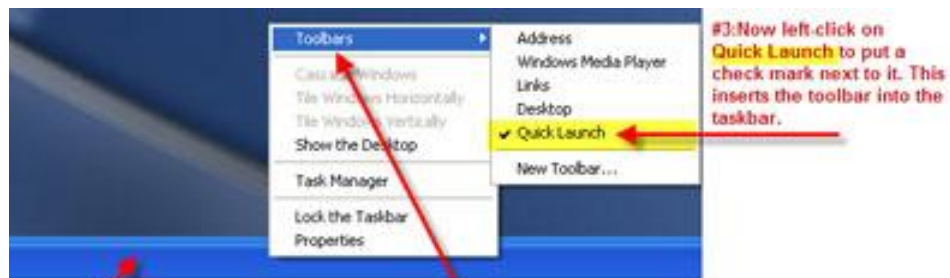And here's a screenshot **with** the Quick Launch toolbar:

The icons in this picture (they have a white box around them) show that the Quick Launch toolbar is enabled.
Any icon that you click in this toolbar will open that program immediately.

Anytime you click on one of those icons on the taskbar (Quick Launch toolbar) the program comes right up. You don't have to go to your Desktop or the Start Menu.

That's what the Quick Launch toolbar is/does. If the icons are not there, then that means the Quick Launch toolbar is not enabled. So how do you add it to the taskbar?

First, right-click in any blank area of your taskbar and an option menu will pop up. One of the options is Toolbars. Point to Toolbars to highlight it and then click Quick Launch to put a check mark by it.

#3:Now left-click on Quick Launch to put a check mark next to it. This inserts the toolbar into the taskbar.

#1: Right-click any empty area in the taskbar (the bar that runs across the bottom of your screen) and a menu will pop up.

#2: Point your cursor at Toolbars to highlight it. A list of options is now displayed.

Here's the final result:

Quick Launch toolbar.

See what happens when you add the Quick Launch toolbar? Now you just click on one of the icons and the program launch (pop up).

Note that the two things you were working on are still there for you to pull up; the Quick Launch toolbar has just moved them over.

Something To Think About:

If you want *others* to be happy,
practice compassion.

If *you* want to be happy,
practice compassion.

--Dalai Lama