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The Clarion University Libraries

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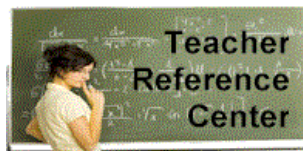
Contact Us

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 through the [Libraries' homepage](#).

Teacher Reference Center Returns!



EBSCOHost's [Teacher Reference Center](#) database has returned. Previously, we had access to it through the State Library. When budget reductions forced them to drop the database, we lost access to it. To help us out, EBSCO is providing complementary access to *Teacher Reference Center* for all the PASSHE libraries.

Teacher Reference Center provides indexing and abstracts for 280 periodicals. In addition, 96% of journals indexed in the database are peer-reviewed. Topics include:

- Assessment
- Best Practices
- Continuing Education
- Current Pedagogical Research
- Curriculum Development
- Elementary Education
- Higher Education
- Instructional Media
- Language Arts
- Literacy Standards
- School Administration
- Science & Mathematics
- Teacher Education.

Also, don't forget about [Education Research Complete](#). It contains indexing and abstracts for more than 1,500 journals, as well as full-text for more than 750 journals, and includes full-text for more than 100 books and monographs, and for numerous education-related conference papers. Topics covered include: all levels of education from early childhood to higher education, and all educational specialties, such as multilingual education, health education, and testing. This database can be searched simultaneously with other databases as part of [EBSCO](#).

Shhh...Library Quiet Zones



As the semester gets busier and deadlines draw near, a quiet place to work may be just what you need.

Levels 2 & 3 of Carlson Library are designated as "Quiet Zones." In accordance with student preferences and campus culture, the Entrance Level (Level 1) and Level A are more open for group work and social interaction.

We ask all library users to help us maintain 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 work and study.

Library Tip: Group Study Rooms



Group Study Rooms are available in Carlson Library on Levels A, 1, and 3. The rooms are available on a first-come, first-served basis, although in special cases they may be reserved ahead of time.

Our policy states, "Study rooms are available for either individual or group use. **Priority for study room**

space is normally given to groups of three (3) or more. Library staff may request that an individual study elsewhere when the space is requested for group use."

In the event that groups need a study space and the room is occupied by fewer than three people, group members should first check the availability of other study rooms on Levels A, 1, & 3. If another room is not available, you may ask individuals or smaller groups to vacate a room or request that Circulation Desk staff (Level 1) ask individuals to relinquish the room for group use.

Level 3 is a Quiet Zone, so if you expect to have a spirited discussion, please do so quietly or use a Group Study Room on Levels A or 1.

Please remember that Group Study Rooms are *not* sound-proof. Those outside the room can usually hear what is being discussed inside the room.

Computer Tip: How Many Was That?

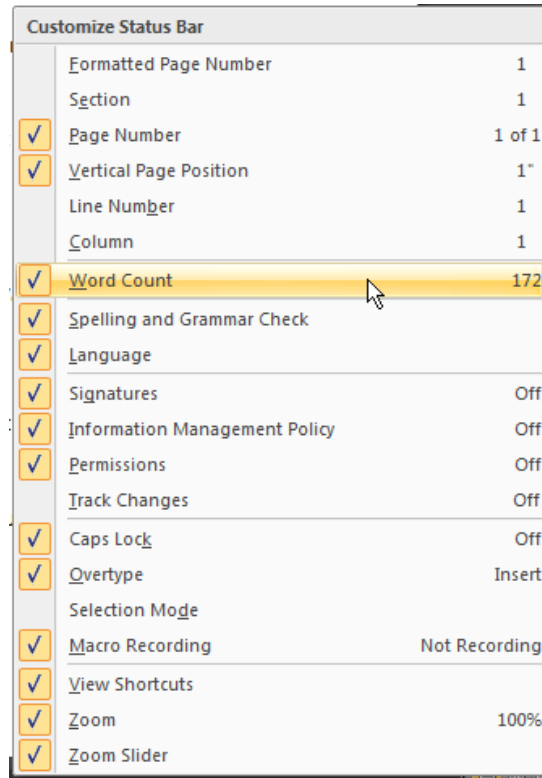
We've all had our moments when we needed to know just how many words are in a document. Maybe it is a paper, essay submission, whatever. The *why* is not important... it is the "how many" that counts.

We have two suggestions to determine the number of words in your document:

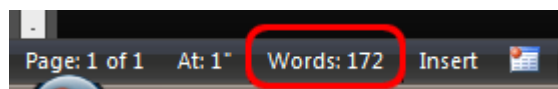
1. The Status Bar
2. The Review Tab of the Ribbon

Let's start with the status bar:

If you right-click on a blank spot of **Word's status bar** (that's the bar at the bottom of your screen where the "Start" button lives), you'll see a huge list of information that you can choose to have displayed.

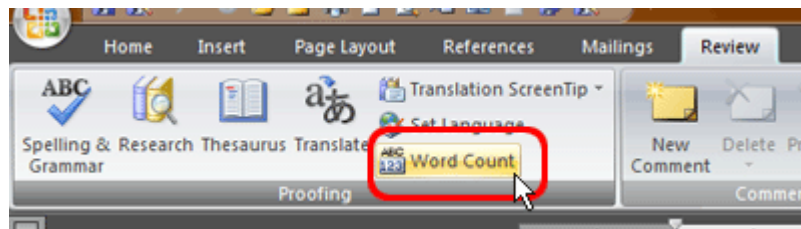


Among them is **Word Count**.

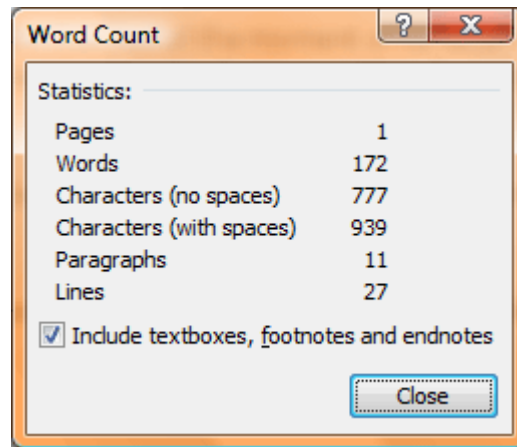


If you select this option, you will be able to see the current document's word count in the bottom left corner of your program window.

The second place to find such information is on the **Review** tab of the Ribbon, in the **Proofing** section.



As you can see, there is a **Word Count** button. (Notice that if the Word window is not in "full-screen" mode, you may not see "Word Count.") When you click it, here's the information it will provide:



Obviously, this option shows more than just a word count. So if you ever need any of the other information, you now know where to find it.

Something To Think About:



***Nothing is impossible.
Some things are just
less likely than others.***

~Jonathan Winters