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The Clarion University Libraries

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Volume 6, Number 8

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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

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](#).

Research Tutorials Online

Online Tutorials

We all need a little guidance now and then. What do you do if you need information from the Library, but the librarian is not on duty?

Check out our online tutorials! At the [Libraries Homepage](#) scan the "Library Help" column and select the *PowerPoint/PDF* or *Video* link to tutorials.

You will find a wealth of information on topics such as:

- Using the online catalog
- Searching databases
- Finding journal articles
- Requesting resources from other libraries
- Help for the distance education student
- Various other helpful tips

Guides And Pathfinders

GUIDES

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

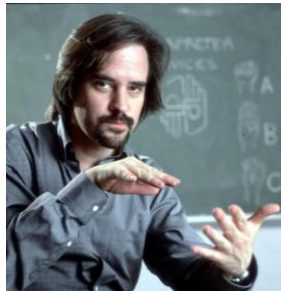
A Link to these resources is available on the [Libraries Homepage](#), under the "Library Help" column.

Guide And Pathfinder Topics Include:

- [African-American Resource Guide](#)
- [Asian-American Resource Guide](#)
- [Business Information Resource Guide](#)
- [Career Resources](#)
- [Chemistry Resource Guide](#)
- [Clarion University Archives Digital Collections](#)
- [Geography Resource Guide](#)
- [Hip Hop Resource Guide](#)
- [Hispanic-American Resource Guide](#)
- [Information Literacy Guide](#)
- [International Programs Resource Guide](#)
- [Legal Resources](#)
- [Modern Languages Resource Guide](#)

- [Collection Development Guide](#)
- [Communication Resource Guide](#)
- [Communication Sciences & Disorders Resource Guide](#)
- [Disabilities-Related Resource Guide](#)
- [Distance Education Resource Guide](#)
- [Economic Development Resource Guide](#)
- [Education Resource Guide](#)
- [Native-American Resource Guide](#)
- [Newspapers and News Sources](#)
- [Nursing Resources](#)
- [Open Access Journals Guide](#)
- [Special Education Resources](#)
- [Theatre Resource Guide](#)

Library Tip: Faculty Study Room



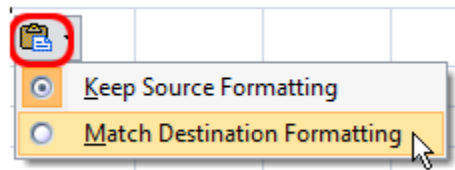
Carlson Library offers current and retired faculty a place where they can conduct research while they are in the building.

Located on Level A, in room A-17, this shared space has two tables and a networked computer. Faculty may borrow the key from the Reference Desk on Level 1. Please remember your ID Card!

Computer Tip: Choose Your Format

Here is a tip for those occasions when you want to insert something from Word, PowerPoint, the Web, or wherever to MS Excel.

We have all seen the **Paste Options** button appear. This is where you can decide to have the information keep its original formatting, or have Excel reformat it to match the rest of the worksheet.



What if you don't want to mess with the Paste Options button... and yet you still want the choice? That's no problem. Here is the quickest way to make the decision:

- **Retain the original formatting**
 - Select the cell and **paste as usual**.
- **Match the formatting of the Excel worksheet**
 - **Double-click on the cell**
 - **Complete the paste.**
 - In other words, you need to **get the cursor inside the cell first**.

Something To Think About:



**A picture is worth
a thousand words,
but it takes
3,000 times
the disk space.
~~Unknown**