



INSIDE 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](#).

NEW DATABASE: EUROPEAN VIEWS OF THE AMERICAS



Are you looking for information on exploration, native culture, and settlement in the early Americas?

If so, check out *European Views of the Americas: 1493 to 1750*. This new database is provided to us

free by EBSCO, the publisher of a number of the full-text and indexing databases we provide through the Libraries.

It's based upon *European Americana: A Chronological Guide to Works Printed in Europe Relating to The Americas, 1493-1750*, the authoritative bibliography that is well-known and respected by scholars worldwide. The database contains more than 32,000 entries and is a comprehensive guide to printed records about the Americas written in Europe before 1750.

CLARION YEARBOOKS ONLINE



Yearbooks are no longer published at Clarion; however, they provide wonderful insights into the history and campus culture of the University in bygone days. The [Sequelle Yearbook](#) was published on the Clarion Campus from 1909-2000, and the

[Pathfinder Yearbook](#) was published on the Venango Campus from 1975-2003.

With support from the Provost's Office, Alumni Association, University Relations, Venango Campus, and Dr. Todd Pfannestiel, the University Libraries have digitized:

- The full-run of historical yearbooks
- The [Clarion Alumni Newsletters and Magazines](#) from 1955 through 2009
- [University Course Catalogs](#) from 1887 through 1994 (the more

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recent catalogs were already available online).

Links to the Web versions of all of these publications are available in [PILOT](#), the online catalog of library holdings, as well as through the library Website - select [Pathfinders/Guides](#) under the Help column, then [Clarion University Archives Digital Collections](#).

Digitization of past issues of the *Clarion Call* is in process, and should be available soon.

LIBRARY TIP: AUTHOR SEARCHING



When searching [PILOT](#), the online catalog, remember that – unfortunately – the software is not as sophisticated as a Google or Yahoo-type search.

Author searches are formulated by typing the surname first, followed by a comma, a space, and the author's given name.

- For example, Stephen King, is typed as: "King, Stephen" (without the quotation marks).
 - If you type in an author's name as it is spoken (given name, surname), the computer will search for works by King Stephen.

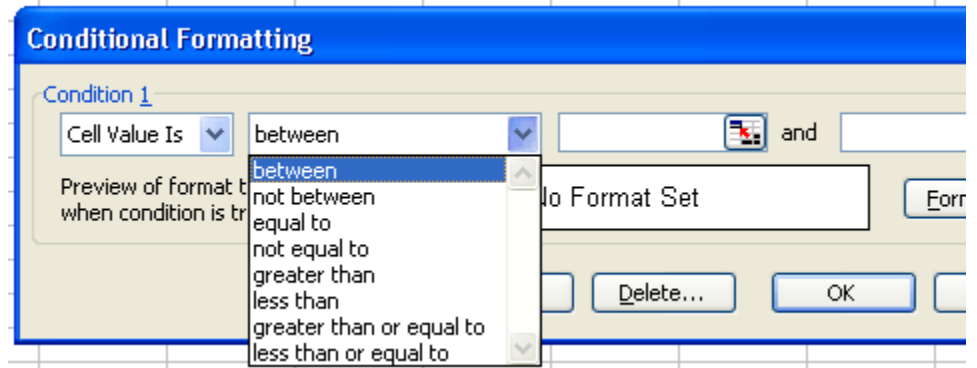
Remember to select "Author Search" in the "Search By" drop-down box on the right side of the search screen.

COMPUTER TIP: CHANGE CELL AND FONT COLORS BASED ON CONTENTS OF THE CELL!

Use a conditional format to bring certain goals and milestones to the attention of anyone using the worksheet.

Example: Someone is entering data into a worksheet but they are not aware of the goals that have been set for certain line items or periods of time. Set a conditional format to let the user know that they are getting close, or have exceeded the goal.

1. Select a cell that contains the formula or future value.
2. Click [Format](#) on the Menu bar, then select [Conditional Formatting...](#).
3. Fill in the Conditional Formatting dialog box to indicate what the goals are (between this and that, less than this, greater than that, etc.), indicate the format (color, bold, italics, etc.)
then click [OK](#).



4. Test the conditional format by entering data into the sheet until the condition has been met.

SOMETHING TO THINK ABOUT:



*"Eye of newt, and toe of frog,
Wool of bat, and tongue of dog,
Adder's fork, and blind-worm's sting,
Lizard's leg, and owlet's wing,
For a charm of powerful trouble,
Like a hell-broth boil and bubble."
-- William Shakespeare*