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The Clarion University Libraries

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Volume 6, Number 12

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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

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](#).

Databases From Anywhere!



Do you need access to Library databases from off campus? You are in luck! Most databases are available from off-campus locations.

Journal and Reference Databases are available from the [Library Homepage](#). Under the Research Resources column, click on the link: [A-Z Database List](#).

When you attempt to access a database from off campus, an authentication screen will pop-up. You have two options for logging into periodical databases remotely:

- **Username / Password Logon:**
 - Select "Clarion University" from the "Institution" drop-down box
 - Log in using your Clarion username and password
 - The same username you use to access the iClarion Portal, Desire2Learn, and Campus Computer Labs
- **Library ID Logon:**
 - Supply your Library ID number and your last name
 - **Clarion University students:** Your Library ID number is 9 + your Clarion ID number.
 - For example, if your Clarion ID is 12345678, your Library ID Login is 912345678
 - If you do not know your Clarion ID, find it [here](#)
 - **Clarion University employees:** Your Library ID is a nine-digit number consisting of "leading" zeroes followed by your employee ID number (Use enough preceding zeroes to create a nine-digit number)
 - For example, if your employee number is 98765, your Library ID Login is 000098765
 - Your employee ID is found on your pay stub

Contact Us

Dr. Terry Latour
Dean of Libraries

If you have difficulty connecting to a Clarion-owned database, please contact the reference librarian at 814-393-2490.

Tell Us What You *Really* Think



Do you have an idea about how we can improve our services? Do you have a suggestion of something to add to our collections? Please let us know what you think.

You may let us know your comments and suggestions one of two ways:

- Use the Suggestion Boxes located in Carlson and Suhr Libraries, or
- The Libraries' online [Suggestion Box](#) is always available on the [Libraries Homepage](#)

If you provide us with contact information, you will receive a personal answer. Responses to general comments and questions are posted near the Suggestion Box in Carlson Library.

Let us benefit from your ideas...tell us what you *really* think!

Library Tip: Flash Drives, Batteries, and Supplies...Oh My!



You are at Carlson Library on a cold, rainy evening and you realize that you left some supplies in your room. You don't want to go back home for it; so what do you do?

Check out the vending machine on Level A! The campus Book Center owns and operates the machine that thoughtfully offers for sale many commonly needed items, like:

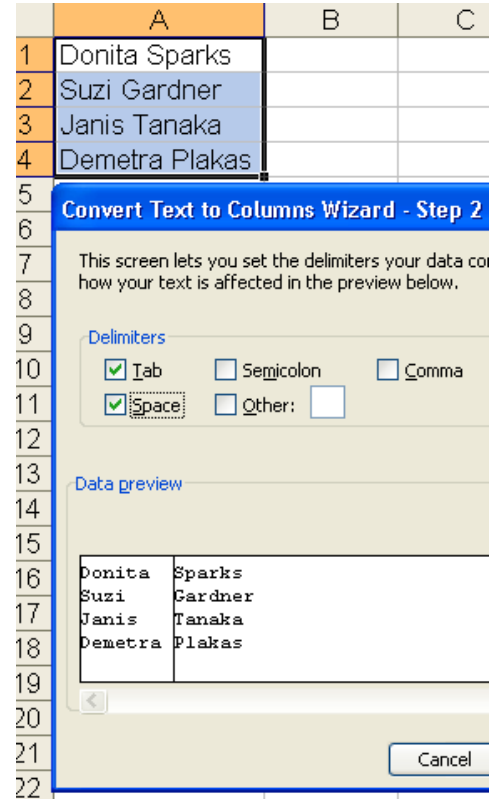
- Pens
- mechanical pencils
- markers
- blue books
- batteries
- CDs
- flash drives

Computer Tip: Splitting Text Into Two Columns

Sometimes the original data entry is only desirable for the current project.

Example: First and last names were entered into one cell but the current use requires them to be separated into a first name column and a last name column. Excel uses the *Text to Column* feature to quickly perform this task.

1. Select or highlight the text to be separated and click **Data** on the menu bar.
2. Select **Text to Columns...** on the Data menu and Click **Next >** to get to Step 2 of 3.
3. Select the check box labeled **Space** on the left side of the screen for Step 2 of 3. This will separate the information contained in the single cell based on the space between the first and last name.
4. Click Next and Finish.



Something To Think About:



*Have the courage to say no.
Have the courage to face the truth.
Do the right thing
because it is right.
These are the magic keys
to living your life with integrity.
--W. Clement Stone*