



Inside The Clarion University Libraries



November 23, 2010

Volume 6, Number 13

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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](#).

Thanksgiving Break Hours



With Friday classes meeting Tuesday and no classes being taught on Wednesday, Carlson and Suhr Libraries will operate with special hours:

Carlson Library

Tuesday	November 23	8:00 a.m.	- 5:00 p.m.
Wednesday	November 24	8:00 a.m.	- 4:00 p.m.
Thursday-Saturday	November 25- November 27		Closed
Sunday	November 28	1:00 p.m.	- Midnight

Suhr Library

Tuesday & Wednesday	November 23- November 24	8:00 a.m.	- 4:00 p.m.
Thursday - Sunday	November 25- November 28		Closed

Don't forget that many of our information resources are available on the [Libraries](#) website! Various tutorials and so much more are accessible there too.

Need Help But The Library Is Closed?



If you need help when the library is closed, we've got it covered. Clarion University Libraries has arranged for librarians at a consortium of other universities to do what they can to help you. Although they don't know your classes, assignments, or professors, they will do everything possible 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 to talk with a librarian from another school. The link will take you to the "Ask Here PA" Website where you follow the instructions and 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.

New E-Reference Titles



To better support the needs of online programs and the preferences of students and faculty, the University Libraries continue the process of converting print reference titles to electronic form.

Recent titles added include:

- Critical Survey of Long Fiction
- Milestone Documents of American Leaders
- Milestone Documents in World History
- The Sixties in America
- The Seventies in America
- The Eighties in America
- The Nineties in America
- Historical Encyclopedia of American Business.

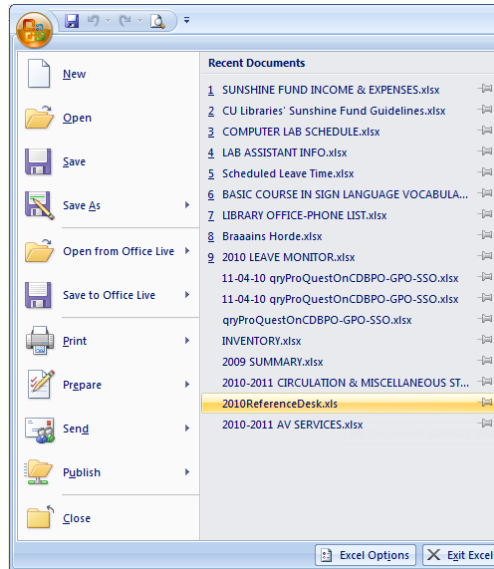
Computer Tip: Change Directions In Excel

By default Excel moves "Down" when the **Enter** key is depressed. Often, a user needs to make multiple data entries while moving *Up*, *Left*, or *Right* instead of *Down*. During a project that requires multiple entries, using anything other than the enter key might feel awkward.

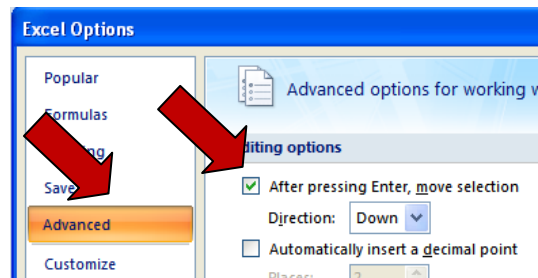
The answer is to change the default direction:



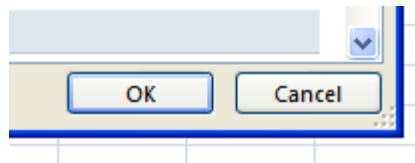
1. Click on the Office Button
2. Click on Excel Options at the bottom of the window.



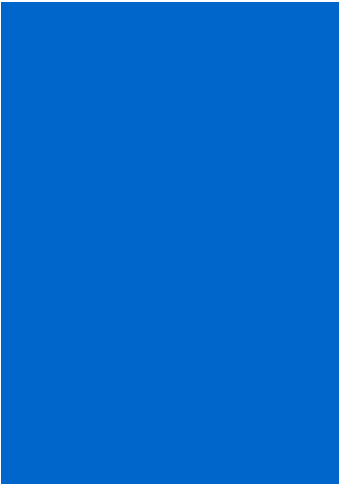
3. Click Advanced to see the editing options.
4. The first option is: "After pressing Enter, Move selection Direction: (Drop down window).



5. Insure that there is a checkmark in this option and choose your direction from the "drop-down" box.
6. Click the OK button at the bottom of the window.



Something To Think About:



*Thanksgiving dinners take
eighteen hours to prepare.
They are consumed
in twelve minutes.
Half-times take twelve minutes.
This is not coincidence.
--Erma Bombeck*