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The Clarion University Libraries

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*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**.

Papers Due?

Do you need assistance with that research paper or project that's due next week? The reference librarians at Carlson and Suhr Libraries can help. Stop by the Libraries or call:

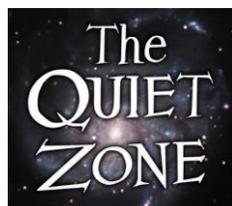Carlson Library at 393-2490
or
Suhr Library at 676-6591

Distance Education Students may use the special toll-free number provide just for you: 866-272-5612

If you are comfortable with online Chat sessions, we do that too. There's a link on the right-hand side of the **Library's Website.**

If immediate feedback is not crucial - or if the reference librarians are not on duty - you may also submit requests for assistance using our **Ask a Librarian** online reference form. It is available at the library Website, (**www.clarion.edu/library**) under the "Services and Collection" heading. Ask a Librarian is also available through the Chat button on the library homepage when librarians aren't immediately available to chat.

Don't forget about all the tutorials and resource lists available at the library Website.

Library Quiet Zones

Are you looking for a quiet place to study or work on a research paper?

Levels 2 & 3 of Carlson Library are designated as *Quiet Zones*. In accordance with student preferences and campus culture, the Entrance Level

and Level A are more open for group work and social interaction.

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.

We ask all library users to help us offer alternatives for all preferences. When 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, remind them of the quiet zone designation. If the noise persists, notify the staff at the Circulation Desk. They will, if staffing permits, investigate the situation.

Library staff members also attempt to enforce *moderation* of noise on Levels 1 and A. If you think that it is too noisy there, please consult with our staff.

Because Library staffing is often limited, we appreciate your help and cooperation in maintaining Carlson Library as a desirable place to be.

Extended Library Hours!

Beginning Monday, December 6, Carlson Library will be open 24 hours a day through Finals Week except on Friday and Saturday evenings when the building is closed at 9:00p.m.

During the two weeks of extended hours at Carlson, databases, computers, and borrowing services are available around the clock.

Reference services are available until 9:00 p.m. Monday through Thursday, Friday until 5:00 and Sunday from 1:00-5:00.

Computer Tip: MS Office…Just In Case…

The power goes out...
The program stops responding...
Your entire system crashes...
Whatever the cause, Microsoft Office closes unexpectedly and your work is gone... gone... gone...
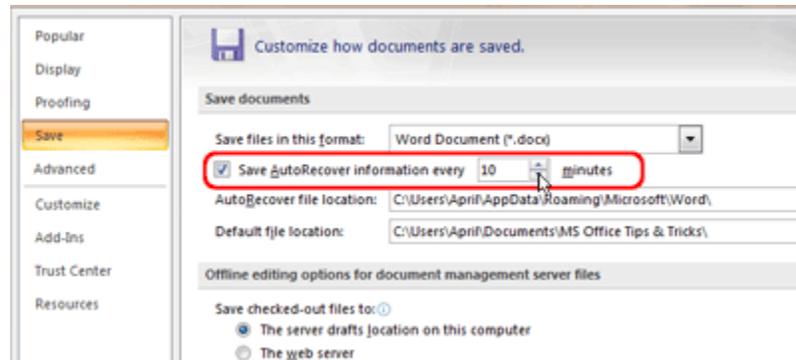
Or maybe not.

If you've got the **AutoRecover** feature active, then you might be in for a pleasant surprise! With the AutoRecover feature working in the background, a fairly recent version of the file should open when you restart the program.

I say "fairly recent" because the time interval you set for the last

AutoRecover save may have been a few minutes ago. Still, it's better to have to redo a few minutes worth of work rather than everything you've accomplished since you started.

To enable the AutoRecover feature of a program, we need to get to the **Options dialog box**.

- In *Office 2007,* click the **Office Button** to reach the program's Options button (found in the bottom right corner).

- In *Office 2010* go to the **File** tab, **Options** choice.

  o Regardless of the program, you'll next need to navigate to the **Save** category.

  ▪ On the right, locate the option for "**Save AutoRecover information every ____ minutes**" option.

  ▪ Make sure that the **checkbox is selected,** then **set a minute interval** for the saves.

  ▪ Click **OK**.

That should do it - *for that MS Office program*. They all have their own set of options, so you'll need to make sure this one is turned on in any program you work with.

I should make a very important point at this time... the AutoRecover feature does not replace the old rule of thumb: Save, Save, Save... oh yeah... and Save some more.

Nothing replaces saving a file frequently, especially when you've completed something that you really like and have no desire to risk losing it.

The good news is that the next time the program closes unexpectedly you should find yourself in a fairly good position... AutoRecover has your back.

Something To Think About:

*I can't change
the direction of the wind,
but I can adjust my sails
to always reach my destination.*
--Jimmy Dean