



Inside

The Clarion University Libraries

January 25, 2011

Volume 6, Number 17

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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](#).

Virtual Campus/Distance Education Support



If you are a Virtual Campus student or faculty member, you face unique challenges in gaining access to the information resources and services that you need to be successful. The University Libraries are committed to do all that we can to address your needs.

We suggest that you watch the [Video Presentation: Introduction to the Libraries' Services](#). This is an excellent introduction to our Virtual Library Services.

Guides to our services and resources are available on the Library Home Page by clicking on the [Distance Education](#) link. Once there, the link to the [Distance Education Virtual Library](#) leads to a handy LibGuide designed especially for you.

There are other videos available that provide insights useful for searching journal articles, ILLiad services (borrowing items not in our collection), log-on information, and much more.

When you need help with distance education-related library matters, contact the University Libraries using any of these:

- Toll-free number: 866-272-5612 & Press #5 for the Library
- Go to the [Library Homepage](#) and
 - Click [Live Chat](#) to start an interactive text conversation with a reference librarian
 - Click [Ask A Librarian](#) to send an e-mail that a reference librarian will usually answer within 24 hours – or less!
 - Contact Linda Cheresnowski, our Virtual Campus librarian, and work directly with her.
 - Linda works:

Contact Us

Dr. Terry Latour
Dean of Libraries

- Monday - Wednesday
 - 11 a.m. – 9 p.m.
- Saturday
 - 9 a.m. – 4 p.m.
- Call her at:
814-676-6591 ext 1242
- Email her at:
lcheresnowsk@clarion.edu

Book & Resource Suggestions



If you know of a book, journal, or media item that you think the libraries should add to their collections, please let us know. If you don't remember specific titles, just let us know about the topic or subject area. You may send us your suggestions through the libraries' online [Suggestion Box](#).

Library Tip: Announcements



Have an event you want to advertise?

Want to promote your organization and its activities?

Bring your posters to the Library Administrative Offices (Level 1 of Carlson Library) for approval before hanging them on

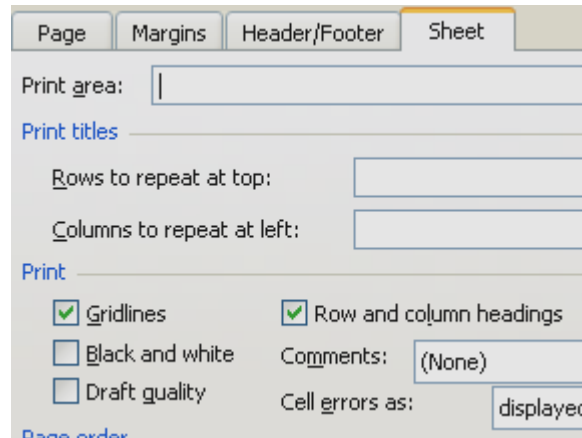
the bulletin board. Otherwise, they may be removed! All organizations and events **MUST** be University-related.

Computer Tip: Print Excel Gridlines or Headings!

Years ago, all spreadsheet programs automatically printed the gridlines between each cell. Because gridlines consume computer and printer resources, the default has been changed to prohibit the printing of gridlines unless the user makes a request. Follow these steps to print gridlines and/or column/row headings.

	Robb	Rod	Dan	Total
September	5,000.00	6,000.00	4,500.00	15,500.00
October	3,000.00			3,000.00
November	10,000.00			10,000.00
Total	18,000.00	16,000.00	17,500.00	51,500.00

1. Select the "Page Layout" Tab on the Excel ribbon and locate the "Page Setup" area.
2. Click the small diagonal arrow on the lower, right-hand corner of the Page Setup box.
3. In the Page Setup dialog box, click on the "Sheet" tab (and you will see something *similar* to the graphic below).



4. Place a check mark next to the option you would like - Gridlines or Row and column headings .

	A	B	C	D	E
1		Robb	Rod	Dan	Total
2	September				
3	October				
4	November				
5	Total	18,000.00	16,000.00	17,500.00	51,500.00

5. Click . Use the print preview button on your toolbar to view your new gridlines and/or column/row headings.

Something To Think About:



*Even if you are
on the right track,
you'll get run over
if you just sit there.*

~Will Rogers