Inside
The Clarion University Libraries

In This Issue

- Research Tutorials Online
- Guides and Pathfinders
- Faculty/Staff Scholarship Recognition
- Computer Tip: A Touch of Elegance
- Cranial Candy: How To Get Rid Of Stuff
- Something To Think About

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

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**.

Research Tutorials Online

Need guidance when the reference librarians are not on duty?

Check out our online tutorials. At the **Libraries Homepage** scan the "Library Help" column and select the *PowerPoint/PDF* or *Video* links to tutorials. They provide a wealth of information on how to use the online catalog, search databases, find journal articles, request resources from other libraries, and various other helpful tips. There is a video tutorial especially for distance education students.

Guides And Pathfinders

Getting started on a research project is sometimes the most difficult step. To help you, librarians have compiled subject based guides and pathfinders. **LibGuides** point you to reference materials, books, journals and links to Web based resources. Topics covered include:

- African-American Resource Guide
- Asian-American Resource Guide
- Business Information Resource Guide
- Career Resources
- Chemistry Resource Guide
- Clarion University Archives Digital
- Geography Resource Guide
- Hip Hop Resource Guide
- Hispanic-American Resource Guide
- Information Literacy for Faculty
- Information Literacy Guide
- International Programs

PILOT

Search the Libraries' online catalog

Databases A-Z

Search the Libraries' extensive collection of electronic journals and e-books

Contact Us

Dr. Terry Latour
Dean of Libraries

Collections

- Collection Development Guide
- Communication Resource Guide
- Communication Sciences & Disorders Resource Guide
- Disabilities-Related Resource Guide
- Distance Education Resource Guide
- Economic Development Resource Guide
- Education Resource Guide

Resource Guide

- Legal Resources
- Managing RefWorks Guide
- Modern Languages Resource Guide
- Native-American Resource Guide
- Newspapers and News Sources
- Nursing Resources
- Open Access Journals Guide
- Psychology Guide
- Special Education Resources
- Theatre Resource Guide

A link to them is available on the **Libraries Homepage**, under the "Library Help" column.

Faculty/Staff Scholarship Recognition

The Faculty and Staff Scholarship Recognition Reception honors the individuals who presented papers, published research and scholarship, received University-approved external grants, or engaged in other creative endeavors.

To be included in the April 12th event and accompanying booklet, please send your publications and abstracts to Ms. Linda Horner of the University Libraries (phone 2343, email **lhorner@clarion.edu**). Your response and Information is due by March 11th.

## Computer Tip: A Touch of Elegance

Ever wish that you could create that oh-so-elegant look that accompanies a paragraph that contains an enlarged, stylized first letter? It gives your paragraph a simple, yet eye-catching, look that is not to be ignored.

It's called a **Drop Cap** and, while this may not be something that we use every day, it is a quick and easy way to add a little something extra to your documents.

First, **place your cursor in the paragraph** that is to have the Drop Cap.

Click on the **Insert** tab of the Ribbon.
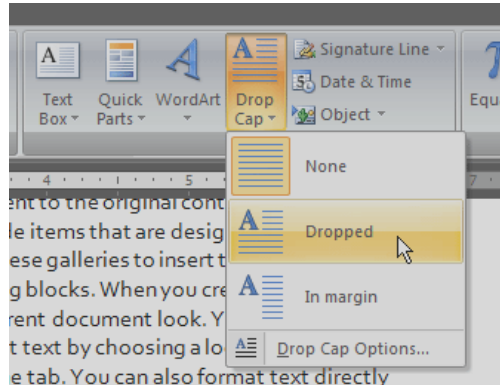
Locate and click the **Drop Cap button**. Choose the style you like - or remove the Drop Cap, if that is the situation. The choices are obvious. Put the letter in the paragraph as I did in the example above, or have Word place it in the left margin. Choosing one of these two preset options will create the Drop Cap with the default setting and the same font as the rest of the paragraph.

If you would like to change the font for the Drop Cap, or adjust how far it sits from the text, choose **Drop Cap Options** from the bottom of the list. You will find that it's small, simple, and self-explanatory.
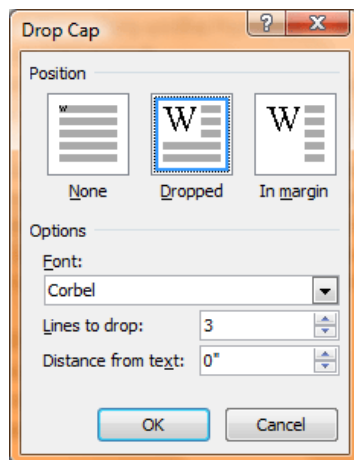
You can **change the type of Drop Cap** to use. You can also set the **font** for the Drop Cap- my example contains a font that does not match the rest of the paragraph... I think it gives the character a bit of flourish.

Below that, you can choose **how many lines it should sit next to**. The more lines – the bigger the Drop Cap will be. The last option is the **distance the character should be placed from the rest of the text**. By default, the setting is zero but that sometimes feels too cramped. Play around with this one and decide what setting you prefer.

When you have the look "just right," click **OK** and, Voila! … The plain look is now an amazing look without a lot of hoopla or effort – just a touch of elegance added to the beginning.

Cranial Candy: How To Get Rid Of Stuff

Everybody needs to get rid of something: sunburn, dandelions, the flu, telemarketers. This database of articles will help you get rid of anything you don't need. Plus, not only will you find a solution, but you can take comfort in the fact that you're not alone – you can share your tips and experience with other people going through the same experiences.

Over one million visitors come to this site every month to find cures for what ails them. With more than 1,000 articles, and more being added every day, it's the largest website just for "how to get rid of" information, and more articles are added every day at: **http://www.howtogetridofstuff.com/**.

Something To Think About:

The 50-50-90 rule:
Anytime you have a
50-50 chance
of getting something right,
there's a 90% probability
you'll get it wrong.
~Andy Rooney