



Inside

The Clarion University Libraries

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CU Libraries' Links:

Inside The Clarion University Libraries

Read back issues of the Libraries' newsletter

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](#).

Carlson Goes 24



Carlson Library is the place to be as you finish research papers and prepare for finals. *Beginning last night, Carlson Library is open 24 hours a day through Finals Week.* With the exceptions of closing at 9:00 p.m. on Friday and Saturday evenings, databases, computers, and borrowing services are available around the clock.

Reference Services are available:

Monday – Thursday: 10:00 a.m. - 9:00 p.m.

Friday: 10:00 a.m. – 5:00 p.m.

Sunday: 1:00 -5:00 p.m.

Remember: Level 2 and Level 3 are designated as "quiet" study areas for those who need a very silent environment.

It's Not Too Late To Get Help



It is not too late to get help with end-of-the-semester papers and research projects.

While they will not be available in the wee hours of the mornings, the reference librarians at Carlson and Suhr Libraries are available during weekdays and most weekday evenings until 9:00 p.m., as well as on Saturday at Suhr Library and Sunday afternoon at Carlson Library.

Get Help by...

Library Home

Your link to all of the Libraries' resources

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

- Visiting
 - Carlson Library at the Clarion campus
 - Suhr Library at the Venango campus
- Calling
 - Carlson Library at 393-2490 or 814-393-1841
 - Suhr Library (Venango Campus) at 814-393-1242 or 814-676-6591 extension 1242
 - Distance Education Students may use the special toll-free number provide just for you.
- Chatting
 - Click the "[Chat Live...](#)" button on the [Libraries'](#) home page to start a real-time conversation with one of our Reference Librarians!
- Texting a Librarian
 - Send your questions via SMS text to our email address: libsupport@clarion.edu.
Note: Standard messaging rates apply. Remember that SMS stands for Short Message Service. If the question (or answer) requires in-depth discussion, you probably should contact the Reference Librarian using one of the other options.
- Submitting a request via our web form
 - If immediate feedback is not crucial - or it is at a time when the reference librarians are not on duty - you may submit assistance requests using our [Ask A Librarian](#) online reference form. It is available at the library [Website](#) under the "Library Help" heading.

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

Library Tip: Protect Your Valuables



Experience has taught us that the end of the semester brings with it an increased occurrence of petty theft. Take extra care to protect your valuables.

Do not leave textbooks, backpacks, purses, MP3

players, computers, or other valuables unattended. They could disappear before you know it.

Library Tip: “Return It All” Day



*To avoid fines and lost item charges,
return all library materials
by the end of Finals.*

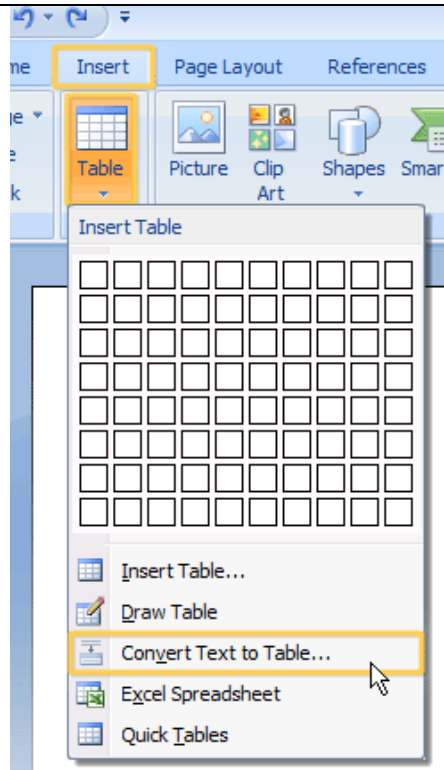
If you need an item beyond Friday, May 6, please consult with the Circulation Department.

Computer Tip: Converting Text To Table

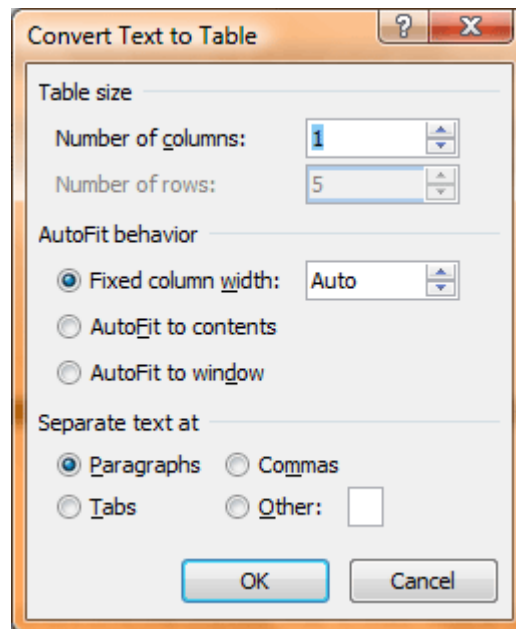
We have all done it – we begin typing up a list of items and then realized too late that we should have put it into a table. What do we do? Retype the data? Copy and paste the data into a table? Cry?

I vote for none of the above. Instead, let’s allow Word do all the work by using its **Convert Text to Table** command. Here's what you need to know to make it work for you.

- Begin by highlighting the list that you have typed.
- Click on the **Insert** tab on the MS Ribbon
- Select the **Table** button.
- If you are using **Word 2007**, you will see something like this:



- Choose **Convert Text to Table**.
- You'll find yourself faced with this dialog box:



- Here, you let Word know how your data is set up and what you want done with it.
 - In the top section, set the number of columns and rows for your table.
 - (Word takes the data and interprets it the best it can - trying to figure out where the data should be separated into columns and rows, then it offers

you the choices that it finds feasible, based on that interpretation.)

- In the middle section, choose how you want the table to fit around your data.
- At the bottom, there is another very important setting... the **Separate Text at** choices where you select how the pieces of information are separated in the list, so Word can separate them into the table cells the same way.
 - (Keep in mind that if you not like the results of any choices you make, a quick **Ctrl + Z** will undo the table and you can then make new choices.)
- Click **OK**.
- Poof! A table appears with your data in it and you never had to copy and paste a thing!

Cranial Candy: 100 Healthy At-Home Remedies



With healthcare a pressing issue, prices going up, and cures in short supply, more and more people are turning away from their medicine cabinets and to their pantries and gardens for remedies. And they are experiencing a certain amount of success.

Whether looking to help a stuffy nose or something more serious, the answer can be as close as an arm's reach away with a look at these 100 healthy remedies that are right in your home...

[Common Healthy Remedies That Are Right In Your Home](#)

Something To Think About:



*The only way to keep your health
is to eat what you don't want,
drink what you don't like,
and do what you'd rather not.*

~ Mark Twain