INSIDE
The Clarion University Libraries

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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](#).

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Eagle Gold: An Easier Way To Search

Are you looking for authoritative information sources and tired of getting a million hits linked to questionable Websites through Google? Are you put-off by the cumbersome, numerous searches required to find good database resources?

The Libraries have been working to make research easier for you. The new and improved [Eagle Gold Search](#) (also called 360 Search) is a federated search engine providing a gateway to the Libraries' electronic resources from one simple search box interface.

It's like Google or Bing, *except* that Eagle Gold Search discovers results from the Libraries' more reliable and more scholarly databases that professors prefer students to read and cite. For a detailed description about Eagle Gold Search, please view the [LibGuide: Eagle Gold Search](#)

Here are the benefits of Eagle Gold Search:

- Search all Library-subscribed and Open Access e-resources (including PILOT Online Catalog) simultaneously
- Easy-to-use basic search and a powerful advanced search
- Direct links to full-text
- Easy citation management linkage

Begin by going to the [Library Webpage](#) and clicking on the [Eagle Gold Search](#) link *or* click on the icon on the right side of the Libraries' Homepage. You can choose to search by specific databases (or by subjects) for full-text articles or citation/abstracts. If you have any questions, remember you can always ask a librarian!

Thanksgiving Break Hours

With Friday classes meeting Tuesday and no classes being taught on Wednesday, Carlson and Suhr Libraries will operate on altered schedules:

Carlson Library:

Tuesday	November 22	8:00 a.m. - 5:00 p.m.
Wednesday	November 23	8:00 a.m. - 4:00 p.m.
Thursday	November 24	Closed
Friday	November 25	Closed
Saturday	November 26	Closed
Sunday	November 27	1:00 p.m. - midnight

Suhr Library:

Tuesday	November 22	8:00 a.m. - 4:00 p.m.
Wednesday	November 23	8:00 a.m. - 4:00 p.m.
Thursday	November 24	Closed
Friday	November 25	Closed
Saturday	November 26	Closed
Sunday	November 27	Closed

Don't forget that many of our information resources are available at the Libraries website and various tutorials and resource lists are accessible there too.

Need Help When The Libraries' Are Closed?

If you need help when the Libraries are closed, we've got it covered. Clarion University Libraries have made arrangements for librarians at a consortium of other universities to do what they can to help you. They

don't know your courses, assignments, or professors but they will do all that they can to help you find the resources you need.

At the Clarion University Libraries Website, click on the "Chat Live With a Librarian". 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 should 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.
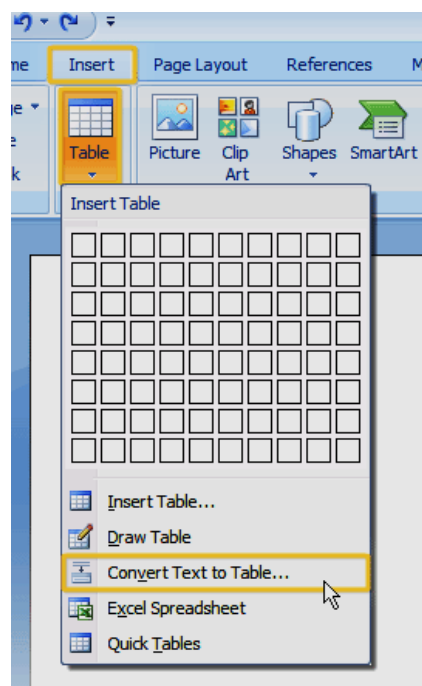
Computer Tip: Convert Text To Table

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

I vote for none of the above! Instead, I'm all for letting Word do the work by using its **Convert Text to Table** command.
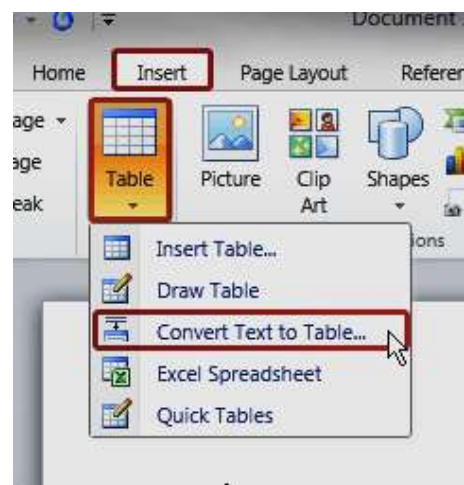
Begin by highlighting the list that you've typed.

Go to the **Insert** tab, **Table** button.
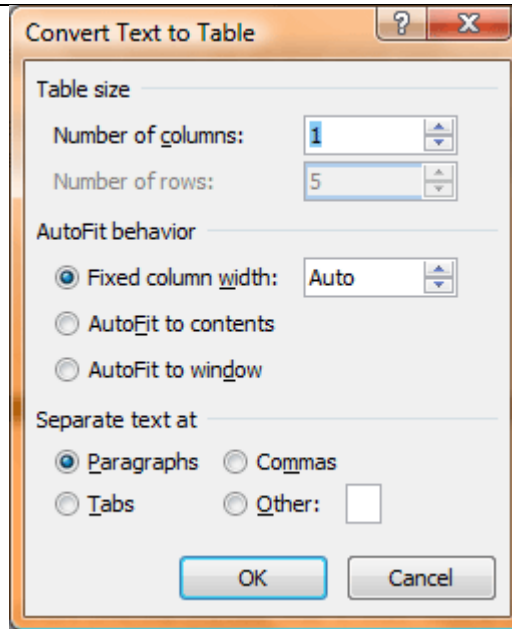
Word 2007 looks like this:

Word 2010 looks like this:

In either case choose **Convert Text to Table** and you are faced with a dialog box where you let Word know how your data is set up and what you want done with it.

In the top section, you can set the number of columns and rows for

Convert Text to Table

Table size
- Number of columns: 1
- Number of rows: 5

AutoFit behavior
- ⦿ Fixed column width: Auto
- ○ AutoFit to contents
- ○ AutoFit to window

Separate text at
- ⦿ Paragraphs ○ Commas
- ○ Tabs ○ Other: ☐

[OK] [Cancel]

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's 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 do not like the results of any of the choices you make, a quick **Ctrl + Z** will undo the table and you can then make new choices.)

Click **OK** when you're done and *poof* … a table appears with your data in it and you never had to copy and paste a single thing

Cranial Candy: All Things "Thanksgiving"

Celebrated every year on the fourth Thursday in the month of November, Thanksgiving's origin can be traced back to the 16th century.

You think you know all about this American holiday? Check out Thanksgiving-day.org and I'll bet you learn something new!

Something To Think About:

The Pilgrims made seven times
more graves than huts.
No Americans have been more
impoverished than these who,
nevertheless, set aside
a day of thanksgiving.
~ H. U. Westermayer