



INSIDE

The Clarion University Libraries



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Library Home

Your link to all of the

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](#).

Help Available Via Phone, Chat, Text, Email



Need help getting started with a research assignment? The librarians at Carlson and Suhr Libraries are available to answer questions and point you in the right direction.

Can't make it to the library? You can still benefit from the helpful advice of a reference librarian by giving us a call, or contacting us via our online Chat, Texting or E-Mail Reference Services.

Phone If a quick call will help, please let us hear from you!

| | |
|-----------------------------|--|
| Carlson Library | 814-393-2490 |
| Suhr Library | 814-393-1242 or 814-676-6591 Extension: 1242 |
| Distance Education students | 1-866-272-5612 Press 5 for Libraries |

Chat ... If online chat is your style, try our [Live Chat Reference Service](#). It's available during the times that Carlson Library reference services are available:

| | |
|-------------------|------------------------|
| Monday - Thursday | 10:00 a.m. - 9:00 p.m. |
| Friday | 10:00 a.m. - 5:00 p.m. |
| Saturday | 9:00 a.m. - 4:00 p.m. |
| Sunday | 1:00 p.m. - 5:00 p.m. |

Text ... If the question is simple and the reply is too, you may contact

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

our reference librarians by texting us at 814-343-9324.

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.

E-Mail ... When reference librarians are not available and your need is not time sensitive, contact us via email using our [Ask a Librarian](#) service. A link is located at our Website.

24/7 ... If you need help when the library is closed, we've got it covered. Clarion University Libraries have made arrangements for librarians at a consortium of other universities 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" button located in the lower section of the screen. If a Clarion Reference Librarian is unavailable and you need answers *now*, click the link (toward the bottom of the screen) 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 funded by Pennsylvania tax dollars.

ALF Schedule



When the Autumn Leaf Festival is celebrated, things are a little different in Clarion – that includes at Carlson Library.

On Friday (Farmers and Crafters Day), Carlson Library operates on an 8:00 a.m. – 4:00 p.m. schedule

and reference services are not available. Carlson Library is closed on Saturday, but reopens on Sunday at 1:00 p.m. as normal.

Library Tip: Easels



Do you need an easel for a special presentation or display?

Carlson Library has light-duty, fold-up easels available for short-term loans. Check them out at the Circulation Desk.

Computer Tip: Auto Size Excel Columns

For many reasons columns sometimes overlap. The usual resolution is to manually click between each column header (A, B, C, D, etc.) and drag them to a size that allows for the viewing of all information. The fastest way to do this when there are multiple columns involved is to use the **AutoFit** feature.

1. Select the multiple columns by clicking one column letter (A, B, C, D, etc.), holding down the mouse button and dragging to the last column desired.

| | A | B | C | D | E | F | G | H | I |
|---|---------|--------|------------|-----------|-------|--------|------------|--------------|---|
| 1 | Name1 | Name2 | Address | City | State | Postal | Category | Annual Sales | |
| 2 | Heather | Mason | 9705 Wick | Brahams | PA | #### | Medical As | ##### | |
| 3 | James | Sunder | 3141 Vech | Centralia | PA | #### | Real Estat | ##### | |
| 4 | Harry | Mason | 1128 Toluc | Centralia | PA | #### | Real Estat | ##### | |
| 5 | Eileen | Galvin | 2003 Usag | South Ash | PA | #### | Real Estat | ##### | |

2. Place the mouse between two of the selected columns and when the double headed arrow is visible, double click the mouse to adjust all columns to the widest entry in each column. (This step can also be accomplished by:
 - a. clicking **Format** on the *Menu* bar, then
 - b. selecting **Column** and
 - c. clicking **AutoFit Selection**.)

Cranial Candy: Cool Conversion Tool



I continually find new and awesome conversion tools. I love [this one](#) for its streamlined simplicity.

It is so easy to use! You just input the number and select the measurement you have from the drop down, and then select from next drop down what you need to convert it to.

It is set to length by default with drop-down

options to convert inches, feet, metres, miles, centimetres, and kilometres back and forth – but with an easy click of your mouse on the conversion tool's knob you can switch it to temperature – Celsius or Fahrenheit, or to weight – grams, kilograms, milligrams, ounces, pounds, and even stone!

It's just that simple. I'd recommend bookmarking this site for your future conversion needs!

Something To Think About:



*"In the long run of history,
the censor and the inquisitor
have always lost.
The only sure weapon against
bad ideas is better ideas.
The source of better ideas
is wisdom."
-- Alfred Whitney Griswold,
Essays on Education*