



INSIDE

The Clarion University Libraries



•October 22, 2013•

•Volume 9, Number 9•

In This Issue

- If We Don't Have It...We'll Fetch It!
- Book & Resource Suggestions?
- Library Tip: Best Sellers
- Travel & Leisure Book Club Events
- Cranial Candy: Did You Know?
- Computer Tip: Get More From Your Mouse
- Something To Think About

CU Libraries' Links:

Inside The Clarion University Libraries

Read back issues of the Libraries' newsletter

Library Home

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](#).

If We Don't Have It...We'll Fetch It!



Can't find the information you need in the CU Libraries or among our many databases? Let us know and we will do all that we can to get it.

If it's a book that you are looking for and it's not in our collection, check out [E-ZBorrow](#), an interlibrary borrowing service for books. You can find it under the "Library Services" column on the [Libraries](#) home page.

E-Z Borrow searches the catalogs of more than 50 other libraries, including those of large research libraries such as Pitt, Penn State, and Carnegie Mellon. Requested titles often arrive at Clarion University Libraries within five days and you will receive an e-mail alerting you that the book is ready to pick up at the library.

Students: Your E-Z Borrow Patron Login is 9 + your Clarion ID number. [Click here](#) for help determining your Clarion ID number.

Faculty and Staff: A series of leading zeroes followed by your employee ID number. (Use enough preceding zeroes to create a nine-digit number.) Your employee ID number can be found on your pay stub.

If you can't find it through E-Z Borrow (or if it is an article or other type of item), please use our regular InterLibrary Loan borrowing service that uses ILLiad software to facilitate the process.

[ILLiad](#) permits users to create a profile that eliminates repeated entry of routine information. It also allows the user to track requests throughout the entire process. When the item arrives, you are notified via email. If the item is an article or book chapter that has been scanned, you are provided with a Web link to view, print, or save the item for up to 30 days.

To use E-Z Borrow and ILLiad InterLibrary Loan and borrowing services, you must know your Clarion iPortal Login and Password as well as your Student or Employee ID Number. Tutorials on both of these services are

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

available at the library Website. For more information or assistance, please contact: Ginger McGiffin at 814-393-2481

Book & Resource Suggestions?



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

Library Tip: Best Sellers



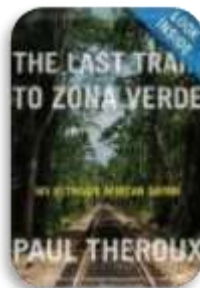
Both Carlson and Suhr libraries have Browsing Collections containing popular reading books. Best selling novels, other fiction, non-fiction, and titles of local interest are available. Check them out!

Travel & Leisure Book Club Events

Wednesday, October 30

6 pm

Join us for a casual conversation about:



The Last Train to Zona Verde

by Paul Theroux

Following the success of the acclaimed *Ghost Train to the Eastern Star* and *The Great Railway Bazaar*, *The Last Train to Zona Verde* is an ode to the last African journey of the world's most celebrated travel writer.

"Happy again, back in the kingdom of light," writes Paul Theroux as he sets out on a new journey through the continent he knows and loves best.

Theroux first came to Africa as a twenty-two-year-old Peace Corps volunteer, and the pull of the vast land never left him. Now he returns, after fifty years on the road, to explore the little-traveled territory of western Africa and to take stock both of the place and of himself.

Wednesday, November 20

6 pm

Join us for a casual conversation about:



Between Man and Beast: An Unlikely Explorer, the Evolution Debates, and the African Adventure that Took the Victorian World by Storm

by Monte Reel

The unbelievably riveting adventure of an unlikely young explorer who emerged from the jungles of Africa with evidence of a mysterious, still mythical beast—the gorilla—only to stumble straight into the center of the biggest debate of the day: Darwin's theory of evolution

The book club meets at:

**The Clarion Free Library
644 Main Street
Clarion, PA 16214
Lower Level**

Everyone is welcome.

Please let others who might be interested in reading travel and leisure books know about our book club.

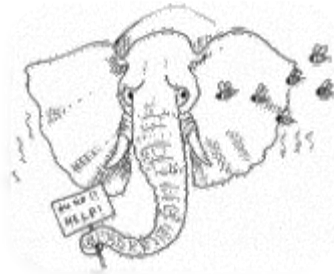
Copies of the book(s) will be available to borrow from the Clarion Free Library.

Feel free to email Marilyn Harhai (mharhai@clarion.edu) for more information or with questions.

The book club was started with a Clarion University Community Fellows Grant.

Please join us!

Cranial Candy: Did You Know?



Elephants are so terrified of bees that they have developed a special sound specifically to warn other elephants that bees are near.

Science Magazine reports the full [story](#).

Computer Tip: Get More From Your Mouse



Most computer users don't take full advantage of the computer mouse. Here are some tips and secrets that help you get the full potential of your computer mouse and increase your overall productivity on the computer.

Shift key and mouse click

Many text editors and programs allow you to highlight all – or portions of – text using the Shift key and the mouse.

For example, place the cursor at the beginning of a paragraph in a text editor, hold down the Shift key and click at the end of the paragraph to highlight the full paragraph.

Bonus tip: Holding down the Alt key while dragging and highlighting text in a text editor will allow you to selectively highlight text. This can be useful if your paragraph or other text is in a column.

Take full advantage of the scroll wheel

Today, everyone is familiar with a mouse wheel's ability to scroll up and down on a page. However, this wheel can do so much more, below are just a few examples.

- Use the mouse wheel as a third button. Click a hot link to open the web page in a new tab. Click the wheel on any open tab to close it.
- Quickly navigate back and forward on web pages. Hold down the shift key while scrolling up or down.

- **Zoom in and Out.** Hold down the Ctrl key and scroll up to zoom in and down to zoom out.

Select with double and triple click

Any word can be selected by double-clicking the word. If you want to highlight the whole paragraph, click the mouse button three times on any text in the paragraph.

Bonus Tip: You can double-click a word (don't release the button), then drag your mouse to select one word at a time.

Use the right-click

Take full advantage of the right-click menu when you highlight text or wish to view the properties of an object.

For example, if you highlight a file or text, you can right-click the highlighted item, copy it, then right-click somewhere else to paste it.

Ctrl key and mouse click or highlight

Hold down the Ctrl key and (left) click to select multiple objects or highlight multiple sections of text.

For example, in Microsoft Windows you could hold down the Ctrl key and click to select multiple files at once. If you wanted to highlight different parts of a paragraph or web page, you could also hold down the Ctrl key and select each section you wanted to copy.

Use the mouse side buttons

Many new computer mice have buttons on the side of the mouse. These buttons can be programmed to do anything. By default, the left-thumb button goes back on a web page.

Use the Windows Snap To feature

Take full advantage of the Windows mouse **Snap To** feature, which automatically moves your mouse to buttons that appear in a dialog box.

For example, if you delete a file or close a window you may get a prompt asking you if you are sure you want to perform the task. With the Snap To feature enabled, the mouse cursor automatically moves to the Ok button, so all you will have to do is click the mouse button if you agree. This saves you the time of having to move the mouse cursor over to the Ok button and then click Ok.

To enable this feature, open the Mouse properties under the Windows Control Panel and check the Snap To check box under the Pointer Options tab.

Manage the open window with the mouse

Double-click the top title bar of any window to maximize the window or if it is already maximized resize it to a window. You can also double-click the icon for the window in the top-left corner of the window to close that window.

Something To Think About:



*What I like in a good author
isn't what he says,
but what he whispers.*

*~ Logan Pearsall Smith
essayist (1865-1946)*