



# INSIDE THE CLARION UNIVERSITY LIBRARIES



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## CU Libraries' Links:

### Inside The Clarion University Libraries

Read back issues of the Libraries' newsletter

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](#).

## Collaborative Study & Presentation Rooms



Need a place to practice a presentation or to work on a group project aided by a computer?

Two study rooms on Level A in Carlson Library are equipped with large, flat-screen monitors, computers, and Webcams.

The new equipment makes it easier for students working on group projects, or collaborating as a study group, to work together more effectively.

Available Webcams provide the opportunity to practice, record, and critique presentations, or to involve others in a collaboration via software such as Skype.

Technical assistance is available at the nearby S.W.A.T. (Students Who Assist [with] Technology) Service Desk.

A similar, but portable unit is available in the Charles Suhr Library on the Venango College Campus.

This service was made possible by Student Technology Fees and the Center for Computing Services.

## 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

## Research Tutorials Online



Need guidance when the reference librarians are not on duty?

Check out our online tutorials. There are a number of tutorials that are short in length, but on-target with helpful information to get you started with your research.

At the [Libraries Homepage](#) scan the "Library Help" column and select either the PowerPoint/PDF or Video

links to tutorials. They provide a wealth of information on what constitutes an authoritative information source, how to use the online catalog, searching databases, finding journal articles, requesting resources from other libraries, and various other helpful tips. There is a video tutorial especially for distance education students.

## Library Tip: What Is CQ Researcher?



[CQ Researcher Online](#) is an in-depth, unbiased information resource with coverage on topics relating to health, social trends, criminal justice, international affairs, education, the environment,

technology, and the economy. Each single-themed, 12,000-word report is researched and written by a professional journalist. It provides the reader with an introductory overview; background and chronology on the topic; an assessment of the current situation; tables and maps; pro/con statements from representatives of opposing positions; and bibliographies of key sources.

These electronic information resources are available through the [Libraries Homepage](#). Under the "Research Resources" column, click on the [Databases A-Z link](#), then scroll down the alphabetical list or use the link to jump to the "C" section of databases.

If you have questions or need assistance, stop by the Libraries or call Carlson Library at 393-2490, Suhr Library at 676-6591 or Distance Education students may call toll-free at 866-272-5612 (Press #5 for Library). Our Chat and other online services are available through the [Ask A Librarian](#) link on our Website.

## Cranial Candy: Bet You Didn't Know...



Today is “Pistol Patent Day.”

Samuel Colt invented the revolver, a pistol with multiple chambers for bullets and patented it in Europe in 1835.

He received United States Patent #138 on February 25<sup>th</sup>, 1836 for the *Colt Revolver*, the classic cowboy's sidearm with a rotating chamber containing six bullets.

## Computer Tip: Ten Great Tips For MS Word

### 1. Read more easily

Word's new-look Read Mode (under the View tab) makes browsing documents easier, and it supports touchscreen input too.

### 2. Embed videos



Drop YouTube videos in and play them from Word

Load in online video clips from YouTube and elsewhere using the new Online Video button under the Insert tab.

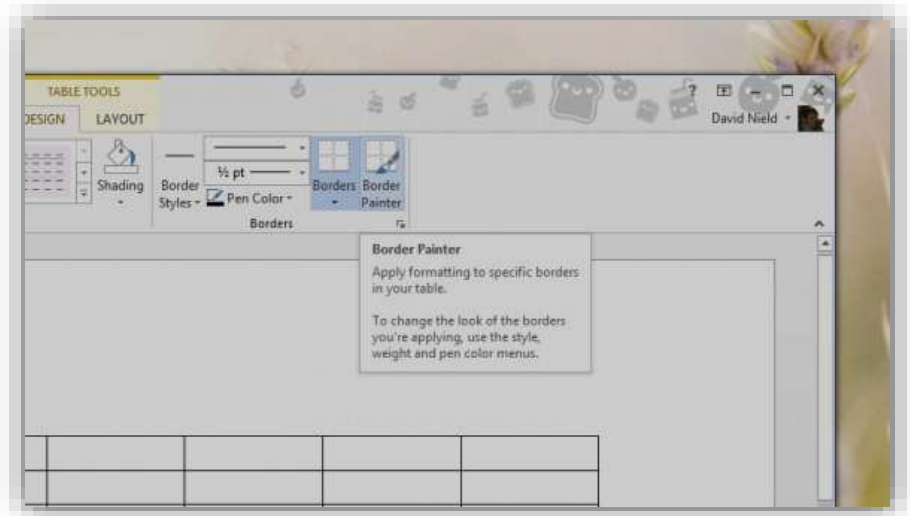
### 3. Define words

Right-click on a word and choose Define to pick a dictionary and see its definition. You can even get help with pronunciation if you need it.

### 4. Reply to comments

Word 2013 enables you to reply to document comments, and even mark them as 'done', for a smoother workflow.

## 5. Get better borders



Quickly copy border formatting with the Border Painter tool

Table borders have been given some love in Word 2013, with additions such as the Border Painter tool (for copying border formatting), which is under the Design section of the Table Tools tab.

## 6. Edit PDFs

Fully fledged PDF editing finally arrives with Word 2013, though you might lose some layout settings. Edited documents can be saved as PDF or DOCX files.

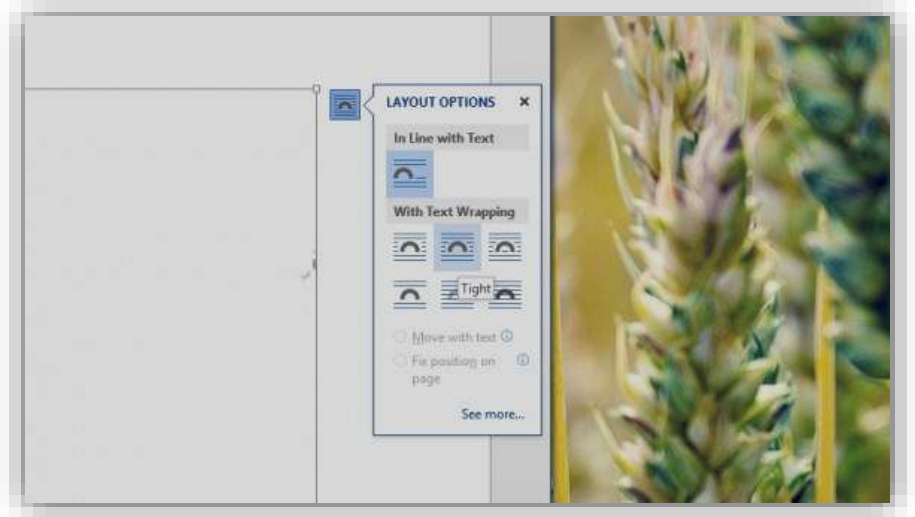
## 7. Change the defaults

New documents use Calibri and double spacing by default. Change this by right-clicking on the Normal style-sheet icon and choosing Modify.

## 8. Benefit from live alignment

Click and drag an object on the page and you'll see faint green marker lines appear, DTP-style, enabling you to line up a series of elements more easily.

## 9. Try inline wrapping



Use the pop-up Layout Options box to quickly adjust text wrap settings

Word's text wrapping options can now be found by clicking on the icon that appears at the top-right whenever a picture is selected.

#### 10. Rearrange lists

Not a new feature, but still a good one - use Alt+Shift then the up or down arrow to rearrange items in a bulleted or numbered list, no cutting and pasting required.

### Something To Think About:



*"Nobody really cares  
if you're miserable,  
so you might as well  
be happy."  
~ Cynthia Nelms*