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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Library Home

LibGuides : Jump Start Your Research

Getting started on a research project is sometimes the most difficult step. To help you, our librarians have compiled subject-based guides to get you on your way.

LibGuides point you to reference materials, books, journals, and links to Web-based resources. Topics covered include:

- Art
- Business
- Chemistry
- Communication
- Criminology
- Cultural Studies
- Drama
- Economics
- Education
- English
- Geography
- Information Literacy
- International Programs
- Language
- Literature

- Marketing
- Medicine
- Metadata
- Nursing
- Physics
- Poetry
- Psychology
- RefWorks
- Rehabilitation
- Social Sciences
- Special Education
- Speech disorder
- Speech therapy
- Study Abroad
- Women and Gender

What Is *Mergent Online*?

Mergent Online provides access to company profiles and financial data of more than 15,000 U.S. companies and 20,000 non-U.S. international companies.

Formerly known as *Moody's* or *Moody's Manual of Industrial and Miscellaneous Securities*, this database is searchable by company name or stock trading symbol. Company profiles include information on the full range of company data and up-to-date news reports, including:

- Business summary
- Stock price summary
- Key executives
- Key financials
- Reports and filings
- Business segments
- Subsidiaries
- History
- Competitors

This electronic information resource is 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 "M" 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 at the *Ask A Librarian* link on our Website.

Library Tip: White Boards – Make Your Own… Or Use Ours!
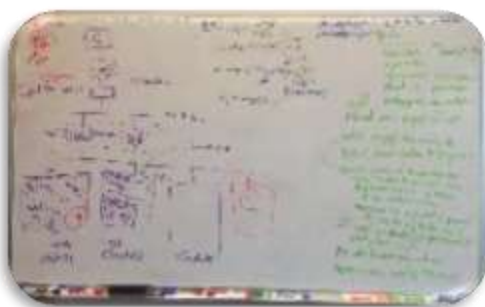
There's something *magical* about a whiteboard. It's like a canvas for our ideas and a playground for our imaginations. It's where we capture dreams, plot world domination, and play hangman. You can *make* your own whiteboard or (if you don't have the time and space), use one of Carlson Library's!

White boards are a high demand resource in Carlson. We've responded to your needs by adding several new mobile white boards to Level A, and large 4' x 6' whiteboards have been added to all the group study rooms throughout the building.

Only "dry erase" markers designed for whiteboards should be used. These special markers, as well as board cleaners, can be checked out at the Circulation Desk for free.

Please do not apply any tape to the whiteboards. The adhesive residue *permanently* damages the board's ability to be cleaned.

Cranial Candy: Word Of The Week

Solicitous

PRONUNCIATION:

(suh-LIS-i-tuhs)

MEANING:
adjective:
1. Full of concern.
2. Eager.
3. Meticulous.

ETYMOLOGY:
> From Latin sollus (whole). Ultimately from the Indo-European root sol- (whole), which brought us solid, salute, save, salvo, soldier, catholicity, salutary, and salubrious. Earliest documented use: 1563.

USAGE:
> "The staff is solicitous of its core customer; efficient with others." Alexandra Jacobs; Dennis Basso's New Shop; The New York Times; Dec 12, 2013.

# Computer Tip: Move Or Delete Multiple Files

It is very easy to move and delete multiple files at once. There are even *multiple* ways to do it.

First, let's review the vocabulary:

- **Highlight** – Clicking on a file or picture so that it is selected, usually outlined in blue or black.

- **Copy** – When you copy something, whether it is text or pictures, you keep the original but make another one, much like a copy machine.

- **Cut** – When you cut something, it removes the word or file from the original location, like when you cut something out of a piece of paper.

- **Paste** – Allows you to place whatever you copied or cut to a new location.

- **Drag and drop** – Clicking on a file and holding the left mouse button, allowing you to move a file from one place to another.

Let's say you want to *copy* multiple files from one folder to another. Begin with both folders open side by side.
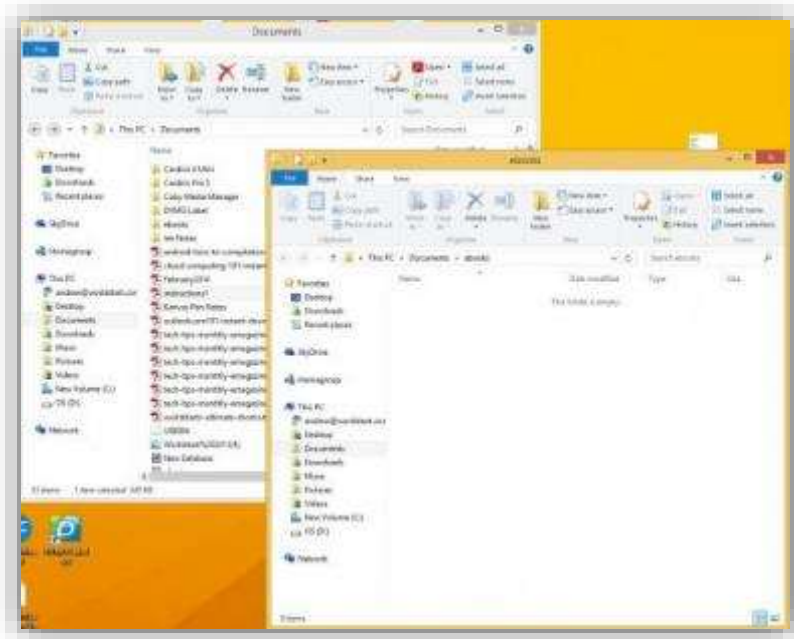
Highlight all the files you want to copy. If they are all in a row, you can simply drag your mouse over them.

A handy trick is to click on each file name while holding down the Control (CTRL) key on the keyboard. This allows you to highlight multiple items even if they are not right beside each other.

Once the chosen files are highlighted, either copy or cut the files. Again, if you want to keep the files in both locations, choose copy. If you want them to only go to the new location, choose cut.

This is where there are a few ways to complete the task.

1. Use the copy/cut and paste commands.

     a. Keeping the files highlighted, point to one of the files with the mouse cursor and *RIGHT* click to display the options menu.

     b. Click on copy or cut.

i. Files may seem to be gone if you click cut, but they are actually saved to your clipboard.

c. Move to the folder where the files should be. Right click in any blank space, and click paste.

Another way to move your files is to have all your files highlighted, then click and hold the mouse to drag the files. Simply drag all the files at once to the new folder, and then let go of the mouse button.

If you **click and drag** using the **RIGHT** mouse button, you are given the option to "Move here" (cut) or "Copy here". Otherwise, files are moved to the new folder.

Something To Think About:

To find out a girl's faults, praise her to her girl friends.
~Benjamin Franklin