



# INSIDE

## THE CLARION UNIVERSITY LIBRARIES



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### CU Libraries' Links:

Inside The Clarion University Libraries  
Read back issues of the Libraries' newsletter

### Library Home

Your link to all of the Libraries' resources

### Online Catalog

Search the Libraries' online catalog

### Databases A-Z

We publish *INSIDE The CU Libraries* weekly, when classes are in session. Here we share information about our services and resources with the campus community. Current and back issues are available online through the NEWS link on the [Libraries' homepage](#).

### CU Libraries Virtually Have Your Back



CLARION ONLINE  
ACCREDITED. accessible. ANYWHERE.

Now that classes have moved to online or remote delivery, students face unique challenges in accessing information resources and services they need. The University Libraries can help.

Watch the **Introduction To CU Libraries** for an overview of our Virtual Library Services. Guides to services and resources can be accessed

through the [Libraries'](#) homepage. Click on the [For Clarion Online Students](#) link in the blue "Services" box for:

- Information available through the CU Libraries online services;
- How to search for a book, journal article, or other information source;
- Links to guides and tutorials;
- Getting journal articles from other libraries.

### What Is *ABI/INFORM Complete*?



**ABI / INFORM Complete** includes thousands of full-text journals, dissertations, conference proceedings, marketing and industry reports, company records, business case studies, and global trade news from 1971 to the current date. It is comprised of:

- **ABI / INFORM Global** – core scholarly content including thousands of full-text journals, dissertations, and collections of working papers, including the *Wall Street Journal*, *The Economist*, *Financial Times*, *Sloan Management Review*, and other major business publications.
- **ABI / INFORM Trade & Industry** – applied content including market research reports, journals, magazines and periodicals relevant to trade and industry.
- **ABI / INFORM Dateline** – a streamlined version, containing regional business news and wire feeds.

#### **ABI / INFORM contains:**

- 6,637 full-text journals, 2,240 of which are scholarly.
- 44 million company records from Experian.
- 40,000+ business-related dissertations.
- 450,000+ working papers and research reports from the National Bureau of Economic Research (NBER), Organisation for Economic Co-operations and Development (OECD), Research Papers in Economic (RePEc), INSEAD and others.
- Comprehensive, expert market information from Business Monitor International, Economist Intelligence Unit (EIU), Euromonitor, Dunn & Bradstreet, Oxford Analytica, and more.
- 10,000+ business cases and case studies.

## Contact Us

Dr. Terry Latour  
Dean of Libraries

This electronic information resource is available through the [Libraries Homepage](#). In the "Research" block, click on the [Databases](#) A-Z link, then scroll down the alphabetical list.

If you have questions or need assistance, contact the libraries through our online services at the [Ask a Librarian! / LibAnswers!](#) link on our Website.

## What is *Business Source Complete*?



[Business Source Complete](#) is said to be "the world's definitive scholarly full-text business database." It is an essential tool for business students, covering the disciplines of business, marketing, management, accounting, banking, finance, and more.

It contains more than:

- 3,800 full-text journals, including nearly 2,000 peer-reviewed journals
- 820 books and monographs
- 12,000 case studies
- 1.1 million company profiles ("Company View")
- 1,200 country economic reports
- 7,800 industry reports
- 2,500 market research reports
- 4,000 SWOT analyses
- 40,000 author profiles
- Nearly 60 faculty seminar videos
- Nearly 10,000 executive and analyst interviews
- 32 working papers collections

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## Library Tip: Save Early & Save Often

When working on a paper, spreadsheet or other project on a computer, remember to save early and save often. You may want to email a copy of the project to yourself or create a Dropbox account so that if your computer has a problem you can access the project from another computer. In addition, you can save to a flash drive, your Google drive, or your D2L locker.

## The S.W.A.T. Minion's Tip: How To Use Periods In Excel Dates



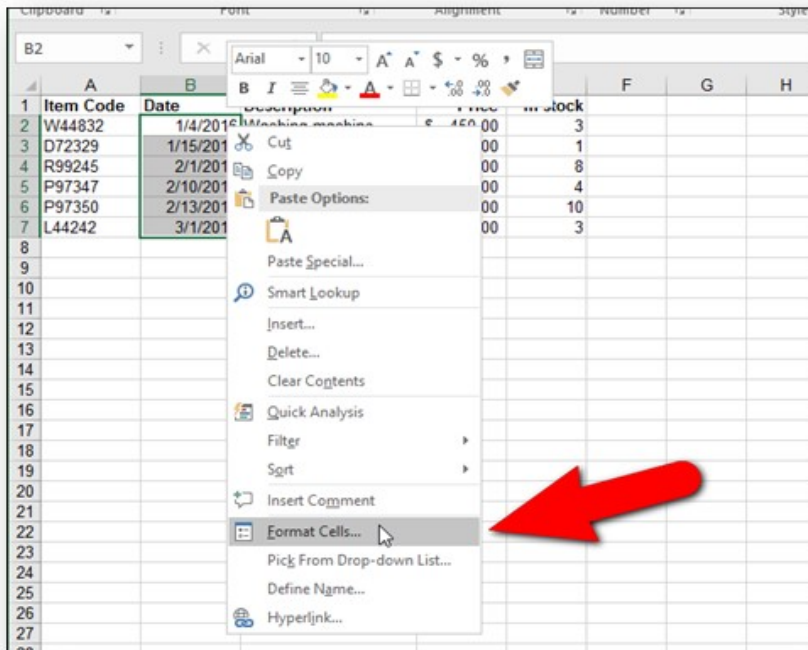
By default, short dates in Excel are formatted using slashes (3/19/2016). If you use many dates in your worksheets, it may be easier to focus on the numbers without all of those lines (3.19.2016).

You can easily change the format. Here's how:

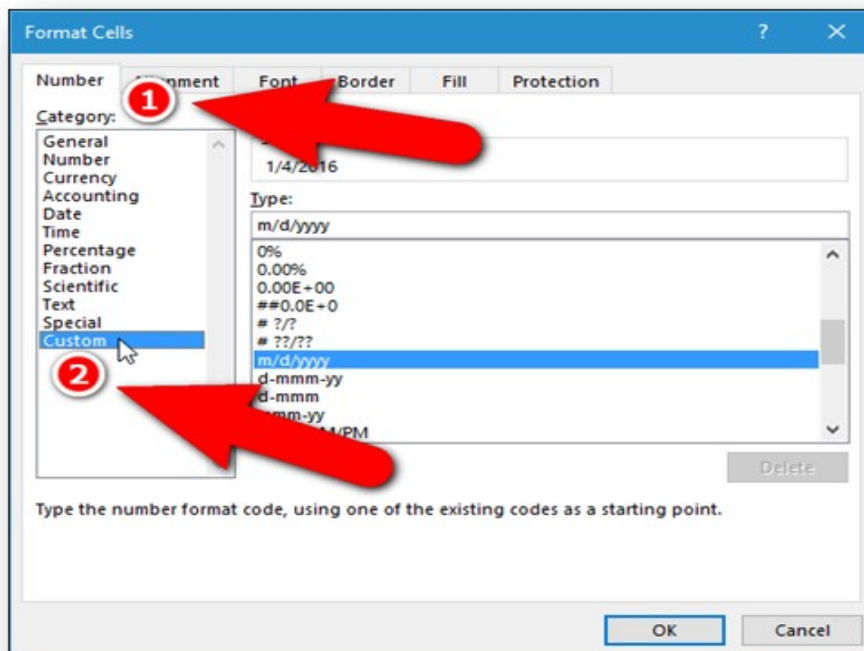
1. Select the cells containing the dates you want to change.

| Item Code | Date      | Description      | Price     | In stock |
|-----------|-----------|------------------|-----------|----------|
| W44832    | 1/4/2016  | Washing machine  | \$ 450.00 | 3        |
| D72329    | 1/15/2016 | Dishwasher       |           |          |
| R99245    | 2/1/2016  | Refrigerator     |           |          |
| P97347    | 2/10/2016 | Plasma TV 47inch |           |          |
| P97350    | 2/13/2016 | Plasma TV 50inch |           |          |
| L44242    | 3/1/2016  | LCD TV 42inch    |           |          |

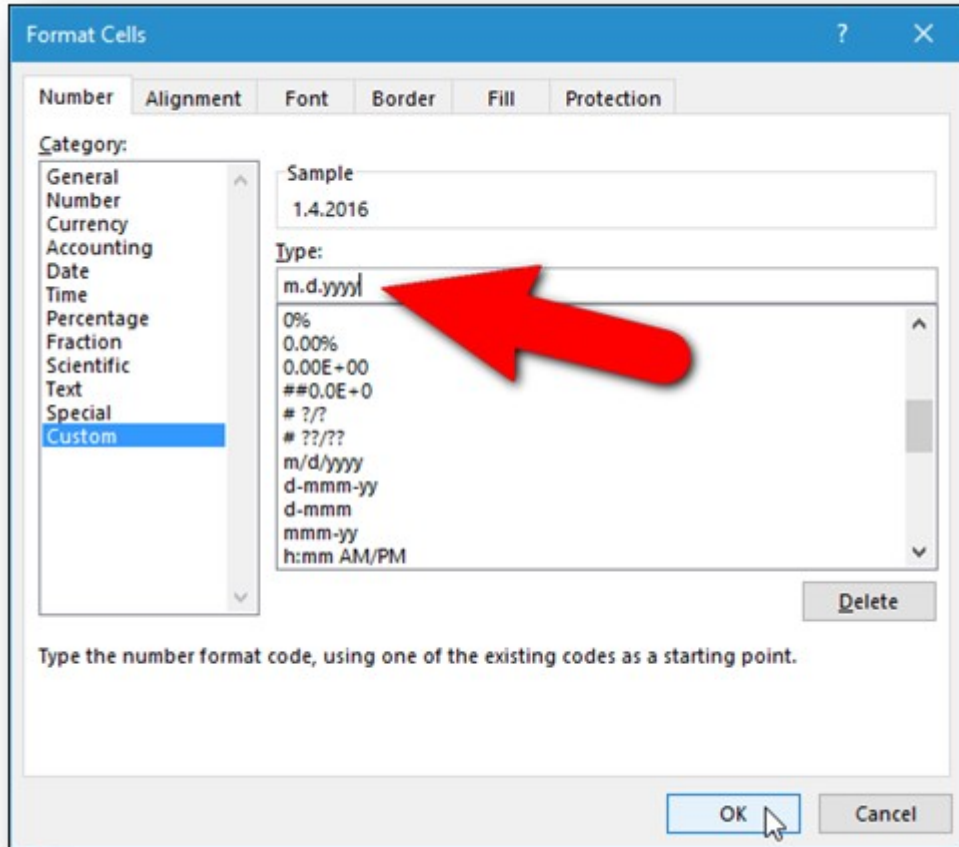
2. Right-click on the selected cells
3. Select "Format Cells" from the popup menu.



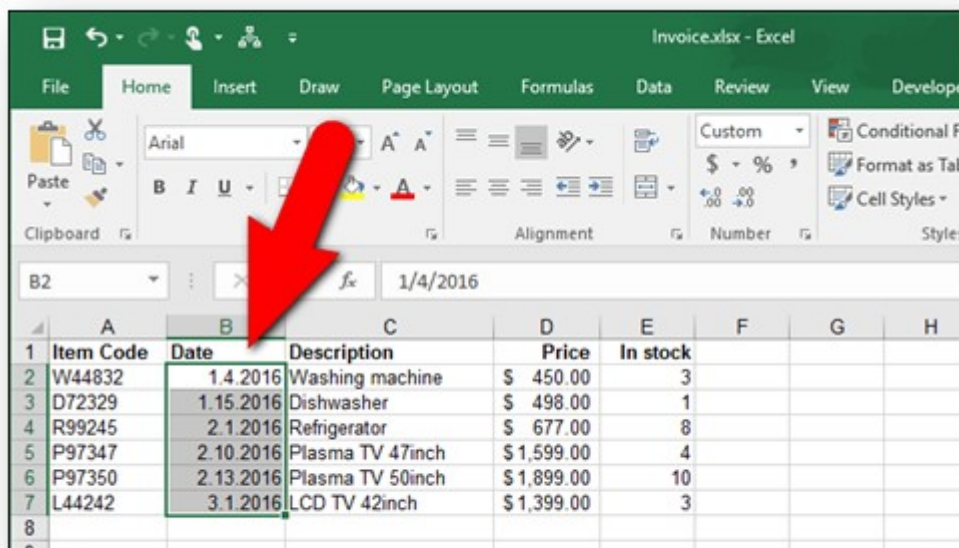
4. On the Format Cells dialog box, make sure the "Number" tab is active.
5. Select "Custom" in the Category list box.



6. Enter "m.d.yyyy" (without the quotes) in the "Type" edit box.
7. Click "OK."
8. To use a two-digit year in the dates, enter "m.d.yy."
9. Entering "mm.dd.yyyy" inserts a leading zero before single digit months and days and uses a four-digit date (01.04.2016).



The dates now use periods instead of slashes.



You can change the date format back to slashes or to any other date format, such as a long date or a date and time combination, using the same procedure. Just select "Date" in the Category list on the Format Cells dialog box and select a format in the "Type" list box.

Although we do not "repair" computers, the S.W.A.T. Team

(Students Who Assist [with] Technology)

on Level A of Carlson Library is always happy to help.

Having an issue? Let us take a *swat* at it!

## Cranial Candy: Word Of The Week...



### nidus

#### PRONUNCIATION:

NIDE us

#### MEANING:

Literally, a nidus is a nest (or a cluster of eggs).

Figuratively, the nidus of something is its source: the place where that thing is fostered.

#### PART OF SPEECH:

*Countable noun.*

(Countable nouns, like "bottle," "piece," and "decision," are words for things that can be broken into exact units.

#### USAGE:

"Niduses" is the plural recognized by the OED; sometimes you will see "nidi" as the plural.

When you talk about the nidus **of** something (or a nidus **for** something), you mean its figurative nest: the place where it is nurtured or where it was born (or rather, "hatched!").

That can be a positive thing ("the nidus of technological advancements," "a nidus for youthful curiosity") or a negative thing ("a nidus of sarcasm and hypercriticism," "the nidus for greed").

## Something To Think About



*Never doubt that a small group of thoughtful,  
committed, citizens can change the world.  
Indeed, it is the only thing that ever has.*

*~~ Margaret Mead*