



INSIDE THE CLARION UNIVERSITY LIBRARIES



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CU Libraries' Links:

Inside The Clarion University Libraries

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](#).

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
- 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 "Research." Click on the Databases A-Z link, and 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 Clarion Online 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.

We suggest that you watch the video presentation: [Introduction to the Library's Services](#).

Read back issues of
the Libraries'
newsletter

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

Student Tip: Group Study Rooms



Group Study Rooms are available in Carlson Library on Levels A, 1, and 3. The rooms are available on a first-come, first-served basis, although in *special* cases they may be reserved ahead of time.

Our policy states, "Study rooms are available for either individual or group use. **Priority for study room space is normally given to groups of**

three (3) or more. Library staff may request that an individual study elsewhere when the space is requested for group use."

In the event that groups need a study space and the room is occupied by fewer than three people, group members should first check the availability of other study rooms on Levels A, 1, & 3. If another room is not available, you may ask individuals or smaller groups to vacate a room or request that Circulation Desk staff (Level 1) ask individuals to relinquish the room for group use.

Level 3 is a Quiet Zone, so if you expect to have a spirited discussion, please do so quietly or use a Group Study Room on Level A or 1.

Group Study Rooms are not sound-proof. Those outside the room can usually hear what is being discussed inside the room.

Faculty Tip: Faculty Study Room



Carlson Library offers current and retired faculty a place where they can conduct research or other business while they are in the building.

Located on Level A, in room A-17, this shared space has two tables and a networked computer. Faculty may borrow the key from the Reference Desk on Level 1. Please remember to bring your ID Card.

The Minion's Master Moves: Save Or Not?



The S.W.A.T. Minions remind you...

Users **can not save anything to a PC or Mac** computer in the Libraries' labs! Anything "saved" to the PC or Mac is automatically deleted.

Please save your work to a USB thumb drive. Don't have one on you? Then (*temporarily!*) save your work to the desktop and email the file to yourself as an attachment.

USB Drive Tip: Create a (Word) document with the owner's contact information on it. Save it to the USB Drive with a name like:

~If found please return to

The tilde (the squiggly line created using the upper left keyboard button) ensures that the file name appears at the top of the list of files, making it much easier to contact you if you leave your Thumb Drive behind.

Cranial Candy: Word Of The Week



consonance

PRONUNCIATION:

(KON-suh-nuhns)

MEANING:

noun:

1. Agreement or accord.
2. A combination of sounds pleasing to the ear.
3. The repetition of consonant sounds, especially at the ends of words, such as *st* in the phrase *first and last*.

ETYMOLOGY:

Via French, from Latin con- (with) + sonare (to sound), from sonus (sound). Ultimately from the Indo-European root swen- (to sound), which also gave us sound, sonic, sonnet, sonata, and unison. Earliest documented use: 1430.

USAGE:

"Chin said the stance was in full consonance with the policy of the party."

Jacob Achoi; SUPP Reconciliation 'Bright'; The Borneo Post (Malaysia); Mar 23, 2014.

"The show felt like the sweetest kind of chamber music, with perfectly satisfying intervals, cadences, rhythms; but to achieve that consonance, every part of the ensemble had to be just so."

Hugh Laurie; Saying Goodbye to 'House'; Entertainment Weekly (New York); May 18, 2012.

"Despite the many decades that their lives overlapped and the consonance of their names, like the setup of a joke, Bruch and Bruckner have little in common."

Zachary Woolfe; Come Together; The New York Times; Jan 11, 2013.

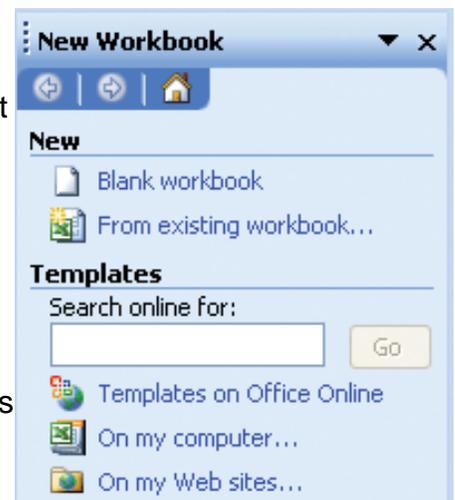
Computer Tip: Avoid Reinventing The Wheel

Excel makes it very easy for new users to use advanced worksheets without creating them manually. This is done by using "Templates." Let's say that there is a need to submit an expense report. Instead of creating one from the beginning, use the existing Expense Report Template.

1. Click **File** on the *Menu* bar and select **N**ew. The **New Workbook** Task Pane will appear on the right side of the screen.

2. Select the location to find the templates. **On my computer...** will show you the standard templates that are loaded when Excel is installed. "Template on Office Online" will show you *all* templates that Microsoft has made available for use in Excel.

3. Select the desired template from the list (Expense Report, Loan Amortization, Sales Invoice, etc.), fill in the blanks, and save. Templates are saved as worksheets requiring a new name, which preserves the integrity of the original template.



Although we do not “*repair*” computers, the **S.W.A.T. Team**
(the **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!

Something To Think About:



*A mind stretched
by a new idea
never shrinks back to
its original dimensions.*

~ Oliver Wendell Holmes