



# HAPPY HALLOWEEN FROM 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](#).

## Faculty Tenure & Promotion Recognition Reception



Mark your calendar for Thursday afternoon at 2:30.

We invite you to join the President, Provost, and colleagues from the campus community in recognizing eleven faculty who were tenured or promoted effective with the fall semester. They will be recognized for their achievements and honored with the selection of a book or other information resource

added to the Clarion University Libraries.

The program and reception will take place in the Center for Academic Excellence, Level A of Carlson Library at 2:30 p.m. on Thursday, October 30. Please join us.

## What Is SciFinder?



Need information on chemical properties?

[SciFinder](#) is an American Chemical Society research discovery database that provides access to the "world's most comprehensive and authoritative source

of references, substances and reactions in chemistry and related sciences."

## 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*

### 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*

It provides extensive references to journal and patent literature in the sciences including chemistry, biomedical sciences, and metals sciences, among others. Extensive coverage of organic and inorganic substances and predicted reactions and access to the CAS Registry is provided.

Check out a brief [video](#) about what SciFinder has to offer.

**First Time Users Must Register by [Clicking here](#)**

This electronic information resource is available through the [Libraries Homepage](#). In the "Research Resources" block, click on the [Databases](#) link, then scroll down the alphabetical list or use the link to jump to the "S" 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 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! / LibAnswers!](#) link on our Website.

## 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 the specific title, 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: Online Renewals



Did you know that you can use our Website to renew the loan period for items checked out from Clarion University Libraries?

At the [Libraries](#) homepage click on the [Library Catalog](#) link in the green "Research" box. At the library catalog search screen, click on the [Renew Books](#) link located in the upper right corner of the screen. You will be asked for your patron ID number.

**Students:** Your patron ID number is 9 + your Clarion ID number. [Get help](#) determining your Clarion ID number.

**Employees:** Your patron ID number is a nine digit number consisting of a series of leading zeros followed by your employee ID number (from your pay stub). Use enough preceding zeros to create a nine-digit number.

## The Minion's Master Moves: Save Early. Save Often



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

You – or someone else – accidentally knocks a plug out of a socket ... a storm or auto accident knocks out the electricity ... or something makes your computer crash. Whatever causes it, there's a certain soul-crushing feeling when you lose your work.

The solution is quite simple:

### **Save early. Save often.**

When you begin a project, click: **File | Save As ...** and choose a location to keep the document. Then, you can periodically press the "control" key and the letter "s" (Ctrl+S) to save all work to that point.

## Cranial Candy: Word Of The Week



### **sprattle**

#### **PRONUNCIATION:**

(SPRAT-I)

#### **MEANING:**

*noun:* A scramble or struggle.

*verb intr.:* To scramble or struggle

#### **ETYMOLOGY:**

From Scottish sprattle, from switching of sounds in spartle (to scatter). Earliest documented use: 1500.

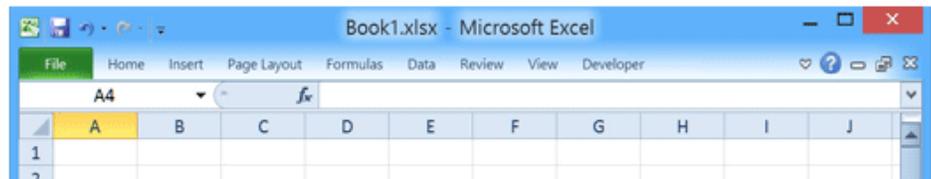
#### **USAGE:**

"I watched him sprattle  
as bugs do sprattle  
with their legs like so, like bugs's legs,  
stretched out and sprattling."

Walter Nash; *The Language of Humour*,  
Routledge; 1985.

## Computer Tip: Minimize the Ribbon (Temporarily)

By default, the MicroSoft Office ribbon is always in *full view*. Sometimes users wish they had a larger view of the work area but would like the ribbon and its components to still be quickly available. See the difference in MS Excel, below?



*The keyboard shortcut to temporarily minimize the ribbon is **Ctrl+F1**.*

When you use Ctrl+F1, Ribbon is temporarily minimized, but whenever one of the tabs is selected, it will automatically be restored. When you are finished using the ribbon, it instantly minimizes itself again.

To change back to the default to always have the ribbon in full view, click **Ctrl+F1** again (it works as a toggle).

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:



*"There is no season when  
such pleasant and sunny spots  
may be lighted on,  
and produce so pleasant  
an effect on the feelings,  
as now in October."  
~ Nathaniel Hawthorne*