Inside
The Clarion University Libraries

February 15, 2011 Volume 6, Number 20

About “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.

Research Tutorials Online

Need guidance when the reference librarians are not on duty?

Check out our online tutorials. At the Libraries Homepage scan the “Library Help” column and select the PowerPoint/PDF or Video links to tutorials. They provide a wealth of information on how to use the online catalog, search databases, find journal articles, request resources from other libraries, and various other helpful tips. There is a video tutorial especially for distance education students.

Guides And Pathfinders

Getting started on a research project is sometimes the most difficult step. To help you, librarians have compiled subject based guides and pathfinders. LibGuides point you to reference materials, books, journals and links to Web based resources. Topics covered include:

- African-American Resource Guide
- Asian-American Resource Guide
- Business Information Resource Guide
- Career Resources
- Chemistry Resource Guide
- Clarion University Archives Digital
- Geography Resource Guide
- Hip Hop Resource Guide
- Hispanic-American Resource Guide
- Information Literacy for Faculty
- Information Literacy Guide
- International Programs

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
Faculty/Staff Scholarship Recognition

The Faculty and Staff Scholarship Recognition Reception honors the individuals who presented papers, published research and scholarship, received University-approved external grants, or engaged in other creative endeavors.

To be included in the April 12th event and accompanying booklet, please send your publications and abstracts to Ms. Linda Horner of the University Libraries (phone 2343, email lhorner@clarion.edu). Your response and Information is due by March 11th.

Computer Tip: A Touch of Elegance

Ever wish that you could create that oh-so-elegant look that accompanies a paragraph that contains an enlarged, stylized first letter? It gives your paragraph a simple, yet eye-catching, look that is not to be ignored.
It’s called a **Drop Cap** and, while this may not be something that we use every day, it is a quick and easy way to add a little something extra to your documents.

First, **place your cursor in the paragraph** that is to have the Drop Cap.

Click on the **Insert** tab of the Ribbon.

Locate and click the **Drop Cap button**. Choose the style you like - or remove the Drop Cap, if that is the situation. The choices are obvious. Put the letter in the paragraph as I did in the example above, or have Word place it in the left margin. Choosing one of these two preset options will create the Drop Cap with the default setting and the same font as the rest of the paragraph.

If you would like to change the font for the Drop Cap, or adjust how far it sits from the text, choose **Drop Cap Options** from the bottom of the list. You will find that it’s small, simple, and self-explanatory.

You can **change the type of Drop Cap** to use. You can also set the **font** for the Drop Cap - my example contains a font that does not match the rest of the paragraph... I think it gives the character a bit of flourish.

Below that, you can choose **how many lines it should sit next to**. The more lines – the bigger the Drop Cap will be. The last option is the **distance the character should be placed from the rest of the text**. By default, the setting is zero but that sometimes feels too cramped. Play around with this one and decide what setting you prefer.

When you have the look “just right,” click **OK** and, Voila! ... The plain look is now an amazing look without a lot of hoopla or effort – just a touch of elegance added to the beginning.
Everybody needs to get rid of something: sunburn, dandelions, the flu, telemarketers. This database of articles will help you get rid of anything you don’t need. Plus, not only will you find a solution, but you can take comfort in the fact that you’re not alone – you can share your tips and experience with other people going through the same experiences.

Over one million visitors come to this site every month to find cures for what ails them. With more than 1,000 articles, and more being added every day, it’s the largest website just for “how to get rid of” information, and more articles are added every day at: [http://www.howtogetridofstuff.com/](http://www.howtogetridofstuff.com/).

**Something To Think About:**

*The 50-50-90 rule:*

*Anytime you have a 50-50 chance of getting something right, there's a 90% probability you'll get it wrong.*

~Andy Rooney