



INSIDE

The Clarion University Libraries

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In This Issue

- Distance Education & The Virtual Campus
- Library Tip: May I Hold That For You?
- Library Tip: Library Conference Room Improved
- Computer Tip: Excel From A Different Angle
- Cranial Candy: Instructables
- Something To Think About

CU Libraries' Links:

Inside The Clarion University Libraries

Read back issues of the Libraries' newsletter

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](#).

Distance Education & The Virtual Campus



If you are a Virtual Campus student or faculty member, you face unique challenges in gaining access to the information resources and services that you need to be successful. The University Libraries are committed to doing all that we can to address your needs.

We suggest that you watch the video presentation: [Introduction to the Libraries' Services](#). This is an excellent introduction to our Virtual Library Services.

Guides to our services and resources can be accessed through the Library Home Page by clicking on the [Distance Education](#) link. Once there, the link to the [Distance Education Virtual Library](#) leads to a wonderful LIBGuide designed especially for you. There are other videos available that provide insights including:

- Searching journal articles
- ILLiad borrowing services
- Log-on information
- And much more.

When you need help with distance education-related library matters, you may contact the University Libraries by one of the following ways:

- By toll free number: 866-272-5612 Press #5 for the Library.
- Go to the [Library Homepage](#) and
 - Click [Live Chat](#) to connect with a reference librarian via the computer – *in real time*.
 - Click [Ask A Librarian](#). This is an e-mail option. Turn around time during the week is 24 hours or less.
 - You may also contact Linda Cheresnowski, our Virtual Campus librarian, and work directly with her.
 - Her work hours are Monday, Tuesday and Wednesday from 10:00 a.m. to 8:00 p.m.
 - Saturday from 9:00 a.m. to 4:00 p.m.
 - Her direct telephone line is 814-676-6591 ext

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

1242.

- Ms. Cheresnowski's email address is lcheresnowsk@clarion.edu.

Library Tip: May I Hold That For You?



Do you need an easel for a special presentation or display?

Carlson Library has light-duty, fold-up easels available for short-term loans.

Check them out at the Circulation Desk.

Library Tip: Library Conference Room Improved



Have you used Conference Room B in Carlson Library for a Webinar or a presentation with a projector and the outside light made it difficult to see? That problem has been solved! Over the summer, blinds were installed in the room. It's now an excellent venue for small group meetings that need a projector.

You may request use of Conference Room B (a.k.a. room 122) via the Web by following the link on the [Libraries](#) home page under [More Info: Library Services](#). Select "Reserve a Conference Room" which will lead you to the [Conference and Event Services](#) Website. Select "My Requests," enter your user name and password. Carlson Library space locations are abbreviated as "CARLS."

Computer Tip: Excel From A Different Angle

Excel users know the advantages of the sort feature when it comes to taking large amounts of data and putting it in some sort of order. By default, when you run a sort it works from top to bottom. For example here's a set of data that we would sort top to bottom.

Last Name	First Name	Age
Smith	John	35
Doe	Jane	42
White	Susan	37

Each data set is in a separate row so we need to sort based on the data in the first column.

Sets of data are usually put in rows and then we use the data in a particular column to decide what goes where. But what if your data isn't set up this way? Some people think differently and their data may look more like this:

Last Name	Smith	Doe	White
First Name	John	Jane	Susan
Age	35	42	37

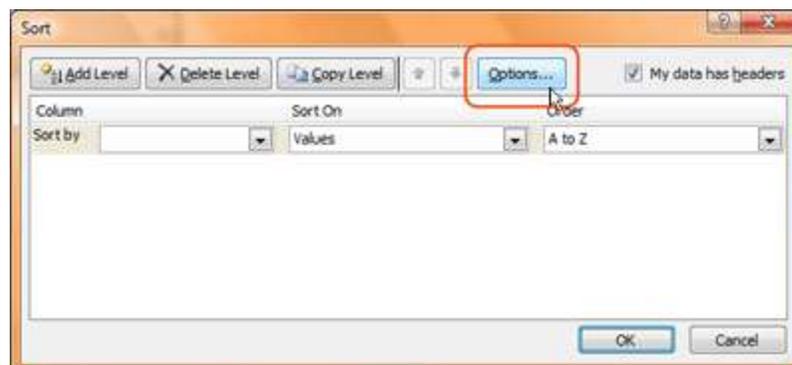
Each data set is in a separate column so we need to sort based on the data in the first row.

A "set" of data will be placed in a single column making our default sort useless. You could transpose your data, but wouldn't it be better to just be able to sort it the way it is?

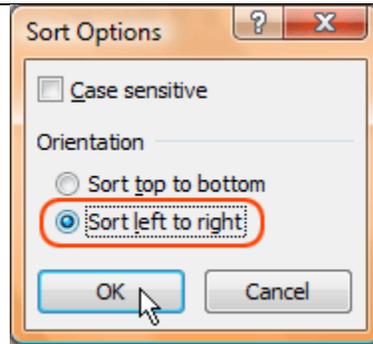
You'll begin the same as always by selecting your data.

At this point we're off to the **Data** tab / **Sort** button.

When the Sort dialog box opens click the **Option** button.



When the Sort Options dialog opens, simply choose the sort direction of **left to right**.



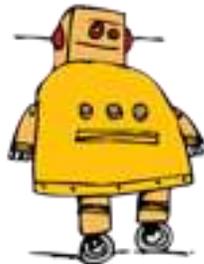
Click **OK**.

Now that you're back in the Sort dialog box you can make all the usual choices about which fields to sort and in what direction.

That's all there is to it.

Set up your data in whatever manner makes most sense to you because Excel can sort it in either direction.

Cranial Candy: Instructables



[Instructables](#) is a website specializing in user-created and uploaded do-it-yourself projects, which other users can comment on and rate for quality.

Created by Eric Wilhelm, a mechanical engineer, and launched in August 2005, *Instructables* is dedicated to step-by-step collaboration among members to build a variety of projects. Users post instructions to their projects, usually accompanied by visual aids, and then interact through comment sections below each *Instructable* step as well in topic forums.

The website's tagline is "share what you make" and it's amazing how many instructions, tips, crafts, and projects are covered at this one site!

Something To Think About:



*If you judge people,
You have no time to
Love them.
~ Mother Teresa*