



# 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](#).

### **E-Books For Everyone!**



Fiction and non-fiction, literature, titles on business, chemistry, computer science, education, history, and much more are accessible to you online. More than 30,000 electronic books and reference sources are available through the University Libraries' Web site. More are being added monthly.

Titles on most subjects are available and they can be accessed through [PILOT](#), the online catalog of the University Libraries.

Major collections of electronic books may also be accessed through [EBSCO](#), [ebrary](#), and [Safari Technology & Business Books](#) found under the E-Book Collections link at the library Web site. In addition to access through PILOT, reference works may also be located directly through [Credo Reference](#), [Gale Virtual Reference Library](#), and the [Oxford Digital Reference Shelf](#) listed under the E-Book Collections link.

Besides the books that we purchase to meet specific course and research needs, we provide links to Internet sites that provide free access to thousands of digitized books. These include [DigitalBookIndex](#), [Internet Archives Million Book Project](#), [Project Gutenberg](#) and others. Of course, [Google Books](#) and [Google Scholar](#) are already used by many of you.

If you have questions or would like assistance, please contact a reference librarian at 393-2490.

### **Faculty Tenure & Promotion Recognition Reception**

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



Mark your calendar for next Tuesday  
afternoon at 3:00.

We invite you to join the President, Provost,  
and colleagues from the campus community  
in recognizing eight faculty who were  
promoted and six faculty that were tenured  
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 libraries.

The program and reception will take place in the Center for Academic  
Excellence, Level A of Carlson Library at 3:00 p.m. on Tuesday,  
November 15<sup>th</sup>. Please join us.

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## Congratulations, Dr. Martin!

Last week Basil Martin, reference librarian and coordinator of  
information literacy instruction, successfully defended his  
dissertation. He will receive his doctorate from Indiana University in  
December. Please congratulate Basil the next time that you see him!

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## Library Tip: Ask Me Roving Reference



Have you tried our Ask Me roving reference  
service yet?

Reference Librarians are available in the  
following locations:

- Still Hall Lobby on Tuesdays from 2:00 -  
3:00 pm
- Gemmell on Thursdays from noon – 1:00  
pm
- STC on Fridays from 10:00 – 11:00 am

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## Computer Tip: Keep Text Formatting In Word

When you copy and paste text, do you ever find yourself wondering  
why sometimes certain formatting traits were pasted with the text  
and others aren't?

It can seem sort of random to most people... and random is  
frustrating. Well, here's the truth. It's not random. The key to  
controlling the formatting when you paste, regardless of the default  
settings, is actually hidden from view.

No, that's not a riddle... it truly is hidden because the formatting you're looking to keep is stored in the hidden paragraph mark found at the end of each paragraph.

*You can also format text directly by using the other controls on the Home tab. Most controls offer a choice of using the look from the current theme or using a format that you specify directly. To change the overall look of your document, choose new Theme elements on the Page Layout tab. To change the looks available in the Quick Style gallery, use the Change Current Quick Style Set command.*

If you **ensure that the paragraph mark is copied** along with the rest then the formatting it contains will paste too. How do you know if you have the paragraph mark in your text selection?

The formatting is in that strange "blank space" you sometimes see Word tack on to the end of a highlight. If you highlight far enough, it seems that the selection highlighting is automatically extended a space.

The other way is to display the formatting marks in your document (don't worry, they won't print – they are just visible on the monitor). If you can see them, you know when they're being copied with the text.

To display the paragraph marks use the button on the **Home tab** of the Ribbon.



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## Cranial Candy: Jigsaw Planet



If you love puzzles, [JIGSAW PLANET](#) may be perfect for you. This website provides challenging puzzles that don't require a lifetime commitment. I just completed an 80-piece puzzle in less than 15 minutes.

Available categories include Flowers, Locomotives, Kittens, Butterflies, and Surfers, to name just a few. You can play the available puzzles as well as create your own.

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## Something To Think About:



*Not all  
who wander  
are lost.*

*~ J.R.R. Tolkien*