IN THIS ISSUE:
- New searches in the Library online catalog
- Current and upcoming Library exhibits
- Microsoft Office 2007 is now in the Software Lab
- The new group workstations are in place

NEW SEARCHES IN THE LIBRARY ONLINE CATALOG

- Two new searches have been added to the options on the Online Catalog, Author Keyword and Subject Keyword.

Both searches will return an alphabetical list of headings containing all of the search terms. The keyword search terms may be entered in any sequence, so anyone selecting one of these searches will not be required to list a personal name in the last name, first name format. As an example, an Author Keyword search on the terms “William Morris” returns 33 entries, nearly half of which are for authors with a last name other than Morris. A Subject Keyword search using the words “Civil War Arkansas” returns 29 entries, none of which begin alphabetically with the words “Civil War.”

To use either of these searches, select either “Author Keyword” or “Subject Keyword” in the Search By: box of the default search screen in the Online Catalog.

CURRENT AND UPCOMING LIBRARY EXHIBITS

- The Dean B. Ellis Library opened its first major exhibit – Fallen Heroes from Arkansas – an exhibit of photographs and profiles of 40 Arkansans who lost their lives in the Afghanistan and Iraq theatres of war between 2003 and 2006. The exhibit, which runs through February 10, also features items from Iraq that are on loan from the Department of Military Science and Leadership. The next exhibit scheduled for the area will feature pictures, factoids, and artifacts regarding African American history and culture in Jonesboro.
The current exhibit was mounted in mid-January in the new multipurpose exhibit/programming area on the third floor of the Dean B. Ellis Library building in space previously occupied by an outdated compressed video classroom. The 45’ x 60’ (2,250 sq. ft.) open space includes over 60 linear feet of wall exhibit or display space. The floor space can be configured to accommodate 50 to 75 in conference or auditorium seating or to house freestanding displays.

The library will work with academic departments and other campus units to host a wide variety of exhibits, lectures, meetings, and programs in this space. Possibilities include traveling exhibits, student art exhibits/shows, faculty or student research presentations, poetry and prose readings, and presentations by visiting lecturers. For information on how to host your own exhibit or program in the space, please contact April Sheppard at asheppard@astate.edu.

**MICROSOFT OFFICE 2007 IS NOW IN THE SOFTWARE LAB**

- Microsoft Office 2007 has been installed on all 6 PCs in the Campus Software Lab located in room 225 of the Dean B. Ellis Library.

Office 2007 is substantially different from previous versions of Microsoft Office. It stores documents in a different format from previous versions and uses a new naming convention for documents. For example, a Word document in Office 2007 is saved with the filename extension of `.docx`, instead of the `.doc` that Word users are familiar with.

Before using Office 2007 you should be aware that 2007-format documents cannot be read by anyone using earlier versions of Office. If you receive such a document and cannot open it using the version of Office you have on your office computer you are welcome to stop by the lab in room 225 to open and print the document.

Microsoft Office 2007 is not yet widespread across campus and will be installed on more Library PCs in the future as demand increases.
The Campus Software Lab is available to faculty, students, and staff and is open during all Library hours.

THE NEW GROUP WORKSTATIONS ARE IN PLACE

- The Library has recently designed and completed construction and installation of four (4) new workstations designed especially to support student online searching and collaborative group computer work for student projects.

The workstation tables, located near the Information Desk on the main floor, feature a curved outer edge that easily allows three people to work together at a single PC. Each workstation is equipped with a 24-inch flat panel monitor and contains the full Microsoft Office 2003 suite of programs, including Word, Access, Excel, Publisher, and PowerPoint.

This initiative began in 2005 with original concept drawings by Library personnel and was funded in part by the Student Infrastructure Fee. The tables were constructed on campus by craftsmen in Facilities Management.

To submit feedback or ask questions about topics covered in this newsletter, email Jeff Bailey, Assistant Director for Public Services at jbailey@astate.edu.

All back issues of this newsletter can be viewed online at http://www.library.astate.edu/newsletter.

1/31/2007