



DELIVERY TO YOUR DESKTOP

If you see "Offsite" in CLIO, rejoice! It means you can get fast full text for thousands of journals and books.

A button labeled "Offsite" in CLIO links you directly to Columbia's off-campus library shelving. You may ask for journal articles and book chapters to be scanned and delivered electronically. Delivery takes just 1-2 days (although overnight delivery is common). Also, If you need an entire book or journal issue, you can have the paper item sent to the Health Sciences Library for pickup.

You'll know that an Offsite request is an option whenever the item you are interested in has an Offsite button in CLIO (clio.cul.columbia.edu) and the journal issue or specific book is listed as an option after you click on the "Offsite" button.

NEW CLASSES

The schedule of our fall library classes and workshops is here! Included in the offerings are topics like EndNote, Drug Information, PDA Bootcamp, Smart Googling for Healthcare Professionals, and Keeping up with the Literature.

More at:
<http://library.cpmc.columbia.edu/hsl/classes/classes.cfm>

NEW HAMMER TEACHING & LEARNING CENTER



CUMC's new state-of-the-art Teaching & Learning Center will be formally opened on October 2, 2009. A ribbon-cutting ceremony hosted by Dean Lee Goldman marks the end of two years of preparation and construction in the lower levels of the Hammer Health Sciences Building.

The ribbon cutting and program will begin shortly after 3 p.m. outside the Teaching & Learning Center's entrance (located on Haven Avenue, opposite the entrance to the Neurological Institute). The ceremony will be followed by a reception and open house.

The construction project has added about 30,000 square feet of classrooms and student study space where the Health Sciences Library once housed about 500,000 volumes of books and journals.

In addition to 15 new classrooms, the new center also includes several new 24-hour study spaces, several group study rooms, and renovated library reading room and shelving areas.

Architectural Details of the New Hammer Teaching & Learning Center



Library Reading Room in the New Hammer Teaching & Learning Center

STAT!REF: E-BOOKS FOR HEALTH SCIENCES

Stat!Ref is an online collection of core medical and nursing textbooks and handbooks (e-books). You may access the entire collection of Stat!Ref titles available at Columbia by visiting:
<http://library.cpmc.columbia.edu/hsl/statref/refstat.cfm>

Stat!Ref includes about 60 health sciences texts, all of which can be searched simultaneously. There are also useful options for annotating, sharing, and printing portions of these texts.



ADVANCED GREEN PRINTING TIPS

It's all too easy to waste paper and ink when you're rushing to get work done. Being in the habit of using a few easy tricks to cut back on unwanted space – or eliminating the need to print something out altogether – can help save a lot of trees over the course of your time here at CUMC, not to mention the money you'd save when using your own printer ink and paper.

Cut Out Unneeded Space

Are you printing something that doesn't need to be formatted double-spaced with one inch margins? There are a number of ways to drastically reduce the number of pages you print:

Word - Select **Print Preview** and click on the **Shrink to Fit** icon in the toolbar:

Using Shrink to Fit will change the document formatting slightly. If you don't like the change simply press the **Control** and **Z** keys on your keyboard (**Command** and **Z** on a Mac) at the same time to undo the change.



Excel - If you see ##### in a cell or column indicating that there isn't enough room to display the actual cell contents, just right-click over the individual cell or column header (Control-click on a Mac), select **Format Cells**, then the **Alignment** tab at the top and check off **Shrink to Fit** under **Text Control**.

If Excel is printing more of the spreadsheet than you need, simply highlight the group of cells you want to print, and select **File - Print Area - Set Print Area**. Your printout will only contain the cells selected as the Print Area.

PowerPoint - To print text only from a PowerPoint presentation, select **File - Print** and change the **Print what**: option to **Outline View**. If there are some images you would like to print as well, you can go back and print individual slides.

Add Your Notes to Electronic Documents

Adobe Reader – if the creator of the Adobe PDF document

allowed for it, you can add your own comments, edits, highlights, sticky notes and shapes to the file. Simply open **Tools – Comment and Markup** to edit to your heart's desire. If the PDF was not created with this in mind, Comment and Markup won't appear under Tools.

Be sure to share this tip with anyone who creates Acrobat files that you'd like to put your own notes on, they can select **Comments – Enable for Commenting in PDF** within their advanced Adobe program to allow the feature.

Paper-saving Freeware

GreenPrint is a great program that can be installed on Windows computers to preview and help remove unwanted pages, images and space from your print job before printing:

<http://www.printgreener.com/>

If you use Firefox for your web browser there's an extension called Aardvark that lets you remove different components of a web page before printing, such as unwanted images and advertisements: <http://karmatics.com/aardvark/>

WAIT BEFORE UPGRADING

The release of any major operating system upgrade always means there are some software programs and technical resources that may lag a bit behind before they are compatible with the latest version. While Apple's Snow Leopard (OS 10.6) and Windows 7 have a lot of great features, it's smarter to wait a little while before installing them to make sure that everything you need to use on your computer will be compatible.

We'll post updates on the CUMC IT web site to advise the community when it's advisable to upgrade, and what if any programs aren't yet compatible.

AUGUSTUS C. LONG HEALTH SCIENCES LIBRARY HAMMER HEALTH SCIENCES CENTER

701 W. 168th Street, New York, NY 10032.

TEL: (212) 305-3605

FAX: (212) 234-0595

EMAIL: hs-library@columbia.edu

WEB: <http://library.cpmc.columbia.edu/hs/>

FALL SEMESTER - HOURS

Mon. - Thurs. - 8:00 am – 11:00 pm, Fri. - 8:00 am – 8:00 pm

Sat. - 10:00 am – 11:00 pm, Sun. - 12:00 Noon – 11:00 pm

Walk-in Research Help: Mon. - Fri., 11:00 am – 5:00 pm

Closed: Thanksgiving (Nov. 26, 27), Christmas (Dec. 24, 25)

New Year (Dec. 31, Jan. 1)

24 Hour Computer Room - 24 hours/7 days

After Hours Study Room - 24 hours/7 days

PH-17 Computer 8:00 am - 2:00 am