

# State Library Update

[www.statelibraryofiaowa.org](http://www.statelibraryofiaowa.org)

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- \*For well rounded information about **politics and the upcoming election**, check out the books that the State Library has available.
- \*Come to the State Library in the beautiful Miller Building to see the **artwork of Brent Houzenga**.
- \*Read the **State Library's Annual Report**.
- \*Is everything really available on the Internet?
- \*Upgrading to **Windows 2007**? We have the manuals you need.

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Discover the **new and improved EBSCOhost search engine**. When looking for journal articles and research that is not available for free on the Web, EBSCOhost is the place to start. A collection of online research materials, EBSCOhost is free to State Library card holders through our Web site.

A number of state employees have asked us about formatting citations from EBSCOhost. To read about the improvements – including to the citations options – go to <http://www.statelibraryofiaowa.org/services/ebSCO/>.

Use your library card number for access to EBSCOhost at <http://www.statelibraryofiaowa.org/services/resources>. Don't have a State Library card? Any Iowan can register online at <http://www.statelibraryofiaowa.org/services/state-library-card>.

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In honor of the upcoming historical elections check out one of the many books available on the subject at the State Library on our **New Books List** at <http://www.statelibraryofiaowa.org/services/newbks>. State employees can request that any of these books be sent to them by clicking on the title in the list and then on the "Request Item" button.

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**Brent Houzenga's work** is regularly exhibited around Des Moines and has been shown outside of Iowa as well. His works on glass feature faces from old photographs painted on windows or doors. He was inspired while on a jog when he found a red velvet book filled with old photos someone had thrown away. He loved the way the faces looked and they soon found their way into his art work. For more information check out Brent's Web site at <http://www.brenthouzenga.com/>.

The art will be on exhibit during October at the Ola Babcock Miller Building on the corner of E. 12th and Grand in Des Moines. Hours are 8 a.m. to 4:30 p.m., Monday through Friday. For information call 800-248-4483, 515-281-4102 or e-mail [is@lib.state.ia.us](mailto:is@lib.state.ia.us).

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The State Library's annual report is available in the state's permanent archive - **Iowa Publications Online** - at <http://publications.iowa.gov/6572/1/07-08-annual-report-for-web.pdf>. Is yours?

Make your annual report permanently available on the Web. To find out how, go to <http://publications.iowa.gov/> or contact Margaret Noon, 515-281-4315, 800-248-4483, or [margaret.noon@lib.state.ia.us](mailto:margaret.noon@lib.state.ia.us).

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It might seem that everything you need is available for free on the Internet, and there certainly is a lot of great information there. However, State Library staff received almost 3,000 requests for information last fiscal year - information that our patrons could not answer using the Internet. We are frequently asked for information about starting a business in Iowa, for help in the navigating the Code of Iowa, for access to specific journal articles that may be on the Internet for a fee, and for help finding information in older state documents that are not on the Internet.

If you need assistance answering a question contact our skilled reference staff at 515-281-4102, 800-248-4483 or email us at [is@lib.state.ia.us](mailto:is@lib.state.ia.us).

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Many workplaces are upgrading their Microsoft Office Suites to **Office 2007**. The State Library has user manuals for Microsoft Office 2007 Word, Excel, and Outlook for those users who want to get the most out of this powerful software.

These user manuals are available for check out from the State Library's collection. State employees may request that any of these items be sent to them. To do so, please fill out the Request an Item form at <http://www.statelibraryofiowa.org/services/bkrequest>.

Don't have a State Library card? Any Iowan can register online at <http://www.statelibraryofiowa.org/services/state-library-card>.

### *Special Edition Using Microsoft Office Word 2007* by Faithe Wempen

This manual will help you build solid skills to create the documents you need right now, and expert-level guidance for leveraging Word's most advanced features whenever you need them.

- Come up to speed quickly with the new Word 2007 Ribbon interface
- Streamline document formatting with styles, templates, and themes
- Collaborate with others using comments and tracked changes
- Master mail merges, master documents, and other advanced features
- Manage large documents with indexes, TOCs, and automatically numbered references
- Use fields and forms to collect and manage information
- Illustrate key concepts with SmartArt diagrams
- Create and apply custom themes that control fonts, color schemes, and effects
- Manage academic research citations and generate bibliographies in any popular documentation format

### *Microsoft Office Excel 2007 Inside Out* by Mark Dodge and Craig Stinson

Learn everything you need to know for working with Microsoft Office Excel 2007--from the inside out! This book packs hundreds of time-saving solutions, troubleshooting tips, and workarounds for using Office Excel 2007--all in concise, fast-answer format. Whether you are upgrading from Office 97 or Office 2003, you'll be able to dig in to the work-ready resources that help you take your Office Excel 2007 experience to the next level.

This information-packed complete reference shows you how to get the most out of Office Excel 2007. You will learn how to navigate the product's new features and capabilities, including the new formatting and editing advances such as Live Preview. You'll explore new graphics capabilities, master the charting interface, and learn how to create dynamic lists with PivotTable® reports. You'll even learn how to automate Office Excel with macros, custom functions, and more.

Microsoft Office Outlook 2007 Inside Out by Jim Boyce, Beth Sheresh and Doug Sheresh

Discover what's new in Microsoft Outlook 2007 and explore the new user interface. The format makes hundreds of tips, tricks, and workarounds easy to find and easy to use. Chapters drill into the most-used features and functions in Office Outlook 2007, delivering comprehensive details. Learn how to create rules to automate and customize Outlook 2007, help protect messages with digital signatures, use RSS feeds, and more.

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### Other services that the State Library offers free of charge:

\*Looking for an article from the **Des Moines Register** that came out more than a week ago? You probably know by now that you can't get it from their Web site. However, you can find it in a database provided for you by the State Library. Go to our list of Online Resources at <http://www.statelibraryofiowa.org/services/resources> and select NewsBank.

Use your State Library card number to log in and you'll be able to search for articles in the Register from 1999 to the present. Cityview, The East Dubuque Register, The Gazette, The Hawk Eye, and The Iowa City Press-Citizen can be searched as well. Don't have a State Library card? Any Iowan can register online at <http://www.statelibraryofiowa.org/services/state-library-card>.

\*Need help searching the **Iowa Code and the Iowa Administrative Code**? The search capabilities for these two documents have recently been upgraded. We're hearing from a number of patrons that they need a little guidance in navigating the new search screens. If you find yourself in the same boat, contact our helpful reference librarians at the State Law Library. Call 515-281-5124, 800-248-4483, or email at [law.library@lib.state.ia.us](mailto:law.library@lib.state.ia.us).

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