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CLASSICS OF MEDICINE DONATION

Early this year, the Himmelfarb Library received a donation of approximately one hundred and fifty classic medical titles. The Library is grateful to Dr. Thomas Piemme, who was retiring from the Medical Center, for this gift. Included in the Collection are facsimiles of famous and important titles dating from Ancient Greece through the Middle Ages and into the 20th century. Titles include: *The Genuine Works of Hippocrates*, *The Collected Papers of Joseph Lister*, *Bartlett on Fevers of the United States*, and the *Flexner Report*, to name only a few.

Titles can be found by searching the on-line catalog. The general Collection can be browsed by doing a search for Classics of Medicine. The Collection will eventually be housed in room 302 of the Library where patrons can access the non-circulating items. Ask at the Information desk for admittance. We are pleased to note that some titles have already been made available for use to our patrons.

ENVIRONMENTAL & OCCUPATIONAL HEALTH RESOURCES

Looking for a shortcut to finding Environmental & Occupational Health material in the Himmelfarb Library? Then view the latest Cyberguide at the Himmelfarb Library's website:

<http://www.gwumc.edu/library/eoh-web.htm>

The Environmental & Occupational Health Cyberguide provides easy access to journal titles and reference book titles in the Himmelfarb Library collection.

Features include: alphabetic selection of journal titles; links to available online *Table of Contents* of journals and links to EOH re-

sources on Daphne Pierre's EOH Page.

Additional upcoming features are a *What's New* link and a link to *New Titles*.

Daphne Pierre designed and developed the EOH web pages with assistance from Velda Jones. For more information or to make suggestions call 202/994-1824 or send email to dpier@gwu.edu.

Classic Medical Journals Donated to the Library

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JoLinda Thompson Appointed to Sirsi Electronic Reserves Partnership Team

Sirsi Corporation, the producer of Himmelfarb Library's integrated library system Unicorn, is currently developing an electronic reserves system. This product is intended to be used with Unicorn to provide searching of and access to reserve materials in electronic form. Sirsi's International Users Group formed a Partnership Project Team to identify issues and make suggestions for the new reserves system.

JoLinda Thompson, Himmelfarb's Technical Systems Coordinator, was recently named a member of the team. She will join representatives from five other university libraries in the United States and Canada at Sirsi's annual Users Group meeting this April to begin work on the project.

Technical Tips Using the Internet

The following technical tips will help you use the Internet more efficiently. In this article, we explain how to transfer files from your computer to your email account, how to transfer files from the Web to your computer (downloading), and how to cut and paste selected portions of a Web page to a word processing program on your computer.

**1 FTP: File Transfer Protocol (Uploading)
How to send your files to your**

GWIS2 account in order to email.

An easy way to send a file from a floppy disk or your own computer is to use FTP on Netscape. You can send a text file that you can then add to your email message. Here's how:

- ◆ Save your word processed file as text. In Word, choose "Text with Line Breaks" as the file type. If you are using the Library computers, save the file to a floppy disk.
- ◆ Open Netscape. Click OPEN or OPEN LOCATION and type the ftp address:
ftp://username@gwis.circ.gwu.edu
For example, if your username is johnsmith, you would type:
ftp://johnsmith@gwis2.circ.gwu.edu

The computer will ask you for your GWIS2 password.

- ◆ Click on FILE and choose UPLOAD FILE. The computer screen presents the window with available directories and drives. If you are in the Library, place your disk in the a: drive and type under File Name, a:\name_of_file. For example, a:\myfile.txt
- ◆ The computer transfers the file to your GWIS2 account. You can then close Netscape, open GWIS2, and compose your message. To include the file you transferred, press Control-R (for read in the file), press Control-T to take you to the list of files, and press S for Select

on the file you want.

- ◆ Complete your message and send.
- 2 FTP: File Transfer Protocol (Downloading)
Copying Files from Netscape to your computer or floppy disk.**
- You can copy files (text and images) from a Web page to your own computer or disk. However, copyright protection exists on the Internet. Unless a page states that readers can use its text or images, don't reproduce the material in your papers or web pages.
- ◆ To copy or save written text from a Web page, click on FILE and choose SAVE AS.
 - ◆ In the dialogue window, name the file and choose TXT as file type. The default is to HTML which copies the coding of the web page. Specify the drive and directory in which you want to keep this file.
 - ◆ To copy or save an image, click the RIGHT MOUSE BUTTON over the image.
 - ◆ Choose SAVE IMAGE AS and name the file, keeping the .gif or .jpeg extension. These extensions indicate a graphic format.
 - ◆ To view an image, you can open it in Netscape. While in Netscape, click on FILE and choose OPEN FILE.

- ◆ Select the image file from the dialogue window and press OK. The graphic will display within the Netscape screen.
- ◆ To manipulate or create images, you will need a graphics program, such as Adobe PhotoShop, Illustrator, PaintShop Pro, and other similar applications.

3 Copying and Pasting Text to a Word Processor

At times, you may want to quote a piece of text from a Web page (with the proper references) or only print a small portion of a document. Here's how:

- ◆ Use your mouse to highlight the text you want to copy.
- ◆ Click on EDIT and choose COPY.
- ◆ Open Notepad on the Library machines or another word processor at home. Notepad lives under Accessories on the Library computers (press START, ACCESSORIES, Notepad).

Click on EDIT again and choose PASTE. The text will be transferred to Notepad. If you are using the Library machines, save the file to a floppy disk. NEVER SAVE ANY WORK TO THE DESKTOP since it will be deleted when the computers are shut down.

ANNOUNCEMENT

NO  FOOD or DRINK

Please do not eat or drink around the computers in the Hospital Reading Room!

We would like to avoid damage to the equipment and keep it in good working order for your use. So, please take care of it.

Thank you,
Himmelfarb Reference Librarians

Himmelfarb Class Schedule

For June through August 1998

Himmelfarb Health Sciences Library and the Office of Information Technology are offering the following classes during June through August in Himmelfarb Library Room B103. All classes are free and require no registration.

<u>Class</u>	<u>Date</u>	<u>Time</u>
Web Fundamentals	2-Jun.	noon-1 pm
PowerPoint	3-Jun.	10am-noon
Health on the Web	4-Jun.	noon-1 pm
Home Page Construction(Beg.)	9-Jun..	2-4 pm
Search From Your Desktop	10-Jun.	noon-1 pm
Access Basics	15-Jun.	1-4 pm
Excel: Linking Spreadsheets	16-Jun.	noon-1 pm
Access Advanced Queries	22-Jun.	1-4 pm
Excel Data Management	23-Jun.	2-4 pm
Internet Grateful MED	24-Jun.	noon-1 pm
Excel Basics	25-Jun.	10am-noon
Word MailMerge & Labels	26-Jun.	noon-1 pm
Access Reports & Forms	29-Jun.	1-4 pm
Principles of Database Design	30-Jun.	10am-noon
Word Styles, Templates & TOC	1-Jul.	noon-1 pm
Word Basics	7-Jul.	10am-noon
Access Basics	8-Jul.	1-4 pm
Pine Email	8-Jul.	noon-1 pm
Web Fundamentals	8-Jul.	5-6 pm
GroupWise Calendar & Email	9-Jul.	10am-noon
MEDLINE & Other Databases	9-Jul.	noon-1 pm
Word Graphics & Lines	10-Jul.	noon-1 pm
Home Page Construction(Int.)	14-Jul.	2-4 pm
Access Advanced Queries	15-Jul.	1-4 pm
Clinical Book on CD-ROM	16-Jul.	noon-1 pm
Excel Basics	16-Jul.	2-4 pm
Word Bullets, Numbers & Outline	17-Jul.	noon-1 pm
Access Reports & Forms	22-Jul.	1-4 pm
Health on the Web	21-Jul.	noon-1 pm
Windows Introduction	21-Jul.	10am-noon
Word Columns & Tables	23-Jul.	noon-1 pm
Excel Charts	29-Jul.	2-4 pm
PowerPoint	3-Aug.	2-4 pm
Excel Basics	4-Aug.	2-4 pm
Pine Email	4-Aug.	5-6 pm
Search From Your Desktop	4-Aug.	5-6 pm
Excel: Linking Spreadsheets	5-Aug.	noon-1 pm
Excel Data Management	6-Aug.	2-4 pm
PubMed	6-Aug..	noon-1 pm
Home Page Construction(Beg.)	12-Aug.	10am-noon
Word MailMerge & Labels	13-Aug.	noon-1 pm

FACULTY PUBLICATIONS

The George Washington University Medical Center

Compiled by the Himmelfarb Health Sciences Library from MEDLINE
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Library Hours

Himmelfarb Library's Summer 1998 Hours

Because many academic programs within the Medical Center extend through the summer, Himmelfarb Library is announcing that it will continue to operate on a normal schedule.

1998 Summer Hours

Monday-Friday	7:30am-Midnight
Saturday-Sunday, March 14-15	9:00am-Midnight

Hours will be reduced as follows for Memorial Day Weekend and July 4th.

Memorial Day Weekend

Friday, May 22	7:30am-10:00pm
Saturday-Sunday, May 23-24	9:00am-10:00pm
Monday, May 25 (Memorial Day)	9:00am-Midnight

July 4th Weekend

Friday, July 3	9:00am-6:00pm
Saturday, July 4	Closed
Sunday, July 5	9:00am-Midnight

Call 994-2691 for holiday hours!

Call For Help!

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AV Study Center	994-2856
Interlibrary Loan	994-2860
Reference Department	994-2850
Photocopy Service(HPS)	994-1831
Circulation	994-2962
Classroom/Display Services	994-2856

Mailbox: halref@gwis2.circ.gwu.edu

Webpage: <http://www.gwumc.edu/library>

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