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Something to Think About -- It's the Little Things!

Mary E. (Tinker) Massey

Embry-Riddle Aeronautical University, masse36e@erau.edu

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the presentation so that it can be used when no Internet connection is available. Currently, the best option is to save as a PDF. However, the resulting PDF document will lose the entire "presentation feel." So, one must be connected to the Internet to access the presentation. Users can only upload documents smaller than 10Mb to **Google Docs**. Working with large, graphic heavy files will be difficult.

Word Processing

The word processing application of **Google Docs**, useful for creating a variety of documents, such as articles and blog posts, to less formal documents, such as meeting and class notes, has several advantages. Users of **Google Documents** will note the simple and easy to use Web interface. Most users only use a few of the hundreds of features available in word processing programs like **Microsoft Word**. **Google Documents** offers only those necessary options to meet word processing needs, including basic formatting, options to insert images, links, tables, or special characters, and choices for exporting the file once it is finished. The ability to share a document with others is also helpful. Because **Google Documents** is Web-based, there is no need to save the file repeatedly and send to collaborators as an attachment. With **Google Documents**, users can create a document and simply send a link to colleagues, "sharing" the document with them. The original creator has control over who has access to the document and can allow others to edit it or to simply have access to view the document. Once the document is shared colleagues can add to the document and see revisions in real-time. This eliminates the need to send files back and forth, creating various editions of the document. The document is available to all contributors at any time from any computer with Internet access because it is stored online. **Google Documents** also lets users upload documents in a variety of familiar word processing file formats, including Word, Rich Text Format, and Open Office. The document can also be exported easily in a variety of formats, including HTML, RTF, Word, PDF, Open Office, and Text.

While the simplicity of **Google Documents** can be an advantage, it can also hinder a user who may prefer the bells and whistles of **Microsoft Word** and other similar software programs, particularly if the project requires a more professional look. Font size and types are still limited, for example. And while **Google Documents** meets the needs of many users, it is still only in BETA stages, which means it is constantly undergoing upgrades and changes. It is still not able to offer all of the stability of a tested product, such as **Microsoft Word**.

Conclusion

Google has been very responsive to users since its launch of **Google Documents** in October 2006. **Google Documents**, which began

against the grain people profile

Nicole Montgomery

BORN & LIVED: Born in Minnesota but consider myself an eastern Kentucky gal and have the accent to prove it.

FAMILY: Husband, **Matt**. Cat, of course, **Cho**. The rest we're still figuring out.

IN MY SPARE TIME I LIKE TO: Currently, lots of home improvement projects.

FAVORITE BOOKS: *Winterdance* *The Fine Madness of Running the Iditarod* by **Gary Paulsen**; *The Glass Castle* by **Jeanette Walls**; *A Girl Named Zippy* and *She Got Up Off the Couch* by **Haven Kimmel**.

PET PEEVES/WHAT MAKES ME MAD: People who don't recycle even though it's so easy!

PHILOSOPHY: I often try to remind myself that the most important things in life aren't things.

MOST MEANINGFUL CAREER ACHIEVEMENT: I interviewed one other time with my current organization and didn't get the job. Fate stepped in six months later, though, and the right opportunity and fit was finally there!

GOAL I HOPE TO ACHIEVE FIVE YEARS FROM NOW: To learn to leave work at work. Is that a bad goal? 🌿

as a rework of **Writely**, a Web-based word processing program, has been enhanced based on the feedback of users in its discussion group pages, <http://groups.google.com/group/GoogleDocs/topics>. Features that have been added include improvements in printing, enhancements to headers and footers, easier integration between other **Google** products, saving in different file formats, and creating sub-folders.

While not the solution to every problem, **Google Docs** does offer a flexible and easy

to use platform for those not afraid to try new things. Its simplicity and "bare bones" toolkit is both a strength and a weakness, but it holds promise for a variety of applications and projects. Being accessible via the Web and the collaborative ease of creating content both in real-time and 24/7 are perhaps the most alluring features. In a head-to-head comparison with **Microsoft's Office Suite**, **Google Docs** will lose. However, what it does have going for it is the ability to collaborate, ease of use, and the best price point possible — it's FREE. 🌿

Something to Think About — It's the Little Things!

Column Editor: **Mary E. (Tinker) Massey** (Serials Librarian, Embry-Riddle Aeronautical University, Jack R. Hunt Library) <masse36e@erau.edu>

Sometimes we find things in our donation piles that look interesting or even great, but it's a one of a kind piece. What do you do with an original *Life* magazine issue from 1945 that has a special issue flavor covering women's role in the war, especially as flyers? You can't put just one issue on the shelf. Placing it on

the shelf would encourage it to curl and bend and be torn on a daily basis. Most people have replaced the real issues with fiche or film and this would be an oddity, to say the least. How about a stray annual report of a corporation that can't be obtained continuously? A how-to brochure? There are numerous kinds of material that would be additions to the knowledge we now have, but how do we house those small pieces? The vertical file is one answer

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also has a periodicals business and I am an avid reader of many current news, health, and general interest magazines.

ATG: Tell us about your family.

SP: My wife, Anita, and I have been married for sixteen years and have one daughter who is ten years old. We recently moved from Ann Arbor, MI to Nashville, TN. All three of us love music, and so we are thrilled with the diverse musical options here in Nashville. Today, we are enjoying 75 degree weather while our friends in Michigan are experiencing a snowstorm, so we think we made a good trade with the weather, too. 🌳

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for different information. We have an extensive arrangement of file drawers that contain annual reports, maps, cut-a-ways of airplanes and rockets, speeches, newspaper clippings, and special issues of topical journals, mostly older or esoteric pieces.

Most of the pieces go through several decision processes before being accepted for the vertical file. We have two **Collection Development Teams** that preview donated and new materials, one for Monographs/Media/Continuations and the other for Serials. Once selected by these teams, a Reference Librarian previews the material, then begins a cataloging process. There are brief records produced and the Catalog Librarian follows up with some embellishments of those records to increase access points. The material is processed and then goes into folders in the vertical file system. Call numbers assigned are subject oriented, so that the file is basically alphabetical and user-friendly. We have found that a moderate percentage of the students end up using some of these materials during their undergraduate programs, as well as other patrons looking for specific materials. The cut-a-ways get the heaviest usage as students study specific models of airplanes in their classes. These are removed from several aviation journals (to prevent disappearance) and highlighted in the files, so that they are easier to find and use.

Located near the vertical files is a collection of model airplanes. They are housed in glass cases to keep them in a-one condition and they are labeled. There is talk of beginning the cataloging of those models in the near future to give them more access in the online catalog and market the fact that we have them. Several of the models are rockets that have been used to launch specific military or popular satellites. The other planes range from barnstorming days to the present time period. I try to look at them several times a week and understand some of the engineering. They are fascinating

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and exquisite. At one time, there was a piece of the **Hindenburg** in those cases, but that material has had an entire exhibit developed around it and can be seen near the front entrance to the library opposite the Circulation desk. Another display case near the entrance houses memorabilia from **Embry-Riddle's** development as a school. There are old flight helmets, pictures of several locales where we were located, ledgers, stationary and goggles supplied by our archives. Many people stop to see these exhibits and they are a favorite of many families. When we find visitors remark-

ing about the front cases, we give them some short tours of the models in the back of the library, to their delight. We have found a number of ways to excite the patrons who enter our doors. I think the combination of library and museum atmospheres has drawn more people in the front doors. It's remarkable that we can utilize the materials for show and research at the same time. Perhaps after visiting our first floor, you will agree that it's the little things that count too!

Surely something to think about? 🌳