



# Tuesday's Tip

information provided by Adriance Memorial Library to make your life a little bit easier . . . .

## Emailing Articles from the Databases

July 17, 2012

Databases contain an email option which will allow you or your patron to email an article to a personal (or work) address. This allows you to read the article later, print it at home, or—with today's generous email storage capacities—archive it. Databases will usually offer two formats in which the articles can be sent, PDF or HTML. The PDF, if available, is an exact replica as it appeared in the printed issue. HTML is just the text, sometimes with links to images (generally, they are a much smaller file size than the PDF's). Citations also accompany the email so creating a works cited page is a snap!

The screenshot shows the Academic OneFile website interface. At the top, there is a navigation bar with the GALE CENGAGE Learning logo, a search bar, and links for 'Have an account? Sign In', 'English', 'Tools', and 'Mid-Hudson Library System'. Below the navigation bar, there are tabs for 'BASIC SEARCH', 'SUBJECT GUIDE SEARCH', 'PUBLICATION SEARCH', 'ADVANCED SEARCH', and 'PREVIOUS SEARCHES'. The main content area displays search results for an article titled 'London Philharmonic at Carnegie Hall: more than a matter of interpretation' by Susan Brodie, published in the American Record Guide. The article is available in full text. On the right side, there is a 'Tools' sidebar with various options: 'View PDF pages', 'Print', 'E-mail', 'Download', 'Citation Tools', 'Bookmark this Document', 'Share', 'Arabic' (with a dropdown menu), 'Translate', and 'Listen'. An orange callout box with a white background and an orange border points to the 'E-mail' option in the sidebar. The callout text reads: 'Here is a search result for Academic OneFile. The article is full text. On the right, under "Tools", you will find the email option.'

**E-mail**

Required fields marked with \*

Mail to:\*  Sender e-mail:

Separate each e-mail address with a semicolon.

Subject line:

Message:

Send item as attachment:

E-mail format:  
 HTML  Plain text

Content options:  
 Full text (when available)  Citation  PDF (sent as attachment when available)

Bibliographic citation format:  
 MLA 7th Edition (Modern Language Association) [Example](#)  
 APA 6th Edition (American Psychological Association) [Example](#)

This is what comes up after clicking the email option. Most databases have some variation on these options. Filling in the message box isn't necessary. Also, if appropriate, don't forget to select the bibliographic format. Students working on papers will love this feature!

Your patron should receive the article within a few minutes of pressing the send button. If it doesn't appear in their inbox have them check for it in their spam folder.