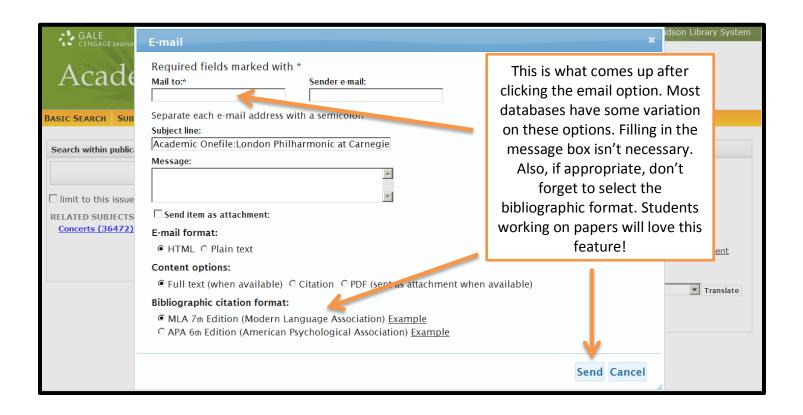# Tuesday's Tip

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!

Here is a search result for Academic OneFile. The article is full text. On the right, under "Tools", you will find the email option.

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.