



Printing, Emailing and Saving Articles in Databases Transcript NAIT Library

Hello and welcome to the NAIT Library tutorial on printing, e-mailing, and saving articles found in library databases.

Databases provide access to articles in magazines, academic journals, and newspapers. Some also provide access to reports, company financial data, and even e-books. Often, you can read the complete article online. Once you've located an article in a database, the print, e-mail, and save options allow you to store that article while you continue searching for additional resources.

Start at the NAIT Library homepage www.nait.ca/library; click on the **Find Articles & More** tab, then **Choose database by category**.

This tutorial demonstrates searching a multi-subject database. Select the **Multi-Subject** databases category to choose a database. For this demonstration, we'll use the database **Academic Search Complete**. From the description of the database, click the title to open. You'll be asked to authenticate or login by entering your student ID number and last name.

Let's enter the keyword **resumes** and click **Search** to retrieve the results.

Results found in **Academic Search Complete** may be full text or a citation and article summary.

If full text is available, you'll see an icon and link to **PDF Full Text**, **HTML Full Text**, or sometimes both. **PDF Full Text** is a scanned image of the way the article appeared in print; **HTML Full Text** is unformatted and does not contain any graphics or pictures.

Click on any hyperlinked title on the results page to access the complete record. You'll see the citation elements for the article as well as the **abstract**, a short summary of the article. Scroll down to read the **HTML Full Text** of the article. If the article is **PDF Full Text**, click on the PDF icon to access the complete article.

At the top and bottom of each record, you'll see the **print**, **e-mail**, and **save** icons.

Click on **Print** to access the print manager box. On the right-hand side of the screen are choices about what to **include when printing**. Click the Print button on the left.

Click on **Save** for the save manager box. Click the **Save** button on the left and use **File – Save As** to save the article to your memory stick or hard drive.

Click on **e-mail** to access the e-mail manager box. Enter your e-mail address and any notes you want to add. You can select a **Citation Format** from the drop-down menu on the right side of the screen—for example, **APA**—but be aware that these citations are not always reliable. Check the citation against your style guide to make final corrections.

Use the Print, E-mail, and Save options to gather articles for your information research.

Most databases offer Print, E-mail, and Save options. Now that you know how to use these options in this database, you'll know what to look for in other databases. Each database is slightly different, so if you have any problems, click the **Help** button in that database.

If you have questions about the print/e-mail/save functions in library databases, or want to know more about our services and resources, please use one of the **Ask Us** options listed on the library website. Thank you.