

Emailing Research Articles

Information Literacy GEO this assignment addresses: Using Technology to Access and Manage Information. Information literacy requires computer literacy. Lack of computer skills limits students' successful acquisition and management of information. Researching print or electronic sources is dependent upon computer and internet technology.

Objectives of assignment:

- Understand the use of email as a means for document delivery of information
- Understand the use of email attachments
- Understand file types and software required to view them (PDF and HTML)

Preparation:

This exercise requires the use of a computer lab for hands-on computer instruction. The instructor should have a prepared search for Academic Search Premier that will yield many full-text results in both PDF and HTML formats.

The instructor should test the exercise in the lab to assure it is capable of performing all the tasks in the exercise. Students will need their Lakeland email account address and must be able to log on without assistance. This exercise can be customized to any subject area and use any type of attachment the instructor feels is common to that discipline.

Assignment:

1. Ask students to access Academic Search Premier from the Lakeland Library Homepage. (library.lakelandcc.edu) Articles etc.-> Recommended -> Academic Search Premier.
2. Have a prepared search ready for them that will generate lots of FULL TEXT hits. Explain the reason for using the Full Text check box under Limits and have them perform the search using that Limit.
3. Ask them to click on the article title, then view full text either in PDF or HTML. (Explain the .PDF is a file type that requires a specific FREE reader called Adobe Acrobat. HTML can be viewed in any Browser.)
4. Click on the email tab to send the full text of the article to their Lakeland email account.
 - Have students type their Lakeland email address into the appropriate box.
 - Have them give their article a subject in the next line.
 - They can add comments if they want.
 - Check Send HTML or PDF as attachment box.
 - Check Standard file format with Detailed Citation.
 - Click Send.

5. Have students log into the Lakeland email account to view HTML/PDF file they have just sent to themselves. Remind them that they should have Acrobat Reader installed on their personal computers. Many of the OhioLINK databases use PDF as the only file format. Acrobat Reader is essential for college level research.

Important summation/review points:

Finish up exercise by reviewing what they have accomplished and how this applies to their college work.

- Email is an important method for transferring electronic files. This applies to Blackboard, Lakeland email, and free web email sites.
- Students can receive (download) articles and multimedia files from OhioLINK or the web. The receiving computer must have software or browser plug-ins capable of reading the file type. PDF is a file type that requires Adobe Acrobat Reader, a free download from adobe.com. (A warning about downloading from only reliable web sites is appropriate at this point.)