

# How to Use *OmniFile Full Text Select*

## *OmniFile Full Text Select* through the Vernon Area Public Library

1. Open browser to get on the Internet in school or at home.
2. Use this Internet address <http://www.vapld.info> and click on *return*.
3. Look under research and pick “Research Databases”. Scroll down to *OmniFile Full Text Select* and click on it. Enter your library number and “Login”.
4. Click on “Advanced Search”.
5. Under “Search modes” you can use “Find all my search terms” or, if you are not certain of the title of the article, use “Find any of my search terms”. Enter the title of the article in the box “Field Codes” above the “Search Options” section.
6. Under “Limit your results” put *National Geographic* in the “Publication” box. Click the green “Search” box.
7. If you have a list of results, you can sort them using the “Relevance Sort” option on the upper right of the list of articles. “Date Descending” lists the articles from newest to oldest. “Date Ascending” lists the articles from oldest to newest. Sorting your results may help you find your article easier.
8. Again, if you have a list of results, look for the title of the article and/or check the dates of the article to be sure you have the correct one. If the title does not match exactly the one on Dr. Brontman’s list, use your judgment to decide if you have the correct article. You can check it with her online PDFs of the articles. See below also.
8. Clicking on the title of the article will give you the text of the article with some bibliographical information, such as the page numbers. This will again help you decide if you have the correct article.
9. The options to the right of the page give you the ability to print the article, information on how to cite it, and other options. If you choose “Cite” be aware that you will have to scroll down the “Citation Format” window to find the format you need.