



ONESTEP Resources Library Help Files

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Resources Library General Information

What kind of information is in the Resource Library?

The ONESTEP Resource Library provides a searchable database of information about community-based employment and training across Ontario and beyond. The ONESTEP Resource Library is also interactive in that we encourage our members and site visitors to suggest a resource by posting to our website themselves. As our library grows, you can expect to find an impressive list of website links, online resources, articles, reports, speeches and full-text downloadable publications.

What happened to all the Resources that used to be on the ONESTEP website?

Not to worry, we at ONESTEP have submitted all that information (and more!) into the ONESTEP Resource Library so that you can find it easily. You can also look for information on community-based employment and training programs across Ontario by using our Looking for Training Directory.

How often is the directory updated?

The ONESTEP Resource library is an interactive, member-driven database that we hope to see grow as more and more people submit resources related to employment and community-based training issues. ONESTEP staff will edit all submitted content but cannot take responsibility for the complete accuracy of all posted content. If you have any questions or concerns about the accuracy of a resource, please contact us at webadmin@onestep.on.ca



Searching the Resource Library

How can I get a listing of all the resources in the library?

When you arrive at the search page, just leave every field blank and hit Search for Resources. You will be given a complete listing of all the resources, ordered alphabetically.

Which type of search should I use - Basic or Detailed?

If you want to search for resources in a particular area, or know the name or title of the desired resource, use the basic search.

If you are looking for a specific type of information (for example, resources focusing on self-employment), or know that you need resources targeted at a particular audience (for example, Rural), you might find the advanced search more useful. Visitors to the site who have logged in as ONESTEP members may use the Detailed Search to locate ONESTEP members-only resources.

When I use the Basic Search, how should I search for resources by "Organization"?

If you know the name of the organization that has published a particular resource (for example, the name of an agency whose website interests you, or the Government department responsible for a particular report) try entering it here. If you do not have any luck, experiment with different spellings or keywords instead, or try clearing all the fields and looking through all the records to find what you are looking for.

When I use the Basic Search, what if I don't know the date range of the resource?

You may not be able to pin point the exact publication date of a resource, particularly if it is a website. If you are unsure of the date, just leave this blank. The Date Range field can be helpful if you are looking for a specific report or article in that you may set a range (for example, Jan 1999 to Jan 2000) to help narrow down your search to the relevant data.

When I use the Detailed Search, can I select multiple categories?

You certainly can. Selecting multiple categories allows you to narrow your search most effectively. If you leave the categories blank you will get the most search results.



Search Tips

What if I don't select anything under a category of resource?

Leaving a category blank instructs the resource library not to narrow down the search by those criteria. In other words, if you leave categories blank you will get the most search results.

What if no resources match my search criteria?

It's always best to begin searching by casting as wide a net as possible, and then narrowing down. If your search produces no matches it could be that you were too specific or were looking for more than one type of resource at the same time.

- **Search for only one resource type or subject at a time.**
Community-based training and employment resources are usually targeted to a specific subject matter or audience. If you are considering a range of resources, for example, if you are looking for resources aimed at persons over 40 and am looking for resources for career counsellors/trainers that focus on fundraising, you will probably get a wider range of results if you search for each subject separately.
- **Try broadening your search criteria.**
The easiest way to do this is to search only by organization, one common keyword or by selecting a wide date range. You can also leave the selection fields blank and click Search for Resources to see a full display of all resources in alphabetical order.
- **It could be that there are no matches.**
Bear in mind that the ONESTEP Resource library is a growing, member-driven database and not a complete listing of all training related resources in Ontario. It could be that the specific type of resource you are looking for is not currently offered on our site.

If its not there, let us know.

If you find a resource that you think would be of interest to us, please click on "Suggest a Resource" above and send it to us! Finally, please remember that the ONESTEP Resource library only contains information and resources pertaining to community-based training and employment issues across Ontario and beyond. The directory does not contain resources promoting private, for-profit, or corporate training programs.



Downloadable Documents

How do I view a Downloadable Document?

Under Downloadable Document you will see the name of the resource as a link. Just click on this link to download the document. If you are using Internet Explorer and the file is created in a Microsoft program such as Word or Excel, you will be able to view the document right inside your browser. If you are using Netscape or if the file is in another format you will be asked whether you wish to open the file from its current location or save it to disk. When you open the file it should automatically launch the program you need to view the file. If you cannot support the document's file format because you lack the associated software, please contact us at webadmin@onestep.on.ca to see if we can assist you or convert the document to a more suitable file format.



Suggesting A Resource

Who can "suggest a resource"?

Any visitor to the ONESTEP website may suggest a resource be added to our library. All submissions are reviewed and approved by ONESTEP staff before going live on the site. ONESTEP reserves the right to approve all content posted to the website.

Where can I get more information on how to suggest a resource?

Please see our *Suggest a Resource Help File*



Asking For Help

What if I get an error message?

If you are getting an error message, it could be that our web server is temporarily down. While we tried to resolve as many "bugs" in the Resource Library before launching, you may have found one that we missed. Either way, please send us an email at webadmin@onestep.on.ca

How do I contact the person responsible for the Resources Library?

Web Administrator
416-591-7151 ext. 223
webadmin@onestep.on.ca



ONESTEP Want Your Feedback

Can I make suggestions to help improve the Resource Library?

You bet! Please send your thoughts to us at webadmin@onestep.on.ca

Can I suggest categories, types of resources or types of resource focus?

At ONESTEP, we want our library to reflect the kind of information you are looking for out there in cyberspace! Please send your thoughts to us at webadmin@onestep.on.ca