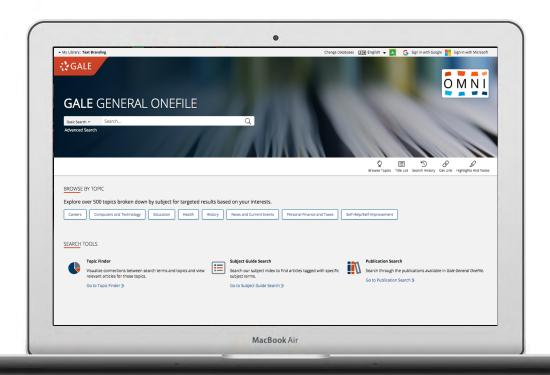
# GALE GENERAL ONEFILE

EXPLORE AUTHORITATIVE ARTICLES FROM MAGAZINES AND JOURNALS

Gale General OneFile provides millions of articles from thousands of magazines, journals, newspapers, and other authoritative sources. With intuitive search features, and extensive coverage across wide-ranging topics, you'll find accurate information and articles to support your interests. Discover full text results to fuel exploration and gain understanding through the vast selection of periodicals in Gale General OneFile.



# **CURRENT RESULTS**

Access recent information on almost any subject. Periodicals are updated several times each day.

# **TOPIC FINDER**

Explore divisions within a topic and connections between subjects. Click to uncover paths of discovery and relevant results to match.

# **SIGN IN**

Log in and use **Send to...** to add documents to your Google or Microsoft account. Save your research and access it anytime from Google Drive™ or OneDrive™.



### SEARCHING CONTENT

### **Basic Search**

Searches across the entire resource and delivers results sorted by relevance

Basic Search is useful when you want to run a search for a narrow or precise topic, typically with multiple terms. Consider **Browse by Discipline** and **Subject Guide Search** when you have a broad topic to research.

## **Browse by Discipline**

Allows you to browse by subject area and retrieve articles from selected journals supporting your discipline
This is a great way to start your research if you are unsure of which search terms to use, are unfamiliar with your subject area, or find other search paths overwhelming.

### **Advanced Search**

Provides extensive options to customize your search and target relevant results

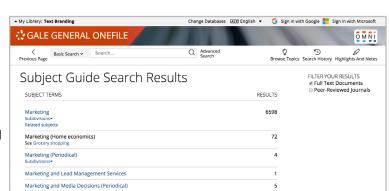
You can use Advanced Search to run complex searches for specific results, or to perform open searches for a broad view of available content. Some of the most popular features include:

- **Keyword:** Select this field to search "hot spots" of articles, including citations, subject headings, abstracts, and the beginning of each article. This is a good general option to start your search.
- Subject: Choose this field to increase specificity by using document tags to find results fully focused on your topic. Try subject if your basic search produces too many results.
- Publication Title: Use this field to search for articles or documents from a particular publication like Newsweek.
- Entire Document: Pick this field to search within the entire text of documents. This option performs a broad search for any mention of your terms, and can be used to find articles that use very precise phrases or touch on specific concepts.
- Search Operators: Use these drop-downs to connect your search terms. AND ensures your results mention both terms. OR broadens your search to results mentioning either term. NOT excludes a term or phrase that you do not want to appear in results.
- **More Options:** Narrow your results to peer-reviewed journals, by publication date, by document type, and more. Many of these options are also available as **Filter Your Results** options after you execute a search.

# **Subject Guide Search**

Takes a guided approach to finding your topic
The subject guide search offers the ability to narrow a single topic by subdivisions, and to view narrower and broader related topics.

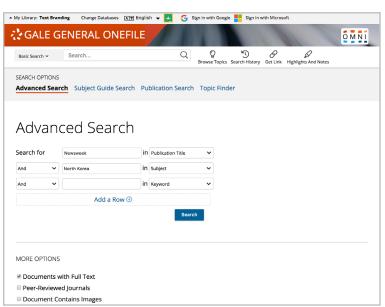
If you have a broad topic in mind, this search can help you identify targeted tags to find documents fully focused on the topic. You can also use this search to specify the appropriate context for words with varied meanings or to discern between people with the same name.



#### **Publication Search**

Verifies the availability of a publication within Gale General OneFile

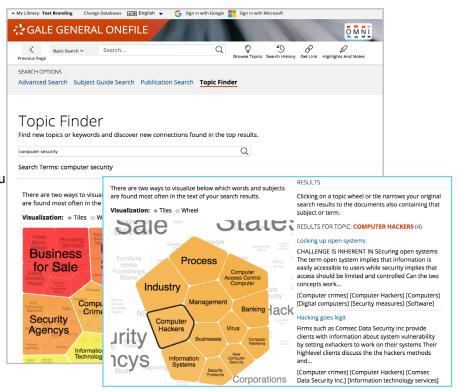
Use Publication Search to enter the title of a publication of interest. Click on any matching result to view coverage details, and link to articles from individual issues. You can also use **Create Journal Alert** to subscribe to automatic emails or receive RSS notification when a new issue is added to *Gale General OneFile*.



# **Topic Finder**

Generates a visual representation of your search results by topic and subtopic
Topic Finder organizes results based on the frequency of occurring terms, allowing you to hone in on targeted keywords, envision connections between topics, and create new research paths. Use Topic Finder if you're having trouble coming up with a research topic, when you have an idea for a topic and want to investigate related topics, or when you want to narrow your search results.

As you click around in the Topic Finder tiles, results on the right update dynamically, allowing for one-click access into relevant content. Simply click on an article to view it.

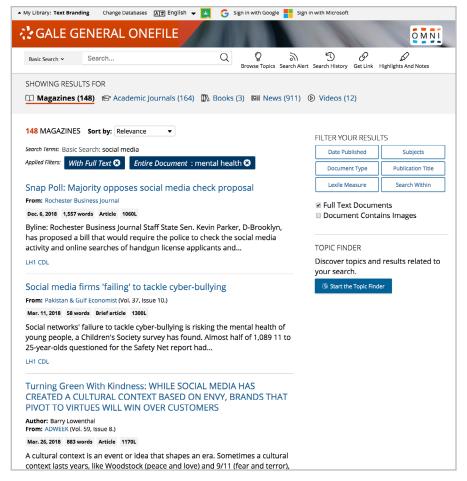


# **WORKING WITH RESULTS**

#### Search Results

Discover, sort, and filter results organized by content type, and simply click result titles to access content

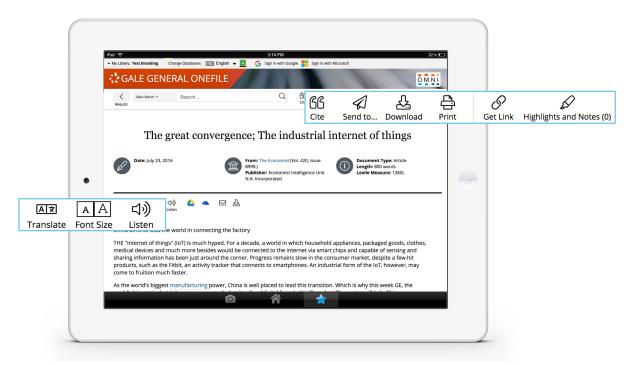
- Search Alert: Set up an RSS feed or email notification when new articles matching your search are added to the resource, so that you can stay informed on your topic with minimal effort.
- Showing Results For: Depending on your search, you may click to view Academic Journals, Magazines, Books, News, Images, and Videos.
- Sort By: Use this drop-down to view articles with the highest relevance based on factors like the frequency and location of references to your search terms, or to view the newest or oldest articles.
- Filter Your Results: Click to access and apply limits based on Date Published, Subject, Document Type, and more. Or, select Search Within and submit additional terms to refine your search. Use these options to narrow your topic when you have a large number of results.
- Topic Finder: Click to visually analyze your current results, hone your topic, and discover more search terms related to your topic.



#### **WORKING WITH DOCUMENTS**

#### **Tools**

Manage content with document tools and features



- Use Cite to generate a citation using MLA, APA, or Chicago style. Export the citation into a variety of tools, or simply
  copy and paste it into your bibliography.
- Click Send to... to email or export the result to your Google Drive™ or OneDrive™ account, allowing you to access it
  indefinitely. A Gale General OneFile folder is automatically created to make it easy to find your
  exported documents.
- Download or Print the document to keep a copy of the result, including any highlights and notes you've added.
- Use Get Link to create a URL back to practically any page you choose. Copy and paste the link in documents, on
  websites, or anywhere else you'd normally place a URL. This tool provides an easy way for you to share individual
  results, searches, and more.
- Annotate important text with Highlights and Notes. Click and drag to select text within a result, choose a highlighter color, and add notes to the selection. Download, Print, or Send to... email, Google Drive™, or OneDrive™ to retain your highlights and notes with the result. You can also click the Highlights and Notes tool and then choose View All Highlights and Notes to access a summary of your annotations. Once you leave the database, your work is erased to protect your privacy.
- Select Translate to view a machine translation of the document in the language of your choice.
- Click Listen to have the article read aloud to you. After clicking play, you can download the audio .mp3.
- **Explore** similar results by selecting articles listed under **More Like This**. Or, click **Related Subjects** to find additional documents with similar subject terms. These options link you to further results to boost your understanding and enhance your research.



