

Quick Guide to Gale General OneFile

Overview

This database is excellent for finding articles from journals, newspapers, books, and other sources on just about any subject. It has content from over 12,000 titles with over 7,800 full text articles dating back to 1980. Unique features include:

- Full text articles from the New York Times dating back to 1985.
- Access to over 500 travel guides, including many titles from Fodor's.
- Ability to limit your search to full text articles, and to those that are scholarly or academic.
- Creating alerts, saving searches, and sharing searches with others.

Details

Searching

1. The **Search** box allows you to search by subject, keyword, or through the entire document. You can limit results to full text, peer-reviewed publications, and documents with images.
2. **Advanced Search** lets you select such search options as keyword, subject, author, title, and country. You can also add more fields by clicking "Add a Row".
3. Advanced Search also allows you to narrow your search by document type, by date range, and by publication titles and subjects.
4. **Browse Subjects** and **Browse Publications** provide alphabetical lists of items, but can also be searched

Accounts

1. To create an account, click on **LOGIN** in the top right corner of the website. You will find a link that says "New User? Click here to set up an account."
2. Once you have registered, you will be able to **Mark Items** to save them, create **Search Alerts** and **RSS feeds** to be updated about new articles related to your search results.
3. While you are logged in, you will also be able to review your **Search History**, where you can organize your searches into folders to save them for later use.



Other features

1. Use **Email** to send a citation or a full-text entry to one or multiple people.
 2. Click **Share** to save a link to an article to such services as Reddit, Digg, Facebook and Delicious.
 3. **Citation Tools** can create a citation to an article in MLA and APA formats that can be saved to a number of citation management programs.
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Additional Features You Might Like

- You can also search *Merriam-Webster's Collegiate Dictionary* by going to the **Toolbox** at the top of the page and clicking the **Dictionary** link.
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More Information

- Gale General OneFile
 - <http://www.gale.cengage.com/PeriodicalSolutions/generalOnefile.htm>