

GENERAL ONEFILE

A single search query gives you easy access to more than 50 million records from academic journals and premier magazines. Add to that full indexing of six major newspapers and 300 selected full text newspapers, and whatever information you seek—from current events and industry topics to government, sports or science—General OneFile provides the strongest magazine coverage available.

Searching for articles with General OneFile.

Use **Basic Search** for multiple topics or single topics

For single topics, **Subject Guide** provide the most authoritative results

To find a particular source, use **Publication Search**

Advanced Search is best for finding something specific, like title and author



Basic Searching

- Enter one or more words in the **Find** box
- You can select a search option by clicking one of the buttons below the **Find** box: **Subject**, **Keyword** or **Entire document**. (Keyword is the default)
- You can limit the result by date, publication, etc, by using the additional options below the Search function.
- Click the **Search** button.

A screenshot of the 'Basic Search' form. It features a 'Find:' input field with a 'Search' button. Below the input field, there are radio buttons for 'Subject', 'Keyword', and 'Entire document'. Underneath, there are checkboxes for 'to documents with full text', 'to peer-reviewed publications', and 'to document with images'. There are also radio buttons for 'by publication date(s)' with options 'All Dates', 'Before', 'On', and 'After'. Below these are two rows of dropdown menus for date ranges, each with options '*Any*', '*None*', and '*None*'. At the bottom, there are input fields for 'by publication title' and 'by publication subject', each with a corresponding 'Browse' link.

If your search is successful, you will see a results list page with items matching your search criteria on the right-hand side of the page, organized into tabs. You may also see a list of the subject terms most closely matching your search terms on the left-hand side of the page, known as the **Subject Guide** sidebar (however this feature may not appear in all searches). If no results can be found, you will see a message asking you to revise your search or select one of the "Did You Mean?" alternate terms.

The screenshot shows the Gale General OneFile search results page. At the top, there is a breadcrumb trail: Home > Search > Basic Search > Results. On the left, there is a subject guide sidebar with categories like Brief Article (3945), Book Review (666), Letter to the Editor (216), Interview (187), Editorial (134), Column (133), Cover Story (122), Young Adult Review (73), Biography (49), and Movie Review (49). The main results area shows a search for 'afghanistan' with 10597 results. The results are sorted by Publication Date and include a list of items with their titles, authors, and publication details. Three boxes on the right side of the image have arrows pointing to specific parts of the page: 'Breadcrumb Trail' points to the top navigation, 'Subject Guide' points to the left sidebar, and 'Results List' points to the main list of search results.

Refining a search

- After submitting a search, you can return to the search input page, make changes to your most recent search query and re-submit your search by
 - Using the **breadcrumb trail** to return to the search input page
 - Clicking the **Revise Search** link found on the tabbed results list (where available)
- The **Revise Search** link also appears for unsuccessful searches that do not find results.
- It is not possible to revise the original search when accessing documents from the Marked Items list or from a Bookmark.