

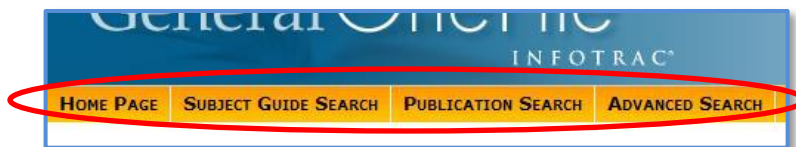


General OneFile

Tip Sheet

General OneFile is a one-stop source for general interest content coming from news and periodical articles on a wide range of topics: business, computers, current events, economics, education, environmental issues, health care, hobbies, humanities, law, literature and art, politics, science, social science, sports, technology, and many general interest topics. This tip sheet will give you pointers for using it efficiently.

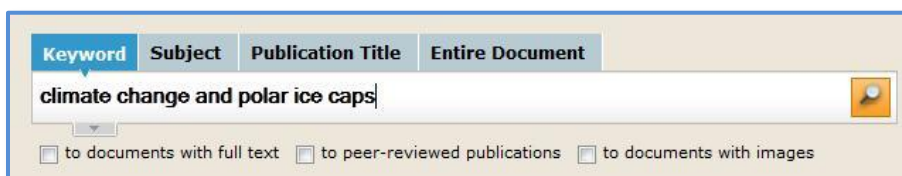
In the *General OneFile* banner, you'll find the following four options for beginning your research: **Home Page (Basic Search), Subject Guide Search, Publication Search, Advanced Search**



Basic Search from Home Page

Basic Search is a simple search with a few search options by selecting the various tabs: Keyword, Subject, Publication Title, or Entire Document.

Keyword searches several important fields (title, citation, first paragraph, subjects, etc.) in each document and allows for several topics.



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Subject is best for a single topic and generally returns more relevant results. Use Subject to search for topics such as academic disciplines, companies, people events, laws, geographic locations, organizations, people, etc.



Publication Title searches for all articles/documents from a particular publication like *The New York Times*. It's useful for browsing recent issues.



Entire Document searches within the entire text of all documents, as well as other annotated fields. Use this search when you want any mention of your search terms.

You'll notice each search box in *General OneFile* offers a **Search Assist** to help you focus your search. This is a



“smart” search assist and will not suggest anything that won't retrieve results. You can use the suggestions but can also create your own search string.

Subject Guide Search

This search takes a guided approach to finding your topic. It's best for searching a single topic and offers the ability to narrow that topic by subdivisions. It's also helpful for discerning between words with different meanings (e.g. Mars – planet or candy company?) or people with the same name (e.g. George Bush – two former presidents share that name)

For this search, we've searched on the word GARDENING. Our results found a subject heading for *Gardening* but also shows us other subjects for gardening like *Artificial light gardening* and provides **See References** to related topics like *Gardening for children*. This can help you find a more specific or broader topic to explore.

Many subject headings will also offer Subdivisions to help you narrow down your topic. Here we're exploring the subdivisions for *Gardening*. When researching a person, you'll find subdivisions like *Interview* and *Biography*. Likewise when researching a disease or condition, you'll find subdivisions like *Care and Treatment*, *Diagnosis*, and *Prevention*. This is a great way to focus your research.

Subject Terms	Results
Gardening	11395
Subdivisions	
Related subjects	
Gardening equipment	2411
See Lawn and garden equipment	
Gardening equipment industry	7958
See Lawn and garden equipment industry	
Gardening for children	81
See Children's gardening	
Gardening in the shade	51
See Shade gardening	
Gardening literature	54
See Horticultural literature	
Gardening supplies	2411
See Lawn and garden equipment	
Artificial light gardening	6
Subdivisions	

Gardening	
Subdivisions	
by subdivision	Topics
Accidents	(3)
Achievements and awards	(4)
Advertising	(1)
Analysis	(32)
Appreciation	(80)
Authorship	(2)
Beliefs, opinions and attitudes	(3)
Buildings and facilities	(4)
Case studies	(2)

The New York Times

About this Publication
The New York Times

Index coverage: January 1, 1980 - Current

Full-text coverage: January 1, 1985 - Current

2013 ▾

- [May 1, 2013](#)
- [April 10, 2013](#)
- [April 9, 2013](#)
- [April 8, 2013](#)
- [April 7, 2013](#)
- [April 6, 2013](#)
- [April 5, 2013](#)
- [April 4, 2013](#)
- [April 3, 2013](#)
- [April 2, 2013](#)
- [April 1, 2013](#)
- [March 31, 2013](#)

Title: The New York Times
Edition: National Edition ed.
ISSN: 0362-4331

Browse Publications

This search allows you to check and see if the publication you're interested in is available in the resource and provides the ability to view its backfile and past/current issues. Just search on the publication you want and click on it to see the Publication Details Page. You can set up a Journal Alert to "subscribe" to your publication by using the Create Journal button. For more on this feature, visit Help or view the How to Create Journal Alerts tip sheet.

Advanced Search

Advanced Search is the search where you're the boss; you can perform a very complex search as well as a simple one. Advanced Search offers all limiting options as well, like *Publication Date*, *Document Type*, and *Publication Subject*. As an example, let's say someone is looking for a recipe they saw in The New York Times and wants to find it again. We choose the field we want to search from the drop box and enter our search term in the corresponding search box.

Connect the fields with the operator you need – AND, OR, NOT. For more detail, please refer to Help.

Advanced Search

Select index(es) and enter term(s) to search

Keyword	pancakes or french toast	
And	Publication Title	"The New York Times"
And	Author	Melissa Clark

Search Results

Your search results page will look and work mostly the same regardless of which search you use, providing you with the matches to the terms you searched. Let's work with the search results from our Subject Guide Search above on Gardening.

The search results page is divided into a few areas.

You may **search within your current results** to narrow your hits as well as limit your results to full text articles or those that contain images.

Your **search results** are displayed in the center column; simply click on a document's title to view it. Your results may be a mix of citations, abstracts and full text articles. You can change the sort order of your results by using the **Sort by** drop box. If you click the highlighted *Basic Search* link, you can go back to your search page and edit your search.

Your Results are divided by their **Content Type**:

- *Magazines* are magazines/journals for a general audience
- *Academic Journals* are scholarly publications
- *Books* are reference-type sources
- *News* is for newspapers, newswires, and newsletters
- *Images* is where you'll find photos, illustrations, cartoons, infographics, etc.
- *Videos* provides video clips from various sources; some may contain broadcast transcripts.
- *Audios* provides podcasts; some may contain broadcast transcripts.

Limit Search By offers you ways to narrow your results and research; use the *View More* arrow to expand:

- *Related Subjects* lists subject headings for the documents in your search result and can help focus your research
- *Document Types* describe the type of articles listed; these can help you find more substantive articles like interviews, critical essays, cover stories, etc.
- *Publication Titles* lists the sources of your results
- *Publication Dates* lets you adjust the date range of your search results

The screenshot shows the Gale GeneralOneFile search results page for 'Gardening'. The page is divided into several sections:

- Search Filter Sidebar (Left):**
 - Search within results:** Options for 'only full text' and 'must have images'.
 - Your Results:** Categories include Magazines (7056), Academic Journals (346), News (7669), Images (2), Videos (146), and Audios (35).
 - Limit Search by:** Includes 'RELATED SUBJECTS' (Gardening, gardens, Gardeners, Vegetable gardening, The Flowers), 'DOCUMENT TYPES' (Article, Brief article, Column, Bibliography, Book review), 'PUBLICATION TITLES' (Sunset, Gardening Life, Flower & Garden Maga..., Southern Living, Horticulture, Garden...), and 'PUBLICATION DATES' (Past Week, Past Month, Past Year, Custom Date Range).
- Main Results Column (Center):** Displays a list of search results with titles, authors, and publication details. The first result is 'Five fast-climbing vines: plant one now, and it could reach heights of 10, 20, even 30 feet by summer's end.' by Warren Schultz. Other results include 'Quilled monarch terrarium: create a whimsical scene for your favorite green thumb or gardener!', 'Hail to the leaf: an appreciation of the begonia.', and 'Peak interest: a new book sheds light on plantsman David Culp's approach to Year-Round gardening. In a nutshell: enjoy it all, always.'
- Tools Sidebar (Right):** Includes options for 'Bookmark', 'Create Search Alert', 'Share', 'Related Images', 'Related Videos', and 'Related Podcast'.

The **Tools** box offers two ways to share the content you've found (*Bookmark*, *Share*). For more on these, refer to the Article View section of this document. Use *Create Search Alert* to set up an e-mail alert/RSS feed for new articles added to the resource for your search. For more on this, view Help of the Creating Search Alerts tip sheet.

Samples of multimedia results are in the right hand column.

Article View

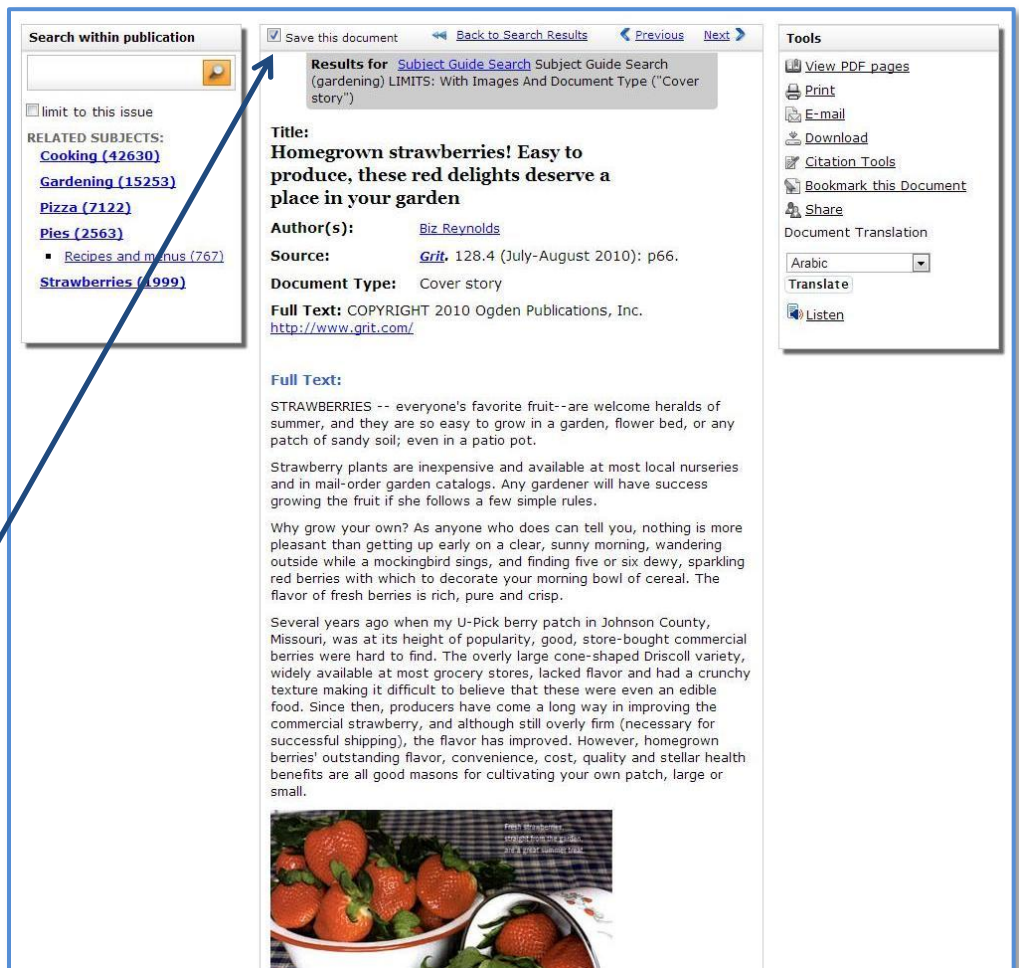
To view an article, simply click the hyperlinked title of the document or click on one of the following choices below the citation to view the article: Full-text, Text with Graphics, Citation, PDF Pages, or Abstract.

NOTE: The article text may not be included for all items. Check your library's holdings or ask your librarian for assistance in obtaining the text of articles not included within the resource.

You'll notice a box on the left hand side of the article that contains Related Subjects; this will help you find more articles on topics like the ones in your article. You may also choose to search within the publication that your article from in this box.

The **Article Tools** are available in the box to the upper right of the article.

- *View PDF Pages* (when available) will provide a PDF version of the article as it originally appeared in the source for viewing and downloading.
- *Print* offers a printer-friendly version of the article.
- *Email* allows you to e-mail the article to yourself or others.
- *Download* allows you to save the article to your computer or memory device.
- *Citation Tools* generates a citation using MLA or APA format, or export citations to the third party software of your choice.
- *Bookmark* will generate a persistent URL that you can email or copy that will always bring you back to the same article or list of results. For more on the Bookmark tool, refer to Help or the How to Bookmark tip sheets.
- *Share* allows you to post a link to content you've found using a number of different sharing sites, including Facebook, Delicious, and Twitter
- *Translate* translates the article into one of eleven different languages available from the drop down box. Audio is also available.
- *Listen* provides a player to have the article read aloud to you; you may also download an MP3 file of the audio for listening to offline.



You'll notice a **Save This Document** check box in the Article View and the Search Results page; check these boxes to create a "shopping list" of articles you want to come back to at a later time. Then look for the **Saved Documents** box at the top of the right hand column to view all the items in your list so you can print, e-mail, cite, Bookmark, or download them, as needed.

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