



General OneFile

Search Tips

General OneFile 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.

On the homepage, you will find the following four options for beginning your research:

- [Home Page \(Basic Search\)](#)
- [Browse Subjects](#)
- [Browse Publications](#)
- [Advanced Search](#)



BASIC SEARCH FROM THE HOME PAGE

Basic Search offers a straightforward way to search featuring a single search box, the choice of selecting from the most widely used search options, and the optional ability to add search limiters. Basic Search is ideal when keywords and phrases are too specific to be found in the subject guide.

- **By Subject:** Use to search for topics such as academic disciplines, companies, events, laws, geographic locations, organizations, people, etc.
- **By Keyword:** Lets you search on significant fields in documents, including titles, introductory text, authors, and subject terms.
- **By Entire Document:** Looks for any word or words within the entire text of all documents in *Academic OneFile*, as well as in the fields of information included in the Keyword search.

Search the site

Find:

Search for words in: Subject Keyword Entire document

Limit Results:

- to documents with full text
- to peer-reviewed publications
- to document with images

BROWSE SUBJECTS

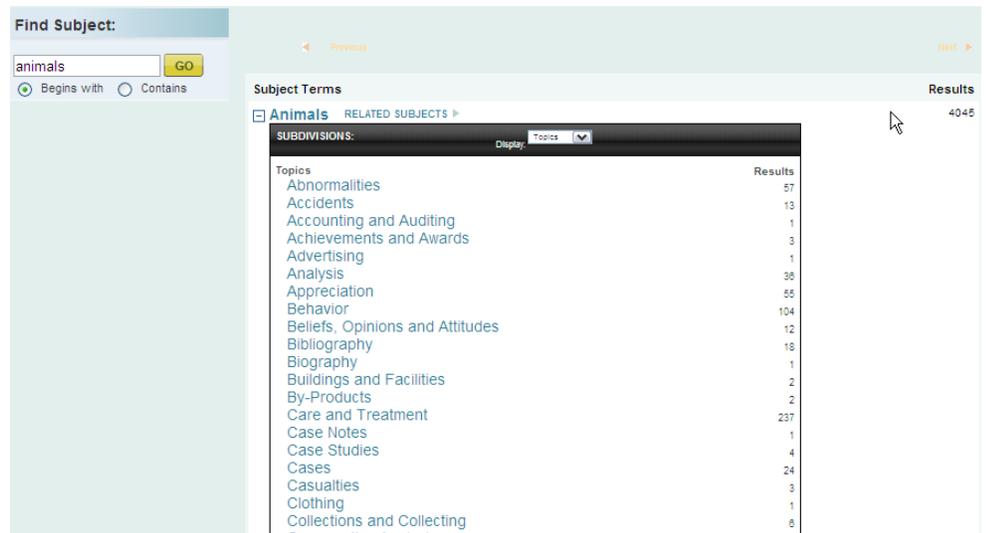
Browse listings of subjects, people, products, locations and organizations then select a term and see a list of results, or navigate through the Subject Guide by selecting subdivision and related subjects links.

BROWSE PUBLICATIONS

Use to browse and view the contents of a specific publication.

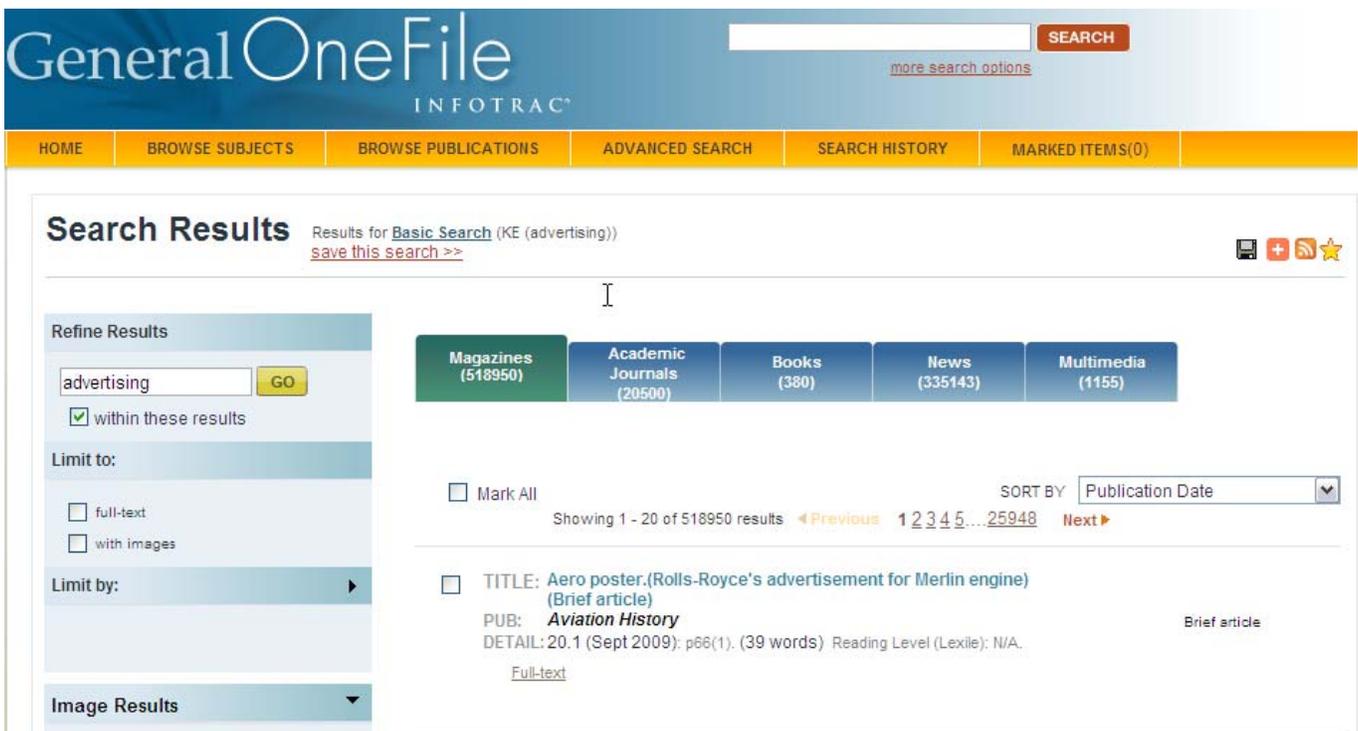
ADVANCED SEARCH

Select an index and combine search terms and limiters for the most precise searches.



SEARCH RESULTS

Your search results will be organized into different Content Tabs, simply click on that tab to view the resources available for that type. Tabs that are grayed out and “unclickable” have zero results in them.



Magazines: general interest magazine articles from a variety of publications

Academic Journals: scholarly and academic level journal articles, many of which are peer-reviewed

Books: documents from e-Books found in the reference works in *Academic OneFile*

News: newspaper, newswire, and newsletter articles

Multimedia: videos, podcasts, images and broadcast transcripts



NOTE: The sorting of the search results will depend on the content tab that you have selected. You can change the way the results are sorted by using the pull down menu at the upper right corner of the article list.

SEARCH RESULT TOOLS

Located above the last tab are the search result tools. Available tools include:



- **Download:** Allows you to save the result list to a preferred location on your computer
- **Share:** Use the Share icon to post a link to the result list on a number of different Web 2.0 sharing tools, including Facebook, Delicious and Twitter
- **Search Alert/ RSS feed:** Choose to have the system check daily, weekly, or monthly and send you an email message in html format when updates are found. Or subscribe to an RSS feed to have the content delivered to you directly.
- **Bookmark:** The bookmark link will generate a persistent URL that you can email or copy that will take you back to the result list – the list will be automatically updated, so the list will be up-to-date as of the moment the link is selected.

NARROW YOUR RESULTS

The blue box to the left of your results list allows you to narrow your search results by searching within the result set you just retrieved. To narrow your results, enter another search term in the box and click 'search.'

To further narrow your results, you may use the pull down menu option in the blue box, which allows you to sort and view the results by subject, publication title, or document type. This is especially helpful for obtaining results from a specific publication title or if you are interested in specific article types. This pull down menu is available on each of the search result tabs, your choices and options to narrow your results will vary depending on the type of content you are viewing. For example, in the News tab, the drop down menu will include the ability to display the results according to the newspaper section the results came from e.g. Business, Opinion & Editorial, Lifestyle, etc.

Refine Results

barack obama GO

within these results

Limit to:

full-text

peer-reviewed

with images

Limit by:

Subject

Obama, Barack(2246)

Presidential Candida...(836)

McCain, John(544)

President of the Uni...(452)

Clinton, Hillary Rod...(344)

Political Campaigns(232)

Presidential Electio...(192)

Election Forecasting(151)

ARTICLE VIEW

To view an article, select 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 is not 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 database.



The Avenging Amateur.(Health Care Special Report)(Essay)(Column).

Time 174.5 (August 10, 2009): p88. (752 words) Reading Level (Lexile): N/A.

[Show details](#)

Full Text: COPYRIGHT 2009 Time, Inc.
Byline: Kurt Andersen

America is a nation of passionate laymen, and they're our best hope for thriving after the crisis

The financial crisis came about because we got complacent, depending on all-knowing financial experts--mortgage lenders, Wall Street sharpers, the Federal Reserve--to run our system expertly. But then the experts did the same thing, imagining that they had laid off all their risks on other experts. Until finally the last expert down the line turned out to be just another greater fool, and the system crashed.

Tools

PRINT PREVIEW EMAIL

DOWNLOAD CITATION TOOLS

BOOKMARK SHARE

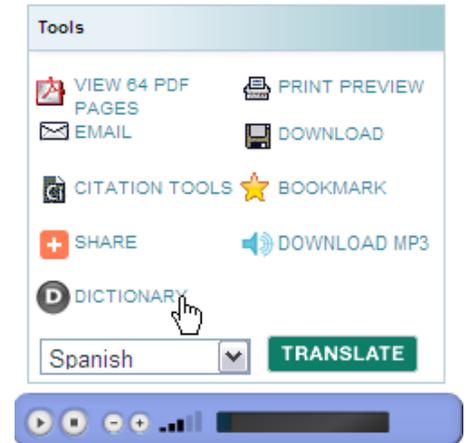
DOWNLOAD MP3 DICTIONARY

Spanish TRANSLATE

ARTICLE TOOLS

The article tools are available in the box to the upper right of the article. Tools available include

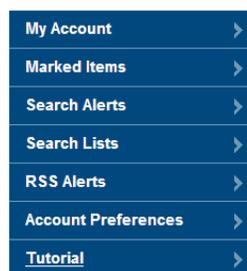
- **PDF Pages:** When available, a PDF icon will appear so that you can download a PDF version of the article, as it originally appeared in its source publication
- **Print Preview:** Select to reformat the article for printing
- **Email:** Choose to email the citation or the full-text of the article
- **Download:** Allows you to save the article to a preferred location on your computer
- **Citation Tools:** Generate a citation in MLA or APA format, or export citations to the third party software of your choice
- **Bookmark:** The bookmark link will generate a persistent URL that you can email or copy that will take you back to the article
- **Share:** Use the Share icon to post a link to articles on a number of different Web 2.0 sharing tools, including Facebook, Delicious and Twitter
- **Download MP3:** Allows you to download an MP3 audio file of the article to a media player, iTunes or to other destinations of your choice
- **Dictionary:** Highlight a word in the text of the document and press the dictionary button to receive a definition of that word from Merriam Webster's Collegiate Dictionary
- **Translate:** Chose a language from the pull down menu and click on the translate button to translate the article into one of eleven different languages
- **Readspeaker:** Press the play button on the blue bar below the tool box to have the article read aloud to you



GALE USER ACCOUNTS

When you register for your free Gale user account, you will be able to save and organize your marked items; request search alerts and RSS feeds; and name and organize search queries. Select databases also let you save customized RSS feeds to the product's home page. All items you save can be accessed at any future time using your account's My Account page.

Login



Please log in to access your information:

Email Id:

Password:

[Forgot Your Password?](#)

[New User? Click here to set up an account!](#)

To create an individual named user account:

Click on the log in button at the top of the screen

Click on the "Create a User Account" hyperlink

Complete the form, read and accept the license agreement and then click continue

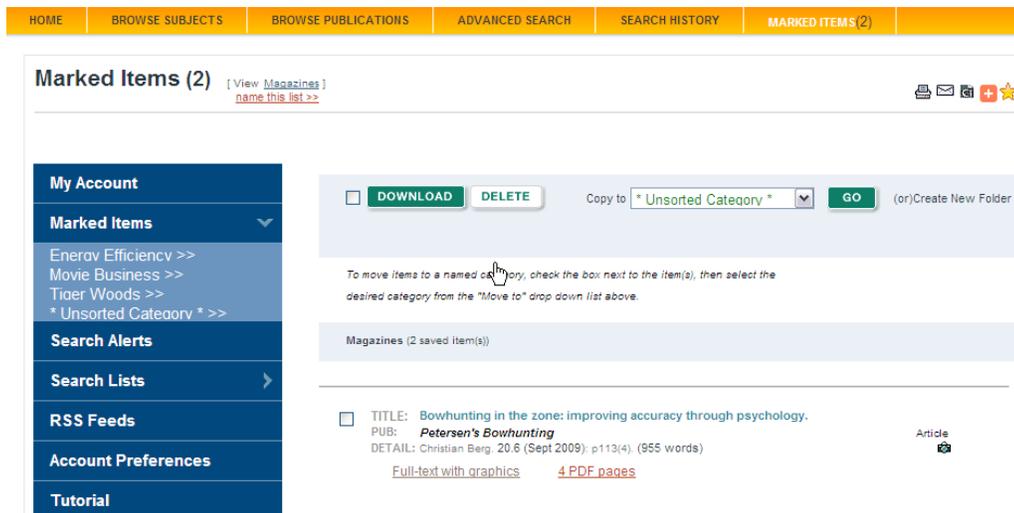
Once you have created your user account, you can control your account features at any time by clicking on the "Welcome" icon in the upper right corner of the page. From here you will be able to see your dashboard and save and manage Marked Lists, Search Alerts, Search Lists and RSS Feeds all over multiple sessions.

SAVING MARKED ITEMS TO YOUR USER ACCOUNT

Mark the document you are interested in by clicking the checkmark box at the top of the article, or to the right of the citation information at the search results level. Then go to the “Marked Items” link in the yellow bar at the far right of the page.

You will then see your session dependent Marked Items List. Check the box of the items you want to save in your account and then click on “Go” to place it in the “Unsorted Category”.

You can also place it in a folder you have previously created by using the pull down menu at the top of the list. You can view the folder you have placed your Marked Items in by selecting the folder title from the left hand side of the screen.



SAVING SEARCHES TO YOUR USER ACCOUNT

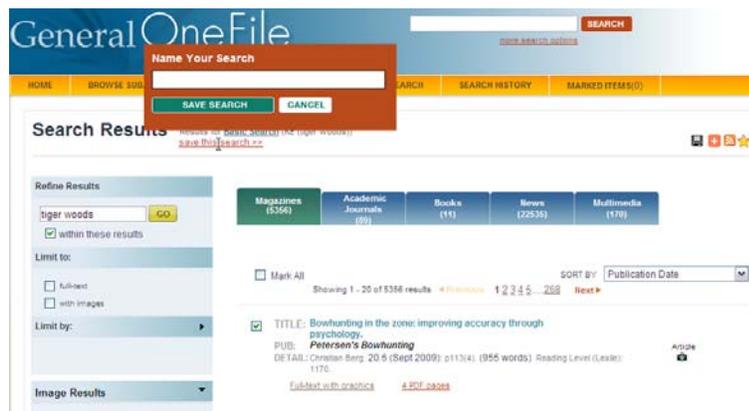
Save a search over multiple sessions by selecting the “save this search” link on the search results page. Then name the search in the red box that appears. This will permanently save the search into your User Account Profile.

SEARCH ALERTS AND RSS FEEDS

Search Alerts will notify you via email when new content is added to the database that matches your search criteria. You may choose to have the system check for new content on a daily, weekly or monthly basis and send you an e-mail message in html format when updates are found.

To create a Search Alert, simply click on the  icon and fill in the appropriate email address and frequency fields. This is particularly helpful at the publication details page where you can sign up to have the new issue of a publication delivered to your email as soon as it enters the database.

You may also subscribe to an RSS feed and have content delivered directly to you. To create an RSS feed, click on the  and copy the URL provided for your search and paste it into your reader.



Create Search Alert

Creating Search alert for: Browse Subject (su ('Law'))

Email Options

Mail to: andrea.devlin@cengage.com

Alert Name: Browse Subject (su ('Law'))

Frequency: Daily Weekly Monthly

RSS Feed

Subscribe to Gale's RSS (Really Simple Syndication) feed to get content delivered directly to you!

If you require further assistance with [General OneFile](#), please contact your librarian.