# GALE ONEFILE COLLECTIONS

EXPLORE ARTICLES FROM MAGAZINES, JOURNALS, AND NEWSPAPERS

Gale OneFile collections provide premium articles from 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 with *Gale OneFile* collections.
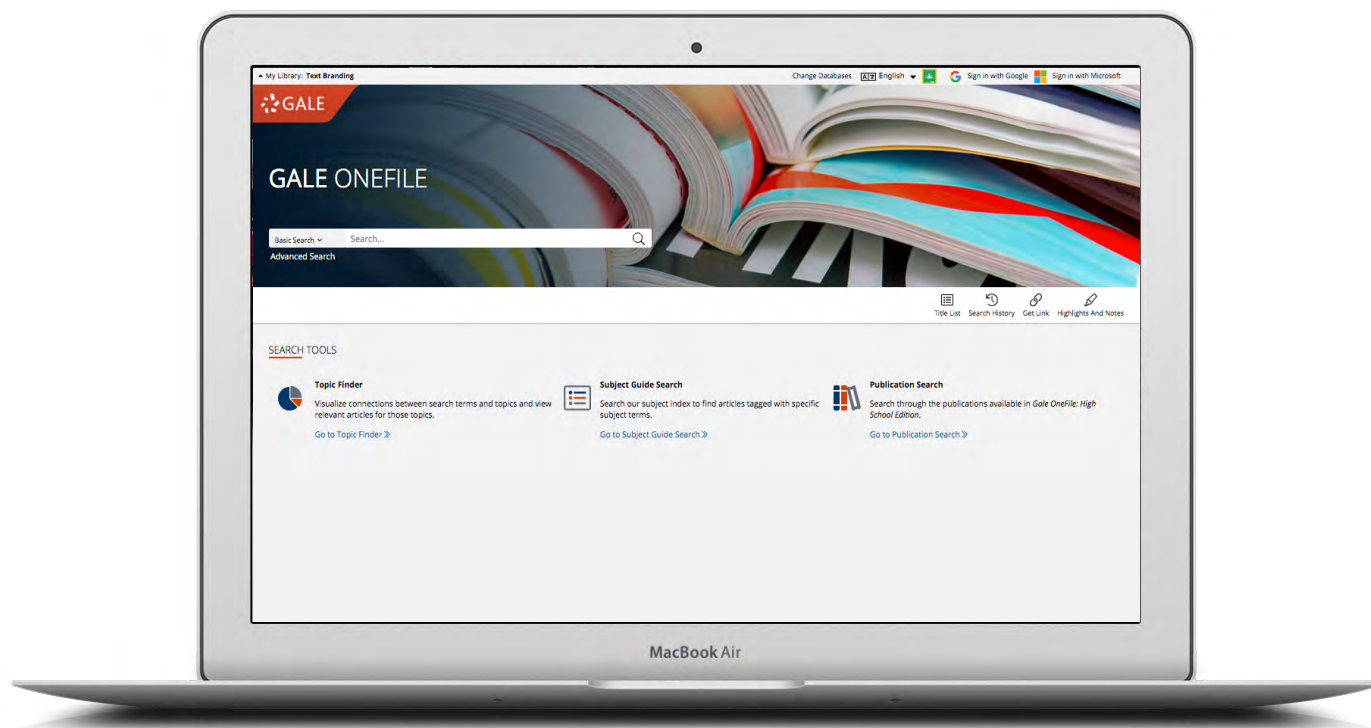
CURRENT RESULTS

Access recent information on subjects of interest. 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™.

GALE A Cengage Company

EMPOWER™ LEARNING

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 **Subject Guide Search**, or use sorting and limiting options to narrow search results when you have a broad topic to research.

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.
- **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 a Gale OneFile *collection*
Use Publication Search to enter the title of a publication of interest. Click on any matching results 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.

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
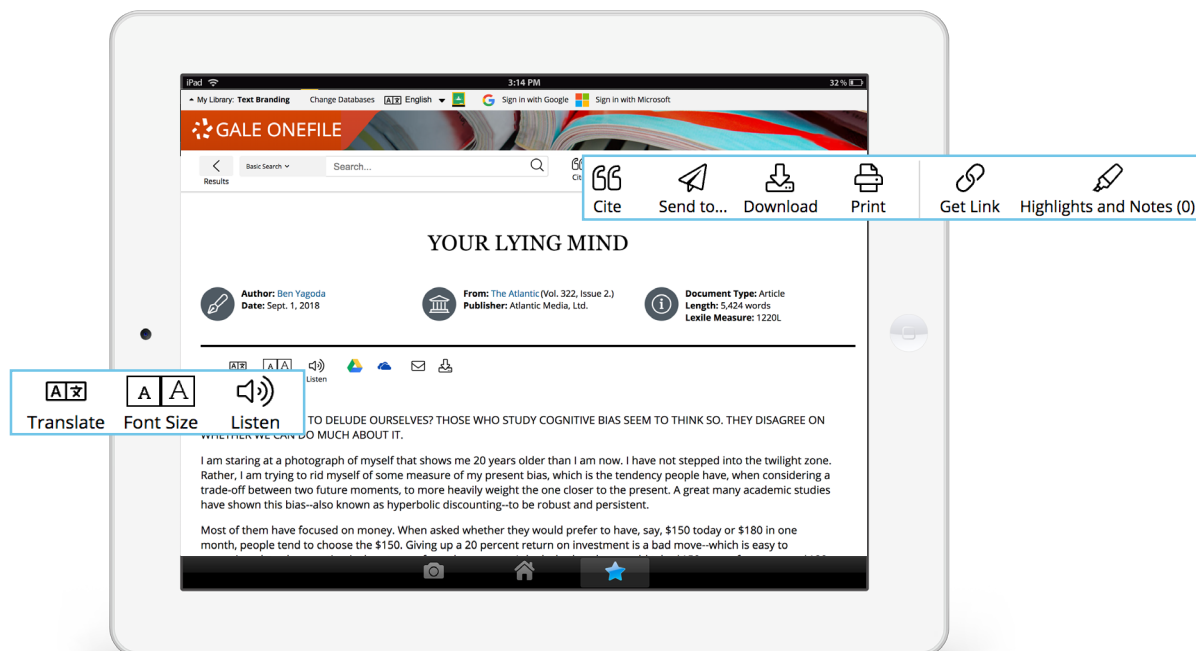
- Use **Cite** to generate a citation using MLA, APA, or Chicago style. Export the citation into a variety of tools, or simply copy and paste it into your bibliography.
- Click **Send to. . .** to email or export the result to your Google Drive™ or OneDrive™ account, allowing you to access it indefinitely. A folder named after the *Gale OneFile* collection 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.