Introduction:
- Accessing online magazines is similar to reading print magazines in two ways:
  - They contain brief articles.
  - They are typically updated monthly.
- There are two main advantages to accessing online magazines:
  - They are accessible anywhere.
  - Multiple users can access them simultaneously.
- Gale’s *General OneFile* is a good online magazine database to use for the following reasons:
  - It is free to everyone in New York State.
  - It contains a large selection of magazines and scholarly journals.
  - It provides access to many full-text articles.

Accessing Gale’s *General OneFile*:
- To access the online magazine database:
  - Go to salinalibrary.org.
  - Click on Learn & Research at the top of the screen.
  - Click on OCPL Databases.
  - Click on Magazines and Journals at the top of the screen.
  - Scroll down to find General OneFile.
  - Click on View Resource on the right.
  - Log in using your library card number and PIN.
- Online video tutorials are available on the Magazines page under the name General OneFile. Sometimes these videos load slowly, so be patient.

Finding Information:
- There are three main types of searches available:
  - basic
  - subject guide
  - publication
- The basic search is one of the best search types to start with.
  - This search looks for terms in the title, author, and subject headings
  - After running the search, results can be limited:
    - Full Text
    - Contains Images
    - Article

Search Results:
- The search results screen contains links to documents and articles followed by brief descriptions.
- The number of results is listed on the right side as well as at the top.
- Results can be sorted by relevance or publication date (newest or oldest).
• The search box on the right side allows you to search within the current search results.

• Results can be limited in a number of ways using the options on the left side.
  o Results can be limited by content type.
    ▪ “Magazines” refers to general interest and trade publications.
    ▪ “Academic Journals” refers to scholarly periodicals.
    ▪ “Books” refers to full-text essays from reference works.
    ▪ “News” refers to newspapers and newswires.
  o Results can also be limited by any or all of the following:
    ▪ publication dates
    ▪ subjects
    ▪ publication title

• There are two ways to view an article from the search results screen.
  o PDF page(s) opens a new window which contains an image of the original article as it appeared in the magazine, academic journal, etc.
  o Clicking on the title of the article will bring up the full text of the article in the same window.
    ▪ Near the bottom of the page is the citation.
    ▪ At the bottom of the page are links to related resources.
  o After viewing the full text, click on “Search Results” to return to the search results screen.

Using Information:
• The search results can be bookmarked or shared.
  o To bookmark the page or e-mail the page’s URL to yourself, click on Bookmark on the right side of the search results screen.
  o To share the search results, hover over Share on the right side of the search results screen and choose from the options. Options include:
    ▪ Facebook
    ▪ Email
    ▪ Print (Note: This will print the list of results, not the individual articles and documents.)

• When viewing the full-text or full-text with graphics:
  o The search term is highlighted in red within the article each time it appears.
  o Use the box in the top left to search within the publication or the issue.
  o Click on Share on the right to print, e-mail, download, cite, bookmark, or share the article.

Other Searches:
• Clicking on General OneFile at the top of the screen will return to the initial search page.
• The Subject Guide Search can also be very helpful.
  o First, click on Subject Guide Search.
  o Then, type in a subject.
  o Clicking on the blue words will provide a list of results for that subject search or produce a related term.
  o Subdivisions are available for many broad topics.
  o Related subjects are also listed for many topics.
The Publication Search is helpful when looking for a particular journal, newspaper, or magazine.
  o First, click on Publication Search.
  o Then, type in the title of a journal, newspaper, or magazine.
  o Clicking on the blue words will provide a description of the resource.
  o The dates indexed and dates of full text coverage are listed.
  o A description of the resource is also listed.
  o Individual issues are listed and blue and can be clicked on to produce a list of all of the articles within the given issue.

Tips:
  • Choose keywords wisely.
  • Limit searches to full-text articles.
  • Use section and other limits to refine searches.
  • Don’t be afraid to ask for help.