



# Online Magazines:

## Gale's *General OneFile*

### 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](http://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.
  - 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.
  - 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.
  - PDF page(s) opens a new window which contains an image of the original article as it appeared in the magazine, academic journal, etc.
  - 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.
  - 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.
  - 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.
  - 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:
  - The search term is highlighted in red within the article each time it appears.
  - Use the box in the top left to search within the publication or the issue.
  - 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.
  - First, click on Subject Guide Search.
  - Then, type in a subject.
  - Clicking on the blue words will provide a list of results for that subject search or produce a related term.
  - Subdivisions are available for many broad topics.
  - Related subjects are also listed for many topics.

- The Publication Search is helpful when looking for a particular journal, newspaper, or magazine.
  - First, click on Publication Search.
  - Then, type in the title of a journal, newspaper, or magazine.
  - Clicking on the blue words will provide a description of the resource.
  - The dates indexed and dates of full text coverage are listed.
  - A description of the resource is also listed.
  - 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.