

How to Use: General/Academic OneFile

- Alfred C. O'Connell Library -

General OneFile is a magazine, journal, and newspaper article database, focused on popular periodicals. Academic OneFile is a scholarly database focused on research-oriented periodicals. Many articles are available in full-text, which means they appear in their entirety and can be printed. For additional information on connecting to this database from home, please see the handout "Connecting to GCC Library Databases," available at <http://www.genesee.edu/library/databases/EZProxyhelp.cfm>.

To BEGIN

- 1) Go to the library's web page at <http://www.genesee.edu/library/>
- 2) Click on **Databases A-Z**
- 3) Click on **Academic OneFile** or **General OneFile**

To Search by Browse Subjects

- 1) You will automatically be placed in the **Browse Subjects** window.
- 2) At this point you will see a blank box where you can enter your subject.
- 3) Type in your subject (a term or terms to describe your topic).
- 4) Click the **GO** button.

Click on this link or the **ADVANCED SEARCH** tab on menu to limit search.

Type in your subject and click **GO**.

5) You can also limit the search to find only full-text articles, only peer-reviewed publications, only certain dates or only certain journals. Click on the **ADVANCED SEARCH** tab or the [more search options](#) link which brings you to the Advanced Search window. Type in your subject and choose Subject(su) in the drop-down box.

Click one or more of these options or enter the date, journal title or journal subject in the "Publication date(s)", "Publication titles" or "Publication subject" boxes, then click **SEARCH**.

The screenshot shows the General OneFile interface. The top navigation bar includes HOME, BROWSE SUBJECTS, BROWSE PUBLICATIONS, ADVANCED SEARCH, and SEARCH HISTORY. The 'Browse Subjects' window on the left has a 'Find Subject:' field with 'smoking' entered and a 'GO' button. The 'Advanced Search' window on the right shows a search for 'smoking' with a dropdown menu set to 'Subject(su)'. Below the search fields are options to 'Limit Results' (checkboxes for full text, peer-reviewed, images, library holdings), 'By Document Type' (dropdown menu), 'Publication date(s)', 'Publication titles', 'Publication Subject', and 'Lexile score'. A 'SEARCH' button is at the bottom.

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- 6) If your search is successful, you will see a number of **subject headings** that include your search term(s). For example, if you searched for “smoking,” you would come up with a hit list like this:


- 7) Once you choose a subject, click the link to display a list of articles or click the plus (+) sign to further narrow your topic. You can also click on **Related subjects** to see similar topics.

VIEWING the Results

- 1) Once you click on the subject link, you’ll see a list of article citations. (A “**citation**” is all the information you need to identify and locate an article – article title, author, periodical title, publication date, page numbers, etc.)

- 2) Below each citation you will see a link to one or more of the following options:
- **Full-text** or **PDF page** indicates that the article is available in its entirety and can be printed directly from the computer.
 - **Citation and Abstract** will give you all the information you need to identify and locate the article and a summary of the article.
 - **Get Full Text** will take you to links to the article if it is available in full-text in a different database.
- 3) Click on the title or the link/s to read the article or find out if it is available in another database.

PRINTING an Article

To print an article, click the Print Preview button in the “Tools” box located to the right of the article. The article will appear in a new window – then click File and then click Print. For articles in PDF, use the Print button () within the Acrobat Reader window.

Questions? Contact a Librarian:

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| In Person | Library Information Desk |
| Phone | 585-343-0055 Ext. 6419 |
| Email | Click on Ask a Librarian! then Email from the library’s web page |
| Chat | Click on Ask a Librarian! then chat online from the library’s web page |