General OneFile

What is General OneFile?
This database resource gives access to full text articles and citations from over 8000 periodical titles with coverage from 1980. A broad range of articles can be found in this database ranging through scientific, business, social sciences and humanities titles. The full title list is available on the library's database page.

Getting Started
General OneFile can be accessed via the Internet from both on and off-campus. To access, visit the myLibrary website: http://library.chisholm.edu.au then click on ‘Databases’ and scroll down until you reach ‘General OneFile’. If accessing the database from off-campus, Chisholm students and staff will be required to enter their Novell Network Username and Password when prompted.

Basic Search
Enter your search terms in the Find box, using the Boolean operators AND, OR and NOT where necessary. Search for your words using Keyword. Keyword will search for your terms in the first 50 words of an article. If these results are not satisfactory try changing the Search from “Keyword” to “Entire Document”.

Limiting
Limit your search to full text documents, to those with images, by publication date, or to “refereed” journals (reviewed by peers or an editorial panel) by completing one or more of the limit options below the “search” box before you click on search.

Advanced Search
For complex searches where you need to build a complicated search query or search specific fields such as the author of an article or a company name use Advanced Search.

Subject Guide Search
Enter a subject term and browse subjects that contain the word you entered. Links are also available to subdivisions and related subjects.

Results
The results of your search are divided into five categories: magazines; academic journals; books; news and multimedia.

Subject terms assigned to your search are in a yellow frame on the left of the screen. These allow you to access narrower, broader or related terms.

To see the entire text or abstract of any interesting articles, click on the title link or the text or abstract link.

Click on the “Results” link on the blue tabs bar to go back to the results list.

Marking articles
Click in the Mark checkbox to mark selected articles. You can mark records on the results screen or when viewing the article itself. Click on the “Marked items” link on the General-Onefile toolbar to see only those records you have selected. Click on “Remove” or “Remove all” to clear marked records.

Viewing related articles
In the left-hand frame there are links to view other articles on related subjects.

Search History
Previous searches conducted during the current search session can be viewed by clicking on the Previous Searches link on the InfoTrac toolbar. To return to a previous search or to change a previous search click on Revise.

You can combine search results. Each result set is identified as R1, R2, R3 and so on. In the Advanced Search box type the result sets you wish to combine. For example select Previous searches from the Advanced Search Indexes box and type R2 and do the same for R3 in the next row. Then select the relevant Boolean term to combine the searches.

Printing/ Downloading
The number of pages in the article is shown on the results page and at the top of the article. Click on the Print Preview link in the box at the right of the page to reformat the document for printing. Then go to File–Print to print the article. Others options are to Download to your H drive or another medium (e.g. USB drive) or to e-mail.

E-mailing
Type your email address and subject in the text boxes, select a suitable format and click on Send.

Exiting
To exit General-Onefile, click on the Logout or Return to Library links to return to the Online Database page.

Online Reference Service
The library provides online research advice and answers to brief questions. To use this service, visit myLibrary at: http://library.chisholm.edu.au and click on “Ask the Librarian”.

2011