

# General OneFile (and General Reference CentreGold) User Guide

Available via Hunter Institute Library Online website

<http://www.hunter.tafensw.edu.au/libraries>

**General OneFile (previously InfoTrac)** is an indexing service for news and magazine articles on a wide range of topics: business, computers, current events, economics, education, environmental science, sports, technology and many general interest topics. Most articles are full text, many with images.

Included in the subscription is **General Reference CentreGold** - a general interest database that integrates a variety of sources - newspapers, reference books, magazines, and trade publications.

To access, go to **Hunter Libraries Online**.

Click on the **Online Resources** button, then the General OneFile icon.

You will require a username and password to login.

Ask library staff for login details.

## KEYWORD SEARCH

Use the **Find** search box to perform a basic keyword search, or click on **Continue** to access the **Basic Search** options.

*Alternatively, you can select which database you want to search by clicking in the Select box beside the database names.*

Gale Databases

Powered by InfoTrac®

Find:  Search

All Cross-Searchable Products  Selected Cross-Searchable Products

Additional Links:  
[Library Home page](#)  
[Title List](#)

Select the products you want to search.

<input checked="" type="checkbox"/> Select All	Cross-Searchable Products	Additional Products
<input checked="" type="checkbox"/> Select		<b>General Reference Center Gold</b> 1980 - JAN, 2008 A general interest database that integrates a variety of sources - newspapers, reference books, magazines, and trade publications. Find articles on current events, popular culture, business and industry trends, the arts and sciences, sports, hobbies, and more.
<input checked="" type="checkbox"/> Select		<b>General OneFile</b> 1980 - JAN, 2008 A one-stop source for news and periodical articles on a wide range of topics: business, computers, current events, economics, education, environmental issues, health care, hobbies, humanities, law, literature and art, politics, science, social science, sports, technology, and many general interest topics. Millions of full-text articles, many with images. Updated daily.

The **Basic Search** allows you to:

- limit your search to full text articles only or documents with images
- limit your results by the date of publication
- search for a specific Publication title

For a broader or more limited search, you may use the Boolean Operators AND, OR and NOT.

**IMPORTANT!** If you do not use AND between keywords, the database will search for documents which contain the keywords within 4 words of each other.

The results are sorted by date.

## OTHER SEARCHES

### Subject Guide Search

This looks like the Basic Search, but when a successful search is completed a list of subjects together with the numbers of records retrieved appears on the screen. Click on the Subject links to access the articles.

### Advanced Search

The **advanced search** allows you to search individual fields such as author, journal name, keyword, text word and title via pull down menus.

*See the help screens for more information on searching.*

## PRINTING

You can view any article by clicking on the link.

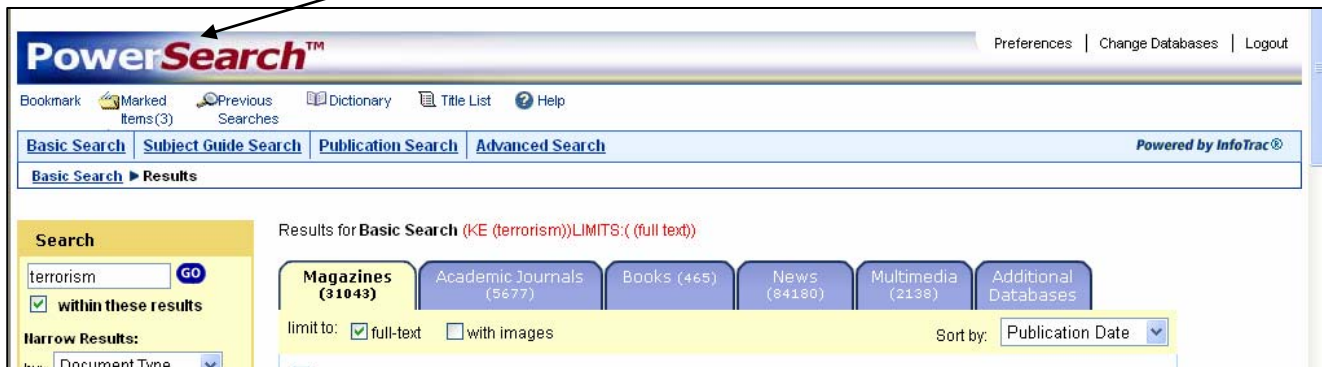
To view several articles, you can add the articles to a **Mark List** by checking in the **Mark** box beside each result. You can then click on the link at the top of the page **Marked Items** to view all articles.

Use the **Tools** box at the right of the screen to print, download (save) or the document.



## NAVIGATION TOOLS

The navigation tools at the top of the page allow you to:



- ❑ view or remove items in the marked list,
- ❑ view previous searches, or the results list (citation list).
- ❑ view the **Title List** - a list of all the journals in the current collection.
- ❑ use a **dictionary** link which will enable you to look up the meaning of a word from an article (appears in the left hand column when you begin a search).

**PLEASE ASK FOR MORE INFORMATION AT YOUR LOCAL HUNTER TAFE LIBRARY**