

Find articles in Academic OneFile database

Using a Gale database

Before accessing Ara databases, check the following **if you are on an Ara campus** using your own personal device:

- Are you **logged in to Ara wifi** and not Ara Guest?
- Have you cleared your browsing data? (Use the **Ctrl Shift Delete** keys as a short cut on a **PC** or **Command Shift Delete** keys on a **Mac**).
- Most Ara databases require you to pick an account. If so, choose your **Ara student / staff email address**. If you are **off campus** you may be prompted to use your Ara network password and your **multifactor authentication (MFA)**. If you haven't set up your **MFA** yet, see the relevant guide at <https://subjectguides.ara.ac.nz/getsetupforstudy/howdoi>

Find Academic Onefile

- Begin at **My Ara**: <https://myara.ara.ac.nz>

- Click on **Library Search**



- Click on **Databases**

- Click on **Academic Onefile (GALE)**

- Use your **student email, network password** and **MFA** if you are prompted.

- Select : **Advanced Search**

A dark blue search bar with a white input field containing the text 'Search...'. Below the input field, the text 'Advanced Search' is displayed in white, with a red arrow pointing to it from the right. A magnifying glass icon is on the right side of the input field.

Search tips

Use ***** to find words with different endings e.g. *program** finds *programme, programmes, program, programs, programming*.

Use speech marks to search on a phrase e.g. "social media"

Use **OR** to search on words of similar meaning (synonyms) e.g. "social media"
OR facebook

Enter your search strategy

a. Enter your search terms with each aspect or topic on a separate line.

Search for	television OR tv	in	Abstract
And	program* OR broadcast*	in	Abstract
And	"social media" OR facebook OR twitter	in	Keyword

b. Focus your results by changing **Keyword** to **Abstract**.

c. Click on **Search**.

Sort the results

Next to **Sort by** click on **Relevance**.

Sort by:	Newest
	Relevance
	Newest
	Oldest

Refine your search

Apply any of the following filters in the right column if required:

a. Tick **Full Text Documents** (but not if you are doing a [literature review](#) as this can limit your results too much.)

FILTER YOUR RESULTS		
Date Published	Subjects	Document Type
Publication Title	Search Within	
<input checked="" type="checkbox"/> Full Text Documents		
<input type="checkbox"/> Peer-Reviewed Journals		
<input type="checkbox"/> Document Contains Images		

b. Tick **Peer-Reviewed Journals** if you need articles that are scholarly and have been checked by experts in the subject i.e. no newspaper articles.

c. Tick 'Document Contains Images' if required.

For further assistance

- Ask at the Library, Christchurch, Madras St. Campus
- Live chat with a Librarian during open hours via [Asklive](#)
- Ring (03) 9408089 or 0800 24 24 76 and ask for the Library
- Email : library@ara.ac.nz