

# Find articles in Academic OneFile database

**☆**GALE Using a Gale database

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

- a. Are you logged in to Ara wifi and not Ara Guest?
- b. 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**).
- c. 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**

1. Begin at My Ara: https://myara.ara.ac.nz

2 Click on **Library Search** 



- 3. Click on **Databases**
- 4. Click on Academic Onefile (GALE)
- 5. Use your **student email**, **network password** and **MFA** if you are prompted.
- 6. Select: Advanced Search



## Search tips

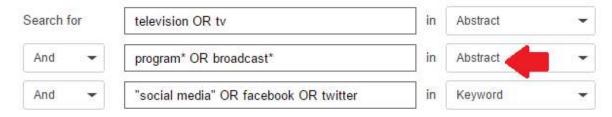
Use \* to find words with different endings e.g. program\* finds programme, programmes, program, programs, programming.

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.



- b. Focus your results by changing **Keyword** to **Abstract**.
- c. Click on Search.

#### Sort the results

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



# 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 <u>literature review</u> as this can limit your results too much.)



- 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: <u>library@ara.ac.nz</u>