

## Find articles in Academic OneFile database

 Using a Gale database

### 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 and password** to log in if you are prompted.
6. Select : **Advanced**



### 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 **OR** twitter

## 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.)

b. Tick **Peer-Reviewed Journals** if you need articles that have been checked by experts in the subject. (Check with your tutor).

c. Tick 'Document Contains Images' if required.

### 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

## 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](mailto:library@ara.ac.nz)