Find articles in Academic OneFile database

Using a Gale database

Find Academic Onefile

1. Begin at My Ara:  [https://myara.ara.ac.nz](https://myara.ara.ac.nz)

2. Click on Primo Library Search

3. Click on Databases

4. Click on Academic Onefile (GALE)

5. Use your network username 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
And: program* OR broadcast*
And: "social media" OR facebook OR twitter
```

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 **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.

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)