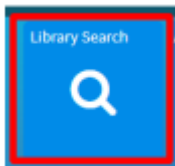


Find articles in Academic OneFile database

 Using a Gale database

Find Academic Onefile

1. Begin at **My Ara**: <https://myara.arac.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