

General OneFile Database Guide

Step 1: Accessing General OneFile

You can connect to InfoTrac by either going to the Library's home page >Databases > G > General OneFile

Step 2: Searching InfoTrac

InfoTrac opens a basic search option. To choose another search option such as subject guide, publication or advanced, click on the appropriate tabs.

The screenshot shows the InfoTrac search interface. At the top, there are four tabs: 'Basic Search', 'Subject Guide Search', 'Publication Search', and 'Advanced Search'. Below the tabs, there is a search box with the text 'Enter your search' and a 'Search' button. Underneath the search box, there are radio buttons for 'Subject', 'Keyword', and 'Full text'. Below that, there is a section titled 'Limit the results:' with three checkboxes: 'to documents with full text', 'to peer-reviewed publications', and 'to document with images'. At the bottom, there is a section for 'by publication date(s):' with radio buttons for 'All Dates', 'Before', 'On', 'After', and 'Between', and several dropdown menus for selecting dates.

You can choose to search this database in four different ways:

- **Basic Search** allows you to search for articles containing keywords or phrases in title, citation or abstract
- **Subject Guide Search** is a good choice when searching information on general topics
- **Publication Search** is used to find journal articles from a specific publication
- **Advanced Search** allows the greatest control over the search results. You can search for articles from specific magazines at specific times.

Step 3: Create your search

Basic Search is automatically chosen for you. Choose your type of search and enter your search terms in the search box.

You can use:

- Quotation marks " " to search for exact phrases, eg. "mad cow disease"
- Truncation * to search for all possible word endings, eg. child* will find child, child's, childhood, children and children's
- Wildcard ? to get the word with variant spellings, eg. globali?ation will find both globalisation and globazation
- Boolean operators **AND**, **OR**, **NOT** to combine your search keywords, then click the Search button
- Parentheses () to group phrases of Boolean queries for more complex searches, eg. child* and (obese or fat or overweight)

Step 4: Limit your search

Searches can be narrowed by placing limits running the search, or by limiting your search results once the search has been run.

You can limit your searches by:

- Searching for documents with full-text articles
- Searching articles in refereed publications
- Searching for articles published before, on, after or between specific dates

The screenshot shows the 'Limit the results:' section. It has three checkboxes: 'to documents with full text' (checked), 'to peer-reviewed publications' (checked), and 'to document with images' (unchecked). Below these, there is a section for 'by publication date(s):' with radio buttons for 'All Dates', 'Before', 'On', 'After', and 'Between'. There are dropdown menus for selecting dates, with '01 January 2000' and '15 November 2005' selected. At the bottom, there is a section for 'by publication title:' with a text input field and a 'Browse Publication Title' button.

- Searching for articles that appear in a particular journal or journals only

Step 5: Modify your search

You can modify your search by clicking on **Expand/Limit** blue link on the blue bar above the search results.

The  button at the top of the results

page displays search result sets. Select the blue keywords link to see the matching citations or click on **Revise** link to automatically go back to the search entry box to change your search. If you want to get rid of saved search results, click on **Clear** button below the previous searches result box.

Step 6: View the brief results of your search

The list displays brief information on articles that match your search terms.

To view the full articles, click on either the article title or the article format, eg. Text, PDF or Text with graphics etc.

If the full-text article is not available, click on the blue link **Check for Library Holdings** to see if the Library has got other holdings of the journal.

For example:

The screenshot shows three search results. Each result has a checkbox and a 'Mark' label. The first result is '1. Obesity linked to infant clefts.(Clinical Capsules). Family P...' with a link to 'Full-text'. The second result is '2. Obese men not as fit as obese women.(MAKING NEWS). IDE...' with links to 'Full-text with graphics' and '1 PDF page'. The third result is '3. Protein Z in pregnancy: exaggerated rise in obese women. WALKER, I. A. GREER and M. D. MCCOLL. Journal of Thrombosis and Hemostasis...' with a link to 'Check for Library Holdings'.

Article formats

- **Citation**

Contains minimal information, but you can check Library Catalogue to see if we hold a copy of the journal

- **Abstract**

Includes a citation and abstract (summary of the article)

- **Text**

Includes the citation and abstract, along with the full-text of the article. Does not include any graphics such as photographs or illustrations that were originally published with the article

- **Text with graphics**


Includes not only full-text of the articles but also all graphics that were published with the article

- **PDF**

Ascanned image of the article pages as they originally appeared in the publication

1. [Just a touch. \(child discipline\)](#), Todd Cartmell. *Christian Par*
Mark (1). (563 words) From *InfoTrac OneFile*.
[Full-text with graphics](#) | [1 PDF page](#) | [About this publication](#)





2. [Punishment for parents - Brogden's plan for child crimina](#)
Mark 9, 2005): pNA. (151 words) From *InfoTrac OneFile*.
[Full-text](#) | [About this publication](#) | [How to Cite](#)

When you want to retrieve the full articles of the marked items, click on  **Marked Items** tab at the top of the screen.

The records you have marked will appear in the middle of the page. Scroll to the top of the screen to see the **Print** and **E-Mail** Delivery options. If you want to save the files on a disk, click on **Download** at the right top corner of the marked records.

Step 7: View and/ or retrieve individual articles

Once you have selected the article you want to view, you will be taken to the screen that shows you these options. You should be able to **Print**, **Email** or **Download** the article from here.

InfoMark  **Print**  **E-mail**  **Download**  Marked Items

[Basic Search](#) | [Subject Guide Search](#) | [Publication Search](#) | [Advanced Search](#)

When **email**, select which part of the record you would like to email such as full-text, citation or PDF.

Click on **Download** tab to save your articles on a disk. Make sure you tick HTML rather than plain text box.

Step 8: Mark records for viewing later

You can mark references by clicking on the text box on its left.