Click on eResources on the Illawarra Institute Library website home page.

www.illawarra.tafensw.edu.au/library

Click on the Gale database you wish to search and log in using your DET TAFE username and password.

At the Gale Databases screen, choose to search General OneFile and/or General Reference Center Gold by checking the boxes. You can also search specific subject collections within General OneFile. You can either tick your selections then click on continue, or click on the blue hyperlinked titles. This will take you to the screen below. Once you are logged in you can search another collection by clicking on the Change Databases option at the top of the search screen. This will take you back to the list of databases and subject collections so that you can change your selections.

**BASIC SEARCH**

**Basic Search** is the default search.

By clicking on more search option you can Limit the number of results by checking the boxes for documents with full text and/or peer reviewed publications and/or document with images.

You can also limit by publication dates and publication title or subject.

When you have structured your search, click on Search to display a results list.

Once the results are displayed you can limit your search further. You can search within the results to pinpoint specific information by adding or excluding more terms or queries. There are also instant limiters including 'with full text', 'peer-reviewed' and 'with images' allowing you to quickly find information.

You can also narrow your results by viewing the document type, publication title or subjects of the documents retrieved.

**SEARCH RESULTS**

Magazine articles are displayed first, sorted in reverse publication date order (latest first). You can also choose to sort results according to relevance, when the “best” articles (determined by frequency of use of search term/s) are displayed first regardless of date of publication.

You will see coloured tabs that group your results into similar types of documents, with the number of results per tab.

Click a tab to view the results, e.g. to display wire services and newspaper articles, click on the tab News. These articles are updated daily.

Each citation gives a brief article description and retrieval options (full text, full text with graphics) available. There might also be the option of viewing the article in Portable Document Format (PDF) so you can see and print the article as it looked when it was published.

The document type appears to the far right of each citation on the results list page so you can easily identify the kind of records your search returned, such as article, biography, map, topic overview or book review. From this information you can tell if you want to view the article.
To view a document, click its underlined title.

You may save documents in a Marked List. Check the box next to the title in the results list. Click on marked items in the toolbar to view your list.

Articles may be printed, emailed or downloaded.

The Translate button will translate articles into eleven different languages.

SEARCH TIPS

Be specific Choose your search terms carefully, use more than one word and Boolean terms. For Exact phrase searching use quotation marks e.g. “vocational education”.

Truncation searches using an asterisk (*), will broaden a search eg comput* will give results for computers, computing, computation.....

Wildcards: Use a question mark to replace unknown letters e.g. organi?e will give results for organise and organize. This is especially useful for American and English spellings.

You should type all your search terms in lowercase letters, unless you are specifically searching for words where capitalization matters or when searching for acronyms e.g. NATO

ONLINE HELP AND LOGOUT

You can click on the help button if you need assistance at any point during your search, and please logout when you have finished using General OneFile.

SEARCH ALERTS AND RSS FEEDS

From the search results list you can request notification when new content is added to the database that matches your search criteria. You can choose to have the system check for new content on a daily, weekly or monthly basis and send you an email message when updates are found.

On the results list, click the Search Alerts/RSS Feeds icon. Enter your email address and select the frequency. Then click on the save button.

Or you can subscribe to an RSS feed and have content delivered directly to you. On the results list, click the create a search alert link. To subscribe to the RSS feed, copy the feed URL and paste it into your RSS reader. Close the window when you have finished.

HOW TO USE

GALE DATABASES

General OneFile

General Reference Center Gold

You can also search these subject collections within General OneFile:

Culinary Arts
Environmental Studies and Policy
Fine Arts and Music
Gardening
Landscape and Horticulture
Home Improvement
Popular Magazines
Tourism, Hospitality and Leisure

www.illawarra.tafensw.edu.au/library

TAFE NSW – Illawarra Institute
Library and Information Services

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