MCKEE LIBRARY DATABASE TIP SHEET

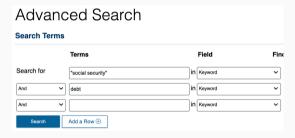
# Gale ONEFILE: News

Use Gale ONEFILE: News to access U.S. regional, national, and local newspapers, as well as leading titles from around the world.

## **Conducting a Search**



Select "Advanced Search" and enter your search terms in the boxes and click search.



- Use the most important words and phrases of your research topic as keywords.
- Put phrases in quotation marks.
- If your results aren't relevant, try different combinations of keywords, including synonyms and related phrases.
- If you are finding too many results, use more specific search terms. If you are not finding enough results, consider using more broad search terms.

#### **Focus Your Results**



You can focus your results using the field drop-down menu.





- Search in Subject to locate your terms in the controlled
- Search in the document title, by subject, and by author to refine your results.

#### **Refine Results**

Use the filters on the right side of your results to narrow by date, source type, subject area, publication, or geography.



#### **Topic Finder**

Discover topics and results related to your search.



Select "Start the Topic Finder" on the right side of the screen.



Enter your topic in the search bar or explore the term cluster (shown below).





### **Explore the Item Record**



Click on the title of the item of interest to access additional information, images, full-text options, and tools.



- View important information like authors, publisher, publication, and more on the items record.
- In many cases, the location of the authors is helpful in figuring out where the research took place.



- The abstract is the summary paragraph. Reading this will give you a good indication on the item's topic.
- Pay attention to the keywords used in the resources you find most helpful.
- Use the related subjects to locate additional materials on your topic. Clicking on the subject term link will begin a new search.
- Need additional sources? Explore a relevant item's bibliography to find additional materials on your topic.

## Finding the Full Text



Click on the title of the item of interest.



Use the icons to save the full text to Google Drive, OneDrive, email it to yourself, or download by clicking on the appropriate icon.













- Download the PDF and save to your computer or bibliographic management tool.
- Full-text not available? We will get it for you for free through interlibrary loan. Click "Find It" to go to the interlibrary loan request page.

### **Tools**









- Select cite to view the citation of the item in your chosen format. These citations should always be doublechecked for accuracy.
- Download and print the full text.
- To save a link to the article, make sure to use the "Get Link" permalink icon.











- Translate the article in another language
- Increase and decrease the font size.
- Change the display options by selecting "Aa".
- Select the speaker icon to listen to the article.

# **Get Help**

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#### **Research Coaching**

Help finding sources and refining search results.



#### **Writing Center Tutoring**

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