

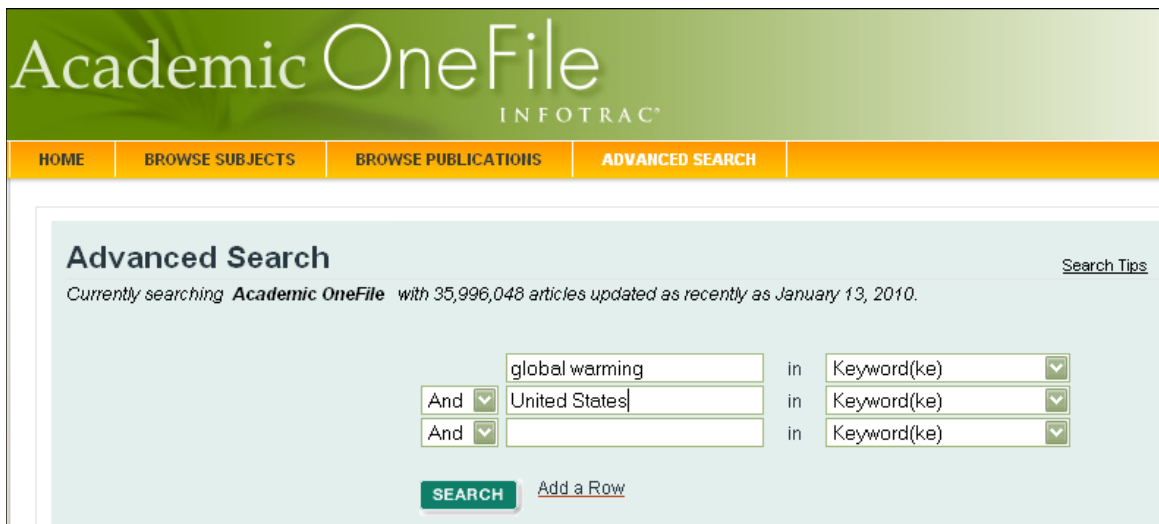
Academic OneFile:

A Guide to Searching the Database

Academic OneFile is a database that covers all academic disciplines. It includes journals in the social sciences, education, humanities, sciences, and technology. Other sources include news periodicals, general interest magazines, a comprehensive index to the New York Times, and National Public Radio transcripts with links to audio. Access Academic OneFile by going to the **Find Articles** tab on the Library's web page and clicking on "Databases A-Z."

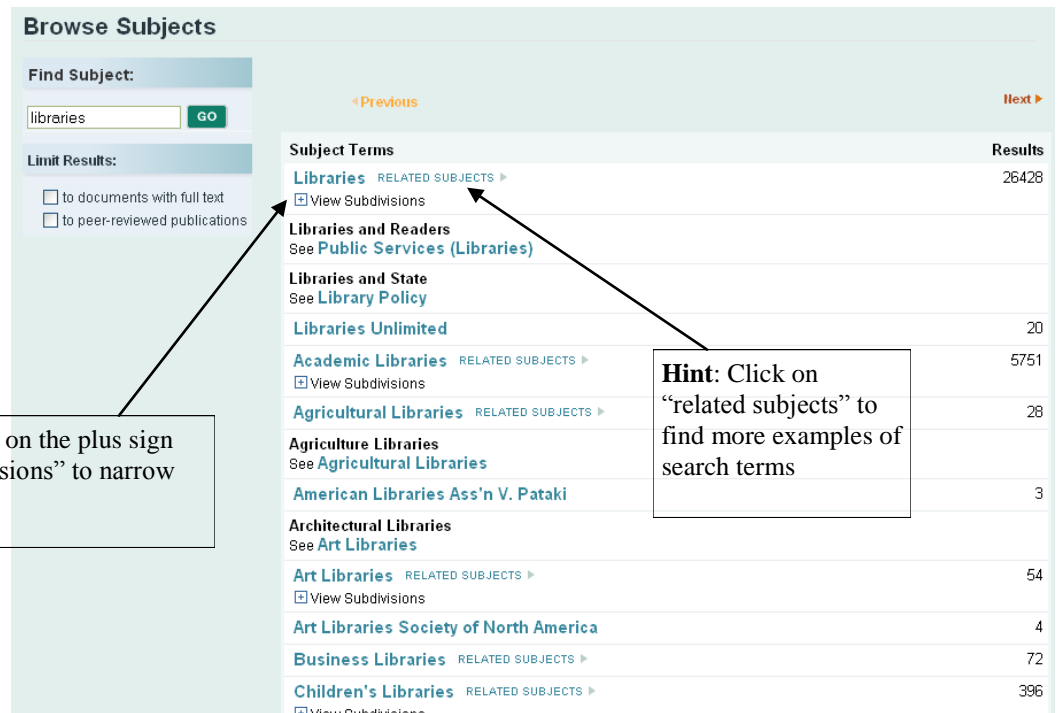
SEARCHING

There are four search modes available in this database: basic, subject, publication, and advanced. You can navigate through the system using the search bar near the top of the screen. The basic search can be found under **Home**, which also displays a list of articles related to current event topics. The database defaults to the **Advanced Search**, which lets you search for multiple keywords at one time.



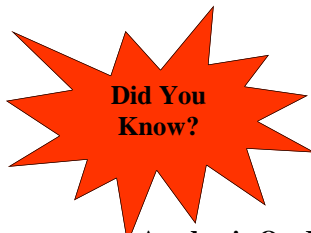
Subject Searching

For more common topics, use the **Browse Subjects** search option. This will provide you with more results. When you type in your search term, you are provided with a list of subjects that include your word. Just click on the word or phrase that best describes your topic.



Hint: Click on the plus sign by "subdivisions" to narrow your search

Hint: Click on "related subjects" to find more examples of search terms



Academic OneFile has been recently updated to include images, podcasts, and video results for most searches!

Adding Limits

By scrolling down to the area under the Search box (of any search) you can apply limits to your search results. As in the example to the right, by checking these boxes, you assure that only full-text and peer-reviewed documents will be returned. You can also limit to documents containing images, a certain publication date, publication title, or subject.

Boolean Operators, Wildcards, and Quotation Marks

- Use of the Boolean operators (**and**, **or**) will allow you to combine search terms. **And** will limit your search (“teens **and** alcohol” will return results containing both terms), while use of **or** will expand your search (“teens **or** alcohol” will return results containing either or both terms).
- The wildcard symbol (*) stands for any number of characters. For example, the search *document**, will retrieve results with *document*, *documents*, or *documentation*.
- Enclose search terms in quotation marks to avoid ambiguity in multiple word searches. This ensures that the words will always appear in the same order in the document (i.e., “New Deal”).

Displaying, Printing, Emailing, Saving and Getting Full-Text

After you have found an article that matches your search requirements, click on the title to display the full record. From here, you can:

- mark records by checking the box towards the top of the screen,
- print, save, or email records by clicking the appropriate icons in the tool box
- check article availability by clicking the hyperlink near the bottom of each record
 - If the full-text is available electronically, you will see a link that says “Full Text” - just click on the hyperlink to view and print the article. If you don’t see the “Full Text” link, click on “Check Article Availability” - if the article is available electronically, this will lead you to it
 - If the full-text is NOT available electronically, you will be given a link to PITTCat where you can look up the journal title to determine whether or not you can get a print copy of the article.

You can also download or listen to an mp3 version of the article here.

For more help on searching, check out the ULS online tutorial “**Keyword Searching**” (<http://www.library.pitt.edu/services/classes/infoliteracy/tutorials/kw4/keyword.htm>) or **ask a Reference Librarian!**