General OneFile (formerly InfoTrac OneFile) features broad coverage of general interest areas and academic disciplines, and provides access to periodical and news content from a wide variety of mainstream and specialized sources, including newspapers, magazines and refereed academic journals. The database includes more than 96,000,000 articles and is updated daily.

> Computer commands, field names and mouse actions are in *Italics*.
> Text that you must type is within single quote marks (' ').

To access General OneFile:
Go to: RCPL Web site (**http://www.myrcpl.com**)
Hover over: ***Research and Learning***
Click on: ***Research Tools***
Click on: ***News and Magazines***
Scroll down to: ***General OneFile***
Click on: ***inside the library*** OR ***home access***

⭐ At the beginning of each question click the *Home* button on the orange bar at the top of the screen.

1. Do you have any magazine articles about salmonella?
   ❑ In the *Find* box, type 'salmonella'.
   ❑ Click the green *Search* button.
   ❑ Articles which are available in full text will have a *Full Text* link after the citation and abstract. Click this link to read, print, or e-mail articles.
   ❑ If an item is not available in full text, check the library catalog and ask a librarian to find out if we have it in print or can get it for you.

2. I'm doing a research paper and I need some scholarly articles on the influence of genes and heredity in diabetes.

   ❑ Click the *Browse Subjects* link in the orange bar at the top of the screen
   ❑ Type 'diabetes' in the *Find Subject* box.
   ❑ Check the *to peer-reviewed publications* box under *Limit the results:*
   ❑ Click the *Go* button.
   ❑ Diabetes is called "Diabetes Mellitus" in the subject list. Click *Diabetes Mellitus* at *See: Diabetes Mellitus*.
   ❑ Click the plus sign by *View Subdivisions.*
   ❑ Click *Genetic Aspects* in the alphabetical list of subject terms to see a list of articles.

3. I'd like to read about the different kinds of work that dogs can do.
   ❑ Click the *Browse Subjects* link in the orange bar at the top of the screen.
   ❑ Type 'working dogs' in the *Find Subject* box.
   ❑ Click the *Go* button.
   ❑ Click the *Related Subjects* link.
   ❑ Click on any of the related subject terms for articles about specific types of working dogs.

4. I would like to see some of the recent editorials about gun control in the New York Times.

- ❑ Click the *Advanced Search* link in the orange bar at the top of the page.
- ❑ Type: 'gun control AND editorial' in the box. This will search for only articles that have both gun control and editorial in their keywords.
- ❑ Type: 'New York Times' in the *Publication Title* box.
- ❑ Click the green *Search* button.
- ❑ All of the search results will appear under the *News* tab

5. I searched for information about Toni Morrison's *Beloved* and found several hundred articles. I can only use literary criticism. How can I search to get just those articles?
- ❑ Type: 'toni morrison AND beloved AND critical essay' in the *Find* box
- ❑ Click the green *Search* button.

6. I'm supposed to write a research paper on pain management and biofeedback, but when I did a keyword search for those topics I didn't find many articles. Is there a way to find more?
- ❑ Change the radio button from *Keyword* to *Entire Document* following *Search for words in:* to expand your results
- ❑ Type 'pain management AND biofeedback' in the *Find* box.
- ❑ Click the green *Search* button.

7. Has Tom Brokaw written any articles in magazines or newspapers?
- ❑ Click *Advanced Search* in the orange bar at the top of the screen.
- ❑ Click the drop-down menu next to the top search box.
- ❑ Select *Author (au)* from the drop-down menu
- ❑ Type: 'tom brokaw' in the entry box next to Author (au)
- ❑ Click the green *Search* box.
- ❑ Results include articles in several tabs.