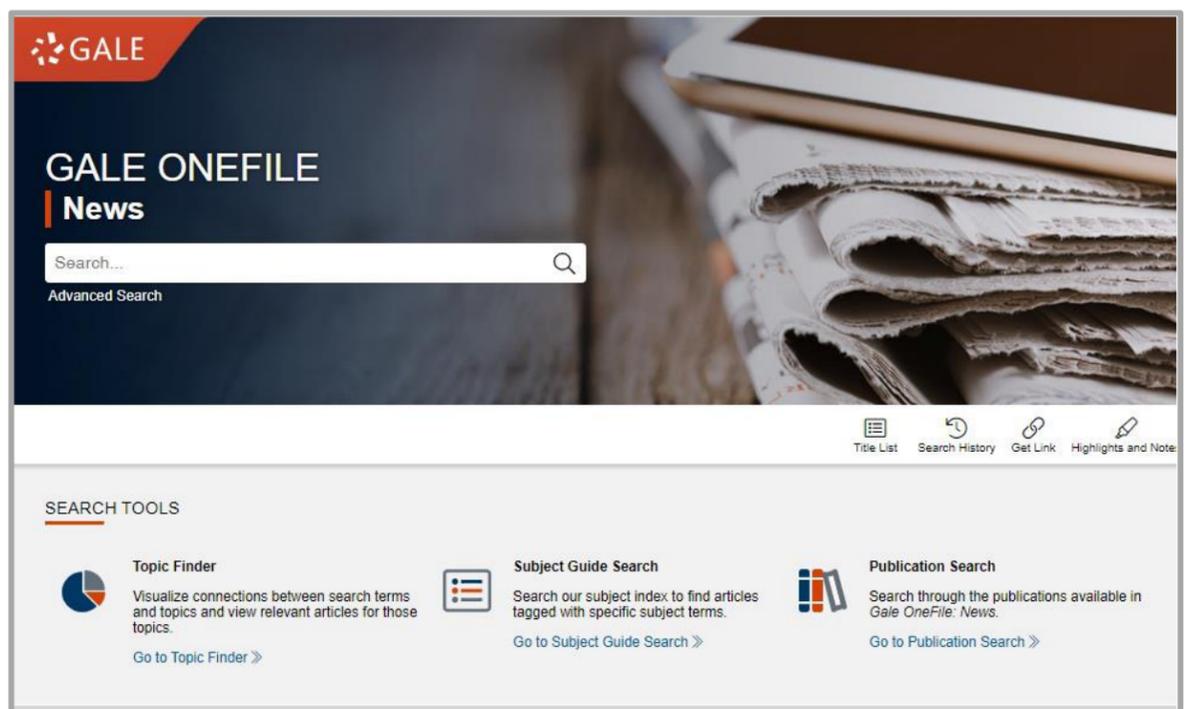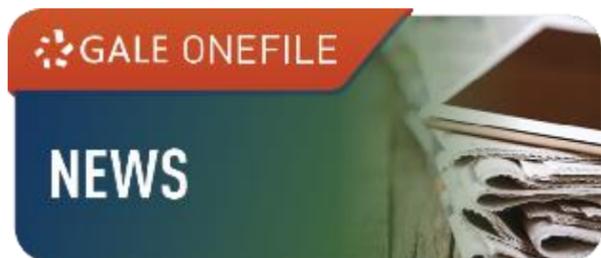# Gale OneFile: News
USER GUIDE

Overview

Gale OneFile: News provides full-text articles of English newspapers and magazines, as well as newswires and broadcast transcripts from around the world. It enables users to quickly search for articles by name of the newspaper or magazine, headline, date, author and section, or conduct a search with other options available.
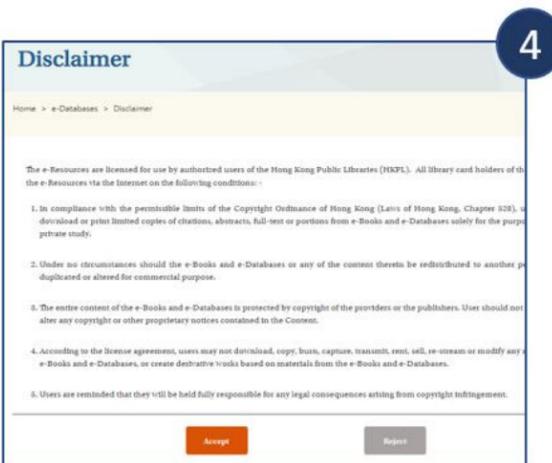
Log in to Gale OneFile: News

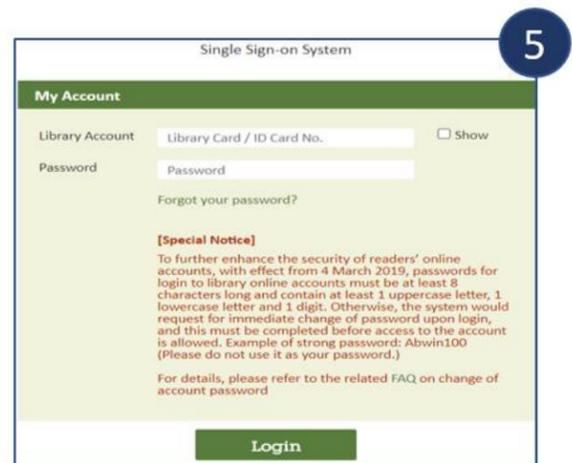Go to the HKPL website:
www.hkpl.gov.hk

Click **e-Databases**
under Electronic Resources

Browse e-Databases by title
to access **Gale OneFile: News**

Click **Accept**

Log in by entering your library card number
/registered HKID card no./ E-account and password

Searching Content

Basic Search

◆ Search across the entire site with a single query. This function is useful when you want to search for a precise topic

Advanced Search

◆ Go to **Advanced Search**

Search Terms
◆ Allow the entering of keywords into multiple search boxes with a maximum of 10 rows
◆ Customize your search options such as **Author**, **Company Name**, and **Person – About**
◆ Select **Keyword** under **Field** to search words within the citations, subject headings, abstracts, and beginning of each article
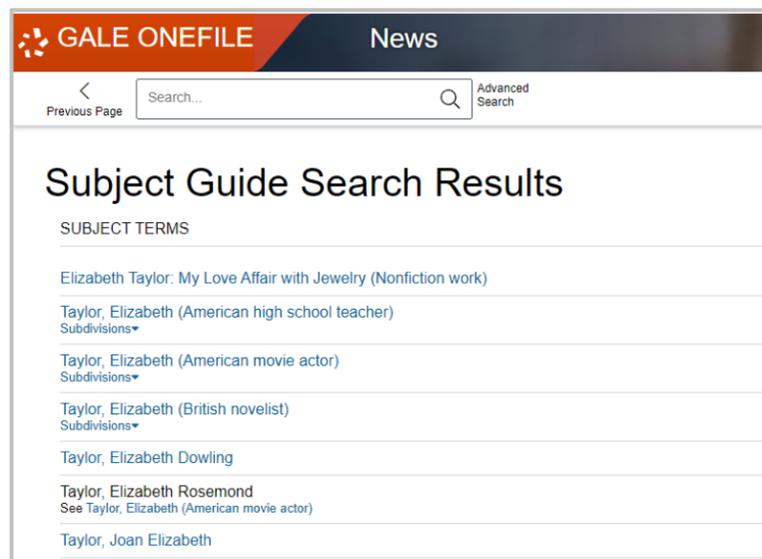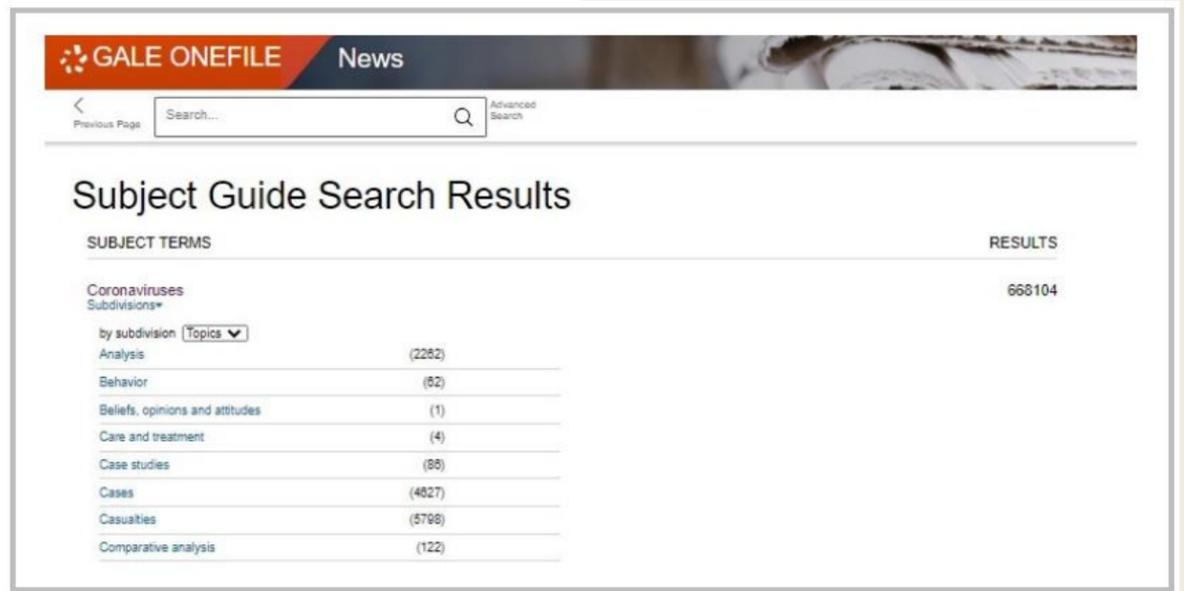◆ Select **Publication Title** under **Field** to search all articles or documents from a particular publication

Know more about the rules of using **Operators** and **Special Characters** under **Search Tips** to conduct complex/open searches

Search Limiters
◆ Check the box(es) to narrow down the search to **Documents with Full Text**/ **Document Contains Images**
◆ Limit your search by specific **publication date(s)**, **document type**, **publication title** and **publication subject**
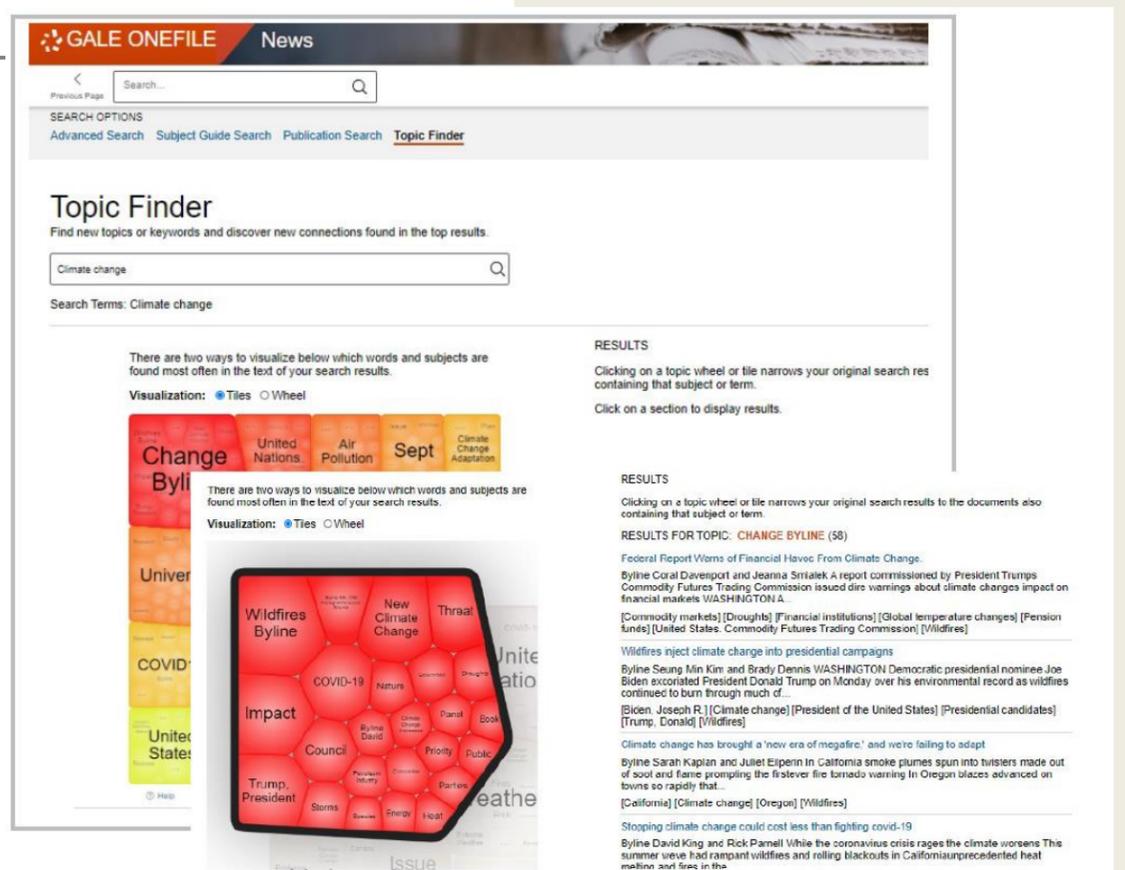
Subject Guide Search

- ◆ Go to **Subject Guide Search**
- ◆ Input a keyword, and a list of topics will be available for further exploration
- ◆ Click on **Subdivisions** for a narrower search path, or **Related Subjects** for similar subjects
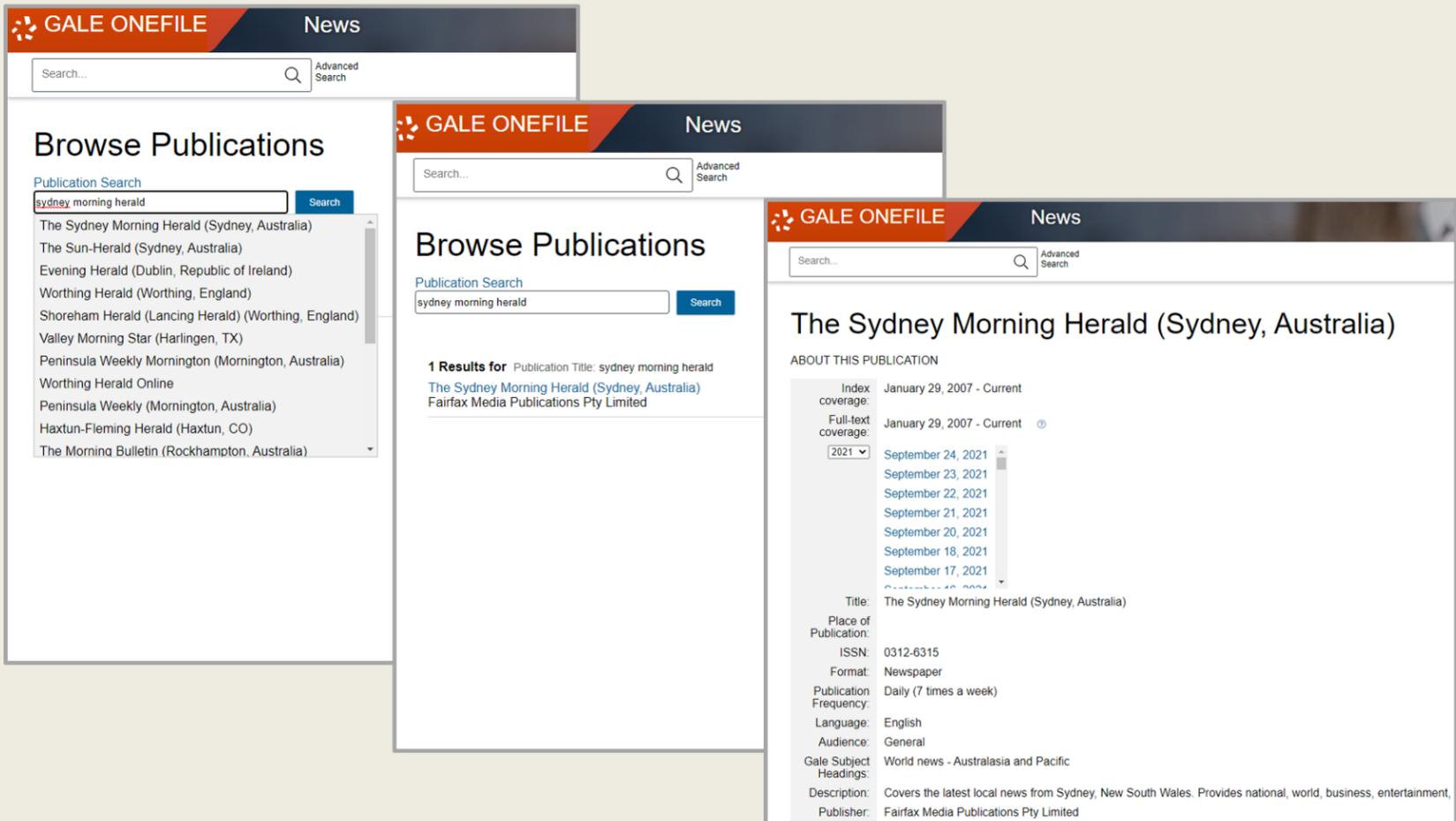- ◆ Enter the name of a person, people with the same name will be differentiated in the search results

Topic Finder

- ◆ Go to **Topic Finder**
- ◆ Enter a search term
- ◆ View the diagram in **Tiles** or **Wheel**
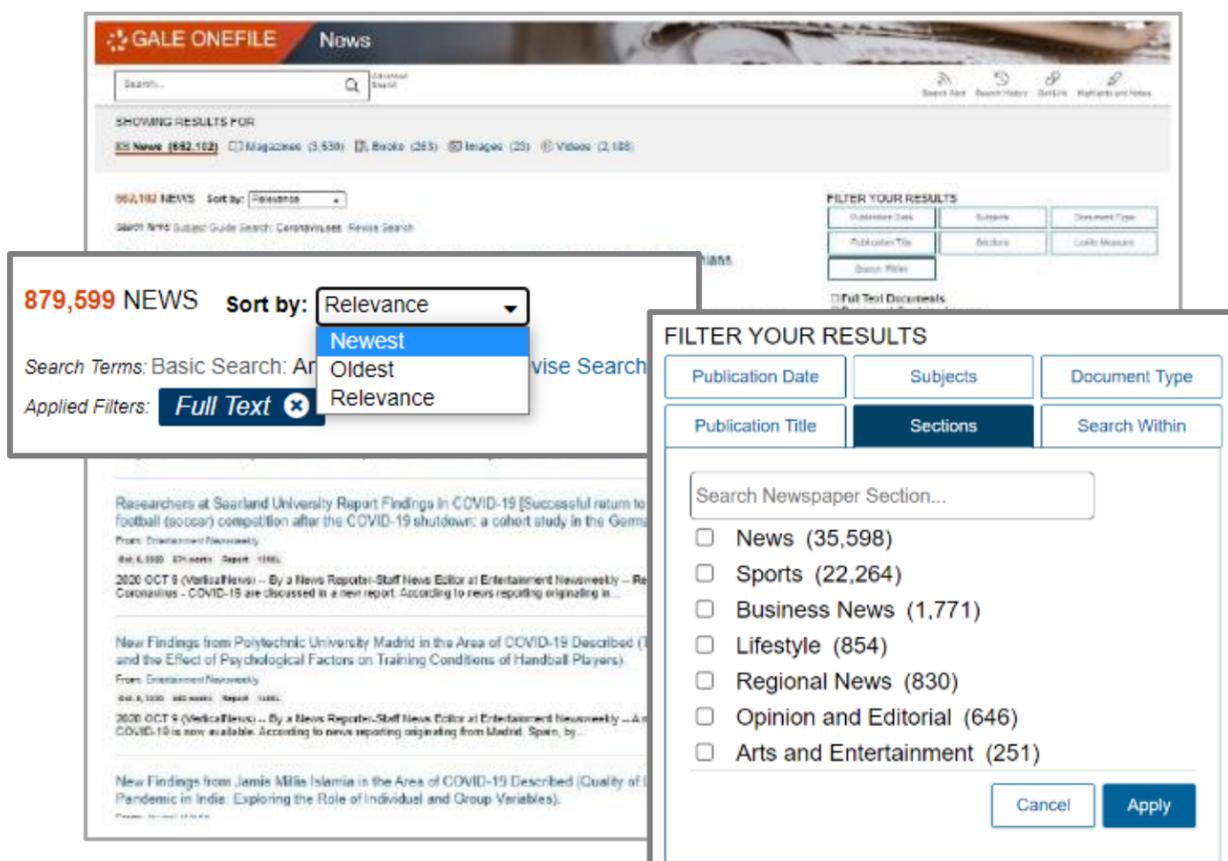- ◆ Explore related topics

Publication Search

◆ Go to **Publication Search**
◆ Enter the title of a publication
◆ Click on the matching results for details
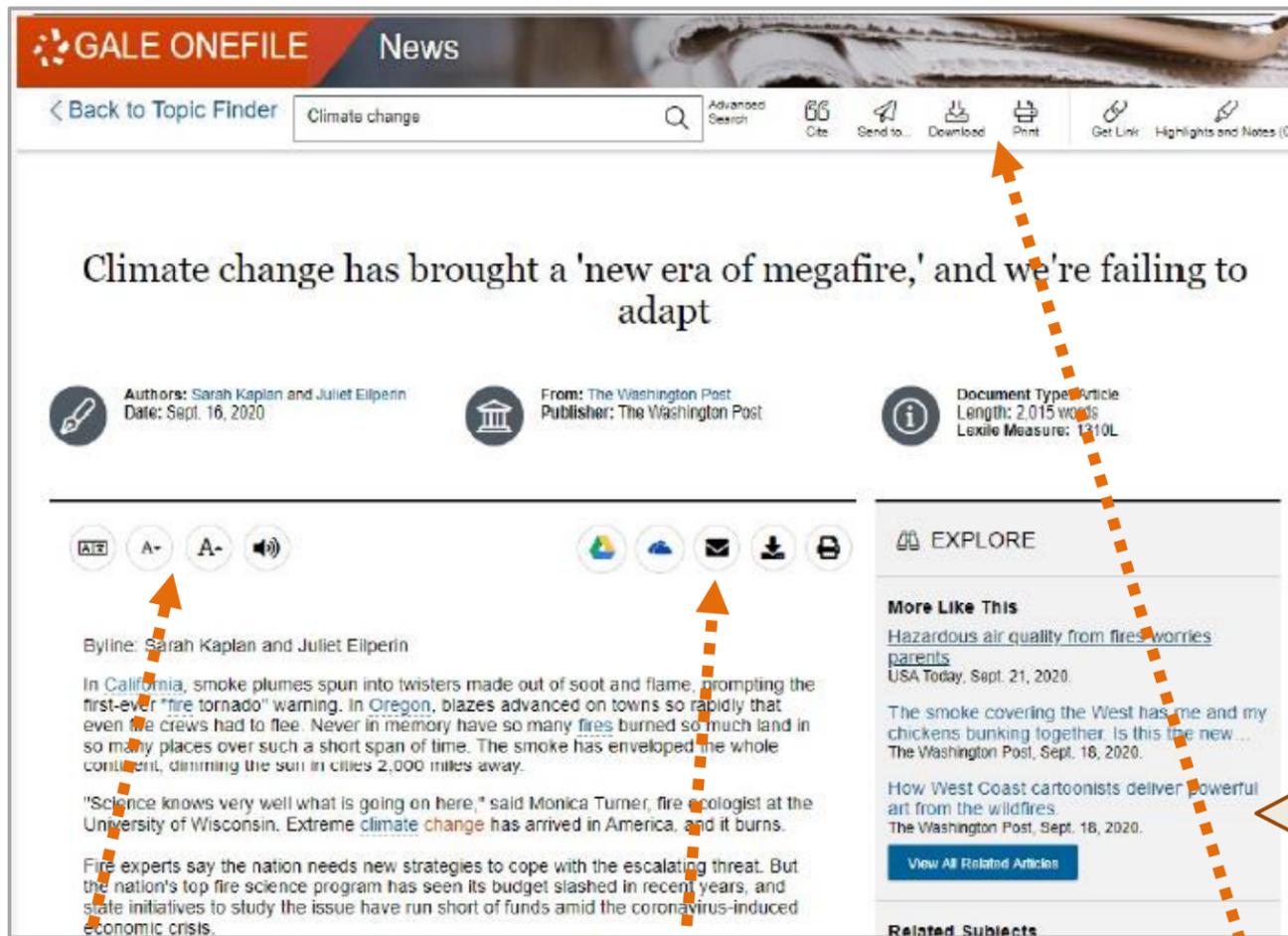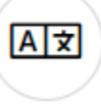◆ Click on the issue and view the articles

Sort/Filter Results

◆ **Sort By**: Use the drop-down box to select the display order
◆ **Filter Your Results**: Apply various search criteria such as **Publication Date**, **Publication Title**, **Sections**, etc
◆ **Search Within**: Enter additional terms to refine your search

GALE ONEFILE
NEWS

Document Tools

View machine translation of 40 different languages

Decrease font size

Increase font size

Listen to a text-to-speech audio and download the MP3 for future listening

Export the document to your Google Drive™ account

Export the document to your Microsoft OneDrive™ account

Email the document

Download the document in PDF format

Print the document

Export the citation in MLA, APA, Chicago or Harvard style

Get a reliable permalink for the document

Annotate an important text while using the database
Make sure you send, download, or print your Highlights and Notes before closing your browser, or they will be lost
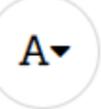
Explore

Select articles listed under **More Like This** to find similar results, or

Click on **Related Subjects** to find additional information on similar subjects