



General OneFile Quick Start

To access:

1. Go to <http://www.spl.org>
2. Click **Articles & Research**
3. Click **Magazines & Newspapers**
4. Click **General OneFile**
5. Log in with your library card number and PIN, if prompted.

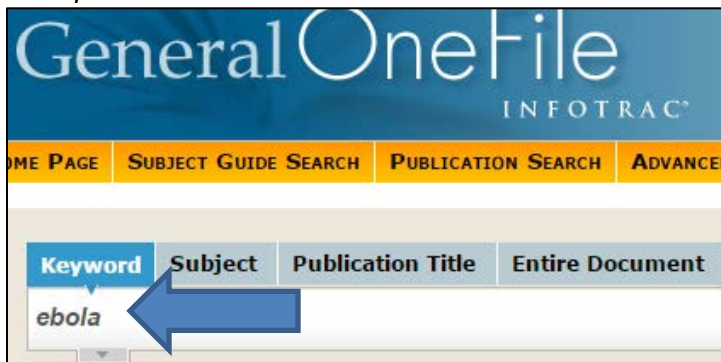
Best for:

- Finding academic and general magazines articles
- Finding images, audio, videos, for your research.

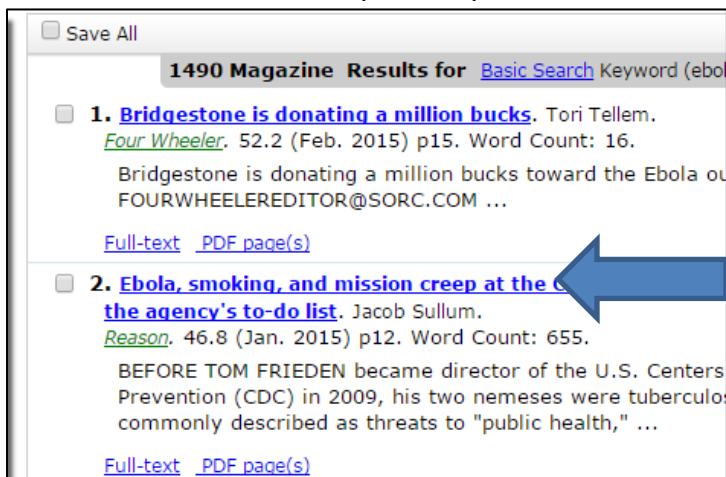
Finding news articles

a. From the [General OneFile](#) main page, enter any keywords which describe the topic.

Example: Ebola

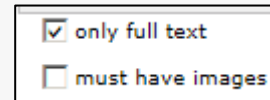


b. After search, click on any article you want to see



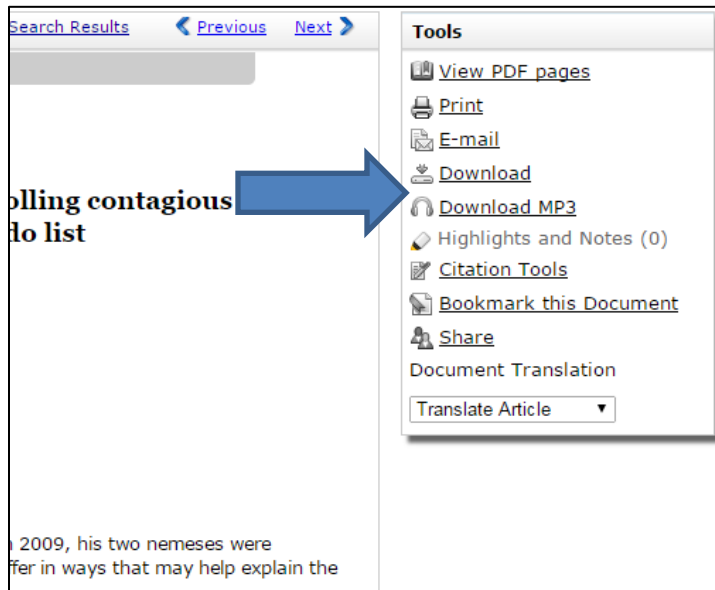
Tips:

- You can get additional search term suggestions by typing some of your keywords in the search box
- After searching, try using the search limits (left side of page) to get a more specific set of results.
- Click checkbox for "only full-text" if that is what you want





C. E-mail, or print any articles that you want to keep.



Tips:

- You can use the “Citation Tools” to automatically create a citation for MLA, APA, etc.

More information:

- <http://www.gale.cengage.com/pdf/facts/genOneFile.pdf>
- Ask a librarian [online](#) or in person.