How to Use OneSearch
@FoglerLibrary

OneSearch is the convenient search bar on the Fogler Library homepage. It allows you to search a wide range of library resources with a single search. This brief tutorial teaches the basics of using OneSearch.

Sometimes, you may experience glitches in OneSearch as it tries to link you to the correct text, so this guide also provides you with some information on how to troubleshoot these issues.

Please note that not all of our databases are included in OneSearch. If you are having trouble finding the resources you need, consider using our Find Articles or Find Books tutorials, or taking a look at your subject’s Research Guide for recommendations.
When you search OneSearch, you perform a simple search where you type in a term or phrase, and then click “Search.” If the results are too broad, you can limit the search using the panel on the left side of the screen. The options include the language of the article, whether we have access to the full text, the date range, discipline, and more.
On the right side, a panel provides a definition of the term you searched, which is pulled from one of our reference sources. You can click ‘Read More’ at the bottom of this definition to read more information from this reference source.
The middle panel provides recommendations of specific databases to search for your terms, and then lists all of the sources it found that are relevant to your search. It automatically removes news articles, so if you would like to include them in your search you should click “Newspaper Article” under the Content Type in the left panel.

Each listed resource includes four icons at the top right of the item.

- **Cite this item** brings you to a page where you can select the citation format, and the full citation is provided for you.

- **Email this item** allows you to email the article and include a message.

- **Save this item** saves the resource to a folder in OneSearch, which you can export, email, or print at any time during your search. Note that when you exit your search, the folder will be cleared, so save often.

- **More actions** includes links to citation managers, and links you to the catalog to find the book, or an article linker to find the full text of an article.
Once you identify an article you would like to read, you can access it by clicking:
- the title,
- the “Find” or “Read Online” under “More Actions,” or
- “Full Text Online” at the bottom of the record.

These should bring you either to the article itself, or to the journal. If it brings you to the journal, you can search within the journal for the title you’re interested in.

Some articles will include a sidebar on the right side of the screen, which includes the citation information for the article, and steps for finding the article in print.

Citation information for the article. If the article does not appear in the rest of the screen, use this information to search for the article directly through the ejournals link on the library homepage. Learn how with our Find Articles tutorial.

Information about the journal. Click “Browse Journal” to find more articles in this journal. Also lists the date range that we have access to.

If the link does not bring you to an online version of the article, you can check to see if we have a print copy of it. Use the links to search for the journal using the title, ISSN, or ISBN. You can also use this information to look for the ejournal specifically - this often gives the best results. Learn how with our Find Articles tutorial.

If you’re having trouble, contact a librarian for assistance.
To switch to an Advanced Search, click “Advanced Search” next to the search bar at the top of your results page. Then, you can specify the title, author, multiple subjects, or keywords. Use the “AND,” “OR,” or “NOT” in your search to specify whether you would like all terms to be required, some terms to be required, or some terms to be excluded.