

## University College Library

### Wilson OmniFile Full Text Mega

**Description:** OmniFile Full Text Mega is a multidisciplinary database providing the complete content from six full text databases: Education Full Text, General Science Full Text, Humanities Full Text, Readers' Guide Full Text, Social Sciences Full Text, and Business Full Text. It provides indexing, abstracts, and full text articles from over 1,660 magazines and journals dating back to January 1994.

The Advanced Search Screen is the default search screen. The following options are available on the Advanced Search screen. Other databases listed below may be searched from this screen.

The screenshot shows the 'Advanced Search' interface with the following elements:

- Database Selection:** A grid of checkboxes for various databases. 'OmniFile Full Text Mega' is checked. Other options include Art Full Text, Business Full Text, Humanities Full Text, Biography Index, Education Full Text, Legal Periodicals Full Text, Readers' Guide Full Text, Book Review Digest Plus, Essay & General Lit, Library Lit & Inf Full Text, and Social Sciences Full Text.
- Search Fields:** Three 'Search For:' input boxes with 'and' dropdown menus between them.
- Sort By:** A dropdown menu set to 'Relevance'.
- Limit Dates to:** Radio buttons for 'Any Year' (selected), 'Within last 12 months', and 'From Year: [ ] To Year: [ ]'.
- Limit to:** Checkboxes for 'Full Text', 'Page Image', and 'Peer Reviewed'.
- Document Type:** A dropdown menu set to 'All'.
- Physical Description:** A dropdown menu set to 'All'.
- Subject Area:** A dropdown menu with 'All' selected, and other options like 'Applied Science & Technology (AST)' and 'Art (ART)' visible.
- Buttons:** An 'Exit' button in the top right and a 'Start' button in the bottom right.

**Drop down menu default; to the All-Smart search** There are a number of different types of searches that can be performed using this drop down menu including the All-Smart Search. You can search by Keyword, Subject(s), Title, Author, Journal Name, and more.

A list and description of the search fields that appear in the "As" drop down menu can be found in Help.

1. Click on Help
2. Click on the Database Description Tab
3. Select OmniFile Full Text Mega and click on Start.
4. On the left hand side is a list of the field names.
5. Click on a field name to view a description of the field.

#### To begin a search

- enter your term(s) in the "Search For" box, and search by choosing a field in the "as" drop down box such as All-Smart or Keyword
- Enclose your term in quotation marks to retrieve only records containing that particular phrase
- Use AND, OR, or NOT between entries
- You can search all of the databases by selecting "All" from the Subject Area menu, or limit to a specific database by selecting it from the Subject Area dropdown menu

**Limit Dates to:**  Any Year  
 Within last 12 months  
 From Year:   
To Year:

**Limit to:**  Full Text  
 Page Image  
 Peer Reviewed

**Limit your search by:**

**Limit Dates to:** Allows you to limit your search to a year or a range of years.

**Limit to:** Full Text; Page Image; Peer Reviewed (scholarly)

- Click "Start"

The following is a sample search for violence and media and children in Readers' Guide and Social Science Full Text, limited to articles published between 2000-2004:

Art Full Text  
 Business Full Text  
 Humanities Full Text  
 OmniFile Full Text Mega

Biography Index  
 Education Full Text  
 Legal Periodicals Full Text  
 Readers' Guide Full Text

Book Review Digest Plus  
 Essay & General Lit  
 Library Lit & Inf Full Text  
 Social Sciences Full Text

**Search For:**  **as:**

**Sort By:**

**Start**

**Limit Dates to:**  Any Year  
 Within last 12 months  
 From Year:   
To Year:

**Limit to:**  Full Text  
 Page Image  
 Peer Reviewed

The **Display or Results** screen lists all of the matches for your search. It is sorted by relevance and provides a citation (brief display) of each record.

**Search Was:** media <in> ALL AND violence <in> ALL AND children <in> ALL AND

**Search Summary Total:** 2240  
**Found In:** Social Sciences Full Text, Full Text

Full Text PDF Peer Reviewed Library Owns? SFX LINCCWeb SFX

80%  1 Wright, K. [Guns, Lies, and Video](#). *Discover* v. 24 no. 4 (April 2003) p. 28-9  
 SFX

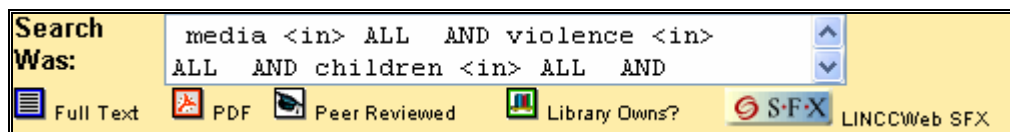
80%  2 Massing, M. [Toxic media versus toxic censorship](#) [comment on W. Kaminer]. *American Prospect* v. 12 no. 1 (2001) p. 22-3  
 SFX

80%  3 Kaminer, W. [Toxic media versus toxic censorship](#) [reply to M. Massing]. *American Prospect* v. 12 no. 1 (Janu p. 23-4  
 SFX

80%  4 Hymowitz, K.S. [The sex and violence show](#). *Commentary* v. 110 no. 5 (December 2000) p. 62-5  
 SFX

80%  5 Kaminer, W. [Toxic media](#). *American Prospect* v. 11 no. 22 (October 23 2000) p. 36-7  
 SFX

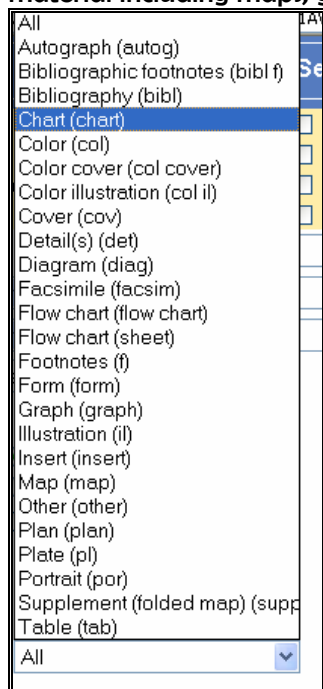
Icons to the left of each citation indicate article formats which may be available.



**Sort By:** allows you to sort your search results. Relevance is the default option, and you can also sort by date, journal, author, etc.

**Document type:** Allows you to limit your search to a particular kind of article such as Book Review, Interview or Recipe.

**Physical Description:** Allows you to limit your search to documents that originally had illustrative or graphic material including maps, graphs and tables.



### **Customize Display**

This option allows you to customize your search results. The settings will only last for the current search session. One option that I find useful is the Page Size. By default the system displays 10 records on a page. This can be increased to 20 or 50.

1. Click on Customize located on the bottom tool bar.
2. In the Page Size drop down box select either 20 or 50 entries.
3. Click on Save Changes.
4. Click on the Back button located on the bottom tool bar.

### **Search**

The Search screen is used to perform Natural Language searches and Boolean Searches. It is sometimes called the Basic Search screen. You can select the type of search you would like to perform.

When performing a Boolean search you can search for a phrase by enclosing your search terms in quotation marks. The AND, OR, NOT, and IN operators do not need to be enclosed in brackets. There are a number of other operators that are available that do require the use of brackets. A list of the Search and Boolean Operators can be found in Help.

## **Browse Terms**

The Browse Terms screen lets you browse the different fields that are available. A description of the fields can be found in Help.

## **Search History**

The Search History screen lets you combine previous searches using Boolean operators. You can also modify any previous search by typing in the Search String text box. To run a search after it has been modified select the search and click on Start.

A new feature that is available in Search History is the ability to save a search. This feature is useful if you will be performing the same search many times or if you have a very complicated search. A saved search will stay on the system for up to 6 months.

1. Enter an ID. There are no assigned IDs. Just make one up!
2. Click on Sign On.
3. Select the search(s) you would like to save by placing a checkmark in front of it.
4. Enter a name for the search in the Save As: box. This is a name you make up!
5. Click on the Save button.

The next time you log on and want to view the saved searches here is what you need to do.

1. Select the database you want to search.
2. Go to the Search History Screen
3. Enter the ID that you created in the ID field.
4. Click on Sign On.
5. Your Saved Searches will be displayed.
6. In order to perform the search you must load it first. Select the search or searches you want to load.
7. Click on the Load button.
8. You can now run the search(s) by selecting it and clicking on the Start button.

## **Thesaurus**

The thesaurus allows you to locate terms and related subject headings by navigating through a hierarchy of terms.

## **Print E-mail Save**

This area allows you to print, e-mail or save your search results including the full text of the articles.

## **What Journals are included in the Wilson OmniFile Full Text Mega?**

A complete list of magazines and journals that are available in the OmniFile can be found in Help. To view this list click on Help that is located on the left hand navigation bar. This will open a second window labeled Documentation. In this window, click on the Journal Directory tab. Click on the Go to Journal Directory link. This will open a third window. In the Select Database(s) box select OmniFile Full Text Select. I would suggest selecting Full Text Start Date and Full Text End Date under the Fields Displayed area. At this point you can click on Display list and it will provide you with a journal list or you can select other options to customize what titles are displayed. To find out if a specific title is available, enter the title name in the Journal Name box and click on Display.

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