



Eighteenth Century Collections Online Navigation Guide

Eighteenth Century Collections Online (ECCO) is the most ambitious single digitization project ever undertaken. It delivers every significant English-language and foreign-language title printed in Great Britain during the eighteenth century, along with thousands of important works from the Americas. The eighteenth century saw what many scholars believe to be three of the most significant events in world history: the American Revolution, the French Revolution and the Industrial Revolution. And now, three centuries later, the promise of the Internet for scholarly research has been realized with the revolutionary new database from Thomson Gale.™ Derived from *The Eighteenth Century* microfilm collection from Thomson Gale imprint Primary Source Microfilm™, *Eighteenth Century Collections Online's* digitized format features more than 155,000 volumes from more than 138,000 titles — comprising more than 26 million pages. With full-text search capabilities across all 26 million pages, this collection provides multidisciplinary research opportunities not possible until now.



The value of this collection is that it makes available online hard-to-find material in every academic discipline, including:

- **History and Geography** — Ancient and contemporary history, accounts of voyages and discoveries, historical biographies and memoirs, genealogical collections, gazetteers, works on church antiquities and tourist guides of Britain. Topics include chronologies, recreation (travel, sports, parlor games), military history, maps, local history and topography. It should also be noted that this collection presents a comprehensive picture of the American Revolution from the British perspective.

- **Social Science & Fine Arts**

Social Science — Materials on manufacturers and merchants, artisans and skilled workers, and international business, banking, taxation and lotteries. Topics include current events, social reform, business, economics, finance (general advertising, lotteries, trade bills and more), political science (parliamentary papers, political satire, political essays, speeches and addresses, handbills, parish registers, poll books and more).

Fine Arts, Music, Art and Architecture — Treatises on music, painting, theater and architecture as well as books on building and carpentry, catalogs pertaining to vocal and instrumental music, paintings, prints, drawings, coins and metals and other collectibles, and material about private art collections.

- **Medicine, Science and Technology** — Many branches of science, works on applied science and technology, and works and treatises on the treatment of diseases and conditions. Topics include agriculture, cookbooks, military technology, natural philosophy, scientific education and more.
- **Literature and Language** — Celebrated eighteenth-century essayists, novelists, poets and playwrights, as well as Shakespeare's plays, poems and collected works. Topics include drama, poetry, ballads, religious poems, grammar, dictionaries, songs from plays, satire, book catalogues and more.
- **Religion and Philosophy** — From sermons, Bibles and prayer books to moral and ethical debates and prescriptions for proper conduct.

- Law — Development of law in the British Empire between 1701 and 1800. Topics include acts, criminal and international law, appellants' cases and more.
- Reference — Ephemeral material on the whole of life in the eighteenth century. Topics include almanacs, catalogues and more.

SEARCH OPTIONS

ECCO offers several **search options**: Basic Search, Advanced Search, Browse Authors, and Browse Works. You are also able to limit your search by Year(s) of Publication, Subject Area, Language and/or Illustrated Works. You may also search on a specific document id number or *ESTC* identifier.

BASIC SEARCH

Basic Search is the default search offered after logging into the database. It offers a straightforward search box with a choice of searching for terms as keyword, author, title or full text. Simply type in a term of interest in the entry field and click on the Search button. Basic searches are the broadest and often return the most results.

Keyword	Searches the entire database for the presence of any word or words within key fields of information, including: <ul style="list-style-type: none"> ■ author fields, which include author name/authoring institution name, as well as added/variant author names and institutions ■ title fields, which include main, variant, collective, and uniform titles ■ chapter/section headings from a book's Table of Contents
Keyword Author	Searches for any word or words contained within the author fields only, which include author name/authoring institution name, as well as added/variant author names and institutions.
Title	Searches for any word or words in the title fields only, which include main, variant, collective, and uniform titles.

Full Text	Searches for any word or words within the full text of a work as well as the fields of information included in the Keyword search. For each work returned, relevant pages containing your search term or phrase are listed in the left navigation bar within the page image full view; search terms are highlighted on the page image of each relevant page. This is a good search to use if you are looking for a particular line of text or an unusual phrase. In most cases, full text searching will return the most hits.
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Within **Basic Search**, you may limit your search to works published in a particular year or range of years within the eighteenth century (1701-1800), and include works with no known publication year but known to have been published within the eighteenth century. If a publication date or range is specified, the default setting excludes works with no known publication year.

If you have access to more than one *Eighteenth Century Collections Online* module, you may limit your search to one or more modules, or Subject Areas. The default setting searches all modules available.

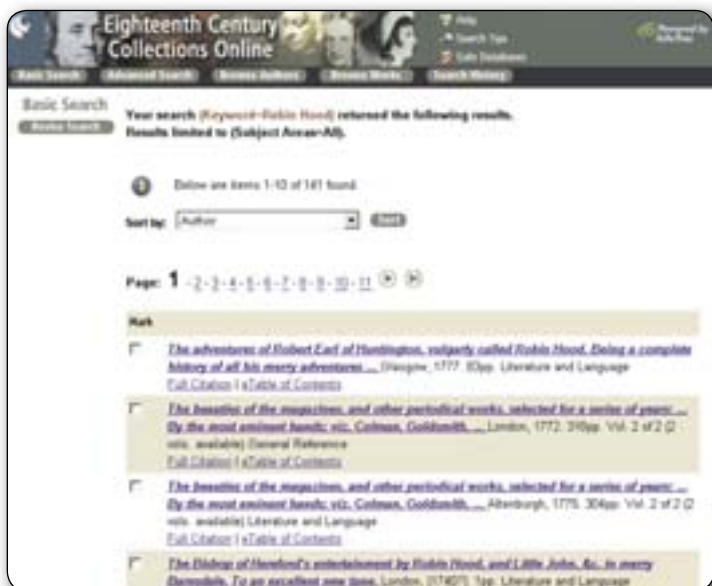
You can choose how many results appear on a page by adjusting the Number of results per page option; the default setting is 10.

For this example, let's try a keyword search on Robin Hood. The database is not case sensitive so you may use upper or lowercase letters.



SEARCH RESULTS

With Keyword Search, the default sort order for your search results is by author. If a work is not attributed to an author/authoring body, that work is sorted by title. You can change the way your results sort by selecting Author, Title, Publication Date Ascending, or Publication Date Descending from the “Sort by” drop box.



For each work within a results list, a brief citation is provided. Each brief citation includes author/authoring body name (when available), title, edition (when relevant), place of publication, and year of publication (when known); total pages; individual volumes of multivolume works are listed separately, with volume number and total number of volumes published, as well as number of volumes available in the database; and the module or Subject Area for this work.

Clicking on the hyperlinked title within a citation on a results list takes you directly to the title page (when one exists) or first page of that work. Additionally, links to specially created pages for each work are included with each citation so that you may directly access the details you are interested in:

- each work within the database includes a Full Citation page, where detailed publication information, links to other available volumes within a multivolume set, and links to a list of holding libraries can be found
- for each work that meets specific criteria, an eTable of Contents has been created, allowing you to view the contents of a work and link directly to specific locations within that work, such as prefatory material, chapters, and indexes

- for each work that contains illustrations, a List of Illustrations has been created, allowing you to view details of all of the illustrations within that work, as well as link directly to the page image on which an illustration appears

Let's take a look at a page image.

VIEWING IMAGES

Users have two options for viewing and navigating a work. The Page Image Full View is the default view, and provides full page and document navigation features. The Reading View is an optional view that offers basic page navigation features and an expanded page image display field.



PAGE IMAGE FULL VIEW

Clicking on a title within a citation on a results list displays the **Page Image Full View** of the title page (when one exists) or first page of that document. From here, you may navigate to the previous and next page of the document utilizing the left and right arrows within the green-shaded page navigation bar. You may also enter a page number or image number and click on the “Go” button to be taken directly to that page.



A “page number” refers to a printed number visible on the page of a book. When such a number appears on a page in a book, it has been electronically captured so that you may navigate to pages using these original page numbers. This is a useful feature when you already know the page number(s) you wish to view, or are using the back-of-book index to identify pages that cover relevant topics.

An “image number” refers to a consecutive numbering scheme assigned by Thomson Gale — each original page of a work, including blank pages, has been captured as an image and numbered consecutively starting with 1. The total number of page images that make up a work follows the Image # text box.

Previous and next page navigation arrows are also featured below the page image display. In addition to the title page (or first page), if a work contains pages identified as tables of content or indexes, you may link directly to the first page of those sections via the hyperlinks within the page navigation bar.

You may choose to modify the size of any page image you are viewing by selecting an alternative percentage from the “Scale” drop-down box within the page navigation bar. This is a useful feature given the wide range of page dimensions found across the collection. The default scale of 33% works well for viewing pages within the majority of works. If you choose to modify the scale, the new setting will persist until you select another or until you initiate a new search.

Page images are presented in the same orientation as they appear in the original document, thus you may encounter page images oriented sideways or even upside down. You may rotate any page image you are viewing by selecting a position from the “Rotate” drop-down box within the page navigation bar. The new position will persist until you select another or until you initiate a new search.

In addition to the above features, the **Page Image Full View** includes the brief citation for that work at the top of the display; a link to the Full Citation; and links to the eTable of Contents and List of Illustrations when available. You may also navigate to the title page (or first page) of the previous and next book within your current search results list by clicking on the left and right Search Result arrows located above the citation and below the page image display (with the descriptor ‘Search Result X of Y’).

Tools and other features available in the left hand navigation bar of the **Page Image Full View** include the option to reformat the document for easy reading/browsing (Reading View); print and view PDF pages of the work; mark the page for inclusion in a Mark List; View Mark List; Revise Search, which returns you to the search form containing your current search criteria; Back to Results, which returns you to your current search results list; and Search This Work.

If your search was performed utilizing the full text search option, you may choose to view pages that have a match to your search criteria by selecting a page image number from the list of relevant pages displayed within the shaded box to the left of the page image display. Corresponding printed page numbers, when they exist in the original document, are also displayed within the list for easy reference. On each relevant page, full text search terms are highlighted.



NO RELEVANT PAGES LISTED

Links to relevant pages are listed on page displays whenever your search has found a match in the text of the actual pages of the documents. (Searches of this type are: the Full Text option in Basic Search; in Advanced Search, any combination of Full Text, Front Matter, Main Text, or Back-of-Book Indexes; and Search This Work.)

When you select the Full Text option in Basic or Advanced Search, your search also includes metadata and corrected chapter/section headings in addition to the full text of the printed document. It is thus possible that your results will include works in which your search term occurs only in the metadata or corrected chapter/section headings, and not within the actual text of the work. As a result, no relevant page images will be listed.

In such cases, you will typically see your search term(s) occurring within the text of the Full Citation or eTable of Contents created to complement that work. Search terms found in these specially created documents will not be highlighted.

You may opt to exclude the metadata and corrected chapter/section headers from your full text search by selecting one or several search options in Advanced Search that search the text of only a specific section of each work. The options are Front Matter, Main Text, and Back-of-Book Indexes.

READING VIEW

In Page Image Full View, you may choose to Reformat for Reading by clicking on that link in the left hand navigation bar. The Reading View offers basic page navigation at the top of the display screen and an expanded page image display field, making it easier to browse or read a work. Additional page navigation options, as well as links to tools, are located at the bottom of the screen display, including Print/View PDF and Mark This Page. Clicking on the Back to Full View link located at the top and bottom of the screen display returns you to the Page Image Full View, and to full page and document navigation options.

SEARCH THIS WORK

The Search This Work feature, accessible via the button featured on the Page Image Full View, allows you to conduct a full text search on all pages within the current work for a particular term or phrase. You may choose to activate fuzzy search by selecting a fuzzy search level via the drop-down box to the right of the search term text box. See the Advanced Search section of this document for more on Fuzzy Search. Clicking on the Search button executes the search and returns you to the work, where relevant pages containing your term or phrase are listed in the left hand navigation bar. Search terms are highlighted on the page image of each relevant page.

FULL CITATION



For each work within the *Eighteenth Century Collections Online* database, a Full Citation is available, providing expanded publication information and other details from the *English Short Title Catalogue (ESTC)*, links to other available volumes of a multivolume work, and a link to a list of libraries whose holdings include this specific work. The *ESTC* is a machine-readable union list of the holdings of the British Library as well as those from more than 1,500 university, private and public libraries worldwide, and is the bibliography upon which *ECCO* is based.

eTABLE OF CONTENTS



For works that meet specific criteria, an eTable of Contents has been created to facilitate location of and navigation to specific sections within a work. Works that consist of more than ten pages and include prefatory material and/or end material, and which contain chapter or section headings, will have an eTable of Contents. The eTable of Contents is organized to include Front Matter, such as title page, table of contents, preface, foreword, introduction, and other preliminary material; Main Text — the main body of the work; and Back Matter, including indexes, appendixes, advertisements, and other material following the main body of the work. Within the Main Text, chapter and section headings are structured to retain their original hierarchy wherever possible. Clicking on a hyperlinked heading takes you directly to the first page of that section or chapter within the work.

LIST OF ILLUSTRATIONS

For each work within the *Eighteenth Century Collections Online* database that contains illustrations, a List of Illustrations is available so that you may browse a complete list of available illustrations and navigate directly to the page image on which an illustration appears. If an illustration appears in the publication with a descriptive caption, the caption is listed, followed by the page image number on which it appears; and the type of illustration. When a descriptive caption is not available for an illustration, the illustration type followed by “(no caption available)” is displayed, followed by the page image number. Click on a caption to go directly to the page on which that illustration appears.

PRINT/VIEW PDF

Multiple options for printing page images are available by clicking on the Print/View PDF icon, located in the left hand navigation bar in Page Image Full View, and at the bottom of the Reading View. You may reformat the page without the product banner and navigation features visible, which you may then print using your browser's print option. You may also print the current page image in PDF format, or a range of up to ten page images in PDF format. Viewing or printing PDF files requires that you have Adobe Acrobat installed on your computer; if you do not, you may click on the Adobe Acrobat icon displayed at the bottom of the Print/View page to download this free software from Adobe.

E-MAILING PAGES

The Mark List, as well as Full Citation, eTable of Contents, and List of Illustrations pages, can be reformatted for e-mailing to yourself or others by clicking on the E-mail icon located in the left hand navigation bar on those pages. The actual page images may not be e-mailed.

An E-mail Options form offers you a choice of reformatting the page in an html or plain text format without the product banner and navigation features visible, and provides a text box in which you type an e-mail address.

ADVANCED SEARCH

With the **Advanced Search**, accessible via the top navigation bar from all views, you can conduct a search using a variety of criteria. This enables you to retrieve very specific results. You can search on a word or words occurring within key fields and the full text of documents, as well as limit your search on the values of several fields of information. Below are descriptions of the types of searches you may conduct and the search limiters you may employ.

Advanced Search Type	Description
Keyword	Searches the entire database for the presence of any word or words within key fields of information, including: <ul style="list-style-type: none"> ■ author fields, which include author name/authoring institution name, as well as added/variant author names and institutions ■ title fields, which include main, variant, collective, and uniform titles ■ chapter/section headings from a book's Table of Contents
Author	Searches for any word or words contained within the author metadata fields only, which include author name/authoring institution name, as well as added/variant author names and institutions.
Title	Searches for any word or words in the title metadata fields only, which include main, variant, collective, and uniform titles.

Full Text	Searches for any word or words within the full text of a work as well as the fields of information included in the Keyword search. For each work returned, relevant pages containing your search term or phrase are listed in the left navigation bar within the Page Image Full View; matches for your search terms are highlighted on the page image of each relevant page. This is a good search to use if you are looking for a particular line of text or an unusual phrase.
Front Matter	Searches for any word or words within the front matter only of works within the database, including tables of content, prefaces, forewords, and other preliminary material.
Main Text	Searches for any word or words within the main body only of works within the database.
Back-of-Book Indexes	Searches for any word or words within the printed indexes only of works within the database.
Publisher	Searches for any word or words within the publisher field only of works within the database.
Place of Publication	Searches for any word or words within the place of publication field only of works within the database.

Advanced Search Limiters	Description
Year of Publication	Limits your search to works based on the year in which they were published. Users can input a year or a range of years (format YYYY-YYYY). When specifying a date or range, you may also choose to include works with no known publication year but known to have been published within the eighteenth century.
Language	Limits your search to works published in a particular language.
Illustrated Works	Limits your search to works containing particular types of illustrations.
Subject Area	Limits your search to works included within a particular <i>Eighteenth Century Collections Online</i> module, or Subject Area.
Gale Document Number	Limits your search to a work based on the number assigned by Thomson Gale to a specific page in the database, which appears at the bottom of each page image display.
ESTC Number	Limits your search to a work based on the <i>English Short Title Catalogue (ESTC)</i> bibliographic number.

You may enter up to five search strings and use each to query a different or the same search index, using Boolean search operators of AND, OR, or NOT to combine search indexes. (For more on Boolean search operators, please see the Search Tips section of this document.) After entering your search term(s), select the index you wish to search by making a selection from the index type drop-down menu to the right of the search term box. Search terms/phrases entered cannot exceed one hundred characters and twelve words. You may also choose to activate fuzzy searching for each/any set of search parameters.

FUZZY SEARCH

Fuzzy Search settings can enhance your full-text search by retrieving near matches on a term or terms. This is a particularly valuable feature within a database such as *Eighteenth Century Collections Online*, in that it allows you to locate a word or words within documents despite imperfect matches in spelling between the searched term and document content, a common occurrence due to the variant/approximate spellings found in documents of this era.

Three levels of fuzzy searching are offered so that you may fine-tune your search depending on how closely you want to match your term(s): Low, Medium, and High.

The Low setting will expand your full-text search results to include very near matches on your term(s), e.g., a full-text search on “harbor” with **fuzzy search** set at Low will return results containing both “harbor” and “harbour.”

The High setting will expand your results to include very broad matches on your term(s), e.g., a full-text search on “harbor” with **fuzzy search** set at High will return results containing “harbor,” “harbour,” “Harper,” and “Harben.”

The screenshot shows the 'Advanced Search' interface for Eighteenth Century Collections Online. It features a search form with multiple input fields for search terms and index types (Author, Title, Full Text, Full Text). Each search term has a corresponding index type dropdown and a Boolean operator (AND, OR, NOT) dropdown. To the right of each search term group is a 'Fuzzy search level' dropdown menu, currently set to 'None'. Below the search form is a 'Limit Your Search' section with a 'Year(s) of Publication' field and a 'Subject Area' dropdown menu. The 'Subject Area' dropdown is open, showing options like 'History and Geography', 'Fine Arts and Social Sciences', 'Medicine, Science and Technology', and 'Literature and Language'.

Within the Advanced Search form, the default setting for fuzzy search is None. You may activate **fuzzy search** by selecting a fuzzy search level from the drop-down box to the right of each group of advanced search term and index type parameters. The selected level of fuzzy search will be applied to that group of search parameters. Fuzzy search options can be applied or not to any combination of indexes. You may set different fuzzy search levels for each index.

Note that if a truncation (“wildcard”) character is used within a search string and a fuzzy search setting other than None has been selected, the search will ignore the fuzzy search setting in favor of the search indicated by the wildcard character. For more on wildcard characters, please see the Search Tips section of this document.

Let's try a search for George Washington's last will and testament. You'll find three results containing "will" for author George Washington.



BROWSE AUTHORS



The **Browse Authors** feature, accessible via the top navigation bar from all views, allows you to access an alphabetical list of authors and authoring bodies whose works are included in the database.

Clicking on an author within the list returns a results list of all works within the database attributed to that author. Note that variations in the form of an author name result in each form of the name appearing individually within the **Browse Authors** list. Where publications are attributed to an author with exactly the same name form, that name appears once within the list, and selecting that name returns a list of all works attributed to that name form.

You may navigate to specific names within the **Browse Authors** list in two ways: by typing in a name or start of a

name (using the format 'last name, first name') in the search box, which will take you to that place in the alphabetical list where the name appears or to the place in the alphabetical list that most nearly matches your search string; or by selecting a letter of the alphabet to go to that place in the list, e.g., selecting "B" takes you to the beginning of the list of authors whose names start with "B." The default list displays the beginning of the list of authors whose names start with "A." A list of approximately fifty author names are displayed at one time. You may navigate to previous and next pages of the **Browse Authors** list by clicking on the green left and right navigation arrows appearing at the top and bottom of the list display.

BROWSE WORKS

The **Browse Works** feature, accessible via the top navigation bar from all views, allows you to access an alphabetical list of titles of works included in the database. Clicking on a title within the list returns a results list of all works within the database that match that title. Note that variances in the titles of editions of the same work result in these works appearing as separate titles within the **Browse Works** list. When titles of works match exactly, they appear once within the list, and selecting that title returns a list of all works that exactly match that title.

You may navigate to specific titles within the **Browse Works** list in two ways: by typing in a title or start of a title in the search box, which will take you to that place in the alphabetical list where the title appears or to the place in the alphabetical list that most nearly matches your search string excluding stop words (for more on stop words please see the Search Tips section of this document); or by selecting a letter of the alphabet to go to that place in the list, e.g., selecting "B" takes you to the beginning of the list of titles starting with B. The default list displays the beginning of the list of titles starting with A. A list of approximately fifty titles are displayed at one time. You may navigate to previous and next pages of the **Browse Works** list by clicking on the green left and right navigation arrows appearing at the top and bottom of the list display.

SEARCH HISTORY

The **Search History** feature, visible on the Basic Search page and accessible from other views via the **Search History** button within the top navigation bar, saves and displays a list of the searches you've conducted within a session. Search terms are captured when you enter a term and the Search button is clicked. Scroll down the list to see search history. To execute a search from the list, select the search term and click the View button in the **Search History** box. Search his-

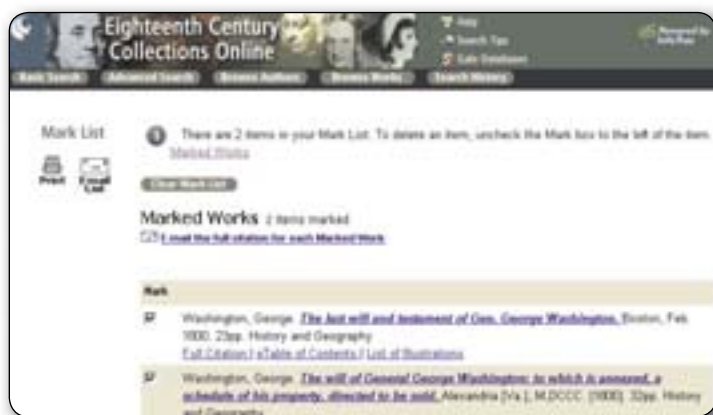
tory is automatically cleared when you time out of the session. You may also clear the search history by clicking the Clear History button below the **Search History** list. Using the browser back button may interfere with your **Search History** as you keep going back to a page where you hadn't done any searches yet; try to use the navigation buttons to move around the databases.

MARK LIST

Eighteenth Century Collections Online allows you to mark works or specific pages that you find especially useful or interesting in order to create a personalized citation list.

An entire work may be selected from a results list by checking the box to the left of the brief citation, or by checking the box labeled "Mark this work" located in the left hand navigation bar on the Full Citation, eTable of Contents, and List of Illustrations pages of a work. Specific pages may be selected for inclusion in a **Mark List** by checking the box "Mark this page" located in the left hand navigation bar of the Page Image Full View, and at the bottom of the Reading View.

After selecting one or more works or pages, you may view your citation list by clicking on the "View Mark List" button in the left hand navigation bar. To remove a work or page from your mark list, simply deselect the box to the left of the citation or deselect the "Mark this work/page" box while in the work. You may clear the **Mark List** by clicking on "Clear Mark List".



Marked works are organized within a mark list with the brief citation for each listed in the order in which it was marked; marked pages follow, and include for each the brief citation of the document and the page image number. You have the option of e-mailing the Full Citation for each marked work, and e-mailing a list of marked pages. You may also print or e-mail the complete **Mark List** as it appears. NOTE: Printing or e-mailing the mark list does not send the entire work.

SEARCH TIPS

This advice will help you improve your results when using the full text search:

Use at least two or three search terms. By using more search terms to narrow your search, you can locate works that fit your information needs better.

Note: if no Boolean operators are used, the search engine assumes an implied proximity for the search terms specified (see Proximity below for additional information).

The following sample results use a keyword search on the entire database using the AND operator. By using AND, a result is returned if all of the search terms are contained anywhere within a particular work.

Search Terms	Number of Hits
War	5,434
War AND soldier	249
War AND soldier AND France	60
War AND soldier AND French AND prisoner	20

Note: See Search Operators below to learn more about using the AND, OR and NOT operators.

Be specific. When looking for documents about ancient Rome, enter both of those words in your search query. If you enter just Rome, your search may give you essays that discuss modern Rome or Rome, N.Y., in addition to ancient Rome.

Find an exact phrase with quotes. You can narrow your searches by requiring that the search terms appear as a phrase in the order that you typed them. For example, when looking for works that discuss European travel, search for these words as a phrase. "European travel" This narrows the results from hundreds of matches to a few dozen matches, assuming the phrase typed is not too common.

Mix phrases and single search terms in the search box. For example, enter "ancient Rome" AND Caesar.

Broaden your search by using the OR operator. For example, "Great Britain" OR England. Unless you tell the search engine otherwise, it finds only those works containing all of the words specified. By using OR between search words, terms, or phrases, you'll find works that contain as few as one of the requested words. Using the OR operator will increase the number of results that are found; use OR if the search isn't finding enough works.

Use plural or other word endings. For example, when looking for discussions of murder, search for various forms of the word using the OR operator as the connector, e.g. murder or murders or murderer or murderous. It is also possible, depending on the desired search term, to use the truncation (or wildcard) feature to retrieve multiple forms of a word, e.g., murder*.

Try using synonyms for your original words. For example, enter “nervous breakdown” or “mental breakdown” or “nervous disorder” or “mental instability”.

Check your spelling. If you type “litrature” instead of “literature,” your search won’t find any matches, unless you have activated some level of fuzzy searching.

Capitalization. The search engine is not case sensitive. That is, use of capitalization does not affect the results of a search. For example, the following full text searches are considered the same:

- caesar and antony or “ancient Rome”
- caesar AND antony OR “ancient Rome”
- Caesar and Antony or “ancient Rome”
- cAEsar and antony or “ancient ROME”

PUNCTUATION

Hyphen. A hyphen (-) used between two words is considered part of the term. When searching for a word or phrase that normally contains a hyphen, include the hyphen:

- “seventeen-thirties”
- “self-doubt”

Ampersand. Ampersands (&) are not recognized by the search engine. Use the W (Within) proximity operator. (See Search Operators below to learn more about proximity operators.)

- Tulips W2 Chimneys (means “tulips within two words of chimneys”; instead of Tulips & Chimneys)
- Socialism Radicalism W2 Nostalgia (instead of Socialism, Radicalism & Nostalgia)

Diacritical marks. *Eighteenth Century Collections Online* supports searching on and display of diacritics — letters that include phonetic markings, e.g., á, (ô), ü, etc. — and special characters such as Æ and ø, which often occur in foreign-language terms and names.

Searching on a term that includes a diacritic, such as “AbbÈ”, will return results matching both “AbbÈ” and “Abbe”. Likewise, a search on “Abbe” will return results matching both “Abbe” and “AbbÈ”.

Diacritics can be included in a search term or phrase by either copying and pasting a term containing a diacritic into the search term box, or by typing the diacritic using special combinations of keys on a standard keyboard. A useful document that provides information on using a standard keyboard to produce diacritics and other special characters, *Typing Accents and Special Characters*, is available online from Pennsylvania State University (<http://tlt.its.psu.edu/suggestions/international/accents/AccentsHandout.pdf>).

TRUNCATION (WILDCARD) CHARACTERS

The * (asterisk) and ? (question mark) and ! (exclamation point) are used to search for words or numbers sharing a similar pattern. The * and ? and ! replace alphabetical and numerical characters.

The * (standing for any number of characters) is placed at the end of the term’s root. The search retrieves all words sharing the same root. For example, the term faith* retrieves works that contain the words faith, faithful, or faiths.

The ? is used to replace exactly one character within a word to retrieve various forms of that word. For example, the term wom?n retrieves works that contain either woman or women; and psych????y matches either psychology or psychiatry but not psychotherapy.

The ! point stands for one or no characters. For example, analo!! matches analog, analogs, and analogue but not analogous.

DATE RANGES

A date range is used to search for multiple years in date fields (such as year of publication).

- 1701-1800 (to search for any year in the eighteenth century)
- 1720-1729 (to search for any year in the 1720s)
- 1736-1742 (to search for any year from 1736 through 1742)

SEARCH OPERATORS

The Boolean search operators AND, OR, NOT, and proximity operators may be used to refine your search. Whether the operators are typed in uppercase or lowercase does not affect the search. Please note, however, that if an operator appears in a title you are searching for, such as “The Road Not Taken”, it will still be interpreted as a search operator. This may lead to irrelevant results. If you are searching for a title that contains a search operator, enclose the title in quotation marks.

AND. Use the AND search operator to retrieve works that contain both of the specified search terms. This operator places no condition on where the terms are found in relation to one another; however, both terms have to appear somewhere in the field you are searching. For example, a full text search for apples AND bananas will find any work that contains mention both of apples and bananas.

OR. Use the OR search operator to retrieve works that contain one or both specified search terms. This operator places no condition on where the terms are found in relation to one another; however, one or both terms must appear somewhere in the field you are searching. For example, a full text search for apples OR bananas will find works that mention apples, works that mention bananas, and documents that mention both types of fruit.

NOT. Use the NOT search operator to retrieve works that do not contain the specified term. For example, a full text search for apples NOT bananas will find works that mention apples but not bananas.

PARENTHESES. The operators described above each operate on either simple terms (words or phrases) or a more complex query delimited by parentheses (). Parentheses allow you to construct very powerful queries. For example:

- “ancient Rome” AND ((caesar OR antony AND cleopatra) OR tiberius)
- (“enlighten*” OR (“philosophy” AND religion)) AND (1751 OR eighteenth century)

Boolean operators are applied in the order in which they appear. Therefore, the following searches are equivalent:

- apples AND bananas OR oranges
- (apples AND bananas) OR oranges

PROXIMITY

The **proximity operators** W (within) and N (next to) may be used to refine your search:

- The W operator will find documents containing the specified words in the specified order within the number of words you indicate. For example, “old w4 sea” finds documents that contain the word old within four words of the word sea, and old must precede sea.
- The N operator locates documents containing the words you specify within the number of words you specify, but the words can be in any order. For example, “apples N4 bananas” finds documents that contain the words apples and bananas within four words of each other, regardless of their order (that is, bananas could precede or follow apples).

NOTE: A proximity operator of N2 is applied by default to a full text search that contains more than one word and no search operators, quotation marks or proximity operators. In the example above, a full text search on *old sea* is equivalent to a full text search on *old N2 sea*.

FIELD LENGTH

The length of any given field is not limited to the window you see on the screen. As a search term or terms is keyed, the text will continue to scroll to the left, so that you can see the search expression as it is being keyed.

STOPWORDS

Because the search engine does not recognize stopwords, search terms must be included in quotes or you can drop the stopword from the title or phrase.

For example, when searching for a title containing the word “to”:

- Enclose the phrase in quotations marks. The search will work on the exact phrase (example: “Farewell to Arms”).
- Omit the word “to” from the search (example: A Farewell to Arms would be entered as Farewell Arms).

Stopwords include the following: a, an, and, but, etc, for, from, if, in, into, is, it, its, of, on, or, that, the, to, with.

INFOMARKS

An **InfoMark** at the top of any page indicates that the URL of the page persists even when the session is over. Persistent URLs can be bookmarked for future reference or copied into an electronic mail message or onto a Web page. Use your browser to save the pages as a bookmark.

One common use for **InfoMarks** is to create a predefined search. Any combination of searching and limiting that produces results can be saved. Each time the saved link is selected, the search will be run anew, so the results are always fresh. To create predefined searches, save the URL at the Results List page, the page with a list of matching documents.

For the *Eighteenth Century Collections Online*, each separate page image in the database has a persistent, unique URL that can be InfoMarked for further use. Saving a Results List page provides a link to the list with the most recent count of matches. Saving a Mark List page provides a link to a list of selected documents.

Important: Anyone who uses a saved URL must have access to the product from which the URL came. Users who have access to some Thomson Gale products but not the product from which the URL came will see the following message: “The InfoMark specifies a database that is not on your current subscription list.” For more information on **InfoMarks**, please visit <http://www.gale.com/infomarks>

For more information, documentation, and a guided tour, visit <http://www.gale.com/EighteenthCentury/>