



Eighteenth Century Collections Online Search Tips

Consisting of every significant English-language and foreign-language title printed in the United Kingdom during the 18th century, along with thousands of important works from the Americas, *Eighteenth Century Collections Online Part I and II (ECCO)* is the most ambitious single digitization project ever undertaken. Bearing witness to what many scholars consider the three most significant events in world history — The American Revolution, The French Revolution and The Industrial Revolution — this two-part collection features:

- Full-text search capabilities
- Canonical titles of the period as well as contemporary works that analyze and debate those titles
- Works by both well-known and lesser-known authors.



From books and directories, bibles and sheet music, to sermons and pamphlets, *Eighteenth Century Collections Online* features a variety of materials to provide a critical tool for both faculty research and classroom use.

With more than 50,000 new titles of previously unavailable or inaccessible materials, *Eighteenth Century Collections Online, Part II* is an essential addition for current owners of *Part I*. The cumulative collection, *Eighteenth Century Collections Online, Part I and II* is now available.

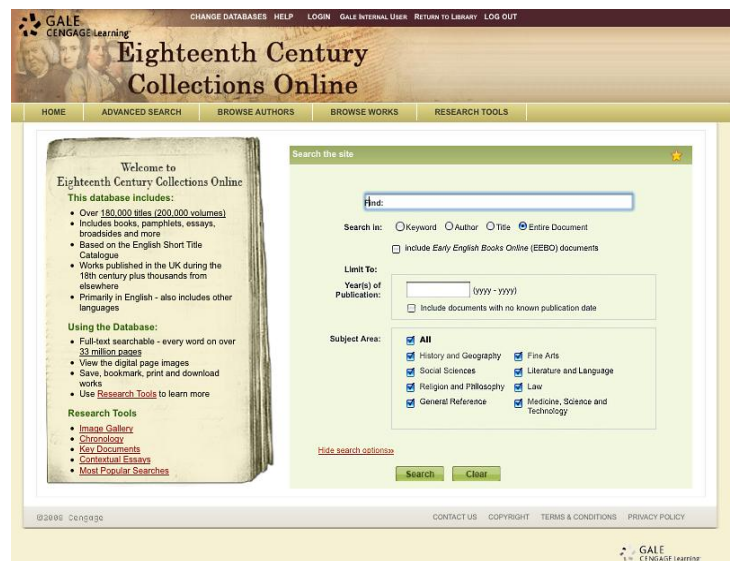
HOW TO USE THE ECCO

Use your library's Internet browser to go to the *Eighteenth Century Collection Online* URL. At the home page, you will find several search options:

BASIC SEARCHES

Here's how to perform a basic search of this collection from the home page:

1. Enter one or more words in the **Find** box
2. Select a search option: **Keyword, Subject, Author, Title** or **Entire Document** (the default is Entire document); If your library subscribes to *Early English Books Online (EBO)* and has chosen to enable the cross-search option, you may include those works in your search by checking the **include Early English Books Online (EBO) documents** box Optionally limit your search by **Year(s) of Publication**



3. Optionally limit your search by selecting one or more **Subject Areas** or use the default value of "All"
4. Click the **Search** button (or click the **Clear** button to remove the terms and settings you entered so that you can enter a different search query, as in Step 1)
5. If your search is successful, the system will display the Search Results page with citations matching your search criteria. In the left-hand sidebar, you'll be able to further refine your results.
6. If the system cannot find results matching your search terms, a message will be displayed prompting you to revise your search.

ADVANCED SEARCH

Use **Advanced Search** for:

- Combining your terms with Boolean operators (AND, OR, NOT) and additional limiters
- Browsing search indexes
- Finding a specific article, when you already know the title, publication year, author, language or subject area
- Fuzzy searching may be used by retrieving near matches on a term or terms. This is a particularly valuable feature within a digital archive in that it allows you to locate a word or words within works despite imperfect matches in spelling between the searched term and document content. If you choose to use fuzzy searching, 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**. You may also choose not to use fuzzy searching by selecting **None**.

Enter the term(s) in an index field. Boolean operators let you connect up to ten terms or you may limit your search even further by selecting one or more of the search limiters provided.

BROWSE AUTHORS

The **Browse Authors** feature provides an alphabetical list of authors and authoring bodies whose works are included in the collection... 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 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.

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BROWSE WORKS

Browse Works allows you to 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; 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". You may also filter the display of titles using the sidebar at the left.

VIEWING YOUR RESULTS

Once you execute a successful search, you will view a results list. Scan the list of titles to locate one to fit your research needs. To use your results list click on the hyperlinked text to read the document. You may also view Title, Author, Details, Source Library and Citation and Gale Document Number results by clicking on the search result link within the search results list. Results can be further narrowed by **Subject Area** from the shaded box on the left.

RESEARCH TOOLS

On the home page and throughout subsequent screens, you will find additional tools to assist you. They include the following under the Table of Contents:

- **Collection Overview** – A brief overview of the ECCO collection
- **Collection Content Summary** – A summary of the content available within the ECCO collection
- **Teaching and Research Resources** – provides best practices for using the ECCO collection for teaching and research
- **Historical Context** – provides the context and setting within history for

a number of the documents within the ECCO collection

- **Key Documents** -provide links directly into the collection for each of the subject areas
- **Chronology** – An annual summary of key historical events for each year in the eighteenth century
- **Most Popular Searches** – A list of the most popular search terms
- **Image Gallery** – a collection of images available within the ECCO collection
- **Frequently Asked Questions** – Most common question related to the ECCO collection addressing content, technology and searching the collection.

YOUR REGISTERED USER ACCOUNT

Registering for a Gale user account is easy and it is free. Having an account lets you access certain settings and saved items each time you log into this collection. To create or access your account, click on the Login link from the tool bar.

NOT SIGNED IN? [LOGIN](#) [RETURN TO LIBRARY](#) [LOGOUT>>](#)

YOUR DASHBOARD

The Dashboard lets you view and manage your Gale user account activity. In the main part of the screen, you will find up to four saved entries displayed in each of the boxes listed below. Access your Dashboard by clicking on **My Account** from the Welcome drop down menu on the tool bar.

- **Marked Items** – allows you to create named folders to keep track of documents. To mark items, click the checkbox that appears near the document title. Access your **Marked Items** via the Tools drop down menu from the toolbar.
- **Search Alerts** (includes setting up RSS feeds) – allows the resource to alert you when new content is added for your saved search. To create a search alert, click the **Create a Search Alert** link from the top right hand corner of your search result.
- **Search Lists** – allows you to save search strategies you'd like to use again. To access a saved search, navigate to your **Search History** via the Tools drop down menu from the toolbar.

In addition, you can access your Account Preferences from the Dashboard.



BOOKMARKS

By using the Bookmark feature, you and others can revisit practically any page you choose after you've ended your current session. While viewing a page, simply click the Bookmark link in the Tools (found in the banner area at the top of the page) or the Tools section of document-view pages and a separate window will open, allowing you to copy and paste the Bookmark into another document, bookmark the Bookmark and/or e-mail it.

If you require further assistance with *Eighteenth Century Collections Online* please contact your librarian.