Eighteenth Century Collections Online
User’s Guide

GaleNet
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_Eighteenth Century Collections Online_
Chapter One

Welcome to Eighteenth Century Collections Online

- Highlights and features of Eighteenth Century Collections Online (ECCO)
- How to use this manual
- Gale contact information
- Key concepts – standard product features, special tools to assist in your retrieval of ECCO information, and search tips

Chapter 2 builds on this introduction to provide you with step-by-step instructions for using ECCO to perform a Basic Search. The search results feature several types of documents to highlight the variety and depth of information available in ECCO.

Chapter 3 shows you how to use the Advanced Search, Browse Authors, and Browse Works pages.
Eighteenth Century Collections Online (ECCO)

Vast Digital Archive of Eighteenth Century Works Spanning All Disciplines

Eighteenth Century Collections Online (ECCO) is a comprehensive digital archive derived from The Eighteenth Century, the world’s largest library of the printed book on microfilm, available through Gale’s imprint, Primary Source Microfilm™. In the most ambitious single digitization project ever undertaken, nearly 150,000 volumes of English-language works and editions published during the eighteenth century are being made available online, ready to explore using Gale’s powerful and familiar search interface. ECCO features nearly 30 million pages of material; in essence, every significant English-language and foreign-language title printed in the United Kingdom, along with thousands of important works from the Americas, Europe and the Empire.

Applications
As the largest and most comprehensive online historical archive of its kind, ECCO provides research opportunities in ways previously unavailable. ECCO offers not only full-text searching, but also many levels of metadata*, which enable researchers to study this century in fresh, new ways. And, as a digital archive, it ensures researchers of the availability of these sources for years to come.

In addition, ECCO assists researchers and professors by enabling them to mark – using InfoTrac InfoMarks – documents and bibliographic citations for remote access, on-site instruction, or for use in e-course packs.

Benefits
- ECCO provides multiple search methods, allowing you to create simple or complex search queries.
- You may search across the entire database, or directly within a selected work.
- Three levels of fuzzy searching are offered so that you may fine-tune your search, a feature that is particularly helpful when searching the variant/approximate spellings found in documents of this era. ECCO also supports the searching and display of diacritics.
- In addition to the data capture of the full text of all works within this collection, additional details about the works themselves have been captured where known, such as information about the author, variant title, and physical dimensions of the book.

*Metadata in Eighteenth Century Collections Online refers to information about the works themselves, such as title, author, publisher, place of publication, back-of-book indexes, and more.

Eighteenth Century Collections Online
- Search results offer links so that you may directly access the text of the work, the full citation (based on the work’s MARC record from the *English Short Title Catalogue*), and where available, the hyperlinked table of contents (*eTable of Contents*) and hyperlinked list of illustrations contained in the work.
- *ECCO* displays facsimile images of printed pages as they appeared in their original publications and offers a variety of navigation options when viewing a work.
- You can also view a list of libraries that contain the original work in their holdings.
- *ECCO* provides the powerful GaleNet features you’ve come to rely on to facilitate your searches, such as *InfoMarks* and the *Mark List*.

**Coverage**

- Nearly 150,000 English-language volumes published between 1701 and 1800, comprising approximately 30 million pages of material
- A variety of materials – from books and directories, Bibles, sheet music and sermons to advertisements – with works by many well-known and lesser-known authors
- The complete works of twenty-eight major eighteenth-century authors including:
  - Henry Fielding
  - Edmund Burke
  - Alexander Pope
  - Thomas Paine
  - Benjamin Franklin
  - Jonathan Swift
- Significant collections of women writers of the eighteenth century, collections on the French Revolution, and numerous eighteenth-century editions of the works of Shakespeare
- Where they add scholarly value or contain important differences, multiple editions of each individual work are offered

*ECCO* is divided into seven *Subject Areas*:

**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 and Fine Arts** – Social Science subjects include 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, speech/addresses, handbills, parish registers, poll books, and more). Fine Arts subjects include 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 materials about private art collections.

**Science, Technology, and Medicine** – 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, including Joseph Addison, Alexander Pope, William Congreve, Robert Burns, Henry Fielding, Daniel Defoe, Oliver Goldsmith, Samuel Richardson, Richard Brinsley Sheridan, Tobias Smollett, and Jonathan Swift, as well as representative texts by lesser-known writers. Also included are eighteenth-century editions of Shakespeare’s plays, poems, and collected works, as well as numerous works of Geoffrey Chaucer. Topics include drama, poetry, ballads, religious poems, grammar, dictionaries, songs from plays, satire, book catalogs, and more.

**Philosophy and Religion** – Essays and treatises on moral and ethical debates and prescriptions for proper conduct, with original editions and translations of some of the most influential thinkers of the time, including George Berkley, David Hume, Immanuel Kant, John Locke, Jean-Jacques Rousseau, Voltaire, Mary Wollstonecraft, and numerous others. Types of religious works include Bibles, hymnals, sermons, tracts, catechisms, devotions, prayer books, liturgical works, and papal statements of the Catholic Church.

**Law** – Development of law in the British Empire between 1701 and 1800, including acts, criminal and international law, appellants’ cases, and more. Additional types of works include legal theory and analysis, dramatizations of court cases, treatises and guides for the study of law, and legal dictionaries, as well as writings from notable figures outside the field of law.

**General Reference** – Ephemeral material on the whole of life in the eighteenth century. Topics include dictionaries, encyclopedias, almanacs, catalogs, and more.

**What you’ll find**

*ECCO* provides the following search options:

- **Basic Search** – Enter your search term(s) and select one of the following:
  - Search by **Keyword** – Search across the regular and variant title and author fields as well as the chapter headings information that is seen in the eTable of Contents.
  - Search by **Author** – Search based on all or part of the author’s name.
  - Search by **Title** – Search based on all or part of the title of a work.
  - Search by **Full Text** – Search for any word or term within the full text of the works, as well as the fields of information included in the **Keyword** search.
- **Advanced Search** – Design a search using a number of fields, including author, title, keyword, full text, publisher, information found in the book’s front matter and index, as well as limiters for year of publication, subject area, language, and type of illustrated work.

- **Browse Authors Search** – Search an alphabetical list of authors and authoring bodies whose works are included in the database and optionally limit your search by **Subject Area**.

- **Browse Works Search** – Search an alphabetical list of titles of works included in the database and optionally limit your search by **Subject Area**.

Search results provide the following links, where available, for each citation:

- **Full Citation** – Provides 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 the original work.

- **eTable of Contents** – Contains hyperlinked headings that takes you directly to the first page of the selected section or chapter within the work. This feature is only available for works that have the appropriate content subsections.

- **List of Illustrations** – Allows you to browse a list of illustrations within a particular work (where available) and navigate directly to the page image on which an illustration appears.

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**About this Manual**

This manual is your guide to all aspects of using *Eighteenth Century Collections Online*. The “Key Concepts” section in this chapter outlines basic functions such as navigation, using special tool buttons, how to save and print the information you find, and tips for improving your searches.

**Chapter 2** provides an in-depth look at performing a **Basic Search**, working with search results, and viewing a selected work.

**Chapter 3** shows you how to use the **Advanced Search, Browse Authors, and Browse Works** pages.

In addition to the instructions found in this manual, you can also consult the ECCO online help files by clicking the **Help** button.
Contacting Us

Gale is pleased to offer *Eighteenth Century Collections Online* to you and your library. If you have any additional questions about *ECCO* please contact Thomson Gale at: tel: +44 (0)20 7067 2500 or email globaltech@thomson.com
Key Concepts of
_Eighteenth Century Collections Online_

Moving Around in _Eighteenth Century Collections Online_

_ECCO_ offers the following navigational icons in the upper right-hand corner of every screen:

- **Help**: Displays online help information, similar to the information found in this guide.
- **Search Tips**: Provides tips and techniques for improving your search results.
- **Gale Databases**: Exits _ECCO_ and provides links to the other Gale databases in your institution’s subscription.

In addition, a navigational bar appears at the top of most _ECCO_ screens below the title banner and may contain the following buttons, depending on the page currently displayed:

- **Basic Search**: Displays the Basic Search page as described on page 19.
- **Advanced Search**: Displays the Advanced Search page as described on page 40.
- **Browse Authors**: Displays the Browse Authors page, as described on page 44.
- **Browse Works**: Displays the Browse Works page, as described on page 45.
- **Search History**: Displays the Search History page, as described on page 13.

Specifying the Number of Results per Page

The Basic and Advanced Search options allow you to specify how many citations will appear on the results list page by selecting from the Number of Results Per Page pull-down list. You may view 10, 20, 30, or 50 citations per page. The more citations you view per page, the longer it may take the computer to display the page.

Revising Your Search

On the Basic and Advanced search pages, clicking the Clear Form button will clear the search terms box and reset the index type and search limiters to their default settings.
You may revise your search parameters by clicking the Revise Search button on the left-hand navigation bar found on these pages:

- **Results list** (see page 22)
- **Page Image Full View** and **Reading View** pages (see pages 24 and 29, respectively)
- **Full Citation** (see page 31)
- **eTable of Contents** (see page 34)
- **List of Illustrations** (see page 36)

### Using the Mark List

**ECCO** allows you to mark works and pages that you find especially useful or interesting in order to create a personalized citation list.

Once you have exited ECCO, your Mark List will be lost, unless you have InfoMarked it, as described in the next section.

Works 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 document" located in the left-hand sidebar on the **Full Citation**, **eTable of Contents**, and **List of Illustrations** pages of a work.
Individual pages may be selected for inclusion in a Mark List by checking the box “Mark this page” located in the left-hand sidebar 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 sidebar.

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 viewing 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, e-mailing a list of marked pages, or printing/e-mailing the complete Mark List as it appears; see page 10.

Saving Searches with InfoMarks

InfoMarks in ECCO allow you to bookmark any page image or results of a search using your web browser, or to copy the URL for that page into an e-mail message or a web page. In this way you can save and re-launch searches, or create a personalized reading list of works or specific pages that you have found through your research. Just look for the InfoMark icon at the top of the page, which indicates that the URL for that page is persistent and can be saved for later use. Use your browser to save the page as a bookmark. In ECCO, all page images as well as the eTable of Contents, the Full Citation, and List of Illustrations have their own unique URL, so may be saved as an InfoMark.

Searching the Current Work

Use the Search This Work button – found on document page views – to conduct a full text search of all pages within the current work for pages that contain a particular term or phrase.
As with the **Advanced Search** feature (see page 40), you may choose to activate fuzzy search (see page 42) by selecting a fuzzy search level via the drop-down list to the right of the search term text box.

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 sidebar, as described on page 26. Search terms are highlighted on the page image of each relevant page.

The **Search This Work** feature is available on the following pages:

- **Page Image Full View** (see page 24)
- **Full Citation** (see page 31)
- **eTable of Contents** (see page 34)
- **List of Illustrations** (see page 36)

The Search This Work feature does not search metadata and corrected chapter/section headers. It searches only the text on the pages of the current work.

**Printing Pages**

You can print any page image in *ECCO*, including the **Mark List**, **Full Citation**, **eTable of Contents**, and **List of Illustrations** pages using the **Print/View PDF** button, found on the left side of a document display page. The print feature allows you to reformat the current page without the product banner and navigation features visible, which you may then print using your browser’s print option. The following screen will be displayed:

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 (not shown) to download this free software from Adobe.
E-mailing Pages

The following pages can be reformatted for e-mailing to yourself or others by clicking on the E-mail icon located in the left-hand sidebar on these pages: Mark List, Full Citation, eTable of Contents, and List of Illustrations.

The 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 for you to type an e-mail address.

Facsimile images of actual pages of works (i.e., the Page Image Full View or the Reading View) cannot be e-mailed.

Citing Documents

There is a variety of citation style choices, including MLA (Modern Language Association), APA (American Psychological Association), or The Chicago Manual of Style. Help on how to cite Gale online products is available at the Gale website at www.gale.com by clicking on Customer Service & Education, then clicking on Citing in the right-hand margin. This general help on citing works may also be accessed through the Help pages in ECCO: Click the Help button, and then click the Tools link. There you’ll find a link on citing Gale products.

Source citation information is located near the bottom of the page for the following pages:

- Page Image Full View and Reading View pages (see pages 24 and 29, respectively)
- Full Citation (see page 31)
- eTable of Contents (see page 34)
- List of Illustrations (see page 36)

Reviewing Your Search History

Once a search has been performed, a Search History button will appear in the navigational bar below the title banner. Clicking the Search History button will display the Search History page, as shown below:
Your most recent search performed will be displayed at the top of the list. Use the scroll bars to scroll the list to see additional search queries. To re-launch a search, select the search and then click the View button.

The Clear History button will remove all entries from the Search History box. The Search History box always remains present at the bottom of the Basic and Advanced Search screens.

Improving Your Search Results

Follow these guidelines to improve your search:

General Tips

- **Try multiple search terms**, particularly when searching broad topics.
  The more specific you make your search terms, the more focused your search results will likely be. The following sample results are hypothetical:

<table>
<thead>
<tr>
<th>Search Terms</th>
<th>Number of Hits</th>
</tr>
</thead>
<tbody>
<tr>
<td>catholic</td>
<td>95</td>
</tr>
<tr>
<td>catholic church</td>
<td>12</td>
</tr>
<tr>
<td>catholic church england</td>
<td>2</td>
</tr>
</tbody>
</table>

- **Note the use of implied proximity.** When entering multiple search terms, ECCO automatically inserts the $N2$ proximity operator between your terms. ECCO then searches for occurrences where the terms appear within two words of each other, in either direction. Terms may appear next to each other, or with one word in between. For example, the terms *catholic church* versus *catholic and church* (no quotation marks in either case) may produce very different results. In the first case, ECCO will find works where the words *catholic* and *church* appear very near each other (within two words). However, the use of the Boolean operator *AND* in the second example means ECCO will find works where the two terms appear anywhere within a work, without regard to their proximity to each other. For example, *catholic* may appear on page 5 and *church* on page 27.

- **Find an exact phrase using quotation marks.** You can narrow your search by requiring that the search terms appear as a phrase in the order that you typed them by enclosing your terms within quotation marks. For example, enter “taxation without representation”.
- **Note the use of stopwords.** Stopwords include the following: *an, and, aspects, but, co, corp, etc, for, from, if, in, inc, into, is, it, its, jr, ltd, of, on, or, that, the, to, with*

Because the search engine does not recognize stopwords, your search term must be enclosed in quotes OR you can drop the stopword from the title or phrase. For example, when searching for a phrase containing the word “of”:
- Enclose the phrase in quotation marks. The search will work on the exact phrase (example: “science of government”)
- Omit the word “of” from the search (example: native London).

- **Use proximity operators.** As stated above, *ECCO* automatically inserts the N2 proximity operator between multiple terms in the absence of other search operators. So if you have entered **parliamentary reform**, *ECCO* searches for **parliamentary N2 reform**. You may also directly enter proximity operators (N and W) to indicate how far apart two search terms can be from each other in a document. For example, search for these words as a phrase: **modern W4 method**. (It literally means find modern “within 4 words of” method.) This can narrow the results from hundreds of matches to a few dozen matches, assuming the phrase typed is not too common. Click the Search Tips button for more information.

- **Combine Boolean search operators and wild cards.** Most fields allow the use of Boolean search operators (AND, OR, NOT) and wild cards (*, ?, !) to target your search. You may also combine phrases and single search terms in the search box. For example, For example, enter **“ancient Rome” AND Caesar**.

| Wild cards may not be used in date fields (such as Date of Publication). See page 50 for how to enter a specific date or a range of dates. |

- **Broaden your search by using OR.** 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, if you are looking for discussions of murder, search for various forms of the word in one of the following ways:
  - Use the OR operator as the connector. For example: **murder OR murders OR murderer OR murderous**
  - It is also possible, depending on the desired search term, to use a wild card character to retrieve various forms of a word. For example: **murder***

- **Try using synonyms for your original words.** For example, enter “theatre” or “playhouse” or “stage”.

Eighteenth Century Collections Online
Check your spelling. If you type *literture* instead of *literature*, your search won’t find any matches, unless you have activated some level of fuzzy searching, as described on page 42.

Watch the use of special characters. Follow these guidelines when using special characters:
- A hyphen (-) used between two words is considered part of the term. If you are searching for a word or phrase that normally contains a hyphen, include the hyphen. For example, enter *Rear-Admiral*.
- Apostrophes (’) are recognized by the search engine in most cases. For example, enter “*Smith’s Alley*” or *o’neil*.
- Ampersands (&) are not recognized by the search engine. Instead use the W (Within) proximity operator. For example, *Tulips W2 Chimneys* (means “tulips within two words of chimneys”; instead of *Tulips & Chimneys*).
- A period/full-stop (.) may be included after abbreviations, but is not necessary. For example, enter *st. anne* or *st anne*.

Use Diacritics. *ECCO* supports the searching on and display of diacritics – letters that include phonetic markings, e.g., ã, ô, ü, etc. – and special characters such as Å and ø, which often occur in foreign-language terms and names. Searching on a term that includes a diacritic, such as *Abbé*, will return results matching both *Abbé* and *Abbe*. Likewise, a search on *Abbe* will return results matching both *Abbe* and *Abbé*. Access the *ECCO* help files by clicking the Help button to get additional information on diacritics.

Notes on Searching Eighteenth-Century Materials
Spelling was not completely standardized in the eighteenth century and as a result documents of this era contain variant and approximate spellings. For example, the word *bachelor* may appear as *batchelor* or as *batchellor*. *ECCO* offers a “fuzzy search” capability, as described on page 42, which is designed to address spelling variations.

Keep in mind there may be language differences between American and British English. Cotton refers to a type of plant, fabric, or to thread in Britain, but in the United States the word cotton is not synonymous with thread. Think about the time period in which you are searching and use the appropriate terms.

Modern-day names of historical events may not necessarily be the terms used as the event occurred. For example, while Americans now refer to the “American Revolution,” at the time it was referred to in Britain as the “American War” or the “war with America,” among others.

Modern terms may also vary from historical words and phrases due to social, cultural, and technological changes. For example, although we tend to use the word “Asian,” historical documents may use the word “Oriental.” In addition, geographical names will vary in spelling over time or be replaced by a completely new name.

Lastly, when searching for information on a peer, remember that titles can change over a person’s lifetime. Also try broadening your search to include additional possible military ranks an individual may have had.
Chapter 2

Getting Started with
Eighteenth Century Collections Online

This chapter details a sample search in Eighteenth Century Collections Online, including how to:

- Perform a Basic Search
- View the Results list
- View a selected work
- Link to specially created digital components of a selected work, including the Full Citation, eTable of Contents, and List of Illustrations
The *Eighteenth Century Collections Online* Home Page

When you start *Eighteenth Century Collections Online*, the home page appears providing these search paths to help you find information:

### Basic Search

The **Basic Search**, featured on the home page and accessible via the top navigation bar from all views, enables you to search the collection for the presence of any word or words. You choose which areas or fields to search via a drop-down list:

- Search by **Keyword** (default option) – search the entire database for the presence of any word or words within the title and author fields as well as the chapter headings information as seen in the *eTable of Contents*
- Search by **Author** – search within the text of the author fields
- Search by Title – search within the text of the title fields
- Search by Full Text – search within the full text of works as well as the fields of information included in the Keyword search
- Step-by-step instructions on performing a Basic Search begin below.
- These additional search modes are available by clicking the buttons in the top navigation bar:

**Advanced Search**
Searches using a variety of criteria, allowing you to retrieve very specific results. See page 40.

**Browse Authors Search**
View an alphabetical list of authors whose works can be found in *ECCO*. See page 44.

**Browse Works Search**
View an alphabetical list of titles found in *ECCO*. See page 45.

## A Sample Basic Search

This section steps you through the process of entering a search and viewing results using the following sample search: Search for the terms *Hampton Court* using the Full Text option. Limit search results to only those works published between 1740 and 1749, and to works only within the History and Geography Subject Area (also known as a module). The steps detailed here also apply to the Advanced Search option, which is described in detail beginning on page 40.

1. **Enter your search criteria.**
   When performing a Basic Search, enter your term(s) in the “Enter your search term(s) below” search box found on the *ECCO* home page.

   ![Basic Search](image)

   For this sample search, a search by Full Text will be performed.

   Then select a search type from the pull-down list:
   - **Keyword** (default option) – Searches the entire database for the presence of any word or words within a range of key fields, including:
     - author metadata* fields, which include author name/authoring institution name, as well as added/variant author names and institutions
     - title metadata fields, which include main, variant, collective, and uniform titles

* Metadata in Eighteenth Century Collections Online refers to information about the works themselves, such as title, author, publisher, place of publication, back-of-book indexes, and more.
– chapter/section headings as seen in the eTable 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 entire text of a work as well as the fields of information included in the **Keyword** search. This is a good search to use if you are looking for a particular line of text or an unusual phrase.

Whenever you search using the **Full Text** option, 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. In addition, your search terms are highlighted on the page image of each relevant page. See page 26 for more information.

For a list of search options available on the **Advanced Search** page, see page 41.

2. **Optionally limit your search by publication date.**

For both **Basic** and **Advanced Searches**, 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. The default setting excludes works with no known publication year.

In this sample search, results will be limited to only those works published from 1740 to 1749.

3. **Optionally limit your search by Subject Area.**

The collection is divided into **Subject Areas** (see page 5) to further help you focus your search. Click a single **Subject Area** to search, or hold the CTRL (Control) key to make multiple selections. By default, **ECCO** will search all available **Subject Areas**. Limit by **Subject Area** is available for all search paths (**Basic Search**, **Advanced Search**, **Browse Authors**, and **Browse Works**).

In this sample search, results will be limited to only those works in the History and Geography module.

Only those Subject Areas to which your library subscribes will be shown. From the Basic Search page, click the **Subject Area** link for detailed descriptions of the module and the types of works found in each.
4. Select the number of results that ECCO will display per page.
   For both Basic and Advanced Searches, you may specify how many citations will appear on the results list page by selecting from the Return this Number of Results Per Page pull-down list as described on page 8.

5. Click the Search button.
   In some cases, you may hit the ENTER key to start the search. For both Basic and Advanced Searches, ECCO will display a results list of citations that match your search criteria as described below. See page 14 or click the Search Tips button for ways to improve your search results. Use the Clear Form button to erase all entered information and reset page defaults.
Viewing Search Results

Continuing the Basic Search example, we will now view the results for the full-text search for information on Hampton Court published between 1740 and 1749 as found in the History and Geography Subject Area.

The results list page shown above is similar to what you will see when performing other searches in ECCO.

For each work within a results list, a brief citation for that work 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); 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. You’ll also see the Subject Area (or module) of the work, as described on page 5.
By default, results returned from a Basic or an Advanced Search are sorted alphabetically by author name, but may also be sorted by title or by date of publication (ascending or descending). If a work is not attributed to an author/authoring body, that work is sorted by title. Browse Authors results are sorted alphabetically by author. Browse Works results are sorted alphabetically by title.

Working with Results Lists

Navigating the list
At the top of the results list, you will see the number of citations in the list and your location within the list. For example, you may see: “Below are items 1-10 of 138 found.”

If the number of citations retrieved exceeds a page, you will see at the top and bottom of the list hyperlinked page numbers and navigational icons. The results list opens on page one, and you can click on the page numbers to move through the list. You may also use the back and forward arrows to page through the list of citations, and to go directly to the first or last page in the list.

Retrieving documents
Clicking on a title within a citation on a results list takes you directly to the title page (when one exists) or first page of that work, as shown on page 25.

Links to Additional Digital Pages
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: the Full Citation, and where available, the eTable of Contents and List of Illustrations. See page 30 for more information.

Revising your search
To revise a search, click the Revise Search button on the left. The search page will be re-displayed with your search criteria. Simply modify the search term(s) and/or limits and click the Search button.

Updating your Mark List
To mark a work for later use during your ECCO session, click the check
box next to the citation so that it is filled. For more information on using a Mark List, see page 10.

This page can be InfoMarked

InfoMarking the results list saves your search criteria for use after you’ve ended your current session. When you retrieve the InfoMark, *ECCO* will perform your original search and display updated results, based on the current contents of the database. See page 11 for more information on InfoMarks.

Viewing a Work

Selecting a citation from the results list page retrieves and displays the title page (when one exists) or first page of the selected work. You have two options for viewing and navigating a work. The Page Image Full View (shown on the next page) is the default view and provides full page and document navigation features. The Reading View (shown on page 29) is an optional view that offers an expanded page image display field with basic page navigation features.

Using the Page Image Full View

*Eighteenth Century Collections Online* will display the selected work using the Page Image Full View. Use this view to navigate and retrieve the work page-by-page. You will also find a link to reformat the page for greater ease of reading; links to additional, complementary pages; and tools for printing and searching the work.
Navigating to other documents from your results list and linking to additional pages

At the top of the display page you’ll see Search Result navigation arrows, a brief version of the citation, and links to additional pages (if available), as shown below:

Whenever you have performed a Full Text search, you’ll see a list of hyperlinked image numbers containing your search terms.
To access a different work from your results list: Click on the left or right Search Result arrows to navigate to the title page (or first page) of the previous or next work, respectively, within your current search results list. You may also access a different work by returning to your results list page by clicking the Back to Results button on the left side of the page.

To display extended citation information for the current work as well as a list of libraries whose holdings include the work: Click the Full Citation link. See page 31 for more information on the Full Citation page.

To display a hyperlinked table of contents for the current work, which can be printed, e-mailed, InfoMarked, or added to your Mark List: Click the eTable of Contents link, if available. See page 34 for more information on this page.

To display a hyperlinked list of illustrations contained in the current work which can be printed, e-mailed, InfoMarked, or added to your Mark List: Click the List of Illustrations link, if available. See page 36 for more information on this page.

Not all works will contain eTable of Contents and List of Illustrations links. The availability of these links depends on the content of the work itself. See page 34 and 36, respectively, for more information on these special digital pages.

Linking to Relevant Pages

In the left-hand sidebar of the Page Image Full View page, you may find a list of page numbers (where available) and hyperlinked image numbers showing specific places in the work where your search term(s) are found. These links to relevant pages are listed on page displays whenever your search has included text on the actual pages of the documents. Searches of this type are:

- Search This Work (see page 11)
- Full Text option in Basic Search (see page 19)
- in Advanced Search, any combination of Full Text, Front Matter, Main Text, or Back-of-Book indexes (see page 41)

Click on an image number to view the corresponding facsimile page. Corresponding printed page numbers, when they exist in the original document, are also displayed within the list for easy reference. Your search term(s) will be highlighted on the page. See page 29 for an example.

No relevant pages listed

When you select the Full Text option in Basic or Advanced Search, your search 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 search by selecting one or several search options in Advanced Search that search only a specific section of each work. The options are Front Matter, Main Text, and Back-of-Book indexes (see page 41 for more information on Advanced Search indexes).

The Search This Work feature (see page 11) does not include metadata and corrected chapter/section headers. It searches only the text on the pages of the current work.

Navigating the current work using the page navigation bar

You may navigate to the previous and next page of the current work utilizing the left and right arrows within the shaded page navigation bar, as shown below in the sample screen print:

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 document. When such a number appears on a page in a document, 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 you have seen a page referenced in the back of book index.

An “image number” refers to one of a consecutive number of page images that make up a work – 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. Note that these links take you to facsimile version of the selected page as it originally appeared in publication. To view the hyperlinked contents page, click the eTable of Contents link, if available (see page 34).
Not all works will contain Table of Contents and Index links on the page navigation bar. Availability of these links depends on the content of the work itself.

Changing the size and/or orientation of the page

You may choose to modify the size of any page image you are viewing by selecting an alternative percentage from the Scale drop-down list 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 of the majority of works. If you choose to modify the scale, the new setting will persist until you select another setting 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 list within the page navigation bar. The new position will persist until you select another or until you initiate a new search.

Locating source information

Below the facsimile page you will see the source library where the original document that was used for the filming and digitization resides. Source citation information listed at the bottom of the document provides a bibliographic reference for the document and will typically include the title, source, and web site address. See page 3 for more information on citing documents from Eighteenth Century Collections Online.

Finding the document number

All pages (documents) have a unique identifying number found at the bottom of the image. Be sure to note this number if you think you will need to access this page later – or you may InfoMark the page (see page 29). You may perform an Advanced Search by document number (see page 43).

Reformatting the work for reading

Users have two options for viewing and navigating a work. The Page Image Full View (shown on page 24) is the default view, and provides full page and document navigation features. Click the Reformat for Reading link (found at the top left side of the page, below the title banner) to display the Reading View, as described on page 29.

Printing the document

See page 12 for information on the Print/View PDF button.

Updating your Mark List

To add the page to your Mark List for later reference during your ECCO session, click on the “Mark this page” check box in the sidebar at the top left of the page so that it is filled. For more information, see page 10.
Revising your search
See page 8 for how to revise your search query.

Returning to the results list
Click the Back to Results button to return to your results list page.

This page can be InfoMarked
You may save the current page as an InfoMark to be bookmarked or copied into a web page or other document for use after you have ended your ECCO session. Simply use your browser to save the page as a bookmark. See page 11 for more information on InfoMarks.

Using the Reading View
When you are viewing a work using the Page Image Full View, you may click the Reformat for Reading link in the left-hand sidebar. The Reading View offers basic page navigation at the top of the display screen and an expanded page image display field, providing a streamlined option for browsing and reading a work. Your search terms will appear highlighted, where available, as described on page 26.
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 (see page 24), and to full page and document navigation options.

Viewing Additional Digital Pages for a Selected Work

The brief citation that appears on the results list, on the Page Image Full View and elsewhere contains links to specially-created digital pages that complement the full text of the work. These links allow you to directly access the details you are interested in:

- Click the Full Citation link to display detailed publication information, links to other available volumes within a multivolume set, and links to a list of library holdings. The Full Citation link can be found for each work within the database.
- The Table of Contents link, which is available for each work that meets certain criteria, allows 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, click the List of Illustrations link 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.
- The following sections contain screen prints and detailed information on using these pages.
### The Full Citation Page

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 the work.

<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Author</td>
<td>Chaucer, Geoffrey</td>
</tr>
<tr>
<td>Language</td>
<td>English</td>
</tr>
<tr>
<td>Pages</td>
<td>320</td>
</tr>
<tr>
<td>Volume</td>
<td>1 of 3. 3 volumes available.</td>
</tr>
<tr>
<td>Other Volumes</td>
<td>2, 3</td>
</tr>
<tr>
<td>ESTC Number</td>
<td>T075622</td>
</tr>
<tr>
<td>Fifth Century Microfilm Reel</td>
<td>1916</td>
</tr>
<tr>
<td>Physical Description</td>
<td>64 plates; port. ; 8°</td>
</tr>
<tr>
<td>Source Library</td>
<td>British Library</td>
</tr>
<tr>
<td>ECCO Subject Area</td>
<td>Literature and Language</td>
</tr>
<tr>
<td>ECCO Release Date</td>
<td>06/07/2004</td>
</tr>
<tr>
<td>Holding Libraries</td>
<td></td>
</tr>
</tbody>
</table>

Gale Document Number: CM10635088

Help | Search Tips | Gale Databases | Contact Gale | Comments

Copyright and Terms of Use

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Eighteenth Century Collections Online
What you’ll find on this page
Publication and other details include some or all of the following:

<table>
<thead>
<tr>
<th>Full Citation Detail</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title</td>
<td>Full, main title of the work</td>
</tr>
<tr>
<td>Author</td>
<td>Main author name or authoring body (e.g., institution, organization, etc.)</td>
</tr>
<tr>
<td>Imprint</td>
<td>Full imprint information, including place of publication, publisher, and year of publication</td>
</tr>
<tr>
<td>Language</td>
<td>Language of text</td>
</tr>
<tr>
<td>Pages</td>
<td>Number of page images comprising the work/volume</td>
</tr>
<tr>
<td>Edition</td>
<td>Edition statement/information (where relevant)</td>
</tr>
<tr>
<td>Volume</td>
<td>Current volume of the work (where relevant)</td>
</tr>
<tr>
<td>Other Volumes</td>
<td>Other volumes of the work available in the database (where relevant); clicking on the volume number hyperlink takes you to the Full Citation for that volume</td>
</tr>
<tr>
<td>Variant Titles</td>
<td>Other titles by which the work is known or under which it has been published (where relevant)</td>
</tr>
<tr>
<td>ESTC Number</td>
<td>Bibliographic number of the work within <em>The English Short Title Catalogue</em></td>
</tr>
<tr>
<td>18th Century Microfilm Reel #</td>
<td>The number of the reel containing the work within <em>The Eighteenth Century</em> microfilm collection</td>
</tr>
<tr>
<td>Physical Description</td>
<td>Physical description of the work, including extent, dimensions, and accompanying material</td>
</tr>
<tr>
<td>Notes</td>
<td>When the formal description does not adequately identify the edition, impression, or issue, notes have been included. Notes also cover topics such as authorship, subject, genre, language, physical description, and publication details</td>
</tr>
<tr>
<td>Source Library</td>
<td>Holding library from which the work was obtained for filming</td>
</tr>
<tr>
<td>ECCO Subject Area</td>
<td>The Subject Area module within the database that contains the work; click here for details regarding the content and availability of <em>Eighteenth Century Collections Online Subject Area</em> modules (see page 4 for more information)</td>
</tr>
<tr>
<td>ECCO Release Date</td>
<td>The date of release of the work to the database</td>
</tr>
<tr>
<td>Holding Libraries</td>
<td>Link to a list of libraries holding the work. Library name, location, and shelf mark are included; return to the Full Citation via the Back to Full Citation link located above and below the Holding Libraries list.</td>
</tr>
</tbody>
</table>

You’ll also find the *Gale Document Number* near the bottom of the page. This unique identifying number can be used when performing an Advanced Search, as described on page 43.
Using the Full Citation page

Go to a different Full Citation Navigate to the Full Citation of the previous and next document within your current search results list by clicking on the left and right Search Result arrows located at the top of the Full Citation display.

Link to a different page or view Click the hyperlinked title of the work to view the title page (when one exists) or the first page of the selected work in the Page Image Full View (see page 24). If available, you may also link to the eTable of Contents (see page 34) or the List of Illustrations (see page 36).

Search the current work Click the Search This Work button below the brief citation to conduct a full text search on all pages within the current work. See page 11 for more information.

Link to other volumes Where relevant, you may link to other available volumes of a multivolume work by clicking the hyperlinked volume number in the shaded box.

Print this page Click Print to reformat the current page for printing. Use your browser’s Back function to return to the Full Citation page. See page 12 for more information.

E-mail this page Click E-mail to send the current page in HTML or plain text format to an e-mail address. Click the Return to Document button to return to the Full Citation page. See page 13 for more information.

Update/view your Mark List Click to place a checkmark in the “Mark this Document” box to include the work in your Mark List. Once you have marked at least one work or page, click View Mark List to see your list of marked documents. See page 10 for more information.

InfoMark this page To retrieve this page after you’ve ended your ECCO session, use your browser to save the page as a bookmark. See page 11 for more information.

Revise your search Click Revise Search, which returns you to the search form containing your current search criteria. See page 9 for more information.

Return to your results list Click Back to Results, which returns you to your current search results list.
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, include an **eTable of Contents**.

**What you'll find on this page**

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. You’ll also find the **Gale Document Number** near the bottom of the page. This unique identifying number can be used when performing an **Advanced Search**, as described on page 40.
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.

**Using the eTable of Contents page**

**Go to another eTable of Contents** Navigate to the eTable of Contents of the previous and next document within your current search results list by clicking on the left and right Search Result arrows located at the top of the eTable of Contents display. Note that if an eTable of Contents is not available for the previous or next search result, the Full Citation (see page 31) for that work will be displayed.

**Link to a different page or view** Click the hyperlinked title of the work to view the title page (when one exists) or the first page of the selected work in the Page Image Full View (see page 24). Or click the Full Citation link to view detailed citation information (see page 31). If available, you may also link to the List of Illustrations (see page 36).

**Search the current work** Click the Search This Work button below the brief citation to conduct a full text search of all pages within the current work. See page 11 for more information.

**Link to other volumes** Where relevant, you may link to other available volumes of a multivolume work by clicking the hyperlinked volume number.

**Print this page** Click Print to reformat the current page for printing. Use your browser’s Back function to return to the eTable of Contents page. See page 12 for more information.

**E-mail this page** Click E-mail to send the current page in HTML or plain text format to an e-mail address. Click the Return to Document button to return to the eTable of Contents page. See page 12 for more information.

**Update/view your Mark List** Click to place a checkmark in the “Mark this Document” box to include the work in your Mark List. Once you have marked at least one work or page, click View Mark List to see your list of marked documents. See page 10 for more information.

**InfoMark this page** To retrieve this page after you’ve ended your Eighteenth Century Collections Online session, use your browser to save the page as a bookmark. See page 11 for more information.

**Revise your search** Click Revise Search, which returns you to the search form containing your current search criteria. See page 9 for more information.
The List of Illustrations Page

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.

What you’ll find on this page

If an illustration appears in the work with a descriptive caption, the caption is listed, followed by the page image number on which it appears and the type of illustration. Types of illustrations include: cartoon, chart, coat of arms, genealogical table, illustration, map, music, plan, and portrait. 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. You’ll also find the Gale Document Number near the bottom of the page. This unique identifying number can be used when performing an Advanced Search, as described on page 40. Click on a caption to go directly to the page on which that illustration appears.

Using the List of Illustrations page

Go to another List of Illustrations. Navigate to the List of Illustrations of the previous and next document.

Eighteenth Century Collections Online
within your current search results list by clicking on the left and right Search Result arrows located at the top of the List of Illustrations display. Note that if a List of Illustrations is not available for the previous or next search result, the Full Citation (see page 31) for that work will be displayed.

Link to a different page or view
Click the hyperlinked title of the work to session, use your browser to save the page as a bookmark. See page 11 for more information. view the title page (when one exists) or the first page of the selected work in the Page Image Full View (see page 24). Or click the Full Citation link to view detailed citation information (see page 31). If available, you may also link to the eTable of Contents (see page 34).

Search the current work
Click the Search This Work button below the brief citation to conduct a full text search of all pages within the current work. See page 11 for more information.

Link to other volumes
Where relevant, you may link to other available volumes of a multivolume work by clicking the hyperlinked volume number.

Print this page
Click Print to reformat the current page for printing. Use your browser’s Back function to return to the List of Illustrations page. See page 12 for more information.

E-mail this page
Click E-mail to send the current page HTML or plain text format to an e-mail address. Click the Return to Document button to return to the List of Illustrations page. See page 13 for more information.

Update/view your Mark List
Click to place a checkmark in the “Mark this Document” box to include the work in your Mark List. Once you have marked at least one work or page, click View Mark List to see your list of marked documents. See page 10 for more information.

InfoMark this page
To retrieve this page after you’ve ended your Eighteenth Century Collections Online

Revise your search
Click Revise Search, which returns you to the search form containing
Your current search criteria. See page 9 for more information.

Click **Back to Results**, which returns you to your current search results list.

**Tip:** Keep in mind that you can use your browser’s Find function to look for specific term(s) on the current page.
Chapter Three

Advanced Searching and Browsing

This chapter explains additional search features in *Eighteenth Century Collections Online*, including how to:

- Perform an Advanced Search
- Use fuzzy searching
- Browse the complete list of authors
- Browse the complete list of works
Performing an Advanced Search

See the sample search beginning on page 19 for step-by-step instructions on performing searches in Eighteenth Century Collections Online.

Click the Advanced Search button on the navigational bar to access the Advanced Search page.

With Advanced Search you can conduct a targeted search by typing terms in up to five search boxes. Next to each search box is a pull-down menu that allows you to limit your search by selecting a particular type of index to search. In addition, you may join these boxes with Boolean operators, again via pull-down menus. You may further limit your search by entering a publication date and/or specifying the Subject Area and/or

Eighteenth Century Collections Online
the language and/or to type of illustration. **Advanced Search** also allows you to search the database for a specific **Gale document number** (for a specific page or image) or the **English Short Title Catalogue (ESTC)** number (for a specific work).

### Advanced Search Indexes

To perform an **Advanced Search**, enter a search term in one or more search boxes. Use the pull-down menu to the right of each search box to select the index to search, as described below. The five search boxes are connected by Boolean operators you select from pull-down menus. The AND operator is used by default, unless you select OR or NOT. You may also choose to activate fuzzy searching (see page 42).

The following indexes can be searched using **Advanced Search**:

**Keyword**
Searches the entire database for the presence of any word or words within the author metadata*, title metadata, and chapter/section headings.

**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. This is a good search to use if you only know part of the title you are looking for. When more than one word is entered, **ECCO** assumes the W2 proximity operator between terms. To narrow your search, enclose your phrase in quotation marks for an exact match on the term specified. You may also specify a different search operator between your terms. See page 14 for more search tips or click the **Search Tips** button.

**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. This is a good search to use if you are looking for a particular line of text or an unusual phrase. To search for a phrase, enclose the phrase in quotation marks, or use the W proximity operator between words. This index is the default search index. Whenever you search using the **Full Text** option, 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. See page 26 for more information.

* Metadata in Eighteenth Century Collections Online refers to information about the works themselves, such as title, author, publisher, place of publication, back-of-book indexes, and more.
**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.

**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.

---

### Fuzzy Searching

**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 works 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). For example, 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). For example, a full-text search on “harbor” with **fuzzy search** set at **High** will return results containing “harbor,” “harbour,” “Harper,” and “Harben.”

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 list 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 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.
If a fuzzy search at a Medium or High setting returns too many results, ECCO will automatically reduce the setting to Low.

Optional Ways to Further Limit an Advanced Search

Year of Publication
You may optionally choose to limit your search to works based on the year in which they were published. You can input a year or a range of years. You may also choose to include works with no known publication year but known to have been published within the eighteenth century.

Subject Area
This limiter allows you to select a specific subject area (or module) to search. Only those subject areas/modules to which your library has subscribed will appear in the drop down list. Click a single Subject Area to search, or hold the CTRL (Control) key to make multiple selections. The default is all subject areas. See page 4 for more information.

Language
Limits your search to works published in a particular language.

Illustrated Works
Limits your search to works containing any or particular types of illustrations: cartoon, chart, coat of arms, genealogical table, illustration, map, music, plan, and portrait.

Search for a Specific Document or ESTC Number

Gale Document Number
The Gale Document Number uniquely identifies every page in ECCO, be it a facsimile page image of a work or a digital page, such as the Table of Contents, Full Citation, or List of Illustrations. A document number is made up of one or two letters and a string of numbers, such as A72982469 or DU2601000270, for example. You can find the document number near the bottom of each document display page (see page 28 for an example). If you know the document’s number, you can search directly for that specific page using this input box.

ESTC Number
Search for a particular work based on its English Short Title Catalogue (ESTC) bibliographic number. You can find this number on the Full Citation page for each work (see page 31).
Advanced Search Results

Once you have entered your search criteria, selected the number of results per page (see page 8), and clicked the Search button, Ecco will display the Advanced Search results page. See page 22 for a sample results list page.

Browsing a List of 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. You may optionally limit your search by selecting one or more Subject Areas (see page 5 for more information).

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 (last, first) or the start of a 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. For example, selecting “B” takes you to the beginning of the list of authors whose last names start with “B”. The default list displays the beginning of the list of authors whose names start.
with “A”.

A list of up to 50 author names are displayed at one time. You may navigate to previous and next pages of the **Browse Authors** list by clicking on the left and right navigation arrows appearing at the top and bottom of the list display.

Selecting an author displays the **Browse Authors** results list showing all works in the collection for that author. See page 22 for a sample results list page. If you have accessed a results list or page image via **Browse Authors**, you may return to **Browse Authors** by clicking on the **Back to Browse** button.

**Browsing a List of 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. You may optionally limit your search by selecting one or more **Subject Areas** (see page 4 for more information).

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 the 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. For example, 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 navigate to previous and next pages of the Browse Works list by clicking on the left and right navigation arrows appearing at the top and bottom of the list display.

Selecting a work displays the Browse Works results list showing all editions/volumes in the collection for that title. See page 22 for a sample results list page. If you have accessed a results list or document via Browse Works, you may return to Browse Works by clicking on the Back to Browse button.