



ABC-CLIO

Starting

- [Access ABC Clio](#)
- You can choose to **browse** through the books in the collection (they are arranged by subject and alphabetically by title) or you can search for content.

Browsing by subject

- You will initially be taken by default to a page which organises the collection into subject categories (and then sub-categories).
- You can click on the  symbols to expand sub-category listings to see the range of titles in that sub-category, then the  symbols to collapse the list again.

Browsing by title

- You can click on the **TITLES** tab and use the **A-Z** list to browse by book title, but this is not an effective way to search for books in this database.

Searching

There are two ways to search for books:

- You can use the **basic search** box at the top right hand corner of the screen.
- Using this, you can search for words in either the title or the full-text of a book, or for an author's name.
- You can also use the **ADVANCED search** tab to conduct a more thorough search of the full-text of specific books and to specify in more detail how you want your search terms to be interpreted. Use the **Define** links to see a description of the effect which selecting each option will have

Constructing queries

- To search for a particular phrase, enclose it within quotation marks, e.g. "**indentured population**". This will ensure the words are found next to each other, in the order specified. Unfortunately, this technique can have the effect of narrowing your search to the point where no results are found.
- When using either the **basic** or the **advanced** search, you can use the Boolean operators **AND**, **OR** and **NOT**. These operators allow you to search for words related in different ways:

- **AND** is used when you want to find both words but not necessarily as a phrase e.g. searching for Serf **AND** Slave will find results containing both of these words.
 - **OR** is used when you want to find either one word or another e.g. searching for Serf **OR** Slave will find results containing either the word Serf **OR** the word Slave.
 - **NOT** is used when you want to find one word but not the other e.g. searching for Serf **NOT** Slave will find results containing the word Serf but not the word Slave.
- The exception to these rules is when the **natural language** option is selected in **advanced** search.
 - **Truncation/stemming** is automatic. This means that if you search for a term such as **child**, results will be returned which contain the words **child, child's, children, children's, childhood, grandchild** and **grandchildren**.
 - Where Boolean operators are not entered, only those pages which contain **ALL** the words entered will be found.

Results

- Search results are listed in order of relevance, with the most relevant coming first.
- The **Book Score** is a measure of relevance, and indicates how many times a search term appears within a book.
- Under each title, all relevant pages will also be listed (again in order of relevance).
- When viewing the results of searching the full-text, if you click on **View More Entries** you can see the complete range of results for a specific book.

Navigating within a book

- Choose to view either by **page** (replicates print version) or by **entry** (displays all information relating to a specific topic, and is usually longer than a page).
- To change the settings go to **Session Profile** (top right hand corner of the screen).
- Use the **next** and **previous** buttons (top right and bottom) to move between pages/entries or type in a number if you know you want a particular page/entry.
- The left hand pane lists all the chapters in a book, and many of these will have expand/collapse buttons to enable you to go straight to a specific topic within them.

Useful features

- At the bottom of each page/entry you will find a readymade reference which you can copy and paste from when quoting/paraphrasing from the book. You can choose one of a number of citation styles.

- Whenever you print anything the reference will also automatically be added at the bottom of your printout.
- In any one session, the details of your last five searches will be saved: this is visible in the **Advanced** tab. You can select any one from the drop down box and click on any you wish to repeat.
- An (American) dictionary/thesaurus is accessible by clicking on the **DICTIONARY** link.
- The **help** feature offers more detailed guidance on searching.

Printing & emailing

- To print, click the **print** button within the reader itself. You will be presented with a **print preview** window showing the page/entry you were on and will also be given the option to modify the range and print any set of consecutive pages or entries.
- If you wish to print an entry in a book you can do this using the pale yellow **PRINT** button on the right hand side of the page. This will open a new window in which you can use the **print page** link in the top left hand corner to print out the entry.
- You can also email yourself the text of an entry using the pale yellow **EMAIL** button on the right hand side of the page, filling in the necessary details and clicking on the **SEND** button. The email will contain the reference to the entry and a link you can use to get back into it.