

# ECCO to Historical Texts- Transition Guide

This document is intended to help users familiar with Eighteenth Century Collections Online (ECCO) service find commonly-used features they need on the Historical Texts service, and so transition across easily. Historical Texts is found online at: <http://historicaltexts.jisc.ac.uk>

## SEARCHING

### Chose Variants or Fuzzy Searching

Historical Texts has Fuzzy searching turned off by default, like ECCO. Click the "Fuzzy and Variants" drop down arrow under the Search box and enable Fuzzy Searching.

You can also enable Variant Spellings, Variant forms, Misspellings, Printer replacements as desired. These settings will allow you to search across all collections simultaneously with these options, should you wish.

You can remove any individual variant words (shown beneath the Search box) from the list by clicking the x in the corner of the word.

### Show Advanced Search options

By default, Historical Texts shows a simple Search interface, but it's easy to expand it to show more options – just click the "Advanced Search" drop-down button near the top-right of the screen.

### Boolean-type searching logic

To perform Boolean-type searches, expand the "Advanced Search" options as shown above, then click the + sign to add a new row and select "Must", "Should" or "Must Not".

### Searching ECCO only

By default, Historical Texts will search ALL collections (EEBO, Thomason Tracts, ECCO I, ECCO II, and BL). To search only a specific collection or collections, click the "Advanced Search" arrow to expand all the options, and deselect any collections that aren't required – just like you would do with "Database Release" in ECCO, only with more collections.

### Searching by document or ESTC number

Click the drop-down arrow to the left of the Search box, then choose "Bibliographic Number" from the list to only search on this field.

### Search for records with full text only

Make sure the drop-down arrow to the left of the Search box is set to "All", click the "Advanced Search" button to show more options, and next to "Text" select the radio button for "Full Text" to return only results with full text included.

### Search the full text and the bibliographic information

By default, Historical Texts searches both the full text and bibliographic information ("Full Document" in ECCO). Provided "All" is displayed to the left of the Search box and no other changes have been made, both will be searched.

## Search the bibliographic information only

Make sure the drop-down arrow to the left of the Search box is set to “All”, click the “Advanced Search” button to show more options, and next to “Text”, select the radio button for “Description” to search on the bibliographic information only.

## Search within a text

to search within a text, open it in the Viewer, open the left-hand “Search” pane. Enter your search term in the search box at the top of the “Pages” tab. You can click the results underneath to jump to the relevant page in the Viewer.

## BROWSING

### Browse Search results by Author, Printer/Publisher, Volume, Date

Click the relevant Tab above the results in the Search window to browse your results by the relevant filter.

## SORTING AND FILTERING RESULTS

### Filter by subject area

Once you have run a search, click the “Subject” drop-down link on the left-hand side of the page, under the “Filter Results By” heading, then click the subject area you wish to filter by.

### Sort results

Once you have run a search, you can sort your results by Relevance, Date (Ascending or Descending), Author (A-Z), Title (A-Z) by clicking the drop-down arrow next to the “Sort By” heading above the Date Range Histogram and selecting the desired option.

## VIEWING

### View the Full Text of a record

Open the right-hand Details pane in the Viewer and select the “Text” button – this lets you actually see the text created through Optical Character Recognition (OCR) software that powers the full text searching. This is the same OCR that powers the Cengage ECCO platform full text search, but it’s not exposed in their platform. By enabling you to view it in Historical Texts, you can see where the limitations of the machine generated text are, and therefore adjust your search terms accordingly.

### View page images

Click any search result to open in the Viewer. Click on the image to zoom, hold and drag to move around the page.

### View and browse page images as thumbnails

Open the left-hand Search pane in the Viewer and click the “Thumbnails” button. Click any thumbnail to jump to that page in the main Viewer.

### View the Bibliographic Data

Open the right-hand Details pane in the Viewer and select the “Details” button.

## Navigating through a text

In the Viewer, use either the Navigation toolbar near the bottom-middle of the main page, or the one at the top of the right-hand "Details" pane when "Text" is selected.

## Reading view

In the Viewer, click the Full Screen icon, found in the vertical toolbar to the top-left of the screen (it's the little square one, fourth from the top). This will give you a full screen view with no clutter, much like the ECCO Reading View.

# SAVING SEARCHES AND PUBLICATIONS

## Save publications

Tick the box next to the item in the Results list, then click the My Texts drop-down arrow, from the Toolbar near the top-right of the screen and choose "My Saved Items". You'll be able to create new collections and add your selected items to them.

## Save a Search

Run a search, then click the green "Save Search" button near the right-side of the screen, just under the "Advanced Search" button, and enter a name for your search.

To access any previously saved searches, click the My Texts drop-down arrow, from the Toolbar near the top-right of the screen, and choose "Saved Searches".

## To find a Bookmark for a text

In the Viewer, click the "Share This Publication" rightwards-facing arrow icon in the taskbar, near the top-right hand side of the screen. A pop-up window will appear, displaying the permanent URL (referred to as "Bookmarks" in ECCO) for the text you're viewing.

# DOWNLOADS AND PRINTING

## Download a whole publication as a PDF

Click the download down arrow icon in the Viewer taskbar near the top right of the screen and select "Download publication as a PDF".

## Download a single page image

Click the download down arrow icon in the Viewer taskbar near the top right of the screen and select "Download this page as a JPEG image".

## Download Citation data

Click the download down arrow icon in the Viewer taskbar near the top right of the screen and select "Download citation as RIS".

## Printing

Click the Printer icon in the Viewer taskbar near the top right of the screen and select "Show PDF for Printing". When the PDF opens, click the Print icon or button, depending on how PDF files open on your computer.

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