

# EEBO to Historical Texts - Transition Guide

This document is intended to help users familiar with Early English Books Online (EEBO) 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

### Choose variants or fuzzy searching

Click the "Fuzzy and Variants" drop down arrow under the Search box and enable Fuzzy, Variant Spellings, Variant forms, Misspellings, Printer replacements as desired. This 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. **PLEASE NOTE THAT VARIANTS ARE SET TO "OFF" BY DEFAULT IN HISTORICAL TEXTS.**

### Searching EEBO 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.

### Searching by bibliographic 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. 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.

### [Browse Thomason Tracts](#)

From the Search window, click the "Browse" drop-down arrow from the taskbar, near the top-right of the screen, and choose "Thomason Tracts" or "Thomason Tracts Broadsides" as desired.

## 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

### [Identify records with full text](#)

Search results with a tick mark next to "Full Text" in your results list will contain full text. In the viewer, records with full text present can be identified by a small icon grey circle with the letter T in, shown on the right-hand "Details" pane when minimised.

### [View the Full Text of a record](#)

Open the right-hand Details pane in the Viewer and select the "Text" button.

### [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.

## 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 Durable URL 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 Durable URL 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.

Created by Paul Fliesman, October 2015

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