



Wichita State University Libraries

ACLS History E-Book Project

The ACLS History E-Book Project is an expanding database of e-books from distinguished academic presses. The coverage extends to all periods and most philosophers. To learn how to use it, please feel free to use this sheet. If you have any other questions, please see the librarians at the Reference desk or use the program's Help section. Thank you for your interest!

- 1. Getting Started: Go to the Wichita State University Libraries site (<http://library.wichita.edu>). Once there, look on the left side of the page for the words “Electronic Databases” and click on them. The next screen should offer two choices under the Databases heading: an Alphabetical listing and a subject listing. Both choices are valid and work accordingly:**
 - * Title Listing: Click on this link under the Databases heading. When the master list of databases appears, look at the top of the table. You’ll see ACLS History E-Book Project as the second link on the left side**
 - * Subject Listing: Click on this link under the Databases heading. When the master list of databases appears, look at the top of the page above the table to find a listing of subject fields. In the second row, there should be a section marked "Humanities". Click on the “All” link under it, and the computer will take you down to the databases that are related to that area. The ACLS History E-Book Project will be in the first row under that section.**
- 2. Starting the ACLS History E-Book Project: When you find the link for the ACLS History E-Book Project’s link, press on it and the computer will bring up this collection.**

3. **Options from ACLS front page:** Upon reaching the first page, the user has several choices:
 - a. **Browse:** Using this function, one can browse through a listing of titles, authors or subjects in this database.
 - b. **Search:** Using this function, one can search for e-books with a simple search, Boolean search, proximity search, bibliographic search or access the Search History.
 - c. **Help:** Has a brief summary of each function and searching tips related to the ACLS History E-Book Project.
 - d. **About the Project:** Allows the user to read about the purpose and background of the History E-Book Project.

4. ACLS History E-Book Project Searching I: The *Browse* function.

The first way the ACLS History E-Book Project allows the user to search for e-books is through the *Browse* function. To use this function, follow these steps:

- a. Select *Browse* at the top of the image on the first screen.
- b. The computer should now be showing the *Browse* page. At this point, one can search *by title*, *by author*, or *by subject*. To search, select the appropriate link at the top of the page under the tool bar. (Please note that the ACLS History E-Book Project is set to *author* by default. If you forget which search is selected, look at the top of the screen. The empty box to the left of a search term denotes which search type is in use whereas the red ones mean that they are not in use.)
- c. For quick access to a particular book, look for the “*browse...by <>*” function in the top left hand corner. Underneath those words, there will be a display of letters from A to Z going horizontally across the screen. (Select the first letter of the appropriate *title*, *author* or *subject*. Once there, scroll down the page until you find the link for the appropriate book.
- d. Click on the link to access that book.

- e. **Example:** For an assignment, one needs to find a copy of Chris Wickham's *Early Medieval Italy: Central Power and Local Society, 400-1000*. To do so through the *Browse* function, select either *by title* or *by author*. When the first listing comes up, select either "e" (for *by title*) or "w" (for *by author*). The appropriate listing should appear on the screen. Scroll down to either the title or author (depending on the chosen screen) and click on the link to access the book.

5. ACLS History E-Book Project Searching II: The Search functions

- a. **Introduction:** As noted above, there are several searching types in ACLS. This guide will show the two main ones: the *simple search* (which is the default search) and the *Boolean search*.

- b. **Simple Search:** To use the *simple search*, follow these steps:

1. Click on the "Search" icon located on ACLS' front page.
2. At the *simple search* page, look for the drop down menu at the "search within" box in the middle of the screen. Using the dropdown menu, select one of these four options: full-text (for finding a term in the text), author, subject, or title.
3. Using the mouse, click in the empty box beneath it. Then type the desired name, subject or word(s) into that box.
4. Using the mouse, click on the "Search" button beneath the box.
5. If there is only one book related to that search, the ACLS record will appear. (This will be explained below.) If there is more than one record, the books will be listed in the order in which they were published. Scroll down the page to find the desired book.
6. Click on the link to access the ACLS record in addition to the full text and table of contents from the database.

7. **Example:** If one wants a book on “saints,” he or she can follow these steps:

- Click on the “Search” icon on the ACLS front page.
- At the *simple search* page, select “*subject*” in the drop down menu.
- Click in the box beneath it. Type *saints*.
- Click the search button
- At the next page, select a book and click on the link. The book’s record should be on the screen.

c. **Boolean Search:** To use the *Boolean search*, follow these steps:

1. Click on the “Search” icon on the ACLS front page.
2. At the *simple search* page, look for a list of links in the upper left corner. Click on the link for *Boolean searching*.
3. When the *Boolean searching* page appears on the screen, there will be two steps for the user:
 - a.) **Step 1:** selecting terms for the search. Within this step, one has several options to refine a search:
 - Using the initial dropdown menu, select the area to search (books, titles, chapters or pages/paragraphs)
 - To enter the search terms, click in the first box and type in a word. Click in the second and third boxes and type in additional words, if desired.
 - Look at the Boolean operator in the drop down menu between the boxes. If you want both terms in the same search, leave the “AND”. If you want one term or the other, select “OR”. If you want to leave a term out of a search, select “NOT”.

- b.) Step 2: further refining a search for a specific book or author. (PLEASE NOTE THAT THIS STEP IS OPTIONAL.) Within this step, one can narrow the search even further:**
- Click in the blank box and type the search term
 - Using the drop down menu next to it, select the appropriate search type (*title, author or subject*)
- c.) Click on the search button to start the search.**
- d.) If there is only one book related to that search, the ACLS record will appear. (This will be explained below.) If there is more than one record, the books will be listed in chronological order by their publication dates. Scroll down the page to find the desired book.**
- e.) Click on the table of contents' link to bring up the record and full text in the ACLS database.**
- f.) Example: If one wants to find books with "saints" and "society" in the title, use these steps:**
- (From the *Boolean search* page): select title in the first drop down menu
 - Click in the first term box beneath it. Type *saints*.
 - Leave the AND operator in the drop down menu as is.
 - Click in the second box to the right. Type *society*.
 - For this example, skip Step 2.
 - Click on the search button.
 - From the list of 419 books, scroll through the first 25 titles. If none of those seem suitable, click on the arrow link for the next page.
 - To see a book, click on the link and the ACLS record will appear.

6. Navigating within the History E-Book Record (and the E-Book itself): Once the E-Book record is on the screen, then the user can see the e-book itself. To do so, follow these steps:

a.) To start reading the whole book:

- Scroll down to the “Table of Contents” and select the first link there.
- The first page of that section will appear. Using the “<” and “>” in the upper right hand corner of the screen, one can move ahead or back in the book.

b.) To access a section/chapter.

- Scroll down to the “Table of Contents”.
- Select the link to the desired section/chapter.
- The first page of that section will appear. Using the “<” and “>” in the upper right hand corner of the screen, one can move ahead or back in the section.

c.) Example: For an assignment, one needs to read the section on “Burgundofara” in *Sainted Women of the Dark Ages*. To do so, follow these steps:

- Browse or search for *Sainted Women of the Dark Ages* as noted above.
- Once the record is on the screen, scroll down to the “Table of Contents”.
- Find the link for “Burgundofara” and click on it.
- Using the “<” and “>” in the screen’s upper right hand corner, one can read through the text.

7. Printing records: To print records, please follow these steps:

- a.) Using the mouse, click on the page image
- b.) Select the browser’s “File” and then “Print” using the mouse.
- c.) Repeat for different pages as needed.

8. Exiting the ACLS History E-Book Project: To exit the ACLS History E-Book Project, please follow these steps:

- a.) Look for the red bar across the top of the page. On the right side, one can see “home”. Click on “home.”
- b.) In the upper right hand corner of the screen, one can see an “x”. Clicking on that will close the browser.