



# USER'S GUIDE

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## I. System Requirements

### **Minimum System Requirements:**

Browser: Internet Explorer 7.x or 8, Firefox 3.x, Safari 4.x

Browser Settings: JavaScript and cookies enabled.

Hardware: Monitor resolution set at 1024 x 768 with hi-color/16-bit color or equivalent and 56K modem.

**Disclaimer:** The publisher has done its best to make sure the instructions and/or recipes in this site are correct. However, users should apply judgment and experience when preparing recipes, especially parents and teachers working with young people. The publisher accepts no responsibility for the outcome of any recipe included in this site.

### **For Further Assistance**

If you require further assistance, remember that technical support is free with all ABC-CLIO electronic products. Please call or email us at:

ABC-CLIO

130 Cremona Drive

Santa Barbara, CA 93117

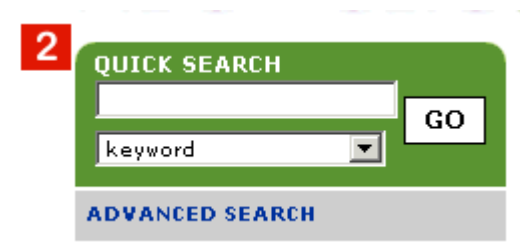
(800) 368-6868

[techsupport@abc-clio.com](mailto:techsupport@abc-clio.com)

## 2. Reading, Research Tools and Navigation



1. Universal Navigation: Each page of the ABC-CLIO eBooks collection contains the links to the following sections: Home, My Bookshelf, Help, and About.

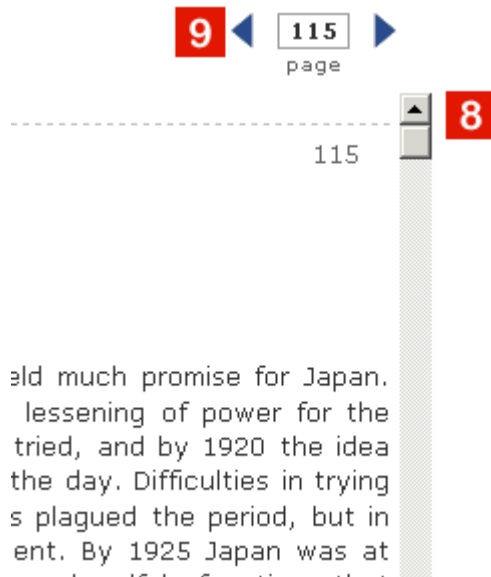


2. The Quick Search Box appears on most pages. For more information about Search, see page 7.



3. Print: When viewing an entry you have the option of clicking the “Print” link at the top right side of the entry view page to access a “printer friendly” version of the page without any navigation elements. Your browser's print menu should pop up automatically, allowing you to print a “clean” copy of the entry. You may print the exact page you are viewing, the entire chapter you are viewing, or a range of pages within the chapter. You may also select a complete MLA, Chicago Manual of Style, APA, or Harvard citation of the entry to appear at the bottom of the printed page.
4. Email: As an authenticated ABC-CLIO eBook Collection user, you have the option of emailing yourself full text content by clicking on the email link that appears at the top right of the screen when you have accessed a piece of content. Content is limited to one piece of content (chapter or entry) and will be sent as a plain text email.

5. Cite: Citations are available in the MLA, Chicago, APA, and Harvard formats.
6. Dictionary: Double clicking on any word in the reading pane will call up a definition from the American Heritage® College Dictionary, Fourth Edition, Copyright © 2002 by Houghton Mifflin Harcourt Publishing Company.
7. Font Size: You may adjust the font size of the text in the reading pane to fit your personal preferences.
8. The Reading Pane: Chapters or entries are shown in their entirety within the reading pane. Within the reading pane, you may navigate using the scroll bar (8). Use the left or right arrows (9) to move to the next chapter or section. Page breaks from the print version of the book appear as light gray dotted lines in the Reading Pane. The dotted lines are not clickable.



9. The Navigation and Resource Pane: The Navigation and Resource Pane contains two tabs. “About This Book” provides a link (1) to brief bibliographic information about the title. Clicking on the title link in this window leads you to the book’s general information page on [www.abc-clio.com](http://www.abc-clio.com). Clicking “Add to My Bookshelf” (2) will save information for your research purposes. See page 13 for more information. Also appearing in the “About This Book” tab is the book’s Table of Contents or entry list (3). Clicking on any of these links will lead you to that particular entry or chapter. Appearing on the bottom of most pages of the site are links to the “Terms of Use” and “Technical Support” information.

The screenshot displays a web interface with two tabs: "ABOUT THE BOOK" (selected) and "MY BOOKMARKS & NOTES". Under the "ABOUT THE BOOK" tab, there is a book cover for "The Words and Music of Paul Simon" by James Bennighof, dated 10/30/2007. Below the cover, there are two red boxes with white numbers: "1" pointing to the "About This Book" link and "2" pointing to the "Add To Bookshelf" link. Below this section, a dashed line separates it from a "Contents" section. The "Contents" section lists several items, with a red box containing the number "3" pointing to the first item, "The Words and Music of Paul Simon". Other items in the list include "Recent Titles in The Praeger Singer-Songwriter Collection", "Contents", "Introduction: Paul Simon as an Artist and Composer", and "Glossary and Brief Guide". A vertical scrollbar is visible on the right side of the contents list.

### 3. Browsing within the Catalog

You may view a complete listing of your institution's eBook collection by linking to the homepage from the navigational links that appear on the top of each page in the site.

You may browse eBooks by title, subject, author, or publication year. When browsing subjects, you may click on a subject heading or the +/- toggle box, and all related titles will expand or minimize, as appropriate. Clicking on a title will lead you to the first page of that eBook.

**Browse** View by: **subject category** | title | author | publication year

- ⊕ American History
- ⊕ Business and Economics
- ⊕ Current Events and Issues
- ⊕ Education
- ⊖ Geography and World Cultures
  - ⊕ Agriculture & Food
  - ⊖ Anthropology (General)
    - Applied Anthropology: An Introduction-- Third Edition
    - Blood, Milk, and Death: Body Symbols and the Power of Regeneration Among the Zaramo of Tanzania
    - Ethnic Cultures of the World: A Statistical Reference
    - Leakeys: A Biography, The
    - Medical Anthropology and the World System
    - Political Anthropology: An Introduction, Third Edition
  - ⊕ Archaeology
  - ⊕ Cultural Anthropology
  - ⊕ Folklore (Anthropology)
  - ⊕ Food/Cooking
  - ⊖ Geography

## 4. Searching

### Quick Search

The Quick Search option, available at the top left of nearly every page in the ABC-CLIO eBooks Collection, allows you to type in key words or phrases and view the results. Keep in mind that multiple search terms will be joined together with Boolean ANDs, and that surrounding your search terms with quotation marks will only return results for that exact phrase. For example, a Quick Search for Harriet Tubman (without quotes around it) will return all content containing "Harriet" AND "Tubman," while a search for "Harriet Tubman" (with quotes around it) will return all content with the words "Harriet" AND "Tubman" in that exact order somewhere in the title, body, or indexing metadata.

The Quick Search will return common plurals of any terms you use, so searching for "automobile" will also return entries that contain "automobiles." Since this option is potentially a simple and broad search, we recommend that users with specific topics or results in mind use the Advanced Search, which allows you to control results with a powerful set of filters and other tools.

When you are within a title, you may choose to search the entire contents of the title you are currently reading or all ABC-CLIO eBook titles that your library holds. Terms mistyped in the search box will often generate a "Did You Mean?" message along with alternate suggestions that match words in the data set. Clicking on a suggested term will initiate a new search.

### Advanced Search

The Advanced Search option permits you to query your institution's ABC-CLIO eBook holdings by Full text, author, and/or title.



## Advanced Search

Need Help? Visit the [Help](#) section for tips on how to use Advanced Search.

Search Type: **keyword** | **boolean**

4

Search for:

1

in

in

in

2

Publication year: from  to

Limit by:

3

- |                                                       |                                                           |                                                               |
|-------------------------------------------------------|-----------------------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> American History             | <input type="checkbox"/> Library and Information Science  | <input type="checkbox"/> Religion and Mythology               |
| <input type="checkbox"/> Business and Economics       | <input type="checkbox"/> Literature                       | <input type="checkbox"/> Science, Technology, and Environment |
| <input type="checkbox"/> Current Events and Issues    | <input type="checkbox"/> Military History and Studies     | <input type="checkbox"/> Security Studies                     |
| <input type="checkbox"/> Education                    | <input type="checkbox"/> Multicultural and Gender Studies | <input type="checkbox"/> Social Work                          |
| <input type="checkbox"/> Geography and World Cultures | <input type="checkbox"/> Philosophy                       | <input type="checkbox"/> Sociology                            |
| <input type="checkbox"/> Gerontology/Aging            | <input type="checkbox"/> Politics and Government          | <input type="checkbox"/> Terrorism                            |
| <input type="checkbox"/> Health and Medicine          | <input type="checkbox"/> Popular Culture                  | <input type="checkbox"/> World History                        |
| <input type="checkbox"/> Law, Crime, and Justice      | <input type="checkbox"/> Psychology                       |                                                               |

SEARCH

CLEAR

1. You may build your query using exact phrases, the Boolean AND, OR, NOT operators, and/or wildcard operators. When searching by keyword, author or title, you may also take advantage of the adjacency, proximity, and frequency operators described below.

Generally speaking, the more boxes you use the more specific your query will be and the fewer results you will see.

Search Limiters: You may limit your search results in three additional ways: by Images; Publication Year; and Subject Category.

2. Boxes to define a date range appear to the right of the Primary search boxes.

3. Below the Primary search boxes is a series of Subject Category check boxes that enables you to limit your results by topic. You may select more than one Subject Category in your search. Searches default to returning all Dates, Subjects, and Content Types if no limiters are selected. Please note, only titles in your institution's holdings in the ABC-CLIO eBook Collection will be searched.

4. Boolean Search: This option offers even more powerful search capabilities than the Keyword Search. If you choose to use this option you must write your query using specific Boolean terms.

For convenience, a drop-down menu with all the available options is provided. Selecting terms will automatically insert them into the query.

Boolean Search Operators: The Search Operators the ABC-CLIO eBook Collection's search engine understands are:

and (AND or +)

or (OR or |)

not (NOT or -)

adjacency (ADJ# - replace the # with a number)

near (NEAR# - replace the # with a number)

single character wildcard (?)

multiple character wildcard (\*)

Adjacency and Near Operators: When used, the adjacency operator specifies the order in which terms must appear and how far apart those terms can be. For example, a result for the search term "Rock ADJ3 (Roll OR Music)" must contain "Rock ... Roll" or "Rock ... Music" no more than three words apart and in that order to be returned. An entry with only "Music ... Rock" would not be returned. The near operator disregards the order of terms and looks instead only for distance between them.

## Search Results

### Search Results

Sort by: **relevance** | title | publication year | author

1

Items per page: 20 | 50 | 100

Your search for "(keyword) audrey hepburn" returned 36 titles.  
Search Time: 00:02:10.2812500

2

3

◀ [1] 2 ▶

[Audrey Hepburn: A Biography](#)

By: Martin Gitlin (2009)

Results: 20

[About the Book](#)

[TIMELINE: EVENTS IN THE LIFE OF AUDREY HEPBURN](#)  
[MOVIES OVER MARRIAGE](#)  
[OLD FAN, NEW MAN](#)  
[JUGGLING PRIVATE AND PUBLIC LIVES](#)

1. Sort Options: Results can be filtered in three ways: by title, publication year, or author. You may also select the number of titles returned per results page. Options include 20, 50, or 100.
2. A message with your search term(s) and the number of results is displayed above the results set.
3. Results pages can be selected by number so that you can easily return to a specific page of search results.

<p><b>2</b> <a href="#">Encyclopedia of Jewish American Popular Culture</a> By: Jack Fischel (2008)</p> <p><a href="#">Film Stars</a> <b>4</b> <a href="#">F</a></p>	<p><b>1</b> Results: 1 <a href="#">About the Book</a></p>
<p><a href="#">Bigger Than Blockbusters: Movies That Defined America</a> By: James Roman (2009)</p> <p><a href="#">The Space Race, Civil Rights, and a Nation Torn, 1960-1969</a> <a href="#">Index</a></p>	<p>Results: 2 <b>3</b> <a href="#">About the Book</a></p>
<p><a href="#">Beating the Odds: A Teen Guide to 75 Superstars Who Overcame Adversity</a> By: Mary Ellen Snodgrass (2008)</p> <p><a href="#">Cerebral Aneurysm: Patricia Neal</a> <a href="#">The Guide</a></p>	<p>Results: 1 <a href="#">About the Book</a></p>

1. Search results are displayed by title with the number of entries or chapters per title that pertains to the search term indicated.
2. Clicking on the Title links to first chapter in the ebook.
3. Clicking on the "About this Book" link opens a new window that contains brief bibliographic information about the title. Clicking on the title link in this window leads to the book's general information page on [www.abc-clio.com](http://www.abc-clio.com).
4. Clicking on the Entry links directly to the specified entry.

The screenshot shows a search interface with a search history box on the left and search results on the right. The search history box is titled "Search History" with a red square containing the number "5". It lists four search terms: 1. (keyword) audrey hepburn, 2. (keyword) audrey hepburn, 3. (keyword) film, and 4. (keyword) movies. To the right, there is a box for "Your search" with "Search Tim" below it. Below that, the search results for "Audrey" are shown, including "By: Mar" and a list of categories: "TIMELI", "MOVIE", "OLD FA", and ".....".

5. Your search history will be displayed showing up to the last five terms used for Quick Search. When a term is clicked, that same search is re-initiated.

Search Relevancy: Results for Quick Search and Advanced Search are weighted. The appearance of the search term (or terms) in the title of the article is weighted most highly, followed by its appearance in the title of the book from which the article is taken, its appearance in the Subject Category terms used to classify the content, and the number of times the term (or terms) appears in the article itself. In other words, if the term appears in the title of the article it will generally appear higher on the list of results than an article that contains the same term only in the body of the article.

## Search Tips

Case Sensitivity, Special Characters, and Stemming: Searching is not case sensitive. A search for "Pliny the Younger," "pliny the younger," and "PLINY THE YOUNGER" will return the same results in the same order. Modified characters, such as "ñ," "é," or "i," can be typed into the Search box simply as "n," "e," or "i." Words can be stemmed using the single character wildcard, ?, or the multiple character wildcard, \*.

## 5. My Bookshelf and My Bookmarks and Notes

You have the ability to make and save your own bookshelf and notes by creating a profile from the "My Bookshelf" link at the top of each page or the "My Bookmarks and Notes" tab in the column to the left of the main reading pane.

### Creating a Profile

To use the "My Bookshelf" and "My Bookmarks and Notes" features, you need to create your own username and password. The username and password must be between 6 and 15 alphanumeric characters, with no spaces. From the "New User Profile" link on the "Sign In" page, you should enter a valid email address, and your username and password to create your profile.

When you return to the ABC-CLIO eBooks Collection, you can sign in to retrieve your bookshelf and any saved bookmarks and notes by clicking on either the "My Bookshelf" or "My Bookmarks and Notes" buttons and entering your username and password on the "Sign In" section of the page.

### My Bookshelf Login

Username:

Password:

[I cannot access my account.](#)

## My Bookshelf

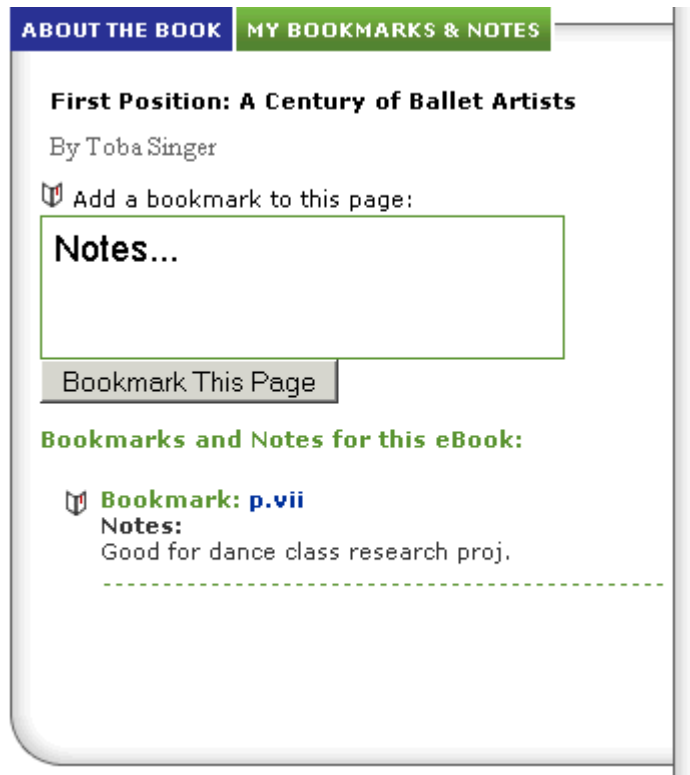
When within the eBook Reader, clicking on the “My Bookshelf” link gives you the opportunity to save the current title to your personal bookshelf for further review. Saving the title to the bookshelf creates a link to that title that is stored for a period of up to 90 days (which can be renewed) or until you delete the link.

The “My Bookshelf” page also provides links to the last five titles you have reviewed, as well as to any bookmarks and notes you have created.

The screenshot displays the 'My Bookshelf' interface. At the top left, there is a search section with a green header 'QUICK SEARCH' containing a text input field and a 'GO' button. Below it is an 'ADVANCED SEARCH' section with a 'KEYWORD' dropdown menu. To the right, the 'My Bookshelf' title is followed by a list of books. The first book is 'Food Culture in Scandinavia' with a bookmark icon, a page reference 'p.151', and a link to 'Remove book and all bookmarks for this bo'. The second book is 'Audrey Hepburn: A Biography' with a bookmark icon, a page reference 'p.ii', and a link to 'Remove book and all bookmarks for this bo'. On the left side, a section titled 'Last 5 Viewed Titles:' lists: 'First Position: A Century of Ballet Artists' by Toba Singer, 'Diana, Princess of Wales: A Biography' by Martin Gitlin, 'Barack Obama: A Biography' by Joann F. Price, and 'Apple Inc.' by Jason D. O'Grady.

## My Bookmarks and Notes

When viewing a page within the eBook Reader, you can create annotations specific to that page by clicking on the “My Bookmarks and Notes” link. Notes are limited to 1,000 alphanumeric characters.



Notes may be viewed, or deleted at any time by clicking on the “My Bookshelf” link or by selecting the “View All Bookmarks and Notes” option from the “My Bookmarks and Notes” link. Clicking on the “p.#” link from the bookshelf brings you directly to the annotated page.