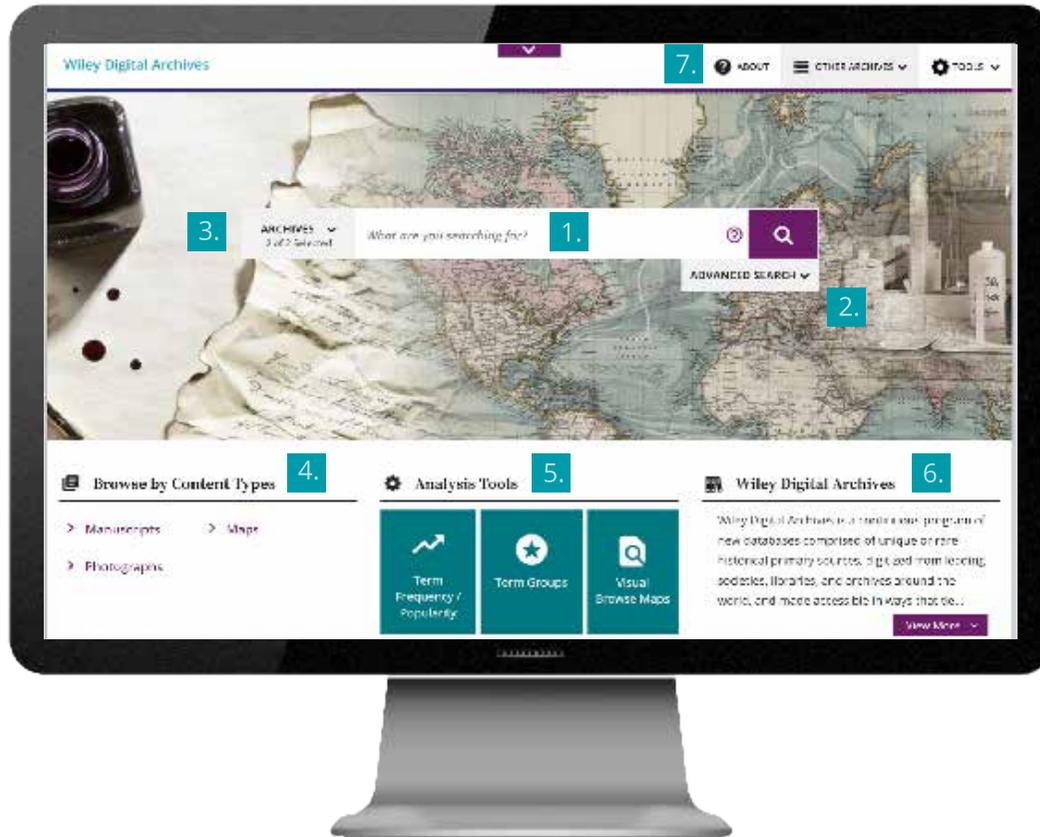


Wiley Digital Archives

# Quick User Guide

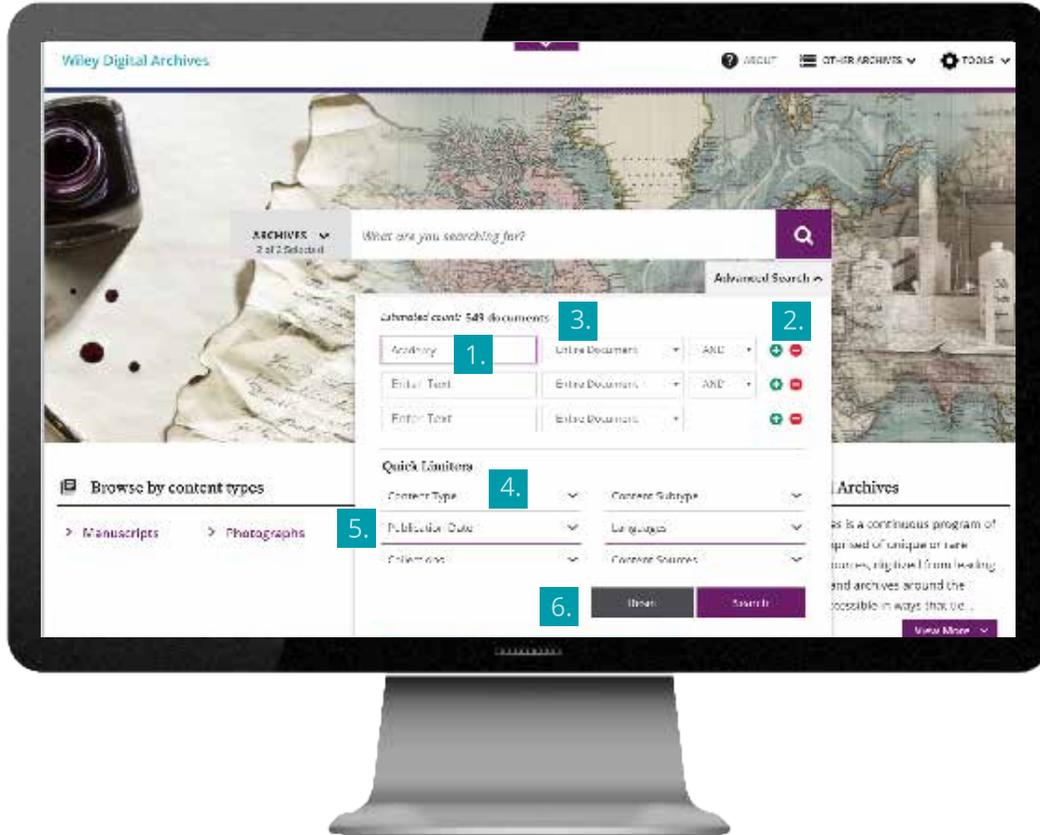


**Home:** Wiley Digital Archives home page – users start their research here.



1. The search bar is prominently located. Users can start searching directly from the home page.
2. Advanced Search – also on the home page – is available for more complex searches
3. If an institution subscribes to multiple archives, the search default is to cross search, but a user can choose one or multiple archives to search.
4. Browse by content types, such as monographs, manuscripts, periodicals, maps, and photographs
5. Helpful analysis tools aid the researcher, including term frequency, term groups and visual browse of maps to access content by location
6. Learn more about the Archives with a short overview on the home page
7. Browse the finding-aid information for each archive in About the Archives – see the archive as it was stored, including box and folder numbers, make connections, link to a related item in any order or jump to something new

**Advanced Search:** Perform complex searches directly from the home page.

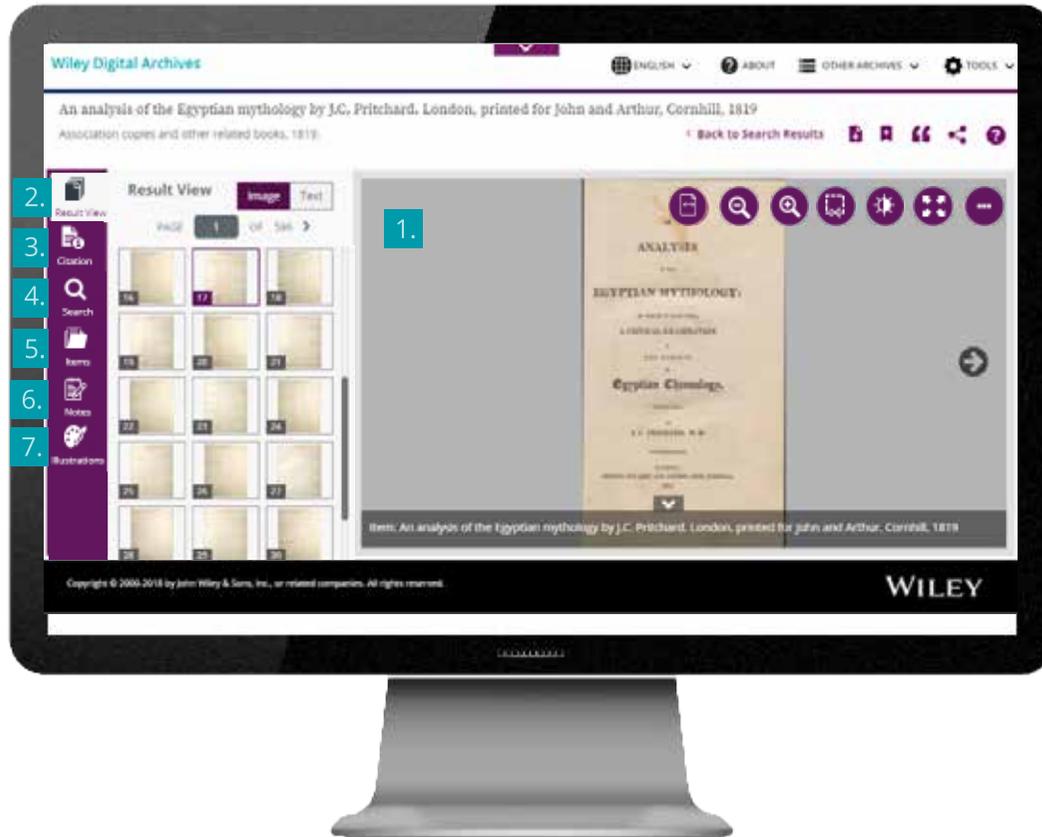


1. Search on keyword, subject, author, title, etc., using Boolean operators.
2. Field selectors allow the user to restrict the search to the specific criteria. Add rows for a more detailed search.
3. Dynamic document counts let the user decide whether to add another limiter to focus results or widen the search—no more fruitless searches!
4. Quick Limiters aid the user in creating a focused search—narrow results by content type, content subtype, publication date, languages, collections or content source.
5. Date range criteria allows the user to select one specific date, a range of dates, and dates before or after a certain time. The user also has the option to locate content with No Dates.
6. Reset button allows the user to quickly remove previous search criteria and start fresh.



## Document View - Navigation

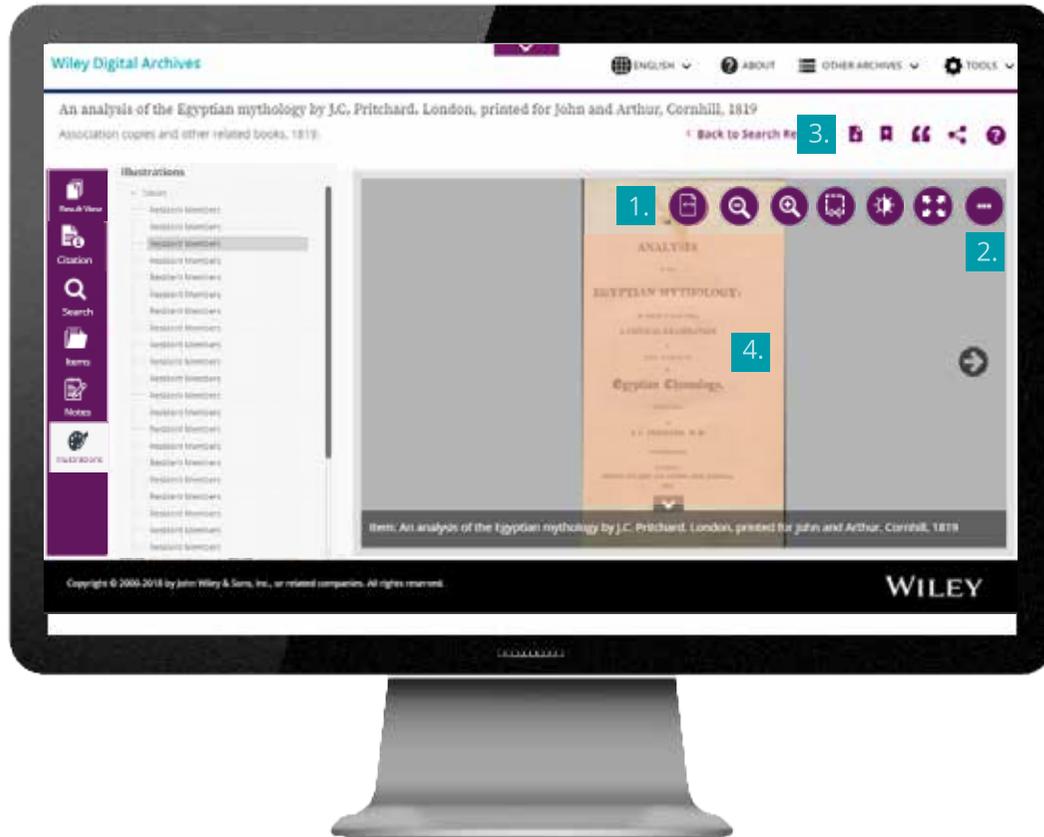
The image viewer shows the documents within an easy to navigate framework..



1. Tabs along the left side of the viewer showcase different information available to the user.
2. The result view shows the pages in the document. A user can browse through the pages, change pages with a next/previous arrow, or by directly entering a page number. Under the text button, the full-text OCR (optical character recognition) is available to read, copy, and download.
3. The citation tab provides access to collection-level notes about the document from our archive partner and a bibliographic source citation.
4. The search tab allows a user to search within the document while providing links to those relevant pages with the term for direct access.
5. The items tab is a brief index to document contents. Monographs show the Table of Contents; Manuscripts show document subtypes arranged in 2 ways--by type and by sequence (order in the document).
6. Document-level information provided by our archive partner appear in the notes tab.
7. Illustrations are clearly identified and available for quick access in the tab with the artist's palette icon.

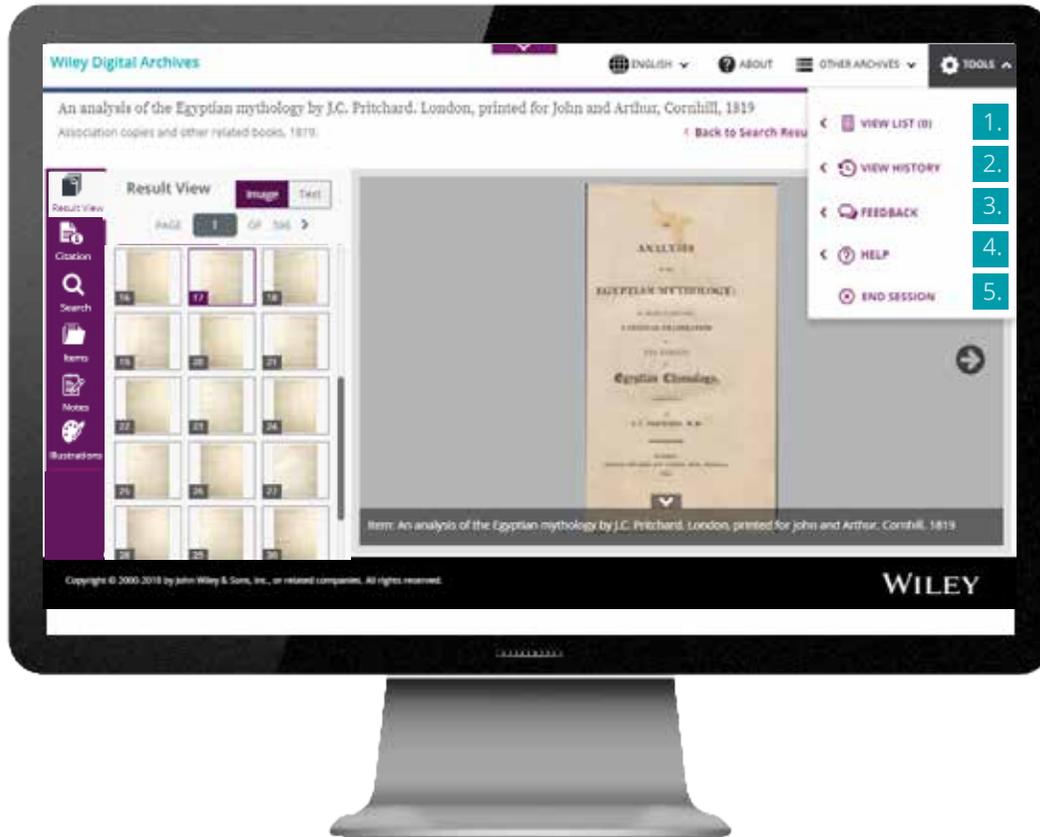
## Document View – Floating Tool Bar

The image viewer makes the most of the document page with easy-to-use tools.



1. The floating tool bar at the top of the viewer window allows the user to expand the page image to fill the viewer width or entire screen, zoom in or out, “clip” an image, adjust contrast and/or brightness, or flip to negative.
2. Other options are available under the last circle, which shows a tool bar down the right side when accessed. The user can rotate the page image left or right, reset the image to the initial view, and download or print the image, either as one page or a page range
3. Just above the image viewer window, icons indicate additional user-friendly functionality.
  - Add a document to your session-specific list or create a bookmark for review later.
  - Citation tools make creating a bibliography, footnote, or end note easy—view the citation in 3 formats (ALA, MLA, and CMS) or export it.
  - Share the document using email or social media: the recipient will have access to the entire document (but not the WDA).
  - Tips for navigating the image viewer are available under the question mark icon.
4. Tables can be exported to Excel in one step

**Tools:** The intuitive interface is complete with user-friendly tools that make the search experience easy to manage.



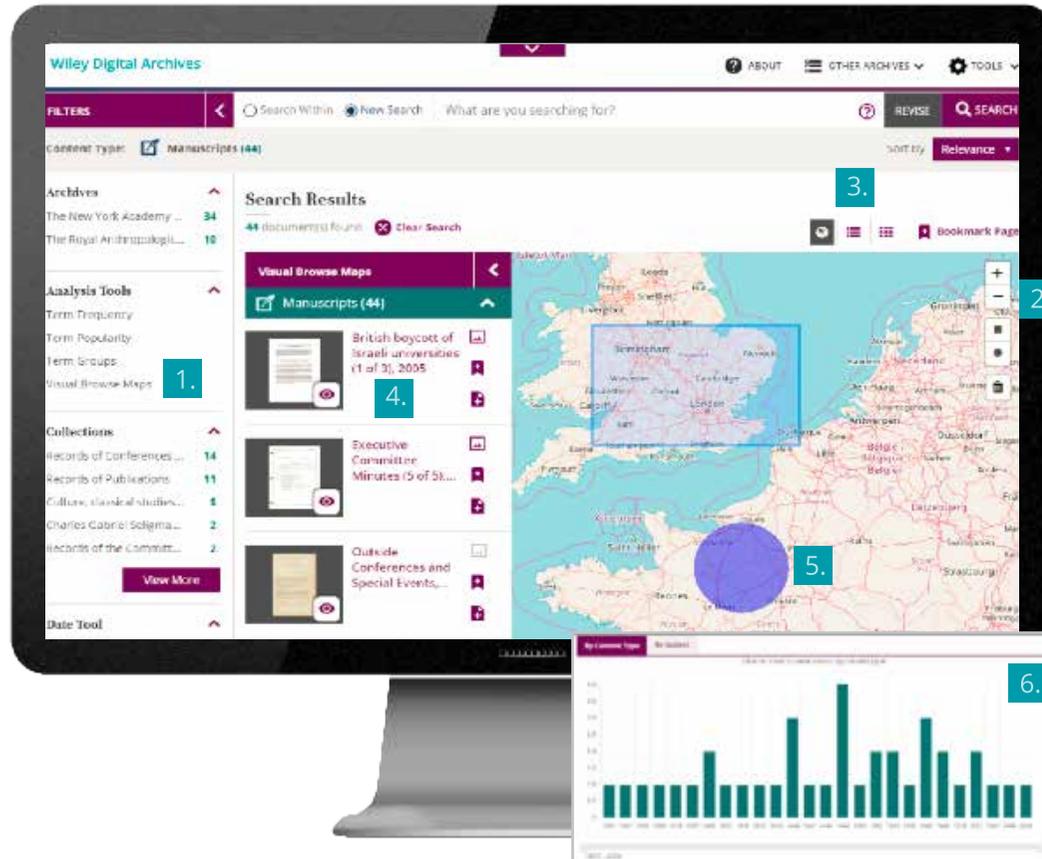
1. View list contains all the documents a user has 'saved' during the session. The user can review the list, delete documents, and export the list, which includes the source citation and document links that can be shared or accessed after the session has ended.
2. View history allows the user to look back at the searches performed during the session and run those particular searches again with a quick mouse click
3. Feedback allows the user to provide comments directly to the product manager for the **Wiley Digital Archives**. Share a story, outline a problem in the application, or give us compliments—we will review all feedback comments.
4. Help offers researchers tips on using the **Wiley Digital Archives**, including pointers on using wildcards and Boolean operators in search.
5. A user has the option to "end the session" which will clear the **Wiley Digital Archives** of their saved documents, search history, bookmarks.

**Analysis Tools:** Tools on the home page and on the results list encourage quick access to content.



1. **Term Frequency/Popularity** - The user can review documents based on search term frequency or popularity.
  - Several terms can be reviewed at the same time.
  - Hover on the circle at the year point to see the corresponding documents, or click to go straight to those results
  - Use the slider bar at the bottom to change the date range
2. **Term Frequency** – shows the number of times a chosen term appears, per year.
3. **Term Popularity** – shows the percentage (%) of papers in a given year about a subject
4. **Term Groups** – shows the relationships between a search term and other terms that might be relevant to the user.
  - Click on a tile to see the corresponding documents
  - Term groups show the same results in two ways
5. **Foam tree** – The terms with the most documents are located near the center.
6. **Circles** – The terms with the most hits are nearest to the red slice.
7. **Visual Browse Maps** – continued on next page.

**Analysis Tools: Visual Browse Maps** is a unique tool allowing a user to find documents on a world map based on where a document was published.



1. Access Visual Browse maps from the Analysis Tools section of the Home page or from the Results List.
2. Start off with a world map and narrow the search with tools on the right side of the map
  - Zoom in or zoom out with the +/-
  - Use the mouse “hand” to move the map on the screen
  - The two shaded shapes - the circle and the square – allow a user to set up a perimeter of focus on the map. Click on one shape, move the mouse near the area of interest, click and drag the mouse on the map to create the perimeter. The results list will automatically update.
3. Change the screen view with the tools along the top of the map.
  - The globe default is to show the map with the results list. Click the globe default off to see only the results
  - Results can be viewed in a list or as a grid
  - The page can be bookmarked for later reference.
4. The documents on the results list are updated as the map view is changed. Documents are based on the publication location.
5. Blue dots in the world map indicate regions of the world. They are not clickable.
6. At the bottom of the map, the documents on the results list can be viewed by content type, by subject and by the year of publication. The slider can narrow the results to a few years. Hover on a column to see document counts for the date range or click on a column to access the documents from that period directly.

**About the Archives:** Discover the archives through the detailed Finding Aid information included in the About files.

1. Learn about the archive itself, including the history and purpose, through all the materials collected over time, such as business papers, meeting notes, letters, conferences, photographs, and all the other items available
2. Browse the archive-specific collections by using the unique finding aid (access from the home page, top right)
3. Review information about the archive as it was stored, including box and folder numbers
4. Link to a related item in any order or jump to something new
5. Browse by materials within a document – assembled by the archive specialists as they wanted users to experience the historical items

