

Wiley Digital Archives

Quick User Guide



Quick User Guide

HOME

ADVANCED SEARCH

RESULTS LIST

DOCUMENT VIEW

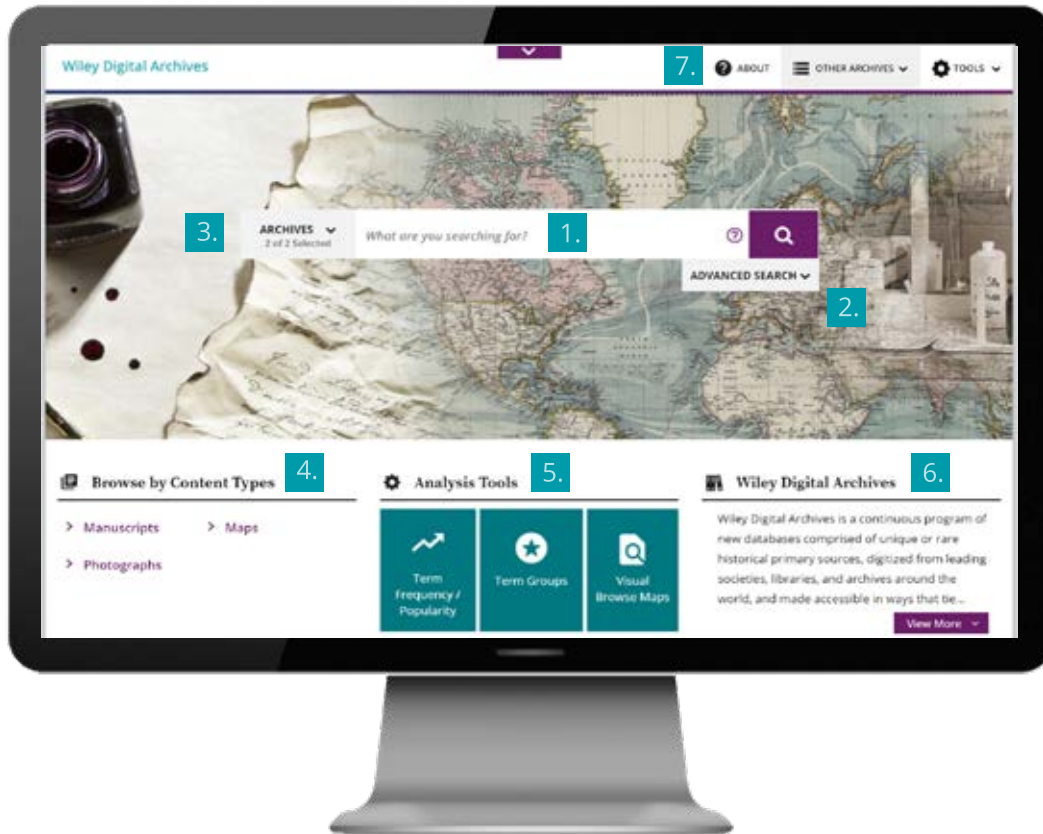
TOOLS

ANALYSIS

ABOUT ARCHIVES

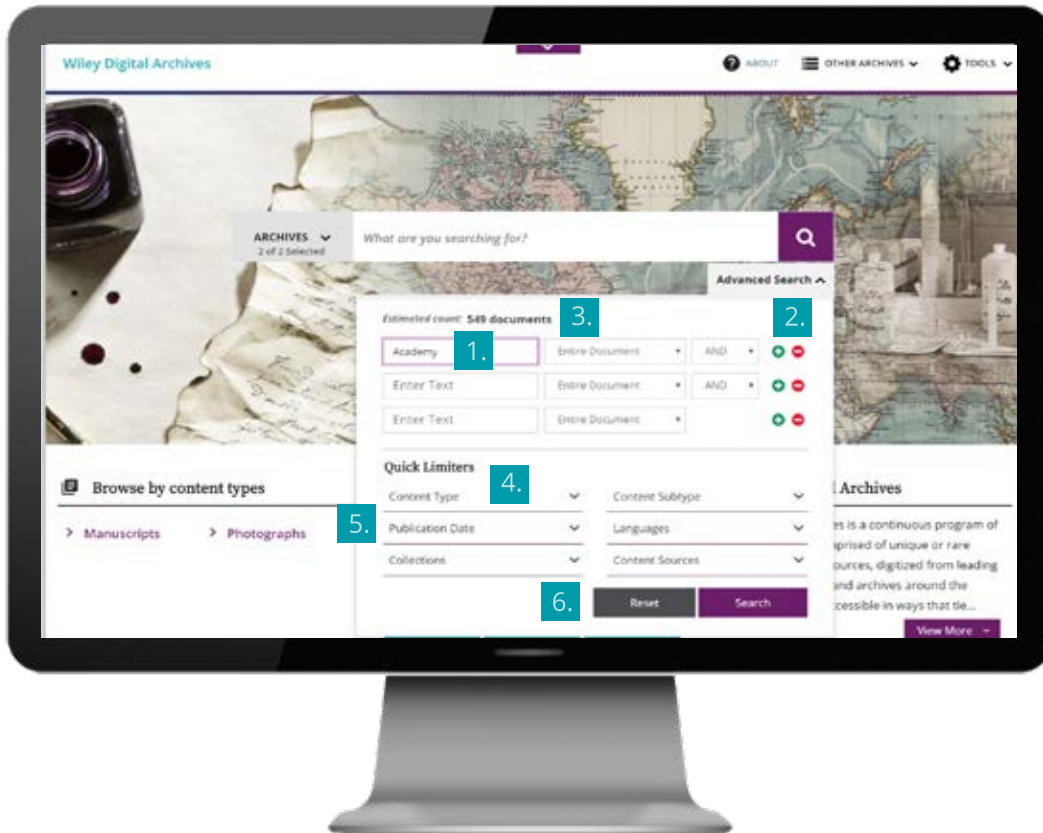
Home: Wiley Digital Archives home page – users start their research here.

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



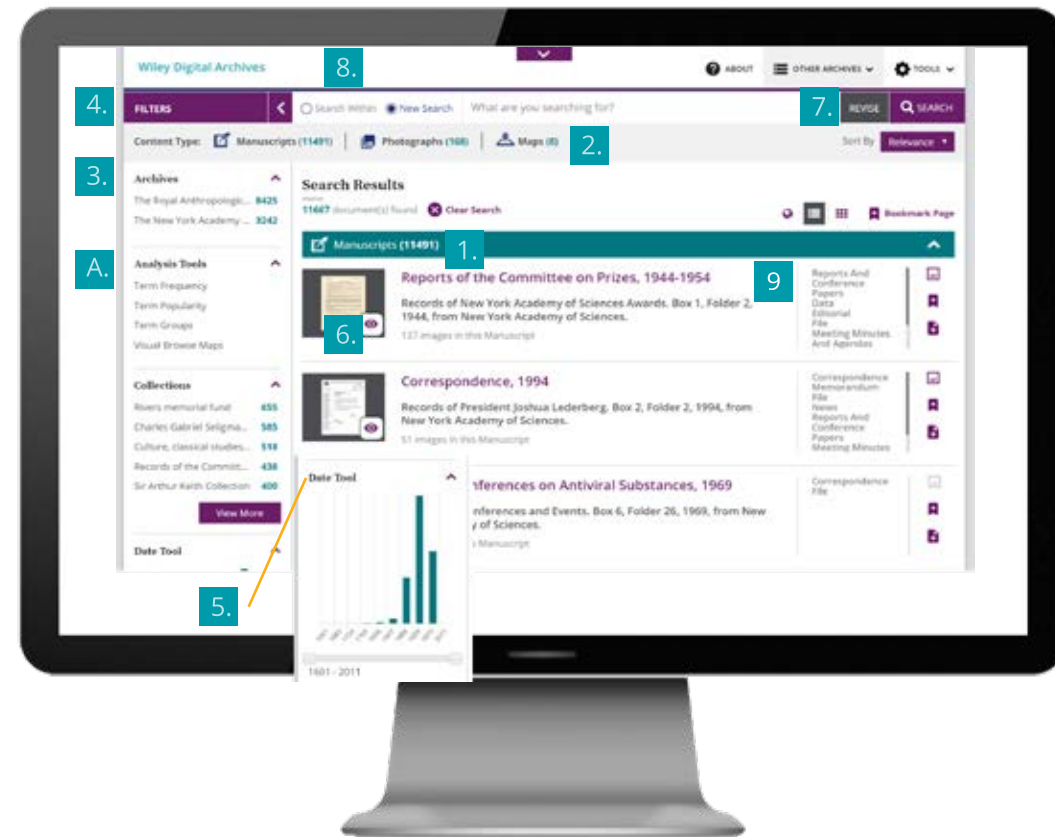
Advanced Search: Perform complex searches directly from the home page.

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.



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Results List: Search and browse results have several functions and filter options available.



1. Search results are organized by content type, with the number of documents for each clearly listed.
2. The user can choose to view only the results from one content type, or change the sort on the content in all of the content type sections.
3. Quick limiters on the left-hand side of the screen can be used to narrow the results, by archive (if multiple have been searched), collections, date range, language, subject, or by source.
4. The Quick Limiters can be toggled closed if the user needs more space on the screen.
5. The date tools allow the user to pinpoint the search time frame and shows the number of documents for each range of dates.
6. The “Peek” feature shows the user the page images in any document.
7. If the results are not quite what the user wants, the option to revise the search is available at the top of the page; the user can also remove limiters from the search results by clicking on the “X” by each of the limiters. The search results will be updated immediately!
8. A user can search within the current results or start a completely new search.
9. On the far right of each Manuscript result, the user can see the sub-content types available in the document.
- A. Analysis Tools

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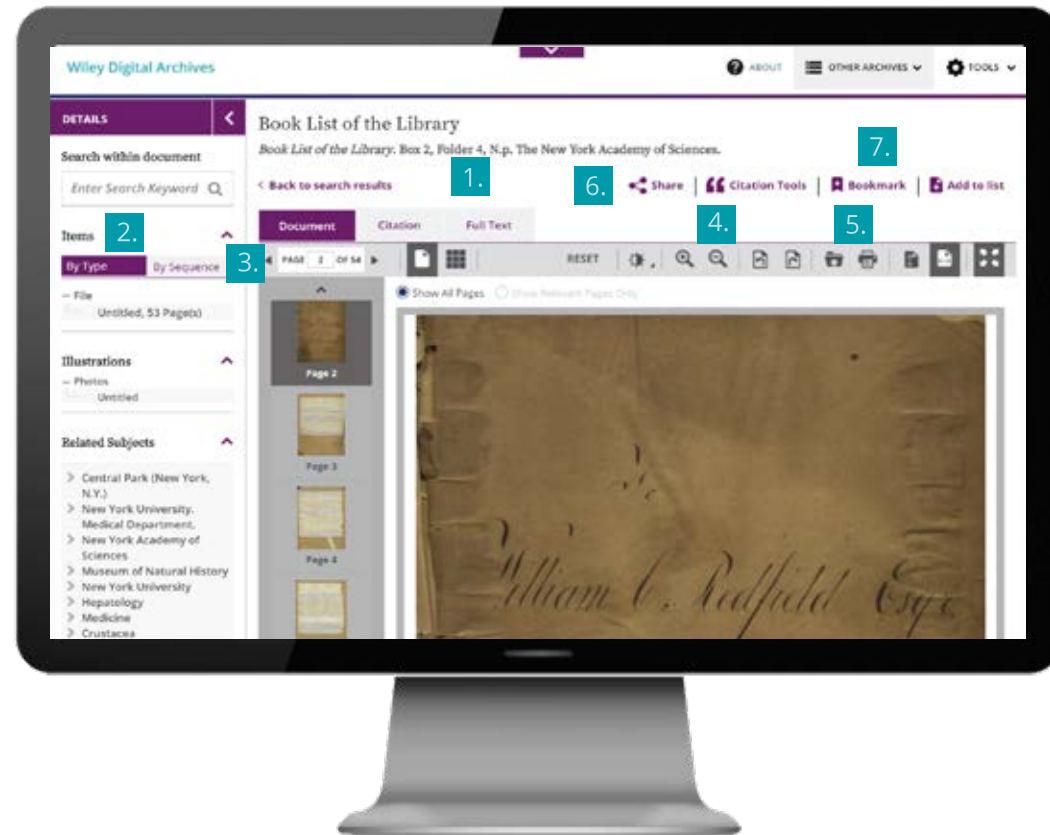
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Document View: The image viewer makes the most of the document page with easy-to-use tools.



1. The user can access several tabbed sections, including the document page view, citation information and full-text OCR (optical character recognition).
2. 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 archive box)
3. Document navigation: forward, back, go to page #, and relevant pages. The user has a choice in viewing a document: Infinite scroll of page images or view all the images at once
4. Rotate image left or right, zoom in or out, expand image to fill viewer height or width, fill computer screen, adjust contrast and/or brightness, flip to negative.
5. Download (or print) image OR full text document, one page, or a page range
6. Share the document using email or social media: the recipient will have access to the entire document (but not the WDA).
7. Bookmark the document or save it to your list for review later
8. Tables can be exported to Excel in one step

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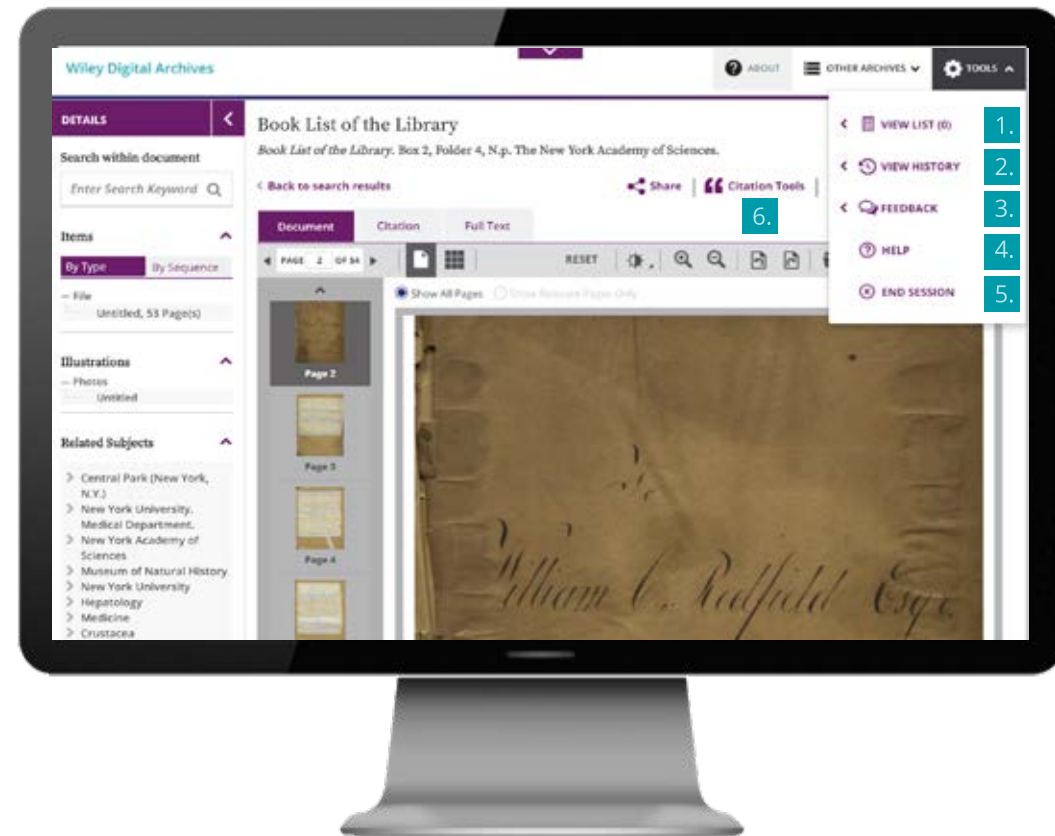
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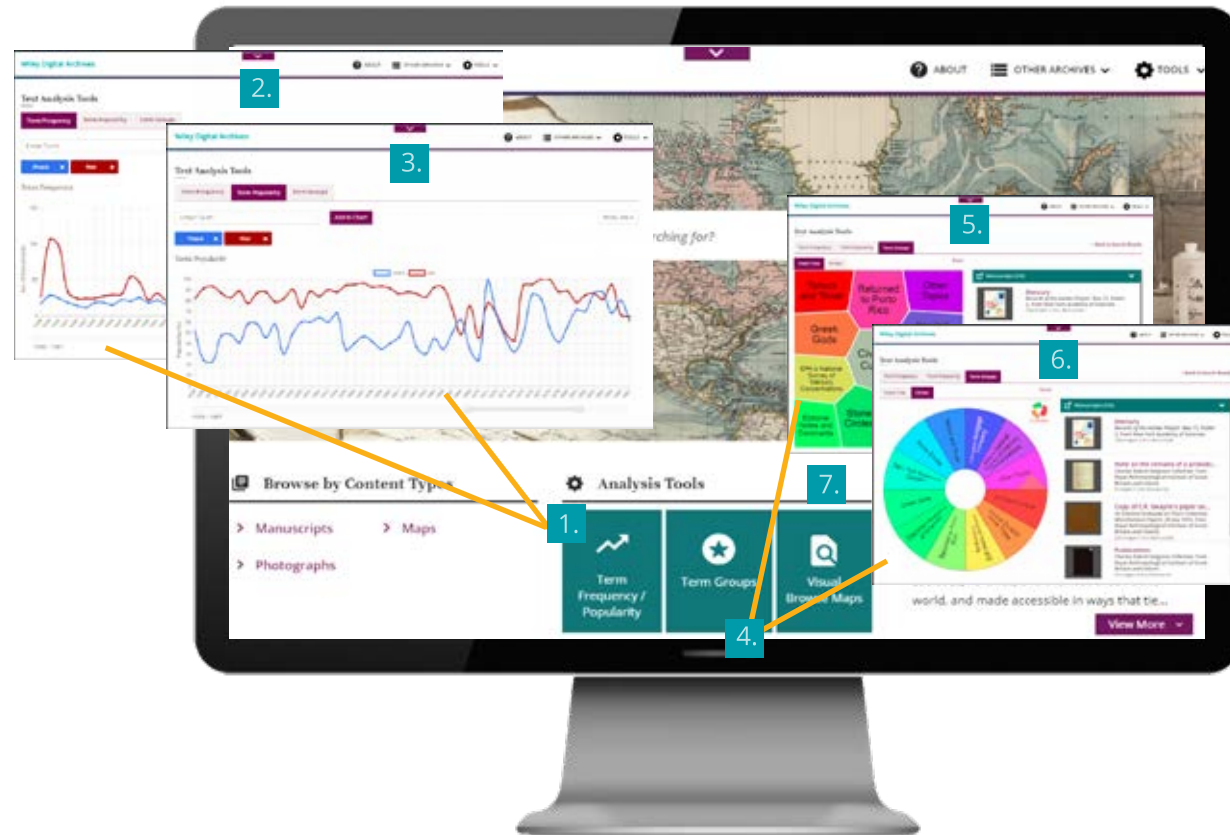
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Tools: The intuitive interface is complete with user-friendly tools that make the search experience easy to manage.

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 researches tips on using the Wiley Digital Archives, including pointers on using wildcards and Boolean operators in search. In addition, the Accessibility Guide can be found here.
5. A user has the option to "end the session" which will clear the Wiley Digital Archives of their saved documents, search history, bookmarks.
6. Citation tools make creating a bibliography, footnote, or end note easy—view the citation in 3 formats (APA, MLA, and CMS) or export it.

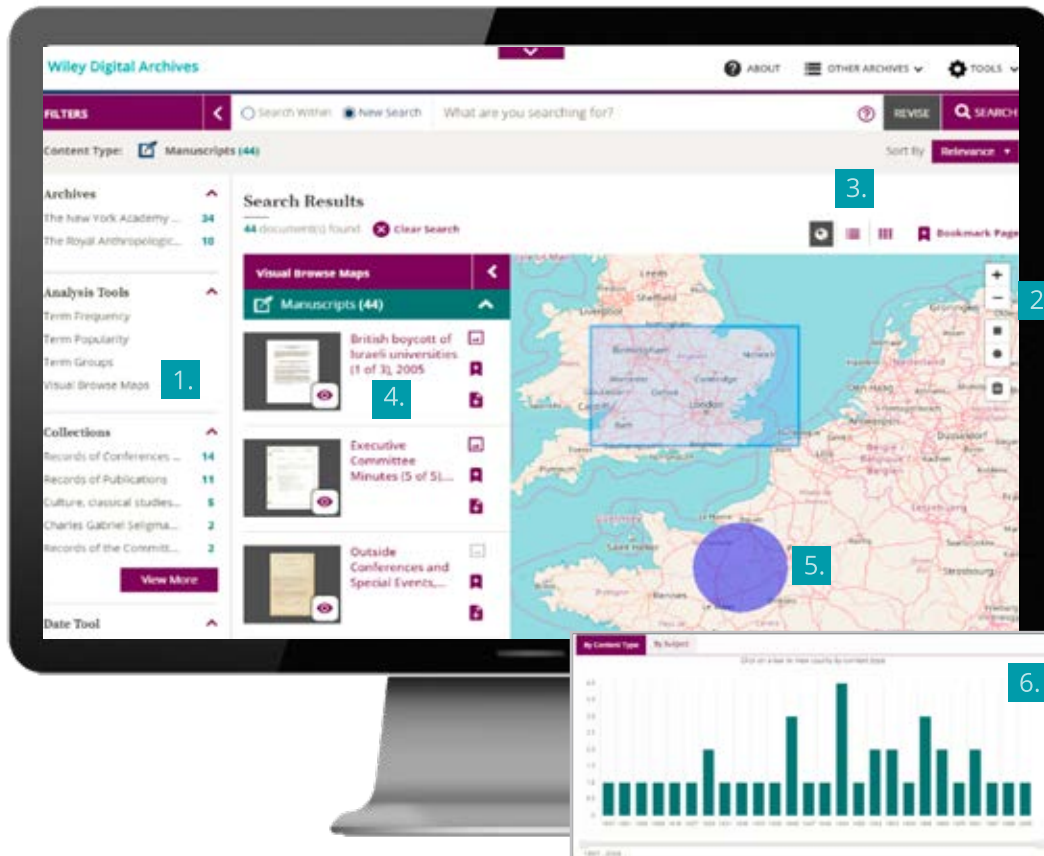


Analysis Tools: Tools on the home page and on the results list encourage quick access to content.



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.

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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

