



Eighteenth Century Collections Online

Basic Introductory Guide

GaleNet

Eighteenth Century Collections Online

KEY FEATURES

- **Basic Search**
- **Advanced Search**
- **Browse Authors**
- **Browse Works**
- **Search History**
- **Full Citation Page**
- **eTable of Contents**
- **List of Illustrations**
- **Reading View**
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- **InfoMarks**
- **Mark List**
- **Printing**
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- **A helpful Help File**
- **Search Tips**

Information on all these features are included in the *Eighteenth Century Collections Online User's Guide*. This Basic Guide introduces the most essential features, allowing the user to consult the full User's Guide for further information.

Contacting Us

Gale is pleased to offer *Eighteenth Century Collections Online* to you and your library. If you have any additional questions about *ECCO* please contact Thomson Gale at: tel: +44 (0)20 7067 2500 or email globaltech@thomson.com

Eighteenth Century Collections Online Basic Introductory Guide

This guide provides a basic introduction to *Eighteenth Century Collections Online*, covering the main features of the database. For more detailed information, please see *Eighteenth Century Collections Online User's Guide*.

Home Page

When you start *Eighteenth Century Collections Online*, the home page appears providing these search paths to help you find information:

Basic Search The **Basic Search**, featured on the home page and accessible via the top navigation bar from all views, enables you to search the collection for the presence of any word or words. You choose which areas or fields to search via a drop-down list:

Search by Keyword (default option)

search the entire database for the presence of any word or words within the title and author fields as well as the chapter headings information as seen in the **eTable of Contents**

Search by Author –

search within the text of the author fields

Search by Title search within the text of the title fields

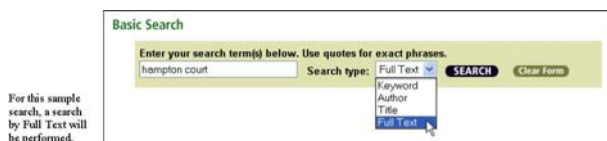
Search by Full Text search within the full text of works as well as the fields of information included in the **Keyword search**

Step-by-step instructions on performing a Basic Search:

This section steps you through the process of entering a search and viewing results using the following sample search:

- Search for the terms *Hampton Court* using the **Full Text** option.
- Limit search results to only those works published between 1740 and 1749
- Limit search results to works only within the History and Geography Subject Area (also known as a module).

1. Enter your search criteria.



When performing a **Basic Search**, enter your term(s) in the “Enter your search term(s) below” search box found on the *ECCO* home page. Then select a search type from the pull-down list:

Keyword (default option) – Searches the entire database for the presence of any word or words within a range of key fields, including:

- **author fields**, which include author name/authoring institution name, as well as added/variant author names and institutions
- **title metadata fields**, which include main, variant, collective, and uniform titles
- **chapter/section headings** as seen in the **eTable of Contents**

Author – Searches for any word or words contained within the author metadata fields only, which include author name/authoring institution name, as well as added/variant author names and institutions.

Title – Searches for any word or words in the title metadata fields only, which include main, variant, collective, and uniform titles.

Full Text – Searches for any word or words within the entire text of a work as well as the fields of information included in the **Keyword search**. This is a good search to use if you are looking for a particular line of text or an unusual phrase.

2. Optionally limit your search by publication date.

For both **Basic** and **Advanced Searches**, you may limit your search to works published in a particular year or range of years within the eighteenth century (1701-1800), and include works with no known publication year but known to have been published within the eighteenth century. The default setting excludes works with no known publication year. In this sample search, results will be limited to only those works published from 1740 to 1749.

Limit by:

Year(s) of Publication:

Include documents with no known publication date.

3. Optionally limit your search by Subject Area.

The collection is divided into 7 Subject Areas to further help you focus your search. Click a single Subject Area to search, or hold the CTRL (Control) key to make multiple selections. By default, *ECCO* will search all available Subject Areas. Limit by Subject Area is available for all search paths (**Basic Search**, **Advanced Search**, **Browse Authors**, and **Browse Works**).

4. Select the number of results that ECCO will display per page.

For both **Basic** and **Advanced Searches**, you may specify how many citations will appear on the results list page by selecting from the **Return this Number of Results Per Page** pull-down list.

5. Click the Search button.

In some cases, you may hit the ENTER key to start the search. For both **Basic** and **Advanced Searches**, *ECCO* will display a results list of citations that match your search criteria as described below. Click the **Search Tips** button for ways to improve your search results. Use the **Clear Form** button to erase all entered information and reset page defaults.

Viewing Search Results & Sorting

Continuing the **Basic Search** example, we will now view the results for the full-text search for information on Hampton Court published between 1740 and 1749 as found in the History and Geography Subject Area.

The results list page shown here is similar to what you will see when performing other searches in *ECCO*. For each work within a results list, a brief citation for that work is provided. Each brief citation includes author/authoring body name (when available), title, edition (when relevant), place of publication, and year of publication (when known); individual volumes of multivolume works are listed separately, with volume number and total number of volumes published, as well as number of volumes available in the database. You'll also see the Subject Area (or module) of the work.

By default, results returned from a **Basic** or an **Advanced Search** are sorted alphabetically by author name, but may also be sorted by title or by date of publication (ascending

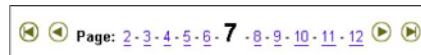
or descending). If a work is not attributed to an author/authoring body, that work is sorted by title. **Browse Authors** results are sorted alphabetically by author. **Browse Works** results are sorted alphabetically by title.

Working with Results Lists

Navigating the list

At the top of the results list, you will see the number of citations in the list and your location within the list. For example, you may see: “Below are items 1-10 of 138 found.”

If the number of citations retrieved exceeds a page, you will see at the top and bottom of the list hyperlinked page numbers and navigational icons. The results list opens on page one, and you can click on the page numbers to move through the list. You may also use the back and forward arrows to page through the list of citations, and to go directly to the first or last page in the list.



Retrieving documents

Clicking on a title within a citation on a results list takes you directly to the title page (when one exists) or first page of that work.

Links to Additional Digital Pages

Links to specially created pages for each work are included with each citation so that you may directly access the details you are interested in: the **Full Citation**, and where available, the **eTable of Contents** and **List of Illustrations**.



Revising your search

To revise a search, click the **Revise Search** button on the left. The search page will be re-displayed with your search criteria. Simply modify the search term(s) and/or limits and click the **Search button**.

Viewing a Work

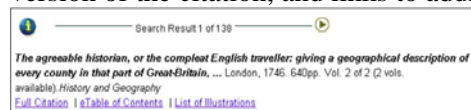
Selecting a citation from the results list page retrieves and displays the title page (when one exists) or first page of the selected work. You have two options for viewing and navigating a work. The **Page Image Full View** is the default view and provides full page and document navigation features. The **Reading View** is an optional view that offers an expanded page image display field with basic page navigation features.

Using the Page Image Full View

Eighteenth Century Collections Online will display the selected work using the **Page Image Full View**. Use this view to navigate and retrieve the work page-by-page. You will also find a link to reformat the page for greater ease of reading; links to additional, complementary pages; and tools for printing and searching the work.

Navigating to other documents from your results list and linking to additional pages

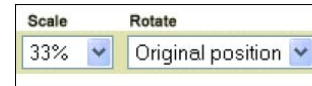
At the top of the display page you'll see **Search Result** navigation arrows, a brief version of the citation, and links to additional pages (if available), as shown below:



To access a different work from your results list: Click on the left or right **Search Result** arrows to navigate to the title page (or first page) of the previous or next work, respectively, within your current search results list. You may also access a different

work by returning to your results list page by clicking the **Back to Results** button on the left side of the page.

To display extended citation information for the current work as well as a list of libraries whose holdings include the work: Click the **Full Citation** link.



To display a hyperlinked table of contents for the current work, which can be printed, e-mailed, InfoMarked, or added to your Mark List: Click the **eTable of Contents** link, if available.

To display a hyperlinked list of illustrations contained in the current work which can be printed, e-mailed, InfoMarked, or added to your Mark List: Click the **List of Illustrations** link, if available.

Not all works will contain eTable of Contents and List of Illustrations links. The availability of these links depends on the content of the work itself.

Linking to Relevant Pages

In the left-hand sidebar of the **Page Image Full View** page, you may find a list of page numbers (where available) and hyperlinked image numbers showing specific places in the work where your search term(s) are found. These links to *relevant pages* are listed on page displays whenever your search has included text on the actual pages of the documents.

Search This Work	
Search results 3 relevant pages	
page number	image number
49	51
241	246
505	504

Searches of this type are:

- **Search This Work**
- **Full Text** option in **Basic Search**
- in **Advanced Search**, any combination of **Full Text**, **Front Matter**, **Main Text**, or **Back-of-Book indexes**

Click on an image number to view the corresponding facsimile page. Corresponding printed page numbers, when they exist in the original document, are also displayed within the list for easy reference. Your search term(s) will be highlighted on the page.

No relevant pages listed

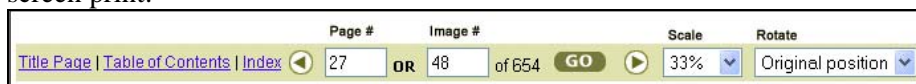
When you select the **Full Text** option in **Basic** or **Advanced Search**, your search includes metadata and corrected chapter/section headings in addition to the full text of the printed document. It is thus possible that your results will include works in which your search term occurs only in the metadata or corrected chapter/section headings, and not within the actual text of the work. As a result, no relevant page images will be listed. In such cases, you will typically see your search term(s) occurring within the text of the **Full Citation** or **eTable of Contents** created to complement that work. Search terms found in these specially created documents will not be highlighted.

You may opt to exclude the metadata and corrected chapter/section headers from your search by selecting one or several search options in **Advanced Search** that search only a specific section of each work. The options are **Front Matter**, **Main Text**, and **Back-of-Book indexes**.

The **Search This Work** feature does not include metadata and corrected chapter/section headers. It searches only the text on the pages of the current work.

Navigating the current work using the page navigation bar

You may navigate to the previous and next page of the current work utilizing the left and right arrows within the shaded page navigation bar, as shown below in the sample screen print:



You may also enter a page number or image number and click on the **GO** button to be taken directly to that page. A “page number” refers to a printed number visible on the page of a document. When such a number appears on a page in a document, it has been electronically captured so that you may navigate to pages using these original page numbers. This is a useful feature when you already know the page number(s) you wish to view, or you have seen a page referenced in the back of book index. An “image number” refers to one of a consecutive number of page images that make up a work – each original page of a work, including blank pages, has been captured as an image and numbered consecutively starting with “1”. The total number of page images that make up a work follows the Image # text box. Previous and next page navigation arrows are also featured below the page image display.

In addition to the title page (or first page), if a work contains pages identified as tables of content or indexes, you may link directly to the first page of those sections via the hyperlinks. Note that these links take you to facsimile version of the selected page as it originally appeared in publication. To view the hyperlinked contents page, click the **eTable of Contents** link, if available.



Changing the size and/or orientation of the page

You may choose to modify the size of any page image you are viewing by selecting an alternative percentage from the Scale drop-down list within the page navigation bar. This is a useful feature given the wide range of page dimensions found across the collection. The default scale of 33% works well for viewing pages of the majority of works. If you choose to modify the scale, the new setting will persist until you select another setting or until you initiate a new search. Page images are presented in the same orientation as they appear in the original document, thus you may encounter page images oriented sideways or even upside down. You may rotate any page image you are viewing by selecting a position from the Rotate drop-down list within the page navigation bar. The new position will persist until you select another or until you initiate a new search.

Locating source information

Below the facsimile page you will see the source library where the original document that was used for the filming and digitization resides. Source citation information listed at the bottom of the document provides a bibliographic reference for the document and will typically include the title, source, and web site address.

Reformatting the work for reading

Users have two options for viewing and navigating a work. The **Page Image Full View** is the default view, and provides full page and document navigation features. Click the **Reformat for Reading** link (found at the top left side of the page, below the title banner) to display the **Reading View**.

Returning to the results list

Click the **Back to Results** button to return to your results list page. You may save the current page as an **InfoMark** to be bookmarked or copied into a web page or other document for use after you have ended your *ECCO* session. Simply use your browser to save the page as a bookmark.

Using the Reading View

When you are viewing a work using the **Page Image Full View**, you may click the **Reformat for Reading** link in the left-hand sidebar. The **Reading View** offers basic page navigation at the top of the display screen and an expanded page image display field, providing a streamlined option for browsing and reading a work. Your search terms will appear highlighted, where available. Additional page navigation options, as well as links to tools, are located at the bottom of the screen display, including

Print/View PDF and **Mark this Page**. Clicking on the **Back to Full View** link located at the top and bottom of the screen display returns you to the **Page Image Full View** and to full page and document navigation options.

Viewing Additional Digital Pages for a Selected Work

The agreeable historian, or the compleat English traveller: giving a geographical description of every county in that part of Great-Britain, ... London, 1746. 640pp. Vol. 2 of 2 (2 vols. available). *History and Geography*
[Full Citation](#) | [eTable of Contents](#) | [List of Illustrations](#)

The brief citation that appears on the results list, on the **Page Image Full View** and elsewhere contains links to specially-created digital pages that complement the full text of the work. These links allow you to directly access the details you are interested in: Click the **Full Citation** link to display detailed publication information, links to other available volumes within a multivolume set, and links to a list of library holdings. The **Full Citation** link can be found for each work within the database. The **eTable of Contents** link, which is available for each work that meets certain criteria, allows you to view the contents of a work and link directly to specific locations within that work, such as prefatory material, chapters, and indexes. For each work that contains illustrations, click the **List of Illustrations** link to view details of all of the illustrations within that work, as well as link directly to the page image on which an illustration appears.

The Full Citation Page

For each work within the *Eighteenth Century Collections Online* database, a **Full Citation** is available, providing expanded publication information and other details from *The English Short Title Catalogue* (ESTC), links to other available volumes of a multivolume work, and a link to a list of libraries whose holdings include the work.

The screenshot shows the 'Full Citation' page for the work 'The Canterbury tales of Chaucer, modernis'd by several hands. Publish'd by Mr. Ogle'. The page includes a search bar at the top with 'Search Result 373 of 3613'. Below the search bar, there are links for 'Print', 'Email', and 'Mark this document'. The main content area is a table with the following fields:

Title	The Canterbury tales of Chaucer, modernis'd by several hands. Publish'd by Mr. Ogle ...
Author	Chaucer, Geoffrey
Imprint	London : printed for J. and R. Tonson, 1741.
Language	English
Pages	320
Volume	1 of 3, 3 volumes available
Other Volumes	2 , 3
ESTC Number	T075503
18th Century Microfilm Reel #	1916
Physical Description	3v. plate : port. ; 8"
Source Library	British Library
ECCO Subject Area	Literature and Language
ECCO Release Date	06/01/2004
Holding Libraries	
Source Citation	Full Citation for Chaucer, Geoffrey. The Canterbury tales of Chaucer, modernis'd by several hands. Publish'd by Mr. Ogle. ... Vol. 1, London, 1741. 3 vols. Based on information from English Short Title Catalogue. Eighteenth Century Collections Online. Gale Group. http://galenet.galegroup.com/servlet/ECCO
Gale Document Number	CW110635089

At the bottom of the page, there are links for 'Help | Search Tips | Gale Databases | Contact Gale | Comments' and the 'THOMSON GALE' logo with 'Copyright and Terms of Use'.

The **Full Citation** provides the publication details in the following fields: Title, Author, Imprint, Language, Pages (Number of), Edition, Volume, Variant Titles, ESTC Number, 18th Century Microfilm reel reference, Physical Description, Notes, Source Library, ECCO Subject Area, Source Libraries

The following options are available from the Full Citation page:

- Go to a different **Full Citation**
- Link to a different page or view
- Search the current work
- Link to other volumes
- Print this page
- E-mail this page
- Update/view your **Mark List**
- **InfoMark** this page

- Revise your search
- Return to your search results

The eTable of Contents Page

For works that meet specific criteria, an **eTable of Contents** has been created to facilitate location of and navigation to specific sections within a work. Works that consist of more than ten pages and include prefatory material and/or end material, and which contain chapter or section headings, include an **eTable of Contents**.

The **eTable of Contents** is organized to include Front Matter, such as title page, table of contents, preface, foreword, introduction, and other preliminary material; Main Text – the main body of the work; and Back Matter, including indexes, appendixes, advertisements, and other material following the main body of the work.

Within the Main Text, chapter and section headings are structured to retain their original hierarchy wherever possible. Clicking on a hyperlinked heading takes you directly to the first page of that section or chapter within the work.

The following options are available from the eTable of Contents page:

- Go to another **eTable of Contents**
- Search the current work
- Link to other volumes
- Print this page
- E-mail this page
- Update/view your **Mark List**
- **InfoMark** this page
- Revise your search
- Return to your results list

The screenshot shows the eTable of Contents for a work by Mary Wollstonecraft. The page is titled 'eTable of Contents' and includes a search bar at the top with 'Search Result 4 of 17'. Below the search bar, there are navigation options: 'Print', 'Email', 'Mark this document', 'Back to Browse', and 'Back to Results'. The main content is a table with two columns: 'Page Description' and 'Page Image Number'. The table lists sections such as 'Front Matter' (Title Page, Table of Contents, PREFACE, INTRODUCTION) and 'Main Body' (CHAP. I, CHAP. II, CHAP. III). A box in the middle of the page states 'Part of actual page content removed.' Below the table, there is a 'Back Matter' section with a 'Source Citation' and a 'Gale Document Number'. At the bottom, there are links for 'Help', 'Search Tips', 'Gale Databases', 'Contact Us', and 'Comments', along with the Thomson Gale logo and 'Copyright and Terms of Use'.

Page Description	Page Image Number
Front Matter	
Title Page	1
Table of Contents	2
Table of Contents	9
PREFACE	3
INTRODUCTION	7
Main Body	
CHAP. I. The treatment of animals — The ant — The bee — Goodness — The Jack's nest — The ass's	13
CHAP. II. The treatment of animals — The difference between them and man — Parental affection of a dog — Brutality punished.	23
CHAP. III. The treatment of animals — The story of crazy Robin — The man confined in the Bastille.	31
Part of actual page content removed.	
Back Matter	
A CATALOGUE of BOOKS composed for Children and young Persons, and generally used in the principal Schools and Academies in England.	195
A CATALOGUE of BOOKS composed for Children and young Persons, and generally used in the principal Schools and Academies in England.	195

The List of Illustrations Page

For each work within the *Eighteenth Century Collections Online* database that contains illustrations, a **List of Illustrations** is available so that you may browse a complete list of available illustrations and navigate directly to the page image on which an illustration appears. If an illustration appears in the work with a descriptive caption, the caption is listed, followed by the page image number on which it appears and the type of illustration. Types of illustrations include: cartoon, chart, coat of arms, genealogical table, illustration, map, music, plan, and portrait. When a descriptive caption is not available for an illustration, the illustration type followed by “(no caption available)” is displayed, followed by the page image number. Click on a caption to go directly to the page on which that illustration appears.

The following options are available from the List of Illustrations page:

- Go to another **List of Illustrations**
- Link to a different page or view
- Search the current work
- Link to other volumes
- Print this page
- E-mail this page
- Update/view your **Mark List**

- **InfoMark** this page
- Revise your search
- Return to your results list

Performing an Advanced Search

Click the **Advanced Search** button on the navigational bar to access the Advanced Search page. With **Advanced Search** you can conduct a targeted search by typing terms in up to five search boxes. Next to each search box is a pull-down menu that allows you to limit your search by selecting a particular type of *index* to search. In addition, you may join these boxes with *Boolean operators*, again via pull-down menus. You may further limit your search by entering a publication date and/or specifying the Subject Area and/or the language and/or to type of illustration. **Advanced Search** also allows you to search the database for the *English Short Title Catalogue* (ESTC) number (for a specific work).

Advanced Search Indexes

To perform an **Advanced Search**, enter a search term in one or more search boxes. Use the pull-down menu to the right of each search box to select the index to search, as described below. The five search boxes are connected by Boolean operators you select from pull-down menus. The AND operator is used by default, unless you select OR or NOT. You may also choose to activate fuzzy searching.

The following indexes can be searched using Advanced Search:

Keyword Searches the entire database for the presence of any word or words within the author metadata*, title metadata, and chapter/section headings.

Author Searches for any word or words contained within the author metadata fields only, which include author name/authoring institution name, as well as added/variant author names and institutions.

If you are looking for biographical information about a particular author, search by Keyword rather than Author.

Title: Searches for any word or words in the title fields only, which include main, variant, collective, and uniform titles. This is a good search to use if you only know part of the title you are looking for. When more than one word is entered, *ECCO* assumes the W2 proximity operator between terms. To narrow your search, enclose your phrase in quotation marks for an exact match on the term specified. You may also specify a different search operator between your terms.

Full Text: Searches for any word or words within the full text of a work as well as the fields of information included in the **Keyword search**. This is a good search to use if you are looking for a particular line of text or an unusual phrase. To search for a phrase, enclose the phrase in quotation marks, or use the *W* proximity operator between words. This index is the default search index. Whenever you search using the Full Text option, for each work returned, relevant pages containing your search term or phrase are listed in the left navigation bar within the **Page Image Full View**; search terms are highlighted on the page image of each relevant page.

Front Matter : Searches for any word or words within the front matter only of works within the database, including tables of content, prefaces, forewords, and other preliminary material.

Main Text : Searches for any word or words within the main body only of works within the database.

Indexes: Searches for any word or words within the printed indexes only of works within the database.

Publisher : Searches for any word or words within the publisher field only of works within the database.

Place of Publication: Searches for any word or words within the place of publication field only of works within the database.

Fuzzy Searching

Fuzzy search settings can enhance your full-text search by retrieving near matches on a term or terms. This is a particularly valuable feature in that it allows you to locate a word or words within works despite imperfect matches in spelling between the searched term and document content, a common occurrence due to the variant/approximate spellings found in documents of this era.

Three levels of **fuzzy searching** are offered so that you may fine-tune your search depending on how closely you want to match your term(s): *Low*, *Medium*, and *High*. The Low setting will expand your full-text search results to include very near matches on your term(s). For example, a full-text search on “harbor” with **fuzzy search** set at Low will return results containing both “harbor” and “harbour.” The High setting will expand your results to include very broad matches on your term(s). For example, a full-text search on “harbor” with **fuzzy search** set at High will return results containing “harbor,” “harbour,” “Harper,” and “Harben.”

Within the **Advanced Search** form, the default setting for **fuzzy search** is *None*. You may activate **fuzzy search** by selecting a **fuzzy search** level from the drop-down list to the right of each group of advanced search term and index type parameters. The selected level of **fuzzy search** will be applied to that group of search parameters. **Fuzzy search** options can be applied or not to any combination of indexes. You may set different **fuzzy search** levels for each index. Note that if a wildcard character is used within a search string and a **fuzzy search** setting other than None has been selected, the search will ignore the **fuzzy search** setting in favor of the search indicated by the wildcard character.

If a **fuzzy search** at a Medium or High setting returns too many results, *ECCO* will automatically reduce the setting to Low.

See the User's Guide or Help File for ways to further limit an Advanced Search by: Year of Publication, Subject Area, Language, Illustrated Works, ESTC Number

Browsing a List of Authors

The **Browse Authors** feature, accessible via the top navigation bar from all views, allows you to access an alphabetical list of authors and authoring bodies whose works are included in the database. You may optionally limit your search by selecting one or more Subject Areas. Clicking on an author within the list returns a results list of all works within the database attributed to that author. Note that variations in the form of an author name result in each form of the name appearing individually within the **Browse Authors** list. Where publications are attributed to an author with exactly the same name form, that name appears once within the list, and selecting that name returns a list of all works attributed to that name form.

Browsing a List of Works

The **Browse Works** feature, accessible via the top navigation bar from all views, allows you to access an alphabetical list of titles of works included in the database. You may optionally limit your search by selecting one or more Subject Areas.

Clicking on a title within the list returns a results list of all works within the database that match that title. Note that variances in the titles of editions of the same work result in these works appearing as separate titles within the **Browse Works** list. When titles of works match exactly, they appear once within the list, and selecting that title returns a list of all works that exactly match that title. You may navigate to specific titles within the **Browse Works** list in two ways: by typing in a title or the start of a title in the search box, which will take you to that place in the alphabetical list where the title appears or to the place in the alphabetical list that most nearly matches your search string; or by selecting a letter of the alphabet to go to that place in the list. For example, selecting “B” takes you to the beginning of the list of titles starting with “B”. The default list displays the beginning of the list of titles starting with “A”.

You may navigate to previous and next pages of the **Browse Works** list by clicking on the left and right navigation arrows appearing at the top and bottom of the list display. Selecting a work displays the **Browse Works** results list showing all editions/volumes in the collection for that title. If you have accessed a results list or document via **Browse Works**, you may return to **Browse Works** by clicking on the **Back to Browse** button.

Saving Searches with InfoMarks



InfoMarks in *ECCO* allow you to bookmark any page image or results of a search using your web browser, or to copy the URL for that page into an e-mail message or a web page. In this way you can save and re-launch searches, or create a personalized reading list of works or specific pages that you have found through your research. Just look for the **InfoMark** icon at the top of the page, which indicates that the URL for that page is persistent and can be saved for later use. Use your browser to save the page as a bookmark. In *ECCO*, all page images as well as the **eTable of Contents**, the **Full Citation**, and **List of Illustrations** have their own unique URL, so may be saved as an **InfoMark**.

Printing Pages

You can print any page image in *ECCO*, including the **Mark List**, **Full Citation**, **eTable of Contents**, and **List of Illustrations** pages using the **Print/View PDF** button, found on the left side of a document display page. The print feature allows you to reformat the current page without the product banner and navigation features visible, which you may then print using your browser’s print option. You may also print the current page image in PDF format, or a range of up to ten page images in PDF format. Viewing or printing PDF files requires that you have Adobe Acrobat installed on your computer; if you do not, you may click on the Adobe Acrobat icon displayed at the bottom of the **Print/View** page (not shown) to download this free software from Adobe

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