

19th Century Masterfile

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Starting

- You will need to enter your [OUUCU](#) and password to access the 19th Century Masterfile.
- Go to 'Begin Searching' to start.
- For a basic full-text search of all resources, enter your search term(s) in the central box and press 'search'.

Alternatively, access 'Use Browse Mode' to browse periodical titles or author names alphabetically; simply enter the first few letters in the entry box and you will be taken to that point in the list.

Refining your search

- The drop down box next to 'search as' allows you to specify a search in the author field, title field, or in all fields (keywords)
- It is equally possible to limit by date by entering the required years in the boxes provided.
- If you want all of your words to be present, select 'all of the words (and)' otherwise try several similar terms and select 'any of the words (or)'.

The search engine automatically searches for singular and plural forms of the search term.

Viewing Search Results

- Search results are displayed according to their likely relevance, grouped according to which index they were retrieved from. The numbers to the right indicate how many results were found within that index.
- Ticking certain boxes and clicking 'Select' will display the list of results found within these indexes. Alternatively, the number to the right of the index name can be clicked to display the same list.
- The full records can be displayed by clicking on the title, or ticking the relevant box and using the 'save checked items' and then 'display checked items' command in the left menu; similarly 'save checked items' saves the records so you can execute a new search without losing the records.

Other Hints

- 'Download' will allow you to save a number of retrieved records in brief, full, MARC, Reference Work, or EndNote format.
- 'Browse' allows you to browse periodical titles or author names alphabetically; simply enter the first few letters in the entry box and you will be taken to that point in the list. Authors are listed under their first names and their surnames, so browsing from 'Ege' or 'Bec' should help you retrieve Egerton Beck.