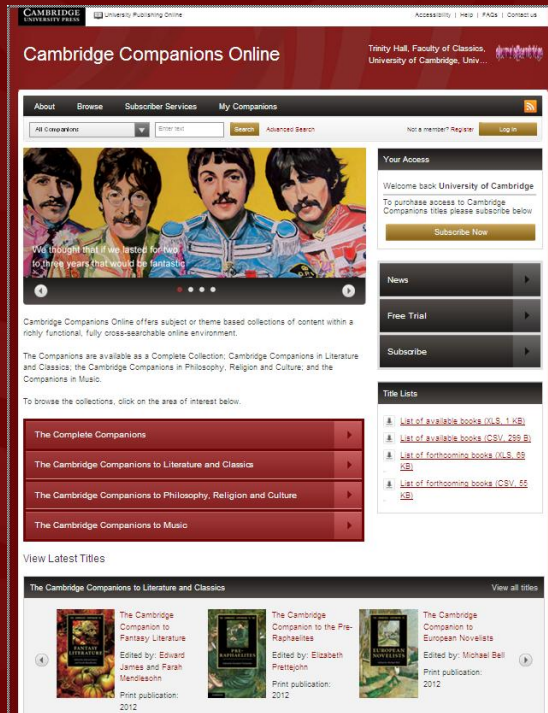# GUIDED TOUR

Cambridge Companions Online

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universitypublishingonline.org/cambridge/companions

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An Introduction to Cambridge Companions Online

- Full online access to collections of classic and newly-published scholarly titles in PDF format

- Contains four collections: The Complete Companions; Literature and Classics; Philosophy, Religion and Culture; and Music

- Over 500 titles currently available across all collections

- Each collection is automatically updated with new titles as soon as they become available

- Personalisation tools allow workgroup creation (saving bookmarks and searches and sharing them with other users)

- Account administration area for library access control and management

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The Home Page

Logging in and navigating content

1. You can log into the site by either using your regular login details or via the **Athens or Shibboleth** portals

2. Once logged in, or recognised by IP, your **institutional logo and name** will appear in the top right of all pages

3. Your access will be displayed in an **'access box',** which appears below the login button on all pages, showing links to the collections you have access to

4. From the homepage, you can perform a **quick search** across all Companions or you can search across a particular collection.

5. You can refine your search further using the **advanced search** function

6. Use the **main browse area** to go directly to the titles within each collection

7. View the **latest titles** to be added to the platform, by collection. Click on the covers to link directly to these titles

Browsing Content

Browsing by collection, title, chapter and author

1. From the homepage, you can link **directly to browse pages for each collection** (Complete, Literature and Classics, Philosophy, Religion and Culture and Music)
2. You can also click on the 'Browse' tab on the homepage to **browse all titles on the site**
3. Once on the browse pages, you can then choose to **browse by title, chapter or author**
4. If you know what you are looking for, you can **use the alphabet shown in the grey bar** to link directly to content
5. Scroll through the listed content using the **next button**
6. Sort listed content by **title, author or year of print publication**

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The Book Page

Viewing content on the book page

1. The centre of each book page contains tabs showing a **book description and table of contents**

2. Click on a **PDF** icon in the table of contents to download chapter content or click on the chapter title to go to the **chapter overview page.** You can also use the **chapter drop-down**, next to the cover image, to get to your chosen chapter overview page.

3. The **book tools** provided on all book pages include:

   - **'Find this book in a library'** (searches the WorldCat database)
   - **'How to cite'** (including citation export functions)
   - **'Alert me when this book is cited'** (with links to search the Google Scholar and CrossRef databases)
   - **'Bookmark and share'** (use various tools or platforms to save or share content)

4. Once on the book page you can refine your search further using the '**Search within this book'** function.

5. Click on **'Buy the book'** to find the print version of the title in the Cambridge University Press catalogue

6. See which collection the book is part of within the **'This book is in'** box

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The Chapter Page

Viewing content on chapter pages

When you click on a particular chapter on a book page, or choose a chapter in the chapter dropdown, you are taken to a **chapter landing page**, where you can view the PDF related to that particular chapter.

The book pages and chapter pages are very similar.

Differences between book pages and chapter pages:

1. **Chapter PDF** is shown at the top of the chapter landing page. Click on this to access content.
2. **Chapter author and DOI** are displayed in the metadata
3. **Chosen chapter displays** in the dropdown
4. **Chapter description shows** in tabbed area next to the table of contents

The Author Page

Viewing other works by the same author

1. When an **author name is displayed anywhere on the site** it will appear as a link

2. This link will take you through to the **'author page'** which contains a list of content they have written, edited or contributed to on the site

3. You can then link through to these titles to **view the relevant book or chapter pages**

Advanced Search

Using the advanced search function

The advanced search link is available on every page of the site and allows you to select specific criteria to refine your search.

1. Select **'search by access'** to search only titles for which you have access
2. Use the first dropdown to **select the parameters** of your search
3. Use the second dropdown to further refine your search rules by **including and excluding keywords**
4. Type in your **keyword or phrase** and if you would like to add more search terms simply click the **'More choices'** button to add a new row
5. Refine your search further **by searching either all collections or choosing a specific collection** (Literature and Classics. Philosophy Religion and Culture or Music)

Search Results

Managing your search results

You can search for content using the **quick search** or the **advanced search** functions.

1. When the search results display, there are many tools you can use to manage your results:
   - **Sort by** relevancy, author, print publication year and online publication year.
   - **Change number of results** shown on the page
   - **Results can be viewed as** books or chapters
   - **Boolean, proximity and stem** searching is supported

Managing your search terms

2. You can use the **'Refine your search'** box to narrow your search further:
   - Terms you have entered in your search **can be removed**
   - If the term is not recognised **another term will be suggested**
   - **Narrow your results further** by collection, author or print publication year

3. Use the **'Show search'** function to **view your original search criteria** and to amend as required

Saving your search

4. Save your search results as an **RSS feed or bookmark the search results in your 'My Companions'** personalisation area (See slides 11-15 to learn more about the 'My Companions area)

Opening a PDF

Viewing content within PDFs

All content on the site is contained within **PDFs that are split by chapte**r.

1. If you have access to a title the **PDF icon will show in colour**. If you do you have access the icons will be greyed out
2. Click on the relevant chapter PDF to **view the content**. This will display in a separate window.
3. If you have reached the PDF via a search or if you have used the 'Search within this book' function **'hit highlighting'** will be in place by default

   'Hit highlighting' is when the search terms you have used are highlighted within the PDF
4. To switch this function off, close the PDF and click '**turn of hit highlighting'** below the book tools and then reopen the PDF
5. To **search the PDF for specific keywords** click Ctrl and F on your keyboard and type your keyword into the search box

My Companions - Access

Accessing the My Companions area

1. To access your personalisation area within the site click on the '**My Companions'** tab at the top of any page
2. If you are not logged in, the page with prompt you to **register for your own personalisation account.**
3. If you are logged in, you will automatically see the My Companions **workgroup landing page**
4. Once you are logged into this area, you can:
   - re-run **recent and saved searches**
   - **bookmark books or chapters** of particular **interest**
   - **create notes** for each bookmarked item.
   - **create shared workgroups** which will enable you to share information with other users (bookmarks, searches, notes, external links and announcements) within the My Companions area.

You must register to have access to your personalised 'My Companions' area.

My Companions - Workgroups

Managing your workgroups within the My Companions area

1. Once you have logged into the My Companions area, two tabs are displayed – **your personal workgroup and shared workgroups**

2. Your **personal workgroup** is an area in which you can save your searches, bookmarks and look at your last five searches on the site. You can also add your own notes

3. The **shared workgroups** tab contains groups you have created that can be shared with others

My Companions - Joining and creating workgroups

Subscribing to a workgroup

1. To subscribe to a workgroup, type the **workgroup passcode** in the 'Subscribe to this workgroup' field and click 'Join'
2. The workgroup passcode can be seen below the workgroup name. The **workgroup owner** will need to give you this code to enable you to access their group

Creating a new workgroup

3. To create a new workgroup, simply input a workgroup name and any notes you wish to add in the '**Workgroup actions'** area and click 'Create'
4. The workgroup will appear in your **shared workgroup tap**
5. To **share your workgroup,** send the workgroup passcode to selected users
6. You can only **delete items** in workgroups you have created

My Companions - Saving a search

Saving a search in the My Companions area

1. To save a search in your personalisation area click on the **'Bookmark this search'** link within your search results
2. Add a **title** for your search and notes if required
3. Select which **workgroup** you would like the search to be added to (you can add it to your own personal workgroup or a shared workgroup)
4. Your **search will then be saved** under the relevant tab in your chosen group. You can re-run, edit or delete your search at any time.
5. Note: **Your last five searches** are automatically saved in your personal workgroup tab

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My Companions - Bookmarking

Bookmarking a chapter or book in the My Companions area

1. To save a bookmark in your personalisation area click on the **'Bookmark this chapter/book'** link within the 'Bookmark and share' area on any book or chapter page on the site
2. Add a **title** for your bookmark and notes if required
3. Select **which workgroup** you would like the bookmark to be added to (you can add it to your own personal workgroup or a shared workgroup)
4. Your **bookmark will then be saved** under the relevant tab in your chosen group. You can edit or delete your bookmark at any time.

Subscriber Services

Using Subscriber Services

The Subscriber Services area provides a number of functions to help library staff to manage and promote the product within their institution

1. Within the subscriber services area you can download **MARC records** in the following ways:

- **Insert a date span to access downloadable, system-generated MARC records.** These records are created using our internal database and are available as soon as a title is published on the site

- **Use the OCLC call number reference sheet to obtain MARC records directly from OCLC**. OCLC records can be downloaded as sets by collection and/or month. Please note that OCLC records are generally available approximately 7-14 days after the date of online publication.

In this area you can also find:

- **Title lists in Excel format** showing detailed bibliographic data for each title by collection including title, author, print publication date, online publication date, DOI and collection

- **Promotional materials** such as flyers, guided tours and hand-outs to help promote the product in your library

- **Sign up for updates** to enable you to be alerted when a title is added to the site. Updates can be set up as RSS feeds or email notifications.

Account Administration

Managing your account

The Account Administration area can be found within the **Subscriber Services** tab and can only be seen if you are logged in as an administrator.

1. Within this area you can access the following:

- **Configure IP address** – add/remove/edit the IP ranges associated with your access
- **Access to** – view the titles/collections that you have access to as well as active trials
- **Remote user access** – add, edit and remove remote user details
- **Switch accounts** – manage more than one account
- **Usage statistics** – access COUNTER usage reports showing usage at a title level. Please note: Pre-30 November 2012 usage reports can only be downloaded from the old Subscriber Services area: http://subs.sams.cup.semcs.net
- **Open URL resolver** – insert your Open URL resolver to link content to your selected knowledgebase
- **Update organisation details** – update your details including your display name, display message and address
- **Hosting fee reminder** – check which date your hosting fee is next due
- **Change administrator** – enables you to remove your username as administrator and set someone else as the administrator instead using your current password and the new administrator's username and password
- **Update organisation logo** – personalise the site by changing the logo that appears on the top right of all pages
- **Email preferences** – opt-in and out of order-related emails for a number of our products

Free Trials Available

Please recommend Cambridge Companions Online to your librarian. Institutions may request a free 30-day trial through the site by submitting a trial request form or alternatively, contact your regional online sales team for pricing and subscription information.

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