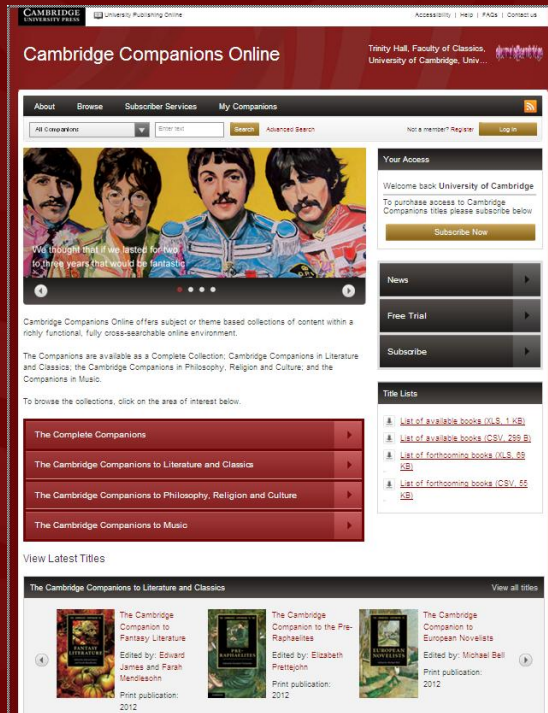


GUIDED TOUR

Cambridge Companions Online



1. Table of Contents
2. Introduction
3. The Home Page
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15. My Companions – Bookmarking
16. Subscriber Services
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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



The Home Page

The screenshot shows the Cambridge Companions Online homepage. At the top, there is a navigation bar with 'About', 'Browse', 'Subscriber Services', and 'My Companions'. A search bar is located in the top left, and a 'Log in' button is in the top right. A large banner image of the Beatles is featured in the center. Below the banner, there are sections for 'Your Access', 'News', 'Free Trial', and 'Subscribe'. A 'Title Lists' section provides links to various book lists. At the bottom, there is a 'Latest Titles' section with book covers and details.

1. Log in button

2. University of Cambridge logo and name

3. Your Access box

4. Search bar

5. Advanced Search button

6. Main browse area (The Complete Companions, etc.)

7. Latest Titles section

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

The screenshot shows the Cambridge Companions Online homepage. At the top, there is a navigation bar with 'About', 'Browse', 'Subscriber Services', and 'My Companions'. Below this is a search bar with 'All Companions' selected and a search button. The main content area is titled 'The Complete Companions' and features a list of titles. A grey bar at the top of the list contains an alphabet for direct linking. A 'Browse' sidebar on the right offers options for 'Title', 'Chapter', and 'Author'. Red circles with numbers 1 through 6 highlight key features: 1. The 'Browse' tab in the navigation bar; 2. The 'Browse by Collection' link; 3. The 'Browse' sidebar; 4. The alphabet bar; 5. The 'Next' button; 6. The 'Title' link in the sidebar.

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**

The screenshot shows the 'Browse by Author' page. It features a list of authors and an alphabet bar at the top. Red circles with numbers 3 and 5 highlight the 'Browse by Author' link and the 'Next' button, respectively.

The screenshot shows the 'Browse by Chapter' page. It features a list of chapters and an alphabet bar at the top. Red circles with numbers 3 and 5 highlight the 'Browse by Chapter' link and the 'Next' button, respectively.

The Book Page

Cambridge University Press Online

Cambridge University Press, Stahl, Cambridge University Main, Tr.

Cambridge Companions Online

About Browse Subscriber Services My Companions

All Companions Enter text Search Advanced Search Register Login

Home > The Cambridge Companions to Literature and Classics > The Cambridge Companion to Fantasy Literature

The Cambridge Companion to Fantasy Literature

Edited by Edward James Farah Mendlesohn
 DOI: <http://dx.doi.org/10.1017/COL9780521429597>
 Online Publication Date: 2012
 Print Publication Year: March 2012
 Hardback ISBN: 9780521429597
 Online ISBN: 9781139014625

Select a Chapter

Your Access

Welcome back Cambridge University Press Staff
 To purchase access to Cambridge Companions titles please subscribe below

Subscribe Now

Search within this book

Buy this book

To buy this print book online, or for more information please visit The Cambridge University Press online catalogue below

Buy the print book now

This book is in

The Complete Companions
 The Cambridge Companions to Literature and Classics

Tools

Open URL Link Resolver
 Find This Book in a Library

Citation Tools

How to Cite
 Export Citation
 Alert Me When This Book is Cited
 Cited By CrossRef
 Cited By Google Scholar
 Print This Page

Bookmark and Share

Email Link to This Book
 Recommend This to a Librarian
 Del.icio.us
 Connotea
 Bibsonomy.org
 Digg.com
 Reddit.com
 Facebook.com
 AddThis.com

Book Description Table of Contents

Frontmatter Read PDF pp. i-xiv
 Introduction by Edward James and Farah Mendlesohn Read PDF pp. 1-4
 PART I - HISTORIES
 1 - Fantasy from Orden to Dunsany by Gary K. Wolfe Read PDF pp. 5-20

1 2 3 4 5 6

Online ISBN: 9781139014625

Select a Chapter

1

Tools 3

Open URL Link Resolver
 Find This Book in a Library

Citation Tools

How to Cite
 Export Citation
 Alert Me When This Book is Cited
 Cited By CrossRef
 Cited By Google Scholar
 Print This Page

Bookmark and Share

Email Link to This Book
 Recommend This to a Librarian
 Del.icio.us
 Connotea
 Bibsonomy.org
 Digg.com
 Reddit.com
 Facebook.com
 AddThis.com

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

The Chapter Page

The screenshot shows the chapter page for '2 - Gothic and horror fiction' from 'The Cambridge Companion to Fantasy Literature'. The page features a navigation bar at the top with links for 'About', 'Browse', 'Subscriber Services', and 'My Companions'. Below the navigation bar is a search box with a dropdown menu set to 'All Companions' and a search button. The breadcrumb trail reads: 'Home > The Cambridge Companions to Literature and Classics > The Cambridge Companion to Fantasy Literature > Gothic and horror fiction'. The chapter title '2 - Gothic and horror fiction' is prominently displayed. To the left is a book cover for 'The Cambridge Companion to Fantasy Literature', edited by Edward James and Farah Mendlesohn. The main content area includes a 'View Chapter PDF' link (1), author information 'By: Adam Roberts' (2) and DOI 'http://dx.doi.org/10.1017/COL9780521429597.004', and publication dates: 'Online Publication Date: January 2011' and 'Print Publication Year: 2012'. Below this is a dropdown menu showing '2 - Gothic and horror fiction' (3). At the bottom, there are two tabs: 'Chapter Description' (4) and 'Table of Contents'. The 'Table of Contents' tab is active, showing a list of sections with 'Read PDF' links and page numbers:

Frontmatter	Read PDF	pp. i-xxiv
Introduction by Edward James and Farah Mendlesohn	Read PDF	pp. 1-4
PART I - HISTORIES		
1 - Fantasy from Dryden to Dunsany by Gary K. Wolfe	Read PDF	pp. 5-20
2 - Gothic and horror fiction by Adam Roberts	Read PDF	pp. 21-35

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

1

12 - Reading the fantasy series

View Chapter PDF

By: [Kari Maund](#)

Book Description | Table of Contents

Frontmatter	Read PDF	pp. i-xxiv
Introduction by Edward James and Farah Mendlesohn	Read PDF	pp. 1-4

The Cambridge Companion to Fantasy Literature

Edited by: [Edward James and Farah Mendlesohn](#)

Print publication: 2012

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**

2

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Cambridge Companions Online | Trinity Hall, Faculty of Classics, University of Cambridge, Univ...

About | Browse | Subscriber Services | My Companions

All Companions | Enter text | Search | Advanced Search | Not a member? Register | Log in

Home > [Browse by Author](#) > Elizabeth Prettejohn

Prettejohn, Elizabeth

Elizabeth Prettejohn has contributed to Cambridge Companions Online in the following capacities:

As Editor

[The Cambridge Companion to the Pre-Raphaelites](#)
10.1017/CCOL.9780521895156

As Contributor

Art

Digital Object Identifier [10.1017/CCOL.9780521886994.011](#)

Introduction

From [The Cambridge Companion to the Pre-Raphaelites](#)
Digital Object Identifier [10.1017/CCOL.9780521895156.002](#)

[The painting of Dante Gabriel Rossetti](#)

From [The Cambridge Companion to the Pre-Raphaelites](#)
Digital Object Identifier [10.1017/CCOL.9780521895156.009](#)

Envoi

From [The Cambridge Companion to the Pre-Raphaelites](#)
Digital Object Identifier [10.1017/CCOL.9780521895156.020](#)

3

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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)

The screenshot shows the 'Advanced Search' page with the following elements:

- 1**: A checkbox labeled 'Search by Access'.
- 2**: A dropdown menu with options: Anything, Full text, Author/Editor/Contributor, Title/Volume, Subjects, Year of print publication, Year of online.
- 3**: A dropdown menu with options: Contains, Does not contain, Is exactly.
- 4**: Search input fields with 'Contains' and 'AND' operators.
- 5**: A section titled 'Refine by Collection' with checkboxes for 'All', 'Literature and Classics', 'Philosophy, Religion and Culture', and 'Music'.

Search Results

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Cambridge Companions Online | cbo, South China Agricultural University, Trinity Hall

Search Results

Your search returned 376 results

Sort by: Relevancy | Results per page: 50 | Type: Books

Go to page 1 of 8 | First | Previous | Next | Last

The Cambridge Companion to Allegory
Rita Copeland and Peter T. Struck
Print Publication: 2010 | Online Publication: April 2012
Book DOI: 10.1017/CCOL9780521862295
[view more](#)

The Cambridge Companion to Tennessee Williams
Matthew C. Roudané
Print Publication: 1997 | Online Publication: May 2012
Book DOI: 10.1017/CCOL0521495334
[view more](#)

The Cambridge Companion to Dante, Second edition
Rachel Jacoff
Print Publication: 2007 | Online Publication: April 2012
Book DOI: 10.1017/CCOL21844304
[view more](#)

The Cambridge Companion to Bunyan
Anne Dunan-PAGE
Print Publication: 2010 | Online Publication: April 2012
Book DOI: 10.1017/CCOL9780521515269
[view more](#)

The Cambridge Companion to Dante
Rachel Jacoff

Your Access: Welcome back 2011 NLC CJDA Trial. To purchase access to Cambridge Companions titles please subscribe below. [Subscribe Now](#)

Refine your search

Submit | Reset | Select All

Your search terms: allegory [Remove All](#)

Narrow your results

- Collection
 - The Cambridge Companions to Literature and Classics (929)
 - The Cambridge Companions to Philosophy, Religion and Culture (194)
 - The Cambridge Companions to Music (64)
- Author
 - Peter T. Struck (22)
 - Rita Copeland (22)
 - Rachel Jacoff (17)
 - Anne Dunan-PAGE (15)
 - G. R. F. Ferrari (15)
 - Steven N. Zwicker (15)
- Year
 - 2010 (143)
 - 2007 (131)
 - 2004 (110)
 - 2009 (110)
 - 2003 (81)
 - 2011 (73)

Managing your search results

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

- 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

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

Saving your search

- 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

The screenshot shows the Cambridge University Press website interface. On the left, the 'Table of Contents' for 'The Cambridge Companion to Fantasy Literature' is visible, with a red circle '1' highlighting the 'Table of Contents' tab. The main content area shows the title page of the book 'The development of children's fantasy' by Maria Nikolajeva, with a red circle '2' highlighting the PDF icon, a red circle '3' highlighting the search function, and a red circle '4' highlighting the chapter title. The PDF viewer window is titled 'CB09781139014625A010 - Windows Internet Explorer' and shows the URL 'http://universitypublishingonline.org/cambridge/companions/popups/pdf_viewer.jsf?ad=CB0978'.

Viewing content within PDFs

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

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 off 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

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Cambridge Companions Online

Cambridge University Press Stahl, Cambridge University Main, Tri...

1

About Browse Subscriber Services My Companions

All Companions Enter text Search Advanced Search Register Log in

Home > My Companions - Login

Login to My Companions

My Companions is a personalisation feature available to all subscribers. Access to the My Companions area allows you to use the following features:

- Access to your **own password protected** pages within the site
- Re-run recent and **saved searches**
- **Bookmark chapters** of particular interest
- **Save your own individual notes** on each bookmarked item.
- **Create separate workgroups** which will enable you to share information (bookmarks, searches, notes, external links and announcements) with other users within the My Companions pages.

Access My Companions using the login box at the top right of the page. If you do not have an account, you will first need to [register](#).

2

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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 will 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

Cambridge Companions Online

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cbi, South China Agricultural University, Trinity Hall

About Browse Subscriber Services My Companions

All Companions Enter text Search Advanced Search Welcome Joe Bloggs Logout

Home > My Companions

Welcome to your My Companions homepage

You may bookmark any chapter from collections to which you subscribe within either your own personal or shared workgroup. Each bookmark link may be fully annotated with a set of notes and will return you to the relevant chapter view. Your previous five searches will be automatically saved under "Recent Searches", whilst the "Saved Searches" option allows you to re-run and annotate previously bookmarked searches.

Joe Bloggs's Personal workgroup Shared workgroups

Your Note:

Recent Searches

Henry James search on 22-Nov-2012 [scope: All Companions Collection]

Henry James search on 22-Nov-2012 [scope: All Companions Collection]

Henry James search on 22-Nov-2012 [scope: All Companions Collection]

Bach search on 21-Nov-2012 [scope: All Companions Collection]

Bach search on 21-Nov-2012 [scope: All Companions Collection]

Saved Searches

Henry James created on 21-Nov-2012 [scope: All Companions Collection] [notes: Search results for Henry James - to share with reading group]

European flycatchers created on 21-Nov-2012 [scope: All Companions Collection] [notes: Search for essay 13.1 (April submission)]

Bookmarks

Henry James and the idea of evil (by Robert Wesboch) bookmarked on 21-Nov-2012. Notes: Chapter that corresponds to chapter 10 in 'Futures and Pasts Retold?'

Key: Run Edit

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Cambridge Companions Online

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cbi, South China Agricultural University, Trinity Hall

About Browse Subscriber Services My Companions

All Companions Enter text Search Advanced Search Welcome Joe Bloggs Logout

Home > My Companions

Welcome to your My Companions homepage

You may bookmark any chapter from collections to which you subscribe within either your own personal or shared workgroup. Each bookmark link may be fully annotated with a set of notes and will return you to the relevant chapter view. Your previous five searches will be automatically saved under "Recent Searches", whilst the "Saved Searches" option allows you to re-run and annotate previously bookmarked searches.

Joe Bloggs's Personal workgroup Shared workgroups

Your Access

Welcome back 2011 NLC CJDA Trial

To purchase access to Cambridge Companions titles please subscribe below

Subscribe Now

Workgroup actions

Subscribe to a workgroup

Please enter the passcode you were given in order to join a new workgroup

Join

Create a new workgroup

Title

Enter Title

Notes

Create

Study Group 1: Bach

Created on 21-Nov-2012

Passcode: 997153

Your Note:

Workgroup created for the Thursday lunchtime Music study group (Module 1).

Saved Searches

Malcolm Boyd [scope: All Companions Collection]

Bach [scope: All Companions Collection]

Bookmarks

The organ music of J. S. Bach (by David Yearsley)

The mature vocal works and their theological and liturgical context (by Robin A. Leaver)

Key: Run Edit Unsubscribe

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Cambridge University Press

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

The screenshot shows the Cambridge Companions Online interface. At the top, there's a navigation bar with 'About', 'Browse', 'Subscriber Services', and 'My Companions'. Below this, there's a search bar and a 'Welcome Joe Bloggs' message. The main content area is divided into several sections: 'Your Access' (with a 'Subscribe Now' button), 'Workgroup actions' (with 'Subscribe to a workgroup' and 'Create a new workgroup' options), 'Study Group 1: Bach' (with a 'Your Note' field and a 'Workgroup actions' sub-section), 'Saved Searches' (listing 'Malcolm Boyd' and 'Bach'), and 'Bookmarks' (listing 'The organ music of J. S. Bach' and 'The mature vocal works'). Red circles with numbers 1 through 6 are overlaid on the interface to highlight specific features: 1 is on the 'Subscribe to a workgroup' button, 2 is on the 'Your Note' field, 3 is on the 'Enter Title' field, 4 is on the 'Shared workgroups' tab, 5 is on the 'Create' button, and 6 is on the 'Workgroup actions' sub-section.

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

The screenshot displays the Cambridge Companions Online interface. On the left, search results for 'The Cambridge Companion to Handel' are shown. A red arrow points from the 'Bookmark this search' link to a dialog box titled 'Bookmark this Search'. This dialog box has three numbered callouts: 1 points to the 'Bookmark this search' link, 2 points to the 'Title' field containing 'Malcolm Boyd', and 3 points to the 'Workgroup' dropdown menu set to 'Personal Workgroup'. A 'Submit' button is at the bottom. On the right, the 'My Companions' homepage is visible, showing a 'Saved Searches' section with a red arrow pointing to a search entry for 'Malcolm Boyd' with callout 4. A 'Study Group 1: Bach' section is also visible with callout 5.

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

My Companions - Bookmarking

12 - The French classical organ school by Edward Higginbottom	Read PDF	pp. 176-189
13 - English organ music to c1700 by Geoffrey Cox	Read PDF	pp. 190-203
14 - Catholic Germany and Austria 1648–c1800 by Patrick Russell	Read PDF	pp. 204-218
15 - The north German organ school by Geoffrey Webber	Read PDF	pp. 219-235
16 - The organ music of J. S. Bach by David Yearsley	Read PDF	pp. 236-249
17 - German organ music after 1800 by Graham Barber	Read PDF	pp. 250-262
18 - French and Belgian organ music after 1800 by Gerard Brooks	Read PDF	pp. 263-278
19 - British organ music after 1800 by Andrew McCrea	Read PDF	pp. 279-298
20 - North American organ music after 1800 by Douglas Reed	Read PDF	pp. 299-315
Appendix: The modes (toni) and their attributes according to Zarlino by Christopher Stenbridge	Read PDF	pp. 316-318

Bookmark and Share

- [Bookmark book in My Companions](#)
- [Bookmark chapter in My Companions](#)
- [Email Link to This Book](#)
- [Del.icio.us](#)
- [Connotea](#)
- [Bibsonomy.org](#)
- [Digg.com](#)
- [Reddit.com](#)
- [Facebook.com](#)
- [AddThis.com](#)

Joe Bloggs's Personal workgroup

Study Group 1: Bach
Created on 21-Nov-2012
Passcode: 997153

Your Note:
Workgroup created for the Thursday lunchtime Music study group (Module 1).

Saved Searches

- Malcolm Boyd [scope: All Companions Collection]
- Bach [scope: All Companions Collection]

Bookmarks

- The organ music of J. S. Bach (by David Yearsley)
- The mature vocal works and their theological and liturgical context (by Robin A. Leaver)

Key: Run Edit Unsubscribe

Create a new bookmark

Title

Notes

Workgroup

Personal Workgroup

Submit

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

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Cambridge Companions Online

Trinity Hall, Faculty of Classics,
University of Cambridge, Univ...

About Browse **Subscriber Services** My Companions

All Companions Enter text Search Advanced Search Not a member? Register Log in

Home > Subscriber Services

Subscriber Services

Welcome to Subscriber Services area. This area of the site is designed to provide librarians with the resources that will enhance the Cambridge Companions Online experience.

On this page you will find links to information about MARC records, title list downloads and promotional support materials.

If you do not already have access to Cambridge Companions Online you will find information on how to purchase access on our [Subscribe page](#).

Account Administrators

Usage statistics, account and access details and IP set-up can be viewed by clicking on the Account Administrator links to the right.

Please note: You will only be able to see these links if you have account administrator access rights. If you have any questions about this area please [contact us](#).

Subscriber Services

- ▶ [MARC records](#)
- ▶ [Title Lists](#)
- ▶ [Promotional Materials](#)
- ▶ [Sign up for Updates](#)
- ▶ [FAQs](#)

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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

Account Administrator

- ▶ [Configure IP Address](#)
- ▶ [Access to](#)
- ▶ [Remote User Access](#)
- ▶ [Switch Accounts](#)
- ▶ [Usage Statistics](#)
- ▶ [Open URL Resolver](#)
- ▶ [Update Organisation Details](#)
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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

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