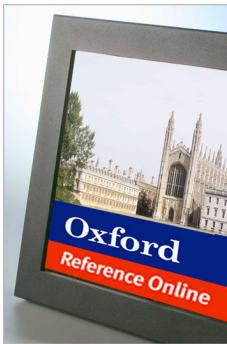


Getting started with **Oxford Reference Online**

Access to Oxford Reference Online

Access to Oxford Reference Online requires a username and password. Further information is available on a separate information sheet or from any staff member at The British Council Information Centre.

What is Oxford Reference Online?



Oxford Reference Online contains over one million dictionary definitions from the Oxford University Press collection of English and bilingual dictionaries and reference works covering more than 20 subject areas.

Oxford Reference Online is the core collection of 100 dictionary, language reference and subject reference works published by Oxford University

Library. It is a fully indexed cross searchable database giving subscribers unprecedented access to comprehensive information resources.

A premier resource with so much to offer

- Wide choice of search options.
- Carefully researched web links.
- Access to foreign language dictionaries.
- Over 1.5 million dictionary definitions, facts, figures, people, places and dates.
- From simple quick searches to advanced.
- All work has undergone quality checking by Oxford's team of experienced editors.
- The twenty broad subject areas allow the user to explore words and ideas from a variety of different perspectives at once.
- All Oxford University Press 100+ dictionaries and reference titles can be answered in a simple cross searchable database as a whole, restrict to one or more subjects or individual books.
- Browse tool allows user to scan through a list of the entries in an individual online book just as if it were a printed version.
- Use the email facility to mail yourself a copy of and entry for future reference.
- Follow up cross references at the touch of a button.
- Over 1000 high quality, well researched web links.
- Expanding and regularly updated


Subject groups

- Art and architecture
- Biological science
- Classics
- Computing
- Earth and environmental sciences
- Economics and business
- English dictionaries and thesaurus
- English language reference
- Food and nutrition
- General reference
- History
- Law
- Literature
- Medicine
- Military history
- Modern language
- Mythology and folklore
- Performing arts
- Physical science and maths
- Politics and social sciences
- Quotations
- Religion and philosophy.

Use Oxford Reference Online to...

- Quickly find an answer to a multitude of questions
- Access a comprehensive and growing collection of acclaimed reference titles without leaving your desk
- Explore words and ideas from a variety of different perspectives at once.

Quick search

The **Quick Search** box is displayed on the top left of the screen. To search the whole database type your keyword(s) in the box and click **Go**. 

You may also search within a subject or a particular book: just click on a subject link from the list in the centre of the **Welcome** page. This will take you to the home page of that particular subject where the **Quick Search** box, and other search options, will be displayed.

From a subject home page you can narrow your scope further by clicking on one of the book titles under **Search within a book**.

Advanced search

To perform a more complex and refined search, click on **Advanced Search**. This allows you to search either the full text of the database or just the entry headings. You can find references to people or dates only.

To restrict your search to a particular subject or subjects, use the check boxes next to the subject names. Use the **Select All** or **Clear All** options to save you checking each one individually.

The **People** filter searches the full text for references to peoples' names.

The **Dates** filter searches for items which have been specifically identified as dates, as opposed to a number which is cited in the text.

Browse

You can browse the whole database, a particular subject or specific books. To browse the whole database, click on the **Browse** button at the top of the **Welcome** page.

You can similarly select the **Browse** option from a subject-level or book-level page.

Tips for searching

To search for an exact phrase enclose it in double quotes, e.g. **"second class citizen"**.

The wildcard symbol **?** can be used in any search to represent a single character. For example, **wom?n** will find both **woman** and **women**.

Use the truncation symbol ***** to find words beginning with the same stem, e.g. **environment*** will retrieve **environment**, **environments**, **environmental** etc.

You can use the **Boolean operators AND, OR and NOT** in the **Advanced Search** to narrow or broaden your search results.

For example:

Zen AND art will find entries containing both words.
Zen OR art will find entries containing either or both words.

Zen NOT art will find entries containing the word **Zen**, but will exclude any entries which contain **art**.

On the **Advanced Search** pages you can use a **Pattern Search** to find terms which are spelled similarly. This is useful when you are unsure of the correct spelling of a search term, or where words have multiple spellings (for example, where words have variant forms such as **colour** and **color**, **edema** and **oedema**).

Article or 'Entry' Pages

From an entry page you can do any of the following:

- Click on **Previous result** or **Next result** to move through the search result entries.
- Return to the full results list.
- Go to a theme relevant to an entry in **Timelines** (to examine the entry in a wider context).
- Browse adjacent entries (A-Z) from the book
- Follow links to related entries within the book
- Highlight any keyword or keywords in an entry and click on **Cross-Reference** and it will look up that word across the entire database.



- Email the entire entry to a friend or colleague by clicking the **Email this entry** button.



- Perform another Quick Search of the whole database or just entries from the book that you are currently in.

Displaying/refining search results

The search results are displayed on the right of the screen. The default display is 25 results per page. You can alter this number using the drop-down menu under **Results per page** on the left of the screen.

When viewing results you can do the following:

- **View an entry** - click on an entry heading to view the full entry.
- **Reorder your results by category** - select one of the tabs along the top of the results list to reorder your results. The category options are: Subject reference longer entries; Subject reference shorter entries; English dictionaries; Bilingual dictionaries; Quotations.
- **Refine your results by subject** - limit the results displayed to a specific subject by selecting one of the subject links in the left-hand column.
- **Widen your search** - if your search doesn't return sufficient results you can use the **Widen search** option. This allows you to broaden your search with one click of a button, catching more references to your search term.
- **Conduct a new search** - type a new keyword or keywords into the Quick search box and click **Go** or press return on your keyboard.

Print, save or email your results

To save: display the entry to be downloaded. Select your browser's **File** menu and **Save** the information as a text file, e.g. myfile.txt.

To email: display the entry to be emailed and click on **Email this entry**.

To print: display the entry to be printed and simply use the **Print** button on your browser's toolbar.

External links



Oxford Reference Online provides links to other useful websites. The links are available for each book and subject.

Click on the **Links** button at the top of the page.

When in doubt use Help



Click on **Help** on the right of the top navigation bar for context-sensitive help. Other help topics are listed in the **Help Contents** section on the left-hand side of the window.