

➤ **What is the Oxford DNB?**

An illustrated collection of more than 50,000 authoritative, signed, biographies of notable men and women connected with the British Isles, from all walks of life, from the fourth century BC to the year 2001. No living people are included. Biographies vary in length from a few dozen to over 30,000 words. Each includes a list of sources. 10,000 are illustrated. The database also includes the full text of the original DNB.

➤ **Accessing the Oxford DNB**

Go to the public home page at www.oxforddnb.com and click on **Subscribers enter here** in the top right hand corner. If you are within a subscribing library, you should be taken to the subscribers' home page at www.oxforddnb.com/subscribed. If you have your own password, you will be asked to enter it.

Your librarian may also have set up remote access via Athens, referring URL, or by library card.

➤ **Quick search now**

To find a person in the dictionary, type their name in the **Search for the biography of a person** field in the middle of the subscriber home page and hit **Go**.

- Enter the name in natural order: *John Smith*.
- Use surname, initials and surname, or forename and surname: *Webb, B Webb*, or *Beatrice Webb*.
- Searches aren't case-sensitive, and you don't need to type accents: *john of gaunt*, *Du Pre*.
- You will find people with aristocratic titles, too: *earl of essex*, *lord north*.
- You don't need to know what someone is called in the dictionary: *william the conqueror* finds *William I*; and *George Eliot* finds *Marian Evans*.
- If in doubt, just type the name by which you know them: *Henry VIII*, *Dick Turpin*, *Pitt the elder*, *Captain Cook*, *Sid Vicious* ...

To find a word or phrase in the full text of the dictionary, type it into the **Search for words in text** field and hit **Go**.

- This gives an exact match, so if you enter more than one word, you will search for that exact phrase.
- Searches aren't case-sensitive.

➤ **How else do I find people?**

The advanced search options enable you to find the right biographies when you want to discover people connected with a topic, place, or time in history.

Or you could simply go to the **Browse** tab and scroll through the dictionary, alphabetically or chronologically. Or **get a life** at random.

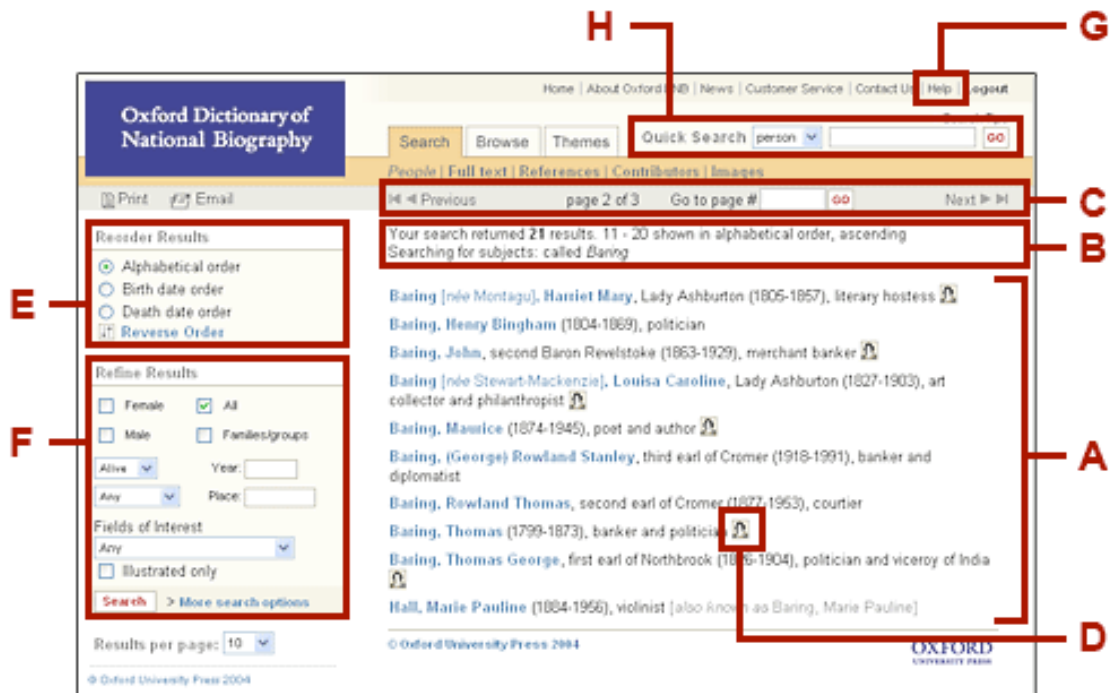
Or use the **Themes** tab for lists and groups of people—all the prime ministers of the UK, for example.

➤ **Help!**

Context-sensitive help is always available via the link at the top right of the screen.

➤ **The results page**

After you have run your search, if there is only one person in the dictionary with the name you searched for, you will go straight to the article. Otherwise, you will go to a results page.



- A. Your results list
- B. What you searched for, and the order in which your results are displayed
- C. The navigation bar: move through your results list page by page, or go to the first or last page
- D. This icon shows that there is an illustration of this person in the dictionary; click on it to see the picture
- E. Ordering options for your results set: sort alphabetically or chronologically.
- F. Refine your results list by searching within the results: for example, you could choose to see only the women from your results list ... or only the politicians ... or only those alive in the sixteenth century ... or those who lived in Cornwall ...
- G. Context-sensitive help is always available here at the top right of the screen
- H. Quick search is always available here for another person or text search; use the drop-down to choose

Click on the name of the person you are interested in to go to their article.

➤ The article page

The screenshot shows the Oxford Dictionary of National Biography article for Harriet Mary Baring. The page is annotated with letters A through I pointing to specific features:

- A:** The main article text, which is a short biography of Harriet Mary Baring, Lady Ashburton.
- B:** The references section, including sources, archives, likenesses, and wealth at death.
- C:** A portrait of Harriet Mary Baring.
- D:** The left-hand navigation pane, which includes links for 'Also including', 'References', 'See also', and 'Old DNB'.
- E:** The navigation bar, which includes a 'Back to results list' link and arrows for navigating between articles.
- F:** The 'Quick Search' and 'Go' buttons.
- G:** The 'Help' link in the top right corner.
- H:** The 'Quick Search' input field.
- I:** The 'Print' button in the top left corner.

- A. The article text (this is a very short one)
- B. The references section: the sources used in the writing of the article, relevant archival materials, known portraits or photographs of the subject, and a record of how rich they were when they died.
- C. Portrait of the subject; click on it to see a larger version of the picture
- D. The left hand pane contains links, including cross-references to other articles in the dictionary, and a link to the original ('old') DNB article (if there was one)
- E. The navigation bar: go to the previous or next articles in your results list
- F. Return to your results list
- G. Help is always available here
- H. Quick search is always available here for another person or text search
- I. Print out a printer-friendly version of the article to read later