

 **GREENWOOD DAILY LIFE ONLINE**  
**USER'S GUIDE**

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# 1. GETTING STARTED

## System Requirements

**Browsers:** Internet Explorer 6 or Netscape Navigator 7. JavaScript and cookies enabled.

**Browser Settings:** JavaScript and cookies enabled.

**Hardware:** Monitor resolution set at 800 x 600 with hi-color/16-bit color or equivalent and 56k modem.

**Plug-in:** You will also need [Macromedia Flash Player 5](#) or higher and [Acrobat Reader 4](#) or higher. Some multimedia content may require [Real Player](#) or [QuickTime](#).

## For Further Assistance

If you require further assistance, remember that technical support is free with all Greenwood electronic products. Please call or email us at:

Greenwood Publishing Group, Inc.  
88 Post Road West  
PO Box 5007  
Westport, CT 06881-5007  
1-800-541-2086 ext. 4387  
[tech.support@greenwood.com](mailto:tech.support@greenwood.com).

## 2. BROWSING

In addition to searching *Daily Life Online*, users can browse through all of the material by subject, region of the world, and time period via the options on the home page and the Browse Entries options in the left-hand column on specific entry pages.

As an example, when browsing by a specific time period, a user will be able to view entries as divided by region of the world or the subject hierarchy. If an area of the map or timeline is not clickable, or if certain subjects do not appear, it is because content is forthcoming in our modules and enhancements.

The screenshot shows the Greenwood Daily Life Online website. At the top left is a portrait of a bearded man. The header reads "GREENWOOD DAILY LIFE ONLINE" with the tagline "EXPLORING EVERYDAY LIFE PAST AND PRESENT". Below this is the title "ANCIENT WORLD". A search bar with a "Go" button and links for "ADVANCED SEARCH", "HELP", and "HOME" are present. A sidebar on the left titled "Browse Another Time Period" lists categories: Ancient World, Medieval World, 15th & 16th Centuries, 17th & 18th Centuries, 19th Century, and Modern World. The main content area is titled "BROWSE ANCIENT WORLD BY REGION" and features a world map with a legend for Africa (orange), Asia (teal), Europe (yellow), Latin America (light green), Middle East (dark green), North America (medium green), and Oceania (red). Below the map is the section "BROWSE ANCIENT WORLD BY SUBJECT" with links and counts for: Domestic Life (52), Economic Life (84), Intellectual Life (70), Material Life (89), Political Life (56), Recreational Life (46), Religious Life (58), Historical Overview (16), and Primary Documents (25).

### 3. SEARCHING

#### Quick Search

The quick search option available on nearly every page in *Daily Life Online* allows users to type in a few keywords and view the results. Boolean operators are not necessary, but, if included, AND, OR, and NOT operators will be allowed to function as they normally would. If these operators are not detected, the keywords entered will be joined with ANDs.

Since this option is potentially a simple and broad search, it is recommended that users with specific searches or specific results in mind use the advanced search page, where results can be more powerfully controlled.



A search bar with the text "QUICK SEARCH" in orange on the left, a white input box in the middle, and a "Go" button on the right.

#### Advanced Search: Keyword Search

The keyword search option works much like the advanced search screen of major search engines, with some minor differences. For the keyword search only, all Boolean operators except wildcards will be removed in order to build the most reliable query. Instead of Boolean operators, use each text box as specified:

**All of these words...:** accepts a space-separated list of keywords. All words must be found in an entry for it to be returned.

**and this exact phrase...:** accepts a single phrase. The phrase must be found in an entry exactly as you type it for it to be returned. This is joined to the "All of these words..." box, if it contains text, with a Boolean AND.

**and any of these words...:** accepts a space-separated list of keywords. If any of the words are found in an entry, it will be returned. This is joined to the "All of these words..." and the "and this exact phrase..." boxes, if they contain text, with a Boolean AND.

**and none of these words:** accepts a space-separated list of keywords. If any of the words are found in an entry, it will NOT be returned. This is joined to the "All of these words...", the "and this exact phrase...", and "and any of these words..." boxes, if they contain text, with a Boolean AND.

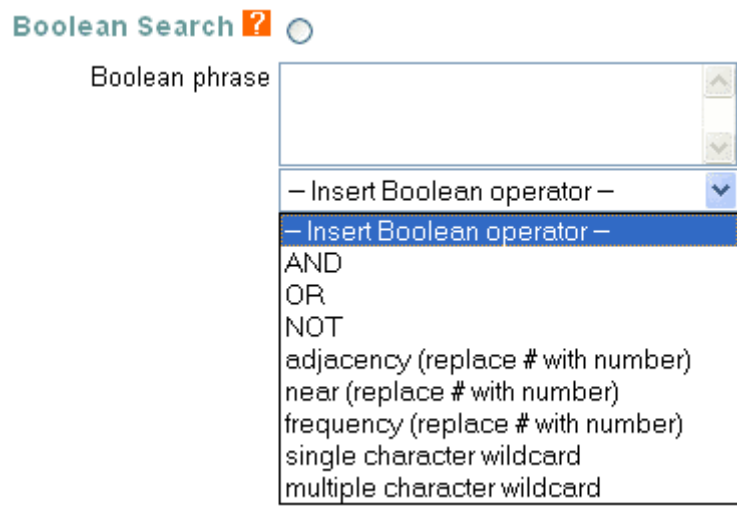


A form titled "Keyword Search" with a question mark icon and a search icon. It contains four input boxes with labels: "All of these words...", "and this exact phrase...", "and any of these words...", and "and none of these words".

Generally speaking, the more boxes you use, the more specific your query will be and the fewer results you'll see.

## Advanced Search: Boolean Search

The Boolean search option offers much more powerful search capabilities than the keyword search, including the operators defined below. Those who choose to use this option must write their query using the specified Boolean terms. For convenience, a drop-down menu has been provided that will automatically insert them.



## Search Operators

The search operators that our search engine understands are:

- and ( AND or + )
- or ( OR or | )
- not ( NOT or - )
- adjacency ( ADJ# replace the # with a number )
- near ( NEAR# replace the # with a number )
- frequency ( ># replace the # with a number )
- operator priority ( parentheses )
- single character wildcard ( ? )
- multiple character wildcard ( \* )
- choice ( [ ] )

## A Word About Adjacency, Near, and Choice Operators

When used, the adjacency operator specifies the order in which terms must appear and how far apart those terms can be. In the example "black ADJ3 (plague OR death)," an entry must contain "black ... plague" or "black ... death" no more than three words apart and in that order to be returned. An entry only with "plague ... black" will not be returned. The near operator disregards the order of terms and looks instead only for the distance between them.

The choice operator offers an alternative to the multiple character wildcard operator by allowing users to define specific word suffixes. As opposed to a search for "neighbor\*," in the example "neighbor[,ly,hood]," any entries containing "neighbor," "neighborly," or "neighborhood" will be returned.

## Advanced Search: Search by Subject, Region, and Time Period

Also available on the advanced search page are three sets of checkboxes that allow users to limit their searches by subject, region of the world, and time period. These can be used in conjunction with a keyword or Boolean text search or on their own. How these options are connected to the rest of the query can also be controlled. Users can connect them with AND, OR, or NOT operators.



**Search by Time**

- Ancient World
- Medieval World
- 15th–16th Centuries
- 17th–18th Centuries
- 19th Century
- Modern World

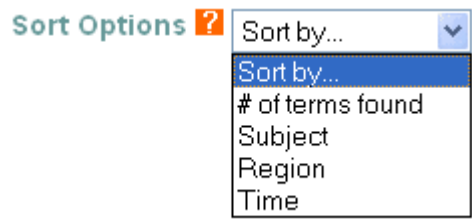
Join to the rest of your query by:

AND  OR  NOT

## Sort Options

Results can be sorted in several ways using the drop-down menu on the advanced search page:

- **# of terms found**  
This option counts the number of occurrences of all search terms found and sorts from highest to lowest.
- **Subject**  
Results are sorted by subject in the order defined by the metadata outlined below.
- **Region**  
Results are sorted by region in the order defined by the metadata outlined below.
- **Time**  
Results are sorted by time in the order defined by the metadata outlined below.




**Sort Options** ?

Sort by... ▼

- Sort by...
- # of terms found
- Subject
- Region
- Time

## Help - Question Mark Icons

Orange question mark icons  appear on the advanced search and search results pages. These are links to contextual help files that explain such topics as the difference between the keyword and Boolean searches, sort options, and other relevant topics.

## Case Sensitivity, Special Characters, and Stemming

Searching is not case-sensitive. Searches for “French Revolution,” “french revolution,” and “FRENCH REVOLUTION” return the same results in the same order. Many special characters, such as “á” or “è,” can be typed into the search boxes simply as “a” or “e.” Words can be stemmed using the single character wildcard, ?, the multiple-character wildcard, \*, or the choice operators [ ], as described above.

## Multiple Search Windows

The search implementation for *Daily Life Online* is based on browser sessions, which is one of the primary reasons why cookies must be accepted. If a user opens more than one browser window and searches are conducted in them, the most recent search overwrites all others. To avoid any confusion, it is recommended that users launch only one browser window to use this product.

## Quick Search vs. Advanced Search

The quick search option is available on nearly every page of *Daily Life Online*. It is built for ease of use and flexibility in that it can accept a simple list of keywords or the Boolean operators AND, OR, and NOT. Since many users prefer simply to enter a string of keywords and view the results, quick search will take this list and build a Boolean AND query with the terms. For example, if a user types "sports in the ancient world," the query will actually be "Find all entries that have the words 'sports' and 'ancient' and 'world' in them." Many users will find these results perfectly acceptable.

Another way to conduct this search is to use the advanced search page. A slightly different set of results can be viewed by typing "sports" in the keyword section, checking the search by time checkbox for Ancient World, and checking the search by subject checkbox for Recreational Life. For broad searches in particular, the difference between a simple quick search and a more pointed advanced search can be significant.

## Sample Searches

This example demonstrates the use of exact phrase searching. If, on the advanced search page, in the **and this exact phrase** box you type "French Revolution" and in the **and any of these words** box you type "food drink entertainment," your query in plain English will be "Find all entries that have the exact phrase 'French Revolution' along with any of the terms 'food,' 'drink,' or 'entertainment.'"

This example demonstrates the use of limiting search results based on region of the world and time period. On the advanced search page, type "retirement" in the **All of these words** box, select Europe and North America under the region checkboxes and change the operator to NOT, and then select Modern World and 19<sup>th</sup> Century under the time checkboxes, leaving the operator in the default AND position. Your query in plain English will be "Find all the entries that contain the term 'retirement' that do not relate explicitly to North America or Europe but do relate to the 19<sup>th</sup> Century and the Modern World."

This example demonstrates how to conduct a broad search using only the subject, region, and time period checkboxes. Rather than typing a search like "religious life in 17<sup>th</sup>-century Europe," use the metadata built into the product to ensure finding the most relevant results. On the advanced search page, scroll to the checkboxes and click Religious Life under subject, Europe under region, and 17<sup>th</sup>-18<sup>th</sup> Centuries under time period.

This example demonstrates the use of special Boolean operators. If, on the advanced search page, you click on the radio button to change the search type to Boolean search and type in "black ADJ3 (plague OR death)," your query in plain English will be "Find all entries with the word 'black' followed by either the word 'plague' or the word 'death' within three words after 'black.'"

## 4. SEARCH RESULTS

Search results are organized under four tabs, encyclopedia articles, books, primary documents, and images. The tabs are placed from left to right to represent a move from more general to more specific information. The tab with the highest number of items to display is selected as the default. Each tab displays 10 items per page, with approximately 20-30 words from the entry to provide some context.

When users select an item from this page, they will see the entry with the search terms highlighted. Under the images tab, users can click on the thumbnails to see larger versions, the caption, and a link to see the image in the context of the page.

### Encyclopedia Articles, Books, & Primary Documents

At launch, Encyclopedia Articles represent articles that come from *The Greenwood Encyclopedia of Daily Life*. As the product grows, Encyclopedia Articles will include entries from published reference books and pieces specially-commissioned for this resource. At launch, book chapters represent material taken from books that originally appeared in the *Greenwood Daily Life through History*. These narrative reference books focus on a particular topic, for example *Daily Life in Civil War America*. As the product grows, book chapters will include material from a wide array of monographs and reference works that center around the study of everyday life. Primary documents are culled from many sources and include brief introductory remarks and bibliographic information, when available.

### Re-Sorting

In the left-hand column of the search results page, users have the option of re-sorting results as outlined above. Sorting does not have to be pre-selected on the advanced search page.

## 5. SUBJECT, REGION, AND TIME METADATA

### Subject

All entries are given subject metadata to help categorize the material. At a minimum, entries fall into at least one "major" subject category, such as Domestic Life or Political Life. Where relevant, many entries are also given a "minor" subject to further categorize them, such as Domestic Life > Marriage or Political Life > Law. It is not uncommon for a single entry to be given more than one major or minor subject.

For convenience, a list of our major and minor subjects derived from the content of *Daily Life Online* is listed below. For major subjects, a general description is provided as well. Note that when search results are sorted by subject, they will appear in order according to this list.

#### Domestic Life

The center of daily life is the home, and more important, the people who inhabit our domestic space. Subjects here are:

- Children
- Death, Burial, and the Afterlife
- Eunuchs
- Family Life
- Marriage
- Men
- Sexuality

- Women

### **Economic Life**

The complexities of Economic Life include everything from the production of income to trade to its unequal distribution throughout society. Subjects here are:

- Calendar and Time
- Money
- Rural Life
- Slavery
- Social Structure
- Trade
- Travel and Transportation
- Urban Life
- Work

### **Intellectual Life**

The human mind is an amazing thing that allows people to reflect on ideas so abstract that we can imagine things we could never see or touch. Subjects here are:

- Art
- Calendar and Time
- Communication
- Education
- Health and Medicine
- Language and Writing
- Literature
- Science

### **Material Life**

Material Life describes the things we use, from the houses that give us shelter to the food that sustains us, the clothes that protect us, and the items that amuse us. Subjects here are:

- Appearance
- Clothing
- Drink
- Food
- Health and Medicine
- Housing
- Science
- Transportation
- Urban Life

### **Political Life**

The ancient Greek philosopher Aristotle (384-322 B.C.E.) claimed that humans are by definition political animals, and by this he meant that an essential part of human life involves interacting in the public sphere with people who are not our intimate families. Subjects here are:

- Government
- Law
- Social Structure
- Warfare

- Weapons

### **Recreational Life**

After family and work, most of our energies are devoted to recreational activities, and as any modern sports enthusiast knows, we can play with as much passion as we work. Subjects here are:

- Art
- Dance, Music, and Theatre
- Holidays, Festivals, and Spectacles
- Leisure
- Sports and Games

### **Religious Life**

Throughout history, people have left records of their recognition of and longing for something larger than themselves, and this desire to transcend daily life forms the basis for people's religious faiths. Subjects here are:

- Churches
- Death, Burial, and the Afterlife
- Holidays, Festivals, and Spectacles
- Magic and Superstitions
- Religious Beliefs
- Rituals

### **Historical Overview**

#### **Primary Sources**

### **Region**

All entries are given metadata based on region of the world to help categorize the material. It is not uncommon for a single entry to be relevant to more than one region.

For convenience, a list of regions derived from the content of *Daily Life Online* is listed below. Note that when search results are sorted by region, they will appear in order according to this list.

- Europe
- Middle East
- Asia
- Africa
- Oceania
- North America
- Latin America

### **Time**

All entries are given metadata based on time period to help categorize the material. It is not uncommon for a single entry to be relevant to more than one time.

For convenience, a list of regions derived from the content of *Daily Life Online* is listed below. Note that when search results are sorted by time, they will appear in order according to this list.

- Ancient World
- Medieval World

- 15th and 16th Centuries
- 17th and 18th Centuries
- 19th Century
- Modern World

## 6. NAVIGATING CONTENT

**GREENWOOD DAILY LIFE ONLINE**  
EXPLORING EVERYDAY LIFE PAST AND PRESENT

QUICK SEARCH   [ADVANCED SEARCH](#) [HELP](#) [PRINT](#) [HOME](#)

### THE 17th & 18th CENTURIES

Peter Seelig

[Domestic Life > Children](#)

**Further Reading**

- The Colonial Frontier of North America
- England
- France
- Japan
- New England
- Life at Sea

**View Related Entries**

- 17th & 18th Centuries > Domestic Life > Children
- Domestic Life > Children

**Browse Entries**

- Time: 17th & 18th Centuries
- Subject: Domestic Life
- Region: Europe

[View Page Citation](#)

**Domestic Life > Children**

Between 1600 and 1800, children occupied no less an important place in societies than they do today. Their importance, however, took on sharply distinct characteristics. Whereas contemporary Western societies tend to espouse the sanctity of childhood innocence, such tendencies were, several hundred years ago, somewhat less discernible along North America's colonial frontier, in England, France, Japan, and New England; and on American and European oceangoing vessels. Variation, however, existed within each culture.

Children who came from agricultural families in early modern Japan lived more relaxed and leisurely childhoods than did their peers in Japan's numerous and large cities. Similarly, if children living in 18th-century England belonged to an impoverished, urban family, then those children could expect to work as little adults in factories, as chimney cleaners, or even as contributors of human teeth (their own) for the manufacture of dentures. Not so for English children born and raised in a socially and economically privileged family from the countryside. The advantages of such a situation meant that instead of spending a childhood in factories and squalid metropolitan dwellings, these children could expect to grow up in a relatively comfortable environment, which included not only the material trappings of wealth but also the flattering beliefs of social, moral, intellectual, and emotional superiority that served to distinguish the well-off from the rabble.

**Related Resources**

- Chronologies
- Images
- Maps
- External Links

### Top-Level Navigation

A set of common navigational links appears at the top of every page. Options are added and removed as appropriate, but the most common set is depicted in the image below.



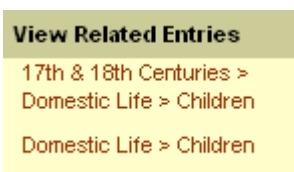
### Further Reading

Many entries serve as introductions or overviews to others. In these cases, the more specific entries are listed in the left-hand column.



## View Related Entries

Whether or not Further Reading items exist, users will be able to view a list of related entries based on the time period and subject or just the subject of the current entry, as appropriate.



## Browse Entries

According to the subject, region of the world, and time period associated with the entry being viewed, users can jump directly to browse for more entries starting at a broad concept area.

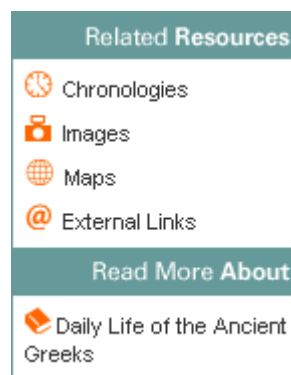


## Related Resources

Every entry has a set of related resources that appears on the right-hand side of the screen. These may include:

- Chronologies
- Images
- Maps
- External Links
- Lesson Plans
- Tours Through Time

The content of each is contextual, based on the subject, region of the world, or time period associated with the entry being viewed.



## Read More About

Many articles originally from the *Greenwood Encyclopedia of Daily Life* print set contain links to more in-depth analysis from the Daily Life through History print series. These links will bring the user to the beginning of each title.

## Table of Contents & Previous/Next Links

Content from the original Daily Life through History print series retains its table of contents and the ability to “page” through major topical areas. The table of contents appears in the right-hand column, and the previous/next page links appear toward the bottom of the screen.



## Printing

When viewing an entry, a user has the option of clicking the print link

**PRINT** toward the top of the screen to view the page without any navigational elements. The browser can then be used to print a “clean” page as needed.

## Page Citations

At the bottom and in the left-hand column of each entry are page citations. These are specific to each entry. For example:

Salisbury, Joyce E. ed. "Material Life: Food, China" *Greenwood Daily Life Online: Exploring Everyday Life Past and Present*. Greenwood Publishing Group. 18 May 2004.  
<<http://dailylife.greenwood.com/dle.jsp?k=1&x=2&p=GR2543-1350>>.

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