African American Experience User Guide

INTRODUCTION

Welcome to the user guide for the **African American Experience** database from **ABC-CLIO**. Taking a few minutes to tour the database using this simple guide will help you to get the most this database has to offer. **African American Experience** is an innovative resource and instructional tool, containing an abundance of authoritative and comprehensive content, along with customizing capabilities.

For more information on the African American Experience database or this user guide, contact us by phone at 1-800-368-6868 Monday through Friday, 7:30 a.m. to 4:00 p.m. PST, or by e-mail at **service@abc-clio.com**.

LOG-IN PROCESS

Accounts are given **TWO** types of usernames and passwords (or access codes):

Staff access code
This username and password combination allows access to additional staff features—Research Lists and Account Information (see **Staff Edition Tools**).

Student access code
This username and password combination allows students to access the database from school or home.

Student Access
Here are the directions students/public users should follow to access the nonstaff version of the database.

1. Open a browser and go to **http://aae2.abc-clio.com**.

2. On the African American Experience log-in screen, enter the username and password assigned to your class or nonstaff users.

3. Click the **Log In** button.

Staff Access
This access code brings up the Staff Edition of the database, which provides administrators and/or staff with access to customizable tools. Staff users may log in following the steps under *Student Access* above using the staff username and password, or they may log in through the Staff log-in page following the steps below.

1. Follow the steps under *Student Access* above, but direct the browser to **http://databases.abc-clio.com**.

2. From the **Search all Databases** page, click on the African American Experience icon that displays on the right side of the page.

3. Click on the **Staff Edition** link at the upper right of the database's home page.

4. On the staff log-in screen, enter the staff username and password you received from ABC-CLIO or your school's database administrator.

5. Click the **Staff Log In** button.

Access for IP Address Users
If your database has been set up through an IP address, which does not require a username and password, open a browser and go to http://aae2.abc-clio.com to gain access to the database.

Creating a Shortcut Link
To set up a shortcut link that will bypass the log-in screen:

1. Right-click on your desktop.

2. Select **New**.

3. Click **Shortcut**.

4. Type in **http://aae2.abc-clio.com/login.aspx?ipaddress=true**.

5. Click **Next** and type in a name for the shortcut.

6. Once you have named the shortcut, click **Finish**.

An icon for the shortcut will now appear on your desktop. Click the icon to automatically open the African American Experiencehome page.

Custom ABC-CLIO Link

To create a custom-designed ABC-CLIO African American Experience link, click on the **User Guide** link in the help menu. Select **Log-In Process** and use the link under the instructions for Creating a Shortcut Link.

Multiple ABC-CLIO Subscriptions

Users who subscribe to multiple ABC-CLIO databases can use a universal log-in screen to access their databases.

1. Open a browser and go to **http://databases.abc-clio.com**.

2. On the databases log-in screen, enter the username and password you received from ABC-CLIO or your school's database administrator.

If you are accessing through an IP address, you will not require a username and password. Simply direct the browser to http://databases.abc-clio.com.

Logging Out

Always remember to log out. To do so, click on **Log Out**. The initial database log-in screen will appear with the verification that you have logged out of this session displayed at the top. To regain access, you will need to log in again. Logging out is especially important for staff access users since anyone can access customizable tools from within a Staff Edition.

HOME

When first logging in from the log-in screen, you are brought to the Home page. To navigate back to the home page from anywhere in the database, click on the **ABC-CLIO** icon in the main navigation bar at the top of any page. Below is a brief description of the various sections of the database that can be reached from the home page.

Staff Edition
This link leads to the log-in page for the Staff Edition of the database, which provides such resources as Research List creation, Account Information, and User Preferences. See **Log-In Process** instructions above.

Help
This section provides a number of tools to make using the database easier for students and instructors.

Logout
Automatically logs a user out of the database.

Switch Courses
If a subscription includes more than one ABC-CLIO database, this feature allows the user to switch easily to another of ABC-CLIO's Academic Courses—American History, American Government, World Geography, World History: The Modern Era, World History: Ancient and Medieval Eras, World Religions, World at War: Understanding Conflict and Society, Issues: Understanding Controversy and Society, Health and Wellness, Daily Life through History, Modern Genocide, Pop Culture Universe, African American Experience, Latino American Experience, American Indian Experience—without logging out. Additionally, links to subscribed databases appear in the footer of each page.

Search
This feature offers a text search of the database's contents.

Advanced Search
Click here to access such advanced search options as filtering and searching across multiple databases. [See **Advanced Search**]

RESEARCH & STUDY CENTER

Browse Time Periods
The Browse Time Periods feature allows users to select database topics chronologically. Use the arrows located next to each topic to open and close each Time Period. Click to get to the Topic Center.

Research Lists
Research Lists provide a way for instructors to group relevant entries together for easy study. [See below for information on how to create **Research Lists**.]

Roundtable Topic
In the Roundtable Topic, scholars and other industry experts introduce and provide responses for relevant essential questions to each Course.

Relevant Primary Sources
For each Roundtable Topic, we will select and feature two primary sources that are essential to study of the topic.

Related Resources
This section provides journal articles and other entries that will aid in the study of the Roundtable Topic.

Terms of Use
States and clarifies the database's legal terms of use and copyright rules.

Privacy Policy
This section provides information about ABC-CLIO's privacy policy. ABC-CLIO is committed to protecting the privacy of visitors to its databases. Personally identifiable information is not collected unless willingly provided by database visitors. ABC-CLIO requests that students under the age of 13 ask their parents or teachers for approval before sending any personally identifiable information.

MARC Records
This link leads to a page with downloadable MARC records for ABC-CLIO databases. Select the appropriate products and click the **Get MARC Records** button.

About
This section provides information about ABC-CLIO, a publisher of educational and reference products, as well as information on the editorial team behind the database.

Courses
Quick access to subscribed ABC-CLIO databases and the Multiproduct Homepage.

Customer Support
Quick access to contact information for technical support or customer questions.

Help
Quick access to the Help section.

TOPIC CENTERS

African American Experience is a broad subject area that lends itself to many topics for exploration. Browsing through Time Periods allows users in-depth investigation into a theme. Select a general topic area by clicking on it from the list on the Home Page. Clicking on a title takes the user to the **Topic Center**. The navigation bar on the left-hand side comprises topic-specific curriculum and reference content. The majority of Topics follow the format outlined immediately below. Note: If a category contains no content for that particular article, the category will not appear as a navigation option.

Topic Center Overview
The Overview serves as an introduction to the chosen Topic, establishing key terms, concepts, and themes. The purpose of the Overview is to provide a "big picture" perspective of a particular topic. This broad essay sets the stage for students to be able to understand the topic in greater detail through reference entries and other resources available in the Topic Center. Links within the Overview text itself connect relevant terms to additional information.

Browse Time Period
When users land on a Topic Center page, the text link for the selected topic will appear in orange. Click on the Change Time Period link to go to another Time Period.
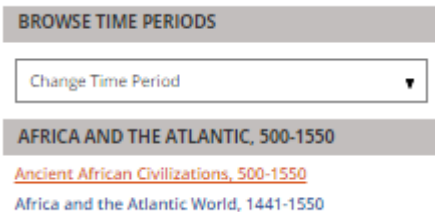
COURSE COMPANION
The Course Companion section houses the core instruction on a topic. Click on the arrows to access an **Overview** essay.

JOURNAL ARTICLES
Journal Articles comprise peer-reviewed essays on long-standing and vitally important questions on the subject matter of each course. This section is driven by three goals: (1) to provide informative, thesis-driven, and peer-reviewed essays from multiple perspectives on topics that are mainstays of community college and undergraduate paper assignments; (2) to expose students to 21st-century skills by presenting a spectrum of ideas, displaying the complexity of the issues and enabling students to apply information literacy skills to evaluate the merits of the arguments; and (3) to model effective essay writing.

REFERENCE LIBRARY
The Reference Library contains the numerous reference items students need to better understand the topic. All of the material in this section has been carefully curated by scholars and subject experts and includes links to information essential to each Topic. Research consists of the following sections:

General Resources
Links in the General Resources section are organized into the following categories: Reference Articles, Biographies, Facts & Figures, and Glossary Terms. The carefully selected links provide supporting information germane to the Topic.

Media
Here you will find links to Photos & Illustrations, Maps, Flags, Video, Audio, and other media. These links add additional visual and aural components to the Topic.

Documents
Documents include links to primary source documents in the African American Experience database that will help broaden the user's understanding of the topic.

Library
Click on the link to Additional Resources to access the vast library of reference entries related to the specific Topic Center that you are at.

CLIOVIEW
The CLIOview feature allows for easy comparison of state information. Users may select one or more states to compare using up to three categories of statistical and political data for African Americans, including population, voter turnout, and median household income, among many others.

1. Click on the **CLIOview** link under the **Reference Library** section.

2. Select states from the **States** list on the left by clicking on one or more state names. (Use the Shift key to select an alphabetical block of states, or the Control key [Command for Macintosh users] to select numerous states not in an alphabetical block.) Add to the **Selected States** list on the right by clicking on **Add**. Similarly, states may be removed from the list on the left by clicking on the state name and clicking on **Remove. Add All** and **Remove All** will add or remove all items from a list, regardless of selections made. Click **Submit** when all desired selections have been made.

3. Selected states will display in an alphabetical list. From the drop-down menus above this list, choose up to three categories of statistical and political data to use for comparison. Click **Submit.**

4. States and their specific statistical and political data will appear in an alphabetical list. This list can be sorted by any of the data categories selected.

5. To change the data categories, select another category from one of the drop-down menus and click **Submit.**

Results can be printed, organized by either state or category. Click one of these options from the **Print Display Options** and click **Print Page** to print information. Results may also be organized and viewed in graph format (bar graph, line graph, and pie chart). Click on **Graph Results** to make graph selections.

TOOLS

Solutions databases employ various tools to help students navigate through and make the best use of our content:

☁ Save   ☰ Email   🖨 Print   ✏ Cite

Save
Clicking on the Save icon on the top, right-hand portion of your screen allows users to save a PDF file to the Cloud using one of two options: Google Drive or Dropbox. Users must have an account to these services in order to save files to them. Certain browsers may not support this functionality; if this is the case, the save button will be grayed out.

Email
Click on this icon on the top, right-hand portion of any page to email content from that page.

Print
The print icon is located next to the Email icon and allows users to print the main window of each page.

Cite
The Cite icon shows users the three most common forms of citation for the article being referenced: MLA, Chicago, and APA. Users are also able to export the entry to either EasyBib or RefWorks citation creators.

ReadSpeaker (Listen)
ReadSpeaker allows text in the database to be read out loud. For more information about this function, see the ReadSpeaker/Translation tool tab in the Help menu.

Translate
Clicking on the Translate button will translate the text on the page to one of 10 languages. Users can also click on a language with the ReadSpeaker function to have it read back in that language.

SEARCH

Advanced Search

Whether you are beginning a significant research project or verifying a few facts, the Advanced Search function, located in the top, right-hand portion of every page, is a good place to start. By choosing one or a combination of criteria, then clicking the **SEARCH** button, users will have instant access to targeted results taken from thousands of resources. To search by text, enter a word or phrase into the Site Search field and click the SEARCH button. To narrow the search, select a specific category or categories from either the Reference Library or the Topic Center or both.

Search Results

Search results are grouped into the Reference Library or the Topic Center. Clicking on the Topic Center will give users a wider view of the search term, including contextual information, while the Reference Library provides more targeted information. Search results can be sorted by category, relevance, or alphabetical order. To further narrow your search, you can use the **Filter** option. To do this, check the categories that are of interest and click on Filter.

Users also have the option of searching across ABC-CLIO databases that they subscribe to by clicking on the **Search across All Courses** link.

HELP

The Help section provides access to various resources to make the database easier for students and instructors.

FAQ
Lists the most frequently asked questions users have about the database.

Tech Notes
Gives information on system requirements, plug-in updates, and downloads.

ReadSpeaker
Provides details regarding the use of the ReadSpeaker function.

Contact Us
Gives contact information for ABC-CLIO Customer Service and Tech Support.

User Guide
Helps users learn how to use and stay current with the database.

Ask the Cybrarian
The Ask the Cybrarian tool is an online guidance source that provides reference information, search help, and support via e-mail. If several reference searches have not yielded the answers you need, you may want to try the Ask the Cybrarian tool. Questions are submitted in the submission box and then sent to the Cybrarian, who will respond by e-mail to the sender, usually within one to three days.

Cybrarian Q&A
Frequently asked questions about the Cybrarian and their answers are posted for quick reference.

Shortcuts & Logos
This page provides directions to add a shortcut to ABC-CLIO's databases onto a desktop or to add hyperlinked logos for ABC-CLIO's Social Studies Databases onto a web page.

STAFF EDITION TOOLS

The following Tools are available on the Staff Edition only (with staff access code).

Research Lists
Staff users have the option to add any reference item to a research list. Research lists may be posted for students to view, or saved for later. They may also be edited or deleted at any time.

Creating a List

1. From within any entry in the database, click **Add to Research List**. This will take you to the Research Lists Tool page.

2. From this screen, you will have the option of adding the entry to a new research list or to an existing research list. Click **Add to a New Research List** to begin a new list.

You will see the item in a list along with step-by-step instructions for compiling the list, adding comments, naming the list, adding you name, and finalizing the list. Click **Continue Research** at the top of the screen to add more items to this list.

You can change the order of the items or delete an item by editing the number selected for the item or checking **Delete**.

Any **Comments** you make will be visible to all users on the account, and instructions related specifically to that list can be given to students.

The Name you select for the research list should be as descriptive as possible as it will become the link that students use to access the list. The name can include class periods, subject matter, etc.

Your **Name** will appear next to the list for all users. Users will also be able to sort by this feature for quick access to all the lists that a particular person has created. To sort by last name, be sure to enter your name with last name first (i.e., Jones, Ms. Brenda).

You will have the option to **Delete List**, **Save for Later**, or **Save and Post**. Clicking **Delete List** will permanently delete the list from the database.

Click **Save for Later** to keep a record of this list for yourself only. You will be asked for a password so only you will be able to access this list for editing at a later date. Type in a password, verify the same password, and click **Save for Later**.

If you would like to post the list right away, click **Save and Post** to post this list for all users on your account. Choose an end date. (The research list will remain visible on the student access version of the database until the date chosen, at which point it will automatically be unposted. The list will remain available on the staff access version for editing.) Enter a password and verify the password. This password allows only you to edit this research list. Click **Save and Post** to post this list to the student access version of the database.

Once posted, the research list will appear to all student access users on your account under the Research Lists tab in the main navigation bar.

Editing an Existing List

1. Click on **Research Lists** on the left side of the Tools page.

2. A list of all research lists created on your account will display. To edit a research list that you have created, click the **Edit** button next to that list.

3. Enter the password you selected when creating the research list and click **Submit**.

You will then be able to edit according to the steps under **Creating a List**, above.

Account Information
Displays all database information specific to an account, including name of database, name of database administrator, expiration date, staff access code, student access code, and ABC-CLIO customer service information.

Update Preferences
This feature allows the user to change the following interface options, if desired: primary citation format (either APA, Chicago, or MLA); and the number of search results that will appear on the page (10, 20, 50, or 100).