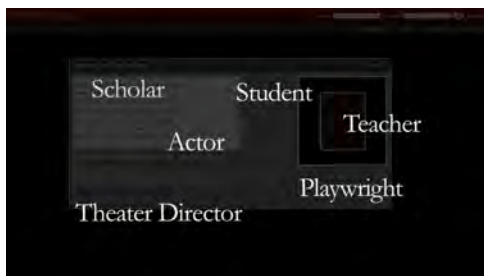


# Using the Shakespeare Quartos Archive

INTRO



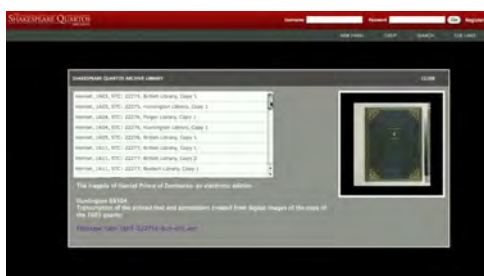
This is a quick guide on how to get around and use the Shakespeare Quartos Archive. Whether you are a scholar, teacher, theater director, playwright, actor or student, you will find tools to help you better understand this important collection of Shakespeare's early work.

BROWSER



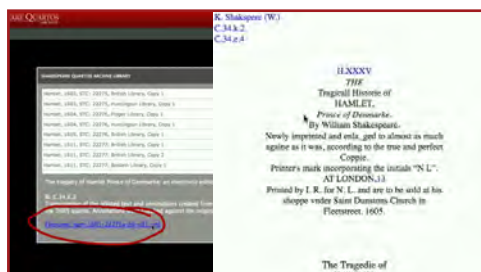
This archive is best viewed using the Firefox web browser, version 3.0 or higher. Many features have been tested and will also run on Internet Explorer versions 6, 7, and 8.

LIBRARY



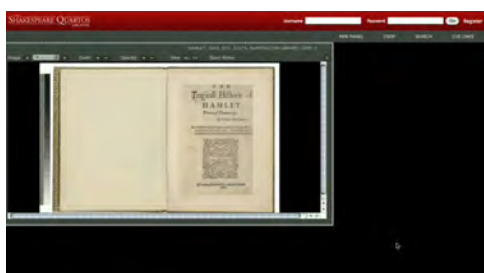
If you are a new user, the first screen you will see in the archive is a list of available editions. The archive currently consists of 32 copies of the 5 quarto editions of Shakespeare's play *Hamlet*.

XML



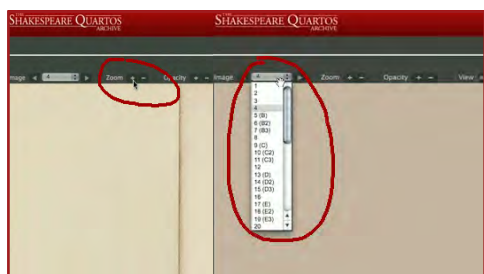
The xml file is ideal for printing or when you want to quickly scan an edition's content.

PANELS



Click on the name of an edition to view it in a panel window. Each panel window can be resized, and you can move the panel's content around by clicking and dragging with your mouse.

NAVIGATE



The zoom tool allows you to view the text at high-resolution. Use the drop-down menu to jump to a particular page, or use the next and previous button to navigate sequentially.



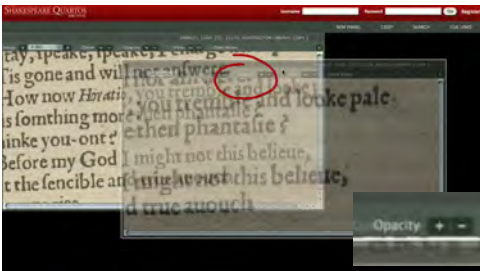
## Using the Shakespeare Quartos Archive, cont.

COMPARE



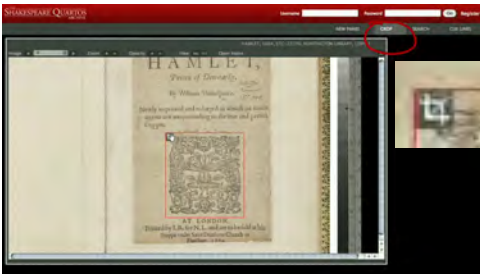
One of the important features of the interface is the ability to compare two or more editions of a play side-by-side. To open a second panel, choose the “new panel” menu item, and click on your desired title. It will open in a separate panel. You can open as many panels as you want.

OPACITY



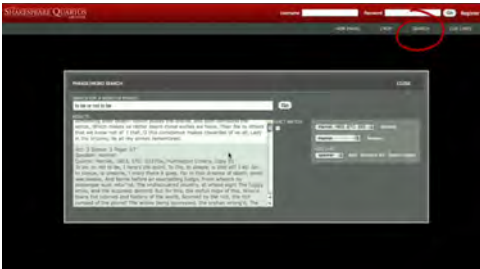
For finer textual comparison, you can use the panel’s opacity feature. Make sure that your editions are the same size, then place one above another. Change the opacity of the top panel to see differences in the text.

CROP



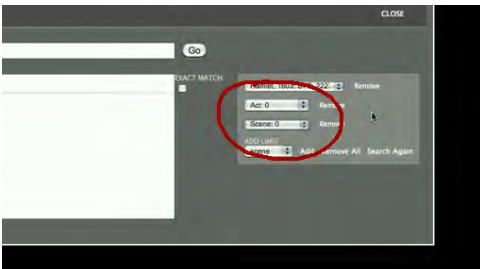
To crop, click on the crop menu item. Click once in the panel where you’d like to crop, and the red crop square appears. Resize and move the square as desired, then click on the gray crop icon to open your selection in a new window.

SEARCH



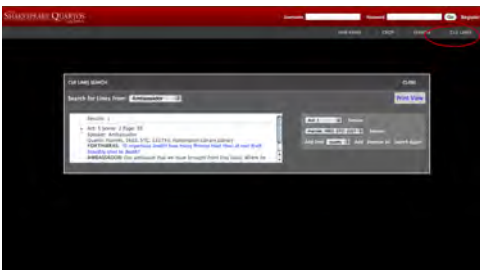
The search tool searches the entire archive. You will find it useful to limit your search by quarto, speaker, act or scene. To add a limit, choose your limiter, then click “add.” You will be given a list of available options for each limit. Press “go.” Click on any result to open it in a panel.

EXTRAS



You may notice when searching that some of the quartos have a category called scene 0 and act 0. The contents of these categories are materials that fell outside of the main textblock, such as pages that were pasted into the front or back of the quarto.

CUE LINES

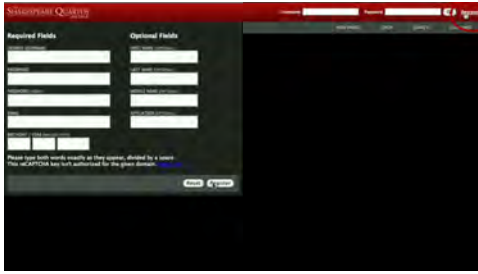


You can search for cue lines by speaker name, and add limits by quarto, act or scene. For printer-friendly cue lines, choose the “print” link.



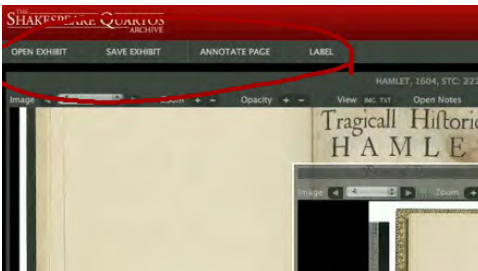
## Using the Shakespeare Quartos Archive, cont.

REGISTER



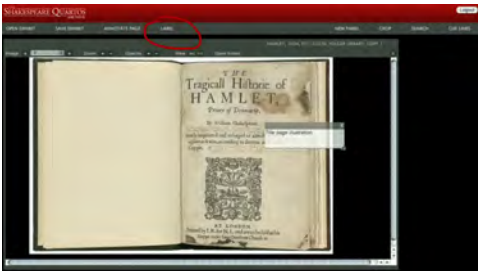
To register, follow the link in the upper-right-hand corner. Enter your information and click register. If you have filled out the fields successfully, you will be automatically logged into the interface. You may want to write down your username and password for future reference.

LOGIN



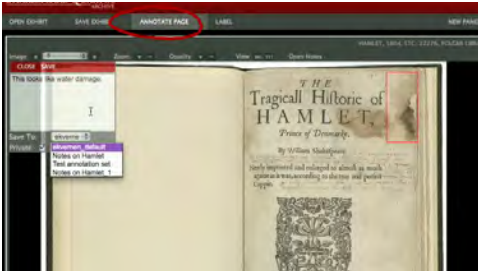
If you're logged in and navigate to another website, the archive will remember your workspace when you return. Once you're logged in, you will see a new set of menu options in the upper left.

LABEL



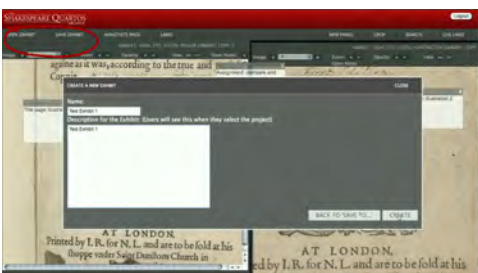
The label tool allows you to create a “sticky note” on the page. To use it, click on the tool, and a label window will appear. Enter your text, save, move and resize your label as desired.

ANNOTATE



To add annotations to an image, click on the “annotate page” menu item, then click once on the image you would like to annotate. A red square appears, which you can move or resize as desired. Type your text, and either save or close the note.

EXHIBITS



Exhibits are desktop states that can be saved and opened for later use. If you would like to save a desktop state, choose the “save exhibit” menu item. Give the exhibit a name and description, and choose “create.” To open an existing exhibit, choose the “open exhibit” menu item.

MORE



For more details on creating and using annotation sets and exhibits, consult the “advanced features” instructions set.