"The University of Oxford Text Archive" Quick Start Guide

Begin by entering the site's **homepage** (http://ota.ox.ac.uk/) with your browser.

1. At the top of the page, you will see several links, as shown below. You can pick one by left clicking once with your mouse.

- Clicking **Main IT Services Site** leads to a web page with various information about IT Services, latest news, related material and contact information.
- Clicking **Service Catalogue** leads to a list of customer-facing services provided by IT Services, grouped by specific IT problems people may be facing, roles (such as student or staff) and others.
- Clicking **Contact** leads to information about the IT services for all categories of people those services are offered to, as well as contact information.
- Clicking **Status** leads to a web page informing you whether the site and its systems are running smoothly.
- Clicking **Rules** leads to information about policies and guidelines which govern the use of IT at the University.

2. Following those links, you will see the emblems of the IT Services and the University. Clicking the IT Services emblem simply reloads the page. By left-clicking on the **UNIVERSITY OF OXFORD emblem**, you **exit** this page and you will be taken to the University's homepage.

3. Underneath, you will find more links as shown below.

- Clicking **Home** will reload the current page.
- Clicking **About** leads to information about the Oxford Text Archive.
- Clicking **Catalogue** leads to several lists of data concerning various texts.

- Clicking **TCP** leads to a list of available texts with various filtering options.
- Clicking **Contact** leads to a page with contact and feedback information.
- Clicking **Help & FAQ** leads to a page with exactly that: Frequently Asked Questions.
- Clicking **Search OTA** leads to a search engine in order to search for terms inside the Oxford Text Archive.

4. Following that, you will see a small paragraph with a brief description of the web page and its functions.

The University of Oxford Text Archive

The University of Oxford Text Archive develops, collects, catalogues and preserves electronic literary and linguistic resources for use in Higher Education, in research, teaching and learning. The OTA also gives advice on the creation and use of these resources, and is involved in the development of standards and infrastructure for electronic language resources.

5. As shown at the following picture, there is a list of links in the middle of the web page.

- The Archive: browse the catalogue and get access to the OTA resources
- Text Creation Partnership: EEBO, ECCO and Evans texts
- Deposit: how to deposit resources with the OTA
- CLARIN-UK: national activities relating to Europe-wide sharing of resources
- Oxford: electronic language resources for users in Oxford (page restricted to University of Oxford users)
- Projects: projects and activities which the OTA is involved in various ways
- Advice: documents giving advice and guidance on good practice in the creation and use of electronic resources
- Frequently asked questions

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- Clicking **The Archive: browse the catalogue and get access to the OTA resources** leads to several lists of data concerning various texts.
- Clicking **Text Creation Partnership: EEBO, ECCO and Evans texts** leads to a list of available texts with various filtering options.
- Clicking **Deposit: how to deposit resources with the OTA** offers information on how you can have a copy of your work archived in the OTA.
- **CLARIN-UK** is a link about national activities relating to Europe-wide sharing of resources, as described above.
- Entering **Oxford: electronic language resources for users in Oxford** requires a Username and a Password.
- Clicking **Projects** leads to a list of research, teaching and other projects that the OTA is involved in.
- Clicking **Advice** leads to advice and guidance on good practice in the creation and use of electronic resources.
- Clicking **Frequently asked questions** leads to an extensive list of information about the Oxford Text Archive.

- At the bottom of this list of links, there are two **Facebook** buttons which can be used to "Like" or "Share" this web page with your Facebook account.

6. Following the list of links above, there is a short disclaimer about the terms by which users of the web page must abide, as shown below.

Users of resources downloaded from the University of Oxford Text Archive must abide by the terms of the OTA User Agreement or any other licence associated with a particular resource.

7. In the end, at the bottom of the web page you will find more links, as shown below.

Contact and Feedback | Accessibility | IT Services | © University of Oxford.

- The **Contact and Feedback** link leads to a web page which provides options for contacting the Archive's staff as well as information about the staff.
- The **Accessibility** link requires permission (logging in) to access.
- The **IT Services** link leads to the same page as the Main IT Services Site link at the top of the page.
- Finally the **©** link leads to a page with information about the copyright of the page and its contents.