

Accessing and searching back numbers of *Archaeological Journal*

1. Enter the website, www.royalarchinst.org
2. Login at top of page. If you are unregistered, or have forgotten your username/password, contact admin@royalarchinst.org
3. Click 'Publications', then 'Archaeological Journal', then 'More information'
4. Click 'Access' (if then 'Denied', follow instruction in 2)
5. Click 'Access'; the current journal will appear
 - a) If you want a particular article from the back list, and know the number of the journal in which it appeared, then in the boxes on the left:
 6. Click 'View all ...'
 7. Select the volume/year
 8. Click 'Issue 1'
 9. Scroll to select article and click on its title (note that clicking 'Archaeological Journal' in this window will return you to the current volume)
 10. In the green box, click 'Download ...' allow a short time to pass; scroll down past the copyright details to reach the text
 - b) If you want to find a particular word in the article, type it into 'Find' in the menu bar. The word should appear highlighted at its first mention; click 'Find next' in the menu bar for further entries
 - c) If you want to search for a particular author or word in the whole sequence of the journal, return to 6, 'View all ...'; check that the black dot is 'Within current journal', type the word into 'Find' in the menu bar, and click. A list of articles in which the word occurs appears, starting with author names and entries in article titles. Click on the first that you want to search; 'Download' (as 10); re-enter the required word in 'Find' (needed for each article searched).

Combinations of words can be found by entering them within double inverted commas and placing the black dot within the 'Entire site' roundel. The volume(s) in which the word combination occurs can then be downloaded, but the phrase must be entered again into the 'Find' box when the download appears.

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