

Gale Virtual Reference Library

Always Open. Always Available.

電子書簡介

Gale Virtual Reference Library 裡,收錄 Gale 所出版有關藝術、傳記、商業、 教育、環境、歷史、法律、文學、醫學、多元文化研究、宗教、科學及社會科學 諸學科領域的百科全書、手冊、指南等參考資料。

特色

- ▶ 全天 24 小時線上閱讀的電子書
- ▶ 可同一時間閱讀,不受人數限制
- ▶ 以 PDF 檔呈現完整原始文章
- ➢ 以 HTML 檔呈現,方便全文檢索
- ▶ 可同時跨所有電子書進行檢索功能
- ▶ 擺脫參考書不可外借刻板印象,可隨時隨地使用
- ▶ 不需額外安裝任何軟體
- 檢索介面便利,在最短的時間內搜尋到你想要的資料

<u>文道國際企業有限公司</u> 台北市和平東路一段91號4樓之2 電話:(02)2357-8961 傳真:(02)2393-2268 E-mail: <u>windeal@ms2.hinet.net</u> elink@windeal.com.tw

● 主畫面簡介

🏄 Gale Virtual Reference Library - Basic Search - Microsoft Internet Explorer	
檔案(P)編輯(E) 檢視(Y) 我的最愛(A) 工具(T) 說明(H)	(B)
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一、 檢索功能

當使用者進入 Gale Virtual Reference Library 時,會進入如圖 1-1 的畫面,畫面右 上角即為檢索功能欄。檢索功能欄分為兩項,分別如下:

• <u>基本搜尋(Basic Search)</u> 如圖 1-1—

A.<u>關鍵字檢索(keyword)</u>:當您對某一個主題不熟悉,或是不了解詞彙的定義、 學科歸類時,建議您可使用 keyword 來搜尋想要的資料。

例如:如果您以American culture在keyword中作搜尋,只要有American 或culture 出現在<u>書名</u>、<u>標題</u>、<u>全文</u>當中,都會被搜尋出來。

B.<u>文章標題檢索(Document title)</u>:當您對想搜查的主題有明顯的方向,可使用 Document title來搜尋。

例如:如果您以American culture 在Document title中作搜尋,只有在<u>標題</u>中出現<u>完整的</u>American culture,才會被搜尋出來。

- C.<u>內文檢索(Entire Document)</u>:當您對想搜查所有電子書的全部內文,可使用 Entire Document 來搜尋。
- D.<u>主題索引檢索(Subject)</u>:當您對想搜查所有電子書後列的subject index,可使用 Subject來搜尋。
- ※ <u>資料來源檢索</u>:當您對某一本參考書已有一定程度的了解,或知道您想要的 資料是在某一本參考書中,建議您可使用show all→view publications→某一書 名→Search this ebook來搜尋,或由eTable of Contents瀏覽此書的內容。

如果使用者想要使用一個以上的檢索詞,並選擇這些檢索詞的組合方式,可進入 進階查詢進行搜尋。

● <u>進階查詢(Advanced Search)</u>—包含全文檢索(Full text)、關鍵字檢索

(Keywords)、標題檢索(Document title)、圖片說明檢索(Image caption)、書碼檢索 (ISBN)、資料來源檢索(Source)、文章編碼(Document Number)等等。**如圖 1-2**



圖 1-2

如果使用者需要更精確的查詢,可選擇高階查詢下方的More Search Options

A.<u>More Search Options</u>—包括了具有圖片的文章設限(to document with images) 、出版日期設限(Publication)、資料來源設限(Source)(以十本書為上限)、主題設限(Subject)、適用對象設限(Audience)。如圖 1-3



B.<u>CCL Advanced Search</u>—如果您熟悉Command Control Language的檢索方式,便可在此輸入例如ti book w1 reviews and au bouchard。**如圖 1-3**

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圖 1-3-1	

● <u>主題指引 査詢(Subject Guided Search)</u>—可檢索系統所提供的subject

和related subject例如managed care。如圖 1-4

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Subject Guided Search 的檢索結果,即列出所找到的 subject 和 related subject,若 再點選某一 subject 或 related subject,便可列出檢索結果的文章。

二、 檢索結果

● 檢索結果清單:

在檢索結果清單可看到與檢索詞相關的資料。顯示格式為一頁 20 筆資料。 如圖 2-1

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圖 2-1

● 檢索結果詳細內容:

想要瀏覽檢索結果的詳細內容(包括了電子書的簡介、章節目次、索引、內 文、圖文說明),只要直接點選超連結即可。

A.<u>電子書簡介(About this eBook)</u>:

包括了紙本的 ISBN、電子書的 eISBN、學科分類(Subject)、簡短的敘述(Brief Description)、電子書編碼(Document Number)。**如圖 2-2**



圖 2-2

B. 章節目次(eTable of Contents):

詳細的目次完整呈現,不需逐頁翻找。如圖 2-3



圖 2-3

C.<u>圖文說明清單(List of illustrations)</u>:

清楚地條列出所有圖片清單及其所在的頁數,並以粗細字體讓使用者清楚辨別照片內容爲何。<u>粗體字</u>爲圖片附上文字解說;<u>細體字</u>爲人物圖片。

如圖 2-4



圖 2-4

D. 電子書的引用、引證(How to cite):

使用者可選擇採用 Modern Language Association (MLA) 標準格式、American Psychological Association (APA)、或 Z39.80Tags 三種格式,及輸出至 EndNote、 ProCite、或 Reference Manager 的軟體格式,幫助使用者在做研究時能方便引用。 如圖 2-5



圖 2-5

E.<u>加入清單</u> (Mark all items on this page):

在檢索清單畫面中,GVRL 提供加入清單的功能,讓使用者可勾選所需的文章, 在畫面的左上方,點選 Marked Items,即可直接進行 E-mail 或 Print

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圖 2-7

● 瀏覽內容:

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圖 2-8

● <u>輸出檢索結果</u>:

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● <u>回顧檢索結果</u>:

使用者如果需要重新檢視之前瀏覽過的頁面或是想要重新檢視某一次的檢 索結果可以利用畫面上的 Previous Searches,即可看見所有的檢索歷史,直 接點選某檢索條件,就可以回到該筆檢索的清單畫面。如圖 2-9

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圖 2-9

三、 附加功能

InfoTrac InfoMarks TM

✓ Gale Virtual Reference Library 的一項附加特色為 InfoTrac InfoMarks—最先進的線上研究工具! InfoTrac InfoMarks 讓您儲存並重新執行您的檢索,且可儲存於網頁、e-mail、Word 檔案等。當點選該連結時,其他使用者就可瀏覽由您設計的檔案。

利用 InfoTrac InfoMarks 可簡單、直接的進行任何工作,例如:若您想以最近 20 年的重要當代作家為主題建立學生的閱讀清單。當您已查詢到在電子書中和該主題相關的文章或書目,您只需將每筆資料加上 InfoTrac InfoMarks 的標記。一旦您建立了 InfoTrac InfoMarks,您只需將它複製到文件檔案或網頁中,學生就可以參閱並使用您選擇的特定資料。

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