

四庫全書電子版

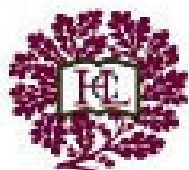
wenyuange siku quanshu

文淵閣 四庫全書 電子版



A GUIDE TO THE ELECTRONIC VERSION

HILDE DE WEERDT



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AN AskESL GUIDE

四庫全書電子版

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Wenyuange Siku quanshu

electronic version

In 2000 the Harvard-Yenching Library had the 175 CD-ROMs comprising the electronic edition of the Siku quanshu (Siku quanshu dianziban 四庫全書電子版) mounted on a server. At this time, the database is available for public use on a dedicated terminal in the Harvard-Yenching Reading Room. The electronic edition mounted on our server consists of the full-text and the page images of all 3460+ titles in the Wenyuange edition. The Siku quanshu was compiled between 1773 and 1782; a reprint of the Wenyuange edition is available in the Chinese bookstacks (1,500 vols. Taipei: Shangwu yinshuguan, 1983-86. call number: 9100 61) The electronic edition includes related titles such as Siku quanshu zongmu 四庫全書總目, Siku quanshu jianming mulu 四庫全書簡明目錄, and Siku da cidian 四庫大辭典. It also features a character dictionary and a date conversion tool.

Note on Chinese input:

The database is not compatible with Asian Suite. Under English Windows NT, we can only use the input methods that are included in our version of the Siku quanshu dianziban. See below for details.

To access the database:

Ask at the reference desk or the circulation desk to log you on.

To enter the database from the main screen:

Click on [內容檢索](#)

I Searching

To begin your search:

Move the mouse over the top left icon; a text box pops up indicating that this is the search 檢索 button.

Click on the icon to display the search options.

Several search options are available:

- A) full-text 全文檢索
- B) by siku category 分類檢索
- C) by book title 署名檢索
- D) by author 著者檢索

A) Full-text search

Click on 全文檢索 to display the search window.

a) Chinese input

To enter a character or phrase, click on additional input 輔助輸入. Count the number of strokes of the first character and click on the appropriate number in the first column; in the second column, select the radical under which the character is most likely to be indexed; select the character from the third column.

To search a phrase, repeat this process for the second and following characters. When all the characters you need are displayed in the bottom command line, click Confirm 確定.

The search string is displayed in the top line in the search window. Click Confirm to search the whole siku quanshu; or, limit your search by category, title or author. (see d) below)

b) Combined search

To use Boolean operators (AND, OR, NOT), click on advanced search in the full-text search window. Enter the character strings using the same method outlined in a)

Note that the combined search applies your search to a whole chapter. To do a combined search with a narrower scope, see c)

c) Proximity search

To search for two character strings within a given number (n) of characters, use the following command:

(Character 1)%n(Character 2)

d) Limits

*by siku category: Click on 四庫分類; the four main divisions in the siku classification scheme and a supplemental category display in the pop up window. Any category that has a red arrow next to it is expandable. Click on the arrow to display further subdivisions. You can select the broader or the more detailed categories by clicking on them. A red check mark appears next to the categories you have selected. (Click again to deselect.) Select any number of categories, click Confirm when your selection is complete.

*by title: 1) enter the title. see a)

OR

2) browse the title list. Click Browse 流覽. Click on one of the buttons in the pop up window to browse by the stroke number order, zhuyin transliteration or pinyin romanization of the first character in the title. Click Confirm when your selection is complete.

*by author: 1) enter the author's name.

OR

2) browse the author list. Click Browse. Click on one of the buttons in the pop up window to browse by the stroke number order, zhuyin transliteration or pinyin romanization of the first character in the author's name. Browse by dynasty to select from a list of authors from a given period.

Note that you can select multiple authors. Hold down the Ctrl key to select more than one author. Click Confirm when your selection is complete.

e) Main text and notes

Full-text search searches the main text 正文文字 by default. To search in the original small-text notes, check off the annotations 注釋文字.

f) Click Confirm to being your search.

B) Search by category

Click on 分類檢索 to display the search window. Categories and titles that can be further expanded have a red + mark attached to their icon. Click on the icon to view titles and chapter headings. Click on the text to move to the initial page of a title or chapter. This search option is most useful to browse categories and titles and their tables of contents.

C) Search by title

Click on 書名檢索 to display the search window.

1) enter the title. see A a)

OR

2) browse the title list. Click Browse 流覽. Click on one of the buttons in the pop up window to browse by the stroke number order, zhuyin transliteration or pinyin romanization of the first character in the title. Select a title and click Confirm. Click Confirm to being your search.

D) Search by author

Click on 著者檢索 to display the search window.

1) enter the author's name.

OR

2) browse the author list. Click Browse. Click on one of the buttons in the pop up window to browse by the stroke number order, zhuyin transliteration or pinyin romanization of the first character in the author's name. Browse by dynasty to select from a list of authors from a given period. Select a title and click Confirm.

Click Confirm to begin your search.

E) Modify your search

Click on [開啟當前檢索條件](#) to go back to the search window of your last search and to change your search string or criteria.

II Managing search results

Viewing Results

The results screen is divided into two areas:

the top section displays the search criteria and the number of results (both the number of hits and the number of chapters 卷 in which the hits occur) the bottom section contains the list of results

A) In the case of a full-text search (IA above), the results list is divided into three columns, displaying from left to right the number of hits in a given chapter, the chapter number and the title.

To view the result in its immediate context, click on the number in the hits column. Hits are highlighted in the full-text screen.

Clicking on the chapter number of the title takes you to the first page of the chapter or the title.

To view multiple hits in one chapter, scan the chapter by using the navigation arrows on the bottom right in the full-text window.

B) In the case of title or author searches, the results list consists of a list of titles.

Click on the red seal icon in front of the title to view a table of contents. See IB for further navigation.

Click on the title to move directly to the first page of the title.

Use the scrolls button on the right to change the display options between simple (title only), basic (also author and classification), and detailed (also the applicable entry from the Siku da cidian)

Clicking on any of the names highlighted in blue opens up a window displaying a list of titles by that person.

The display of the results screen can be customized by using the buttons on the right side. Both the character size and the number of results per page can be modified.

Saving Results

Results can be saved on the server. You can save your searches to a folder and access them later from the Manager Tool.

Click on the save button on the right. Name the file.

Go to the Manager Tool (the brush stand icon on the top menu bar) 資料管理員 Establish a subfolder in the Classified folder and save your files to it. Files kept in the Unclassified folder may be deleted.

For printing, see section VI below.

III Managing text

Use the bottom dividers to move between the results screen, the full-text screen and the page image screen.

Which screen should you use?

The full-text screen displays search results highlighted.

The tools from the right menu can be used in the full-text window for the following operations:

**Selecting a character string for full-text searching in the database

**Adding punctuation marks

**Searching any character on the page in the character dictionary

Enlarging character size with the magnifying glass

Adding notes

Changing between multiple and single page view

Changing between normal view and text maximization view

NOTE: The copy and paste function will not work under the current operating system. Use the page image screen to copy and paste text.

The page image screen does not highlight search results. It displays the page numbers in the original edition, which you may need for the purpose of reference.

The tools from the right menu can be used in the page image window for the following

operations:

**Saving selected text to Wordpad: Click on the select button, select the passage, click on copy to Wordpad 拷貝并打開寫字版. Save the text to your personal floppy disk; do not store them on the hard disk. Text saved on the hard disk may be deleted.

Enlarging character size with the magnifying glass

Adding notes

Changing between multiple and single page view

Changing between normal view and text maximization view

For printing, see section VI

IV Navigation

Click on the horse icon in the top menu bar.

To return to the main screen: click 主介面

To minimize the siku screen: click 最小化

To exit and log off: click 退出

V Help

Help in Chinese is available from the search screen and from all search windows.

Click on the question mark icon from the top menu bar or click on 說明 from any search window.

The main help window pops up.

Help consists of two parts: textual explanations, and screen shots with floating text boxes.

The textual part appears first by default. The screen is divided into two windows, the list of topics on the right and the text display window on the left. All topics with red arrows next to them can be expanded. Select the main topic or a subtopic by clicking on it. The text displays in the left window. A red check mark appears on the left of the topic selected. To

view the related screen shot, if applicable, click on Return to the pictorial mode 切換到圖形模式 To return to the help text, click Return to the index mode 切換到索引模式

Click Close 關閉 to exit help and return to the search screen.

VI Printing

Search results and image pages can be printed free of charge. Click on the seal icon 列印 in the middle of the top menu bar. Please limit the number of pages of main text to be printed. To copy chapters and volumes, use the print editions in the Chinese book stacks. Printed pages can be picked up at the circulation desk.

If you have questions or suggestions, please contact Hilde De Weerd. (495-2756 or deweerd@fas.harvard.edu)

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