

InfoTrac OneFile

綜合性學科資源全文資料庫

使用手冊

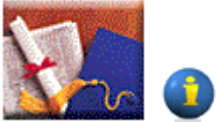
Gale 台灣地區總代理

飛資得資訊有限公司

InfoTrac OneFile

使用手冊目錄

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一、內容簡介

此資料庫為一跨學科性、全方位的參考全文資料庫。其學科從生物、科學到歷史、人文、法律社會學科皆涵蓋於其中。而收錄資料類型不僅於索引摘要資料，甚而報紙、期刊全文、雜誌全文及即時之通訊資料收錄在此資料庫中。重要的是，超過半數的期刊是經過專家審查通過的 (peer-review)，權威性不容置疑。

InfoTrac OneFile 中收錄超過種的索引資料及超過 9,000 種的期刊索摘資料，而全文期刊占有 5,000 多種，而主題分布如下所述：

- Social science journals 社會科學類期刊
- Humanities journals 人文期刊
- Science and technology journals 科學與科技類期刊
- National news periodicals 全國性新聞期刊
- General interest magazines 一般雜誌
- Newspaper 各類數位報紙


收錄年限：1980 年至今


資料更新頻率：日更新


二、連線方式


1. 利用瀏覽器 (IE 或是 NetScape) 連線至圖書館電子資料庫之網頁。
2. 選擇 InfoTrac OneFile 資料庫。


primary source documents from Primary Source Microfilm collections are also included in the collection.
[Start searching](#) this collection.


 **Investext Select** 2001 - Jan 2004
Use this database to find reports and forecasts prepared by top Wall Street and international brokerage firms. More than 11,000 U.S. and international companies and 53 industries are covered.
[Start searching](#) this collection.


 **InfoTrac OneFile** 1980 - Jan 2004
A one-stop source for news and periodical articles on a wide range of topics: business, computers, current events, economics, education, environmental issues, health care, hobbies, humanities, law, literature and art, politics, science, social science, sports, technology, and many general interest topics. Millions of full-text articles, many with images. Updated daily.
[Start searching](#) this collection.

 **Junior Edition - K12**
Formerly SuperTOM Junior, this periodical database is designed for students in junior high and middle school, with magazines, newspapers and reference books (most are full-text) for information on current events, the arts, science, popular culture, health, people, government, history, sports and more.
[Start searching](#) this collection.

 **Kids InfoBits** Jan 2004
Kids InfoBits meets the research needs of students in Kindergarten through Grade 5. It features a developmentally appropriate, visually graphic interface, a subject-based topic tree search and full-text, age-appropriate, curriculum-related magazine, newspaper and reference content for information on current events, the arts, science, health, people, government, history, sports and more.
[Start searching](#) this collection.

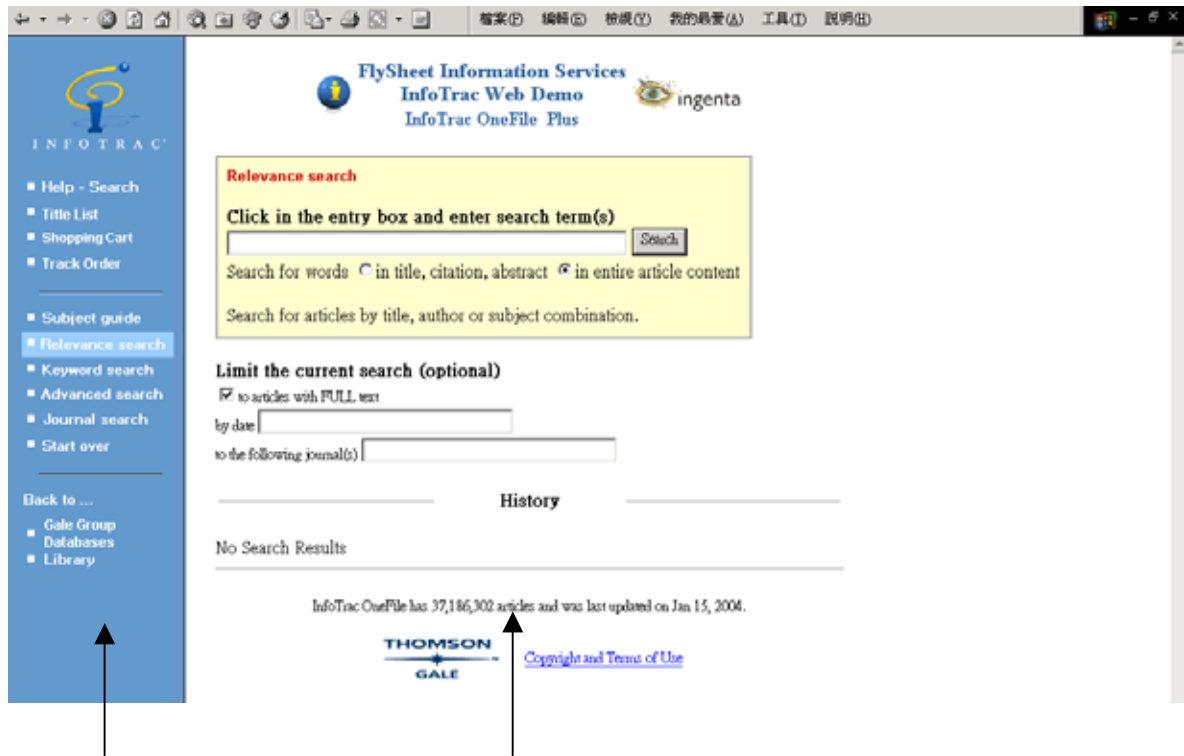
 **Kid's Edition - K12**
Formerly PrimaryTOM, this periodical database is designed for elementary school students, with easy access to full-text magazines, newspapers and reference books for information on current events, the arts, science, popular culture, health, people, government, history, sports and more.
[Start searching](#) this collection.

 **Student Edition - K12**
Formerly SuperTOM, this database is designed for high school students, with access to a variety of indexed and full-text magazines, newspapers and reference books for information on current events, the arts, science, popular culture, health, people, government, history, sports and more.
[Start searching](#) this collection.

 **LegalTrac** 1980 - Jan 2004
Use this database to find articles in all major law reviews, law journals, specialty law and bar association journals and legal newspapers. Included are articles on Federal and State Cases, Laws and Regulations, Legal Practice, and Taxation. Also included are: British Commonwealth, European Union and International Law.

三、檢索主畫面及系統功能說明

InfoTrac OneFile 檢索主畫面圖示如下：



【功能選單】

【查詢主畫面】

主畫面分布 INFOTRAC 的操作畫面分為兩部分，左邊為功能選單，右邊為搜尋畫面。在功能選單中，將列出與相關資訊的選項，以提供讀者一個快速的查詢環境，讀者可以在數種選項中跳躍查詢，增加查詢效率。

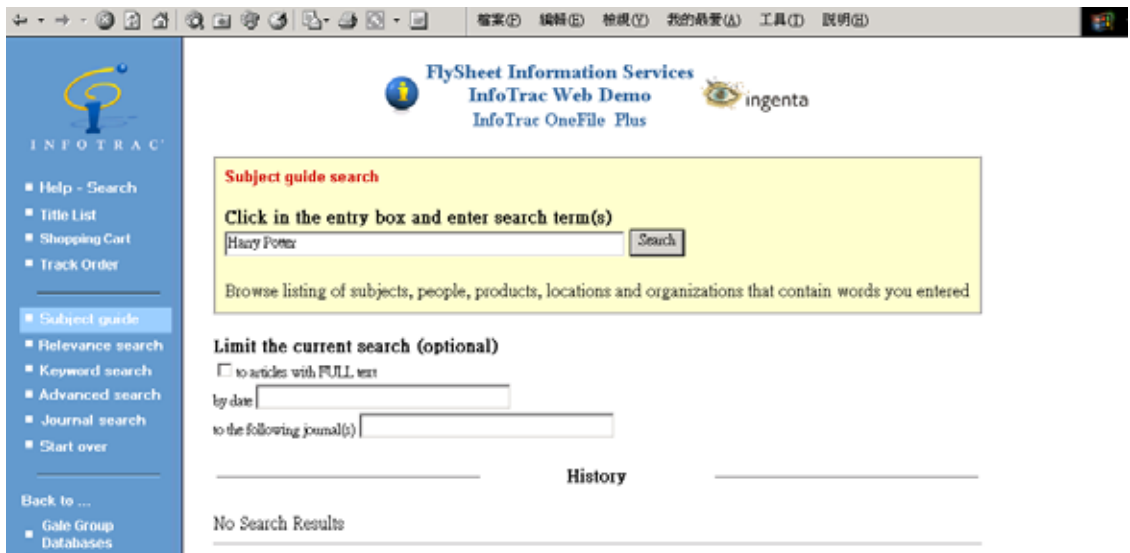
在搜尋畫面中所顯示的，即是由相對應的功能，如果讀者完成查詢，查詢結果將排列於此。再讀者完成每一次的搜尋後，INFOTRAC 將會把結果放在搜尋畫面的 History 下，讀者可以回過頭來查詢之前所查詢的資料，或在進階查詢中，對已檢索過的資料做進一步的限制與查詢。

四、檢索功能

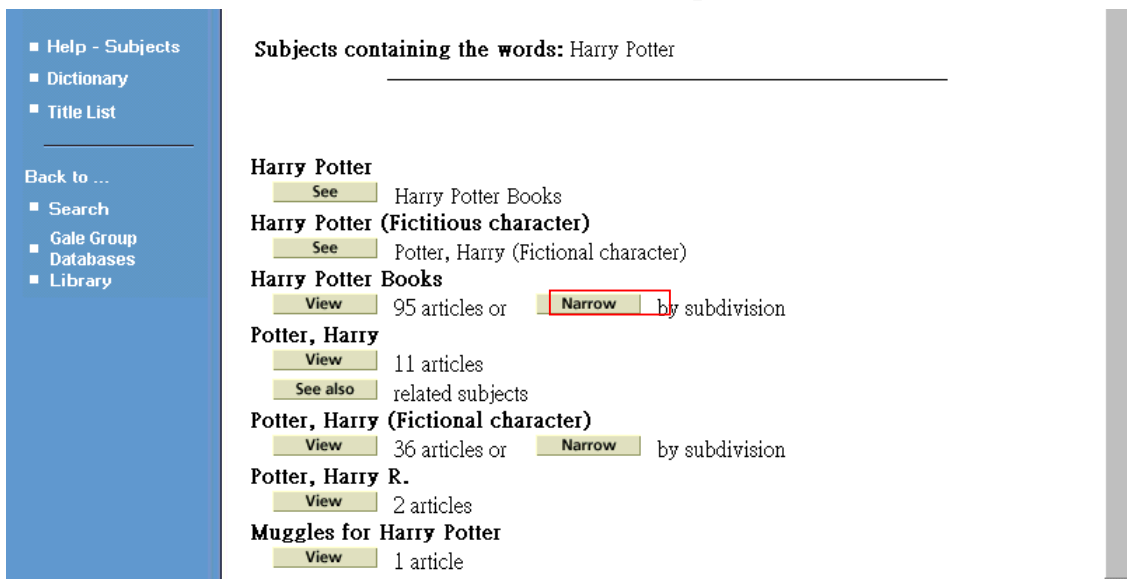
● Subject Guide Search 主題檢索

針對主題做檢索，與該主題相關的人、事、物的文章都會被檢索出來。檢索後將會出現一個 subject guide，提供該主題的細分或相關主題等的列表，得以進行更深入精確的主題檢索。

如：希望找有關 Harry Potter 對當今人文與社會的影響，則可利用主題檢索，系統將顯示關於 Harry Potter 的主題列表（注意：此主題是根據美國國會標題法而製定的。）



【在主題檢索模式中鍵入 Harry Potter】



上圖所顯示者，為 Harry Potter 所相關一系列的主題列表，在每個主題後會出現符合的檢索結果數量(例如：Potter, Harry 主題下有 11 篇文獻)；若須再細分主題，可選擇 **Narrow** 功能繼續細分直至所欲主題出現為主。如下圖所示：例如：分析 Harry Potter；及 Harry Potter 這本書對於社會的貢獻及社會影響等.....

- Help - Subjects
- Dictionary
- Title List

Back to ...

- Subjects
- Search
- Gale Group Databases
- Library

Subdivisions of: Harry Potter Books

analysis
[View](#) 3 articles

anecdotes, cartoons, satire, etc.
[View](#) 1 article

appreciation
[View](#) 1 article

attitudes
[View](#) 1 article

authorship
[View](#) 2 articles

calendars, schedules, etc.
[View](#) 1 article

cases
[View](#) 1 article

ensorship
[View](#) 4 articles

contracts
[View](#) 1 article

contributions, gifts, etc.
[View](#) 1 article

criticism, interpretation, etc.
[View](#) 11 articles

- Help - Citations
- Dictionary
- Title List

Limit search

View mark list

Subject: Harry Potter Books Subdivision: evaluation

Citations 1 to 3


Mark all items on this page

[Harry Potter most challenged. \(And Furthermore\).](#) (American Library Association's Office for Intellectual Freedom)(Brief Article)
Mark *Teacher Librarian* June 2002 v29 i5 p56(1) (426 words)
[Text](#) | [full page PDF](#)

[Why Harry's Hot: With the sweep of a wand, 'Harry Potter and the Goblet of Fire,' the fourth book in J.K. Rowling's magical series, is the fastest-selling title - of any kind - in history. Behind the frenzy and the more enduring question of what makes a classic.](#)
Mark *Newsweek* July 17, 2000 p52 Mag.Coll.: 104D1007. Bus.Coll.: 125Z2039. (1727 words)
[Text](#)

[Aha! Caught You Reading: Jacques Barzun and the Goblet of Fire, and other unsurprising surprise best sellers.](#) (The Last Word)(Brief Article) Anna Quindlen.
Mark *Newsweek* July 17, 2000 p64 Mag.Coll.: 104D1021. Bus.Coll.: 125Z2053. (1076 words)
[Text](#)

Citations 1 to 3


[Copyright and Terms of Use](#)

【檢索結果一覽表】

● Keyword Search 關鍵字檢索

檢索時可選擇關鍵字是只出現在題名摘要部分，或是出現在全文中的任何部分。此種檢索方式方便使用者，將全部有出現該關鍵字的文章，全部一網打盡。

如：想找所有與知識管理相關的文獻，在關鍵字檢索模式下鍵入 Knowledge management，系統共尋得 1,387 筆以上與 KM 相關的資料。

【在關鍵字模式中鍵入 knowledge management】

【系統共尋得 1,387 筆資料】

● Relevance Search 相關檢索

檢索方式與關鍵字檢索相同，但由於關鍵字檢索有可能找到在文中僅出現一次該詞彙，但該詞彙與全篇文章重點並不吻合的情況，使得檢索精確性大打折扣。因此相關檢索在檢索結果的呈現上，會針對輸入詞彙所出現之欄位的重要性（如出現於題名或於文章中僅出現一兩次），及詞彙的符合呈度（如 various 或 variable）進行評估該文章與檢索詞彙的相關百分比。檢索結果呈現時即是由百分比高至低排列，以期使用者能快速準確地得到最相關的資料。

如：想獲得與 KM 相關之資料，在關鍵字模式中尋得過多的資料（1,387 筆），因此希望能找到符合率最高的 200 筆資料。

【在相關檢索模式中鍵入 Knowledge management】

【系統自動顯示相關程度最高的 200 筆資料】

● Advanced Search 進階檢索

在進階檢索中，InfoTrac 提供了各種欄位，如題名、作者、刊名、主題等的檢索。可單一欄位檢索，也可利用布林邏輯（and, or, not）進行跨欄位的檢索。

如：希望尋得有關 KM 與 library 間的所有相關文獻，因此我們在進階檢索模式中以 knowledge management 為主題，以 library 為 text word 進行檢索同時只搜尋全文 (to article with FULL text)

結果我們尋得 98 筆相關文獻。

- Help - Search
- Dictionary
- Title List

- Subject guide
- Relevance search
- Keyword search
- Advanced search
- Start over

Back to ...

- Gale Group Databases
- Library

Advanced search

Click in the entry box and enter search expression

Subject (su)	knowledge management	AND	
Text Word (tw)	library	AND	
Key Word (kw)		Search	Clear Form

Select index then enter search term. Use AND OR NOT to connect the expression.

Limit the current search (optional)

to articles with FULL text

to refereed publications

by date

to the following journal(s)

R4 ((su (knowledge management) AND tw library) and ac fulltext)

Citations 1 to 20 (of 98) ▶▶

- Mark all items on this page
- [Knowledge management in action: Gartner's KM expert, French Caldwell, discusses best \(and worst\) practices in knowledge management. \(Advisor Interview\).](#) (Interview) Christa L. Coleman.
e-Business Advisor July 2002 v20 i5 p12(3) (2100 words)
[Text](#)
- [The formal organization of knowledge: an analysis of academic structure.](#) (Statistical Data Included) Patricia J. Gumport, Stuart K. Snyderman.
Journal of Higher Education May 2002 v73 i3 p375(34) (12838 words)
[Text with graphics](#) | [34 full pages PDF](#)
- [ITI announces InfoToday 2002 conference. \(Conferences\).](#) (Information Today Inc.)
Computers in Libraries April 2002 v22 i4 p52(1) (187 words)
[Text](#) | [1 full page PDF](#)
- [The rising star of the Chief Knowledge Officer: In the knowledge economy, what you know is at least as important as who you know. That's why the Chief Knowledge Officer has a key role in sustaining a firm's competitive advantage.](#) (Statistical Data Included) Nick Bontis.
Ivey Business Journal March 2002 v66 i4 p20(6) (3086 words)
[Text with graphics](#) | [6 full pages PDF](#)
- [The strategy and structure of firms in the attention economy: In organizations of all sizes, attention is a scarce resource. That's why the leader who](#)

【98 筆相關文獻】

五、檢索結果利用

檢索結果將以書目資料的條列呈現。可點選進入，瀏覽摘要或全文。

● Mark List

可藉由文章前方塊的點選，將需要的文章加以註記，並另外呈現，不需反覆瀏覽所有資料。瀏覽資料時，只需點選 View mark list 即可瀏覽所勾選之資料。

The screenshot illustrates the process of viewing a Mark List. On the left, the 'View mark list' button in the sidebar is highlighted with a red box. A red dashed arrow points from this button to the 'Mark List (2 items)' section of the search results page. The search results page shows two items with checkboxes selected, indicating they are marked. Below the results, there are options for 'Print, e-mail, and other retrieval options' and a 'Browser Print' section with a 'Submit Print Request' button.

Expanded Academic ASAP

R4 ((su (knowledge management) AND tx library) and ac fulltext)

Citations 1 to 20 (of 98)

Mark all items on this page

[Knowledge management in action: Gartner's KM expert, French Caldwell, discusses best \(and worst\) practices in knowledge management. \(Advisor Interview\).](#) (Interview) Christa L. Coleman.
e-Business Advisor July 2002 v20 i5 p12(3) (2100 words)
[Text](#)

[The formal organization of knowledge: an analysis of academic structure.](#) (Statistical Data Included) Patricia J. Gumport, Stuart K. Snyderman.
Journal of Higher Education May 2002 v73 i3 p375(34) (12838 words)
[Text with graphics](#) | [34 full pages PDF](#)

【將需要的文章加以勾選註記】

Expanded Academic ASAP

Mark List (2 items)

[Knowledge management in action: Gartner's KM expert, French Caldwell, discusses best \(and worst\) practices in knowledge management. \(Advisor Interview\).](#) (Interview) Christa L. Coleman.
e-Business Advisor July 2002 v20 i5 p12(3)
[Text](#)

[The formal organization of knowledge: an analysis of academic structure.](#) (Statistical Data Included) Patricia J. Gumport, Stuart K. Snyderman.
Journal of Higher Education May 2002 v73 i3 p375(34)
[Text with graphics](#)

Print, e-mail, and other retrieval options

Browser Print

Reformat marked articles for printing from your browser.
Restrict contents to: Citation Full article (if available)

【點選 View mark list，即可瀏覽所有之前勾選註記的資料】

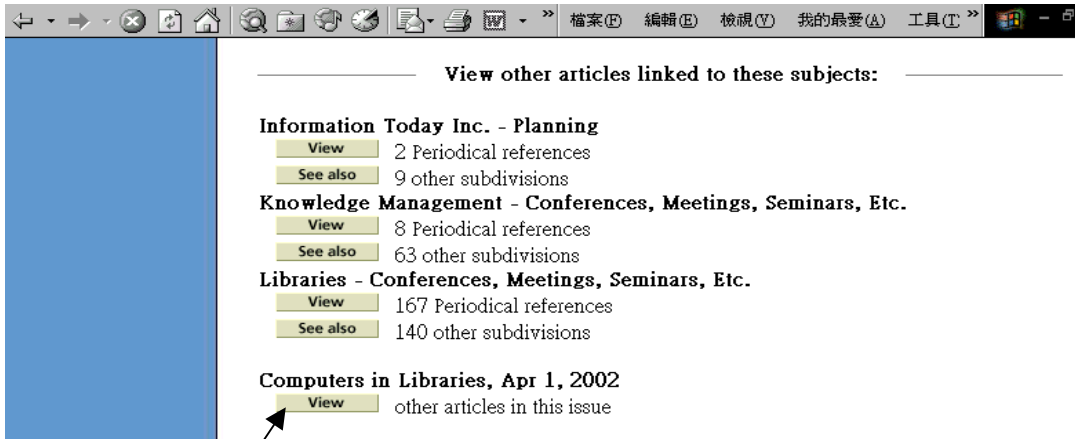
● **Link**

除了檢索結果，也可利用 Link 功能，瀏覽更多相關資料。

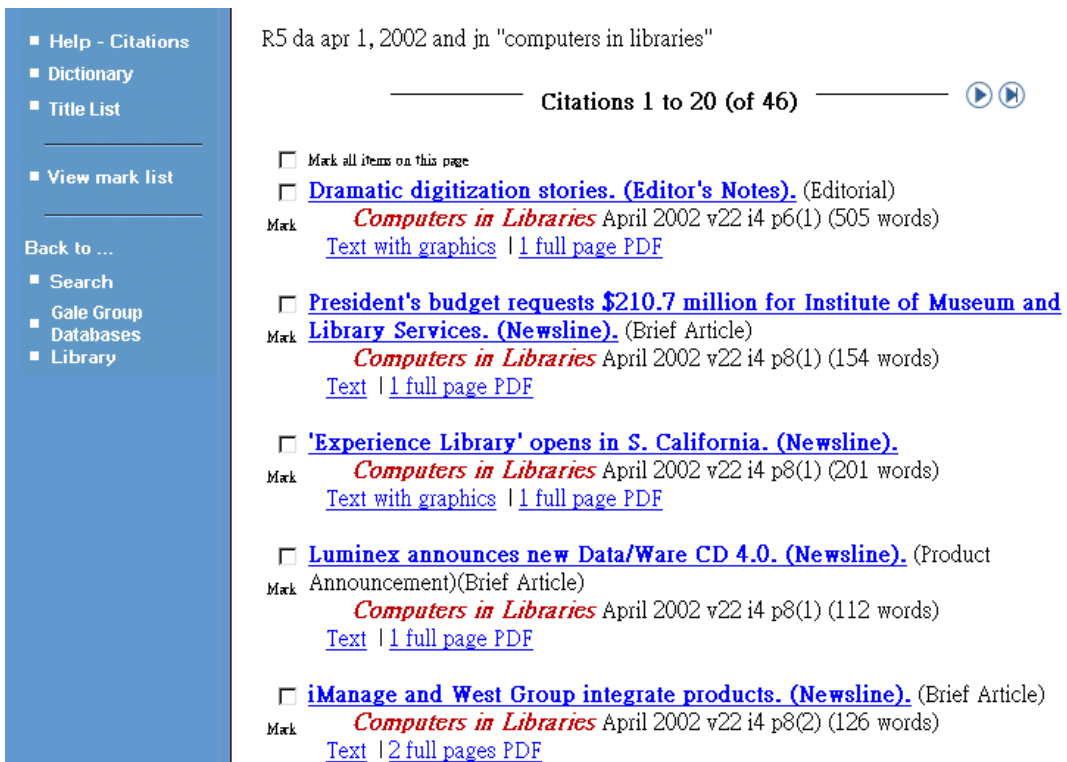
Other articles in this issue

可連結至該篇文章所出現之期刊中其他的文章，類似該期刊的目次。

如：我們找到一篇文獻，是由 *Computers in Libraries* 此本期刊所收錄，而我們希望看到這一期該本期刊所有文章的目次摘要或及全文資訊，我們即可點選 **View other articles in this issue** 便可以看到。



【點選 **View other articles in this issue**】



【該期期刊中，所有文章的目次及全文資訊】

Subject in this article

可連結至與該篇文章相同主題或相關主題的文章。以擴大檢索範圍，例如：先前瀏覽單一圖書館如何利用知識管理的文獻，發現有其他相關主題，如：Knowledge management 相關的會議、研討會論文集等資料，點選該一主題，系統隨即將該主題下所有文獻篩選出來。

View other articles linked to these subjects:

Information Today Inc. - Planning
 2 Periodical references
 9 other subdivisions

Knowledge Management - Conferences, Meetings, Seminars, Etc.
 8 Periodical references
 63 other subdivisions

Libraries - Conferences, Meetings, Seminars, Etc.
 167 Periodical references
 140 other subdivisions

Computers in Libraries, Apr 1, 2002
 other articles in this issue

【點選 Knowledge Management-Conferences, Meetings, Seminars】

- Help - Citations
- Dictionary
- Title List

- View mark list

Back to ...

- Search
- Gale Group Databases
- Library

R4 sd "knowledge management_conferences, meetings, seminars, etc."

Citations 1 to 8

Mark all items on this page

[ITI announces InfoToday 2002 conference. \(Conferences\).](#) (Information Today Inc.)
Computers in Libraries April 2002 v22 i4 p52(1) (187 words)
[Text](#) | [full page PDF](#)

[Fate of business intelligence lies in smarts of leaders.](#) (Technology Information) Jennifer Brown.
Computing Canada June 1, 2001 v27 i12 p1 (496 words)
[Text](#)

[ITI Will Replace NOM with InfoToday 2001.](#) (Industry Trend or Event)(Brief Article)
Computers in Libraries Feb 2001 v21 i2 p18 Mag.Coll.: 106C2753. (108 words)
[Text](#) | [full page PDF](#)

[Six steps to orchestrating the best value from your corporate knowledge.](#) (IT Director's Forum)(Industry Trend or Event) Mark Lewis.
Computer Weekly Jan 27, 2000 p41 (633 words)
[Text](#)

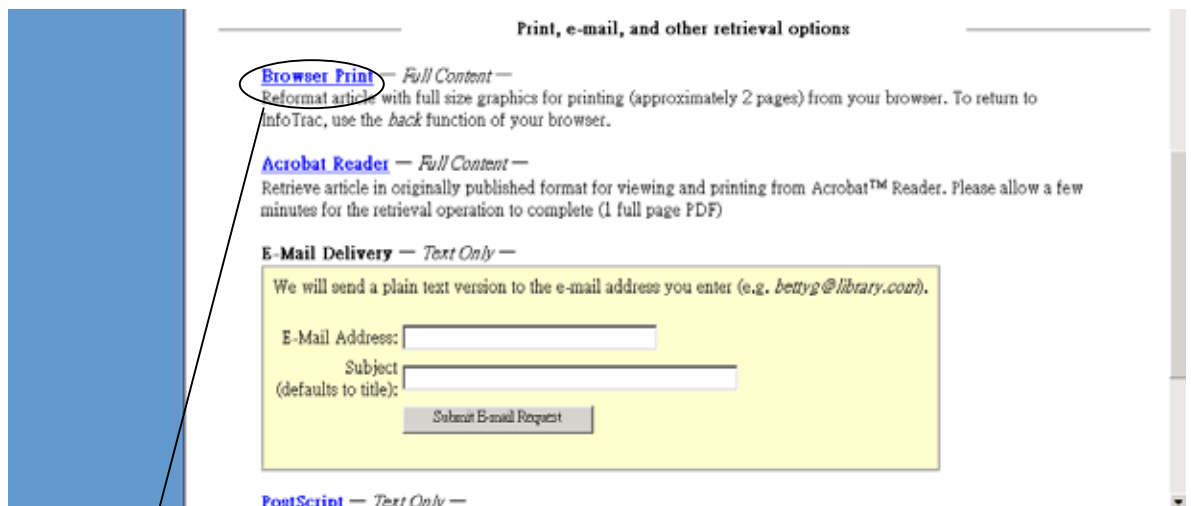
[KMWorld Agenda: Ease of Use, Better Search Tools.](#) (knowledge management) (Industry Trend or Event) Dominique Deckmyn.
Computerworld Sept 20, 1999 p6(1) (241 words)

【所有與 KM 相關的會議、研討會內容的文獻】

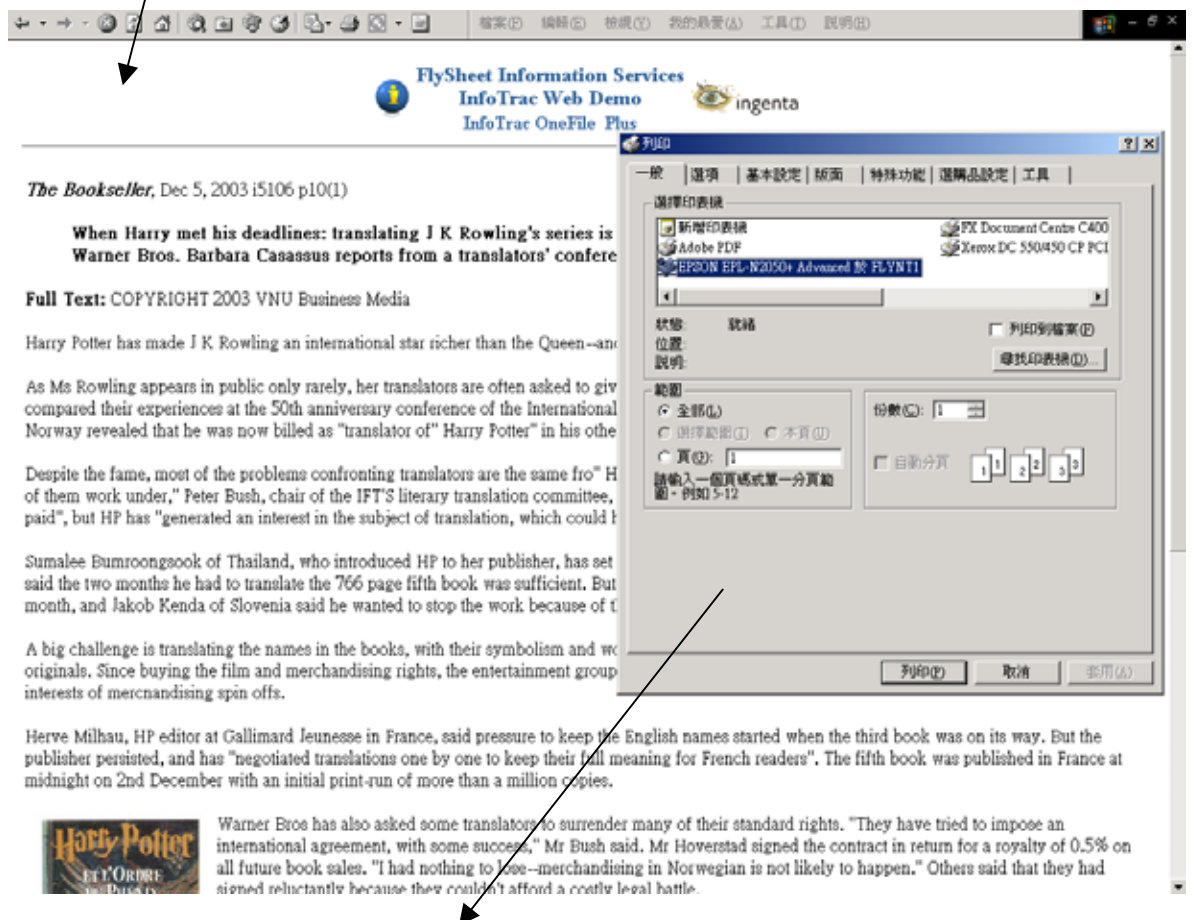
六、輸出

● Browser Print

點選 Browser Print 以最經濟的方式列印，只列印出重要的書目及全文資料，並不會印出不需要的瀏覽器畫面。



【點選 Browser Print】

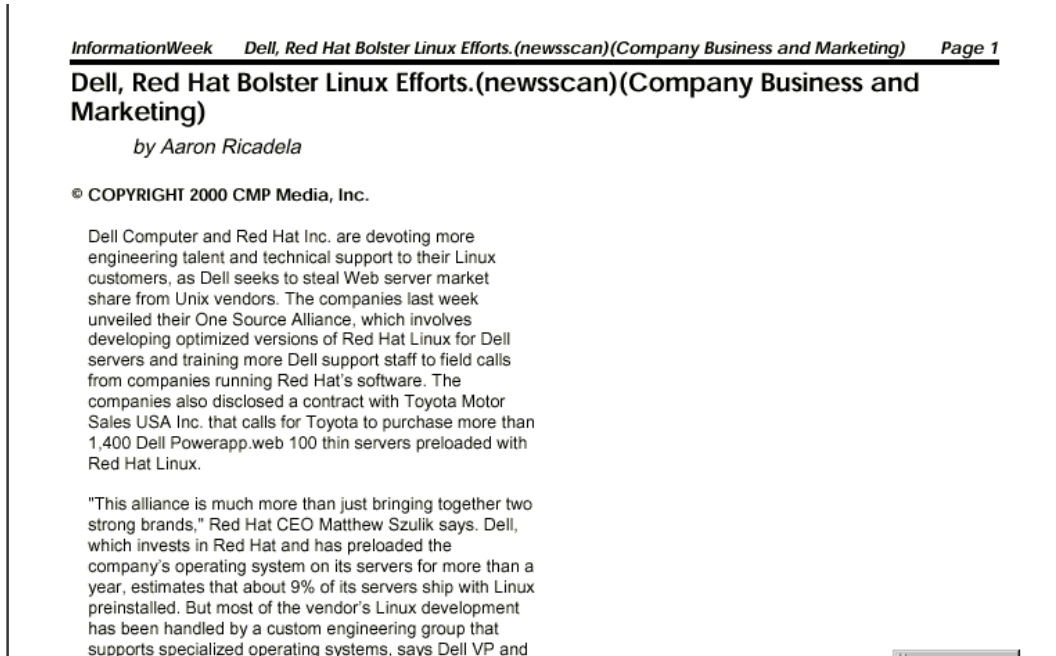


點選 Browser Print 後，系統隨即出現瀏覽器之列印對話框

● Acrobat Print

點選 Acrobat Reader 以 pdf 的格式列印，

1. 使用者端需有 Acrobat Reader，並且有掛入 (Plug in) 瀏覽器中，則使用者只需點選 Retrieve 即可以顯示 PDF 格式的全文檔案。



【直接點選 Retrive，即可以顯示 PDF 格式的全文檔案】

2. 使用者端需有 Acrobat Reader，但是沒有掛入 (Plug in) 瀏覽器中，則使用者則需先點選 Retrieve，系統會先將檔案下載，使用者在用 Acrobat Reader 讀取 PDF 檔案。

Browser Print *Full Text*
[Reformat](#) for printing (approximately 1 page) from your browser. To print, select *print* from the File menu. To return to InfoTrac, use the *back* function of your browser.

Acrobat Reader *Full Text*
[Retrieve](#) for viewing and printing from Acrobat Reader. Please allow a few minutes for the retrieval operation to complete

Unknown File Type
 You have started to download a file of type application/postscript. Last modified: Wed, you enter (e.g.
 Click "More Info" to learn how to extend Navigator's capabilities.

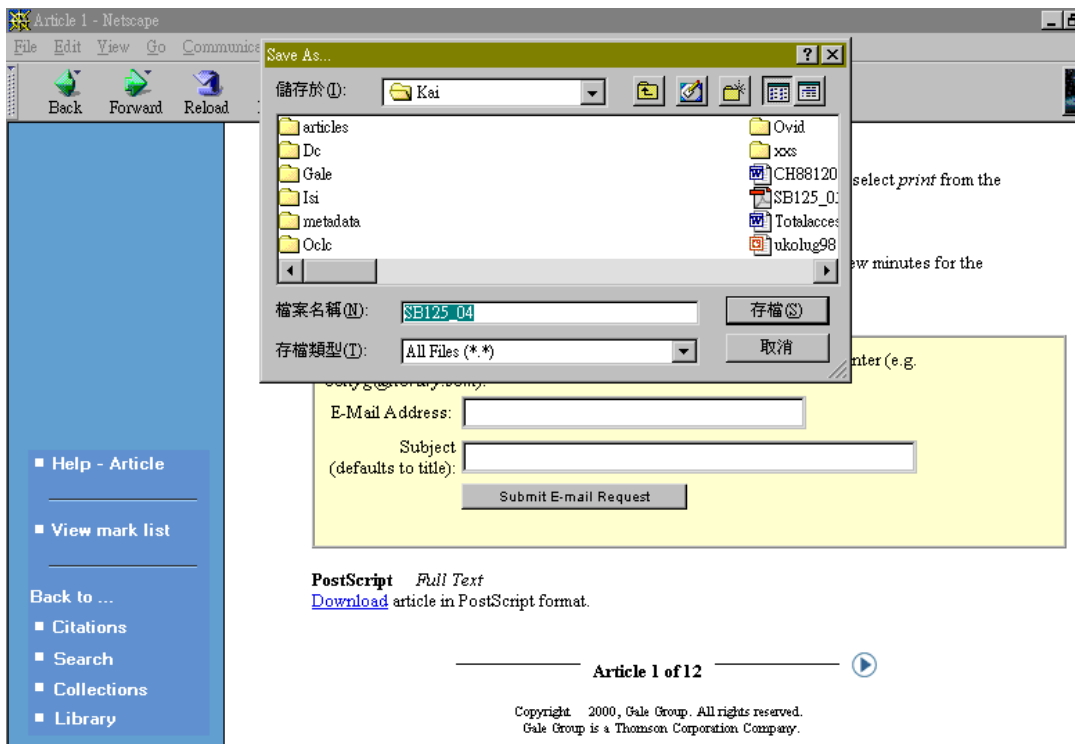
[More Info](#) [Pick App...](#) [Save File...](#) [Cancel](#)

PostScript *Full Text*
[Download](#) article in PostScript format.

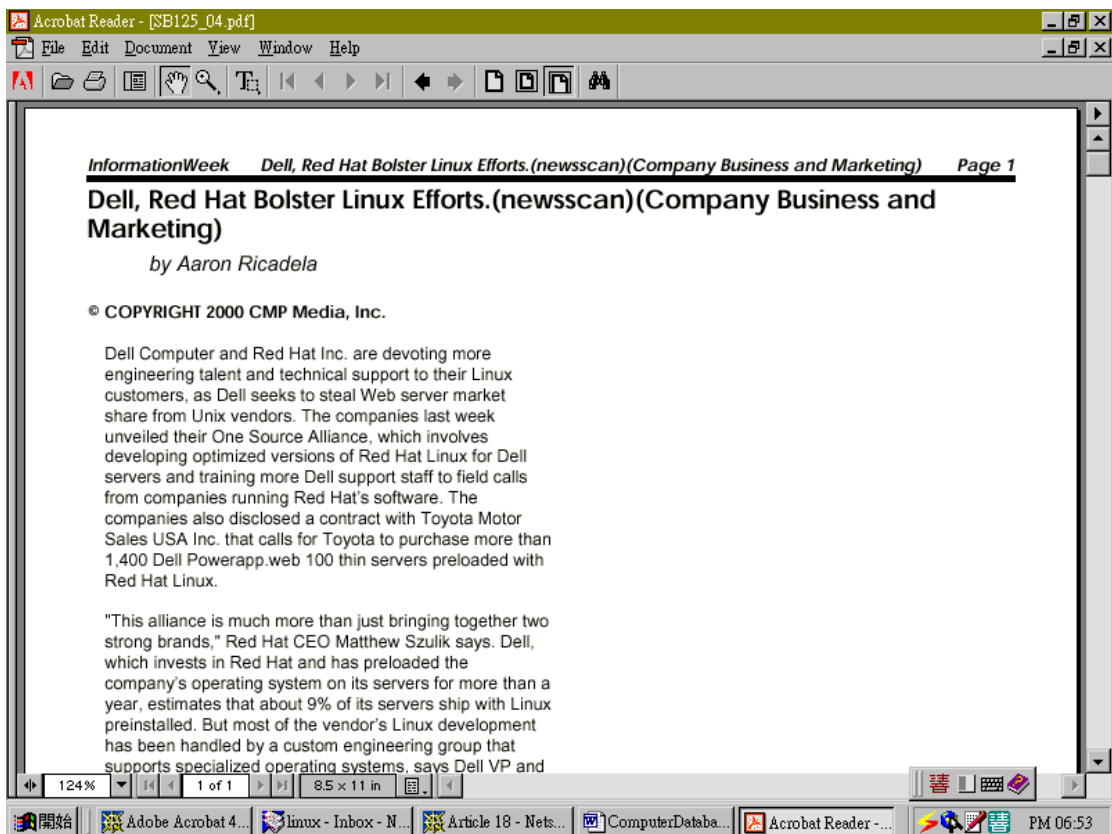
Article 1 of 12

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【瀏覽器出現處置對話框】



【選擇 Save File，後選擇存檔路徑即可】



【開啟 Acrobat Reader 讀取 PDF 格式之全文】

3. 使用者端並沒有 Acrobat Reader，可至以下網址直接下載
<http://www.adobe.com/products/acrobat>

● **Posts Script**

讀者需要有完整的 Acrobat 4.0，並且先用其中的 Distiller 將歐.ps 檔轉換成.pdf 檔後再用 Acrobat Reader 讀取。或是使用其他專業讀圖軟體讀取檔案。

● **E-mail**

將檢索到的資料 E-mail 到自己的電子郵件信箱之中，如：檢索到一篇與反壟斷法的文獻，並且希望將資料 E-mail 到自己的信箱中。

Print, e-mail, and other retrieval options

Browser Print *Full Text*
[Reformat](#) for printing (approximately 1 page) from your browser. To print, select *print* from the File menu. To return to InfoTrac, use the *back* function of your browser.

Acrobat Reader *Full Text*
[Retrieve](#) for viewing and printing from Acrobat Reader. Please allow a few minutes for the retrieval operation to complete

E-Mail Delivery *Full Text*

We will send a plain text version of this item to the e-mail address you enter (e.g. bettyg@library.com).

E-Mail Address:

Subject (defaults to title):

PostScript *Full Text*
[Download](#) article in PostScript format.

【在 E-Mail Address 中鍵入自己的郵件信箱如：info@flysheets.com.tw
 在 Subject 中鍵入希望的郵件主題如：linux】

Subject	Sender	Date	Priority	Status	Size
linux	Mailer-Daemon@email-delivery.l...	AM 05:00		read	3KB

Subject: linux
Date: 12-JUL-2000 05:00:50
From: Mailer-Daemon@email-delivery.infotrac-custom.com
To: kai@flysheets.com.tw

Source: InformationWeek, June 26, 2000 p48.

Title: Dell, Red Hat Bolster Linux Efforts.(newsscans)(Company Business and Marketing)
 Author: Aaron Ricadela

Subjects: Computer software industry - Product development
 Computer industry - Product development
 Microcomputers - Product development
 Unix-like operating systems - Product development
 Companies: Dell Computer Corp. - Product development
 Red Hat Inc. - Product development
 Products: Red Hat Linux (Operating system) - Product development

【在郵件匣中檢視所查得之文獻書目資料】

七、加值運用

在 2002 年七月，Gale 與 Ingenda 合作，在 Gale 的資料庫系統中單一的 citation 可連結至 INGENDA 的電子期刊全文，增加了跨平台的資源的運用性。

八、其他檢索技巧

● Wildcards

(*) 在字母後加上一 (*) 號，如 vege*，即可檢索出開頭含有 vege 的字母，如 vegetable、vegetarian 等。

(?) 在一個字中，可加入數個 (?) 號，如 psych????y，將可檢索出夾有與問號同多字母的字，如 psychology、psychiatry。

(!) 在一個字後加上 (!)，如 cat!，將可檢索出 cat 後有一個字母或沒字母的字，如 cat、cats。

● Logical

即布林邏輯，利用 and、or、not 做交集或聯集的檢索。

● Nesting

利用括弧，在一次檢索中可進行多次布林邏輯的檢索。

如 (iraq or kuwait) and iran，將可檢索出 iraq and iran 或 kuwait and iran。

● Proximity

利用 Wn 及 Nn 的指令，可限制兩字之間，包含其他字彙的上限。

如 family W2 values，在 family 及 values 兩字之間 (values 一定跟在 family 之後)，只能出現兩個或兩個以下的字。

Nn 則是相同功能，只是 family 與 values 的前後順序是可以調換的。

● Range

Range 的使用，是利用一些字做時間的限制，如 since、after 等。

● Help

在每一個檢索畫面，InfoTrac 都提供了 Help 的功能，除了可以瞭解該檢索模式的使用方式，也提供檢索技巧 (如 Wildcards、Nesting 等) 的範例。

● **Limit**

提供限制的條件，使檢索能夠更精確。

by date

限制檢索的文章是在某一特定期限內出版。

to the following journal(s)

限制檢索的文章必須出自某一特定期刊。

to entries containing the word(s)

限制檢索的文章必須包含以下字串

● **History / Start over**

檢索過程的記錄，方便使用者回顧檢索的方式或結果。如需清除檢索歷史，只要點選 Start over 即可。

最後，若您對此資料庫有任何問題，歡迎致電或來信討論!!

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