# RLIN Eureka on the Web Training Session

### Presented by

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#### Introduction

This training session is a step by step instruction for the beginner to search CJK (Chinese, Japanese, and Korean) materials in the RLIN database through the Eureka Web version interface.

All the icons below are typed in capital letters so that the users can easily distinguish them from the regular instructions.

Follow the steps below and try the exercises.

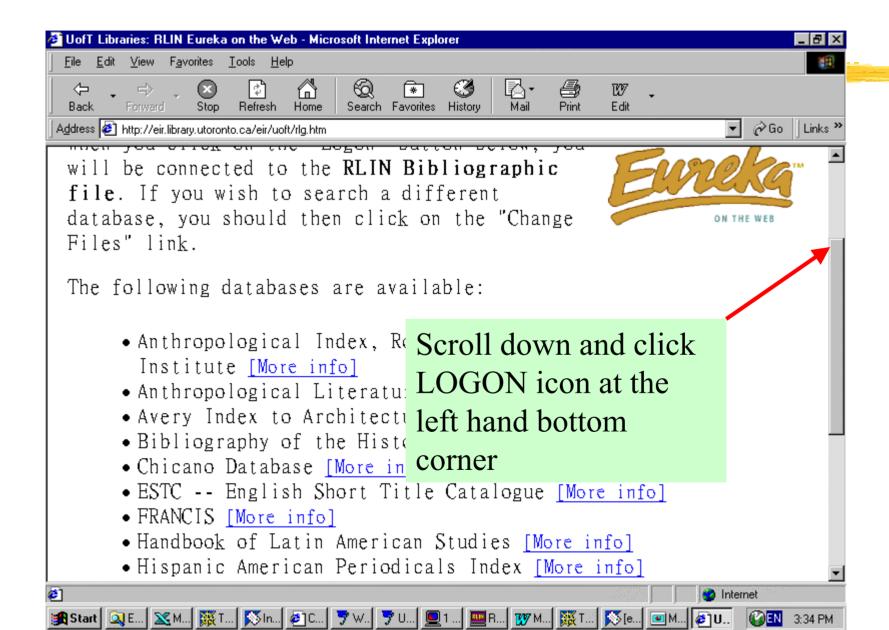
#### LOGON

1. Click the IE icon (Internet Explorer)

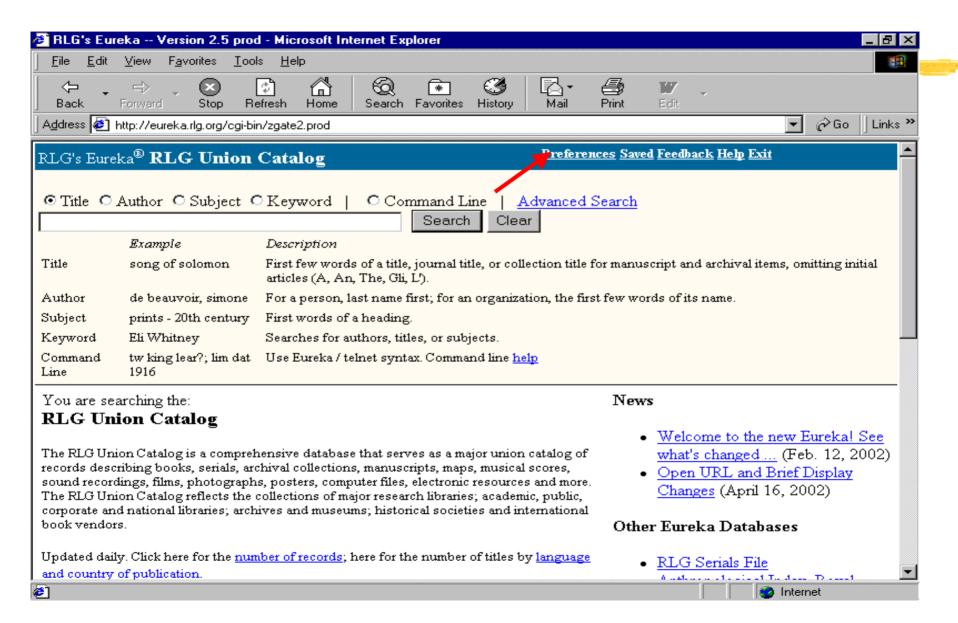
IE is recommended because it display original script properly.

2. Go to the home page of the particular library the user is associated with and click the Eureka Logon icon

#### Eureka Logon Page



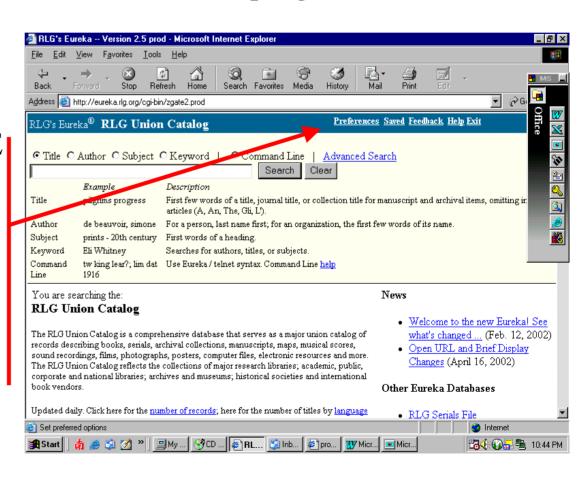
#### First Page after Logon



7. The instructions in this training session are based on the New Version.

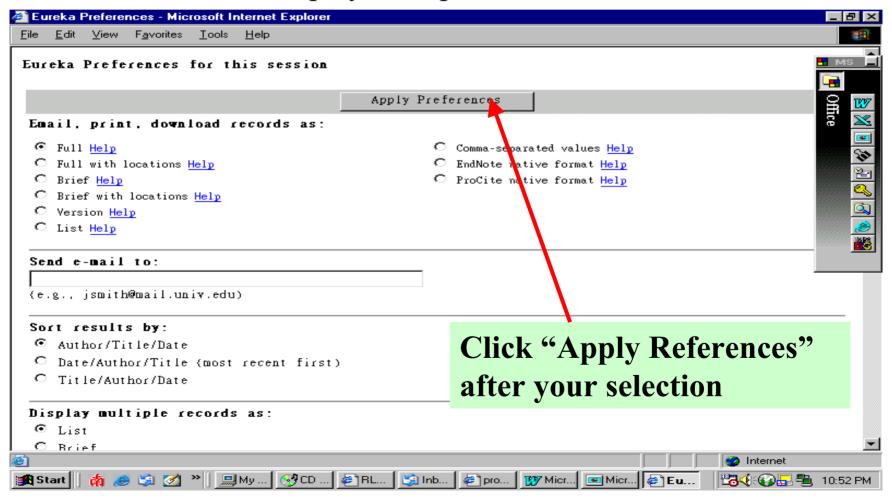
8. Explanations of the icons on the top right hand corner:

PREFERENCE SAVED FEEDBACK HELP EXIT



#### **PREFERENCE**

Pre-decide your preference for particular session on email address, print format, download record format, sort results by, and display multiple records format.



## **Explanations of the icons on the top right hand** corner (Con't)

**SAVED:** View previously saved records stored.

**FEEDBACK:** send a comment to RLG.

**HELP:** help information.

**EXIT:** leave the Eureka.

#### **SEARCHING**

There are three ways to search records in Eureka:

**SIMPLE**: TITLE, AUTHOR, SUBJECT OR KEYWORD

**ADVANCED** 

**COMMAND** 

#### SIMPLE SEARCH

- 1. Choose a search option: TITLE, AUTHOR, SUBJECT OR KEYWORD
- 2. Enter a search term.
- 3. Click the SEARCH button or press ENTER key
- 4. Exercises (Ex.1 Ex.4)

Ex. 1 Title: Wen zi chan yu song dai shi xue

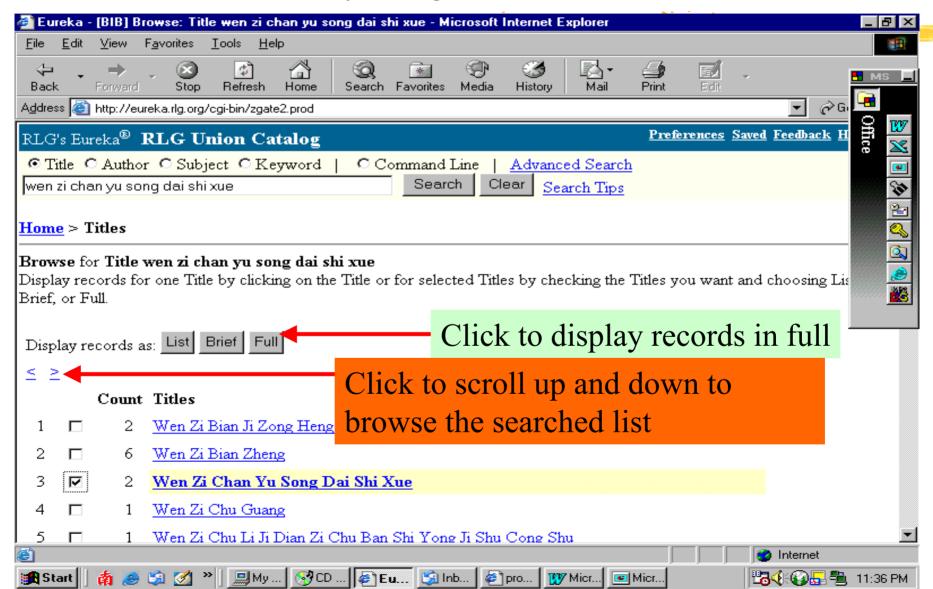
Ex. 2 Title: Chong bai de dai jia

Ex. 3 Author: Xu, yizhi

Ex. 4 Keyword: guo shang

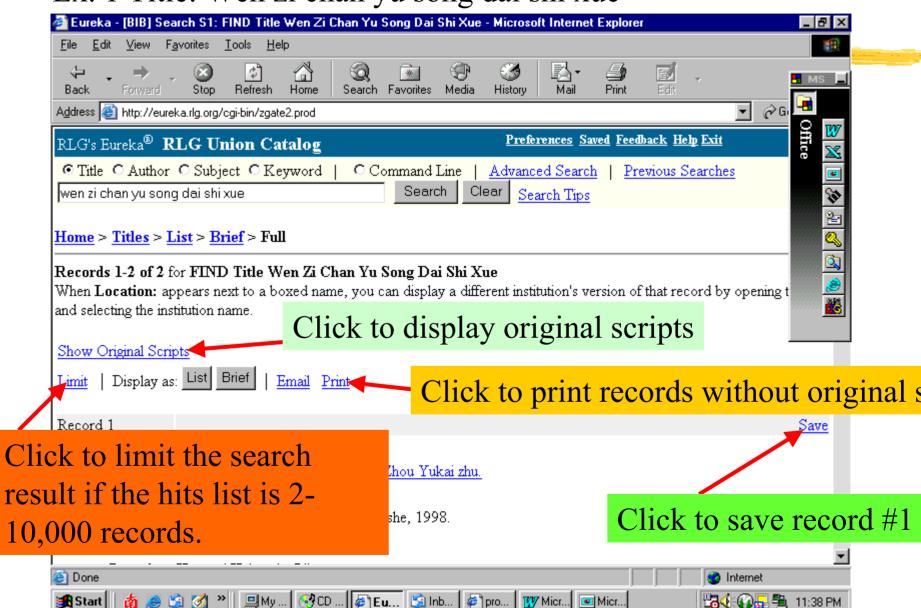
#### Simple Search (Con't)

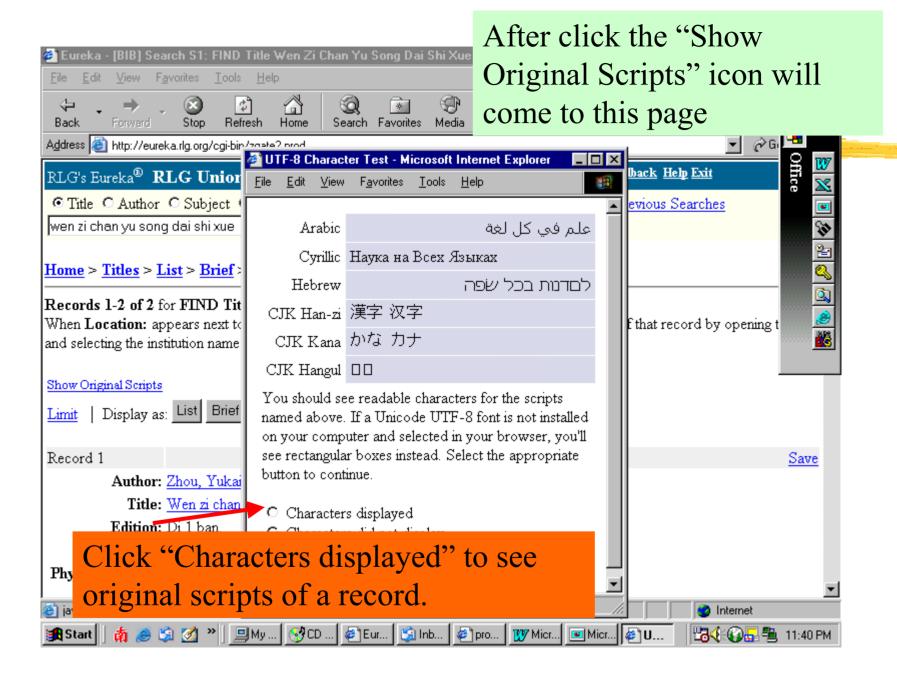
#### Ex. 1 Title: Wen zi chan yu song dai shi xue

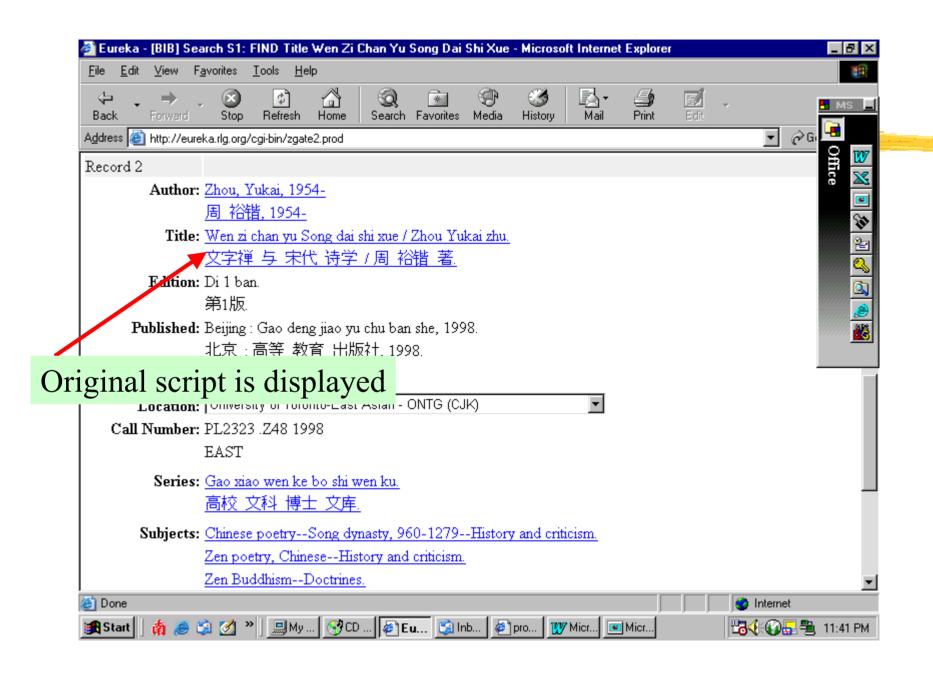


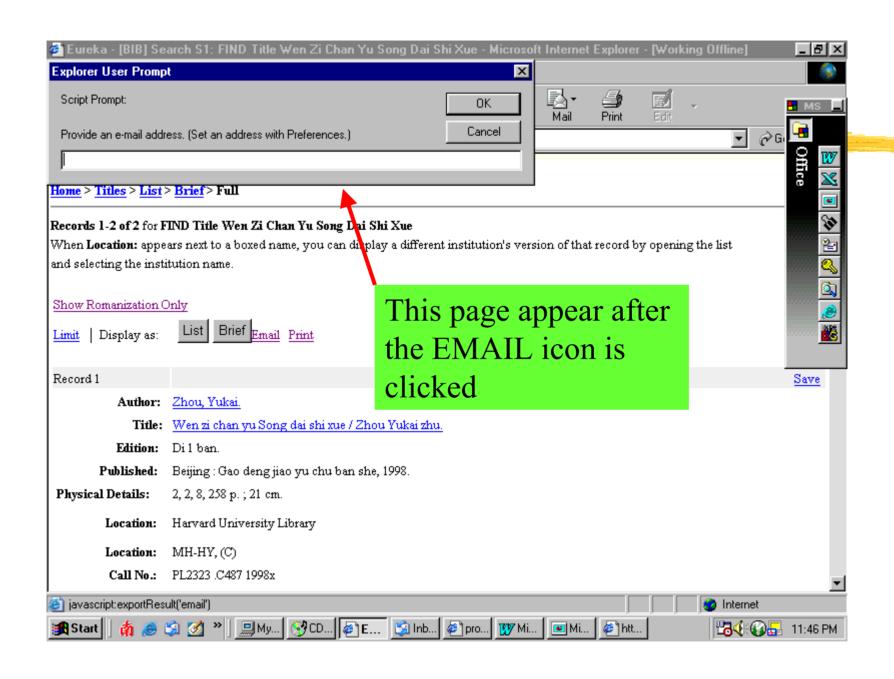
#### Simple Search (Con't)

Ex. 1 Title: Wen zi chan yu song dai shi xue



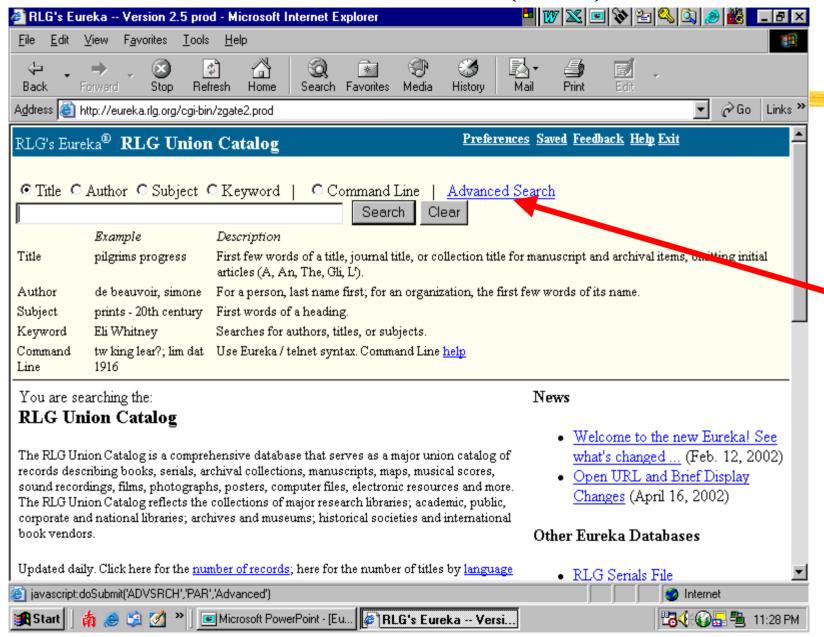


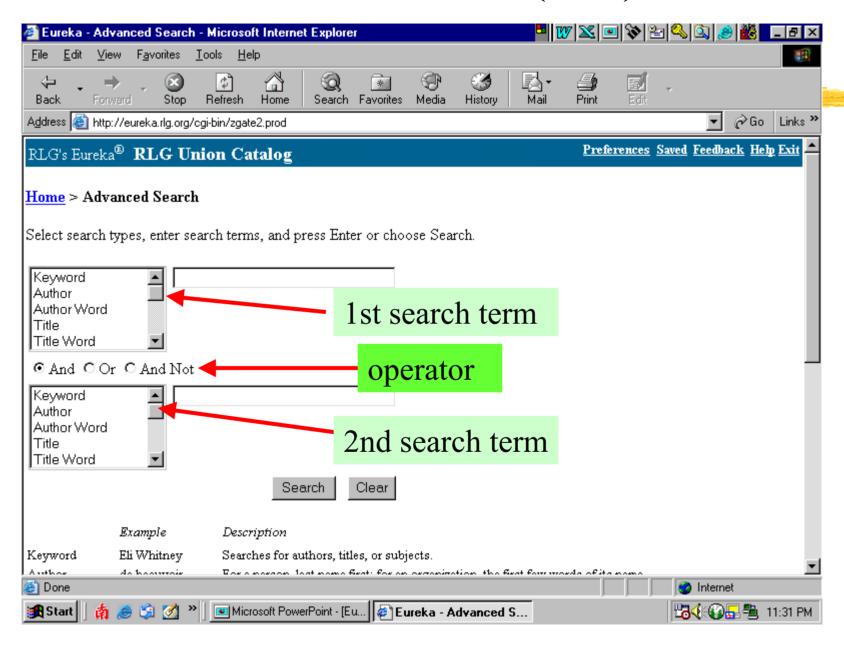




#### ADVANCED SEARCH

- 1. Click the ADVANCED SEARCH icon
- 2. Browse and click to select the types of searches you desire. The searchable fields include: KEYWORD, AUTHOR, AUTHOR WORD, TITLE, TITLE WORD, SUBJECT, SUBJECT WORD, RELATED TITLE, FORM AND GENRE, ISBN ISSN, LCCN, RECORD ID, RELATED RECORD ID AND ELECTRONIC ACCESS (There is a list of description on the searchable fields on the screen after you click the ADVANCED SEARCH icon)





3. Enter search terms in the two search boxes.

4. Choose the operator (And, OR & And Not) to combine your search terms.

5. Click the SEARCH button or press ENTER.

6. Exercise: Ex.5 - Ex.8

Ex.5: 1st search box: Author: Xu, Yangshang
2nd search box: Subject: literature comparative
Operator: And

Ex.6: 1st search box: Author: Wu, Liquan
2nd search box: Title word: Zhongguo xiu ci tong lun
Operator: And

Ex.7: 1st search box: Title: Xian dai jin yu
2nd search box: Subject: Chinese language rhetoric
Operator: And

Ex.8: 1st search box: Title: han yu yan jiu 2nd search box: Subject: Chinese literature

Operator: And

Ex.5: 1st search box: Author: **Xu, Yangshang**2nd search box: Subject: **literature comparative** 

Operator: And 🎒 Eureka - [BIB] Search S2: FIND Author xu, yangshang AND Subject literature comparat 🖳 👿 🔀 🖭 💸 🖭 🔕 🙉 👶 👪 Favorites Tools Help 4 \* Back Stop Search Favorites Refresh Home Media History ∂Go Links » Address Addres Preferences Saved Feedback Help Exit RLG's Eureka® RLG Union Catalog Title ○ Author ○ Subject ○ Keyword Command Line Advanced Search Previous Searches Search Clear Search Tips Home > List Records 1 to 3 of 3 for FIND Author xu, yangshang AND Subject literature comparative sorted by author title date. Display one record by clicking on the title, all on this page by choosing Brief or Full, or selected records by checking those you want and choosing Brief or Full. Show Original Scripts Brief Full Display as: Email Print Limit Check Author Title Year Xu, Yangshang. Zhongguo bi jiao wen xue yuan liu = The ... 1999 Di 1 ban. Book [3 Locations] Xu, Yangshang. Zhongguo bi jiao wen xue yuan liu = The ... 1999 Di 1 ban. Book [1 Location] Xu, Yangshang. Zhongguo bi jiao wen xue yuan liu = The ... 1998 🧀 Internet Microsoft PowerPoint - [Eu... | Fureka - [BIB] Searc... 💾 **√**€ 🚱 🖳 🖺 11:41 PM

Ex.5: 1st search box: Author: Xu, Yangshang

2nd search box: Subject: literature comparative

Operator: And 🎒 Eureka - [BIB] Search S2: FIND Author xu, yangshang AND Subject literature compara 📮 👿 🔀 🖭 💸 🖭 🔕 🔯 😹 🔲 🗗 🗵 View Favorites Tools Help Back Refresh Search Favorites Media Address Address Address Address Address Address Address Address Go Links ™ Record ID: CSUO99-B7132 Record 3 Save Author: Xu, Yangshang. 徐 扬尚 Title: Zhongguo bi jiao wen xue yuan liu = The history of Chinese comparative literature / Xu Yangshang zhu. 中国 比较 文学 源流 = The history of Chinese comparative literature / 徐 扬尚 著. Edition: Di 1 ban. 第1版 Published: Zhengzhou Shi: Zhongzhou gu ji chu ban she, 1998. 郑州市:中州 古籍 出版社,1998. Physical Details: 4, 3, 4, 8, 458 p.; 21 cm. Location: University of Toronto-East Asian - ONTG (CJK) Call Number: PL2274 .X78 1998 EAST Other Titles: History of Chinese comparative literature. Location code: ONTG Subjects: Literature, Comparative--Chinese and Western. Literature, Comparative--Western and Chinese. Motor Includes hiblicarenhical references Internet Microsoft PowerPoint - [Eu... | Flureka - [BIB] Searc...

#### **COMMAND SEARCH**

- 1. Click the COMMAND SEARCH icon
- 2. Enter a search strength
- 3. Click the SEARCH button or press ENTER
- 4. Exercises Ex.9-Ex.12

#### **Command Search (Con't)**

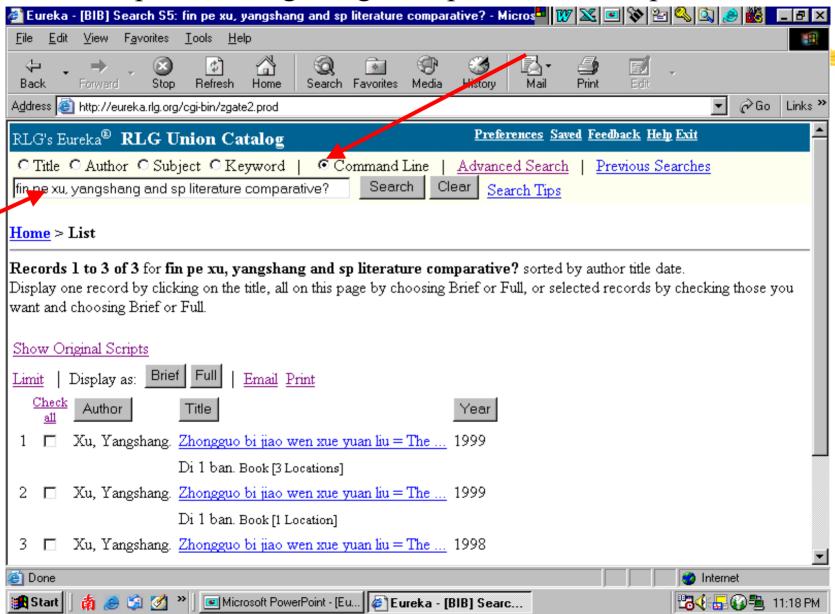
Ex. 9: fin pe Xu, Yangshang and sp literature comparative?

Ex. 10: fin tp han yu? And sp chinese literature?

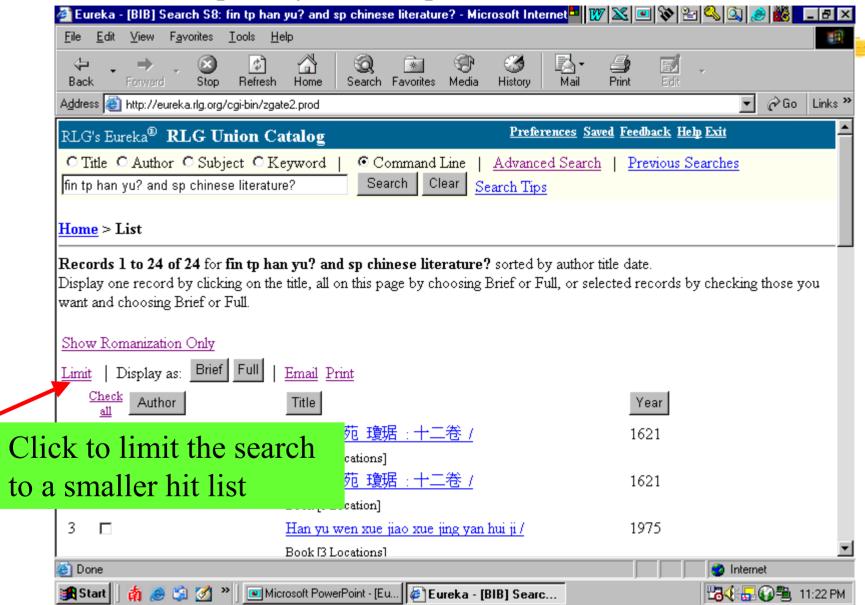
Ex. 11:fin tp Xian dai jun yu? Or sp Chinese language rhetoric?

Ex. 12: fin tp han yu yan jiu; limit date 2000

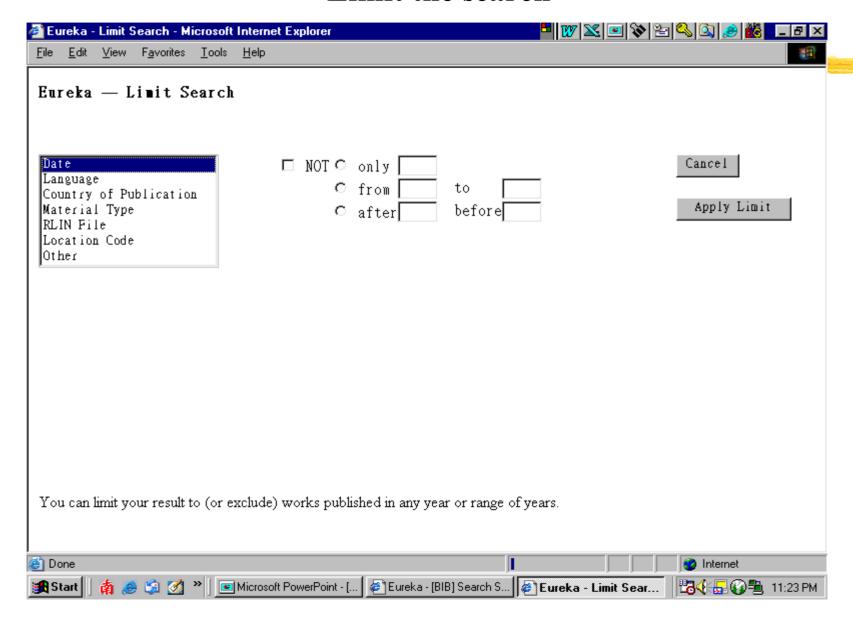
Ex. 9: fin pe Xu, Yangshang and sp literature comparative?



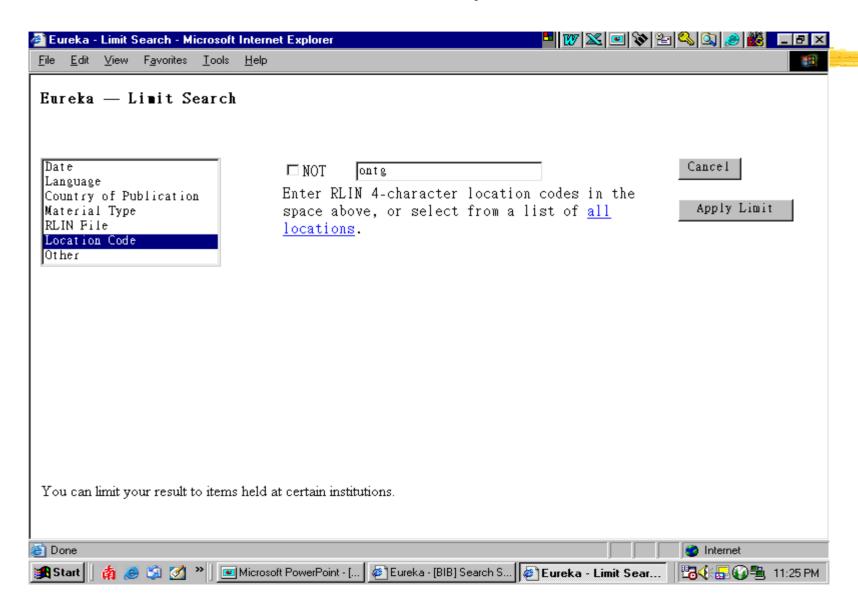
Ex. 10: fin tp han yu? And sp chinese literature?

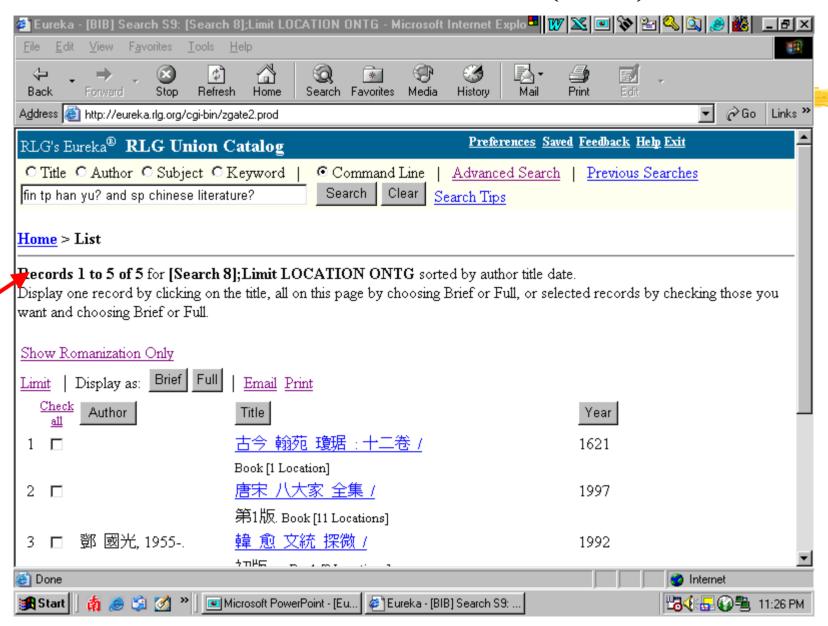


### COMMAND SEARCH (Con't) Limit the search

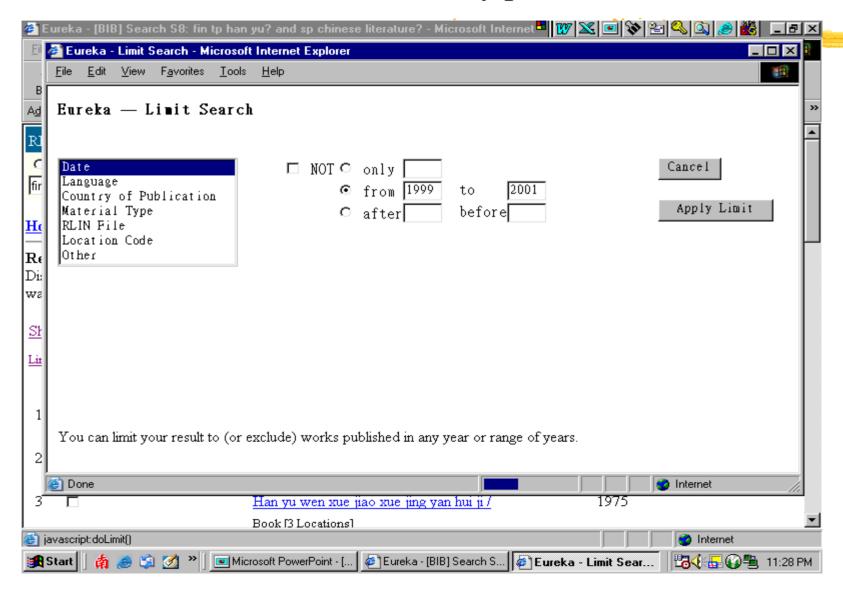


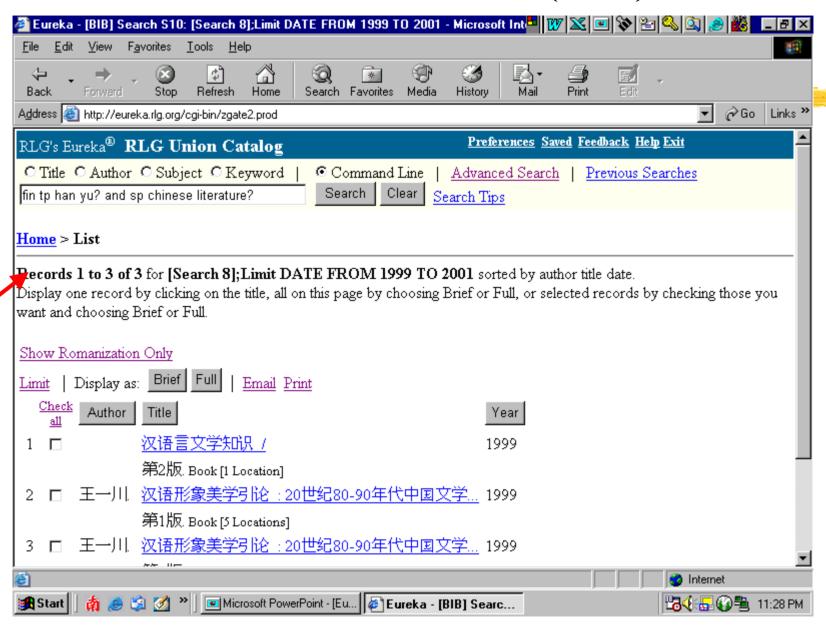
### **COMMAND SEARCH (Con't)**Limit the search by location code

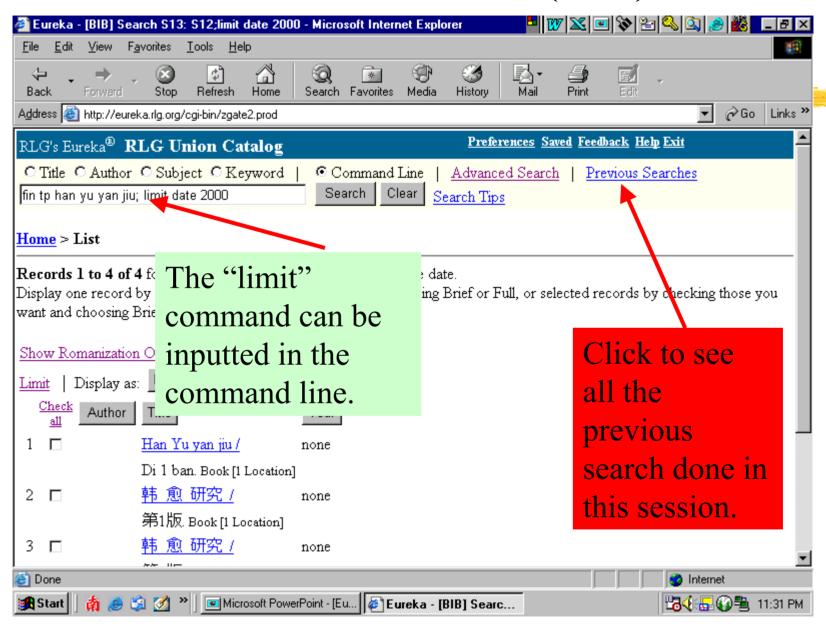


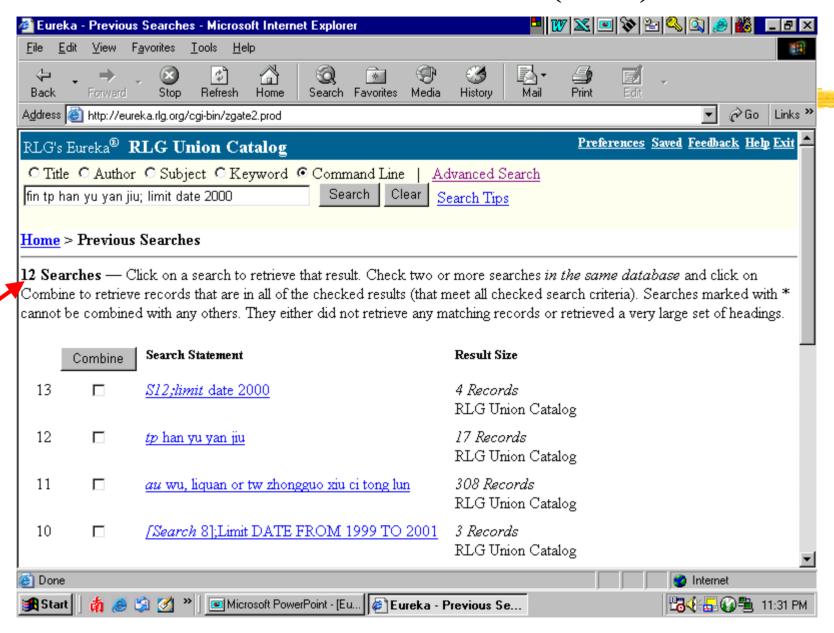


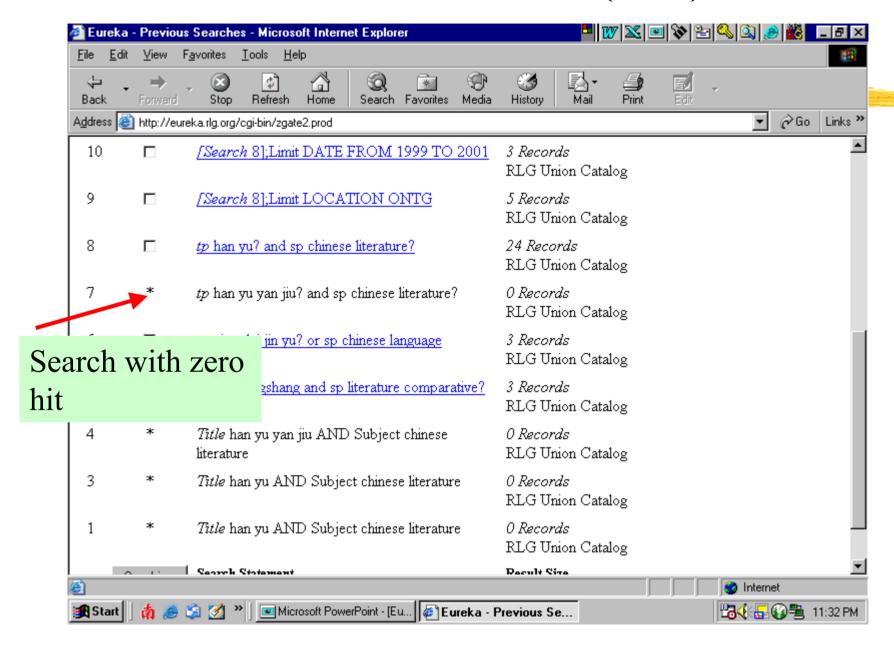
#### Limit the search by publication date

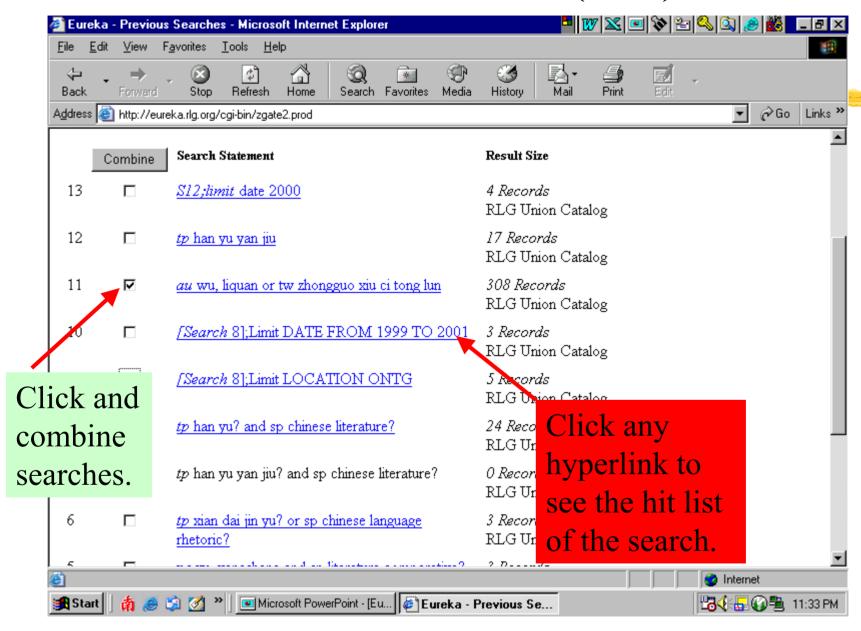


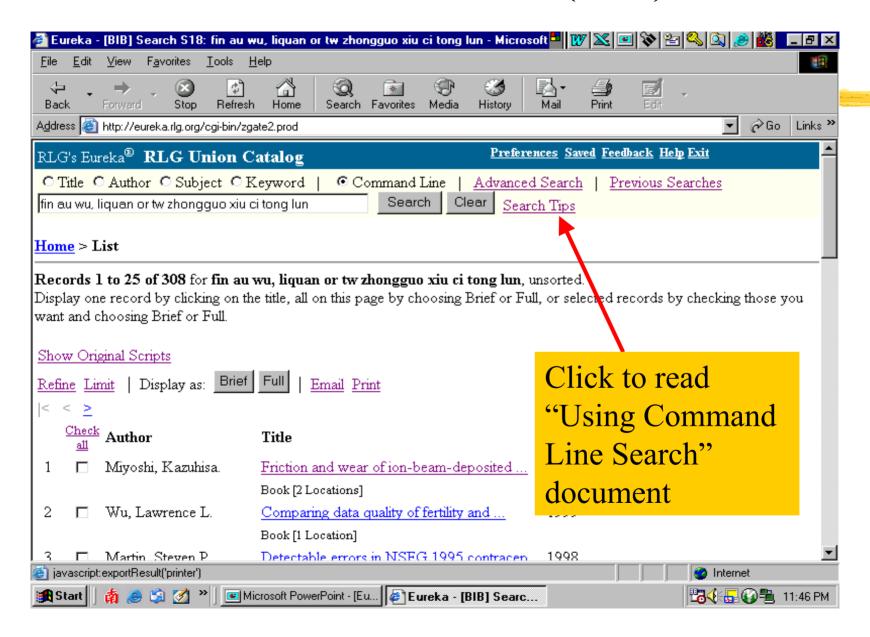




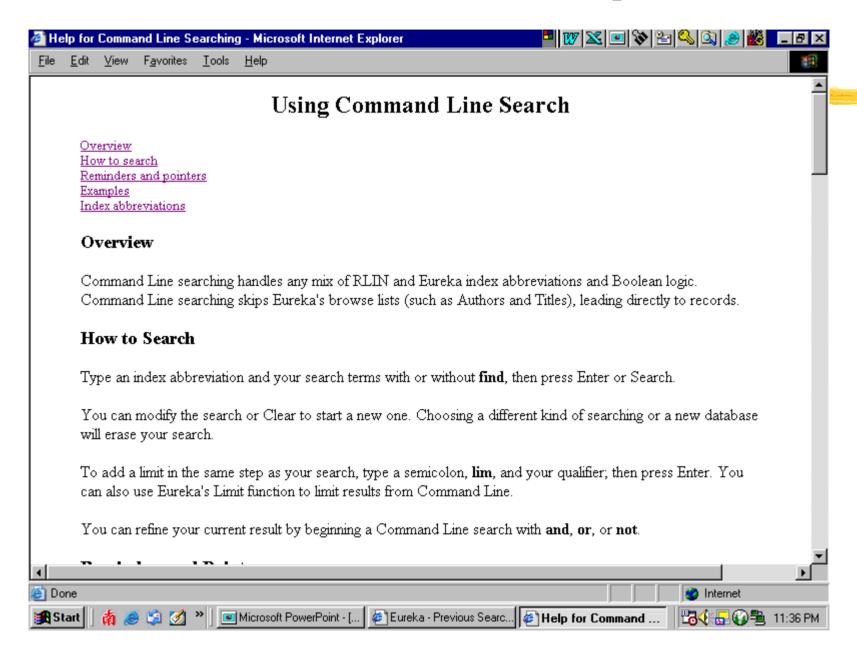




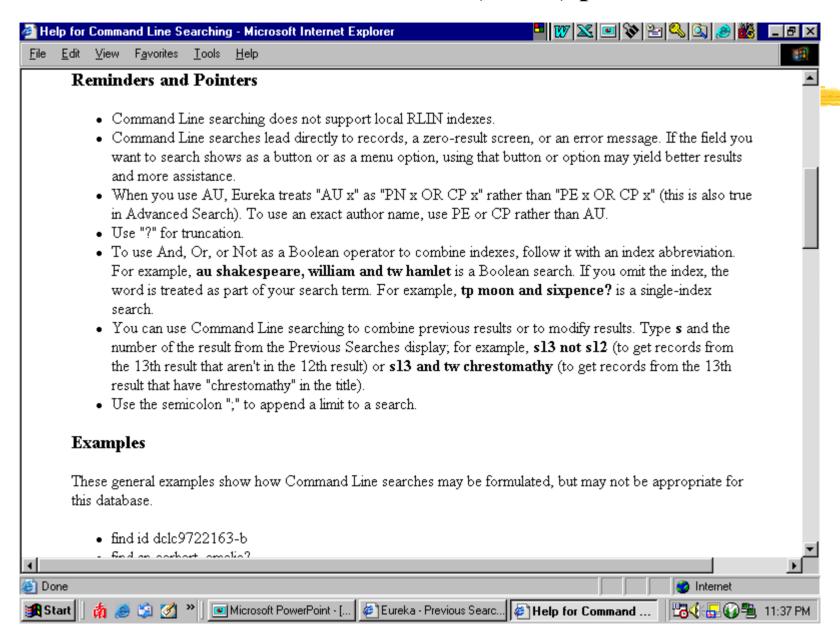




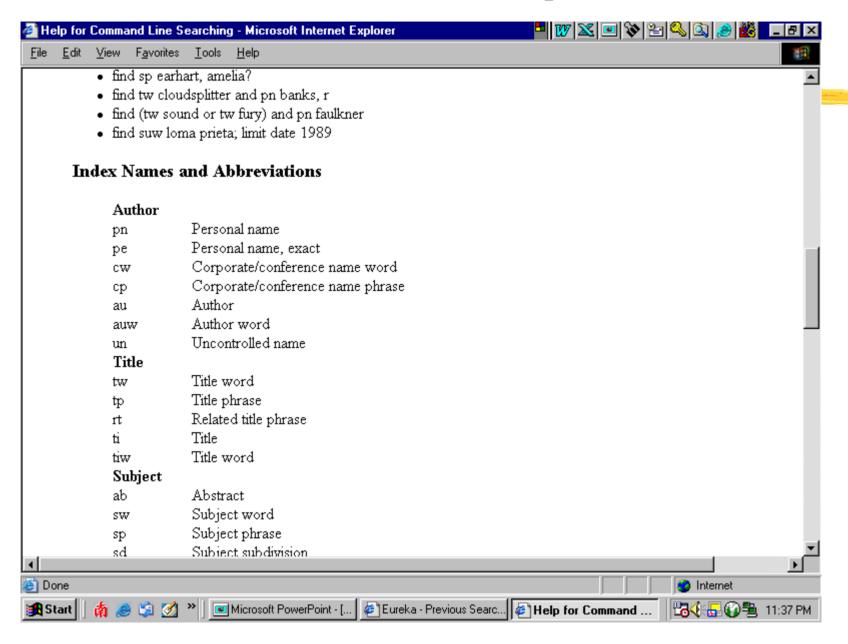
## COMMAND SEARCH (Con't) p. 1 of 6



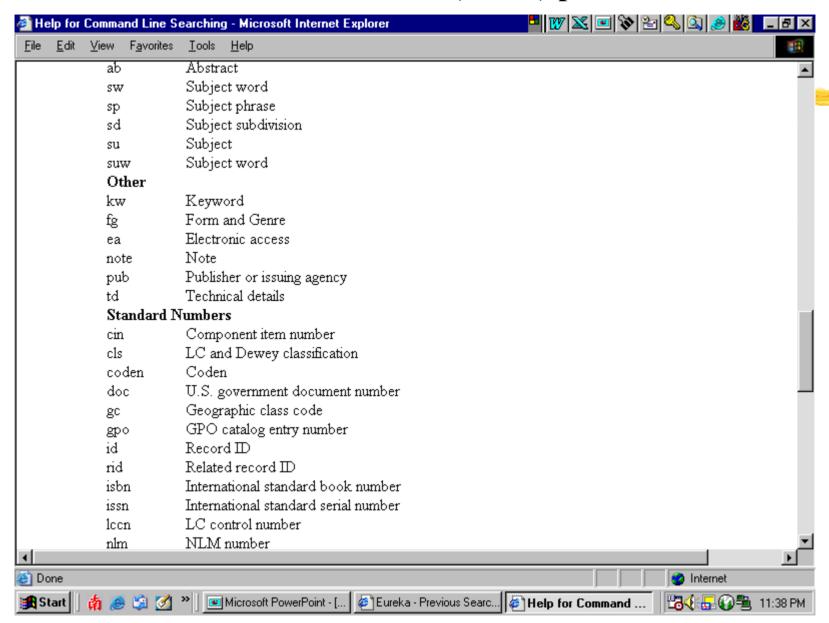
## COMMAND SEARCH (Con't) p. 2 of 6



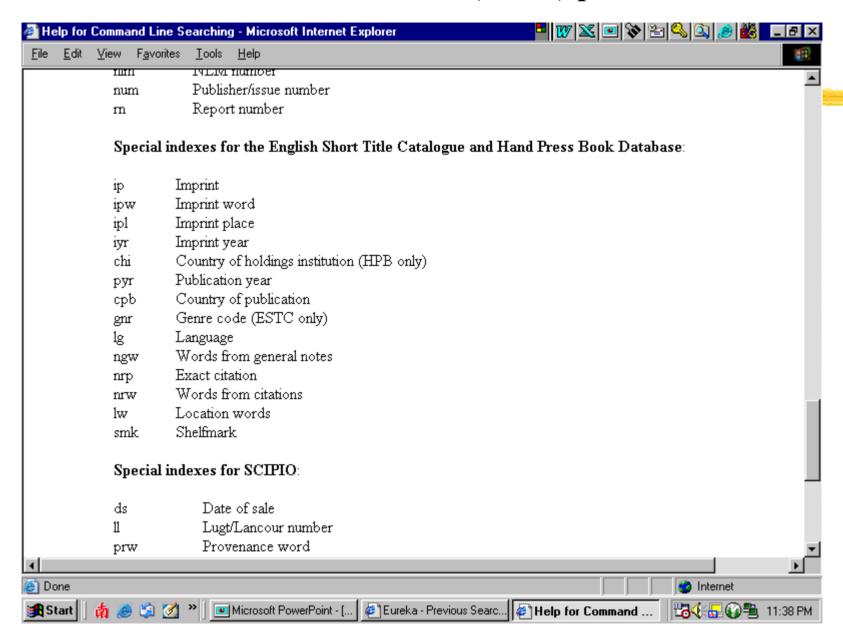
## COMMAND SEARCH (Con't) p. 3 of 6



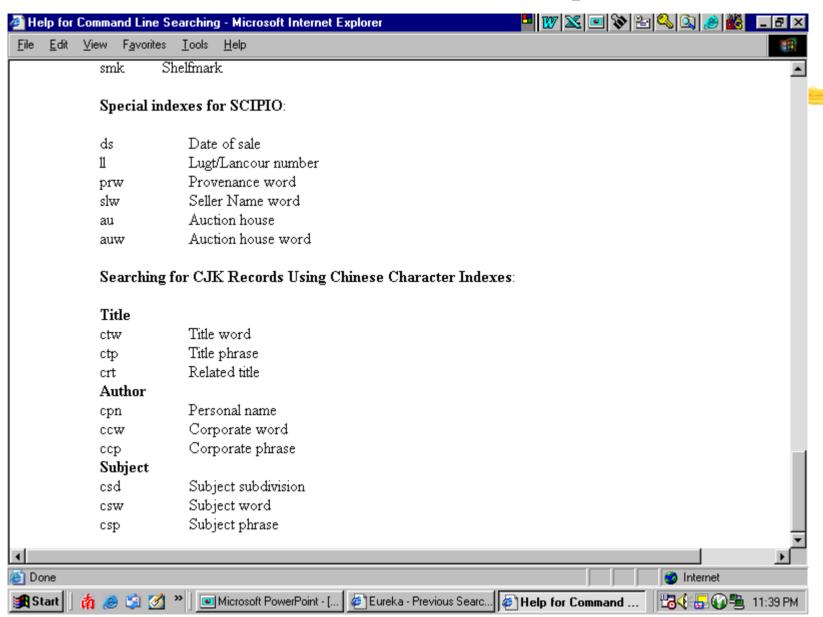
## COMMAND SEARCH (Con't) p. 4 of 6



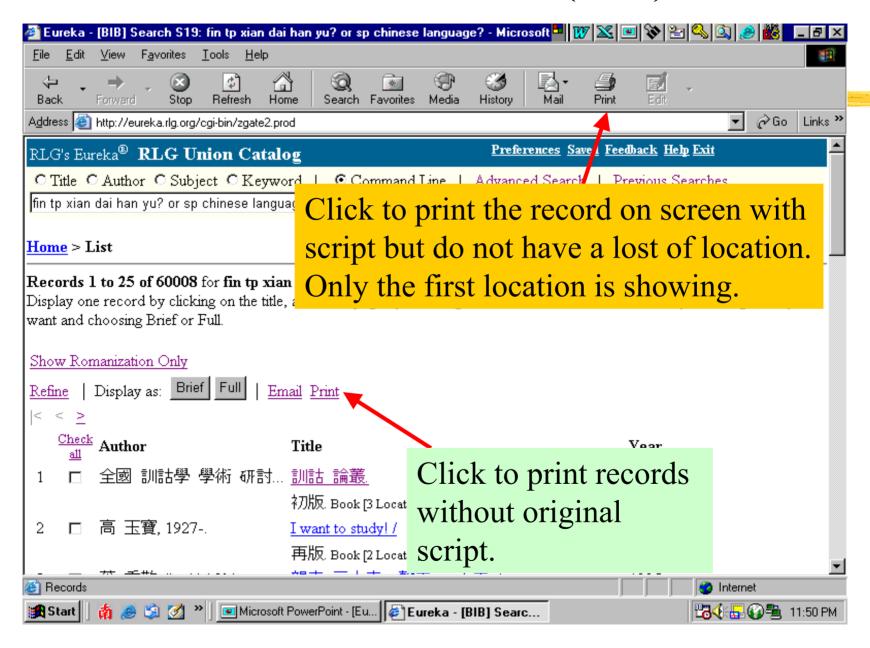
## COMMAND SEARCH (Con't) p. 5 of 6



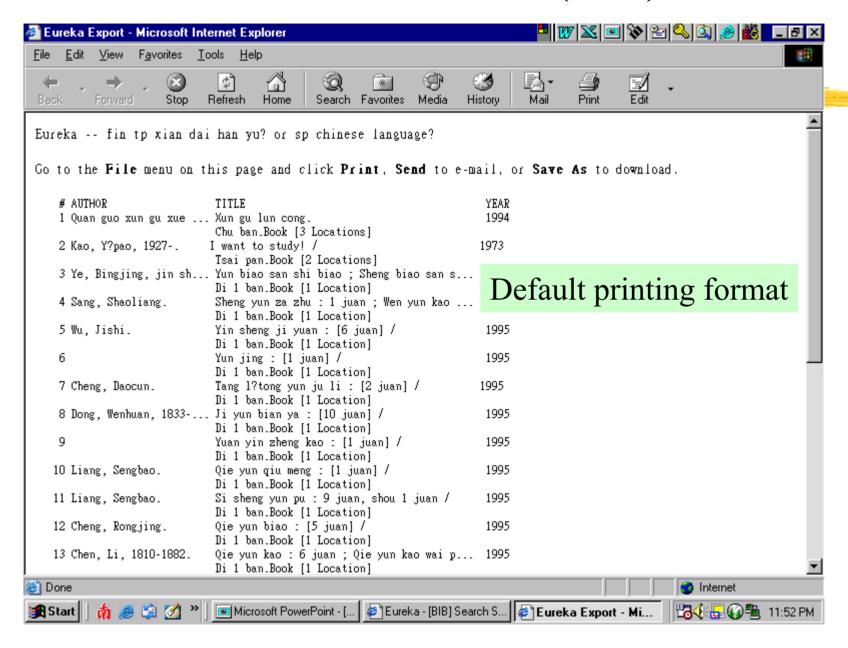
## COMMAND SEARCH (Con't) p. 6. of 6



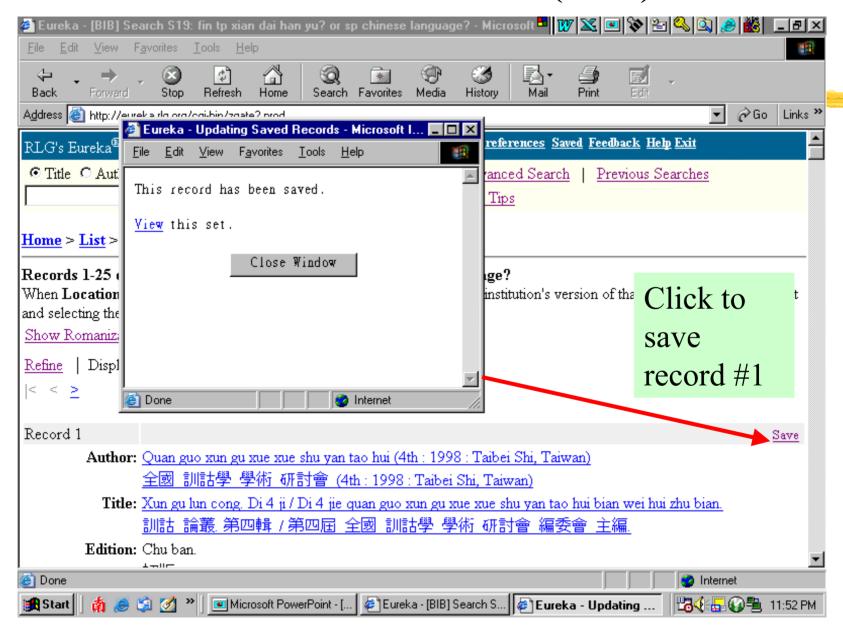
## **COMMAND SEARCH (Con't)**



## **COMMAND SEARCH (Con't)**



## **COMMAND SEARCH (Con't)**



## **Summary:**

A. Displaying search results options.

B. Narrow down a search result.

C. Show previous searches.

D. Email, print, download & save records.

#### **DISPLAYING SEARCH RESULTS OPTIONS**

- 1. Browse the results.
  - Click on the "<" or ">" to scroll up and down of the browse list.
- 2. Click on the check boxes or double click the title to select the ones you wish to look at.
- 3. Choose between "Record Display as" LIST, BRIEF, OR FULL to display the record in list, brief of full format.
- 4. All records can be displayed in the original script by clicking on the toggle button of Show Original Scripts. You can also return to the original display by clicking on the toggle button of Show Romanization only.

## **DISPLAYING SEARCH RESULTS (Con't)**

- 5. If your library has the item e.g. Cheng Yu Tung East Asian Library, you will see our library name listed on the top of the location list e.g. "University of Toronto-East Asian ONTG(CJK)".
- 6. All the fields in Blue color with underline are Hyperlink and can be clicked on and perform another search from the displayed record.

#### NARROW DOWN A RESULT

- 1. When a search result includes more thatn 100 records, you can click on REFINE to add one or two additional search terms to narrow it. Searching on REFINE is similar to the ADVANCED searching.
- 2. When a result includes at least two but not more than 10,000 records, you can use the LIMIT button to apply criteria such as date, language, and country of publication. Click on the LIMIT button at the head of a set of records to see which limits are available in that database, or see the online help.
- 3. In command search, you can limit your search in the same search strength. Use a semicolon to separate the two commands.

#### PREVIOUS SEARCHES

- 1. Click on the PREVIOUS SEARCHES icon to view the previous searches with the latest search listed first.
- 2. Click on a search to retrieve that result. Check two or more searches in the same database and click on Combine to retrieve records that are in all of the checked results (that meet all checked search criteria). Searches marked with\* cannot be combined with any others. They either did not retrieve any matching records or retrieved a very large set of headings.

## EMAIL, PRINT, DOWNLOAD & SAVED RECORDS

As described above, you can pre-set in the PREFERENCE icon the email address, printed choices, and the format of downloading. You can also make decision on searching level.

- 1. Click on the EMAIL, and PRINT button for email and print.
- 2. Click on the PREFERENCE icon if you want to change any output format for the whole session.
- 3. When Full records are displayed, each will have a SAVE/UNSAVE icon beside it.

## EMAIL, PRINT, DOWNLOAD & SAVE RECORDS (Con't)

- 4. By clicking on the SAVE button, you will add that particular record to your temporary Eureka Notebook which serves to store information from your search results.
- 5. You can save many records to the same Notebook.

6. If you click on the SAVED icon at the top of the page, you will see that the record has been saved.

## EMAIL, PRINT, DOWNLOAD & SAVE RECORDS (Con't)

- 7. While viewing the content of the Notebook, you can save it as a more permanent notebook by clicking the SAVE THIS SET button.
- 8. Select a password for your saved set and provide a name. If you want your saved set to be private and to avoid accidental updates to it, select a password that only you know, and which would not be easily guessed or needed by others.

## EMAIL, PRINT, DOWNLOAD & SAVE RECORDS (Con't)

9. To retrieve that saved set click on the SHOW SAVED SET icon and select a saved record set name or type in another password to find sets saved with another password.

## **EXIT**

## To exit, simply click the EXIT button.

#### REMINDER

When searching for Chinese materials, please use Pinyin romanization with appropriate aggregation.

The East Asian Library and the North American's libraries following the Library of Congress's Romanization Guidelines

http://lcweb.loc.gov/catdir/cpso/romanization/chinese.pdf

Ex. Title: zhonghua renmin gongheguo fa piao guan li ban fa

# The End Thank You