

電子書平台操作手冊

(2014.10)

iGroup Taiwan / 智泉國際事業有限公司



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一、 ebrary 電子書介紹

ebrary 創立自 1999 年,與全球超過 720 家學術出版社、大學出版社等合作,將高品質的文獻 內容於一整合平台進行資料蒐尋,透過網際網路技術,一年 365 天、一天 24 小時全天候可供 使用者線上閱讀電子書。

ebrary 針對平臺開發投入相當努力,其獨特的 InfoTool 是一個強大的檢索工具,另也包含豐富 的個人化功能:註解、畫線、書籤、書目下載等,提供您一個最舒適的線上閱讀環境,並不 斷追求進步,期望能最貼近使用者的需求習慣。

ebrary 於 2014 年 Q3 將平台功能再升級,了解使用者真正需求並共同研發操作介面,致力於 技術再突破,冀望造就一個無障礙網頁,為更多的使用者服務。

ebrary 管理者也可藉由統計報表了解使用者的使用狀況,從而制定相應的館藏發展政策。 報表規格也符合最新 COUNTER 4 版本。

電子書書量: Academic Complete 超過 110,000 本,持續穩定成長 All Perpetual titles 更超過 47 萬本。

涵蓋主題:綜合類學科,涵蓋16大主題領域(人文、社會、自然科學、工程、應用科學、醫 學、生物等)



出版社網站: <u>http://www.ebrary.com/corp/index.jsp</u> ProQuest / ebrary Guide <u>http://proquest.libguides.com/ebrary</u> ProQuest 官網 <u>http://www.proquest.com/</u>

二、閱讀電子書注意事項

ebrary出版社為了避免PC軟體之不同需求,您無須下載任何軟體,現在就可線上開始閱讀。

三、 首頁介紹



- 1. 平台主要功能列:資訊主頁、檢索、書架。
- 2. 可選擇介面語系、設定、登入、Help。

四、 開始使用 - 建立個人帳號

1. 點選下方 Sign in 連結,進入帳號登入畫面



Email/Username	
Password	
Forgot username or password?	Sign In

Create Account

3. 新帳號註冊請點選下方

進入註冊帳號畫面,填寫您的相關資訊,

您必須要勾選同意 ebrary 的使用規範。

Create a New Acco	unt	l have an account. Sign In
FIRST NAME		
LAST NAME		
EMAIL		Your email address becomes your username.
CONFIRM EMAIL		
PASSWORD		Minimum 8 characters. Do not use spaces.
CONFIRM PASSWORD		
C	I accept ebrary's Terms an	nd Conditions.
	Create Account	

*若要申請不同的帳號,必須要使用不同的 Email 信箱。 *註冊成功後無需至信箱收信點選啟用,ebrary 自動將您帳號已登入。

五、 平台功能說明

1. Quick Search 快速檢索

在簡易檢索中您可以輸入單字或片語,當您輸入單字或片語後ebrary的Quick search會自動 搜尋在text(文章)、title(書名)、subject(主題)、author(作者)、publisher name(出版者)符合檢索詞的書籍,如果您想搜尋特定欄位,建議您可使用進階檢索。

Home Search	Bookshelf			
Simple Search	Sear	ch Advanced	All Subjects	
2. Advanced Search 進	階檢索			
A. 上方圖示中按下	<u>Advanced</u> 連結,展	影開多欄位查詢條件	,預設結果呈	現依TITLE RESULTS。
Home Search Bookshelf				English 👻
green building Search	Hide Advanced Option All Subject	s		
TITLE RESULTS CHAPTER RESULTS SEARCHES				
Click the "Search" button when you've finished describing your s Search in Text and Key Fields • and in Text and Key Fields •	earch. for green building			
Focus your search using: Any of the selected subject Sustainable Buildings Green Products Environmental Aspects	s (e.g., Math OR Science) (C) All of the selected subjects Handbooks, Manuals, Etc Examinations Buildings	s (e.g. Math AND Science) Leadership In Energy And Environmental Design Green Building Rating System Congresses Catalogs	United States Study Guides Building Materials	 Sustainable Construction Design And Construction Sustainable Architecture
Search				

在進階檢索中提供一個預設的檢索欄位,檢索欄位為Text and Key Fields(文章及關鍵欄位), 您隨時可從下拉選單中選擇其它的檢索欄位共15種項目:text、subject、title、author、 publisher、DocID、Dewey Decimal Number、ISBN, LC Call Number、Publication Year、List Price、 Document type、Document Language、Available Licenses、Collection,可從 → 及 → 來增加、減 少檢索的欄位,當您輸入檢索詞與選擇檢索條件後,可點選Search送出查詢條件。

B. 也可先執行Quick Search後,再點選<u>Advanced</u>開啟進階檢索欄位。可選擇不同呈現方式。 CHAPTER RESULTS 依符合章節方式呈現。

Home	Search Bookshelf			English 🔹 My Settings
green buil	ding Search Advanced All Subje	cts		
TITLE RESULTS	CHAPTER RESULTS SEARCHES			
▼ Focus your se	earch using: Any of the selected subjects (e.g. Math OR Science)	e selected subjects (e.g. Math AND Science)		
Sustainable	Buildings Handbooks, Manuals, Etc	Leadership In Energy And Environmental Design	United States	Sustainable Construction
Green Produ	ucts Examinations tal Aspects Buildings	Green Building Rating System Congresses Catalogs	Study Guides Building Materials	Design And Construction Sustainable Architecture
Search				
all:green building				
Rank	Chapter	Title		
	Green Material Alternatives by CSI Division	RSMeans : Green Building : Project Planning and Cost Estimating (3rd Editi	on)	
	A 11 Green buildings and the law in Taiwan	Green Buildings and the Law		
	Characteristic Considerations	Sustainability & Scarcity : A Handbook for Green Design and Construction	n Developing Countries	
	A Chapter 4: Building Products and Materials: Shades of Green	Green Home Building : Money-Saving Strategies for an Affordable, Healthy	, High-Performance Home	
—	Concern Building Practices Can Provide Long-term Financial Savings andHealth Benefits	Green Affordable Housing		
	Appendix A: City of Seattle Public Projects Green Building Portfolio	Building an Emerald City : A Guide to Creating Green Building Policies and	Programs	

SEARCHES 列出查詢歷史,可登入個人帳號將查詢儲存。

Home Search Bookshelf			
Simple Search Search	Advanced	All Subjects	
TITLE RESULTS CHAPTER RESULTS SEARCHES			
Your searches during this session			
Query	Documents Found	Action	
all:green building	324,763	Search Remove	
green building	324,763	Search Remove	
Clear search list			
Your saved searches			
You may view your saved searches, if any, by signing in.			

3. Search Result 檢索結果

● TITLE RESULT:將符合的關鍵字用書目資料條列呈現。

Home green b	Search Books	Hide Advanced Option	All Subjects		English	 My Settings Sign In Help
TITLE RESULT	S CHAPTER RESULTS	SEARCHES				
Click the "Search Search in and in	* button when you've finished Text and Key Fields Text and Key Fields	for green building				
Focus you Sustainab Green Pri Environn	ir search using: Any of the Dele Buildings oducts iental Aspects	e selected subjects (e.g. Math OR Science) All of the Handbooks, Manuals, Etc Examinations Examinations	selected subjects (e.g. Math AND Science) Leadership in Energy And Environmental Des Green Building Raing System Corgresses Catalogs Catalogs	gn United States	Suttainable Construction Beign And Construction Suttainable Architecture	
Search Showing 1 - 20 o	of 324,763 documents	urts : The GreenSper Guide to Residential Ruise	rlino Materiale		B sove Search B sort results	Deport Search Results Short C Modum II Long by: Relevance Isla Contributor Publisher Date
CODUCTOR DECISION PROVIDENT	Author: <u>Wilson, Alex</u> , Piep Publisher: <u>New Society Pu</u> Date Published: 01/2008 Subjects: <u>Building materia</u> <u>Catalogs</u> , <u>Green products</u> Table of Contents] Dow	kom, Mark blishers IIS – United States – Catalogs, Green products – United I – Canada – Catalogs, Building – Environmental aspect mibad – Find Similar – EndNote & Citavi RefWorks	States – Catalogs, Building materials – Canada – a – Hardbooks, manala, etc. Add to Booksheff	С		
	Key Engineering Mate Author: <u>Wu, Shaopeng</u> Publisher: <u>Trans Tech Publi</u> Date Published: 04/2012 Subjects: <u>Building materia</u> [Table of Contents] Dow	erials, Volume 509 : Green Building Materials lications Is - Congresses, Green products - Congresses, micad) Find Similar Endhote & Citavi Refworks	III			

- A. 您可以利用ebrary根據您關鍵字所呈現的主題來作查詢結果的篩選。
- B. Save Search:您可以儲存這次的查詢條件,設定讓系統X天後自動跑查詢結果寄 到您的預設信箱(Pop-up視窗如下圖)

	(requ	ired field, at most 20 characters)
Email:	hillchen@hotmail.com	Multiple emails allowed, separated by commas.
Frequency:	7 day(s). How often shall we re Use zero (0) for no em	run this search and email you with any new results? ail notifications.

Export Search Results: 匯出查詢結果 (CSV檔案)

View:結果呈現方式:簡單/中等(預設值)/詳細

Sort Results by:相關程度(預設值)/書名/作者/出版者/日期

C. 每筆書目資訊點選書名連結開啟該書詳細頁,您可選擇Table of Contents開啟目次 選單來快速跳章節。

GREEN ED LLIFI, S PRODUCTS Tel declare	Green Build	ding Products : The GreenSpec Guide to Residential Building Materials					
THE TRUE AS	Date Published: 01/2008						
	Subjects: Bui	Iding materials United States Catalogs. Green products United States Catalogs. Build					
·	materials C	anada Catalogs. Green products Canada Catalogs. Building Environmental aspects					
	Handbooks, r	manuals, etc.					
	Hide Table of	f Contents Download Find Similar EndNote & Citavi RefWorks Add to Bookshelf					
	Rank	Chapter					
		Q.Intro					
	_	Q Contents					
	_	Q Foreword					
	_	Q Introduction					
		C Sitework & Landscaping					
	_	Q Outdoor Structures					
	_	Q Decking					
		Q Foundations, Footers & Slabs					
		🔍 Structural Systems & Components					
		C Sheathing					
		🔍 Exterior Finish & Trim					
		C Roofing					
	-	QDoors					
		Q Windows					
		Q Insulation					
		C Flooring & Floorcoverings					
		QInterior Finish & Trim					
	-	Caulks & Adhesives					
		QPaints & Coatings					
		C Mechanical Systems/HVAC					
		QPlumbing					
	-	C Electrical					
	_	C.Lighting					
		Appliances					
	-	CFurniture & Furnishings					
		C Renewable Energy					
		QDistributors & Retailers					
		C Miscellaneous					
		QIndex					
	-	About the Editors					
		Environmental Benefits Statement					

D. 檢索結果會匯集您所輸入的檢索詞,在檢索結果中每頁呈現20筆資料,如要看下

4. 電子書基本資料頁 (新增功能)

	GREEN BUILDING PRODUCTS	Green Building Products : The GreenSpec Guide to Residential Building Materials	I I B L I O G R A	PHIC INFO Green Building Products : The GreenSpec Guide to	Ľ
	The General Biology Marchale Services	by Wilson, Alex Pienkorn, Mark	ONTRIBUTORS	Residential Building Materials Wilson, Alex	
				Piepkorn, Mark	
	End for the second part	AVAILABILITY	UBLISHER	New Society Publishers	
	IQUERCIAL DI LIMAN SULANDA	Your institution has unlimited access to this book.	ATE PUBLISHED	January 2008	
Λ	Read Online	Available for Online Reading	ANGUAGE	English	
A	🛓 Download	117 pages remaining to copy (of 50)	AGES	390	
	📕 Add to Bookshelf	🛓 Available for Download	C SURFECT	BOOK	
	Share Link to Book	Check out for 14 days	IEADINGS	Green products - United States - Catalogs. Building materials - Canada - Catalogs.	
	Tite Book			Green products Canada Catalogs. Building Environmental aspects Handbooks, manuals, etc.	
		TABLE OF CONTENTS	C CALL NUMBER	TH455G74 2008eb	
		Intro	DEWEY DECIMAL	691	
		Contents	RINT ISBN	9780865716001	
		Foreword	BOOKISBN	9781550923865	
		Introduction	CLC NUMBER	560641900	
		Sitework & Landscaping			
		Outdoor Structures			
		Roofing			
		Doors			
		Windows			
		Insulation			
		Flooring & Floorcoverings			
		Interior Finish & Trim			
		Caulks & Adhesives			
		Paints & Coatings			
		Mechanical Systems/HVAC			
		Plumbing			
		Electrical			
		Appliances			
		Eurniture & Eurnichings			
		Renewable Energy			
		Distributors & Retailers			
		Miscellaneous			
		Index			
		About the Editors			
		Environmental Benefits Statement			

- 要安裝軟 山可 用 殿; 卜 載 離 線 閱 讀 則 需 要 登 入 個 人 帳 密 , 且 須 依 照 您 使 用 的 行 動 裝 置 來 選 服むい 擇開啟。
- B. 清楚標示該本書的使用權限,包含複製與列印限制總頁數、剩餘頁數、下載離線閱 讀天數。
 - 複製:限制為本書 15%
 - 列印:限制為本書 30%
- C. 本書基本資料,包含作者、出版者、年代、語言、主題、ISBN等。
- D. 返回首頁 / 返回搜尋結果頁 / 我的書架 / HELP / 我的設定 / 登出。

5. 下載離線閱讀

若您需要下載整本書,請先確保該書擁有整本下載功能、訂購單位有權限、已登入個人帳密, 確認無誤後,則可進行下面步驟:

A. 選擇您所使用的裝置

2.Install edit this step 3.Download	1.What device are you Leptop/Desistop	u using?	Coher computer	•	
3.Download	2.Install		edit this step	1	
	3.Download				

- B. 不同行動裝置的畫面
 - 若選擇 PC/Laptop,則系統會要求您安裝 Adobe Digital Editions 來開啟全文
 - 使用期限為 7-14 天不等,到期時會發送 Email 通知整本書自動失效,若想提早歸還 也可以透過 <u>Adobe Digital Editions</u> 提早歸還

1.Device	edit this step	°
2.Install	You will need Adobe Digital Editions Adobe Digate distance is required to download books. This free software is different fram Adobe Reader. A free Adobe Digital Software is not required to read books on this computer. Get Adobe Digital Editions Done with this step >	
3.Download		

• Adobe Digital Editions 使用畫面如下



• 若選擇 Mobile,則系統會要求您安裝 Bluefire APP 來開啟全文

1.Device	edit this step	*
2.Install	You will need Bluefire Reader Buefre Reader is required to download books. This free software is different from Adobe ID is also required to transfer the book to another device. It is not required to read books on this computer. Get Bluefire Reader Done with this step +	
3.Download		

C. 確認無誤後,顯示下載資訊

1.Device	edit this step
2.Install	edit this step
3.Download	

6. Read Online 線上閱讀



- A. 電子書使用導覽列:基本資料、目次列、我的閱讀筆記、本書搜尋結果
- B. 本書搜尋功能列
- C. InfoTool 功能列 (依序說明如下)
 - 本書下載 (請參照 P9.下載離線閱讀)
 - 複製:ebrary 系統會自動產生引用資訊



列印

PRINT TO PDF			×
PAGE RANGE	 Current page Pages from to Maximum 117 pages. Current Chapter 		
CITATION STYLE	MLA		
可選擇目前頁面 o 目前章節	or 自行輸入頁碼 or		
另可在選擇書目格 MLA、APA、Chicag	式 go、Harvard	Cancel	Continue

輸入完成則可點選下方按鈕開起 PDF 後,再自行列印。

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	Open PDF	

- 加入我的書架
- 分享本書 link

SHARE THIS	ΒΟΟΚ	×
Narrative, Per	cception, Language and Faith by Wright, Edmon	d Leo
COPY LINK	http://site.ebrary.com/lib/demo/reader.action? ppg=140&docID=10254124&tm=1411462619783	
Tip: this link	Press <i>Control-C</i> to copy c brings you back to the current page of this book	

- 劃線 註解
- 加入書籤
- Zoom Out 縮小全文版面
- Zoom in 放大全文版面
- 最適大小觀看全文:符合寬度、符合頁面
- 跳頁選項
- 上一頁
- 下一頁



7. All Subject 瀏覽功能

點選 All Subjects 連結,可檢視所有 ebrary 主題,點選某主題後,則進入書目資訊瀏覽頁面, 上方呈現細主題及所包含書量,可點選細主題連結篩選檢視。

	Home Search Boo	bkshelf	
	Simple Search	Search Advanced All Subjects	
S	elect a subject		
٠	Agriculture		
•	Auxiliary Sciences of History	Home Search Bookshelf Signed in as: Hill Chen English V My Settings	Sign Out Help
	Bibliography, Library Science, Inforn	Simple Search Search Advanced All Subjects	
•	Education	THE REVUIS OUVER RESULTS SARCHES TO A STORE STATE OF THE SARCHES S	_
٠	Fine Arts		
٠	General Works	Supjets under: Seetice Astronom: (1949) Botany (2027) Chemistry (2022) Geology (1726) Human anatomy (508)	
•	Geography, Anthropology, Recreation	International (J272) Microbiology (J272) Network Instancy - Biology (J252) Physics (B626) Physics (B627) Science (Stream editors and (J272) Zoology (J263) Zoology (J263) Physics (B626) Physics (B627)	
•	History (General) and History of Eur	IT were - Store -	Medium
٠	History: America	Showing 1-30 of 74.0 minutes Sort results by: Relevance Ilite Sort	tributor Publisher Dete
٠	Language and Literature	without child MOTT Reministences and Appreciations	
	Law	Publisher: CR: Press Publisher	
٠	Medicine	Subjects Not Nr. 6 - (Newlif Fancing Sir, - 1955. Physicists - England - Biography. Table of contents) [Bominda Englited Real RealWork] [Add to Bookhelf]	
٠	Military Science	Entratio microhiológico de sicólilium estisum 1.3 urabolis (Allium cana 1.3 dechidratador	
٠	Music and Books on Music	Arthur Freidelm, S.R., Heiniger, B., Fritz, R., Arthur L. J., KARRAN, H. M. K. (1990). The second se	
	Naval Science	Date Publiched 2005 August Micrologia. Deshidratadon. Bacterius. Materius primas. Garlic. Onions. Dehydration (Physiology)	_
٠	Philosophy, Psychology, Religion	Ap Cetolia Table of Contentio. [Download] Endloce B Citaril Retfyicing Add to Bookheff	_
٠	Political Science		
٠	Science		
٠	Social Sciences		
	<u>Technology</u>		

六、 個人化功能

1. Bookshelf 書架

當您登入您的個人帳號後,您可以選擇將您感興趣的書籍加入您專屬的書架內;接著您可選擇功能列上方 Bookshelf 進去查看所有書籍。

- A. 可新增資料夾來管理您的書籍。
- B. 利用拖曳書本方式將書籍歸進該資料夾內。
- C. 可將您對此書劃線、註解、連結資訊刪除,或是將整本書從書架移除。

Sebrary Demonstr	ation	Request Trial or Info
Home Searc Bookshelf	Signed in as: Hill Chen English 💙 My Set	tings Sign Out Help
Simple Search Advanced All	Subjects	
My Folders Folder: Unc Select a folder (or all) to view its notes to the right. To organize y	lassified Documents & Annotations your work, drag the document cover or annotation icon to a folder on the left. To open a book or note in QuickView, click on the title link.	
Unclassified Documents & Annotations	any of your bookshelf folders to EndNote & Citavi or RefWorks or Email to a Friend. mprehensive Guide on How to Read a Financial Report : Wringing Vital Signs Out of the Numbers	
All Documents & Annotations	to one degree or another. The accountant Financial statements have the appearance of	÷
Hill Chen	I designed under the former of the second seco	±
Eat	th's Changing Environment ■ Encyclopedia. The material is presented	t t
	malist Criticism and Reader-Response Theory Indian Wolfreys Published Titles	
	ten Building Products : The GreenSpec Guide to Residential Building Materials environmental quality. Green Building products Sitework and landscaping are typically the This is imported and products Sitework & Landscaping @ double.twork server and landscaping and more, Most Jewars are planted	
	Nunded Vision : New Agrarianism and the Academy	

2. Save Search

您可再功能列 Search 頁籤下方,點選 SEARCHES 頁籤,則可瀏覽您於平台上執行的查詢條件 及符合筆數,登入您的個人帳號,則可將該次查詢條件作儲存,另也可設定讓系統定時送出 查詢結果給您。

Home Search Bookshelf							
Simple Search Search	Advanced	All Subjects					
TITLE RESULTS CHAPTER RESULTS SEAR	CHES						
Your searches during this session							
Query	Documents Found	Action					
all:green building AND subject:"Building materials" OR "United States" OR Catalogs	32,590	Search Remove Save					
green building	324,763	Search Remove Save					
Clear search list							
Your saved searches							
To save a search for later use:							
Click "Save" above to save a recent search, orClick "Save Search" on the search results page.							

七、 Mobile Access

ebrary 提供行動載具頁面最佳化,線上閱讀可選擇展開 / 縮小側欄。











若有任何問題,歡迎與我們聯繫



iGroup Taiwan 104 台北市中山區南京東路二段 72 號 8 樓 TEL: 02-2571-3369 Fax: 02-2571-3119 E-Mail: <u>service@igrouptaiwan.com</u>