CNKI Knowledge Network Server

(KNS3.0)

User' s Guide

Tsinghua Tongfang Optical Disc Co., Ltd.

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Chapter 1 Logging in to CNKI databases

Before Logging

You need to carry out the following tasks before you log in to CNKI databases:

- **Checking your system requirements**

Before you start to log in to CNKI databases you must check the hardware requirements for your platform.

	Minimum	Recommended
Operating Environment	Windows 95	Windows 2000
Chinese Processor	Required for OS English edition	As Global IME has been bound with Windows 2000, another Chinese processor is not necessary.
Browser	IE4.0, Netscape 4.0 or higher version	
Network Adapter	TCP/IP	

- **Gathering the information you need**

Before logging in to CNKI databases, you should check the following settings.

Setting:	What it means:
Web Sites	The Web site where you have been authorized to log in to one or all of CNKI databases.
User Name and Password	An User Name and Password authorized by TTOD by which you can log in to one or all of CNKI databases.
User's Guide	A guide for users on how to use CNKI databases.

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Logging in to CNKI databases

Visit the Web Site which was authorized for you to log in to CNKI databases. For example CNKI central site, www.cnki.net. When the Login page appears, please:
- select the database you have been authorized to log in to in the right area;
- enter your User Name and Password in the left area;
- and then click LOGIN button as shown in Figure 2-1.

Figure 1-1   Login Page in CNKI Central Site

Chapter 2   Starting a Search

CNKI databases provides you with powerful search:

- Three search methods: Navigation, Basic or Advanced Search;
- Search on *full text, article title, ISSN, authors, organizations, keywords, abstracts, journal titles, references, fund name, publication volume* or *issues*;
- Keywords or phrase searching;
- Limit a search by any combination of series databases and any time period;
- Multiple sorting options for searched results: Relevance, Latest Date or none;
- Search multiple databases simultaneously;
- High search speed up to 30G/s.

Navigation Search

Through the search model, you can gradually enter the next level according to the catalog like a tree directory in the left area of search page, and at last get the search result.

Example:

1. Click <u>**Literature/History/Philosophy**</u> series databases from the nine ones. See Figure 2-2.

Navigation area

Figure 2-2   **Click <u>Literature/History/Philosophy</u> series databases**

2. Click subdivision step by step in Navigation area. Upon reaching the lowest level category you want to search, the title of the list of articles in this category will be displayed in the Search Result area. See Figure 2-3.

3. Click an article title in the Search Result area, you can find the basic information for the article in the Basic Information area below. See Figure 2-3.

Figure 2-3   Search Results by Navigation Search

Basic Search

Basic Search Mode offers a search interface as simple to use popular Web-search engines. You may:

- limit the field to search in *full text*, *article title, journal name, author, organization, keyword, abstract, reference, or fund, publication volume or issues;*
- enter a word or phrase in inquiry box ;
- limit time period;
- select a sorting options for searched results;
- mark series databases to search;
- click SEARCH button. See Figure 2-5.

You may use ***second-search*** to narrow the range of searching result time after time.

Example:

1. Select the search filed of *article title*. See Figure 2-4.

2. Enter "Dun Huang " in Chinese in inquiry box. See Figure 2-4.

3. Select year coverage from 1997 to 2001. See Figure 2-4.

4. Select sorting searched results by relevance. See Figure 2-4.

5. Select series F, G and H databases, namely, Literature/History/Philosophy, Economics/Politics/Law, Education/Social Science . See Figure 2-4.

6. Click SEARCH button. See Figure 2-4.

7. Searching result, total 769 titles. See Figure 2-4.

8. Use "Second Search" to narrow the search results. Select *Journal Title* filed, and enter "Si Chou Zhi Lu" in Chinese in inquiry box, and again click SEARCH button. You can find total 78 records searched. See Figure 2-4, 2-5.

9. You can use the *First, Previous*, *Next*, *Last* or *Jump* to view the searched results. See Figure 2-4, 2-5.

10. Click one title to view it's basic information, for example " You Piao Shang De Dun Huang Fei Tian" in Chinese. See Figure 2-5.

11. To browse the full text, please click "Xia Zai"(Download). See Figure 2-5.

Figure 2-4   Basic Search and Second Search

Figure 2-5   Results by Second Search

Advanced Search

Basic Search Mode facilitates quick, simple searches. But for more complex, in-depth searching, please use Advanced Mode Search interface with Boolean operator between multiple inquiry box.

By the mode, you may:

- click Advanced Mode Search in search page and Advanced Search interface;
- enter mark series databases to search;
- limit the field to search in *full text*, *article title, journal name, author, organization, keyword, abstract, reference, or fund, publication volume or issues;*
- enter a word or phrase in inquiry box ;
- select Boolean operator (AND, OR, NOT);
- limit time period;
- select a sorting options for searched results;
- click SEARCH button. See Figure 2-6.

Example:

1. Mark series F, G and H databases, namely, <u>Literature/History/Philosophy</u>, <u>Economics/Politics/Law</u>, <u>Education/Social Science</u> . See Figure 2-6.
2. Select the search filed of *article title* for first inquiry box. See Figure 2-6.
3. Enter "Dun Huang " in Chinese in first inquiry box. See Figure 2-6.
4. Select Boolean operator "***and".***

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5. Select the search filed of *Journal Name* for second inquiry box. See Figure 2-6.

6. Enter "Si Chou Zhi Lu " in Chinese in second inquiry box. See Figure 2-6.

7. Select year coverage from 1997 to 2001. See Figure 2-6.

8. Select sorting searched results by relevance. See Figure 2-6.

12. Click SEARCH button. See Figure 2-6.

13. Searching result, total 78 titles. See Figure 2-6.

14. To browse the full text, please click "Xia Zai"(Download). See Figure 2-7.

Figure 2-6   Advanced Search

Figure 2-7   Result List by Advanced Search

Chapter 3   Displaying and Outputting Records

- **Display Article Titles Sorted by Relevance or Latest date:** Display the searched articles sorted by relevance or latest date, including article title, journal title, year and issues. You can also click the "First", "Previous", "Next", "Last" to scroll display screen or jump to a specified screen page. See Figure 3-1.
- **View Basic Information:** Click one article title to view the basic information for a selected article, such as title, author, key words, organization, abstract. See Figure 3-2.
- **Download and Browse Full Text:** Download and browse Full-text article same with print format by CAJ Viewer. See Figure3-1.
- **Mark and Save Searched Results**. See Figure 3-1.
- **Mark and Print Searched Results.** See Figure 3-1.

Save Searched Results   Print Searched Results

Figure 3-1   Displaying and Outputting Records

Figure 3-2   Viewing Basic Information

Chapter 4   Full-text Browsing

Use CAJ Viewer to browse full text with print format.

Download and Install CAJ Viewer

- Visit CNKI central site (www.cnki.net) or local site to download CAJ Viewer to local PC; See Figure 4-1.
- Unzip CAJ Viewer after downloading as it is a *.zip file;
- Run the executable file to install CAJ Viewer.

Click here to download CAJ Viewer
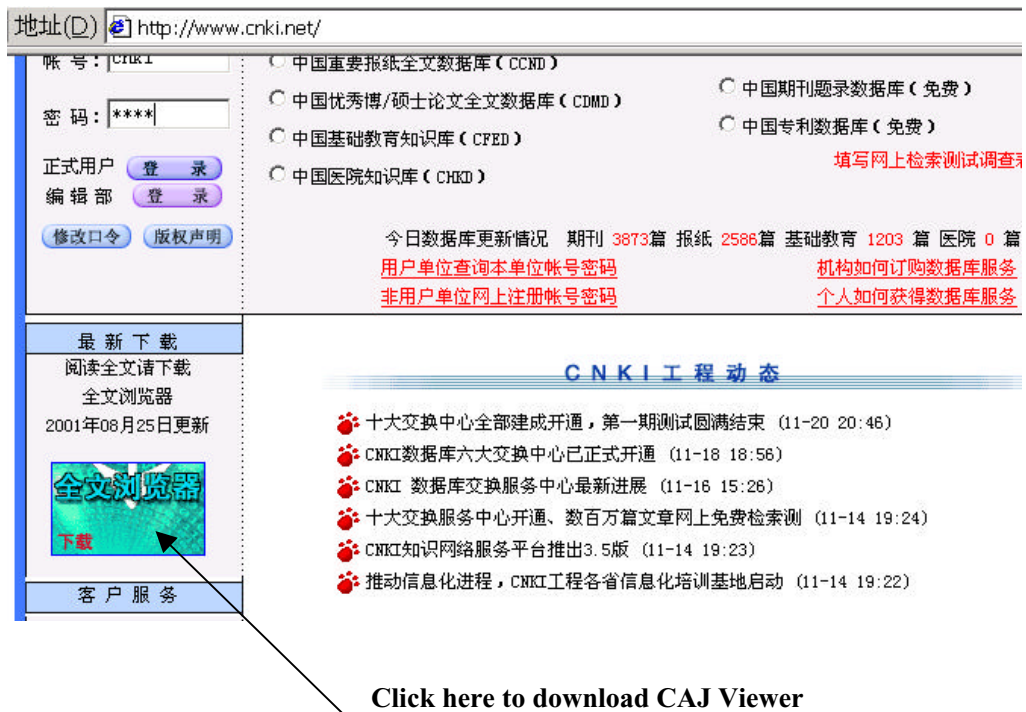
Figure 4-1   Download CAJ Viewer

Full Text Browsing

Click "Xia Zai"(Download) to browse the full text, as shown in Figure 4-2.
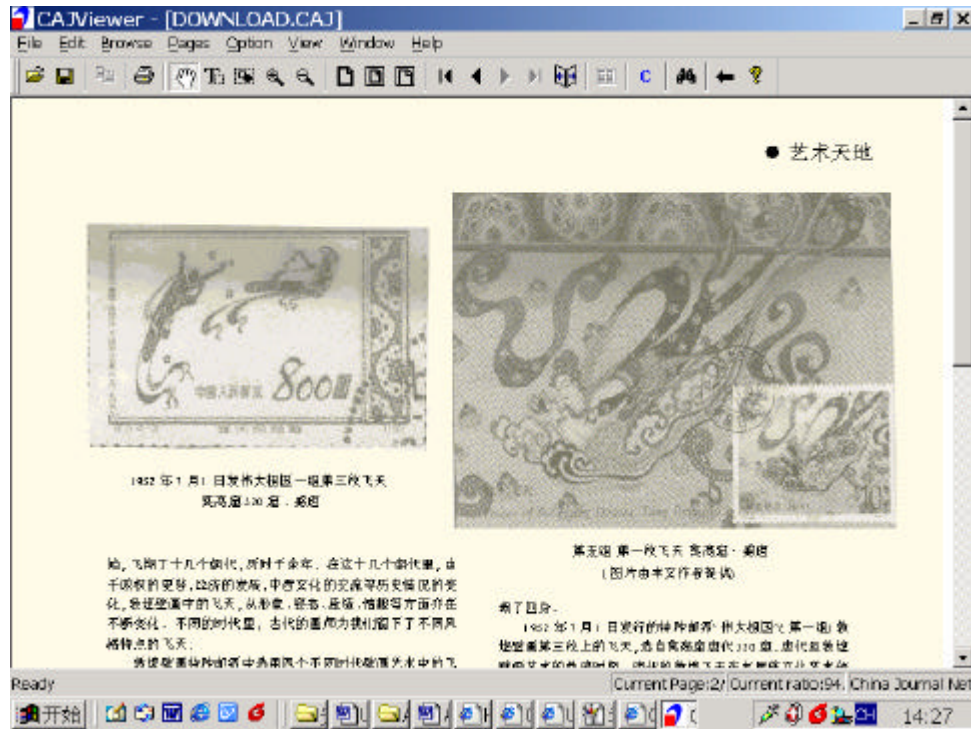
Figure 4-2   Full text Browsing

CAJ Viewer Tools:

🖨 [Print]	📋 [Copy]	💾 [Save as..]
📂 [Open]	✋ [Move]	
T [Select Text]	[Select Bitmap]	
🔍 [Enlarge]	🔍 [Reduce]	[Original size]
[Height]	[Width]	[First page]
◄ [previous page]	► [Next page]	►I [Last page]
[skip to]	🔍 [Search]	← [back]

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Select Menu Language
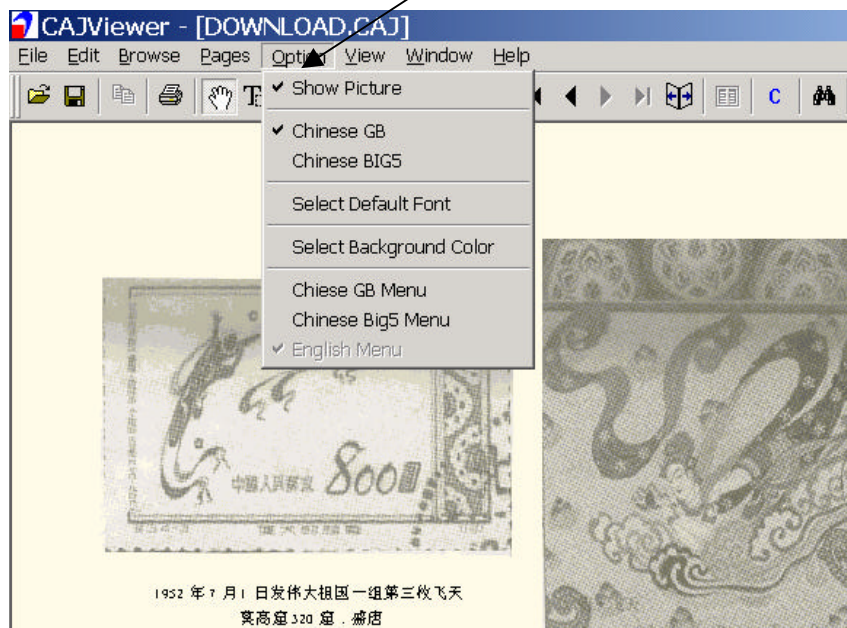
Figure 5-3   Select Menu Language

Chapter 5   FAQs

What requirements for computer system are needed when I accessing to CAJ or CCN Database?

1. Windows 9X,Windows NT Workstation or Windows 2000 with Internet Explorer or Netscape Browser are required.

2.For Windows 9X English edition or Windows NT Workstation English edition, a Chinese processing program is necessary to display Chinese characters.

3 As Windows 2000 English edition has the function of displaying in Chinese and Chinese inputting, it is not necessary to obtain another Chinese processor.

FREE! You may download Microsoft Global Input Method Editor (for input Chinese) or NJStar Communicator 2.23 (for both view and input Chinese) for your browser if your need a Chinese tool on your PC.

What should I do if the pages are illegible?

1. Check if there is any Chinese font library.
2. If there is, Click View in Menu and select Chinese Simplified (GB2312) or Chinese Simplified(HZ) in Font.
3. If there isn' t, please add a Chinese font library into the Fonts in Control Panel of your computer.

Do I need any Chinese tool for viewing Chinese text?
As most articles in the databases are in the Chinese language, it is necessary for a Chinese font library in your computer to view the Chinese full-text. If you also want to input Chinese character, you should install a Chinese tool.

I can download CAJ viewer but cannot install it.

CAJ Viewer is *.zip file, please use Winzip software to unzip it after downloading, and then install it.

I have installed the CAJ viewer. But CAJ viewer cannot display Chinese text properly.

If there is any Chinese font library in your computer, you should click *option* in CAJ Viewer Menu and select *Default Font*. In Font screen, please select **MS Hei** or **MS Song**, and then click *OK*.

If there is not, you should mount a Chinese font library in your computer. If you also want to input Chinese character, you should install a Chinese tool.

🔴I don't have any Chinese tools on my PC. How can I input Chinese from the user's interface?

Sorry, it is necessary for a Chinese tool to input Chinese character.

do I search CAJ databases ?"

🔴Can I view articles by journals?

Sorry, you can' t. But you can search Chinese articles by a specific journal.

🔴The error "time-out" displays.

To ensure the accessing speed, if there is not a searching click within 15 minutes since you enter into the databases, the error will displayed. In case, you should re-login.

🔴Are those old articles of journals before 1994 available?

Based on current electronic resource of CAJ , Century Journal Project has launched in Oct. 2000 to digitize all full-text articles of 5,120 journals since the first publications to establish an integrated CAJ. The project will have been accomplished by the end of 2002. At that time, the entire *CAJ* Full-text will collect 16.8 million full-text articles of 5,120 journals since the start publications and grow to be the most integrated Chinese document information resource, reflecting the growing and latest development in science and technology, politics, economics, culture, military affairs, education, medicine, and other fields in China for over 100 years.

🔴Can I access to the CAJ from Mac computers or SUN workstations?

Sorry, you can' t.

🔴Having a problem with IP addresses?
Please check if the IP address of your computer is in an autorized IP range. Or you can contact beijing@cnki.net.

Contact Us

To learn more on how to use CNKI databases, please contact:

>Overseas Distribution Office,
>Tsinghua Tongfang Optical Disc Co., Ltd.
>P.O. Box   84-48, Tsinghua University
>Beijing 100084 , China
>
>Tel:86-10-6279 1819
>Fax:86-10-6279 1944
>
>E-mail: Beijing@cnki.net

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