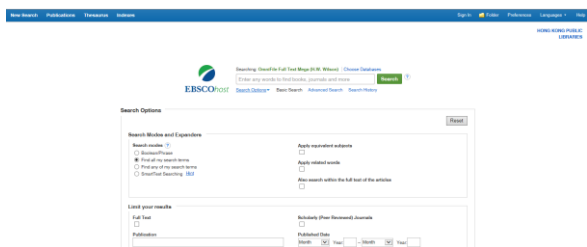


# OmniFile Full Text Mega

**OmniFile Full Text Mega** provides a wide range of research resources. It contains full-text articles dating back to 1972 as well as abstracts and indexing from publications as far back as 1909. The subjects covered include applied sciences, art, education, humanities, law, social sciences, technology, etc.

**OmniFile Full Text Mega** 提供多元化的研習資源，當中收錄自 1972 年以來出版的文章全文，以及早至 1909 年出版的刊物內容摘要和索引。資料庫的內容涵蓋應用科學、藝術、教育、人文科學、法律、社會科學及科技等範疇。



## Searching by Keyword

### Basic Search

1. Enter your search terms in the **Find** field.
2. Click the **Search Options** link to use specific search modes or apply limiters if appropriate.
3. Click the **Search** button and the result list is displayed.

### Advanced Search

1. Click the **Advanced Search** below the **Find** field.
2. Enter your search terms in the **Find** field.
3. Select the search field from the optional **Select a Field** drop-down list.
4. Enter additional search terms in the rest of **Find**

fields.

5. Select Boolean operators (AND, OR, NOT) to combine the **Find** field entries.
6. Select from the **Search Options** to use specific search modes or apply limiters if appropriate.
7. Click the **Search** button and the result list is displayed.

## Searching within Publications

1. Click the **Publications** link at the top of the EBSCOhost screen.
2. Enter all or part of a publication name in the **Browse** field.
3. Select a search type, i.e. **Alphabetical, By Subject & Description**, or **Match Any Words**.
4. Click **Browse** button and a publication title list is displayed.
5. Mark the checkboxes to the left of the publications you want to search.
6. Click the **Add** button next to the **Mark Items for Search**.
7. Add more terms in the **Find** field to revise the search.
8. Click the **Search** button and the result list is displayed.

## Searching by Thesaurus

1. Click the **Thesaurus** link at the top of the EBSCOhost screen.
2. Enter your search terms in the **Browse** field.
3. Select a search type, i.e. **Terms Begin With, Term Contains** or **Relevancy Ranked**.
4. Click the **Browse** button and the result list is displayed.
5. Mark the checkboxes to the left of the terms you want to search.
6. Select Boolean operators (AND, OR, NOT) to combine the search terms.

7. Click the **Add** button next to the **Select term**, then **add to search using**.
8. Click the **Search** button and the result list is displayed.

## Indexes

1. Click the **Indexes** link at the top of the EBSCOhost screen.
2. Select an index, i.e. **Artist, Author, Document Type, ISBN, ISSN, Journal Name, Language, NAICS Code or Description, Series, Statute Jurisdiction, Subject Terms** or **Year of Publication** at **Browse and Index** field.
3. Click the **Browse** button and a publication title list is displayed.
4. Enter your search terms in the **Browse for** field.
5. Click the **Browse** button and the result list is displayed.
6. Mark the checkboxes to the left of the terms you want to search.
7. Select Boolean operators (AND, OR, NOT) to combine the search terms.
8. Click the **Add** button next to the **Select term**, then **add to search using**.
9. Click the **Search** button and the result list is displayed.

## Viewing Search Results

1. The articles are displayed in the center of the Result List Screen.
2. Select any of the limiters or clusters displayed on the left column of the result list screen and click the **Update** button to refine your search if applicable.
3. Click on the **title** link, **HTML Full Text** link or **PDF Full Text** link to view the full record of an article in a different format.

### Search History

1. Click the **Search History** link below the **Find** field to read your search history.
2. Mark the checkboxes to the left column of the terms you want and select **Search with AND**, **Search with OR** or **Delete Searches** to modify your search history.

### Print / Email the Results

1. Click the **title** link to select the record you want to print/ send on the result list screen or click **add to folder** link at the right side to print/ send all the selected article records together.
2. Click the **Print** / **E-mail** button at the right side.
3. The article(s) or citation(s) is/ are displayed in your browser window.

#### *Print:*

- Click the **Print** button.
- Follow the standard procedures to pay for and collect the printouts in the Library.
- To print a PDF file, use the print capability available from the Adobe Acrobat Reader.

#### *E-mail:*

- Enter the email address and subject name and click the **Send** button.

### Available at 使用地點

All libraries of the Hong Kong Public Libraries (except mobile libraries)

所有香港公共圖書館 (流動圖書館除外)

### Remote Access 經互聯網使用

Registered library readers of the Hong Kong Public Libraries via the following website:

香港公共圖書館登記讀者，可經以下網址使用此資料

庫：

<http://www.hkpl.gov.hk/remotearchive>



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香港公共圖書館  
Hong Kong Public Libraries

4/2023

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**e-Database User Guide**  
電子資料庫使用指南