Siku Quanshu Online (Wenyuange Edition, Version 3.0)
Client Program User Manual

Digital Heritage Publishing Ltd.	
Siku Quanshu Online (Wenyuange Edition, Version 3.0) – Client Program User Manual	

Points to Note Before Installing the Client Program

1. Before installing the program, please ensure that your computer meets the minimum technical requirements for running the Siku Quanshu Online Client Program:

   (1) Pentium III 800MHz CPU or equivalent
   (2) Minimum 512MB RAM
   (3) Minimum 140 MB hard disk space (for installing programs and font types)
   (4) 1024 x 768 dpi and 32768(15-bit) color display card or above
   (5) Microsoft Windows XP, Vista operating system (Traditional and Simplified Chinese, English, Japanese and Korean language) (Updated to latest Service Pack)
   (6) Microsoft Internet Explorer, version 6.0 or above
   (7) Microsoft Windows Installer, version 3.1
   (8) Microsoft Windows .NET Framework, version 2.0
   (9) Users of the English version of Microsoft Windows should ensure that "East Asian Language Support" files are installed and active.

2. Ensure that your computer is connected to the internet.

1. Program Startup

Click "Start"→ "Program(P)" → "The Electronic Version of SKQS" → "Siku Quanshu (Wenyuange Edition) Online Subscription Services", execute the program, and proceed to the Login interface.
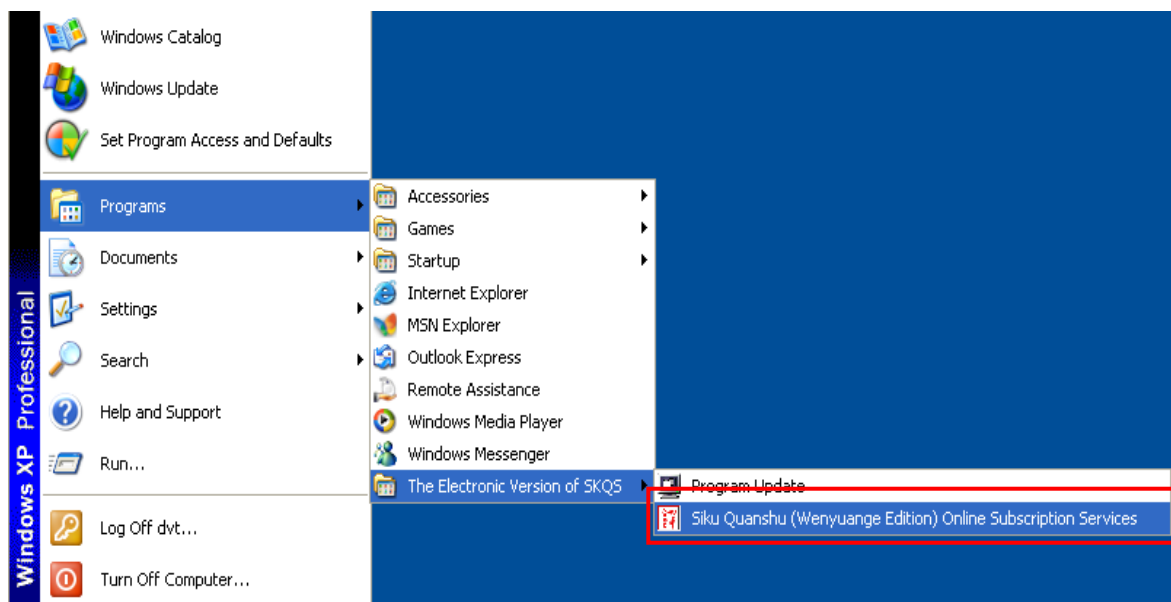
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2. Login interface

2.1 Login

(1) Login with "Account": input "user name" and "password".

(2) Login via "Authorized IP Address"

(Note: 1. University users: please ask the relevant department of your university for account details.

2. For users logging on via Authorized IP Address, all notations, bookmarks, etc. added during a working session, as well as search history are deleted upon logging off.

Account holders are free to change their own login passwords. Simply click "Modify Password," open the "Modify Password" window; input user name and old password; and enter a new password.

2.2 About SKQS
Describes the mission, vision, and history of the development of Siku Quanshu Online

2.3 Remarks
Overview of database specifications and content.

2.4 Help
This is the "Help" section on the homepage. "Help" sections may be found on other pages as well.

2.5 Technical Support

2.5.1 Troubleshooting
Outlines issues users should be aware of when using the SKQS Online Client Program, as well as update procedures and Frequently Asked Questions (FAQs).

2.5.2 Execute Program Check
This is a program for verifying the correct installation and setup of your Client Program. Follow the steps to confirm that the Client Program (including all necessary fonts and functions) has been properly installed.

The Program Check will run automatically when you install the Client Program. You may select the option "Do not check on next client program startup". To re-run the Program Check, click on "Technical Support" → "Start Program Check".

2.6 About DHP
Background information about Digital Heritage Publishing, Ltd.

2.7 Copyright Statement
Copyright information and terms of use.

2.8 Client Program Version Code
This is the Version Code of the Client Program. The code will be automatically updated whenever the program is updated. (see 5. Program Updates)
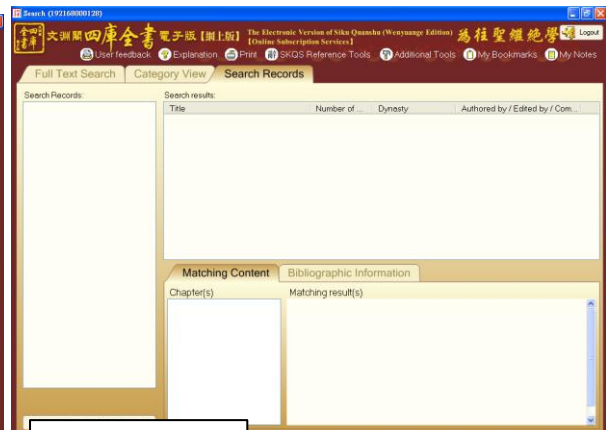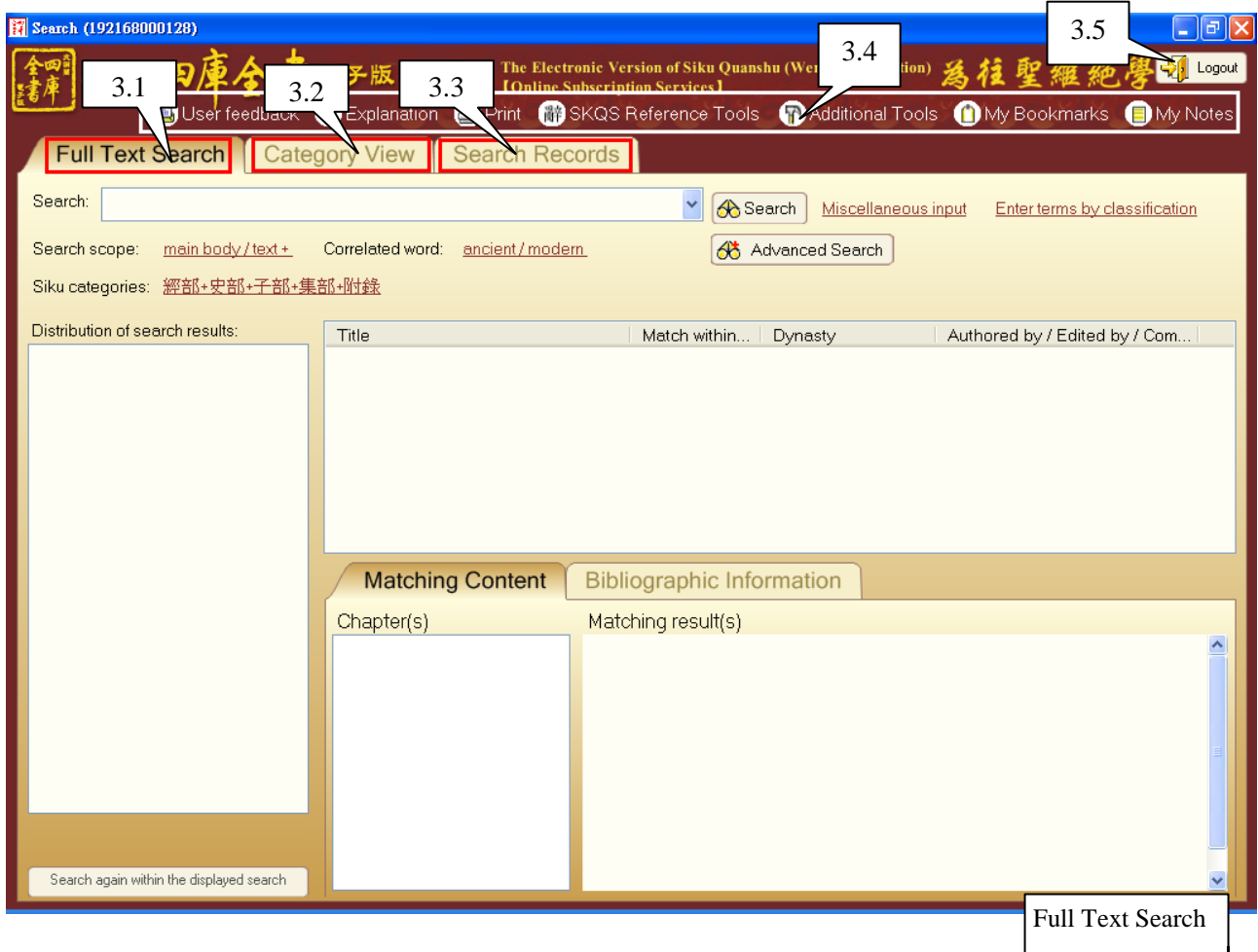
2.9 Logout
Click ❌ to close and logout the program.

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3. Search Interface

After logging in, you will enter the Search Interface, in which you see tabs for "Full Text Search", "Category View", and "Search Records".

Full Text Search

Category View

Search Records

3.1 Full Text Search

Here you can perform full-text searches by inputting individual characters or whole words. You can refine your search by adding search parameters so as to obtain more specific results. The search results will display the book titles, chapter titles, and pages of all matches. You can go directly to the full-image/full-text pages and also view the original page images.

Input the search words here, then click "Search" on the right.
Click the arrow on the right, all searched words will be displayed

Set specific conditions as necessary, such as search scope, correlated word and Siku categories.

Show the distribution of search results among all divisions of Siku.

Show the number of matches in books and chapters.

Click here to search again within the displayed search

Click here for miscellaneous input (see 3.1.1.5)

Click here for entering terms by classification (see 3.1.1.6)

Click here for advance search

Show search results, including book title, number of matches within the chapters, name of author/editor/compiler, and name of dynasty. Double click the book title to go to the first page of the book.

Show the content of the match and bibliographic information of the book. Double click the content of the match to go to the book page.

Click here to view the bibliographic information of the book selected (see 3.2.2)

3.1.1 Simple Search

3.1.1.1 Steps

Input a search term in the "Search" field (blank), and set specific conditions for your search, including search scope, Siku category, or related words. Then click "Search" to execute a full-text search.

3.1.1.2 Search Scope

There are eight search scopes for you to choose from. Click on the hyperlink to open the "Search Scope" window and choose any scope.

i. Main body / text: the full text search will be performed within the body of the text (main text).

ii   Annotation / explanatory note: the full text search will be performed within all annotations / explanatory note.

iii   Main Body / Text + Annotation / Explanatory Note: the full-text search will be performed within the main body / text and also within all annotations / explanatory note.

iv.   Book title: search all book titles for the search term.

v.   Author: search all books by a given author.

vi.   Title: search all books which contain the specified title.

vii.   Image Text: the full-text search will be performed within text in image.

viii.   Image Title: search all books which contain the specified title in image.
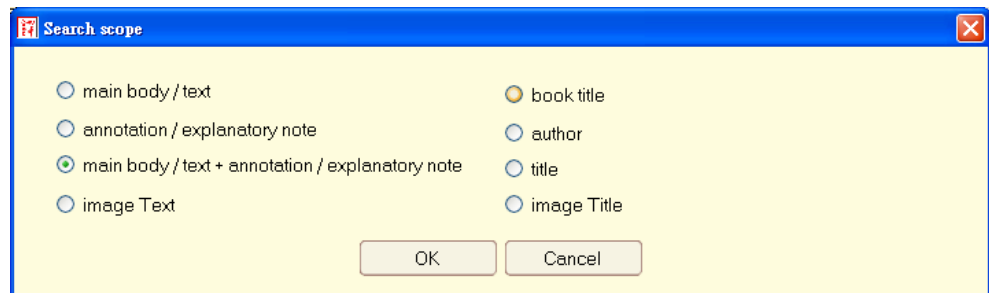
3.1.1.3   Correlated word

i.   Many characters in S*iku Quanshu* share a common meaning, but are presented in different forms. To achieve better search results, we group these characters into six types, namely: "variant character", "complex / simplified character", "ancient / modern character", "interchangeable borrowing character", "new / old character" or "Chinese Hanzi / Japanese Kanji". All of them are treated as correlated words.

ii.   Steps for selecting the type of correlated word:

     1   Click on the related terms hyperlink to open the "Correlated word" window.

     2   Select a related term type, then click "OK".
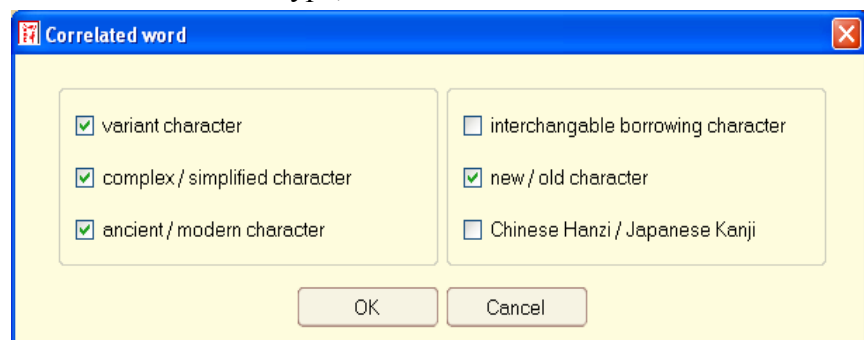
3.1.1.4 Siku Categories

To facilitate better searching, you can specify the search scope in accordance with the structures of the divisions and categories of *Siku Quanshu*. The default search scope is "All."

Click the Siku Categories hyperlink to open the "Siku Categories" window.

i. To narrow the search scope, select the divisions that you want to be excluded from the search scope, then click the left icon in the middle and click "OK". (You can also use the mouse to drag the divisions that you want to be excluded to the "Siku Classification" column on the left, then click "OK".)
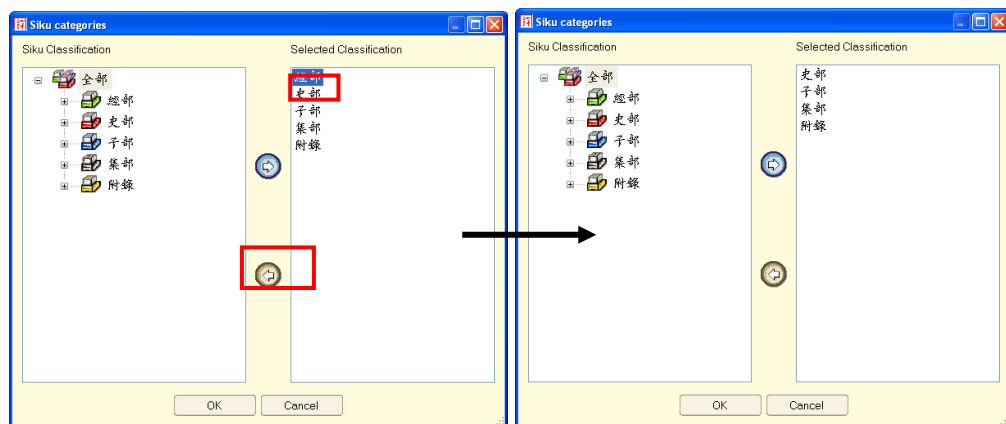
ii. To expand the search scope, click the divisions on the left, then click the right icon in the middle, and click "OK". (You can also use the mouse to drag the divisions that you want to be included to the "Selected Classification" column on the right, then click "OK".)
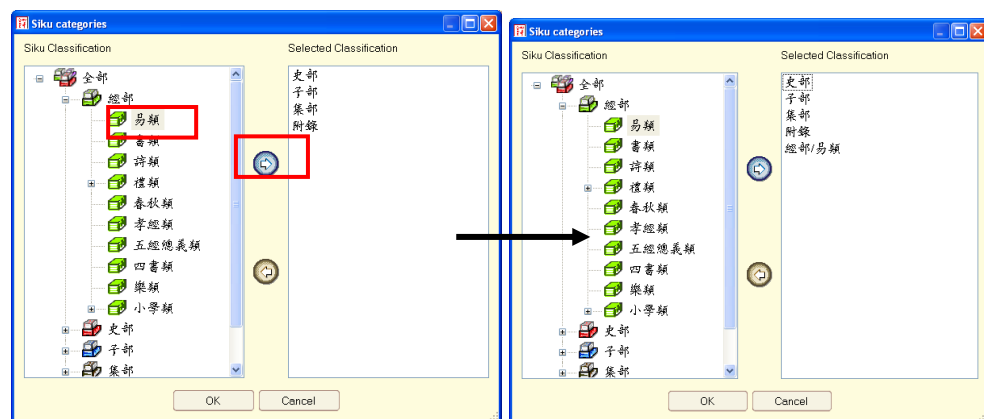

3.1.1.5 "Miscellaneous Input"

i. Main Functions：

1 Help users whose computers are not installed with any Chinese character input methods (e.g. English or Japanese Windows) to input Chinese character.

2 Help users to input unknown words, or words which are more difficult to input with a keyboard; in particular, rarely used words such as "旆"。

ii. Provide a number of input scopes, such as character, book title, author, or hexagram. There are also a number of input methods for the input scopes, including input by strokes, radicals, or pinyin.

iii. How to Use:

1 Click on the "Miscellaneous Input" hyperlink link to open the "Miscellaneous Input" window.

2 Select the desired scope, such as "Character", "Book title", "Author", or "Hexagram". Then select terms within that scope.

3 Take the scope "Character" as an example:

(a) To input the character "旆", you can search by the total number of strokes, or by the radical. The total number of strokes of the character "旆" is 9, and its radical is the character "方".

(b) Some characters that match the selection criteria are shown in the first column on the right. Use the mouse to click and select the suitable character.

(c) When you click "OK", the selected character will automatically be shown in the input row of the full text search page. Then click "Search".
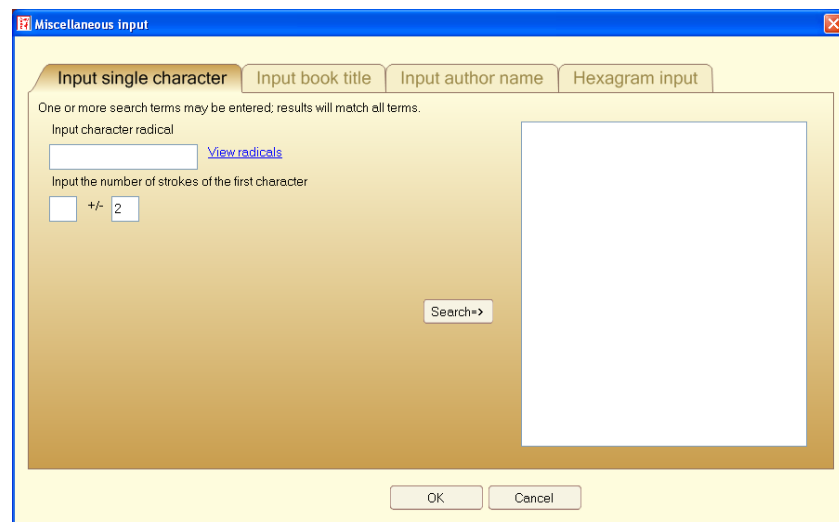

4 To input a book title, apart from inputting by the total number of strokes, you can also input by zhuyin or pinyin. The input method is similar to that of inputting a character.

5 To input an author, in addition to the methods mentioned above, you can also input by dynasty. The input method is similar to that of inputting a character.

6 To input a hexagram:
Click and select the suitable hexagram icon. The name and explanation of the hexagram will be shown on the right side of the page. Then click

"OK", the hexagram icon will automatically be shown in the input row of the full-text search page.
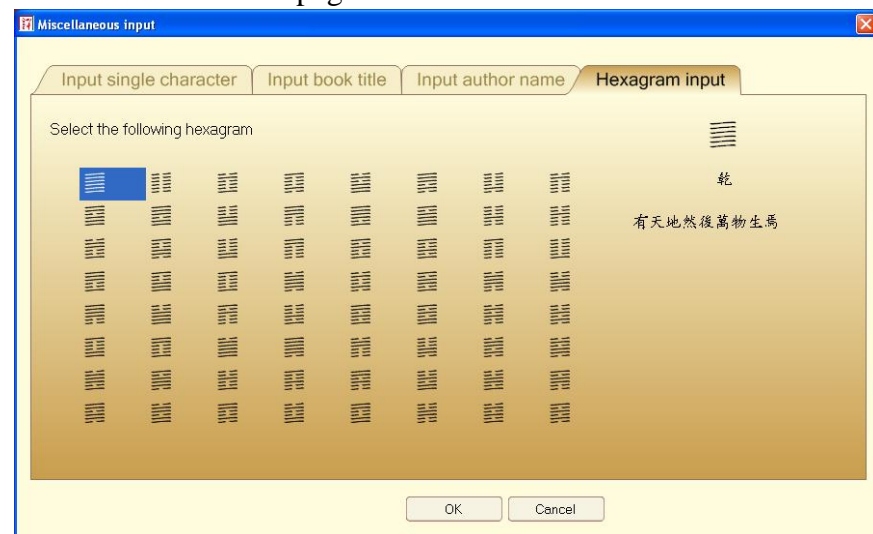

3.1.1.6 "Enter Terms by Classification"

To help users who are interested in a specific area but do not have any ideas as what to input, we added the "Enter terms by classification" function. The terms cover a wide range of areas. We now offer Ancient Chinese Encyclopedia classifications (the classifications which originate from the Song Dynasty book *Imperial Readings of the Taiping Era*): Chinese medicine, Personal Name, Geographic Name, etc. (More classifications will be added in due course to enhance this function.)

The steps for using the "Enter Terms by Classification" are similar to the procedure for using the "Miscellaneous entry" function.

i. Click the "Enter Terms by Classification" hyperlink to open the "Enter Terms by Classification" window. Select the desired classification, such as "Ancient Chinese Encyclopedia Classifications", "Chinese Medicine", "Personal Name", or "Geographic Name", etc on the "Enter terms by classification" window, then input one or more enquire items, and click "Search Terms".

ii. A list of terms that meet the selection criteria are shown in the first column at the right. Use the mouse to click and select the correct term.

iii. When you click on "OK", the selected term will automatically be shown in the input field of the full-text search page. Then click "Search".
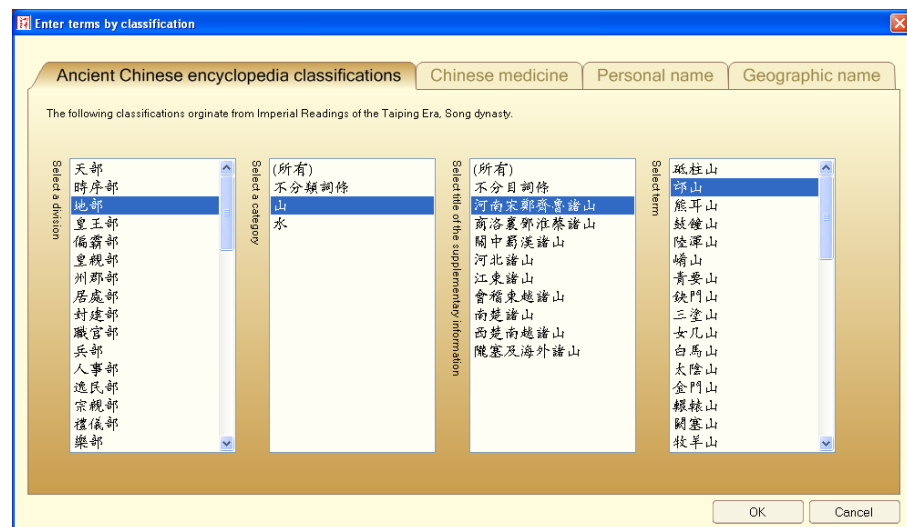
3.1.2 Advanced Search

Advanced Search provides flexible options for mixing and matching multiple search conditions, which helps to further enhance the accuracy of your search.

3.1.2.1 Steps

Click on the "Advanced Search" icon to open the "Advanced Search" window. Select desired terms in the "Advanced Search" window, then click "Search". Conditions include:

i.   Contain all of the following terms, specify the upper limit of characters in between, use fuzzy search function, etc.

ii. Contain any of the following terms

iii. Does not contain the following terms

iv. Search in the specified book(s) only

v.   Search in the book(s) of the specified author only

3.1.2.2 Advanced search example 1: the example is to show the search which meets the following conditions:

1   Search the terms "李白" **and** "杜甫" (whereby the following conditions must be a must: there must be space between the two terms; the maximum length will be 300 characters; and the terms must be found in this specific order, i.e., "李白" followed by "杜甫")

2   Does not contain the character "酒";

3   Search in the book "唐詩品彙" only.

    3.1.2.3   Advanced search example 2: the example is to show a search meeting the following criteria:

        1   Search for the character "詩";

        2   Must contain the terms "李白" **or** "杜甫".

    3.1.2.4   Advanced search example 3: example on using the **fuzzy search** function

When users are not quite sure of the right words, or when the terms are incomplete, they may opt to use the "Fuzzy Search" function. This method will yield more results than that of the full matches, with some of the matches including 'similar' terms. For example, searching for the term "知己彼百戰", which is an incomplete term:

The search results are:

"知彼知己百戰不殆"、"知彼知己百戰百勝"、"知己知彼百戰百勝""知己知彼可以百戰百勝"、"知己知彼則百戰百勝"

"知彼知己百戰不毀"、"不知彼己百戰百敗"

(Note: 1. The Fuzzy Search function can only be applied to searches marked as "Contains all of the following terms", and with no maximum limit of characters in between terms. Also note that fuzzy searches take longer to complete;

      2. In running a fuzzy search, there may be discrepancies between the number of matches found in the chapters and the actual number of matches found. This is because the method of counting matches by fuzzy search is different from that of a general search.

3.1.3 Search Again within the Displayed Search Results

If the results of your initial search contain too much information, you can use the "Search again within the displayed search results" function to perform another round of searching. You can narrow the search scope by inputting another core term, or add an extra condition. The program will perform another search within the displayed search results to achieve more refined.

After your initial search, click on "Search again within the displayed search results" to open the "Search again within the displayed search results" window. You can now add new search conditions.

The following example shows that after the first search for the term "李白", the results are "Total 1317 Books, 7847 Chapters, 26880 matches". The extra condition is to get rid of all matches with the character "酒".

The result of the second search is:

3.2 Category View

Following the classifications of *Siku Quanshu*, the "Category view" function displays all titles and contents of the "divisions", "categories", "sections", and "appendices" with tree-like structures.

Classification of Siku Quanshu: division → catrgory → section

Click the icons here to display by title, dynasty or author／editor／compiler

Display the titles of the selected division, category or section

You can choose to view all chapters or titles of the selected book

Click here to view the bibliographic information of the selected title

3.2.1 Viewing method

(1) Click the tree-like classification structure of *Siku Quanshu* on the left, open the folders of the "divisions", "categories" and "sections", select the division, category or section of the book that you wish to view.

(2) All titles, dynasties, and authors/editors/compilers of works in the selected division/category/section will be displayed in column at right. You can double click the title to open the first page of the book, or click on the title to get more details about the book.

(3) Clicking on the title, detailed information about the book will be displayed in the lower right column, including reference materials and information about the structure of the chapters. You can also double click on a chapter title to open a specific chapter or title.

3.2.2 Bibliographic Information

The materials come from *Glossary of Terms for the Full Collection of Books in SKQS*, which provides detailed information on the selected book, including author and background information of the book, an outline of the content and edition information.
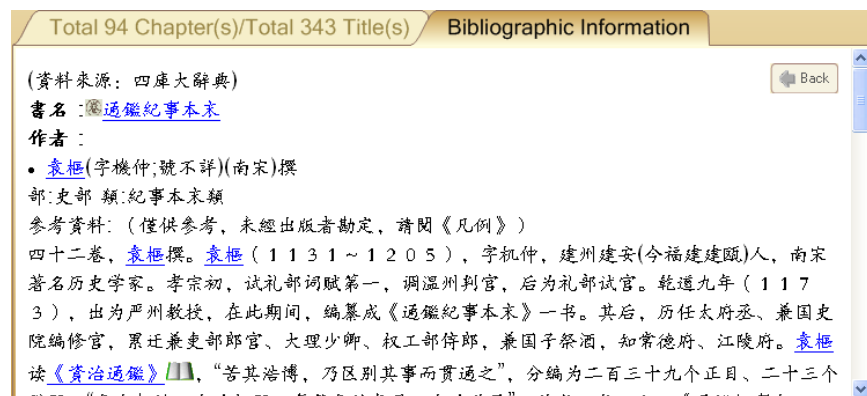
Bibliographic Information citations include many hyperlinks through which you can find other related materials. For example, you can click the book title to go to the first page of the book; click the author name to view information about the author as found in the *Glossary of Terms for the Full Collection of Books in SKQS;* click the "Chapter" icon on the left of the book title to display the structure of the chapter.

3.3 Search records

This section keeps user's full text search records, shows the search words and the conditions set for each search. Users can also view the search results of all the searches.

Show the search words and conditions set for the search

Show the search results of the selected search record

Show the matching content and bibliographic information of the selected search record

Click here for an instant view of the search results of the selected search record.

How to use:
(1) Click and select the search words of a search record (the search date and conditions set will be shown when the mouse touch the search words).
(2) Click "Display search results of selected records", or double click the search words to view the search results of this search record.
(3) The display of the search results is the same as that of "Full text search". Double click the title or matching content to open the page.

3.4 Function menu

3.4.1 My notes

In viewing the original text page (see 4), you can make "notes" on the original text or original image. Then, you can click "My notes" to view the notes made and the relevant information, such as note name, location and the date on which the note is made.
(i) To open a note, select a note name first, then click "Open" (or double click the note name) to go to the page where you made the note.
(ii) To delete a note, select a note name first, then click "Delete".
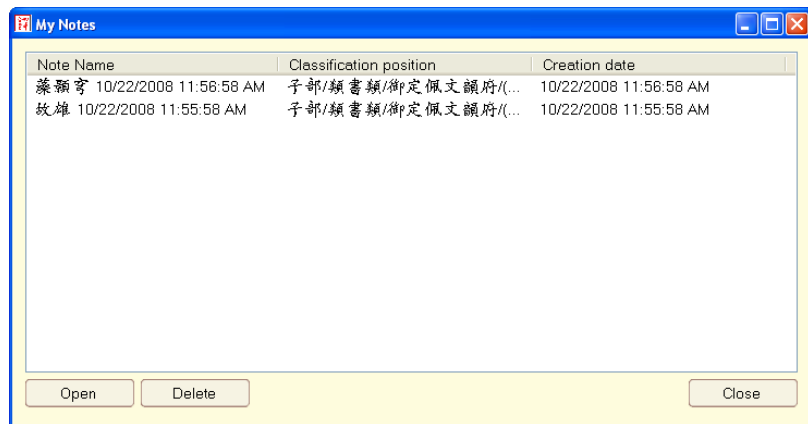
3.4.2 My bookmarks

In viewing the original text page, you can use the "My bookmarks" function to mark down the page you are reading. Then, you can click "My bookmarks" to view the bookmarks made and the relevant information, such as bookmark name, location and the date on which the bookmark is made.

(i) To open a bookmark, select a bookmark name first, then click "Open" (or double click the bookmark name), you can go to the relevant page.

(ii) To delete a bookmark, select a bookmark name first, then click "Delete".
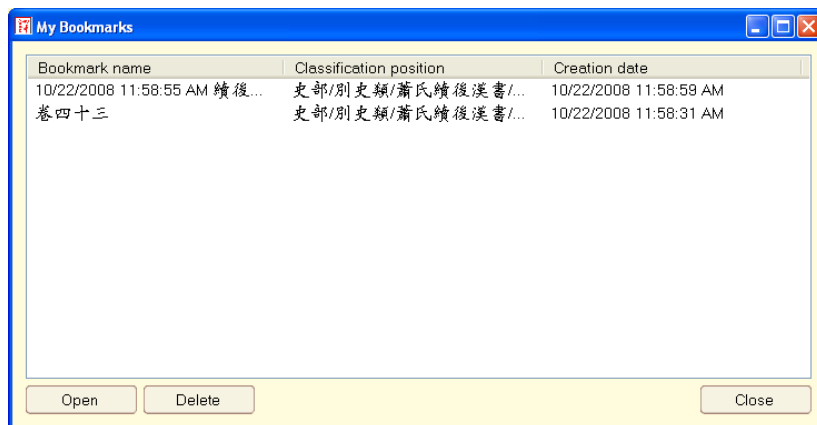
3.4.3 Additional Tools

Provides a number of functions such as Search correlated words (including variant character, simplified / complex character, ancient / modern character, interchangeable borrowing character, new / old character or Chinese / Japanese character, etc.) , name search, toggling tables (including Ganzhi / Calendar year conversion, Chronology / Dynasty Converter, Ba Gua (The Eight Diagrams) and 64 Hexagrams), Zhonghua gu han yu zi dian (Dictionary of Classical Chinese) and Glossary of Terms for the Full Collection of Books in SKQS.
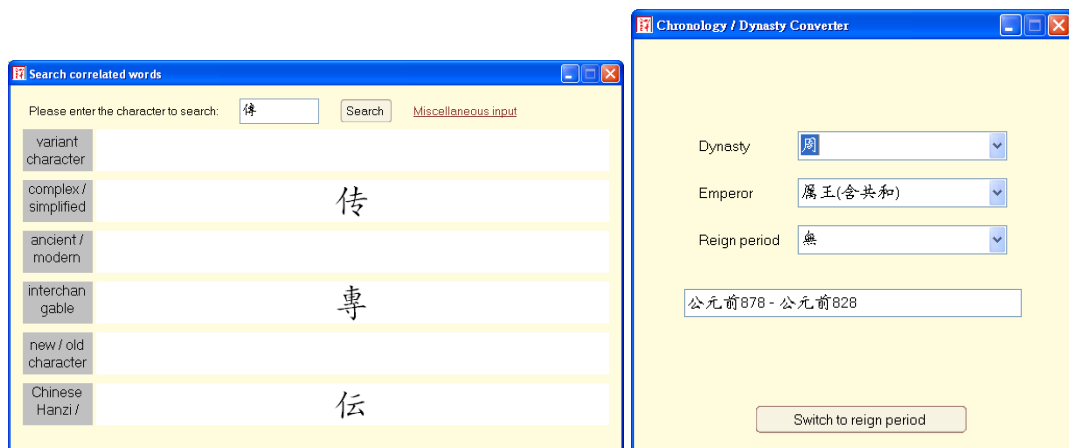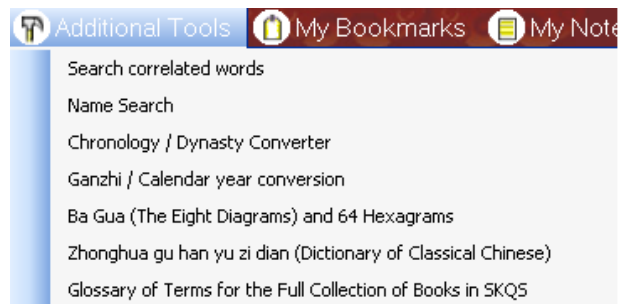
Related words search

Chronology / Dynasty Converter
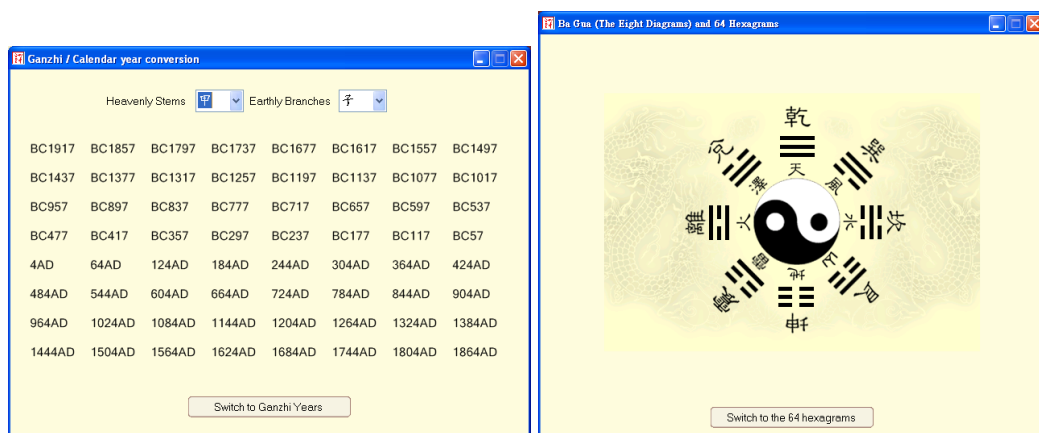
Ganzhi / calendar year conversion Ba Gua (The eight diagrams)and 64 hexagrams

Name search

3.4.3.1 Zhonghua gu han yu zi dian (Dictionary of Classical Chinese)

You can use this function to check the meanings of characters when you encounter problems in viewing or searching the original text. SKQS Online now includes the Zhonghua gu han yu zi dian. (*We will also add more dictionaries in future to further enhance this function.)

Zhonghua gu han yu zi dian offers the phonetic reading and meaning of the characters as found in the Zhonghua gu han yu zi dian published in 1997 by the Shanghai People's Publishing House. Additionally, the content of the dictionary is enhanced by including supplementary data on approximately 5,000 characters used in *Siku Quanshu* and *A General Guide to Chinese Culture*.

3.4.3.2 Glossary of Terms for the Full Collection of Books in SKQS

In addition to providing a dictionary for referencing the meanings of characters, we have also added a glossary function. The glossary includes the *Glossary of Terms for the Full Collection of Books in SKQS*.

Glossary of Terms for the Full Collection of Books in SKQS provides detailed reference materials for all books in *Siku Quanshu*, including introductions to the authors, background information, content outlines and edition information of the books. You can read the information by simply inputting the book title or using the "Miscellaneous input" function to find out the title, then click "Search".
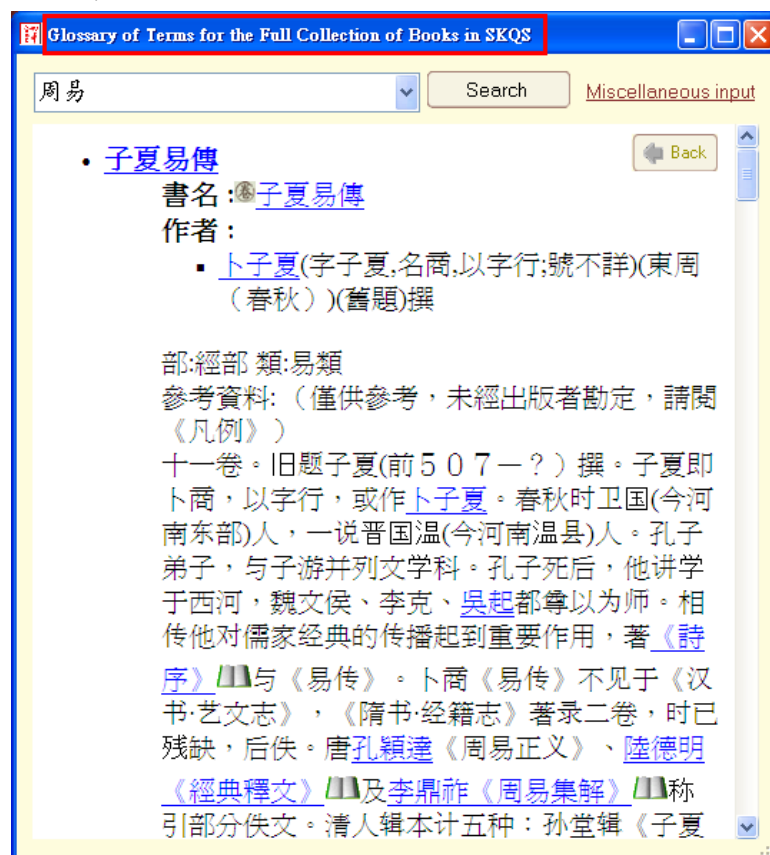
3.4.4 SKQS Reference Tools

Provides reference resources such as ***Books in philology category in SKQS.*** These are the books on words and phonetics grouped under the philology category of *Siku Quanshu*, which now includes *Shuowen Jiezi, Chongxiu Yupian, Imperial Kangxi Dictionary, Chongxiu Guangyun* and *Ji Yun*。
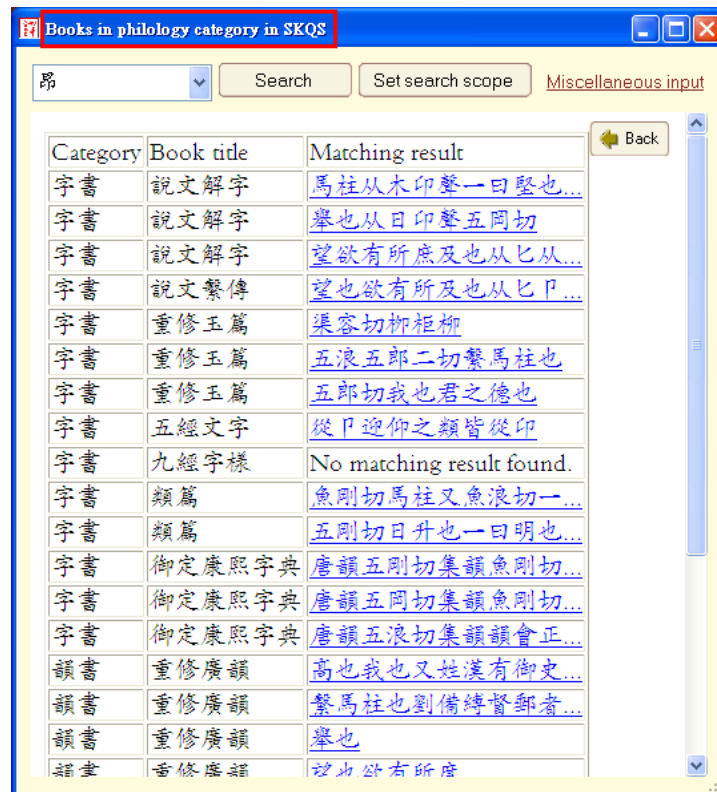
3.4.5 Print

You can print the book titles, bibliographical information, and search records under the "Full text search", "Category view" and "Search records" sections.
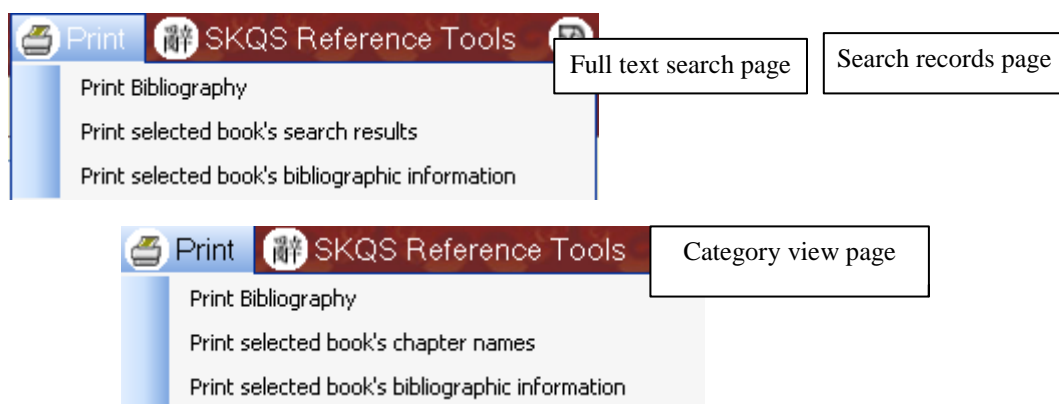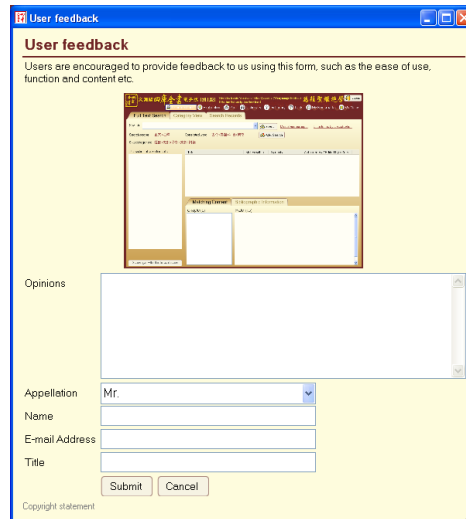

3.4.6 Explanation

Includes user guides on the search interface and searching the Original Text interface, as well as guidelines and editor's notes on Siku Quanshu Online.

3.4.7 User Feedback

We are glad to receive your comments and suggestions on the usage, functions, and content of the program. Simply enter your comments and contact information and click "Submit".

3.5 Logout

After you have completed a work session in Siku Quanshu Online, you can click "Logout" to exit the program.

4. View Original Text Interface

From the "Full Text Search", "Category View" or "Search Records" sections you may view original page images.

4.1 Show Pages

4.1.1 Original Text: shows the digitized version of the original text, following the order of the original layout. This is the default display mode.

4.1.2 Original Image: shows the actual scanned image of the original *Siku Quanshu* pages.

4.1.3 Side-by-Side View: Parallel display of the "original text" and "original image" for easier and instant comparison.

Original text

Original image

4.2 Full Screen

Book pages may be displayed in Full Screen mode for clearer viewing. Click "Back" to return to the original display mode.
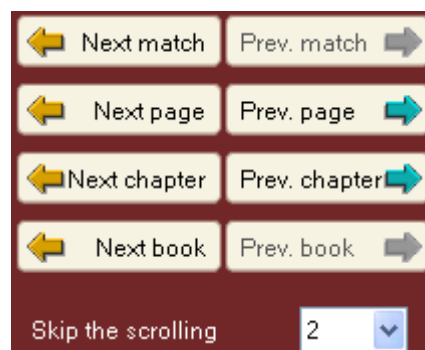
Function menu (see 4.4)

Go back to the original display mode

Page scrolling tool, click the pull down menu to select page／match／chapter／book as the scrolling break


4.3 Viewing tools

4.3.1 Page scrolling tool

4.3.1.1 "Next match" "Previous match": Click this to jump to the page of the previous or the next match.

4.3.1.2 "Next page" "Previous page": Click this to go to the previous or the next page.

4.3.1.3 "Next chapter" "Previous chapter": Click this to jump to the first page of the previous or the next chapter of the same book.

4.3.1.4 "Next book" "Previous book": Click this to jump to the first page of the previous or the next book.

4.3.1.5 Skip scrolling: Click the pull down menu to show all page numbers of the chapter. Select a number to go to a page.

Note: You can open the "View original text" interface from the "Full text search" interface or the "Search records" interface. The design of the "View original text" interface is the same no matter in which way you open it. However, the order and amount of pages viewed with the "Scrolling tool" will be different.

(i) Open the "View original text" interface via the "Full text search" or "Search record" interface: the order and the amount of the book pages viewed with the scrolling tool are following the order and the amount of the matches found in the books of the search result.

(ii) Open the "View original text" interface via the "Category view" interface: the order and the amount of the book pages viewed with the scrolling tool are following the order and the amount of the matches found in all books, in an order following the classifications of "Division", "Category", "Section" and "Book title."

4.3.2 Marking Tool
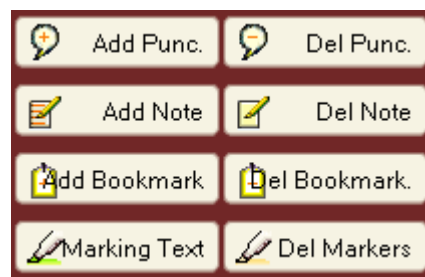
4.3.2.1 "Add punctuation" "Delete punctuation": help users to add punctuation in the "Original text".

i. To add punctuation, click and select the words where the punctuation is to be added, then click "Add punctuation" and "OK".

ii. To delete punctuation, click and select the words where the punctuation has been added, then click "Delete punctuation".
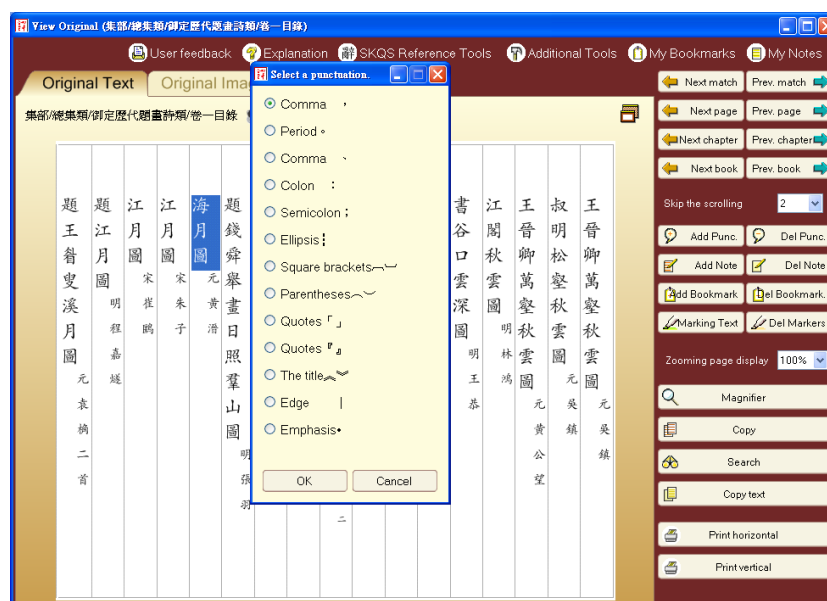
4.3.2.2　"Add note" "Delete note": help users to add notes in the "Original text" or "Original image". You can add notes in any display mode (such as original text). The notes added can be shown in another display mode (such as original image).

　i.　To add a note, click "Add note", then click and select the location where the note is to be added. A note icon ![note icon] will be shown, and the "My notes" window will come out. Input the note, then click "OK". You are free to move the note icon to a preferred location.

　ii.　To delete a note, click and select the note icon, then click "Delete note".

.
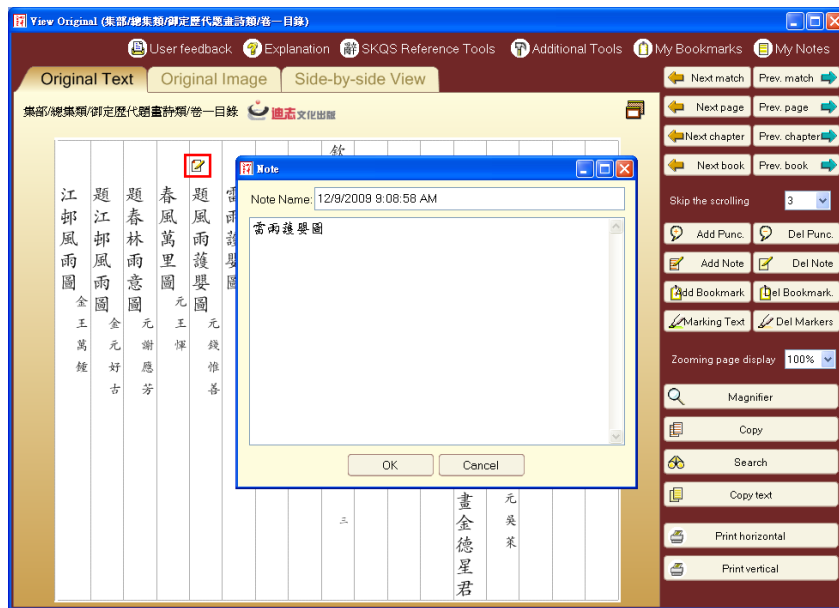
4.3.2.3　"Add bookmark" "Delete bookmark": the "My bookmarks" function is for users to mark down the pages they are viewing.

To add a bookmark, click "Add bookmark", the "My bookmarks" window will come out. Input the name of the bookmark, then click "OK", the bookmark icon ![bookmark icon] will be shown at the top of the page to show that the bookmark is added.

To delete a bookmark, click "Delete bookmark".
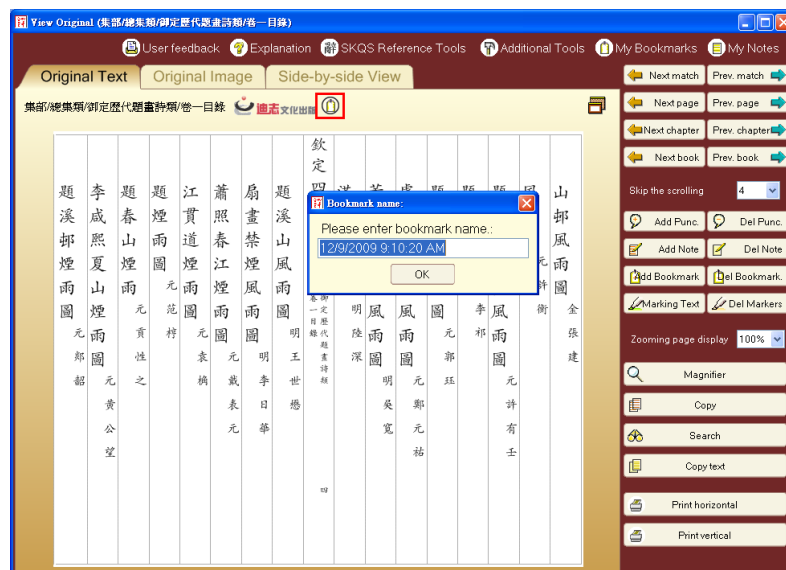
4.3.2.4   "Marking text" "Delete Marker": help users to make marks to the words of the "Original text". You can use different colors to distinguish the marks.

   i.   To make a mark to text: Click and select the words where a mark is to be made, click "Marking text" and choose the color, then click "OK".

   ii.   To delete a mark, click and select the words that a mark has been made, then click "Delete marker".
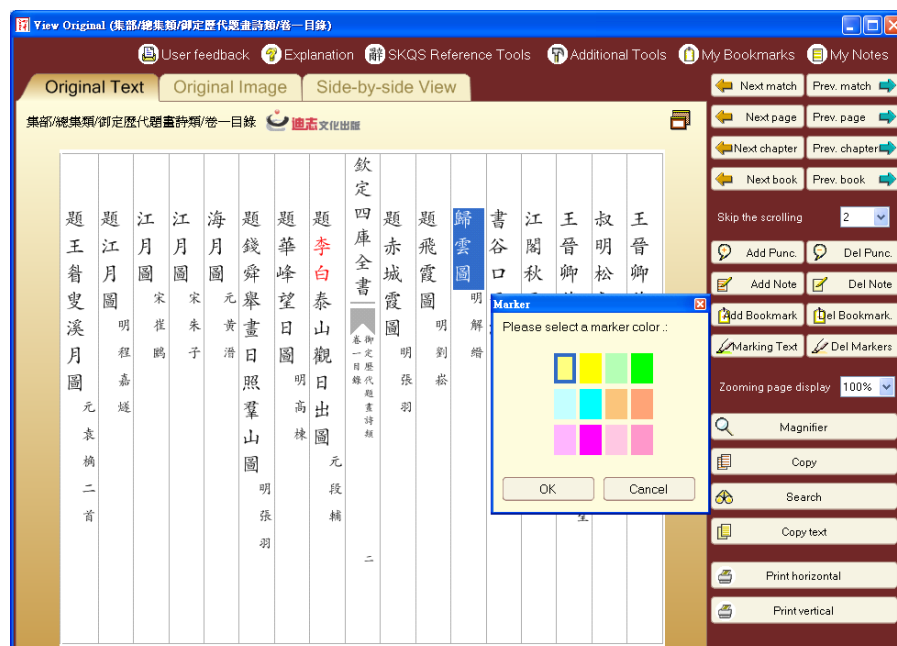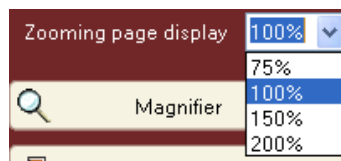
4.3.3 Page Display Tool
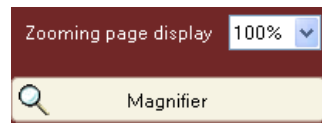
4.3.3.1   Reducing and zooming page display

Pages can be displayed in various sizes by reducing or zooming them to a certain percentage, such as 75%, 100%, 150% and 200%. The default display size is 100%. (You can also input the exact figure from 50-200 on the blank space on top of the pull down menu, and then click "Enter" to change the size of the display.

4.3.3.2   Magnifier

Click "Magnifier", then move the mouse to the original text or image that you want to magnify, the magnifier will appear and that part of the text will be magnified.
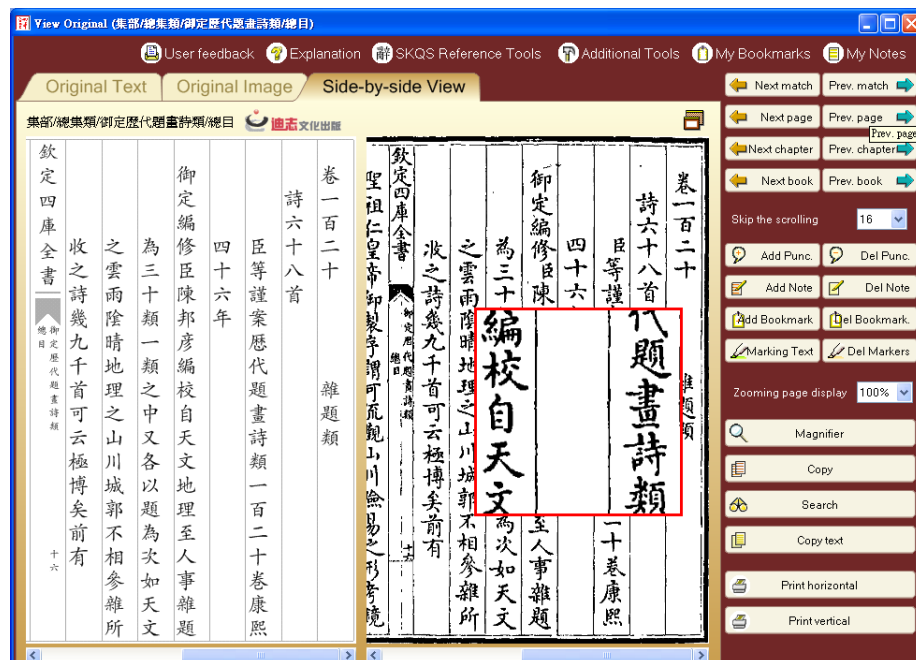
4.3.4 Copy Tool

4.3.4.1 Copy
Highlight the text that you wish to copy with the mouse, then click "Copy", and the highlighted text can be pasted into another program.

(Note: Copying in this way does not preserve the original size of the text. If you wish to copy the text in its original size, please use the "Copy Text" tool (see 4.3.4.3) instead.)

4.3.4.2 Search
Highlight words that you wish to search. The words will be automatically pasted into the "Search" field of the "Full Text Search" interface as search terms. Click on "Search" to execute the search.

4.3.4.3 Copy Text
Click "Copy Text", and the text of the page will be pasted horizontally into a new window for copying and making notes.
To copy text, click Ctrl+A to select all text, then click Ctrl+C to copy, and paste the text into another program.

(Note: This function is not applicable to pages that are not digitized. Also, as Microsoft Word cannot fully support text with words at a 4-character interval, pasted text may not at times be properly displayed within MS Word.)
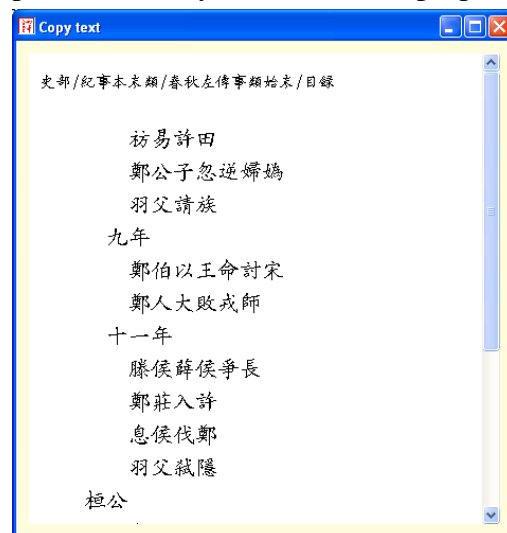
4.3.5 Print

In the "View Original" interface, you can print the text or image horizontally or vertically, without adjusting your printer settings. You can also choose to print the notes together with the text.

4.3.6 Shortcuts

4.3.6.1 Shortcut keys

To facilitate viewing, the program provides some shortcut keys. You can turn over pages and go to the previous page, the next page, the previous match or the next match by using shortcut keys:

‧Ctrl + Tab ：Toggle between "Original text", "Original image" and "Side-by-side" display.

‧Home / End ：Previous match, next match

‧PageUp / PageDown ：Previous page, next page

‧Ctrl + / ↑ ↓ ：Previous chapter, next chapter

‧Ctrl + / ← → ：Previous book, next book

4.3.6.2 Shortcut Menu

In addition to the methods mentioned above, you can also right-click the mouse on the text to open a shortcut menu and employ viewing tools such as copy, add punctuation, add note, search, etc. Additionally, you can double-click on any word within the full text to execute a dictionary lookup and display the word's meaning.
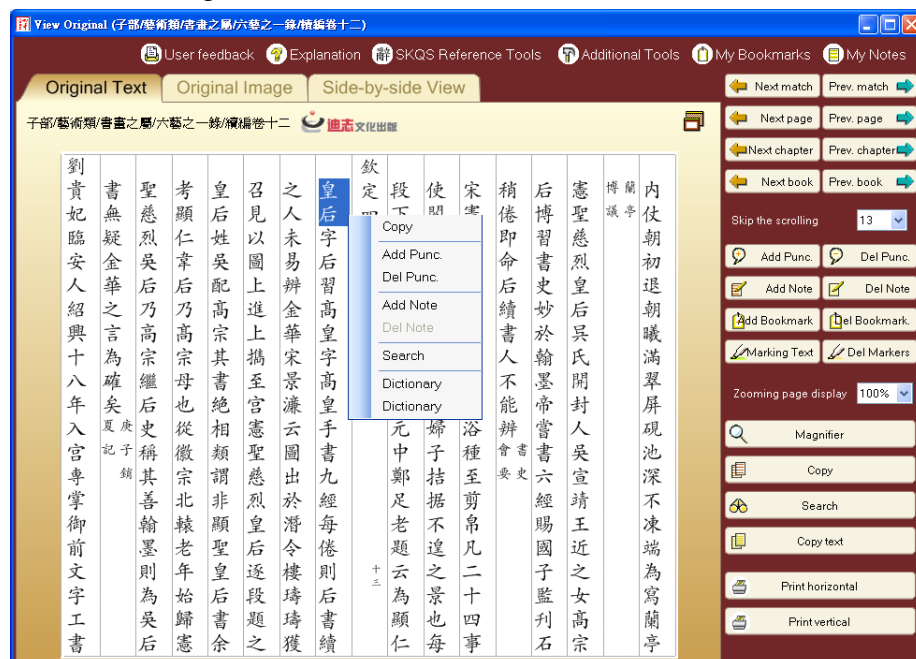
4.4 Function menu

Apart from the "Print" function, all usage and functions of the function keys on the function menu of the "View Original text" interface and the "Full text search" interface are the same. (See 3.4 Function menu)

5. Program Updates

Digital Heritage will periodically improve and update the program in light of feedback from users. To facilitate program updating, we have included a program updating function within the program.

Click "Start" → "Program (P)"→ "The Electronic Version of Siku Quanshu (Wenyuange Edition)" → "SKQS Updater" to execute the updater, then click "Update".
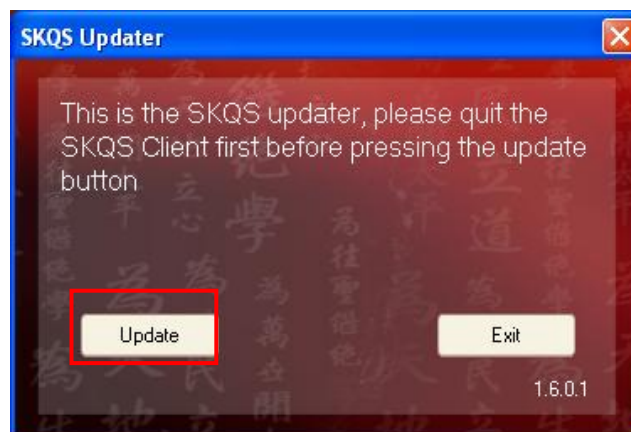

6. Technical support

6.1 Failure to Login after Installation

If your computer connects to the internet through a proxy server, you must specify the details of the proxy server within Internet Explorer. The procedures are as follows:

① Open Internet Explorer, select "Tools" on the item menu → Click "Internet Options (O)"→ "Connections"→ "Local Area Network Settings (L)";

② In the "Proxy Server" section of the "Local Area Network Settings" window, click and select "Use a proxy server for your LAN", then input the relevant data on address and port (please ask the internet technical supporter of your company for the data).
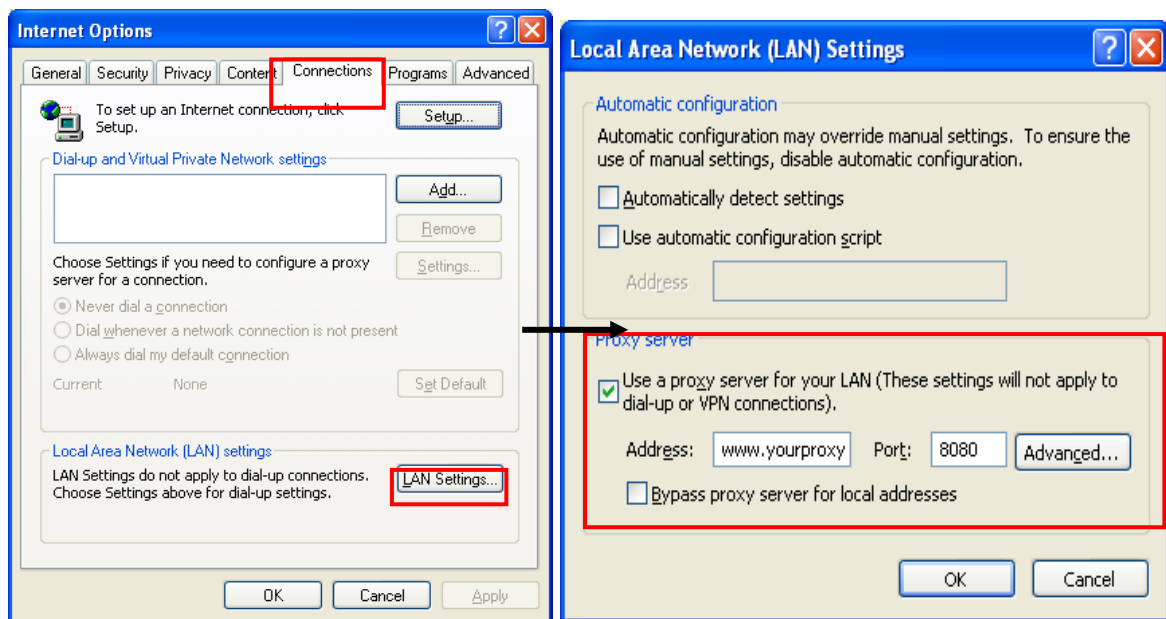
6.2 Failure to Print Text

You can use the "Copy" function to copy the text to a word processing file (such as Microsoft Word) and print. However, if you find that some of the text is missing (i.e. did not print), this may have something to do with your printer settings, particularly printers that reside on a shared network. You can follow the steps below to add a specific printer and print with it.

① Click "Start"→ "Settings"→ "Printer and Fax (P)", click "Add Printer" in the "Printer and Fax" window. Click "Next" in the "Add Printer Wizard".
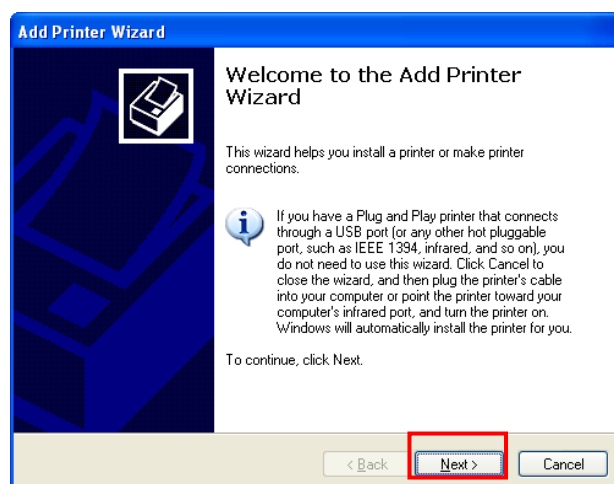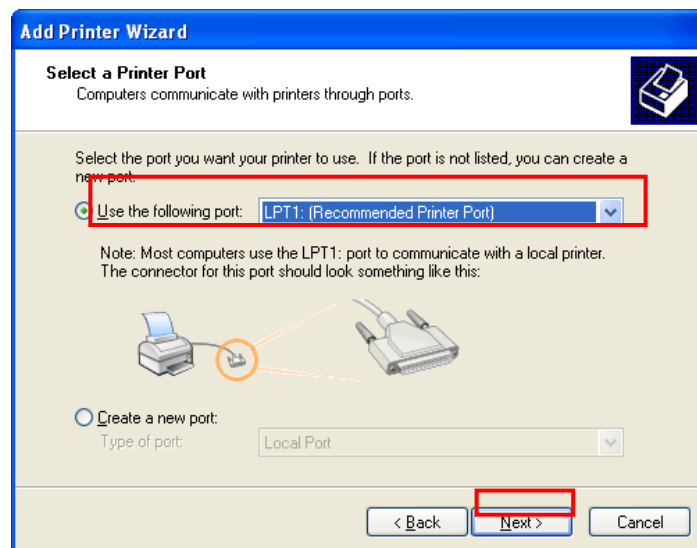
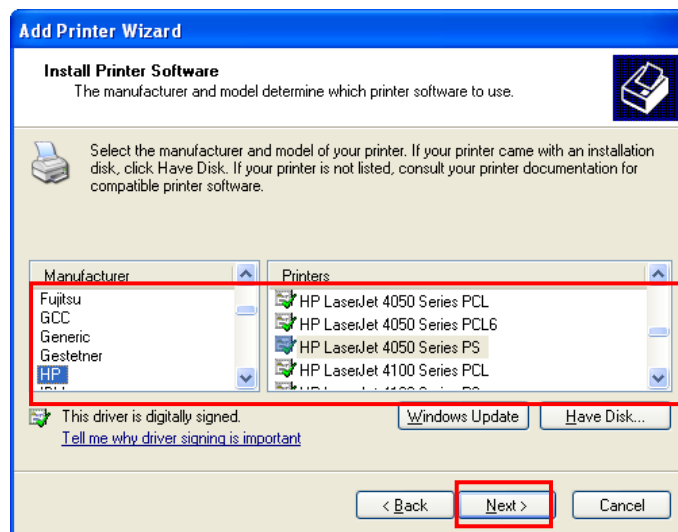② Click and select "Local printer attached to the computer (L)", click "Next (N)".
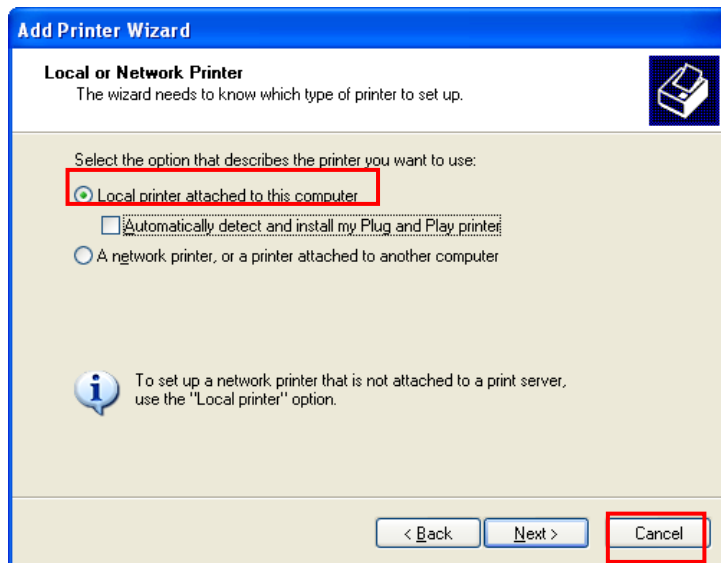
③ In the "Use the following port (U)" section, select "LPT1: [Recommended Printer Port"], click "Next (N)".

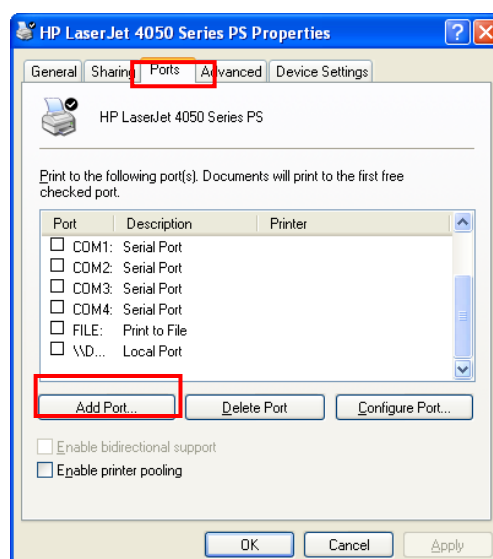④ Install the printer execution program, then click "Next (N)" to finish the process.

⑤ After successful installation, right click the icon of this printer, then select "Properties (R)".
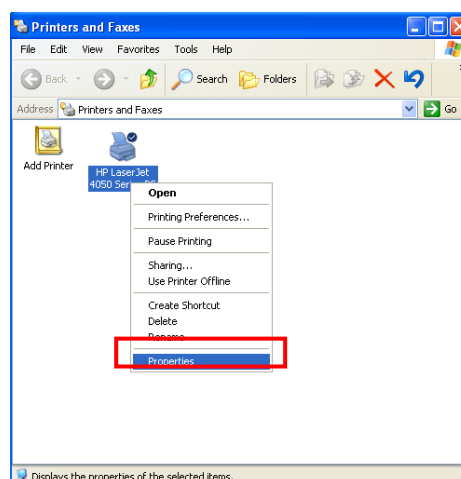
⑥ In the window showing the properties of the printer, select "Ports", then click "Add port (T)".

⑦ In the "Printer Ports" window select "Local Port", then click "New Port (P)", and input the name of the port like \\Fileserver01\HP4050, in which HP4050 is the shared printer in Fileserver01. (Please ask your local IT support for this information), then click "OK" to finish the process.
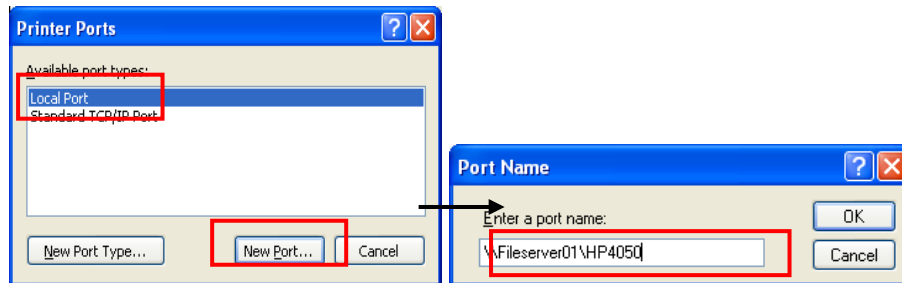
⑧ Select this printer in the "Print" window when you print.
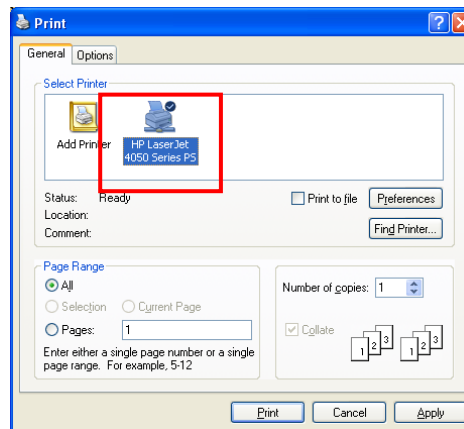
6.3 Failure to Display Text

If there are blank spaces on pages and/or words are not displaying correctly, this may be due to an improper installation of fonts. Uninstall the client program and reinstall it.