The Hong Kong Institute of Education Imaging System provides an innovative means of delivering curriculum and teaching resources to teaching professionals and students. Teaching materials in all kinds of media formats, such as text, image, video, audio and animation are digitised, indexed and stored in EdIS with a sophisticated search engine. Available both in English and Chinese, the system allows users to view, listen, and to use these resources on the World Wide Web through the campus-wide network.

Sources of Document Types :

- Examination Papers  HKIEd Examination Papers
- News Clippings    News related to Education from local newspapers
- Archive Materials  HKIEd Publications
- Curriculum Materials HKIEd Curriculum Materials
- Student Projects   HKIEd Student Projects
**USER GUIDE** for Education Imaging System (EdIS)

**Basic Search**

Basic Search uses simple methods to search fields from different Document Types.

1. Select Document Type

Select a Document Type to start a search.

2. Start searching in . . . . .

2a. Examination Papers

   i. Input keyword(s) into search box.

   ii. Select search by 'Field' or 'Full Text'. Fields of the records include Programme Name / Code, Module Name / Code and Department.


   iv. Enter date range & sorting preferences.

   v. Click the Search button to start a search.

2b. News Clippings

   i. Input keyword(s) into search box.

   ii. Select search by 'Field' or 'Full Text'. Fields of the records include Headline, Subjects, Names, Summary and Source.

   iii. Select Source(s). Press "ctrl + mouse click" for multiple sources.

   iv. Enter date range & sorting preferences.

   v. Click the Search button to start a search.

Switch to Chinese platform
2c. Archive materials

- i. Input keyword(s) into search box. The input keyword(s) will be used to search against Title, Name, Call No. and Summary fields of the records.


- iii. Enter date range & sorting preferences.

- iv. Click the Search button to start a search.

2d. Curriculum materials

- i. Input keyword(s) into search box. The input keyword(s) will be used to search against Programme Name, Programme Code, Title, Course/Module Name, Course/Module Code, Name, Subjects and Summary fields of the records.

- ii. Select Department(s). Press “ctrl + mouse click” for multiple departments.

- iii. Enter date range & sorting preferences.

- iv. Click the Search button to start a search.

2e. Student Projects

- i. Input keyword(s) into search box. The input keyword(s) will be used to search against the Programme Name / Code, Title, Course / Module Name, Course / Module Code, Student Name, Instructor Names, Subjects and Summary fields.

- ii. Select Department(s). Press “ctrl + mouse click” for multiple departments.

- iii. Enter date range & sorting preferences.

- iv. Click the Search button to start a search.
1. Advanced Search

Advanced Search offers more than one search field that performs combine sets using Boolean Operator AND, OR, NOT.

1a. Select a Document Type to start a Search.

1b. Click on “More Options” will link to “Advanced Search”.

1c. Choose a search field from the pulldown menu and enter the search term / phrase in the space provided.

1d. Select operator: set the combine option AND, OR, NOT from pulldown menu.

1e. Select source(s). Press “ctrl + mouse click” for multiple sources.

1f. Enter date range.

1g. Select Language & media type.

1h. Enter the sorting & order preferences of the search results.

1i. Click the Search button to start a search.
2. Browse
In all document types, **Browse** function allows users to browse materials within specific sources, e.g., Examination Paper within specific Programme Codes; News from specific newspaper; Archive Materials of specific publication types; Curriculum Materials / Student Projects of specific Departments.

2a. Select a Document Type to start a Search.

2b. Click the **Browse** button.


2d. Enter date range.

2e. Select records display order.

2f. Click “Browse” to begin browsing.
SEARCH RESULT, SEARCH HISTORY & COMBINE SEARCH

1. Search Result

- Shows the search query entered.
- No. of records found.
- Brief information of records.

- Click this icon to edit last search criteria.
- Key in a particular record number & click ‘Go’, will bring you to the specific record.
- Click to view record details.

- Call No. links to Library catalogue.

- Use the “Save” or “Print” options from the Internet browser to save or print records.

- Click “Image File” to view the full text. If the image size is exceed 5M bytes, it will be separated into different parts.

- Table of content
2. Search History

Tips
1. Only Search History for the basic-field search of each document type is recorded. Maximum 20 searches will be kept.
2. The searches of the Advanced Search, Full Text Search and Search History are NOT included in the history logs.

3. Combine Search

3a. Input a new search keyword(s) or select checkbox to combine a search. Maximum 5 histories can be selected.
3b. Select operator AND, OR, NOT, from pulldown menu.
3c. Click “Search” button to start a combine search.

Search History is recorded under document type.

The quantity of documents retrieved by each search is listed in the “Result Number” Column.

Click “Result Page” to view the result list.

Each search is numbered consecutively in the “History No” column.