



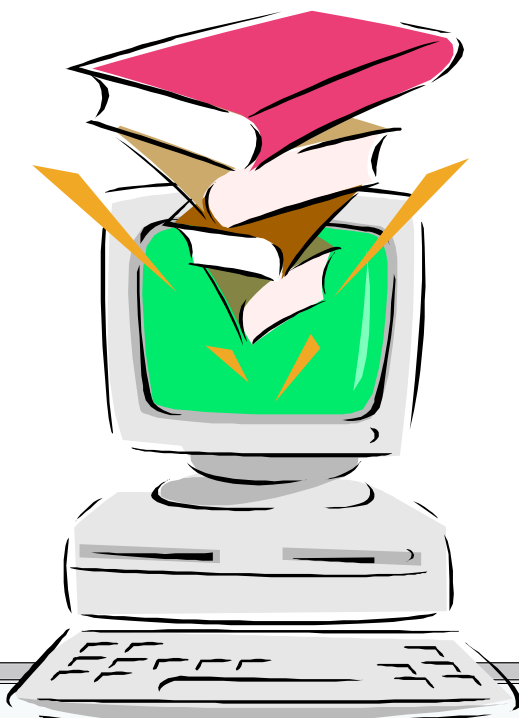
## 《政府部門常用英漢辭彙》電子版 An Electronic Glossary of Terms Commonly Used in Government Departments

法定語文事務署編纂的《政府部門常用英漢辭彙》已出版了二十輯，各輯搜羅不同專題的辭彙，而所收詞條均按英文詞語的字母順序排列，檢索方便。不過，假如只知道中文詞語而要翻查英文，又或只知道詞條的一部分，檢索就有困難了。

為此，我們借助電腦科技，為印行本辭彙開發電子版。電子辭彙基本上是一套附有檢索程式的資料庫檔案，內容涵蓋各輯印行本辭彙的中英文詞條。它的優點是能夠雙向檢索，只要輸入中文或英文字詞，轉瞬就能得出搜尋結果。使用者也可指定大小寫、全字符符合和檢索範圍，令搜尋結果更為精確。電子辭彙還附有瀏覽、排序、列印、存檔、剪貼等功能，讓使用者可以靈活處理搜尋所得的資料。

現時，電子辭彙備有普通版及增強版，兩者內容大致相同，只是普通版不設列印及存檔功能，所佔用的電腦記憶體較少。電子辭彙暫時只供政府內部使用，不過，明年便會上載至法定語文事務署的網頁，開放給公眾人士查閱。我們希望辭彙能以不同的媒體製作，迎合不同人士的需要，成為大家行文提筆時的得力助手。

註：法定語文事務署出版的辭彙印行本於政府刊物銷售處有售；政府部門也可使用PR53表格向政府新聞處訂購。



The Official Languages Agency has published 20 volumes of glossaries under the series *An English-Chinese Glossary of Terms Commonly Used in Government Departments*, with each volume covering a specific subject area. All entries are arranged in alphabetical order for easy searching. However, it will be difficult to find a term if you know it only in Chinese, or happen to know just a part of it.

This problem has now been resolved. We have developed an electronic version of the glossaries published, thanks to the development of information technology. This Electronic Glossary, equipped with a search program, is basically a set of databases which contains the English and Chinese terms in the printed copies. It features a fast bilingual search function whereby users need only input words or phrases in either English or Chinese. There are also functions like upper/lower case specification, whole word matching and selection of search range to make the search results more precise. The Electronic Glossary even allows users to process the search results in various ways by providing supplementary functions including browse, sort, print, save, and cut and paste.

The Electronic Glossary is currently available in a standard version and an enhanced version. Their basic features are the same, but the standard version occupies less memory space due to the removal of the print and save functions. At present, the Electronic Glossary is only for use within the government, but will become accessible to the public as well when uploaded to the homepage of OLA next year. We hope to release our glossaries in various media to better cater for your different needs as a versatile and handy reference on your desks.

Note: Printed copies of the glossaries published by OLA are available for sale at the Government Publications Centre. Departments may also place orders with the Information Services Department by using form PR53.