

 Clarivate™

# EndNote™ 21

## 書目管理軟體課程

嘉義大學圖書館



# 對 Windows 作業系統相容性

Win 7

Win 8

Win 10

EndNote  
X9

○

○

○

EndNote  
20

X

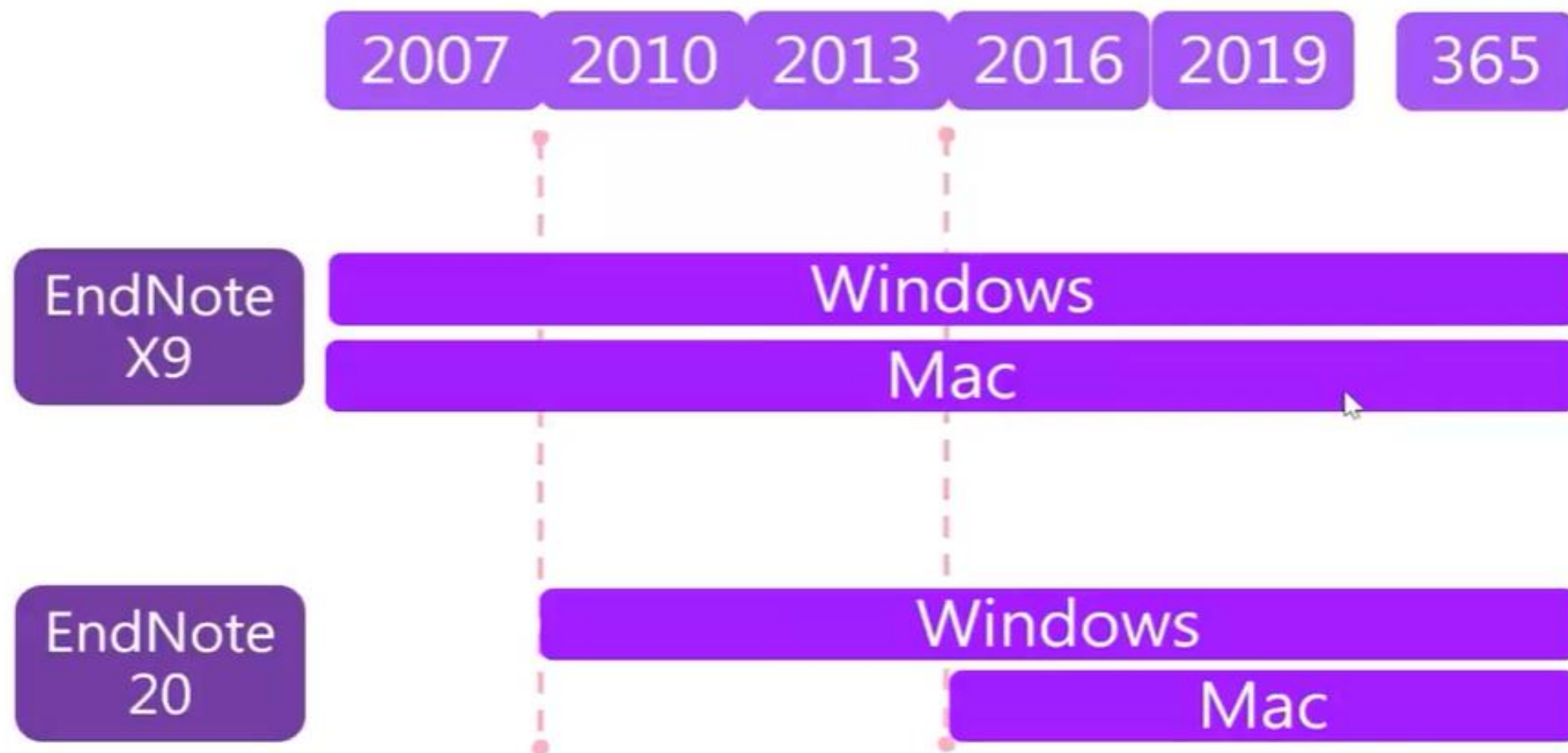
X

○

# 對 Mac 作業系統相容性

	OS Mojave 10.14.X	OS Catalina 10.15.X	OS Big Sur 11.0.X
EndNote X9	○	○ 先升級X9.3版	X
EndNote 20	○	○	○ 先升級20.1版

# 與 MS Word 相容



# 大綱



下載與安裝



操作面板說明



資料匯出



書目管理



寫作





# 下載與安裝





# 軟體下載-1

- 1 圖書館首頁點選 "資料庫單一查詢[DB Listing]"
- 2 使用者登入
- 3 檢索框內輸入 "endnote"





# 軟體下載-2

3

資源名稱 EndNote 21 for Windows

資源類型 書目管理軟體

適用學院 0 一般A 農學院H 人文藝術學院L 生命科學院M 管理學院S 理工學院T 師範學院V 獸醫學院

連結 [↪ 點我連結](#)



4

資源名稱 EndNote 21 for Macintosh(MAC)

資源類型 書目管理軟體

適用學院 0 一般A 農學院H 人文藝術學院L 生命科學院M 管理學院S 理工學院T 師範學院V 獸醫學院

連結 [↪ 點我連結](#)







# 軟體安裝-1

## 安裝前

請記得請先關閉所有

Office 檔案



## 軟體安裝-2

### Note :

1. 若您曾下載EndNote 20或先前版本，建議從「控制台→新增或移除程式」的位置移除舊版本，再重新安裝新版。
2. EndNote若有小版本升級，在有網路連線時會跳出是否升級的對話框，屆時依照需求選擇即可。

# 前置作業-下載與安裝EndNote



Endnote 20

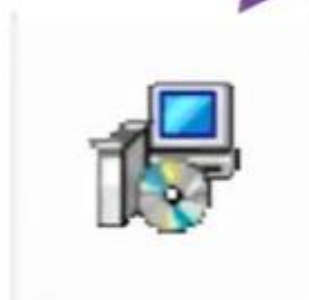
右鍵  
解壓縮



產生  
資料夾



Endnote 20



EN20Inst



License.dat

不要直接在壓縮包中  
執行安裝檔！

※ 請勿刪除！  
(此為單位購買序號)

## EndNote安裝說明



1 EndNote 20目前只相容於Windows 10作業系統中，請先確定電腦作業系統版本。

2 安裝前請先關閉Microsoft Office，並確保所有文書處理軟體功能為關閉狀態。

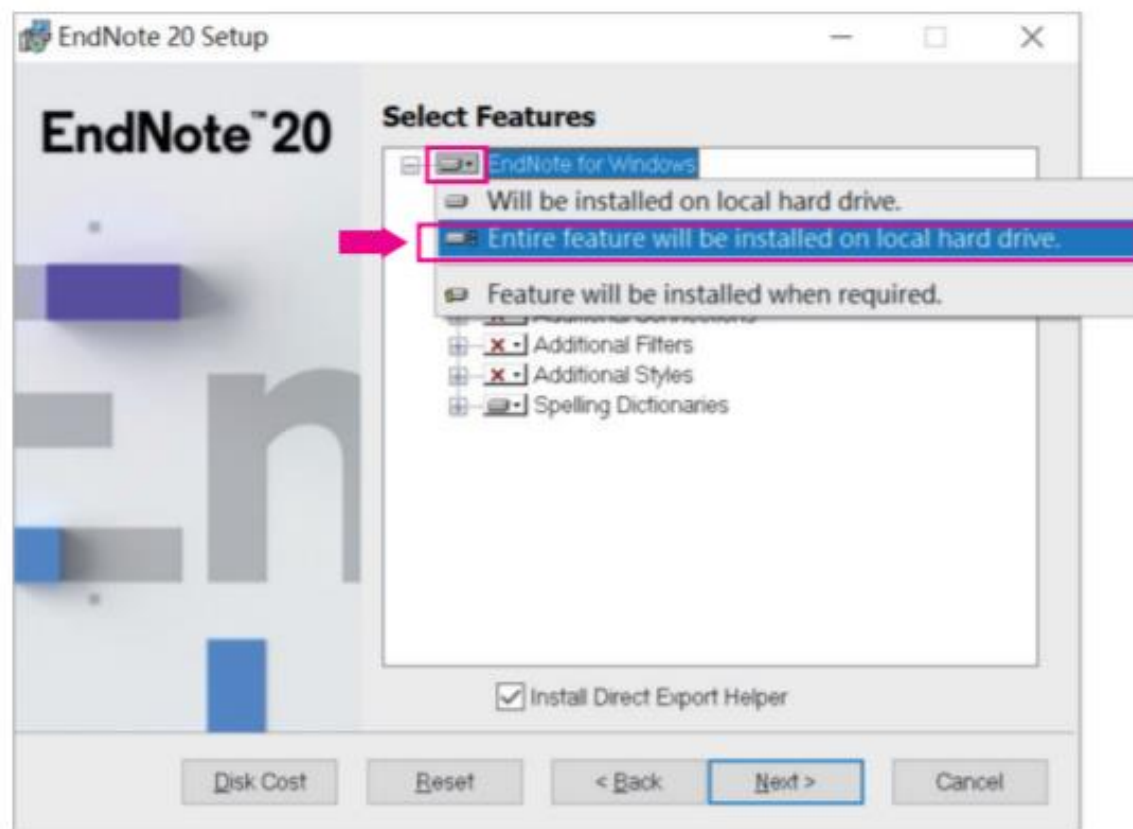
3 請從所屬單位下載EndNote 20的壓縮檔，並解壓縮，資料夾會包含EN20Inst.msi和License.dat。

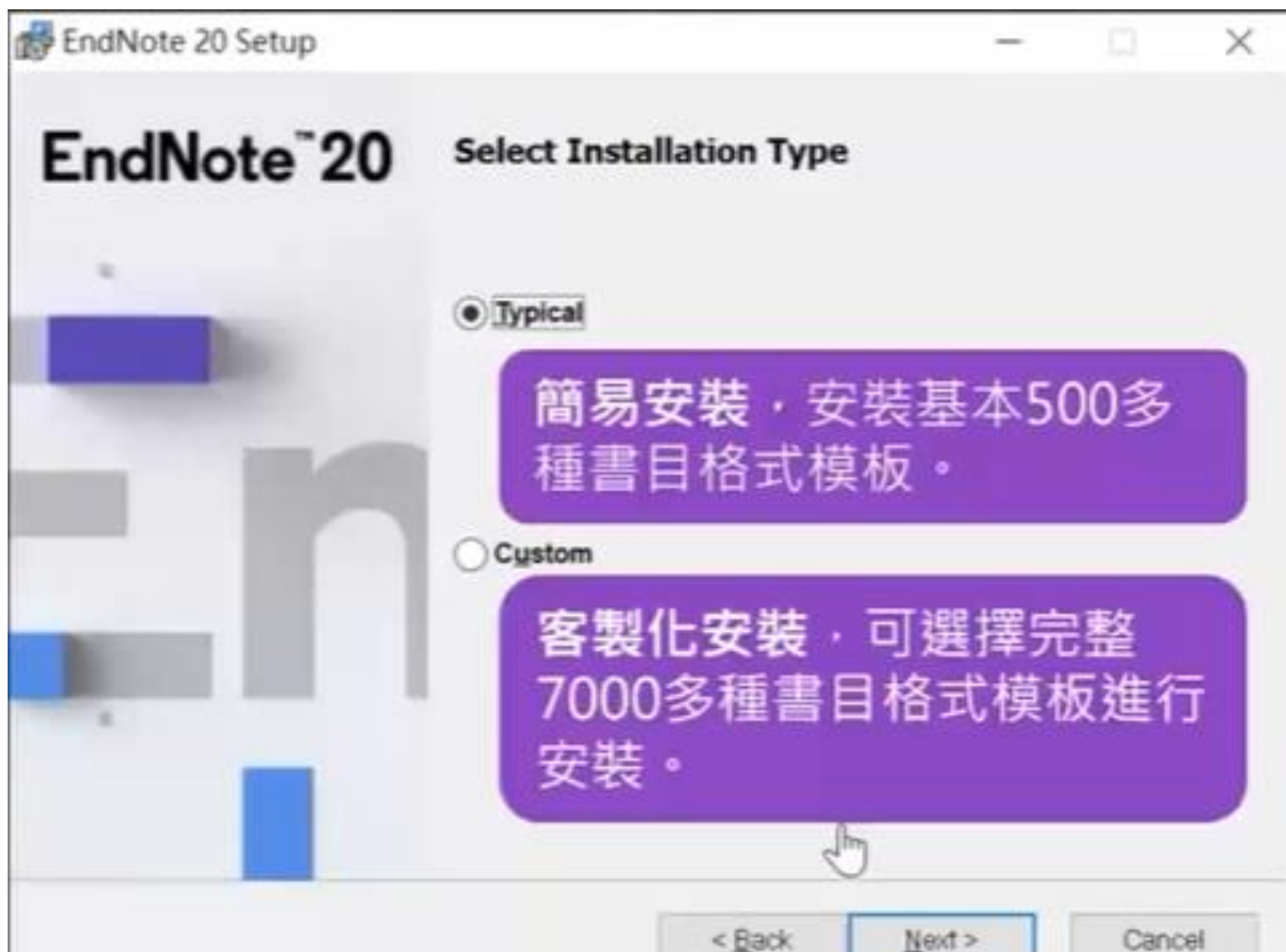


4 點選EN20Inst.msi執行安裝（請勿刪除License.dat）。

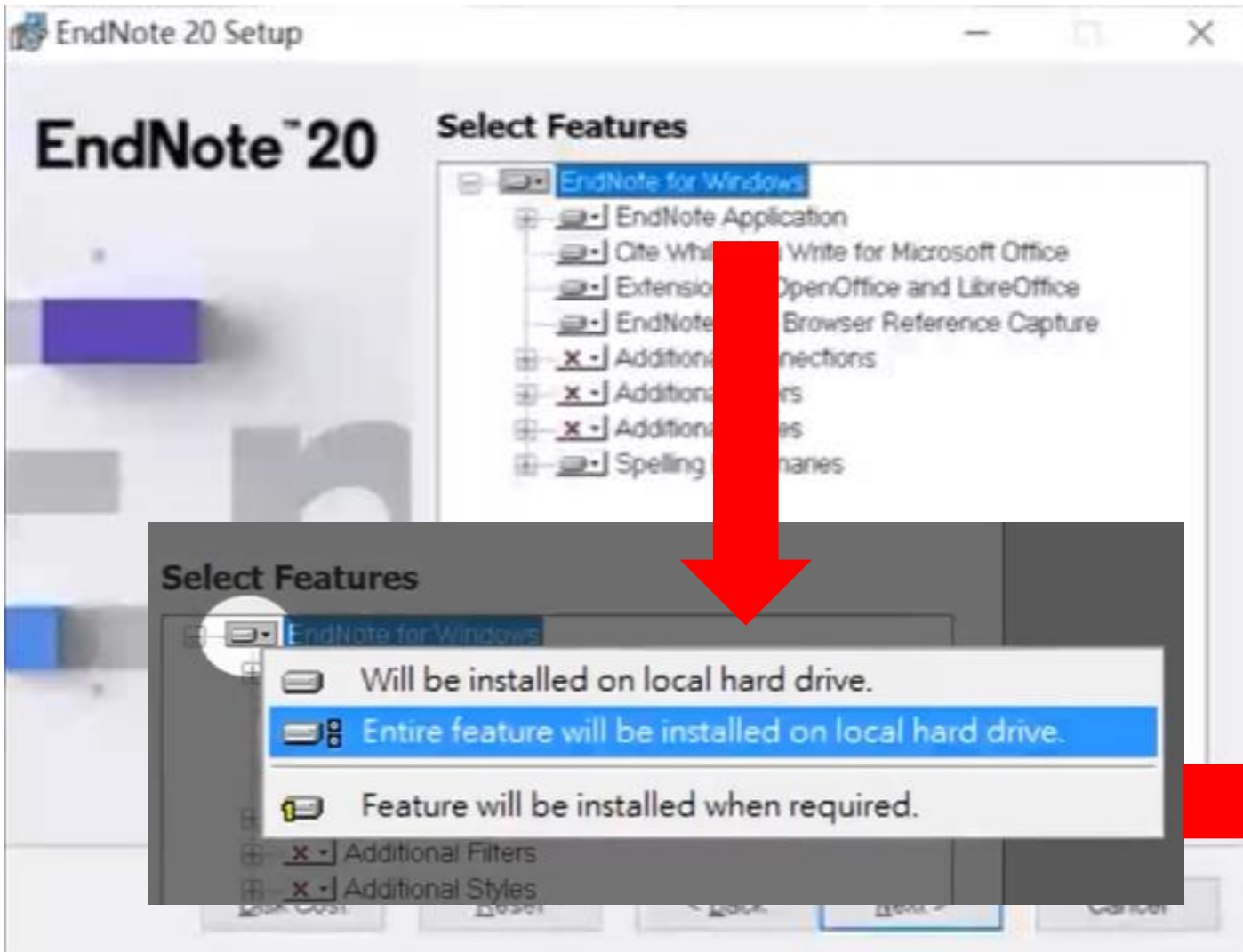
5 安裝過程中，使用者可針對自己的需求選定安裝類型：  
Typical：基本安裝（預設選項），500多種最常用之書目格式。  
Custom：客製化安裝（完整選項），有7,000多種書目格式。

6 點選Next步驟直到出現Finish畫面，即可完成安裝。

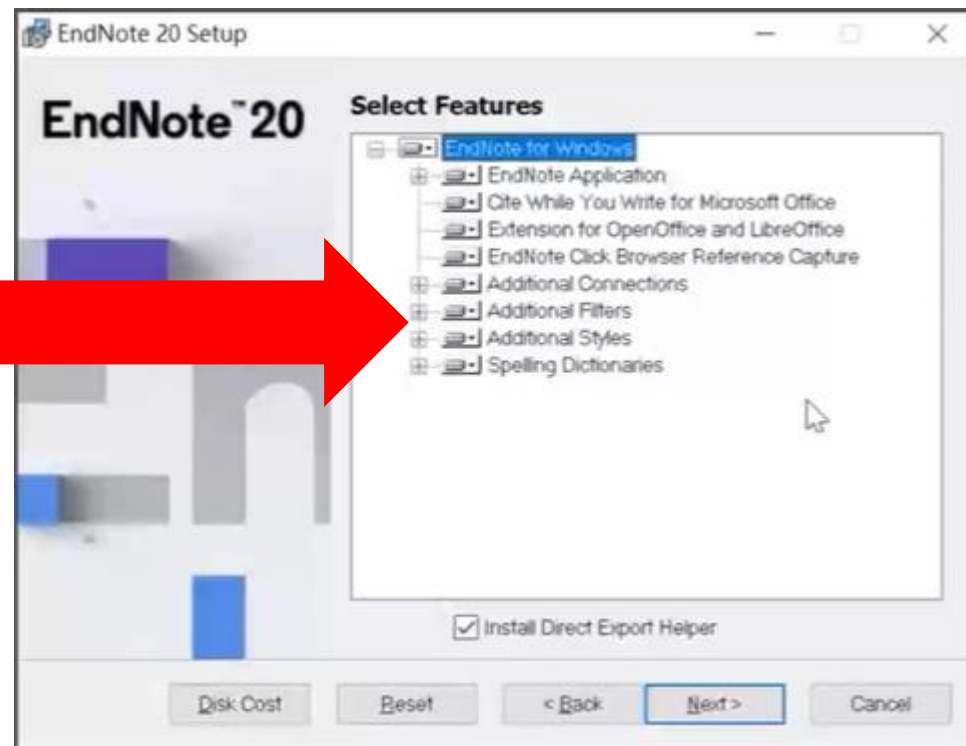








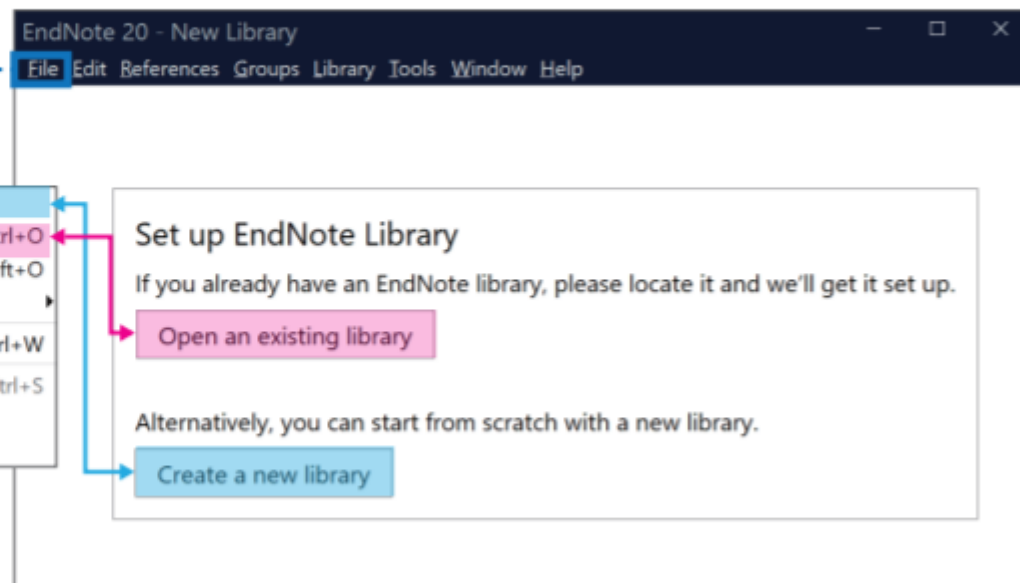
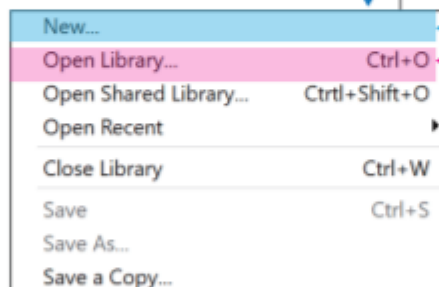
**Custom**  
版本安裝需特別注意



## 建立個人EndNote Library



- 1 從開始功能列中，開啟安裝好的EndNote 20軟體。
- 2 以Create a new library，或點選File→New...來新增一個Library，系統預設的檔名為My EndNote Library，建議自行修改檔名以便後續辨別。
- 3 建立的Library會包含存放書目資料的enl和存放附檔的Data檔，若將來欲改變存放路徑時，兩個檔案需同時移動，如欲修改Library檔名亦需兩個檔案一起修改。

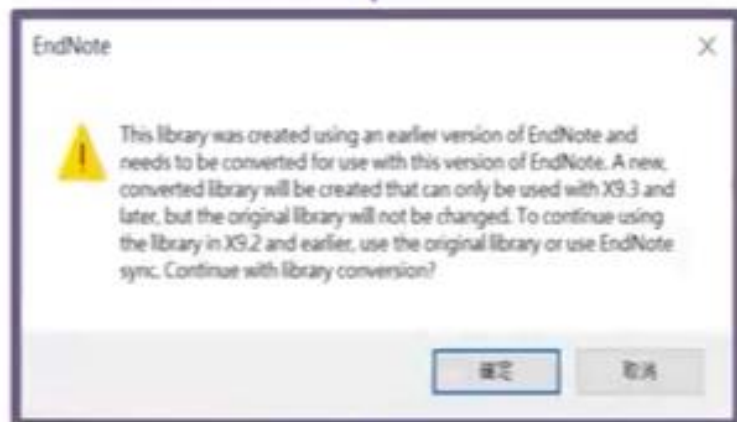


### Note :

1. 若您欲開啟先前建立的Library，可點選Open an existing library或File→Open Library，再選擇該Library路徑以開啟舊檔。
2. 先前的Library版本為X9.3以上，可與EndNote 20軟體完全相容；但Library版本為 X9.2（含）以下版本，在EndNote 20開啟舊檔時，需將Library另存轉檔。

X9.2以前  
完全相容

X9.3以上  
完全相容



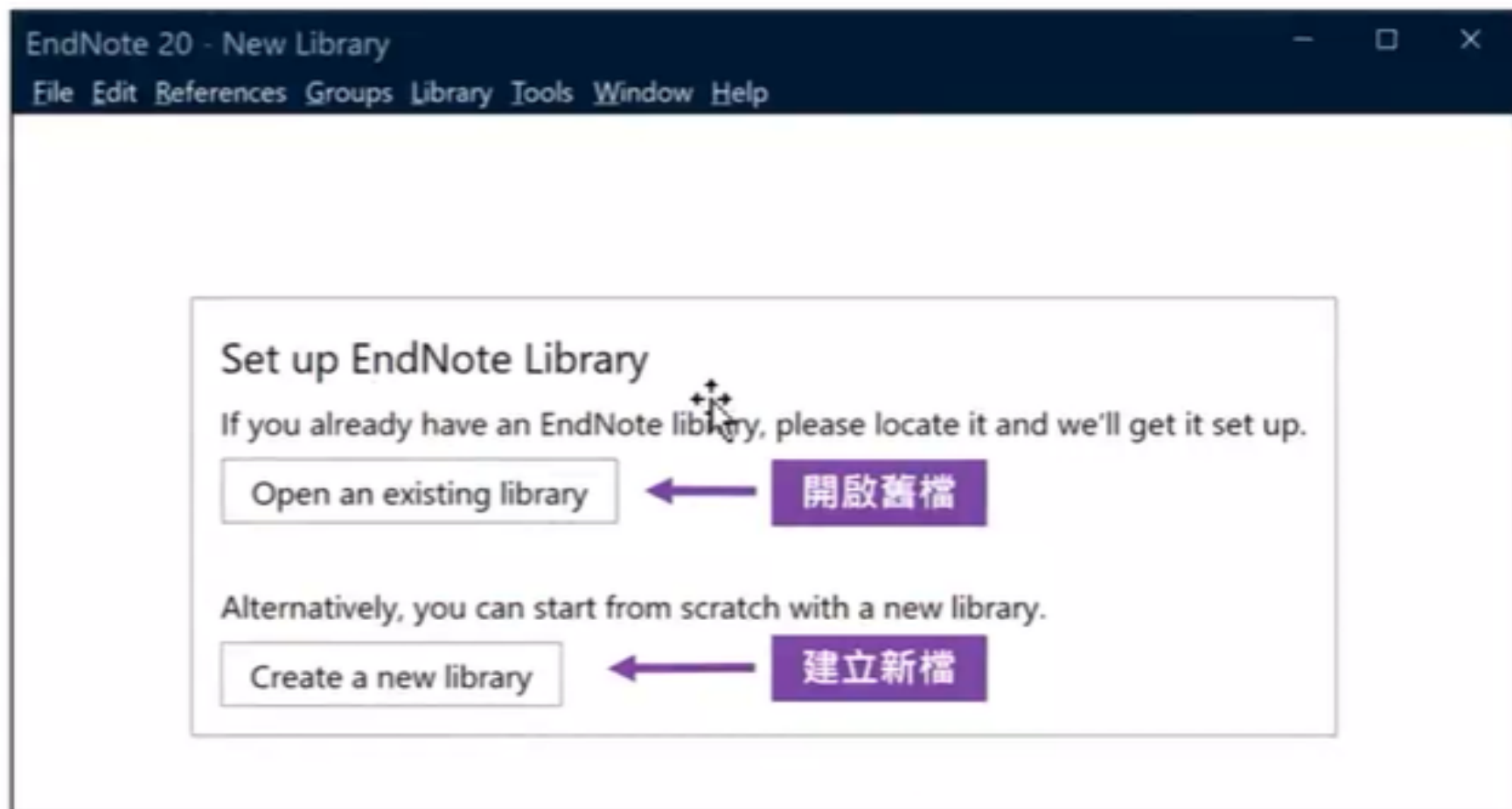
Sample  
enl + data

轉成新檔後可開啟

不相容無法開啟

Sample  
-Converted  
enl + data

# 建立個人EndNote Library



# 更新 EndNote 20.1 ?







# EndNote書目管理軟體



## 管理

協助使用者有效管理所搜集到的參考文獻



## 寫作

輕鬆引用書目與產生參考書目格式於WORD和PPT中



# 引文與參考文獻

## 引文 Citation

### Introduction

According to traditional Chinese medicine, the pericardial meridian is associated with the pain or fullness in the chest, palpitations, depression, restlessness, manic or depressive disorders, nausea or vomiting, hiccups, gastric pain, and distension in the upper abdomen (Bai and Baron, 2001). Since the parasympathetic modulation of both heart and gut is largely mediated by the vagus nerve, and since vagal stimulation of the gut can result in increased peristalsis while the vagal stimulation of the heart can result in decreased heart rate (Guyton and Hall, 1996), it is speculated that to some extent the pericardium meridian might be associated with the autonomic nervous modulation of the subject.

Acupuncture or acupressure at the Neiguan (P6) point, the most frequently used acupoint in the pericardium meridian, has been shown to lessen nausea and vomiting (Dundee *et al.*, 1987, 1988, 1989a and b; Ho *et al.*, 1989; De Aloysio and Penacchioni, 1992; Belluomini *et al.*, 1994; Fan *et al.*, 1997; Harmon *et al.*, 2000). Because nausea and vomiting are also related to autonomic nervous activity (Morrow *et al.*, 1992; Morrow *et al.*, 1999), we speculated that the autonomic nervous activity might be changed when acupuncture at the P6 point was performed.

Heart rate variability analysis is a useful non-invasive method for the assessment of autonomic nervous modulation of heart rate. Some diseases are associated with depressed

## 參考文獻 Reference

### Acknowledgments

This work was supported by the project CCMP89-RD-011 of the Committee on Chinese Medicine and Pharmacy, Department of Health, and the project NSC89-2320-B-075-036 of the National Science Council, Taiwan.

### References

- Bai, X. and R.B. Baron. *Acupuncture: Visible Holism*. Butterworth-Heinemann, Oxford, 2001.
- Belluomini, J., R.C. Litt, K.A. Lee and M. Katz. Acupressure for nausea and vomiting of pregnancy: a randomized, blinded study. *Obstet. Gynecol.* 84: 245–248, 1994.
- Chiu, J.-H., W.-Y. Lui, Y.-L. Chen and C.-Y. Hong. Local somatothermal stimulation inhibits the motility of sphincter of Oddi in cats, rabbits and humans through nitrenergic neural release of nitric oxide. *Life Sci.* 63: 413–428, 1998.
- De Aloysio, D. and P. Penacchioni. Morning sickness control in early pregnancy by Neiguan point acupressure. *Obstet. Gynecol.* 80: 852–854, 1992.
- Dundee, J.W., R.G. Ghaly, K.M. Bill, W.N. Chestmutter, K.T.J. Fitzpatrick and A.G.A. Lynas. Effect of stimulation of the P6 antiemetic point on postoperative nausea and vomiting. *Br. J. Anaesth.* 63: 612–618, 1989a.

# 操作面板說明





# 操作面板說明

## 功能列

File Edit References Groups Library Tools Window Help

Sync Configuration

- All References 5
- Imported References 3
- Recently Added 5
- Unfiled 5
- Trash 0

**MY GROUPS**

- My Groups

**FIND FULL TEXT**

**GROUPS SHARED BY ...**

**ONLINE SEARCH**

- Library of Congress 0
- LISTA (EBSCO) 0
- PubMed (NLM) 0
- Web of Science C... 0
- more...

作業狀態顯示區

All References +

資料庫檢索區

Advanced search

All References 5 References

快取圖示功能列

	Author	Year	Title
●	王梅玲...	2013	Study on Electronic Journal Reading Behaviour of Soci...
●	林建隆...	2005	大學圖書館館員資訊素養之研究
●	彭于萍...	2021	碩士生搜尋與取得電子期刊論文過程之研究
●	楊美華	2012	大學圖書館在新學術傳播體系的角色
●	Jian-Zh...	2019	Faculty Information-Seeking Behaviors: The 2015 Ithak...

書目顯示區

## 書目顯示區上所選書目的 詳細資料及附檔

王梅玲, 2013 #2 Summary Edit PDF

+ Attach file

### Study on Electronic Journal Reading Behaviour of Social Scientists in Taiwan and Mainland China

王梅玲, 肖希明 and 朱慶華

圖書館學與資訊科學 2013 Vol. 39 Issue 2 Pages 26-43

DOI: 10.6245/jlis.2013.392/621

電子期刊是學者重要的學術文獻，因此，學者使用電子期刊行為值得研究。本論文旨在探討臺灣與中國的社會科學學者電子期刊論文的閱讀行為，研究目的包括：(1) 研究臺灣與中國社會科學學者電子期刊閱讀行為特徵為何？(2) 哪些因素可能影響社會科學學者電子期刊閱讀？(3) 臺灣與中國及社會科學各學科的學者是否有差異？本研究採用問卷調查與關鍵事件法，於2012年1月到4月間以立意抽樣針對臺灣的政治大學、中國的武漢大學與南京大學三校的社會科學教師與研究生發送紙本問卷，回收有效問卷668份。研究

APA 7th

Insert

Copy



# 資料匯出及匯入





# 資料庫匯入

資料庫中檢索



選取文獻



匯出選項

Export  
Send to  
Download  
RIS format  
Bibliography  
Citation manager  
匯出  
儲存  
導出

可自動匯入副檔名

\*.enw

\*.ris

\*.ciw

\*.nbib



# 資料匯出-華藝線上圖書館

- 1 查詢結果中勾選要匯出的書目(最多20筆)
- 2 點選 " 書目匯出"
- 3 選擇 " 輸出至Endnote"
- 4 點選 " 匯出"，檔案會自動下載，先開啟endnote，再雙擊剛下載的檔案即自動匯入

出版品名稱	清除條件 <input type="checkbox"/>
農業生技產業季刊 (3)	<input type="checkbox"/> <b>書目匯出</b> <input type="checkbox"/> 加入追蹤 <input type="checkbox"/> 加入購物車
指標期刊	<input checked="" type="checkbox"/> 1 全球新興育種 <b>生物技術</b> 發展與機會 張羽萱；李盼；余祁暉； 農業生技產業季刊 45期 ( 2016/06 ) , 9-21
地區	<input checked="" type="checkbox"/> 2 <b>2017臺灣生物科技大展「農業科技館」報導</b> 張羽萱； 農業生技產業季刊 51期 ( 2017/09 ) , 52-56
語言	
繁體中文 (3)	

### 書目匯出

已勾選 5 筆文獻/最多20筆

匯出格式：

或  E-mail至



# 資料匯出-萬方數據知識服務平台

- ① 查詢結果中欲匯出的書目點選 "引用"
- ② 頁面跳出導出題錄後，點選 " EndNote" ，檔案會自動下載為txt檔，需再到endnote手動匯入

1.焦點解決短期團體諮商對國中生情緒智能輔導

[會議論文] 郭人鳳 張高賓 2012 第十五屆海峽兩岸家庭教育學術研討會論文集

摘要： 本研究旨在探討焦點解決短期團體諮商對國中生情緒智能輔導效果之研究。實驗組接受焦點解決取向團體諮商之實驗處理，控制組接受一般性諮商。結果顯示，實驗組在輔導後，其情緒智能輔導得分顯著高於控制組。本研究之結論為，焦點解決短期團體諮商對國中生情緒智能輔導具有顯著之正向影響。未來研究可進一步探討焦點解決短期團體諮商對國中生情緒智能輔導之長期效果。

青少年問題 焦點解決 團體諮商 ① 智能輔導

在線閱讀 下載 ② 引用

導出題錄 添加到導出列表

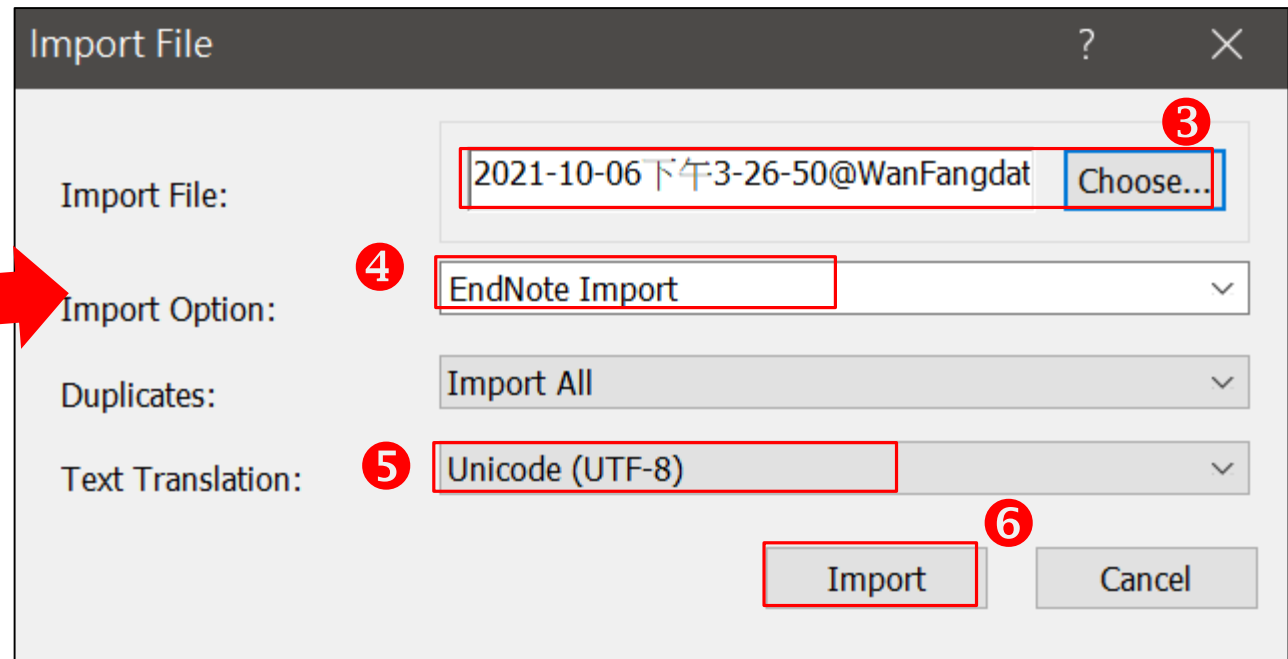
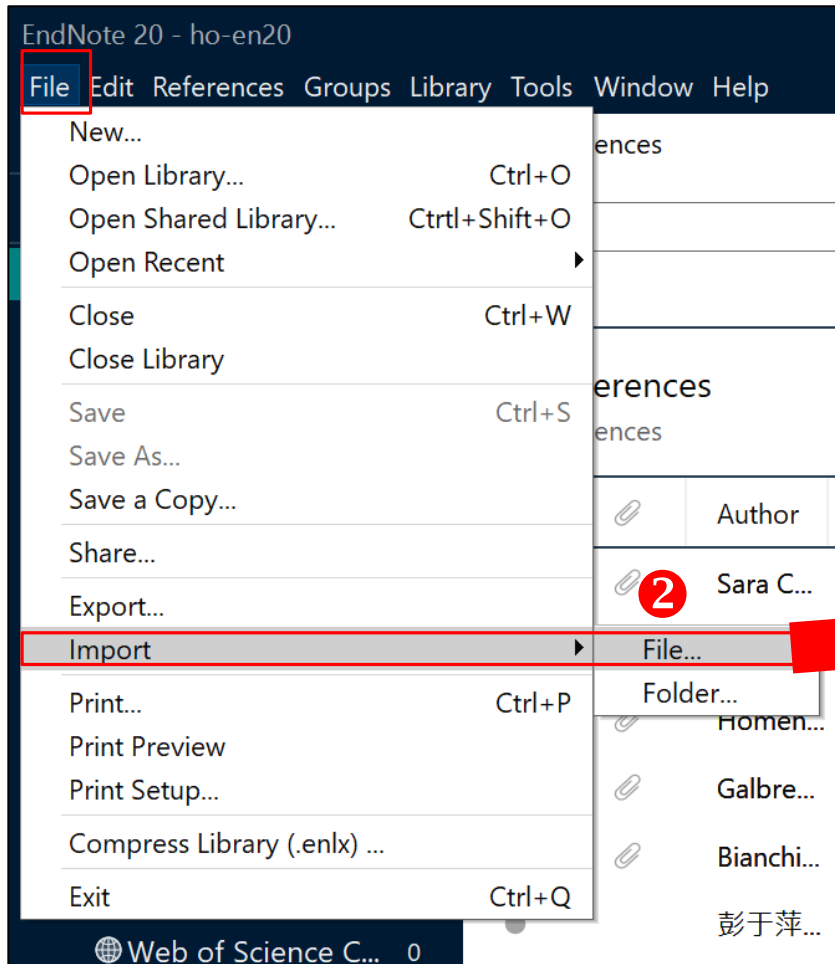
参考文献( GB/T 7714-2015 ) 复制

郭人凤,张高宾. 焦点解决短期团体谘商对国中生情绪智能辅导效果之研究[C]. //第十五届海峡两岸家庭教育学术研讨会论文集. 2012:221-232.

查新格式 NoteExpress RefWorks NoteFirst **EndNote** Bibtex

# 資料匯入-萬方數據知識服務平台

- 1 開啟EndNote，點選"File"
- 2 點選"Import"，再點選"File"
- 3 選擇剛下載的檔案
- 4 Import Option 選擇"EndNote Import"
- 5 Text Translation 選擇"Unicode(UTF-8)"
- 6 點選"Import"，檔案即自動匯入



# 資料匯出-博碩士論文

- 1 查詢結果中勾選要匯出的書目
- 2 點選 "勾選紀錄"
- 3 書目輸出格式點選 " RIS format "
- 4 輸出字碼點選 " UTF-8 "
- 5 點選 "儲存"後，檔案會自動下載
- 6 先開啟Endnote，雙擊檔案即自動匯入


The screenshot shows a library search results page with the following elements and annotations:

- Search Results:** The page displays search results for the query "CRISPR". Three results are listed, each with a checkbox for selection. A red box labeled '1' highlights the checkboxes for the first three results.
- Selection Summary:** A box labeled '2' shows the selection options: "勾選紀錄(4)筆", "所有勾選紀錄(4)筆", and "此次策略紀錄(23)筆".
- Output Format:** A box labeled '3' highlights the "RIS format(EndNote · RefWorks...)" option under the "書目資料輸出格式" section.
- Output Encoding:** A box labeled '4' highlights the "UTF-8" option under the "輸出字碼" section.
- Storage:** A box labeled '5' highlights the "儲存" button at the bottom of the output options.
- File Download:** A box labeled '6' highlights the downloaded file "fb181003 (1).ris" at the bottom of the page.





# 資料匯出-Academic Search Premier (EBSCOhost)

- 1 查詢結果中點選要匯出的書目旁的  (最多50筆)
- 2 右邊出現資料夾內有文章之清單，點選 "資料夾檢視"

The screenshot displays the EBSCOhost Academic Search Premier interface. The search query is "Astragali Radix" OR "astragalus root". The search results show a list of articles, with the first result highlighted: "1. Comparative analysis between aerial parts and roots ( **Astragali Radix** ) of **astragalus membranaceus** by NMR-based metabolomics." The author information is "By: Wang, Er-Bing; Jin, Bao-Fen; Li, Xia; Liu, Rui-Ling; Xie, Xin-Ran;".

Key interface elements and annotations:

- Search Bar:** Contains the query "Astragali Radix" and "astragalus root".
- Search Results:** Shows a list of results with a folder icon (1) next to the first result.
- Folder Management:** A red arrow points from the folder icon (1) to the "資料夾檢視" (Folder View) button in the right sidebar (2).
- Right Sidebar:** Contains a "資料夾內有文章" (Articles in Folder) section with a list of articles and a "前往：資料夾檢視" (Go to Folder View) button.



# 資料匯出-Academic Search Premier (EBSCOhost)

- ③ 進入資料夾，先點選 "選取/取消選取全部"      ④ 再點選 "匯出"
- ⑤ 點選 "直接匯出為RIS格式"，記得勾選"儲存文章後從資料夾中移除這些文章"，再點選 "儲存"，檔案會自動下載，先開啟endnote，再雙擊該檔案即自動匯入

文章

1-2 之 2

頁: 1

姓名 ▾ 頁面選項 ▾

選取/取消選取全部    刪除文章

1. Accelerated sample preparation and formation of astragaloside IV in Astragali Radix.

列印

電子郵件

另存為檔案

匯出

Export Manager

EBSCOhost

返回

儲存 電子郵件

要儲存的文章數: 2

儲存文章後從資料夾中移除這些文章

儲存

將引文儲存至下列項目的格式化檔案:

- 直接匯出為 RIS 格式 (例如 CITAVI、EasyBib、EndNote、ProCite Reference Manager、Zotero)
- 直接匯出至 EndNote Web
- 一般書目管理軟體
- XML 格式的引文
- BibTeX 格式引文
- MARC21格式引文
- 直接匯出至 RefWorks
- 直接匯出至 EasyBib

delivery.ris



# 資料匯出-PubMed

- ❶ 輸入關鍵字查詢
- ❷ 查詢結果中勾選要匯出的書目(可選擇多筆)
- ❸ 點選 " Send to"
- ❹ 選擇 " Citation manager"
- ❺ 點選 " Create File "後
- ❻ 檔案會自動下載先開啟endnote ,  
再雙擊剛下載的檔案即自動匯入



# 資料匯出-PubMed

PubMed.gov  × **Search**

[Advanced](#) [Create alert](#) [Create RSS](#) [User Guide](#)

Sorted by: Best match

MY NCBI FILTERS

RESULTS BY YEAR

2002 2021

TEXT AVAILABILITY

23,127 results

Clipboard × Clear selection

My Bibliography (s)?

Collections 4

1 2

4

Did you know? [Home editing: progress, implications and challenges.](#)

Cite [15;23\(R1\):R40-6. doi: 10.1093/hmg/ddu125. Epub 2014 Mar 20.](#)

Share PMID: 24651067 [Review.](#)

**Clustered regularly interspaced short palindromic repeats (CRISPR)/CRISPR-associated (Cas) protein 9 system provides a robust and multiplexable genome editing tool, enabling researchers to precisely manipulate specific genom ...**



# 資料匯出-PubMed

Create a file for external citation management software

Selection:

Selection (1)

5

Create file

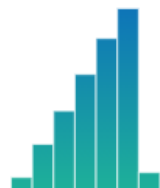
Cancel

MY NCBI FILTERS

23,127 results 1 item selected × Clear selection

RESULTS BY YEAR

Did you mean [crisp](#) (3,388 results)?



**CRISPR/Cas9 for genome editing: progress, implications and challenges**

1 Zhang F, Wen Y, Guo X.

Cite

Hum Mol Genet. 2014 Sep 15;23(R1):R40-6. doi: 10.1093/hmg/ddu125. Epub 2014 Mar 27. PMID: 24651067 Review.

6



pubmed-crispr.nbib







# 資料匯入-PubMed

- 1 或開啟EndNote，點選 " Import File"
- 2 選擇剛下載的檔案
- 3 Import Option 選擇 " PubMed (NLM)"
- 4 點選 " Import "，檔案即自動匯入

EndNote X9 - [生農系.enl]

File Edit References Groups Tools Window Help

APA 6th

My Library

- All References (0)
- Configure Sync...
- Recently Added (0)
- Unfiled (0)
- Trash (0)
- My Groups
- Online Search
  - Library of Congress (0)
  - LISTA (EBSCO) (0)
  - PubMed (NLM) (0)
  - Web of Science Core ... (0)
- Find Full Text

Search Options

Search Whole Library Match Case Match Words

Author Contains

And Year Contains

And Title

Import File

Import File: citations.nbib Choose...

Import Option: PubMed (NLM)

Duplicates: Import All

Text Translation: No Translation

Import Cancel



# 資料匯出-SDOL

- ❶ 查詢結果中勾選要匯出的書目(最多100筆)
- ❷ 點選 " Export"
- ❸ 選擇 " Export citation to RIS" ，檔案會自動下載 ，先開啟endnote ，再雙擊剛下載的檔案即自動匯入

29,835 results

[Set search alert](#)

Refine by:

Years

- 2019 (218)
- 2018 (3,358)
- 2017 (2,987)

[Show more](#) ▾

Article type

- Research article (10,555)

[Download 2 articles](#) [Export](#) ❷

❶  Research article ● Full text access

Interactions among yeast and probiotic bacteria offering augmented protection to *Artemia franciscana* against *Vibrio* spp. *Microbial Pathogenesis*, *In press, accepted manuscript*, Available online 12 October 2017  
V. Zoumpourtikoudi, N. Pyrgelis, M. Chatzigrigoriou, R. N. Koutsos, M. N. Tzafri, M. N. Tzafri, M. N. Tzafri, M. N. Tzafri

[Download PDF \(648 KB\)](#) [Abstract](#) ▾ [Export](#) ▾

Research article ○ Abstract only

Probiotics and the prevention of necrotizing enterocolitis: A review *Journal of Pediatric Surgery*, *In press, corrected proof*, Available online 12 October 2017  
Mark A. Underwood

[Get Access](#) [Abstract](#) ▾ [Export](#) ▾

Export ✕

2 citations selected

- [Save to RefWorks](#)
- [Export citation to RIS](#) ❸
- [Export citation to BibTeX](#)
- [Export citation to text](#)



# 資料匯出-SpringerLink

- 1 查詢結果中，點選欲匯出書目的篇名，進入詳細書目(僅能單筆匯出)
- 2 點選 " Cite this article "
- 3 點選 " Download citation" ，檔案會自動下載，先開啟endnote，再雙擊剛下載的檔案即自動匯入

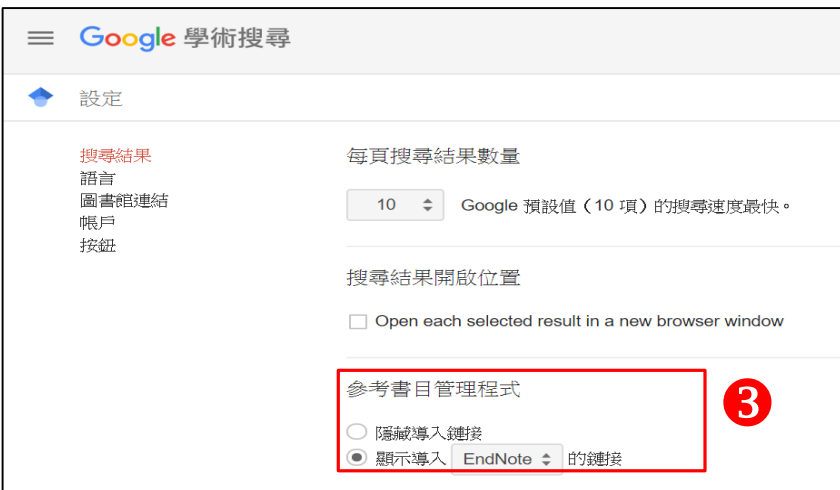
The screenshot shows the SpringerLink search results page for the query 'english writing'. The search bar at the top contains 'english writing' and shows 48,266 results. A red circle '1' is placed over the search bar. Below the search bar, there are filters for 'Include Preview-Only content' and 'Refine Your Search' with options for 'Content Type' (Article) and 'Discipline' (Medicine & Public Health, Psychology, Education, Biomedicine, Computer Science). A red circle '1' is also placed over the 'Article' filter. The main results area shows a list of articles, with the first article, 'Evaluating College English Textbooks for Chinese Students' English Academic Writing: Voices of Students and Teachers', highlighted in a red box. A red arrow points from this box to the right-hand side of the image.

The screenshot shows the SpringerLink article page for the article 'Evaluating College English Textbooks for Chinese Students' English Academic Writing: Voices of Students and Teachers'. The article is published on 21 May 2020. The authors are Jiao Li & Xuehai Cui. The article is published in 'The Asia-Pacific Education Researcher' 30, 47-58(2021). A red circle '2' is placed over the 'Cite this article' link, which is highlighted in a red box.

The screenshot shows the 'Cite this article' page for the article. The citation information is: Li, J., Cui, X. Evaluating College English Textbooks for Chinese Students' English Academic Writing: Voices of Students and Teachers'. *Asia-Pacific Edu Res* 30, 47-58 (2021). <https://doi.org/10.1007/s40299-020-00513-1>. A red circle '3' is placed over the 'Download citation' link, which is highlighted in a red box. Below the citation information, there is a table with columns for 'Published' and 'Issue Date'. The 'Published' date is 21 May 2020 and the 'Issue Date' is February 2021.

# 資料匯出-Google Scholar

- 1 點選左上角選單
- 2 點選 "設定符號"
- 3 參考書目管理程式點選 "顯示導入EndNote的鏈接"並儲存
- 4 回到學術搜尋，查詢結果會出現"導入EndNote"
- 5 點選 "導入EndNote "後，檔案會自動下載，先開啟Endnote，雙擊檔案即自動匯入雙擊



# 書目管理

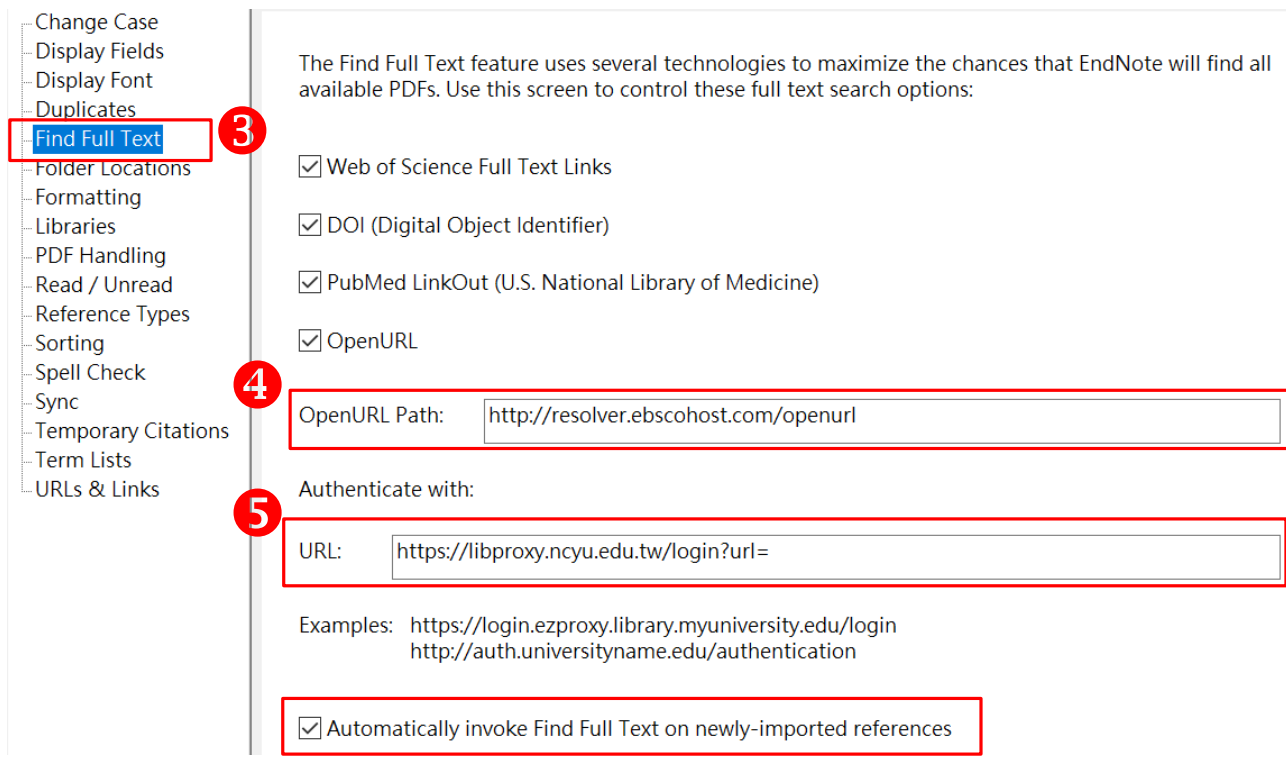
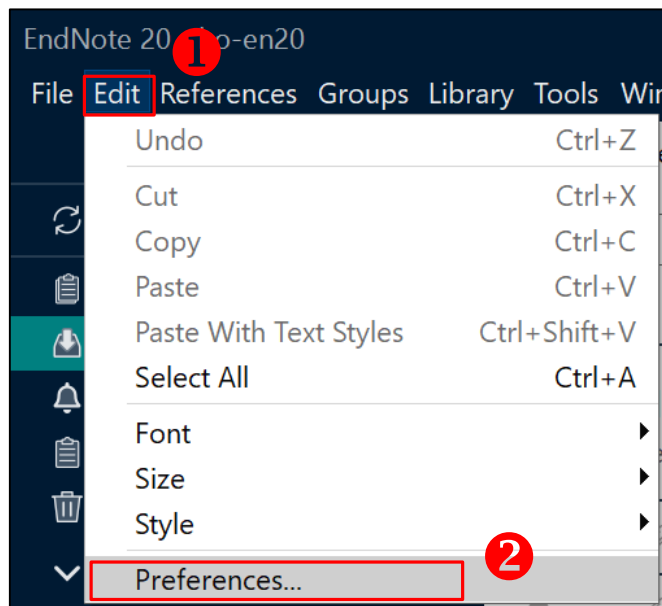






# 書目管理-尋找全文

- 1 點選 " Edit "
- 2 點選 " Preferences "
- 3 點選 " Find Full Text "
- 4 Open URL Path輸入：<http://resolver.ebscohost.com/openurl>
- 5 Authenticate輸入：<https://libproxy.ncyu.edu.tw/login?url=>





# 書目管理-尋找全文

只有西文  
中文要手動加入PDF檔

All References +

Advanced search

+ Attach file

All References  
13 References

APA 7th Insert

		Author	Year	Title
●	📎	Sara C...	2021	The Impact of COVID-19 on the Use of Academ...
●	📎	McDon...	2021	Web Content Strategy in Practice within Academ...
●	📎	Homen...	2021	Persistent URLs and Citations Offered for Digita...
●	📎	Galbre...	2021	A Framework for Measuring Relevancy in Discov...
●	📎	Bianchi...	2021	Beyond VIAF: Wikidata as a Complementary To...
●		魏凌煦...	2021	美国高校图书馆电子书优先政策及启示
●		彭于萍...	2021	硕士生搜尋與取得電子期刊論文過程之研究
●		孔令芳...	2021	本土化外文电子书集成平台建设研究——以易

6

7

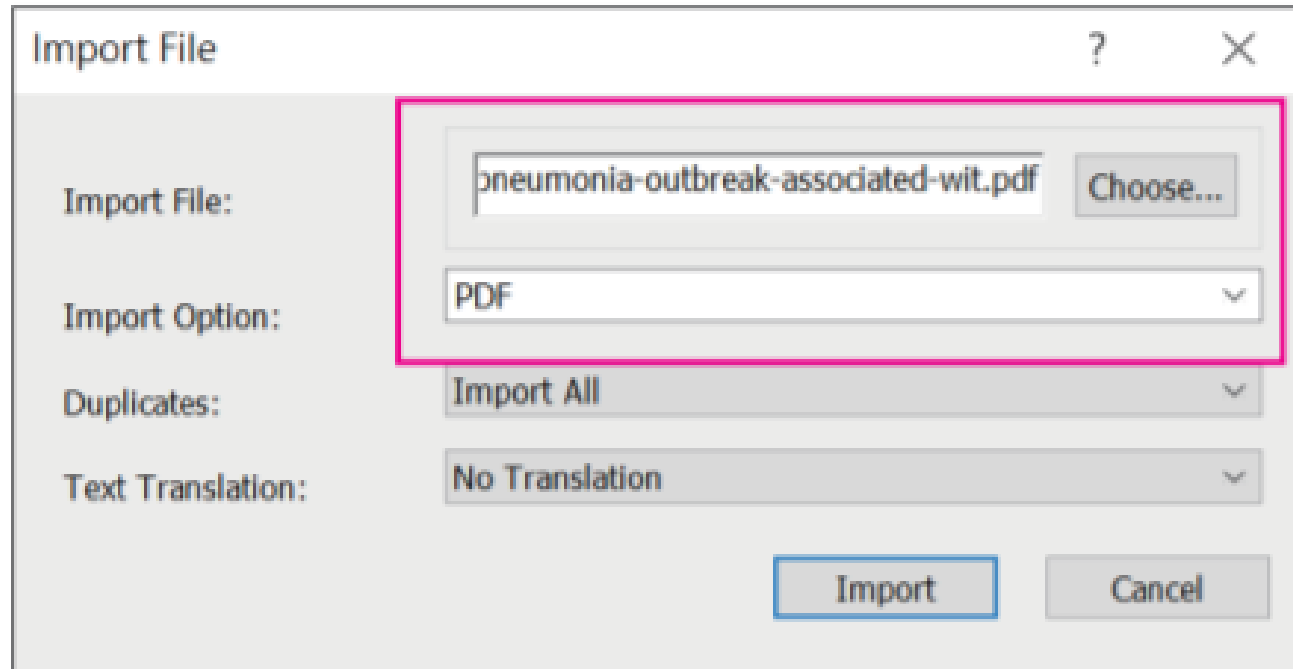
Find Full Text

- 回到書目顯示區，先點選要尋找全文的書目資料
- 按右鍵，點選 "Find Full Text "



# 書目管理-自PDF匯入(需網路正常連線)

- 1 點選 " File → Import → File "
- 2 出現Import File視窗，利用Choose鍵選擇欲匯入之PDF檔路徑，Import Option則是利用下拉選單選擇PDF，點選Import後，則會匯入該篇PDF檔和書目資料。

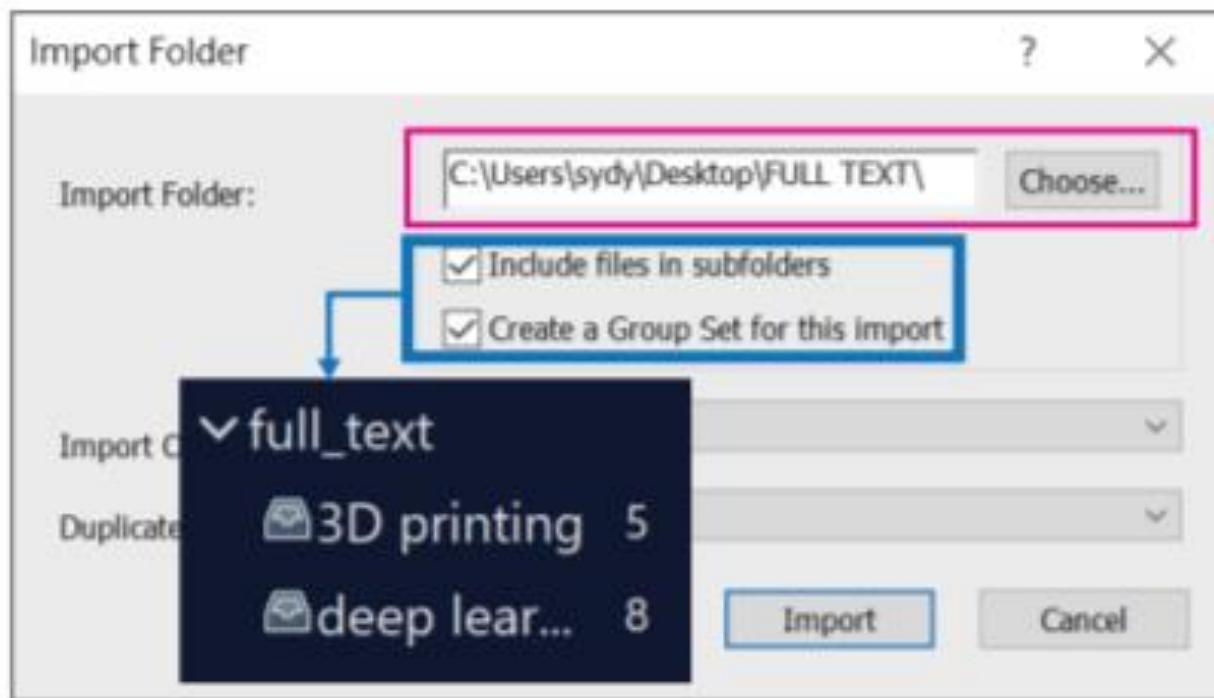


不支援中文PDF  
和掃描檔格式



# 書目管理-自PDF匯入(需網路正常連線)

- ❶ 若有多筆PDF存放於同一個資料夾內時，點選 " File → Import → Folder "
- ❷ 出現Import Folder的視窗，用Choose鍵選擇資料夾的路徑。
- ❸ 若資料夾下還設有子資料夾並要依照子資料夾建立階層，可以勾選 Include files in subfolders及 Create a Group Set for this import 。



不支援中文PDF  
和掃描檔格式



# 書目管理-自行鍵入

## • 自行新增參考書目與夾帶檔案

1 選擇New Reference快捷鍵，會出現New Reference的視窗。



2 先選擇資料的文獻類型Reference Type，再依序輸入作者、年代、標題等相關書目資料。（若需鍵入第二位作者，請按鍵盤上的Enter鍵換至第二行），另可利用Attach file，夾帶PDF等相關檔案。

3 完成後，先點選Save儲存後關閉視窗，即可在Library中看到新增的書目。

New Reference (My EndNote Library.enl)

File Edit References Groups Library Tools Window Help

Edit PDF

Reference Type Web Page

Author Jack Goodman,  
Kayleen Devlin

Year 2021

Title Covid-19: Recent claims about cremations and vaccines fact-checked

Series Editor

Series Title

Place Published

Publisher BBC NEWS

Access Year 2021

Access Date 08/03

Save

New Reference (My EndNote Library.enl)

File Edit References Groups Library Tools Window Help

Edit PDF

Abstract

Notes

Research Notes

URL <https://www.bbc.com/news/57941113>

File Attachments Jones2021\_algal reef.pdf COVID-19.pptx

COVID-19.txt + Attach file

Author Address

Figure

Save

\*鍵入作者姓名需注意

• 一個作者一行，兩個作者兩行

• 英文寫法為Wang, Da Min / Da Min Wang





# 書目管理-建立群組

The screenshot shows a library management interface. On the left is a dark sidebar with a teal header 'MY GROUPS'. The sidebar lists various categories with counts: Sync Configuration, All References (13), Imported References (2), Recently Added (13), Unfiled (13), and Trash (0). Under 'MY GROUPS', there is a sub-section 'My Groups' and 'FIND FULL TEXT' with 'Found PDF' (6) and 'Not found' (7). The main content area shows 'My Groups' with a search bar and '0 References'. A context menu is open over the 'My Groups' section, listing options: Create Group, Create Smart Group..., Create From Groups..., Create Group Set, Rename Group Set, Delete Group Set, and Open in New Tab.

- ① " MY GROUPS "上按右鍵  
會出現建立群組相應選項
- ② Group Set : 母資料夾  
Group : 子資料夾  
Smart Groups : 智慧群組
- ③ 智慧群組 : 可先設定檢索條件，  
並給定群組名稱，日後凡是符合  
條件者，會自動分入此群



# 書目管理-標籤功能

The screenshot displays a library management interface. On the left, a sidebar contains various sections: 'Sync Configuration', 'All References' (5), 'Imported References' (5), 'Recently Added' (5), 'Unfiled' (5), 'Trash', 'MY GROUPS', 'My Groups', 'MY TAGS' (highlighted with a red box and a '+' icon), '尚未引用', '待驗證', '優先閱讀', 'FIND FULL TEXT', 'Not found' (5), 'GROUPS SHARED BY O...', 'ONLINE SEARCH' (+), and 'Jisc Library Hub Discover'. The main area shows 'My Tags' with a '+' icon and a search bar. A 'Create Tag' dialog box is open, featuring a text input field with 'New Tag', a list of color options (Red, Orange, Yellow, Green, Blue, Purple, Gray), and a 'Create Tag' button. A red arrow points from the '+' icon in the 'MY TAGS' section to the dialog box.

❶ “ MY TAGS ” 按「 + 」，會出現建立Tag相應選項

❷ Tag功能，使用者可為書目添加自訂的標籤，透過不同顏色區辨書目資料



# 書目管理-標籤功能

Sync Configuration

- All References 5
- Imported References 5
- Recently Added 5
- Unfiled 5
- Trash

**MY GROUPS**

- My Groups

**MY TAGS** +

- 尚未引用 1
- 待驗證 2
- 優先閱讀 2

**FIND FULL TEXT**

- Not found 5

**GROUPS SHARED BY O...**

All References +

Advanced search

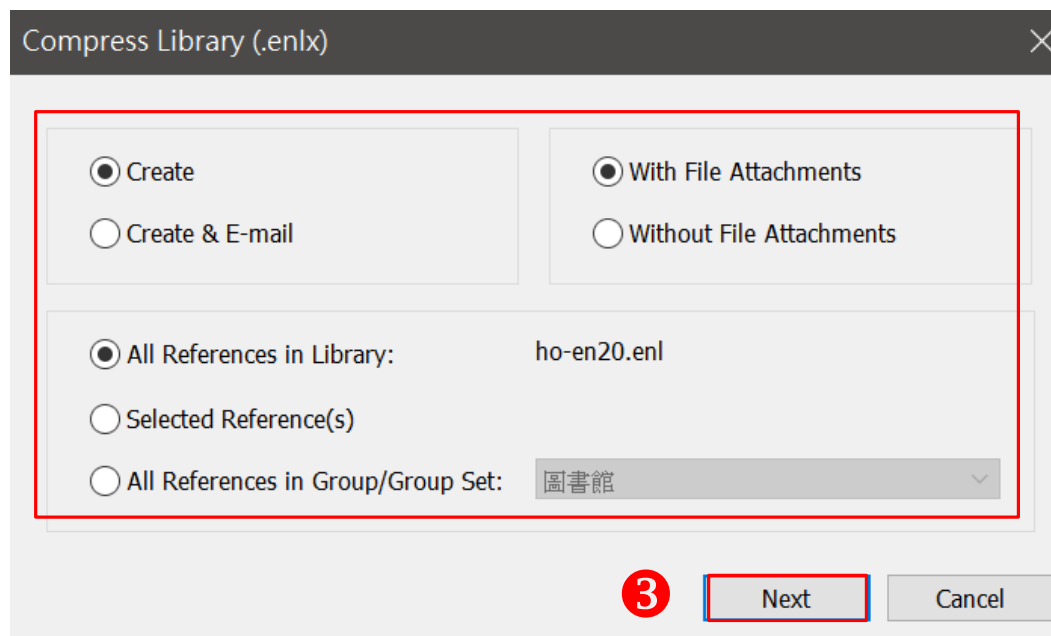
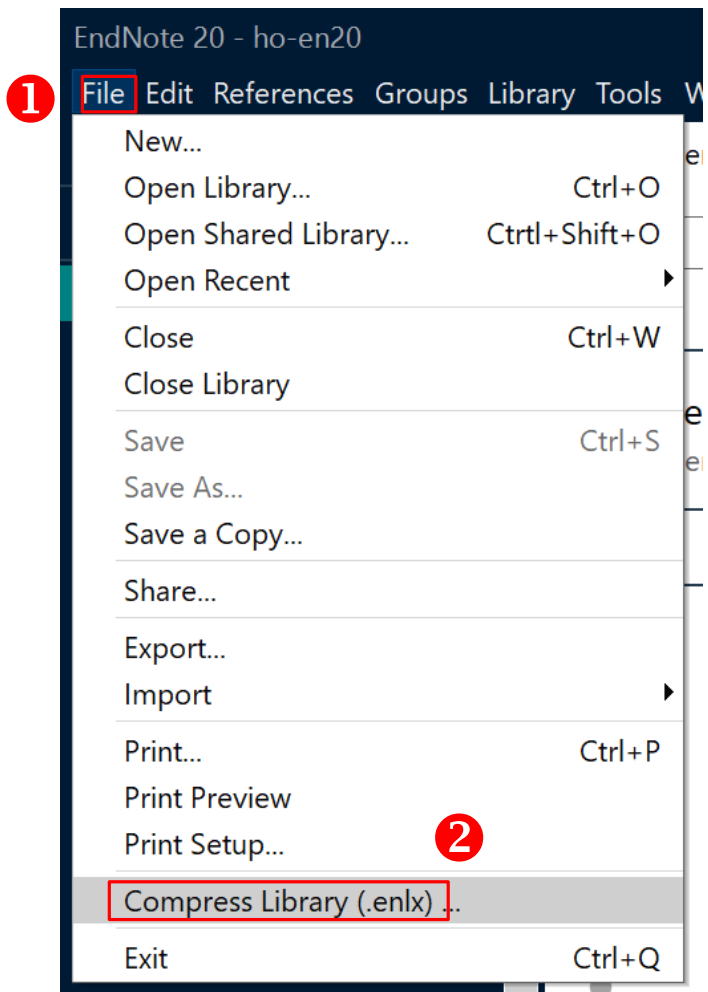
All References  
5 References

Year	Title	Rating
2015	博物館動態展示品與使用者經驗	5
2018	擴增實境互動內容對使用者經驗研究 - 以Bli...	4
2016	高齡者互動保健遊戲之使用者經驗設計與評估	4
2018	社交通訊類App icon設計之使用者經驗研究	3
2023	行動導覽應用程式之使用者經驗研究	3



# 書目管理-檔案壓縮備份

很重要！



- 1 點選 " File"
- 2 點選 " Compressed Library (.enlx)"
- 3 選擇相應設定後，點選 " Next"



# 書目管理-檔案壓縮備份

很重要！

4 存檔(S)

5 生農系備份.enlx

Library備份壓縮檔 = Library備份壓縮檔.Data + Library備份壓縮檔.enl

④ 輸入檔案名稱並存檔

⑤ 雙擊所備份的壓縮檔(enlx)，就會自動解壓縮

# 寫作



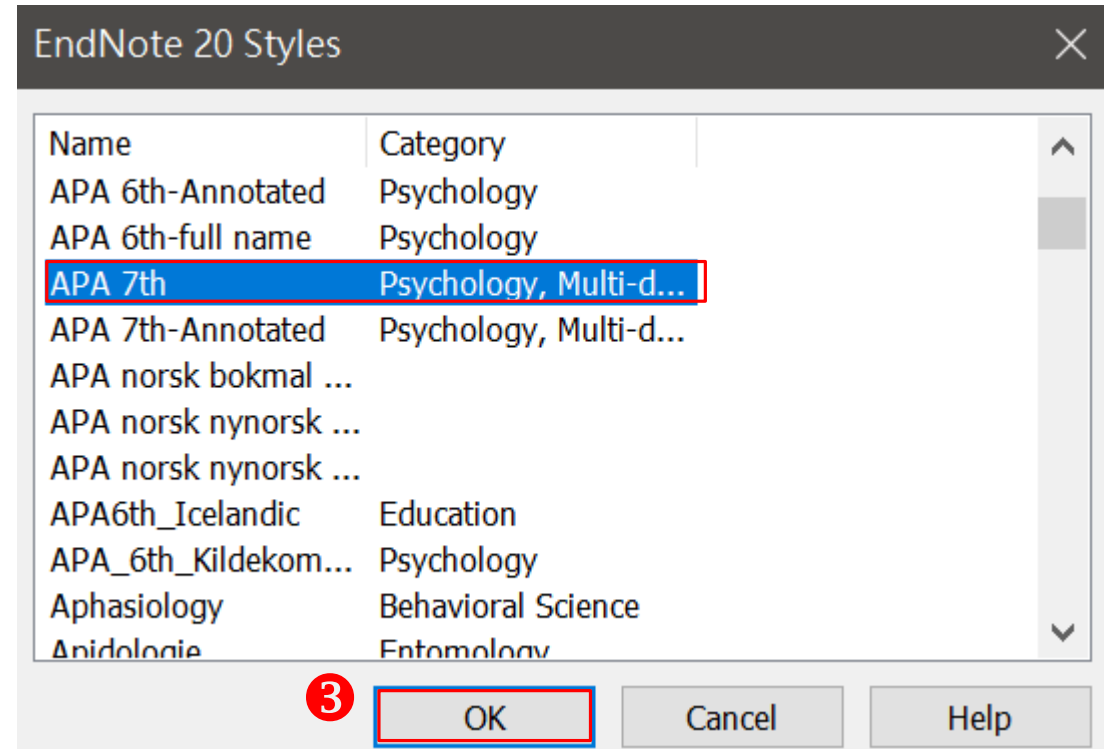
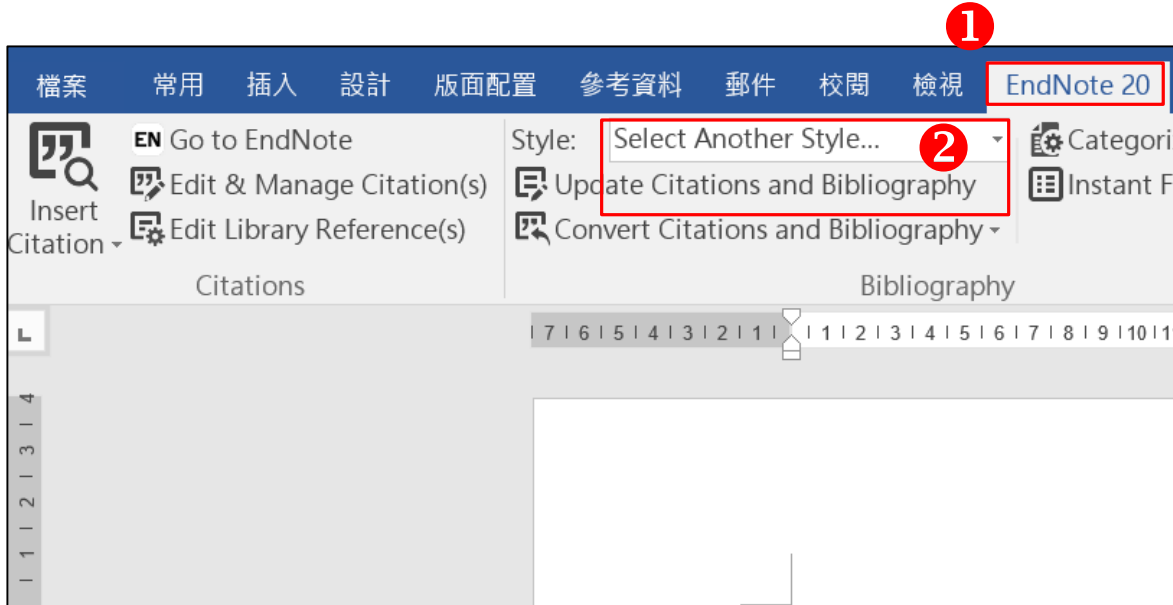




# 寫作-選擇書目格式

- 1 打開WORD，功能列上點選 "EndNote 20"
- 2 Style 下拉選單點選 "Select Another Style..."
- 3 找到相應格式後，點選 " OK"

中文書目格式  
可能需要修正





# 寫作-插入引文

開啟Word檔案，游標停在欲插入引文之處後

- 1 開啟EndNote，點選欲插入的書目
- 2 點選 “ ”
- 3 回到Word檔案，可看到已插入引文

The screenshot shows the EndNote 20 interface. On the left, the 'All References' list is visible with a table of references. The first reference is highlighted with a red box and a circled '1'. A red box with a circled '2' highlights the citation insertion icon (two quotation marks) in the toolbar. A tooltip above the icon reads: 'Insert a citation for each selected reference. You can insert up to 250 consecutive citations. (Alt+2)'. A red arrow points from this icon to the right-hand screenshot.

	Author	Year	Title
1	Sara C...	2021	The Impact of COVID-19 on the Use of Academic Libra...
	McDon...	2021	Web Content Strategy in Practice within Academic Libr...
	Homen...	2021	Persistent URLs and Citations Offered for Digital Objec...
	Galbre...	2021	A Framework for Measuring Relevancy in Discovery En...

The screenshot shows a Microsoft Word document with the citation inserted into the text. A red box with a circled '3' highlights the citation: 'Sara Connell et al., 2021'. Below the main text, there is a red-bordered box containing the full reference in Chinese and English.

tttt - Word

郵件 校閱 檢視 EndNote 20 告訴我您想要執行的動作...

Export to EndNote - Manuscript Matcher Preferences Help

In order to better detect the overall trends and research hot spots of data mining in Chinese academic libraries, 329 related studies were extracted from CNKI (China National Knowledge Infrastructure) and analyzed by using bibliometrics and keyword network analyses(Sara Connell et al., 2021).

Bibliometrics was used to analyze the distribution of the overall trends, authors, institutions, research levels, and keywords in the related field. Cluster analysis was applied to the keyword co-occurrence network to show hot issues in the application research of data mining in Chinese academic libraries. Results indicate that findings in this area generally show an upward trend, but few high-yielding authors are found, the volume of journals is low, research institutions are scattered, and the rate of funding support is not high.

參考文獻

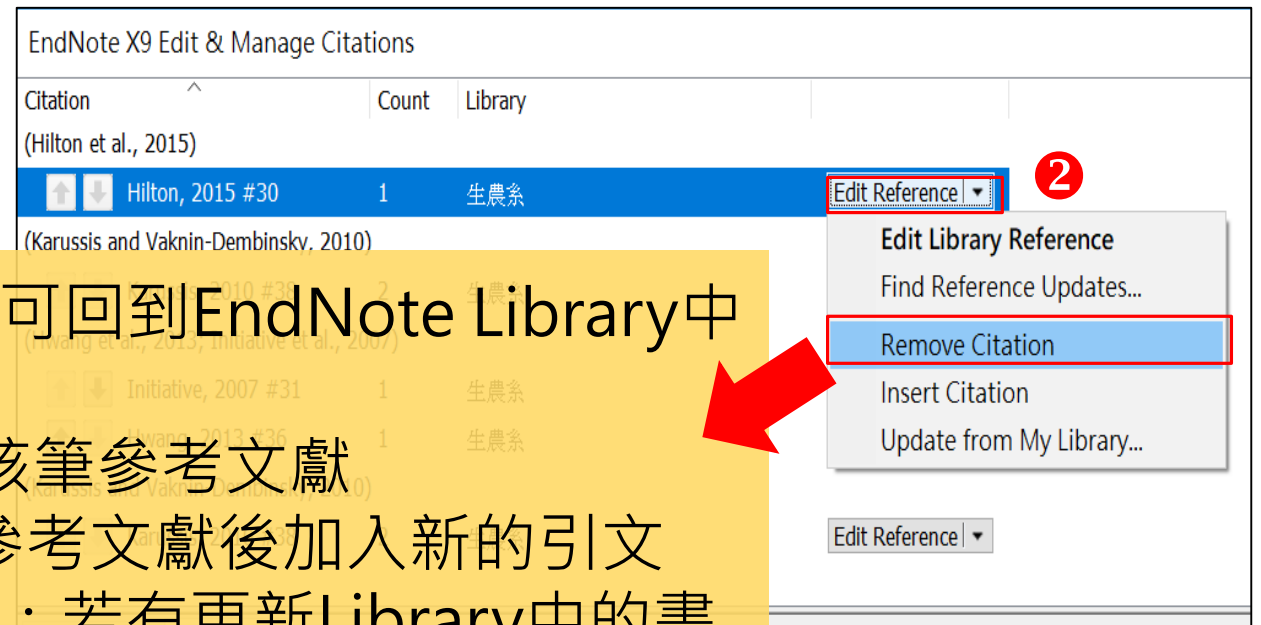
Sara Connell, R., Wallis, L. C., & Comeaux, D. (2021). The Impact of COVID-19 on the Use of Academic Library Resources [Article]. *Information Technology & Libraries*, 40(2), 1-20. <https://doi.org/10.6017/ital.v40i2.12629>



# 寫作-移除引文

因有參數功能，建議在此更新或移除引文

- 1 點選 " Edit & Manage Citation(s) "
- 2 選定欲修正的書目，點選 "Edit Reference→Remove Citation "

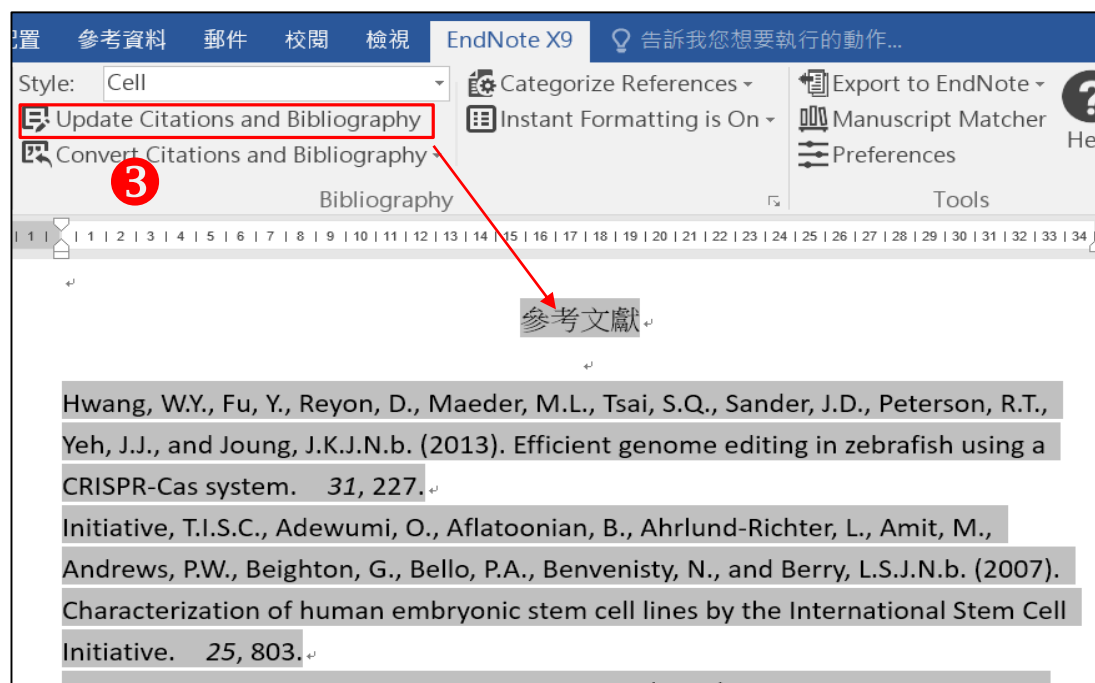
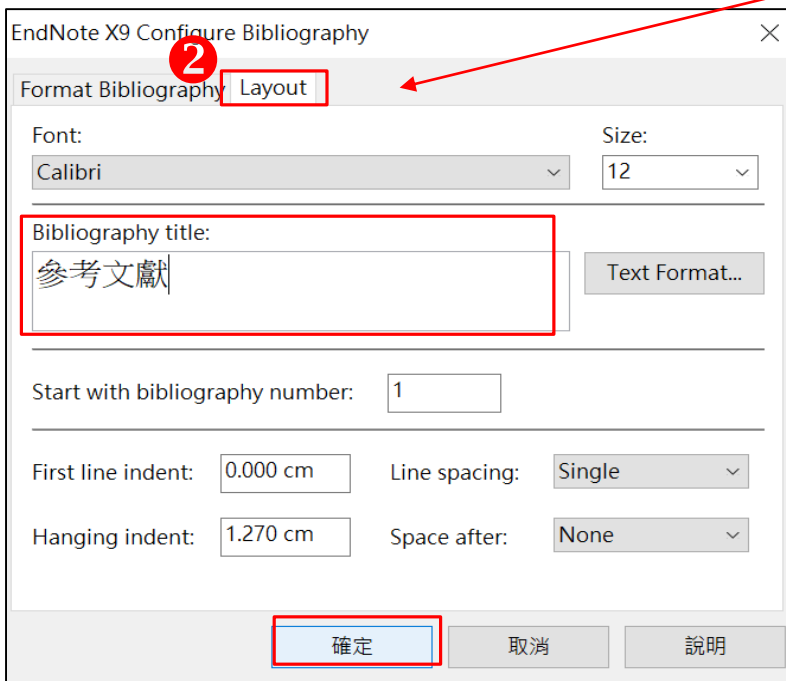
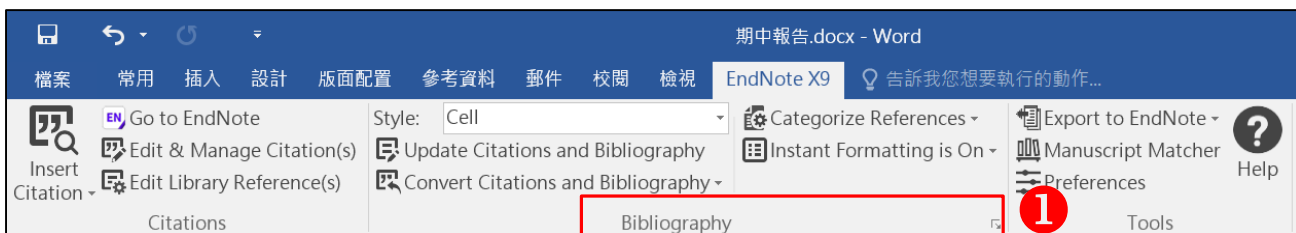


- Edit Library Reference：可回到EndNote Library中編輯該筆參考文獻
- Remove Citation：移除該筆參考文獻
- Insert Citation：在該筆參考文獻後加入新的引文
- Update from My Library：若有更新Library中的書目資訊，記得點選此項



# 寫作-編輯參考文獻

- 1 點擊Bibliography旁右下的箭頭符號
- 2 點選 " Layout "可調整參考文獻中的標題、字體、字級、行距等
- 3 編輯完成後，點選 " Update Citations and Bibliography "可同步更新調整過的引文和參考文獻

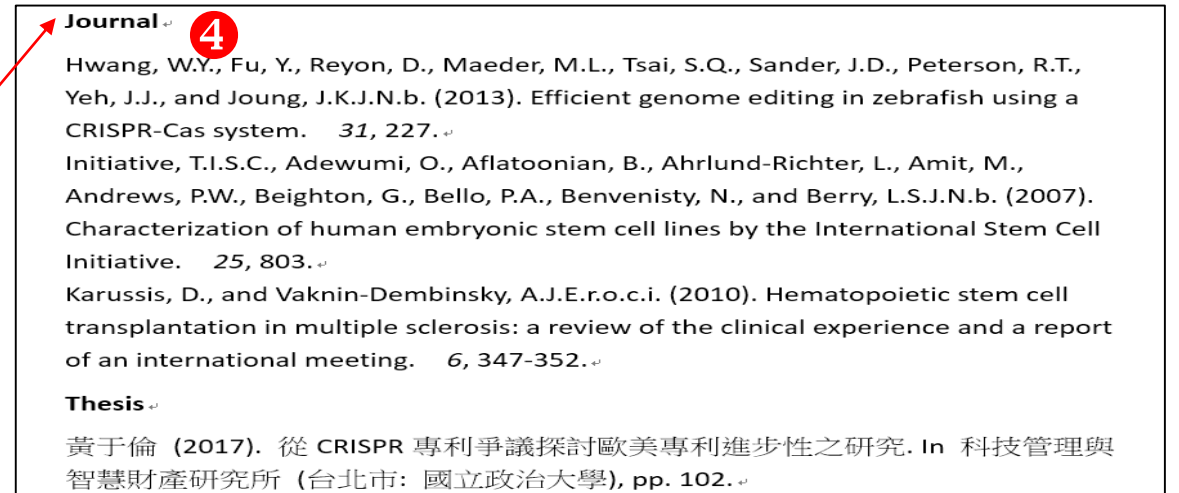
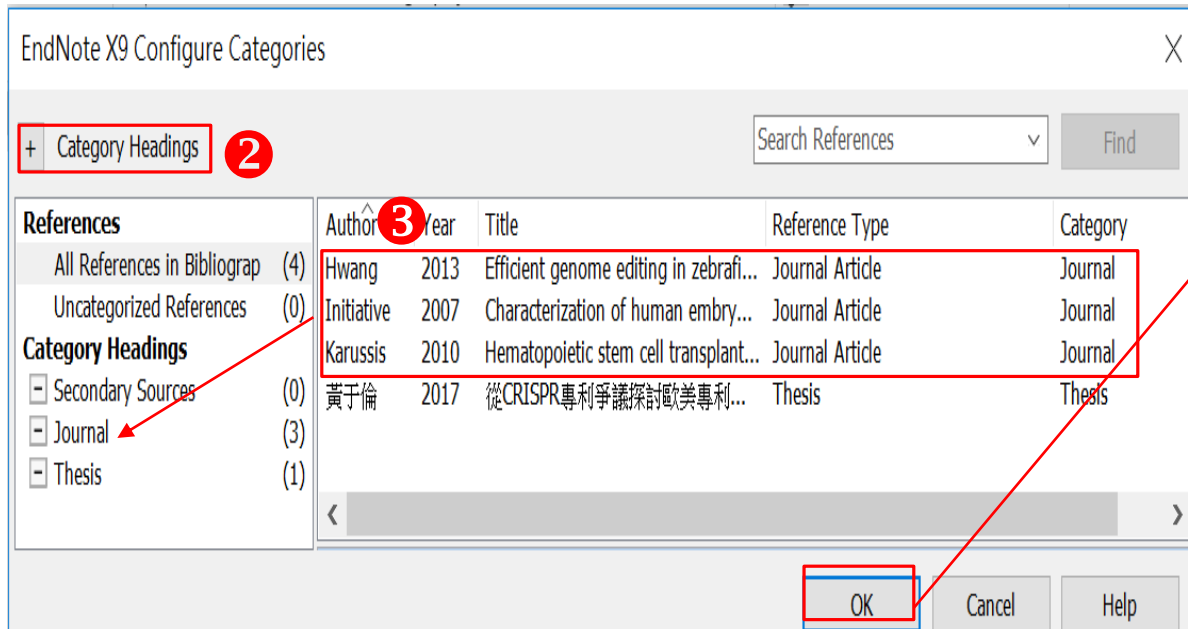




# 寫作-參考文獻分類



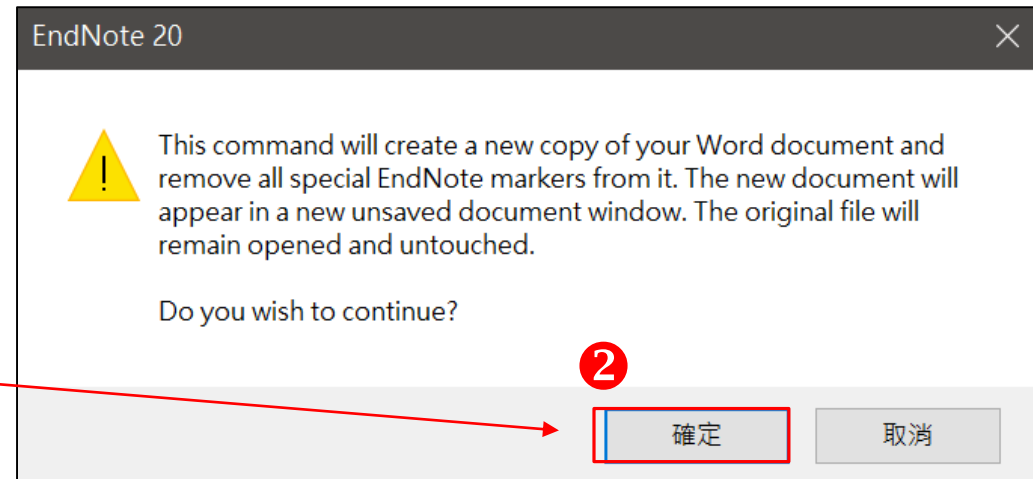
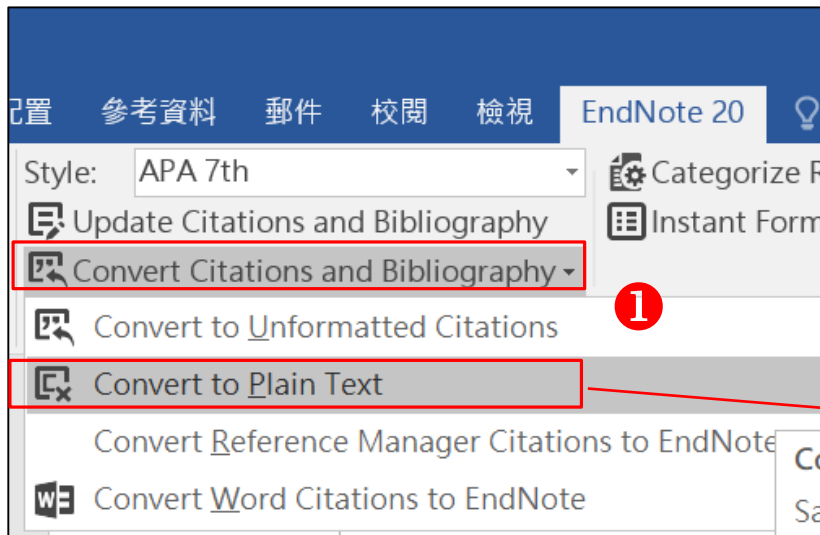
- 1 點擊 "Categorize References → Configure Categories"
- 2 點選 "Category Headings" ，可新增標目名稱如Journal, Thesis
- 3 將資料類型為Journal Article的書目，拖曳至Journal的分類標目中
- 4 完成清單分類後，點選 " OK " ，在文末的參考書目清單中就可看到分類





# 寫作-移除參數

EndNote參數一旦移除就無法回復，  
移除參數前務必先儲存目前檔案



- 1 點選 "Convert Citations and Bibliography→Covert to Plain Text"
- 2 點選 "確定"，即移除參數





# 其他參考資料

---

臺大圖書館-EndNote Filter常用電子資源匯入方式

<http://tul.blog.ntu.edu.tw/archives/21272>

臺大圖書館-APA第7版與第6版的差異

<http://tul.blog.ntu.edu.tw/archives/25285>



# 其他參考資料

---

EndNote常見問題

[http://www.sris.com.tw/ser\\_faq.asp](http://www.sris.com.tw/ser_faq.asp)

EndNote20 影音教材

<https://www.sris.com.tw/ts/audiovisualMaterials/en20win.html>

EndNote APA 6th 中英文合併樣式檔 ( style ) 範例

<http://tul.blog.ntu.edu.tw/archives/15636>

碩睿資訊-客戶服務

<http://www.sris.com.tw/service.asp>



## 其他參考資料

---

- Word 2016 如何看到Endnote的CWYW工具列呢？

<http://tul.blog.ntu.edu.tw/archives/16189>

- EndNote: CWYW tools are disabled and missing in Word (Windows)

[https://support.clarivate.com/Endnote/s/article/EndNote-Windows-CWYW-tools-are-disabled-and-missing-in-Word?language=en\\_US](https://support.clarivate.com/Endnote/s/article/EndNote-Windows-CWYW-tools-are-disabled-and-missing-in-Word?language=en_US)



## 其他參考資料

---

- EndNote X7/X8/X9/20 Windows: Install Word CWYW

[https://support.clarivate.com/Endnote/s/article/EndNote-X7X8-Windows-Install-Word-CWYW?language=en\\_US](https://support.clarivate.com/Endnote/s/article/EndNote-X7X8-Windows-Install-Word-CWYW?language=en_US)

- EndNote X8/X9/20 macOS and EndNote online macOS: CWYW tools in Microsoft Word 2016/2019/365 Troubleshooting guide

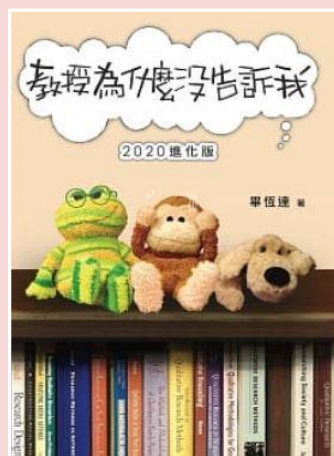
[https://support.clarivate.com/Endnote/s/article/EndNote-X8-Mac-and-EndNote-online-Mac-CWYW-tools-in-Microsoft-Word-2016-Troubleshooting-guide?language=en\\_US](https://support.clarivate.com/Endnote/s/article/EndNote-X8-Mac-and-EndNote-online-Mac-CWYW-tools-in-Microsoft-Word-2016-Troubleshooting-guide?language=en_US)



# 論文寫作



學術期刊羅馬化：  
APA、Chicago  
〈Turabian〉與  
羅馬化引文格式規範



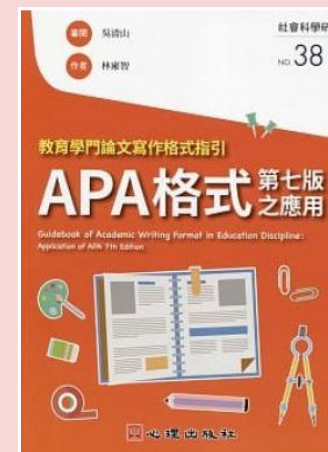
教授為什麼  
沒告訴我



從字句到結構：  
學術論文寫作指引



學術工作者的必修  
學分：學術倫理及  
研究誠信




教育學門論文  
寫作格式指引

# 感謝您的聆聽



民雄圖書館閱覽組

何雅婷 

05-2263411#1632 

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