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歡迎使用 EndNote

EndNote 簡介

◆ EndNote 是一個線上檢索工具

EndNote 讓您非常簡易且直接地查詢線上資料庫的書目(包含自各種不同的線上資料庫,將其檢索結果以文字檔匯入),並協助您蒐集文獻至 EndNote。

◆ EndNote 是一個參考文獻和圖像資料庫

EndNote 針對您個人儲存的參考文獻在 Library 中進行書目資料儲存、管理、查詢。您可以組織管理如圖片、表格和影像資料,並能在 EndNote 書目管理軟體中儲存您的電子全文檔。

◆ EndNote 是建立書目與草稿的軟體工具

EndNote 可以透過 Cite While You Write [™] 功能在 Microsoft Word 中編排 引用文獻、圖表等資料。當您在撰寫文章初稿中插入引用文獻時,隨即在文 末建立您的參考文獻與圖表清單。另外,透過 Manuscripte Templates 產生 Microsoft Word 撰稿範本,指引您如何正確地撰寫文章,以滿足您發表文章 的需求。

關於 EndNote 試用版和 EndNote 瀏覽器

如果您使用的是 EndNote X7 試用版,就您開始啓用 EndNote 起算 30 天內,得使用 EndNote 部分功能。經 30 天後,EndNote 試用版會變成只能瀏覽 EndNote 之功能限制的瀏覽器(EndNote Viewer)。

關於使用手冊

這本手冊將爲您簡介如何安裝及使用 EndNote: 匯入並儲存參考書目資料、插入參考書目至文章中等,讓您快速瀏覽、了解 EndNote 的重要功能與特色。



客戶服務

◆ EndNote 使用手冊和線上輔助說明

EndNote 使用手册:於安裝完 EndNote 後,會在 EndNote 資料夾中內建一個完整的 EndNote 使用手冊(PDF 檔)。在 C:\Program Files\EndNote X7 的路徑下有一份 EndNoteX7WinHelp.pdf 的檔案,開啓即是一份完整的英文版使用手冊。

EndNote 線上輔助說明:您可自 EndNote 程式的 Help 選單,點選 Contents 瀏覽不同主題說明;或是點選 開始 \rightarrow 所有程式 \rightarrow EndNote \rightarrow EndNote Help,也可開啓線上輔助說明。

- ◆ 客戶服務:與國外 Thomson Reuters 出版社直接聯繫
 - (1) Sales Information

Phone: 1 800 722 1227 (Toll Free) Phone: 760 438 5526 (country code is 01) Fax: 760 438 5573 (country code is 01) Web/Email: http://www.endnote.com/contact

- (2) Customer Support (Orders, Billing, and Shipping) Phone: 800 336 4474 (country code is 01) Fax: 215 386 2911 (country code is 01) Web/Email: http://www.endnote.com/contact
- ◆ 客戶服務:與國內代理商碩睿資訊有限公司聯繫
 - (1) 客戶服務
 - 電話:(02)8226-8587
 - Email : services@customer-support.com.tw
 - (2) 公司網站: http://www.sris.com.tw
- ◆ 技術支援

當您使用 EndNote 遭遇問題時可聯絡技術支援。當您連絡時,請清楚描述問題和目前使用之 EndNote 版本、Windows 系統、Word 等版本。開啓 EndNote,點 Help 選單,選擇 About EndNote,即可了解目前使用 EndNote 的版本。



與國外 Thomson Reuters 出版社直接聯繫

 透過Web/Email或電話聯絡,請見: <u>http://endnote.com/contact</u>

與碩睿資訊有限公司聯繫

- (1) 透過Email或電話聯絡:
 Email: <u>services@customer-support.com.tw</u>
 電話: (02)8226-8587
- (2) 公司網站: http://www.sris.com.tw
- ♦ EndNote 網頁

EndNote 官網 (<u>http://endnote.com</u>) 包含支援小工具、資料轉檔效益與 EndNote 最新版本資訊。您也可在官網的 Training 下看到各種不同類型之 教育訓練課程與文件;在官網的 Downloads 下載更新的 Styles、Filters、 Connections、Templates、試用版等檔案。另外,您也可從 EndNote 的 Help 選單,選擇 "EndNote Program Updates"進行更新。

EndNote 討論區

如果您想參加 EndNote 使用者的討論區,可到 EndNote 官網 (<u>http://endnote.com</u>),點選 Support 選單,選擇 Join the User Forum,即 可進入討論區,檢索、瀏覽相關議題,或參與相關的議題討論。或是您也可 以直接連結討論區網址

http://community.thomsonreuters.com/t5/EndNote/ct-p/endnote 。

◆ EndNote 社群網站

http://www.facebook.com/EndNote http://www.twitter.com/EndNoteNews http://www.youtube.com/endnotetraining



EndNote X7 新功能

EndNote X7版,新增了下列功能:

- ▶ 可設定PDF自動匯入資料夾,並自動帶入資料夾階層做為Group標籤及自動分類。
- ▶ 使用者可以自行設定使用特定欄位的資料作為PDF的檔名。
- ➤ 在PowerPoint插入引用文獻(適用於Windows版)。
- ➢ 可在Output style中或是Microsoft Word中將參考文獻清單利用Category Bibliography進行分類 ∘
- 新增文獻類型: Podcast、Press Release、Interview,並調整Conference Paper、Blog、Data Set、Thesis和Manuscript的欄位。
- > 您可以在Library中拖曳並移動欄位。
- 加強同步功能,讓同步可在背景執行。
- ▶ 可同步Share Groups。
- ▶ 加強Quick Search快速檢索功能,能夠查詢PDF以及PDF註記資料
- ➤ 設定 Read/Unread 狀態。
- ➤ 在 Change\Move\Copy Fields 中新增可複製 record number 欄位資料到其 他欄位。
- ▶ 程式自動檢查更新。



第一章:EndNote 安裝

安裝 EndNote 前

程式需求

- 系統需求:
 Windows XP, with Service Pack 3 (32 位元或 64 位元版本)
 Windows Vista (32 位元或 64 位元版本)
 Windows 7 (32 位元或 64 位元版本)
 Windows 8 (32 位元或 64 位元版本)
- ◆ 硬體需求:個人 PC 需在 Pentium 450 MHz 以上、256 MB 以上的記憶體、 至少 180 MB 以上的硬碟可用空間。
- ◆ 如果需使用 Online Search 功能檢索線上網站或資料庫的功能,也需要有安 裝支援網路連結的瀏覽器。

文書處理軟體

Windows 系統的 EndNote 可支援:

- ◆ 支援 Microsoft Word 以及 PowerPoint 2007、2010 及 2013。
- ◆ 支援自 OpenOffice.org 文書處理軟(Writer)所建的 Open Document Format(ODT)格式檔案。
- ◆ 支援其他文書處理軟體(包含 Microsoft Word, WordPerfect, OpenOffice.org Writer, StarOffice,與 WordPad)所建之 RTF 檔。

WINDOWS					
Word Processor	X7	X6	X5	X4	Online
MS Word 2013	1		1	124	1
MS Word 2010	1	V	\checkmark	V	~
MS Word 2007	1	1	1	V	~
MS Word 2003		1	1	~	3.00
MS Word 2002 and earlier	3		3	1.0	0+6
Apache OpenOffice 3.X	V	1	V	V	149
Wolfram Mathmatica 8	1	1	1	\checkmark	828
Word Perfect (All)	M	М	М	M	



Microsoft Word :

安裝 EndNote 的 Cite While You Write 功能會結合在 Microsoft Word 底下。Word 2007、2010 及 2013 直接呈現一個 Cite While You Write 欄位於介面上。您可透 過「Cite While You Write 功能」在 Word 中引用書目、編排引用格式。在您安 裝 EndNote 時就會自動嵌入 EndNote 在您的 Word 文書處理軟體中,所以請先 安裝好您的 Microsoft Word,再安裝 EndNote,才不會產生錯誤。

Microsoft PowerPoint :

安裝 EndNote 的 Cite While You Write 功能會結合在 Microsoft PowerPoint 底下。PowerPoint 2007、2010 及 2013 直接呈現一個 Cite While You Write 欄位於介面上。您可透過「Cite While You Write 功能」在 PowerPoint 中引用書目、編排引用格式。在您安裝 EndNote 時就會自動嵌入 EndNote 在您的 PowerPoint 簡報處理軟體中,所以請先安裝好您的 Microsoft PowerPoint,再安裝 EndNote, 才不會產生錯誤。

OpenOffice.org Writer :

EndNote 已能支援第 3.x 版 OpenOffice.org 文書處理軟體之使用,並且主動產 生一個 EndNote 選單。您也可在 OpenOffice.org 的文書處理軟體上利用 Cite While You Write 功能引用參考文獻、產生參考書目清單,套用不同的書目格式。 為了讓 EndNote 能適當地應用於您 OpenOffice.org 文書處理軟體,安裝 EndNote 前應先安裝好 OpenOffice.org 第 3.x 版之文書處理軟體(以下簡稱 Writer);且在安裝時,務必關閉所有 OpenOffice.org 應用軟體(含 OpenOffice.org 的快速開啓功能(Quickstarter),位於右下角之功能列上的 Quickstarter 圖示,才 能正常安裝)。

RTF 和 ODT 文件:

若非 Word 2007、Word2010、Word2013 以及 OpenOffice.org 第 3.x 版的文書 處理軟體,請就撰寫好的文章(含文章中的引用文獻),儲存成 RTF 檔(亦即 ODT 文件以外的檔案格式),然後透過 EndNote 格式化文件功能,自您 ODT 和 RTF 檔就引用與參考書目套用書目格式(格式化)。

安裝 EndNote

安裝步驟

- 首先確認您登入電腦為具權限管理或具安裝程式的使用者身份,確認防毒軟 體、Microsoft Word、Microsoft PowerPoint 或 OpenOffice.org 等沒有正在 執行程式,例如 OpenOffice.org 的快速啓動(Quickstarter)會影響安裝程式, 需先關閉 Quickstarter 之執行。
- 2. 從貴單位網頁上下載 EndNote X7 壓縮檔案。



3. 解壓縮該檔案後會出現:ENX7Inst.msi(安裝程式)和 License.dat(合法授權安裝檔),請將這兩個檔案放在同一資料夾內:



4. 點選 ENX7Inst.msi 開始進行安裝,**安裝前請先關閉 Word 和 PowerPoint**, 待出現 "Welcome to the EndNote X7"畫面,按下"Next >"

	Welcome to EndNote X7
<u> </u>	EndNote is by far the best bibliography creation tool there is, but it does so much more than that!
5 52/	* Search hundreds of online resources.
	* Find full text with one click.
< / /	* Automatically update references and fill in missing data.
	* Create Smart Groups that organize for you.
Ζ / /	* Share references and groups and collaborate on papers.
···	* Sync your library for easy access from any computer.
	* Read, annotate and search PDFs.
(like	Thank you for choosing EndNote and enjoy!
THOMSON REUTERS	The EndNote Team Thomson Reuters
	<back next=""> Cancel</back>
elle i	1



5. 出現 "EndNote X7 Volume License Version", 按下 Accept>



6. 出現 "Read Me Information", 按下"Next >"

-	Read Me Information
H X	EndNote X7 Read Me Version X7 May 2013 Thomson Reuters
Ž	CONTENTS:
	I. NEW FEATURES II. RELEASE NOTES III. INSTALLATIONS IV. CONTACT INFORMATION
	I. NEW FEATURES
THOMSON REUTERS	* Expanded PDF Support - Designate a PDF auto-import folder that EndNote monitors for Section 2015



7. 出現 "End User License Agreement",選擇 "I accept license agreement"
 後,按下 "Next >"



8. 出現 "Select Installation Type", 請選擇 Custom, 再點選 "Next >"





9. 出現 "Select Destination", 預設儲存路徑於 C:\Program File\EndNote X7, 請按 "Next>"



10.出現 "Select Features" 視窗

ENDNOTE	X	Image: Constraint of the second state of the second sta
() r	HOMSON REUTERS	Install Direct Export Helper



3

11.請依照下圖點選後,請按 "Next>"

EndNote X7 Setup	
•	Select Features
ш	
	Will be installed on local hard drive.
	Entire feature will be installed on local hard drive.
Z	📁 Feature will be installed when required.
	 Additional Styles ⊕
THOMSON REUTERS	Install Direct Export Helper
Disk Cost	<u>R</u> eset < <u>B</u> ack <u>N</u> ext > Cancel



12.確認 "Additional Connections" 、" Additional Filters"及" Additional Styles"前的"X"消失後,請按"Next>"

🙀 EndNote X7 Setup	
	Select Features
Disk Cost	<u>R</u> eset < <u>B</u> ack <u>N</u> ext > Cancel

13.出現 "Ready to Install the Application",請按 "Next>"





14. 出現 "Updating System" 和 "Current Operation", 請稍待片刻。

🔂 EndNote X7 Setup	
щ	Updating System
LOND	Validating install
	EndNote X7 Setup
	Extracting Library Catalogs Connections
	Overall Progress

15.出現 "EndNote X7 has been successfully installed"畫面, 按下 "Finish"完成 安裝。





若已安裝完 EndNote X7 後,欲更改 EndNote 安裝元件

- 1. 請先依管理者或安裝程式管理者之使用權限登入作業系統。
- 2. 啓動安裝執行程式;或至 Windows 開始選單,點「控制台」,選擇新增或移 除程式>點 EndNote X7,按「變更」。

🐻 新増或移	除程式				
5	目前安装的程式	I 顯示更新(D)	排序方式(3): 名稱		*
變更或 移除	🛃 7-Zip 9.20		大小	3.44MB	^
程式(田)	💋 Adobe Flash Player 11 ActiveX				
Th	💋 Adobe Flash Player 11 Plugin				
	🥦 Adobe Reader X (10.1.4) - Chinese Traditional		大小	206.00MB	
新增 程式(N)	🛃 Ant Renamer		大小	3.11MB	21 m
-	🕝 Cisco WebEx Meetings				
O	🜒 EndNote X6		大小	112.00MB	3
新增/移除 Windows	😻 EndNote X7		大小	115.00MB	
元件(点)	按這裡取得支援資訊。		已使用	很少	
	要變更或從電腦移除這個程式,請按 [變更] 或 [移除]。		變更	移除	
設定程式	🜐 FortiClient Endpoint Security		大小	18.15MB	
存取皮預設値(0)	😝 iCF Skin Pack				
and a co	📁 iColorFolder		大小	41.86MB	<u>i</u>
	🔆 🌿 IrfanView (remove only)		大小	2.36MB	
	🔨 🚮 Java 7 Update 25		大小	129.00MB	
	B Microsoft .NET Framework 2.0 Service Pack 2		大小	182.00MB	4
	🛃 Microsoft .NET Framework 2.0 Service Pack 2 Language Pack - CHT		大小	5.29MB	~

3. 出現 "Application Maintenance"對話框,請點"Modify"安裝選項。





4. 出現下圖"Select Features"對話框,可依各選項功能與特色,決定哪一 "Features"是否選擇安裝,再按"Next>"

🔂 EndNote X7 Setup		
	Select Features Control of the second secon	
Disk Cost	<u>B</u> eset < <u>B</u> ack <u>N</u> ext >	Cancel

選擇元件項目

您可依上圖畫面主要幾個 EndNote 分類元件點選、安裝,這些元件包括:

- 1. EndNote Application
 - EndNote Program
 - Sample Files
 - EndNote Help
 - Getting Started Guide
- 2. Word Templates/Add-ins:
 - Templates for Microsoft Word
 - Cite While You Write for Microsoft Word
- 3. OpenOffice.org Extension
- Additional Connections 其他的 Connections files 可以直接從線上資料庫或網站取得,他們會依資訊 服務提供單位進行群組、分類。
- Additional Filters 其他的 Filters 亦是依資訊服務提供單位群組、分類。
- Additional Styles
 額外其他的 Styles 格式依種類群組、呈現。



- Spelling Dictionaries
 EndNote 所提供的拼字檢查字典功能。
- 出現"Ready to Modify the Application"對話框,請按"Next>",進入系統安裝 畫面;請稍待安裝畫面完成即可。

EndNote 安裝資料夾路徑

Program Folder
C:\Program Files\EndNote X7
C:\Program Files (x86)\EndNote X7 (64-bit Windows versions)
Shared Folder
Windows 7 & Windows 8
C:\Users\Public\Documents\EndNote
Windows XP
Documents and Settings\All Users\Shared Documents\EndNote
Windows Vista
C:\Users\Public\Public Documents\EndNote
Personal Folder
Windows 7 & Windows 8
C:\Users\UserName\Documents\EndNote
Windows XP
C:\Documents and Settings\[UserName]\My Documents\EndNote
Windows Vista
C:\Users\[UserName]\Documents\EndNote
Preferences Folder
Windows 7 & Windows 8
C:\Users\[UserName]\App Data\Roaming\EndNote
Windows XP
C:\Documents and Settings\[UserName]\Application Data\EndNote
Windows Vista
C:\Users\[UserName]\App Data\Roaming\EndNote

從舊版 EndNote 升級安裝

在您開始安裝前,如果想保留新設定的書目格式(Styles),以及客製化之 Import Filters、Connection Files,請先備份;在安裝 EndNote X7 前,建議先移除任何 舊版的 EndNote 版本,如何移除舊版 EndNote,請見"移除 EndNote"單元。



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備份或取代檔案

如果尚未移除舊版 EndNote 即安裝新版時,會跳出提醒對話視窗並顯示兩個選項。(不管選擇哪個選項,您原先建立的 EndNote Library 都不會被刪掉。)

- ◆ 備份舊有檔案 若您想保留之前有修改過之 Style、Filter、Connection,您可選擇「Backup older files」選項。選擇後 EndNote 會在 EndNote 資料夾中建立一個 Backup 資料夾,並複製所有舊版 EndNote 的 Style、Filter、Connection Files。在 安裝完 EndNote 後,您須自行分別移動此些備份資料夾至 EndNote X7 對 應的 Style、Filter、Connection Files 資料夾中。
- ◆ 移除舊有檔案 若您選擇「Remove older files」項目,安裝程式將會取代所有舊版 EndNote 中之 Style、Filter、Connection Files。所以,如果您想保留舊有之 Style、 Filter、Connection Files,請不要選擇此項目,以免格式檔案被覆蓋。

開啓和轉換舊有 EndNote Libraries

EndNote X7 能自動轉換和開啓 EndNote 8 版本以後的 Library。

轉換舊有 EndNote Library

- 1. 開啓 EndNote
- 2. 從 File→Open→Open Library
- 3. 開啓檔案對話框選擇舊有的 Library 儲存路徑,點選開啓。
- 4. 此 Library 即以新版的 EndNote 程式開啓。

注意:一旦您已經自 EndNote X7 開啓和使用 Library 後,則該 Library 只能用在 EndNote X(10 版)及 X(10 版)以後的版本。

使用舊 Style、Filter、Connection Files

EndNote X7 可以使用從 EndNote 4.01~X4 版所建立客製化的 Styles、Filters、 Connection Files。一旦您在 EndNote X7 中編輯過這些檔案並存檔,這些檔案 將自動轉換成最新版本,並於 EndNote 8 之後的版本開啓。



檢查安裝

確認 EndNote

從開始→程式集→EndNote→EndNote Program。開啓 EndNote 程式後,會出 現您是否要登錄或建立一個 EndNote web 帳號。若選擇 Cancel 後,會出現三 個選項的對話框;您可選擇建立新的或打開一個舊有的 EndNote Library。

確認 Cite While You Write 的安裝

要檢查 Cite While You Write 是否安裝正確,請開啓 Word、OpenOffice.org Writer 或 PowerPoint。

在 Word 2007、Word 2010 或 Word 2013 您可看工具列上出現 EndNote X7 標 籤與其下選項功能。

	常用	插入	版面配置	参考資料	¥	郵件	校閱	檢視	E	ndNote X7		
Insert Citation	🥴 C 📝 E , 🔏 E	60 to EndN dit & Man dit Library	lote age Citation(s) Reference(s)	Style:	Annota odate C invert C	ated litation litation	ns and Bil ns and Bi	oliograph bliograph	* V V *	Categorize References	*	 Export to EndNote * Preferences Help
		Citations						Bibliogra	phy		15	Tools

在 OpenOffice.org Writer,您可直接看到一個 EndNote X7 功能選單。





在 PowerPoint 2007、PowerPoint 2010 或 PowerPoint 2013 您也可看到 EndNote X7 標籤與其下選項功能。



若先安裝 EndNote 後才安裝(更新)Word 或 PowerPoint,則不會出現 EndNote X7 功能列;若 Word、PowerPoint 或 OpenOffice.org Writer 看不到 EndNote X7 功能列,請先關掉相關 Microsoft Office 或 OpenOffice.org 系列的應用軟體(含 QuickStarter);然後在有系統管理或安裝程式權限下,點「開始」→「控制台」→「新增或移除程式」→選擇「EndNote X7」然後按「變更」→選擇「修復」、「下一步」進行功能修復動作。

移除 EndNote

備份 EndNote

建議在移除 EndNote 前,請先備份您利用 EndNote 所作的任何客製化檔案。例 如新增的書目格式。請至 My Documents\EndNote\Styles 的路徑下,將您自製 的所有書目格式檔案複製一份,等安裝好新版的 EndNote,在儲存至 C:\Program Files\EndNote X7\Styles 的路徑下。

移除 EndNote

請至控制台→新增移除程式→EndNote X7→選擇移除,即可移除 EndNote X7 程式。

1	目前安裝的程式	顯示更新(<u>D</u>)	排序方式(3):	名稱		~
便或 移除	📳 7-Zip 9.20	 		大小	3.44MB	1
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2	🜈 Adobe Flash Player 11 Plugin					
J.	🥦 Adobe Reader X (10.1.4) - Chinese Traditional			大小	206.00MB	
中音 武(N)	🛃 Ant Renamer			大小	3.11MB	
1	Cisco WebEx Meetings					
9	🤓 EndNote X6			大小	112.00MB	
M移除 dows	😻 EndNote X7			大小	115.00MB	
‡(<u>A</u>)	按這裡取得支援資訊。			已使用	很少	
	要變更或從電腦移除這個程式,請按 [變更] 或 [移除]。			變更	移除	1
程式	FortiClient Endpoint Security			大小	18.15MB	
反預	🛃 iCF Skin Pack					

23511台北縣中和市建一路166號10樓 TEL:(02)8226-8587 FAX:(02)8226-5022

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移除任何修改過的 EndNote 客製化檔案

EndNote 預設移除程序不會移除客製化檔案(Filter、Style 等),您可以自行手動 删除,客製化檔案存取位置路徑如下。

Windows XP

C:\Program Files\EndNote X7

C:\Documents and Settings\All Users\Shared Documents\EndNote

C:\Documents and Settings\[UserName]\My Documents\EndNote

C:\Documents and Settings\[UserName]\Application Data\EndNote

Windows Vista

C:\Program Files\EndNote X7

C:\Users\Public\Public Documents\EndNote

C:\Users\[UserName]\Documents\EndNote

C:\Users\[UserName]\App Data\Roaming\EndNote

Windows 7

C:\Program Files\EndNote X7

C:\Users\Public\Public Documents\EndNote

C:\Users\[UserName]\Documents\EndNote

C:\Users\[UserName]\App Data\Roaming\EndNote

注意:如果您是使用 Windows 64 位元電腦,您的 EndNote 程式資料夾路徑會

在 C:\Program Files (x86)\EndNote X7

相關章節

有關本章之介紹,亦可瀏覽 EndNote Help 下之 Search for Help on…資訊中的:

- About Mass Program Installations
- Custom Installations



第二章:EndNote Library 介紹

本章節包含基本的操作 EndNote。您將學到:

- ◆ 開啓 EndNote 和建立 EndNote Library
- ◆ 介紹 EndNote Library 視窗
- ◆ 預覽、排序及修改參考文獻
- ◆ 查找 EndNote Library 中的書目
- ◆ 離開 EndNote 程式

啓用 EndNote

新建立個人的 Library

1. 欲新增一個自己的Library,請點選「Create a new library」。

Getting Started with EndNote	
	Learn about EndNote Learn about what's new in EndNote. For new users, there's a helpful tutorial that covers fundamental EndNote concepts and common tasks.
	Create a new library If you want to skip the tutorial, your first step should be to create a new EndNote library.
	Open an existing library Open an existing EndNote library and get started immediately.
	Clore

2. 預設的檔名為「My EndNote Library.enl」,您可以更改檔名,並選擇儲存路徑。



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開啓已存在的Library(以Sample Library爲例)

從開始→程式集→ EndNote→ EndNote Program。第一次使用時,會出現
 "Getting Started with EndNote"對話視窗,供您選擇。



提醒:如果設定預設Library自動開啓,則會直接開啓Library而不是上面這個對 話框。若發生此狀況,可關掉Library,至File→Open→Open Library進行設定。 或是點選Help→Getting Started with EndNote。

2. 請點圖示"Open an existing EndNote library"





- 3. 在檔案對話方框中,開啓EndNote內建的Example library作練習。
 - ◆ 點選"C:\"→點選Program Files資料夾→EndNote X7資料夾→點選 "Examples"捷徑,然後開啓。
 - ◆ 在開啓 "Examples"畫面底下,請點選Sample_Library_X7.enlx,會解

壓縮出 "Sample_Library_X7"Library與 "Sample_Library_X7.Data資料夾",系統直接開啓EndNote reference library目錄下的 Sample_Library.enl範本檔案。





EndNote Library 視窗介紹

視窗介紹(EndNote Panels)

開啓Sample Library,您會在EndNote Library視窗介面,看到視窗包含三個部

份,如下所示。

群組視窗(Groups Panel)	▲ 查詢視窗(Search Panel) 分頁預覽視窗(Tabs Panel)
My Library	Search Whole Library Match Case Match Words Reference Preview () 4 + =
All References	Author Contains T + - *
🗑 Trash	(b) And V Year V Contains V + - Rating
- Avian Intelligence	And V Title V Contains V + - Author
Avian Cognition	31) a di Author - Marco Tala
Corvids	Year 2009 Leaf-nosed bat 2009
Corvids & Parrots	(6) Allen, Glover 2004 Bats: biology, behavior, and folklore
Parrots	AnChiu, C.; 2008 Flying in silence: Echolocating bats cease vo Leaf-nosed bat Avila-Flores, 2004 Ecological, taxonomic, and physiological corr Editor
⊟ −Bats	Bat Conserv 2008 Bat Conservation International
Chiroptera	2) Binfield, Peter 2008 At PLoS ONE we're batty about bats Encyclopedia Title
a Echolocation	Birdy Co. Dr 2009 Integration pairs dreaded with the end of the end
Becholocation OR Sonar	(7) Chiu, Chen; 2007 The role of the external ear in vertical sound
Sonar	Clayton, N 2009 What do jays know about other minds and o Publisher
	DeLong, C 2008 Evidence for spatial representation of object Encyclopædia Britannica Online
⊡-My Groups	Cognitive ormitology: The evolution of warm. Yolume Yolume Yolume
🧏 Cognition-All	(3) Emery, N. J 2007 Cognitive adaptations of social bonding in birds Number of Volumer.
🖃 Online Search	EUROBATS 2004 EUROBATS: The Agreement on the Conserv
O Library of Congress	Fraser, O. N 2011 Ravens reconcile after aggressive conflicts w Pages
National Control Lib Taiwan	◎ <u>象老書日清開調密(Reference List Panel)</u> ^{™™}
Nati Taiwan O	Hagino, T.; 2007 Adaptive SUNAR sounds by echolocating bats 2
QPubMed (NLM)	(U) Hartle, D. 2008 Alex & Me: How a scientist and a partot disc Translator
Web of Science (TS)	O) Holland, Kic 2008 Bass use magnetite to detect the earth's ma Holphaider 2011 The endial structure of New Calefonian crows
more	Jen, P. H. S 2008 Echo duration selectivity of the bat varies wit
🖃 - Find Full Text	Laudato, Ant 2010 Bird grooves to the beat Abbreviation
	O Lefebvre, L.; 2008 Brains, lifestyles and cognition: Are there ge
	S Issn

1. 參考書目清單視窗(Reference List Panel)

中間視窗的上半部是查詢書目或檢索線上資料庫的視窗,下半部呈現參考文獻清單,顯示多個欄位;預設第一欄是已閱讀或未閱讀的註記、第二欄是以迴紋針顯示該筆參考文獻書目是否有附加檔案。接著爲第一作者的姓名(Author)、年代(Year)、標題(Title)、星號等級(Rating)、期刊名稱(或第二標題)、參考書目類型(Reference Type)、網址(URL)和最後更新日期(Last Updated)。

- 群組視窗(Groups Panel) 視窗左方呈現參考資料之不同群組分群,方便您直接組織管理參考文獻。
- 分頁視窗(Tabs Panel)
 EndNote Library右方的分頁視窗有三個:第一個是Reference,可以修改和 編輯書目資料;第二個是Preview,可預覽每筆書目的格式;第三個是Attached PDFs可針對有夾帶PDF檔的全文進行預覽和編輯。

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✔ 您可自行調整視窗和欄位的寬度。

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😸 Avian Cognition	(31)	Author A	Veor	Title	
Corvids	(19)	G G Madio	2009	A eaf-nosed hat	Year
Corvids & Parrots	(6)	Allen, Glover	2004	Bats: biology, behavior, and folklore	Title
Parrota	(24)	O AnChiu, C.;	2008	Flying in silence: Echolocating bats cease vo	Leaf-nosed bat
	()	Antie Missee	0004	Producted to accurate and development com	pr
⊟ Bats	Ē	「白行調敕調	空和	1欄位至古個瀏覽的客宦	
Chiroptera		」口门则定顺		「關臣王刀」反倒見印見反	clopedia Title
Echolocation		D Brinklov, S.:	2009	Intense echolocation calls from two "whisper	ciopædia Britannica
Recholocation OR Sonar	(7)	O Chiu, Chen;	2007	The role of the external ear in vertical sound	Place Published
Sonar	(5)	 Clayton, N 	2009	What do jays know about other minds and o	Publisher
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🖃 My Groups		Emery, N. J.	2006	Cognitive ornithology: The evolution of avian	Volume
Cognition-All	(33)	C Emery, N. J	2009	Cognitive adaptations of sessial handing in birds	
		EUROBATS	2007	EUROBATS: The Agreement on the Conserv	Number of Volumes
e-unine search		O Fraser, O. N	2011	Ravens reconcile after aggressive conflicts w	Pager
Library of Congress	(0)	O Funk, M. S.	2002	Problem solving skills in young yellow-crown	rayes
QLISTA (EBSCO)	(0)	 Goto, K.; W 	2012	Large-billed crows (Corvus macrorhynchos)	Edition
🔍 National Central Lib Taiwan	(0)	Greenhall, A	1982	House bat management	
🔍 Natl Taiwan U	(0)	Grothe, B.;	2000	Structure and function of the bat superior oil	Date
RubMed (NLM)	(0)	O Hartle D	2007	Adaptive Solvak sourius by echolocating bats 2 Alex 8 Me: How a scientist and a parrot disc.	
Web of Science (TS)	m	O Holland, Ric	2008	Bats use magnetite to detect the earth's ma	Iranslator
more	37	• Holzhaider,	2011	The social structure of New Caledonian crows	Short Title
morem		O Jen, P. H. S	2008	Echo duration selectivity of the bat varies wit	
🖃 Find Full Text		C Laudato, Ant	2010	Bird grooves to the beat	Abbreviation
		Lefebvre, L.;	2008	Brains, litestyles and cognition: Are there ge	
		<		>	ISBN

您亦可利用拖曳的方式移動欄位

 \checkmark





視窗面版介紹(Window Layout)

點選右下角的Layout,可以調整Groups Panel和Reference Panel的面版配置, 自行選擇您喜愛的面版呈現方式。如:切換成Botton-Split的模式。(如下圖)



預覽參考書目

您可以透過Tab視窗之Preview區塊,看到您點選之參考書目資料內容。

- 如果在EndNote Library視窗中沒有看到Tab視窗,第一個步驟請調整 Layout>Reference Panel>切換成Botton-Spilt的模式,開啓Preview預覽視 窗。
- 如欲選擇不同格式,可從工具列的下拉選單中選擇輸出格式;例如選擇APA 6th格式。



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Corvids & Parrots	(6)	O A	llen, Glover	2004	Bats: biology, be	havior, an	d folklore				
Parrots	(24)	0 4	nChiu, C.;	2008	Flying in silence:	Echolocat	ting bats o	tease vo			Proceedings 🦳
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Chiroptera	(22)	O B	ind. C. D.:	2008	Insightful nrohler	m solving a	and creati	ive tool			Proceedings (
Echolocation	(6)	ю в	rinklov, S.;	2009	Intense echoloca	tion calls 1	from two	'whisper			Journal of Ex
Echolocation OR Sonar	(7)	0 0	hiu, Chen;	2007	The role of the e	external ea	r in vertic	al sound			Journal of the
Sonar	(5)	0 0	layton, N	2009	What do jays kno	ow about o	other mini	ds and o			Neurobiology
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提醒:預覽視窗中只會顯示一筆參考文獻;如果選擇多筆參考文獻,也只會呈現 第一筆選取之文獻;當選擇不同書目格式,即改變其在預覽視窗中呈現之格式。

參考書目排序

參考文獻可以簡單的點選欄位標題作排序(如依作者、年代、標題排序)。排序 步驟如下:

1. 點一下「Author」欄(作者),改變當下作者的排序方式,從依照字母遞增或 遞減排序。



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Corvids & Parrots	(6)	Allen, Glove	. 2004		Bats: biology, beh	avior, and fo	olklore			2010
Barrots (3	24)	AnChiu, C.;	2008		Flying in silence: I	cholocating	bats cease vo		Proceedings o	2013
		 Avila-Flores 	. 2004		Ecological, taxono	mic, and phy	ysiological corr		Journal of Ma	2013
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Chiroptera (2	22)	Binfield, Pet r	2008		At PLoS ONE we'r	e batty abou	it bats		PLoS: Public L	2013
Echolocation	(6)	Bird, C. D.; . Brickley C :	2009		Insignuui problem Intense echolocat	on calle from	n two Jwhiener		Proceedings o	2013
Scholocation OR Sonar		Chiu, Chen:	2003		The role of the ex	ternal ear in	vertical sound		Journal of the	2013
Contra Contra	0	Clayton, N.	2009		What do jays kno	v about othe	er minds and o		Neurobiology	2013
W Sonar	(5)	O DeLong, C.	2008		Evidence for spati	al represent	ation of object		Journal of the	2013
		 Emery, N. J. 	2006		Cognitive ornithol	ogy: The evo	olution of avian		Philosophical	2013
🧐 Cognition-All (3	33)	 Emery, N. J. 	. 2009		Tool use and phys	ical cognitio	n in birds and		Current Opini	2013
(coognicorrini (c	~	Emery, N. J.	2007		Cognitive adaptat	ons of socia	I bonding in birds		Philosophical	2013
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2. 點一下年代(Year)標題欄, 視窗中的參考文獻將依年代遞增排序。再點一下 年代的標題欄, 視窗中的參考文獻則改爲依年代遞減排序。

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3. 再點選作者, 視窗中的參考文獻則重新再會依作者名稱(字母順序)排序。



選擇和開啓一筆參考書目

點選欲開啓的參考文獻,可分別透過滑鼠點選、鍵盤鍵入(Enter鍵)、直接點選 要查找的欄位(例如作者),鍵入要查找的前幾個字母(作者名稱的前幾個字 母),即會跳至符合該作者名稱字母開頭之書目上等,多元之開啓書目資料方 式。

快速找到和呈現參考文獻

 當直接鍵入 "sch"字母即可找到作者為 Schloegl 的參考書目,經點選該 筆參考書目後,您可瀏覽、編輯、複製、剪下、刪除選取的該筆書目。



- 點選單筆參考書目,直接按鍵盤 Enter 鍵或滑鼠左鍵快點兩下,即可開 啓、進入編輯畫面。
- 開啓參考書目後,會出現該筆參考書目之編輯視窗,在此可看到完整著錄 資料。也可自行鍵入資料。





- 4. 視窗上方的標題列,出現 "Schloegl, 2012 #2304" 是EndNote用於Library 查找這筆引用文獻的系統紀錄碼,諸如在Word中被引用的作者是誰、哪 一年以及引用編號。
- 5. 在瀏覽參考文獻時,可以利用滑鼠下拉捲軸、上移,或是利用TAB鍵往前, 利用SHIFT+TAB鍵往後。
- 6. 勾選Show Empty Fields顯示參考文獻的空白欄位。
- 7. 勾選Show Rating Filed顯示評分欄位。

關閉參考書目

- 1. 點選視窗右上角的× (Close),即可關閉參考文獻視窗。
- 2. 或從 File 選單選擇 Close Reference (或快速鍵Ctrl+W指令)直接關閉參考文獻視窗。



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3. 若您有更改參考書目資料,在關閉視窗時,會跳出下方視窗,請點選Yes, EndNote即會儲存您對該筆參考書目所做的改變。

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在 EndNote Library 中,使用者點選 Referance 標籤,可以快速編輯想要修改的參考書目內容。

- 1. 反白某筆參考書目。
- 2. 點選Referance標籤,即可在欄位中進行編輯、修改。



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3. 修改完後,點選任一筆參考書目,即會跳出儲存視窗,請按 "Yes",儲存 您修改完成之書目資料。

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1	Do you want to save the changes you made to the reference? Your changes will be lost if you don't save them.
	Do not display this message again.
	Yes No
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相關章節

有關本章之介紹,亦可瀏覽 EndNote Help 下之 Search for Help on…資訊中的:

- The EndNote Library
- EndNote References
- Searching and Sorting in EndNote
- ♦ Groups


第三章:設定 EndNote 偏好設定

在本章節將爲您介紹:

- ◆ EndNote Preferences 設定與呈現
- ◆ 設定每次開啓 EndNote 時,開啓預設指定的 Library
- ◆ 改變呈現字型
- ◆ 設定 Read/Unread 狀態

進入 EndNote Preferences

從 EndNote 程式點選 Edit→Preferences



設定預設 Library (Default Library)

您可設定每次執行 EndNote 程式後,自動開啓某個 Library。設定步驟如下:

1. 從視窗最上方點選 Edit → Preferences



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2. 跳出 EndNote Preferences 視窗,在視窗左邊的選項中選擇「Libraries」。

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在 When EndNote starts 下拉選單,請選 "Open the specified libraries" 3.

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4. 點 Add Open Libraries, 此時 Sample Library (Sample_Library.enl)會出現 在中間方框中,選擇 Sample_Library.enl 後點選"套用"儲存改變。

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5. 點選確定後,系統會自動儲存並離開 EndNote Preferences 偏好設定視窗。

改變 Library 欄位呈現

可選擇在參考書目清單視窗(Reference List Panel)所要呈現之欄位

1. 從視窗最上方點選 Edit → Preferences。



2. 在EndNote Preferences 視窗左邊,點Display Fields選項。

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3. 下拉選單選擇所要呈現之欄位



4. 亦可更改欄位名稱。

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Sorting Spell Check	Column	Title	*	Title
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5. 點選"確定"離開 Preferences 對話框。



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改變 Library 呈現字型

選擇在 Library 視窗和參考文獻視窗呈現不同字型。

1. 從視窗最上方點選 Edit → Preferences。



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- 2. 在 EndNote Preferences 視窗左邊,點 Display Fonts 選項。
 - ◆ 設定「Library」字型,改變 Library 視窗中呈現參考文獻清單之字型與 大小。
 - ◆ 設定「General」字型,改變 EndNote 內文字形和大小,例如參考書目 或 Style 視窗)。經設定「General」字型,會改變於預覽視窗之字型大 小,與 EndNote 輸出、列印或複製參考文獻的字體。
 - ◆ 設定「Label」字型決定參考文獻編輯視窗欄位標題大小(如下圖所示)。

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◆ 設定「Search」字型決定使用者在檢索欄位中輸入之字體大小。

 改變字體與大小之設定,請在 Display Fonts 選項下,分別點選欲更改設定 之分頁標籤,例如上述「Library」、「General」、「Label」、「Search」,然後 按 "Change Font"按鈕。在字型清單中選擇欲改變的字型、字型樣式與大 小,選「確定」進行改變儲存。

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4. 最後,再按一次「確定」離開 Preferences 對話框。





設定 Read/Unread 狀態

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0	Ø	Author 🔺	Year	Title	Ratin	g l	Journal	L. 🔨
0			2009	Leaf-nosed bat	$\star \star$	[Encyclopædia	20
		Abs, R.; Matt	2013	Prevalence of diabetes mellitus in 6050 hypo			Eur J Endocri	21
0		Allen, Glover M.	2004	Bats: biology, behavior, and folklore				20
0	Ŋ	AnChiu, C.; Xia	2008	Flying in silence: Echolocating bats cease vocalizin		F	Proceedings o	20
0		Avila-Flores, R	2004	Ecological, taxonomic, and physiological correlates		-	Journal of Ma	20
0		Bat Conservatio	2008	Bat Conservation International				20
0		Binfield, Peter	2008	At PLoS ONE we're batty about bats		ł	PLoS: Public L	20
0	Ŋ	Bird, C. D.; Em	2009	Insightful problem solving and creative tool modifi	$\star\star$	ł	Proceedings o	20
		Boj, S. F.; van	2012	Diabetes risk gene and Wnt effector Tcf7l2/		1	Cell	21
0	Ŋ	Brinklov, S.; Kal	2009	Intense echolocation calls from two 'whispering' b		-	Journal of Exp	20
	Ŋ	Chary, A.; Gr	2012	Determining adult type 2 diabetes-related h		1	BMC Health	21
0		Chiu, Chen; Mo	2007	The role of the external ear in vertical sound locali		1	Journal of the	20
0		Clayton, N. S.;	2009	What do jays know about other minds and other ti		I	Neurobiology	20
		Coppell, K. J.;	2013	Prevalence of diagnosed and undiagnosed di		I	N Z Med J	21
		Daley, A. C.;	2012	The oral cone of Anomalocaris is not a classi		I	Naturwissen	21
		De Franco, E.;	2013	GATA6 mutations cause a broad phenotypic		1	Diabetes	21
0	Ŋ	DeLong, C. M.;	2008	Evidence for spatial representation of object shap	**	* :	Journal of the	20
0	Ŋ	Emery, N. J.	2006	Cognitive ornithology: The evolution of avian intelli	$\star\star$	* F	Philosophical	20
0		Emery, N. J.; Cl	2009	Tool use and physical cognition in birds and mam	*	(Current Opini	20
0	Ŋ	Emery, N. J.; S	2007	Cognitive adaptations of social bonding in birds	*	F	Philosophical	20 🗸
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EndNote X7 可自定義 Read/Unread 狀態

1. 點選 Edit → Preferences。



2. 在 EndNote Preferences 視窗左邊,點 Read/Unread 選項。



EndNote Preferences		×
Change Case Display Fields Display Fonts Find Full Text Folder Locations Formatting Libraries PDE Handlins Reference Types Sorting Spell Check Sync Temporary Citations Term Lists URLs & Links	 Mark a reference as read upon: Viewing it in a stand-alone Reference window. Viewing it in the Reference, PDF, or Preview within the Library window. Changing its rating. Library Window Show unread references in bold text. 	
EndNote Defaults Rev	ert Panel 確定 取消 套用(A)	

- 3. NEW!!Read 可設定三種狀態:
 - Mark a reference as read upon viewing it in a stand-alone Reference

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狀態。

	• 4	Author 🔺	Year	Title	Rating	Journal	L. 🔨
w.	0	Holzhaider, J. C	2011	The social structure of New Caledonian crows	**	Animal Behavi	20
6	0	Horikoshi, M.; Y	2013	New loci associated with birth weight identify gene		Nat Genet	20
1	0	Jen, P. H. S.;	2008	Echo duration selectivity of the bat varies with puls		Neuroreport	20
V	0	Kime, N.	2013	Young people with type 1 diabetes and their transi		Br J Communi	20
	0	Laudato, Anthony	2010	Bird grooves to the beat		CBS Sunday	20
	0	Lee, M. S.; Jag	2011	Modern optics in exceptionally preserved eyes of E		Nature	20
	\sim	Lefebvre, L.; S	2008	Brains, lifestyles and cognition: Are there general		Brain, Behavio	20
	• 🖉	Lerosey-Aubr	2012	Controls on gut phosphatisation: the trilobit	• • • • •	PLoS One	21 🔳
		Lewis, K.	2013	All grown up: moving from pediatric to adult		Am J Med Sci	21
	0	Lieberman, B	2010	Tracing the trilobite tree from the root to the tips:		Arthropod Str	20
		Lotstein, D. S	2013	Transition from pediatric to adult care for y		Pediatrics	21
		Milkirk, Marie	2002	Hominid Timeline		Microsoft Ex	21
	0	Moss, C. F.; Si	2003	Neurobiology of echolocation in bats	****	Current Opini	20
	0	New York State	2009	Guidelines for conducting bird and bat studies at c			20
	0	Pepperberg, Ire	1999	The Alex studies: Cognitive and communicative ab	****		20
	0	Pepperberg, I. M.	1999	Rethinking syntax: A commentary on E. Kako's "El	*	Animal Learni	20
	0	Pepperberg, I. M.	2001	In search of King Solomon's ring: Cognitive and co	**	21st Annual K	20
	0	Pepperberg, I. M.	2004	Cognitive and communicative capacities of grey pa	***	Animal Welfare	20 🗸
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◆ Mark a reference as read upon viewing it in the Reference, PDF, or Preview within the Library window. : 只要在 Reference, PDF, Preview 三個視窗之一閱讀該筆書目之資料即會變成 Read 狀態。



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mery, N. J.	2006	Cognitive ornithology: The evolution of avian intelli	***	Philosophical	20
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eron, F.; Rat	2011	Cooperative problem solving in African grey parrot	*	Animal Cogniti	20
hary, A.; Gr	2012	Determining adult type 2 diabetes-related h		BMC Health	21
alwiczek, L. H	2009	The development of caching and object permanen		Journal of Co	20
usco, G.; Garl	2012	Developmental trait evolution in trilobites		Evolution	21
oj, S. F.; van	2012	Diabetes risk gene and Wnt effector Tcf7l2/		Cell	21
hettleworth, S	2012	Do animals have insight, and what is insight anyw		Canadian Jour	20
en, P. H. S.;	2008	Echo duration selectivity of the bat varies with puls		Neuroreport	20
vila-Flores, R	2004	Ecological, taxonomic, and physiological correlates		Journal of Ma	20
JROBATS Sec	2004	EUROBATS: The Agreement on the Conservation			20
eLong, C. M.;	2008	Evidence for spatial representation of object shap	***	Journal of the	20
riksson, M. E.;	2012	Exceptionally preserved Cambrian trilobite digestiv		PLoS One	20
nChiu, C.; Xia	2008	Flying in silence: Echolocating bats cease vocalizin		Proceedings o	20
e Franco, E.;	2013	GATA6 mutations cause a broad phenotypic		Diabetes	21
/innard, D.;	2013	Gout, diabetes and cardiovascular disease in		N Z Med J	21
epperberg, I. M.	2006	Grey parrot (Psittacus erithacus) numerical abilitie	***	Journal of Co	20
chloegl, C.; S	2012	Grey parrots use inferential reasoning based on ac		Proc. R. Soc	20
ew York State	2009	Guidelines for conducting bird and bat studies at c			20
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相關章節

有關本章之相關介紹,可瀏覽 EndNote Help下之 Search for Help on…資訊中的 Preferences。



第四章:手動新增參考書目

在此章節您將學到:

- ◆ 在Library中新增參考文獻
- ◆ 在參考文獻中插入圖片和檔案

開啓 Sample Library

請開始執行 EndNote 程式,並開啓 C:\Program Files\EndNote X7\Sample_Library_X7 檔案,以利參考本章說明。

利用下列方法可新增參考文獻:

- ◆ 在Reference視窗中直接鍵入參考文獻。(請見本章)
- ◆ 透過EndNote線上查詢資料庫文獻並匯入。(請見第五章)
- ◆ 自線上資料庫查得參考文獻,並下載成純文字檔匯入EndNote。(請見第六章)
- ◆ PDF匯入。(請見第七章)

手動建立新的參考書目

1. 選擇工具列中的 References 選單→ New Reference, 跳出 New

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2. 新參考文獻視窗預設的資料類型為 Journal Article,您可從參考文獻下拉選單中選擇您所欲新增的參考文獻類型(Reference Type)。

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- 4. 本範例從輸入作者名稱開始,建立一筆新的書目資料:
- 5. 輸入作者姓名
 - (1) 作者姓名有兩種呈現方式
 - ◆ 名在前,姓在後,如:Tiberius Rex
 - ◆ 姓在前,名在後,如:Rex, Tiberius
 - (2) 輸入第一位作者,以 Tiberius Rex 爲例

輸入 Tiberius Rex 時, EndNote 採用「Term Lists」功能, 會主動對應 Library 是否已建立過此人名, 並提供相似名稱建議; 由於 Sample Library 中並未 收錄這個作者資料, 故介面會以紅色呈現 "Tiberius Rex"之人名。在儲存 這筆參考文獻後, EndNote 會將您所鍵入之作者名稱加到 Sample Library 的作者名稱清單(Term List)中, 此後, 作者名稱將會以黑色字體呈現。



(3) 輸入第二位作者,以 Bates, P.為例 在第一位作者名字後方,按下鍵盤上的 Enter 鍵,換至下一行,再輸入第 二位作者名。當您輸入 Bates, P. 時,由於在 Sample Library 中已經收錄 51



該作者名字,故輸入"Bat"字母時,EndNote 即會自動列出對應 Bates 開頭的「Bates, P.」完整人名,此時可直接按 Enter 採用 EndNote 所建議的對應名稱。

Reference Type: Book	•
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Author	
Tiberius Rex Bate <mark>s, P.</mark>	

(4) 輸入第三作者,例如以 de Young, John Robert, Jr.為例 第一個逗點前的為作者的"姓",第二個逗點前放名字,對於 Jr.(junior 的縮寫)這種名字後面的稱謂或頭銜請放在最後面,讓 EndNote 知道 Jr. 不是作者名稱的一部份。當輸入此作者名稱時,出現 De 開頭建議的名 稱出來,因該名稱並不是您要輸入的人名,且 de 變 De 開頭,請按清 除鍵(Baskspace),即會更正為 de。

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(5) 第四位作者以團體作者(corporate author name) 為例 像團體作者, University of California,, Berkeley,得多加一個逗點表示 沒有"名字"(first name)了,以供 EndNote 識別這不是一般個人作者名 稱,而是團體名稱。



Reference Type: Book	•
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Author	
Tiberius Rex Bates, P. de Young, John Robert, Jr. University of California,, Berkeley	

- 6. 輸入年代及其它資料
 - (1) 用滑鼠移動到下一欄位,或使用 TAB 鍵移到 Year 年代一欄,輸入 2006
 - (2) 您可以使用滑鼠移動到要編輯的欄位,用 TAB 鍵往下移或 Shift+TAB 鍵 往前移動,繼續在其他欄位中輸入資料,各欄位資料如下;沒有要輸入 資料的欄位請保持空白即可:

Title: Impacts of meteorites on Earth

Place Publisher: New York

Publisher: Blackcourt Press

Number of Pages: 100

Abstract: The impact of a meteorite hitting earth millions of years ago may have led to the extinction of some marine life.





在參考文獻中加入檔案

- 7. 不論哪一文獻類型,皆固定有 File Attachments 、Figure 這兩個可以夾帶 檔案和圖表的欄位。
 - (1) 欲夾帶檔案,請找到 File Attachments 欄位→按右鍵出現選單→File Attachments→Attach File→跳至一個選擇檔案的對話方塊(或是點)

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(2) 請選擇 C:\Program Files\EndNote X7,然後點選EndNoteX7WinHelp.pdf



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- (3) 請注意要勾選該對話方塊最下方之 "Copy this file to the default file attachment folder and create a relative link."這個選項,以確保 您所選的這個檔案會被 EndNote 儲存一個檔案複本,以利這個檔 案能隨著您儲存的 EndNote Library 檔移動。
- (4) 選擇 EndNoteX7WinHelp.pdf 檔,點選「開啓」後,會自動預覽 PDF內容,此時只要點選上方之"Reference"標籤,即會回到書 目資料欄位。在上列圖示上,快點兩下 pdf 檔案圖示,即可開啓 pdf 檔。



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提醒:每一筆書目資料最多可夾帶 45 個檔案,不限格式(pdf,word,excel···)。

8. 當您完成所有欄位編輯後,關閉編輯視窗,EndNote 即會自動儲存資料; 並看到它存在 Library 清單中。

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 9. 關閉編輯的參考書目後,發現還想再更改書目內容,可在該筆書目上,快速 點擊兩下,開啓編輯視窗檢視其所有著錄內容。按視窗關閉鈕「Close」,即 又回到瀏覽參考文獻的清單視窗。在參考文獻前面,最前方的標題欄中出現
 圖示,即可知道該筆參考文獻的 File Attachments 欄位有插入檔案。

在參考文獻中加入圖片

若文獻有相關圖表,希望能附加在該筆書目上,但每一筆參考文獻只能夾帶一個圖片檔。圖片檔案和物件檔案之界定如下:

以下為圖片檔案之延伸解釋:

- BMP Windows Bitmap
- GIF Graphics Interchange Format
- JPEG JPEG File Interchange Format
- PNG Portable Network Graphics
- ◆ TIFF Tag Image File Format

您也可以插入物件檔案,所謂之物件檔,包括:

- Audio files (WAV, MP3)
- Microsoft Access files
- Microsoft Excel files
- Microsoft Power Point files
- Microsoft Project files
- Microsoft Visio files
- Microsoft Word files
- Multimedia files (MOV, QuickTime)
- Technical drawing files
- Text files (TXT, RTF, HTML)

以下為插入圖片之相關步驟:

- 1. 在 All References 中, 雙點擊 "Tool use and physical cognition in birds and mammals"此筆參考書目。
- 2. 選擇 Figure 欄位,按右鍵→選擇 Attach Figure。(或是點選

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- 3. 在出現的 Attach Figure 視窗中
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(3) 在 Figure 欄位中可以看到插入的 Feather2.BMP 圖檔,並請在 Caption 欄位輸入 Cockatiel Crest Feathering,以作為圖片說明,由於附加之圖 片可被引用在 Microsoft Word 中,屆時需要以此文字而查詢到該圖片。



4. 關閉視窗時,系統會跳出是否儲存的視窗,請按 Yes,儲存資料並且回到 Sample Library 視窗。

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新建一筆其他資料類型之參考文獻(以 Excel 檔為例)

1. 選擇工具列中的 References 選單→ New Reference, 跳出 New

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Reference 的空白視窗(或是點選上方包)。

2. 在 Reference Type 的下拉選單中選擇 Chart or Table





3. 在年代、標題等欄位中輸入以下資料:

Created By: Milkirk, Marie

Year: 2002

Title: Hominid Timeline

Image Source Program: Microsoft Excel

Date: May 9

Keywords: Evolution

Hominids

Timelines

Abstract : This article discusses the evolution of bird feathers from reptilian

scales.



4. 選擇 Figure 欄位,點選右鍵→Attach Figure



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- 5. 此時會跳出 Attach Figure 視窗
 - (1) 點選 Choose File 開啓 C:\Program Files\EndNote X7\Examples 資料夾

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File name: Choose File Note: The 'Attach Figure' feature enables the attachment of images, charts, and tables into the 'Figure' field for later citing using EndNote CWYW.	
OK Cancel	

(2) 選擇 Hominid Evolution.xls 並開啓該檔案,之後點選 OK 插入檔案



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(3) 在 Reference 中可看到剛剛所插入的 Hominid Evolution.xls, 並在 Caption 欄位中輸入 Hominid Timeline 作為此檔說明。



 6. 當關閉書目編輯視窗前,請點選 File→Save 儲存資料,再關閉視窗,回到 Sample Library 視窗。



檢視 Reference 欄位

NEW!! Reference 視窗中會顯示書目資料匯入時的資料,或是使用者自行鍵入的 資料。但通常不是所有的欄位中都有資料,因此您可以選擇 來顯示呈現的 63 **GREES 原會資訊有限公司** Shou Ray Information Service Co., Ltd

23511台北縣中和市建一路166號10樓 TEL:(02)8226-8587 FAX:(02)8226-5022

欄位。若選擇 Show Empty Fields 則會顯示該資料類型下的所有預設欄位,以下 圖爲例,其資料類型爲 Journal Article,因此下方會顯示所有 Journal Article 預 設的欄位,不管該欄位是否有鍵入資料,都將呈現出來。

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Year 2005				
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相關章節

有關本章之相關介紹,可瀏覽 EndNote Help 下之 Search for Help on…資訊中

- EndNote References
- Reference Types



第五章:搜尋線上資料庫

在EndNote進行線上資料庫搜尋參考書目的查詢方式,就如同我們在EndNote Library查找書目資料一樣簡易;而且查得之檢索結果,可直接匯入EndNote Library中。

本章您將學到下列基本步驟:

- ◆ 連結線上資料庫
- ◆ 檢索並下載參考書目至EndNote Library
- ◆ 利用 "Find Full Text" 功能查找參考書目全文檔

進行本章節前,請連上網路。

關於PubMed資料庫

本章節,您將連到美國National Library of Medicine提供之線上免費使用 MEDLINE版本資料庫,其名稱叫PubMed。

開啓Sample Library

請執行 EndNote 程式,並開啓 Sample Library 範例檔。

切換操作視窗

至 Library 視窗左邊區塊,可選擇下列三種呈現模式,分別是: Integrated Library & Online Search Mode、Local Library Mode 或 Online Search Mode。

這三種呈現模式中,主要是兩種使用 EndNote 模組概念:

- Local Library 模式:在此模式之下會顯示個人群組(Custom groups)、智慧 群組(Smart groups)和組合群組(From groups);但是不會顯示線上群組 (Online Groups),以避免搜尋的參考文獻顯示在此模式之下。這是預設的模 式。
- 2. Online Search 模式:在此模式之下僅會顯示 Online Search groups,可以在 此模式之下查詢和下載找到之參考書目,從 EndNote 線上資料庫匯入的參考 書目會先暫存在此模式中,一旦關閉 EndNote,參考書目就會被移除。
- 3. Integrated Library & Online Search 模式:此模組包含所有 Local Library 模式和 Online Search 模式下的所有群組,從線上資料庫下載的參考書目會顯



示在 Online Search group set 中。

這三個不同模式之切換,請依個人習慣,點左邊群組區塊上方之三個工具按鈕切換。



2. 亦或是在Groups Panel中的Online Search區塊,點"more"呈現資料庫清 單。此區塊會將您選擇過的線上資料庫記憶在左邊Online Search群組下,以



便使用者下次直接點選、查詢;您亦可客製化常查詢之資料庫清單。



3. 出現一個標題為Choose A Connection 的視窗,此視窗顯示所有可連結之資 料庫清單,您可使用Quick Search功能快速查到,以助您更快找到要連結的 資料庫,或透過分類瀏覽、篩選。接下來請選擇 "PubMed"後,點Choose。



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4. 接著會在Groups Panel中的Online Search群組顯示PubMed (NLM)選項,點 擊一下,出現上方檢索視窗,則表示您已連上這個資料庫。

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查詢 PubMed 資料庫

1. 以本範例為例,從查詢視窗欄位下拉選單選 "MeSH Terms",在後方空白欄位中輸入"fossil";對照選單請選擇Contains。

欄位下拉	選單	
Search Options >		Search Remote Library
MeSH Terms	Contains	▼ fossi + ·
And Vear	Contains	
And Title	Contains	
布林邏輯選單	對照選單	

2. 點"Search"進行查詢。EndNote會將檢索條件傳至PubMed資料庫進行搜尋,接下來會出現查得筆數之檢索結果視窗。

Confirm Online Search			
Found 8040 records.	-		
Retrieve records from:	1	through	8040
Clear currently displayed resu	ults before retri	eving records	;,
		ж	Cancel

3. 若覺得查得筆數太大,可按「Cancel」回檢索畫面,下更精確的檢索條件, 如在第二查詢欄位輸入"trilobite",並從下拉選單中選擇All Field欄位、對照 下拉選單中選Contains,最後並選擇布林邏輯AND來結合第一個與第二個 檢索條件。

Search	Options >		Search Remote Library 🔽 Match Case 🔽 Mat	ch Words
	MeSH Terms	Contains	fossil	+ -
And 🔻	All Fields 🔹	Contains 💌	trilobite	+ -
And 🔻	Title 💌	Contains 💌		+ -

4. 點Search後, EndNote傳送檢索條件到PubMed資料庫,即可發現查詢結果 筆數變少。





5. 可依需求,更改欲下載之筆數。以本例,在檢索結果視窗改下載1到10筆; 經點"OK"後,即會看到自PubMed線上資料庫只下載10筆參考文獻。

Confirm Online Search			×	$\langle \rangle$		
Found 27 records.						
Retrieve records from:	1	through	10			
Clear currently displayed results before retrieving records.						
		ок	Cancel			

6. 下載後,在Online Search會看到PubMed資料庫的群組中出現此10筆參考書目; "All References"亦會增加此10筆參考書目。

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(33)	 Fusco, G.; Garl 2012 	Developmental trait ev	olution in trilobites	Evolution 2013
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但若您是在Online Search模式下操作以上步驟,此10筆參考書目僅會暫時的顯


示出來,但不會隨即將此10筆參考書目加入您原先Library的 "All References" 書目中。您必須自行檢視哪些是您需要的書目資料,選取書目後,按滑鼠右鍵, 選擇Add References To→某一個群組中,將書目資料自行作歸類。

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		Author Lee, M. S. Jago, J. B. Garcia-Bellido, D. C.	File Attachments	Counseling Psychology Avian Intelligence Corvids Parrots	s attached to this

一旦您離開此模式到Integrated Library & Online Search模式下,系統會跳出警告 視窗,若選擇確定,則該10筆參考書目資料就會消失。因此請先選擇「取消」,將需要的參考書目作適當的歸類,再點選「確定」。

EndNote	
⚠	Are you sure you want to discard all online references? This cannot be undone.
	確定 取消

若您暫時無法將書目資料作適當的歸類,建議您選擇到Local Library模式下繼續 其它的動作,剛剛在Online Search 模式中所查詢到的資料暫時不會被刪除。





檢視參考文獻

建議仔細檢查每筆參考文獻,並確認這些參考文獻的欄位內容是否正確。您可個 別開啓每篇文獻,或利用Reference快速瀏覽檢視各欄位中的資料。

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刪除參考文獻

在 Integrated Library & Online Search 模式下,從 Online Search 線上資料庫抓 下來的參考文獻會直接匯入 EndNote Library,故如欲刪除不想保留的參考文 獻,其方式如下:

1. 在PubMed群組,選擇不需要的參考書目。



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2. 從References選單→選Move References to Trash,選擇的參考書目就會從 Library中移到Trash群組。

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3. 若已確認要刪除這兩篇文獻,即可點選Trash群組→按右鍵→Empty Trash。

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4. 點選"是",即會完全刪除這兩篇文獻。

EndNote	
1	Would you like to empty all records from the Trash? This cannot be undone.

- 5. 點選All References群組即可回到完整參考文獻清單。
- 6. 若您欲再至PubMed查詢其他資料,請點選PubMed群組,輸入其他檢索策略,點Search。在Confirm Online Search視窗中會再呈現有符合查詢條件的筆數。若於視窗勾選 "Clear currently displayed results before retrieving records"選項,能清除之前暫存在PubMed群組中的資料,但注意此功能只清除PubMed群組中的文獻,不會影響原本查得之參考書目。

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爲參考文獻尋找電子全文檔(Find Full Text)

有些線上資料庫不僅有書目資訊,還可能會有電子全文檔;可藉由下列步驟, 找到電子全文並自動夾帶檔案於對應的書目記錄上。

1. 請在所有All Reference的畫面,在鍵盤上選擇 Ctral+A 全選目前所有的書 目資料。



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3. 此時會出現一個宣告著作財權產的對話方塊,點 "OK"後, EndNote即會



進行線上電子全文查找。



 在查找電子全文的過程中,左邊群組下方之Find Full Text區塊會出現一個 "Searching"群組,顯示正在線上搜尋全文中。此線上搜尋全文是一個背景 處理模式的功能,待查找全文過程,您仍可一邊使用EndNote軟體功能、 直接操作介面。



5. 當線上電子全文檔搜尋完成,Searching Group即會消失,並依Found PDF、Found URL或Not found三個類目顯示檢索結果。下圖範例表示其搜 尋結果為:17筆找到PDF全文檔,另30筆找到全文的URL網址,而34筆查 無全文和URL網址。



 如欲查閱有找到全文的書目,請點選左方Find Full Text中的Found PDF子 群組,即可查閱有找到PDF全文檔的參考書目。有搜尋到PDF全文檔的該 筆書目前面,會顯示一個已夾帶檔案的迴紋針圖示。



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7. 若平時有使用PubMed資料庫,可至Edit→Preference→Find Full Text中, 將 "PubMed LinkOut" 打勾,以後使用Find Full Text尋找全文時,EndNote 就會連線至PubMed資料庫找尋PDF檔案。(預設是沒有打勾的狀態)

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相關章節

有關本章之相關介紹,可瀏覽 EndNote Help下之 Search for Help on…資訊中 Searching Online Databases 章節。



第六章: 匯入參考文獻資料至 EndNote

第五章已介紹如何從 Online Search 直接取得參考文獻,但不是所有資料庫都有 支援此功能。如果您是從線上資料庫、圖書館館藏目錄儲存、下載純文字檔,亦 可透過 EndNote 的 Import Filters 將其中的檢索結果匯入至 EndNote。

此章節您將學習到:

- ◆ 從資料庫網頁直接匯入參考書目
- ◆ 選擇 Import Filter,將純文字檔書目資料匯入至 EndNote 中

開啓 Sample Library

請執行 EndNote 程式,並開啓 C:\Program Files\EndNote X7\Sample_Library_X7 檔案。

從資料庫網頁直接匯出參考書目

部分資料庫提供直接匯入選項。至資料庫查詢完資料後,勾選欲匯出的書目資料後,點選Export、Download、Export Citation、Download Citation等類似字詞的選項按鈕,即可直接匯入書目資料至EndNote。

- ※ 在本段以美國National Library of Medicine提供之線上免費使用MEDLINE版 本資料庫,PubMed為例,並以IE 8瀏覽器做示範。
- 1. 請先至PubMed(<u>http://www.ncbi.nlm.nih.gov/pubmed/</u>)查詢資料。



US National Library of Medicine National Institutes of Health	breast cancer Advanced	Search Help
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PubMed Quick Start Guide	PubMed Mobile	MeSH Database
Full Text Articles	Single Citation Matcher	Journals in NCBI Databases
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2. 勾選所需之書目資料後,點選右上方的"Send to"



3. 點選"Citation manager"後,按"Creat File"。





- ✓ 附檔名為.enw 或.ris的檔案,若跳出檔案下載的視窗,點選 "開啓舊檔" 即可將書目資料匯入
- 4. 書目資料即會自動匯入至EndNote中。在Imported References群組中,即可 看到當次所匯入之書目資料(僅暫存於此)。

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下表為可直接輸出參考書目並匯入EndNote的資料庫平台清單。(更多參考資訊 請參考EndNote Help下之Search for Help on…資訊中的Direct Export Formats and Import Formats章節)

Information Provider	Type of Data/Access
ALEPH	Various library Web sites
American Psychological	PsycInfo Online
Association	Subscription required
Bibliotech.dk	Library Management System
Bibliotek.dk	Union Catalog
BioMedCentral	All journals
	Free access



Information Provider	Type of Data/Access		
BioOne	Biomedical		
	Subscription required		
Blackwell Synergy	All journals published by Blackwell that are online		
BMJ	British Medical Journal;		
	Tobacco Control Database		
	Free access		
Buffalo University	Library catalog		
	Access for Buffalo University students only		
CABI-Direct	CABI Databases		
	Subscription required		
Canadian Journal of	Subscription required		
Communication			
CCLR	Reference Sight Database provided by the		
	University of Waterloo Centre for Contact Lens Research)		
	(formerly Bausch		
Delphion	Patent data		
	Subscription required		
EBSCO	All EBSCO databases		
y 11/2	Subscription required		
Ei Engineering Village	Elsevier Engineering Information database		
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Elsevier	Science Direct		
	Subscription required		
EMBASE	EMBASE database		
	Subscription required		
ERIC	ERIC database		
	Free access		



Information Provider	Type of Data/Access		
ESDS Government	Economic and Social Data Service for the UK, Government Social Data Survey Information		
	Free access		
Google Scholar	Broad literature search		
	Free access		
HAPI Online	Hispanic American Periodical Index (UCLA) Subscription required		
IEEE	Institute of Electrical and Electronics Engineers, Inc.; All databases		
JAMA and Archives	Journal of the American Medical Association		
	Free access		
JISC	Joint Information Systems Committee Collections		
	Subscription required		
JSTOR	The Scholarly Journal Archive		
	Subscription required		
Karger Publishing	Medical and scientific journals		
	Free access		
Los Alamos National	Library without walls		
Laboratory	Free access		
MicroPatent	All articles		
	Subscription required		
Nature	Scientific data		
	Subscription required		
Nerac	All articles		
	Subscription required		
NISC	All articles		
	Subscription required		



Information Provider	Type of Data/Access
OCLC	All databases
	Subscription required
OhioLINK	Multiple databases
	Subscription required
OVID	All databases
	Subscription required
Oxford Journals	Journal articles
	Free access
Pacific Northwest Labs	Internal databases
	Internal use only
Patent Cafe	Patent data
	Subscription required
PILOTS	Medical PTS research
	Internal use only
PNAS Online	Online science journal search tool at Boston University
ProQuest	All databases
	Subscription required
PubMed	U.S. National Library of Medicine (NLM)
× 1.5	Free Access
Science Magazine	Journals
	Subscription required
Scopus	Scopus
	Subscription required
St. John of God Library &	Medical library
Information Services	Internal use only
Stanford University' s	HighWire Press
HighWire Press	Free access



Information Provider	Type of Data/Access		
WebFeat	Federated Search Engine		
WilsonWeb	General science and social science journals		
	Required login		
Web of Science	1. Go to the All Databases or Web of Science search page and perform a search.		
	 From the Results page, select the records that you want to export to EndNote. 		
	 3. Go to Output Records section at the bottom of the page and select the Full Record radio button in step 2. 4. Save the records to Plain Text. 		
	5. On the Processing page, click the Export button.		

選擇對應的 Import Filter 和匯入書目至 EndNote

有些資料庫,須將欲匯入的檢索結果存成純文字檔,而此純文字檔並未能就 EndNote格式指引對應的書目欄位,例如在PubMed查得之檢索結果,其純文字 檔存的引用格式即是一例。

Am J Med Genet A. 2005 Mar 9; [Epub ahead of print] Reconstructing the behaviors of extinct species: An excursion into comparative Sampleneurology.

Rogers SW.

Salt Lake City VA-Geriatrics Research,

Education and Clinical Center and Department of Neurobiology and Anatomy, University of Utah School of Medicine, Salt Lake City, Utah.

How can the behavior of an extinct species be reconstructed-say a dinosaur such as Allosaurus? Despite the relatively abundant fossilized remains of this and other dinosaurs, the incompleteness of the fossil record has permitted room for considerable



speculation, mythology, and perhaps a bit of unsettling reflection on what factors contributed to the eventual fate of these remarkably successful animals. (continued)

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PMID: 15759265 [PubMed - as supplied by publisher]

類似這種狀況,EndNote並無法明確辨識每筆書目之Title、Address、Abstract等欄位是哪些書目資訊。

爲了要能夠對應此筆純文字檔上的書目資訊,每筆書目內容都須使用一致的tag 格式來對應到EndNote欄位。通常資料庫廠商會提供數種對應格式,請將參考文 獻存成Tag格式之純文字檔,以利EndNote匯入。本手冊從PubMed資料庫下載 爲MEDLINE格式之參考文獻爲例。

PMID- 15759265

OWN - NLM

STAT- Publisher

DA - 20050310

PUBM- Print-Electronic

- IS 1552-4825
- DP 2005 Mar 9
- TI Reconstructing the behaviors of extinct species: An excursion into comparative Sampleneurology.
- AB How can the behavior of an extinct species be reconstructed-say a dinosaur such as Allosaurus? Despite the relatively abundant fossilized remains of this and other dinosaurs, the incompleteness of the fossil record has permitted room for considerable speculation, mythology, and perhaps a bit of unsettling reflection on what factors contributed to the eventual fate of these remarkably successful animals. Among the speculations is how these 'bigger-than-life' creatures behaved, a topic that itself can attain equal diversity and grandeur. With recent advancements in measuring the relatedness of living organisms, how genetics contribute to brain development and how this relates to behavior, combined with the availability of newly discovered high quality fossils and imaging methods to exploit their secrets, novel insights into how extinct creatures such as Allosaurus intermingled with its many relatives over 100 million years ago are beginning to emerge. (c) 2005 Wiley-Liss, Inc.



- AD Salt Lake City VA-Geriatrics Research, Education and Clinical Center and Department of Neurobiology and Anatomy, University of Utah School of Medicine, Salt Lake City, Utah.
- AU Rogers SW
- LA ENG
- PT JOURNAL ARTICLE
- DEP 20050309
- TA Am J Med Genet A
- JID 101235741

EDAT- 2005/03/11 09:00

MHDA- 2005/03/11 09:00

- AID 10.1002/ajmg.a.30538 [doi]
- PST aheadofprint
- SO Am J Med Genet A 2005 Mar 9;.

若未像以上每個欄位Tag皆對應到EndNote欄位,即可能無法正確將完整的書目 匯入到EndNote。

一旦您以Tag格式儲存了書目資料,您還需要選擇適當的EndNote Filter來把資料 匯入。EndNote中已內建了針對不同資訊提供者所設計的Tag,共有數百個Filters 格式可供選擇。

匯入中國期刊全文數據庫(CJFD)純文字檔至EndNote

※使用IE 8瀏覽器

1. 進入中國期刊全文數據庫查詢資料後, 勾選所需資料並按"儲存"。



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✓教育與社會科學綜合 ✓電子技術及信息科學	8 7	農業企業社會責任危機響應模式——基于雙匯"10 例研究	國精"事件的案 馬少華	廣東農業科學	2013/03
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	🖹 🗌 10	瘦肉精變化分子結構 食品安全再臨道魔之爭		畜禽業	2013/01
	8 🗌 11	瘦肉精快速檢測卡在日常工作中的應用	張建峰	畜禽業	2013/01

2. 點選"EndNote"後,點選"輸出到本地檔"

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 ○ 引文 ○ RefWork ○ EndNote ○ NoteExpress ○ 查新 ○ 自訂 	%0 Journal Article %A 張國民 %T 通過離打度內塔 全面推進縣級產地檢疫工作 %J 中國戰醫雜志 %D 2013 %N 01 %P 93-94 %X CZ>目前由于少數地區存在動物衛生監督機構不健全、執法力量不足、執法手段不強、執法力度不夠、執法行爲不規范等情況,因此動物衛生監督機構要 嚴格執行國家動物衛生法律法規,依法開展動物、動物產品的檢疫和有關動物防疫活動的監督管理執法,嚴厲打擊飼養生產、屠宰加工、儲藏運輸等各環節的違 法違規行爲,爲推進本縣畜產品質量安全監管工作,我們做了以下相關工作,報告如下。 %@ 0 529-6005	
	%0 Journal Article %A 鐵超 %A 郭又春 %T 度內精的檢測方法及監管措施 %J 中國豬業 %D 2013 %N 03 %P 67-69 %K 度內精;;養難業;;檢測方法;;監管措施 %X 針對"度內精"問題既要不斷加強內部監管,還要做好進口豬內的質量把關。監管成效的好壞,既要求了檢測方法的進步,還要求制定合理的監管措施并有力執 行。本文就對這兩個方面做了一些總結及見解分析,給同行者參考。 %@ 1673-4645	
4 74		-

3. 跳出檔案下載視窗,請記住檔名,並點選"儲存"將檔案暫存至桌面





5. 點選Choose...,出現瀏覽檔案視窗,選擇剛剛暫存於桌面之檔案後,按"開 略"。

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6. 再從Import Option清單中選擇"EndNote Import"。



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7. 之後再點選"Import"。

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Import File:	635084648556995000.txt	Choose
Import Option:	EndNote Import	~
Duplicates:	Import All	~
Text Translation:	No Translation	~
	Import	Cancel

8. 書目資料即會自動匯入至EndNote中。在Imported References群組中,即 可看到當次所匯入之書目資料(僅暫存於此)。



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9. 要重新呈現所有在Library中的參考文獻,點選左方的All Reference群組,即 可查閱所有參考文獻。

輸出格式全覽和匯入的 Filter 選項

如何選擇其他 Filter

- 1. 點選 File→Import→File...。(或是點選
- 2. Import Option 的下拉選單選擇 "Other Filter"



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3. 會出現一視窗呈現在EndNote Filters資料夾中內建的Filters。可在"Quick Search"直接輸入Filter名稱來查找。

Choose An Import Filter	
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Showing 479 of 479 import filters.	

注意:目前,EndNote在視窗預列了100個最常被使用的filters,但EndNote本身



共有數百個filters可供選擇。

Filter 清單

下表提供一些針對不同資訊提供者建議使用之輸出格式。請依此清單下載適合的 Tag格式、選擇適當的Import Filter。若未來以下資訊有所變更,請與資訊提供者 聯繫,或參照EndNote官方網站<u>http://endnote.com</u>所更新之資訊,或是參考 EndNote Help下之Search for Help on…資訊中的Direct Export Formats and Import Formats下的Output Formats with Corresponding Import Options。

資訊提供者	建議下載格式	Import Filter
AARP AgeLine	There is no method for downloading data from this database.	Ageline
	Instead, save the results screen as a plain text file with your web	(AARP)
	browser's Save command. The resulting text file contains tags	filter
	which are preceded by 18 spaces.	
ACM Digital Library	Users with subscription access to this web site can save multiple	EndNote
(Association for	records to a BINDER. Once saved, you can export the records in	Import
Computing Machinery)	an EndNote format.	
	Non-subscribers can download one record at a time:	
	1. Create a search.	
	2. Click on an article.	
	3. Scroll half-way down the page and select DISPLAY EndNote.	
	Limitations:	
</th <th>Since only plain text files can be imported into EndNote, you</th> <th></th>	Since only plain text files can be imported into EndNote, you	
_ //	cannot import images and graphics.	
13 /A	Before importing, you may need to edit the file to insert a	
	comma after corporate author names. Otherwise, EndNote will	
	not be able to distinguish corporate authors from personal	
1 Sol	authors.	
CAS SciFinder	Save references in the "Tagged Format" (*.txt).	SciFinder
		(CAS) filter
CSA (formerly	From the CSA search results screen, click Save/Print/Email. On	Various
CambridgeScientific	the Save/ Print/Email screen, select:	filters for
Abstracts)	Record Format: Full Format	CSA
	Save File Format: PCMac	databases
		are provided



	Click	Save. Your Web browser asks where to save the file. If	in the
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	sure y	ou save as a "Text Only" (*.txt) file.	Filters
			folder.
זמאזמ	1.	Choose All Fields.	Various
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	2.	Choose For Saving.	available at
			our EndNote
	3.	Click the Display button.	Web site.
	1	Save the data as plain text using your browser's Save As	
	4.	save the data as plain text using your browser's save As	e and the
		command.	
	One m	ay need to edit the data to prepare it for importing, e.g.	
	make s	sure all the tags are flush left and intact, &c.	
	URLs	may need to be mended manually after importing.	
EBSCO	More t	han 100 filters available under the EBSCO name for	Various
	various	s databases.	filters
			available at
	1.	When viewing the contents of your EBSCO folder, select	our
		the items you wish to e-mail, then click the 'Export' link.	EndNote
		Do not choose the 'Save' option as this will result in data	Web site.
		in a format that is not quite suitable for import.	
«//		In the France Management and "Commission biblic complia	
1	4.	In the Export Manager, choose Generic bibliographic	
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	3.	The data will appear in a new window in a format	
		consisting of two-letter tags. Either choose File > Save	
		As or copy and paste the data into a text editor and save	
		it therein either case, you must save the file as "plain	
		text." Do not save as a web page or HTML.	
	4.	Import the file using the appropriate filter.	
Emerald	Displa	w the marked list, click "display for download (ASCID."	Emerald
	and th	en save as a plain text file.	filter
		*	



The filter provided works for these Emerald databases:					
	• Emerald Management Reviews				
	Emerald Computer Abstracts				
	• Emerald International Civil Engineering Abstracts				
	Emerald Computer & Communications Security Abstracts				
	Emerald Current Awareness Abstracts				
	Limitations:				
	Page numbers are separated by a hyphen with spaces on either side of it. EndNote cannot remove the spaces. You will need to manually remove the spaces after importing.				
InfoTrac (Gale)	From the E-Mail Delivery panel at the bottom of the marked list window, restrict the contents to Citation. Do not select Full Article. Limitations:	InfoTrac (GALE) filter			
	Records often have extraneous information in the title field, which must be removed manually after importing.				
INNOPAC	Save references in the EndNote format.	EndNote Import			
Knowledge Finder	1. Select the documents to be saved, then click View-Export-Email Selected.	Various filters			
	2. Export selected references in PC EndNote format to initiate direct export.				
	You may have to save the file to your desktop, then double-click it to initiate the direct export feature. You may also e-mail records in the MEDLARS or MEDLARS w/ABSTRACTS format using this filter to import the data.				
NERAC	Save your file as plain text (*.txt).	NERAC			



PsycINFO	After marking the records you wish to download, select Full PsycINFO Record, and then click the Display Marked Records	Use the PsycINFO
	button. Select the text, then copy and paste it into a text editor, saving the file it as plain text (*.	(APA) filter.
UnCover (INGENTA)	Using your email software, save references emailed to you as a Plain Text or Text Only file.	Uncover (INGENTA)
VHL (Virtual Health Library)	 After selecting the desired references, scroll to the bottom of the page and click "Your collection" (or "Su selleccíon). Cancel the print dialog, and then save the screen as a plain text file. 	Various filters available at our EndNote Web site.

相關章節

有關本章之相關介紹,可瀏覽 EndNote Help 下之 Search for Help on…資訊中

- Importing Reference Data
- Filters
- Direct Export Formats and Import Formats



第七章: 匯入 PDF 檔產生參考文獻

在本章節將爲您介紹:

- ◆ 匯入單一 PDF 檔案
- ◆ 匯入 PDF 資料夾(多篇 PDF)
- ◆ 設定自動匯入 PDF 資料夾
- ◆ 匯入之 PDF 檔名設定

執行 EndNote 程式,開啓 C:\Program Files\EndNote X7\Sample_Library_X7 檔案。

匯入單一 PDF 檔

1. 開啓欲編輯的 Library 後,點選File→Import→File...,或是點選快捷



2. 點選Import File的 Choose...的按鈕,出現瀏覽檔案視窗。



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> Issue Pages

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Reprint Edition	tment of Family Medicine, Faculty of Medicine, University of Calgary, UCMC, # 7, Canada. rthomas@ucalgary.ca.
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Legal Note	era <u>R. School-based programmes for preventing smoking</u> . Cochrane Database of 93 DOI: 10.1002/14651858.CD001293.pub3.
PMCID	oration. Published by John Wiley & Sons, Ltd.
NIHMSID	ABSTRACT
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提醒:若匯入的PDF檔,在文件的前兩頁有兩個DOI碼,EndNote 會將兩個DOI碼都放入到參考文獻中DOI的欄位內,同時Title的欄位會放入PDF檔的檔名。

PDF 自動命名

NEW!! PDF匯入之名稱預設為使用者當初儲存PDF之名稱,若您想更改 PDF檔之名稱,EndNote現在可設定自動帶入Author,Year或Tltle做為PDF 匯入後之名稱。

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2. 點選PDF Handling,在PDF Auto Renaming Options可自行選擇要何種 命名方式;在此選擇 "Author + Year" 爲範例,選擇完後按確定。

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3. 之後再依據PDF匯入步驟匯入一篇PDF,即可發現PDF名稱已依據PDF





之Author與Year資料來重新命名。

4. 命名規則亦可在"Custom"中自行設定。



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5. 點選"Custom"後,會自動跳出Rename Options視窗,可自行選擇各欄位來組合成命名規則。







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提醒:自動建立之 Group Set 只能建立至資料夾的第二層。

設定自動匯入資料夾

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PDF Viewer



提供快速瀏覽參考文獻所附加的 PDF 檔案,並提供以下功能:

1. PDF 全螢幕預覽:點選 , 即可全螢幕預覽 PDF。









We selected randomised controlled trials (RCTs) where students, classes, schools, or school districts were randomised to intervention arm(s) versus a control group, and followed for at least six months. Participants had to be youth (aged 5 to 18). Interventions could be any curricula used in a school setting to deter tobacco use, and outcome measures could be never smoking, frequency of smoking, number of cigarettes smoked, or smoking indices.

Data collection and analysis

Two reviewers independently assessed studies for inclusion, extracted data and assessed risk of bias. Based on the type of outcome, we placed studies into three groups for analysis: Pure Prevention cohorts (Group 1), Change in Smoking Behaviour over time (Group 2) and Point Prevalence of Smoking (Group 3).

提醒:離開 PDF Viewer 前請記得點選

以儲存任何變更。



相關章節

有關本章之相關章節,可瀏覽 EndNote Help 下之 Search for Help on…資訊中

- Importing Reference Data
- PDF Handling Preferences



第八章:查找參考文獻和建立群組(Group)

這個章節將引導您學習:

- ◆ 建立個人群組(Custom Group)
- ◆ 儲存參考文獻至CustomGroups中
- ◆ 自檢索策略建立智慧群組(Smart Group)
- ◆ 建立複合群組(Combination Group)

開啓Sample Library

若還未執行 EndNote,請開啓 EndNote Program,並打開 Sample Library 檔案。 (開啓路徑為: File→Open→Open Library→磁碟 C→Program Files→EndNote X7→Examples→Sample_Library_X7)。

查找參考文獻

假設您想查詢Sample Library中有關cognition方面,年代為2005-2013年的參考 文獻。

- 1. 請先點選All Reference群組,並確認所有參考文獻都已呈現在Library視窗中。
- 請點選畫面上方的"Show Search Panel"選項,開啓Search視窗(點"Hide Search Panel"可將Search視窗隱藏)。

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3. 一般在Search標籤會記憶著您上次有輸入過的檢索策略,若要清除,可點選 Options按鈕,選擇Restore Default。

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- 4. 請在第一個下拉選單點選"Title",指定EndNote在Title欄位中查詢;在第二個下拉選單點選"Contains"(指定EndNote查找欄位中有包含該查詢詞彙)。
- 5. 在後方第一行空白欄位輸入查詢詞彙 "cognition"。

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- 請選擇查詢年份2005到2013年。
 從第一欄下拉選單選擇Year欄位,對照欄位選 "Is greater than or equal to", 然後在空白欄位輸入2005。
- 7. 若查詢頁面未看到第三列欄位,請點選+按鈕新增一行。

8. 同第六點步驟,一樣限定選擇Year欄位,對照下拉選單選 "Is less than or equal to",然後空白欄位輸入2013。

請注意在每一個查詢欄位最前端都有And、Or、Not布林邏輯的選單功能。請 依需求選擇適合的布林邏輯。以本例子而言,請皆選擇And,查詢視窗會呈 現如下畫面圖示:

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此查詢將會找到所有參考文獻中2005年到2013年並包含 "cognition"的文獻。 注意:以下兩個勾選框分別是指:

《Match Case》:勾此選項將限制您檢索詞彙"cognition"皆為小寫字母,如果在 句子中找到首字母大寫"Cognition"或是所有字母都大寫的"COGNITION",





EndNote將不會查找出來。

《Match Words》:勾此選項將限制檢索出<u>完全符合的詞彙</u>,例如以本例子來說, 我們輸入 "cognition", EndNote就僅查詢符合"cognition" 詞彙的文獻,不支援 切截功能。

9. 點選Search按鈕開始查詢;呈現檢索結果會直接呈現於上方的參考文獻視窗。

注意:隨著查到檢索結束,左邊Group視窗會出現個"Search Results"的群組,呈現了這次查到的4筆書目;此群組為暫存模式,伴隨每次檢索行為才出現,並會主動替換掉您上次檢索的檢索結果;當您關掉Library,此群組即自動消失。

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NEW!!:: EndNote X7新功能,在Quick Search可搜尋PDF及PDF註記資料。

群組(Group)

在 EndNote Library 左方的視窗為群組區,呈現該群組下所儲存的參考文獻。在 一個新 EndNote Library 中,預設有「All References」(Library 內所有的文獻資 料)、「Unfield」(尙未歸類的書目資料)、「Trash」(暫存被刪除的資料,可選擇 永久刪除清空)三個群組,如下圖所示。

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在這三個預設的群組下方,可建立大群組(Group sets)項目以及大群組下的個人 化群組;最多可設 500 個個人群組(custom groups)與智慧群組(smart groups)。

所謂 Custom Group,是指使用者所新設的群組分類;而 Smart group 指基於設



定好的檢索策略,而自動整合、產生之群組。

參考範例 Library (Sample Library),可看到呈現的數個個人群組項目;點「Bats」 大群組,即可看到其下分的小群組,點小群組名稱,可看到各包含的參考文獻。



建立個人群組(Custom Group)

 至 Groups 選單→Greate Group。在群組中新建的群組名稱會呈現 New Group 預設字樣並反白,可直接輸入要建立的群組名稱。或是在 Avian Intelligence 大群組的位置直接按滑鼠右鍵,在選單中點選 "Create Group"。





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2. 輸入 "Avian Influenza" 爲群組名稱,然後按下 Enter,或點選介面參考書 目清單區域即儲存。新建之群組,因尙未儲存任何參考文獻,故對應的參考 文獻清單區域爲空白。

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加入參考文獻至群組(Group)中

1. 請點至 "All References",找 Author 為 Bird 的參考書目與作者為 DeLong 的另一筆參考書目。



 利用按住滑鼠左鍵,拖曳這兩篇文獻到 Avian Influenza 群組上(或從 Group 選單→Add References To→Avian Influenza 加入)。

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3. 點 Avian Influenza 群組即可在右邊視窗看到加入到該群組下的這兩筆參考

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使用檢索策略並建立一個智慧群組

- 在查考參考書目範例中,Search畫面仍維持在剛剛所下的檢索條件,此時, 可點Options→Covert to Smart Group;隨後,您即會看到在Avian Intelligence大群組下,新增了一個Smart Group。
- 請就新增之Smart Group更名為 "cognition_2005-2013", 做為這個檢索策略 之識別標題,並按Enter。

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 若還未更新到Smart Group群組名稱,其Smart Group名稱會預設為 「Converted Search」,則請點選這個群組名稱,按滑鼠右鍵→點選Rename Group,重新命名即可。



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移動群組位置

- 1. 點 Avian Influenza 群組名稱,持續壓住滑鼠左鍵然後進行拖曳,移到要更改 群組分類的位置。
- 2. 拖曳 Avian Influenza 群組到 Bats 這個大群組分類下,直接放開滑鼠左鍵即可。

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刪除一個群組

1. 在 Avian Influenza 群組名稱上,點一下滑鼠右鍵,自展開的選單中選 Delete Group,即可刪除該群組。



2. 或先點 Avian Influenza 群組名稱,再點選 Groups 選單下的"Delete Group" 選項,也可刪除該群組。

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提醒:此刪除功能只會刪除群組,不會刪除在該群組內的 EndNote Library 參考 文獻。



建立複合群組(Combination Group)

在 EndNote Library 複合群組功能可以透過布林邏輯 AND、OR、NOT 來合併智慧群組或是一般群組,讓使用者可以更方便的組織管理自己的文獻。

1. 從 Groups 選單中選取 Create from Groups 叫出複合群組設定視窗。

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2. 建立複合群組名稱,並選取想要合併的一般群組或是智慧群組。

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3. 設定群組布林邏輯的關係。

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相關章節

有關本章之相關介紹,可瀏覽 EndNote Help 下之 Search for Help on...資訊

- "Searching and Sorting in EndNote" to learn more about searching the EndNote library and saving references in groups.
- "Groups" to learn more about creating and managing groups.



第九章:在 Microsoft Word 中使用 EndNote

EndNote 的 Cite While You Write 功能在您成功安裝 EndNote 之後,即會自動 出現在 Word 2007、Word 2010 或 Word 2013 上方的工具面板中(它是一組 EndNote 的群組標籤)。透過 Cite While You Write 的功能,可使 EndNote 於正 在使用的 Microsoft Word 中,建立參考文獻的書目與引用格式。本章節以 Microsoft Word 2007 為範例,若使用不同文書處理器或版本,請參考 EndNote Help 下之 Search for Help on...資訊中的 Microsoft Word/Cite While You Write。

本章節您將學習到:

- ◆ 如何為投稿文章所撰寫之文獻建立文稿架構。
- ◆ 引用EndNote內的參考文獻,並建立參考書目。
- ◆ 引用資料但隱藏作者名稱和加上引用頁數之編輯

在 Manuscript Template 中建立新文件

假如,您寫了一篇有關 Evolution 之論文,並欲投稿至 Nature 這本期刊,要撰 寫符合 Nature 該出版社發表文章之投稿格式;您可透過 EndNote 中提供的 Manuscript Template 功能,讓您更快速簡單地建立您發表論文之電子檔文稿 架構、和寫作格式給出版社。詳細介紹,請參考 EndNote Help 下之 Search for Help on...資訊中的 "Manuscript Templates"。

1. 從 EndNote 工具列 Tools 中選擇 Manuscript Templates。





2. 出現 Manuscript Templates 視窗,選擇 Nature.dot 範本,點選開啓,來套用 Nature 撰寫文獻之範例架構。

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注意:

(1) 如果您是第一次使用 Manuscript Template Wizard,您會收到一個巨 集的安全性警告畫面。請選擇接受巨集,勾選"總是信任這個來源的 巨集"→ 開啓巨集。





(2) 如果您使用的是 Word 2007,您必須使用以下方式開啓巨集。

點選"選項"。



點選"啓用這個內容"→"確定",即會出現 EndNote Manuscript template wizard 視窗。____

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	開啓信任中心 確定 取消]_



3. 出現 EndNote Manuscript template wizard 視窗,點選下一步(Next)。



4. 輸入撰寫文章的篇名: "Theories About Evolution", 點選下一步(Next)

Nature - Step 2 of 5	
Start Title Authors	Title The full title for this paper, optionally including a short title for the running head and a page header. Enter the full title for this paper: The running head head for this paper:
Finish	I heones A bout Evolution
 	→B 下一步200 > 完成 取消 説明

5. 輸入該篇文章的作者姓名,首先選擇 Add Author 進行發表論文者的「作者 資訊」。在出現的視窗中點選 New,依序輸入作者姓名及相關資料,輸入完 點"確定"(OK),您所輸入的作者會建立在 Author List 中,以同樣方式可再 建立第二位作者等其他作者資料。

建立好所有作者資料後,按"確定",再至上一層畫面選取這次發表文章的作者,然後按 "OK",再點 "下一步(Next)"。



Nature - Step 3 of 5		
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 勾選這篇文章中所要呈現的資料,如正文、摘要、參考文獻、圖表等,選 擇完畢後點選下一步(Next),之後點"完成"(Finish)。

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Finish	 ✓ Abstract ✓ Text ✓ Methods ✓ References ✓ Tables ✓ Figure Legends ✓ Figures
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7. 點選完成後,系統會開啓 Word 檔案,以及剛剛所輸入的資訊和欲呈現的



資料(如下圖),您即可開始編輯這篇文章。



引用 EndNote 中的參考文獻至 Word

開啓一個 Microsoft Word 文件

以下說明將以開啓一個 Microsoft Word 新的文件檔為例。

開始撰寫您的論文和插入引文

1. 先在 Word 文件中, 輸入您欲撰寫的文章內容, 例如:

This paper addresses the question of how the brain of an animal achieves cognitive integration-that is to say how it manages to bring its fullest resources to bear on an ongoing situation. To fully exploit its cognitive resources, whether inherited or acquired through experience, it must be possible for unanticipated coalitions of brain processes to form. This facilitates the novel recombination of the elements of an existing behavioural repertoire, and thereby enables innovation.

現在,開始準備插入參考書目(引用)。

請注意,在插入參考書目前,請先放置好您的滑鼠游標位置。

2. 接著請選擇 Word 2007 工具面板中 EndNote X7 標籤。



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3. 請點選「Insert Citation」下的「Insert Citation...」,接著跳出 EndNote X7 Find & Insert My References 視窗。在上方的空格中可以輸入任何關鍵字(例如: 作者、年代、作者名等),您可在此輸入作者名 "Emery",點選 Find,EndNote 會自動在您的 Library 中找出符合該條件的所有參考文獻。利用視窗下方可確 認該筆參考書目是否爲您所引用的資料。在本範例中找到多筆符合資料。

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Emery Salwiczek	2007	Tognitive adaptations or social bonding in birds. The development of caching and object permanence in western scrub-jays (Aphelocoma californica): Which emerge	es
von Bayern Vonk	2009 2012	The role of experience in problem solving and innovative tool use in crows The Oxford handbook of comparative evolutionary psychology	
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Year: Title: Journal:	2007 Cognitive adap Philosophical Tr	tations of social bonding in birds ansactions of the Royal Society of London. Series B: Biological Sciences	~
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4. 確認某一筆書目(或多筆)資料無誤後,點選該筆(或多筆)資料,再點選 Insert, 即可在文章內文中插入這筆書目:

EndNote 不僅插入書目,文章的最末端也會自動顯示該筆(或多筆)參考書目。





- 5. 您可以修改成您所需要的書目格式,點選 Style 下拉選單中的 Select Another Style…。
- 6. 從選單中挑選適合的書目格式,例如,挑選 Nature 的書目格式,點選 OK。





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Natural Product Updates	Chemistry	
Natural Resources Forum	Ecology	
Nature	Science	
Nature Biotechnology	Biotechnology	
Nature Cell Biology	Cell Biology	
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Philos. Tran	ıs. R. Soc. Lond. B Bio	ol. Sci. 361 , 23-4	3,	
doi:10.1098	3/rstb.2005.1736(200	6). _*		1

- 7. 在正文中欲加入另一筆參考書目,可重複上述步驟。或是利用下方的另一種 方式插入書目:
 - (1) 在 Word 2007 中先放置好您的滑鼠游標位置。
 - (2) 接著請點選 Go to EndNote 按鈕。回到 Sample_Library_X7。

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(3)挑選您欲插入到文章內的書目,單筆或多筆書目資料皆可,再點選 Insert Citation 快捷鍵,Word 2007 文章中即會出現該筆(或該些)參 考文獻。

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1 Emery, I	N. J. Cognitive ornithology: The evolution of avian intelligence.
Philos. 1	Trans. R. Soc. Lond. B Biol. Sci. 361, 23-43,
doi:10.1	098/rstb.2005.1736 (2006).4/
2 Pepperb	erg, I. M. Avian cognition and social interaction: Fifty years of
advance	s. Interact. Stud. 12, 195-207, doi:10.1075/is.12.2.01pep (2011).4
3 Shanaha	n, M. The brain's connective core and its role in animal cognition.
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2. 假設您已經完成在 Word 文章中插入引用文獻的步驟。請點選"儲存檔案", 將文件命名之後儲存。

注意:您也可以在註腳插入引用文獻。首先,經使用正確的 Word 指令進行註 腳(點選參考資料→插入註腳)。



Word 會控制與分配註腳之數字;再依照插入參考文獻的方式操作,EndNote 會依照現有選擇的 Style 進行格式化,是故,您採用的書目格式,要本身有包 含註腳的書目格式,例如:Chicago 16th Footnote 格式,如此註腳功能才能 作用。而其參考文獻也會產生於文章末端。

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References ب

Peron, F., L. Rat-Fischer, M. Lalot, L. Nagle, and D. Bovet. "Cooperative Problem Solving in African Grey Parrots (*Psittacus Erithacus*)." *Animal Cognition* 14, no. 4 (Jul 2011): 545-53.4³
Salwiczek, L. H., N. J. Emery, B. Schlinger, and N. S. Clayton. "The Development of

Caching and Object Permanence in Western Scrub-Jays (Aphelocoma Californica): Which Emerges First?". Journal of Comparative Psychology 123, no. 3 (Aug 2009): 295-303.4

選擇書目格式

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凡有套用 EndNote 參數的文件,您可以多次出版您的引用文獻和書目,改變不同的輸出格式,並在其他版面編排設計格式。

選擇出版的書目格式

 從 Word 2007 的 EndNote 標籤→Bibliography 群組→請點選 Bibliography 群組名稱旁的箭頭符號。

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 經點選後,會自動跳出一個 EndNote X7 Configure Bibliography 對話視窗(如下圖),您可在此選擇書目格式。本範例,欲修改的 Format document 是以 剛剛示範的這篇文章 Cognitive Integration 做說明。



接著在 With output style 選項,利用 Browse 鍵選擇其他書目格式,例如選擇 Cognitive Development 格式,如此於該篇文章的引文之處,即會出現對應 Cognitive Development 格式的參考文獻格式和清單。

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同樣地,您也可以看到,在 Browse 清單中尙有許多其他出版格式選項,若您想 改變輸出格式,再一次選擇其他書目格式即可。EndNote 會重新依您指定的格式,改變文中引用格式與新格式之參考文獻清單。

注意:目前 EndNote 已有超過 5000 種以上之 Style 格式。請在 EndNote 程式 中從 Edit 選單→按鈕選擇 Output Styles →選 Open Style Manager,可看到所有 格式清單。您可自清單,點選 "Get More on the Web"鈕下載更多或更新的 Styles,或以 EndNote 安裝程式點選完整的 styles 目錄進行安裝。



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爲引用文獻與參考書目建立快速連結

1. 請在 Word 2007 從 EndNote 標籤→Bibliography 群組→點選 Bibliography



群組名稱旁的符號鈕經點選後,會主動跳出一個 EndNote X7 Configure Bibliography 對話視窗。

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- 2. 使用者勾選 Underline Linked in-text Citaitions 的選項
- 3. 使用者在文章內,點選某一筆書目並按住 CTRL 鍵,會自動跳自後方的對應參考文獻。





編輯引用文獻

如果您想更換整份文章的書目格式,可以利用 Format Bibliography 去修改"所有"引用或文獻書目的輸出格式,EndNote 即會依照選擇之輸出格式重新出版。 然而,對於"個別"引用之更改,則是使用 Edit & Manage Citation(s)指令。 對於一些書目格式,多數在引用上是以 Author 對應 Date 之格式呈現,但是若作 者的名字已經在文章段落中出現,則引用格式有的會規定無需重複出現作者名 稱。例如我們在文章該段落內容提及了 Morehouse 這位作者,則在這段落的文 獻引用上,作者名稱即該移除。另外,像我們可能僅參考某一篇文獻的部分頁數, 則您進行引用時,可能會希望顯示指定之頁碼。類似這種引用狀況之修改,可善 用下列步驟進行個別引用文獻編輯。

編輯個別引用文獻

- 1. 將滑鼠點選在 Emery 引用文獻上
- 2. 從 Word 2007 的 EndNote 標籤中,選擇 Edit & Manage Citation(s)


		文件1 - Microsoft Word						
	常用 插入 版面配置	参考資料 郵件 校開 檢視	EndNote X7					
Inser Citatio	 Go to EndNote Edit & Manage Citation(s) t t t Edit Library Reference(s) 	Style: Nature Update Citations and Bibliography Convert Citations and Bibliography +	Categori	ize References + ormatting is On +	 Export to EndNote - Preferences Help 			
	Citations	Bibliography	5	Tools				

3. 會自動跳出一個 EndNote X7 Edit & Manage Citations 對話視窗,請在下方的 Formatting 中選擇 Exclude Author。

4. 並在 Pages 中輸入 25。(或是多頁的格式 25-26)

注意:在 Pages 框中輸入引用數字,應選擇 Citation Template 中有對應 Cited Pages 的功能,該格式才具支援,並確保頁碼會出現在引用之文獻。

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5. 點選 OK 更新 Word 中的引用狀況。



This paper addresses the question of how the brain of an animal achieves cognitive integration-that is to say how it manages to bring its fullest resources to bear on an ongoing situation. Emery(2006, p. 25) said "To fully exploit its cognitive resources, whether inherited or acquired through experience, it must be possible for unanticipated coalitions of brain processes to form." (Pepperberg, 2011) This facilitates the novel recombination of the elements of an existing behavioural repertoire, and thereby enables innovation.(Lefebvre & Sol, 2008; Shanahan, 2012)+

插入引用圖表

若您要在Word 文件插入兩張引用圖表,一是圖片、一是表格。所有圖表引用文獻插入方式都相同,故首先須確定選擇的書目格式是否具有插入圖表功能。

找到和插入圖片引用文獻

 首先在文章中加入下方這段文字,並把滑鼠游標放在這句話的句點後方,例 如:

As researchers look at evidence, even the crest on the modern cockatiel provides insight into the evolution of feathers. 現在您可以準備插入圖表引用文獻

2. 於 Word 2007 中,點選 Insert Citation→點選 Insert Figure。



3. 跳出 EndNote X7 Find Figure(S)的對話框;請在 Find 前方空白欄位中輸入 bird evolution,點選 Search。





- 4. 會自動列出符合的文獻並顯示圖片,請點選 Insert。
- 5. EndNote 即會自動將該圖片插入到正在撰寫的 Word 檔案中,其顯示的方式 是依據您所挑選的書目格式呈現。



As researchers look at evidence, even the crest on the modern cockatiel provides insight into the evolution of feathers (圖表 1)

÷,

Ð

- Emery, N. J. (2006). Cognitive ornithology: The evolution of avian intelligence. Philosophical Transactions of the Royal Society of London. Series B: Biological Sciences, 361, 23-43.4
- Pepperberg, I. M. (2011). Avian cognition and social interaction: Fifty years of advances. Interaction Studies, 12, 195-207.4

List of Figures+



圖表 1. bird evolution+

找到和插入表格引用文獻

首先在文章中加入下方這段文字,並把滑鼠游標放在這句話的句點後方,例
 如:

While exploring the evolution of dinosaurs and birds, it becomes clear that Homo sapiens have occupied earth for a relatively short period of time.

- 從 Word 2007 的 EndNote 標籤,點選 Insert Citation→點選 Insert Figure(同 插入圖片之步驟)
- 3. 在 Find 前方空格中輸入 hominid, 點選 Find。
- 4. EndNote 會自動列出符合的文獻和圖表,在此找到的是 Excel 格式的圖表。



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- 5. 確認要插入的參考文獻後,點選該筆參考文獻,再點選 Insert,即可在文章 中插入該圖表(如下圖)。此外,您可修改圖表大小。
- 注意:本範例是使用 Cognitive Development 格式。

Go to EndNote Go to EndNote Edit & Manage Citation(s) K Edit Library Reference(s)	Style: Cognitive Development + Image: Update Citations and Bibliography Image: Convert Citations and Bibliography +	Categorize References +	 Export to EndNote - Preferences Help 		
Citations	Bibliography	G	Tools		
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※圖表 2 旁邊所顯示的文字,是從 EndNote Library 的 Caption 欄位而來。





※撰寫完論文請記得 Save 儲存檔案。您可繼續在論文中增加正文、引用書目、 引用圖片, EndNote 皆會繼續增加參考文獻、圖表等。

將參考文獻清單利用 Category Bibliography 進行分類

NEW!!當您完成所有文章內插入參考文獻的動作後,您可以利用 Categorize References 的功能,在文章最後的參考文獻清單中,依據不同的資料類型作分類。 有關本章之相關說明,可瀏覽 EndNote Help 下之 Search for Help on...資訊 Configure Categories (Microsoft Word)之章節。





1. 文章完成後,點選 Categorize References → Configure Categories。

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2. 會自動跳出 EndNote X7 Configure Categories 對話框視窗,左半部是預設的 References 和 Category Headings。右半部上方的視窗是目前文章內已插入的文章書目資料,可以看到的欄位包括:Author, Year, Title, Reference Type 和 Category,右邊下方的視窗則會顯示對應的詳細欄位書目資料。以本範例來說,在左邊的 All References in Bibliography 共有六筆資料,而該六筆資料也都尚未分類,因此 Uncategorized References 也顯示六筆資料。Category Headings 顯示的是預設的兩個分類標目:Primary Sources 和 Secondary Sources。

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3. 您可以利用上方的 + Category Headings 另外新增您想要使用的分類標目名 稱,將預設的兩個分類標目: Primary Sources 和 Secondary Sources 改掉。

以本範例來說,請先點選 Primary Sources 前方的減號 Primary Sources 和 Secondary Sources 前方的減號 Secondary Sources,刪除預設的分類標目。再

點選 ← Category Headings 新增三個標目名稱: Books, Journals, Conference Proceedings。(可以自行命名)



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Conference Proceedings	Shanahan 2012 The brain's connective core a wright Wright 1999 Measuring Dissociation: Comp Mineda 1999 Measuring Dissociation: Comp Reference Type: Book Author: Allen, Glover M. Year: 2004 Title: Bats: biology, behavior, and folklow City: Mineola, N.Y. Publisher: Dover Publications Number of Pages: x, 368, [26] p. of plates ISBN: 0486433838 (pbk.)	nd Journal Article
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4. 完成分類標目的新增之後,依據各筆書目資料的資料類型(Reference Type) 來作歸類。歸類的方式請先反白欲歸類之書目資料後,再將它們拖曳至對應 的分類標目中放置。以本範例來說,請先選擇 Journal Article 的兩筆書目, 再將它們拖曳至 Journals 的分類標目中放置。因此您可以看到 Journals 中 有兩筆書目資料。

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- 5. 當六筆資料都歸類完成後, Uncategorized References 中就無資料了。此時,您在 Category 的欄位中也可清楚辨識出每筆書目資料所歸類的分類標目。完成後分類清單後,點選 OK。
- 6. 在文章最後的參考書目清單中(Reference Lists)即可看到每筆書目資料皆清 楚的呈現於所屬的分類標目下。



Pioneers in avian intelligence have found that although birds' brains are very small, (Hagino, Hiryu, Fujioka, Riquimaroux, & Watanabe, 2007; Irene M. Pepperberg, 1999) they are incredibly intelligent, and sometimes have surprising similarities to the behavior or brain functions of humans.(Wright & Loftus, 1999) Examples range from the cockatoo who was the first animal documented to dance to a beat to Irene Pepperberg's in-depth studies done with the African grey parrot Alex (named for Avian Learning **EX**periment).(I. M. Pepperberg, 2001)There have even been studies documenting that some birds successfully use, and even modify or build, tools.(Allen, 2004; Shanahan, 2012)+ⁱ

<u>Reference Lists</u>₊

Books⊬

Allen, G. M. (2004). Bats: biology, behavior, and folklore. Mineola, N.Y.: Dover Publications. Pepperberg, I. M. (1999). The Alex studies: Cognitive and communicative abilities of grey parrots. Cambridge, Mass.: Harvard University Press.

Journals⊬

Shanahan, M. (2012). The brain's connective core and its role in animal cognition. *Philosophical Transactions of the Royal Society of London. Series B: Biological Sciences*, 367, 2704-2714.
 Wright, D. B. & Loftus, E. F. (1999). Measuring Dissociation: Comparison of Alternative Forms of the Dissociative Experiences Scale. *The American Journal of Psychology*, 112, 497-519.

Conference Proceedings₽

Hagino, T., Hiryu, S., Fujioka, S., Riquimaroux, H. & Watanabe, Y. (2007). Adaptive SONAR sounds by echolocating bats. In 5TH INTERNATIONAL SYMPOSIUM ON UNDERWATER TECHNOLOGY (pp. 647-651). Tokyo, Japan: IEEE.«

Pepperberg, I. M. (2001). In search of King Solomon's ring: Cognitive and communicative studies of grey parrots (*Psittacus erithacus*). In S. Bailey (Ed.), 21ST ANNUAL KROST SYMPOSIUM ON EVOLUTION of INTELLIGENCE: BRAIN, BEHAVIORAL AND COMPUTATIONAL APPROACHES. Seguin, Texas.⁴

7. 此時您會發現 Categorize References 下的 Group References by Custom Categories 選項會自動打勾,這表示您已啓用分類標目的功能。若您暫時不 想啓用此功能,您可以再點選一次該選項,暫時取消此功能,則後方的參考 書目清單中(Reference Lists)就會恢復成沒有歸類的狀態。

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Pioneers in avian intelligence have found that although birds' brains are very small,(Hagino, Hiryu, Fujioka, Riquimaroux, & Watanabe, 2007; Irene M. Pepperberg, 1999) they are incredibly intelligent, and sometimes have surprising similarities to the behavior or brain functions of humans.(Wright & Loftus, 1999) Examples range from the cockatoo who was the first animal documented to dance to a beat to Irene Pepperberg's in-depth studies done with the African grey parrot Alex (named for Avian Learning **EX**periment).(I. M. Pepperberg, 2001)There have even been studies documenting that some birds successfully use, and even modify or build, tools.(Allen, 2004; Shanahan, 2012)₄.

<u>Reference Lists</u>.

Allen, G. M. (2004). Bats: biology, behavior, and folklore. Mineola, N.Y.: Dover Publications.⁴ Hagino, T., Hiryu, S., Fujioka, S., Riquimaroux, H. & Watanabe, Y. (2007). Adaptive SONAR sounds by echolocating bats. In 5TH INTERNATIONAL SYMPOSIUM ON UNDERWATER TECHNOLOGY (pp. 647-651). Tokyo, Japan: IEEE.⁴

Pepperberg, I. M. (1999). The Alex studies: Cognitive and communicative abilities of grey parrots. Cambridge, Mass.: Harvard University Press...

Pepperberg, I. M. (2001). In search of King Solomon's ring: Cognitive and communicative studies of grey parrots (*Psittacus erithacus*). In S. Bailey (Ed.), 21ST ANNUAL KROST SYMPOSIUM ON EVOLUTION of INTELLIGENCE: BRAIN, BEHAVIORAL AND COMPUTATIONAL APPROACHES. Seguin, Texas.

Shanahan, M. (2012). The brain's connective core and its role in animal cognition. *Philosophical Transactions of the Royal Society of London. Series B: Biological Sciences*, 367, 2704-2714.
 Wright, D. B. & Loftus, E. F. (1999). Measuring Dissociation: Comparison of Alternative Forms of the Dissociative Experiences Scale. *The American Journal of Psychology*, 112, 497-519.4

8. 若您之後又再新插入書目至文章中,且保持啓用分類標目的功能,卻沒有將該筆書目作歸類的動作,則該筆書目會自動被歸類在 Uncategorized References 中。反之,您若移除某個分類標目下的書目資料,該筆書目資料也會因此被放進 Uncategorized References 中。因此請務必記得再次進入 Categorize References → Configure Categories 項目中進行書目資料的分類。



<u>Reference Lists</u>₊

Books

Allen, G. M. (2004). *Bats: biology, behavior, and folklore*. Mineola, N.Y.: Dover Publications.⁴ Pepperberg, I. M. (1999). *The Alex studies: Cognitive and communicative abilities of grey parrots*. Cambridge, Mass.: Harvard University Press.⁴

Journals₽

Shanahan, M. (2012). The brain's connective core and its role in animal cognition. Philosophical Transactions of the Royal Society of London. Series B: Biological Sciences, 367, 2704-2714.

Wright, D. B. & Loftus, E. F. (1999). Measuring Dissociation: Comparison of Alternative Forms of the Dissociative Experiences Scale. The American Journal of Psychology, 112, 497-519.4

Conference Proceedings+

Hagino, T., Hiryu, S., Fujioka, S., Riquimaroux, H. & Watanabe, Y. (2007). Adaptive SONAR sounds by echolocating bats. In 5TH INTERNATIONAL SYMPOSIUM ON UNDERWATER TECHNOLOGY (pp. 647-651). Tokyo, Japan: IEEE.⁴¹

Pepperberg, I. M. (2001). In search of King Solomon's ring: Cognitive and communicative studies of grey parrots (*Psittacus erithacus*). In S. Bailey (Ed.), 21ST ANNUAL KROST SYMPOSIUM ON EVOLUTION of INTELLIGENCE: BRAIN, BEHAVIORAL AND COMPUTATIONAL APPROACHES. Seguin, Texas.⁴¹

Uncategorized References

Zorina, Z. A. (2005). Animal intelligence: Laboratory experiments and observations in nature. Zoologichesky Zhurnal, 84, 134-148.4

移除參數

- 9. 文章完成後,從 Word 檔案 → 儲存檔案,即可儲存該篇具有 EndNote 參 數文章。
- 10. 如要移除參數,從 Word 2007 的 EndNote X7 標籤,點選 Convert Citations and Bibliography→Convert to Plain Text

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11. 若您之前的文件有先儲存,則會跳出下方視窗,提醒您她會另外開啓一份沒有 EndNote 參數的 Word 檔,點選確定即可。



EndNote	. ¥7
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	確定 取消

12. 請將新開啓沒有 EndNote 參數的 Word 檔另存新檔名。如此您就同時擁有 一份有 EndNote 參數的 Word 檔,和一份沒有 EndNote 參數的 Word 檔。

相關章節

有關本章之相關介紹,可瀏覽 EndNote Help 下之 Search for Help on...資訊

- "Microsoft Word/Cite While You Write" to learn about the process of citing references and creating bibliographies.
- "Generating Bibliographies" to learn about generating and creating output styles.



第十章:在Microsoft PowerPoint 中使用 EndNote

NEW!!! EndNote 的 Cite While You Write 功能在 EndNote X7 版現在也會出現在 Microsoft PowerPoint 中了! 在您成功安裝 EndNote 之後,即會自動出現在 Microsoft PowerPoint 2007, 2010 或 Word 2013 上方的工具面板中(它是一 組 EndNote 的群組標籤)。透過 Cite While You Write 的功能,可使 EndNote 於 正在使用的 Microsoft PowerPoint 中,建立參考文獻的書目與引用格式。本章節 以 Microsoft PowerPoint 2007 爲範例,若使用不同文書處理器或版本,請參考 EndNote Help 下之 Search for Help on...資訊中的 PowerPoint 單元。

本章節您將學習到:

- ◆ 如何在PowerPiont的Slides中插入引用書目和參考文獻 ·
- ◆ 如何套用EndNote X7內建的書目格式。

在 PowerPoint 的 Slides 中插入引用(Insert Citations)

請先開啓 EndNote 程式,以下將以 Sample_Library_X7 為範例作說明。

- 開啓一個新的 PowerPoint 檔案,將下列文字貼入 PowerPoint 的 Slides 中: Pioneers in avian intelligence have found that although birds' brains are very small, they are incredibly intelligent, and sometimes have surprising similarities to the behavior or brain functions of humans.
- 2. 請先在 Style 中先挑選要套用的書目格式,本例選擇用 APA 6th。(注意:若您沒有先選擇書目格式,就插入引用書目,這樣之後就無法作書目格式的修改。)若下拉選單中沒有您需要的書目格式,請選擇 Select Another Style 作挑選。



- 3. 在 PowerPoint 的 Slides 中,將滑鼠游標放置於您欲插入引用書目的位置。
- 點選 Insert Citation,會跳出一個 EndNote Find & Insert My Citations 視 窗,在 Find 左方的空格中輸入查詢詞彙,可以是關鍵字、作者名稱、年代 等詞彙,本範例,請輸入 Laudato,點選 Find,即會查詢出 Sample_Library_X7 中符合此關鍵字的書目資料,確認後,點選 Insert。

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另一種引用的方式介紹如下:

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2. 回到 PowerPoint 的 Slides 中,將滑鼠游標先放置於您欲插入引用書目的位置。接著,點選 Insert Selected Citation(s)。(注意:須先在 Style 中先挑選 要套用的書目格式,本例選擇用 APA 6th。)



3. 其引用書目格式呈現如下圖:

"Birdbrain" should be a compliment.

 Pioneers in avian intelligence have found that although birds' brains are very small, they are incredibly intelligent, and sometimes have surprising similarities to the behavior or brain functions of humans.(Bird & Emery, 2009; Holzhaider et al., 2011)

在 PowerPoint 的 Slides 中插入參考書目(Insert References)

請先開啓 EndNote 程式,以下將以 Sample_Library_X7 為範例作說明。

 開啓一個新的 PowerPoint 檔案,將下列文字貼入 PowerPoint 的 Slides 中: Pioneers in avian intelligence have found that although birds' brains are



very small, they are incredibly intelligent, and sometimes have surprising similarities to the behavior or brain functions of humans.

- 請先在 Style 中先挑選要套用的書目格式,本例選擇用 Numbered。(注意:若您沒有先選擇書目格式,就插入參考書目,這樣之後就無法作書目格式的修改。)若下拉選單中沒有您需要的書目格式,請選擇 Select Another Style 作挑選。
- 3. 在 PowerPoint 的 Slides 中,將滑鼠游標放置於您欲插入引用書目的位置。



 點選 Insert Reference,會跳出一個 EndNote Find & Insert My References 視窗,在 Find 左方的空格中輸入查詢詞彙,可以是關鍵字、作者名稱、年 代等詞彙,本範例,請輸入 Taylor,點選 Find,即會查詢出 Sample_Library_X7 中符合此關鍵字的書目資料,點選作者為 Taylor,年 代為 2012 的該筆資料後,點選 Insert。



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另一種插入參考書目的方式介紹如下:

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 Pioneers in avian intelligence have found that although birds' brains are very small, they are incredibly intelligent, and sometimes have surprising similarities to the behavior or brain functions of humans.

參考書目前方的數字是利用 PowerPoint 原有的項目編號功能所加入的

- ① Shettleworth, S. J. "Do Animals Have Insight, and What Is Insight Anyway?". Canadian Journal of Experimental Psychology 66, no. 4 (Dec 2012): 217-26.
- ② Smirnova, A. A. "On the Capability of Birds for Symbolization." Biology Bulletin of the Russian Academy of Sciences 38, no. 9 (Dec 2011): 878-84.

注意:不管您在 PowerPoint 插入 Citations 或是 References, 插入之後都沒有參數存在, 因此您皆可以利用原本 PowerPoint 所擁有的功能作編修的動作。



相關章節

有關本章之相關介紹,可瀏覽 EndNote Help 下之 Search for Help on...資訊中 PowerPoint 單元。

第十一章:在 OpenOffice.org Writer 使用 EndNote

本章將引導您如何在 OpenOffice.org 的文書處理軟體(version3)利用 Cite While You Write 功能進行文章撰寫、建立引用與書目格式。

本章節您將學習到:

- ◆ 如何在文章中引用書目並建立參考書目。
- ◆ 如何管理和編輯參考書目。
- ◆ 如何修改書目格式(style)。

文書處理軟體的相容性

請注意欲運用 EndNote 進行文章的引用時,只支援第3版以上的 OpenOffice.org Writer。若您使用的是比較早期的 OpenOffice.org 版本, 請先將您的文件儲存成 RTF 檔(詳細可參見 EndNote Help 英文手冊 OpenOffice.org Writer/Word Processor Compatibility (OpenOffice.org Writer)→Basic Instructions (Format Paper))。而當插入引用文獻與建立文件格式時,一次只能開啓(用在)一個檔。 經安裝完 EndNote X7 版本,理應在 OpenOffice.org Writer 會主動出現一個 EndNote X7 選單。若您是先安裝了 EndNote X7 後才安裝 OpenOffice.org Writer, 會無法直接呈現 EndNote X7 功能選單,因此請您先安裝 OpenOffice.org Writer, 再安裝 EndNote X7。

OpenOffice.org Writer 的 CWYW 指令列

經在 OpenOffice.org Writer 成功安裝 EndNote X7 後,會在 OpenOffice.org Writer 介面直接看到 EndNote X7 的 Cite While You Write 工具指令列。如下圖 所示。當您點選 EndNote X7 選單下的這 CWYW 任一功能,即會呼叫開啓 EndNote X7 管理軟體。



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引用形式介紹

這邊所指的引用(Citation)是指以圓括弧方式,就書目作者、年代資訊安插於您所引用的文章段落。如下所示:

.....of the species at hand¹

.....of the species at hand (Argus, 1991).

於您 OpenOffice.org Writer 文件中,可採用經套用格式化,或還未套用格式化的 EndNote 書目文獻。

未格式化的引用文獻

對引用文獻資料,當你點選"Unformat Citation(s)"或手動對資料設成 unformatted citations,會顯現文獻未經套用書目格式的未格式化狀態。

未經套用引用格式的文獻,會暫時地指出引用文獻所在位置,包含這筆文獻在目前您 EndNote Library 所對應的文獻是哪一筆,亦即第一位作者名稱的姓、文章 出版年代,以及 EndNote 系統對該筆文獻的紀錄號碼(識別碼)(其格式如下所 示); EndNote 本身是靠這些未格式化的資訊來判別它是哪筆書目。這些資料在



您文章最後撰寫完畢輸出時,不會顯示出來。

{ Author, Year #Record Number } .

例如:

{Alvarez, 1994 #8}

對於這種未格式化的引用文獻,其實可做為一種引用文獻的簡單識別,特別是假 設您最後使用數字型的引用格式,此時您即可將所有引用資料改成未格式化狀 態,這樣在撰寫文章時,反而有助您辨識所引用的文獻資料。

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格式化的引用文獻

所謂的格式化,可指經指定套用在某一書目格式形式所輸出、呈現之格式狀態。 亦即,藉 "Format Bibliography"指令來轉換所有未格式化的書目成一指定的格 式,並反應在最後輸出文章的呈現上。舉如採用 Author-Date 的書目格式,其引 用格式會是:

(Alvarez 1994 ; Turnhouse 1987)

同樣的這筆書目資料,若改成 Numbered 格式,則會變成:

[1, 2]

您可很簡單地對格式化的引用文獻與未格式化的引用文獻直接互相轉換。

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尋找與插入引用文獻

在 OpenOffice.org Writer 可以直接尋找 EndNote 的參考書目,並直接引用在文章中,分別介紹如下:

- 1. 開啓 C:\Program Files\EndNote X7\ Samples\ Sample_Library_X7。
- 2. 開啓 OpenOffice.org Writer,新增一份文字文件,命名為「範例」,暫存於電 腦的桌面上,並貼上下列文字:

"Birdbrain" should be a compliment.

Pioneers in avian intelligence have found that although birds' brains are very small, they are incredibly intelligent, and sometimes have surprising similarities to the behavior or brain functions of humans. Examples range from the cockatoo who was the first animal documented to dance to a beat to Irene Pepperberg's in-depth studies done with the African grey parrot Alex (named for Avian Learning **EX**periment). There have even been studies documenting that some birds successfully use, and even modify or build, tools.

3. 請將游標點在第一個句點之後(您欲插入引用文獻的位置)。



4. 在 EndNote X7 選單中,點選 "Find Citation(s)",讓畫面跳出一個 EndNote X7 Find Citations 的對話框視窗。

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5. 請在 Find 的空白欄位中輸入欲查找的詞彙, EndNote 會就您所輸入的詞彙查 找、比對全部文獻(任一欄位)。本範例, 請輸入 Holzhaider, 點選 Search, 下方會出現對應的文獻, 確認後, 請點選 Insert。

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"Birdbrain" should be a compliment.

Pioneers in avian intelligence have found that although birds' brains are very small, they are incredibly intelligent and sometimes have surprising similarities to the behavior or brain functions of humans (Holzhaider et al., 2011) Examples range from the cockatoo who was the first animal documented to dance to a beat to Irene Pepperberg's in-depth studies done with the African grey parrot Alex (named for Avian Learning EXperiment). There have even been studies documenting that some birds successfully use, and even modify or build, tools.

Holzhaider, J. C., Sibley, M. D., Taylor, A. H., Singh, P. J., Gray, R. D., & Hunt, G. R. (2011). The social structure of New Caledonian crows. *Animal Behaviour*, 81(1), 83-92. doi: 10.1016/j.anbehav.2010.09.015

在 OpenOffice.org Writer 同時插入數筆參考書目

- 1. 自 EndNote 選單→Find Citation(s) 。
- 2. 在查詢欄位輸入能讓您找到所要文獻的查詢詞彙→點 Search。
- 3. 在查詢出來的參考文獻清單中,按住 Ctrl 鍵,點選您要一起引用的數筆文獻 書目。若按 Shift,則可連續反白、選取書目。
- 4. 最後請點 Insert,即可插入引用文獻至游標放置處

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- 請開啓 OpenOffice.org Writer 文章,並將游標點在您要插入引用文獻的位置。您可以利用剛剛的那份文件繼續練習,請將滑鼠游標放在第二個句點後方。
- 2. 請點 EndNote 選單,選"Go to EndNote"選項。
- 3. 在 Sample_Library_X7 點選您欲插入的引用文獻,可以單點一筆,或按住 Ctrl 鍵,點選數筆您要一起引用的文獻書目;或按 Shift 連續反白數筆選取書 目。以本範例,請點選兩筆書目。

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4. 跳回畫面至 OpenOffice.org Writer 文章。點 EndNote X7 選單,並選"Insert Selected Citation(s)"選項,即可插入引用文獻。



"Birdbrain" should be a compliment.

Pioneers in avian intelligence have found that although birds' brains are very small, they are incredibly intelligent, and sometimes have surprising similarities to the behavior or brain functions of humans.(Holzhaider et al., 2011) Examples range from the cockatoo who was the first animal documented to dance to a beat to Irene Pepperberg's in-depth studies done with the African grey parrot Alex (named for Avian Learning EXperiment).(Emery, Seed. von Bayern. & Clayton, 2007; Smirnova, 2011)There have even been studies documenting that some birds successfully use, and even modify or build, tools.

Emery, N. J., Seed, A. M., von Bayern, A. M. P., & Clayton, N. S. (2007). Cognitive adaptations of social bonding in birds. *Philosophical Transactions of the Royal Society of London. Series B: Biological Sciences, 362*(1480), 489-505. doi: 10.1098/rstb.2006.1991

Holzhaider, J. C., Sibley, M. D., Taylor, A. H., Singh, P. J., Gray, R. D., & Hunt, G. R. (2011). The social structure of New Caledonian crows. *Animal Behaviour*, 81(1), 83-92. doi: 10.1016/i.anbehav.2010.09.015

Smirnova, A. A. (2011). Use of numerical symbols by birds. *Zoologichesky Zhurnal*, 90(7), 803-810.

透過 EndNote,可在文章任一段落同時引用數筆文獻,然而一次同時引用數筆 參考書目,有可能造成電腦突然變慢或甚至當掉,須注意一下大量引用之電腦反 應時間,建議執行動作後,請耐心等待電腦反應。

同時在不同的 Libraries 插入您要引用的文獻

我們可在數個不同的 EndNote Libraries 插入所要引用的文獻至 OpenOffice.org Writer。但我們仍建議一篇文章僅引用同一個 EndNote Library 的書目資料;如此才能避免參考書目資料來源的混亂(尤其您是利用未格式化的方式來插入書目時),以確保您撰寫文章時,對您所引用的文獻有清楚的掌握,避免引用的重覆和錯誤;因此您引用參考書目時,請開啓一個 Library 即可。



編輯參考書目

新增或移除書目

一旦您引用了文獻,並套用在某一書目格式後,請不要直接在文件中更改引用狀況,因直接修改可能會造成該書目呈現之格式不正確。欲針對已經引用在文章中的文獻進行新增或移除的動作,請參考下方正確的作法。

1. 請在 OpenOffice.org Writer 文章中, 點選 EndNote X7 選單→Edit Citation(s)



2. 自動跳出 EndNote X7 Edit Citation 對話框。在文章中所有引用的書目資料, 會出現在對話框中的左邊欄位(區塊)。



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Smirnova, 2011 #23 Emery, 2007 #2324	311	Suffix: Pages: Insert Remove I	
Reference Type: Record Number: Author:	Journal Article 2324 Emery, N. J. Seed, A. M. von Bayern, A. M. P.		<
		OK Cancel <u>H</u> elp	
3 citations			

- 3. 點選您欲刪除的書目(或欲再插入書目的位置處)
 - ♦ 點 Remove 移除該筆文獻

◆ 點 Insert 然後選取您要新增加入的文獻。

◆ 您可點選 Remove 右邊之兩個小的上下鍵 ┚┚ 按鈕, 改變一起引用 書目的排序位置。

您可練習點選 Emery,再點選 Remove,最後點選 OK,即可從引用處將該筆書 目資料正確的移除。如下圖所示,該筆書目已移除引用文獻和後方的參考書目:

Pioneers in avian intelligence have found that although birds' brains are very small, they are incredibly intelligent, and sometimes have surprising similarities to the behavior or brain functions of humans.(Holzhaider et al., 2011) Examples range from the cockator, who was the first animal documented to dance to a beat to Irene Pepperberg's in-depth studies one with the African grey parrot Alex (named for Avian Learning EXperiment). (Smirnova, 2011)[There have even been studies documenting that some birds successfully use, and even modify or build, tools.

Holzhaider, J. C., Sibley, M. D., Taylor, A. H., Singh, P. J., Gray, R. D., & Hunt, G. R. (2011). The social structure of New Caledonian crows. *Animal Behaviour*; 81(1), 83-92. doi: 10.1016/j.anbehav.2010.09.015
Smirnova, A. A. (2011). Use of numerical symbols by birds. *Zoologichesky Thurnal*. 90(7), 803-

Smirnova, A. A. (2011). Use of numerical symbols by birds. *Zoologichesky Zhurnal, 90*(7), 803-810.



在已格式化的文章插入引用文獻

若您需新增一筆參考文獻在已引用某書目格式的文章中(如本章先前介紹),可加入一筆新的參考文獻,並點 Format Bibliography 更新書目與引用狀況。

若是新增一筆書目在已有引用文章的地方,可在該引用文獻之隔壁插入,例如: (Hockney and Ellis, 1996){Argus, 1984 #1}

相臨的第二篇文獻即會被 EndNote X7 依同樣書目格式合併,並排序在一起。例 如變成: (Argus, 1984; Hockney and Ellis, 1996)

注意:不要點在引用文獻格式的中央進行插入文獻動作,請點在該引用文獻格式 之前或後,中間不要有任何空格。

引用書目格式調整

針對不同的書目格式規定,會有對引用格式做個別調整的需求,例如:在文章之 同一句或段落已有出現過作者名稱或年代,依照某些書目格式規定,這種引用文 獻的作者就不需再次出現作者名稱或年份。另外,您也可針對引用出處指定頁 碼,或在該引用文獻的前後加入註解。示範說明如下:

 在 OpenOffice.org Writer 點選 EndNote X7 選單→Edit Citation(s)→跳出 EndNote X7 Edit Citation 對話框視窗。在文章中所有引用文章,會出現在對 話框中的左邊欄位(區塊)。

	EndNote X7 Edit Citation	
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	(Smirnova, 2011)	Prefix:
I	Smirnova, 2011 #2311	Suffix:
4		Pages:
		Insert Remove
	Reference Type: Journal A Record Number: 2314 Author: Holzhaide Sibley, M. Taylor, A	ticle , J. C. D. H.
		OK Cancel <u>H</u> elp
ź	2 citations	



- 2. 在右邊的 Formatted Citation 可以選擇您要更改的選項,說明如下:
 - ◆原本引用格式:

Hall's discovery (Hall, 1988)

- ◆不需出現作者名稱的狀況(Exclude author): Hall said (<u>1988</u>)
- ◆不需出現年份的狀況(Exclude year):

The report of 1988 (Hall)

◆在引用格式之前加上註解字眼(Prefix):

The survey (see Hall, 1988)

◆在引用格式之後加上註解字眼(Suffix):

The survey (Hall, 1988, table 2)

◆在引用文獻的格式之後加上頁碼(Pages): Hall's report (Hall, 1988 <u>p.4</u>)

個別設定修改引用格式

以剛剛的範例來作練習,開啓 OpenOffice.org Writer 的文章,點選 EndNote X7 選單→Edit Citation(s)→跳出 EndNote X7 Edit Citation 對話框視窗。

- 1. 在對話框右邊區塊,可看到能個別修改之客製化功能有:
 - ◆ 移除作者名稱:勾選 Exclude Author,剔除所點選文獻之作者名稱。
 - ◆ 移除年份:勾選 Exclude year , 剔除所點選引用文獻的年份。
 - Prefix:在此空白欄位中,可在引用文獻的格式前加入您所要加註的詞彙(並建議在詞彙後加入一個空格)。
 - ◆ Suffix:在此空白欄位中,可在引用文獻的格式後加入您所要加的詞彙 (例如"頁碼",建議在詞彙前亦加一個空格)。
 - Pages:您可就指定的引用頁面,註明引用出處頁碼,並呈現之。但要列印出來時,必須本身書目格式在引用樣式或註腳樣式有 Cited Pages欄位;例如這種有頁碼的,一般只能套用在有支援這樣引用的幾個格式上。



2. 點選 Holzhaider 這筆書目, 勾選 Exclude year 選項。

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	Insert Remove

3. 點選 Smirnova 這筆書目,在 Prefix 輸入 see,在 suffix 輸入,table2,在 Pages 輸入,點選 OK。

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(Smirnova, 2011)		Prefix: see	
Smirnova, 2011 #23	11	Suffix: ,table 2	
		P <u>ag</u> es: 805	
		Insert Remove	
Reference Type: Record Number: Author: Year: Title:	Journal Article 2311 Smirnova, A. A. 2011 Use of numerical sy	symbols by birds	
		OK Cancel <u>H</u> elp	
2 citations			



4. 其調整結果如下圖所示:

Pioneers in avian intelligence have found that although birds' brains are very small, they are incredibly intelligent and sometimes have surprising similarities to the behavior or brain functions of humans. (Holzhaider et al.) Examples range from the cockatoo who was the first animal documented to dance to a bear to Irene Pepperberg's in-depth studies done with the African grey parrot Alex (named for Avian Learning EXperiment) (see Smirnova, 2011, p. 805, table 2) There have even been studies documenting that some birds successfully use, and even modify or build, tools.

Holzhaider, J. C., Sibley, M. D., Taylor, A. H., Singh, P. J., Gray, R. D., & Hunt, G. R. (2011). The social structure of New Caledonian crows. *Animal Behaviour*, 81(1), 83-92. doi: 10.1016/j.anbehav.2010.09.015

Smirnova, A. A. (2011). Use of numerical symbols by birds. Zoologichesky Zhurnal, 90(7), 803-810.

在註腳插入引用的參考書目

在 OpenOffice.org Writer 中的註腳/尾註(footnote), 插入引用的參考文獻, 其做 法跟在文章內文中的插入參考文獻方式一樣:

1. 開啓 OpenOffice.org Writer 的文章,將游標移至您要引用 EndNote 文獻的註 腳/尾註位置,點選工具列的插入→註腳/尾註。

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Pioneers incredibly i of humans. beat to Iren Learning E use, and ev	 は認定社() 			

- 2. 將滑鼠游標放在頁尾下方,數字1的後方,點選 Find Citation,輸入查詢詞 彙作查詢,以本範例,輸入 vonk,點選 Search。
- 3. 點選單筆或多筆書目後,點選 Insert 插入註腳/尾註。



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Vonk	2012	The Oxford handbook of comparative evolutionary psychology			
<		>			
Reference Type:	Edited Book	^			
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Title:	The Oxford ha	andbook of comparative evolutionary psychology 🛛 🛛 💌			
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 再點選 EndNote X7→Format Bibliography, 在 With output style 中利用下拉 選單,選擇 Chicago 16th Footnote 格式,點選確定。其顯示結果如下圖:

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注意:使用 EndNote 註腳/尾註功能時,請選擇有支援註腳/尾註的書目格式,如此才能正確套用指定之註腳/尾註格式。詳細請瀏覽 EndNote Help 下之 Search for Help on…資訊中 Citing sources as you write→Citing References in Footnotes and Endnotes (OpenOffice.org Writer)。

轉成未格式化的引用格式

透過 EndNote 可將已套用某一書目格式的引用書目轉回未格式化狀態,並移除 書目資料。特別是採用數字型的書目格式,可先設成未格式化的狀態,以便您在 179


撰寫的文件中區辨,最後再整個轉成數字型書目格式(Numbered Style)。

- 1. 先決定哪些引用書目您想要轉成未格式化:
 - ◆反白該筆引用書目。
 - ◆若是同時引用數筆書目的狀況,但只要轉其中一筆;也請選取該處多重 引用的所有書目爲反白。
 - ◆若是要轉文件中的部份章節,只要選擇那個章節。
 - ◆若是要轉整份文件的所有引用書目,即無須做任何選取。



2. 至 EndNote X7 選單→點選 Unformat Citation(s),整份文件所有引用書目 去格式化後,那麼現有之書目也會一倂移除。如下圖所示:



注意:在文章中,若出現{Holzhaider, 2011 #2314}之引用格式,則表示 您文章的引用書目目前在"未格式化"的狀態。但未格式化的這些引用書 目最後並沒辦法呈現在輸出上,換句話說,也就是當您另存成新檔寄給別 人之後,打開也依舊呈現"未格式化"的狀態,所以您必須再選擇任一書 目格式,進行引用書目的格式化。

 若欲格式化成某一書目格式,請點選 EndNote X7→Format Bibliography,在With output style 中利用下拉選單,選擇 Numbered 格 式,點選確定即可。



注意:除非您的引用革是爲數字格式,一般來說,還是建議您不要隨意點 選 EndNote X7 選單→Unformat Citation(s),將書目格式變成"未格式化 的狀態",以免因不正確的調整或修改而造成錯誤的狀態。

移動或複製引用文獻

您可自文件中,任何複製含有引用書目的文句段落,並貼在文件中任何地方。請 在移動或要複製引用文獻時,確認您有完整選取了該篇引用文獻(含定義符號), 亦即包含該引用文獻前後的隱藏書籤(bookmark);否則,您將只是複製表面文 字,而不是 EndNote 的引用文獻;接著,請就文件任一位置點選複製、貼上即 可。

刪除引用文獻

若您採用未格式化的引用文獻,可直接選取欲刪除的引用文獻(含定義符號), 並按 Delete 鍵或 Backspace 鍵刪除。

但若您已經套用某一書目格式之引用狀態,像上述步驟直接選取、刪除(按 Delete 鍵等)會無法真正移除所引用文獻以及其隱藏的書籤,而致您文件引用文獻顯示 已刪除,可是對應它的參考書目還是在錯誤狀況。

正確安全地刪除格式化的引用文獻

- 1. 在 OpenOffice.org Writer 文件中點選您欲刪除之引用文獻。
- 點 EndNote 選單→Edit Citation(s)→跳出呈現之 EndNote Edit Citation 對話 框視窗。
- 3. 在對話框視窗左邊的區塊,點選您欲刪除的引用文獻。再點選 Remove→OK



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產生書目清單

格式化您的參考書目有兩種作用:

- ◆ 藉格式化來統一文件的所有書目格式。
- ◆ 對應文中所引用書目,產生一份書目清單(參考文獻)。

格式化書目與改變書目格式

不論您是否已經完成了文章撰寫與引用狀況,只要文章中有引用書目,即可進行 書目格式化作用。若再加入任何新的引用文獻,也能再格式化或改變書目格式、 設定輸出。

- 1. 在 OpenOffice.org Writer 文件中,點 EndNote X7 選單→Format Bibliography→跳出 Format Bibliography 對話框。
- 2. 在 Format Bibliography 頁面標籤下,選擇您欲輸出的書目格式或相關設定:



EndNote 3	Format Bibliography	
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- ◆ With output style:選擇適當的輸出格式來格式化您的參考書目。可點選不同書目格式,來展現不同格式之呈現結果。詳細說明可瀏覽 EndNote Help下之 Search for Help on…資訊中 OpenOffice.org Writer \ Cite While You Write → Generating Bibliographies 單元。
- ◆ Temporary citation delimiters:於未格式化的引用文獻有個起迄定義符號, 請注意它是一個定義符號(蜷曲的大括號),而不是只是文件中一個單純的 文元符號。
- 3. 在 Layout 頁面標籤中,可以設定字型、字級大小、參考書目標提名稱等,相 關設定說明如下:



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- ◆ Font and Size:後方參考書目的字型與大小設定。
- ♦ Bibliography title:參考書目上面的標題名稱,可在此設定,例如輸入 "References"、"Reference List"
- ◆ Text Format:將參考書目的標題反白→點選 Text Format 鈕→跳出對話框視 窗→更改您欲呈現之參考書目標題字型、大小和樣式(粗體、斜體、底線)。
- ◆ Start with bibliography number: 輸入您參考文獻的起始編號。
- 4. 點選確定儲存變更,即可格式化您指定之書目格式與引用文獻。

Reference Lists

Holzhaider, J. C., Sibley, M. D., Taylor, A. H., Singh, P. J., Gray, R. D., & Hunt, G. R. (2011). The social structure of New Caledonian crows. *Animal Behaviour*; 81(1), 83-92. doi: 10.1016/j.anbehav.2010.09.015
Smirnova, A. A. (2011). Use of numerical symbols by birds. *Zoologichesky Zhurnal*, 90(7), 803-

再次格式化您的文件

810

增加新的引用文獻至您已格式化過的文件

經格式化過您的文件後,又再新增引用文獻,可直接在 Format Bibliography 重複上述套用某一輸出格式方式: EndNote 選單 \rightarrow Fomrat Bibliography \rightarrow OK,重新更新您的書目格式即可。

進行 Cite While You Write 的喜好設定

在 OpenOffice.org Writer 選 EndNote X7 選單→Cite While You Write



Preferences •

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 勾選這個選項,當您打開 OpenOffice.org Writer 的文件時,則 EndNote
 Library 不會自動開啓。除非您在 OpenOffice.org Writer 中啓動了一個 Cite
 While You Write 指令或重新勾選掉這個喜好設定,則 EndNote Library 才會
 自動開啓。

相關說明可參照瀏覽 EndNote Help 下之 Search for Help on…資訊中 OpenOffice.org Writer\Cite While You Write →General Preferences (OpenOffice.org Writer)單元。

EndNote Library 與 OpenOffice.org Writer 參考書目的對應

一旦您在 EndNote Library 中修改或删除任何的書目資料,則 OpenOffice.org Writer 的文章,在經重新格式化書目後,能同時對應到 EndNote Library 更新過的資料,將文章內所插入的引用文獻作更新。

在 EndNote Library 編輯一筆參考書目

若您於 OpenOffice.org Writer 已先插入了某筆書目文獻,但之後卻在 EndNote Library 中對該筆參考書目重新作編輯(例如修改年代或是期刊名稱),此時如果 您想更新您 OpenOffice.org Writer 文章內的參考書目,您需要在 OpenOffice.org Writer 文章中重新點選一次 EndNote X7 → Format



biobliography,再次格式化書目後(建議 EndNote Library 要同時開啓的狀態), 文章即可更新爲修改過的內容到 OpenOffice.org Writer 文件中。

1. 先在 OpenOffice.org Writer 文章內插入一筆參考書目。

"Birdbrain" should be a compliment.

Pioneers in avian intelligence have found that although birds' brains are very small, they are incredibly intelligent, and sometimes have surprising similarities to the behavior or brain functions of humans.(Holzhaider et al., 2011) Examples range from the cockatoo who was the first animal documented to dance to a beat to Irene Pepperberg's in-depth studies done with the African grey parrot Alex (named for Avian Learning EXperiment). There have even been studies documenting that some birds successfully use, and even modify or build, tools.

Holzhaider, J. C., Sibley, M. D., Taylor, A. H., Singh, P. J., Gray, R. D., & Hunt, G. R. (2011). The social structure of New Caledonian crows. *Animal Behaviour*; 81(1), 83-92. doi: 10.1016/j.anbehav.2010.09.015

2. 到 EndNote Library 修改該筆書目之年代為 2012,點選 File→Save 儲存。



 回到 OpenOffice.org Writer 文章,點選 EndNote X7 → Format biobliography,在 With output style 選擇 APA 6th 格式,點選確定。文章中 的書目資料即會自動修改年代為 2012,如下圖所示。



	C - C
ote X7 親醫(型) 説明(田)	×
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EndNote X7 Format Bibliography	· 🖄 · 🖕
Format Bibliography Layout	
	· · · 14 · · · · 15 · · · · 16 · · · · 12 · · · 18 ▲
With gutput style: 图PA 600 Browse Temporary citation delimiters Left: (Right) 確定 取消 說明 or, A. H., Singh, P. J., Gray, R. D., & Hun onian crows. Animal Behaviour; S1(1), 83 5	nall, they are or or brain functions as the first animal the African grey dies documenting t, G. R (2012). The -92. doi:

在 EndNote Library 刪除一筆參考書目

在您首次引用文獻時,EndNote 是透過每筆書目未格式化的訊息對應到打開的 EndNote Library;當您做了一次書目格式化的套用後,EndNote 會重新再讀一 次格式化後的資訊,並再對應一次到 Library 的書目。

若您自 EndNote Library 刪掉了有引用的該筆參考書目, EndNote 則沒辦法循文件引用的書目資訊到 Library 中找到對應的該筆書目資料。既使您再重新自 EndNote Library 建入那筆書目,這筆書目也會被給予另一個新的 EndNote 系統 紀錄碼;故對於您在 EndNote Library 刪除之參考書目,請您重新插入至 OpenOffice.org Writer 文件。

EndNote 系統紀錄碼

EndNote 對每筆書目會給予一個單一的識別碼,在未格式化的書目格式狀態即 會看到,其樣式如下:

{Argus, 1991 #11} 您也可以在 EndNote X7→Edit Citation(s)看到每筆書目之系統紀錄碼。



EndNote X7 Edit Citation	X
Use this window to view, select, edit and rer	nove citations from your current document.
Citations in document: (Holzhaider et al., 2012) Holzhaider, 2011 #2314	Formatted Citation Exclude author Exclude year Prefix:
Reference Type: Journal Article Record Number: 2314 Author: Holzhaider, J. C. Sibley, M. D. Taylor, A. H.	
1 citations	OK Cancel Help

故請記得:當您新增一筆書目至 EndNote Library, EndNote 會給予其獨一以供 識別的系統紀錄碼;這些系統紀錄碼是系統自動提供的,所以使用者無法修改。 若同樣的參考書目內容出現在不同的 Library,系統產生之記錄碼也幾乎不同 (註:因前作者名稱與年份會一樣)。特別是,這些系統紀錄碼在同個 Library 底 下絕對不會重複,即使您刪掉了原本所匯入或新鍵入的那筆書目,也不會再重新 給予同樣的系統紀錄碼。是故,建議若您在 Library 刪掉了某筆書目,在文件上 請您再重新進行引用的動作,以確定套用在文件上的引用文獻能正確呈現。

分享 OpenOffice.org Writer 文件

當您想要自舊版的 OpenOffice.org Writer 或不同的文書處理軟體轉出您的文件,在儲存不同檔案格式時,請先將引用的文獻轉成未格式化的格式,以利之後 能再進行書目格式化。

在不同的電腦撰寫文章時

若您是同一份文章,但在兩台電腦之間進行陸續撰寫,則請您需複製一份 EndNoteLibrary 的參考書目檔,以跟著您的文件在不同電腦中進行引用文獻套 用。也就是請您務必同時帶著您所撰寫的文件,以及對應的 EndNote Library。 若您今天在家的 EndNote Library 檔匯入了一筆新的參考書目,但公司在用的 EndNote Library_copy 版 卻沒有新增那筆參考書目,則即使文件中有新增該筆 新的參考文獻,但公司的 EndNote Library_copy 版沒辦法正確對應該筆新引用 書目。因此建議您同時將其儲存在同一個隨身碟中,以便於攜帶和在不同的電腦 中作編輯。

當您原只是在一台電腦處理引用文獻,只要您是使用同一版本的 OpenOffice.org



Writer,亦可移動文件到另外一台電腦去作編輯;只是當您使用的那台電腦沒有 灌 EndNote 或 EndNote Library 無法正常開啓時,在 OpenOffice.org Writer 則 無法進行書目格式化。

儲存檔案至不同版本的 Writer 或文書處理軟體

請注意的是,當您在不同版本的 OpenOffice.org Writer 打開您的文件,或使用 另存新檔(Save As)將您的文件儲存成另外的檔案格式,則原本套用在文件的 EndNote 格式會無法呈現。

所以,若要以不同的文書處理軟體開啓您的文件、使用不同版本的

OpenOffice.org Writer、或在 Macintosh 系統處理,請您先將文件上引用的文獻 進行未格式化(Unformat Citations),再存成不同的檔案格式。但請注意,未格式 化的書目格式,其實只是文件上的純文字記錄,並不會反應在最後的輸出上。其 他相關之未格式化的介紹,可參考 "Unformatting Citations (OpenOffice.org Writer)"單元。

在 Microsoft Word 與 Writer 移動文件

於您套用 EndNote 引用文獻的文件檔,可在 Microsoft Word 與 OpenOffice.org Writer 間互相使用。

請記得在原本處理的文書軟體中,先將您的文件去格式化,並存檔;待至另一套 文書處理軟體打開此檔前,先確認該文書處理軟體已支援 EndNote 書目管理軟 體,即可打開後,再格式化您文件中的引用狀況和書目資料。

下列幾項功能只有在 Microsoft Word 可以使用,目前尚未支援 OpenOffice.org Writer,分別是:

- ◆ 使用手稿範本(Manuscript Templates)。
- ◆ 插入註解(Insert Note)。
- ◆ 插入圖表(Insert figure)。
- ◆ 未支援立即更新格式化(Update Citations and Bibliography)。
- ◆ 未能在同一份文件以章節的形式建立數份書目(Categorize References)。
- ◆ 未支援從文件中建立參考書目至 Library 中(Traveling library)
- ◆ 未能移除參數(Convert to Plain Text)

相關章節

有關本章之相關介紹,有關本章之相關章節,可瀏覽EndNote Help下之Search for Help on...資訊中Sharing Your Writer Documents (OpenOffice.org Writer)單元。



第十二章: 建立一個主題書目

◆ 在這個單元,將教您如何利用各欄位建立和列印一個參考書目群組。

開啓 Sample Library

請先執行 EndNote (開啓 EndNote 程式),並開啓 Sample_Library_X7 檔案。 (C:\Program Files\EndNote X7\Examples)

選擇參考書目範圍

- 1. 從您開啓的 EndNote Library 中,進行匯編參考文獻清單的動作
- 2. 可限定查詢清單中的參考文獻,或只顯現選擇之參考文獻。本範例以選擇包 含所有在 Library 中的參考文獻進行說明。
- 確定所有的參考文獻都有顯現:從 EndNote → Reference → Show all Reference。如果 Show all Reference 呈現無法選取,則表示 EndNote Library 已經呈現所有參考文獻了

選擇主題欄位和詞彙

- 從 EndNote Library → Tools → Subject Bibliography → 呈現 EndNote Library 中的主題欄位。
- 2. 將 Keyword 選取、反白。 可依主題欄位進行單一欄位或數個欄位選取;通常會選擇 Keyword 欄位來進 行主題書目之建立。



Subject Fields	×
Selected Fields:	Select All
Custom 7 Custom 8 Accession Number Call Number Label Keywords	Clear Selection(s)
Abstract Notes Research Notes URL File Attachments Author Address Figure	
Caption Access Date Translated Author Translated Title	ОК
In other fields, list each entry that is separated by slash, carriage return or line feed. (Keywords entries are always listed separately.)	Cancel Help

- 3. 點選 OK,顯示利用 Keyword 欄位所找到的詞彙。
- 4. 接下來會出現 Subject Terms 對話框。可選擇任何您想點選之詞彙;本例, 我們選擇所有關鍵字,以 Select all 爲例。

Subject Terms			
Selected Terms 2 16 434 13 minutes acoustic interferen acquisition Africa african gray parrot African gray parrot African grey parrot African gre	ce Behavior. S IV ion.	# Records	Select All Clear Selection(s)
<		0 Term(s) Selected	Cancel Help



5. 點選 OK, 採用 Keyword 進行分析之主題書目即呈現在視窗上。

Subject Bibliography - Sample_Library_X7.enl	×
Output Style: Numbered Terms acoustic interference (1)	
 AnChiu, C., W. Kian, and C.F. Moss, <i>Flying in silence: Echolocating bats cease vocalizing to avoid sonar jamming.</i> Proceedings of the National Academy of Sciences of the United States of America, 2008. 105(35): p. 13116-13121. acquisition (2) 	
 Pepperberg, I.M. In search of King Solomon's ring: Cognitive and communicative studies of grey parrots (Psittacus erithacus). in 21st Annual Krost Symposium on Evolution of Intelligence: Brain, Behavioral and Computational Approaches. 2001. Seguin, Texas. Pepperberg, I.M., Cognitive and communicative abilities of grey parrots. Applied Animal Behaviour Science, 2006. 100(1-2): p. 77-86. 	
Africa (1)	
 Teeling, E.C., et al., A molecular phylogeny for bats illuminates biogeography and the fossil record. Science, 2005. 307(5709): p. 580-584. african gray parrot (3) 	•
Help Print Preview Print Save Close	

改變書目輸出格式

 您可以在 EndNote Library 畫面上面的 Output Style 下拉選單,選擇不同書 目格式(本例正套用在 Numbered 格式上)。例如,選擇 Author-Date,參考 書目將會更新成 Author-Date 格式。您也可點 Select Another Style,選擇其 他 5000 多種之書目格式。



Subject Bibliography - Sample_Library_X7	enl	X
Output Style: Author-Date	Layout Terms	
Annotated APA 6th Author-Date Chicago 16th Footnote AnChiu, C., V Cognitive Development avoid sonar America 105 Numbered Show All Fields Vancouver	i). "Flying in silence: Echolocating bats cease vocalizing to National Academy of Sciences of the United States of	
Pepperberg, I. M. (2001). <u>In search of Kir</u> <u>grey parrots (<i>Psittacus erithacus</i>)</u> . 21st Al Behavioral and Computational Approache Pepperberg, I. M. (2006). "Cognitive and <u>Behaviour Science</u> 100 (1-2): 77-86.	ng <u>Solomon's ring: Cognitive and communicative studies of</u> nnual Krost Symposium on Evolution of Intelligence: Brain, s, Seguin, Texas. communicative abilities of grey parrots." <u>Applied Animal</u>	
Africa (1)		
Teeling, E. C., M. S. Springer, O. Madser molecular phylogeny for bats illuminates l 580-584.	n, P. Bates, S. J. O'Brien and W. J. Murphy (2005). "A biogeography and the fossil record." <u>Science</u> 3 07 (5709):	
african grav narrot (3)		~
Help	Print Preview Print Save Close	

- 2. 點 Output Style 旁的 "Layout"按鈕,可修改輸出格式與主題書目格式。
- 3. 在 Layout 項目中,可改變 Reference List Title 為 Reference,或其他希望列 印時,出現之標題字詞;另外,也可改變每筆參考書目在呈現上的排序方式。

 \sim



Subject Bibliography Setup
References Terms Page Layout Bibliography Layout
Output Style: Author-Date
Reference List Title:
REFERENCE LIST: ← 可修改爲 Reference
Bibliography Sort Order
C Order of Appearance
C Author + Title
Author + Year + Title
O First Author + Year + Other Authors
C First Author + # of Authors + Year
O Other
Sort Edited, Works After Original Works By Same Author
Endnote Defaults 確定 取消 説明

- 4. 在 Terms 項目中,可分別設定
 - (1) Reference List

您可選擇 Subject Terms Only,只呈現主題標題、不呈現參考文獻之格式。 選擇 Subject Terms and Reference List,一起呈現主題標題與參考文獻。 本範例,選擇 Subject Terms and Reference List 和 Recycle Numbering 為 例;經勾選 Recycle Numbering,當您採用數字型的書目格式時,即可看到 其上各關鍵詞彙下所列之參考書目編號,採用續號的方式呈現。



References	Terms Page La	oyout Bibli	ography La	ayout			
Referen O Su O Su I I I I I I I I I I I I I I I I I I I	ce List bject Terms Only bject Terms and Re Repeating Subject Recycle Numberin	ference List Terms g		Include Subject List of H On Se On Ne	Term Counts Record IDs me Line ext Line		
Order: Order: OBy By By By	Term - Alphabetic Term - Alphabetic Term - Inverse Alp Term Count - Aso Term Count - Des	al phabetical ending cending	Prefix: ^p Suffix ^p^p	Ke Ne Ne Ta	ey: ew Paragraph ew Line ^l eb		
Styles Subjec Subjec List Of	t Terms: t Term Counts: Record IDs:	▼ Bold □ Bold □ Bold	☐ Italic ☐ Italic ☐ Italic	Underli Underli Underli	ne 🥅 Upper ne ne	Case	

(2) Include

在此項目中,您可勾選 Subject Term Counts 呈現主題詞彙的數量,或 勾選呈現每筆書目的系統紀錄碼。

(3) Subject Term Layout: 主題詞彙輸出排序樣式

By Term - Alphabetical (按字母順序排列) By Term - Inverse Alphabetical (按反向字母順序排列) By Term Count - Ascending (按主題詞彙數量遞增排序) By Term Count - Desending(按主題詞彙數量遞減排序)

(4) Styles:主題詞彙的字體樣式,例如:粗體、斜體、底線、大寫等式樣。

5. 請注意的是,在 Bibliography Layout 項目中,若採用 Author-Date 輸出格式, 其選定的起迄欄位,在呈現參考文獻上會沒有嵌入空格,而接連著參考書目 內容。可於 Hanging Indent 選擇欲呈現的方式,是否要做每筆參考書目版面 縮排的呈現。



References Terms Page Layout Bib	oliography Layout	
Start each reference with:		
- End each reference with:		
Insert Field 🔸		3
		4
Hanging Indent: All paragraphs		
None All paragraphs		
First paragraph only Number Reference Second paragraph only	ķi 🗌	
All paragraphs but hirs	<u>st</u>	
To Mate Default		
ubject Bibliography - Sample_Library_X7	.enl	
Output Style: Annotated	Layout Terms	
acoustic interference (1)		
Anchine C. at al. (2000). Incluing in allow		
jamming." <u>Proceedings of the Na</u>	ational Academy of Sciences of the United States of Amer	rica

6. 點選確定,儲存改變設定。

- 7. 在主題書目視窗中我們還可使用的功能如下:
- (1) Print Preview:您可以預覽主題書目列印的樣式。
- (2) Print:列印主題書目。
- (3) Save:儲存主題書目,並選擇您想要的儲存格式 text、rtf、html。



Subject Bibliography - Sample_Library_X7.enl
Output Style: Author-Date
acoustic interference (1)
AnChiu, C., W. Xian and C. F. Moss (2008). "Flying in silence: Echolocating bats cease vocalizing to avoid sonar jamming." <u>Proceedings of the National Academy of Sciences of the United States</u> of <u>America</u> 105 (35): 13116-13121.
acquisition (2)
 Pepperberg, I. M. (2001). In search of King Solomon's ring: Cognitive and communicative studies of grey parrots (<i>Psittacus erithacus</i>). 21st Annual Krost Symposium on Evolution of Intelligence: Brain, Behavioral and Computational Approaches, Seguin, Texas. Pepperberg, I. M. (2006). "Cognitive and communicative abilities of grey parrots." <u>Applied Animal Behaviour Science</u> 100(1-2): 77-86.
Africa (1)
Teeling, E. C., M. S. Springer, O. Madsen, P. Bates, S. J. O'Brien and W. J. Murphy (2005). "A molecular phylogeny for bats illuminates biogeography and the fossil record." <u>Science</u> 307 (5709): 580-584.
african grav narrot (3)
Help Print Preview Print Save Close

8. 點選 Close 來關閉主題書目視窗,回到 EndNote Library 中。

相關章節

有關本章之相關介紹,可瀏覽EndNote Help下之Search for Help on…資訊中的 Subject Bibliographies and Subject Lists單元。



第十三章:Library 備份與分享

將 Library 壓縮並備份(Compressed Library)

使用者可利用EndNote的壓縮功能,將所有EndNote library的資源及夾帶的資料,壓縮成另一個檔案,以便將個人的EndNote Library備份在其他裝置中或分享給其他人。

1. 請點選 File 工具選單中的 Compressed Library(.enlx)

Edit References Gro	ups <u>1</u> 00is <u>W</u>	ndow Help			-	0,
New	10	- 🖻 🔍 🗸 🗲 😭 🦉	🕽 🐚 👔 🔢 🗞 🤡 🚱 🖓 Quick Search	۰ م	Show Search Pa	ənel
<u>C</u> lose Library	Ctrl+W	🖉 Author 🔶	Title	Year	Rating	
Save	Ctrl+S		Leaf-nosed bat	2009	**	
Save As		Allen, Glover M.	Bats: biology, behavior, and folklore	2004		
Save a Copy		AnChiu, C.; Xian, W.; M	Flying in silence: Echolocating bats	2008		
Revert		Avila-Flores, R.; Medelli	Ecological, taxonomic, and physiolo	2004		
Export	20	Bat Conservation Intern	Bat Conservation International	2008		
nipon Dia		Binfield, Peter	At PLoS ONE we're batty about bats	2008		
Print Preview	Ctrl+P	Bird, C. D.; Emery, N. J.	Insightful problem solving and crea	2009	**	
Print Setup		Brinklov, S.; Kalko, E. K	Intense echolocation calls from two	2009		
Compressed Library (enlx)		100				>
Exit	Ctrl+Q	ence Pueview	T Attached PDFs			

- 會自動跳出一個 Compressed Library 視窗,請選擇 Create 來建立一個壓縮 檔,右方可自行選擇是否連同夾帶的檔案一起做備份(With File Attachments / Without File Attachments)。下方區塊爲選擇欲壓縮的參考資料範圍。
 - (1) All References in library: Sample_Library _X7 中所有的參考書目皆作 備份或分享。
 - (2) Selected Reference(s) :可以單獨挑選某些參考書目作備份或分享。
 - (3) All References in Group/Group Set:可以從下拉選單中挑選某一個 Group 中的參考書目作備份或分享。



pressed Library (.enlx)	2
⊙ Create ○ Create & E-mail	With File Attachments Without File Attachments
 All References in Library: Selected Reference(s) 	Sample_Library_X7.enl
O All References in Group/Group Set:	Avian Intelligence Avian Intelligence - Avian Cognition - Converted Search - Corvids - Corvids - Corvids & Parrots
	- Parrots Bats - Chiroptera - Echolocation - Echolocation OR Sonar - Sonar My Groups - Cognition-All

- 3. 依使用者的需求選擇好後,請點選 Next。
- 4. 接著請在 Save Compressed Library 視窗選擇存放的路徑並將其命名。

注意:命名請儘量使用數字或英文來作爲檔案的名稱。



ive Compresse	d Library (.enb	d)		?
儲存於①:	📄 EN 備份區	×	0 🕫 🖻 🗉]-
成最近的文件				
 兵面				
武的文件				
戎印電腦	1.0			
網路上的芳鄰	檔名(N):	Sample_Library_X7_Back up	~	儲存(5)
	存檔類型(T):	EndNote Compressed Library (*	.enlx) 🔽 🗸	取消

5. 重新點選剛剛存放備份的路徑,即可看到副檔名為.enlx的壓縮檔。



6. 雙點擊此檔(上方圖示),即會在您存放的路徑中自動產生兩個檔案,一個是 Sample_Library_X7_Back up.enl 和 Sample_Library_X7_Back up.Data。



與 EndNote Web 同步 (Sync with EndNote Web)

自 EndNote X6 版本開始,新增了「Sync」功能之後,EndNote X7 依舊有提供 此功能讓使用者可以透過 Sync with EndNote Web,同步個人的 EndNote Library(單機版)與 EndNote Web(線上版)的參考書目資料。請點選 EndNote



Library 上方的「Sync with EndNote Web」圖示。

😻 EndNote X7 - [Sample_Library_X	7			
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My Library 🔺	🔹 🖉 Author 🗉	Title	Sync with EndN	ote Web Rating
All References (59)	 Zorina, Z. A.; Ob 	oozova, New data on t	he i 🌄 Synchuonize your de libuaries.	esktop and EndNote Web 📩 ★ ★

<u>我尙無 EndNote Web 帳號</u>

1. 請點選該畫面中的 Sign Up 來進行註冊。

EndNote Web Login		×		
Using an EndNote Web account makes it easy to keep your EndNote library in sync. more information Create a new EndNote Web Account If you don't have an EndNote Web account or aren't sure, then click Sign Up.				
E-mail Address:				
Password:				
	Forgot Password			
	OK Cancel	ו		

2. 請在下方畫面輸入兩次您的 E-mail 信箱。(gmail, yahoo, pchome 皆可)

	E	ndNote Web
		ENDNOTE®
		Using an EndNote account makes it easy to keep your EndNote library in sync. more information
		Please enter your e-mail address.
		E-mail Address:
		Retype E-mail Address:
		Submit Cancel

3. 請將下方畫面中有*號的欄位填寫完成,並於畫面最下方點選「I Agree」。



Jser Registration: To create your EndNot	te account, enter your information below. Fields with an asterisk are required.
E-mail Address:	789@gmail.com
First Name:	
~ Last Name:	
Middle Initial:	
Password:	
Retype Password:	
	Password Guidelines. Must be 8 or more characters (no spaces) and contain: - at least 1 numeral: D - 9 - at least 1 alpha character, case-sensitive - at least 1 symbol: 1 @ # \$ % ^ * () ~ `{}[] \&_ Example: 1sun%moon
Phone Number:	
* Address 1:	
Address 2:	
Address 3:	
* City:	
State/Province:	
* Postal Code:	
* Country:	Please select one
* Type of Organization:	Select One 💌
Primary Role/Title:	Select
* Subject Area:	Select
* How did you hear about Thomson products:	Select One
* Have you registered an EndNote product before?	C Yes C No
* Opt in/Opt out:	 ^C Send me information about Thomson Reuters products and services related to EndNote. ^C Do not send me information about Thomson Reuters products and services relater EndNote.
[Please read this Agreement carefully before accessing or using the Thomson Reuters (Scientific) LLC product known as EndNote Web. By accessing or using EndNote Web, you agree to be bound by the terms and conditions set forth below. If you do not wish to be bound by these terms and conditions, you may not access or use EndNote Web. Thomson Reuters (Scientific) LLC ("TRS LLC") may modify this Agreement from time to time upon notice to End User.
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THOMSON REUTERS	

4. 完成後,即可點選「Sync」 🕑 按鈕進行同步。



<u>我已有 EndNote Web 帳號</u>

1. 請於下方的畫面中輸入您的 E-mail 和密碼後,點選 OK。

EndNote W	eb Login	×
Using sync. Creal If	an EndNote Web account makes it easy to keep your EndNote library in nore information e a new EndNote Web Account you don't have an EndNote Web account or Sign Up	
	ote Web Account Credentials	
E-ma	il Address:	
Pass	word:	
	Forgot Password	
	OK Cancel)

注意:不管您是新註冊或是已有 EndNote Web 帳號,在您填寫完畢之後, Sync Preferences 的頁面即會自動帶入您的註冊信箱和密碼。

Change Case Display Fields	Synchronize your data with your EndNote Web account. <u>Learn more</u>
Display Fonts Duplicates Find Full Text Folder Locations Formatting Libraries PDF Handling	Upgrade or create your two-year EndNote Web account to get the latest features and enable Sync. Enable Sync
Read / Unread Reference Types	EndNote Web Account Credentials
Sorting Spell Check Sync Temporary Citations	E-mail Address: Password: *******
Term Lists URLs & Links	Sync this EndNote Library C:\Documents and Settings\All Users\Docum\Sample_Library_X7.enl Sync Automatically



 第一次同步時, EndNote Library 會彈出一視窗詢問使用者是否需要將目前 的檔案進行壓縮備份。若需要備份,請點選「是」,若不需要備份,則點選 「否」。(建議是請作備份會比較安全)



3. 備份完畢之後, EndNote 即會開始進行同步的動作。

NEW!!! EndNote X7 新功能:同步正在進行時,會在右下方出現同步的處理訊息,而且同步的功能會在背景中執行。



4. 同步完成後,點選 Sample_Library_X7 的左方面板中會出現 Sync Satus...,點選後會出現本次同步的詳細資料。



💐 EndNote X7 - [Sample_Library_X7]					_ 8 ×
😻 Elle Edit References Groups Tools Wins	dow Help				- 8 X
💗 🌑 🌍 Annotated	· 📭	• Q () •	🧶 🦢 🖹 🗄 🏷 🥝 🔞	Quick Search	🔎 🝷 Show Search Panel
My Library 🗠	🔷 Sy	nc Status			Journal Notes 🗠
All References (9	2)	Sync Details			Zoologic ISI Do
ØSync Status		Sync was last run:	Tuesday, July 02, 2013 at 12:49:26 РМ ×_зǯœ		20010gic 151 Do
Dilpfiled ((0)	Sync Status:	All changes have been sent.		PLOS CO
Connied (0)	Error Code:	None		Journal o
l ∎Trash (1)	Litor hessage.	None		OnlineUn
R. Pielenu		Local Sync Library			The Ame
выоюду		Library Name:	Sample_Library_X7.enl		The Ame
Anatomy (6)	Records:	93		Introduct
		Groups:	10		Biological
Social Sciences		Attachments:	2		Electroni
Binguistics (6)	Online Sync Library			
		Username:	ellietsou@gmail.com		Oxford Li 20110(
Psychology 101		Serial Number:	5091797110 (Premium until June 14, 2015)		
Biopsychology ((5)	Groups:	10		Ŧ
Clinical Psychology (6)	Attachments:	301 KB		
Cognitive Psychology (5)	Sync Limits	1000000 (000007 cap still be added)		attached to this
Counseling Psychol (6)	Number of Groups:	5000 (4990 can still be added)		
	· · · <u> </u>	Number of Attachments:	5.00 GB (5.00 GB can still be added)		
Avian Intelligence					
Avian Cognition (3	1)	Copy text to clipboard		Close	
RConverted Search ((4)	lew data on the brain and cognitiv	ve abilities of birds		<u>.</u>
Corvids (1	.9) 🧃	ournal			
❀Corvids & Parrots ((6) v	olume			
Parrots (2	(4) ⁹	0 ssue			

首次進行同步時,兩邊的檔案會以聯集的方式進行整合,以本例來說, EndNote Library 中原有 59 筆資料,EndNote Web Library 中有 33 筆資料, 兩邊資料均不重複的前題下!首次同步時,EndNote Library 會增加由 EndNote Web 同步來的資料 33 筆,EndNote Web 亦是增加從 EndNote Library 同步來的資料 59 筆。所以兩邊同步後的參考書目總數為 92 筆。

EndNote Library 與 EndNote Web 同步時的注意事項

 當您透過EndNote Library 單機版註冊EndNote Web 帳號後,EndNote Web Library 中可儲存5萬筆參考書目以及擁有5GB的夾帶檔案空間。同步時, 會自動將附加檔案也同時同步,唯要注意單一附加檔案大小不可超過1G。 您可以從EndNote Web"選項"標籤下的"帳戶資訊"檢視您帳號的到期 日。



ENDNOTE	0				
我的參考文獻	收集	整理	格式		選項
密碼 電子郵件地址	資料檔資訊	語言 下載安裝程式	帳戶資訊		
帳戶資訊					
帳戶	狀態	技法部署	到期日	若要重新啟用	
EndNote X7	作用中	713	14 6 月 2015		

- 2. EndNote Library 中的 Group Set、Smart Group 與 From Groups 的群組資 料不在同步的範圍內,這些群組將不會被同步到 EndNote Web 中。
- 3. 若從 EndNote Web Library 同步下來到 EndNote Library 的書目資料被歸類 在 Unfiled Groups 時,請自行手動作歸類。
- 4. NEW!!!若您的 EndNote Web Library 中有 Shared Group,以本範例來說, 將 Linguistics 設定為共用的資料夾,因此它會被同步到單機版上的 Library 中,可以用圖示來作識別。

的参与人称	收集		整理		格式			選項		
管理我同	的群組									
-	我的群组+		参考的割	之獻 (目	共用					
	Anatomy			6		管理共	朝	重	新命名	Œ
	Biopsycholog	У		5		管理共	明	重	新命名	E
	Chiroptera			22		管理共	相)	重	新命名	
	Clinical Psych	nology		6		管理共	(用)	重	新命名	
	Cognitiv <mark>e P</mark> sy	chology		5		管理共	規	重	新命名)	Æ
	Corvids			19		管理共	(用)	①	新命名	E
	Counseling Ps	sychology		6		(管理)	ŧ用)	(重	新命名	E
	Echolocation			6		(管理共	期)	(I	新命名	E
<u>_</u>	Linguistics			6		管理共	朝	重	新命名	Ħ
	Parrots			24		管理共	期	重	新命名	E
	(新增群組)								
					/					
ndNote X7 - IS	ample Library X71				·					E
jile <u>E</u> dit <u>R</u> efere	ences Groups <u>T</u> ools	<u>W</u> indow <u>H</u> elp								
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y Library	A	<u> </u>	🖉 Aut 👻	Title			Year	Rating	Journal	No
All Referen	ces	(92)	Xu, Zhe,	A Reali	zation Opt	imality	2011		Journal o	
Sync Statu	s	0	Staff Wri	. 40 Faso	inating Le	ectures f	2011		OnlineUn	
Jnfiled		(0)	Reiss, D Heine B	On the	uage: An I arammati	introduc	2008	TTT	Journal o	
Frash		(1)	Chomsky.	. Whati⊴	Special A	bout La	2012	****	SBS Lect	
Dielegy		0	Chomsky.	. Cartesia	an Linguis	tics: A C	2009	***		
			0.00		4770).					
a Anata		(6)								



- 5. EndNote 八版或八版以上的 EndNote Library 才有跟 EndNote Web 同步的功能。
- 6. 若在某一個 EndNote Library(不管是單機版或是線上版)的 Trash group 中有書目資料,則該些書目資料也將被同步到另一個 EndNote Library 中。



- 任何在 EndNote Library 或是 EndNote Web 上對書目資料和附加檔案的新 增、修改或是刪除的動作,同步時,無論是在 EndNote Library 或是 EndNote Web,也會同時的新增、修改或是刪除,這部分務必要小心注意。
- 可以透過 Edit 工具選單中的 Preferences→Sync 來進行同步頻率的修改, 若勾選自動同步 "Sync Automatically", EndNote Library 每 15 分鐘會 自動與 EndNote Web 進行同步。



- Change Case - Display Fields	Synchronize your data with your EndNote Web account. Learn more	
 Display Fonts Duplicates Find Full Text Folder Locations Formatting Libraries 	Upgrade or create your two-year EndNote Web account to get the latest features and enable Sync. Enable Sync	
PDF Handling Read / Unread Sorting Spell Chack Synce Temporary Citations Term Lists URLs & Links	EndNote Web Account Credentials E-mail Address: ellietsou@gmail.com Password: ********* Sync this EndNote Library C:Documents and Settings\All Users\Docum\Sample_Library_X7.enl Sync Automatically	
EndNote Defaults] [Rev	rent Panel 页	

 同步功能適用於一個 EndNote Web 帳號與一個 EndNote Library,若使用 者想將多個 EndNote Library 與 EndNote Web 來進行同步,點選 Sync 同 步圖示時,EndNote 會彈出一警告視窗提醒使用者。

EndNote		×
4	Warning: You are about to sync a library that is different than the last library you synced. This will merge the libraries. Do you wish to proceed?	
	確定 取消	

 EndNote Web 的新增的群組,例如註冊 ResearcherID 時產生的 My Publications、Publication List 1 與 Publication List 2 等群組,同步時,在 EndNote Library 中會被歸類到 Unfield Groups 的類別下,使用者需要手動 進行該群組的分類。建議您自行在 EndNote Library 中新增一個 ResearcherID group set,再將該些書目資料進行歸類。



😻 File Edit References	Grou	ips Too	ols Window Help	()	• 🕤 🥝 🦢 🖹 🗄 🏷 🌚 🕺
My Library		Sea	rch Options 🕨	1	Search Whole
🚺 All References	(11)	0 0	Author	Year	Title
🔲 Unfiled	(0)		Shen, Q.; Yao, Y.;	2010	test
🗑 Trash	(0)	0	Shen, X.	2005	Scanning the human proteome for calmodulin
Unfiled Groups	_		Shen, X.; Valenci	2005	Scanning the human proteome for calmodulin
My Publications	(1)	0	Sugaya, M.; Ura	2010	Phase II Trial of Adjuvant Chemotherapy with
Publication List 1	(0)		Tomita, M.; Shim	2010	Prognostic Significance of Tumour Marker Ind
Dublication List 2	(0)	0	Tsai, C. H.; Chen,	2007	Enzymatic synthesis of DNA on glycerol nucleic
Fublication List 2	(0)	0	展華	2010	臺灣的梅花文化
My Groups			郭春花	2009	鄭植藝:展會為企業牽線搭橋
🛅 Read	(11)	0	陳名寅	2010	鴉片戰爭后臺灣儒學傳統與民族精神的重構

11. 同步時,若 EndNote Library 或是 EndNote Web 上有重複資料,該重複資料不會進行刪除的動作。在 EndNote Library 中,使用者需要透過 EndNote 工具列中的 References 選單→Find Duplicates 的功能來進行重複資料的比對。在 EndNote Web 中則是選擇 Organize(整理)功能下的 Duplicates(尋找重複項目)功能來進行重複書目資料查找。

ENDNOTE®			
我的参考文獻 收集	整理	格式	選項
查理我的群组 其他人的群组 动	找重複項目 管理附件		
快速檢索	尋找重複項目		
検索 於 我的所有参考文獻	目前沒有調	重複的參考文獻。	

12. 在 EndNote Library 的 Online Only mode 模式下, EndNote library 將無法 與 EndNote Web library 進行同步。

🕏 EndNote X7 - [Sample_Library_X7]			
😻 <u>File E</u> dit <u>R</u> eferences Groups <u>T</u> ools <u>W</u> indow <u>H</u> elp			- 8 3
💗 🌑 🌍 Annotated 💌 🍱	0 🔍 🗸 🌶 🐑 🧶 🐚 🗎 🗄 🏷 💽 🥝	Quick Search	🔎 👻 🐺 Show Search Panel
My Li Online Search Mode (Temporary Library) Display cally Chine Search seults Records attawed for Online Searchese on cot attornet for Online Searchese on cot attornet for Online Searchese on Cot	🦻 🖉 Aut 🔶 Title	Year Rating	Journal Notes
Online Trash (0)			

相關章節

有關本章之相關介紹,可瀏覽EndNote Help下之Search for Help on…資訊中的 EndNote Web單元。

