

# EndNote™

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## 書目管理軟體

(本簡報以EndNote 20版為例)

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# 引文與書目的重要性

## Introduction

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



在文獻中，引文跟書目常是一起呈現的。

引文主要呈現方式有兩種：

1. 數字 1, 2, 3...
2. 作者+年代



WIKIPEDIA  
The Free Encyclopedia

Main page  
Contents  
Current events  
Random article  
About Wikipedia  
Contact us  
Donate

2  
Contribute

Article

Talk

Read

View source

View history

Not logged in

## Vaccine

From Wikipedia, the free encyclopedia

*For other uses, see [Vaccine \(disambiguation\)](#).*

A **vaccine** is a biological preparation that provides active [acquired immunity](#) to a particular [infectious disease](#).<sup>[1]</sup> A vaccine typically contains an agent that resembles a disease-causing microorganism and is often made from weakened or killed forms of the microbe, its toxins, or one of its surface proteins. The agent stimulates the body's [immune system](#) to recognize the agent as a threat, destroy it, and to further recognize and destroy any of the microorganisms associated with that agent that it may encounter in the future. Vaccines can be [prophylactic](#) (to prevent or ameliorate the effects of a future [infection](#) by a natural or "wild" [pathogen](#)), or [therapeutic](#) (to fight a disease that has already occurred, such as [cancer](#)).<sup>[2][3][4][5]</sup>

# 引文與書目的重要性

## References


- Bai, X. and R.B. Baron. *Acupuncture: Visible Holism*. Butterworth-Heinemann, Oxford, 2001.
- Belluomini, J., R.C. Litt, K.A. Lee and M. Katz. Acupressure for nausea and vomiting of pregnancy: a randomized, blinded study. *Obstet. Gynecol.* 84: 245–248, 1994.
- Chiu, J.-H., W.-Y. Lui, Y.-L. Chen and C.-Y. Hong. Local somatothermal stimulation inhibits the motility of sphincter of Oddi in cats, rabbits and humans through nitrenergic neural release of nitric oxide. *Life Sci.* 63: 413–428, 1998.



## 主要功用

1. 加強內容信度
2. 降低抄襲疑慮
3. 可作為同主題資料參考的依據

## References

1. ^ "Expanded Practice Standards"  (PDF). *Iowa Administrative Code*. 2019.
2. ^ Melief CJ, van Hall T, Arens R, Ossendorp F, van der Burg SH (September 2015). "Therapeutic cancer vaccines" . *The Journal of Clinical Investigation*. **125** (9): 3401–3412. doi:10.1172/JCI80009 . PMC 4588240 . PMID 26214521 .
3. ^ Bol KF, Aarntzen EH, Pots JM, Olde Nordkamp MA, van de Rakt MW, Scharenborg NM, de Boer AJ, van Oorschot TG, Croockewit SA, Blokk WA, Oyen WJ, Boerman OC, Mus RD, van Rossum MM, van der Graaf CA, Punt CJ, Adema GJ, Figdor CG, de Vries IJ, Schreibelt G (March 2016). "Prophylactic vaccines are potent activators of monocyte-derived dendritic cells and drive effective anti-tumor responses in melanoma patients at the cost of toxicity" . *Cancer Immunology, Immunotherapy*. **65** (3): 327–339. doi:10.1007/s00262-016-1796-7 . PMC 4779136 . PMID 26861670 .

# 本次課程內容

## PART 1



軟體下載  
及安裝

## PART 2



EndNote  
版面介紹

## PART 3



匯入書目方式

- ▶▶ 從網路/資料庫
- ▶▶ 從PDF檔
- ▶▶ 手動新增

## PART 4



論文寫作  
功能應用  
(MS Word)

# Part 1. 軟體下載與安裝



**安裝與移除 EndNote 前請務必關閉Office相關文件！**

含Word, Excel, PowerPoint, Outlook

# 相容性資訊: Windows

	X8	X9	X9.3	20	21
Windows 7	○	○	○	<b>x</b>	<b>x</b>
Windows 8	○	○	○	<b>x</b>	<b>x</b>
Windows 10	○	○	○	○	○
Window 11	<b>x</b>	○	○	○	○

→ [Windows Compatibility Guide](#)

Word 2013	○	○	○	○	○
Word 2016	○	○	○	○	○
Word 2019	○	○	○	○	○
Word 2021	○	○	○	○	○
Office 365	○	○	○	○	○



- ▶▶ 如版本不足，請先升級系統及MS Word版本，再安裝EndNote程式
- ▶▶ 以EndNote X9.3(含)後版本編輯/轉存過的 EndNote 檔案**無法**在X9.2(含)以前舊版開啟使用

# 相容性資訊: Macintosh

	X8.2	X9	X9.3	20	21
OS 10.13.x High Sierra	○	○	x	x	x
OS 10.14.x Mojave	○	○	○	○	○
OS 10.15.x Catalina	x	x	○	○	○
OS 11.1.x Big Sur	x	x	x	○	○
OS 12.x Monterey	x	x	x	○	○
OS 13.x Ventura	x	x	x	○	○
OS 14.x Sonoma	x	x	x	△	○
<a href="#">→ macOS Compatibility Guide</a>					
Word 2016	○	○	○	○	○
Word 2019	○	○	○	○	○
Word 2021	x	x	x	○	○
Office 365	○	○	○	○	○



- ▶ Mac使用者請務必先確認系統及MS Word版本，才不會發生EndNote無法使用或工具列未出現的問題
- ▶ 以EndNote X9.3(含)後版本編輯/轉存過的 EndNote 檔案無法在X9.2(含)以前舊版開啟使用

Library / 檔案的  
編輯使用版本

目前電腦安裝的  
EndNote版本

是否能順利開啟?



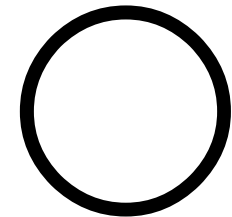
EndNote X9.2↓

+



X9.3↑ program

=



EndNote X9.3↑

+



X9.2↓ program

=





# 下載相關提醒

## 提醒 1

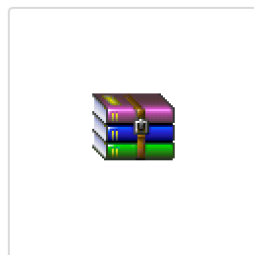
請在學校/醫院網域內連線至下載頁(點擊[圖書館網站](#)首頁下方的EndNote)  
否則會看到空白頁



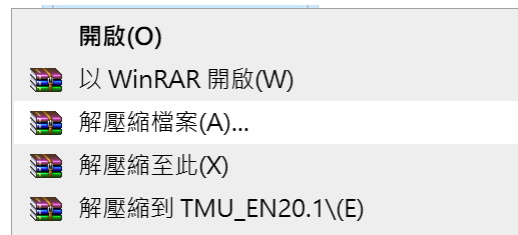
校外連線軟體及設定請參見資訊處網站說明  
<http://bit.ly/30yGYVC>

## 提醒 2

(Windows版)下載後請先完整解壓縮  
否則會變成試用版，只能使用30天



TMU\_EN20.1.zip



EN20.1

① 在壓縮檔上  
按右鍵

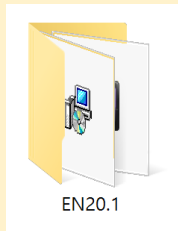
② 選擇「解壓縮檔案」

③ 得到EN??  
的資料夾

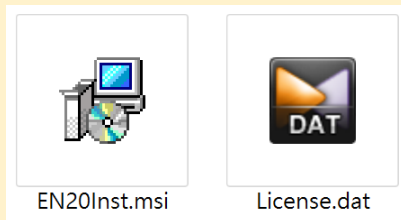
# 安裝相關提醒: Windows

## 提醒 1

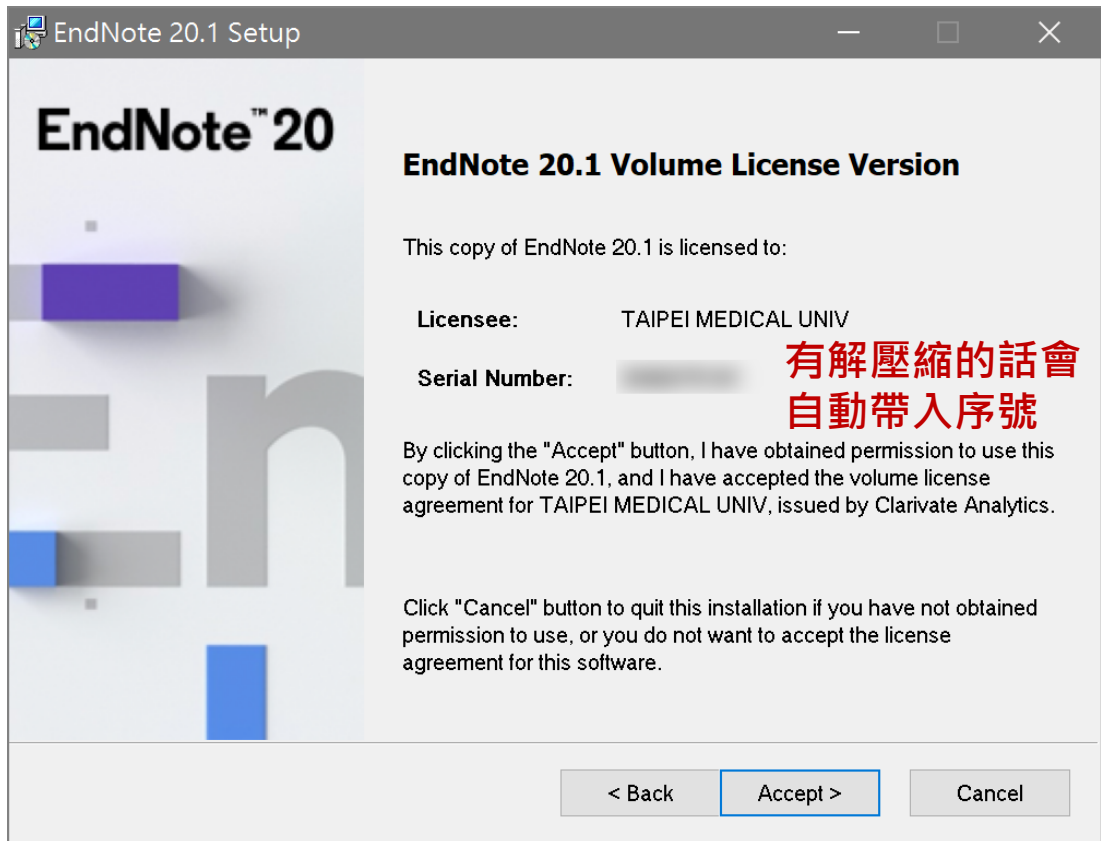
務必確認已完整解壓縮從圖書館下載的檔案  
否則安裝時會被要求輸入序號



確認完整解壓縮後的資料  
夾上沒有鎖頭或拉鍊



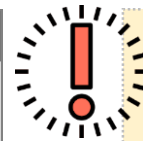
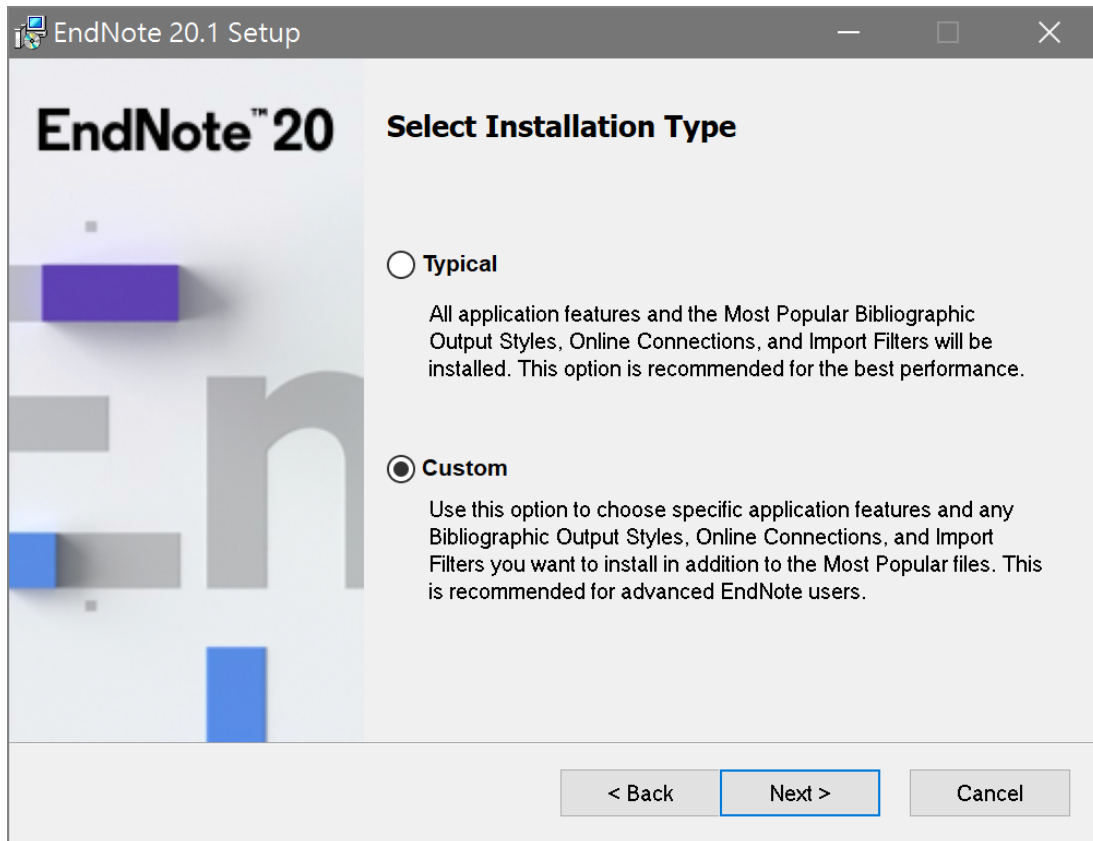
點開解壓縮得到的資料夾  
會看到有 2 個檔案



# 安裝相關提醒: Windows

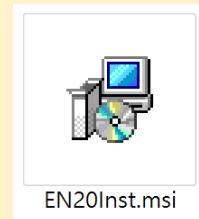
## 提醒 2

若您需要投稿期刊，建議選擇**Custom**  
Typical可用格式約500個，Custom可用格式7,200個以上



如果一開始已選擇安裝  
Typical，之後想改為  
Custom，請...

- 1 重新執行從圖書館下載  
的安裝檔




- 2 會出現 Application  
Maintenance畫面，請選  
擇【Modify】，即可進到  
下一個張投影片的畫面

# 安裝相關提醒: Windows

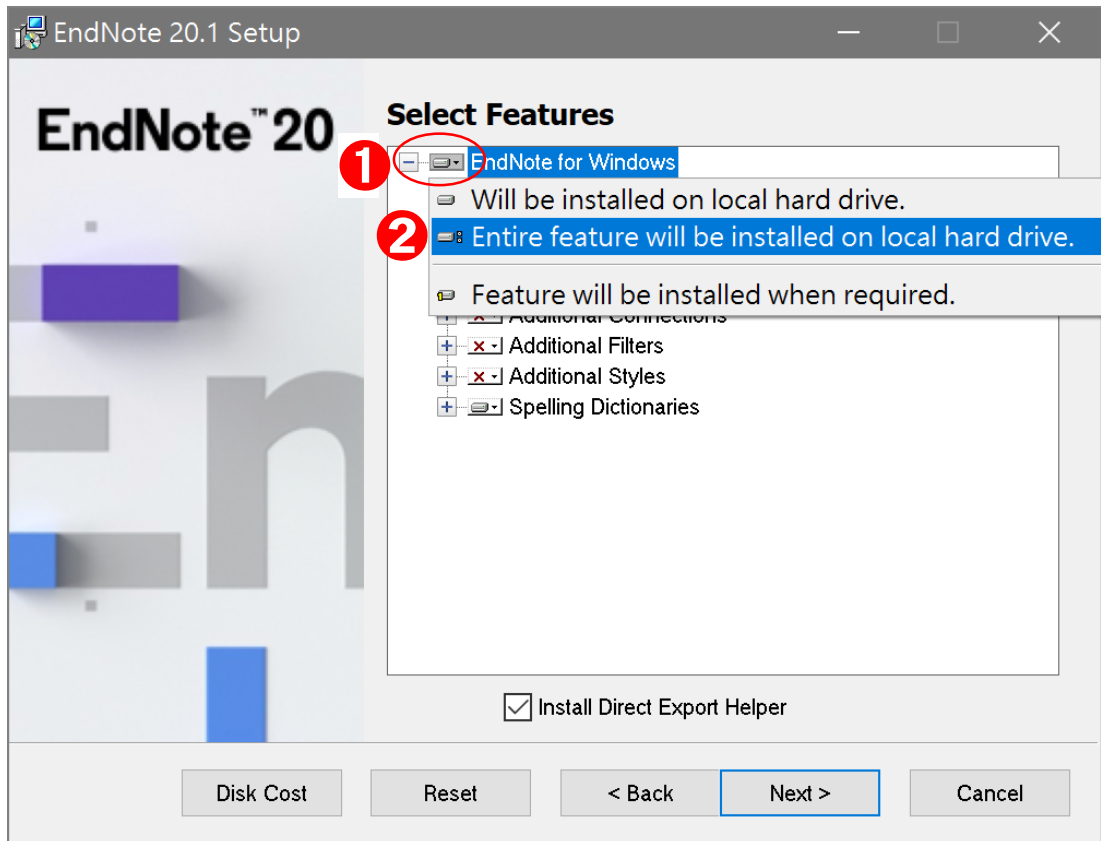
## 提醒 2

若您需要投稿期刊，建議選擇Custom  
Typical可用格式約500個, Custom可用格式7,200個以上



1  
請將滑鼠點在  
「EndNote for  
Windows」前的圖示  
上，會顯示下拉選單  
的選項

2  
再選擇「Entire feature  
will be...」，即可將原  
本打 x 的項目全部需  
改為安裝項目

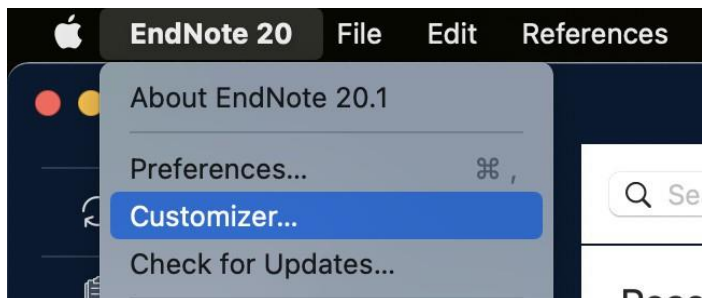


# 安裝相關提醒: Macintosh

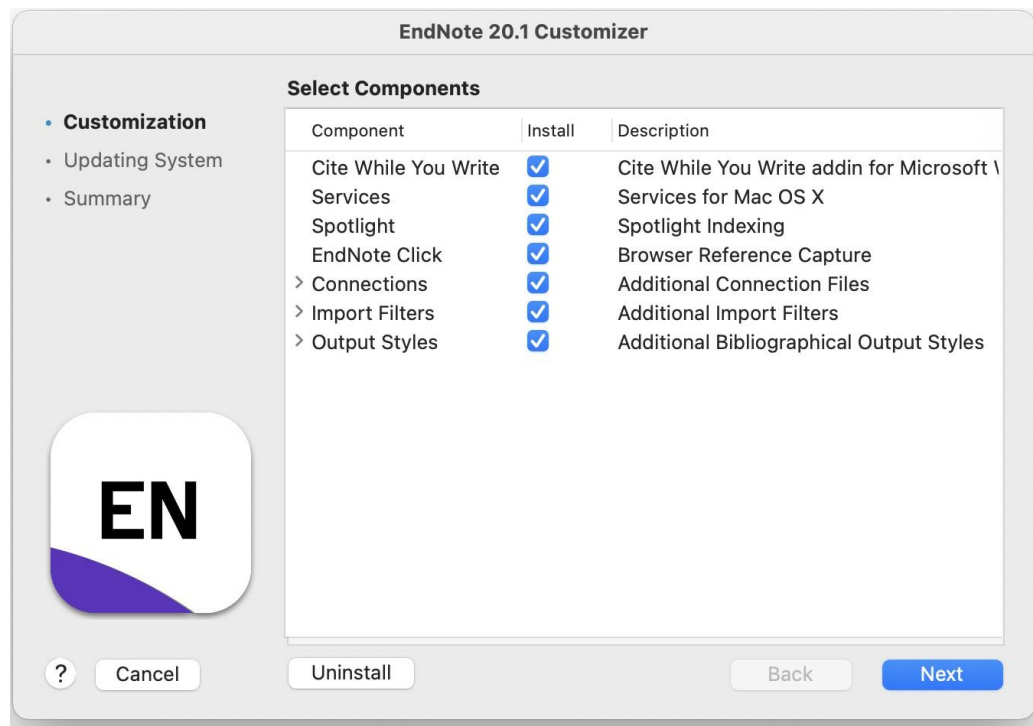
## 提醒

若您需要投稿期刊，建議安裝程式後再手動進行完整安裝  
Typical可用格式約500個, Custom可用格式7,200個以上

① 開啟左上的「EndNote」選單，再點擊 Customizer



② 將預設沒有勾選的項目全部勾選，而後點擊右下的《Next》

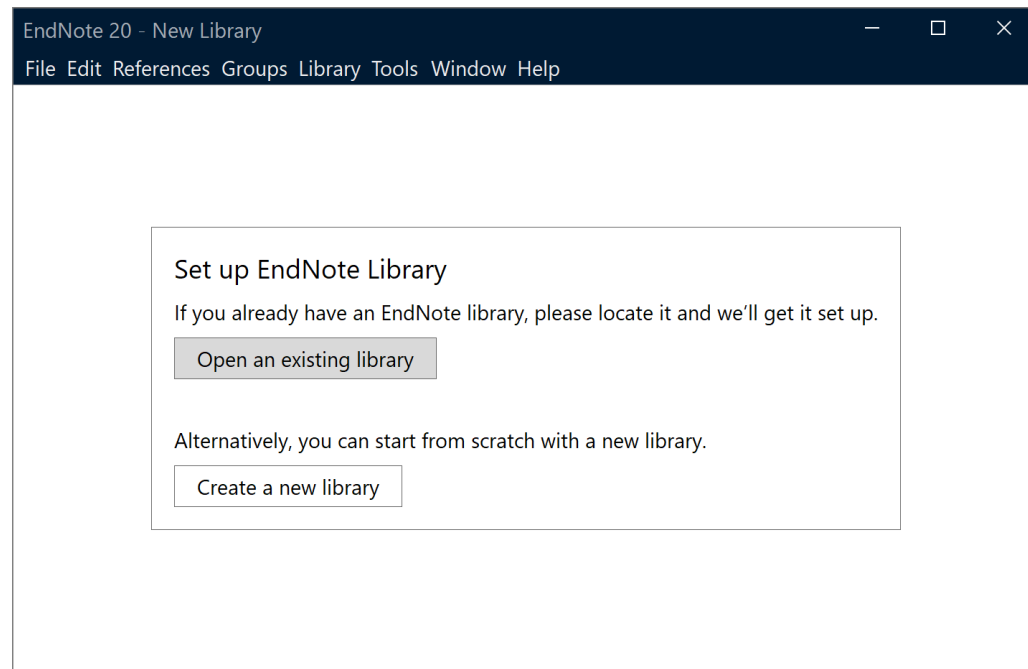
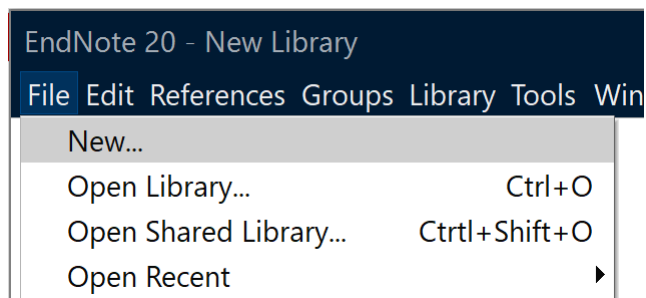


如果您確定系統及MS Word版本皆沒有問題，但仍未看到工具列，可至 Customizer 重新勾選《Cite While You Write》，嘗試修復此功能

## Part 2. 版面介紹

# 建立個人的EndNote library

第一次使用，會出現右邊的畫面，可點擊  建立新檔案  
或是點左上的 **File** 選單，再選擇 **New...** (如下圖)。



當您建立完EndNote檔案後，在您指定儲存的路徑中會看到 **一個 .enl 檔** 及 **一個與enl 檔同名的 .Data 資料夾**。



Sample.Data



Sample.enl

# 提醒

## 提醒

不要將EndNote檔案儲存在雲端空間，如 Dropbox, Box, Google Drive, OneDrive, SharePoint, 等其他具類似功能的線上服務。這可能會損毀您的EndNote library。

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## 提醒

EndNote library是會損壞的，請務必不定時的備份，以降低檔案毀壞的風險。

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## 提醒

每個 EndNote library 都由 .enl file 和 .data 資料夾組成，不論是移動或是備份，務必將它們存放在同一個資料夾中。



# 版面概覽 1/2

可利用進階檢索功能查詢檔案內或外部資料庫 (online search) 的書目

Summary 頁籤顯示已反白的書目詳細資訊，可在 Edit 頁籤中快速編輯該筆書目的內容。

The screenshot displays the EndNote 20 software interface. On the left is a dark sidebar with navigation options: Sync Configuration, All References (1196), Recently Added (0), Unfiled (982), Trash (200), MY GROUPS (COVID: 22, New Group: 81, 代檢-中: 104), TEST (group 1: 7, group 2: 7), My Groups, FIND FULL TEXT, GROUPS SHARED BY..., and ONLINE SEARCH (Library of Congress: 0, LISTA (EBSCO): 0, PubMed (NLM): 0, Web of Science C...: 0, more...). The main window is titled 'EndNote 20 - Test-Converted.enl' and shows a search interface with filters for Author, Year, and Title, all set to 'Contains'. Below the search bar is a table of references. The first reference is highlighted in green: Wibawa, T., 2021, COVID-19 vaccine research and development. The right pane shows the 'Summary' view for this reference, displaying the title 'COVID-19 vaccine research and development: ethical issues', author 'T. Wibawa', journal 'Trop Med Int Health 2021 Vol. 26 Issue 1 Pages 14-19', and a full citation with a DOI link. The bottom of the right pane shows the citation in APA 7th format.

Author	Year	Title
Wibawa, T.	2021	COVID-19 vaccine research and development
Warshavsky, A.; Shvatzki, S.; Kampel, L...	2021	The Effect of Diathermy Power Settings on Or
Vega, M. L.; Pisani, L.	2021	Nasal high flow oxygen in acute respiratory fa
Vaira, L. A.; De Riu, G.; Ligas, E.; Deiana,...	2021	Neck dissection with harmonic instruments ar
Taipei Medical University Library,	2021	TMUL webpage
Suffredini, D. A.; Allison, M. G.	2021	A Rationale for Use of High Flow Nasal Cannu
Rhatomy, S.; Abadi, M. B. T.; Setyawan,...	2021	Posterior cruciate ligament reconstruction wit
Park, K. S.; Sun, X.; Aikins, M. E.; Moon, ...	2021	Non-viral COVID-19 vaccine delivery systems
Palin, L.; Nordgren, M.; Lingemark, A.; J...	2021	Topical oxygen treatment relieves pain from t
Montalvo, R.; Castro, E.; Chavez, A.	2021	Alternative to traditional noninvasive ventilati
Miller, K. C.; Morrow, B. R.; Sorrels, J. H....	2021	Electrocautery Induced Damage of Total Knee
Longo, U. G.; De Salvatore, S.; Candela,...	2021	Unicompartmental Knee Arthroplasty: Minima
Lodhi, F. A. K.; Akcan, T.; Mojarrab, J. N....	2021	A Case of de Novo Antiglomerular Basement
Lazarus, J. V.; Rat		... of potential acceptance of a C

Online Search  
讓你可在EndNote中快速連接至外部資料庫查找並存入書目

顯示目前已存入檔案的書目清單

此處可讓你預覽特定 Style 的書目呈現格式。

# 版面概覽 2/2

## Groups 群組功能區

除了All References、Unfiled等固定群組外，也可依個人需求自行新增、命名。

可新增項目包含：

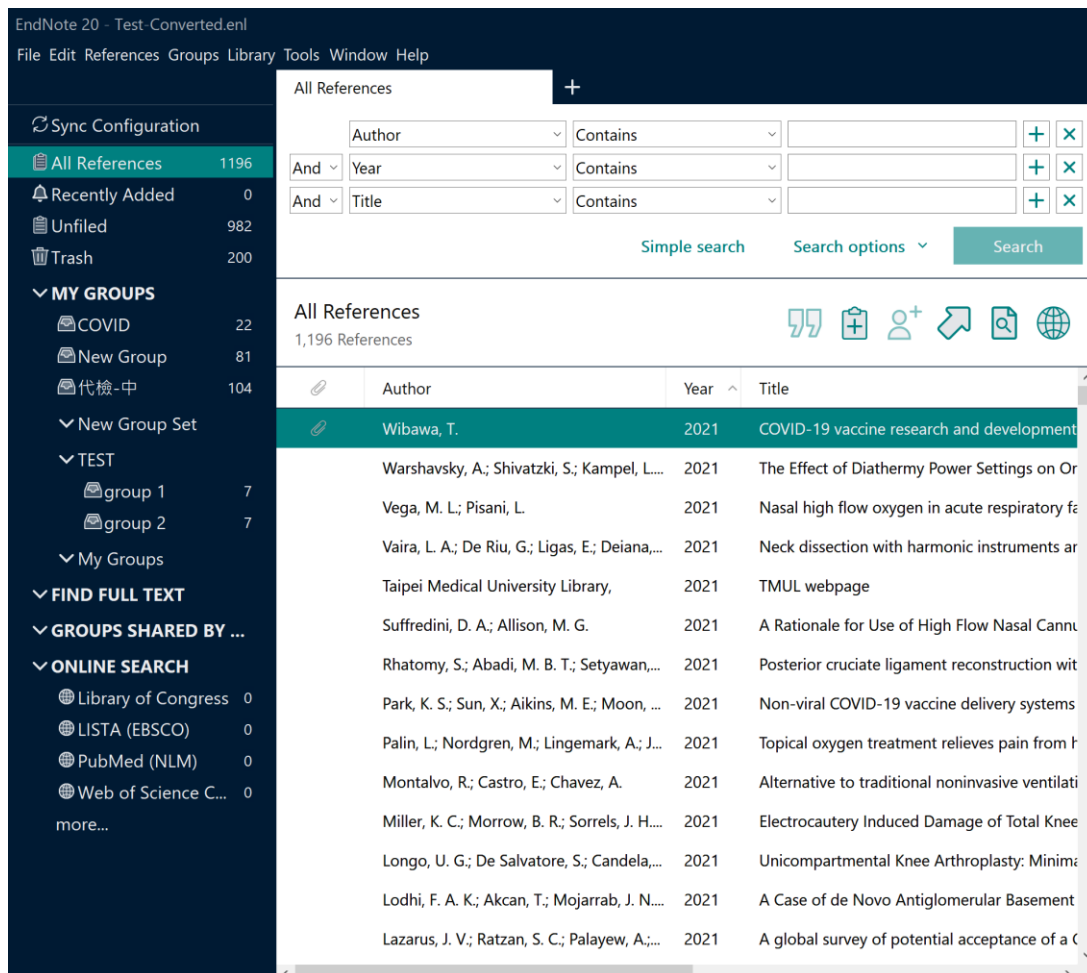
**Group: 分類**，可將書目直接拖曳至現有或新增的Group中，名稱右側會顯示其中的書目數

**Group Set: 大群組**，可包含多個Group，會顯示旗下Group中的所有書目，名稱左側會有

新增方式 (擇一):

- 1) 在群組區的空白處按右鍵
- 2) 從上方的「Groups」選單

從自建Group中移除書目並不會真正刪除書目，如果想刪除，請從All References中處理。



The screenshot shows the EndNote 20 interface. On the left is the 'Groups' panel with a tree view. The 'All References' group is selected, showing 1196 references. Below it are 'Recently Added' (0), 'Unfiled' (982), and 'Trash' (200). Under 'MY GROUPS', there is a 'COVID' group (22), a 'New Group' (81), and a '代檢-中' group (104). There are also 'New Group Set', 'TEST' (with 'group 1' and 'group 2'), and 'My Groups'. Below these are 'FIND FULL TEXT' and 'GROUPS SHARED BY ...'. At the bottom is 'ONLINE SEARCH' with 'Library of Congress' (0), 'LISTA (EBSCO)' (0), 'PubMed (NLM)' (0), and 'Web of Science C...' (0). On the right is the 'All References' list, showing 1,196 references. The list has columns for Author, Year, and Title. The first entry is 'Wibawa, T.' from 2021, titled 'COVID-19 vaccine research and development'.

# 補充資訊

## Note 1

EndNote 20起，Windows版和Mac版的版面沒有差異，只有上方選單中的選項有些許不同。

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## Note 2

Windows版的EndNote 20.1 新增分頁功能，可將特定群組(group)以分頁方式開啟，瀏覽書目更方便。

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## Note 3

若檔案內有書目附件連結失效，可利用EndNote的Find Broken Attachment Links功能，找出連結失效的書目紀錄並重新附加檔案。

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## Note 4

EndNote 20 調整上方選單選項的分類，增加Library選單，因此部份選項位置與舊版不同。

## Part 3.匯入書目文獻方式說明



1. 自網路/資料庫匯入
2. 自PDF匯入(單篇/批次)
3. 手動新增

# 從網路/資料庫匯入

## 可直接匯入

- Pubmed
- Embase
- CINAHL plus
- Ovid Medline
- Scopus
- Web of Science (WOS)
- Cochrane Library  
(選擇ris檔時)
- Google Scholar
- 華藝線上圖書館
- 臺灣博碩士論文知識加值系統


## 需手動匯入

- 中國期刊論文網(CNKI)
- Cochrane Library  
(選擇txt檔時)
- 國家圖書館期刊文獻資訊網




- ▶ 多數的資料庫的匯出方式：  
勾選欲匯出的資料後，點選Export / Download / Export Citation / Download Citation, etc.  
(不同資料庫用詞不同) 即可直接匯出書目資料
- ▶ 匯出檔案格式有EndNote請選EndNote，沒有的話請選擇 RIS

# 從Pubmed匯入書目 1/2


**National Library of Medicine**  
 National Center for Biotechnology Information

Log in



×
Search

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


Save

Email



Send to 2


Sorted by: Best match

Display options

MY NCBI FILTERS 

RESULTS BY YEAR
 



TEXT AVAILABILITY
 

☐ Abstract

51,758 results
 

Filters applied: 1
 

☒ 1

Clipboard

My Bibliography

Collections

Citation manager 3

Clear selection

Cite
 

PMID: 31563989
 [Free PMC article.](#)
[Review.](#)

Share
 

Traumatic **brain injury** (TBI) is the most common cause of death and disability in those aged under 40 years in the UK. ...

☒ 2
 

Acute Management of Traumatic **Brain Injury**.  
 Vella MA, Crandall ML, Patel MB.

# 從Pubmed匯入書目 2/2

NIH U.S. National Library of Medicine  
National Center for Biotechnology Information

PubMed.gov

chronic kidney disease

Advanced Create alert

Save Email Send to

Selection (2)

All results on this page

All results

Selection (2)

Search

User Guide

Create a file for external citation management

Selection: Selection (2)

4 Create file Cancel

MYNCBI FILTERS 164,150 results

5

pubmed-braininjur-se  
t.nbib

沒有勾選任何紀錄或是想一次匯出大量書目，請自行調整 Selection 的選項。  
\*\*單次最多可匯出10,000筆


點擊《Create File》後，會下載一個“pubmed-xxxx.nbib”的檔案，  
直接開啟下載的檔案即可將書目匯入 EndNote library 中。


# 從Google Scholar 匯入單篇書目 1/3




查詢關鍵字前建議先調整設定

1  Google 學術搜尋

 我的個人學術檔案

 我的圖書館

 快訊

 指標

 進階搜尋

2  設定

Google 學術搜尋

☒ 不限語言 ☐ 搜尋所有中文網頁 ☐ 搜尋繁體中文網頁

COVID-19的文章

NEJM

JAMA

Lancet

Cell

BMJ

Science

Elsevier

Oxford

Wiley

medRxiv

站在巨人的肩膀上



# 從Google Scholar 匯入單篇書目 2/3

← 設定

搜尋結果 語言 圖書館連結 帳戶 按鈕

每頁搜尋結果數量

10

Google 預設值 ( 10 項 ) 的搜尋速度最快。

搜尋結果開啟位置

☐ Open each selected result in a new browser window

參考書目管理程式

☐ 隱藏導入鏈接

☒ 顯示導入 EndNote 的鏈接

調整為「顯示」

BibTeX

EndNote

RefMan

RefWorks

4 下拉選擇EndNote

5

儲存

取消


如要保留設定，必須啟用 [Cookie](#)

# 從Google Scholar 匯入單篇書目 3/3

Google 學術搜尋

brain injury ⑥ 查尋關鍵字

×



文章

約有 2,220,000 項結果 (0.05 秒)

不限時間  
2021 以後  
2020 以後  
2017 以後  
自訂範圍...

[HTML] Traumatic brain injury  
J Ghajar - The Lancet, 2000 - Elsevier  
The decrease in mortality and improved outcome for patients with severe traumatic brain injury over the past 25 years can be attributed to the approach of “squeezing oxygenated blood through a swollen brain”. Quantification of cerebral perfusion by monitoring of ...  
☆ 被引用 1103 次 相關文章 全部共 16 個版本 ⑦ 導入EndNote

Mechanisms of brain injury.  
TA Gennarelli - The Journal of emergency medicine, 1993 - europepmc.org  
Head injuries vary widely in their etiology, pathophysiology, clinical presentation, and optimal treatment strategies. Broadly speaking, there are two categories of brain injury: focal injuries and diffuse


☆ 被引用

The role of secondary brain injury.

按照關聯性排序  
按日期排序

不限語言  
搜尋所有中文網頁  
搜尋繁體中文網頁

⑧



點擊《導入EndNote》後，會下載一個“scholar.enw”的檔案，  
直接開啟下載的檔案即可將書目匯入EndNote library 中。

# 從Google Scholar 匯入多篇書目 1/2



查詢關鍵字前請先登入個人的Google帳號

Google 學術搜尋

brain injury ① 查詢關鍵字



文章

約有 2,220,000 項結果 (0.04 秒)

我的個人學術檔案

★ 我的圖書館

不限時間

[HTML] Traumatic brain injury

2021 以後

J Ghajar - The Lancet, 2000 - Elsevier

2020 以後

The decrease in mortality and improved outcome for patients with severe traumatic brain injury over the past 25 years can be attributed to the approach of "squeezing oxygenated blood through a swollen brain". Quantification of cerebral perfusion by monitoring of ...

2017 以後

★ 被引用 1103 次 相關文章 全部共 16 個版本 導入EndNote

自訂範圍...

按照關聯性排序

Mechanisms of brain injury.

TA Gennarelli - The Journal of emergency medicine, 1993 - europepmc.org

按日期排序

Head injuries vary widely in their etiology, pathophysiology, clinical presentation, and optimal treatment strategies. Broadly speaking, there are two categories of brain injury: focal injuries and diffuse injuries. Focal brain injuries, which are usually caused by direct blows to ...

不限語言




☆ 被引用 472 次 相關文章 全部共 5 個版本 導入EndNote






搜尋所有中文網頁

② 點擊 ★ 將書目暫存在個人帳號中

搜尋繁體中文網頁

# 從Google Scholar 匯入多篇書目 2/2

 學術搜尋
 



我的圖書館     
我的個人學術檔案 我的圖書館

我的圖書館  
 垃圾桶  
 管理標籤...

不限時間  
 2021 以後  
 2020 以後  
 2017 以後  
 自訂範圍...

顯示個人圖書館中  
 您可以改回搜尋：brain injury

BibTeX  
 EndNote **6**  
 RefMan  
 CSV

☒ The role of severe head injury in determining outcome from severe head injury.  
 RM Chesnut, L... - The Journal of ..., 1993 - europepmc.org  
 As triage and resuscitation protocols evolve, it is critical to determine the major extracranial variables influencing outcome in the setting of severe head injury. We prospectively studied the outcome from severe head injury (GCS score < or = 8) in 717 cases in the Traumatic ...  
 被引用 2564 次 相關文章 全部共 9 個版本 導入EndNote

☒ Mechanisms of brain injury  
 TA Gennarelli - The Journal of ...  
 Head injuries vary widely in their optimal treatment strategies. Brain injuries and diffuse injuries. Focus ...  
 被引用 472 次 相關文章



點擊《EndNote》後，會下載一個  
 “citations.enw” 的檔案，  
 直接開啟下載的檔案即可將書目匯入  
 EndNote library 中。

# Find Full Text 1/2

EndNote 20 - Sample.enl

File Edit References Groups Library Tools Window Help

Sync Configuration

All References 11

Imported References 10

Recently Added 11

Unfiled 11

Trash 0

MY GROUPS

My Groups

FIND FULL TEXT

GROUPS SHARED BY ...

ONLINE SEARCH

Library of Congress 0

LISTA (EBSCO) 0

PubMed (NLM) 0

Web of Science C... 0

more...

All References +

Advanced search

All References 11 References

1 將想嘗試找全文的書目反白選取

Author	Year	Title	Journal
Rass, V.; Helbok, R.		Grade Subarachnoid Hemorrhage	Curr N...
Marklund, N.; Bellander, B. M.		in the acute and chronic state o...	J Inter...
Khellaf, A.; Khan, D. Z.; Helmy,		c brain injury	J Neur...
Wang, K. K.; Yang, Z.; Zhu, T.; S		d prognostic biomarkers for trau...	Expert...
Vella, M. A.; Crandall, M. L.; Pa		matic Brain Injury	Surg C...
Stocchetti, N.; Carbonara, M.;		targeted management in the in...	Lancet...
Galgano, M.; Toshkezi, G.; Qiu		nt Treatment Strategies and Futu...	Cell Tr...
Araki, T.; Yokota, H.; Morita, A			...
McKee, A. C.; Daneshvar, D. H			...

2 在反白書目上按右鍵，選擇Find Full Text

New Reference Ctrl+N  
 Edit Reference Ctrl+E  
 Copy References To  
 Copy Formatted Reference Ctrl+K  
 E-mail Reference  
 Move References to Trash Ctrl+D  
 Add References To  
 Remove References From Group  
 Cut  
 Copy  
 Paste  
**Find Full Text**  
 Authenticate...  
 Find Reference Updates  
 OpenURL Link  
 Open URL  
 Mark as Read

# Find Full Text 2/2



從 Google、資料庫端匯入的都只有書目，不會有全文；  
透過Find Full Text功能只能取得部份全文，而無法取得所有  
全文 (請審慎使用)



當Find Full Text功能處理完畢後，得到的結果狀態如下列：

Found PDF: 有找到全文且已完成下載

Found URL: 無法下載全文但有抓到文章的網址

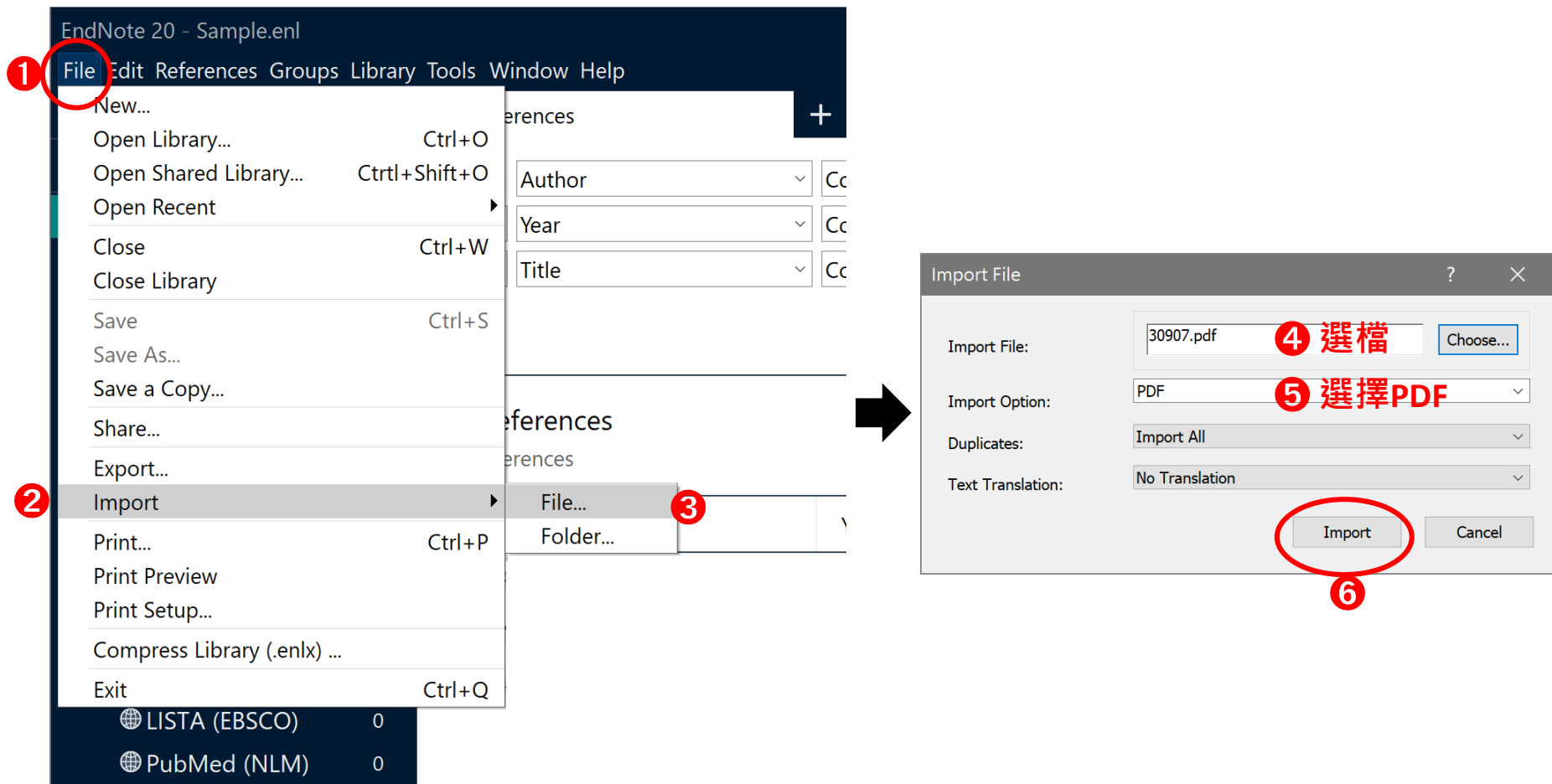
Not Found: 無法下載全文也未抓到文章的網址



可能無法找到全文的原因

- 1) 不在北醫體系網域內
- 2) 北醫未訂購該期刊且該刊非公開取用全文
- 3) 文章出版年份過早，沒有PDF檔可取得
- 4) 文章太新且PDF檔的連結尚未能使用
- 5) 出版社的網站架構不支援或不允許EndNote此功能

# 從單一PDF檔匯入書目: Windows



EndNote 20 - Sample.enl

1 File Edit References Groups Library Tools Window Help

New... Open Library... Ctrl+O Open Shared Library... Ctrl+Shift+O Open Recent Close Ctrl+W Close Library Save Ctrl+S Save As... Save a Copy... Share... Export... 2 Import 3 File... Folder... Print... Ctrl+P Print Preview Print Setup... Compress Library (.enlx) ... Exit Ctrl+Q

Author Year Title

Import File

Import File: 30907.pdf 4 選檔 Choose...

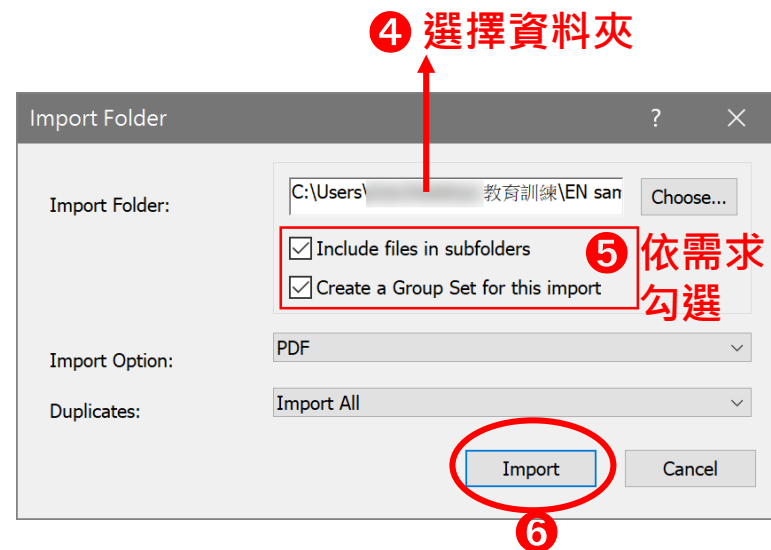
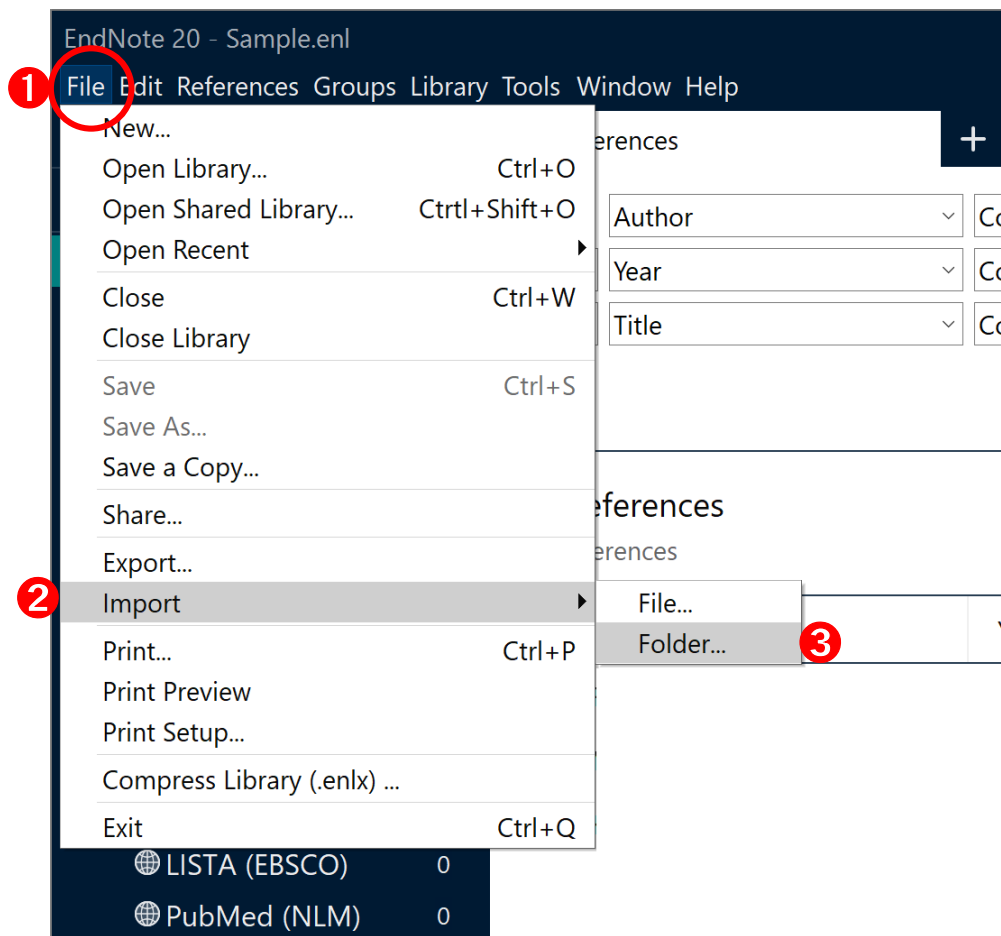
Import Option: PDF 5 選擇PDF

Duplicates: Import All

Text Translation: No Translation

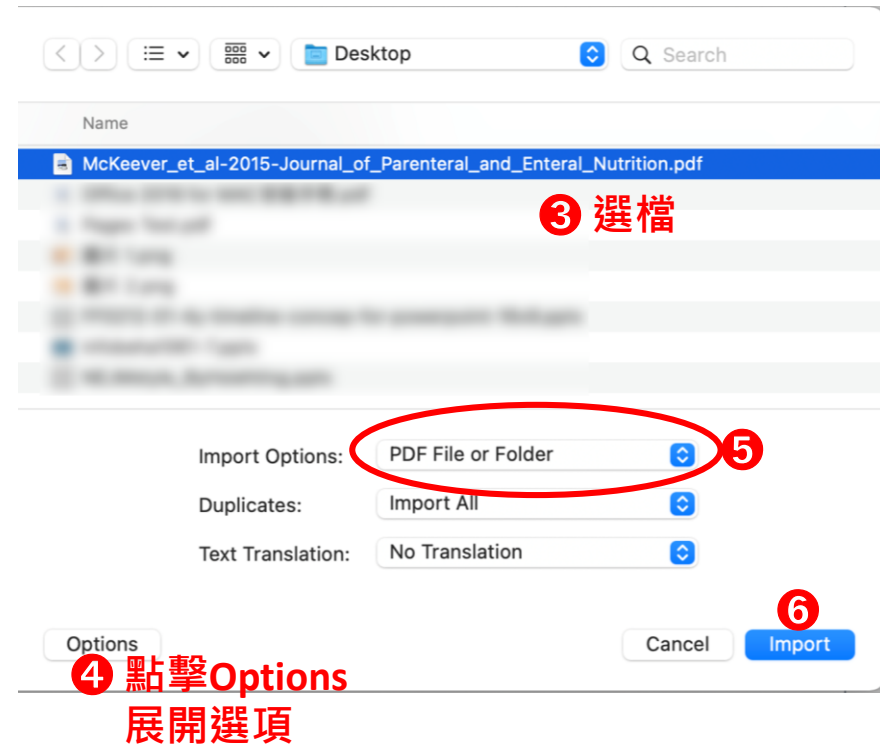
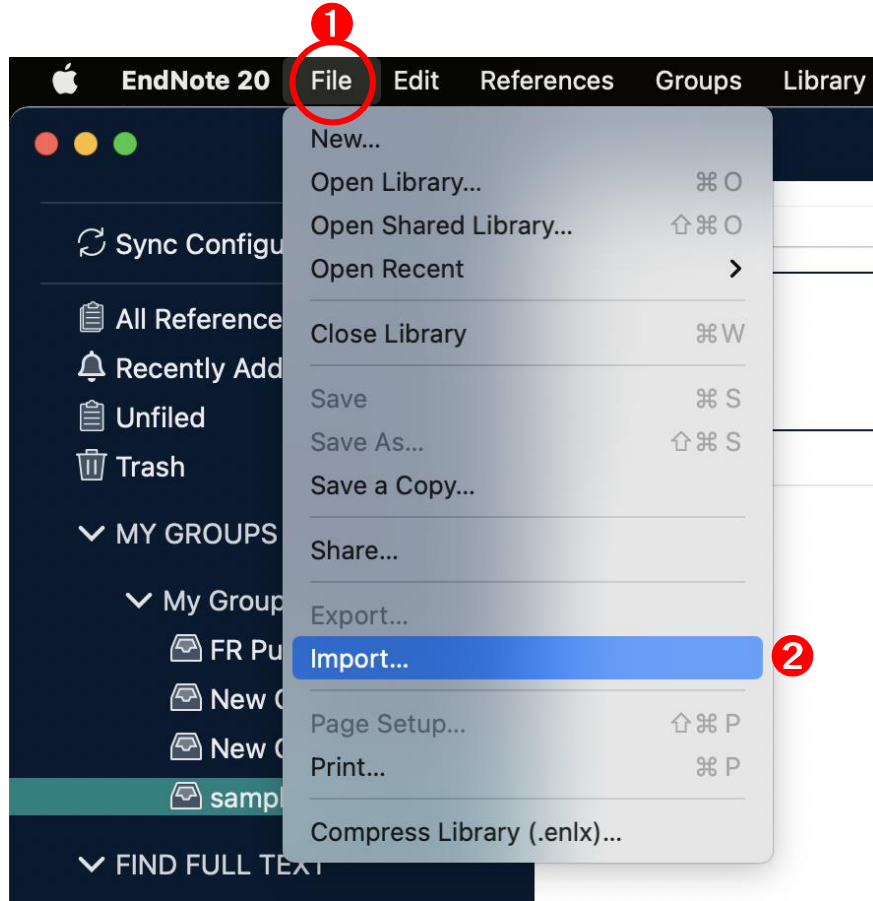
6 Import Cancel

# 從多篇PDF檔匯入書目: Windows

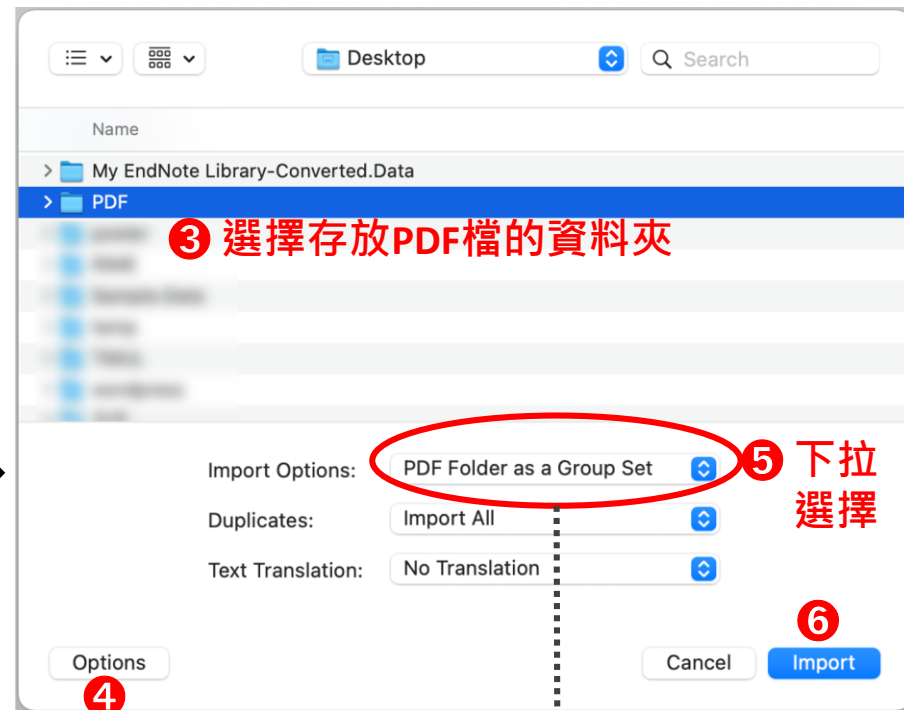
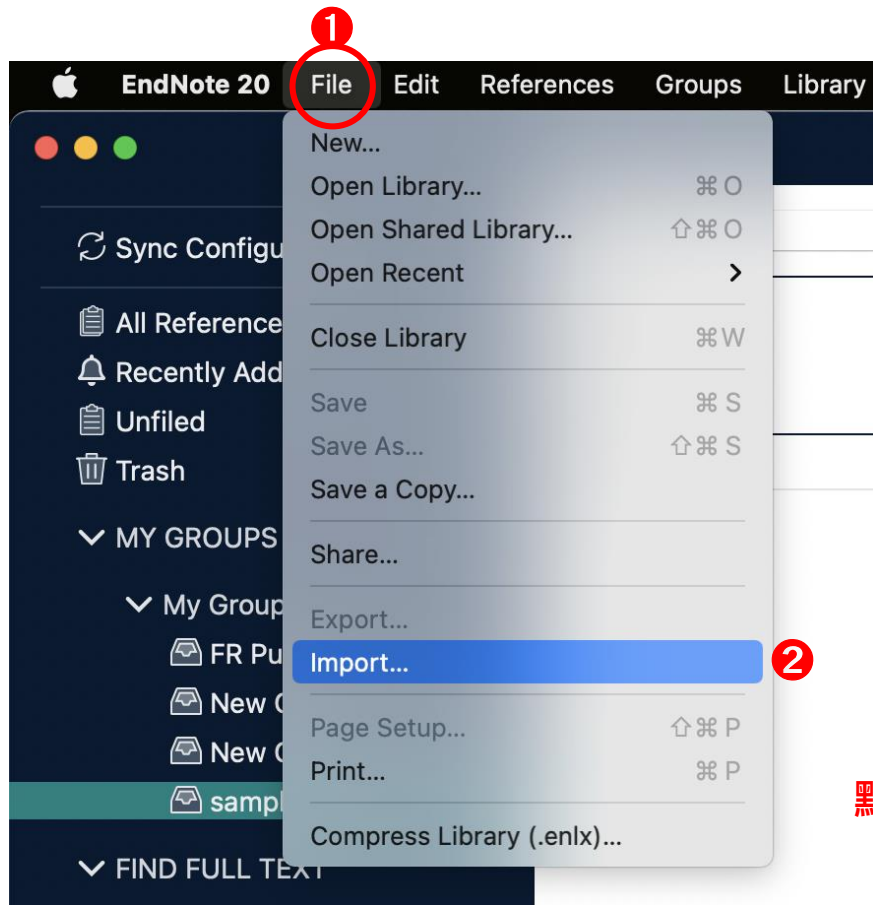




# 從單一PDF檔匯入書目: Macintosh



# 從多篇PDF檔匯入書目: Macintosh



點擊Options 展開選項



如果不需要在匯入PDF同時建立Group Set, 可維持預設選項 "PDF File or Folder"

# 從PDF匯入失敗範例

EndNote 20 - Sample.enl

File Edit References Groups Library Tools Window Help

Sync Configuration

- All References 23
- Recently Added 23
- Unfiled 12
- Trash 1

MY GROUPS

- Paper
  - #1 4
  - #2 3
  - Paper 4
- My Groups

FIND FULL TEXT

GROUPS SHARED BY ...

ONLINE SEARCH

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

Paper +

Author Contains

And Year Contains

And Title Contains

Simple search Search options Search

Paper 11 References

	Author	Year	Title	Journal	Volume	Pages	Reference Ty
	Shi, G. M.; Zhang, Y. D.; Geng, C. ...	2016	Profile and 1-Year Outcome of Ischemic Stroke in East China: ...	J Strok...	25	49-56	Journal Article
	Um, Y. J.; Oh, S. W.; Lee, C. M.; ...	2015	Dietary Fat Intake and the Risk of Metabolic Syndrome in Kor...	Korea...	36	245-52	Journal Article
	Tseng, H. P.; Lin, F. J.; Chen, P. T. ...	2015	Derivation and validation of a large disposition predictin...	J Strok...	24	1179-86	Journal Article
	Park, T. H.; Redelmeier, D. A.; Li, ...	2015	Academic year-end cha stroke outcomes	J Strok...	24	500-6	Journal Article
	Kauranen, T.; Laari, S.; Turunen, ...	2015	Use of Stroke-Related l ements and Predictors of...	J Strok...	24	1715-23	Journal Article
	Kato, Y.; Hayashi, T.; Tanahashi, ...	2015	Cardioembolic stro problem in the agin...	J Strok...	24	811-4	Journal Article
	Fukuoka, Y.; Hosomi, N.; Hyaku...	2015	Baseline feature of a ran al assessing the effects of...	J Strok...	24	610-7	Journal Article
			<a0000539-200909-201001280077-201001280077-40-44.p...				Journal Article
			<a0000034-200312-9-4-10-12-a.pdf>				Journal Article
			<a0000005-200410-11-4-4-9-a.pdf>				Journal Article
			<15632555-201206-201206200004-201206200004-136-14...				Journal Article

# 從全文的PDF檔匯入書目



不是每個PDF檔都能匯入成功

PDF 檔中必須有數位物件辨識碼(DOI)



EndNote 將會從大型資料庫中搜尋書目資料

如 Web of Science, CrossRef 和 Pubmed ; 沒有華藝



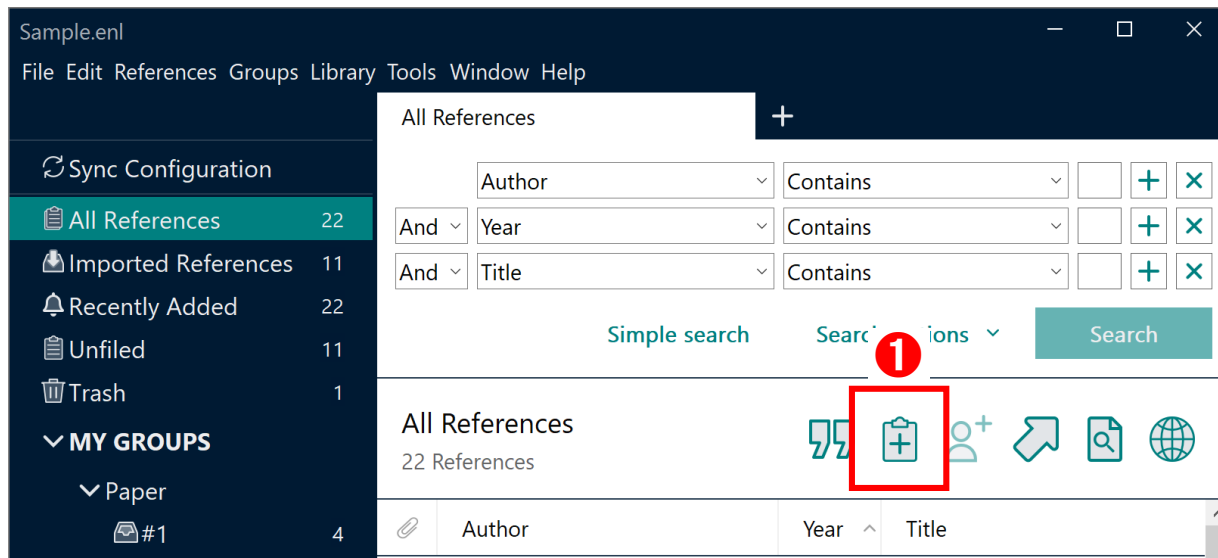
PDF檔匯入失敗 (PDF檔名即為Title) 的原因:

- ▶▶ 匯入當時網路未連線
- ▶▶ PDF檔為掃描圖檔，無法在檔中選取文字
- ▶▶ 該篇PDF檔無DOI 或DOI資訊出現在檔案的第三頁之後
- ▶▶ EndNote書目比對來源中沒有此文章

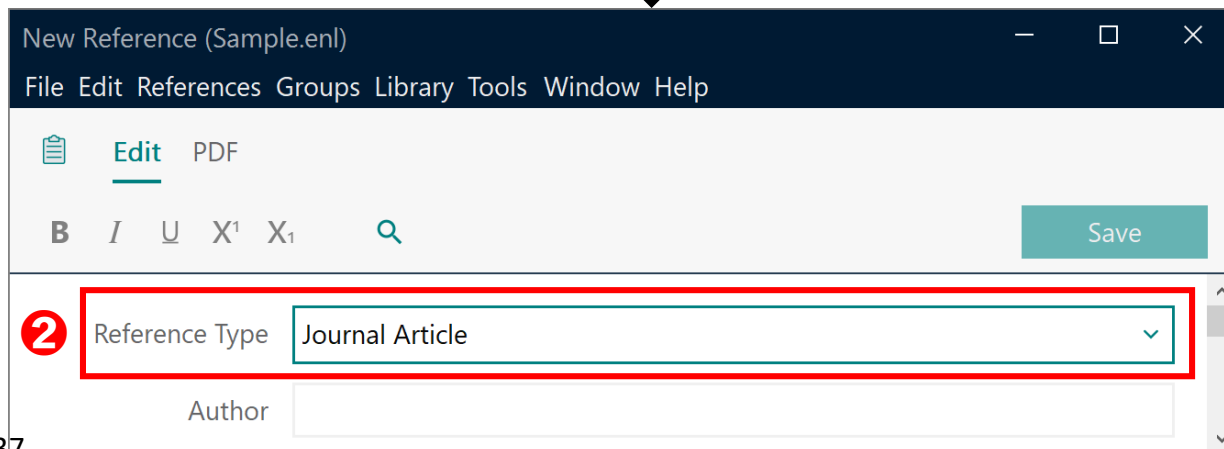
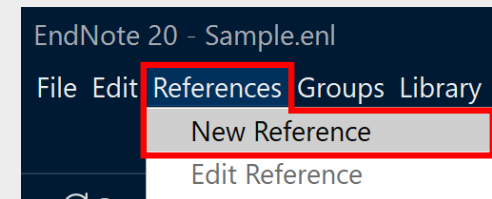


中文文獻因較少有DOI且多無法於Pubmed查得，建議先於臺灣期刊論文索引或華藝線上圖書館等資料庫匯入書目後，再手動附加全文檔

# 手動新增書目



從左上方的「Reference」選單也可新增書目



預設的Reference Type為Journal Article，請務必調整為您要新增的資料類型。

變更Reference Type的同時下方欄位也會調整顯示所需填寫的欄位。

# 強制讓作者欄機構名顯示全名

X

Library, T. M. U. (2021). *TMUL website*. Retrieved 2021/7/10 from <http://library.tmu.edu.tw>

O

Taipei Medical University Library (2021). *TMUL website*. Retrieved 2021/7/10 from <http://library.tmu.edu.tw>



只要在機構名稱後加一個半形逗號就可以強制讓機構顯示全名。

Libr..., 2021 #24
Summary
Edit
PDF

B I U X<sup>1</sup> X<sub>1</sub> 🔍 Save

Reference Type	Web Page
Author	Taipei Medical University Library,
Year	2021
Title	TMUL website

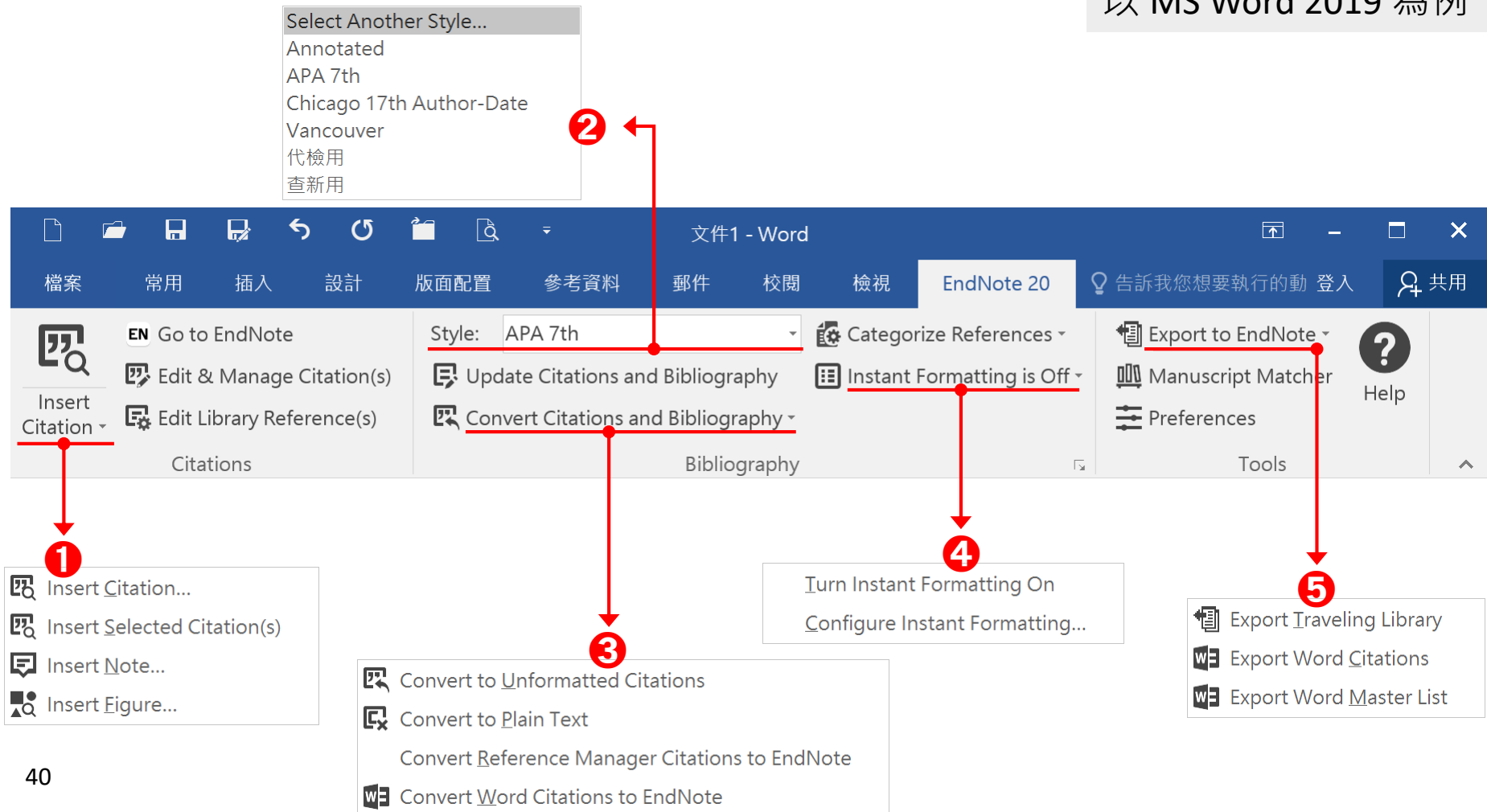
## Part 4. 寫作功能搭配應用



- ▶▶ EndNote 工具列相容資訊請見p.6-7
- ▶▶ Windows版除了MS Word外，MS PowerPoint也有EndNote工具列

# EndNote工具列: Windows

以 MS Word 2019 為例



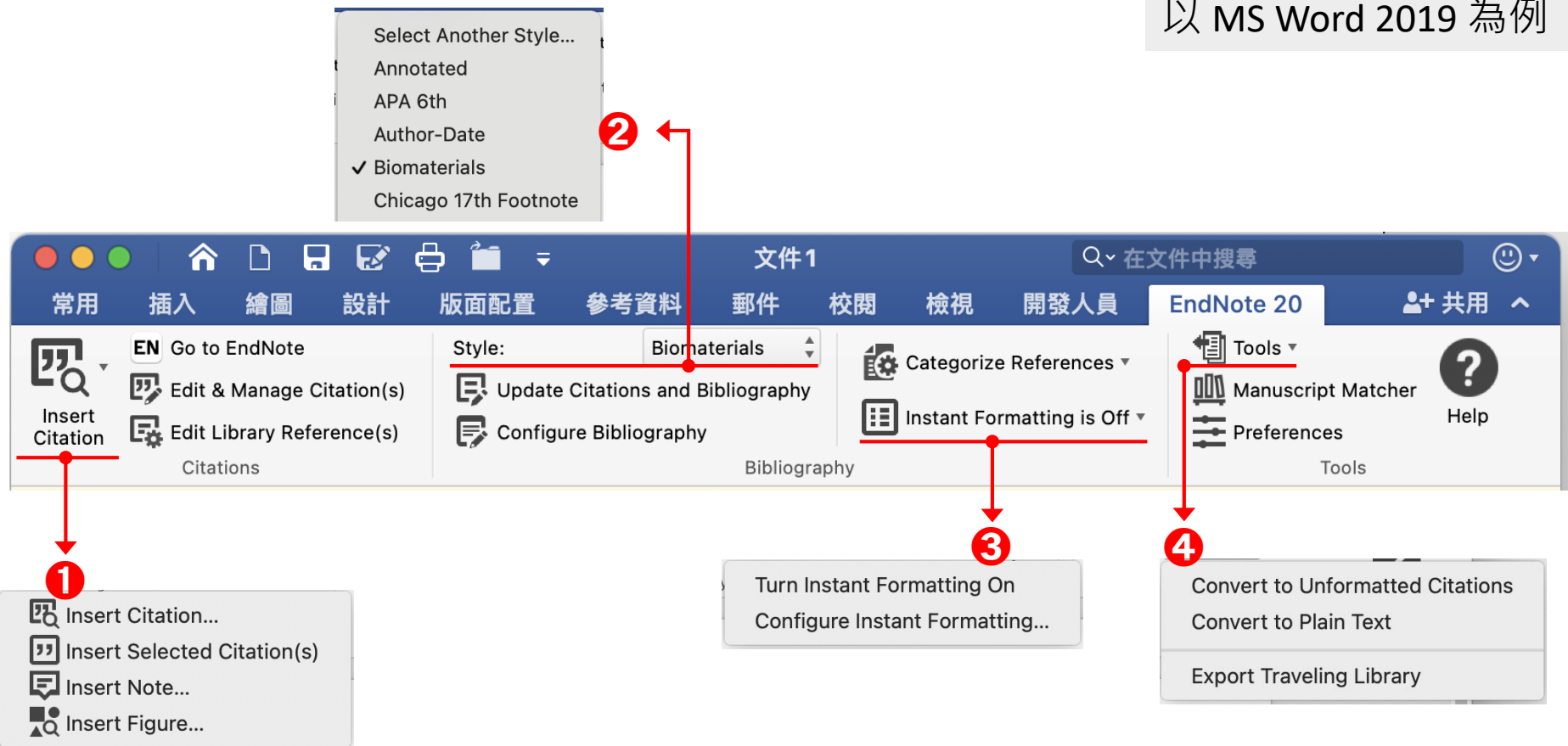
The screenshot displays the MS Word 2019 interface with the EndNote 20 ribbon active. Five numbered callouts highlight key features:

- 1** Points to the **Insert Citation** button in the Citations group. Its dropdown menu includes:
  - Insert Citation...
  - Insert Selected Citation(s)
  - Insert Note...
  - Insert Figure...
- 2** Points to the **Style** dropdown menu in the Bibliography group, which is currently set to **APA 7th**. Its dropdown list includes:
  - Select Another Style...
  - Annotated
  - APA 7th
  - Chicago 17th Author-Date
  - Vancouver
  - 代檢用
  - 查新用
- 3** Points to the **Convert Citations and Bibliography** button in the Bibliography group. Its dropdown menu includes:
  - Convert to Unformatted Citations
  - Convert to Plain Text
  - Convert Reference Manager Citations to EndNote
  - Convert Word Citations to EndNote
- 4** Points to the **Instant Formatting is Off** button in the Bibliography group. Its dropdown menu includes:
  - Turn Instant Formatting On
  - Configure Instant Formatting...
- 5** Points to the **Export to EndNote** button in the Tools group. Its dropdown menu includes:
  - Export Traveling Library
  - Export Word Citations
  - Export Word Master List



# EndNote工具列: Macintosh

以 MS Word 2019 為例



The screenshot shows the EndNote 20 ribbon in MS Word 2019. The ribbon is divided into four main sections: Citations, Bibliography, Tools, and a Help section. Red arrows and numbers 1 through 4 point to specific features:

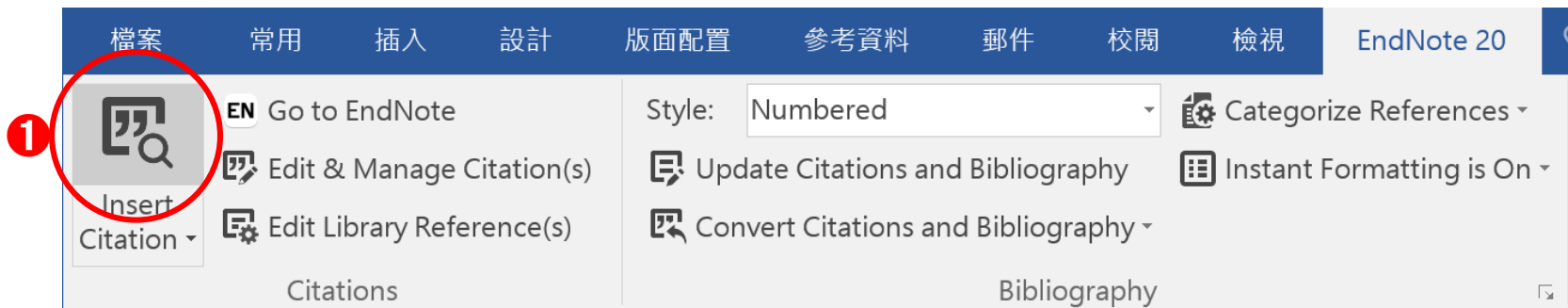
- 1** points to the **Insert Citation** button in the Citations section.
- 2** points to the **Style** dropdown menu in the Bibliography section, which is currently set to **Biomaterials**. A secondary window shows the list of styles: Select Another Style..., Annotated, APA 6th, Author-Date, **✓ Biomaterials**, and Chicago 17th Footnote.
- 3** points to the **Instant Formatting is Off** button in the Bibliography section. A secondary window shows options: Turn Instant Formatting On and Configure Instant Formatting...
- 4** points to the **Tools** dropdown menu in the Tools section. A secondary window shows options: Convert to Unformatted Citations, Convert to Plain Text, and Export Traveling Library.





# 從EndNote插入引文與書目 1/3


## 提醒

插入引文前，請先確認Word中游標是否已在要加入的位置上閃爍。

## 方法一 在 Word 中操作 1/2



-  Insert Citation...
-  Insert Selected Citation(s)
-  Insert Note...
-  Insert Figure...

點擊Insert Citation展開下拉選單，再選擇  Insert Citation... 也可以

# 從EndNote插入引文與書目 2/3

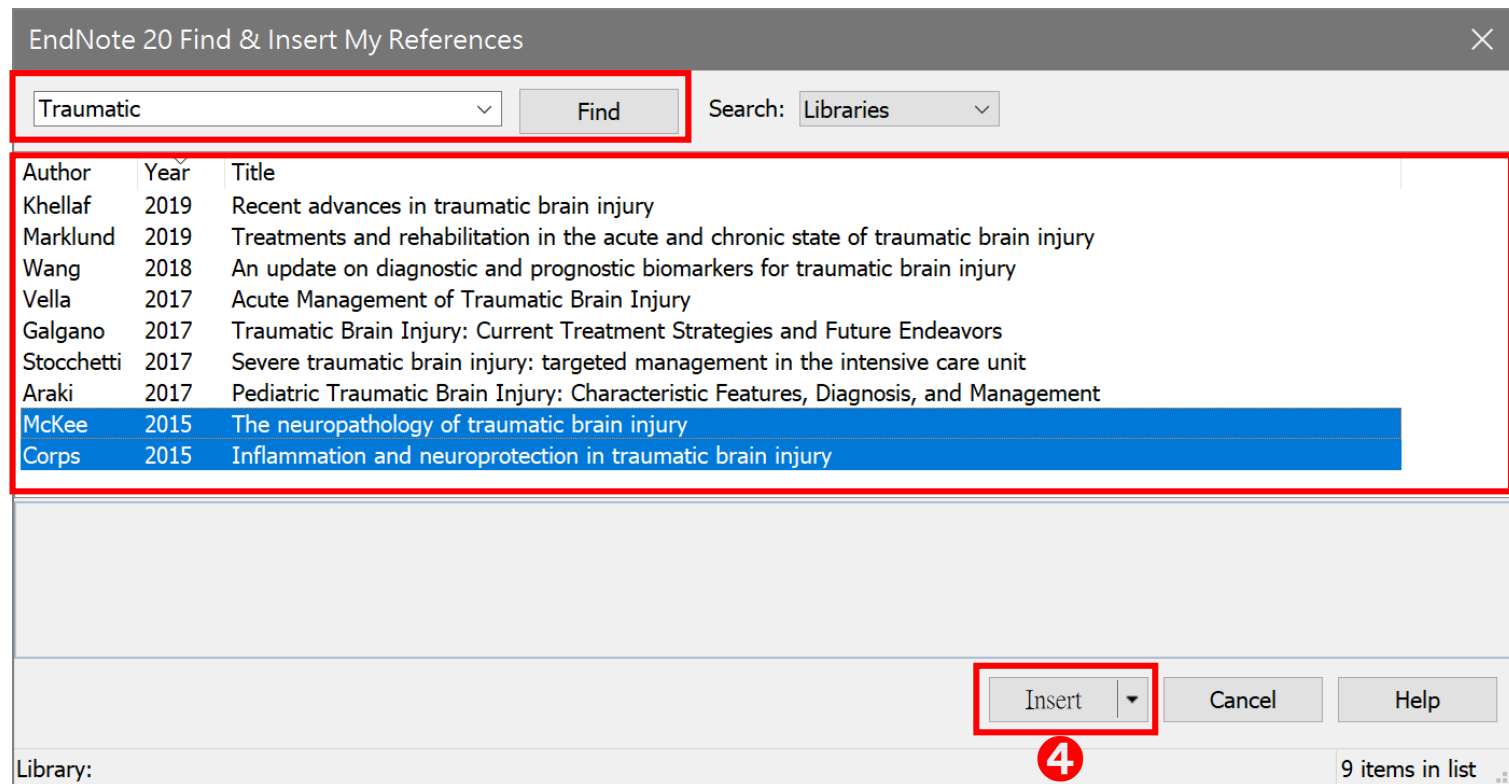
## 提醒

插入引文前，請先確認Word中游標是否已在要加入的位置上閃爍。

## 方法一 在 Word 中操作 2/2

②  
以關鍵字搜尋  
EndNote書目

③  
點擊選取待加  
入的書目，按  
Ctrl 可選擇多  
筆書目



# 從EndNote插入引文與書目 3/3

## 提醒

插入引文前，請先確認Word中游標是否已在要加入的位置上閃爍。

## 方法二 在 EndNote 中操作

1  
可從  
All References  
或自建Group  
中選取書目

The screenshot shows the EndNote application window. On the left sidebar, the 'All References' group is highlighted with a red box and a red circle with the number '1'. The main pane displays a list of references under the heading '#1 4 References'. The first reference is highlighted with a red box and a red circle with the number '2'. The reference list is as follows:

Author	Year	Title
Shi, G. M.; Zhang, Y. D.; Geng, C. ...	2016	Profile and 1-Year Outcome of Ischemic Stroke in East China
Um, Y. J.; Oh, S. W.; Lee, C. M.; ...	2015	Dietary Fat Intake and the Risk of Metabolic Syndrome in Korea
Tseng, H. P.; Lin, F. J.; Chen, P. T. ...	2015	Derivation and validation of a discharge disposition prediction model
Kauranen, T.; Laari, S.; Turunen, ...	2015	Use of Stroke-Related Income Supplements and Predictors of

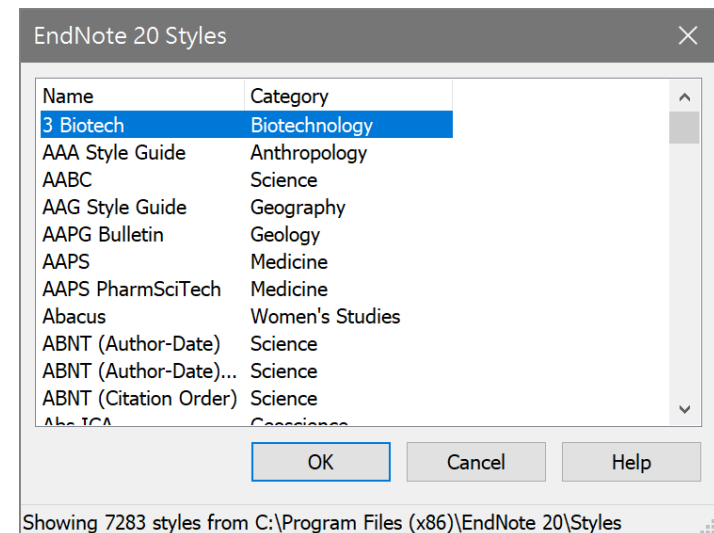
A red box and a red circle with the number '3' highlight the 'Add' button (represented by a book icon) in the top right of the reference list area.

2 點擊選取待加入的書目，按Ctrl 可選擇多筆書目

# 更換目前套用的參考書目格式(Style)



點開 **Style** 的下拉選單可選擇想套用的格式。  
 若沒有看到需要的格式，請點「**Select Another Style...**」，從跳出的對話框(如右圖)中找出並選取格式，即可套用。



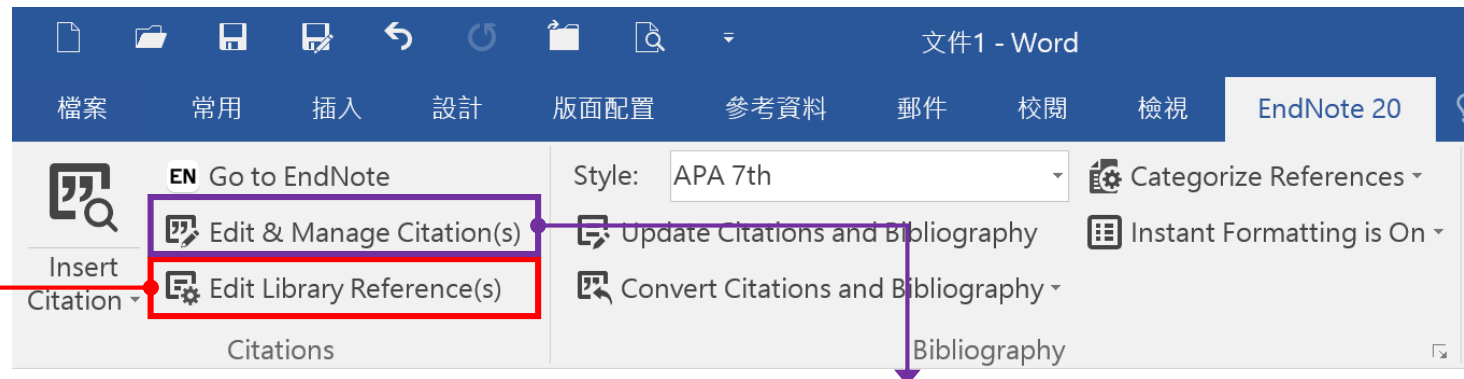
一個Word檔同時只能套用一個Style  
 (ex: 中文APA與英文APA為兩種不同格式)

# 編輯 引文和書目

## 提醒

在引文/書目有灰底狀態時，請不要在 Word 中直接修改內容；請回到 EndNote 檔案中進行修改。

若引文中只有一筆書目，可先將滑鼠點在引文上，再點擊這裡跳回 EndNote 進行編輯



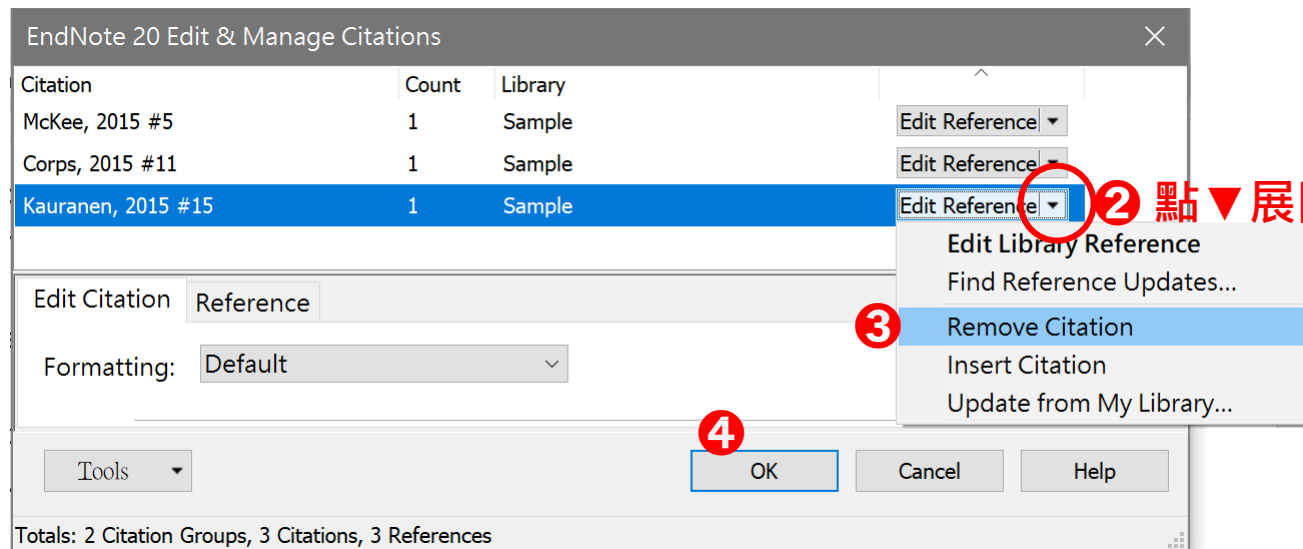
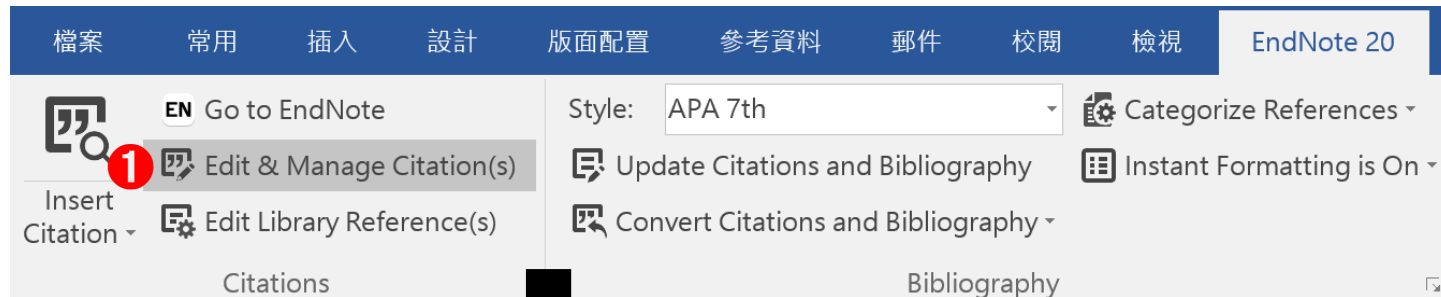
若引文中包含多筆書目，可先將滑鼠點在引文上，再點擊這裡開啟書目清單後，點要修改的書目右側 **Edit Reference**，可跳回 EndNote 編輯

EndNote 20 Edit & Manage Citations			
Citation	Count	Library	
McKee, 2015 #5	1	Sample	Edit Reference ▼
Corps, 2015 #11	1	Sample	Edit Reference ▼
Kauranen, 2015 #15	1	Sample	Edit Reference ▼

# 移除 引文和書目

## 提醒

在引文/書目有灰底狀態時，請不要直接刪除引文/書目；而是透過工具列中的  Edit & Manage Citation(s) 移除。



2 點 ▼ 展開下拉選單

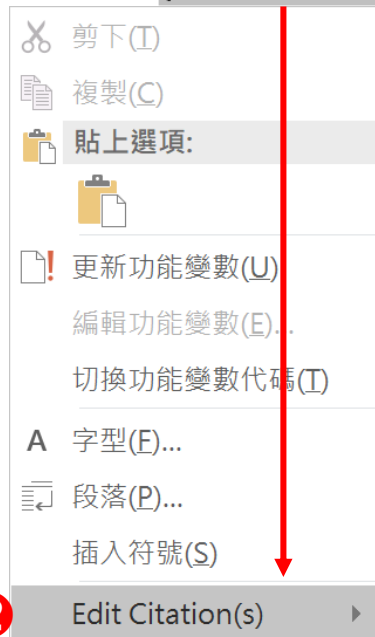
# 調整引文的呈現方式

## 提醒

為配合文章內容寫法而需要調整引文的形式，通常是調整非編號型的引文, ex: APA

outcome, the use of stroke-related income supplements, in a working-aged patients. (Shi et al., 2016)

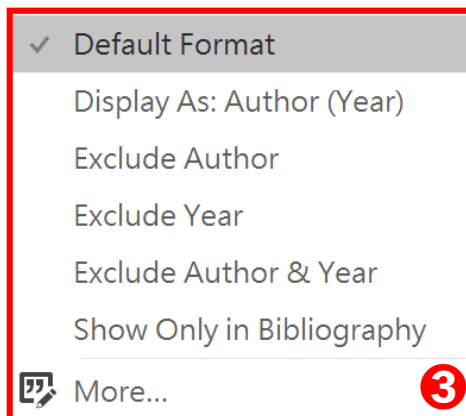
① 在引文上按右鍵



②

## 【範例】

Default Format = (Kauranen et al., 2015)  
 Display As: Author (Year) = Kauranen et al. (2015)  
 Exclude Author = (2015)  
 Exclude Year = (Kauranen et al.)



③

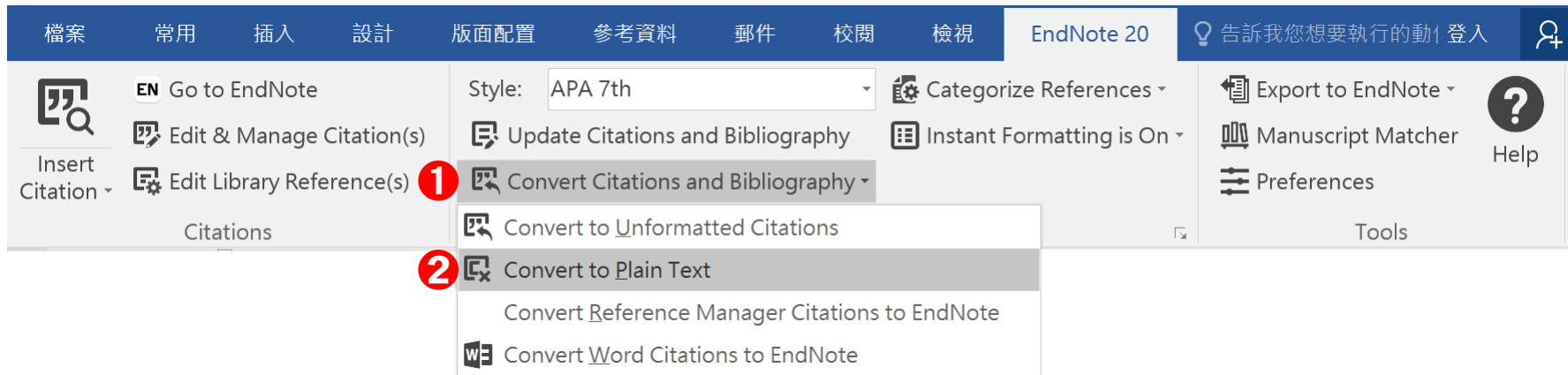
依個人需求選擇



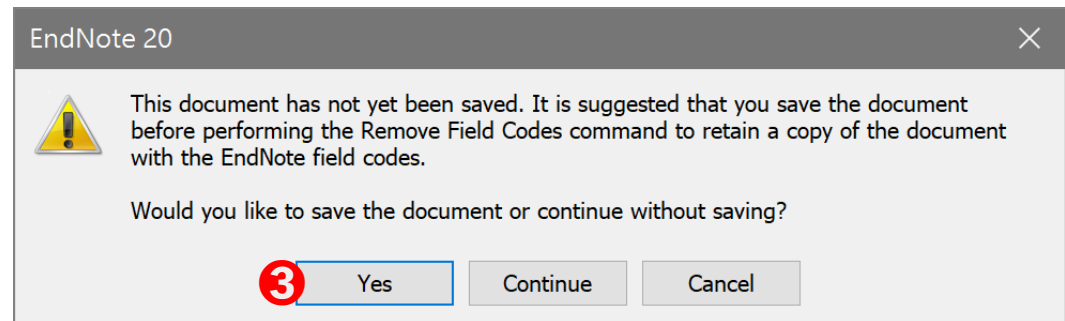
# 移除 EndNote 參數

## 提醒

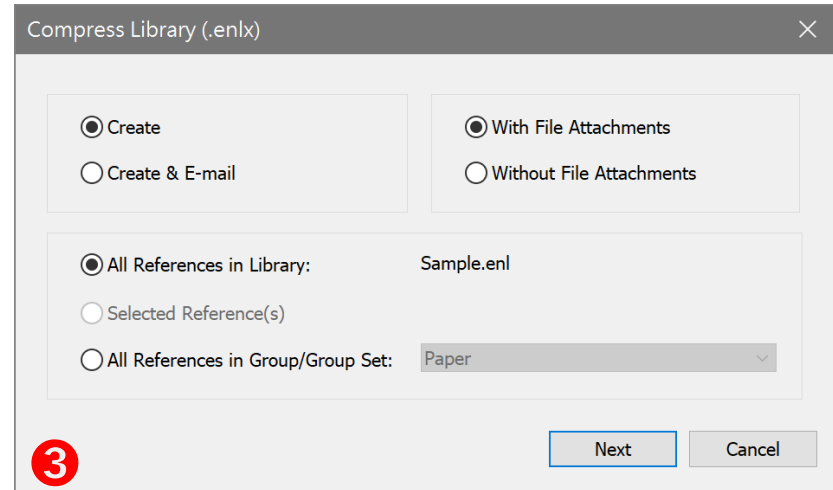
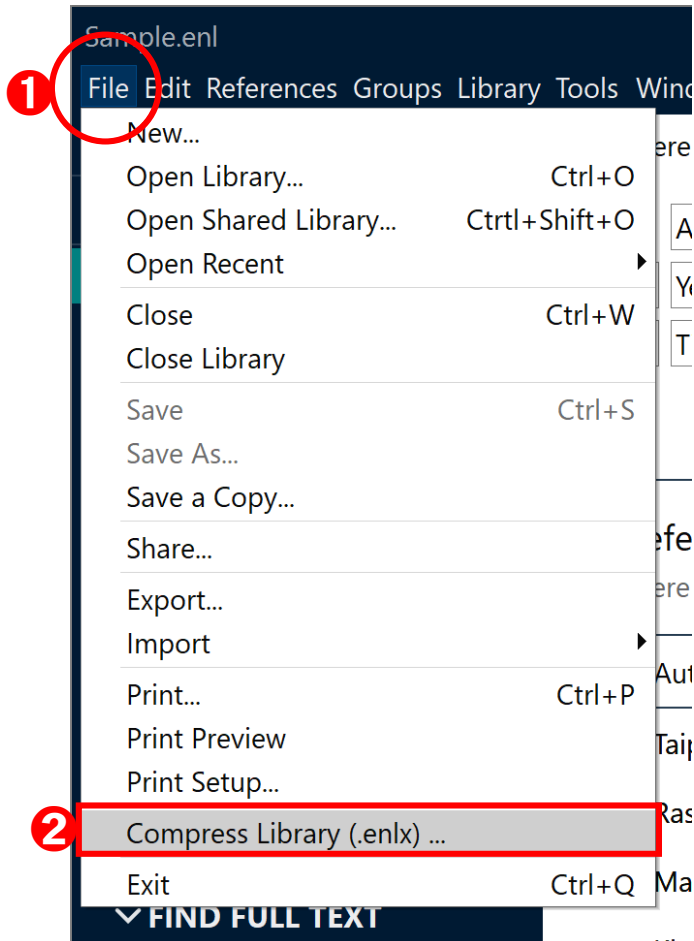
將檔案轉成純文字的Word檔，可確保無安裝 EndNote 程式的人也能看到引文與書目。有些期刊會要求投稿時提供無參數的檔案。



- ▶▶ 移除參數後，原先設有的邊界、字形等格式都會恢復成預設值 (即自訂格式會不見)
- ▶▶ 參數一旦移除就無法復原，因此請在移除參數前，儲存並保存有參數的Word檔案，以便後續更新使用



# 備份 EndNote 檔案



依個人需求調整設定，是否包含附加檔、要備份所有書目還是特定的Group



雙擊EndNote的壓縮檔，可自動解壓縮並還原成“.enl”檔和“.data”資料夾



Sample.enlx

# 最後提醒



因 EndNote 與 Mendeley 在MS Word中的無法並存，若您曾安裝過 Mendeley 的 Word Add-in，請先將它關閉或移除，否則開啟 MS Word 後會不斷出現錯誤提示。

---



不要將 EndNote library 存在任何一種雲端空間中，容易造成檔案損毀

---



EndNote檔案是會壞損的，請不定期的備份你的 EndNote library。有備份有保底~

---



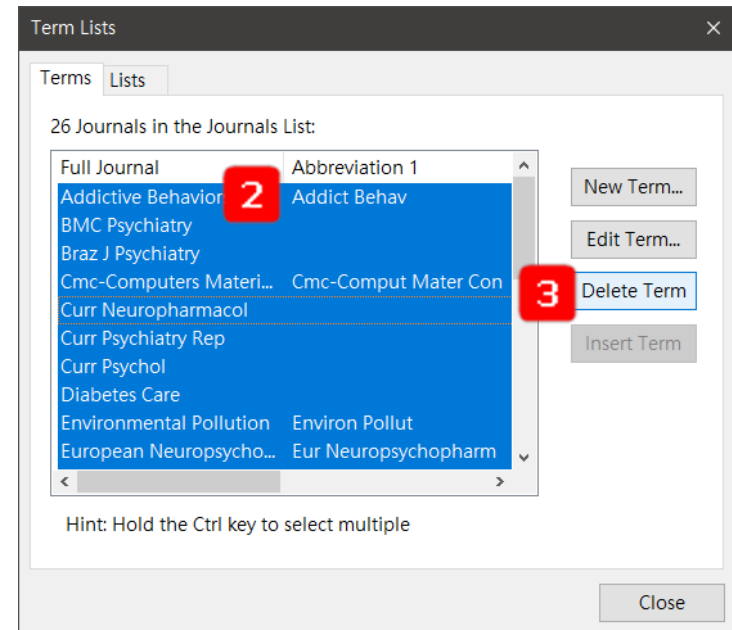
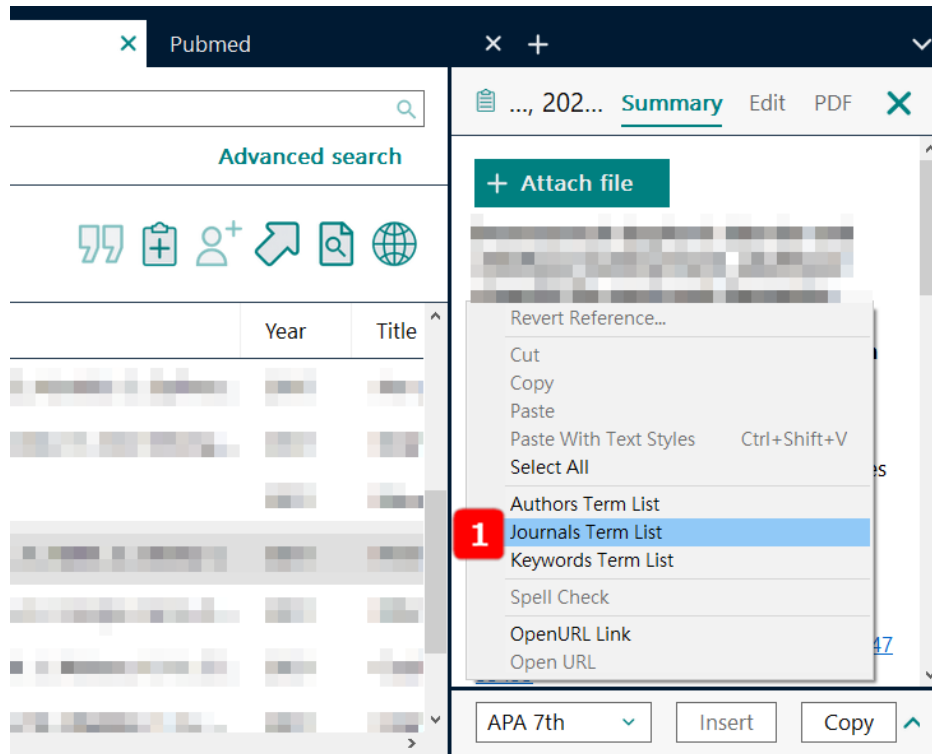
每個 EndNote library 皆由 .enl 檔及.data 資料夾所組成。千萬別拆散它們了

## Part 5. 其他・補充

# 統一書目期刊寫法1/2

## 提醒

1. 有多個EndNote檔案時，需要個別匯入刊名清單
2. Mac 使用者需自行找到 Terms 資料夾  
路徑：應用程式→EndNote→Terms



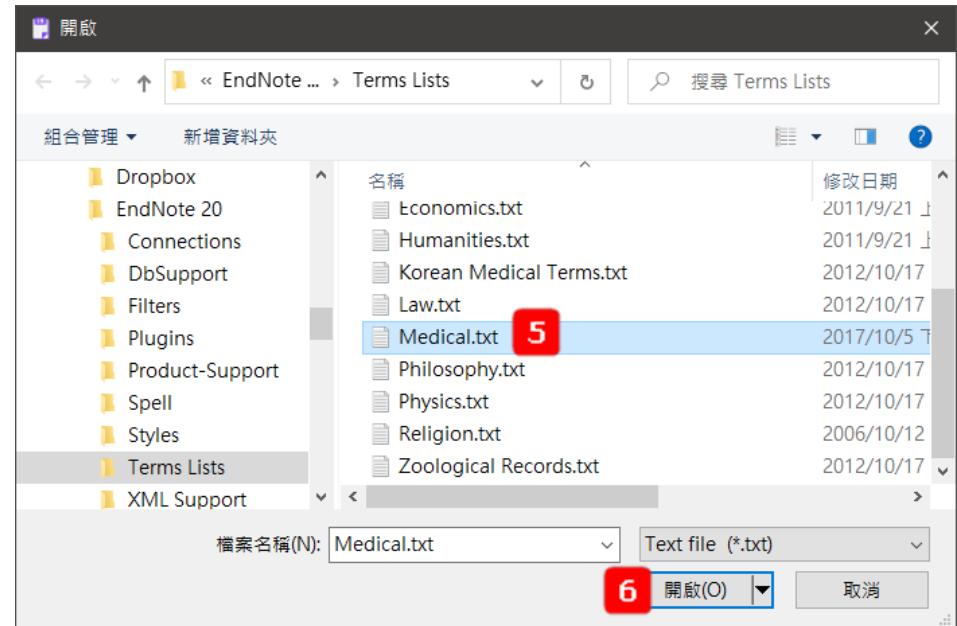
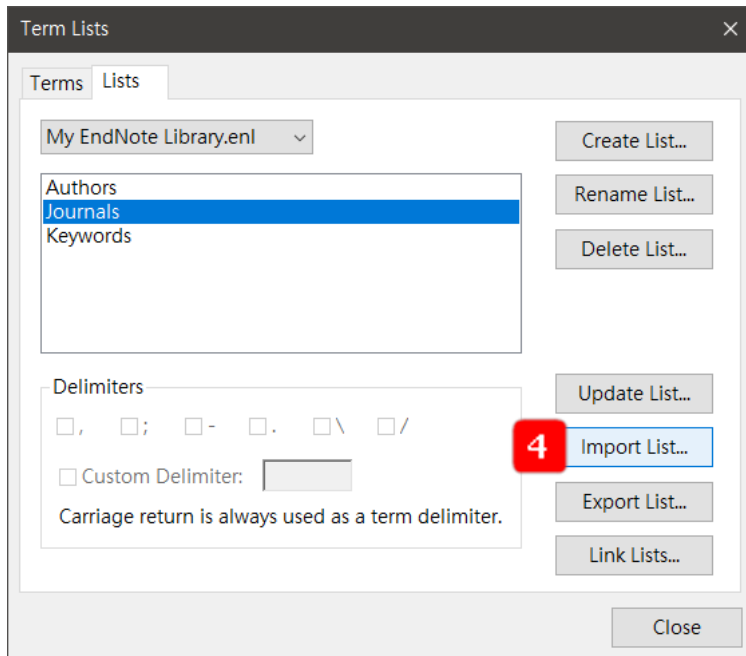
將現有清單Ctrl+A全選刪除

在任一書目的Summary 空白處  
按右鍵→Journals Term List

# 統一書目期刊寫法2/2

## 提醒

1. 有多個EndNote檔案時，需要個別匯入刊名清單
2. Mac 使用者需自行找到 Terms 資料夾  
路徑：應用程式→ EndNote → Terms
3. 匯入後若仍有刊名沒有更正，可能是書目寫法與Term List不同，或是不在Term List之中，可自行新增

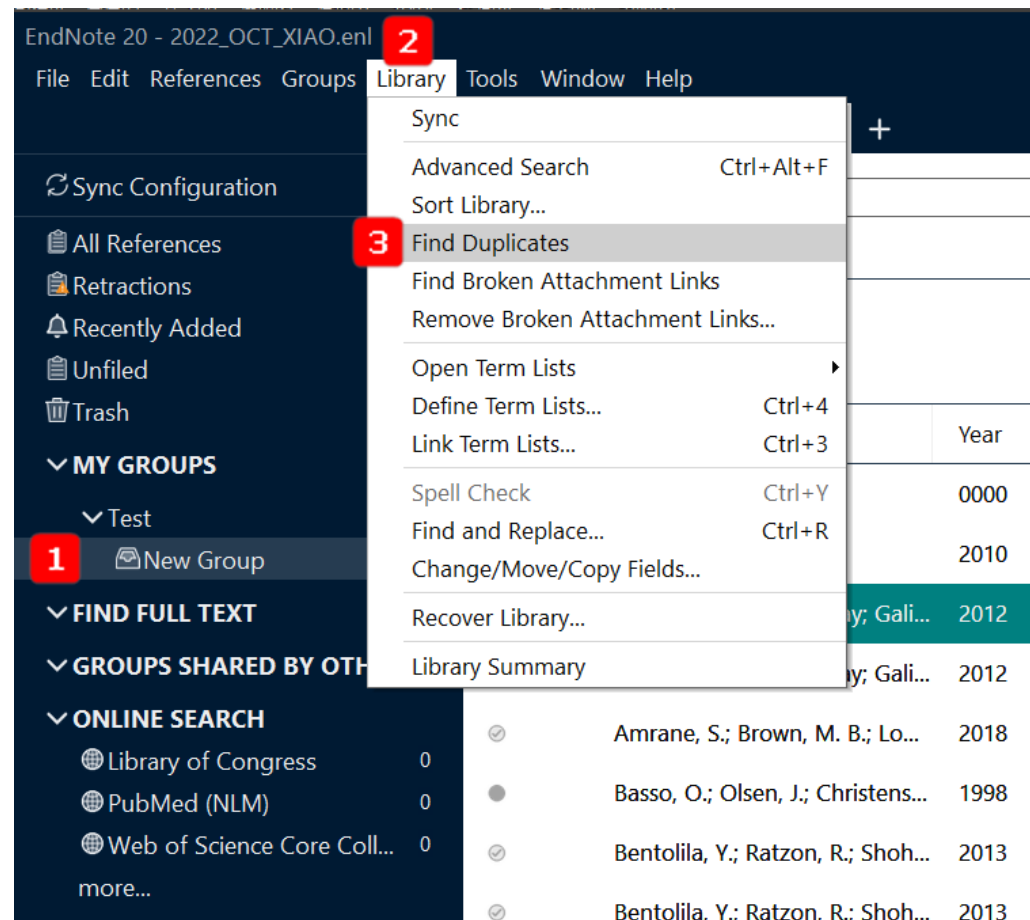


# 找出重覆的書目1/2

## 提醒

EndNote可能會誤判，建議可再就找到的書目自行確認一次

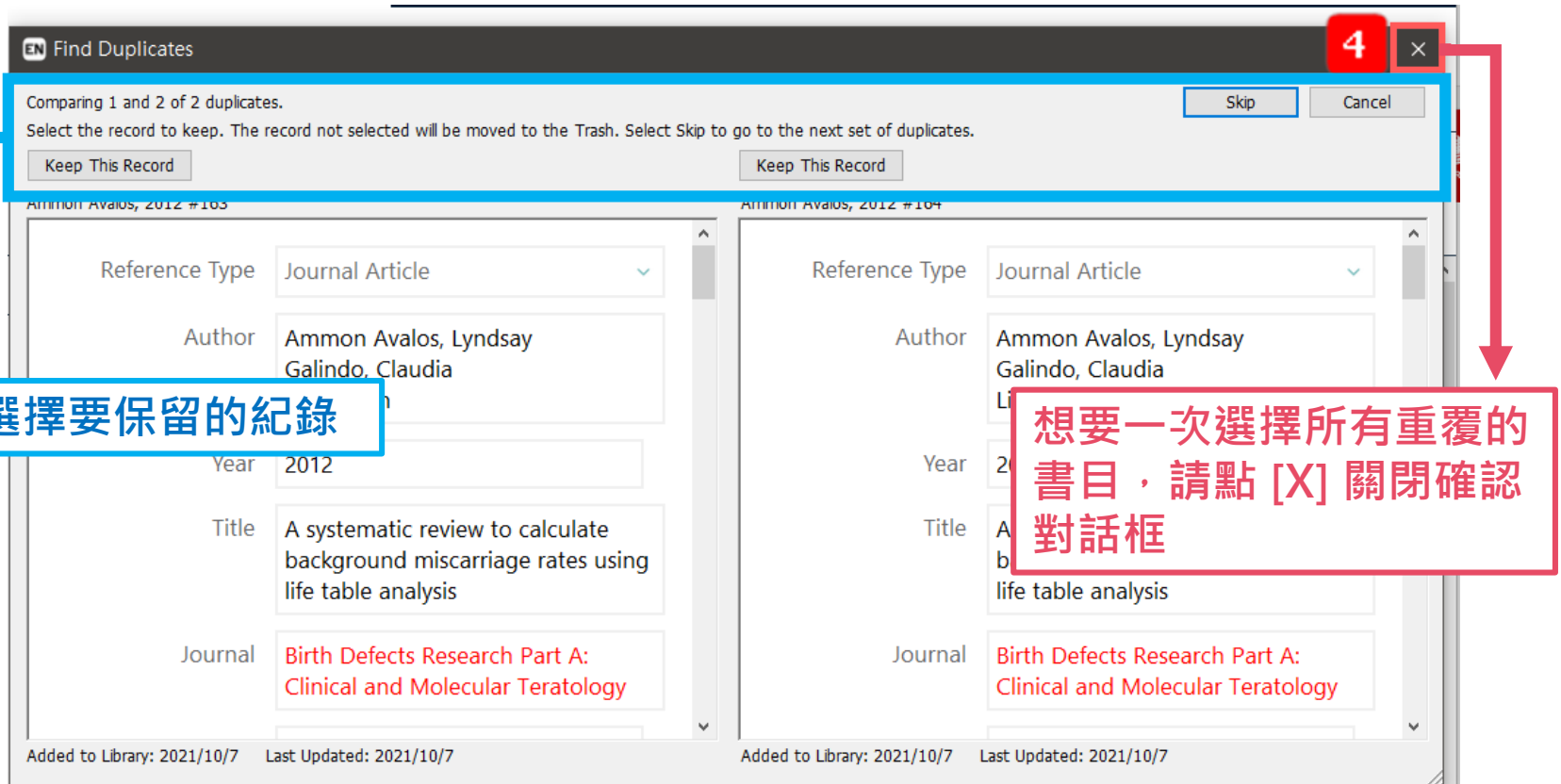
- ▶▶ 想要找特定Group中的重覆書目的話，請在❶時先點選指定Group，再進行後續的動作
- ▶▶ 想找出EndNote檔案中所有重覆書目，請在❶時點選「All References」



# 找出重覆的書目2/2

提醒

EndNote可能會誤判，建議可再就找到的書目自行確認一次



EN Find Duplicates

Comparing 1 and 2 of 2 duplicates.  
Select the record to keep. The record not selected will be moved to the Trash. Select Skip to go to the next set of duplicates.

Skip Cancel

Keep This Record

Ammon Avalos, 2012 #103

Reference Type Journal Article

Author Ammon Avalos, Lyndsay  
Galindo, Claudia

Year 2012

Title A systematic review to calculate background miscarriage rates using life table analysis

Journal Birth Defects Research Part A: Clinical and Molecular Teratology

Added to Library: 2021/10/7 Last Updated: 2021/10/7

Ammon Avalos, 2012 #104

Reference Type Journal Article

Author Ammon Avalos, Lyndsay  
Galindo, Claudia

Year 2012

Title A systematic review to calculate background miscarriage rates using life table analysis

Journal Birth Defects Research Part A: Clinical and Molecular Teratology

Added to Library: 2021/10/7 Last Updated: 2021/10/7

可逐筆選擇要保留的紀錄

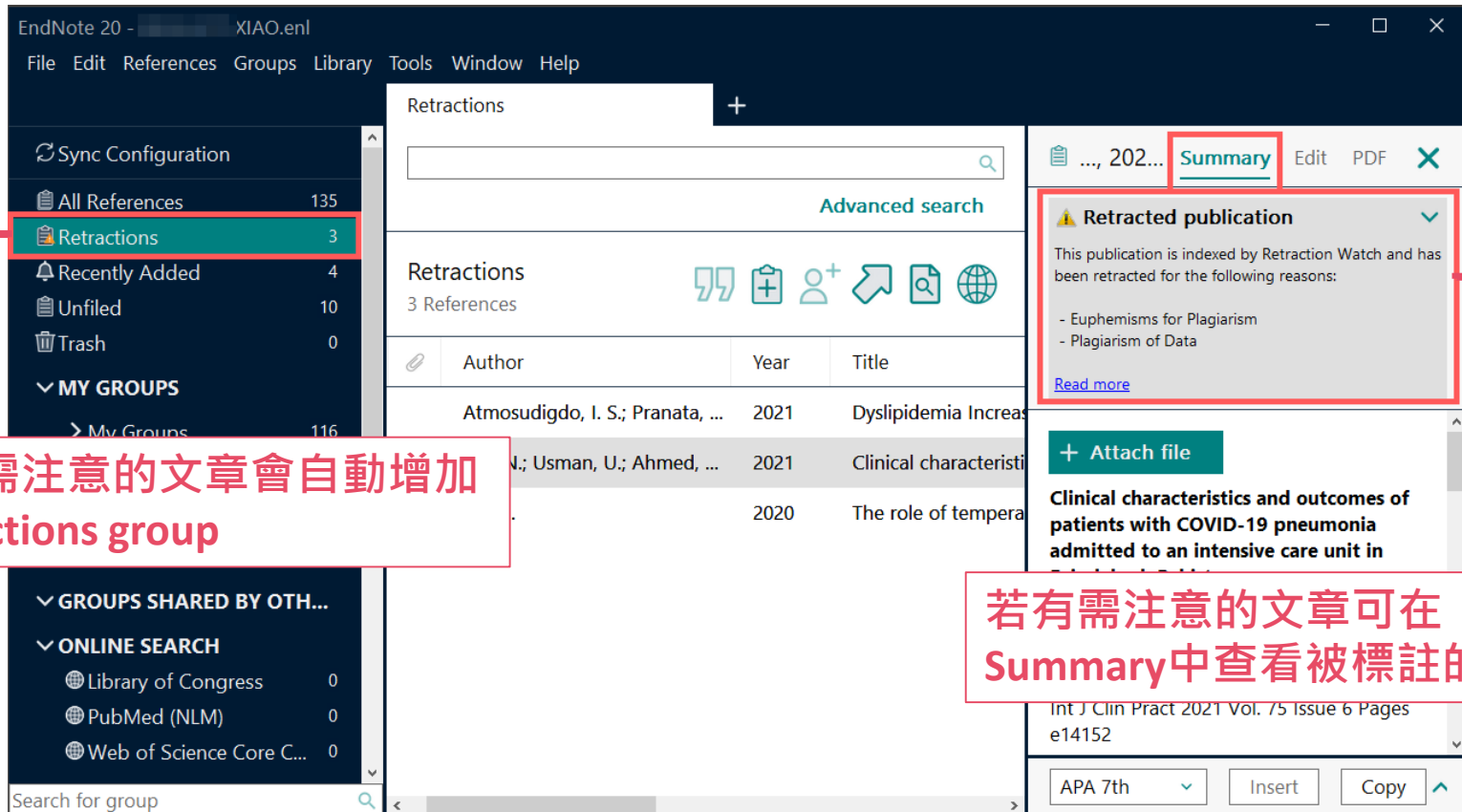
想要一次選擇所有重覆的書目，請點 [X] 關閉確認對話框



# 已撤銷文章提醒

## 提醒

1. 需升級至 EndNote 20.2 才有此功能
2. 需登入 EndNote Online 帳號
3. 匯入書目時，EndNote 會自動比對 Retraction Watch Database

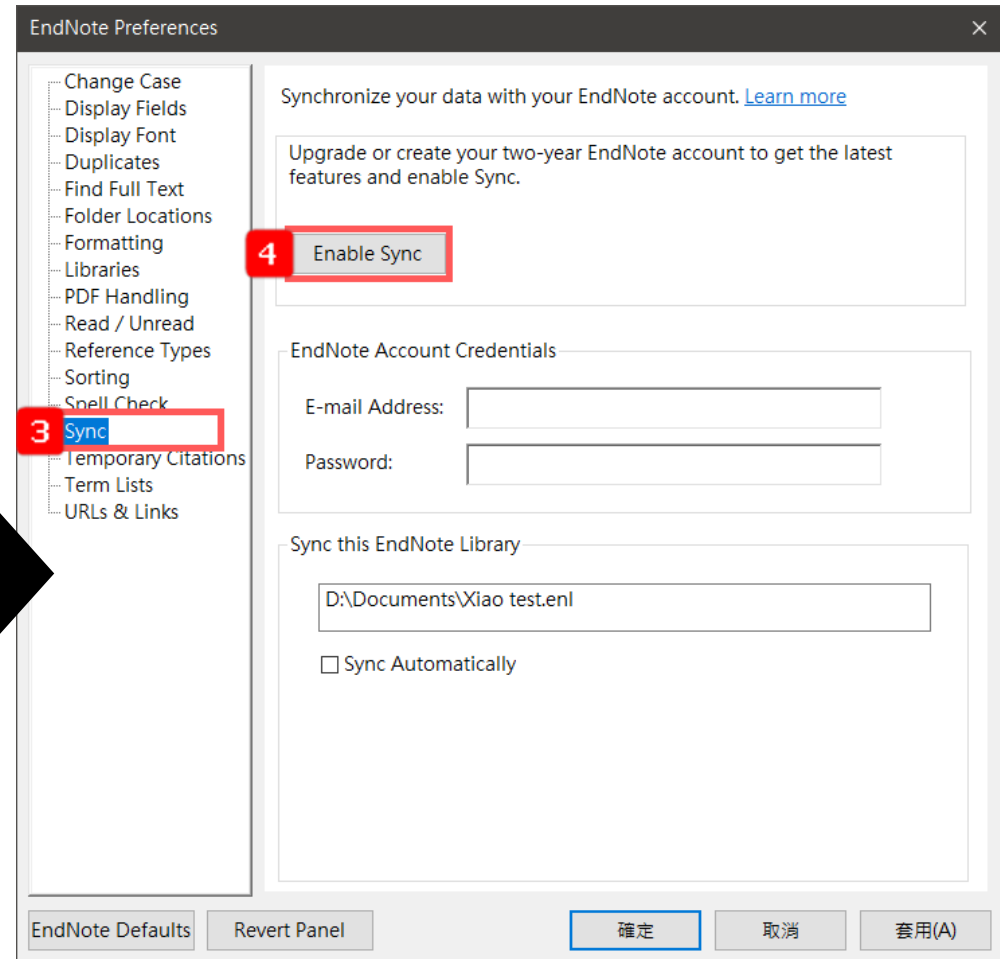
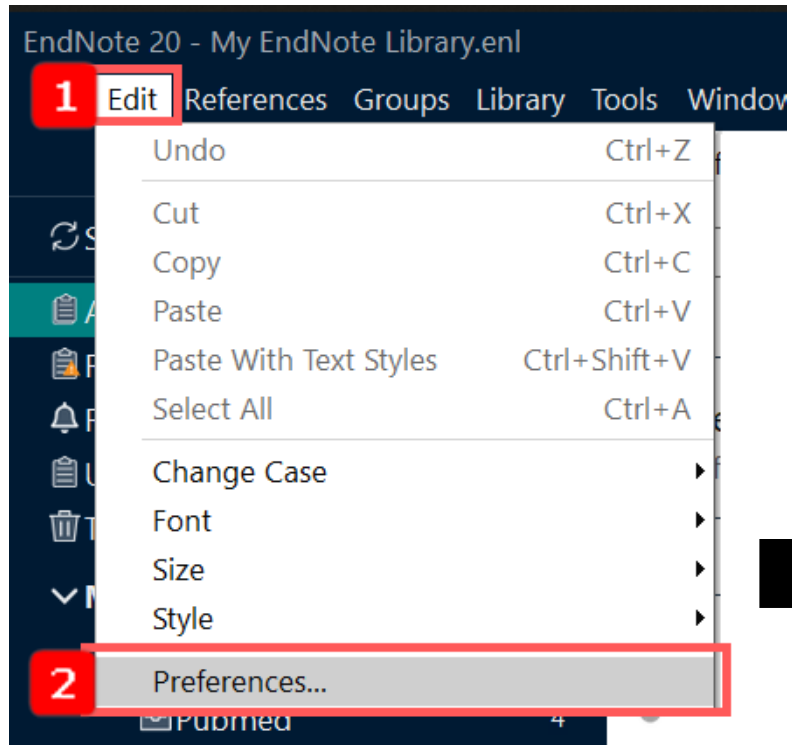


The screenshot shows the EndNote 20.2 interface. On the left, the 'Retractions' group is highlighted in the left sidebar. In the center, the 'Retractions' group is expanded, showing a list of 3 references. On the right, the 'Summary' tab is selected for a specific reference, displaying a warning about a retracted publication. A red box highlights the 'Retractions' group in the sidebar, and another red box highlights the 'Summary' tab and the retraction warning. Red arrows point from these boxes to explanatory text boxes.

若有需注意的文章會自動增加 Retractions group

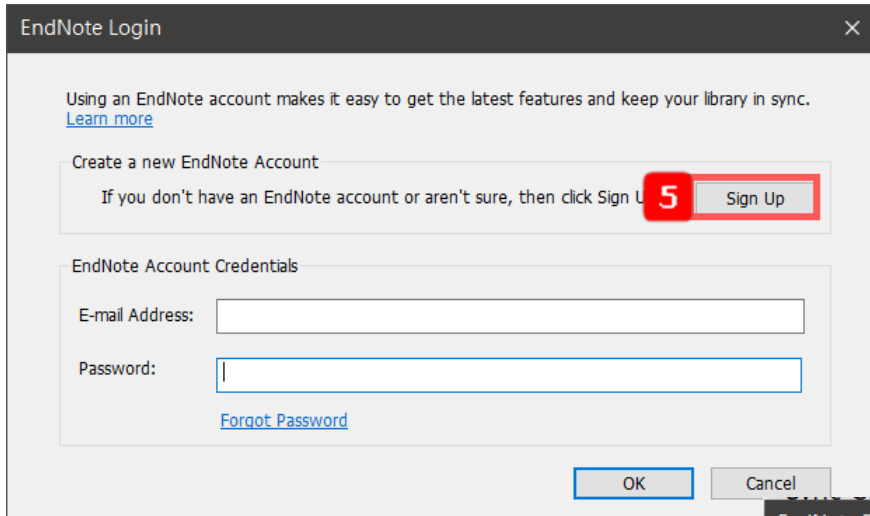
若有需注意的文章可在 Summary 中查看被標註的原因

# EndNote Online 註冊方式1/2



►► Mac版可從左上【EndNote】選單中找到Preferences

# EndNote Online 註冊方式2/2



EndNote Login

Using an EndNote account makes it easy to get the latest features and keep your library in sync. [Learn more](#)

Create a new EndNote Account

If you don't have an EndNote account or aren't sure, then click Sign Up **5** [Sign Up](#)

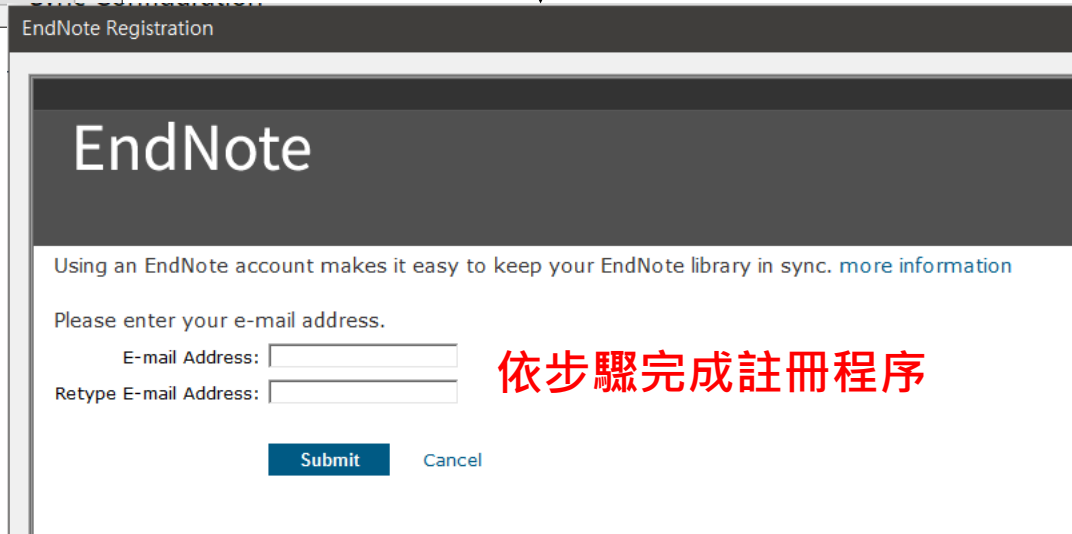
EndNote Account Credentials

E-mail Address:

Password:

[Forgot Password](#)

[OK](#) [Cancel](#)



EndNote Registration

## EndNote

Using an EndNote account makes it easy to keep your EndNote library in sync. [more information](#)

Please enter your e-mail address.

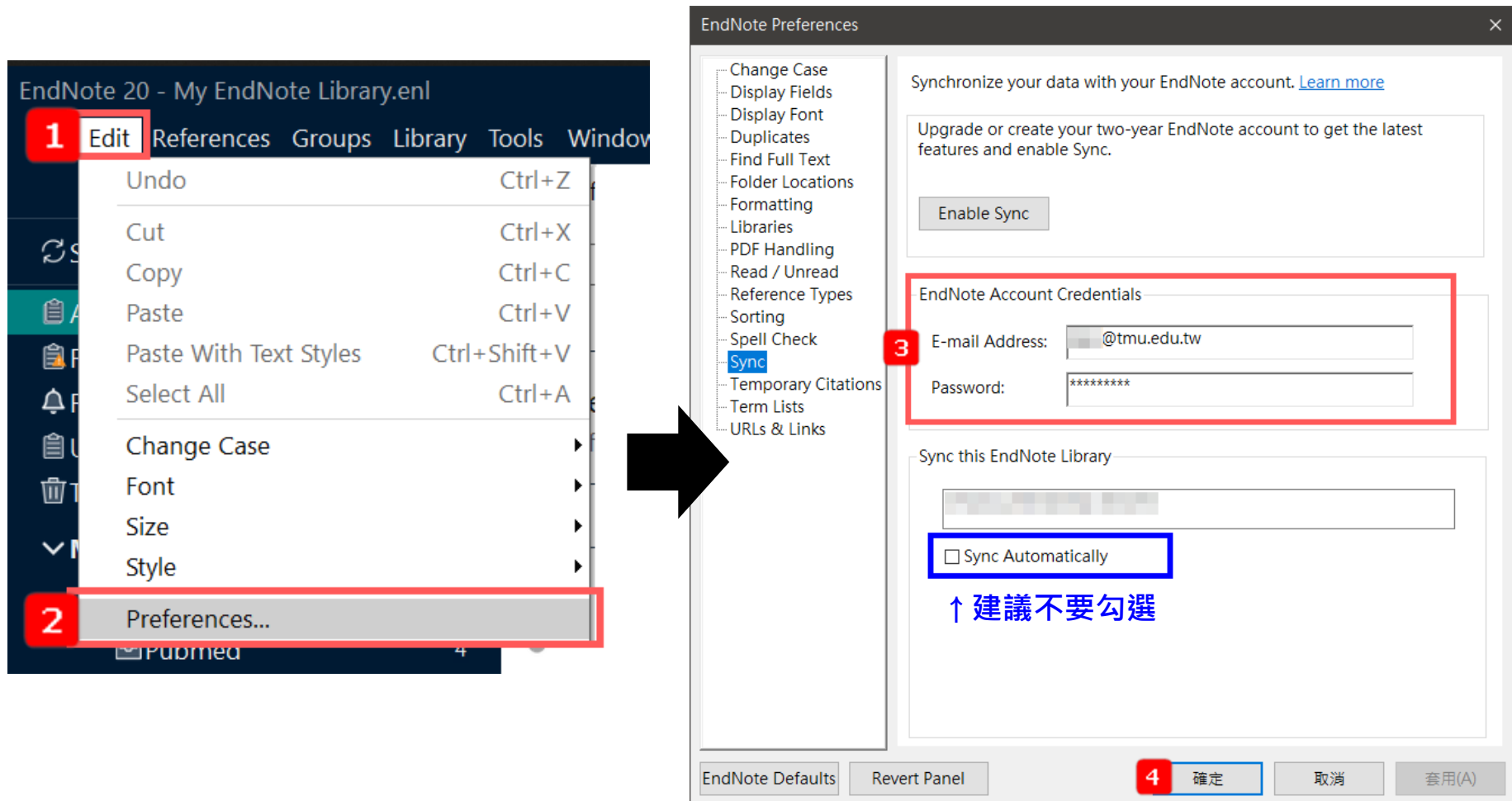
E-mail Address:

Retype E-mail Address:

[Submit](#) [Cancel](#)

依步驟完成註冊程序

# EndNote 帳號登入方式



The image illustrates the steps to configure EndNote for account synchronization. It shows the EndNote 20 application window with the 'Edit' menu open, where 'Preferences...' is selected. An arrow points to the 'EndNote Preferences' dialog box, which is divided into several sections. The 'EndNote Account Credentials' section is highlighted, showing fields for 'E-mail Address' and 'Password'. Below this, the 'Sync this EndNote Library' section contains a checkbox for 'Sync Automatically', which is unchecked. A blue arrow points to this checkbox with the text '建議不要勾選' (Suggest not to check). At the bottom of the dialog, the '確定' (OK) button is highlighted.

**1** Edit

References Groups Library Tools Window

Undo Ctrl+Z

Cut Ctrl+X

Copy Ctrl+C

Paste Ctrl+V

Paste With Text Styles Ctrl+Shift+V

Select All Ctrl+A

Change Case

Font

Size

Style

**2** Preferences...

EndNote Preferences

Change Case

Display Fields

Display Font

Duplicates

Find Full Text

Folder Locations

Formatting

Libraries

PDF Handling

Read / Unread

Reference Types

Sorting

Spell Check

**3** Sync

Temporary Citations

Term Lists

URLs & Links

Synchronize your data with your EndNote account. [Learn more](#)

Upgrade or create your two-year EndNote account to get the latest features and enable Sync.

Enable Sync

EndNote Account Credentials

E-mail Address: @tmu.edu.tw

Password: \*\*\*\*\*

Sync this EndNote Library

☐ Sync Automatically

↑ 建議不要勾選

EndNote Defaults Revert Panel **4** 確定 取消 套用(A)

# 有問題



聯繫圖書館參考服務台人員，  
跟我們一來討論+解決你的問題!!

>> 想複習或學其他資源??  
來Library Corner看過往課程影片~  
<http://my2.tmu.edu.tw/course/37648>



asktmul@tmu.edu.tw



(02) 2736 1661 #2515



信義校區醫學綜合大樓後棟三樓



週一至週五

10:00-13:00, 13:30-17:00

(週末及國定假日暫停服務)



@509milvh

