

# 文獻搜尋與管理 - 2

## 文獻管理

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2021/09/13

# 大綱

1. EndNote使用目的

2. EndNote檔案類型

3. EndNote版面介紹

4. EndNote偏好設定

5. EndNote書目管理

6. EndNote文獻引用

# 1. EndNote使用目的

文獻  
搜尋

書目  
管理

文獻  
引用

## 2. EndNote檔案類型

- EndNote Library

.enl



- 附件資料夾

.Data



給別人時，請將二者一起壓縮！

.enl + .Data → 才能開啟

- .Data 才是本體，依全文夾帶量可能很大
- .enl 只是路徑，故只要與data名稱一致就可以！

匯出格式

### 3. EndNote版面介紹

Library之書目文獻檢索

The screenshot displays the EndNote X9 software interface. At the top, the menu bar includes File, Edit, References, Groups, Tools, Window, and Help. The toolbar contains various icons for file operations and search. The main window is titled 'APA 6th Copy' and shows a list of references in a table format. The left sidebar contains a 'My Library' section with a tree view of folders like 'All References', 'Recently Added', and 'assessment'. A search bar is located at the top right of the main window. At the bottom, there is a 'Reference' pane showing details for a selected entry, including 'Year' (1998) and 'Title' (The development and partial assessment of the medical communication competence scale). A 'Layout' button is visible in the bottom right corner.

Author	Year	Title	Rating	Journal	Last Updated	Reference Type
Bosse, H. ...	2012	The effect of using standardized patients or peer role play on ratings of undergraduate communication ...		Patient Ed...	2020/3/26	Journal Article
Calhoun, ...	2009	Assessment of communication skills and self-appraisal in the simulated environment: feasibility ...		Simul He...	2020/3/26	Journal Artic
Calhoun, ...	2010	Multi-rater feedback with gap analysis: An innovative means to assess communication skill and ...		Patient E...	2020/3/26	Journal Artic
Catani, R...	2018	Cross-cultural adaptation of the Four Habits Coding Scheme (4HCS) for teaching and assessing ...		Cad Sau...	2020/3/26	Journal Artic
Cegala, D	2007	A validity study of the Medical Communication Competence Scale (MCCS)		annual ...	2020/3/26	Conference F
Cegala, D...	1998	The development and partial assessment of the medical communication competence scale		Health C...	2020/3/26	Journal Artic
Clayton, ...	2011	Assessing patient-centered communication in ...		Patient E...	2020/3/26	Journal Artic
Duffy, F. D...	2004	Assessing competence in communication and inte...		Acad Med	2020/3/26	Journal Article
Enzer, I.; R...	2003	A reliability study of an instrument for measuring ...		Int J Qual ...	2020/5/22	Journal Article
Ferranti, ...	2010	Assessing patient perceptions of hospitalist co...		J Hosp ...	2020/3/26	Journal Article
Fossli Jens...	2010	Interrater reliability for the Four Habits Coding Sc...		Patient Ed...	2020/3/26	Journal Article
Fossli Jen...		in clinical com...		Patient E...	2020/3/26	Journal Article
Harasym, ...		ner stringency/le...		Adv Healt...	2020/3/26	Journal Article
Joyce, B. ...		elements com...		J Grad M...	2020/3/26	Journal Article
Kraan, H.F.;...		d Advice Checklist: Studies of Instrumental Utility			2020/5/22	Book
Krupat, E...		validation of an instrument to assess clinicians' communicatio...	★★★★★	Patient E...	2020/3/26	Journal Article
Kurtz, Suza...	2017	teaching and learning communication skills in medicine			2020/3/26	Book
Makoul, G.	2001	THE SEGUE Framework for teaching and assessing communication skills		Patient E...	2020/3/26	Journal Article

書目文獻詳細資訊、預覽格式、全文pdf檔

書目文獻清單視窗

書目文獻分類

版面配置

# 3.1 書目文獻排序

依作者

年份

標題

(以此類推...)

Author	Year	Title	Label	Rating	Journal
	2009	Leaf-nosed bat		★ ★ . . .	Encyclopædia Brit...
Allen, Glover M.	2004	Bats: biology, behavior, and fol...			
AnChiu, C.; Xian, ...	2008	Flying in silence: Echolocating ...			Proceedings of the...
Avila-Flores, R.; M...	2004	Ecological, taxonomic, and ph...			Journal of Mamma...
Bat Conservation ...	2008	Bat Conservation International			
Binfield, Peter	2008	At PLoS ONE we're batty abou...			PLoS: Public Librar...
Bird, C. D.; Emery,...	2009	Insightful problem solving and...		★ ★	Proceedings of the...
Brinklov, S.; Kalko,...	2009	Intense echolocation calls fro...			Journal of Experim...
Chiu, Chen; Moss,...	2007	The role of the external ear in ...			Journal of the Aco...
Clayton, N. S.; Em...	2009	What do jays know about othe...			Neurobiology of U...
DeLong, C. M.; Br...	2008	Evidence for spatial represent...		★ ★ ★	Journal of the Aco...
Emery, N. J.	2006	Cognitive ornithology: The evo...		★ ★ ★	Philosophical Tran...
Emery, N. J.; Clayt...	2009	Tool use and physical cognitio...		★	Current Opinion in...
Emery, N. J.; Seed,...	2007	Cognitive adaptations of socia...		★	Philosophical Tran...
EUROBATS Secret...	2004	EUROBATS: The Agreement on...			
Fraser, O. N.; Bug...	2011	Ravens reconcile after aggress...		★ ★	PLoS ONE
Funk, M. S.	2002	Problem solving skills in youn...			Animal Cognition
Goto, K.; Watanab...	2012	Large-billed crows (Corvus ma...			Animal Cognition
Greenhall, Arthur ...	1982	House bat management			

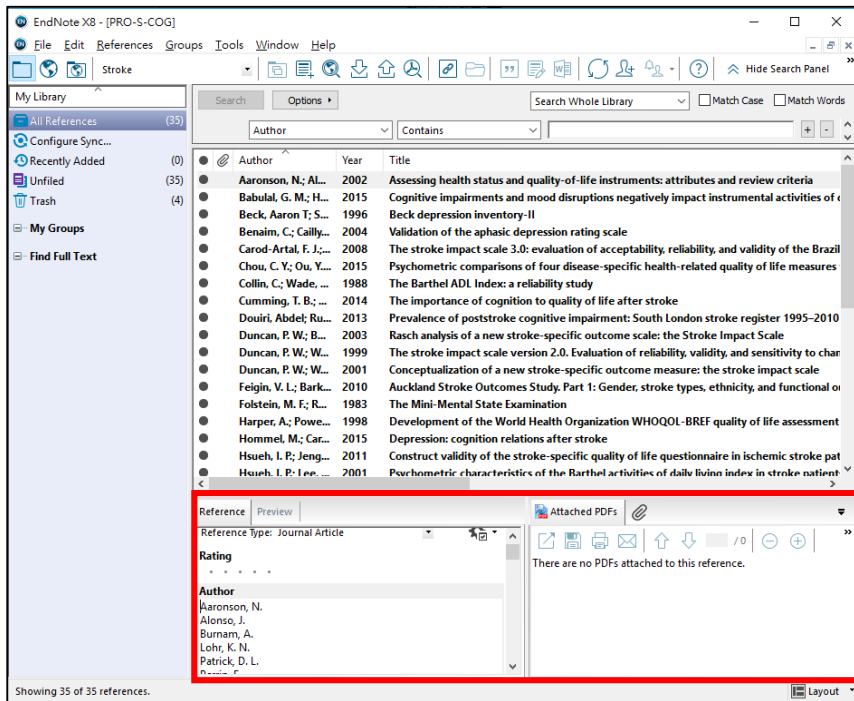
# 4.1 EndNote 偏好設定-面板樣式

The screenshot shows the EndNote X9 interface with the following components and annotations:

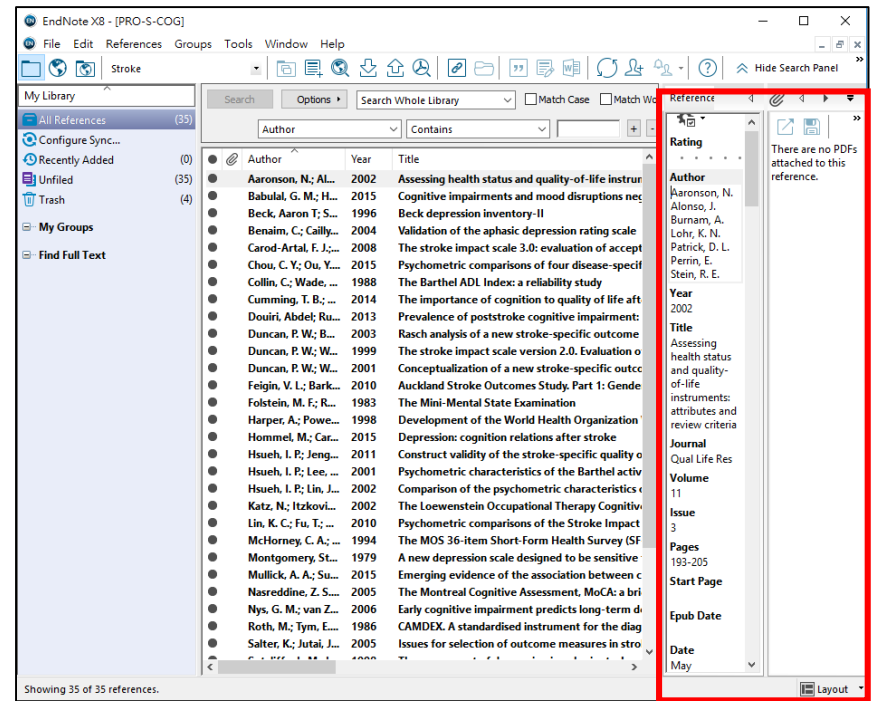
- Group Panel:** Located on the left side, it lists various reference groups such as '4HCS', 'CAT', 'CCOG', 'KCS', 'LIV-MAAS', 'MAAS', 'MCCS', 'review', and 'SEGUE'. A blue box labeled 'Group Panel' points to this area.
- Reference Panel:** Located on the right side, it displays the details of a selected reference, including 'Year', 'Title', 'Journal', 'Volume', 'Part/Supplement', 'Issue', 'Pages', 'Start Page', 'Errata', 'Epub Date', 'Date', 'Type of Article', 'Short Title', and 'Alternate Journal'. A blue box labeled 'Reference Panel' points to this area.
- Layout Configuration:** A blue box labeled '版面配置' (Layout Configuration) points to a 'Layout' menu in the bottom right corner. This menu is open, showing options for the 'Groups Panel' (Left, Off) and 'Reference Panel' (Right, Right - Split, Bottom, Bottom - Split, Off).
- Search and Filter:** The top center features a search bar with 'Author' selected and 'Contains' as the filter. A blue box labeled 'Reference Panel' also points to the search area.

Author	Year	Title
Bosse, H. ...	2012	The effect of using standardized patients or peer role play on ratings of undergraduate communication skills
Calhoun, ...	2009	Assessment of communication skills and self-appraisal in the simulated environment: feasibility study
Calhoun, ...	2010	Multi-rater feedback with gap analysis: An innovative means to assess communication skills
Catani, R...	2018	Cross-cultural adaptation of the Four Habits Coding Scheme (4HCS) for teaching and assessment
Cegala, D	2007	A validity study of the Medical Communication Competence Scale (MCCS)
Cegala, D...	1998	The development and partial assessment of the medical communication competence scale
Clayton, ...	2011	Assessing patient-centered communication in a family practice setting: how do we measure it?
Duffy, F. D...	2004	Assessing competence in communication and interpersonal skills: the Kalamazoo II report
Enzer, I.; R...	2003	A reliability study of an instrument for measuring general practitioner consultation skills: the LIV-M
Ferranti, ...	2010	Assessing patient perceptions of hospitalist communication skills using the Communication Skills Assessment
Fosli Jens...	2010	Interrater reliability for the Four Habits Coding Scheme as part of a randomized controlled trial
Fosli Jen...	2011	Effectiveness of a short course in clinical communication skills for hospital doctors: results of a randomized controlled trial
Harasym, ...	2008	Undesired variance due to examiner stringency/leniency effect in communication skill scores assessment
Joyce, B. ...	2010	Use of the kalamazoo essential elements communication checklist (adapted) in an institution
Kraan, H.F.;...	1987	The Maastricht History-taking and Advice Checklist: Studies of Instrumental Utility
Krupat, E...	2006	The Four Habits Coding Scheme: validation of an instrument to assess clinicians' communication skills
Kurtz, Suza...	2017	Teaching and learning communication skills in medicine
Makoul, G. 2001	2001	The SEGUE Framework for teaching and assessing communication skills
Makoul, G. 2001	2001	Essential elements of communication in medical encounters: the Kalamazoo consensus statement
Makoul, Gr...	2007	Measuring patient views of physician communication skills: Development and testing of the Communication Skills Assessment
Overeem, ...	2007	Doctor performance assessment in daily practise: does it help doctors or not? A systematic review
Peterson, ...	2014	The reliability of a modified Kalamazoo Consensus Statement Checklist for assessing the communication skills of medical students
Rider, Eliz...	2010	A Practical Guide to Teaching and Assessing the ACGME Core Competencies: Second Edition
Robinson, ...	2002	Measuring consultation skills in primary care in England: evaluation and development of a communication skills assessment

# 4.1 EndNote 偏好設定-面板樣式 (2)



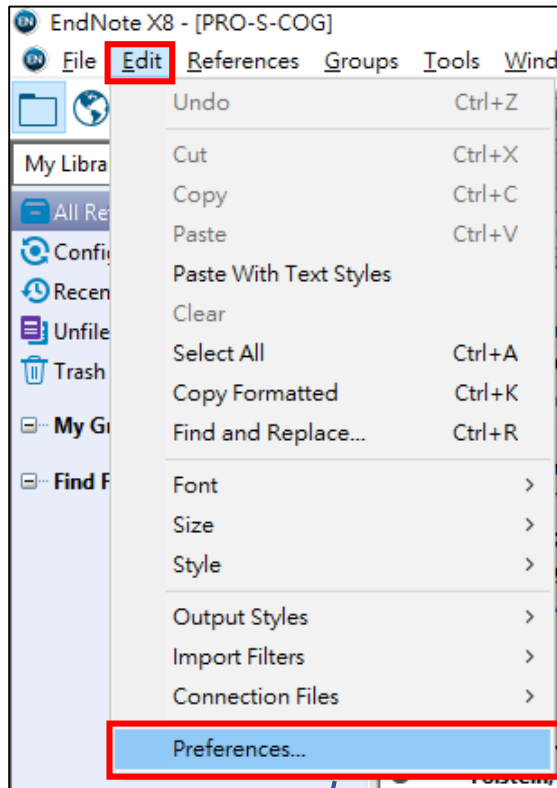
Reference Panel  
Bottom-Split



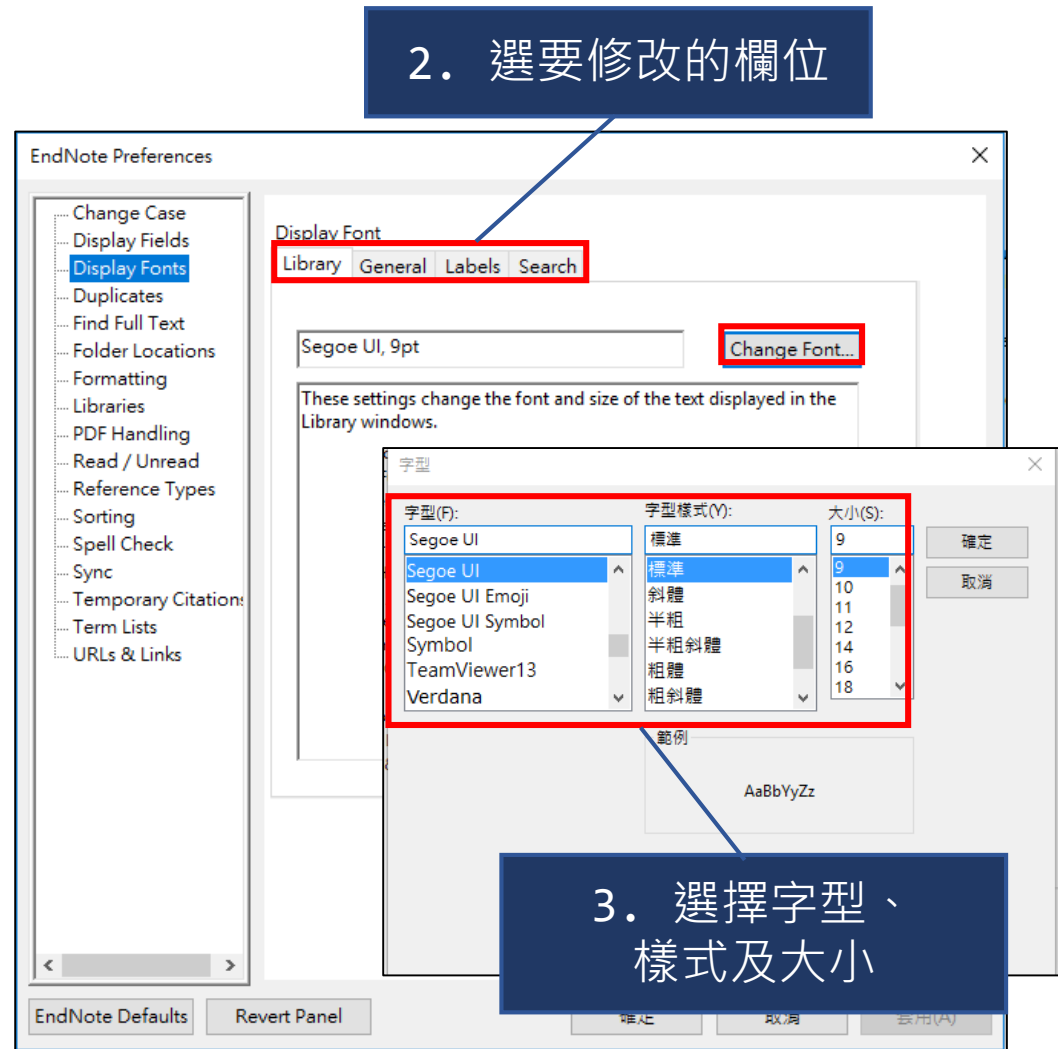
Reference Panel  
Right-Split



## 4.2 EndNote 偏好設定-字體大小



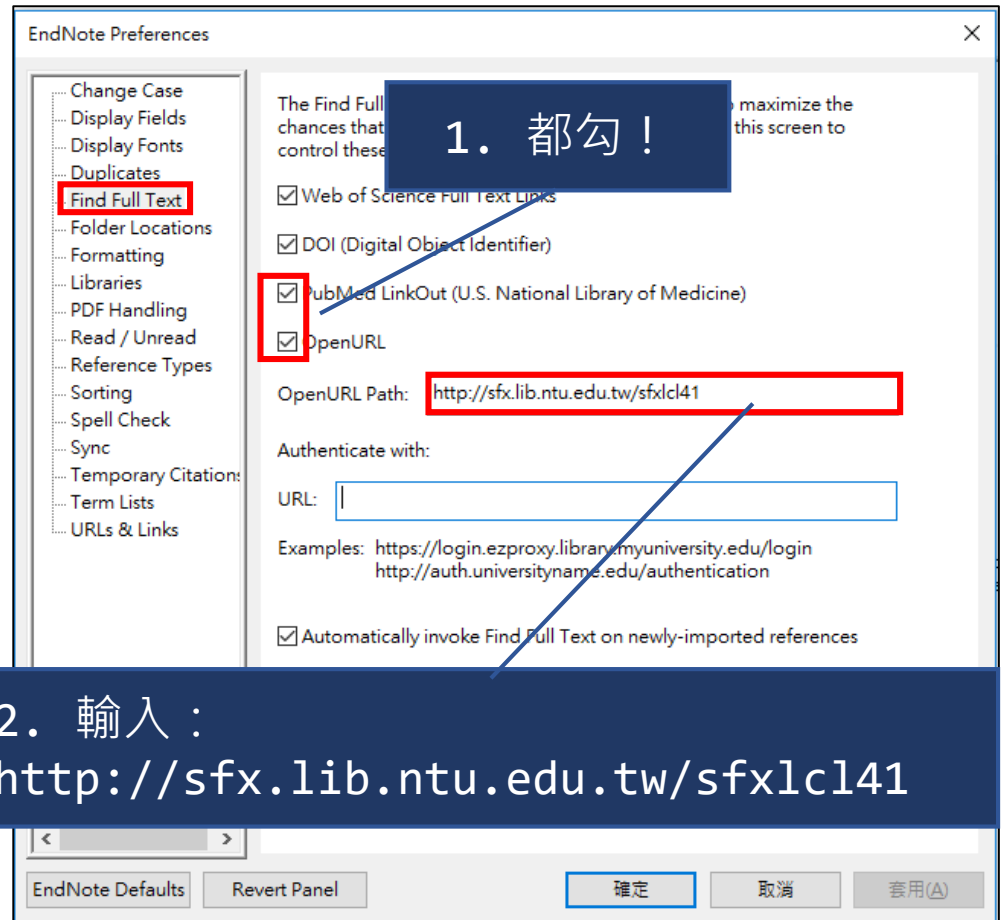
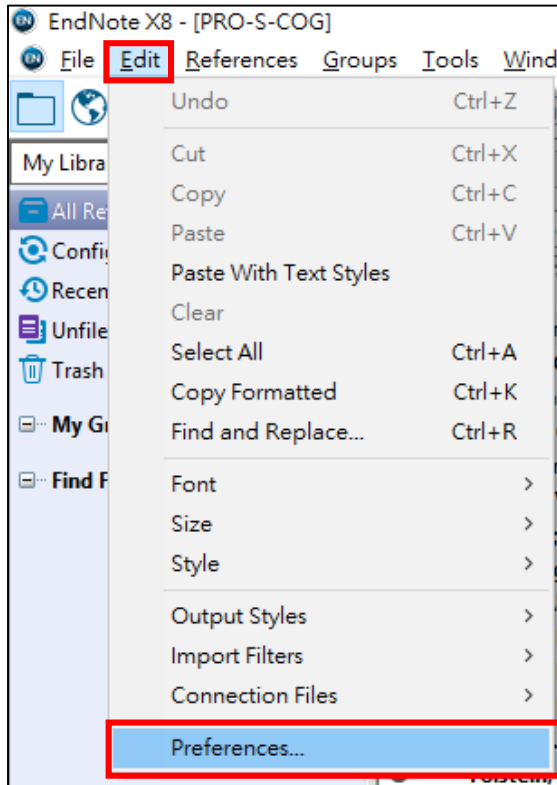
1. 點選：  
Edit → Preferences...



2. 選要修改的欄位

3. 選擇字型、  
樣式及大小

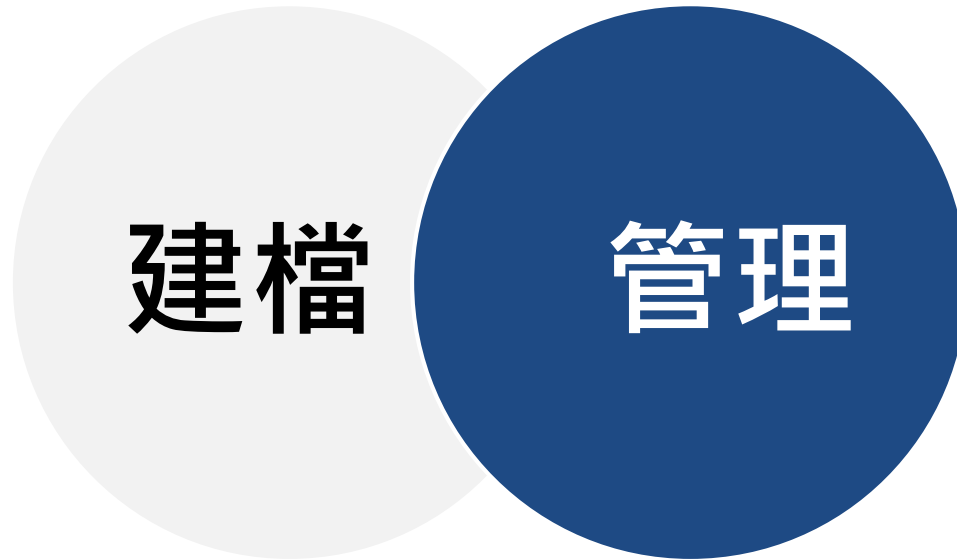
## 4.3 EndNote 偏好設定-搜尋優化



找好找滿的開始...

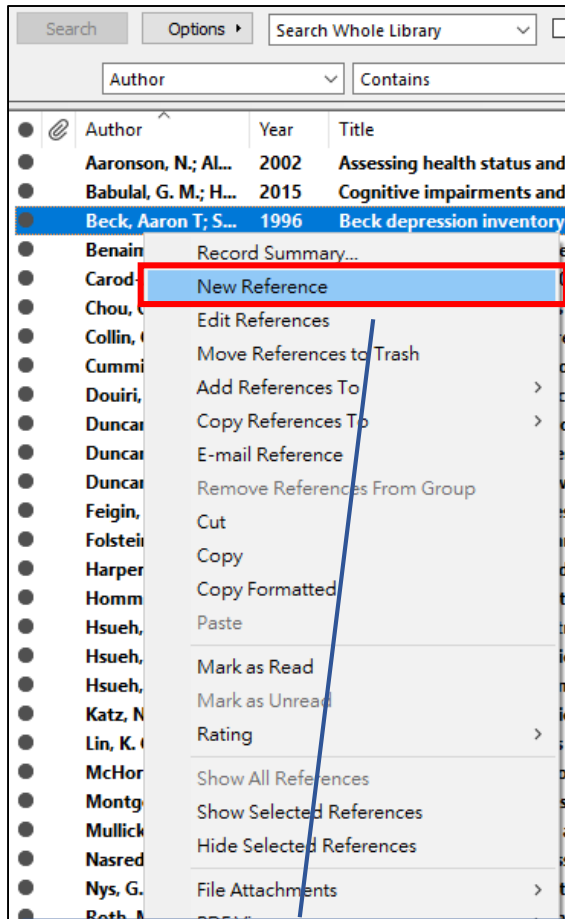
## 5. EndNote書目管理

1. 手動建立
2. 平台匯入
3. PDF匯入



4. 文獻群組
5. 文獻更新
6. 刪除重複
7. 使用技巧

## 5.1 EndNote-手動建檔



1. 單擊滑鼠右鍵：  
New Reference



A screenshot of the EndNote 'Reference' form. The form is titled 'Reference' and has a toolbar with icons for list, link, folder, document, share, clock, and print. The 'Reference Type' dropdown is set to 'Journal Article' and is highlighted with a red box. A blue arrow points from the 'New Reference' option in the previous screenshot to this dropdown. Below the dropdown, there are fields for Rating, Author, Year, Title, Journal, Volume, Issue, Pages, Start Page, Epub Date, Date, and Type of Article. A blue box with the text '2. 選取合適的文獻類型' is positioned over the 'Reference Type' dropdown. At the bottom, a blue box with the text '3. 自己輸入文獻的各項資料' is positioned over the 'Date' field. The 'ISSN' field is visible at the bottom left.

Reference Attached PDFs

Reference Type: Journal Article

Rating: . . . . .

Author:

Year:

Title:

Journal:

Volume:

Issue:

Pages:

Start Page:

Epub Date:

Date:

Type of Article:

ISSN

2. 選取合適的文獻類型

3. 自己輸入文獻的各項資料

# 5.2A EndNote-平台匯入 (Google Scholar)

3. 開啟「檔案」

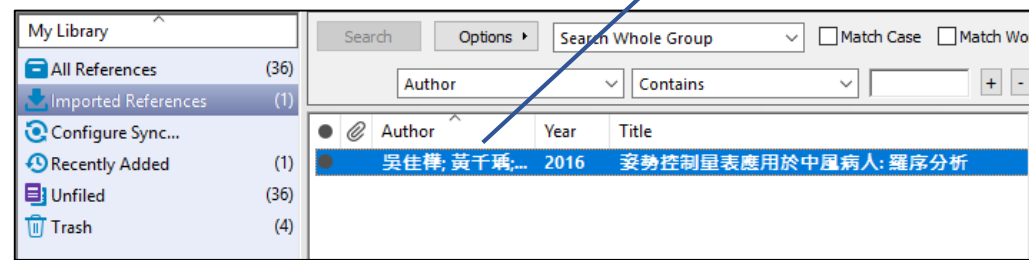
Find It@



2. 選擇「軟體」



4. 完成「匯入」



1. 點選「引用」



姿勢控制量表應用於中風病人: 羅序分析  
吳佳樺, 黃千瑀, 李士捷, 陳佳琳, 尤菴蒼... - 職能治療學會 ..., 2016 - airtilibrary.com  
姿勢控制量表為國內常用以評量神經損傷個案平衡功能之工具. 此量表有四個題目, 評量簡單且快速, 實用性高. 迄今僅一篇研究以羅序分析(Rasch analysis) 檢驗此量表之心理計量特性, 因此其心理計量特性仍缺充分實證. 本研究目的為利用羅序分析 交叉驗證姿勢控制量表之心理計量特性, 包括建構效度(單向度, unidimensionality) 與羅序信度. 另驗證各項目之差異題目功能(differentiation) 與羅序信度. 本研究以羅序分析 驗證位中風個案職能治療病歷資料, 再以羅序分析 驗證此量表之心理計量特性.

☆ **引用** 全部共 3 個版本

顯示最佳搜尋結果。 查看所有結果

# 5.2B EndNote-平台匯入 (PubMed)

1. 「勾選」要的文獻

2. 點選「Send to」

The screenshot shows a list of search results in PubMed. The 'Send to' button is highlighted with a red box. A dropdown menu is open, showing options: Clipboard, My Bibliography, Collections, and Citation manager. The 'Citation manager' option is highlighted with a red box. Three search results are checked with blue boxes: 1. 'Development of a Computerized Adaptive Testing System for Assessing Social With Schizophrenia.', 2. 'Development of a Computerized Adaptive Test of Children's Gross Motor Skills.', and 3. 'Development of a computerized Digit Vigilance Test and validation in patients with stroke.'

3. 點選「Citation manager」

4. 點選「Created File」

5. 開啟「檔案」

The screenshot shows a file download dialog box. The file name is 'scholar.enw' with a size of 268 B. The URL is 'https://scholar.googleusercontent.com/scholar.enw?q=i...'. There is a button labeled '在資料夾中顯示' (Show in folder).

6. 完成「匯入」

The screenshot shows the EndNote software interface. On the left is a sidebar with 'My Library' containing 'All References (739)', 'Imported References (3)', 'Configure Sync...', 'Recently Added (3)', 'Unfiled (330)', and 'Trash (0)'. The main window shows a search results table with columns for Author, Year, and Title. The table contains three entries: 'Huang, C.... 2018 Development of a Computerized Adaptive Test of Chi...', 'Chiang, H... 2020 Development of a Computerized Adaptive Testing Sy...', and 'Yang, C. ... 2015 Development of a computerized Digit Vigilance Test ...'. A 'Label' column is also visible.

## 5.3 EndNote-PDF匯入

1. File → Import → File...  
(若你有一夾子的文獻，就用folder...)

2. 選擇檔案「路徑」；  
以及輸入「格式 (pdf)」

3. 完成「匯入」

**溫馨提醒：**

- Pdf匯入有機會失敗
- 平台匯入成功率較高

EndNote X8 - [PRO-S-COG]

File Edit References Groups Tools Window Help

New...  
Open Libr...  
Open Sha...  
Open Rec...  
Close Libr...  
Save Ctrl+S  
Save As...  
Save a Copy...  
Revert  
Share...  
Export...  
Import > File... Folder...  
Print... Ctrl+P

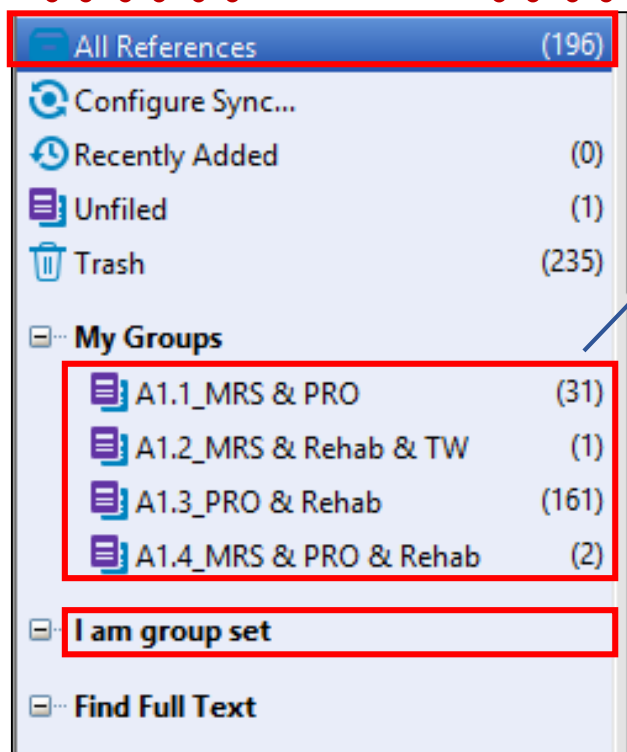
Import File: [ ] Choose...  
Import Option: EndNote Library PDF  
Duplicates:  
Text Translation:

My Library  
All References (39)  
Imported References (1)  
Configure Sync...  
Recently Added (4)  
Unfiled (39)  
Trash (4)

Search Option Match Case Match Wo  
Author Contains [ ] + -  
Author Year Title  
Chen, K. W.; Lee, ... 2017 Psychometric properties of three measures assessing...

## 5.4 EndNote-群組

☠☠☠ 不要碰！ ☠☠☠



群組 (group)  
概念同「資料夾」，內可裝文獻

群組集 (group set)  
概念同「硬碟」，可裝多個資料夾

**警告！！**

- 即便已分裝置不同「群組」，文獻本體仍在「All References」
- 若刪除「All References」內的文獻，將會「一場空」！！！！



## 5.5 EndNote-自動更新

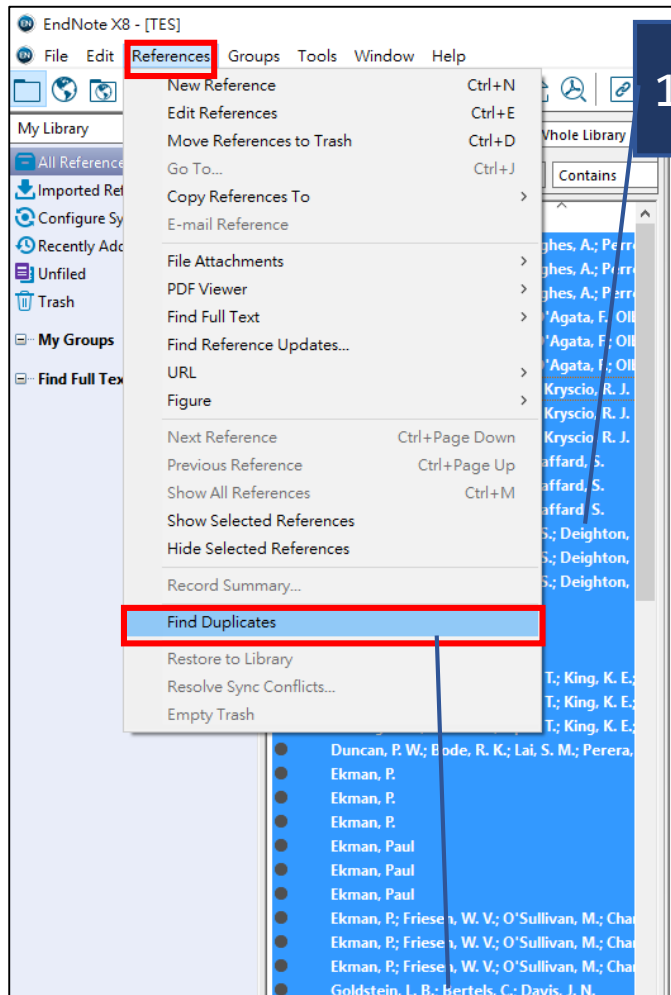
1. 將文章全選 (ctrl + A)

2. 單擊滑鼠右鍵，點選Find Reference Updates...

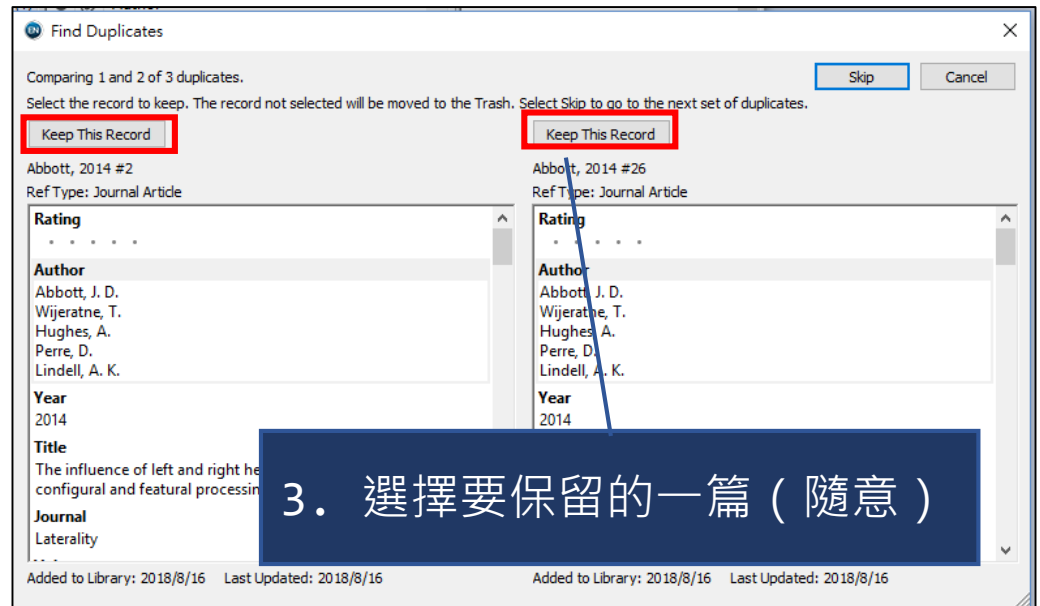
3. 點選Update All Fields後  
按下Save and Continue

建議更新至EndNote X8以上  
否則要「手動」逐筆更新...

## 5.6 EndNote-刪除重複



1. 將文章全選 (ctrl + A)

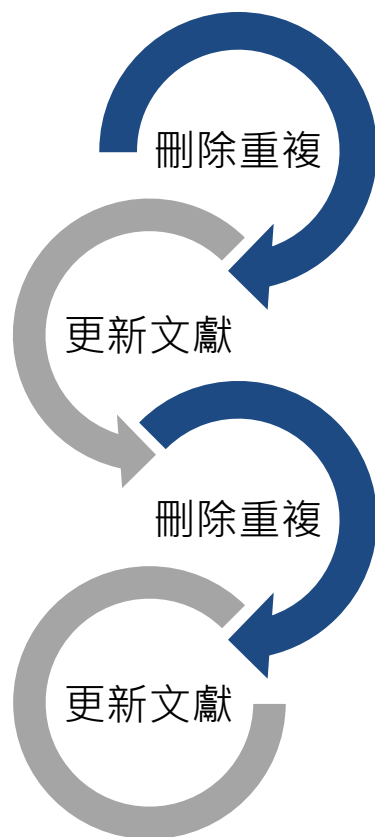


3. 選擇要保留的一篇 (隨意)

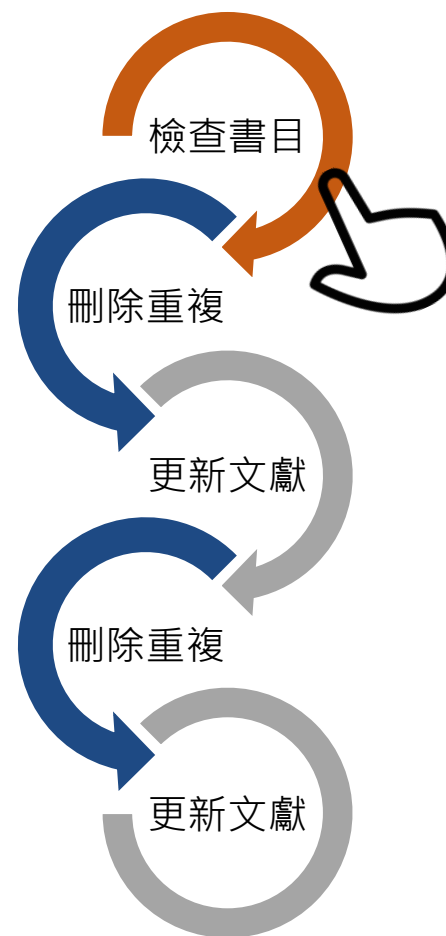
2. 點選References → Find Duplicates

## 5.7 EndNote管理技巧 (1) 更新 & 刪除重複的使用時機

但開始之前!!!  
先確認「文獻都在相同書目」



應重複此程序，  
直到不再有變化為止...



# 5.7 EndNote管理技巧 (2) 檢查文獻來源 / 匯入統一書目

1. 在word中點選  
Edit & Manage Citation(s)

文獻需在相同書目中，  
才能更新/刪除重複文獻！

2. 檢查是有文獻散落在不同書目  
(特別是Traveling Library)

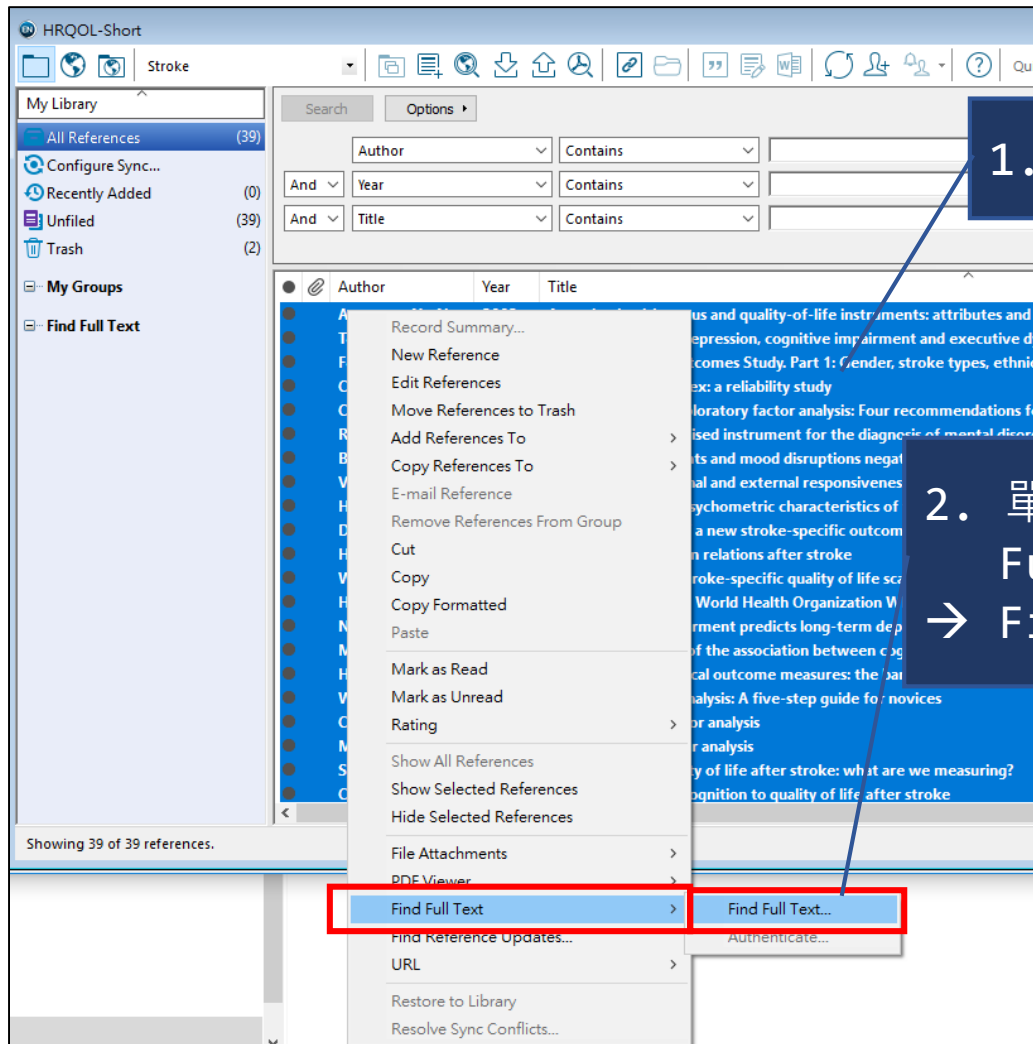
3. 若有，則點選Export to EndNote →  
Export Traveling Library

4. 選擇欲匯入的書目/新增一個

The screenshot displays the EndNote X8 interface with several callouts and annotations. The 'Citations' table is visible, listing references and their associated libraries. A red box highlights the 'Library' column, showing that some references are in 'TES' while others are in 'Traveling Library'. A context menu is open over the 'Export to EndNote' option, with 'Export Traveling Library' selected. The 'Export Traveling Library' dialog box is also shown, with 'COMET' selected as the destination library.

Citation	Count	Library
1	1	TES
13	1	Traveling Library
14	1	Traveling Library
16, 17	1	Traveling Library
Hsueh, 2002 #26	1	Traveling Library
Hsueh, 2001 #27	1	Traveling Library

## 5.7 EndNote管理技巧 (3) 查找全文

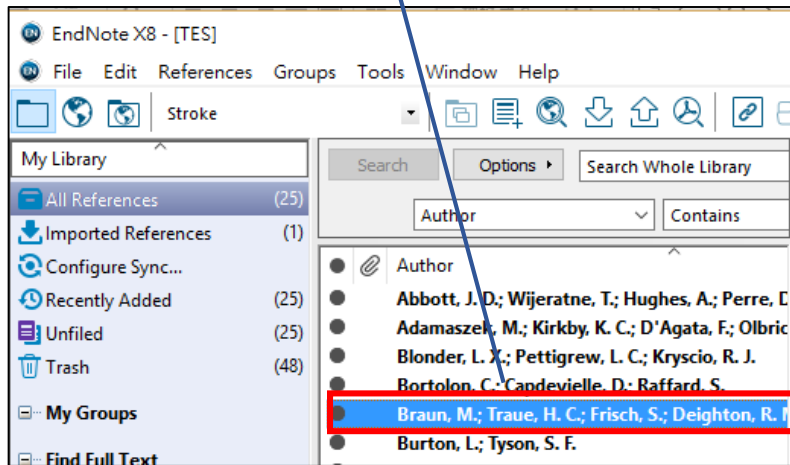


1. 全選 (ctrl+A) 文獻

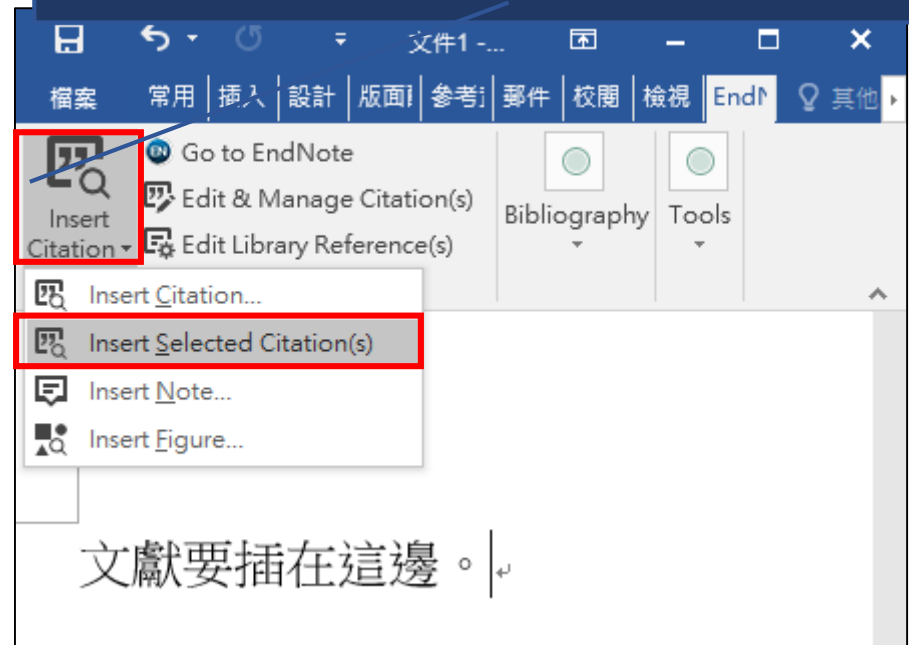
2. 單擊滑鼠右鍵，選擇Find Full Text  
→ Find Full Text...

## 6. EndNote文獻引用 (1) 插入文獻

1. 先在EndNote選好 (反白)  
欲加入的文獻



2. 在Word對應位置時：  
先點Insert Citation  
再點Insert Selected Citation(s)



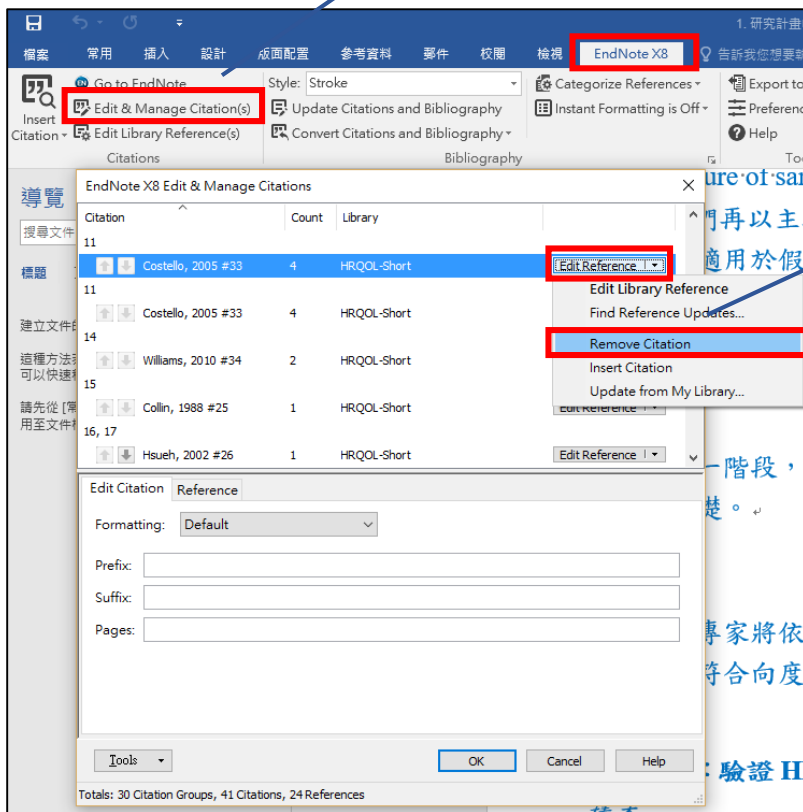
補充：

若為數字，常在標點「後」；  
若為文字，則在標點「前」

## 6. EndNote文獻引用 (2) 移除文獻

1. 在word中點選  
Edit & Manage Citation(s)

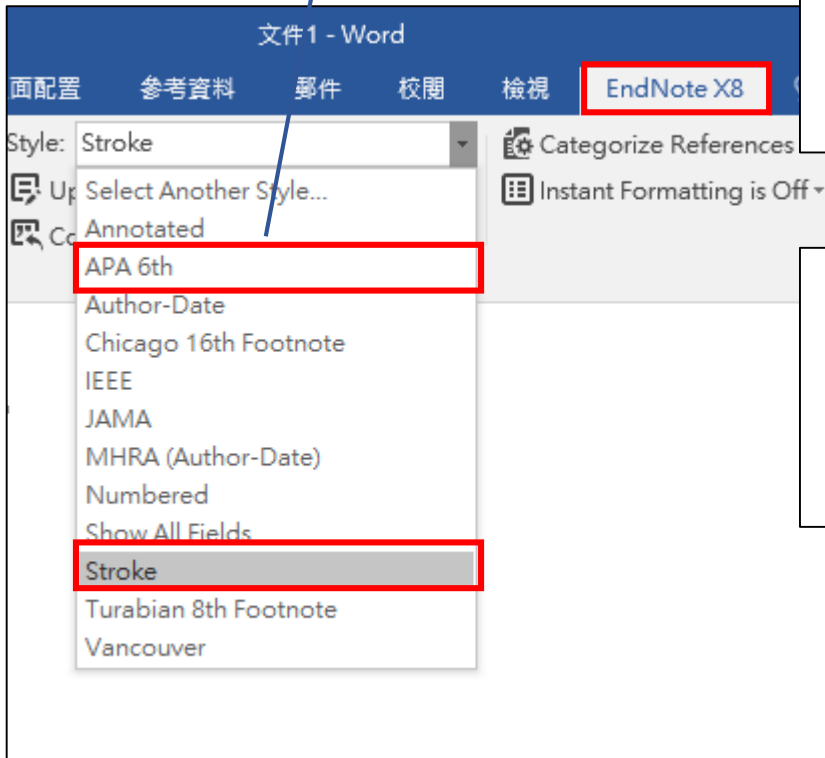
2. 點選欲刪除的文獻，  
選擇Remove Citation



雖直接刪除內文的引用亦可；  
但容易出現問題，故不建議

## 6. EndNote文獻引用 (3) 設定文獻格式

1. 直接開啟下拉選單，  
選欲呈現的格式



這是 Stroke :<sup>1</sup>

1. Braun M, Traue HC, Frisch S, Deighton RM, Kessler H. Emotion recognition in stroke patients with left and right hemispheric lesion: results with a new instrument-the FEEL Test. *Brain and cognition*. 2005;58:193-201.

這是 APA (Braun, Traue, Frisch, Deighton, & Kessler, 2005) :

Braun, M., Traue, H. C., Frisch, S., Deighton, R. M., & Kessler, H. (2005). Emotion recognition in stroke patients with left and right hemispheric lesion: results with a new instrument-the FEEL Test. *Brain and Cognition*, 58, 193-201. doi:10.1016/j.bandc.2004.11.003

APA (文字) 跟 Stroke (數字)  
是我們最常用的二種格式



## 6. EndNote文獻引用 (4) 修改文獻格式之時機

- 已選用EndNote內建格式 ( 如APA ) ，  
但仍與期刊要求的格式略有不同

作者名稱  
縮寫是否打點？

期刊名稱  
全名或縮寫？

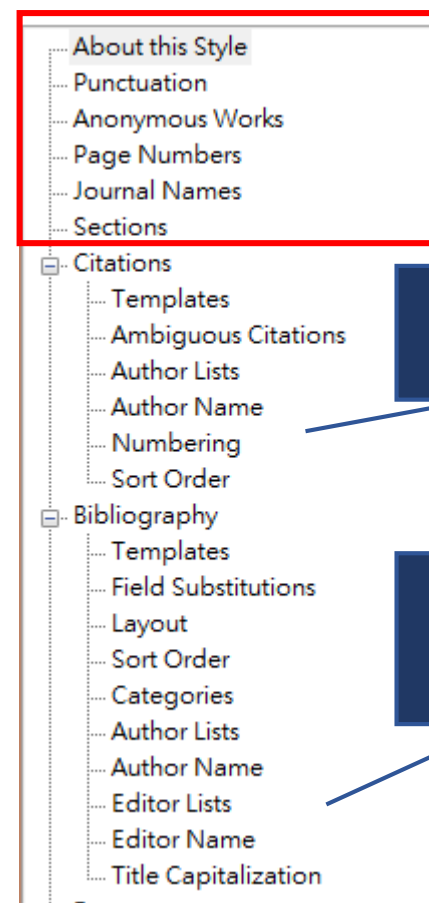
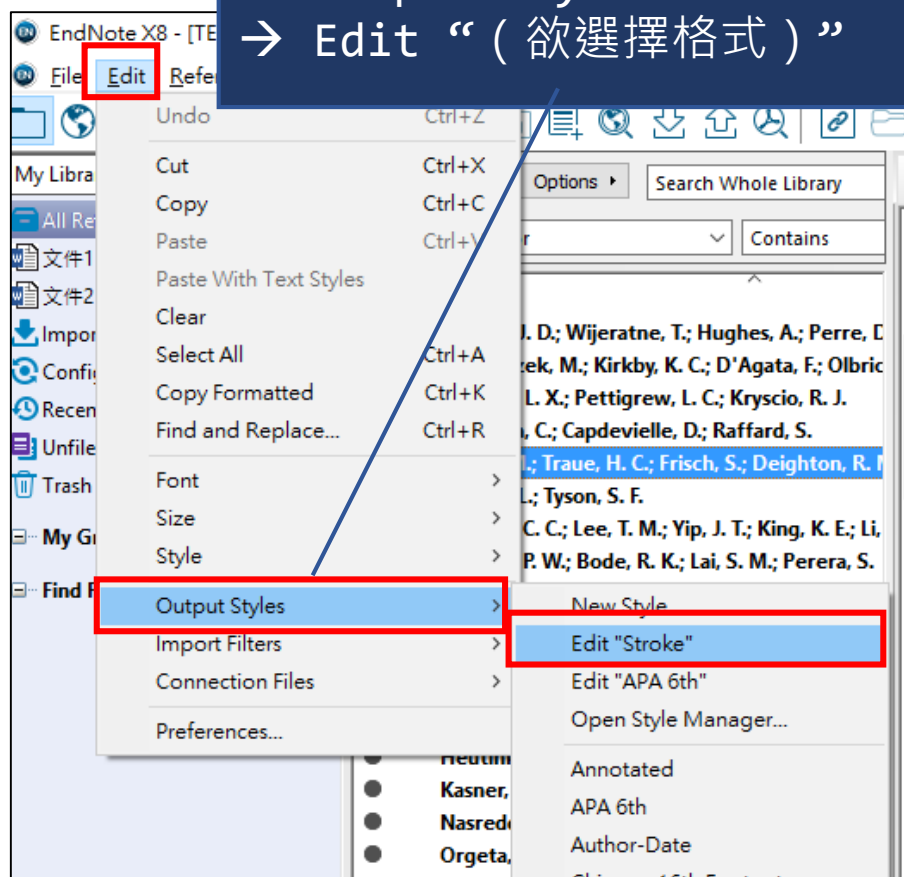
### References

1. Kirshner B and Guyatt G. A methodological framework for assessing health indices. *J Chronic Dis* 1985; 38: 27–36.

是否包含期號、DOI？

## 6. EndNote文獻引用 (4) 修改文獻格式之方法

1. 點選Edit  
→ Output Styles  
→ Edit “ ( 欲選擇格式 ) ”



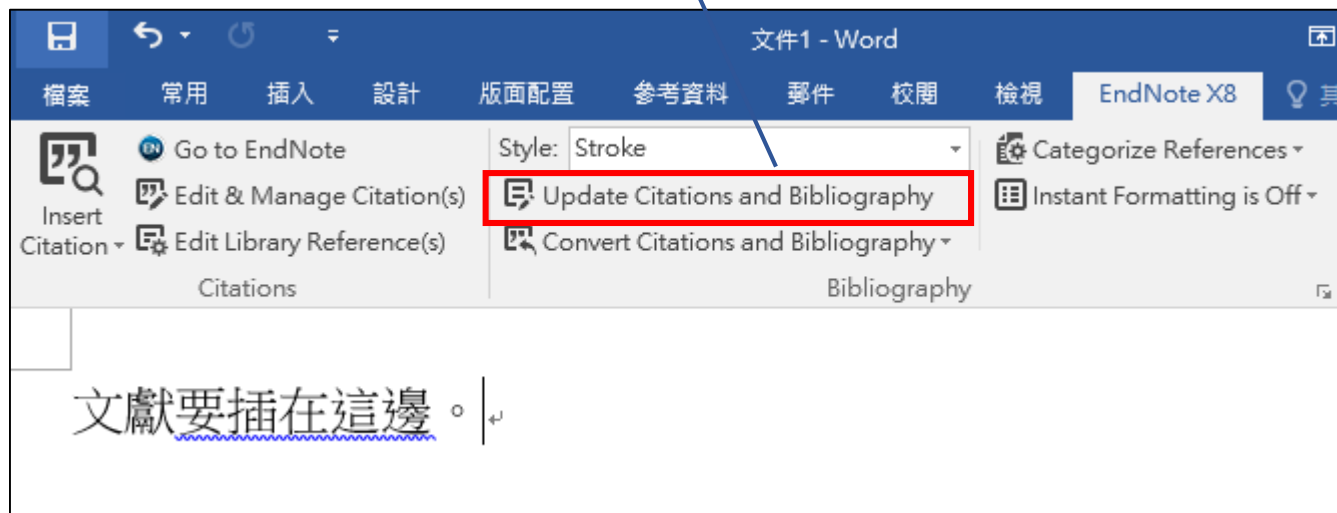
通用格式

內文中

文末之  
參考文獻

## 6. EndNote文獻引用 (5) 更新文獻格式

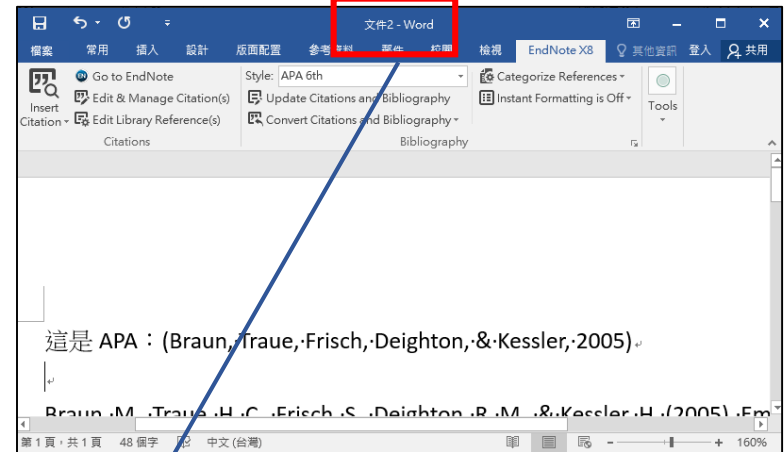
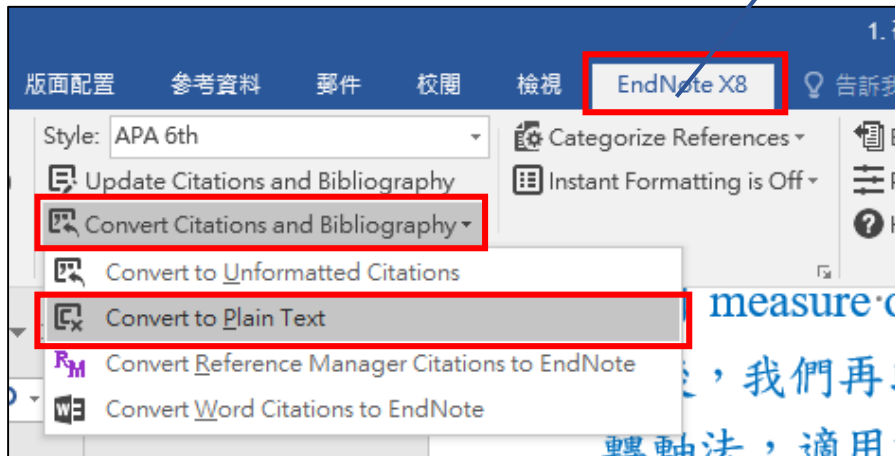
1. 點選Update Citations and Bibliography即可



若沒有看到文末之參考文獻，  
重新整理即可！

## 6. EndNote文獻引用 (6) 斷開超連結

1. 在word中點選Convert Citations and Bibliography  
→ Convert to Plain Text



2. 之後會得到一個新文件，直接存檔即可

建議保存二種版本，方便偷文獻...

## 6. EndNote文獻引用 (7) 期刊全名與縮寫

1. 在EndNote中選Tools  
→ Open Term Lists  
→ Journals Term List

2. 全選 (ctrl+A) ,  
Delete Term

3. 選List  
→ Journals  
→ Import List  
→ Medical

The image shows three overlapping screenshots of the EndNote software interface, illustrating the steps to delete terms and import a new list.

**Top Left Screenshot:** The 'Tools' menu is open, and 'Open Term Lists' is highlighted. A red box highlights the 'Tools' menu item.

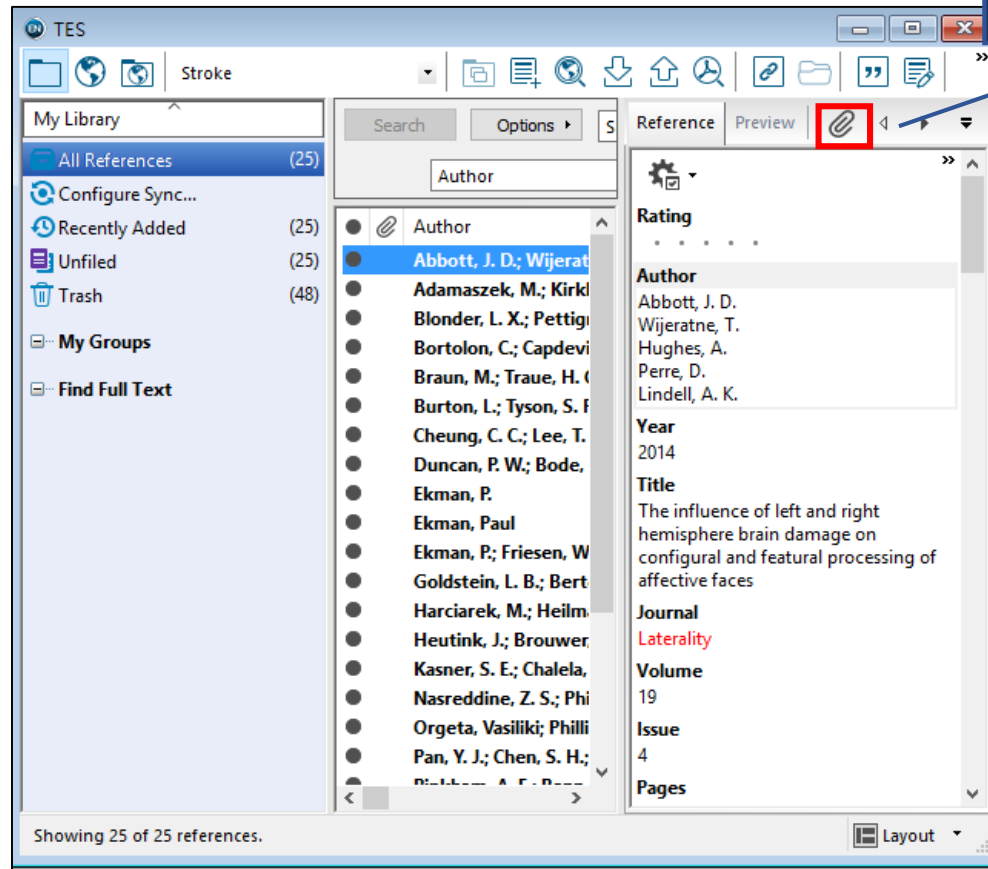
**Top Middle Screenshot:** The 'Term Lists' dialog box is open, showing a table of journal terms. The 'Delete Term' button is highlighted with a red box.

Full Journal	Abbreviation 1
A Pediatrics	Pediatrics (Rio)
A.M.A. American Journal of ...	AMA Am. J. Dis. Child.
A.M.A. Archives of Dermatol...	AMA Arch. Derm. Syph
A.M.A. Archives of Dermatol...	AMA Arch. Derm.
A.M.A. Archives of General Ps...	AMA Arch. Gen. Psychi
A.M.A. Archives of Industrial ...	AMA Arch. Ind. Health
A.M.A. Archives of Industrial ...	AMA Arch. Ind. Hyg. O
A.M.A. Archives of Internal M...	AMA Arch. Intern. Mec
A.M.A. Archives of Neurolog...	AMA Arch. Neurol. Psy
A.M.A. Archives of Neurolog...	AMA Arch. Neurol.

**Top Right Screenshot:** The 'Term Lists' dialog box is open, showing the 'Lists' tab. The 'Journals' list is selected, and the 'Import List...' button is highlighted with a red box.

## 6. EndNote文獻引用 (8) 夾帶檔案

點選文獻；  
旁邊的迴紋針



**Thanks for listening!**



Any questions?