# Reference Manager 11 使用說明

Reference Manager 是一個專門設計來管理書目參考文獻的資料庫程式。任何 需要收集參考文獻做研究之用或需要製作書目的人都可以使用 Reference Manager 更輕易地管理資料。

- `	登入 Reference Manager · · · · · · · · · · · · · · · · P.2
ニ、	從 Reference Manager 查詢 Internet ・・・・・・・・・・・・ P.5
三、	在 Reference Manager 中自行輸入參考文獻・・・・・・・・ P.14
四、	在 Word 中建立参考書目・・・・・・・・・・・・・・・・ P.17
五、	從 Reference Manager 列印參考文獻・・・・・・・・・・ P.25
六、	從 Reference Manager 列印主題書目・・・・・・・・・・・ P.29

## 一、登入 Reference Manager

1. 在門諾醫院資訊系統中,點選「SPSS & RM」。



2. 輸入「員工編號」及「密碼」(密碼為打卡作業系統之密碼)登入 Reference Manager。



3. 登入後即開啟 Reference Manager。



4. 點選「File」→「New Detabase」開啟新檔。



5. 輸入欲儲存的位置及檔名後按「確定」。

6. 完成開啟新檔之程序。

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## 二、從 Reference Manager 查詢 Internet

1. 從「Tool」→ 選擇「Internet Search」



2. 從查詢視窗的下拉選單中,選擇「PubMed」



3. 輸入您的檢索條件及關鍵字。

假如您對 LASIK 雷射屈光角膜層狀重塑術有興趣。

- ·在 Field 欄中點選「All Field」, Parameter 欄中輸入「關鍵字」"LASIK"。
- ·在第二列的 Connector 選單中,選擇 AND、NOT 或 OR。
- ·Field 欄中選擇您要的項目,如 Title、Author、Text Word 等。
- · Parameter 欄中輸入次要條件的關鍵字,如 follow-up studies。

確認檢索條件輸入完成後,點選 Start Search 鈕或按下 F12 開始查詢 Internet。

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Γ 4	Wang,Q.	.M.	Clinical inv	estigation of off-fla	o epi-LASIK for	moderate to high myopia			57 02 (25)
F 5	Utine,C./	А.	LASIK in c	hildren with hypero	pic anisometro	opic amblyopia			
F 6	Srinivasa	in,S.	Photorefra	ctive keratectomy v	with 0.02% mit	omycin C for treatment of	residual refractive e	rrors after LASIK	
Γ7	Alio,J.L.		Corneal wa	avefront-guided enh	ancement for h	igh levels of corneal com	a aberration after las	er in situ keratomileus	is
F 8	Tsiklis,N	.S.	Nine-year f	follow-up of a poste	rior chamber p	hakic IOL in one eye and	LASIK in the fellow	eye of the same patie	nt
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E 13	Condon,	P.I.	Long-term	results of laser in :	situ keratomilei	usis for high myopia: risk	for ectasia	312	
	Awwad,S	S. I.	Wavefront-	guided LASIK for n	nyopia using th	e LADAR CustomComea	and the VISX Custo	mVue	concerned proved from Proven Research and a first
1 15	Ashratza	iden,A.	Results of	phototherapeutic k	eratectomy in	the management of flap s	triae after LASIK bei	ore and after developin	ig a standardized protocol: Ic
1 16	Farooqui	,M.A.	Topograph	y-guided CATZ ver	sus convention	ai LASIK for myopia with	the NIDEK EC-5000	: A bliateral eye study	d and committee all ASIK au
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7. 點選文獻,可在上方視窗看到詳細資料,如Ref Type、Title、Abstrat 等。



8. 若要全視窗閱讀,可在該筆文獻上點二下即開啟全視窗。

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9. 若要切換回原瀏覽畫面,點選 Window 內的 Search 1,或關閉視窗即可。

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- 10. 若確定找到的參考文獻想要保存下來,請勾選欲存檔之參考文獻:
  - <u>方法1</u>:拖曳至永久的資料庫中(此步驟是將欲保存之參考文獻移動至永久資料庫中)。



方法2:(1) 點選右鍵→「Copy Between Databases」, 複製至永久資料庫中。

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11. 資料存檔:回到「Search 1」視窗,點選「File」→「Save As」功能,將全部的參考文 獻儲存下來。

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#### 12. 輸入欲儲存的位置及檔名後按「確定」。



#### 三、在 Reference Manager 中自行輸入參考文獻

有些參考文獻可能需要鍵盤輸入,例如,論文、會議記錄等。在 Reference Manager 裡, 輸入或編輯參考文獻可以使用此步驟。

以下 Reference Manager 裡的欄位有不同作用: Authors、Keywords 和 Periodical。這些欄 位提供動態查詢指定資料庫中既有的姓名、詞彙和期刊名稱,並在 Term Manager 中做管理。 輸入一筆新參考文獻的步驟如下:

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2. 從 Reference 工作列中選擇 New

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- 3. 在 Reference Edit 視窗上方的 Reference Type 欄位,從出現的下拉選單中選擇一種 reference type。
  - 選擇 Journal 可以輸入期刊文章
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RefID 會自動依照輸入到資料庫中的 reference 順序自動產生。

- 在 Title 一欄中,輸入篇名,使用 Font 工具列可以增設斜體和拉丁字(注意標點符號不 會加到 title 欄位中;它會加入後來所選擇的輸入格式)。篇名輸入如下例: The behavior and feeding ecology of the Pacific coast bottlenose dolphin *Tursiops truncates*
- 5. 在 Author, primary 一欄,輸入第一作者的姓氏,隨著您輸入作者姓氏時會自動出現一個動態視窗,找到並將該作者全名反白,按下 Enter 可以將該作者的姓名加入到該筆參考文獻中。

如:輸入作者姓氏 Shell,之後電腦自動出現一個動態視窗,找到並將 Shell, E.D.反白,按下 Enter 加入參考文獻中。

- 輸入第二作者姓名,格式是姓氏在前,名字在後,與第一作者中間以分號(;)鍵入, 以示區別。若是從未出現過的姓名,程式會將該筆姓名以藍色字體顯示。
- 使用 Pub Date 一欄可以設定只有年代或是完整日期。年代會自動依照您的電腦日期做 為預設值。
- 8. 使用 Web/URL、Link to PDF、Link to Full-text、Related Records、Imapge(s)這些欄位可以儲存網頁或其他儲存在您電腦裡的文件的連結。若某篇文章可以從網際網路中公開取得,您可以建立該篇全文文章的連結。而若您的電腦硬碟中有文章或複本,您可以將該篇文章的檔案路徑放到這幾個欄位中,以建立其連結。例如:建立連結至 Pubmed,就鍵入 www.pubmed.gov 並點選這個 URL,系統會開啟您的瀏覽器並直接連線到Pubmed 網站。
- 9. 使用 Notes 一欄儲存您個人的註釋或任何有關該筆參考文獻的資料。
- 10.使用 Keywords 一欄鍵任關鍵字。在檢索您的 database 時,關鍵字一欄可以協助您快速 地找到資料。如果您設定自動掃描 titles、notes 和 abstracts 中現有的關鍵字,則 Keyword 這一欄中會直接將掃描到的現有關鍵字加入到 Keyword 一欄。
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- 12.在 Reprint 一欄,從下拉選單中選擇 In File。
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- 14.按下 Tab 鍵,將滑鼠移到各個欄位並輸入 Volume、Issue、Start Page、End Page 資訊。 15.在 Abstract 一欄,您可以輸入任何長度的摘要,鍵入您自己的註記。
- 16.其他欄位可以選擇性輸入或自動在輸入 references 產生。
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- 18.新建立完成的參考文獻如下圖:

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19.儲存該筆參考文獻,選擇「File」→「Save」,然後將該筆參考文獻視窗關閉。或者關 閉該筆參考文獻編輯視窗,然後在提示窗來時選擇 Save。無論使用任何步驟關閉該筆 參考文獻視窗,都會回到 reference list 視窗。

## 四、在 Word 中建立参考書目

此部份說明如何在 Word 2007 中使用 Reference Manager, 並將它插入您的文章中。

- 1. 當 Reference Manager 執行時,開啟您的 word。
- 2. 您可以從「增益集」中,找到「Reference Manager 11」的功能。



3. 插入參考文獻:

**方法1**:(1) 將滑鼠移到您要插入參考文獻的段落,點選「Insert Citation」



(2)在「Search for」欄位中鍵入參考文獻之關鍵字→點選「Perform Search」。
 例如:在Search for 中鍵入LASIK,點選「Perform Search」。



(3)點選欲插入之參考文獻後,按「Insert」插入參考文獻至 word 中。若要同時插入兩筆參考文獻之間的所有參考文獻,可同時按下 Shift 並點選頭 尾兩筆參考文獻之間所有參考文獻,或是可按住 Ctrl 鍵再點選您要匯入 的參考文獻。



<u>方法2</u>:將滑鼠移到您要插入參考文獻的段落,點選「insert marked reference」,將在 Reference Manager 中勾選的文獻插入段落中。



4. 您所選擇的參考文獻匯入到 Word 中。



5. 若要變更參考文獻的格式,請點選「Reference Manager11」→「Generate Bibliography」。



6. 在 Output Style 區域,選擇您欲排列的參考文獻格式,如「American Journal of Ophthalmology」。

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7. 您可以調整字型、字型大小、參考書目標題 (Bibliographic title)、標號順序、空格等欄 位後,按「確定」。

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8. 若在原參考文獻前要新增文獻,請將游標移至欲新增文獻的後面。



9. 依照第17頁第3點「插入參考文獻」插入欲新增之參考文獻。



10. 選擇好欲新增的參考文獻後按 insert。



11. 完成新參考文獻的插入, Reference Manager 會自動幫您重新排列參考文獻之順序。



12. 您也可以繼續選擇不同輸出格式。在同一篇論文,改選擇為 Science 指定格式。

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## 五、從 Reference Manager 列印參考文獻

此部分是說明如何在 Reference Manager 11 中直接列印出參考文獻。

- 1. 先開啟 Reference Manager 的資料庫。
- 2. 選擇列印的方式:

方法1:從「File」→選擇「Print」 或 從「File」→選擇「Print Preview」。



## <u>方法 2</u>:從「Tool」→「Bibliography」→選擇「Generate from Reference List」。

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# 方法3:或直接點選●列印。

3. 在 Reference to include 選擇「All reference in list」或「Marked references in list」。



4. 在 Destination 選擇「Printer」、「Print Preview」或「File」。

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5. 在 Output Style 中選擇任何一種您想要的輸出格式後。



6. 在「Optional」中選擇您要的選項後,點選「確定」,即可預覽列印參考書目清單。



7. 預覽列印之參考書目清單,若確認無誤請按「列印」。



## 六、從 Reference Manager 列印主題書目

一個主題書目是由連續的參考文獻清單組織而成的,從每個標題中就有所區別。

- 1. 先開啟 Reference Manager 的資料庫。
- 2. 從「Tool」→選擇「Subject Bibliography」。



3. 顯示出 Subject Bibliography 的步驟對話框,在 General 項目中,選擇您要輸出的格式。

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Title		Wavefr	ont-guided LASI	K for myopia using the LADAR CustomCornea and the VISX CustomVue	
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4. 點選「Subject」標籤。



5. 這個主題標籤決定輸出格式和主題標題,在此選擇您要的選項後點選「確定」。



6. 點選確定後,顯現 Reference Manager 中的欄位清單。



7. 選擇您想要的主題標目。例如若您要以 Keyword 為主題標目,請將 Keyword 欄位反白, 點選 OK,即可顯現出所有 Keyword 的參考文獻。



8. 選擇您要的關鍵字清單,或點選 Select ALL 快速選擇所有的關鍵字清單後,點選 OK。



9. 點選 OK 後,主題書目即可呈現在螢幕上,再選擇「Print」輸出。

