

# EndNote X6 功能介绍

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#### • 文献管理使用指南



#### 主要内容

- EndNote X6简介
- EndNote X6安装
- EndNote 基本功能
- EndNote X6新功能



馆员

# 数字化时代科研人员的"困扰"

传统的文献存储方式:遗忘丢失,重复下载

◆低效的文献阅读方式:耗时费力,无法整合◆落后的论文写作方式:手工编排,枯燥易错









#### "困扰"的根源和解决方案













EndNote X6简介

• EndNote是一个文献检索工具

EndNote可以在软件界面在线搜索多个数据库, 让您非常简易而直接地查询在线数据库的书目, 而无需逐一打开数据库网站。



#### • EndNote是一个参考文献和图像的管理工具

EndNote 针对您个人储存的参考文献在 Library 中进行题录数据的储存、管理、查询。您可以组 织管理如图片、表格和影像数据等,并能在 EndNote中储存您的电子全文文件。



• EndNote是一个引文编排工具

EndNote可以透过 Cite While You Write 功能在 Microsoft Word 中编排引用文献、图表等。当您 在撰写文章过程中插入引用文献时,随即在文末 建立您的参考文献与图表列表。



#### EndNote X6 安装

• 安装 EndNote 的程序需求

系统: Windows XP、Windows Vista、Windows 7。 (32 位或 64 位版本)

硬件:个人 PC需有256 MB 以上的内存、至少400 MB 以上的硬盘可用空间。如果需使用Online Search功能检索在线网站或数据库的功能,还需要安有支持网络链接的浏览器。



为了能够通过「Cite While You Write」功能在 Word 中引用书目、编排引用格式,在您安装 EndNote前请先安装好您的Microsoft Word文字处 理软件,再安装 EndNote,才不会产生错误。

安装步骤

1.确认您登入计算机是以具有管理员权限或具有安装程序权限的用户身份,确认Microsoft
 Office等程序已关闭。



2.解压程序安装包后出现两个文件夹:
 ENX6Inst.msi和License.dat,将这两个解压缩出来的文件放在同一文件夹,以便顺利安装。







3.以管理员的身份运行 ENX6Inst.msi,开始进行安装,安装前请先关闭 Word等office程序, 待出现"Welcome to the EndNote X6 Installation"时,点击"Next>",其余步骤按 提示进行操作即可。



#### 运行EndNote的第一个界面

#### Getting Started with EndNote

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#### Learn about EndNote

Learn about the new features in this version of EndNote, and browse the help file.

A guided tour is available in the EndNote manual and Getting Started Guide pdf files bundled with the program.

#### Create a new library

If you're ready to get started, your first step should be to create a new EndNote library.

#### Open an existing library

Open an existing EndNote library and get started immediately.



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#### EndNote X6界面

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#### EndNote X6基本功能

• EndNote文献导入

建立个人数据库的四种方法:网站输出、格式转换、在线检索、手工添加

• EndNote文献管理

排序、查找、分组、去重、分析、获取全文

• EndNote文献编排

边写作边引用、模板写作

## EndNote 的工作流程





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EndNote 有关文件的格式一览表

序号	名称	文件格式	保存文件夹	备注
1	数据库连接文件	.enz	Connections	用于连接远程数据库。
2	过滤器文件	.enf	Filters	用于从 TXT数据文件中导入数据。
3	参考文献格式文件	.ens	Styles	设置文档中的参考文献格式用。
4	投稿模板文件	.dot	Templates	也是 Word模板文件,包含宏代码。
5	术语列表文件	.txt	Terms Lists	初次使用一共有三文件,分别罗列着化学、 人类学、医学等期刊。多次使用后文件 数目会自动增加,会记录 Author、 Journal和 Keyword等信息。可以用记事 本工具编辑。
6	数据库文件	.enl	自定义	.enl数据库文件是 EndNote的默认格式,必须与一个同名数据文件夹
		.lib		(.Data)配合使用。
7	数据库导入文件	.enw	自定义	双击此类文件,其文件内容就导入到一数 据库文件中。
8	数据库压缩文件	.enlx	自定义	是数据库文件的压缩格式。
8	数据检索文件	.enq	自定义	保存数据检索条件。 ,





#### 1.1数据库建立一网站输出



- 从Web of Science (WOS) 输出文献
- 从Google scholar输出文献

## 从WOS输出文献: 1.检索



# 从WOS输出文献: 2.选择输出记录和格式



# 从WOS输出文献成功: 500篇文献

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quality, and, despite its short history, has already revealed a cornucopia of new physics .... Cited by 4485 - Related articles - 中国科大预书馆图条(USTC) - BL Direct - All 53 versions



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# 记录下方出现导入EndNote链接





#### 1.2数据库建立一格式转换

#### 举例:

- 从CNKI输出.txt文档导入EndNote
- 将单篇PDF文献导入EndNote
- 将文件夹中的所有PDF文献导入EndNote

## 从CNKI输出文献: 1.检索



## 从CNKI输出文献: 2.选择文献



# 从CNKI输出文献: 3.保存成.txt文档



# 从CNKI输出文献:4.将.txt导入EndNote

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- 文献虽导进来了,但发生了乱码,原因之一就 在于翻译Text Translation处的选择,不同数据 库的文献题录导入时可能需要不同的翻译工具 ,具体问题可百度谷歌来寻求解决方案。

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## EndNote导入PDF全文的过程

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   此就成了一条一条的记录。
- 因此,导入电脑中已有的PDF文献时,若网络 不通或者EndNote无法读取PDF文件的DOI号时 ,就不能导入文献的题录信息。



#### 1.3数据库建立一在线检索

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• 从Web Of Science在线搜索文献

## 从WOS在线搜索文献: 1.输入检索式



# 从WOS在线搜索文献: 2.选择导入记录

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Showing 7 of 7 references in Group. (	All References: 533)		E Lepour *



#### 1.4数据库建立一手工添加

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# 三种方法打开手工添加新记录页面

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## 手工添加新记录: 2.添加文献信息

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# 数据库建立小结

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Search → Analysis/Refine → Select → Export

Ŀ,

◆ 格式转换(★★★★★)

Search → Analysis/Refine → Select → Save As → Import (Filter)

Import (PDF/Folder) → Find Reference Updates







#### 2.EndNote文献管理

• 2.1排序

可按年代、作者首字母、题名等方式进行数据库中所有文献的排序。

• 2.2查找

可在右侧窗口上方的Quick Search中进行简单快速的查找,或是在Search Panel中进行更多设定查找条件的较精确的查找。

2.3 查重

References菜单, Find Duplicates选项, 若有重复的文献则会跳出一个对话框, 进行相应的选择及操作即可,可按Delete键删除重复项, 进而可在EndNote的Trash中进行彻底删除或恢复还原等操作。

2.4分组

- (1) Create Group: 普通组,查找条件相关的 文献,选定,鼠标左键按住拖拉到EndNote左 侧导航栏新建的组中。
- (2) Create Smart Group: 智能组,设定更为 精细精确的文献查找条件,可将符合条件的文 献收录到该组中。
- (3) Create From Groups: 组合组,多个组的 交集、并集、非A仅B集等的组合之组。



三者间的区别:若有新的符合条件的文献题录
 导入EndNote时,普通组依然保持原状,不会
 随之同步更新;而智能组和组合组却始终是所
 设条件的实时文献题录状况,即可以保持同步
 更新。



2.5分析

• Tools菜单, Subject Bibliography选项, Subject Fields对话框, 选择以何种方式进行筛选呈现 数据库中的文献汇总(年代、作者等,此处以 作者为例),点击OK,进入Subject Terms对话 框, 选择要进行相应分析的作者名称, OK, 则导出该作者的所有文献题录信息的Reference List, 可进一步进行其他相应的操作。



2.6获取文献全文

- 选定通过各种途径方式导入的文献题录,右键
  - ,Find Full Text,则可在EndNote窗口左侧导 航栏中的Find Full Text处查看在线检索全文文 献的状态。
- 此操作的前提是单位里有购买这些全文文献来 源的数据库资源,若没有访问这些相应数据库 的权限IP,则是无法下载全文文献的。



• 若已获得在线无法下载的文献全文, 目已在 EndNote中导入了题录,可以从其相应文件夹 中拖拽到EndNote文献题录窗口,则此文献就 会和其相应的题录自动建立起关联: 或者以添 加附件的形式将已下载到电脑的文献全文加载 到EndNote中。若这些全文文献已作过标记注 释,还可以在查找栏内设置一定条件来加以查 找PDF note。

# EndNote文献管理功能小结

- ◆排序:单击字段名
- ◆ 查找: Search/Quick Search
- ◆ 去重: References→Find Duplicates
- ◆分组: Group/Smart Group/Group's Group
- ◆ 分析: Tools→Subject Bibliography
- ◆ 全文: Find Full Text
- ◆新功能:Rating、Read/Unread、Layout、Sync



### 3.Endnote文献编排

#### • Microsoft Word:

安装 EndNote过程中其Cite While You Write 功能 会结合在 Microsoft Word 底部。若 Word 2003使 用 EndNote,此工具栏在 Word「工具」选单。 Word 2007、Word2010 即直接呈现一个 Cite While You Write 字段于接口上。



### 边写作边引用、模板写作

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3.1插入参考文献

• 在文章中插入参考文献的方法(4种):

选择格式: Word → Endnote X6→Bibliography下 拉→ Format Bibliography → Browse→选择→OK; 插入: Word → Endnote X6→Go to Endnote→选 择文献(可多选)→Insert Citation.



• 方法:

Word → Edit & Manage Citations → Remove
 Citations;

注意:

切忌直接删除参考文献,因为此处插入的参考文 献是个管理器工具,而不是文本文档,所以即使 已经删除,更新之后又会出现。



• 方法:

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#### 3.4 借助模板撰写论文

• 模板:

Tools → Manuscript Templates→选择刊名→打开

• 塑形:

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• 编辑:

按照模板所列框架及提示进行论文内容的填充。











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#### Acknowledgements

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References\*

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### EndNote X6新功能

- 导入文献功能的改善
- 管理文献功能的改善
- 引用文献功能的改善



### 1. 导入文献功能的改善

- PubMed文献可直接导入
- 增加了与EndNote Web 同步的功能



#### 1.1 PubMed文献可直接导入

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## 1.2 增加了与EndNote Web 同步的功能

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### 1.2 增加了与EndNote Web 同步的功能

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# 2. 管理文献功能的改善

- 预览窗口位置可调至窗口右侧
- 搜索界面移至窗口上方
- 增加了已读和未读文献标记
- 增加了文献的评级功能
- PDF阅览更方便,在新窗口打开全屏阅览
- 可编辑、复制、移动窗口内字段的文字格式
- 可修改任一字段英文单词的大小写格式
- 增加了Email发送文献功能



### 2.1 预览窗口位置可调至窗口右侧

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2.3 增加了已读和未读文献标记





2.4 增加了文献的评级功能

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#### 学科馆员

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Wataru Yamanaka <sup>1</sup> , Toru Takeshita <sup>1</sup> , Yukie Shibata <sup>1</sup> , Kazuki Matsuo <sup>1,2</sup> , Nobuoki Eshima <sup>3</sup> , Takeshi Yokoyama <sup>2</sup> , Yoshihisa Yamashita <sup>1</sup> *	
<ol> <li>Section of Preventive and Public Health Dentistry, Division of Oral Health, Growth and Development, Kyushu University Faculty of Dental Science, Fukuoka, Japan,</li> <li>Section of Dental Anesthesiology, Division of Maxillofacial Diagnostic and Surgical Sciences, Kyushu University Faculty of Dental Science, Fukuoka, Japan,</li> <li>Department of Biostatistics, Oita University Faculty of Medicine, Yufu City, Oita, Japan</li> </ol>	
Abstract Supragingival plaque is permanently in contact with saliva. However, the extent to which the microbiota contributes to the salivary bacterial population remains unclear. We compared the compositional shift in the salivary bacterial population with that in supragingival plaque following periodontal therapy. Samples were collected from 19 patients with periodontitis before and after periodontal therapy (mean sample collection interval, 25.8±2.6 months), and their bacterial composition was investigated using barcoded pyrosequencing analysis of the 16S rRNA gene. Phylogenetic community analysis using the UniFrac distance metric revealed that the overall bacterial community composition of saliva is distinct from that of supragingival plaque, both pre- and post-therapy. Temporal variation following therapy in the salivary bacterial population	~



学科馆员

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