



# Zotero 書目管理軟體進階班

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圖書館 吳采玲

2022/12/13、2022/12/15

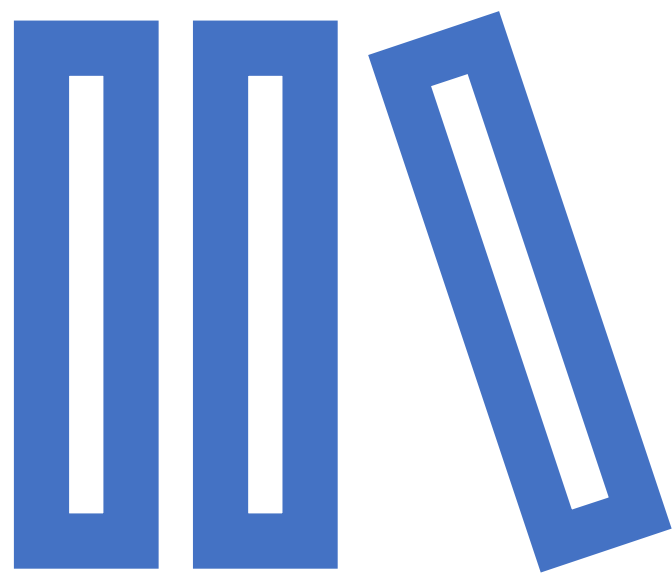
# 課程內容

Word參考工具安裝

書目匯入至word

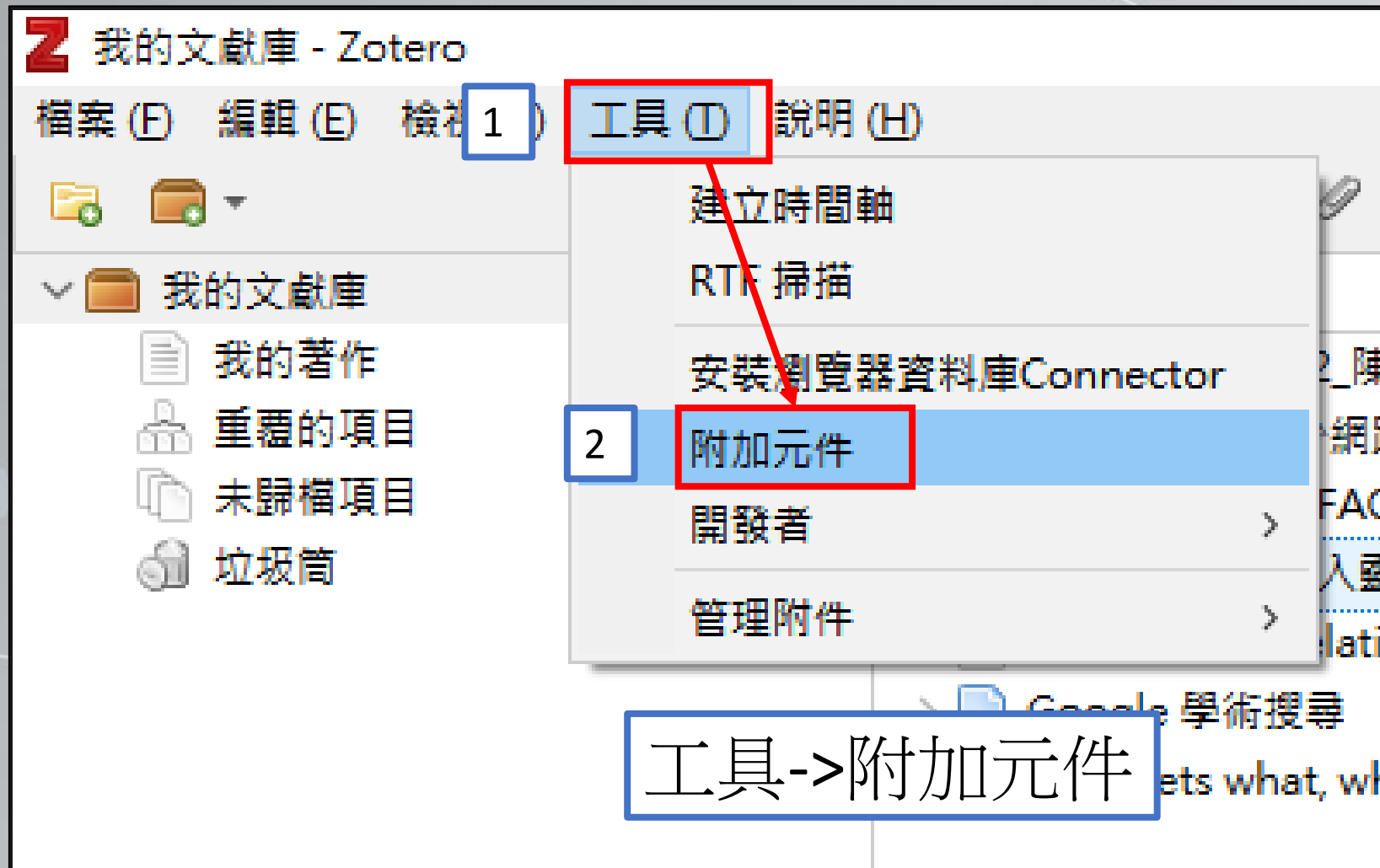
調整書目匯出格式

常見問題

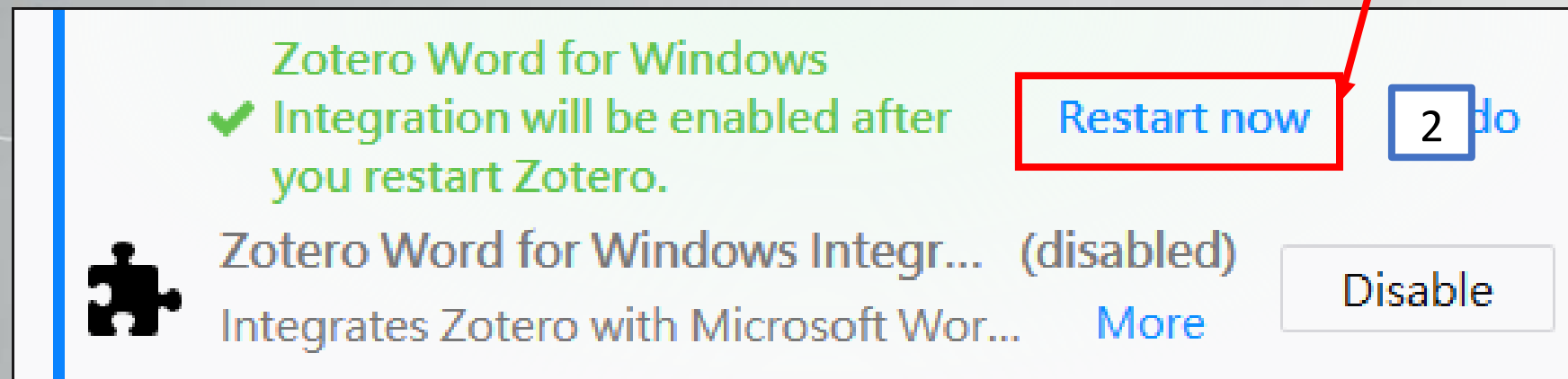
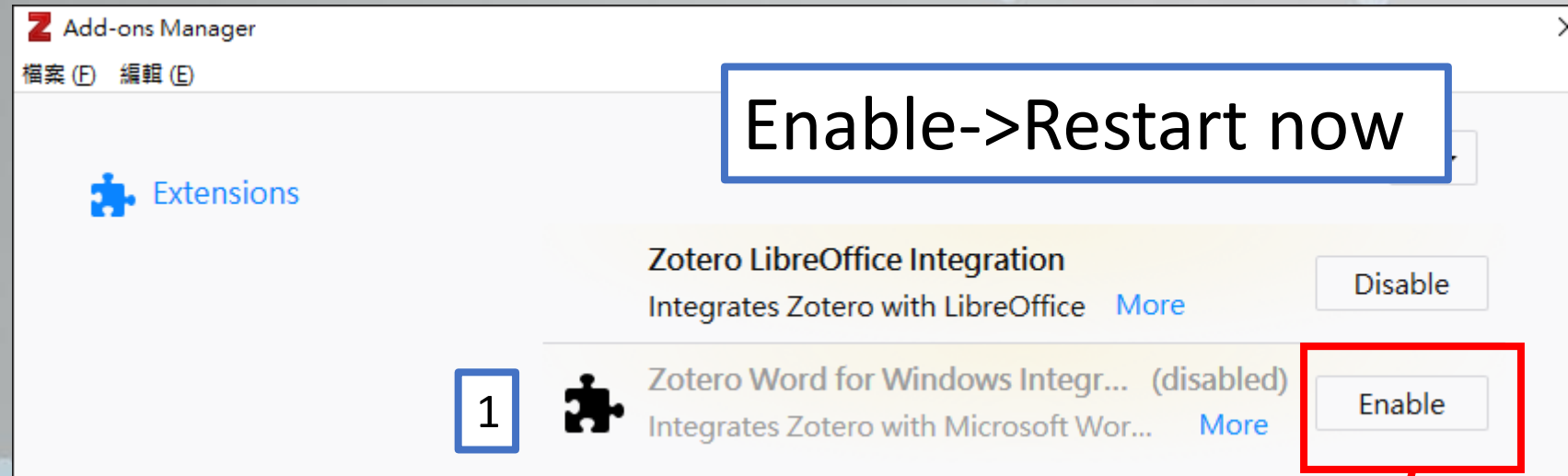


Word參考工具安裝

# word 參考工具 安裝(1/3)



# word 參考工具 安裝(2/3)



# Zotero –word 參考工具 安裝(3/3)

The image shows a screenshot of the Microsoft Word ribbon with the 'Zotero' tab selected. The ribbon includes tabs for '檔案', '常用', '插入', '繪圖', '設計', '版面配置', '參考資料', '郵件', '校閱', '檢視', and 'Zotero'. The 'Zotero' tab is highlighted with a red box. Below the ribbon, a red-bordered box contains the following menu items:

- Add/Edit Citation
- Add Note
- Add/Edit Bibliography
- Document Preferences
- Refresh
- Unlink Citations

The word 'Zotero' is centered below these items. A red arrow points from the 'Zotero' tab to the menu items.



書目匯入至word

# 書目匯入至word(1/5)

檔案 常用 插入 繪圖 設計 版面配置 參考資料 郵件 校閱 檢視 **Zotero** 說明 EndNote

Add/Edit Citation **2** Add/Edit Bibliography Refresh Unlink Citations Document Preferences Zotero

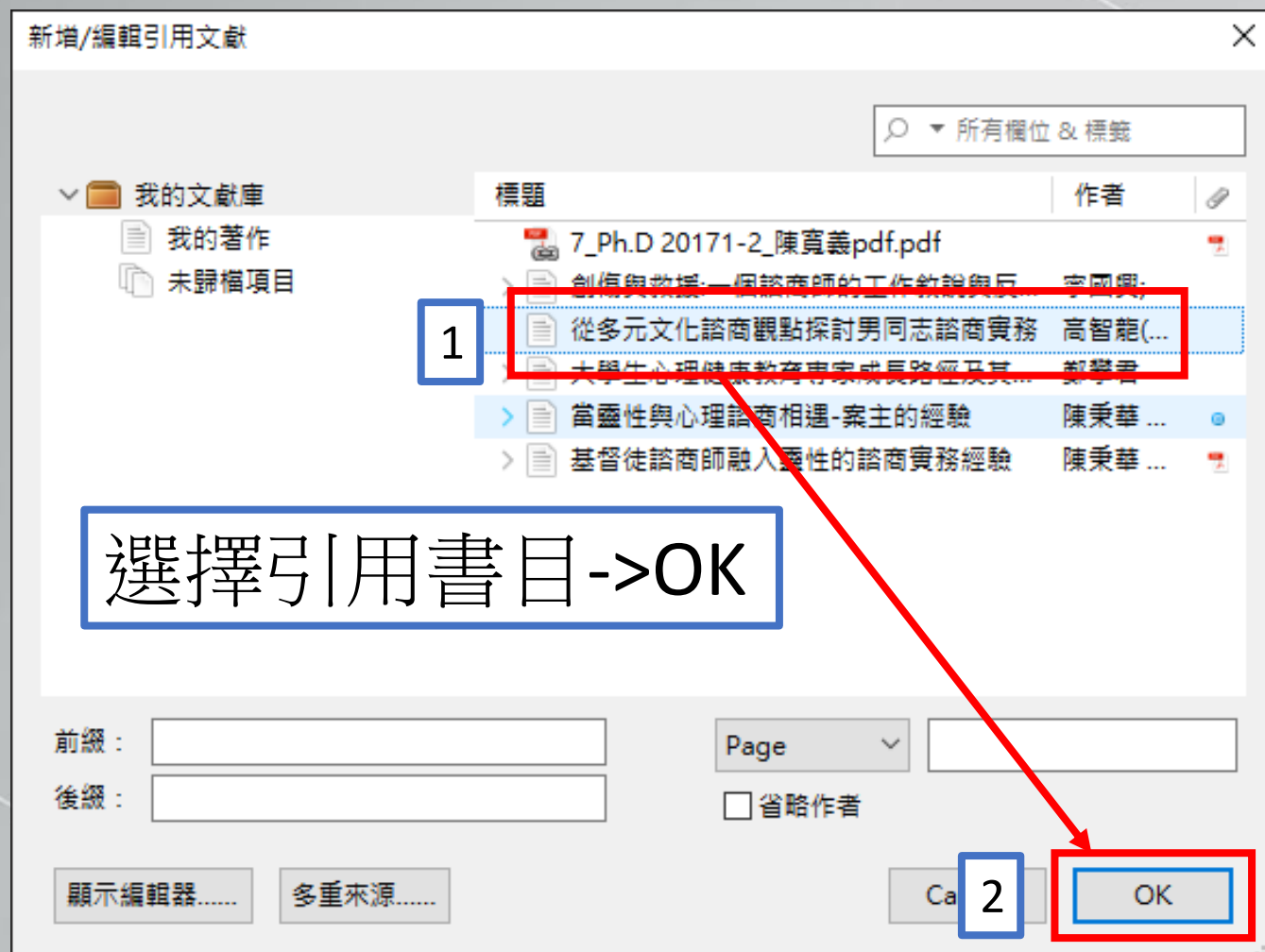
**3**

**1** Zotero->選擇引用段落->Add/Edit Citation->傳統的外觀

1997年香港主權移交後，「過渡期」並未結束，反而在中、港實際且緊密的接觸過程中產生適應不良及磨合創傷，延續了「過渡」狀態。九七前香港小說主要表現對於城市前景悲觀的抑鬱氛圍；九七後，一些香港作家採取不同敘事策略反映香港主體性遭受侵蝕的現實情況。話語的虛偽及收編。本文聚焦探討「非常態」敘事裡身體書寫如何作為立足本土立場對抗宏大敘述的姿態。小說中被迫淪為殘缺、非健康完整狀態的「不完整的個體」遍視整個香港社會景況，對當權者及全體港人敲響警鐘。這些作品作為香港敘事裡建構香港（人）主體性的其中一脈，顯示九七後香港文學內涵抗拒簡單的收編工程，使香港文學在「回歸後」仍保有精神的獨立性，對香港文學此後發展深具重要意義。◀



# 書目匯入至word(2/5)



# 書目匯入至word-列註腳(3/5)

1997年香港主權移交後，「過渡期」並未結束，反而在中、港實際且緊密的接觸過程中產生適應不良及磨合創傷，延續了「過渡」狀態。九七前香港小說主要表現對於城市前景悲觀的抑鬱氛圍；九七後，一些香港作家採取不同敘事策略反映香港主體性遭受侵蝕的現實情況<sup>1</sup>，<sup>1</sup>善的虛偽及收編。本文聚焦探討「非常態」敘事裡身體書寫如何作為立足本土立場對抗宏大敘述的姿態<sup>2</sup>，<sup>2</sup>說中被迫淪為殘缺、非健康完整狀態的「不完整個體」逼視整個香港社會景況，對當權者及全體港人敲響警鐘。這些作品作為香港敘事裡建構香港（人）主體性的其中一脈，顯示九七後香港文學內涵抗拒簡單的收編工程<sup>3</sup>，<sup>3</sup>港文學在「回歸後」仍保有精神的獨立性，對香港文學此後發展深具重要意義。←

<sup>1</sup> Willem H.Oliver, "The Bible in the Fourth Industrial Revolution: 'What's in It for Me?,'" *HTS Theologiese Studies / Theological Studies* 76, no. 4 (2020), <https://doi.org/10.4102/hts.v76i4.6020>.←

<sup>2</sup> “耶穌基督是普世合一的唯一根基 Barmherzigkeit Und Gerechtigkeit,” no. 43 (2016): 89 - 95.←

<sup>3</sup> Shaping Chinese Christian, “政教張力下的堅忍,” 2020.←

# 書目匯入至word-列參考文獻清單(4/5)



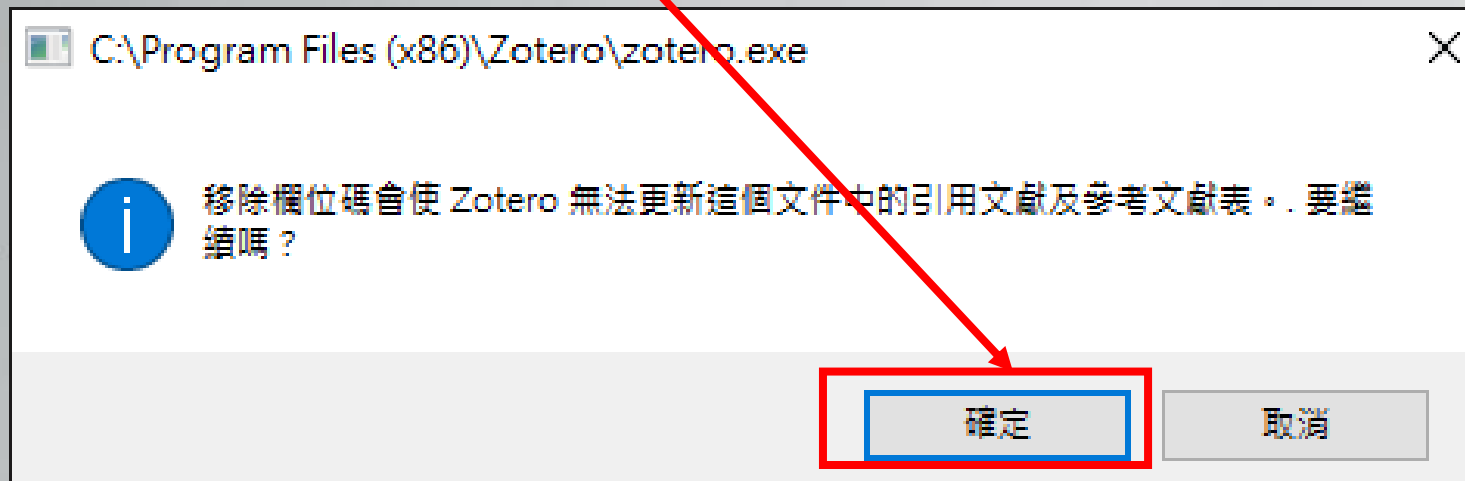
Christian, Shaping Chinese. “政教張力下的堅忍,” 2020.↵

Oliver, Willem H. “The Bible in the Fourth Industrial Revolution: ‘What’s in It for Me?’” *HTS Teologiese Studies / Theological Studies* 76, no. 4 (2020).

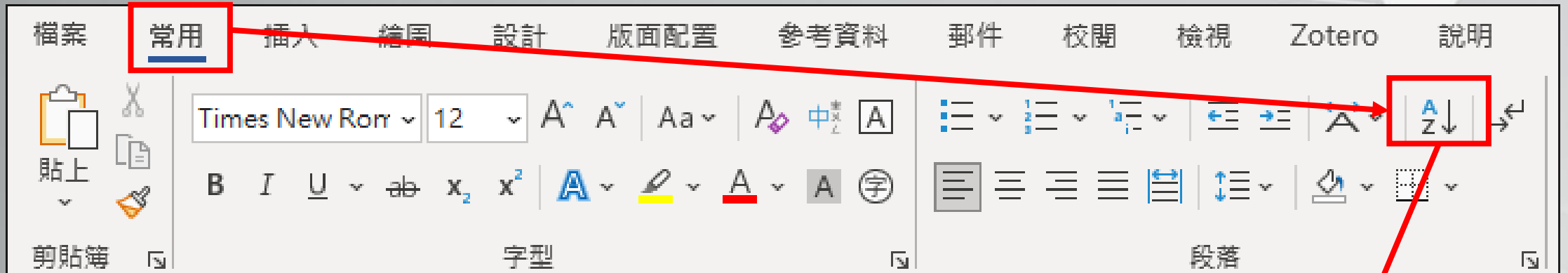
<https://doi.org/10.4102/hts.v76i4.6020>.↵

“耶穌基督是普世合一的唯一根基 Barmherzigkeit Und Gerechtigkeit,” no. 43 (2016): 89–95.↵

# 書目匯入至word-移除變數(5/5)



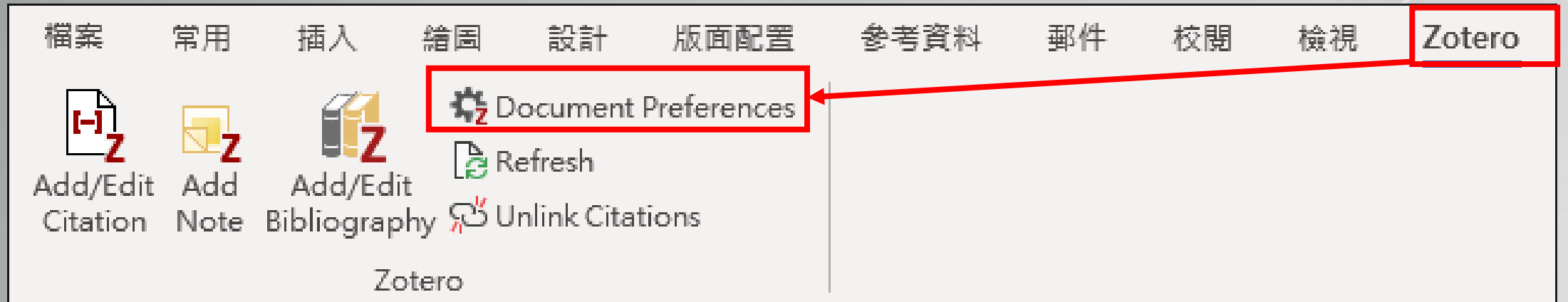
# 排序中文參考文獻



寧國興：「創傷與救援：一個諮商師的工作敘說與反思」．生命敘說與心理傳記學 3 (2015 年 2 月): 147-70. <https://doi.org/10.6512/lnp.2015.03.07>.←

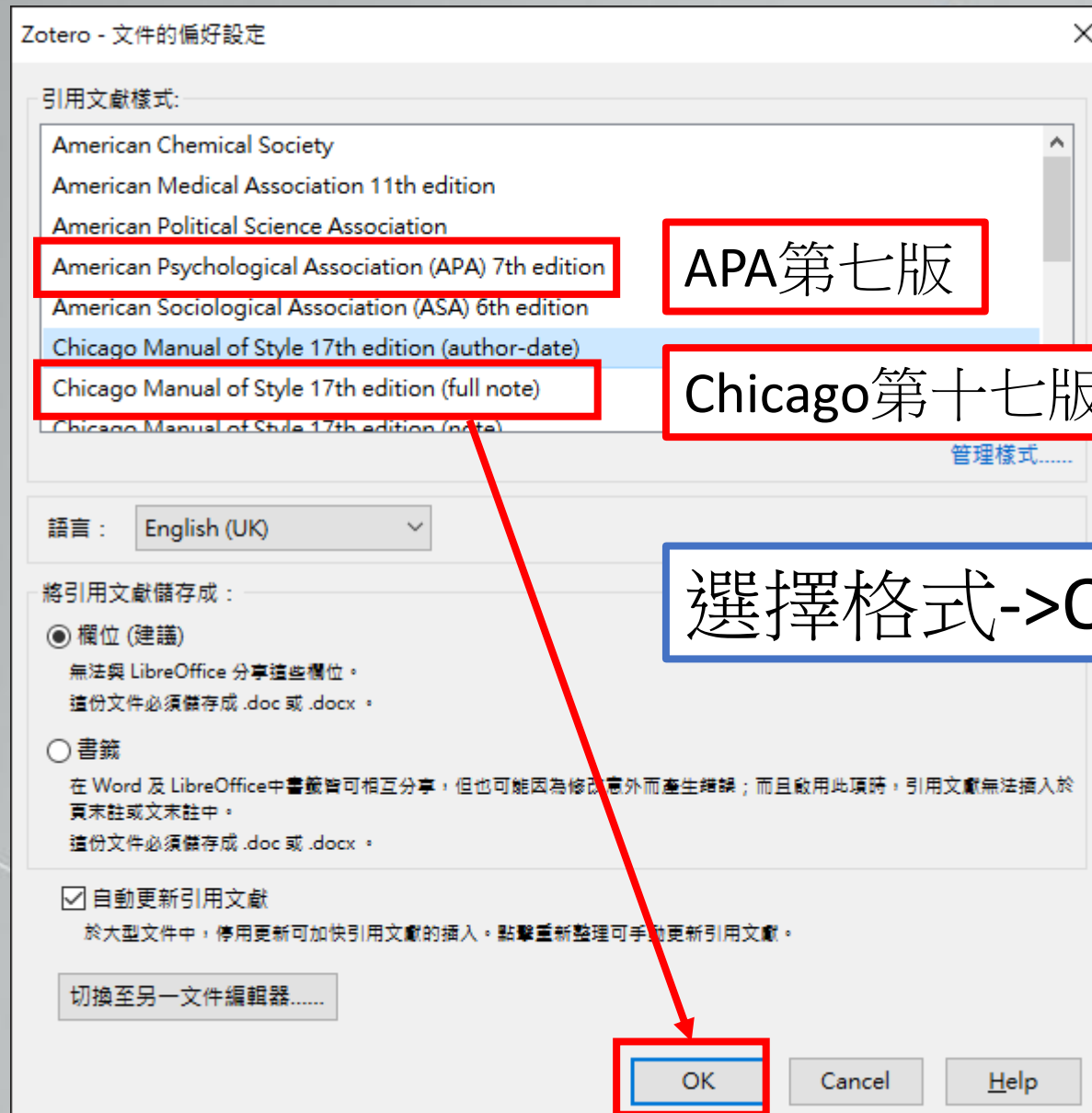
高智龍(Chih-Lung Kao)及賴念華(Nien-Hwa Lai)．「從多元文化諮商觀點探討男同志諮商實務」．中華輔導與諮商學報, 期 46 (2016 年): 31-62.←

# 選擇書目匯出格式 (1/2)



Zotero->Document Preference

# 選擇書目匯出格式(2/2)



# 調整書目匯出格式



# 查詢書目匯出格式-APA(1/2)

Find and edit **CSL** citation styles

chicago|

Search for the name of a style, the title of a Journal, or search by example.

<http://editor.citationstyles.org>

# 查詢書目匯出格式(2/2)

## American Psychological Association 7th edition

INLINE CITATION (Mares, 2001)

BIBLIOGRAPHY Mares, I. (2001). Firms and the welfare state: policy matter to employers? In P. A. Hall & D. S. ...  
*capitalism. The institutional foundations of con*  
Oxford University Press.

Install

Edit

View style

APA第七版

chicago

Search

Search for the name of a style, or the title of a Journal.

Displaying 20 results:

### Chicago Manual of Style 17th edition (author-date)

POPULAR

INLINE CITATION (Campbell and Pedersen 2007)

BIBLIOGRAPHY Campbell, John L., and Ove K. Pedersen. 2007. "The Varieties of Capitalism and Hybrid Success." *Comparative Political Studies* 40 (3): 307-32.  
<https://doi.org/10.1177/0010414006286542>.

Install

Edit

View style

### Chicago Manual of Style 17th edition (full note)

POPULAR

INLINE CITATION John L. Campbell and Ove K. Pedersen, "The Varieties of Capitalism and Hybrid Success," *Comparative Political Studies* 40, no. 3 (March 1, 2007): 307-32,  
<https://doi.org/10.1177/0010414006286542>.

BIBLIOGRAPHY Campbell, John L., and Ove K. Pedersen. "The Varieties of Capitalism and Hybrid Success." *Comparative Political Studies* 40, no. 3 (March 1, 2007): 307-32.  
<https://doi.org/10.1177/0010414006286542>.

Install

Edit

View style

### Chicago Manual of Style 17th edition (note)

POPULAR

Chicago(full note)第十七版

Install

Edit

View style

# 修改書目匯出格式(1/4)

## EXAMPLE CITATIONS

Isabela Mares, "Firms and the Welfare State: When, Why, and How Does Social Policy Matter to Employers?," in *Varieties of Capitalism. The Institutional Foundations of Comparative Advantage*, ed. Peter A. Hall and David Soskice (New York: Oxford University Press, 2001), 184–213.

Stephen Hawking, "Properties of Expanding Universes" (Doctoral thesis, University of Cambridge, 1966), <https://doi.org/10.17863/CAM.11283>.

註腳

## EXAMPLE BIBLIOGRAPHY

Hawking, Stephen. "Properties of Expanding Universes." Doctoral thesis, University of Cambridge, 1966. <https://doi.org/10.17863/CAM.11283>.

Mares, Isabela. "Firms and the Welfare State: When, Why, and How Does Social Policy Matter to Employers?" In *Varieties of Capitalism. The Institutional Foundations of Comparative Advantage*, edited by Peter A. Hall and David Soskice, 184–213. New York: Oxford University Press, 2001.

參考文獻

# 編輯書目匯出格式-標題(2/4)

## EXAMPLE CITATIONS

John L. Campbell and Ove K. Pedersen **1** *"The Varieties of Capitalism and Hybrid Success,"* *Comparative Political Studies* 40, no. 3 (March 1, 2007): 307–32, <https://doi.org/10.1177/0010414006286542>.

Yo-yo having a modifiable string gap WO2011US30214, issued 2011.

## EXAMPLE BIBLIOGRAPHY

Campbell, John L., and Ove K. Pedersen. *"The Varieties of Capitalism and Hybrid Success."* *Comparative Political Studies* 40, no. 3 (March 1, 2007): 307–32. <https://doi.org/10.1177/0010414006286542>.

Layout > Group > Group > Group > Group > Group > Group > Group > Group > title (macro) > Conditional > Else > title (variable)

Type: variable

variable title

**2** form long

Text formatting

**3** /

SMALL CAPS

x<sup>S</sup>

x<sub>2</sub>

**6677**

Strip Punctuation

text-case title

display

Chicago-英文書目->斜體

Chicago-中文書目->引號刪除

# 編輯書目匯出格式-標題(3/4)

## EXAMPLE CITATIONS

Isabela Mares **1** «Firms and the Welfare State: When, Why, and How Does Social Policy Matter to Employers?» in *Varieties of Capitalism. The Institutional Foundations of Comparative Advantage*, ed. Peter A. Hall and David Soskice (New York: Oxford University Press, 2001), 184–213.

Stephen Hawking. «Properties of Expanding Universes» (Doctoral thesis, University of Cambridge, 1966), <https://doi.org/10.17863/>

## EXAMPLE BIBLIOGRAPHY

Hawking, Stephen. "Properties of Expanding Universes." Doctoral thesis, University of Cambridge, 1966. <https://doi.org/10.17863/>

Mares, Isabela. "Firms and the Welfare State: When, Why, and How Does Social Policy Matter to Employers?" In *Varieties of Capitalism. The Institutional Foundations of Comparative Advantage*, edited by Peter A. Hall and David Soskice, 184–213. New York: Oxford University Press, 2001.

中文書目：  
修改標點符號

## Affixes

**2**

prefix

«

suffix

»

## Affixes

**3**

delimiter

.

prefix

suffix

# 編輯書目匯出格式-出版項(4/4)

## EXAMPLE CITATIONS

Isabela Mares, "Firms and the Welfare State: When, Why, and How Does Social Policy Matter to Employers?," in *Varieties of Capitalism. The Institutional Foundations of Comparative Advantage*, ed. Peter A. Hall and David Soskice (New York: Oxford University Press, 2001), 184–213.

Stephen Hawking, "Properties of Expanding Universes." Doctoral thesis, University of Cambridge, 1966), <https://doi.org/10.17863/CAM.11283>.

## EXAMPLE BIBLIOGRAPHY

Hawking, Stephen. "Properties of Expanding Universes." Doctoral thesis, University of Cambridge, 1966. <https://doi.org/10.17863/CAM.11283>.

Mares, Isabela. "Firms and the Welfare State: When, Why, and How Does Social Policy Matter to Employers?" In *Varieties of Capitalism. The Institutional Foundations of Comparative Advantage*, edited by Peter A. Hall and David Soskice, 184–213. New York: Oxford University Press, 2001.

## Text formatting

**B** / *I* / U SMALL CAPS x<sup>S</sup> x<sub>S</sub>

display

## Affixes

delimiter

:

prefix

suffix

中文書目：  
修改標點符號

# 儲存修改後的書目匯出格式(1/3)

The image shows a screenshot of the citation styles editor interface. The top navigation bar includes 'About', 'Search by name', and 'Search by example'. A dropdown menu labeled 'Style' is open, showing options: 'New Style', 'Load Style', and 'Save Style'. A red box highlights the 'Save Style' option, with a blue box labeled '2' next to it. A red arrow points from 'Save Style' to a dialog box. The dialog box has a title bar 'editor.citationstyles.org 顯示' and contains the following text: 'The style title matches one that already exists. You should change it to avoid problems using this style in your reference manager. Do you want to save anyway?'. At the bottom of the dialog, there are two buttons: '確定' (OK) and '取消' (Cancel). A red box highlights the '確定' button, with a blue box labeled '3' next to it. A red arrow points from the 'Save Style' option in the menu to the '確定' button in the dialog.

Style->Save Style->確定

# 儲存書目匯出格式(2/3)

editor.citationstyles.org 顯示

Change style ID and "self" link to the following?

<http://www.zotero.org/styles/chicago-manual-of-style-17th-edition>

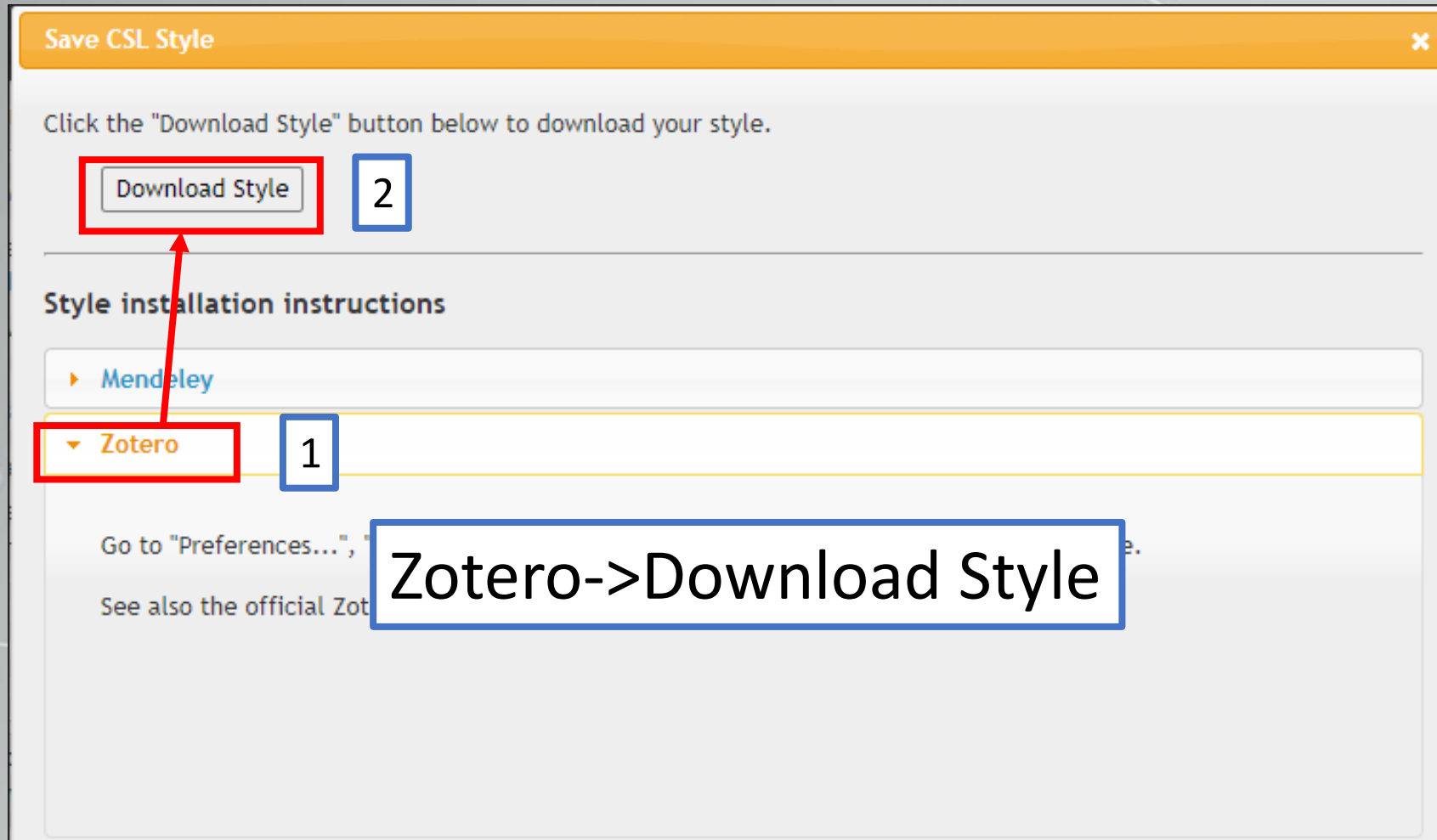
(the CSL styles repository convention)

確定

取消



# 儲存書目匯出格式(3/3)



The screenshot shows a 'Save CSL Style' dialog box with an orange header bar. Below the header, there is a text instruction: 'Click the "Download Style" button below to download your style.' A button labeled 'Download Style' is highlighted with a red box and a blue square containing the number '2'. Below this is a section titled 'Style installation instructions' containing a list of style categories: 'Mendeley' and 'Zotero'. The 'Zotero' category is highlighted with a yellow background, a red box, and a blue square containing the number '1'. A red arrow points from the 'Zotero' box to the 'Download Style' button. At the bottom of the dialog, there is a text box with the instruction 'Zotero->Download Style' highlighted with a blue border.

Save CSL Style

Click the "Download Style" button below to download your style.

Download Style 2

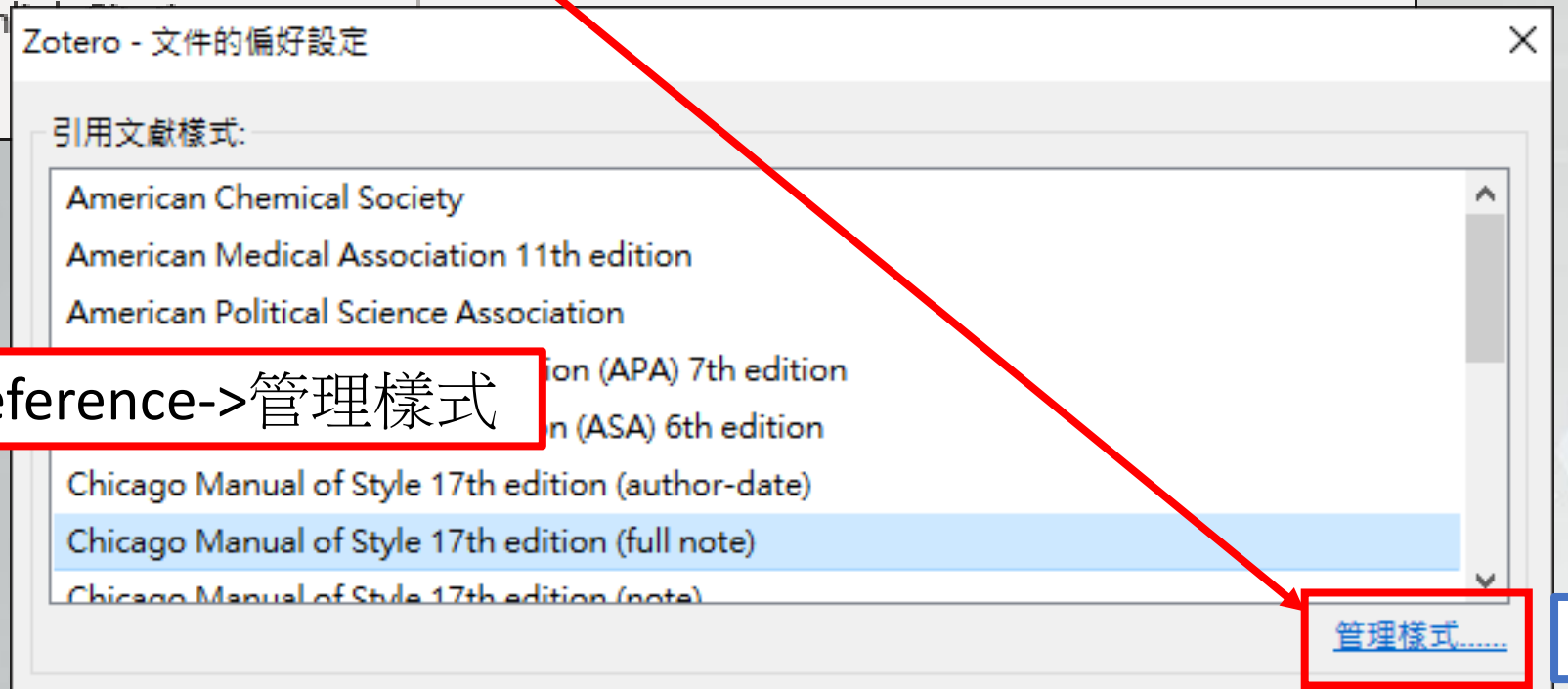
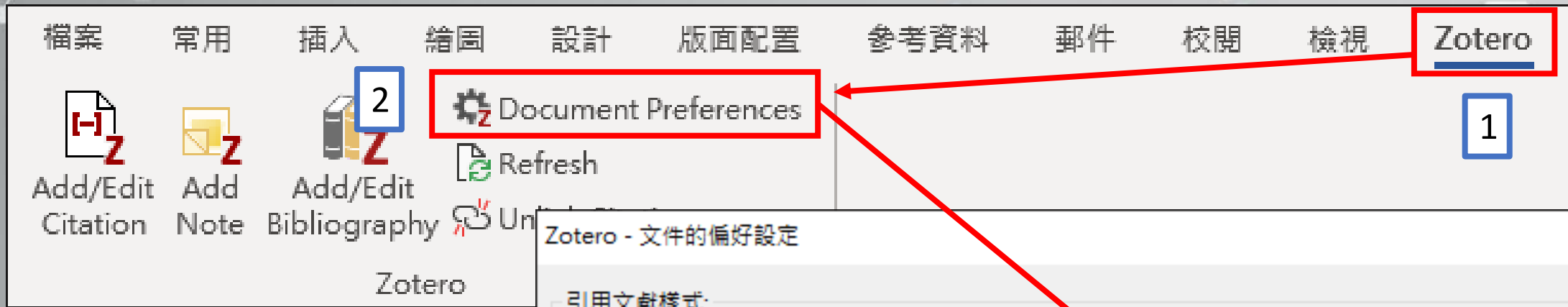
Style installation instructions

- ▶ Mendeley
- ▼ Zotero 1

Go to "Preferences...",  
See also the official Zotero website.

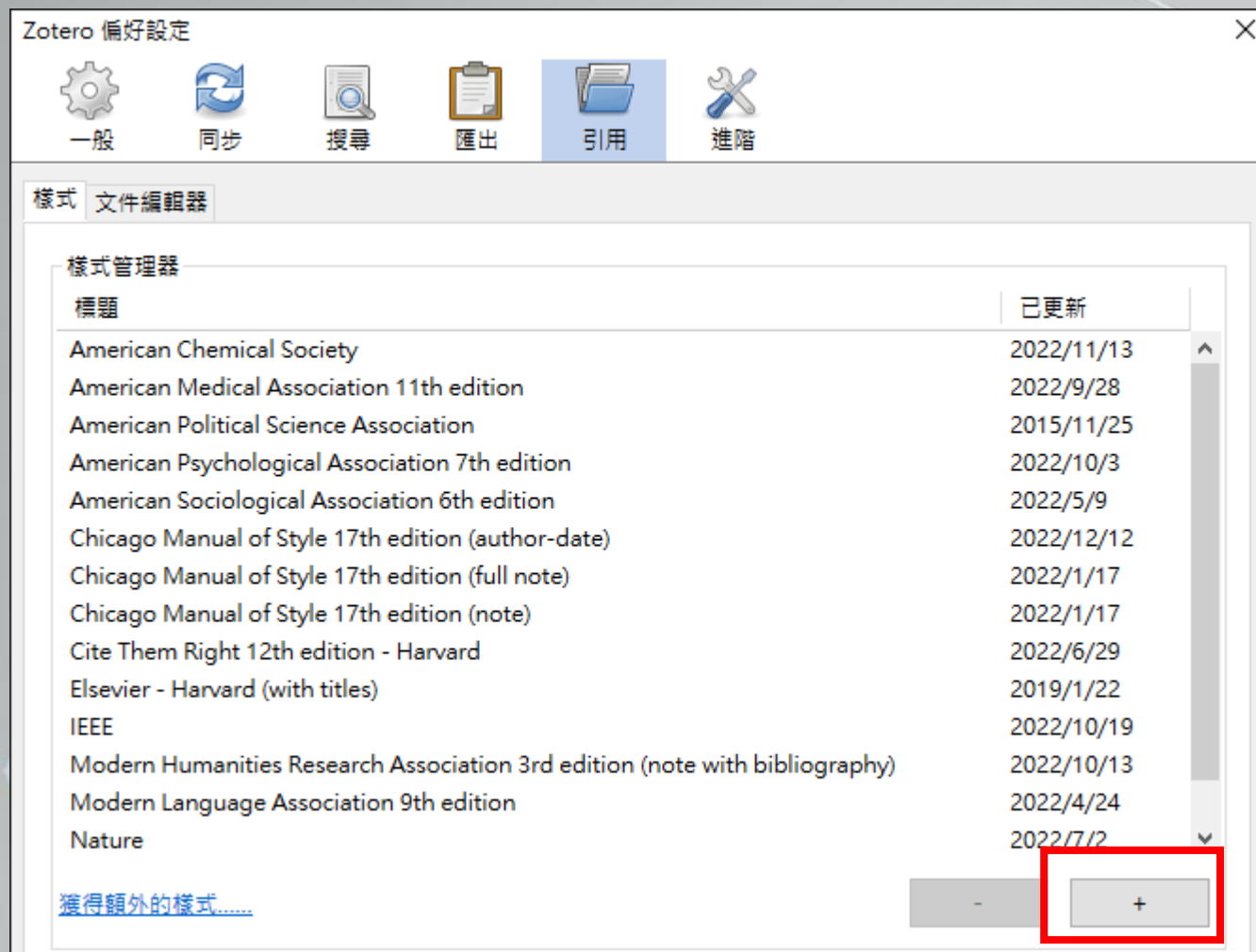
Zotero->Download Style

# 新增修改後的書目匯出格式至word (1/5)

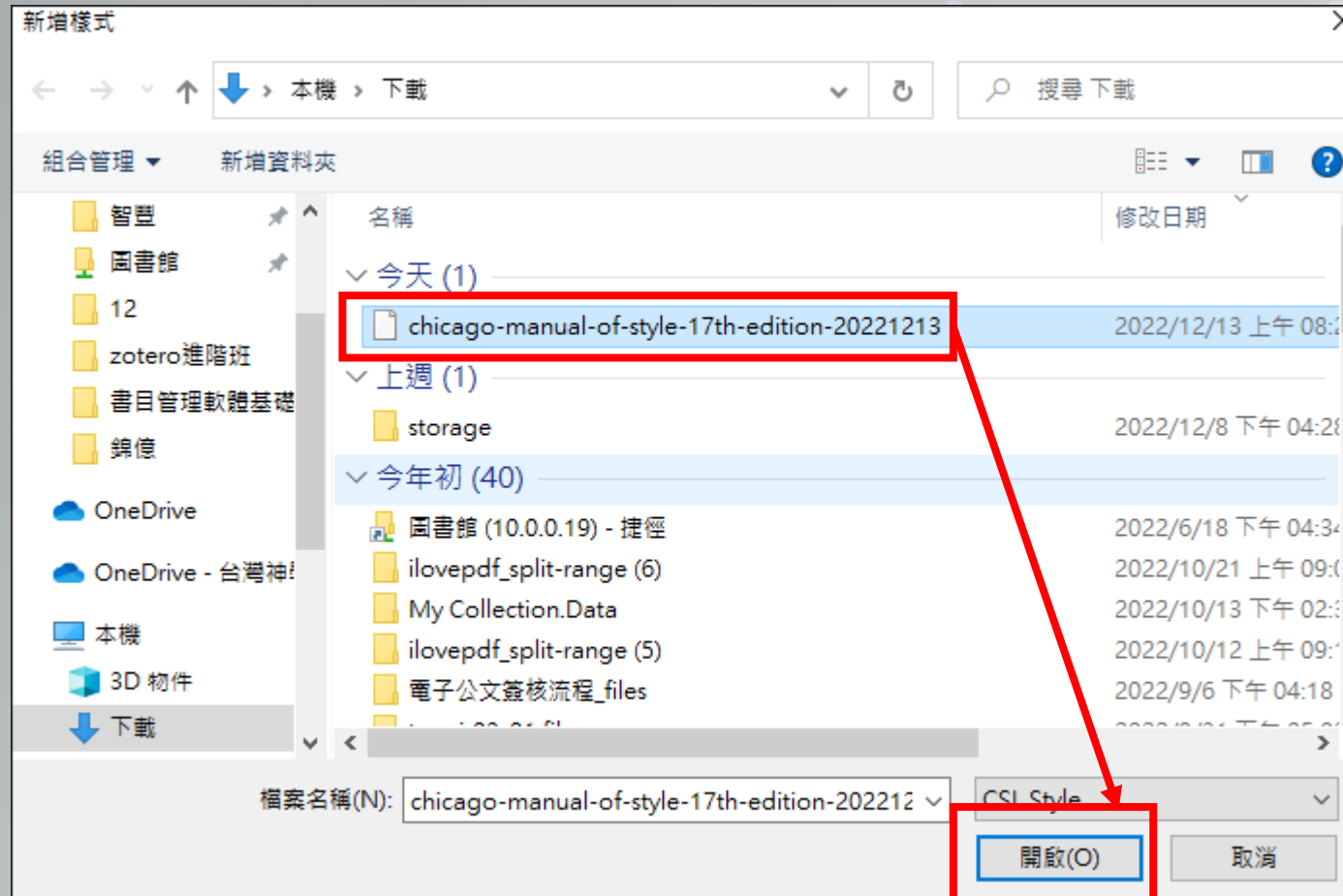


Zotero->Document Preference->管理樣式

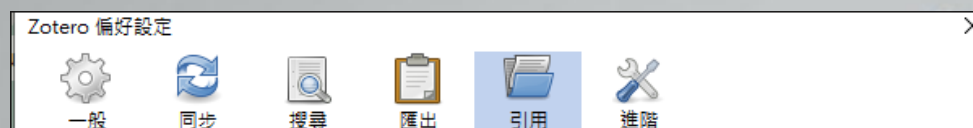
# 新增修改後的書目匯出格式至word(2/5)



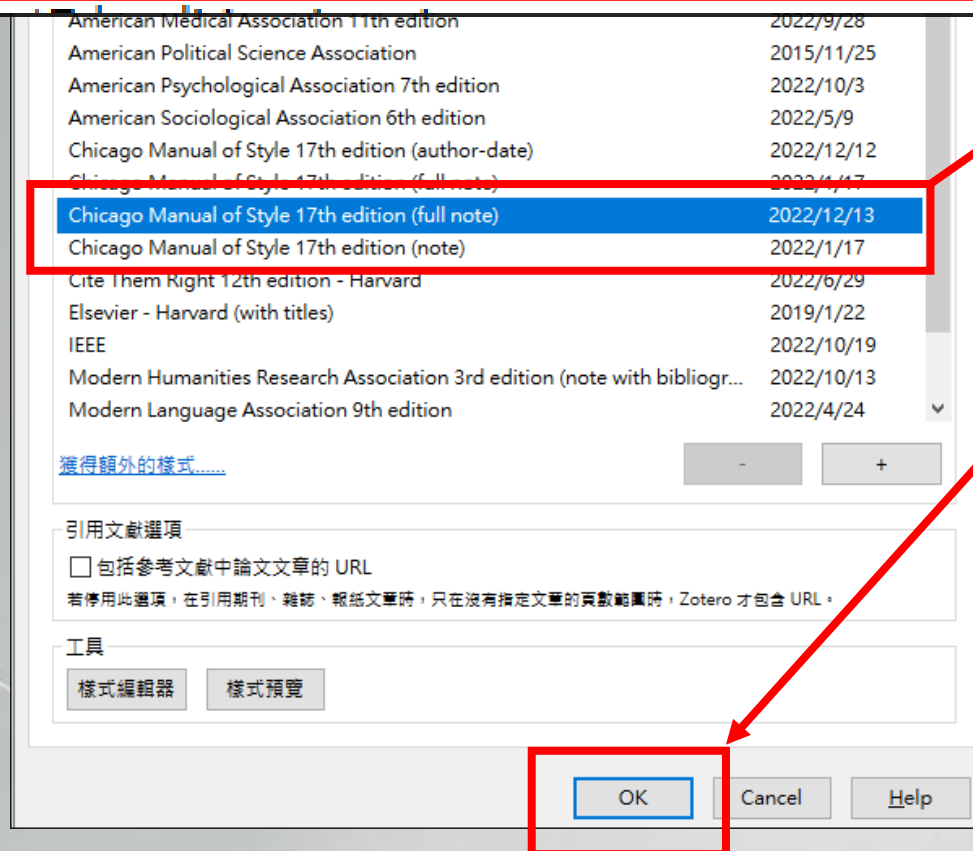
# 新增修改後的書目匯出格式至word(3/5)



# 新增台神書目匯出格式至word(4/5)



Chicago Manual of Style 17th edition (full note)	2022/1/17
Chicago Manual of Style 17th edition (full note)	2022/12/13



# 新增台神書目匯出格式至word(5/5)

Ngewa, Samuel. *1 & 2 Timothy and Titus*. Africa Bible Commentary Series. Grand Rapids, Mich: Zondervan/HippoBooks, 2009.↵



# 常見問題

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Q1：我已有使用Mendeley或其他的書目管理軟體，如何將書目合併到Zotero管理？



# Endnote web-書目匯出

我的參考文獻 收集 **1** 設定格式 比對 選項 下載

書目 Cite While You Write™ 外掛程式 設定文 **2** 式 匯出參考文獻

匯出參考文獻

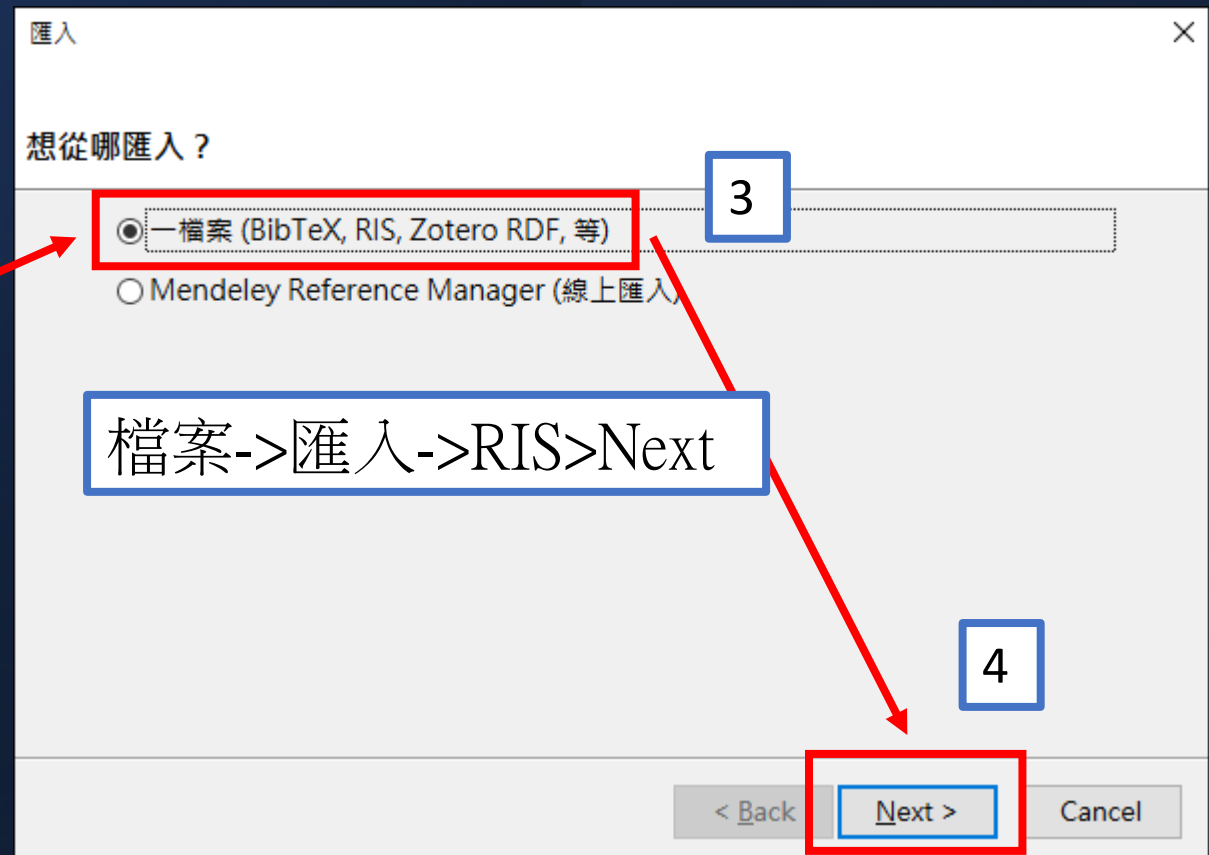
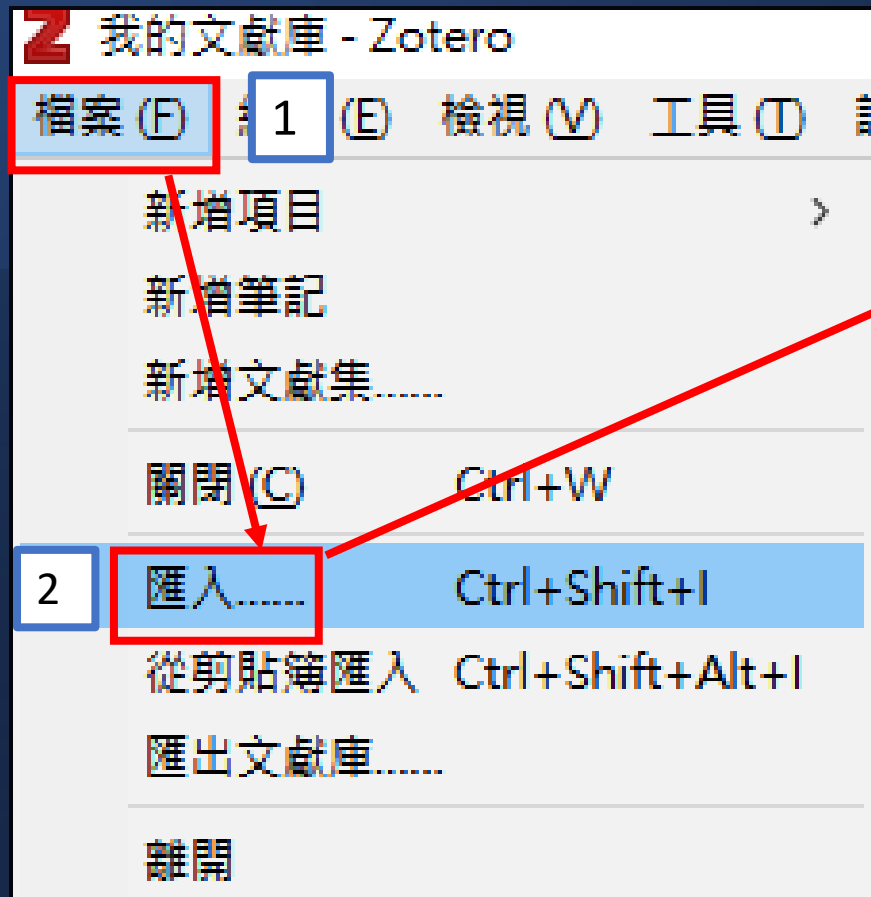
設定格式->匯出參考文獻->RIS->儲存

參考文獻： - 萬方

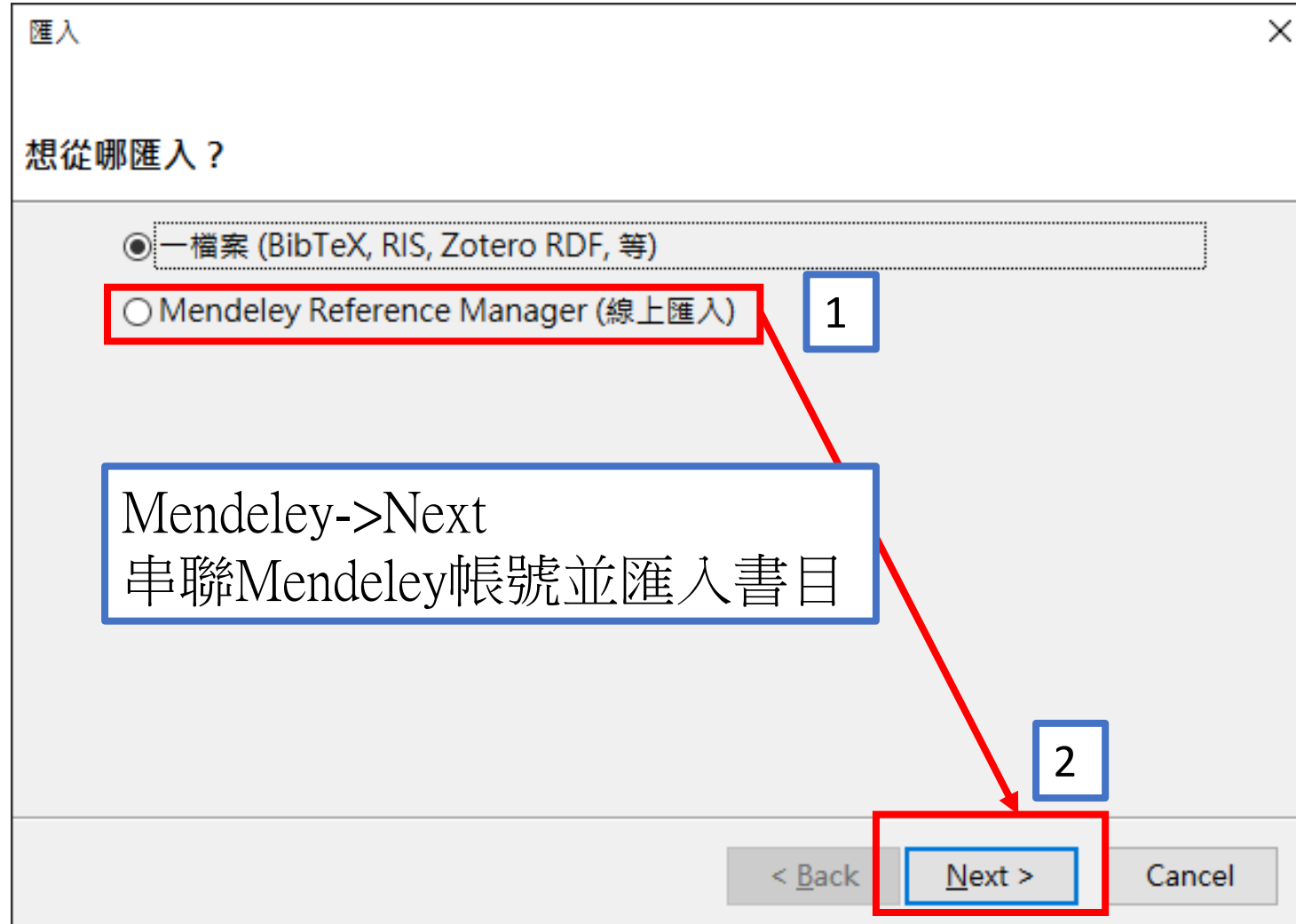
匯出樣式： 選取... 選取... BibTeX Export **3** EndNote Export RefMan (RIS) Export

預覽和列印

# Endnote web書目檔匯入Zotero



# Mendeley 書目匯入Zotero



Q2：若匯入文獻重複，  
可否刪除？

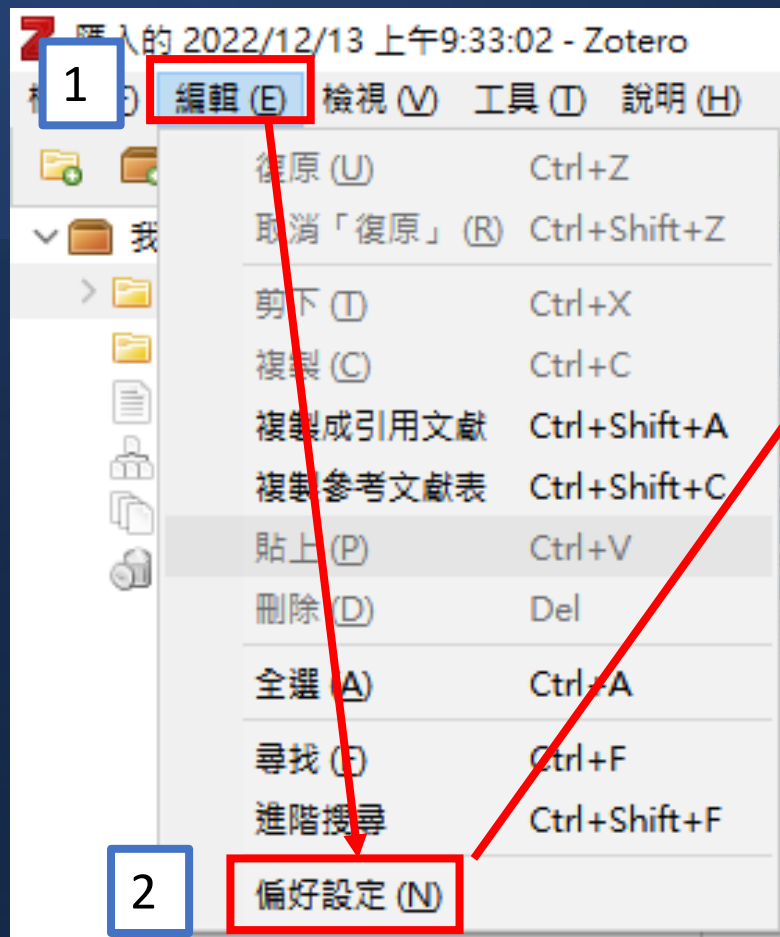
# 將重複的書目合併

The screenshot shows the Zotero application window titled '重覆的項目 - Zotero'. The interface is in Chinese. On the left sidebar, under '我的文獻庫', the '重覆的項目' folder is highlighted with a red box and labeled '1'. The main pane shows a list of items with two identical entries: '創傷與救援：一個諮商師的工作敘說與反思' by '蕭國興', highlighted with a red box and labeled '2'. On the right-hand pane, the '合併 2 項目' button is highlighted with a red box and labeled '3'. A red arrow points from the highlighted items to the merge button. The right-hand pane also shows options for selecting a main version and a metadata area.

重覆的項目->選擇書目->合併2項目

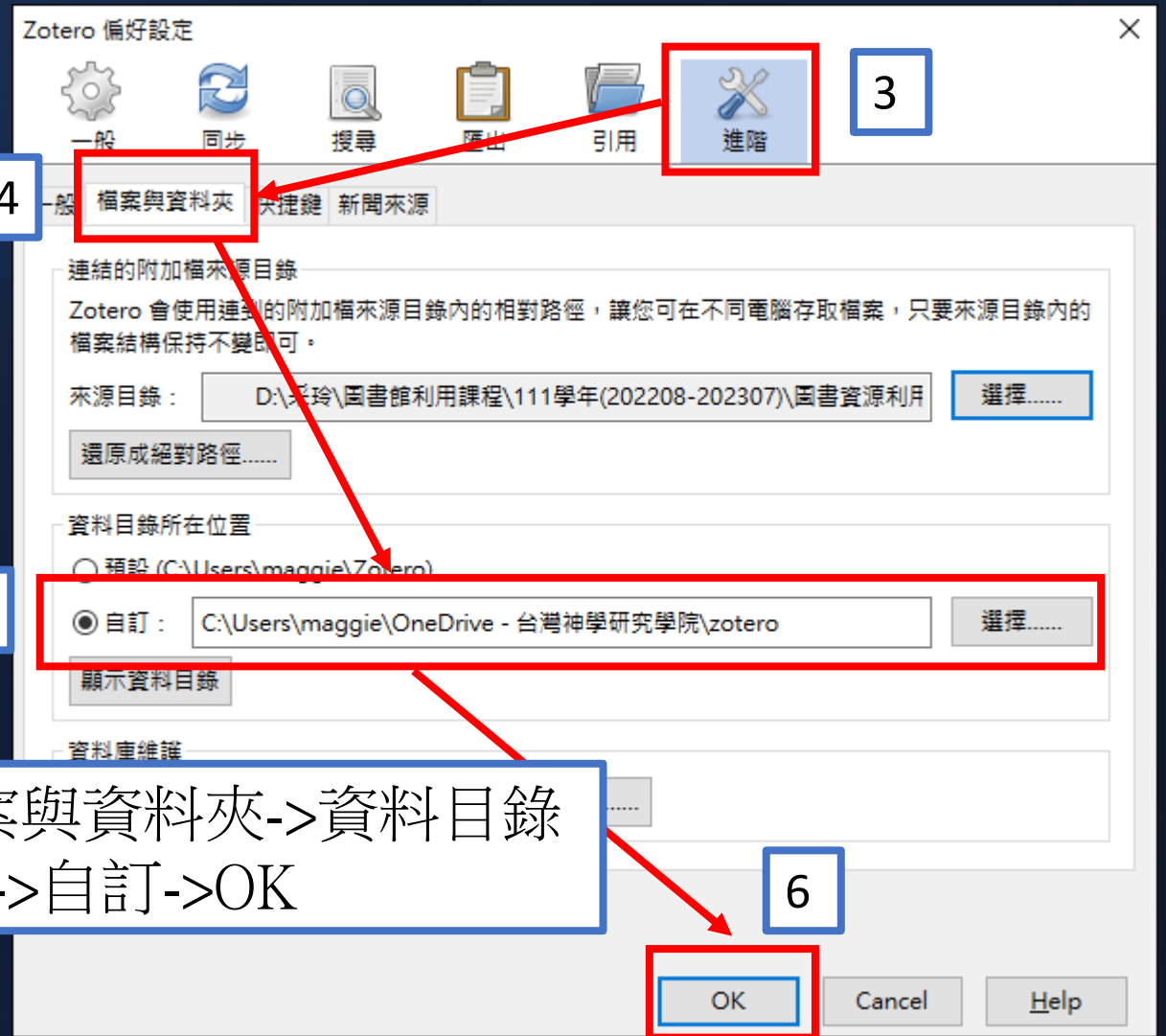
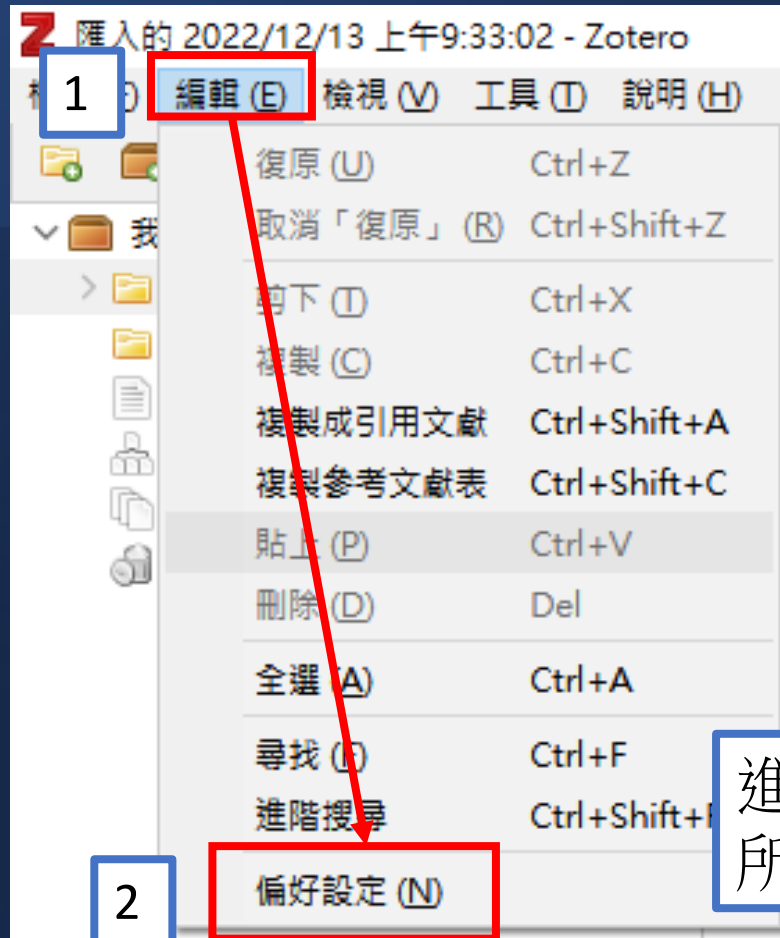
Q3：若Zotero空間不足，  
有何解決方式？

# 網路版僅同步書目



編輯->偏好設定->檔案同步>預設不勾選

# 設定附加檔在雲端資料夾



進階>檔案與資料夾->資料目錄  
所在位置->自訂->OK



Q4：無法使用Zotero的擴充功能，要怎麼辦？

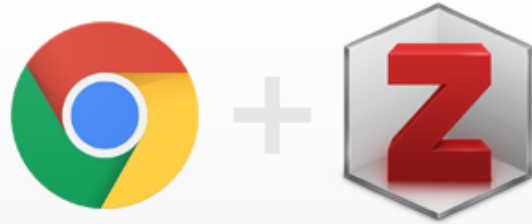
確認瀏覽器版本  
為最新版，並重  
新啟動瀏覽器

重新安裝擴充功  
能

# 確認瀏覽器版本



# 重新安裝擴充功能



## Zotero Connector

Save to Zotero from your browser

[Install Chrome Connector](#)

Zotero Connectors automatically sense content as you browse the web and allow you to save it to Zotero with a single click.

[Zotero Connectors for other browsers](#)

