



書目管理軟體 Mendeley 操作指引

By 圖書館參考服務組

2025.03

Mendeley 是什麼？

- 為2008年推出的一款免費書目與文獻管理工具，同時具有桌面版（跨平台Windows、Mac、Linux及支援iOS）與網頁版本，提供免費2GB的儲存空間。
- 下載Web Importer，與瀏覽器結合，迅速蒐集網頁、資料庫等各資料類型的書目。
- 下載Citation Plugin，整合word文件編輯軟體，自動生成引文及參考文獻。
- Mendeley Research Catalog學術整合平台，可於平台內瀏覽及檢索全球使用Mendeley研究者的學術文獻，亦可一鍵匯入書目、查看全文及更多相關文獻，是除了期刊、資料庫、網頁資源等另一個搜尋學術文獻的好管道。

Mendeley好簡單~4步驟就上手

1

註冊帳密

2

安裝軟體
及工具

3

匯入書目

4

匯出書目

步驟1： 註冊帳密

- Mendeley需登入才可以使用，在下載軟體請前先註冊一組帳號及密碼（免費）。
- 先至[官網](#)並點選” Create a free account” ，依指示進行註冊。



- ① 輸入電子郵件地址後點選繼續
- ② 依照指示填寫資料及設立密碼

- [回到官網](#)並點選“Download”，下載桌面版軟體。



Mendeley Reference Manager for Desktop

[Download now for Windows](#)

Windows 7 and above [See release notes](#)

下載軟體
(依電腦系統下載)



其他系統

Other Systems:



Mendeley Reference Manager for MacOS



Mendeley Reference Manager for Linux

步驟 2： 安裝軟體 及工具



歡迎

請輸入您的電子郵件地址，以繼續使用 Mendeley

電子郵件地址

繼續

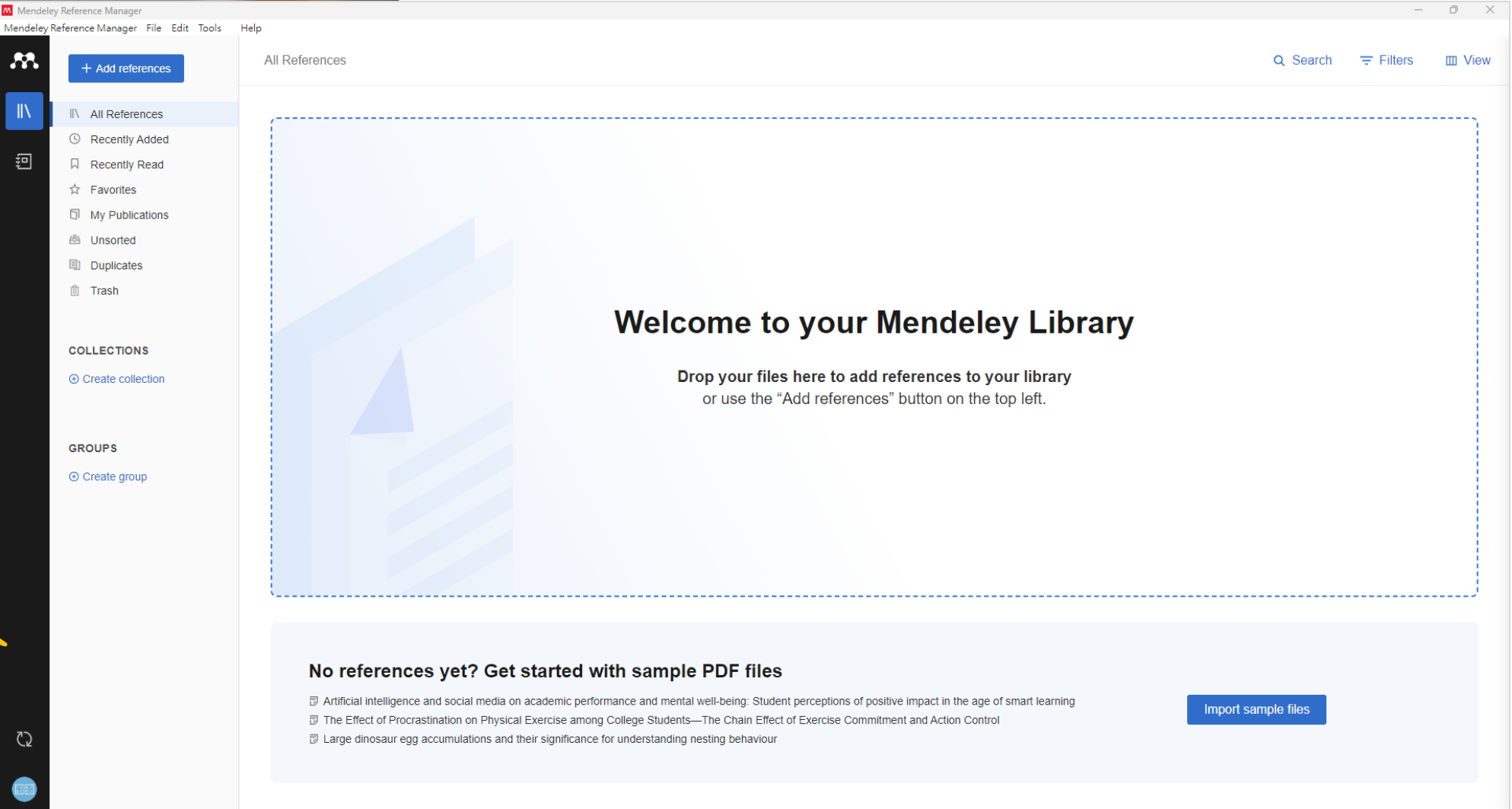
透過您的組織登入

[Get help with access](#)

安裝完成後，系統會先要求登入才可使用，
請先輸入註冊成功的帳號及密碼

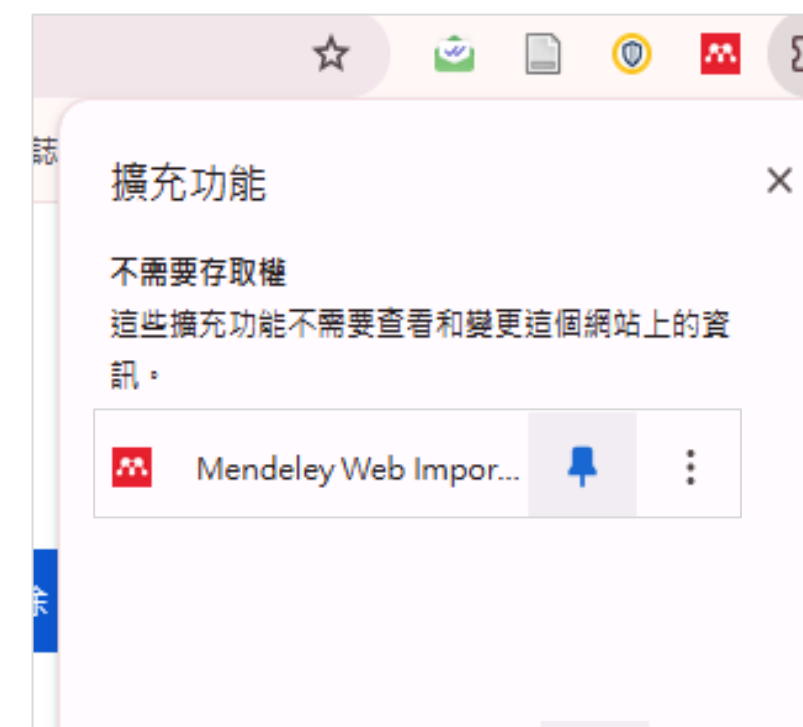
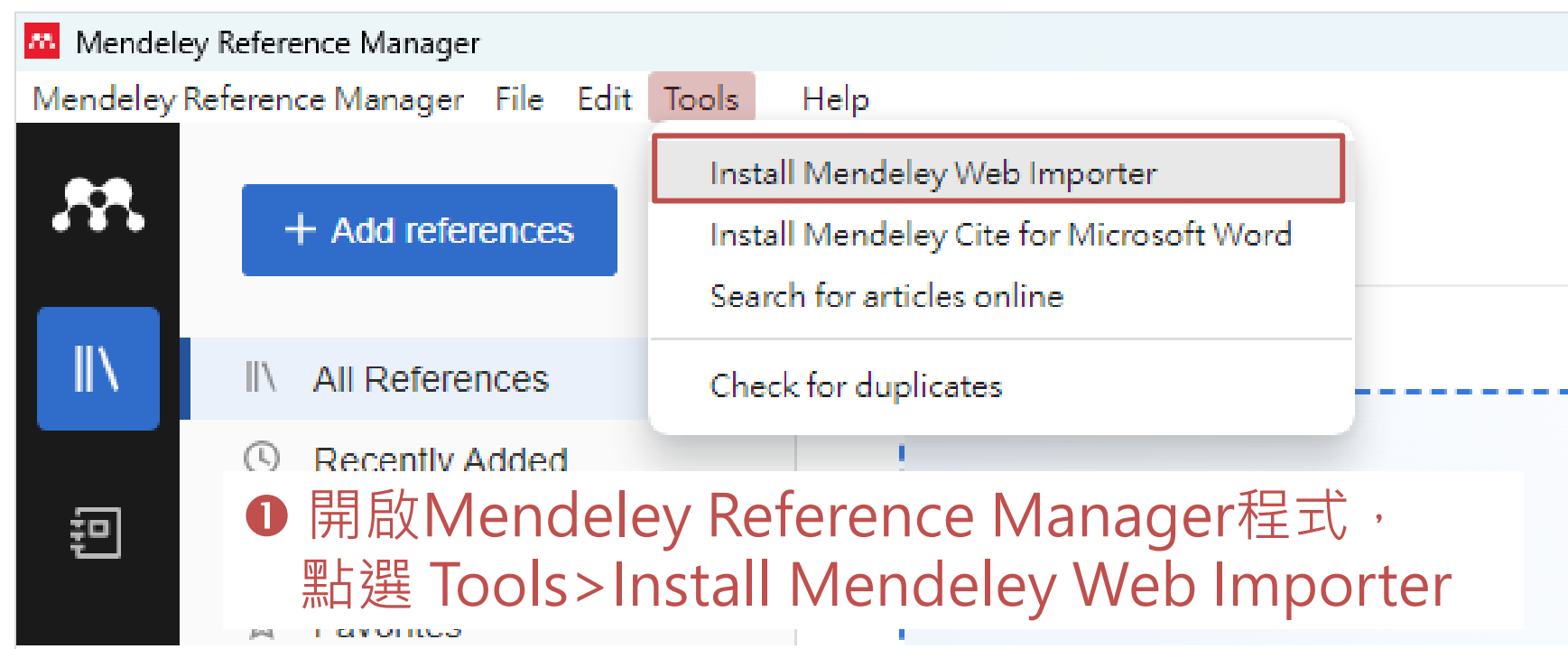


登入成功，進入Mendeley
Reference Manager桌面程式



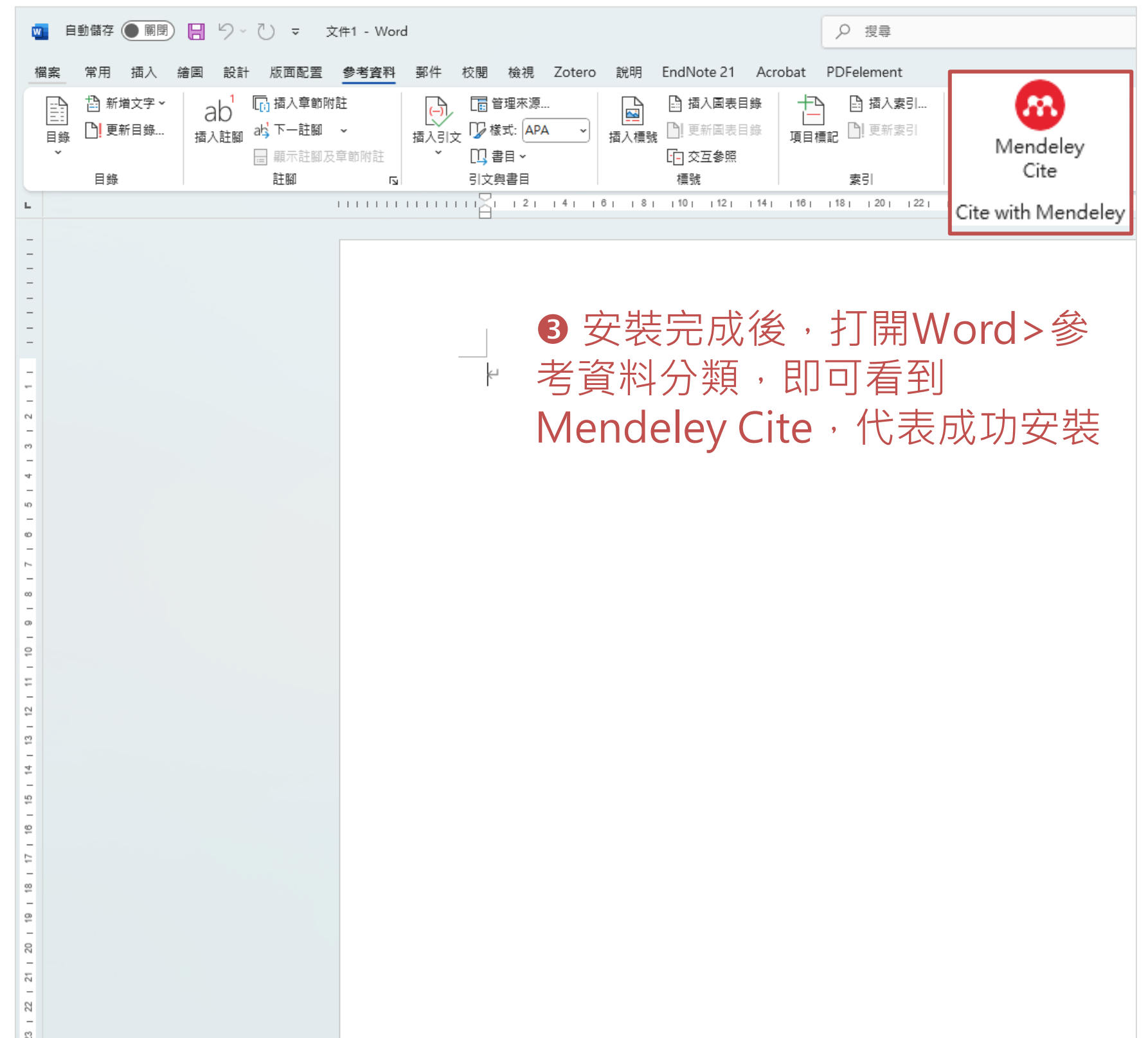
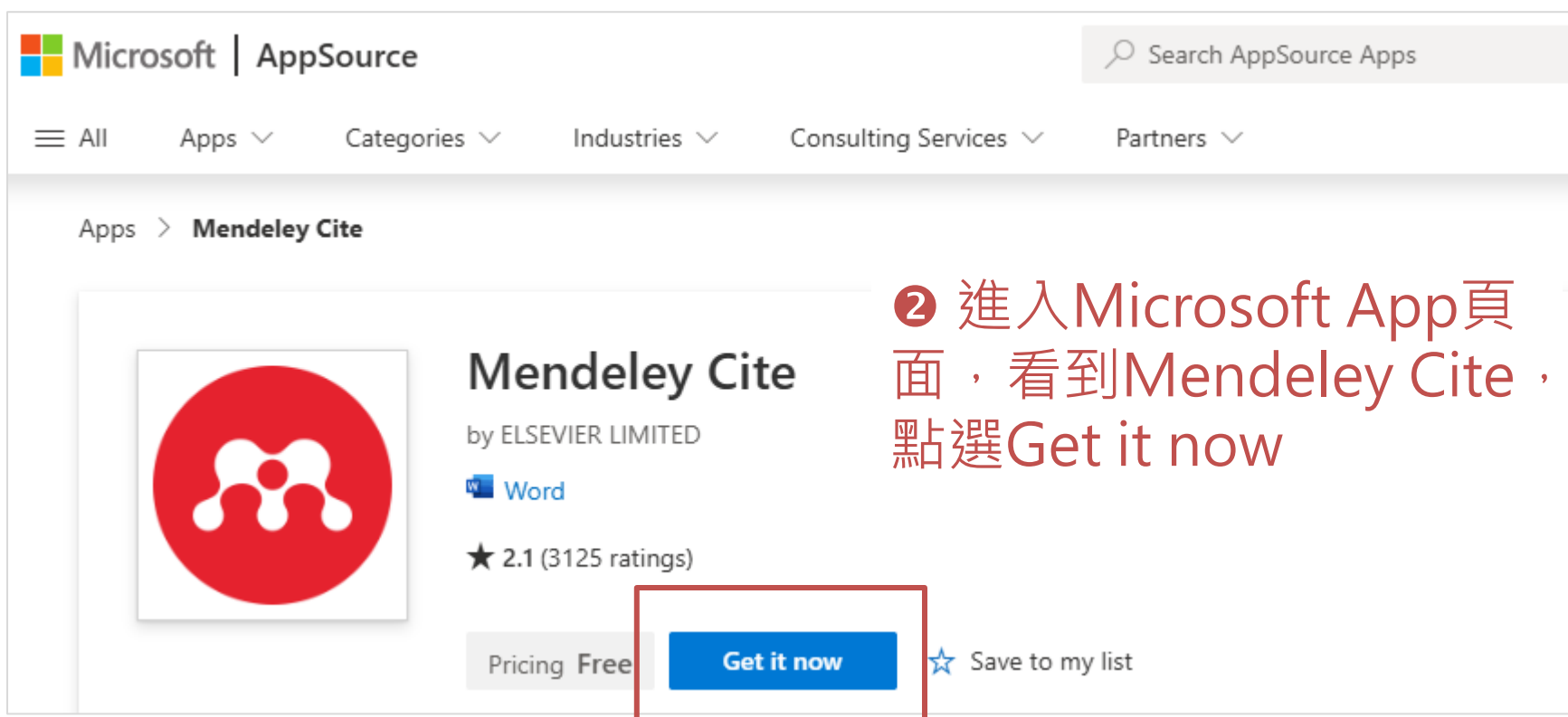
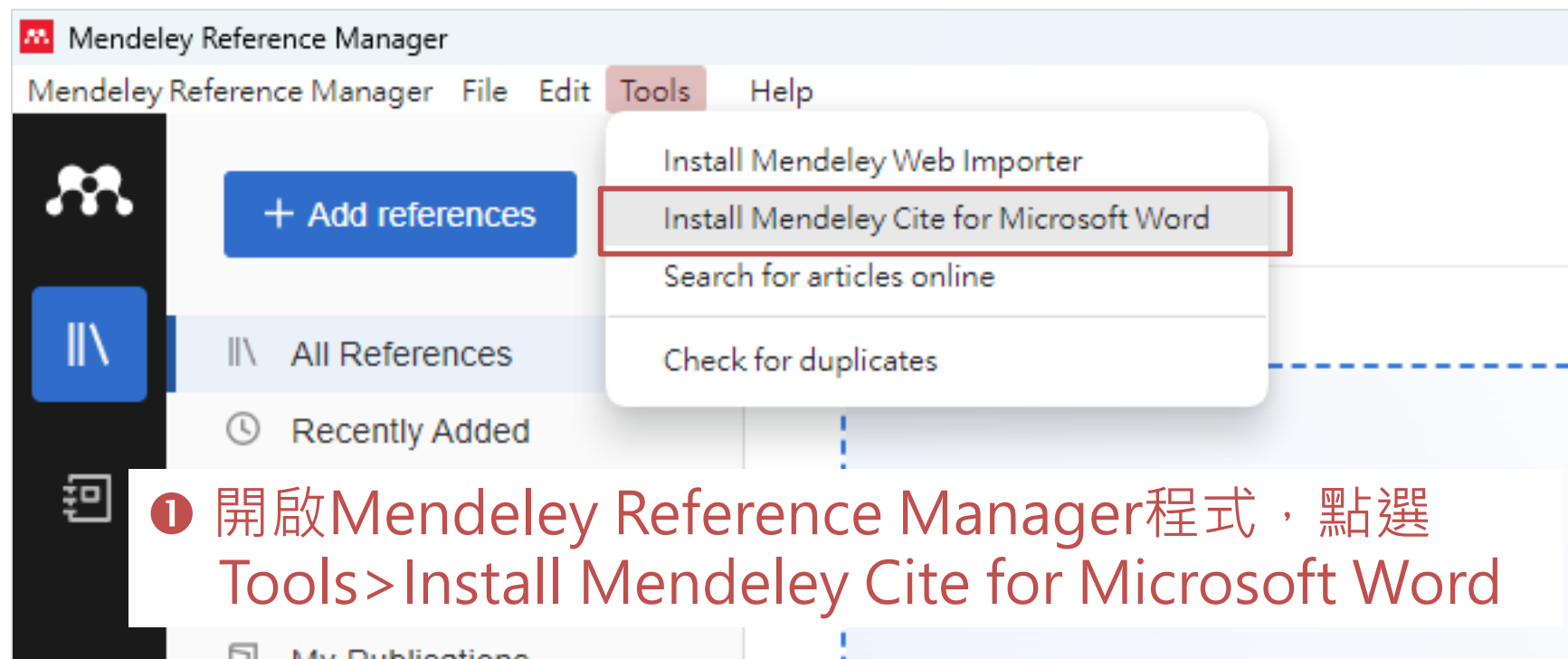
安裝工具：Web Importer

瀏覽網頁時自動擷取書目資料



安裝工具：Citation Plugin

於Word插入Mendeley書目資料



Mendeley視窗功能介紹

The screenshot displays the Mendeley Reference Manager application window. The interface is divided into three main sections: a left sidebar, a central list area, and a right-hand details pane.

Left Sidebar (Red Box): This sidebar contains navigation options. At the top is a blue button labeled '+ Add references'. Below it is a list of reference categories: 'All References' (selected), 'Recently Added', 'Recently Read', 'Favorites', 'My Publications', 'Unsorted', 'Duplicates', and 'Trash'. Further down are sections for 'COLLECTIONS' (with a 'Create collection' link) and 'GROUPS' (with a 'Create group' link). A red-bordered box highlights this entire sidebar area, with a text annotation in Chinese: '所建的文獻庫及參加或創立的群組' (Collections and groups created or joined).

Central List Area (Blue Box): The main area shows a table of references under the heading 'All References'. The table has columns for 'AUTHORS', 'YEAR', and 'TITLE'. A single entry is visible: a checkbox, a star icon, and the title '淡江大學覺生紀念圖書館 首頁'. A blue-bordered box highlights this central area, with a text annotation in Chinese: '書目文獻區' (Bibliography area).

Right-hand Details Pane (Green Box): This pane provides detailed information for the selected reference. It has tabs for 'Info', 'Annotations', and 'Notebook'. The 'Info' tab is active, showing the source as 'WEB PAGE' with a 'Change' link. The title '淡江大學覺生紀念圖書館 首頁' is displayed. Below this is a 'KEY INFORMATION' section with fields for 'Author(s)', 'Year', 'Month', 'Day', 'Language', 'Page(s)', and 'Source', each with an 'Add' button. There is also an 'Abstract' section with an 'Add abstract' button. At the bottom, there is a 'URL 1' field with a 'https://' prefix and a 'Date Accessed' field with the date '05/03/'. A green-bordered box highlights this entire pane, with a text annotation in Chinese: '書目文獻詳細資訊 (點選書目時出現)' (Bibliography detailed information (appears when clicking on a bibliography item)).

步驟3： 匯入書目

方法1：利用擴充功能匯入書目

- 利用Web Importer，一鍵點選匯入書目，將資料庫資料或網路資源匯入Mendeley。

方法2：手動新增書目

- 除了擴充功能外，亦可以自行手動新增書目。

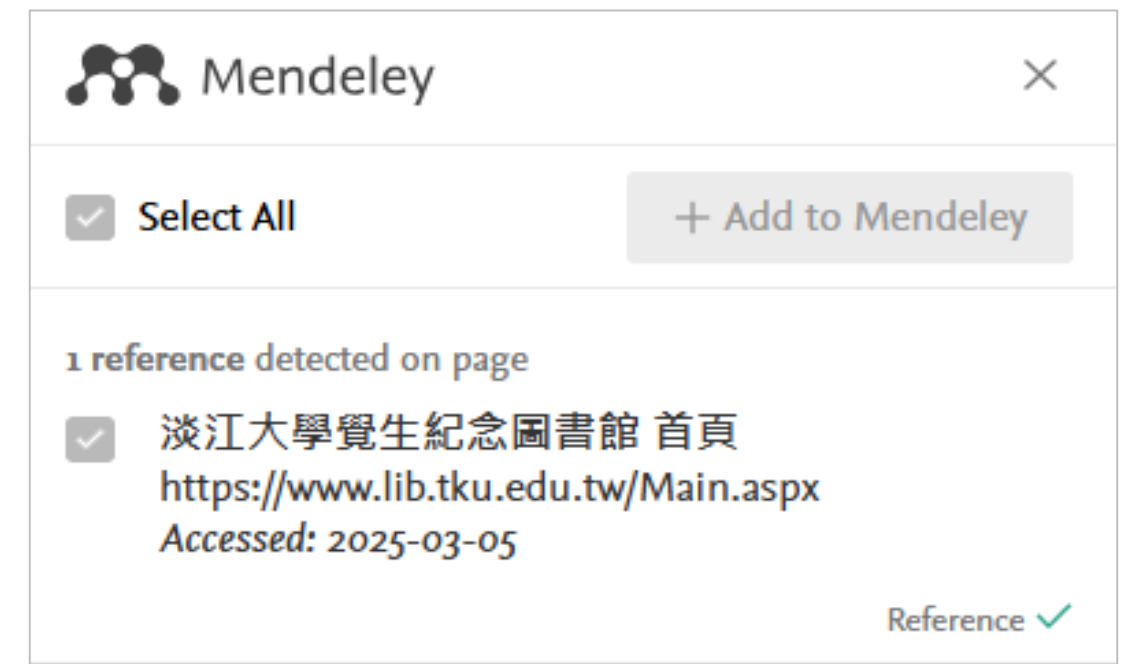
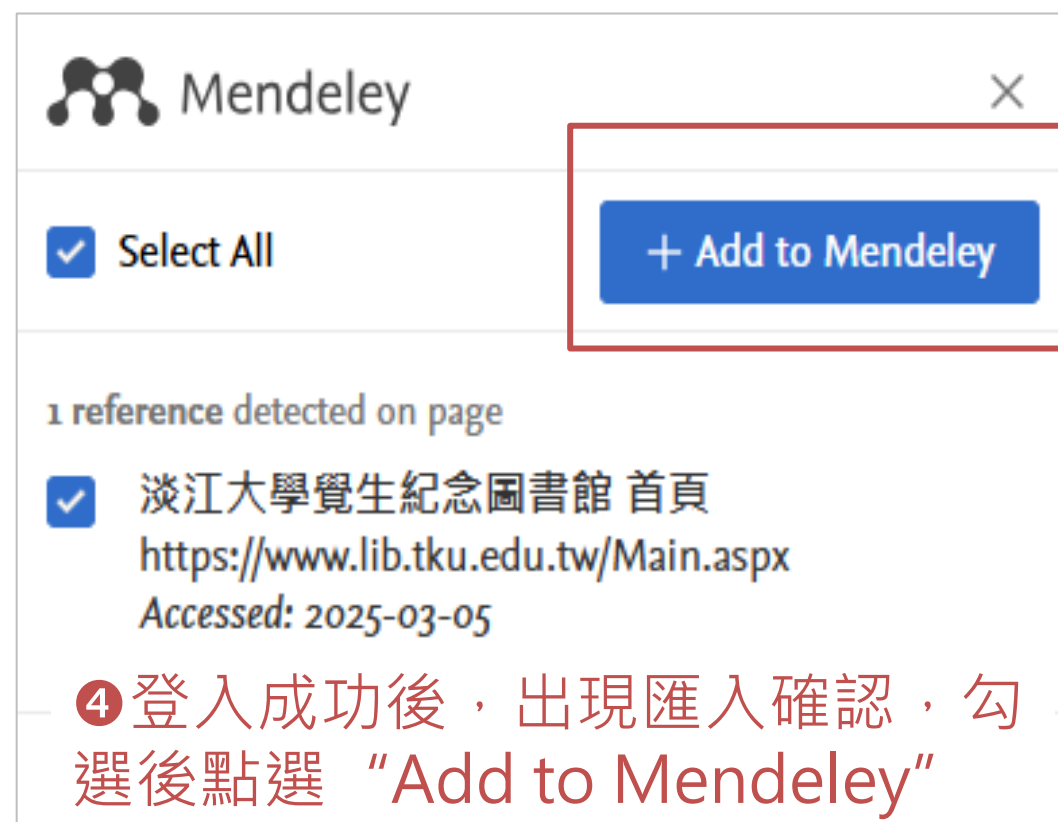
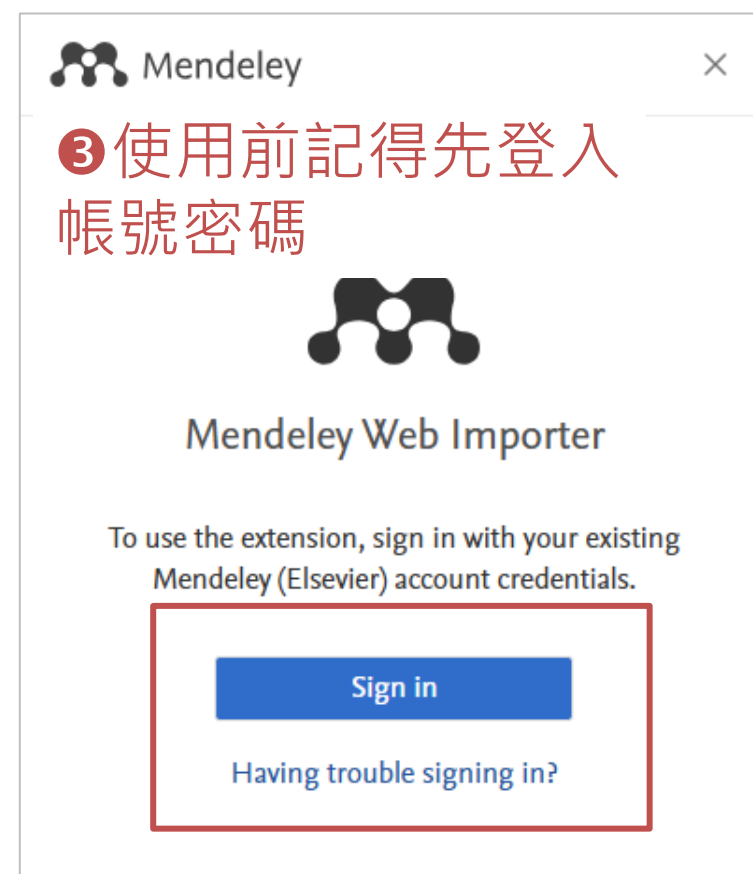
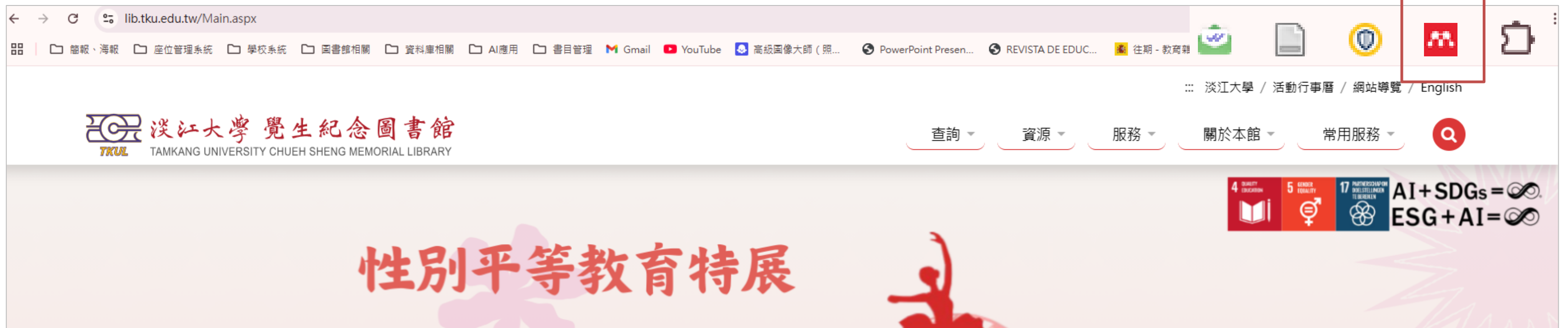
方法3：Mendeley Research Catalog匯入書目

- 透過Mendeley Research Catalog學術整合平台，查看全球Mendeley使用者所搜尋、瀏覽的資料，並將這些資料進行匯入。

方法1 匯入示範：網頁

❶ 查詢：以淡江圖書館網頁為例

❷ 點選擴充功能圖示



❸ Mendeley顯示匯入成功（右下角打勾）

Mendeley Reference ManagerFileEditToolsHelp

+

Add references

||\

All References

🕒

Recently Added

🔖

Recently Read

☆

Favorites

📁

My Publications

🗂️

Unsorted

📄

Duplicates

🗑️

Trash

COLLECTIONS

網頁

+

Create collection

GROUPS

作業1

+

Create group

All References

🔍 Search

🔧 Filters

📄 View

☐	AUTHORS	YEAR	TITLE
☐	☆		淡江大學覺生紀念圖書館 首頁

Mendeley

程式已出現匯入的書目！
記得檢查資訊內容是否正確，如需更正、補充、夾帶檔案等可點選書目後，至右側區塊進行

InfoAnnotationsNotebook

WEB PAGE

Change

淡江大學覺生紀念圖書館 首頁

▼

KEY INFORMATION

Author(s)

Add author(s)

Year

Add year

Month

Add month

Day

Add day

Language

Add language

Page(s)

Add page(s)

Source

Add source

Abstract

Add abstract

URL 1

<https://www.lib.tku.edu.tw/Main.aspx>

Date Accessed

05/03/2025

▼

ADDED BY ME

Files

No files added

Tags

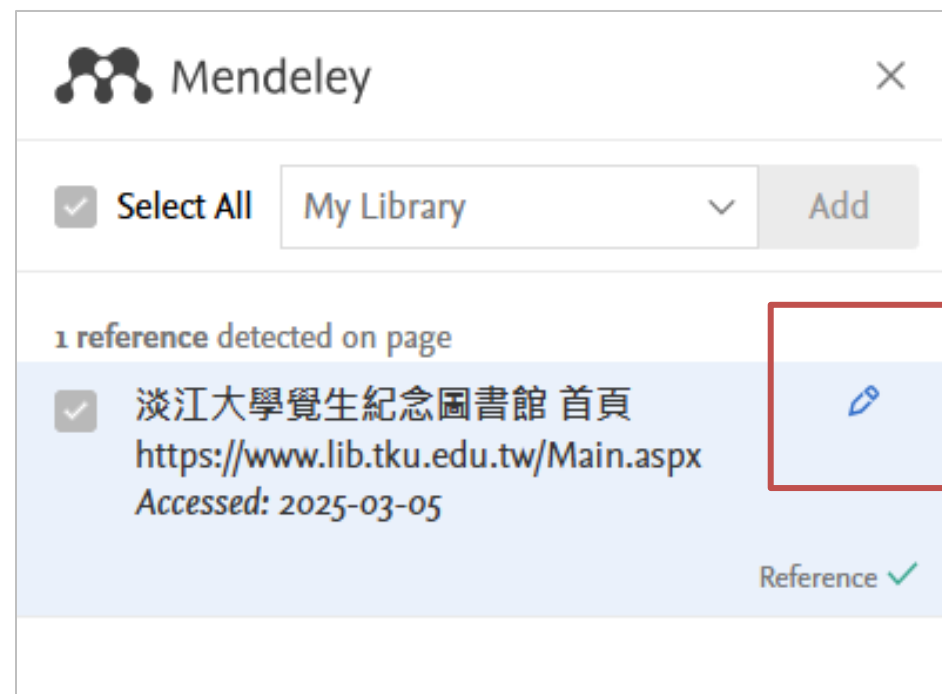
No tags added

Collections

修改、補充書目資料

可依照自己的習慣做選擇！

方法1：Web Importer 匯入時進行編輯



Mendeley

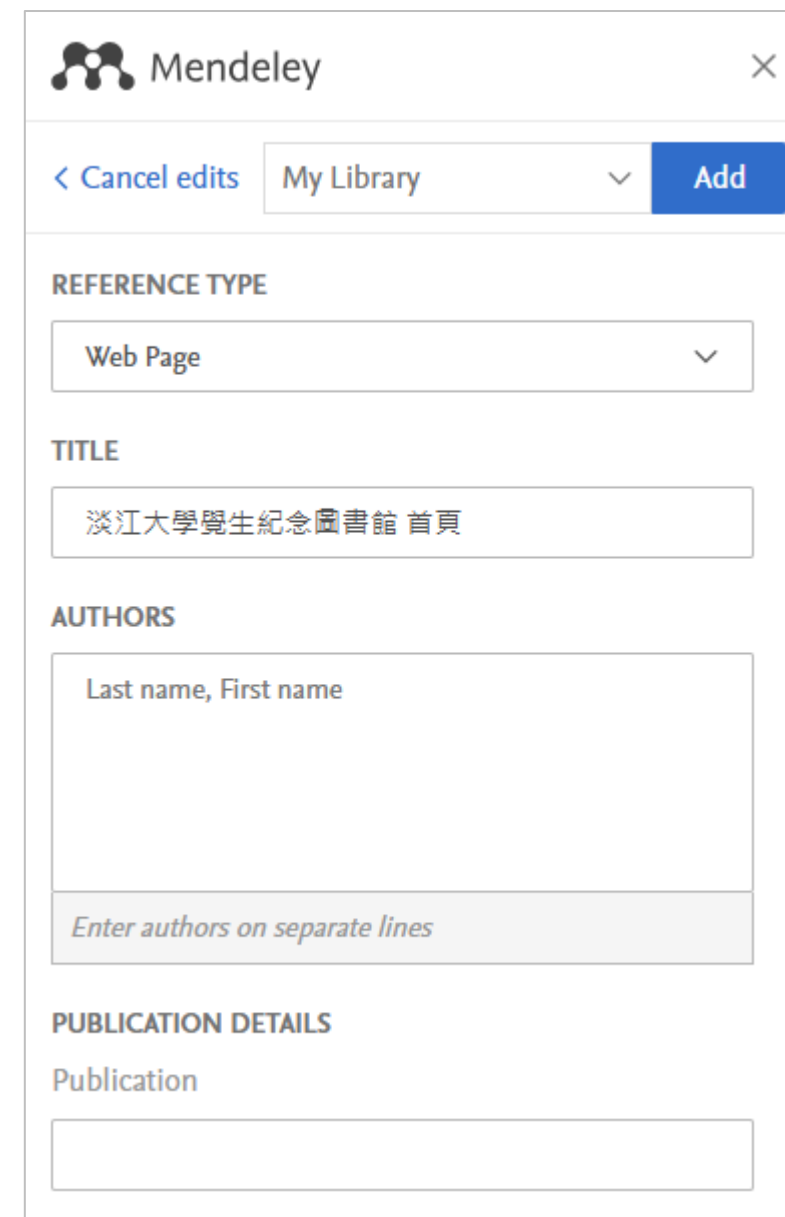
☒ Select All My Library Add

1 reference detected on page

☒ 淡江大學覺生紀念圖書館 首頁
https://www.lib.tku.edu.tw/Main.aspx
Accessed: 2025-03-05

Reference ✓

An edit icon (pencil) is highlighted with a red box next to the reference entry.



Mendeley

< Cancel edits My Library Add

REFERENCE TYPE

Web Page

TITLE

淡江大學覺生紀念圖書館 首頁

AUTHORS

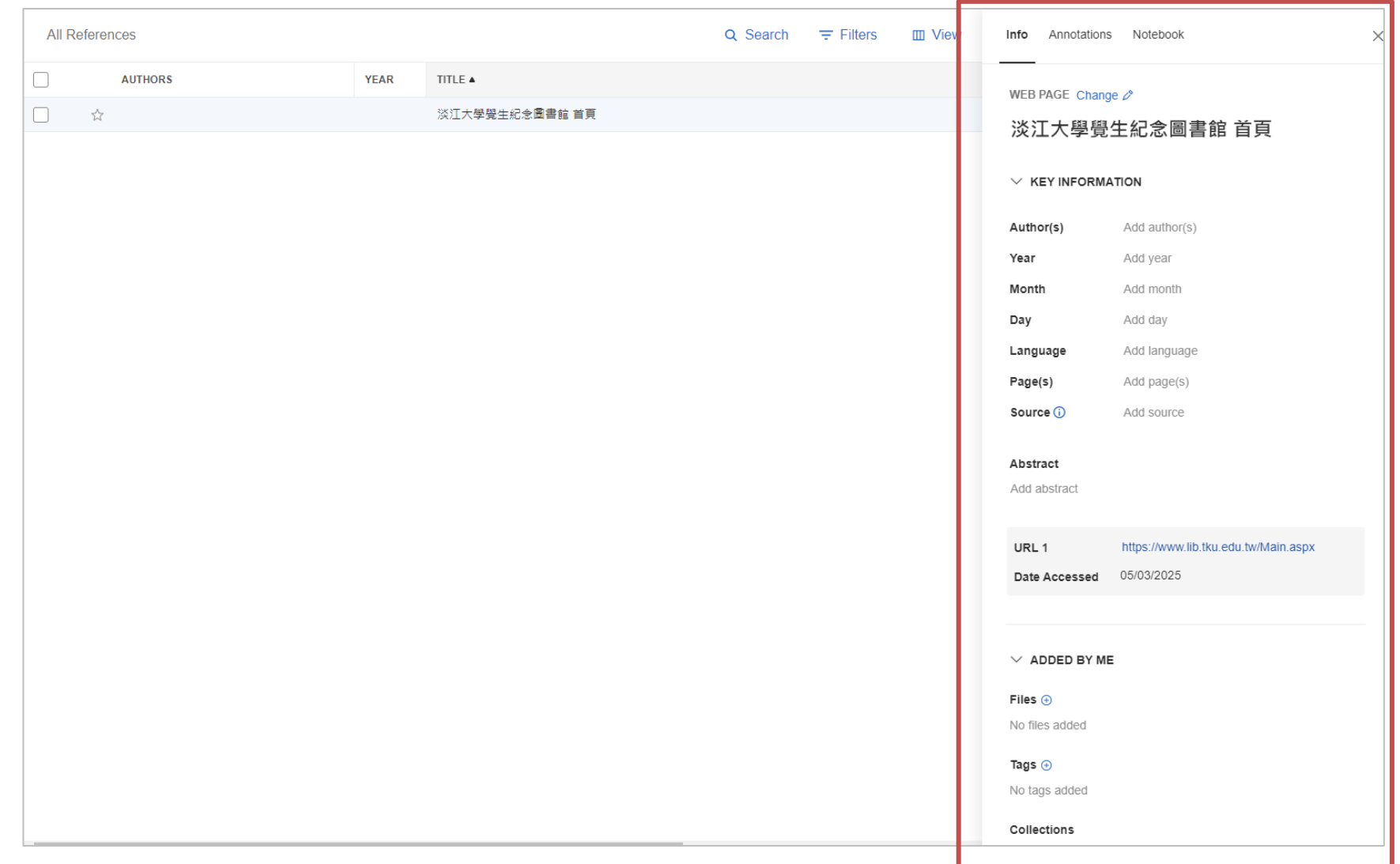
Last name, First name

Enter authors on separate lines

PUBLICATION DETAILS

Publication

方法2：由Mendeley程式進 行修改



All References

AUTHORS	YEAR	TITLE
☆		淡江大學覺生紀念圖書館 首頁

Info Annotations Notebook

WEB PAGE Change

淡江大學覺生紀念圖書館 首頁

KEY INFORMATION

Author(s) Add author(s)

Year Add year

Month Add month

Day Add day

Language Add language

Page(s) Add page(s)

Source Add source

Abstract

Add abstract

URL 1 https://www.lib.tku.edu.tw/Main.aspx

Date Accessed 05/03/2025

ADDED BY ME

Files No files added

Tags No tags added

Collections

方法1匯入示範：單筆館藏

② 點選擴充功能圖示

淡江大學圖書館 Tamkang University Library

研究助理 BETA 檢索首頁 期刊檢索 資料庫檢索 我要推薦 課程指定用書

"原子習慣：細微改變帶來巨大成就的實證法則" 全部 進階檢索

① 查詢："原子習慣：細微改變帶來巨大成就的實證法則"為例

1 原子習慣 圖書
原子習慣：細微改變帶來巨大成就的實證法則
克利爾 (Clear, James), 文字作者; 蔡世偉, 譯者
2019
目前不可獲得
線上可獲得

③ 選擇要匯入的書目（系統偵測到書籍及網頁）

Mendeley

Select All My Library Add

BOOK

☒ 原子習慣：細微改變帶來巨大成就的實證法則
克利爾
方智出版股份有限公司, 2019 2019
PDF not found

WEB PAGE

☐ 淡江大學雲端圖書館自動化系統 - "原子習慣：細微改變帶來巨大成就的實證法則"
https://uco-tku.primo.exlibrisgroup.com/discovery/search?query=any,contains,%22%E5%8E%9F%E5%AD%9c%tw&offset=0
Accessed: 2025-03-05

④ 選擇編輯書目或勾選後點選Add匯入Mendeley程式

Mendeley

Select All My Library Add

BOOK

☒ 原子習慣：細微改變帶來巨大成就的實證法則
克利爾
方智出版股份有限公司, 2019 2019
PDF not found

WEB PAGE

☐ 淡江大學雲端圖書館自動化系統 - "原子習慣：細微改變帶來巨大成就的實證法則"
https://uco-tku.primo.exlibrisgroup.com/discovery/search?query=any,contains,%22%E5%8E%9F%E5%AD%9c%tw&offset=0
Accessed: 2025-03-05

Mendeley

Cancel edits My Library Add

REFERENCE TYPE

Book

TITLE

原子習慣：細微改變帶來巨大成就的實證法則

AUTHORS

克利爾

PUBLICATION DETAILS

Mendeley Reference Manager

Mendeley Reference ManagerFileEditToolsHelp

+

Add references

||\

All References

🕒

Recently Added

🔖

Recently Read

☆

Favorites

📁

My Publications

🗂️

Unsorted

📄

Duplicates

🗑️

Trash

COLLECTIONS

網頁

+

Create collection

GROUPS

作業1

+

Create group

All References

🔍

Search

⌵

Filters

📄

View

☐	AUTHORS	YEAR	TITLE
☐	☆ 克利爾	2019	原子習慣：細微改變帶來巨大成就的實證法則
☐	☆		淡江大學覺生紀念圖書館 首頁

Mendeley程式已出現匯入的書目！
記得檢查資訊內容是否正確，如需更正、補充、夾帶檔案等可點選書目後，至右側區塊進行

InfoAnnotationsNotebook

BOOK

Change

原子習慣：細微改變帶來巨大成就的實證法則

▼

KEY INFORMATION

Author(s)

克利爾

Year

2019

Month

2019

Day

Add day

City

Add city

Edition

Add edition

Editor(s)

Add editor(s)

Language

Add language

Page(s)

Add page(s)

Publisher

Add publisher

Translator(s)

Add translator(s)

Volume

Add volume

Abstract

Add abstract

URL 1

<https://uco-tku.primo.exlibrisgroup.com>

Date Accessed

05/03/2025

▼

ADDED BY ME

方法1匯入示範：多筆資料

Google 學術搜尋

sdgs

文章

約有 947,000 項結果 (0.08 秒)

不限時間

2025 以後

2024 以後

2021 以後

自訂範圍...

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

不限類型

評論性文章

☐ 包含專利

☒ 只包含書目/引用資料

☒ 建立快訊

Initial progress in implementing the Sustainable Development Goals (SDGs): A review of evidence from countries

C Allen, G Metternicht, T Wiedmann - Sustainability science, 2018 - Springer

... to SDG implementation, policymakers now face the challenge of implementing the SDGs ...

Regular systematic reviews of national progress and approaches to implementing the SDGs ...

☆ 儲存 99 引用 被引用 706 次 相關文章 全部共 12 個版本

Prospects for implementing the SDGs

PM Haas, N Ivanovskis - Current Opinion in Environmental Sustainability, 2022 - Elsevier

... SDG ... SDGs and their resource capabilities. It concludes with suggestions for reassigning responsibility to IOs with greater capabilities at promoting SDG attainment, and for linking SDGs...

☆ 儲存 99 引用 被引用 26 次 相關文章 全部共 3 個版本

Implementing the UN SDGs in universities: challenges, opportunities, and lessons learned

R Mori Junior, J Fien, R Horne - Sustainability: The Journal of ..., 2019 - liebertpub.com

... discuss their impact on the SDGs and 39 percent reference the SDGs in their CEO/Chair's ...

SDG targets and less than 10 percent have targets that measure their contribution to the SDGs...

☆ 儲存 99 引用 被引用 170 次 相關文章 全部共 9 個版本

On the role of construction in achieving the SDGs

S Goubran - Journal of sustainability research, 2019 - spectrum.library.concordia.ca

... SDGs (namely SDG 1 and SDG 3) (which Le Blanc [19] found to be most connected to

SDG ... indirect dependence of SDG 2 (no hunger), SDG 4 (quality education), and SDG 5 (reduced ...

☆ 儲存 99 引用 被引用 171 次 相關文章 全部共 11 個版本

相關搜尋

sdgs sustainable development goals

sdgs sustainable

achieving sdgs

aligned sdgs

united nations sdgs

sdgs quality education

two environmentally aligned sdgs

sdgs agenda

The UN sustainable development goals (SDGs) are a great gift to business!

CS Pedersen - Procedia Cirp, 2018 - Elsevier

... the SDG's. Novozymes is now in the process of evaluating and prioritizing its innovation pipeline by potential SDG impact and sourcing new partners for SDG impact. With the SDGs in ...

[PDF] sciencedirect.com

1 查詢：以Google 學術搜尋查找sdgs相關資料為例

[PDF] unsw.edu.au Full View

[PDF] researchgate.net

[PDF] concordia.ca

2 點選擴充功能圖示後，系統會列出所偵測到的資料，勾選後，可選擇先進行資料編輯修改或直接點選Add匯入Mendeley程式

Mendeley

Select All My Library Add

☒ The implementation of the SDGs in universities: a systematic review

Lucía Alcántara-Rubio, Rocío Valderrama-Hernández et al.

Taylor & Francis, 2022, 11, 2022

PDF not found

☒ The SDGs: Changing how development is understood PDF

P Caballero - Global Policy, undefined 2019

Wiley Online Library, 10, 1 2019

View PDF

☒ Prospects for implementing the SDGs

PM Haas, N Ivanovskis - Current Opinion in Environmental Sustainability et al.

Elsevier

PDF not found

☒ Implementing the UN SDGs in universities: challenges, opportunities, and lessons learned

R Mori Junior, J Fien et al.

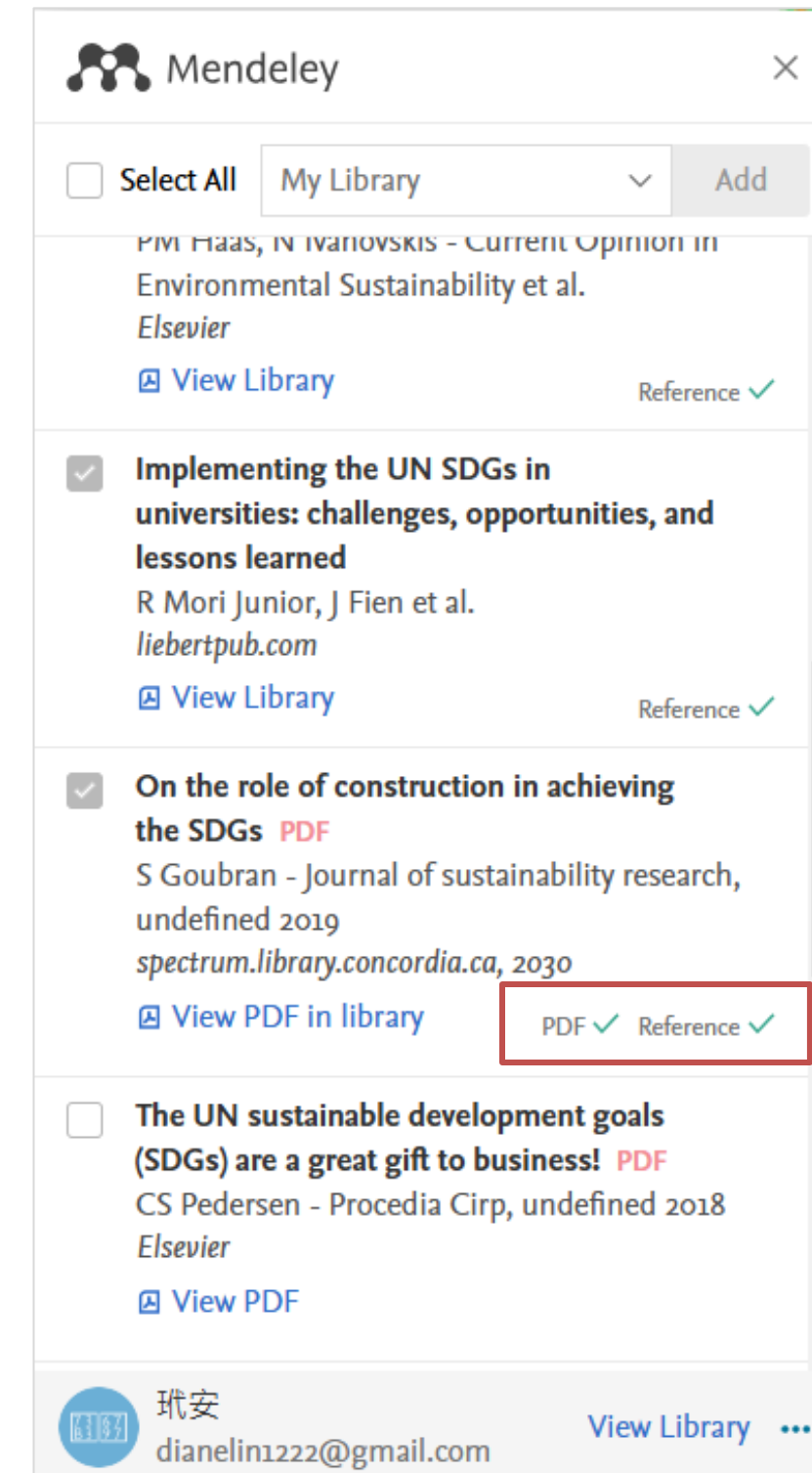
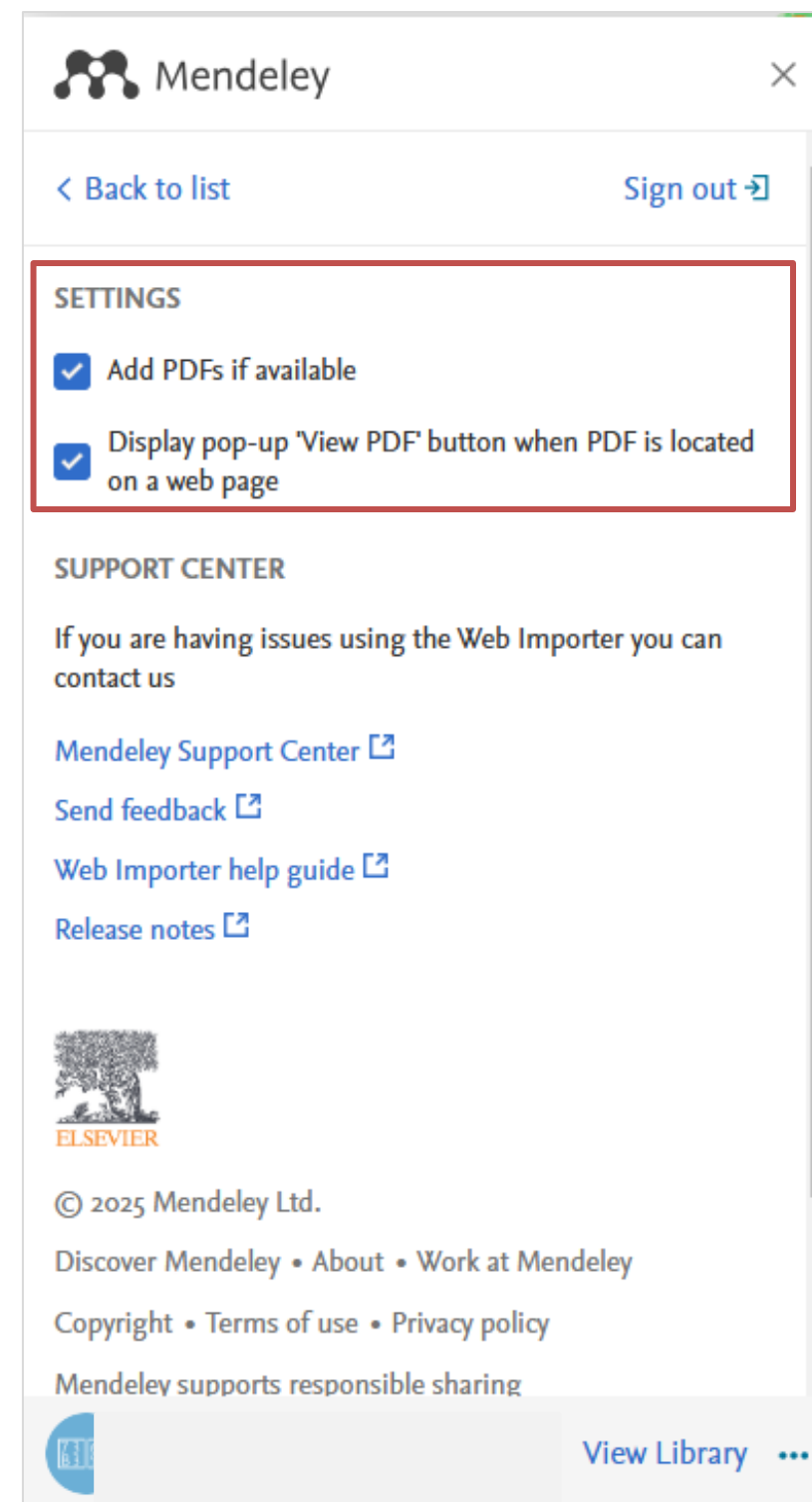
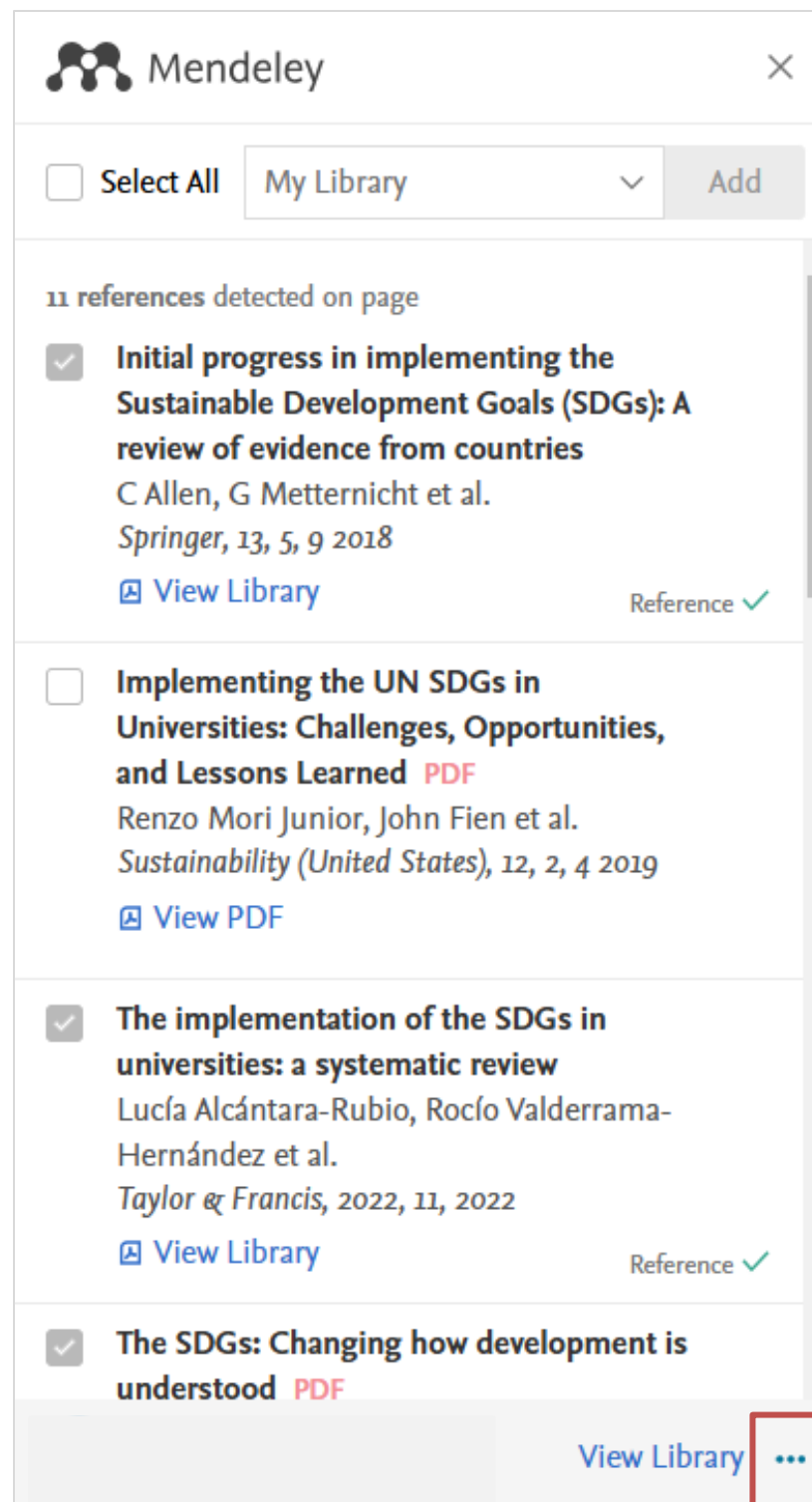
liebertpub.com

玳安

dianelin1222@gmail.com

View Library

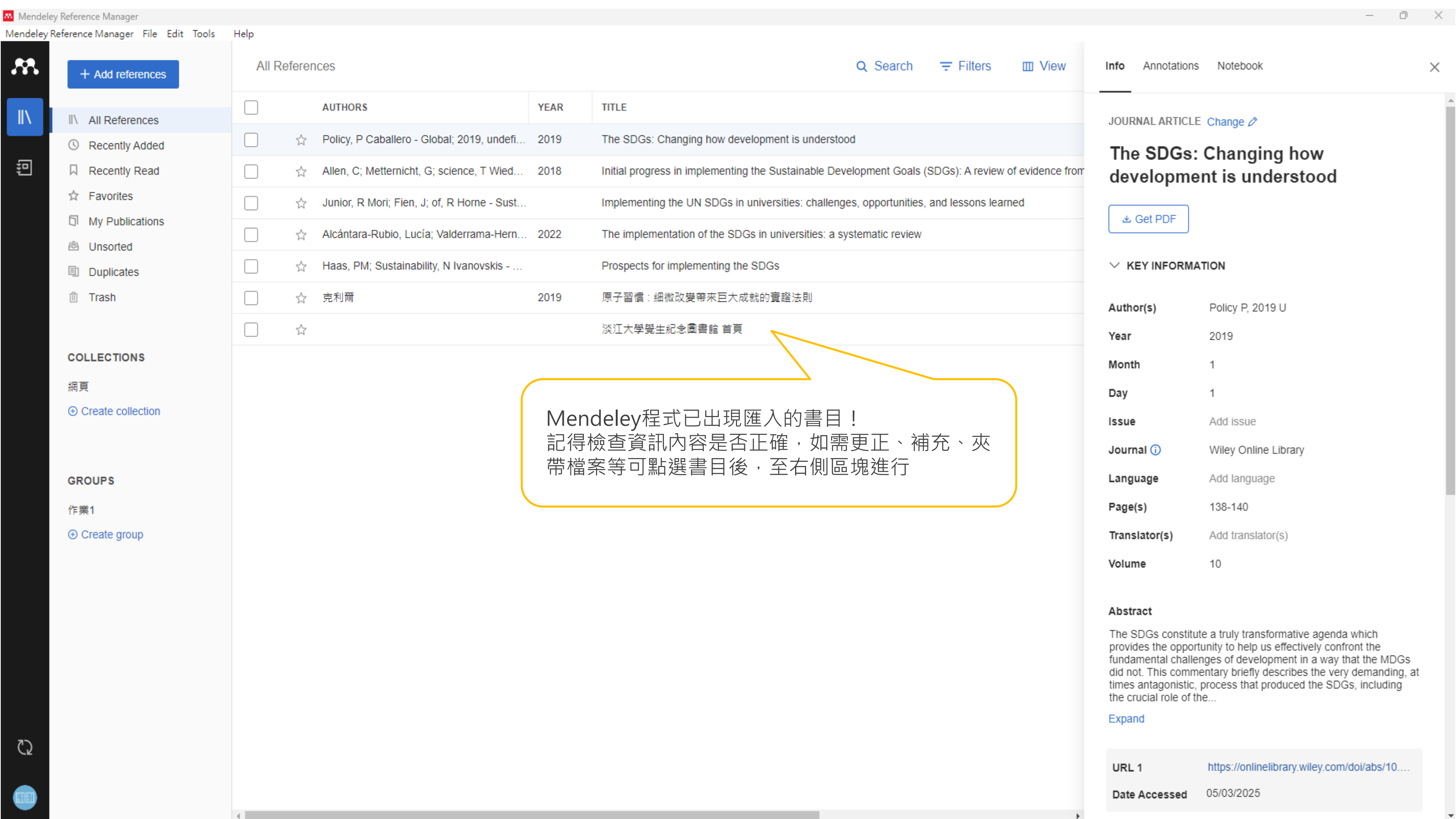
自動偵測PDF功能



① 在點選擴充功能時，所出現的資料選項中，可點選右下角的「...」進行設定

② 將設定中的選項打勾，之後若有資料有PDF時，便會自動顯示且匯入時一併加入PDF檔案

③ 匯入時系統會顯示書目及PDF是否皆匯入成功，PDF有可能會不成功，可再後續自行由Mendeley編輯時添加檔案



All References				Search	Filters	View
	AUTHORS	YEAR	TITLE			
☐	☆ Policy, P Caballero - Global; 2019, undefi...	2019	The SDGs: Changing how development is understood			
☐	☆ Allen, C; Metternicht, G; science, T Wied...	2018	Initial progress in implementing the Sustainable Development Goals (SDGs): A review of evidence from			
☐	☆ Junior, R Mori; Fien, J; of, R Horne - Sust...		Implementing the UN SDGs in universities: challenges, opportunities, and lessons learned			
☐	☆ Alcántara-Rubio, Lucía; Valderrama-Hern...	2022	The implementation of the SDGs in universities: a systematic review			
☐	☆ Haas, PM; Sustainability, N Ivanovskis - ...		Prospects for implementing the SDGs			
☐	☆ 克利爾	2019	原子習慣：細微改變帶來巨大成就的實證法則			
☐	☆		淡江大學覺生紀念圖書館 首頁			

Mendeley程式已出現匯入的書目！
記得檢查資訊內容是否正確，如需更正、補充、夾帶檔案等可點選書目後，至右側區塊進行

InfoAnnotationsNotebook

JOURNAL ARTICLE [Change](#)

The SDGs: Changing how development is understood

[Get PDF](#)

KEY INFORMATION

Author(s)

Policy P, 2019 U

Year

2019

Month

1

Day

1

Issue

Add issue

Journal

Wiley Online Library

Language

Add language

Page(s)

138-140

Translator(s)

Add translator(s)

Volume

10

Abstract

The SDGs constitute a truly transformative agenda which provides the opportunity to help us effectively confront the fundamental challenges of development in a way that the MDGs did not. This commentary briefly describes the very demanding, at times antagonistic, process that produced the SDGs, including the crucial role of the...

Expand

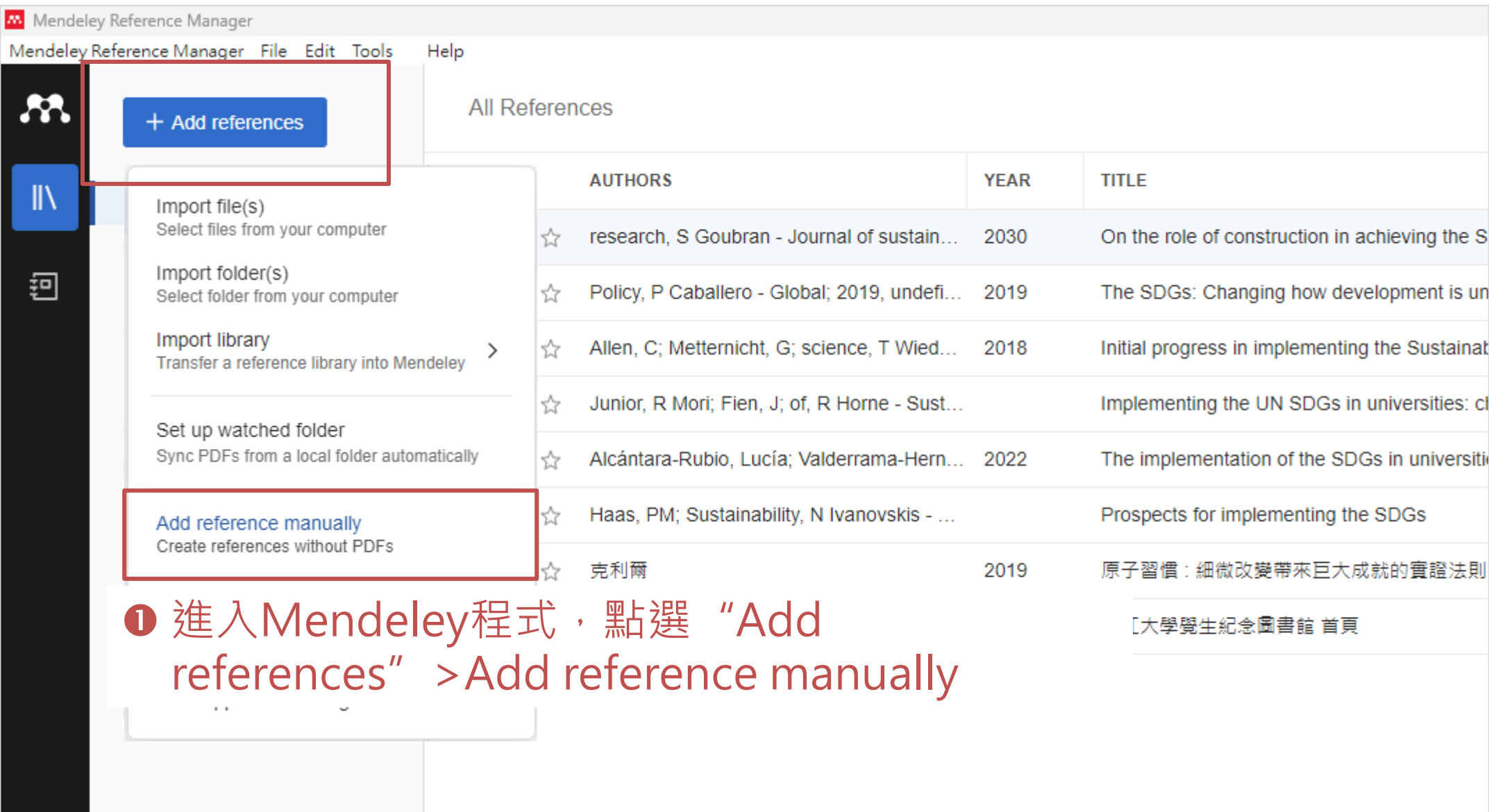
URL 1

<https://onlinelibrary.wiley.com/doi/abs/10...>

Date Accessed

05/03/2025

方法2：手動新增書目



❶ 進入Mendeley程式，點選 “Add references” > Add reference manually

❷ 填寫書目資料，務必選擇正確 Reference Type

The 'Add reference manually' dialog box is shown. It contains the following fields:

- Identifiers** (ArXivID, DOI or PMID): A text input field with a search icon.
- Reference Type**: A dropdown menu with 'Journal Article' selected.
- Title**: A text input field.
- Authors**: A text input field with a placeholder 'Please enter author names as 'last name, first name' (e.g. 'Smith, Jane').'
- Journal**: A text input field.
- Year**: A text input field.
- Pages**: A text input field with 'from' and 'to' sub-fields.
- Volume**: A text input field.
- Issue**: A text input field.

方法3：Mendeley Research Catalog匯入書目

透過Mendeley Research Catalog，同步瀏覽全球使用Mendeley研究者在各領域最受歡迎的文獻，為以往期刊、資料庫等另一個搜尋學術文獻的好管道（全球研究者學術搜尋庫）。

1 進入Mendeley官網，登入後，會進入Search頁面，即可進行搜尋

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2以檢索COVID-19為例，可瀏覽全球Mendeley使用者所查找的文獻，且每篇文獻旁可檢視引用及瀏覽的數據，更可利用左方後分類限縮檢索結果

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Pascarella G., Strumia A. [...] Agrò F. E.

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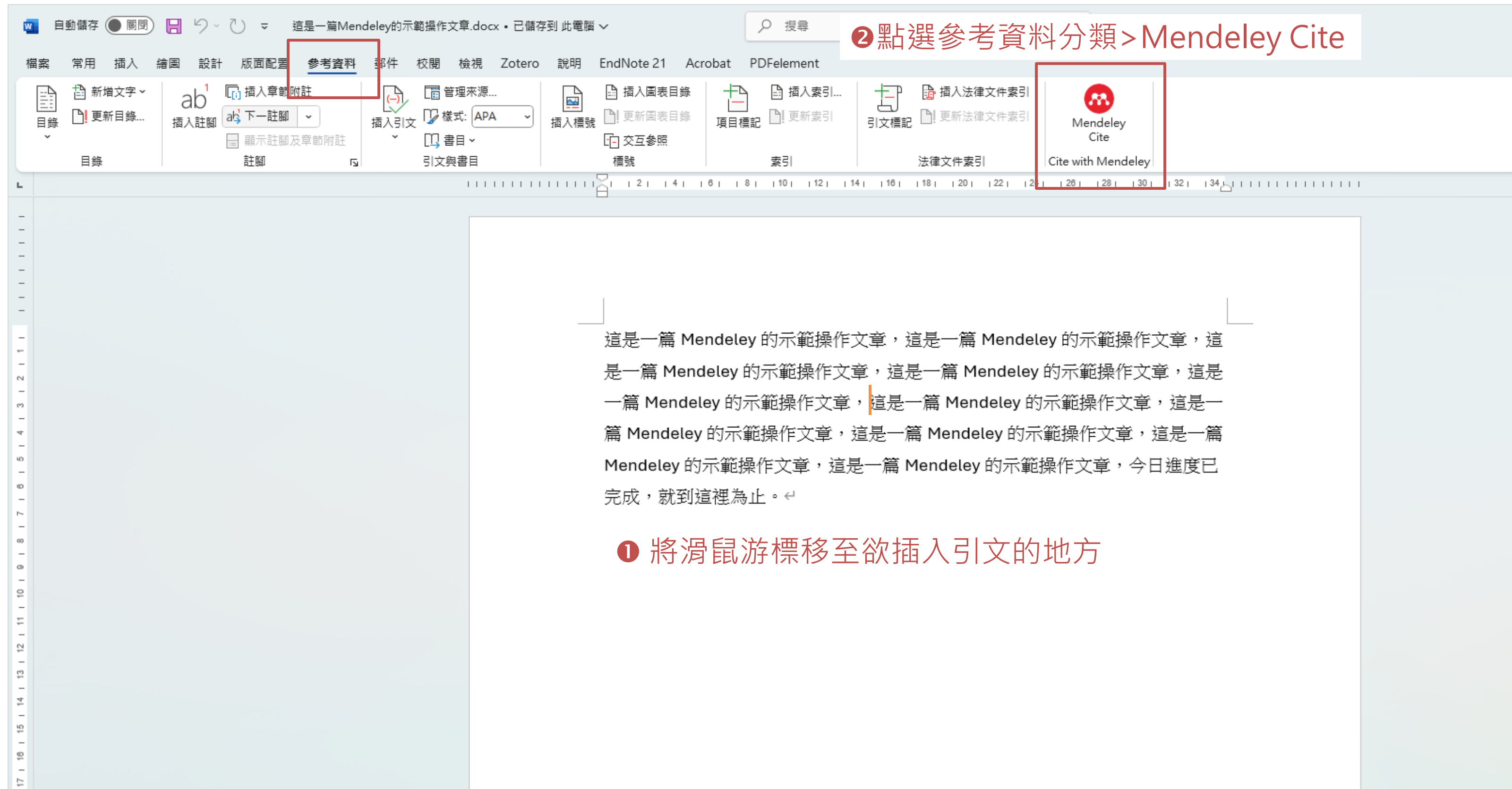
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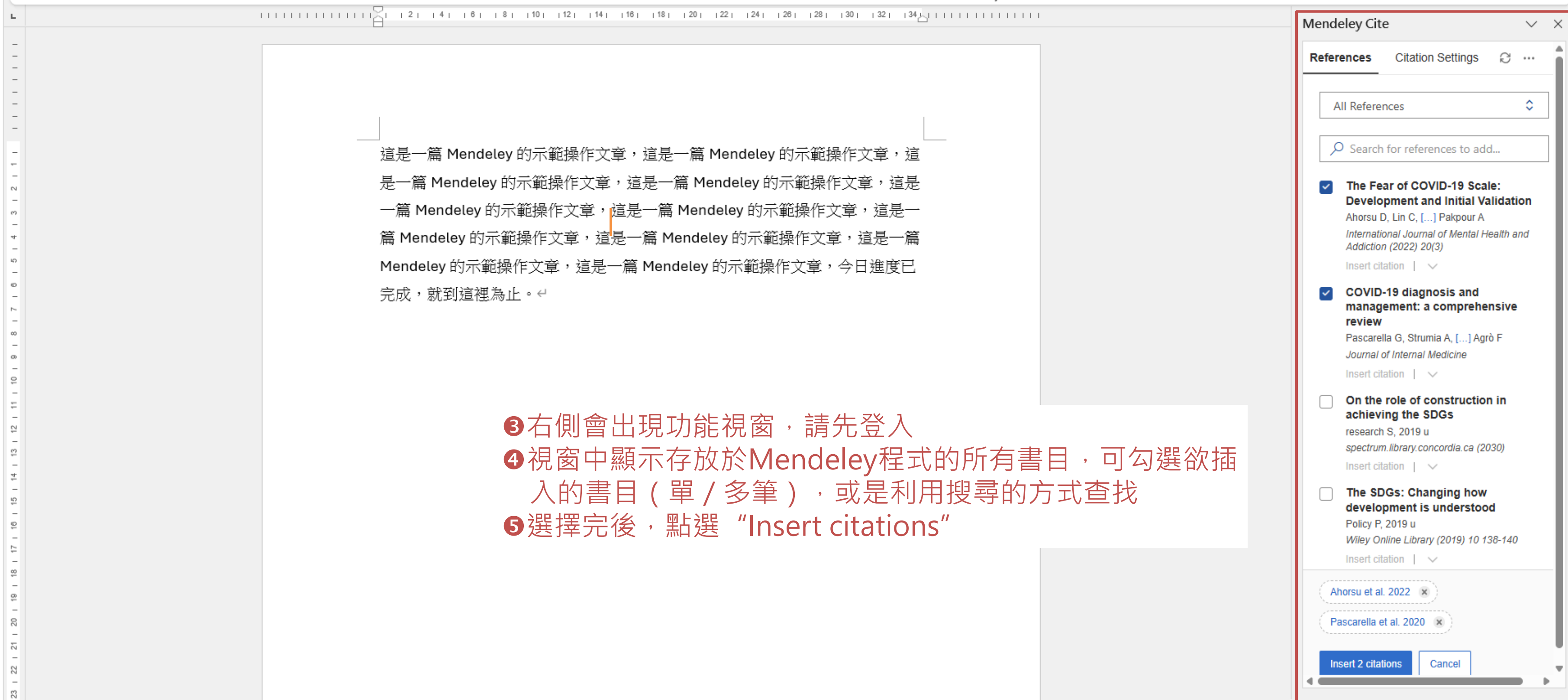
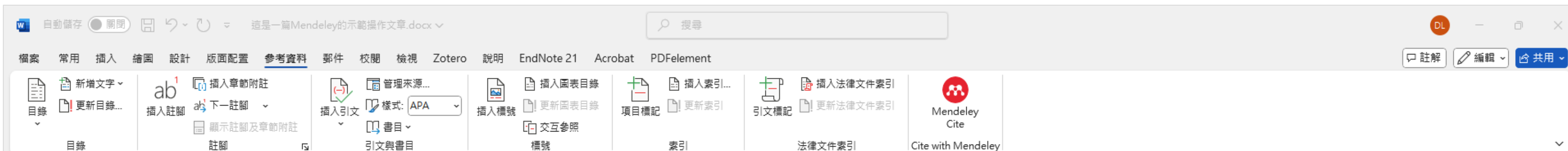
Readers

- 利用下載的Citation Plugin工具，搭配word寫論文！
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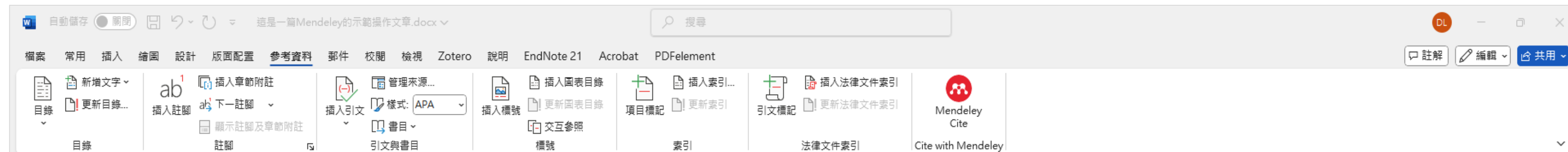
步驟4： 匯出書目

插入引用文獻：搭配Word





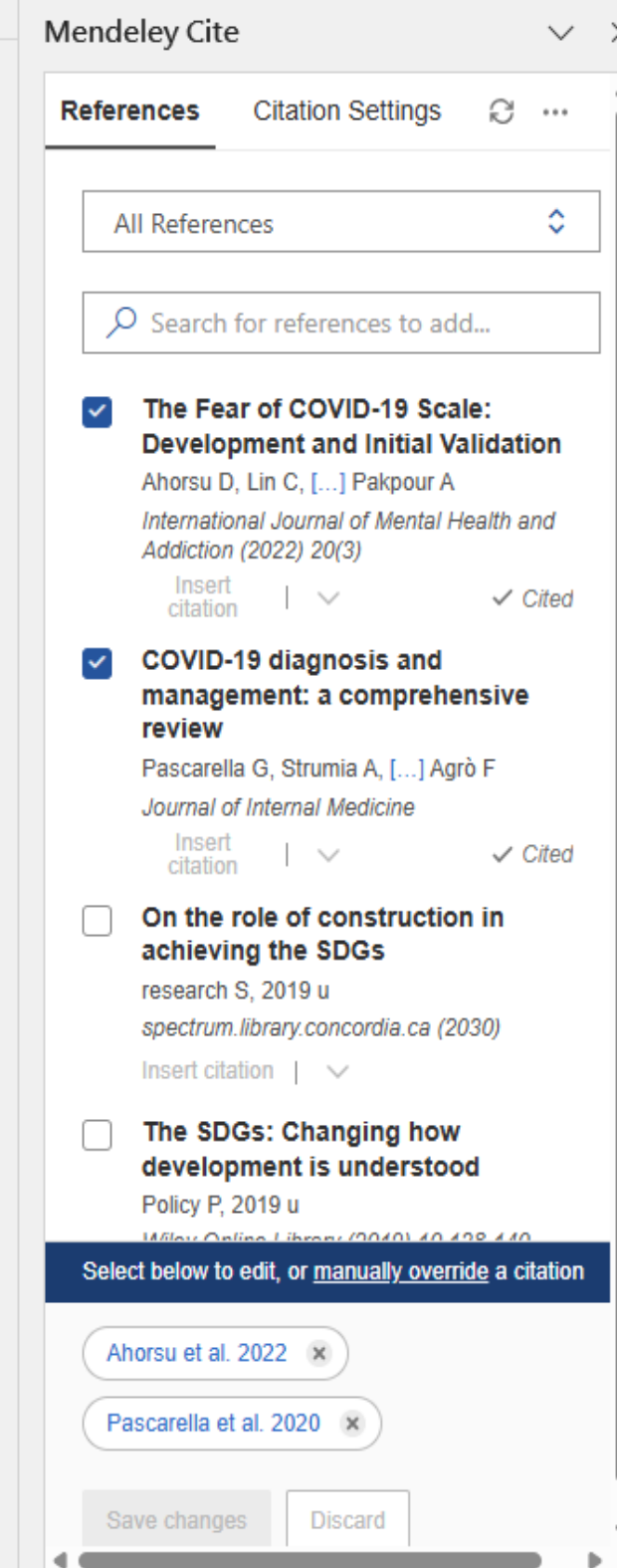
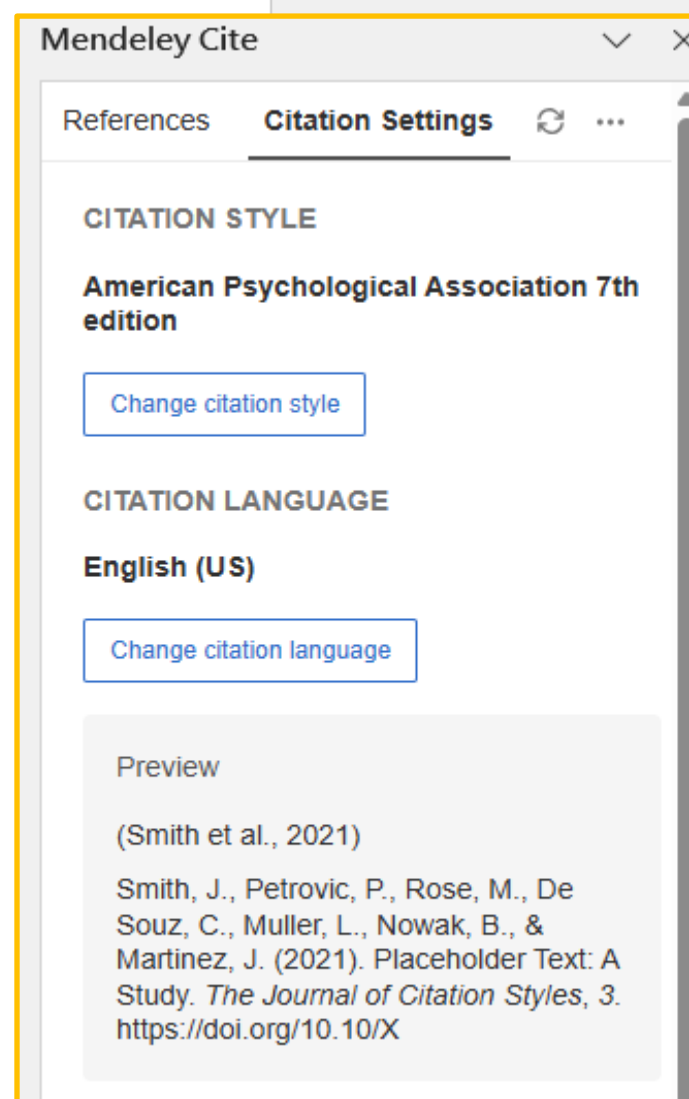
- ③ 右側會出現功能視窗，請先登入
- ④ 視窗中顯示存放於Mendeley程式的所有書目，可勾選欲插入的書目（單 / 多筆），或是利用搜尋的方式查找
- ⑤ 選擇完後，點選 “Insert citations”



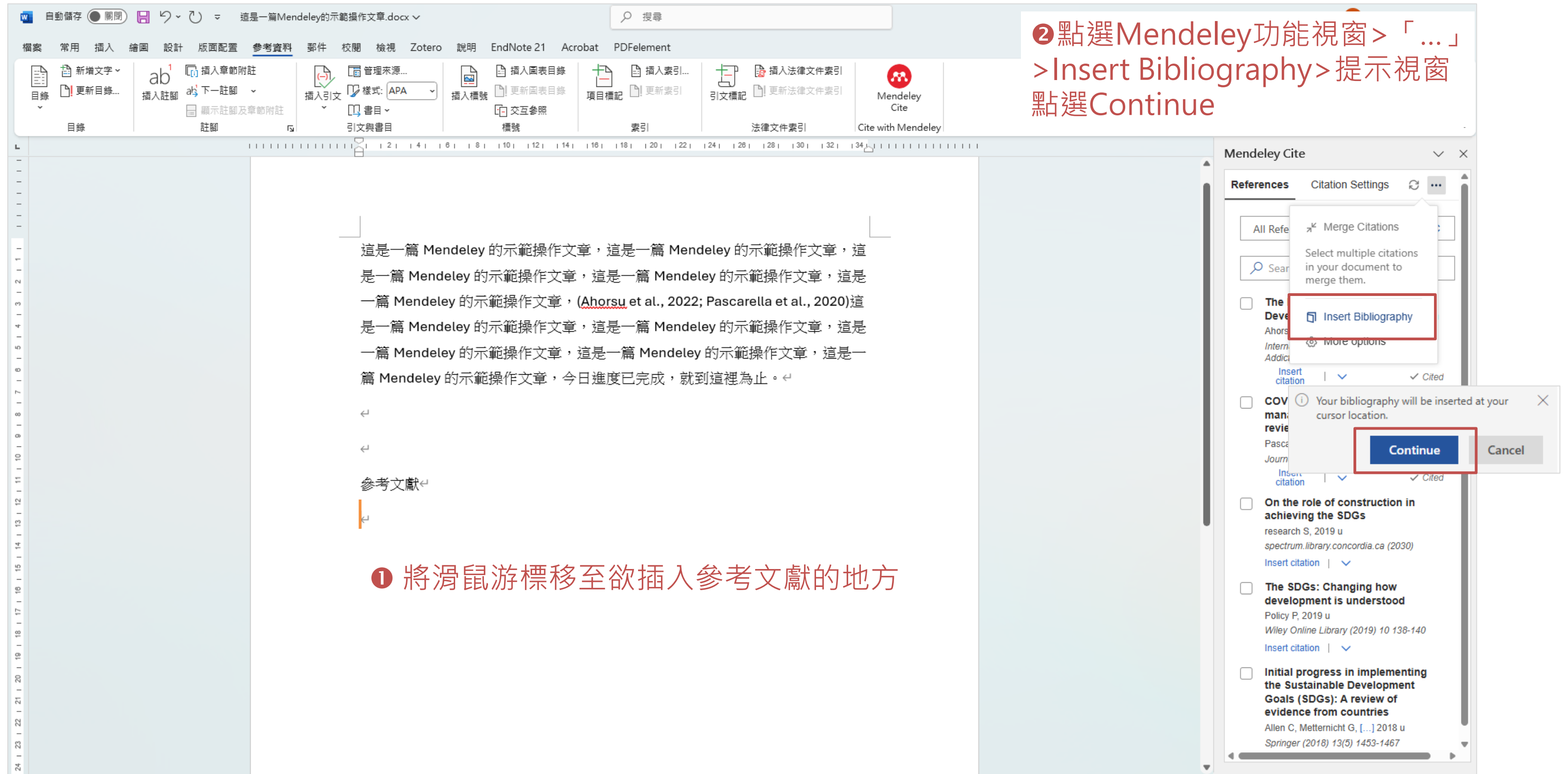
⑥ 匯入成功，引文成功顯示於滑鼠游標放置處

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⑦ 如需更換書目格式或是語言，可點選“Citation Settings”，改完後底下也可預覽呈現的樣子



插入參考文獻：搭配Word



The screenshot shows the Microsoft Word interface with the Mendeley Cite ribbon tab selected. The ribbon includes options for inserting citations, managing sources, and generating a bibliography. The main text area contains a paragraph of placeholder text and a section titled "參考文獻" (References). The Mendeley Cite pane on the right displays a list of references, including "The SDGs: Changing how development is understood" and "Initial progress in implementing the Sustainable Development Goals (SDGs): A review of evidence from countries". A red box highlights the "Insert Bibliography" button in the Mendeley Cite pane. A red box also highlights the "Continue" button in a dialog box that appears when the "Insert Bibliography" button is clicked. The dialog box contains the text: "Your bibliography will be inserted at your cursor location." and "Continue" and "Cancel" buttons.

②點選Mendeley功能視窗>「...」>Insert Bibliography>提示視窗點選Continue

① 將滑鼠游標移至欲插入參考文獻的地方

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參考文獻↵

Ahorsu, D. K., Lin, C. Y., Imani, V., Saffari, M., Griffiths, M. D., & Pakpour, A. H. (2022). The Fear of COVID-19 Scale: Development and Initial Validation. *International Journal of Mental Health and Addiction*, 20(3).
https://doi.org/10.1007/s11469-020-00270-8↵

Pascarella, G., Strumia, A., Piliengo, C., Bruno, F., Del Buono, R., Costa, F., Scarlata, S., & Agrò, F. E. (2020). COVID-19 diagnosis and management: a comprehensive review. In *Journal of Internal Medicine* (Vol. 288, Issue 2).
https://doi.org/10.1111/joim.13091↵

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Ahorsu D, Lin C, [...] Pakpour A
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COVID-19 diagnosis and management: a comprehensive review
Pascarella G, Strumia A, [...] Agrò F
Journal of Internal Medicine
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☐

On the role of construction in achieving the SDGs
research S, 2019 u
spectrum.library.concordia.ca (2030)
Insert citation | ✓

☐

The SDGs: Changing how development is understood
Policy P, 2019 u
Wiley Online Library (2019) 10 138-140
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Initial progress in implementing the Sustainable Development Goals (SDGs): A review of evidence from countries
Allen C, Metternicht G, [...] 2018 u
Springer (2018) 13(5) 1453-1467

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設定與同步Mendeley網頁版

註冊與同步後即可在多台電腦同步使用Mendeley

The image shows a screenshot of the Mendeley website. The top navigation bar has links for Solutions, Support, Sign In, and Create account. The Sign In link is highlighted with a red box. Below this, a red text box contains the instruction: ① 至Mendeley官網，點選Sign In 登入. The main header features the Mendeley logo and the text 'I DISCOVER'. Below this, a banner states 'Mendeley brings your research to life, so you can make an impact on tomorrow'. The main content area shows a 'Welcome to' message, a search bar, and a 'Search' button. Below the search bar, there are links for 'Try: COVID-19 | Bioenergy | Obesity | Intrinsic Motivation'. A box below this encourages downloading the desktop app. On the right side, the 'Library' tab is highlighted with a red box. A red text box next to it contains the instruction: ② 登入成功後預設會停在Search頁籤，如欲使用網頁版Mendeley，記得切換到Library頁籤. The footer contains the text 'Mendeley Supports Responsible Sharing' and a link to 'Learn how you can share'.

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Filters

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☐	AUTHORS	YEAR	TITLE	SOURCE	ADDED ▼	FILE
☐	☆ Ahorsu, Daniel Kwasi; Lin, Chung Ying; I...	2022	The Fear of COVID-19 Scale: Development and Initial Validation	International Journal of Mental ...	2025/3/5	
☐	☆ Pascarella, Giuseppe; Strumia, Alessand...	2020	COVID-19 diagnosis and management: a comprehensive review	Journal of Internal Medicine	2025/3/5	
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