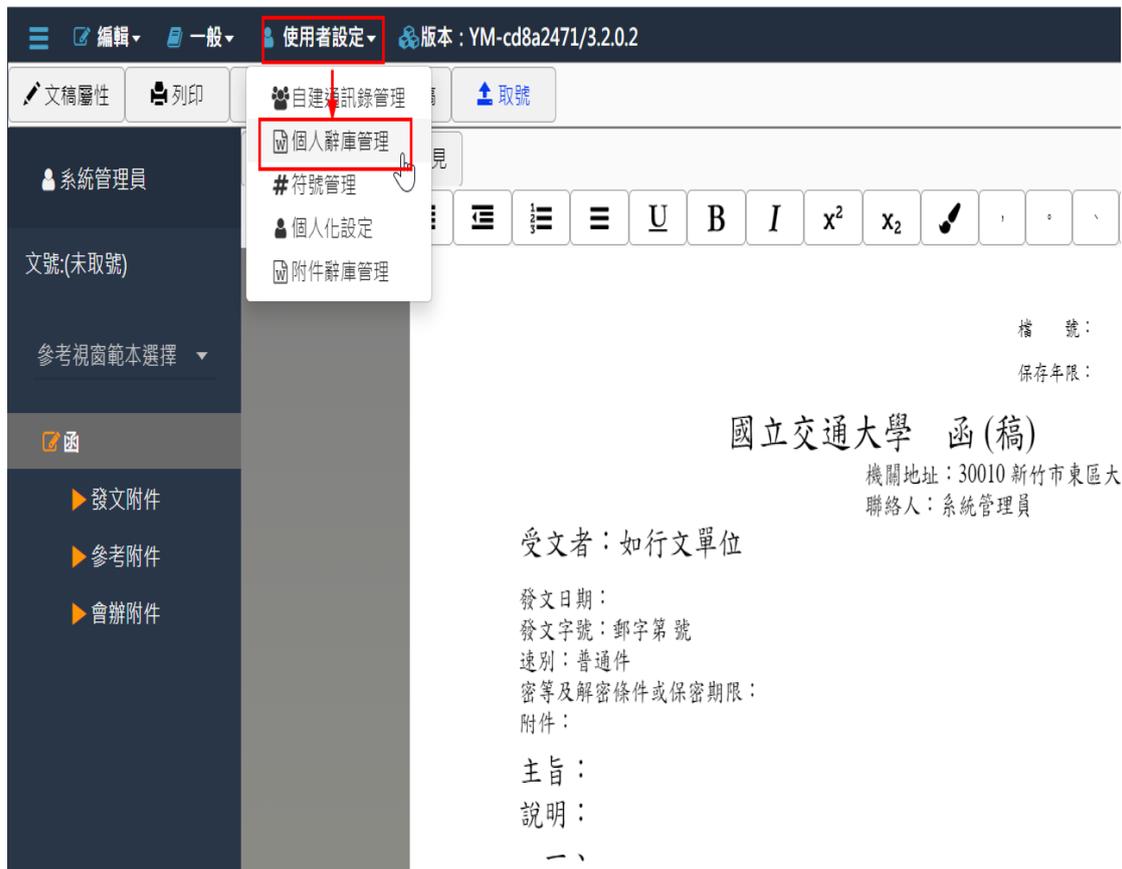


個人辭庫建立使用

點選電子/紙本創文，選擇任一文稿後，進入使用者設定功能\個人辭庫管理



The screenshot displays a software interface for document management. At the top, there is a dark navigation bar with a menu icon, a '編輯' (Edit) dropdown, a '一般' (General) dropdown, and a '使用者設定' (User Settings) dropdown which is highlighted with a red box. Below this is a toolbar with icons for document properties, printing, and a '取號' (Assign Number) button. A secondary dropdown menu is open under '使用者設定', with '個人辭庫管理' (Personal Dictionary Management) highlighted by a red box and a mouse cursor. Other options in this menu include '自建語彙管理', '#符號管理', '個人化設定', and '附件辭庫管理'. The main content area shows a document template for '國立交通大學 函(稿)' (National Central University Draft Letter). It includes fields for '權號' (Number) and '保存年限' (Retention Period), followed by the university name and address: '機關地址：30010 新竹市東區大' and '聯絡人：系統管理員'. Below this are fields for '受文者：如行文單位', '發文日期', '發文字號：郵字第 號', '速別：普通件', '密等及解密條件或保密期限', '附件', '主旨', and '說明'.

於個人辭庫管理介面建立個人常用的辭庫類別，輸入名稱後執行「新增辭庫」。

The screenshot shows a web interface titled "個人辭庫管理" (Personal Dictionary Management). At the top, there are tabs for "選單" (Menu), "匯出" (Export), and "匯入" (Import). Below the tabs, there is a section for "目前辭庫" (Current Dictionary) with a dropdown menu, a "刪除辭庫" (Delete Dictionary) button, and a blue edit icon. A text input field contains "簽核意見" (Review Comments), which is highlighted with a red box. A red arrow points from this box to an orange "新增辭庫" (Add Dictionary) button. A hand cursor is shown over the "新增辭庫" button. Below this is a table with columns "序" (Order), "辭庫內容" (Dictionary Content), and "刪除" (Delete). At the bottom of the interface, there are buttons for "+ 新增內容" (Add Content), "儲存" (Save), and "離開" (Exit).

個人辭庫管理

選單 匯出 匯入

目前辭庫 [dropdown] 刪除辭庫 [button] [edit icon]

簽核意見 [input] → 新增辭庫 [button]

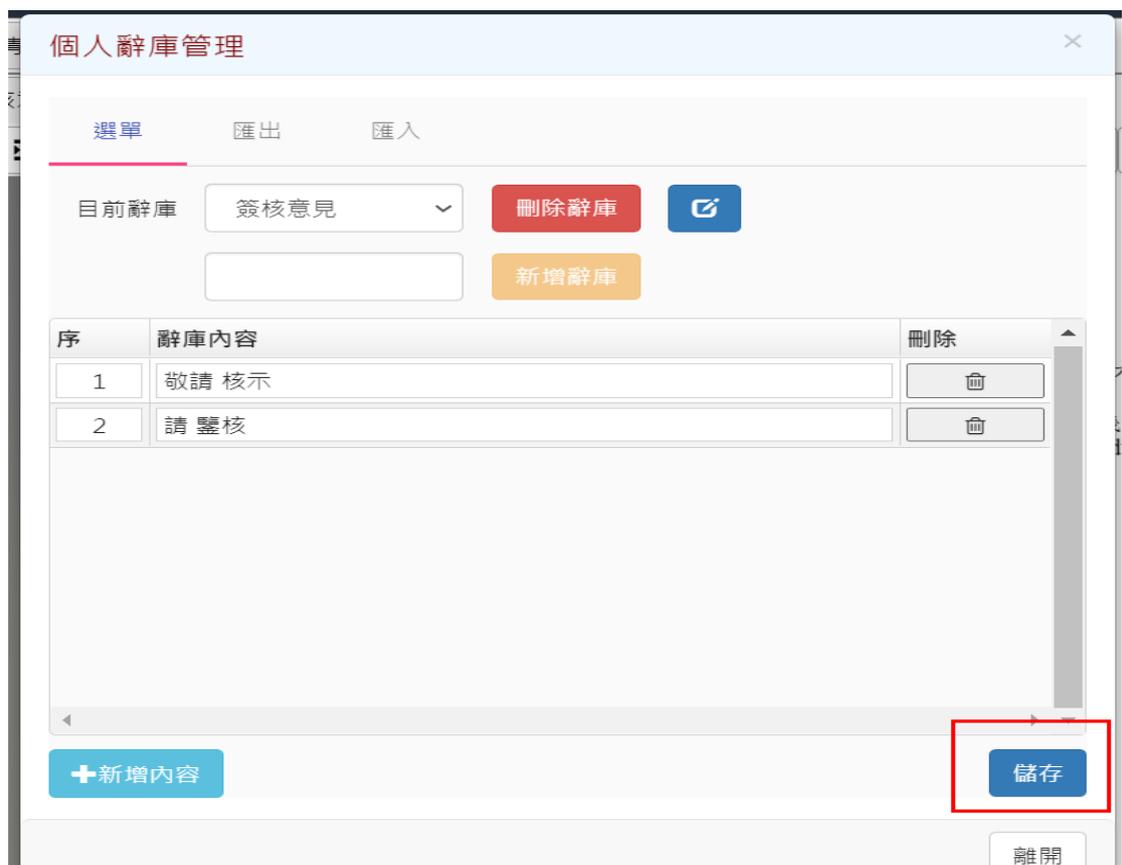
序	辭庫內容	刪除
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+ 新增內容 [button] 儲存 [button]

離開 [button]

建立要使用的辭庫類別，完成後按下"新增辭庫"。

於該類別底下新增常用辭彙，如要建立多筆可執行「**新增內容**」。
建立完畢後按下「**儲存**」。



常用辭庫建立後，於簽核意見功能畫面即可使用。

