
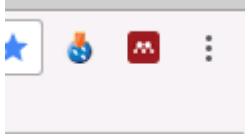



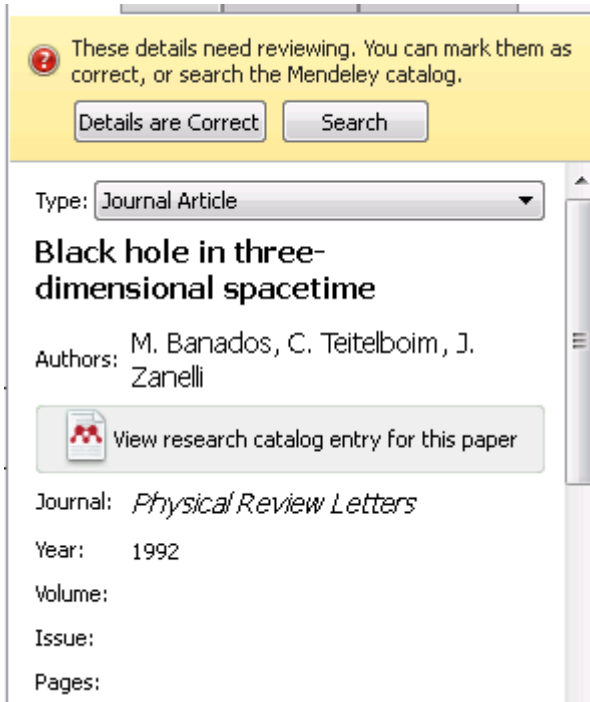
Introduction to Mendeley

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| <p>What is Mendeley?</p> | <p>Mendeley is a reference manager as well as an academic social network which works on Desktop, Web and iPad.</p> <p>With Mendeley you can create and download references and then insert them into various writing applications. It also allows you to share information and collaborate in a private group or publicly</p> <p>You get 2GB Personal Web Space for free account and the right to set up three groups (one private, one Invite-only and one public group).</p> <p>If you sign into Mendeley via your institutional login you will get Mendeley Institutional Edition (100 GB personal storage and unlimited private groups). However, this subscription will lapse after 2021 and may not be renewed. That would probably not affect your references, though it may reduce your storage and sharing options.</p> <p>Mendeley is compatible with Microsoft Word, LibreOffice and BibTeX, and can use the Harvard UTS referencing style.</p> <p>(Refer to our Setting up Mendeley handout for info on how to create an account and download the desktop software.)</p> |
| <p>Saving the web importer to your web browser</p> | <p>To save the 'save to Mendeley' web importer into your browser log into Mendeley and choose tools>install web importer.</p> <p>Depending on your browser you may see something like this:</p> |

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| | <h2 style="text-align: center;">1. Install the browser extension from the Chrome Web Store</h2> <div style="text-align: center; background-color: #c00000; color: white; padding: 5px; margin: 10px auto; width: 80%;"> Install Chrome browser extension </div> <p>And then this:</p>  <p>After you've finished adding the importer you'll see an icon like this in your browser</p>  |
| <p>Using the web importer to get references from the internet</p> | <p>After running a search in Google Scholar (or ScienceDirect, ACM, WorldCat or Pubmed) use the 'Save to Mendeley' bookmarklet. This table should appear:</p>  <p>From here you can add individual references to Mendeley manually by clicking the plus button or you can get everything by pressing 'save all'.</p> <p>Any free to read PDF's should come over at the same time.</p> |

Getting updates for a reference

When you download a reference from the internet, especially from Google Scholar, you may see an option to download more information for a reference



If you see this option press 'search' and Mendeley will autofill the blank fields from its own reference database

Journal: *Physical Review Letters*
 Year: 1992
 Volume: 69
 Issue: 13
 Pages: 13

Abstract:

The standard Einstein-Maxwell equations in 2+1 spacetime dimensions, with a negative cosmological constant, admit a black hole solution. The 2+1 black hole -characterized by

If you have a DOI for your reference press the Lookup icon next to the DOI field and this will update your reference too.

Catalog IDs

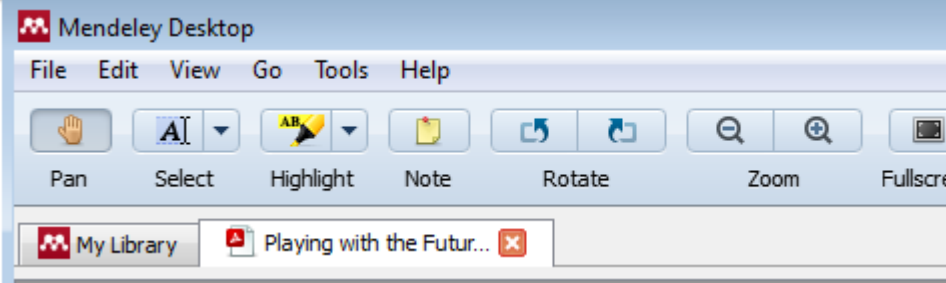
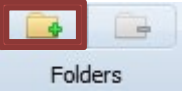
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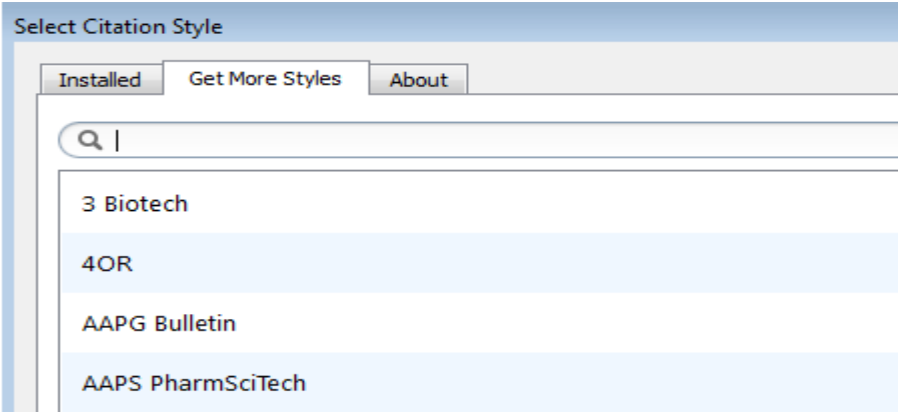
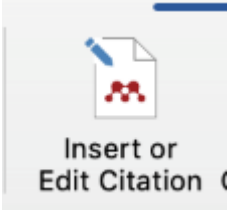
DOI: <http://dx.doi.org/10.1080/03007766.2012.724605>

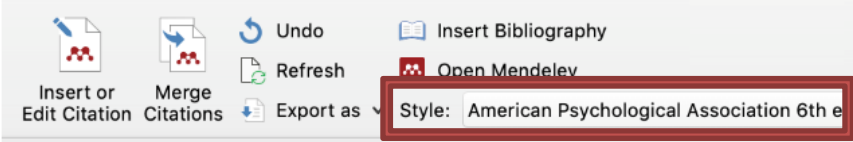
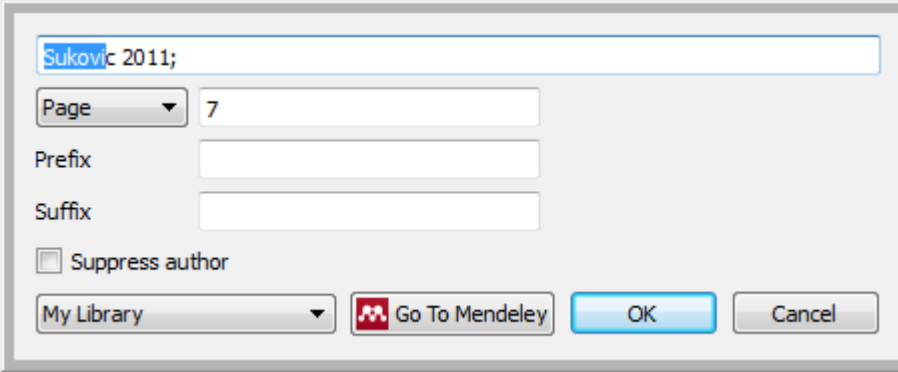

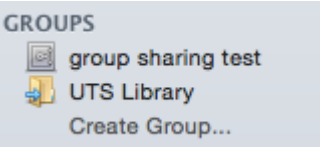


Annotating a PDF

Click on a PDF attachment and it will open in a new tab in your Mendeley desktop. There are neat annotation functions

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| | <p>available. If you are sharing your references in a group you can both annotate a pdf, even at the same time if you wish.</p>  |
| <p>Adding PDFs from a 'watched' folder</p> | <p>Mendeley allows you to redirect any PDF that arrives into a 'watched folder' automatically into your Mendeley library.</p> <p>To do this go to File>Watch folders in Mendeley Select a folder from your computer and press ok.</p> |
| <p>Entering a reference into Mendeley manually</p> | <ol style="list-style-type: none"> 1. In Mendeley desktop go to add Files>add reference manually 2. Choose a document type. Eg: web page 3. Fill in the form, cutting and pasting where possible. 4. Use a new line for every author. If you have a corporate author place a comma at the end. Eg: Department of Finance, <ul style="list-style-type: none"> • If you are creating a reference that is not an online source don't fill out the date accessed field |
| <p>Placing references in Folders</p> | <p>You can create Folders for different projects</p> <ol style="list-style-type: none"> 1. To create a folder press the plus icon in next to Folders in the toolbar:  2. Then give your folder a name. Folders can be created and deleted. If a Folder is deleted, the references will still be kept in All Documents. 3. You can then select references from your library and drag them over into the folder. |
| <p>Installing the Word plugin for Mendeley</p> | <ol style="list-style-type: none"> 1. In Mendeley desktop, choose tools>install MS Word plugin |

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| | (You may need to have Microsoft Office applications closed to perform this operation) |
| <p>Getting a style for Mendeley</p> | <ol style="list-style-type: none"> 1. In Mendeley desktop go to View>citation style 2. Then select more styles and press the ‘get more styles’ tab.  <ol style="list-style-type: none"> 3. Search for a style you need and click on Install. Eg: <ul style="list-style-type: none"> Harvard UTS: Search for ‘University of Technology Sydney – Harvard’ AGLC: Search for ‘Australian Guide to Legal Citation 4th edition’ APA: Search for 'American Psychological Association 7th edition' Chicago: Search for 'Chicago Manual of Style 17th edition (full note)' 4. Go back to the Installed tab and choose the one you want to use. Click on Use this Style, then Done. |
| <p>Placing citations in Word/ Selecting your preferred referencing style</p> | <ol style="list-style-type: none"> 1. To insert a reference, put the cursor in the place you want to the reference to go and then go to the ‘Cite-O-Matic’ toolbar, which you will find under the References tab 2. Then click on “Insert or edit Citation”  <ol style="list-style-type: none"> 3. Then use the search bar to locate a reference, eg: by author’s name or a word in the title (see overleaf). |

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| | <p style="text-align: center;">Search by author, title or year in My Library</p> <ol style="list-style-type: none"> After clicking on the citation you want, press 'Ok'. To select Harvard UTS as your favoured referencing style use the drop down Style menu in the Cite-O-Matic toolbar  |
| <p>Adding Page numbers to a reference</p> | <ol style="list-style-type: none"> To edit a citation highlight the in-text citation, then click "Insert or Edit Citation" on the Cite-O-Matic toolbar Then press on the in-text citation in the pop up window  <ol style="list-style-type: none"> Here you can add a page number to an in-text citation or suppress the author to create a narrative citation. |
| <p>Creating a bibliography</p> | <ol style="list-style-type: none"> Go to a blank line at the end of your document, then press the Insert Bibliography button in the Cite-O-matic toolbar  <p>(Hitting Refresh will reformat all citations if you've made changes to a reference).</p> |
| <p>Sharing documents and references</p> | <ol style="list-style-type: none"> To create a group use the create groups button on the left of screen  |

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| | <p>Private Groups: allow you to share documents, references and notes. Two people can even annotate a pdf simultaneously from a private group.</p> <p>Public Invite only groups : allows only the sharing of references</p> <p>Public open groups : allows only the sharing of references</p> <p>2. Add members and documents</p> <p>* a free Mendeley account allows you to create 1 private group with up to 3 members.</p> |
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More information from the Library Referencing webpage:

<http://www.lib.uts.edu.au/help/referencing/mendeley>

And from the Mendeley website: <http://www.mendeley.com>