Mendeley
Get your references under control
Mendeley exercises

Indhold
Exercise 1 - Create an account .......................................................................................................................... 2
Exercise 2 - Download the desktop application ................................................................................................ 3
Exercise 3 - Install the MS Word-plugin ............................................................................................................ 4
Exercise 4 - Drag and drop a PDF-file into Mendeley ........................................................................................ 5
Exercise 5 – Importing References from Google Scholar .................................................................................. 6
Exercise 6 – Importing from the library database REX ...................................................................................... 7
Exercise 7 - Importing references from Bibliotek.dk / Library.dk ................................................................. 10
Exercise 8 - Importing references from article databases – Web of Science ................................................. 12
Exercise 9 - Importing references from article databases – CAB Abstracts .................................................... 13
Exercise 10 - Importing references from article databases – PubMed ........................................................... 14
Exercise 11 - Reading a paper directly from Mendeley Desktop ................................................................. 15
Exercise 12 - Organize your references into folders ....................................................................................... 16
Exercise 13 - Organize your references using tags .......................................................................................... 17
Exercise 14 – Create a group and work on the same paper ............................................................................ 18
Exercise 15 - Using your Mendeley references in Word .................................................................................. 19
Exercise 1 - Create an account

1. Go to www.mendeley.com and create a free account.
Exercise 2 - Download the desktop application

1. Click *Get Reference Manager*

![Get Reference Manager](image)

2. Download Mendeley Desktop for Windows, Mac or Linux. (Downloading from Internet Explorer may not work – use Mozilla Firefox or Google Chrome instead)

![Download Mendeley Desktop](image)
Exercise 3 - Install the MS Word-plugin

1. Open Mendeley Desktop
2. Select Install MS Word Plugin from the Tools menu. Make sure that all Office programs are closed while installing.

On Windows, Cite-o-Matic is placed under the tab References in Word.

On Mac, Cite-o-Matic may appear under the add-ons tab instead, or it may even be floating by itself somewhere on the screen.
Exercise 4 - Drag and drop a PDF-file into Mendeley

1. Download a journal article to your desktop.
   Search for *Analyzing and forecasting CO2 emission reduction in China’s steel industry* in Google and download the article to your desktop.

2. *Drag and drop* the PDF-file into Mendeley and watch as Mendeley automatically provides the bibliographic data.

This is how the article will appear once dropped into Mendeley.

NB! If some bibliographic information is missing e.g. the journal title, a message pops up in Mendeley suggesting reviewing of details. Click Search and Mendeley will try to find the missing information in the Mendeley Catalog:
Exercise 5 – Importing References from Google Scholar

You need to have a Google account to import from Google Scholar (without an account you can only download one reference at a time)

Perform a search for global warming in Google Scholar

Mark the small stars under the references and go to My Library [Min samling]

Mark the references you want to export and click the Export button and choose RefMan

Choose MendeleyDesktop to open your file

If you don’t want to login you have to do as follows:
Click on the three lines on the top left side of Google Scholar
Choose settings [Indstillinger] and under Bibliography Manager choose the second option Show links to import citations into and then choose Refman
A link called Import to RefMan will now appear under each citation
Exercise 6 – Importing from the library database REX

REX is the database of Copenhagen University Library. It contains all the literature on all the Copenhagen University Libraries – books, journals and articles

Go the REX – The Copenhagen University Library catalogue (rex.kb.dk) and perform a search for “global warming”

To mark the different materials you need, you have to click on the Pin to the right – if there are multiple versions, you have to open the record
The records you marked will turn yellow and you will now see a little pin on the top right corner of the screen.

Click on the pin and you will come to My Favorites screen

Mark the items on the screen – then click on the three dots (Push to actions)
Choose RIS (Mendeley)

Press Download......

........... and open with Mendeley Desktop

Your Mendeley Desktop will open and the references will be imported
Exercise 7 - Importing references from Bibliotek.dk / Library.dk

Go to Bibliotek.dk / library.dk and perform a search for global warming

Under Select and order [Vælg og Bestil], click on Memo [Husk]

Go to the Menu and choose Memo [Huskeliste]

Select the ones you want to export and choose Export in RIS-format……..

……and then Open with MendeleyDesktop
If you only need one reference, then click on the title and choose Export to reference managers and Export in RIS-format and then Open with MendeleyDesktop.
Exercise 8 - Importing references from article databases – Web of Science

1. Select *Web of Science* at the library homepage. Go to [www.culis.ku.dk/Frederiksberg](http://www.culis.ku.dk/Frederiksberg) (www.kub.ku.dk/frederiksberg)
2. Go to the box *Databases and Guides* [*Fagsider og databaser*] and choose *Web of Science* in the top right corner
3. Perform a search on “global warming”
4. Select the references you want
5. Choose the *Export* button

6. And choose other file formats
7. Then choose *Full Record* and *BibTeX*, click *Export* and…..

...... Open it with *MendeleyDesktop*. 
Exercise 9 - Importing references from article databases – CAB Abstracts

1. Select **CAB Abstracts** at the library homepage. Go to [www.culis.ku.dk/frederiksberg](http://www.culis.ku.dk/frederiksberg)
2. Go to the box **Databases and Guides** [Fagsider og Databaser] and choose **CAB Abstracts** in the top right corner
3. Perform a search on "Global Warming" in Keyword
4. Select the references you want to export
5. Click the **Export Button**

6. Choose **RIS** as the Export Format
7. Choose **Complete Reference** and **Export Citations**

Like in Exercise 8 and 9 open the file with MendeleyDesktop
Exercise 10 - Importing references from article databases – PubMed

1. Select *PubMed* at the library homepage. Go to www.culis.ku.dk/Frederiksberg (www.kub.ku.dk/frederiksberg)
2. Go to the box *Databases and Guides* [Fagsider og Databaser] and choose *PubMed* under *Databases and Subject guides*
3. Perform a search on “global warming”
4. Select the references you want
5. In the *Send to* menu choose for destination *File* and for format *Medline* and *Create File*

And open with *Mendeley Desktop*
Exercise 11 - Reading a paper directly from Mendeley Desktop

1. Click the PDF icon to open the reader mode where you can read and add notes to your documents.
2. Try experimenting with the Highlight, Color and Note functions at the top of the screen. Your annotations will stay in the document, if you share it in a group. If you want to share it with someone who doesn't have Mendeley - Go to File and choose Export PDF with annotations. The annotations will then be numbered, and shown at the end of the article
Exercise 12 - Organize your references into folders

1. Create new folders using the button at the top left named Folders. Alternatively, click on Create Folder at the bottom of “My Library”. Your new folders will appear in “My Library”. Add documents to folders simply by dragging them from “All Documents” into the selected folder.

The documents will stay in the folder All Documents
Exercise 13 - Organize your references using tags

1. To add tags to a reference, simply select the reference and then click the “tags” field to the right. If adding more than one tag, separate each with semicolon “;”.

2. If you are adding a tag that has already been added to another reference, Mendeley will show you suggestions as you type to speed things up.

3. When you later want to find all documents with a specific tag, you can change the author filter at the bottom left to a tag filter.
Exercise 14 – Create a group and work on the same paper

Choose Create Group. Name the group and choose Private. You can invite 24 members to your group.

Invite people to the group by writing their e-mails. It can take a very long time (sometimes up to an hour) before the invited get an email and can join the group

If you want to add members later, you can do it from Mendeley web
Exercise 15 - Using your Mendeley references in Word

1. In Word for Windows, click the references tab to find the plugin you installed at the beginning. On a Mac computer the plug-in may appear in the “add-ons” tab, or it might be floating somewhere on the screen. The plugin is called *Cite-O-Matic*.

2. **Use the Insert Citation** button to insert references in your text. When you click the button, a search field will pop up, allowing you to search for the right reference in your collection. Add at least two references to your Word document.

You can also click **Go to Mendeley** to choose your references directly from Mendeley Desktop. Click the **Cite** button when you have found the right reference(s).

If you need more than one reference, hold down the Ctrl key to select multiple references.
3. **Use the Word Cite-o-Matic-plugin to automatically create a bibliography for your document.**

Clicking the *Insert Bibliography* button will automatically create a full list of all the references you have added to your document from Mendeley. Try adding another reference and watch as the bibliography updates automatically.

4. **Use the Style menu to change the style of both the in-text references and the bibliography.** Try selecting different styles and see how it affects the references. If you prefer to use a style that is not available, you can choose *More Styles...* to add a new style to Mendeley.
5. **Editing your reference with *Suppress author***

Sometimes it can be necessary to remove the author name from an in-text reference, e.g. to create the following effect:

Global warming has an impact on the environment (Hansen, 1998) -> According to Hansen (1998) global warming has an impact on the environment

When using the following steps, it is possible to remove the author name from the reference, so only the publication year shows:

- Choose an alphabetic Style (Harvard – Cite them right)
- Mark the reference where you want to suppress the author name

When a reference is marked, the *Insert Citation* button changes to *Edit Citation*. Press *Edit Citation*

In the pop-up box, click the author you want to suppress

Check the “*Suppress author*” box

The reference will the look like this:

According to Hansen (1998), global warming has an impact on the environment
6. **You can change Citation and Bibliography language** in the citation style menu.

   - Go to Mendeley Desktop
   - Go to **View -> Citation Style -> More Styles**
   - At the bottom of the Pop-up box you can change the language to Danish or other languages
   - This can also be done from Word

7. **Remove URLs and dates for your article references.**

    Sometimes you get URL’s in your reference list, where you do not need them. To remove them change the **Include URL’s and Date Accessed in Bibliographies to Only for Webpages**
You can find more information on the Mendeley guide at www.kub.kb.dk/mendeley

Here you can learn how to:

- Perform a literature search directly from Mendeley Desktop
- Import from different databases
- Add a reference manually
- Remove duplicates
- Watch Folder
- Etc etc etc
- Help to Mac users

Export formats

- Web of Science – BibTex
- Google Scholar – RefMan
- Næsten alt andet - RIS