GROUPS

You can form an unlimited number of groups of up to 25 members to share documents. You can create or participate in three kinds of groups:

- **Private groups:** An invitation is required, and content is only visible to members. Recommended for private research projects, or to share documents and annotations.

- **Invite-only public groups**: Visible to everyone, but only members can contribute. Recommended for public reading lists or to keep records of research results.

- **Open public groups**: Any user can join and contribute. Recommended for open discussions on a topic.

SIGN OUT OF A SESSION ON MENDELEY DESKTOP

To sign out of the session on the local version, you need to consider whether you are using a public or private computer:

If you are using a public or classroom computer, use the option:

File > Sign Out (xxxx@ub.edu)

If you are using a private computer, use the option:

File > Quit (Crtl+Q)

Cercabib

Use Cerca**bib** to access CRAI databases and e-resources.

cercabib.ub.edu

S@U
Servei d'Atenció als Usuaris
CRAI UB

To find out more, consult the User Support Service, a personalized service available 24 hours a day, 7 days a week.

crai.ub.edu/sau

On the CRAI web you will find information on forthcoming courses at your library.

crai.ub.edu/formacio

Has it been useful?
Help us to improve it
bit.ly/2s05WCQ

crai.ub.edu

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UNIVERSITAT DE BARCELONA

MENDELEY

Quick guide

CRAI | Centre de Recursos per a l'Aprenentatge i la Investigació

Mendeley is a reference manager integrated into institutional databases and library catalogues, with the characteristics of an advanced social network.

You can use Mendeley to organize your research, collaborate with other users online, and discover the latest documents published in a specific field.

Mendeley is available in a free version called "Mendeley Free" and a paid version called "Mendeley Institutional Edition", which is subscribed to by the UB via the Consortium of University Services of Catalonia (CSUC).

What can you do with Mendeley?

- Import and organize bibliographic information and PDF files saved on your computer, and from the main databases or webpages.

- Add annotations to and highlight sections of PDF documents.

- Keep a copy of your library on the server, access and synchronize data from any device.

- Create citations and bibliographies in word processors.

- Keep in touch with colleagues and share documents, notes and comments safely.

- Discover documents, people and public groups.

USER PROFILE

Register

You can create an account at www.mendeley.com with the advantages of Mendeley Institutional Edition if you previously activate the E-Resources Access Service (SIRE) identification.

You will find information on:

CRAI UB > CRAI Services > Citations and reference management > Mendeley

INSTALLATION AND USE

Desktop (local) and Web versions

Mendeley uses a **Desktop** (local) version and a **Web** version. The Desktop version must be installed on your computer. Once you have created an account, you will find the option in the Web version or at the following link:

http://www.mendeley.com/download-mendeley-desktop/

What you can do with the Desktop version:

- **Create and organize in folders** our collections of references and documents.
- Include **PDF** files in a bibliographic reference.
- Using the **PDF viewer**, you can **highlight** parts of a document and make **annotations** to **share** with other users.

What you can do with the Web version:

- Manage **My account**: your profile, statistics, documents and folders.
- View information about people, manage **contacts** and groups.
- **Search and consult** documents; see statistics on the most read papers.

INSTITUTIONAL vs FREE EDITION

- **100GB** of storage to create a personal library, instead of 2GB in the free version.

- **100GB** of storage for research groups, instead of 100MB in the free version (the space is taken from the account of the person who created the group).

- Share research, by creating an **unlimited number of public and private groups** for exchanging documents, with up to **100** member (instead of five private groups with no more than twenty five members in the free version).

- Personal profile containing your **curriculum, publications** and **affiliation**. You can receive recommendations of papers based on your personal library, using **Mendeley Suggest**.

FEATURES

The reference manager has specific tools that help you to navigate the various options and manage your library:

- Connectors

To add citations and create bibliographies for your documents, install the plugins from Mendeley Desktop. They enable integration with text editors such as MsOffice, LibreOffice.

- Web Importer (Save to Mendeley)

To copy bibliographic references from websites you can use the Web Importer tool, which can be installed in different browsers.

Some of the main websites that support the Web Importer application are: **Nature**, **ScienceDirect**, **EBSCO**, **Pub-Med**, **Wikipedia**, **GoogleScholar**, **Scopus**, **PLoS** and **BioMedCentral**.

You can see all the websites on which Mendeley Web Importer can be used and install the tool at:
http://www.mendeley.com/import/

REFERENCES AND BIBLIOGRAPHIES

Once the connector has been installed in your word processor, you can easily insert citations into the documents you are working on. In **MSWord,** you will find the options in **References > Mendeley Cite-O-Matic**; in **LibreOffice** your find them as a **tool bar**.

Cite
— Place the cursor where you want to insert the citation in the text.
— Click on **Insert Citation**. A search box will appear to search for the references that you need (by author, title or year in your library), or you can display your library to select the references that you want to cite.
— Click on **OK** to insert the citation in the cursor position.
— You can change the style of the citation using the Style dropdown menu on your word processor or through Mendeley Desktop: **View** > **Citation Style** > **More Styles**

Create a bibliography
Once you have the citations that you want, click **Insert Bibliography** to generate the bibliography. If you subsequently insert new citations into the text, use the **Refresh** option to update the bibliography.