

# Instructions





# INTRODUCTION TO MENDELEY





# Instructions





# INTRODUCTIONS

**Emily Adydan, MSLS**

**Health Sciences  
Informationist**

[emily.c.adydan@vanderbilt.edu](mailto:emily.c.adydan@vanderbilt.edu)

615.343.6292





# INTRODUCTIONS

ANNETTE AND IRWIN ESKIND FAMILY

BIOMEDICAL LIBRARY AND LEARNING CENTER



Located next to  
the Langford  
Auditorium



Primary information resource for  
the Vanderbilt University School of  
Medicine, Vanderbilt University  
School of Nursing, and the  
Vanderbilt University Medical Center



# What's the Best Summer Snack?



margarita  
mango  
cold beer  
ice cream  
watermelon  
cold grapes  
summer fruit  
jd icecream  
apple  
frappe  
rum cake



# OBJECTIVES



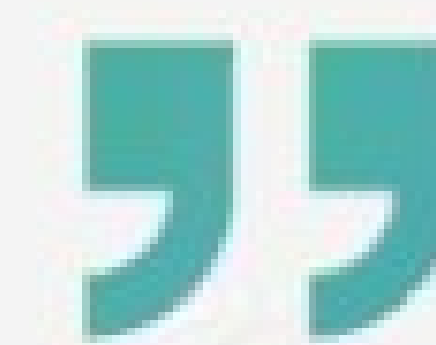
Identify basic Mendeley functions



Access & navigate Mendeley programs & account



Export resources from databases & import resources into Mendeley for review



Organize & annotate citations in Mendeley



Export citations for further screening



Navigate Mendeley Cite in Microsoft Word



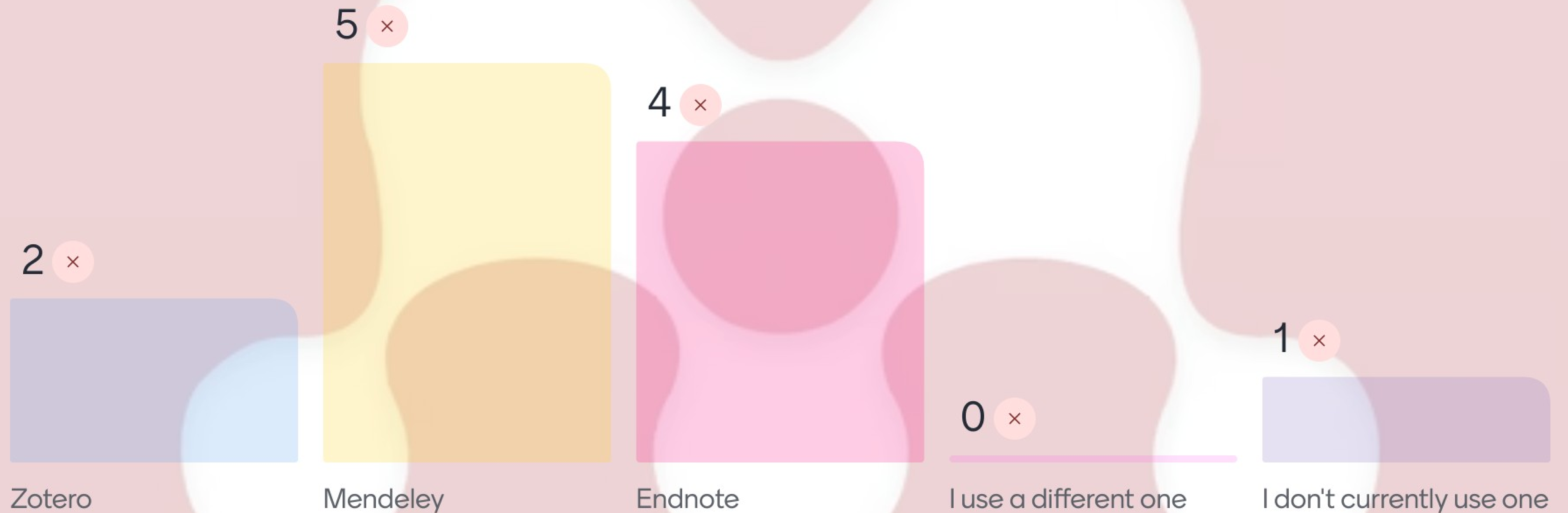
# WHY USE A REFERENCE MANAGER?

- Often free to use
- Personal library of references
- Track, upload, organize, & annotate references
- Collaborate w/ research team members



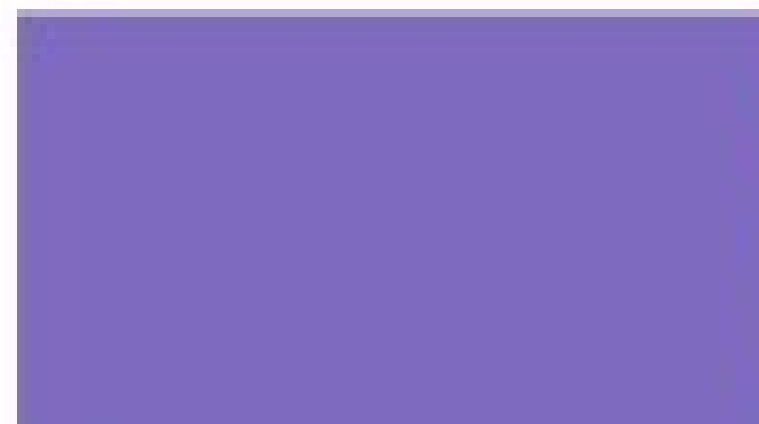












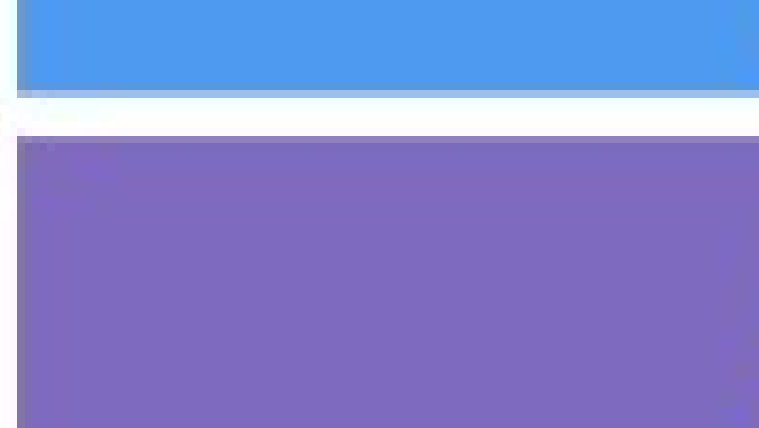
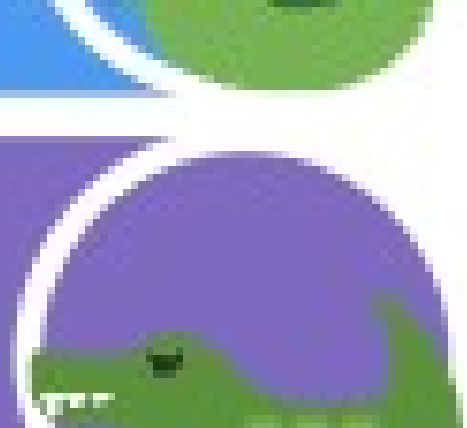



# Which citation manager do you use?





# Quiz leaderboard

0 p			Mikey
0 p			Ambriel
0 p			K
0 p			Sakura
0 p			Elsa
0 p			Anne Droid
0 p			Sebastian
0 p			Dragonite
0 p			Croc
0 p			Grace



# WHAT REFERENCE MANAGERS ARE AVAILABLE?

- Heard Libraries has access to three excellent reference managers...

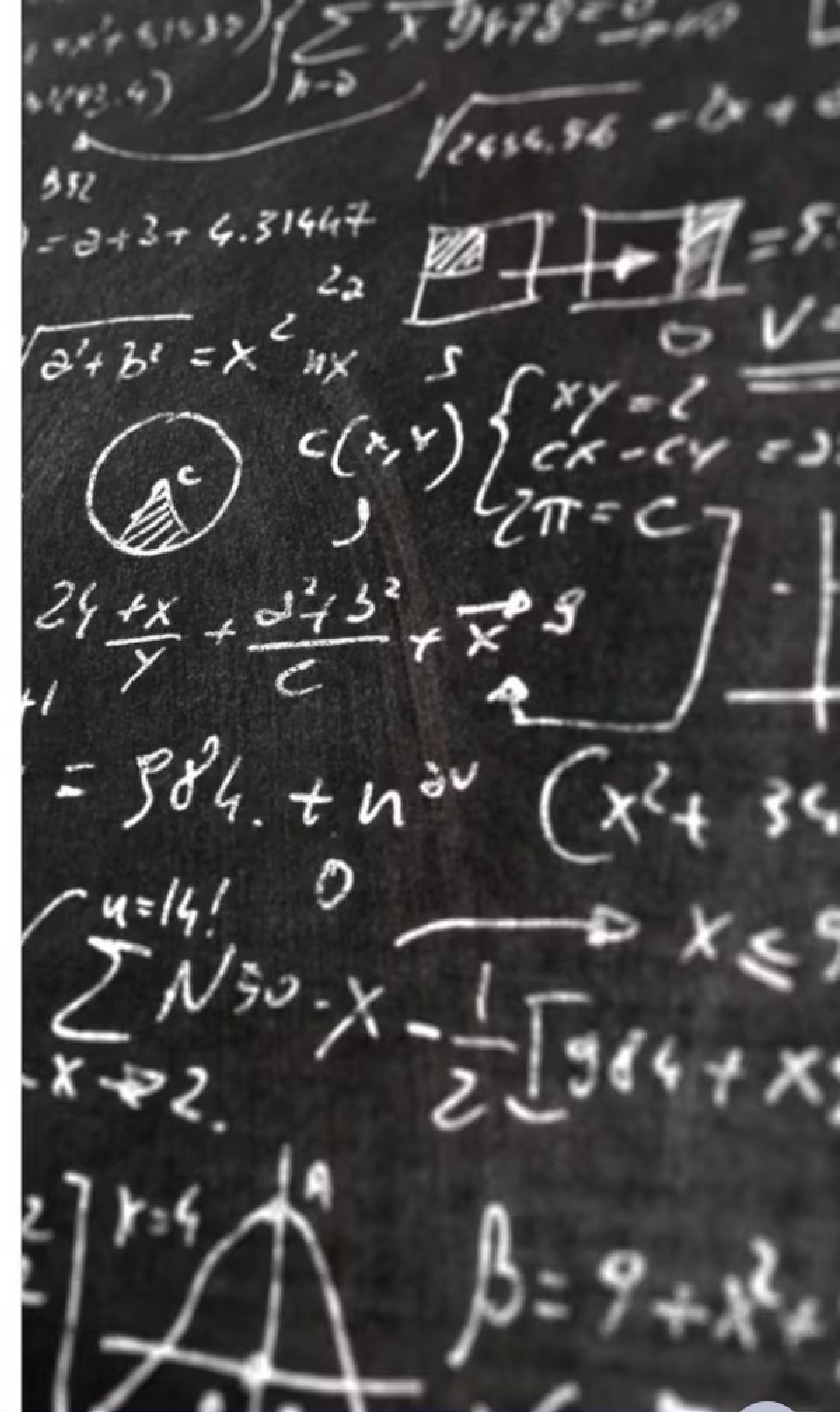
☐ EndNote

☐ Zotero

☐ Mendeley

- Access here:

[https://researchguides.library.vanderbilt.edu/biomedtraining/citation\\_managers](https://researchguides.library.vanderbilt.edu/biomedtraining/citation_managers)





# Citation Manager Research Guide

[https://researchguides.library.vanderbilt.edu/biomedtraining/citation\\_managers](https://researchguides.library.vanderbilt.edu/biomedtraining/citation_managers)





# WHAT IS MENDELEY?

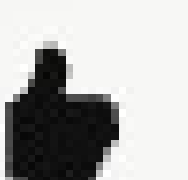
- Free, web-based reference manager
- Used by students, faculty & researchers
- 2GB of storage for free users
- Compile, organize, annotate, & collaborate on references & citations
- Compatible with Microsoft Word via Add-in extension





MENDELEY

- Available as...
  - Desktop App
- Plug-In  
(*Mendeley Cite*)
- Web  
Importer





# ACCESSING MENDELEY

EBL CITATION MANAGEMENT RESEARCH GUIDE:

[HTTPS://RESEARCHGUIDES.LIBRARY.VANDERBILT.  
EDU/BIOMEDTRAINING/CITATION\\_MANAGERS](https://researchguides.library.vanderbilt.edu/biomedtraining/citation_managers)

- Scroll Down To “Mendeley” Section
- Click “Mendeley Reference Manager”



# ACCESSING MENDELEY

- Choose to download/ install “Reference Manager,” “Mendeley Cite,” and/or “Web Importer”
  - Create account with Mendeley

<https://www.mendeley.com/reference-management/reference-manager/>



Solutions

Support

Sign In

Create account

Download

Mendeley Reference Manager

Mendeley Cite

Web Importer

Premium

Datasets





# Mendeley Access

<https://www.mendeley.com/reference-management/reference-manager/>





# DESKTOP APP

**“Preferences”** (*lower left hand corner- initials icon*)

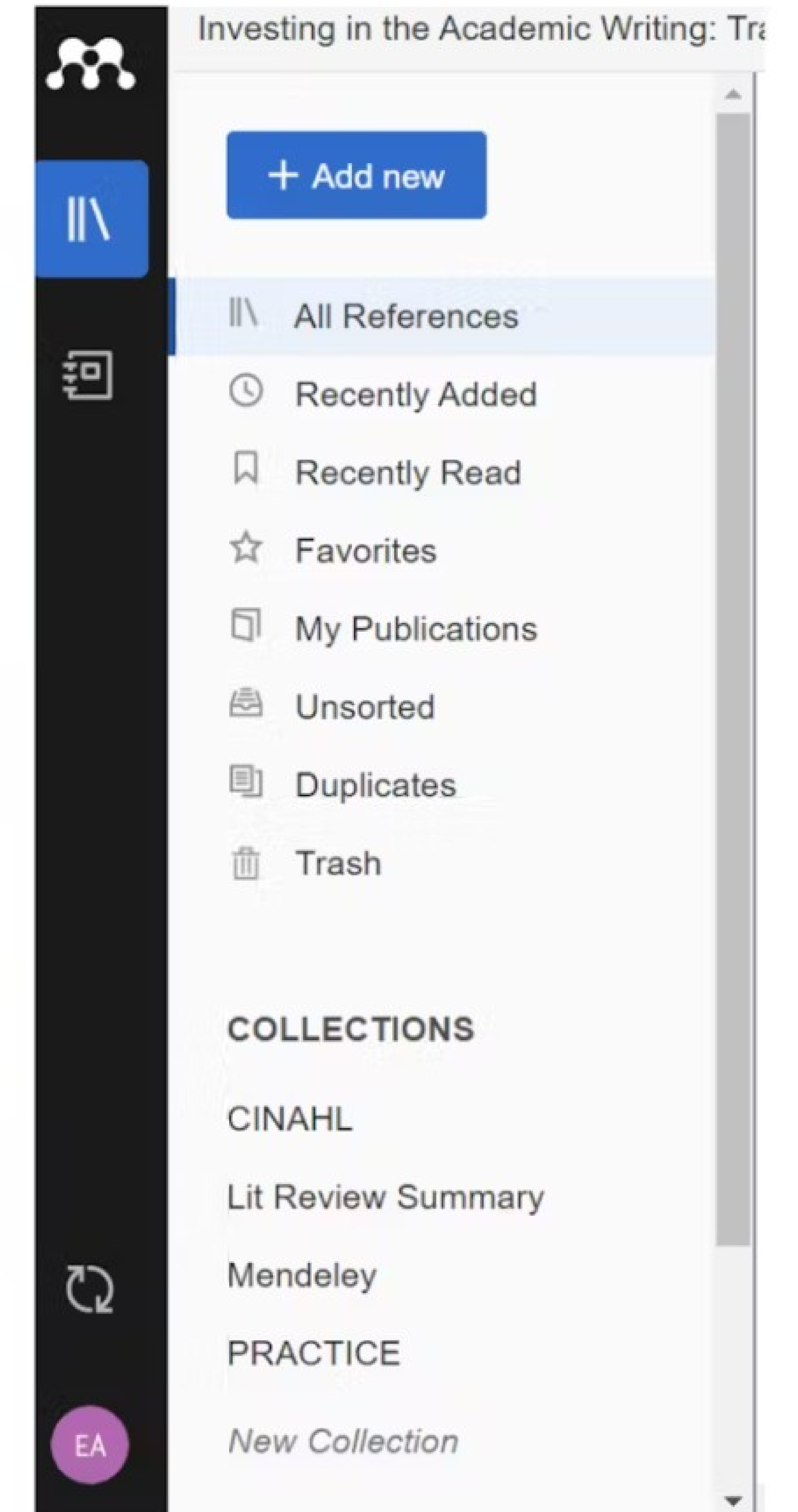
- **“Formatted Citation Style”**
- **“Groups”** for shared citations/ Add members

**“+ Add New”** to add new citation/ import files

**“Favorites”** can highlight selected files

**“Collections”** for organizing files

**“Duplicates”** folder for deduplication





# MENDELEY WEB IMPORTER EXTENSION



Web Browser Extension



Directly import articles, web pages, etc. into Mendeley



Install here: <https://www.mendeley.com/reference-management/web-importer>



# Mendeley Web Importer

<https://www.mendeley.com/reference-management/web-importer>





# EXPORTING & IMPORTING



Exporting Files From  
Databases To Import  
To Mendeley



Use .RIS File  
Formats Where  
Available



When .RIS Is Not  
Available, Use Web  
Importer Extension



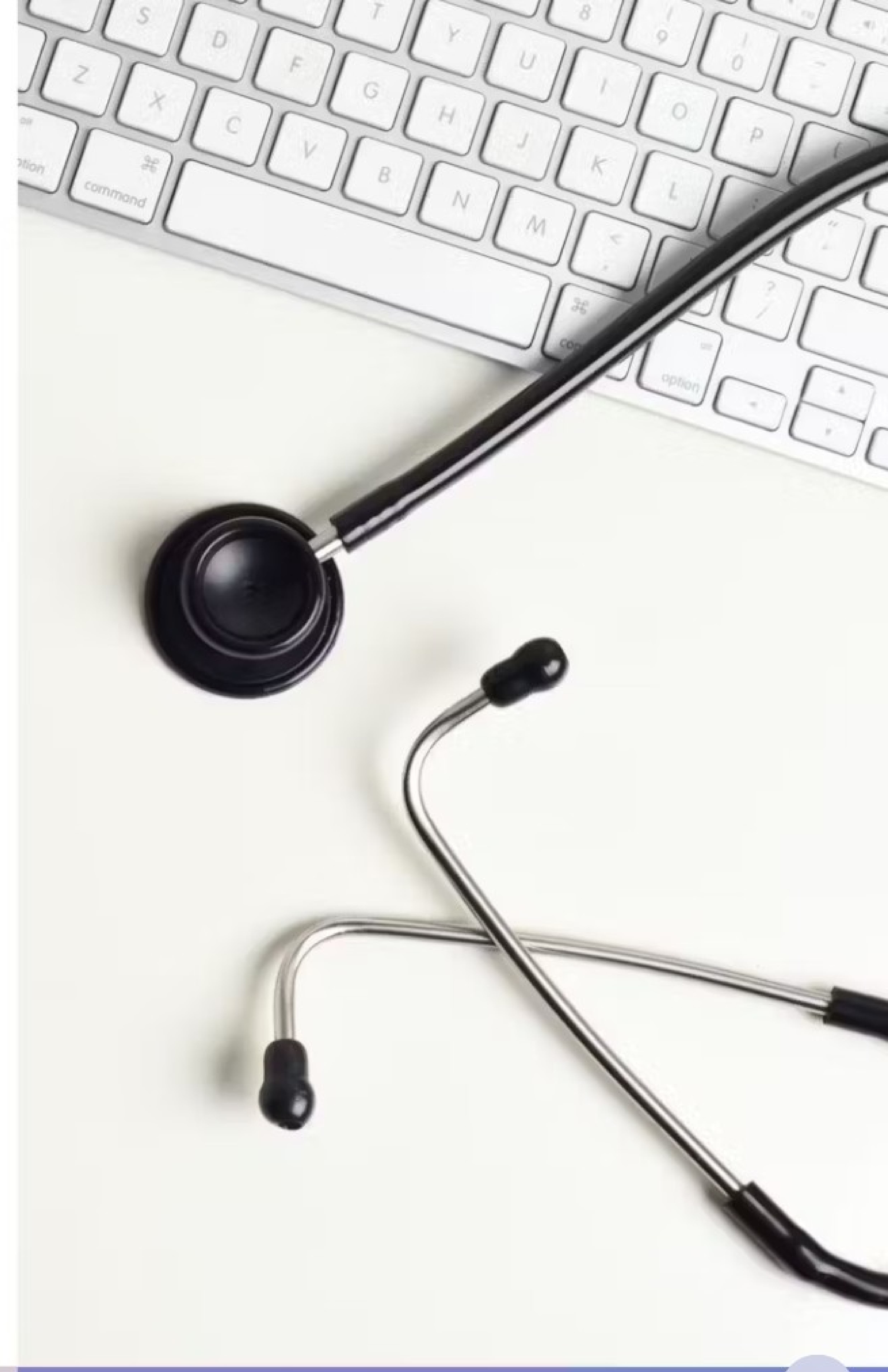
# EXPORTING EXAMPLE...

- Topic: Burn Injuries in Sub Saharan Africa

- Database Access:

<https://researchguides.library.vanderbilt.edu/healthsciences>

- Embase- .RIS File Export
- PubMed- Mendeley Web Importer





# Database Access

<https://researchguides.library.vanderbilt.edu/healthsciences>





# IMPORTING TIPS



After importing each set of citations, move set to your labelled collection to keep citations organized!



Some citations will have direct access to PDFs & others will have to be manually pulled



Citations w/ a green dot indicate there is a PDF attached & viewable in Mendeley



PDFs not immediately available can be attached to citation in Mendeley once you locate it



# READING & ANNOTATING

In Mendeley, you can...

- View
- Read
- Annotate
- Highlight
- Keep notebooks
- Tag





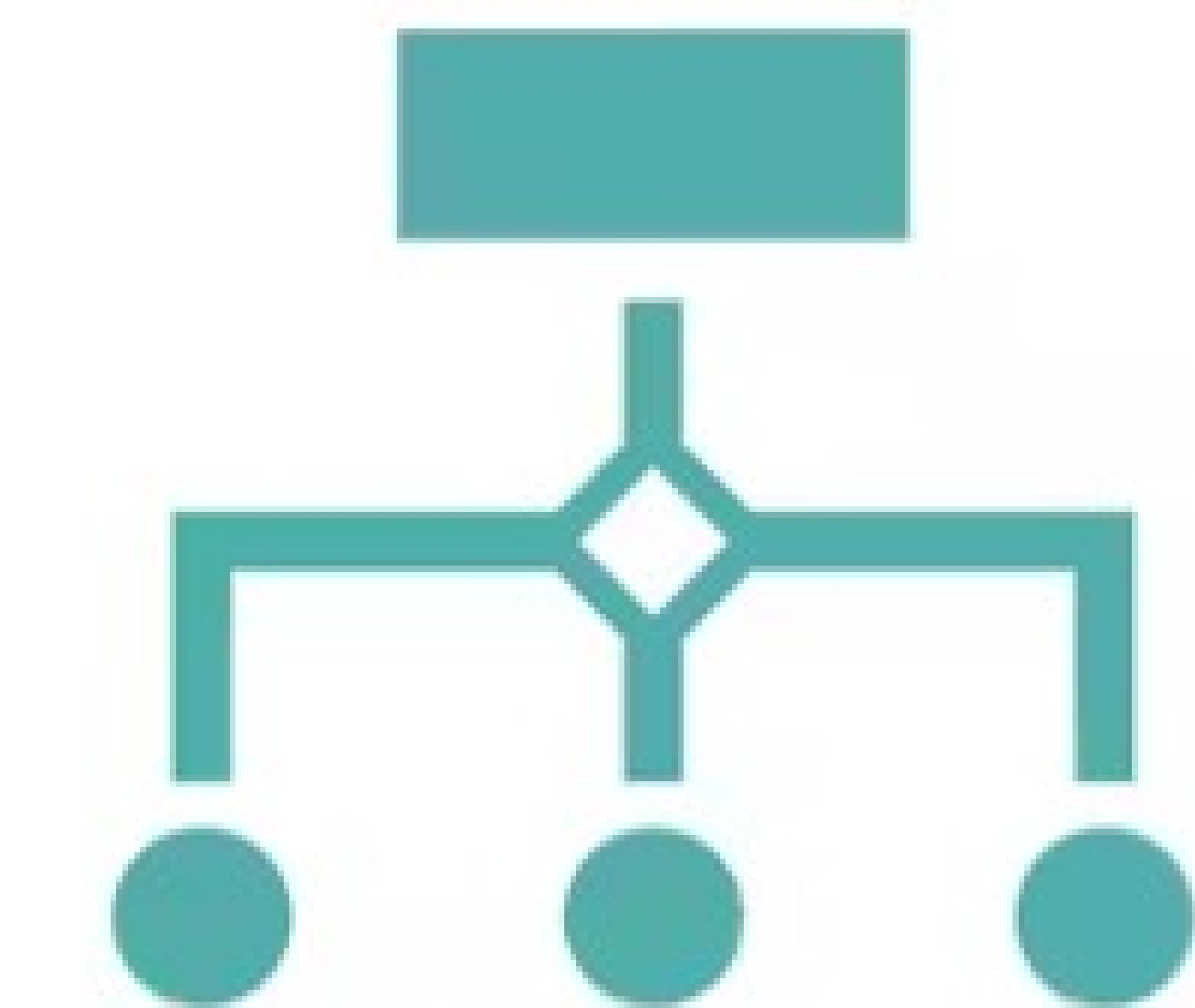
# EXPORTING OPTIONS



Copy as “**Formatted Citation**”



Export final selections under “**Export**”



Exports can then be imported into software such as Covidence for the next steps in your review



# MENDELEY CITE PLUG-IN



Plug-In for word processors to insert citations from Mendeley



Compatible with Microsoft Office 365, Microsoft Word, & Microsoft Word app for iPad



Install here: <https://www.mendeley.com/reference-management/mendeley-cite>





# Mendeley Cite Plug-In

<https://www.mendeley.com/reference-management/mendeley-cite>





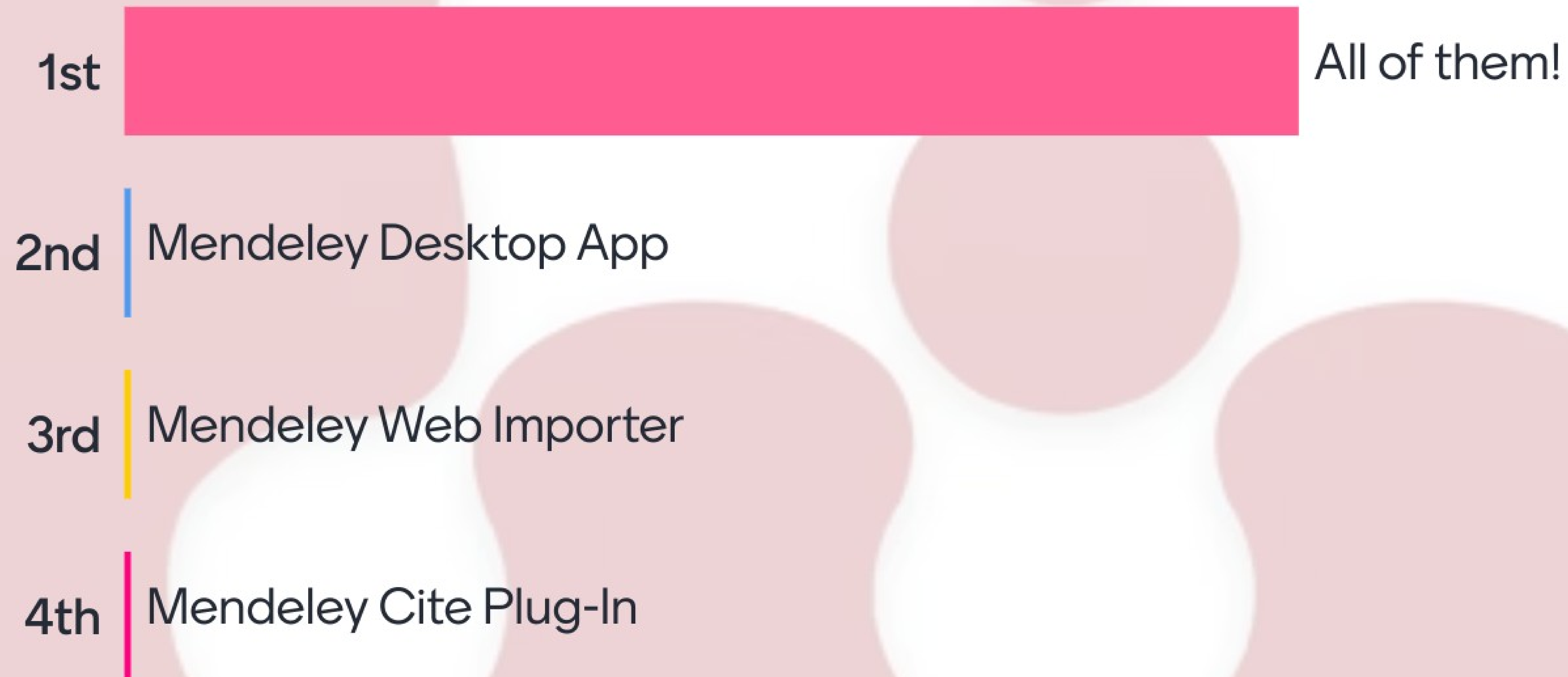
# MENDELEY CITE IN WORD

- Accessible under “**References**”
- Can search by collection & citation in sidebar
- Can directly insert **in-text citations** & **references**





# Which Mendeley tool are you most excited to try out?





# QUESTIONS?

- We offer training consultations on all of our citation managers!
  - Reach out via our AskBiomedical form:  
<https://redcap.link/askbiomed>
- Visit our Citation Manager Research Guide for links, training info, & demonstration videos:  
[https://researchguides.library.vanderbilt.edu/biomedtraining/citation\\_managers](https://researchguides.library.vanderbilt.edu/biomedtraining/citation_managers)





# Questions?

AskBiomedical:

<https://redcap.link/askbiomed>

Citation Manager Research Guide:

[https://researchguides.library.vanderbilt.edu/biomedtraining/citation\\_managers](https://researchguides.library.vanderbilt.edu/biomedtraining/citation_managers)

