

MENDELEY: WORKSHEET

INTRODUCTION

The following activities will introduce you to the main features of Mendeley. The Laurier librarians can help you if you need assistance. Please contact libcitations@wlu.ca

WORKSHEET ACTIVITIES:

1. Create a Mendeley account at <http://www.mendely.com>. Download the Mendeley desktop from this page.
2. Go the Laurier Library website and download 3 articles to your computer desktop. Drag the PDFs into the Mendeley desktop.
3. On the right side of the screen, check that each of the bibliographic details is correct. Adjust as necessary. If you don't do this, your bibliography will include errors.
4. Reorganize your 3 references by date. Now reorganize them alphabetically by author.
5. Create a folder for your articles and drag them into it.
6. If you have already have a folder with downloaded articles on your computer, add the entire folder to Mendeley.
7. Add a tag to each article. Tags are useful as an alternative way of searching for sources later.
8. Search for those tags (on the left side of the page) and check that your articles appear.
9. Add a note for yourself to one of the articles.
10. Install the Web Importer (under "tools" in the menu.)
11. Select a book from the WorldCat library: <http://www.worldcat.org>. Add it to Mendeley by clicking on the Mendeley Web Importer. (Mendeley does not work with Laurier's Primo Catalogue. If you find books through Primo, you can import them via World Cat.)
12. Sync your library to the cloud.
13. Create a bibliography of your references by choosing a citation style (under "view" in the menu), right-clicking on selected citations, and choosing "copy as > formatted citation."
14. Go to the Mendeley site and check how much free storage you have left.
15. If you work on a second computer, download Mendeley and sync your library.
16. If you own an Android or Apple device, download the Mendeley app and sync your library.