

Mendeley – top tips

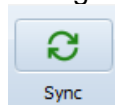
8 top tips to make your use of Mendeley more efficient.

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Working between computers

Suppose you have Mendeley desktop installed on your office computer. You want to be able to work at home. To do this you can use your Mendeley online library which can be accessed at <https://www.mendeley.com/library/> Make sure you synchronise your library so that any changes you have made are updated in your desktop Mendeley by clicking on the Sync button



Finding duplicates

To find duplicate items:

- Go to the Tools menu
- Select Check for Duplicates
- Duplicate references will appear in the right hand window and can be merged by clicking on the Merge button.

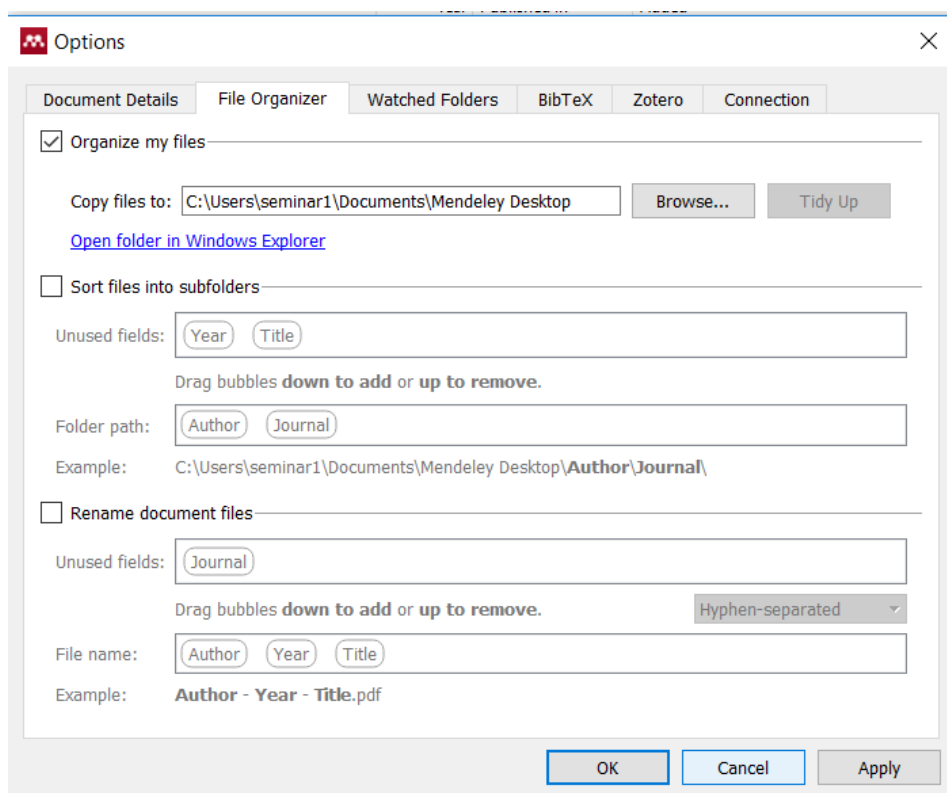
Adding downloaded PDFs to your library

To automatically add downloaded PDFs to your library:

- Go to the File menu
- Select Watch folder
- From the folder structure select the Downloads folder (or the folder where you normally store your PDFs).

File Organiser

Another nice feature of Mendeley is that there is a file naming tool: “File Organizer”. This will name all the PDFs in your watched folder with a consistent convention.



Just drag and drop the options in “Rename document files” in the order you want them.

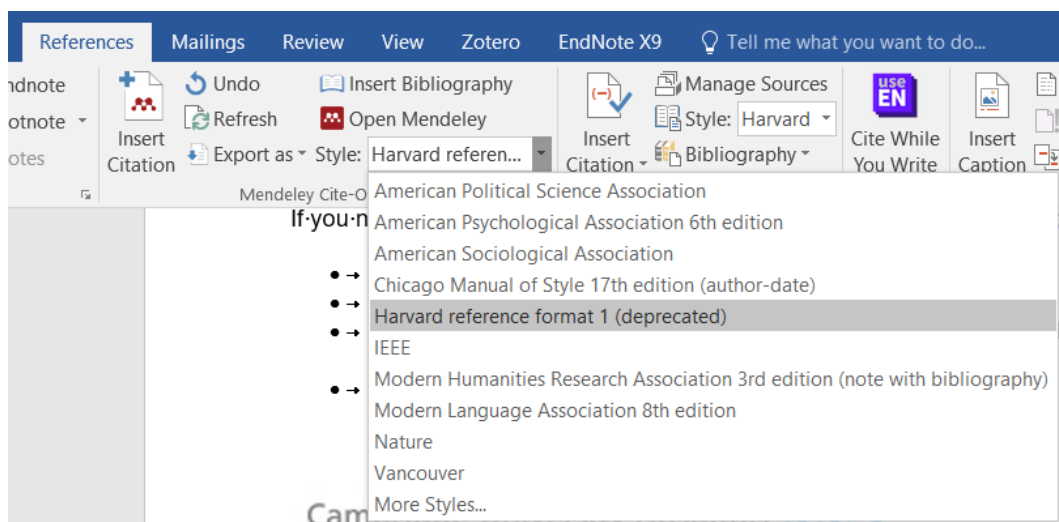
Sharing your references

If you need to share references with colleagues a Group Library can be created.

- Go to the Edit menu
- Select the New Group option
- Choose a name for your group and the option for your group Public, Invite Only or Private.
- Invite people to join your group by entering their email address

Change your referencing style in Word

To change referencing style e.g. from Vancouver to Harvard in the References tab in Word select and select the required style from the list.



Use tags to help find references

Sometimes you might want a reference to sit in two different places at once –or even more. In this situation creating your own system of tags can help you organise your references more flexibly.

When you view a reference in the right-hand column of Mendeley desktop, there is a field for Tags. Add your own tags –being consistent in your terminology will ensure a reliable system to help you find relevant papers in the future.

To find all the papers that you've tagged in the same way, on the left-hand column there is an option to filter –by author, by keyword, by publication, or by MY TAGS.

Ask the library training team

Always happy to help – just email librarytraining@medschl.cam.ac.uk