

MENDELEY SETTING & TUTORIAL FOR MAC



BY:

MOHAMAD SALBIHAN BIN SALMAN

SENIOR LIBRARIAN

REFERENCE UNIT

MENDELEY REFERENCE MANAGER



CREATING MENDELEY ACCOUNT

Create a Mendeley account

One account for all your research.

Email address

e.g. j.smith@harvard.edu

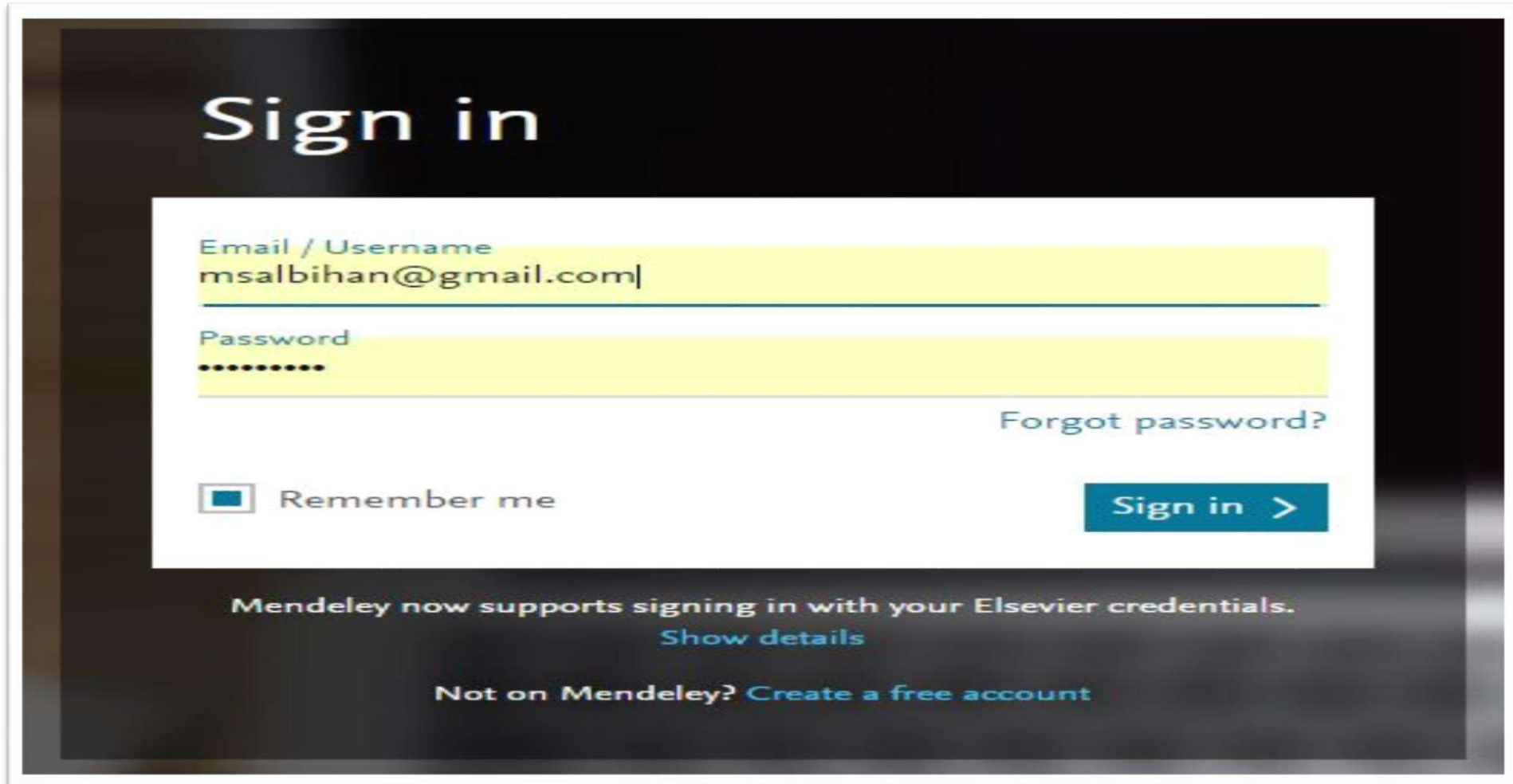
First name

Last name

Password

Continue >

SIGN IN TO MENDELEY ACCOUNT:

A screenshot of the Mendeley sign-in page. The page has a dark background with a white sign-in box in the center. The box contains fields for email/username and password, a 'Remember me' checkbox, a 'Forgot password?' link, and a 'Sign in' button. Below the box, there is a message about Elsevier credentials and a link to 'Show details', and at the bottom, a link to 'Create a free account' for new users.

Sign in

Email / Username
msalbihan@gmail.com|

Password
.....

[Forgot password?](#)

☐ Remember me [Sign in >](#)

Mendeley now supports signing in with your Elsevier credentials.
[Show details](#)

Not on Mendeley? [Create a free account](#)

DOWNLOAD MENDELEY DESKTOP

Mendeley: Homepage
www.mendeley.com/ ▼ Terjemahkan halaman ini
Mendeley is a free reference manager and an academic social network. Manage your research, showcase your work, connect and collaborate with over six ...
Anda telah melawat halaman ini 3 kali. Lawatan terakhir: 17/03/08

Hasil carian daripada mendeley.com



Download Mendeley Desktop Download Mendeley Desktop for Windows. Save time managing ...	Web Importer Mendeley Web Importer is available for all major web ...
Download Mendeley Desktop lets you save PDFs, share thoughts with ...	Create account Create a Mendeley account. One account for all your research. Let ...
Reference Manager With the Mendeley Reference Manager, you can easily ...	

Download Mendeley Desktop for Mac OS



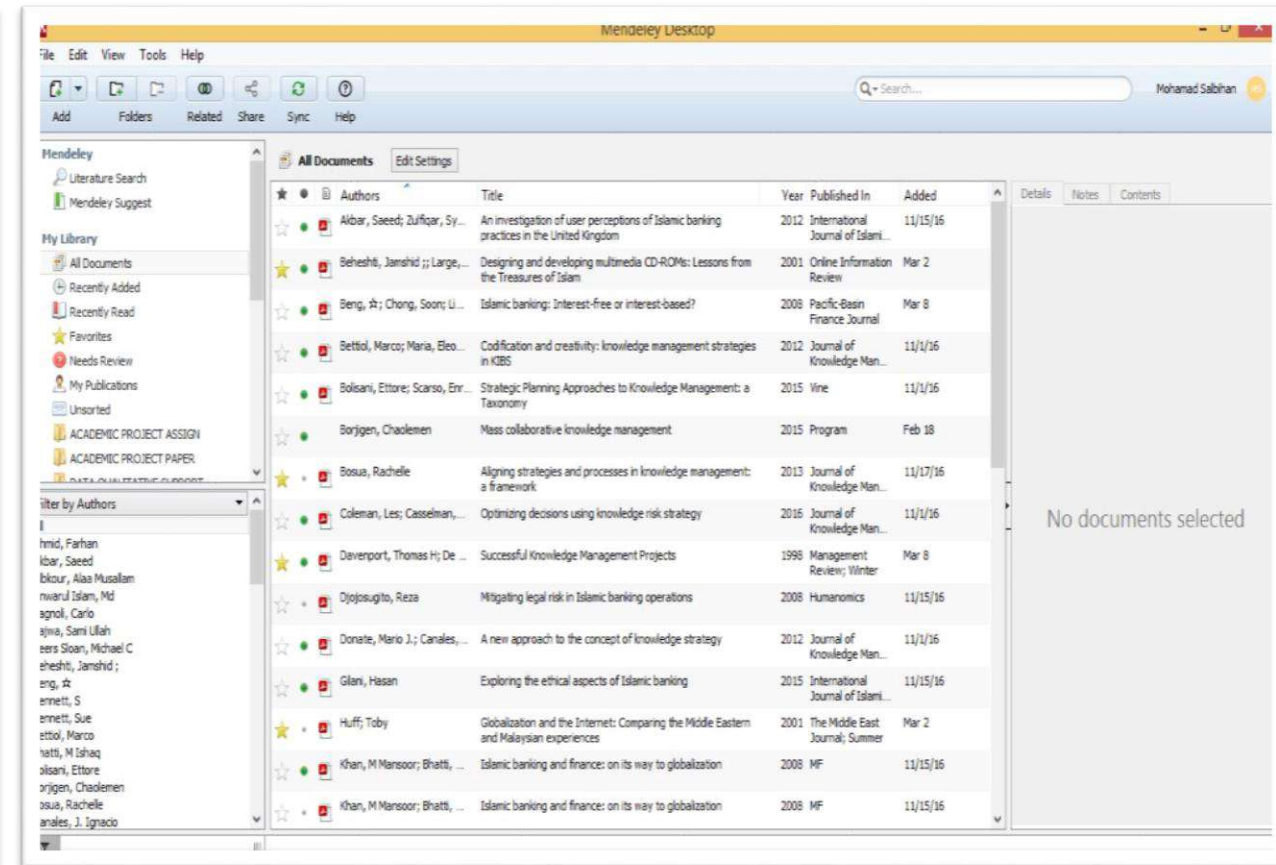
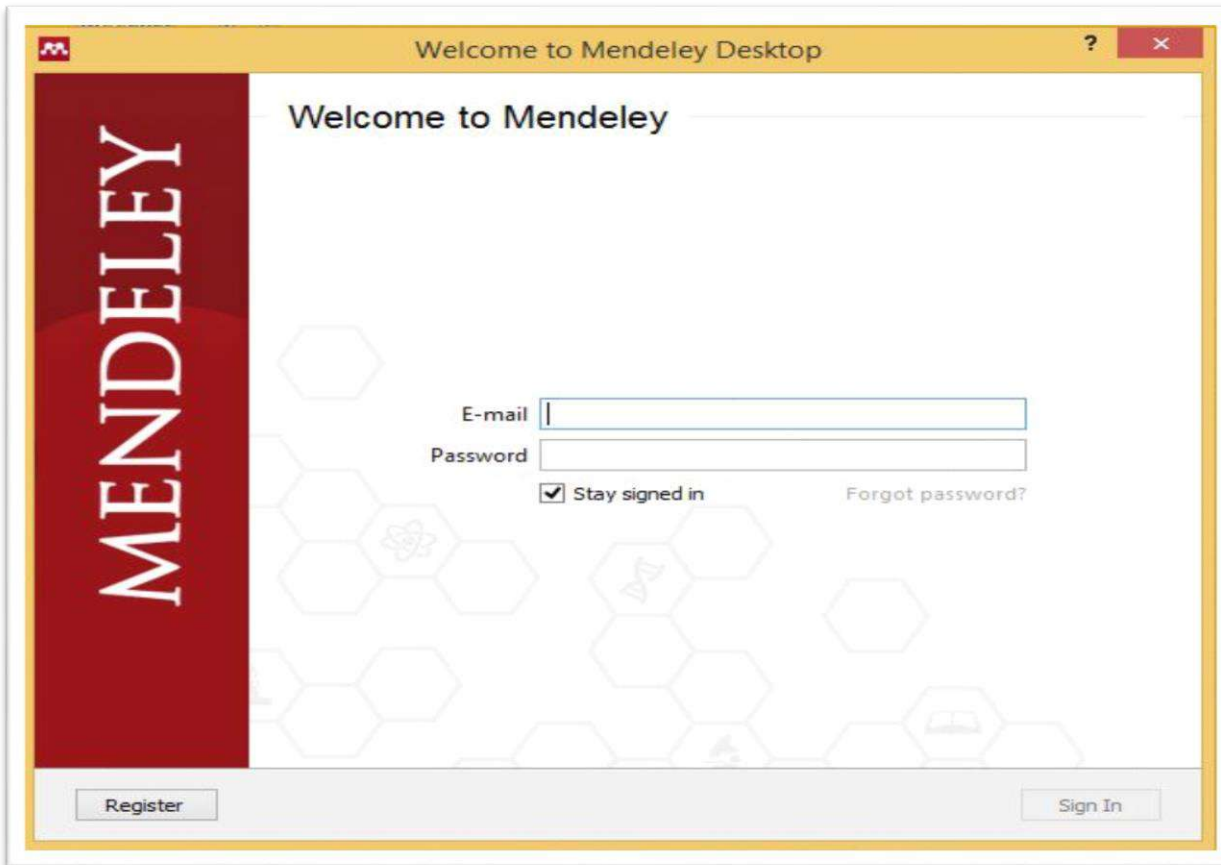
[Download Mendeley Desktop for Mac OS X](#)

Mac OS X 10.10 or 10.11. [See release notes.](#)

Other systems:  [Mendeley Desktop for Windows](#)  [Mendeley Desktop for Linux](#)

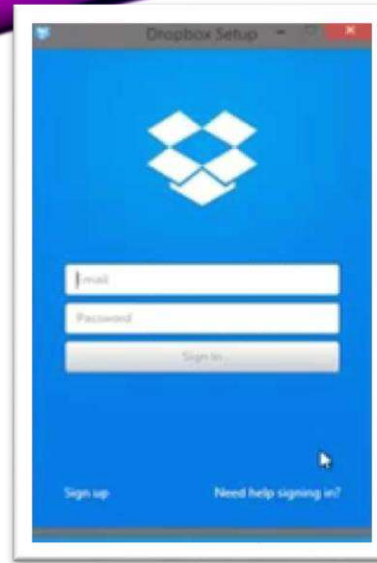
1. Google Mendeley Homepage;
2. Download Mendeley Desktop For Mac OS;
3. Install the Mendeley Application in Laptop or Desktop.

SIGN IN TO MENDELEY DESKTOP



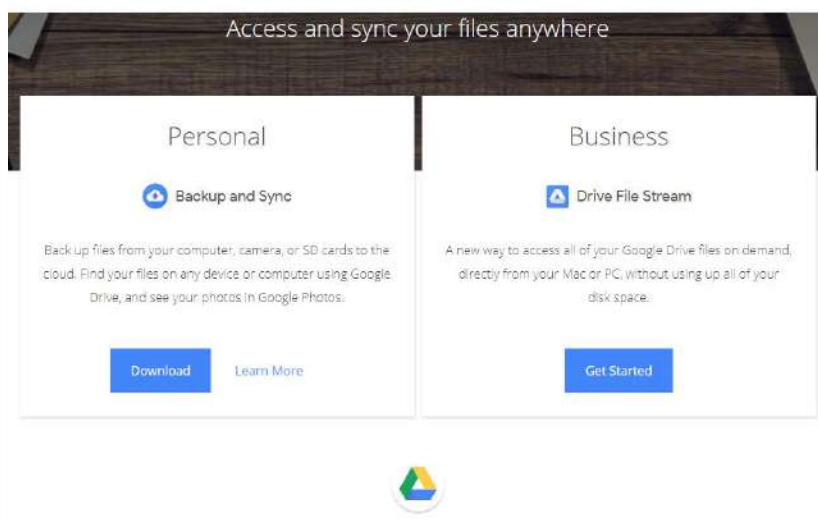
1. Enter Email & Password to Login to Mendeley Desktop.

DOWNLOAD CLOUD FOR DESKTOP



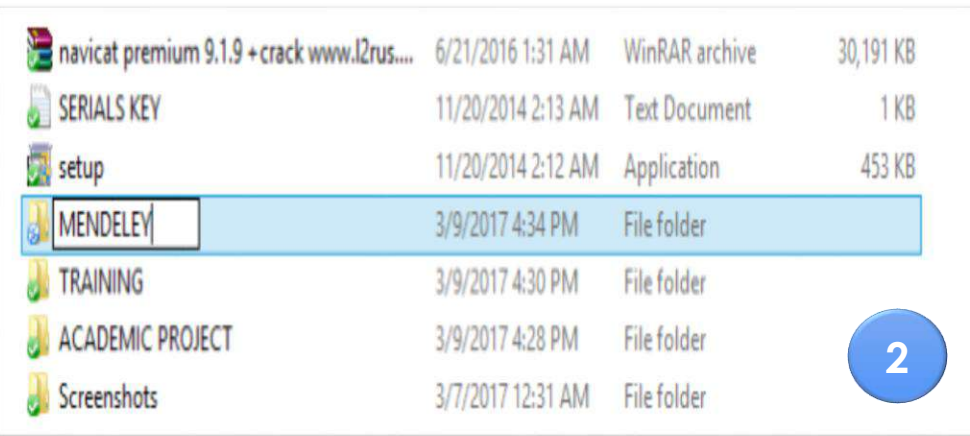
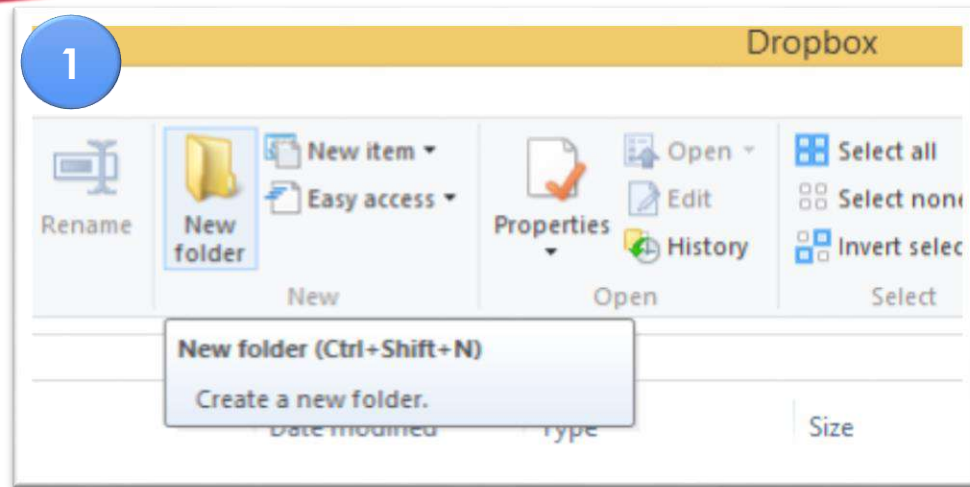
- Install Dropbox for Desktop;
- Login to Setup Dropbox.

OR



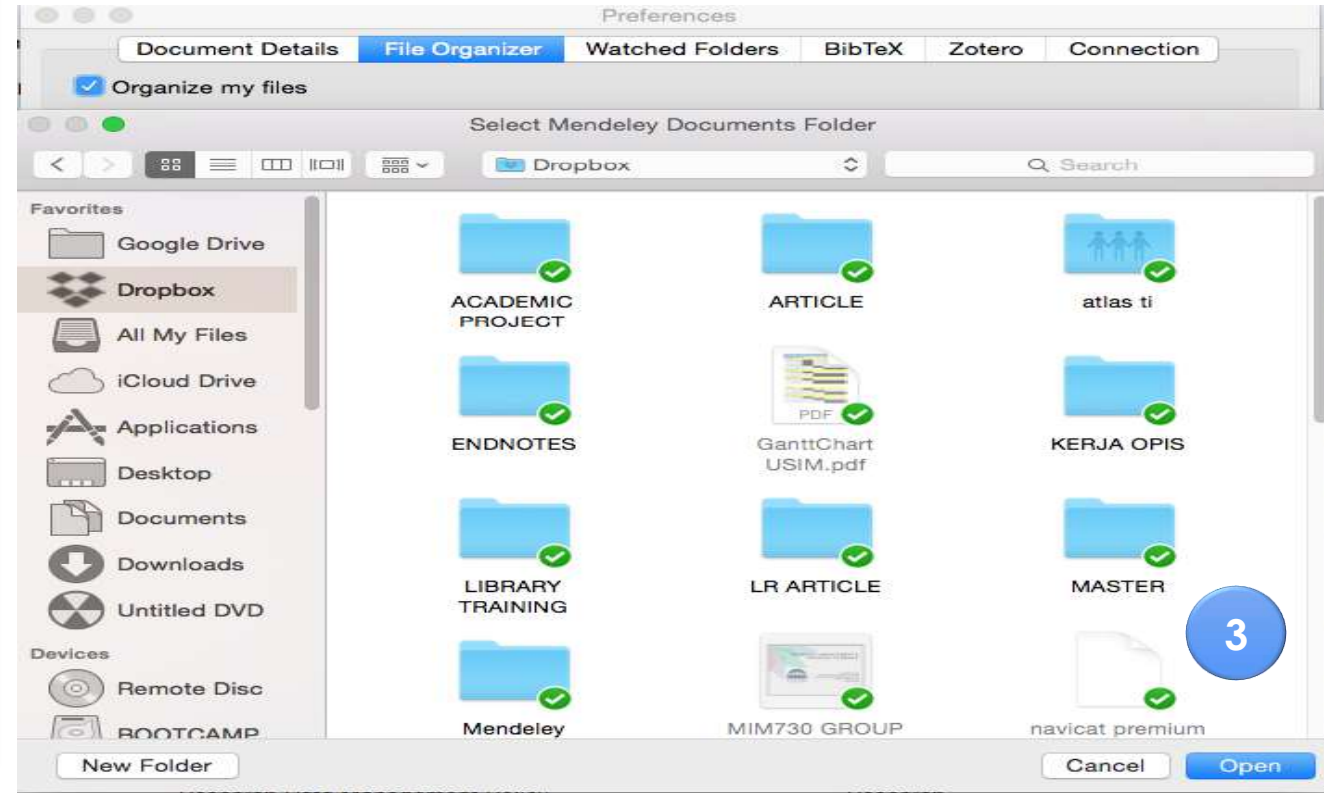
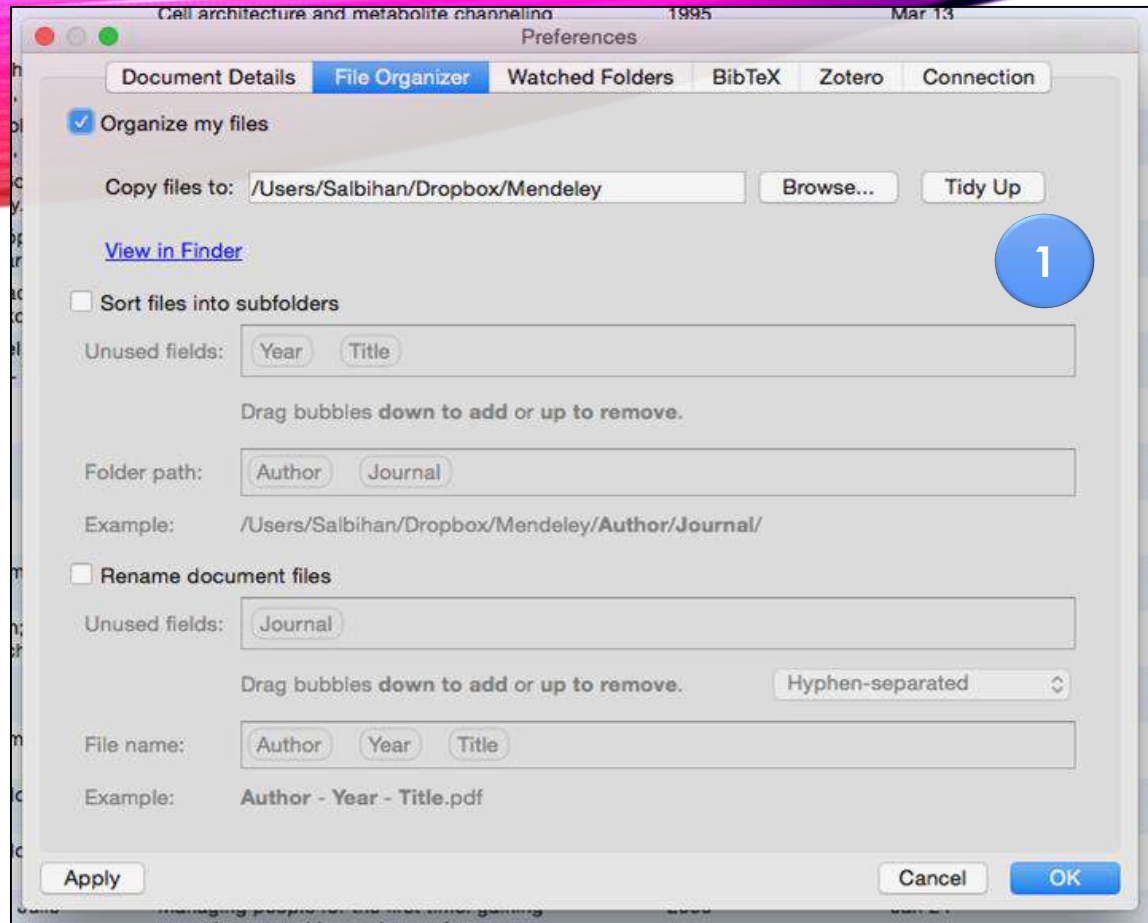
- Install Dropbox for Desktop;
- Login to Setup Dropbox.

CREATE FOLDER IN DROPBOX & SYNC TO MENDELEY DESKTOP



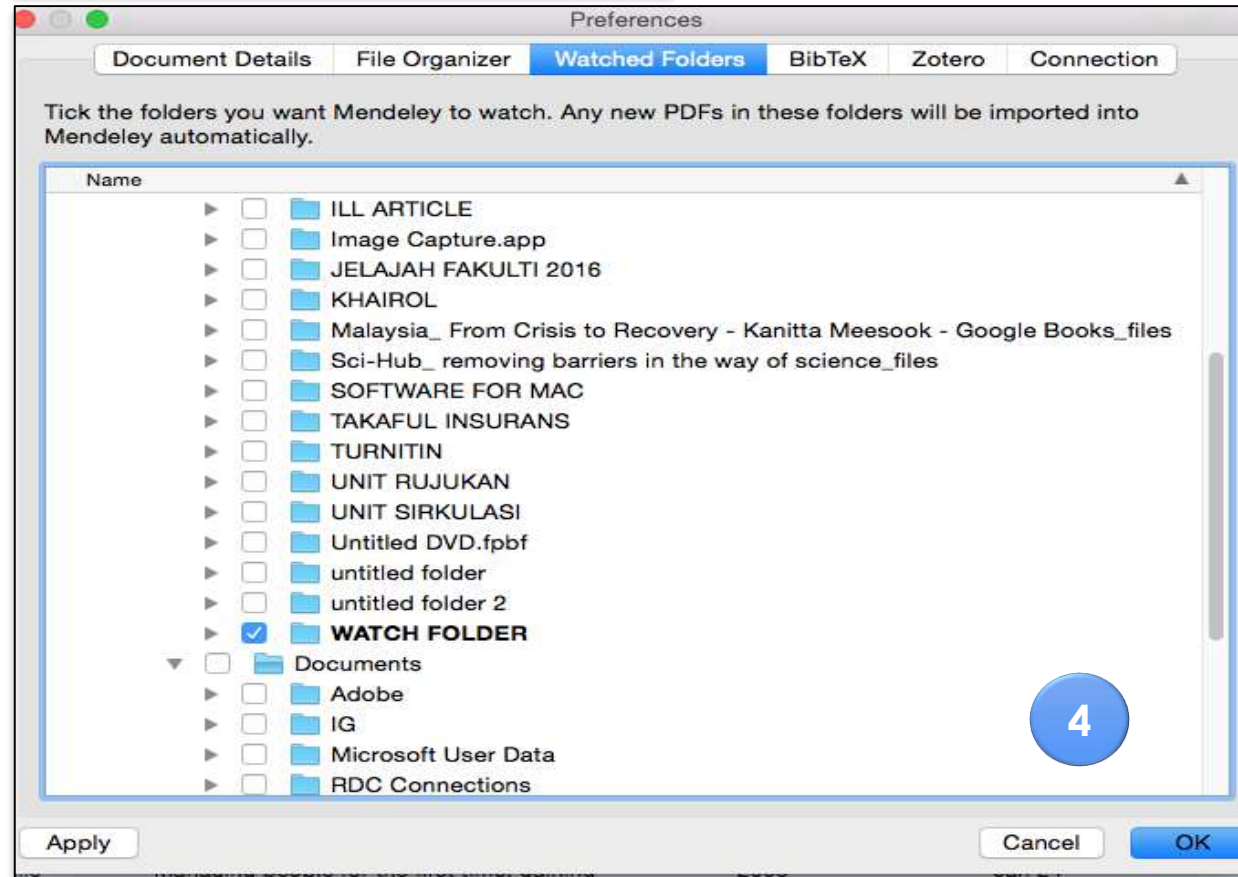
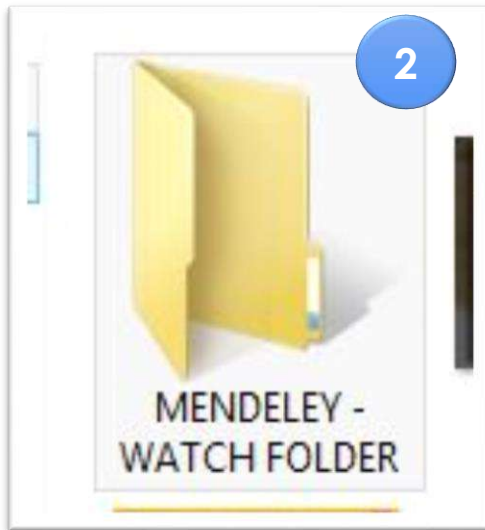
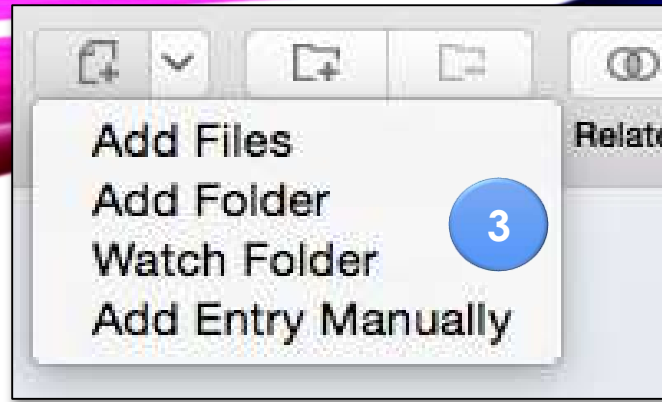
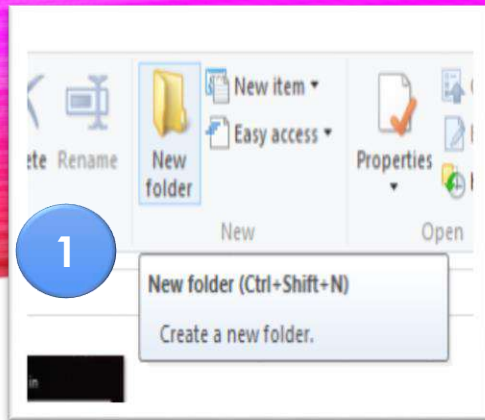
1. Open Dropbox Desktop Application;
2. Create & Rename The New Folder;
3. Go To Mendeley Desktop & Go To Preferences Menu;

CREATE FOLDER IN DROPBOX & SYNC TO MENDELEY DESKTOP



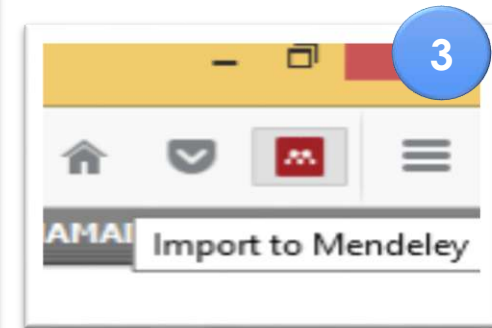
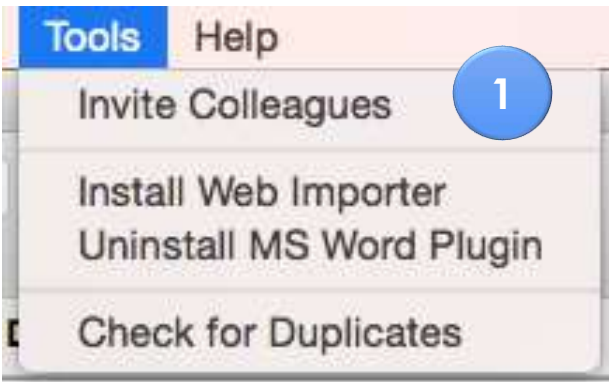
1. In Option Preferences Choose "File Organizer" & Tick "Organize My File"
2. Click "Browse" & Select Folder Or Create New Folder To Save Article.

WATCH FOLDER IN MENDELEY DESKTOP



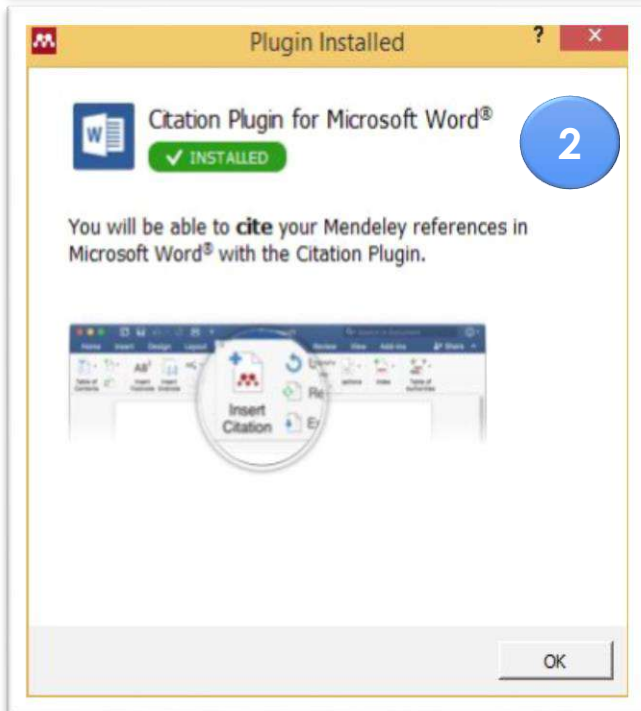
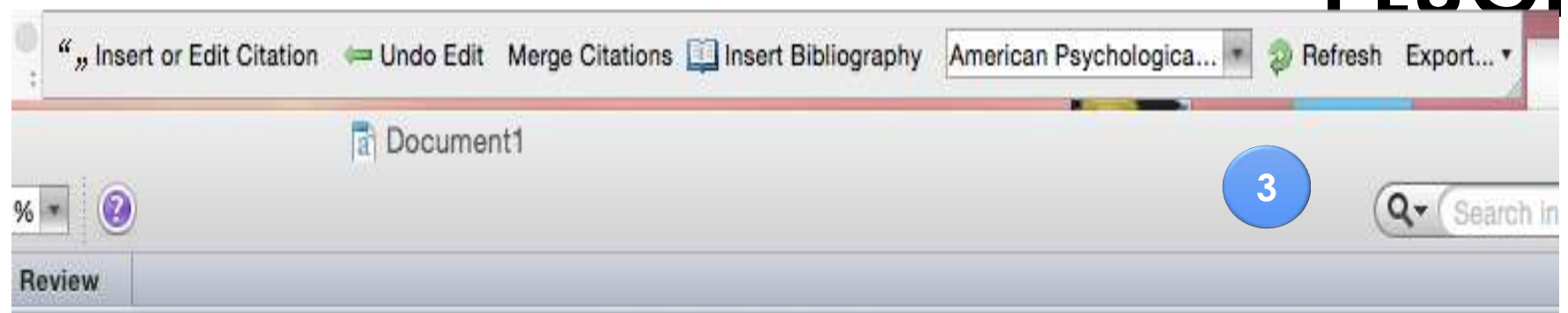
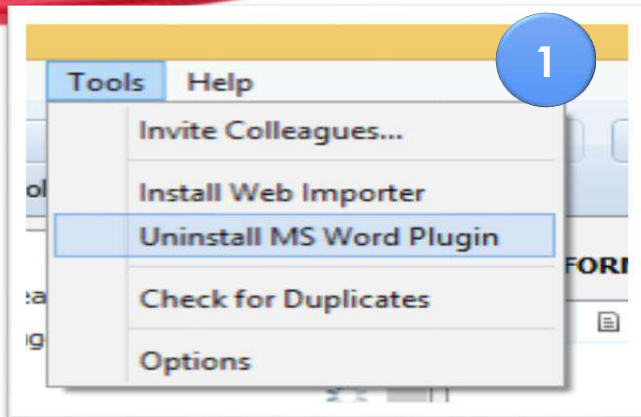
1. Create New Folder;
2. Rename As "Watch Folder";
3. File – Watch Folder – Watch Folder;
4. Find Mendeley Watch Folder "Ok" & "Apply"

INSTALLING MENDELEY WEB IMPORTER



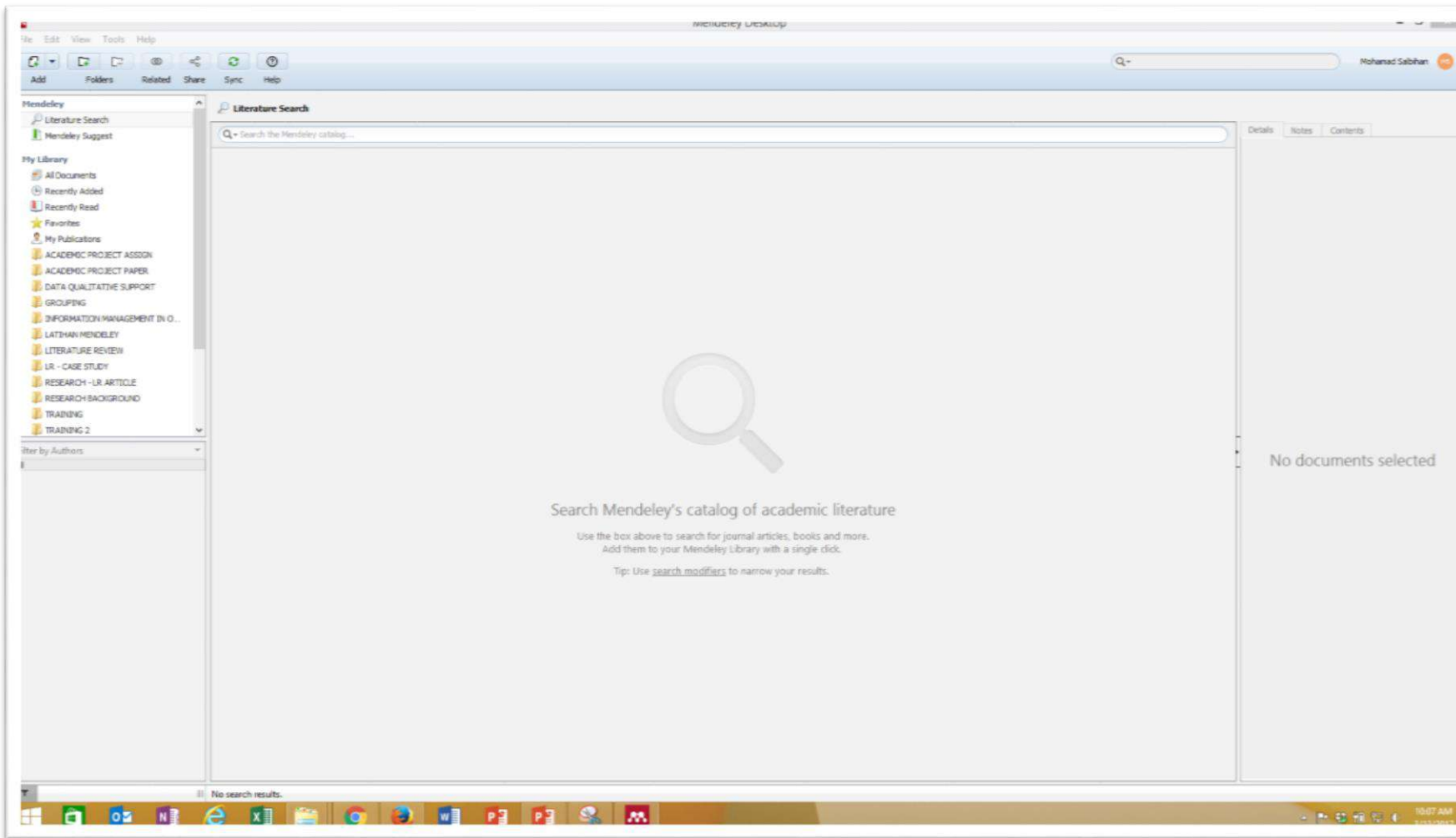
1. Go To Menu Tools In Mendeley Desktop & Choose Install Web Importer;
2. Choose Usage Browser (Chrome, Firefox & Internet Explorer);
3. Mendeley Icon Will Appear Beside The Search Box.

INSTALLING MENDELEY MS WORD PLUGIN



1. Go To Menu Tools In Mendeley Desktop & Choose MS Word Plugin;
2. Mendeley MS Word Plugin Will Appear & Click Ok;
3. Open MS Word – New Menu Toolbar Will Appear At The Top of MS Word.

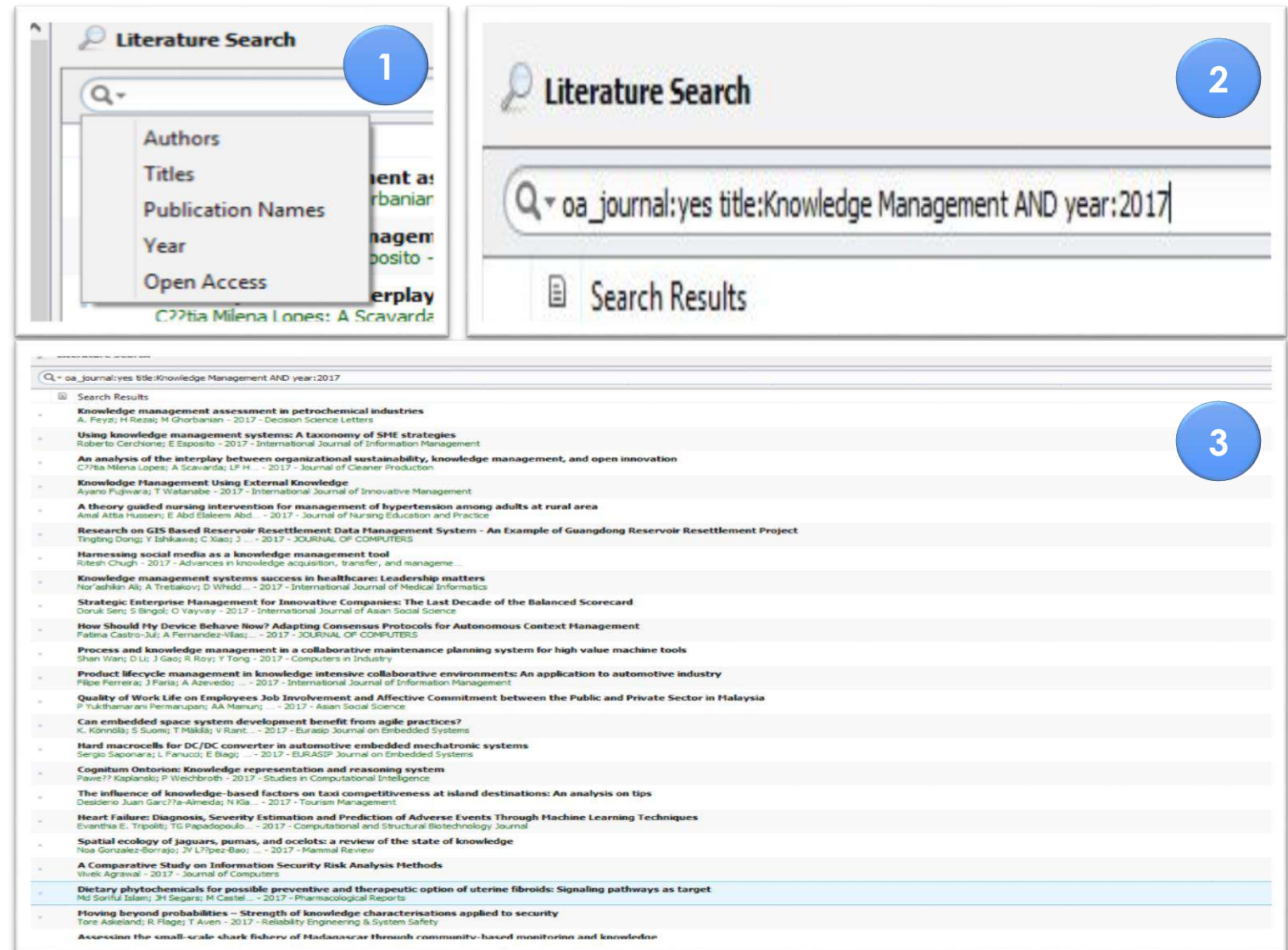
MENDELEY USAGE – LITERATURE SEARCH



1. Literature Search Use – To Search Article Title Within The Mendeley Community;
2. The Article Title Will Include Open Access Article And Subscription Article;
3. Most Of The Subscription Article From Elsevier (Science Direct).

MENDELEY USAGE – LITERATURE SEARCH

1. Searching In Literature Search – Using Author, Title, Publication Names, Year & Open Access;
2. To Search An Open Access And Current Article : Open Access → Title → Insert An AND Word → Year;
3. The Hit Of Searching Will Focus On Open Access Journal Only.

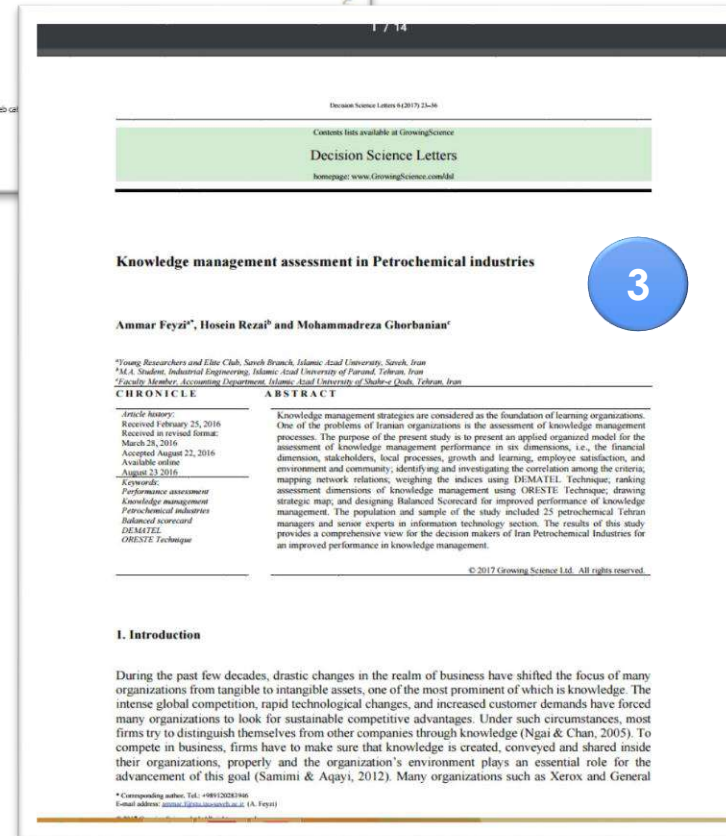
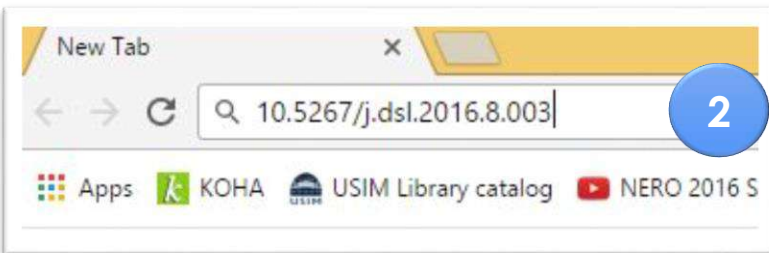
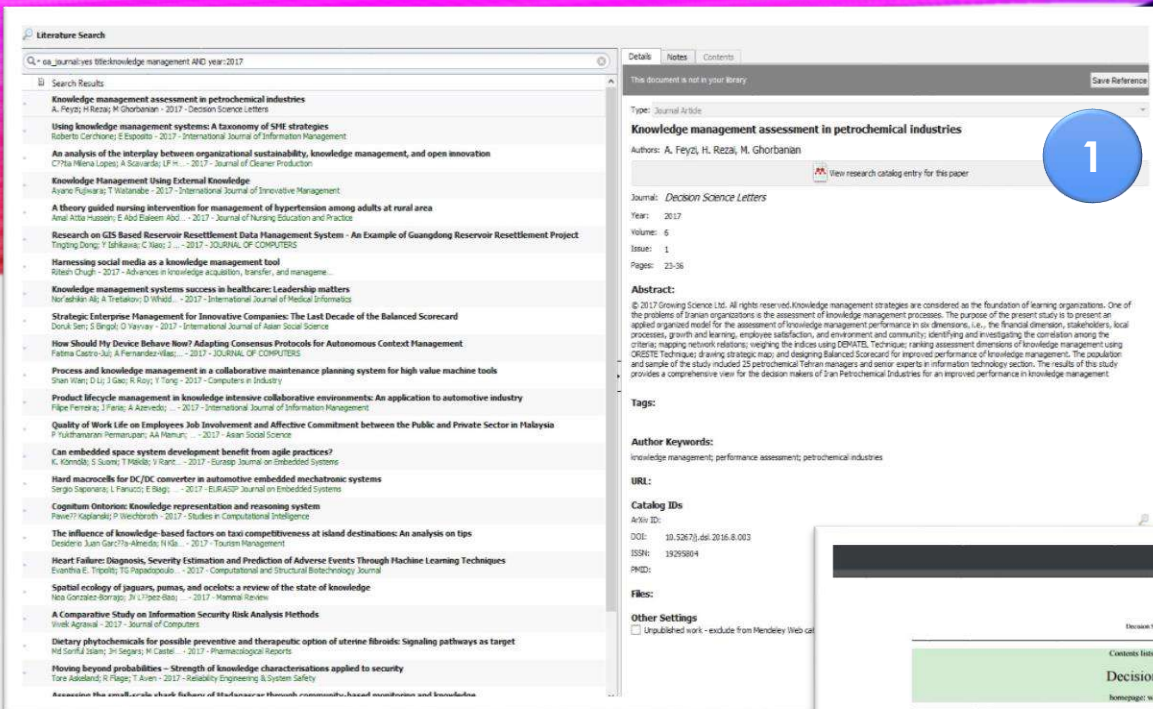


MENDELEY USAGE – LITERATURE SEARCH

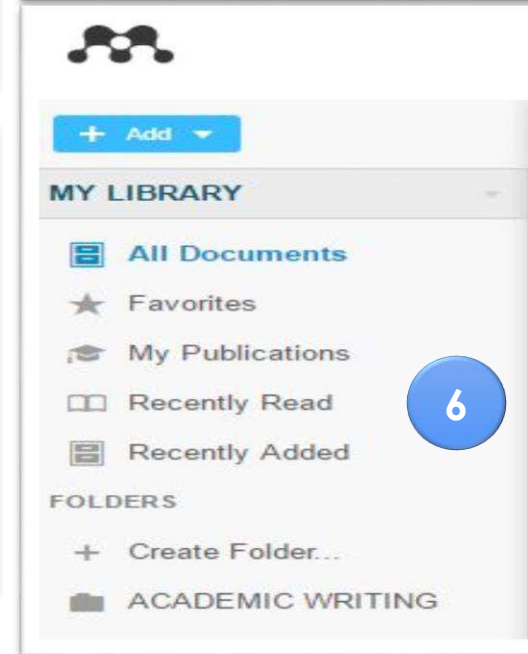
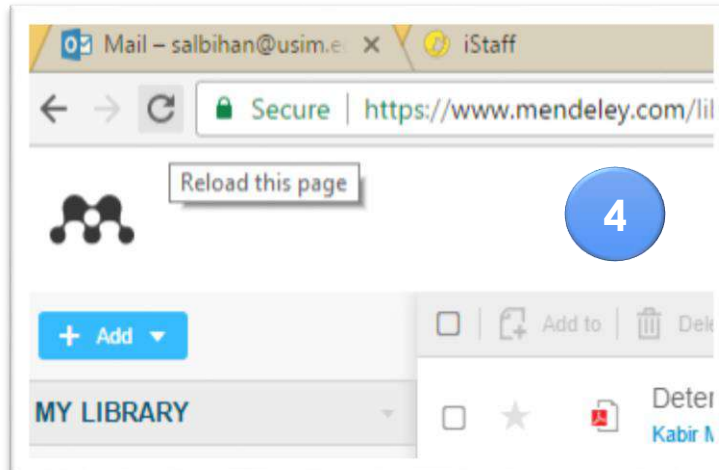
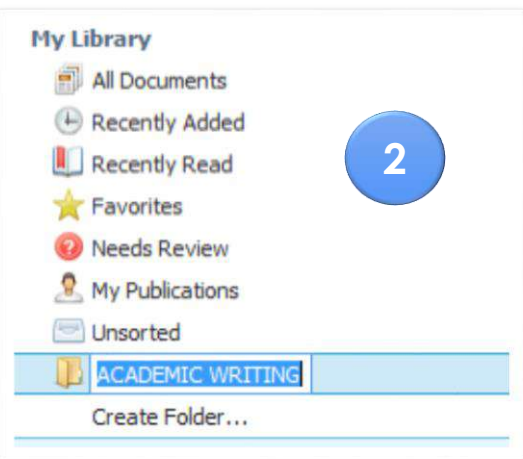
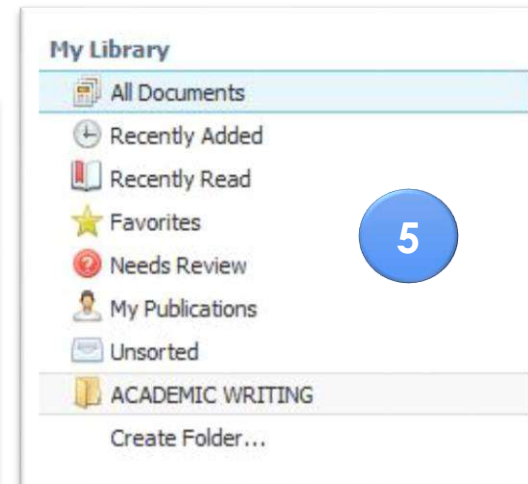
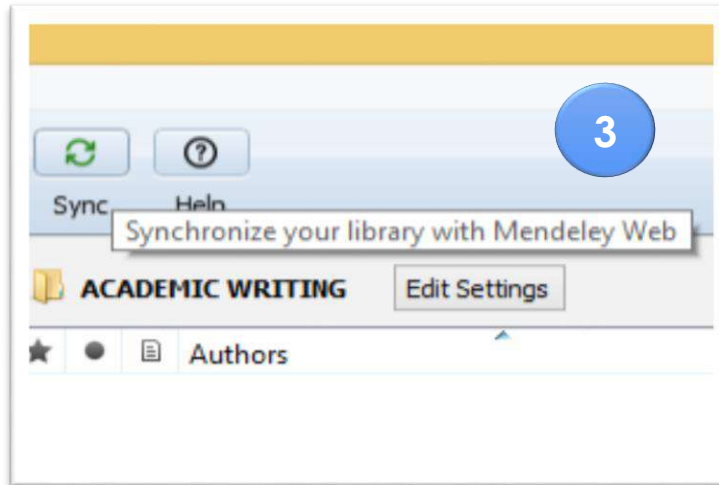
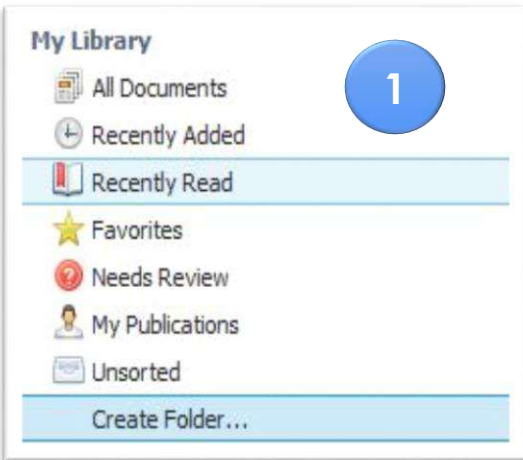
1. Click To Any Title Appear In The Mendeley Desktop, The Article Title Only Show The Metadata Of The Article Such As Title, Author, Volume, Issues, Pages, Abstract, URL, DOI etc.;

2. To Read The Pdf. Copy The URL Or DOI & Paste It In The Browser;

3. If The Article Is Open Access The Article Will Appear, If Not User Need To Subscribe To The Publisher Or Using The Inter Library Loan Services Which Is Provide By The USIM Library.

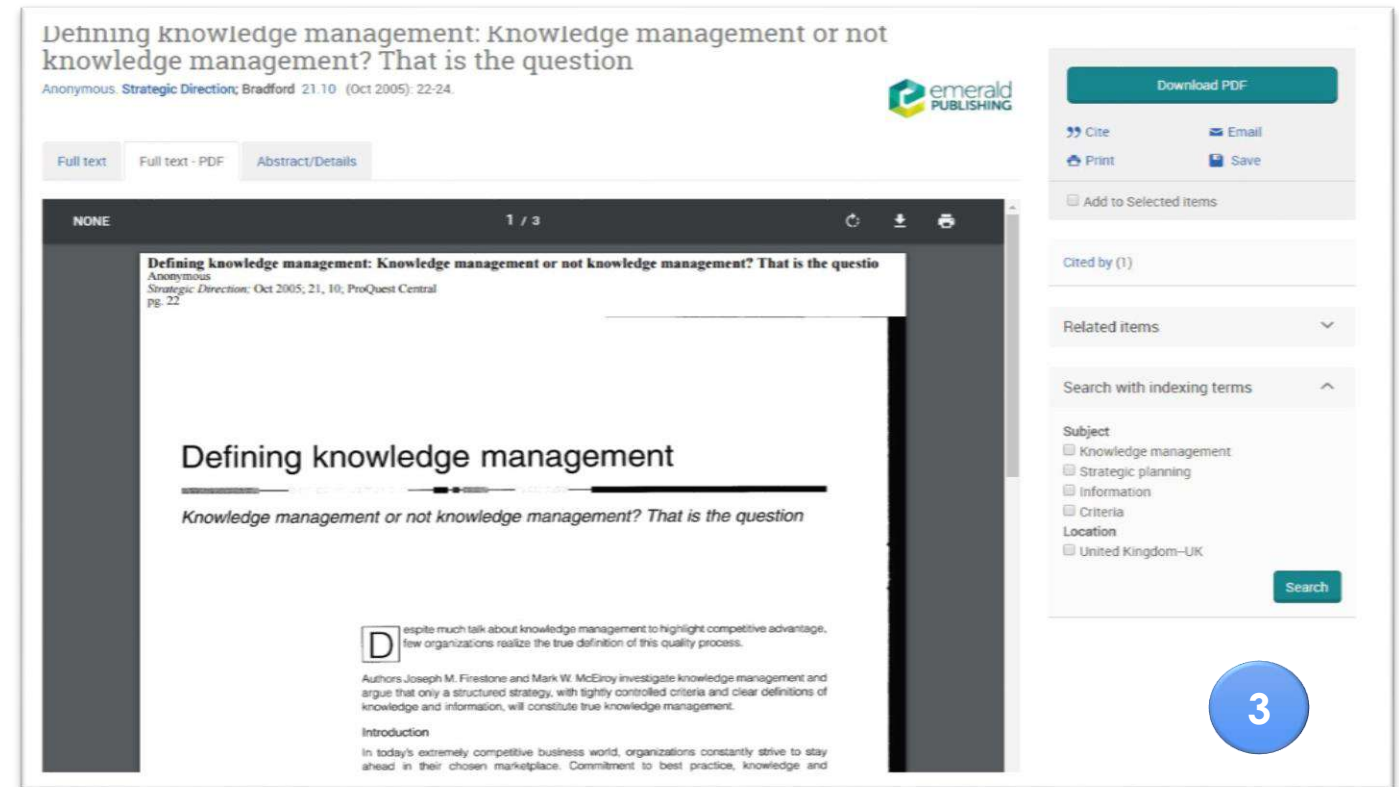
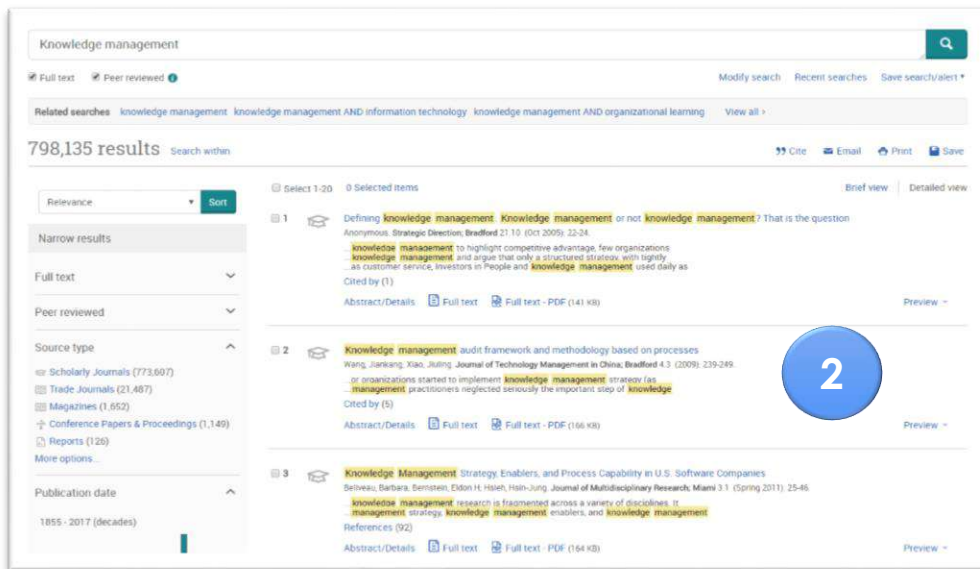
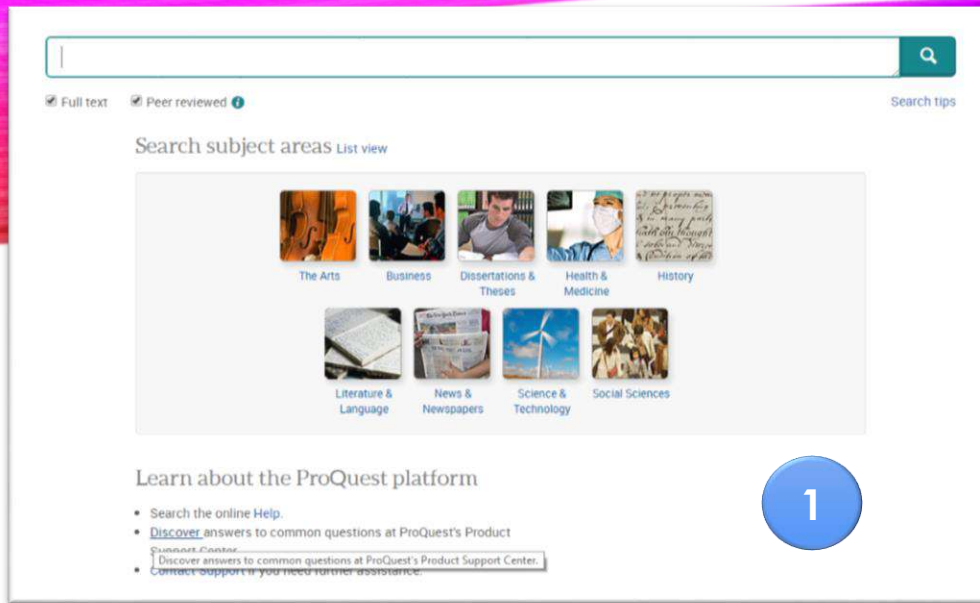


CREATING A FOLDER IN MENDELEY DESKTOP



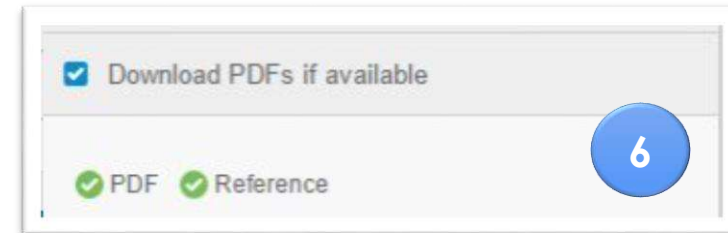
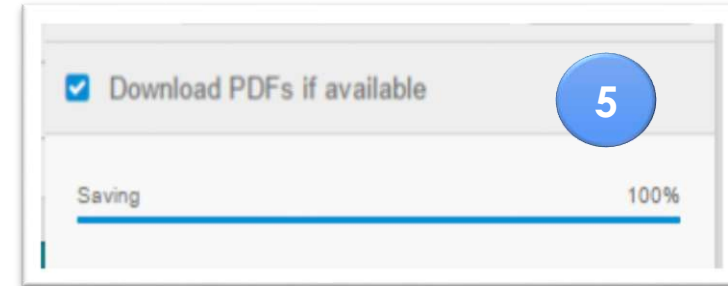
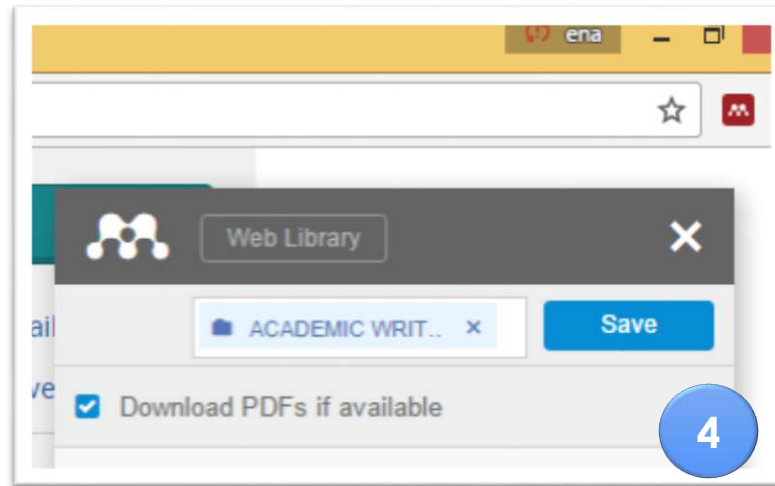
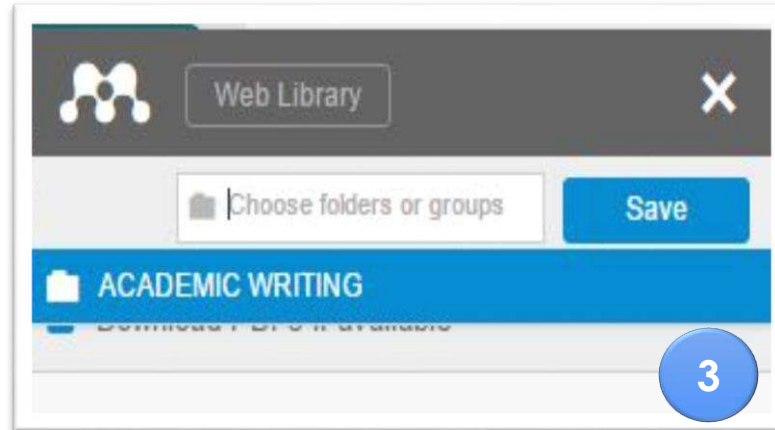
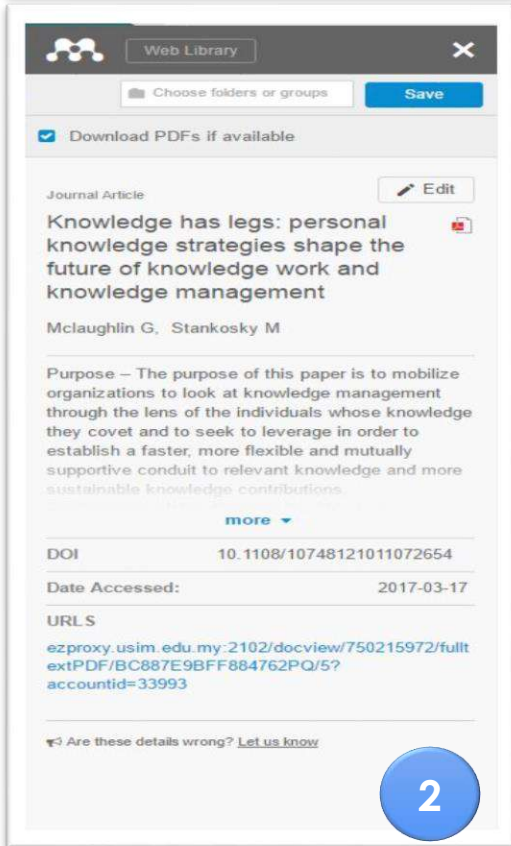
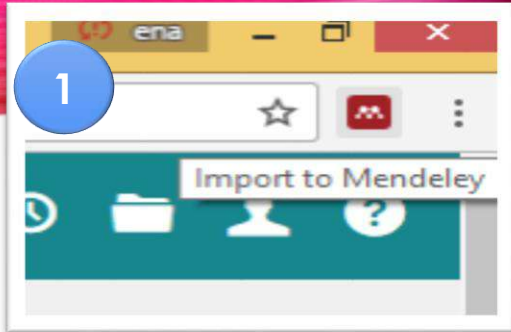
1. Click "Create Folder"
2. Rename The Folder As Needed;
3. To Have A Same Folder In Mendeley Web Click The "Sync" Button In Mendeley Desktop;
4. Click The Refresh Button In Mendeley Web To Appear The Created Folder In The Mendeley Web.

DOWNLOADING A PAPER USING WEB IMPORTER

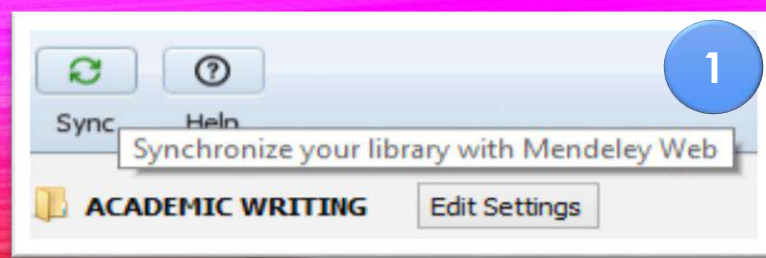


1. Go To Any Online Database (Open Access Or Subscribe);
2. Make Some Searching Based On Requirement;
3. Click To Pdf File & Make Sure The Paper Is Available For Reading & Downloading.

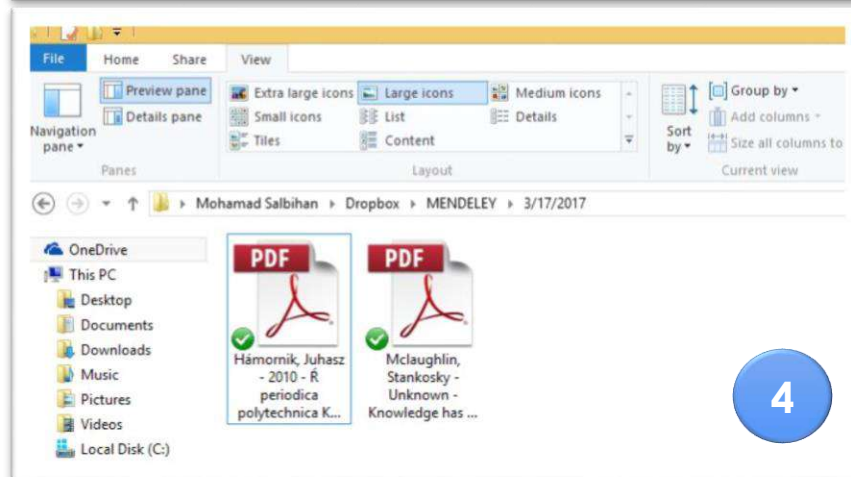
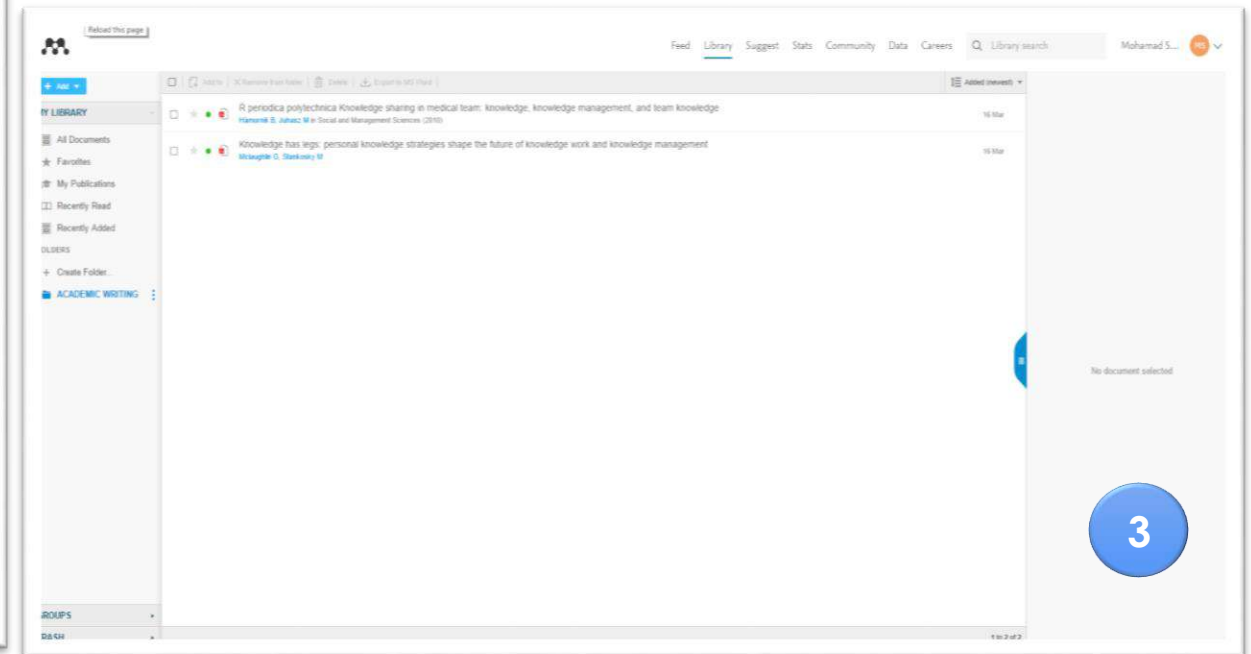
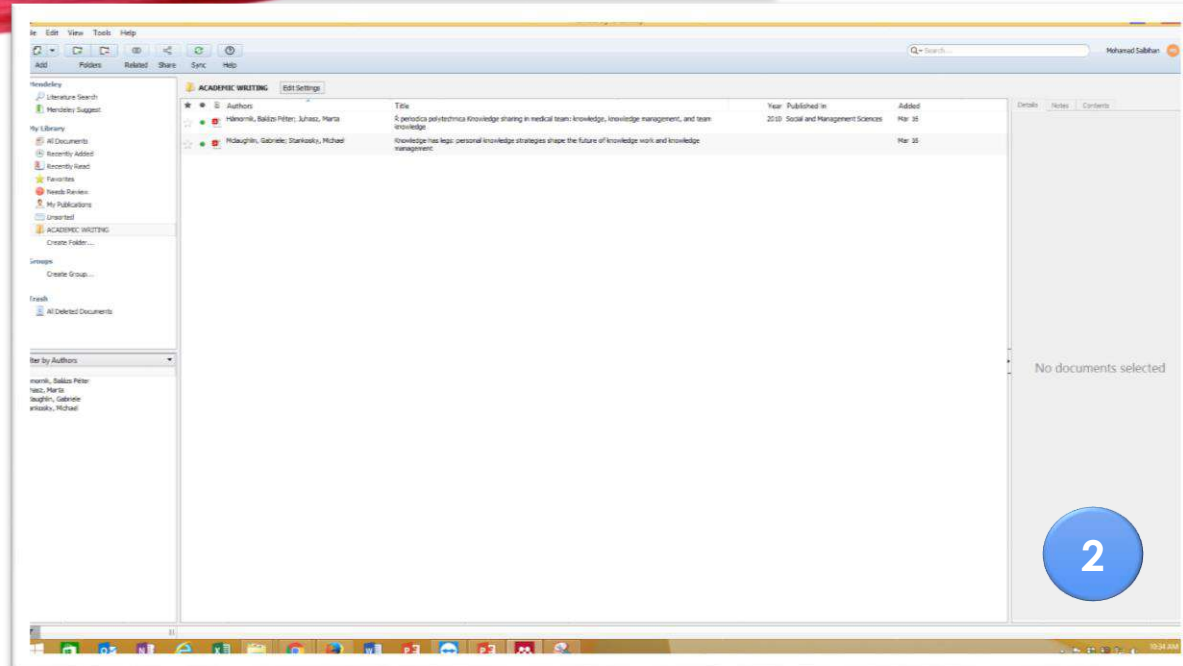
DOWNLOADING A PAPER USING WEB IMPORTER



1. Click Import To Mendeley;
2. Mendeley Web Importer Menu Will Appear;
3. Go To Folder Box;
4. Choose The Folder & Click Save The Pdf File;
5. The Pdf File Will Download To Mendeley Desktop Directly;
6. After Finish "PdF" & "Reference" Icon Will Appear.



DOWNLOADING A PAPER USING WEB IMPORTER



1. Click Synchronize Button At Mendeley Desktop;
2. Click Refresh Button At Mendeley Web ;
3. Mendeley Desktop & Mendeley Web Will Automatically Download The Pdf File;
4. The Pdf File Also Auto Safe In Cloud Storage (Cloud, Dropbox, Google Drive, One Drive Etc.)

EDIT THE METADATA

The image displays three sequential screenshots of the Mendeley web interface, illustrating the steps to edit article metadata. Each screenshot is marked with a blue circle containing a number (1, 2, or 3).

Screenshot 1: The Mendeley homepage. The left sidebar shows the 'Needs Review' section highlighted. A blue circle with the number '1' is positioned next to this section.

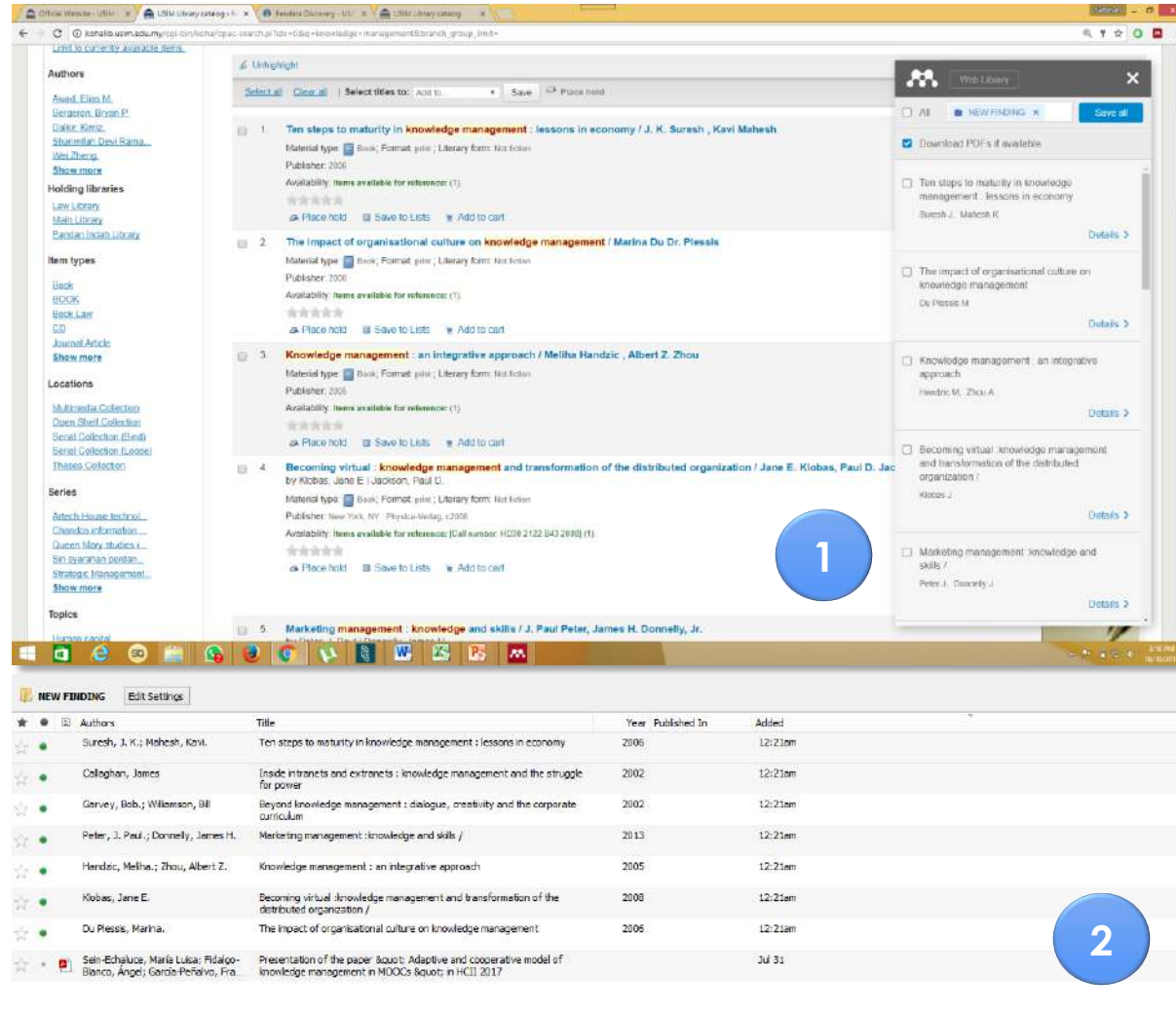
Screenshot 2: The 'ACADEMIC WRITING' list of articles. The table shows two articles. The second article, 'Knowledge has legs: personal knowledge strategies shape the future of knowledge work and knowledge management', is highlighted. A blue circle with the number '2' is positioned next to this row.

Screenshot 3: The 'Details' page for the selected article. The 'Details' tab is active, showing the article's title, authors, and abstract. A blue circle with the number '3' is positioned next to the 'Details' tab.

1. Go To Needs Review;
2. List Of Paper Which Need Review Will Appear;
3. To Edit The Article Metadata, Click To Article Title, Edit Article Information Manually In The Information & Click "Detail Are Correct".

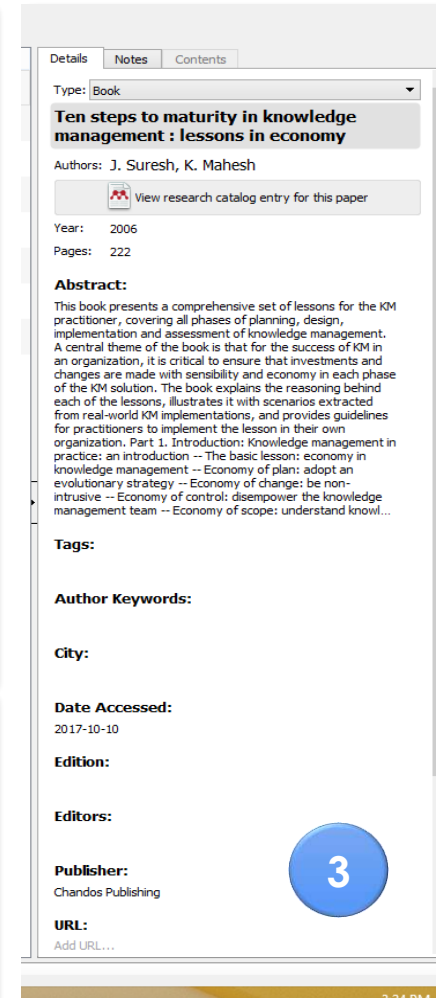
IMPORT METADATA FOR PRINTED MATERIALS

IMPORT FROM OPAC:



The screenshot shows a library OPAC interface with search results for books on knowledge management. A blue circle with the number '1' is overlaid on the search results list.

Authors	Title	Year	Published In	Added
Suresh, J. K.; Mahesh, Kavi	Ten steps to maturity in knowledge management : lessons in economy	2006		12:21am
Collaghan, James	Inside intranets and extranets : knowledge management and the struggle for power	2002		12:21am
Gervey, Bob; Williamson, Bill	Beyond knowledge management : dialogue, creativity and the corporate curriculum	2002		12:21am
Peter, J. Paul; Donnelly, James H.	Marketing management : knowledge and skills /	2013		12:21am
Handzic, Meliha; Zhou, Albert Z.	Knowledge management : an integrative approach	2005		12:21am
Klobas, Jane E.	Becoming virtual : knowledge management and transformation of the distributed organization /	2008		12:21am
Du Plessis, Marina.	The impact of organisational culture on knowledge management	2006		12:21am
Sain-Echaluce, Maria Luisa; Ridalco-Bianco, Angel; Garcia-Peredo, Fra...	Presentation of the paper 'baust: Adaptive and cooperative model of knowledge management in MOOCs' (in HCI) 2017			Jul 31



The screenshot shows the Mendeley Web Importer interface with the details of a book. A blue circle with the number '3' is overlaid on the 'Publisher' field.

Type: Book

Ten steps to maturity in knowledge management : lessons in economy

Authors: J. Suresh, K. Mahesh

Year: 2006

Pages: 222

Abstract:
This book presents a comprehensive set of lessons for the KM practitioner, covering all phases of planning, design, implementation and assessment of knowledge management. A central theme of the book is that for the success of KM in an organization, it is critical to ensure that investments and changes are made with sensibility and economy in each phase of the KM solution. The book explains the reasoning behind each of the lessons, illustrates it with scenarios extracted from real-world KM implementations, and provides guidelines for practitioners to implement the lesson in their own organization. Part 1. Introduction: Knowledge management in practice: an introduction -- The basic lesson: economy in knowledge management -- Economy of plan: adopt an evolutionary strategy -- Economy of changes: be non-intrusive -- Economy of control: disempower the knowledge management team -- Economy of scope: understand knowl...

Tags:

Author Keywords:

City:

Date Accessed:
2017-10-10

Edition:

Editors:

Publisher:
Chandos Publishing

URL:
Add URL...

1. To Import Metadata For Books User Can Use Library OPAC To Get The Metadata From The Library OPAC;
2. Used The Mendeley Web Importer To Save The Choose Title To Mendeley;
3. Metada For Books Already Download For Usage



DRAG THE PDF FILE TO MENDELEY MANUALLY

The screenshot shows a Windows File Explorer window with the 'Downloads' folder selected. The file list includes various documents, including a PDF file named '10.1348@000711002159653'. The file is being dragged over the Mendeley Desktop application window, which is open to the 'Details' tab. The Mendeley Desktop window shows a list of documents with columns for Title, Year, Published In, and Added. The PDF file is being dragged over the 'No documents selected' message in the Mendeley Desktop window.

File Explorer Details:

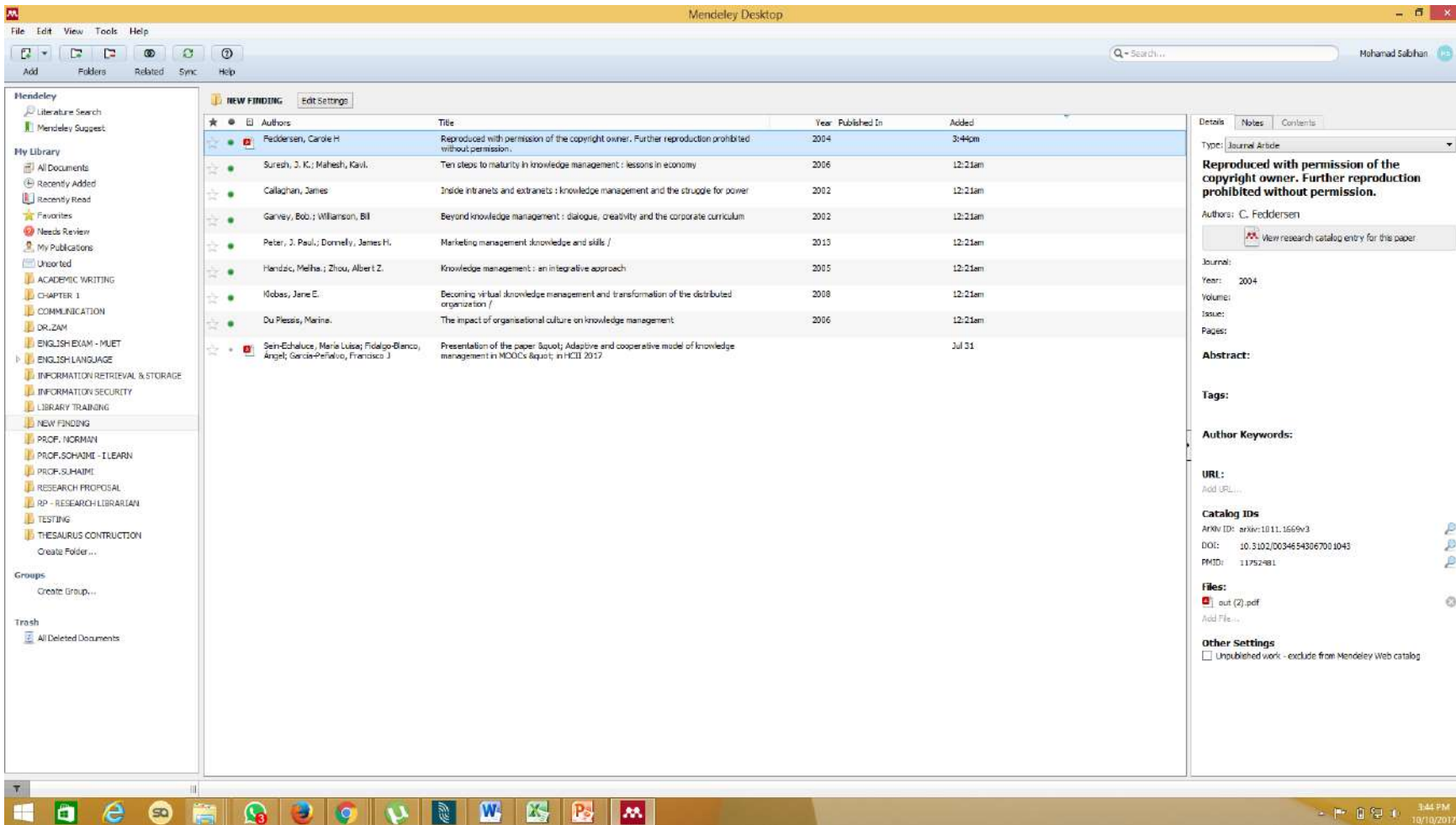
- Path: This PC > Local Disk (C:) > Users > Mohamed Sellihian > Downloads
- File Name: 10.1348@000711002159653
- File Type: Adobe Acrobat Document (18)

Mendeley Desktop Details:

Title	Year	Published In	Added
Ten steps to maturity in knowledge management : lessons in economy	2006		12:21am
Inside intranets and extranets : knowledge management and the struggle for power	2002		12:21am
Beyond knowledge management : dialogue, creativity and the corporate curriculum	2002		12:21am
Marketing management : knowledge and skills /	2013		12:21am
Knowledge management : an integrative approach	2005		12:21am
Becoming virtual knowledge management and transformation of the distributed organization /	2008		12:21am
The impact of organisational culture on knowledge management	2006		12:21am
Presentation of the paper "Adaptive and cooperative model of knowledge management in MOOCs ...			Jul 31

Taskbar: 118 items, 1 item selected, 13.7 MB. System clock: 3:43 PM, 10/10/2017.

DRAG THE PDF FILE TO MENDELEY MANUALLY: CONTI.



- Drag The Download Pdf File To Mendeley Desktop, The Pdf File Will Automatically Updated To Mendeley Cloud Storage.

UPDATE METADATA DETAIL AUTOMATICALLY

1. If The Metadata Of The Pdf File Is Not Complete, Use The Catalog IDs To Complete The Metadata.
2. Click To The “DOI Lookup” To Complete The Metadata Detail Automatically.
3. The Metadata Will Auto Update With Complete Info.

The screenshot displays the Mendeley Desktop application with two windows open. The left window shows the 'Details' tab for a PDF file named 'out (2).pdf'. It lists various metadata fields: Journal, Year, Volume, Issue, Pages, Abstract, Tags, Author Keywords, Day, Month, URL, and Catalog IDs. The 'Catalog IDs' section is highlighted with a blue circle labeled '1'. The right window shows the 'Details' tab for a journal article titled 'A 'missing' family of classical orthogonal polynomials'. It lists similar metadata fields. The 'DOI Lookup' button is highlighted with a blue circle labeled '2'. The 'Catalog IDs' section in the right window is highlighted with a blue circle labeled '3'.

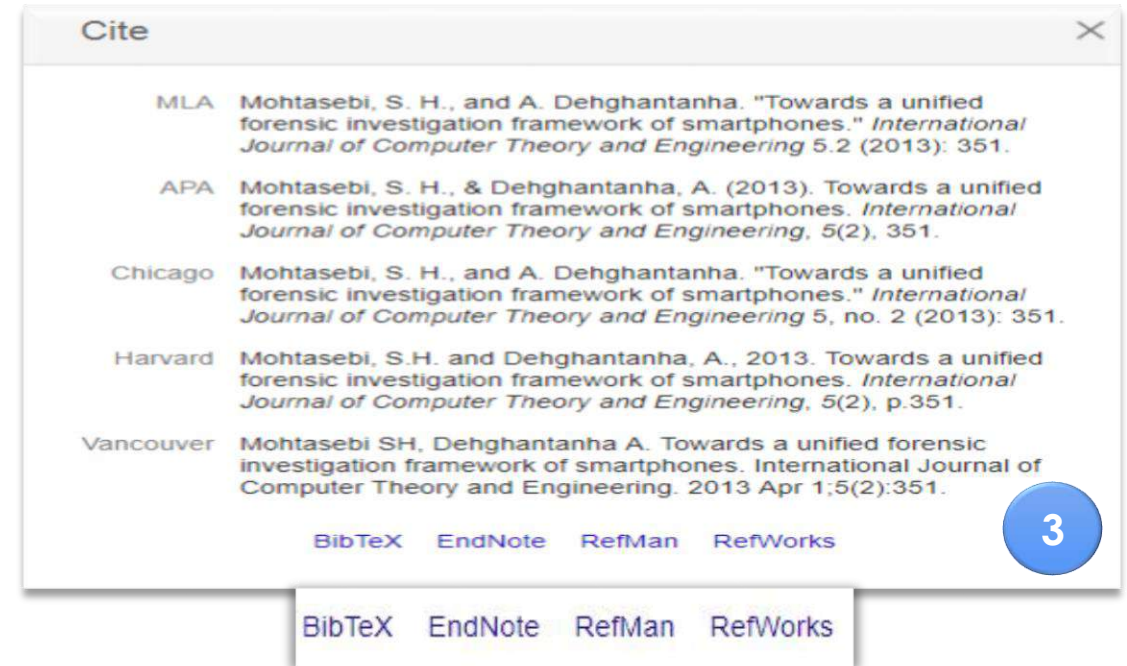
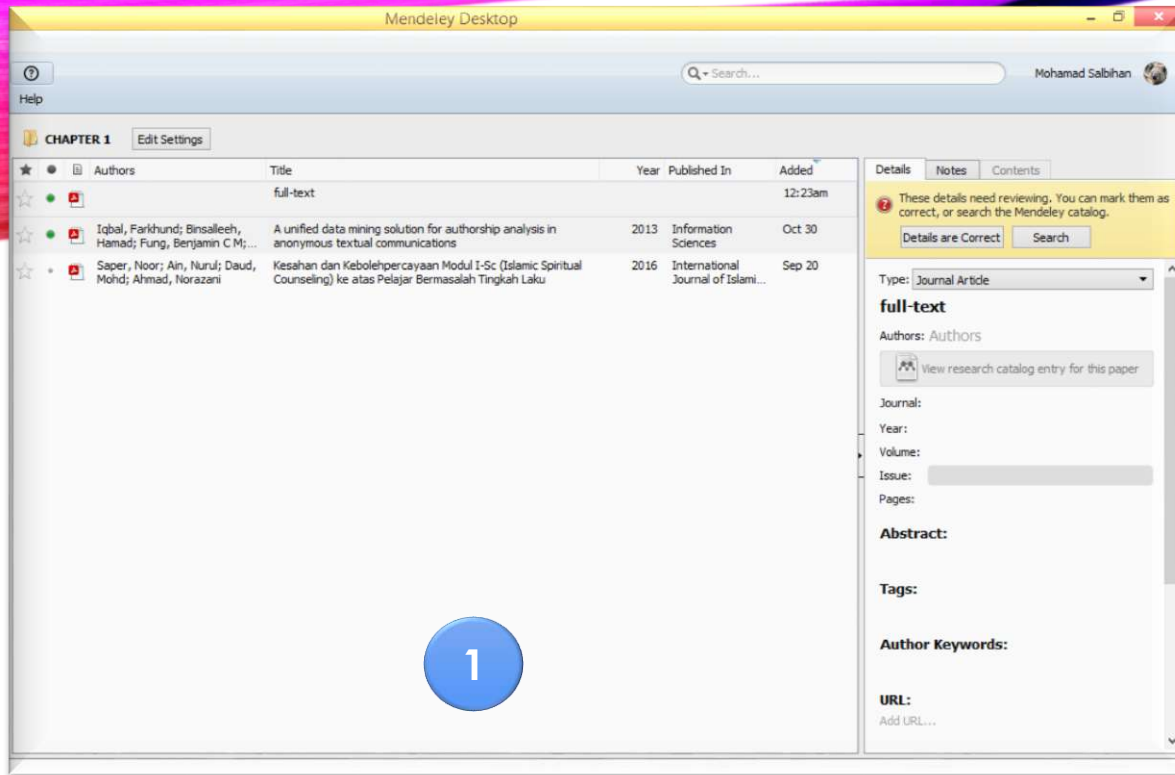
Left Window (PDF File):

- Details | Notes | Contents
- Authors: S. Madioui, M. Foufoumeau, S. Turki et al.
- View research catalog entry for this paper
- Journal:
- Year:
- Volume:
- Issue:
- Pages:
- Abstract:
- Tags:
- Author Keywords: Contingency actions; Open data; Open government; Risk; e-Government
- Day: 7
- Month: November
- URL: <http://arxiv.org/abs/1011.1669>, <http://dx.doi.org/10.1088/1751-8113/44/8/085201>
- Catalog IDs: ArXiv ID: 1011.1669, DOI: 10.1088/1751-8113/44/8/085201, ISBN: 9781909507227, ISSN: 20491034, PMID: 25246403
- Files: out (2).pdf
- Other Settings: ☐ Unpublished work - exclude from Mendeley Web catalog

Right Window (Journal Article):

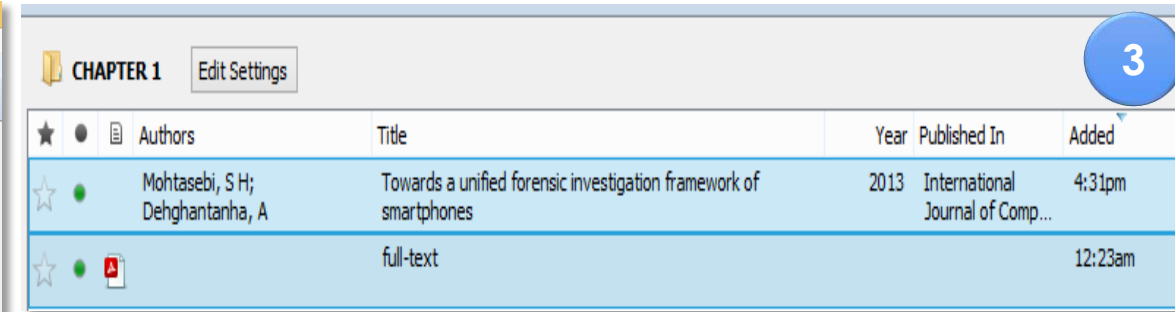
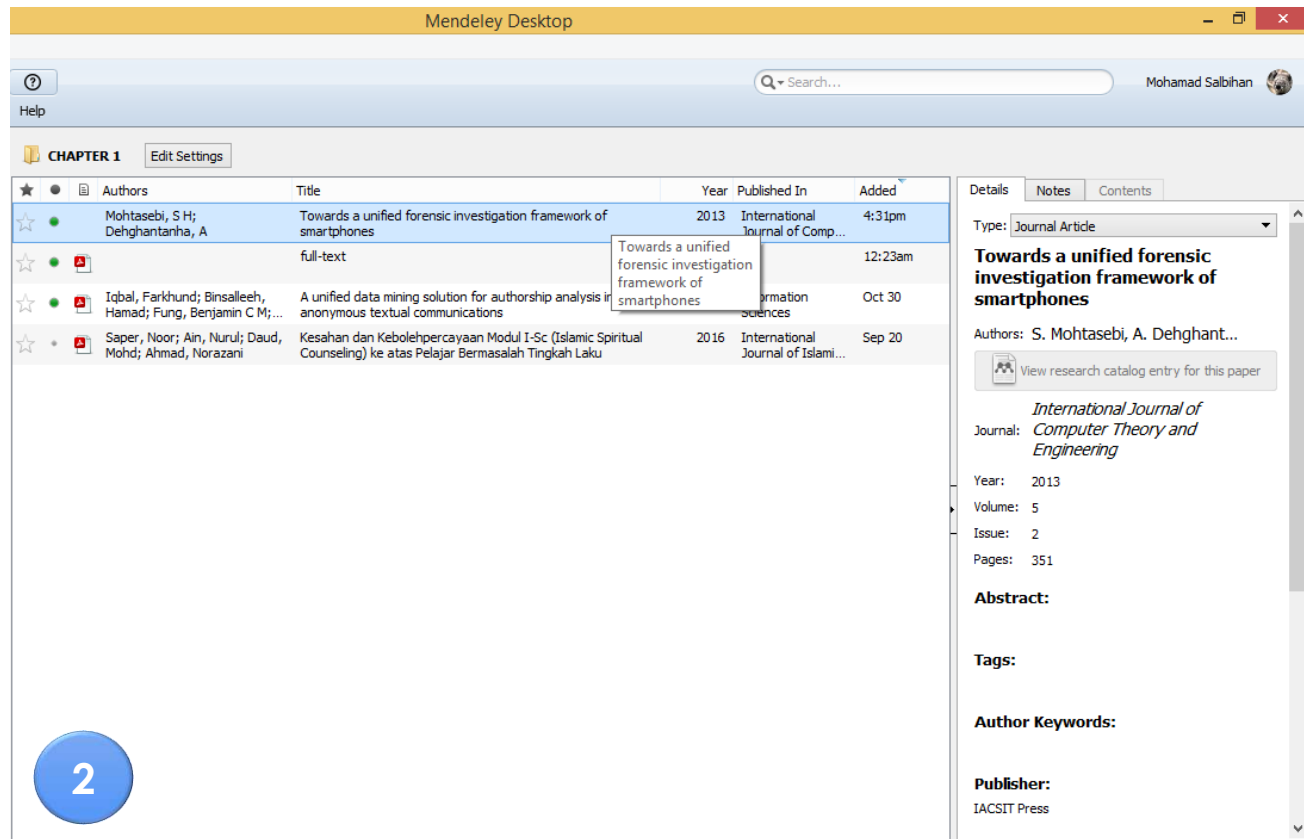
- Details | Notes | Contents
- Type: Journal Article
- A 'missing' family of classical orthogonal polynomials
- Authors: L. Vinet, A. Zhedanov
- View research catalog entry for this paper
- Journal: Journal of Physics A: Mathematical and Theoretical
- Year: 2011
- Volume: 44
- Issue: 8
- Pages: 085201
- Abstract:
- Tags:
- Author Keywords: Contingency actions; Open data; Open government; Risk; e-Government
- Day: 25
- Month: February
- URL: <http://arxiv.org/abs/1011.1669>, <http://dx.doi.org/10.1088/1751-8113/44/8/085201>, <http://stacks.iop.org/1751-8121/44/i=8/a=085201?ke...>
- Catalog IDs: ArXiv ID: 1011.1669, DOI: 10.1088/1751-8113/44/8/085201, ISBN: 9781909507227, ISSN: 1751-8113, PMID: 25246403

MERGE METADATA WITH PDF FILE



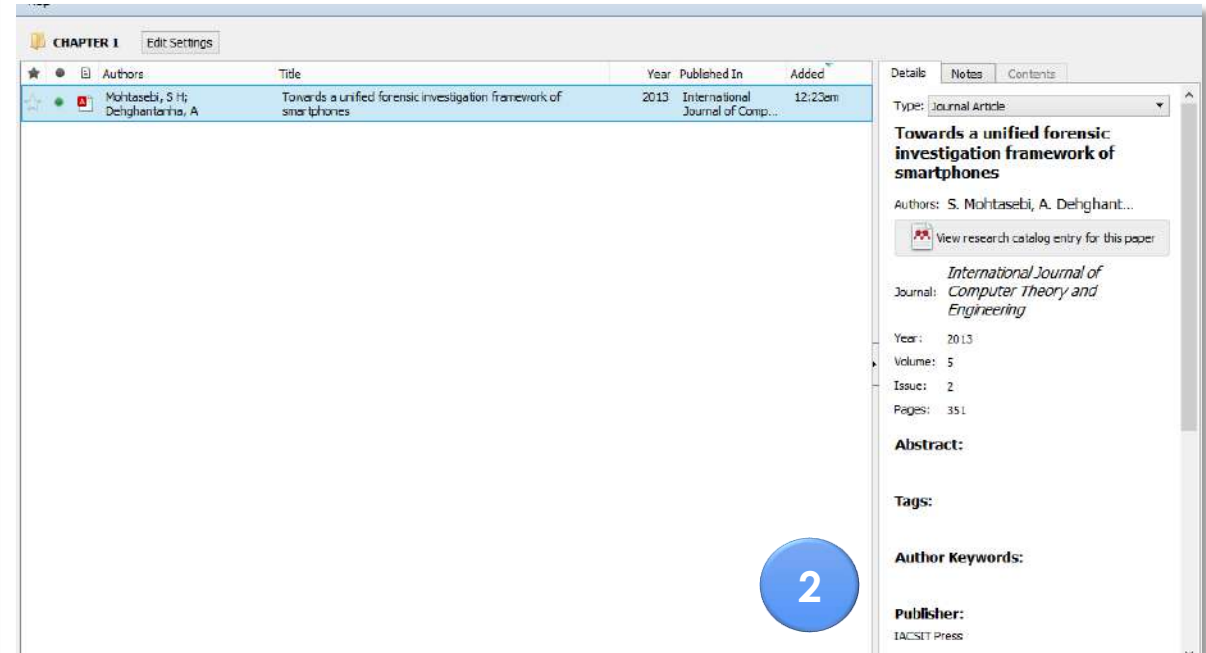
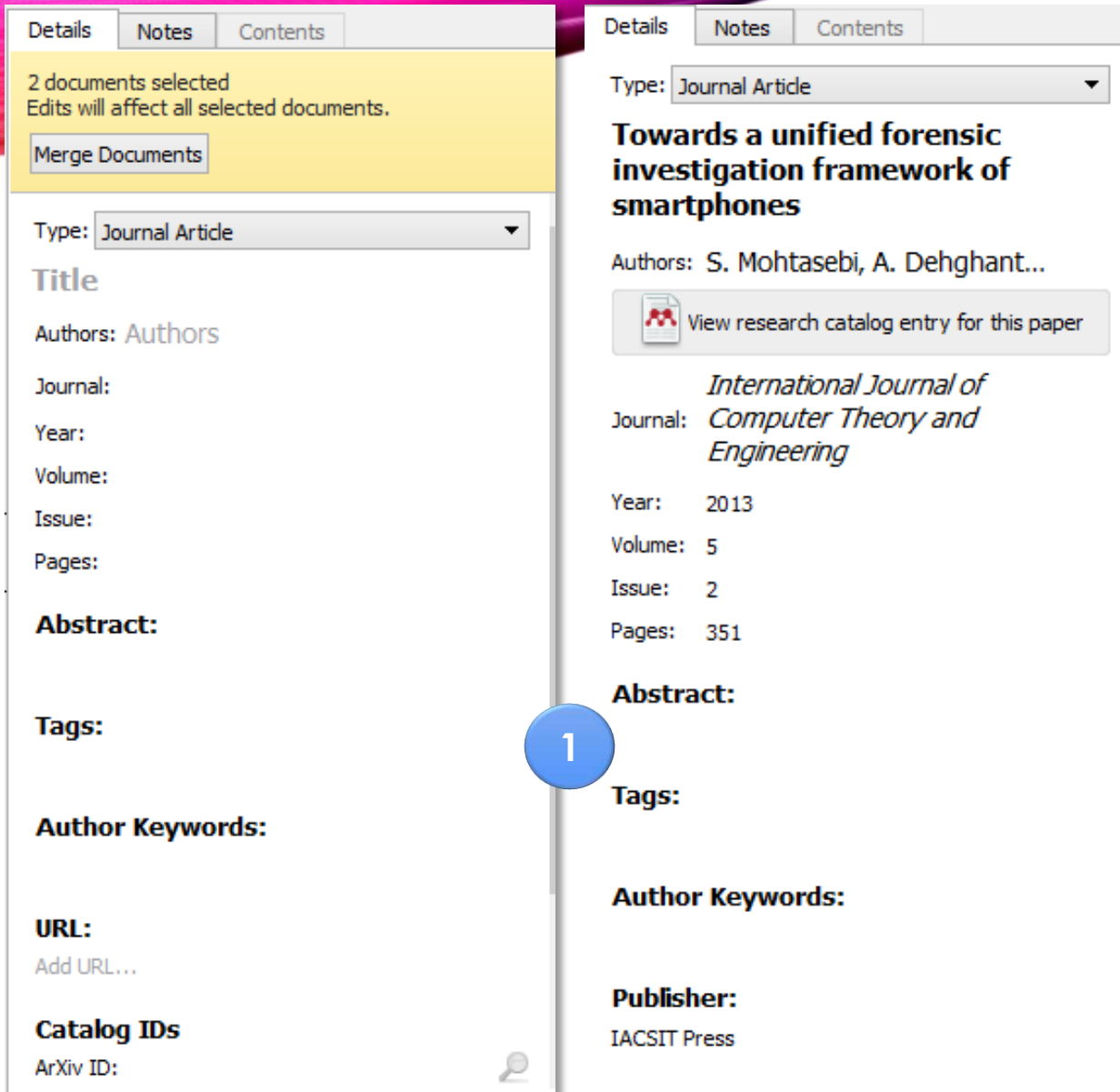
1. If The Metadata Don't Have The DOI In The Detail Panel, Download The Metadata From Google Scholar.
2. Click Cite Icon, The Cite Window Will Appear.
3. Click TO RefMan To Download The Metadata File.

MERGE METADATA WITH PDF FILE



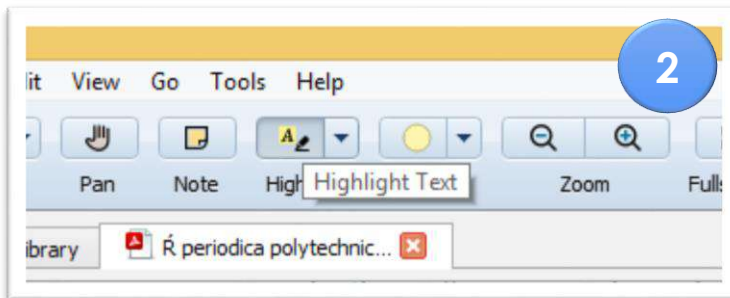
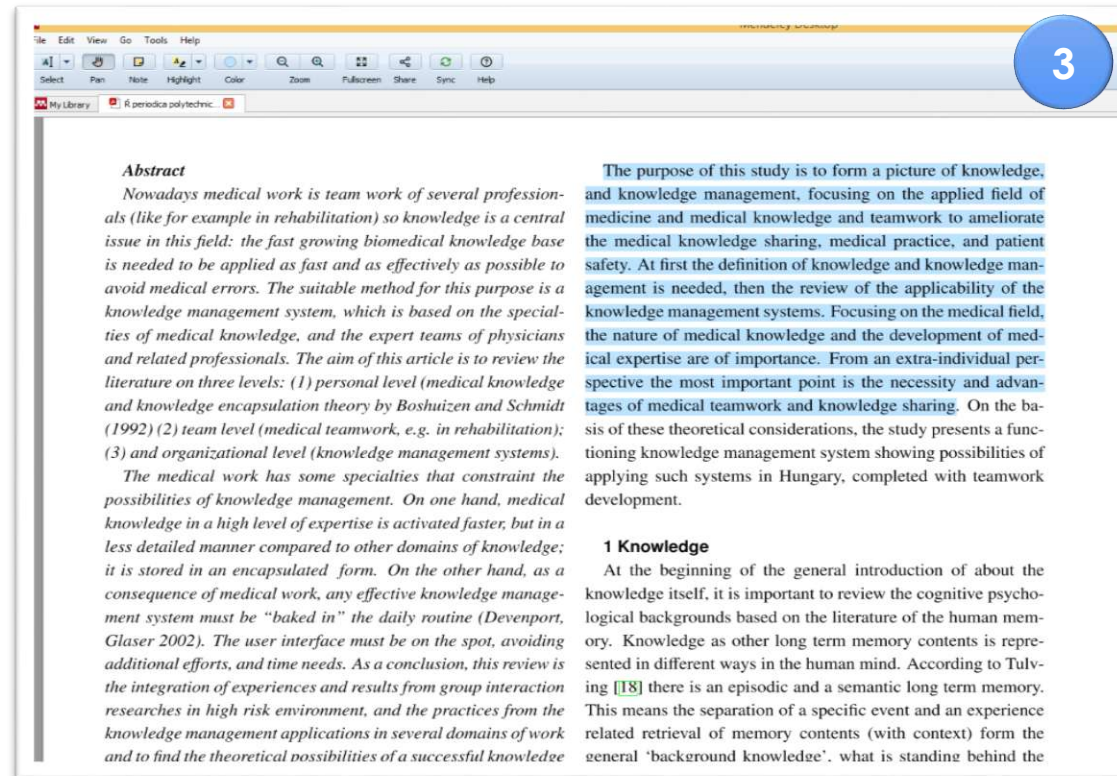
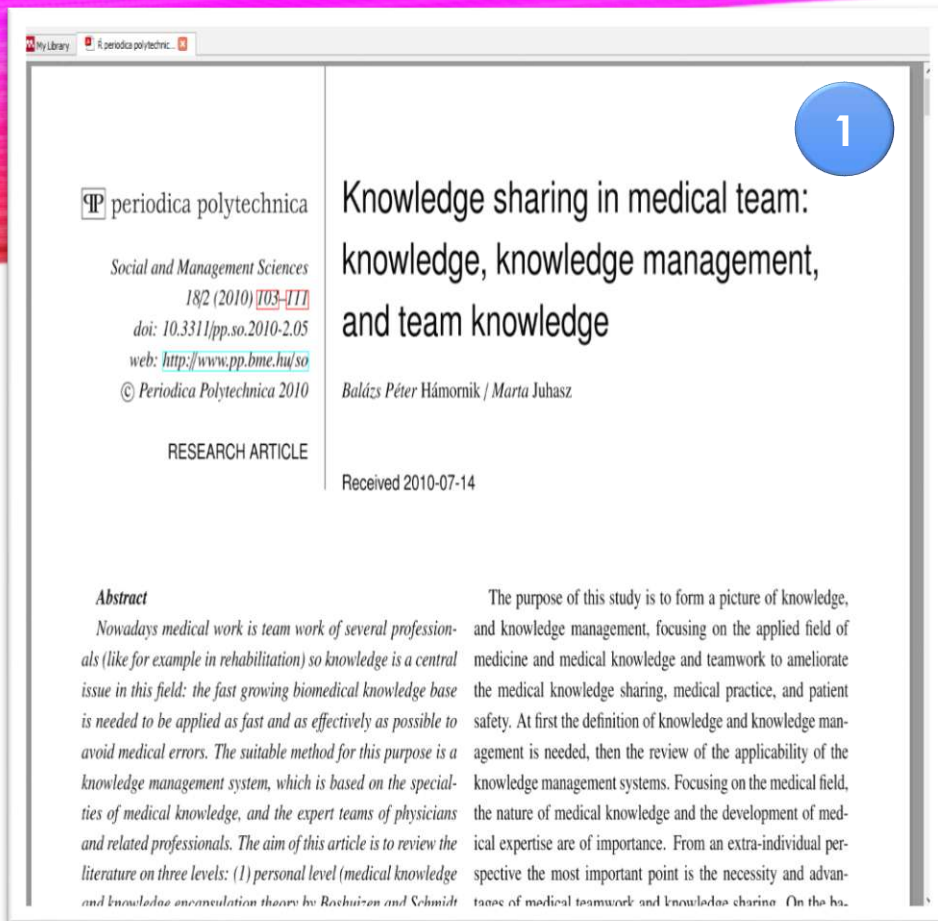
1. Click The “Mendeley Icon” ;
2. Mendeley With “scholar.ris” File;
3. The Metadata Automatically Install To Mendeley Desktop With A Full Metadata.

MERGE METADATA WITH PDF FILE



1. Click "Merge Document" Button.
2. The Pdf File Will Merge With The Download Metadata.

READ, HIGHLIGHT, & CREATE A NOTE IN THE MENDELEY DESKTOP



1. To Read Article, Double Click To The Title, Pdf Will Open In A New Window;
2. To Highlight Sentences, Click To Highlight Text;
3. Highlight The Chosen Sentences For References.

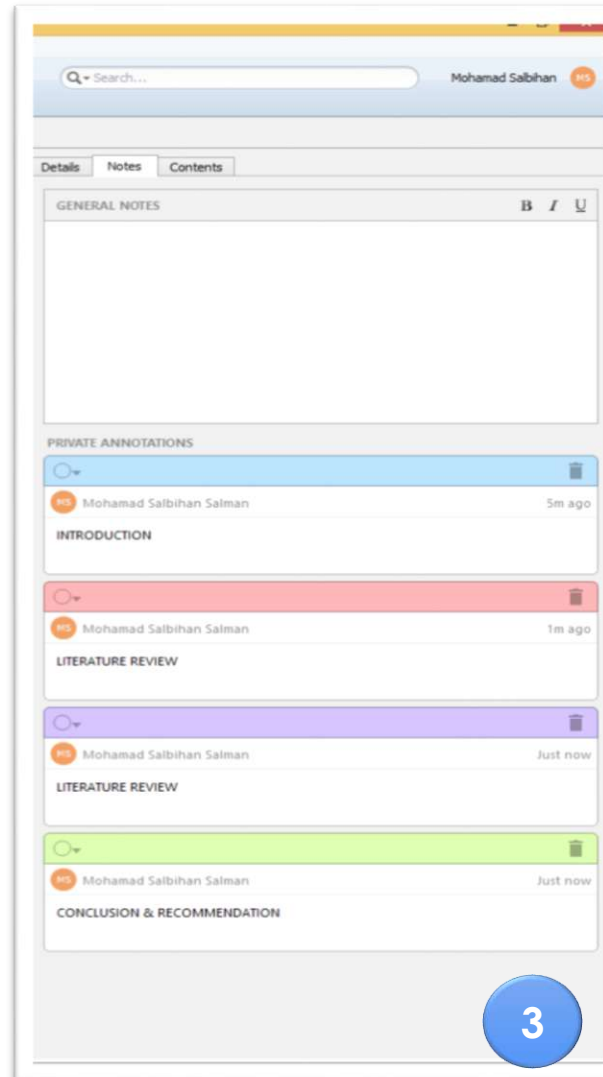
READ, HIGHLIGHT, & CREATE A NOTE IN THE MENDELEY DESKTOP

1

The purpose of this study is to form a picture of knowledge, and knowledge management, focusing on the applied field of medicine and medical knowledge and teamwork to ameliorate the medical knowledge sharing, medical practice safety. At first the definition of knowledge and knowledge management is needed, then the review of the applied knowledge management systems. Focusing on the medical field, the nature of medical knowledge and the development of medical expertise are of importance. From an extra-individual perspective the most important point is the necessity and advantages of medical teamwork and knowledge sharing. On the ba-

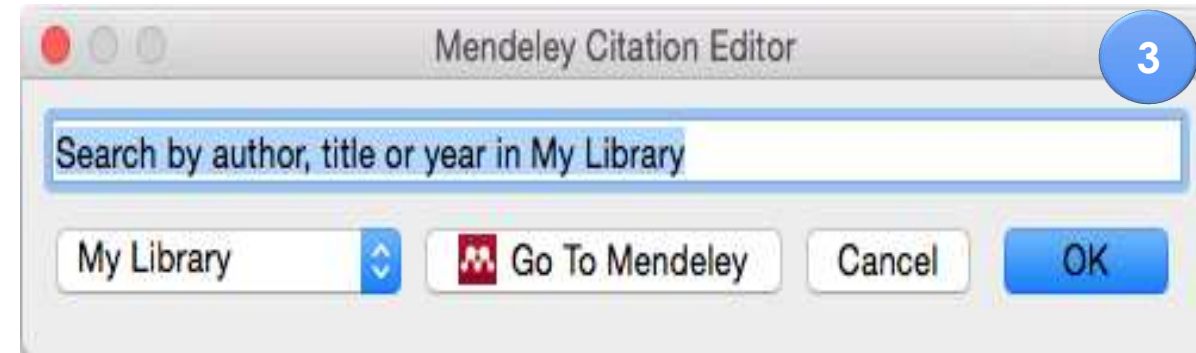
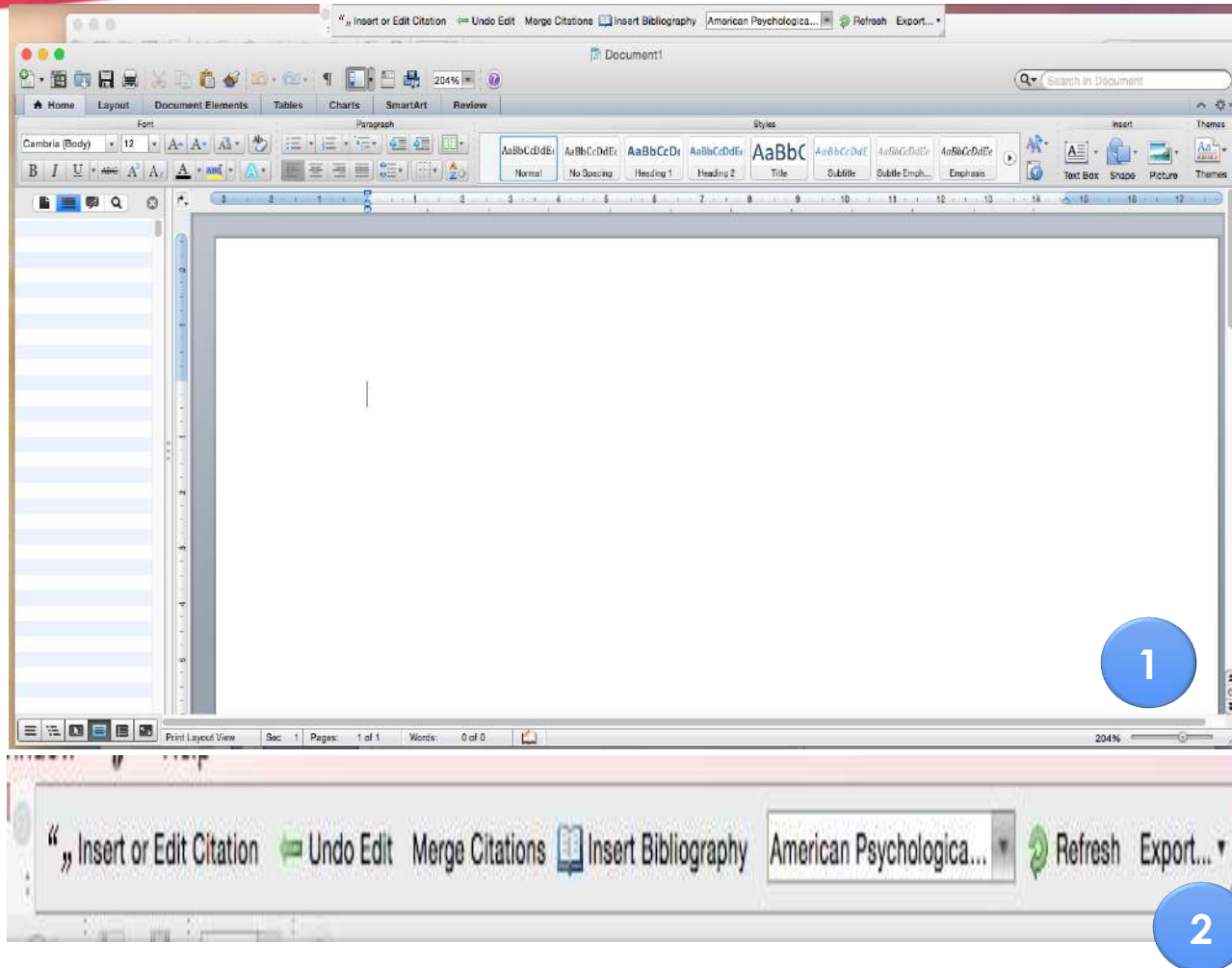
2

The purpose of this study is to form a picture of knowledge, and knowledge management, focusing on the applied field of medicine and medical knowledge and teamwork to ameliorate the medical knowledge sharing, medical practice safety. At first the definition of knowledge and knowledge management is needed, then the review of the applied knowledge management systems. Focusing on the medical field, the nature of medical knowledge and the development of medical expertise are of importance. From an extra-individual perspective the most important point is the necessity and advantages of medical teamwork and knowledge sharing. On the ba-



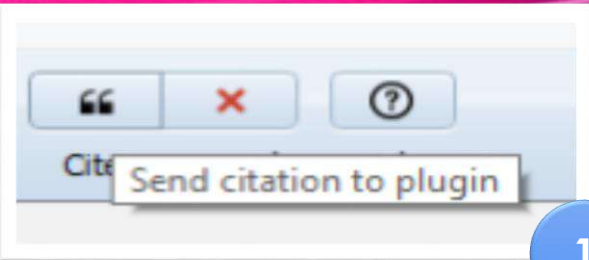
1. Right Click & Choose Add Note For References;
2. Write A Word For References In Notes;
3. To Check Listed Note, Click To Notes Menu For Reviewing The Content Of Listed Noted.

INSERT CITATION AND BIBLIOGRAPHIES IN MICROSOFT WORD

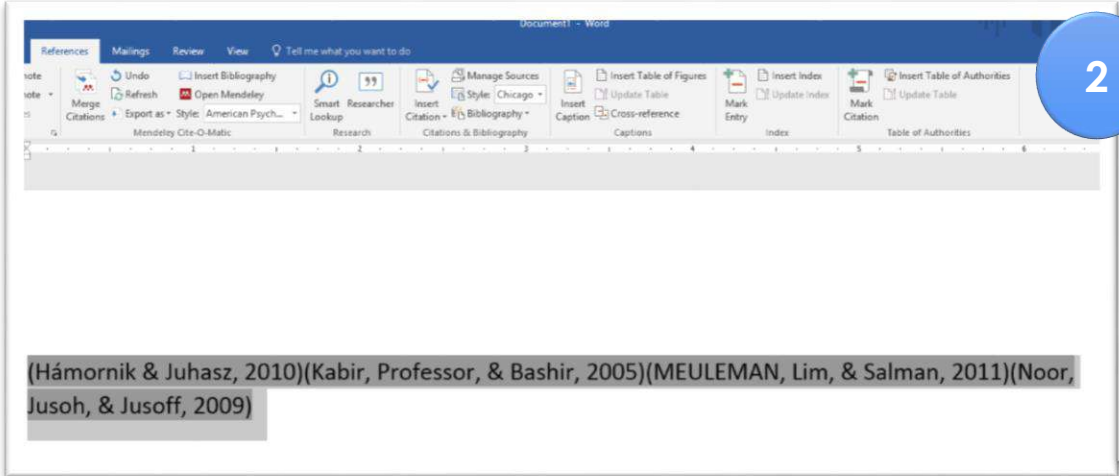
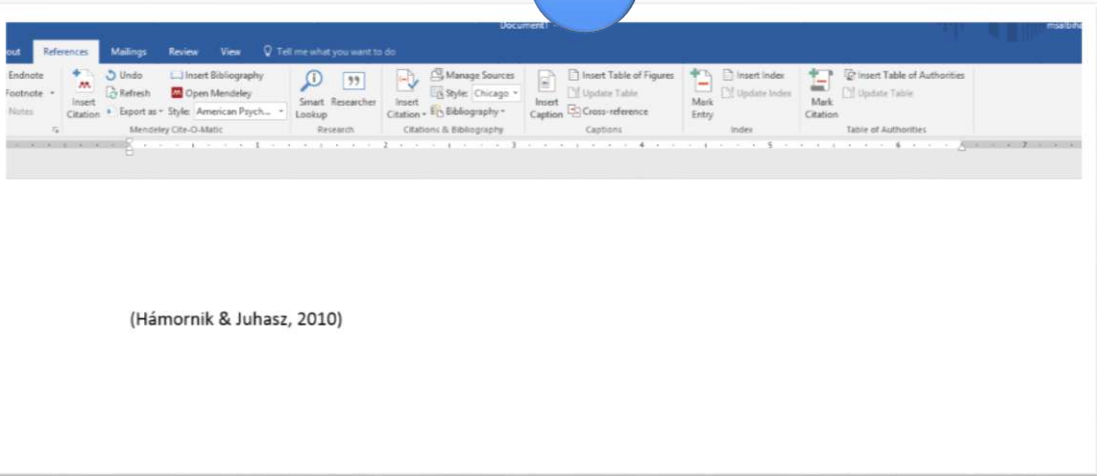


1. To Insert Citation, Go Menu Bar At The Top Of MSWord;
2. Click Insert Or Edit Citation & Mendeley Search Box Will Appear;
3. Click "Go To Mendeley" To Open The Mendeley Desktop.

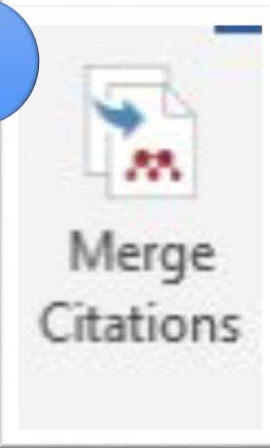
INSERT CITATION AND BIBLIOGRAPHIES IN MICROSOFT WORD



1



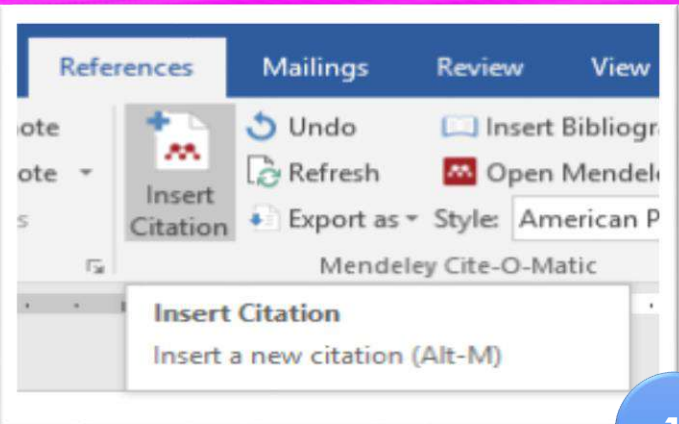
2



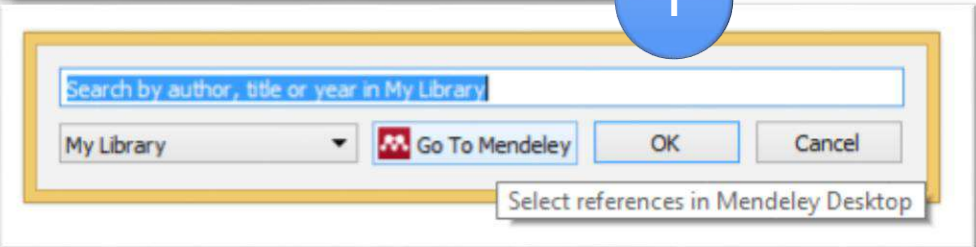
3

1. Click "Cite", Citation Will Appear In MS Word;
2. If Insert More Than One Citation Without Merging The Citation, Highlight The Citation List & Click Merge Citation;
3. The Citation Will Combine Automatically.

INSERT CITATION AND BIBLIOGRAPHIES IN MICROSOFT WORD



1



(Mughal, 2000; Noor, Jusoh, & Jusoff, 2009; Schumann, 2007; Siddiqi & Mannan, 1403; Sobol & Iwona, 2015)

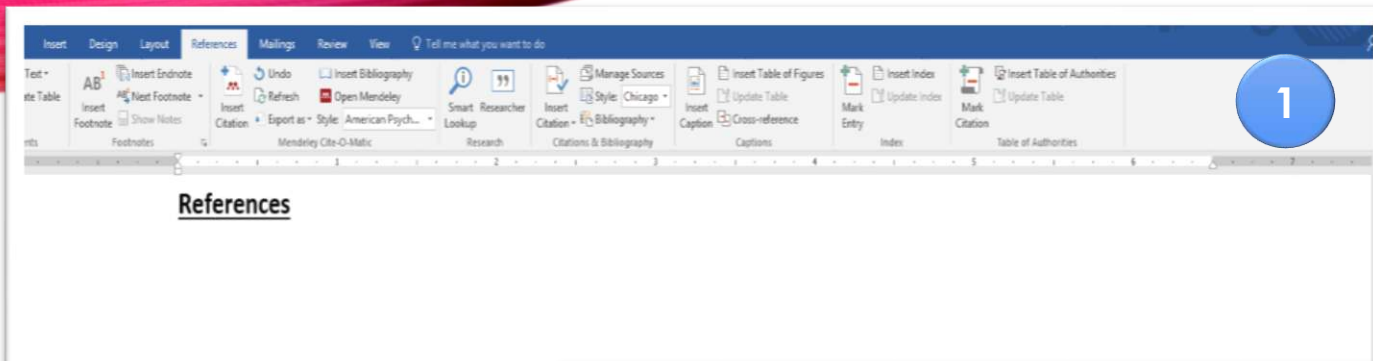
2

A screenshot of the Mendeley Desktop application window. It shows a list of documents with columns for Authors, Title, Year, Published In, and Added. The document 'Mughal, Raees Ahmed' is highlighted.

Authors	Title	Year	Published In	Added
Bhatt, Rakesh M	World englishes	2001	Annual Review of Anthropology	Mar 14
Hámornik, Balázs Péter; Juhasz, Marta	R periodica polytechnica Knowledge sharing in medical team: knowledge, knowledge management, and team knowledge	2010	Social and Management Sciences	Mar 16
Kabir, M; Professor, Hassan; Bashir, Abdel...	Determinants of Islamic Banking Profitability	2005		Mar 15
Mdaughlin, Gabriele; Stankosky, Michael	Knowledge has legs: personal knowledge strategies shape the future of knowledge work and knowledge management	2010	Emerald Group Publishing Limited	Mar 16
MEULEMAN, JOHAN; Lim, Chong Wei; Sal...	Dakwah, competition for authority, and development	2011	Bijdragen tot de Taal-, Land- en Volkenkunde	Mar 12
Mughal, Raees Ahmed	Five decades of children's literature in Pakistan	2000		Mar 12
Noor, Wan; Jusoh, Hazlina Wan; Jusoff, K...	Using multimedia in teaching Islamic studies	2009	Journal Media and Communication Studies	Mar 13
Schumann, Christoph	A Muslim 'Diaspora' in the United States?	2007	The Muslim World	Mar 12
Siddiqi, Muhammad Nejatullah; Mannan, M N	Issues in Islamic Banking	1403	J. Res. Islamic Econ	Mar 12
Sobol, Iwona; Iwona	ISLAMIC BANKING IN THE EUROPEAN UNION COUNTRIES	2015	European Integration Studies	Mar 15

1. Another Way To Merge Citation, Click "Insert Citation" → Click Go To Mendeley → Mendeley Desktop Will Appear → Highlight The Selected Article → Click "Cite";
2. The Citation Will Merge Automatically In Microsoft Word.

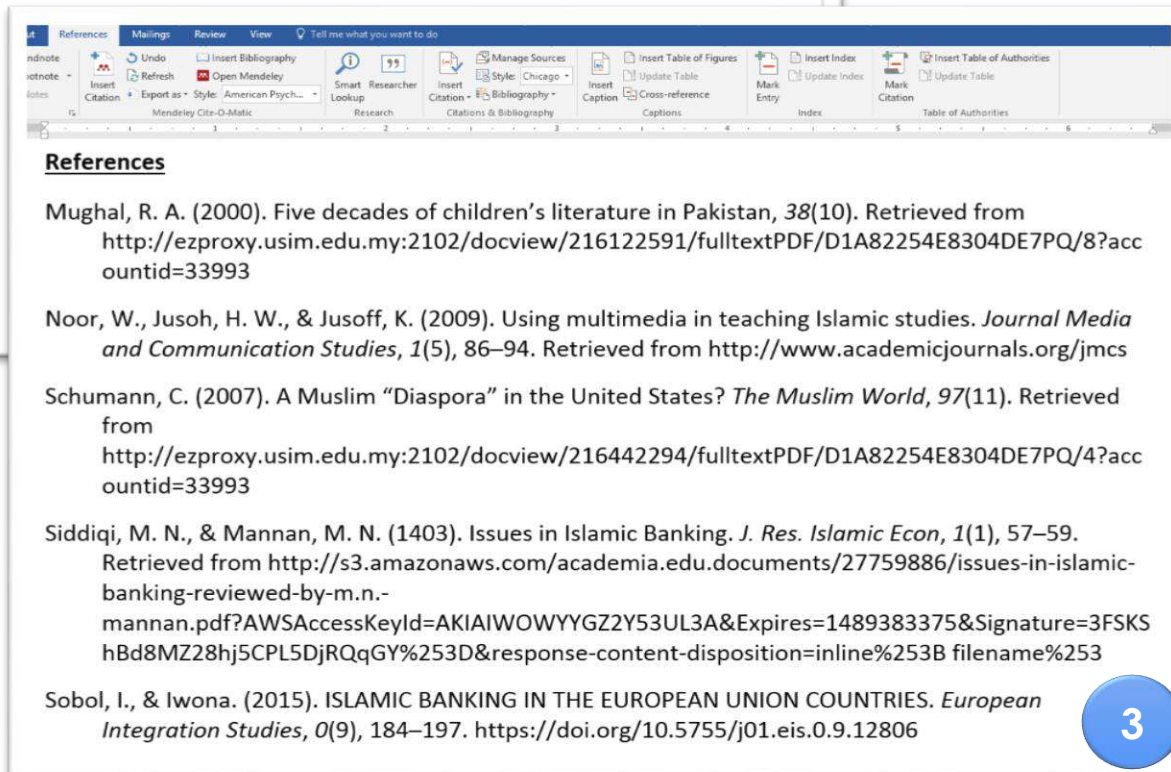
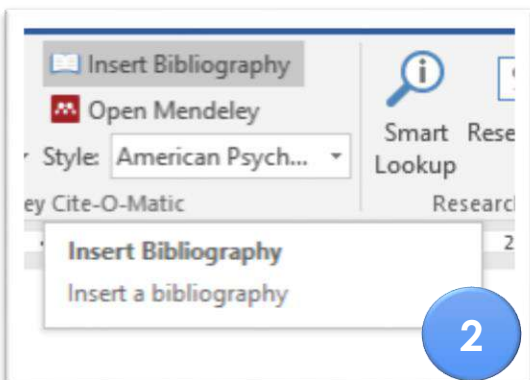
INSERT CITATION AND BIBLIOGRAPHIES IN MICROSOFT WORD



1. To Insert Bibliographies, Go To References Menu In Microsoft Word;

2. Click Insert Bibliography;

3. The Bibliography List Automatically Appear In Microsoft Word.





Thank You