



Mendeley workshop



Organize

Search and organize documents, reports, and notes



Research

Discover and download full-text documents and references from databases and search engines.



Write

Import references and compile my bibliography with a click.



Cooperate

Read and comment on documents in collaboration with my research team.

1. Create account - install Mendeley and plug-ins

- i. Create account at www.mendeley.com
- ii. Download and install Mendeley Reference Manager to my pc.
- iii. From Tools, install Web importer και Mendeley Cite.

2. Create and update my Library

- i. Create collections (English Literature)
- ii. Add documents from my pc or from an external source (cloud, etc.)
- i. Save references from the web:
 - a) From [Unified search](#) Woolf Dalloway (filters : e-Book +1 year)
Durée as Einstein-in-the-Heart: Mary Butts and Virginia Woolf
 - b) Από [Google scholar](#) English novel 20th
A peak at death: Assessing continuity and change in an underdocumented language

c) Από [J-STOR](#) English colonial fiction
Women Writing/Women Written: The Case of Oriental Women in English Colonial Fiction

d) Από τον [κατάλογο της βιβλιοθήκης](#) Woolf Dalloway

ii. Add entry manually

Example: either from a scanned document or a reference in my computer

iii. Add tags

iv. Search for references in my Library

3. Cite as I write*

- i. Insert references and bibliographies into my document and select style
- ii. Create a bibliography into my document

*Mendeley Cite is compatible with Microsoft Office 365, Microsoft Word versions 2016 and above and with the Microsoft Word app for iPad

4. Networking with a community

- i. Create profile
- ii. Create group and invite partners to my group

Example: English Literature - NKUA

iii. Share documents and references with my group

iv. Read, make notes and underline text

a. Browse - Select text - Make notes - Underline

5. Search for citation style not included in Mendeley Library

- i. On the Citation Style Language (CSL) website go to Find and edit CSL citation styles <http://editor.citationstyles.org/about/> and look for a style. Select Install and then with a Drag and Drop put the file in the Mendeley Citation Styles window or
- ii. At Zotero style repository <https://www.zotero.org/styles> search for a citation style and go on like before.

6. Insert multiple references

- i. From **Unified Search**, save references and export a list
- ii. From **GoogleScholar**, search and save references to my account, select My Library, select All or Some and then Export in RefMan. From Mendeley select File, Import
- iii. From **J-STOR** select more than one references, then Export selected Citations and Export in a .ris file and then from Mendeley I choose File, Import)

7. Export my library to another bibliographic tool (Endnote, Zotero...).

Select File, Export All

8. Share my research data

Search in the [Mendeley Data](#) repository

Example: “virginia woolf”, Επιλέγω virginia woolf *datasets*

Create new dataset

9. Offline work to be avoided