

Mendeley Reference Management Software

Module III: Managing Documents and References

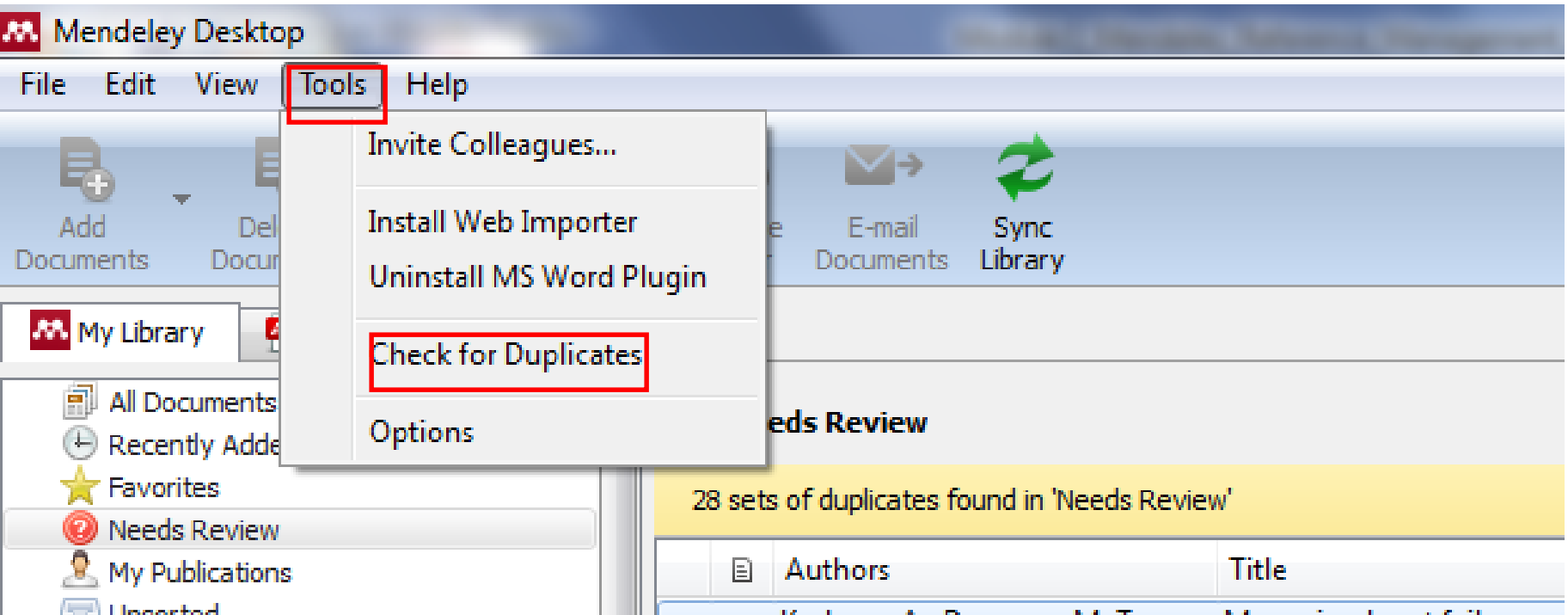
By

Prof Tandi Lwoga

Managing your documents and references

- Check duplicates and merge duplicate author names, tags, or publications
- Documents can be marked read/unread
- Search as you type
- Annotate PDFs
- File Organizer

Merge duplicate author names, tags, or publications



Mendeley desktop can check for duplicates

To find duplicates

Click **Tools** menu - select **Check for Duplicates**

Merge duplicate author names, tags, or publications

The screenshot shows a 'Needs Review' window with a table of duplicate sets. The first row is highlighted with a red box. To the right, a 'Details' pane shows metadata for the selected set, with a 'Confirm Merge' button highlighted in a red box.

Authors	Title	Confidence
Kashem, A.; Droogan, M. T.; Santamore, W. P.; Wald, J. W.; B...	Managing heart failure care using an internet-b...	[Progress bar]
Worth, A.; Tierney, A. J.; Watson, N. T.	Discharged from hospital: should more responsibili...	[Progress bar]
Der Molem, V.	Relating information needs to the cancer exper...	[Progress bar]
Eysenbach, Gunther	Consumer health informatics	[Progress bar]
Alajmi, M.	MODELING STUDENT PERCEPTION OF WEB 2....	[Progress bar]
Blackstone, Brad; Spiri, John	Blogs in English language teaching and learning : P...	[Progress bar]
Weaver III, James B.; Thompson, Nancy J.; Weaver, Stephanie Sar...	Healthcare non-adherence decisions and internet he...	[Progress bar]
Mayben, J. K.; MPH, T. P. G. M. D.	Internet use among low-income persons recently ...	[Progress bar]
Jackson, C. L.; Bolen, S.; Brancati, F. L.; Batts-Turner, M. L.; Gary, ...	A Systematic Review of Interactive Computer-as...	[Progress bar]
Feltwell, A. K.; Rees, C. E.	The information-seeking	[Progress bar]

Details pane content:

- No conflicting fields
- Issue: 2
- Pages: 121-126
- Abstract:
- Tags:
- Keywords:
- Citation Key:

Select a set and review the metadata in the right hand details pane.

Any field which has a tick to the left of it has no conflicts while un-checked fields means 2 or more duplicates in the set have conflicting data.

Click the **Confirm Merge** button to merge the set.

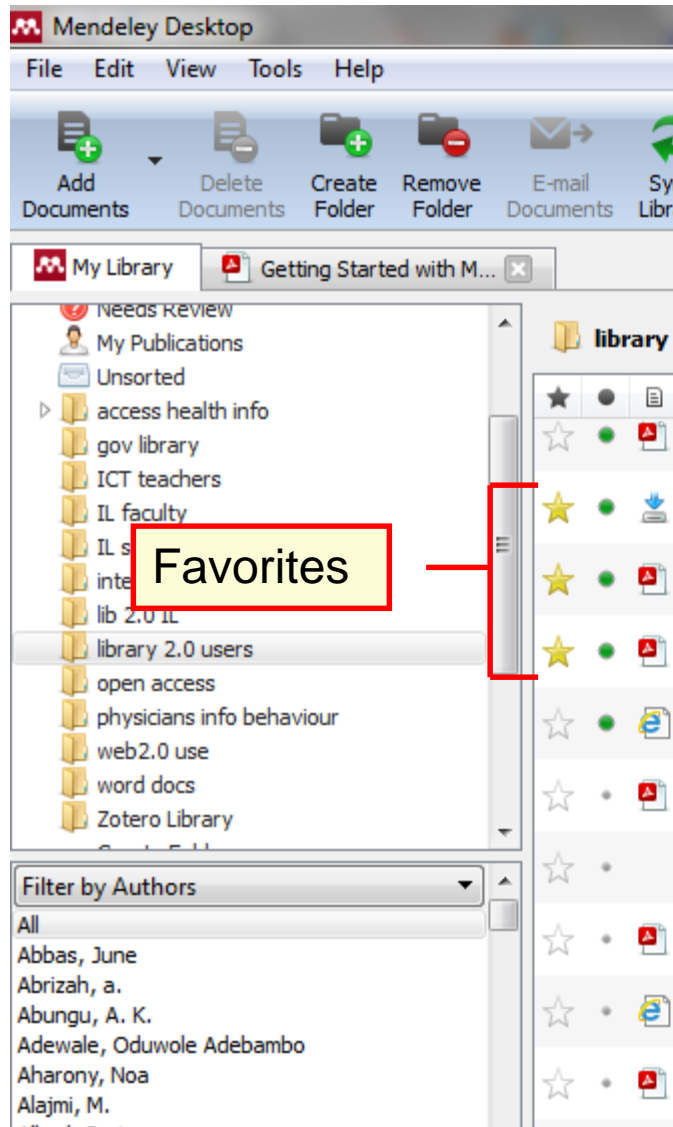
Documents can be marked read/unread

The screenshot displays the Mendeley Desktop application window. The top menu bar includes File, Edit, View, Tools, and Help. Below it is a toolbar with icons for Add Documents, Delete Documents, Create Folder, Remove Folder, E-mail Documents, and Sync Library. The main window is titled 'My Library' and shows a list of folders on the left sidebar, including 'access health info', 'gov library', 'ICT teachers', 'IL faculty', 'IL students', 'internet health info', 'lib 2.0 IL', 'library 2.0 users', 'open access', 'physicians info behaviour', 'web2.0 use', 'word docs', and 'Zotero Library'. The 'library 2.0 users' folder is selected, and its contents are displayed in the main pane. The main pane shows a list of documents with columns for Authors and Title. A red bracket on the left side of the document list indicates that documents with a green dot next to them are unread, while those with a black dot are read. A yellow callout box with the word 'Unread' points to the green dot of the first document, and another yellow callout box with the word 'Read' points to the black dot of the 10th document. The document list includes entries such as 'Junior physician's use of web 2.0 for information seeking and the qualitative study', 'Chisenga's Trails...: Use of Social Networking Tools in Libraries in...', 'Blackstone, Brad; Spiri, John', 'Paper, Research-in-progress', 'Subject Guides in the Era of Web 2', 'Makori, E. O.', 'Maness, Jack M.', 'Gray, Kathleen; Thompson, Celia; Clereh...', 'Yang, Xinya; Wei, Qunyi; Peng, Xiaodong', and 'Crook, Edgar'.

Star	Dot	Authors	Title
☆	●	Trigunas, Benjamin; Joshi, Anand; Edmond...	Junior physician's use of web 2.0 for information seeking and the qualitative study
☆	●		Chisenga's Trails...: Use of Social Networking Tools in Libraries in ...
☆	●	Blackstone, Brad; Spiri, John	Blogs in English language teaching and learning : Pedagogical use responses
☆	●	Paper, Research-in-progress	DEVELOPMENT AND VALIDATION OF A MODEL FOR
☆	●		Subject Guides in the Era of Web 2
☆	●	Makori, E. O.	Potential Of Library 2 . 0 In Provision Of Information Services In ...
☆	●	Maness, Jack M.	Library 2.0 Theory: Web 2.0 and its Implications for Libraries
☆	●	Gray, Kathleen; Thompson, Celia; Clereh...	Web 2.0 authorship: Issues of referencing and citation for acade
☆	●	Yang, Xinya; Wei, Qunyi; Peng, Xiaodong	System architecture of Library 2.0
☆	●	Crook, Edgar	Web archiving in a Web 2.0 world

Keep track of your unread papers. When you add documents to Mendeley, they are marked unread by a small green dot.

Favorites

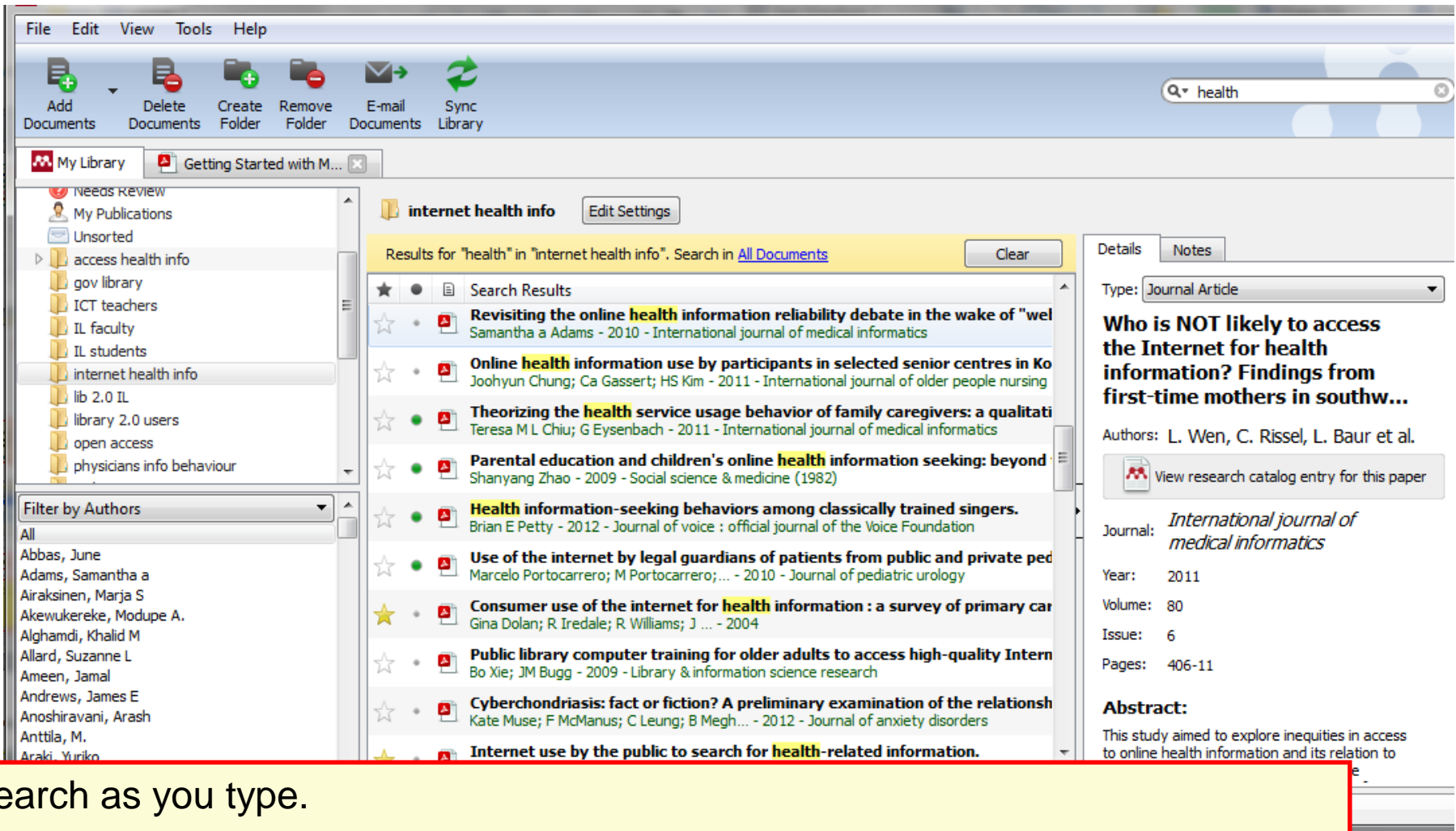


You can mark your favorite documents (or documents you keep want to track of) with the star icon. Simply click to star, and click again to un-star. All favorite documents will appear in the Favorites Folder, which you can refer back to them with one click.

Star	Authors	Title
☆	Magnus, Benjamin; Joshi, Anand; Edmund...	Junior physicians use of web 2.0 for informa qualitative study
★		Chisenga's Trails...: Use of Social Networking
★	Blackstone, Brad; Spiri, John	Blogs in English language teaching and learnir responses
★	Paper, Research-in-progress	DEVELOPMENT AND VALIDATION OF A MODE
☆		Subject Guides in the Era of Web 2
☆	Makori, E. O.	Potential Of Library 2 . 0 In Provision Of Infor
☆	Maness, Jack M.	Library 2.0 Theory: Web 2.0 and its Implicati
☆	Gray, Kathleen; Thompson, Celia; Clereh...	Web 2.0 authorship: Issues of referencing ar
☆	Yang, Xinya; Wei, Qunyi; Peng, Xiaodong	System architecture of Library 2.0
☆	Crook, Edgar	Web archiving in a Web 2.0 world

All favorite documents will appear in the Favorites Folder, so you can refer back to them with one click.

Search as you type

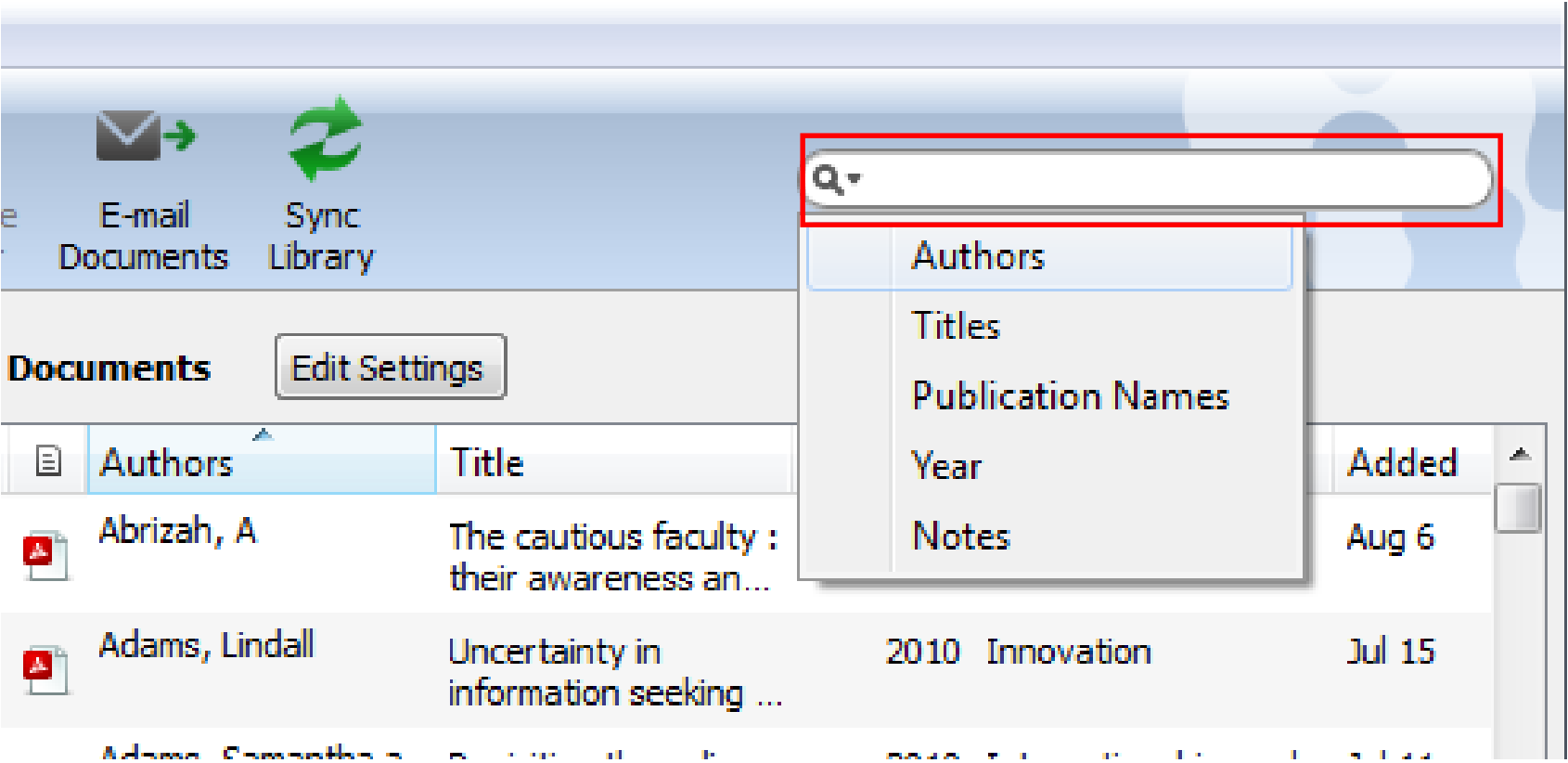


Search as you type.

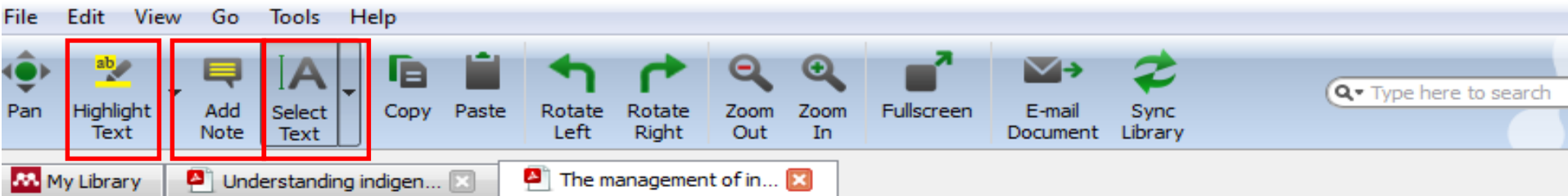
Smart search in documents highlights the search term as you type, so you can find what you're looking for quickly. Just type into the search box and Mendeley will find the matching terms in the document.

Search as you type

You can also search by using the following categories:
Authors, Titles, Publication Names, Year, Notes



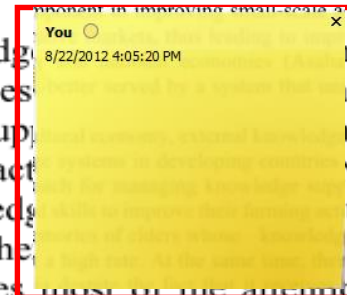
Annotate PDFs



important sector in the economies of most African countries. In Tanzania, the economy depends on agriculture, which accounts for more than 25.7 percent of gross domestic product (GDP), provides 30.9 percent of exports, and employs 70 percent of the work force (United Republic of Tanzania 2009). The potential of IK in improving agricultural production in Tanzania can be gauged by the traditional sector which accounts for more than 90 percent of the seeds planted in the country (Mushi 2008).

At the same time, research shows that the more the local people experiment with external technologies, the more they strengthen their indigenous knowledge and practices (Lemma and Hoffmann 2005). External knowledge is a key component in improving small-scale agricultural production and linking increased production to remunerative markets, thus leading to improved rural livelihoods, improving quality and yield, food security and national economies (Asaba *et al.* 2006). Thus, sustainable agricultural development may be better served by a system that unifies both indigenous and external knowledge systems.

Nevertheless, in the formal agricultural economy, external knowledge receives more attention and investments than other knowledge systems in developing countries (Mascarenhas 2003). Lack of a cohesive approach for managing knowledge support the poor to take advantage of their innovations and skills to improve their farming activities (Ngulube 2008). IK is mainly preserved in the memories of elders whose knowledge is lost when they die of old age, and thus IK has been lost at a high rate. At the same time, the adoption of external technologies in Tanzania despite the fact that it receives most of the attention (Ngendello,



You can add highlights and notes to documents within Mendeley Desktop.

Open a PDF in Mendeley's PDF viewer by clicking on the pdf icon.

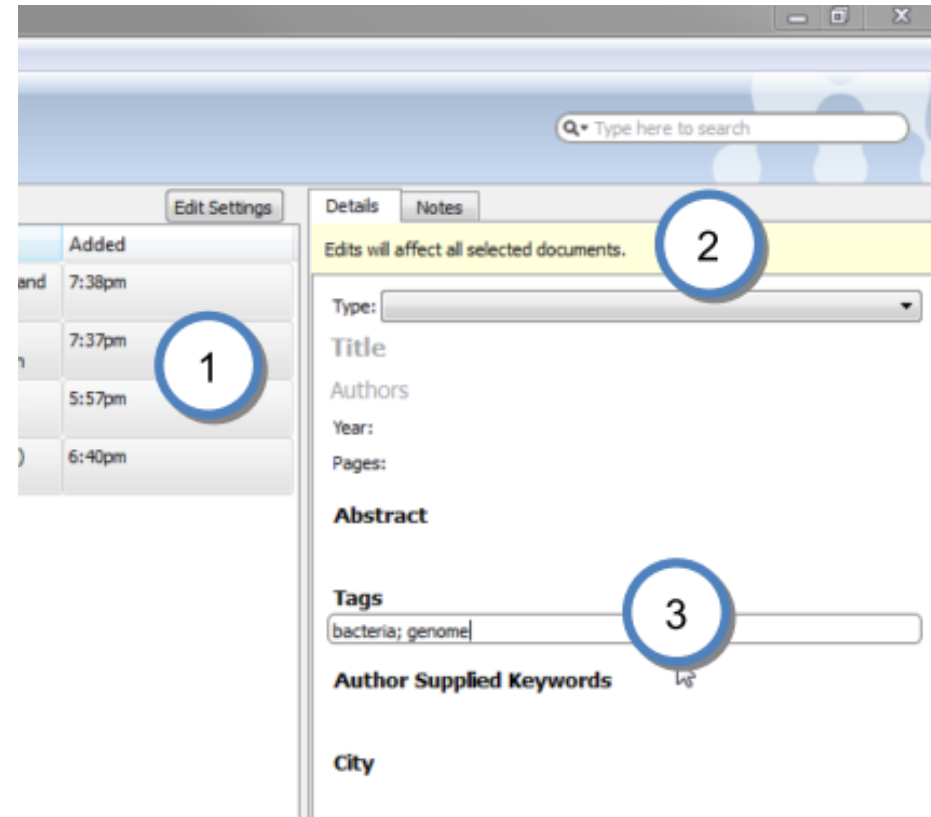
Add highlights and notes by clicking on the **Highlight Text** or **Add Note** or **Select text** to copy.

You can remove **Highlight Text** or **Add Note** by right clicking the mouse, and select **remove highlight or note**

Tag and edit multiple documents at once

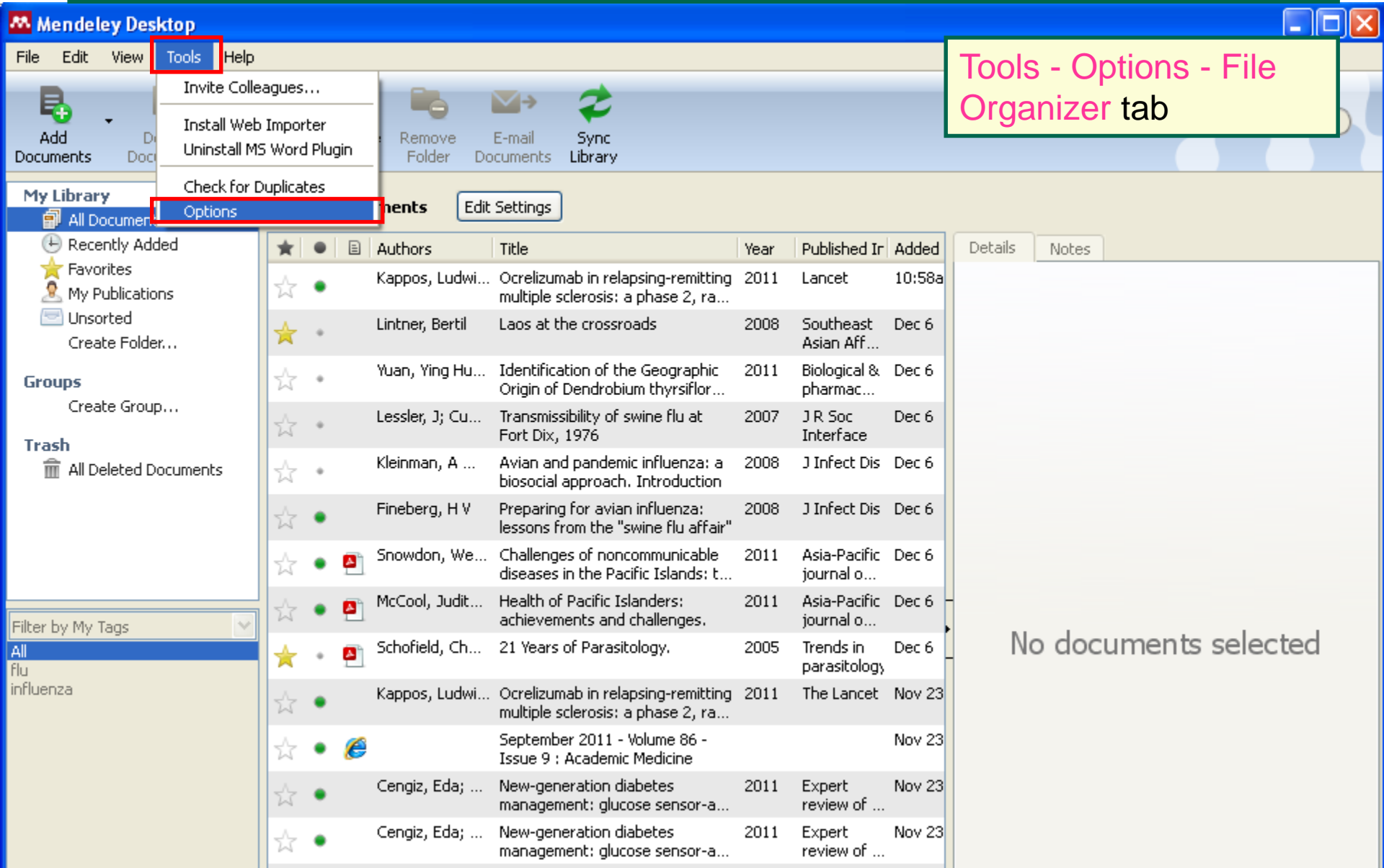
1. Select the documents you want to edit at once by pressing Ctrl + left clicking the documents you want to select
2. Notice the batch editing confirmation message
3. Input your data

The data can be tags, notes, or other document details such as the publication name.



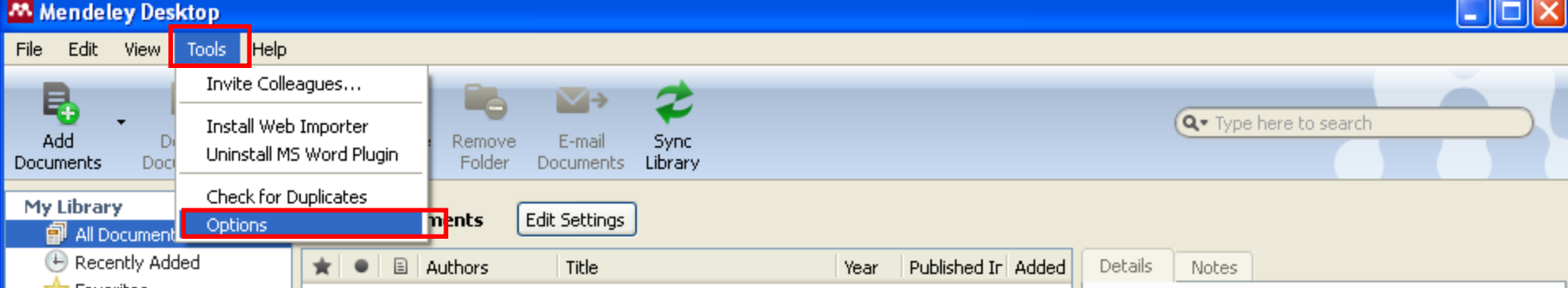
File organizer

You can choose a location to store your files, and let Mendeley organize for you



Tools - Options - File Organizer tab

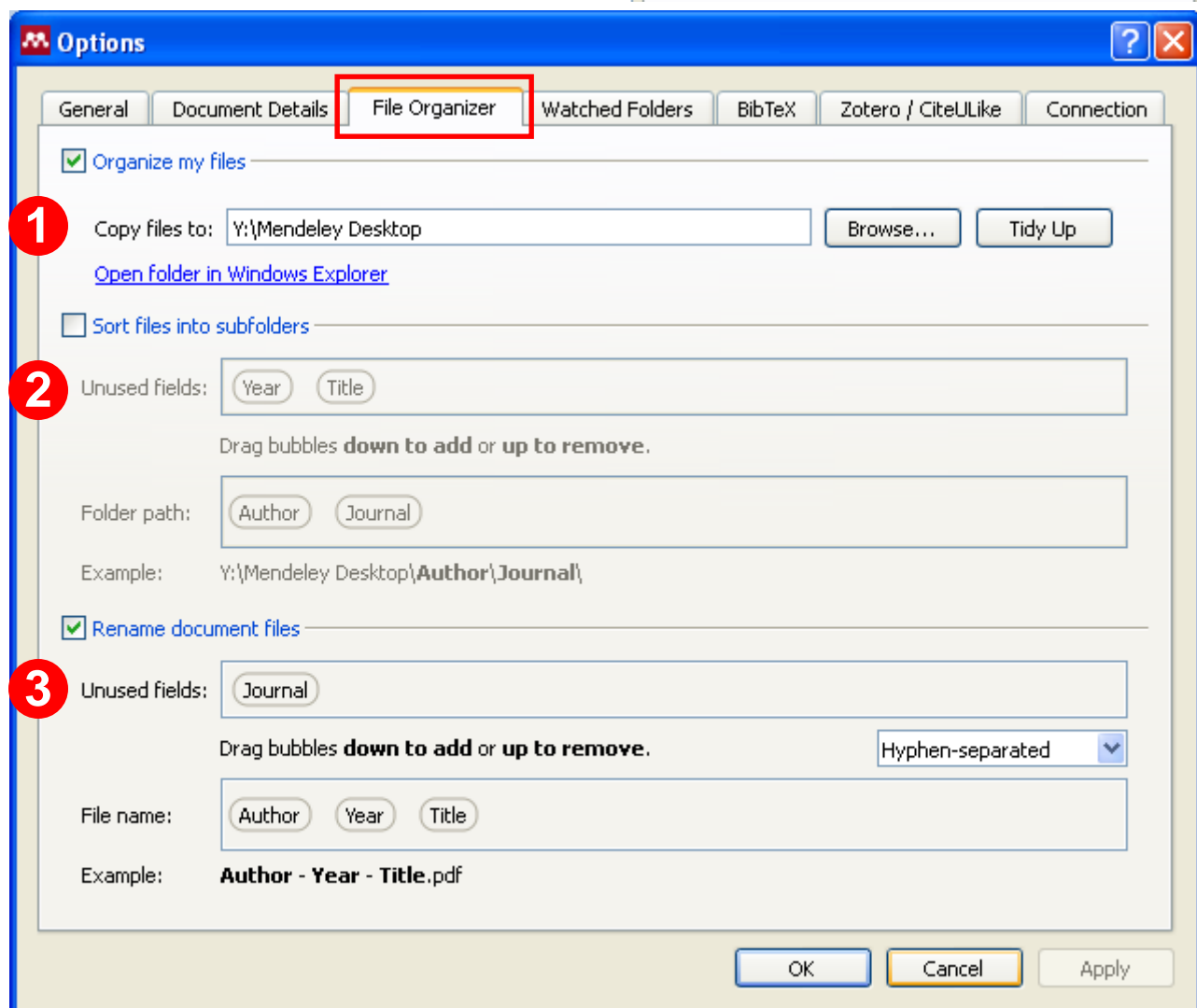
No documents selected



You can choose the location to store your files

You can organize files into sub-folders by year, title, authors, & journal

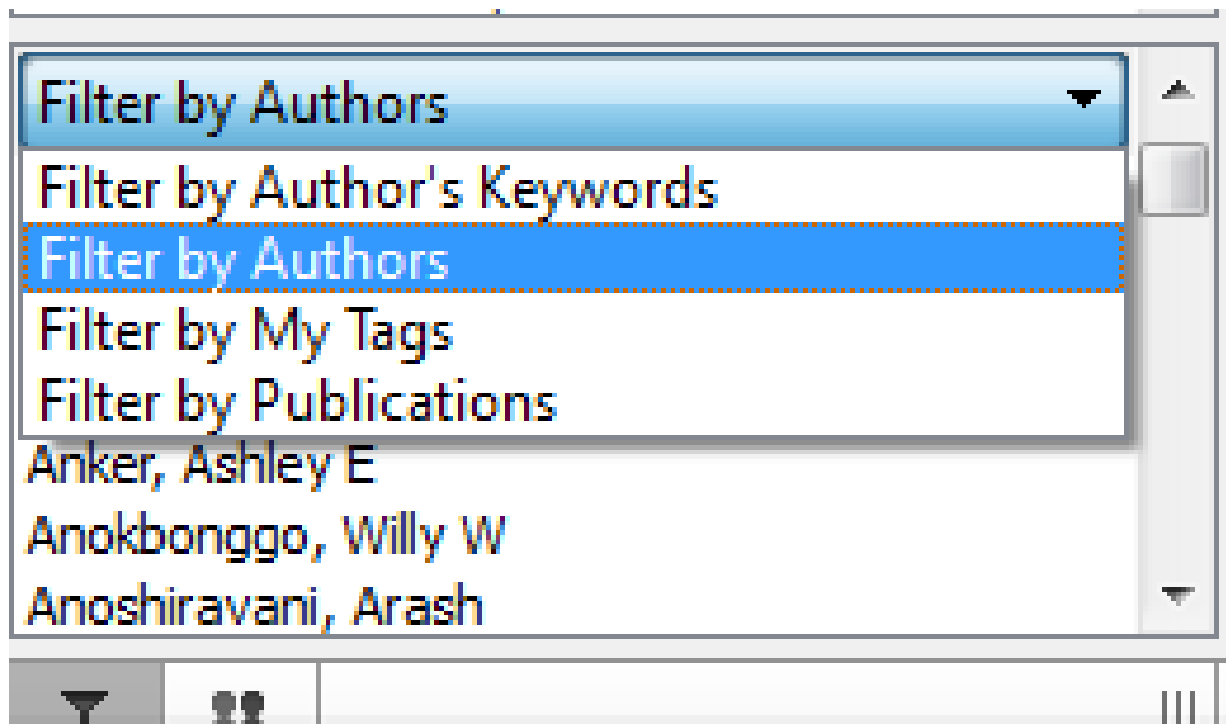
You can automatically rename your PDFs and file them in a clear folder structure, making it easier to find your files outside of Mendeley.



Filtering

You can filter by: Author, Publication, My Tags, Authors keywords

If you want to use "My Tags" you have to add Tags to your references



Filtering

You can use filter to improve your metadata

For example, if you see multiple names that are clearly the same person (e.g. Andrew James, E. and Andrew, James) you can drag the less specific name onto more specific one, to rename all instances of the less specific name.

The screenshot shows the Zotero interface. On the left is a sidebar with a folder tree and a 'Filter by Authors' dropdown menu. The main window displays a list of documents filtered by the author 'james andrews'. A red box highlights a document entry: 'Johnson, J. Da...' with the title 'Fields and pathways: Contrasting or complementary views of inform...'. Below the list, a 'Confirmation' dialog box is open, asking to rename all instances of 'Andrews, James E.' to 'Andrews, James'. The dialog includes an 'OK' button and a 'Cancel' button, along with a 'Do not ask again' checkbox.

Showing documents authored by "james andrews" Clear

★	●	📄	Authors	Title	Year	Published	Added
★	●		Johnson, J. Da...	Fields and pathways: Contrasting or complementary views of inform...	2006	Information Processin...	Jul 11

Confirmation

Rename all instances of "Andrews, James E." to **"Andrews, James"**?

Do not ask again

OK Cancel

Filter by Authors





















- Anderson, James G.
- Andrew, M
- Andrews, James**
- Andrews, James E
- Andrews, James E.
- Andrews, K

Ordering

You can order your documents by using the categories listed across the top of the reference panel.

- This includes – File type, Author, Title, Year, Publisher and Added features

You can order references in ascending or descending order.

		Authors	Title	Year	Published In	Added
		Abrizah, A	The cautious faculty : their awareness an...	2009		Aug 6
		Adams, Lindall	Uncertainty in information seeking ...	2010	Innovation	Jul 15
		Adams, Samantha a	Revisiting the online health information r...	2010	International journal of medical informatics	Jul 11
		Adewale, Oduwole ...	Utilization of library and Information an...	2012	International Journal of Science and Tech...	Aug 19
		Aharony, Noa	Web 2.0 use by librarians	2009	Library & Information Science Research	Aug 15
		Aharony, Noa	Web 2.0 use by librarians	2009	Library & Information Science Research	Aug 14
		Akesson, Kerstin M...	Health care consumers' experie...	2007	International journal of medical informatics	Jul 11
		Alajmi, M.	MODELING STUDENT PERCEPTION OF W...	2011		Aug 16
		Alajmi, M.	MODELING STUDENT PERCEPTION OF W...	2011		Aug 15

Exercise 1

1. In your Mendeley Desktop, filter by author and merge related documents
2. In your Mendeley Desktop, open the pdf of the article:
 - Highlight the title of the article.
 - Add a Note in the article.
 - Annotate a pdf File

References

- Getting started with Mendeley. Available at:
<http://www.mendeley.com/getting-started/>
- **Mendeley Video Tutorials**
<http://www.mendeley.com/videos-tutorials/>
- Here is a link to videos of quick tips, and presentations.
<http://www.youtube.com/user/MendeleyResearch?feature=watch>