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b UNIVERSITÄT BERN

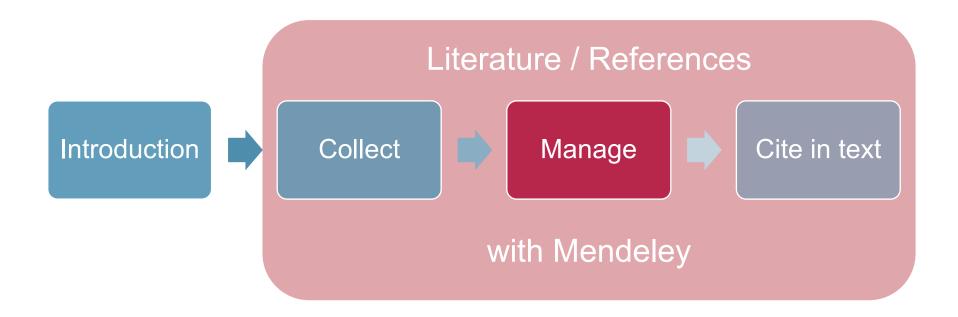
Mendeley

Easy and efficient reference management

Dr. Aline Frank and Dr. Eri Amsler, University Library Bern, www.unibe.ch/ub/sciencelibrary Online video course FS 2023 (accompanying slides in English)

Part 3

u^b Part 3 – Manage references

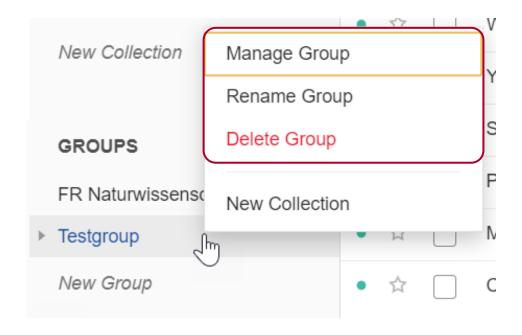


predefined

Create yourself

u^b GroupsShare references

- Enter group name in «New Group», click enter to confirm
- Right-click on group name or on three dots: manage group, rename group, delete group, or create subfolder (New Collection)
- Group consumes storage space from «owner»
- For groups requiring more storage space: send request to tools@unibe.ch



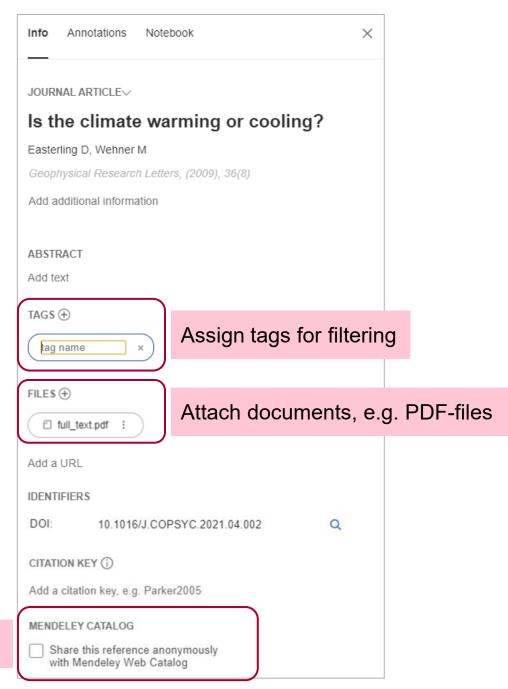
Tip:

The e-mail addresses of the invitees have to correspond to those used for their Mendeley account.

u^b Individual entriesImportant functions

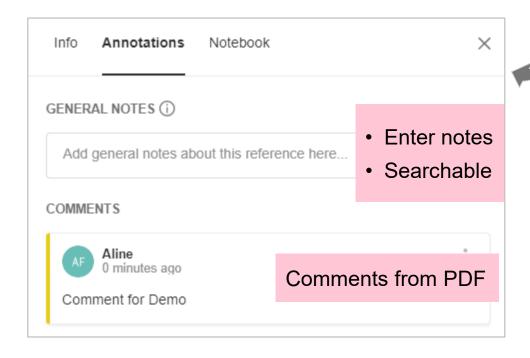


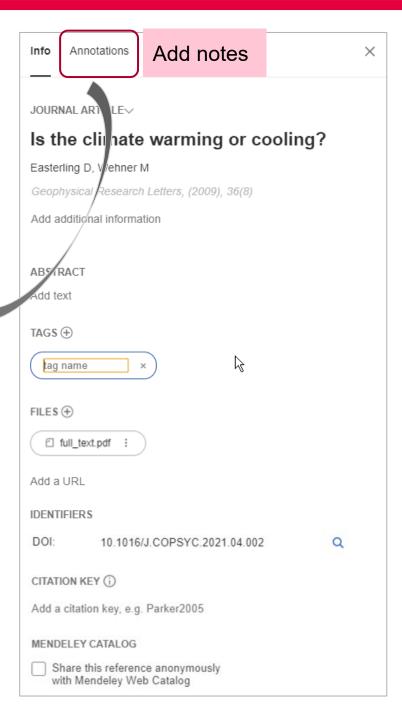
Check fields and complete if necessary



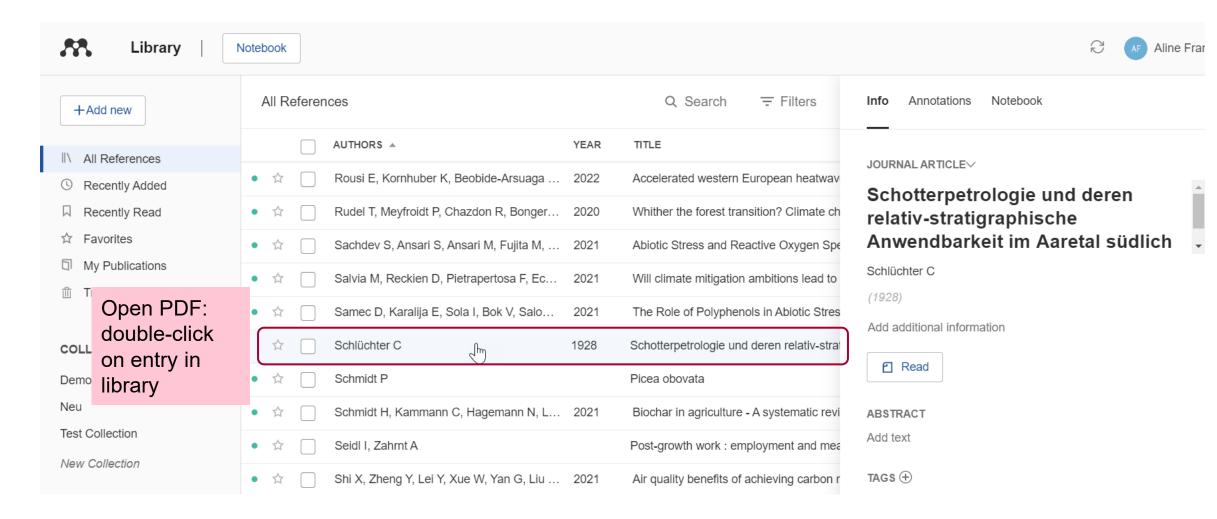
Disable availability in Mendeley database

u^b Individual entriesImportant functions





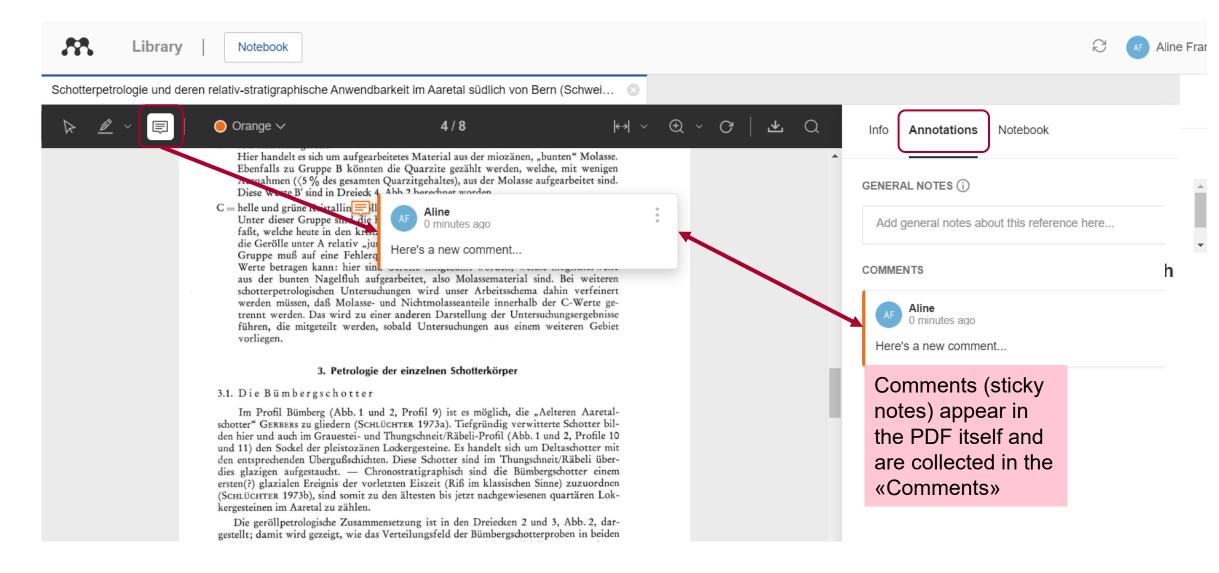
u^b Manage PDFs



u^b Manage PDFs

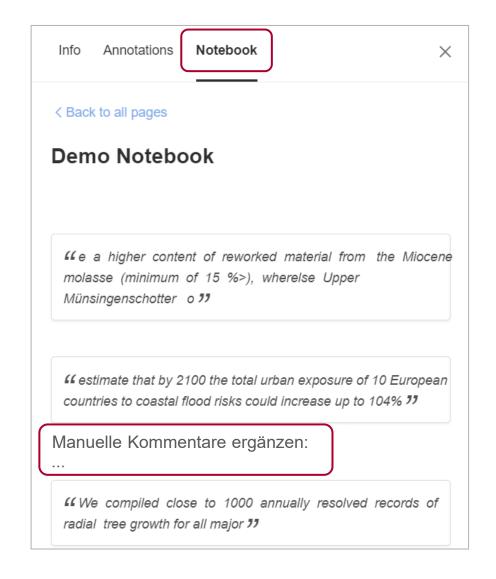


u^b Manage PDFs



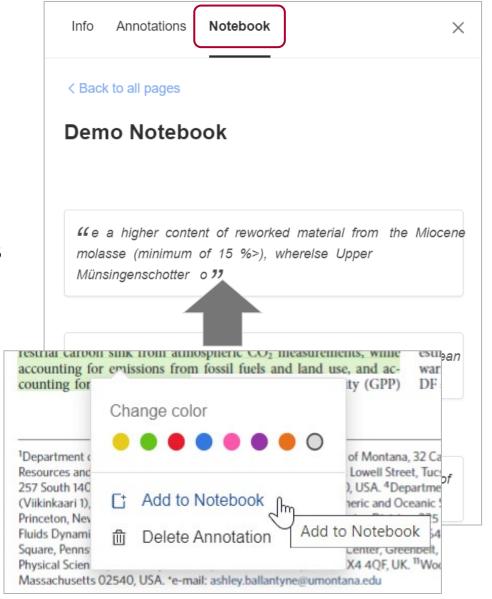
u^b New functionsNotebook

- Ideal to copy and collect citations 1:1 from PDFs
- Collect citations across several references
- In the notebook, multiple pages can be created
- Add your own comments



u^b New functionsNotebook

- Ideal to copy and collect citations 1:1 from PDFs
- Collect citations across several references
- In the notebook, multiple pages can be created
- Add your own comments
- How to insert? Chose text you want to use as citation → Highlight → left-click on highlighted text → Add to Notebook



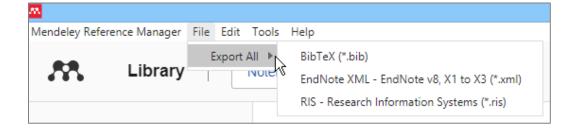
u^b BackupsTwo possibilities

1. Backup in the Cloud via synchronization with the web-version

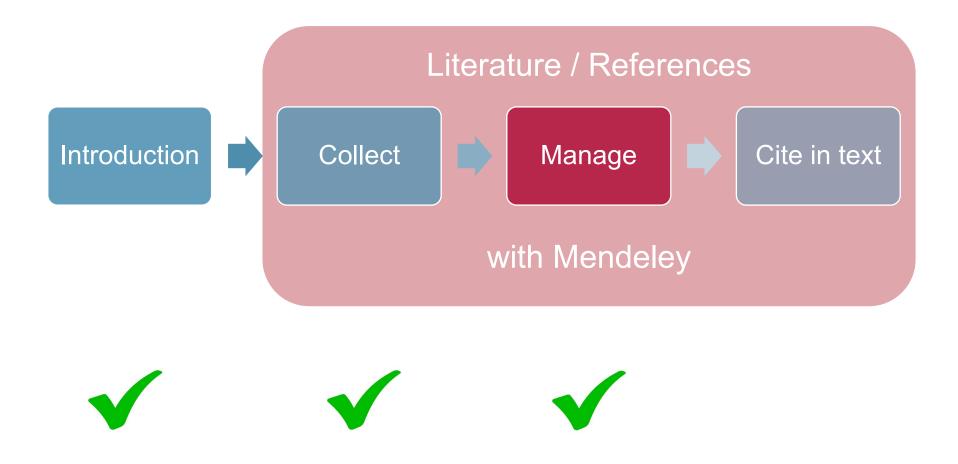


2. To be on the safe side, occasionally create a local backup of your own Mendeley library

File / Export All / choose format and save to external hard drive¹.



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u^b Contact

University Library Bern, reference management

tools.ub@unibe.ch

More courses in reference management:

https://www.ub.unibe.ch/services/courses/index_eng.html

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Online video course (accompanying slides in English)

Part 3 – Manage references

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