

## **Workshop Title: Managing references & bibliographies using Mendeley**

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### **Abstract:**

#### **INTRODUCTION:**

Mendeley is a cloud based reference manager that allows users to bridge between stored references and the Microsoft Word documents. It is a free download reference manager and an academic social network tool. It serves several objectives for researchers, including:

1. Opening projects folders to download, import or manually add documents
2. Organizing documents in folders for later browsing, reading, highlighting ideas and annotating online and offline
3. Creating groups or teams of researchers to share documents and online collaboration
4. Connecting to word processors and citing references, coping ideas or notes and preparing bibliographies according to a selected style

#### **THE WORKSHOP CONTENTS**

Getting Started

##### **Data Entry**

Creating a Folder  
Adding References  
Importing References  
Removing or Deleting a Document

##### **Reading and Citing**

Features of the PDFs Mendeley Reader  
Reading the text  
Highlighting Text  
Annotating Text  
Citing Text  
Features of the Reference Toolbar  
Insert Citation  
Create a Bibliography

##### **Online work Collaboration**

Creating a Group  
Sharing References

**Workshop duration:** 1,30 hours.