MENDELEY REFERENCE MANAGER MANUAL

Celt journal

Soegijapranata Catholic University

Semarang, Indonesia, 2020

journal.unika.ac.id/index.php/celt

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X. Input bibliography sources of non-online reference (Printed Books/ Articles, AV etc.)
XI. Delete an Article
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XIII. Install Ms. Word Plug In
XIV. Making citation sources
XV. Making the Bibliography

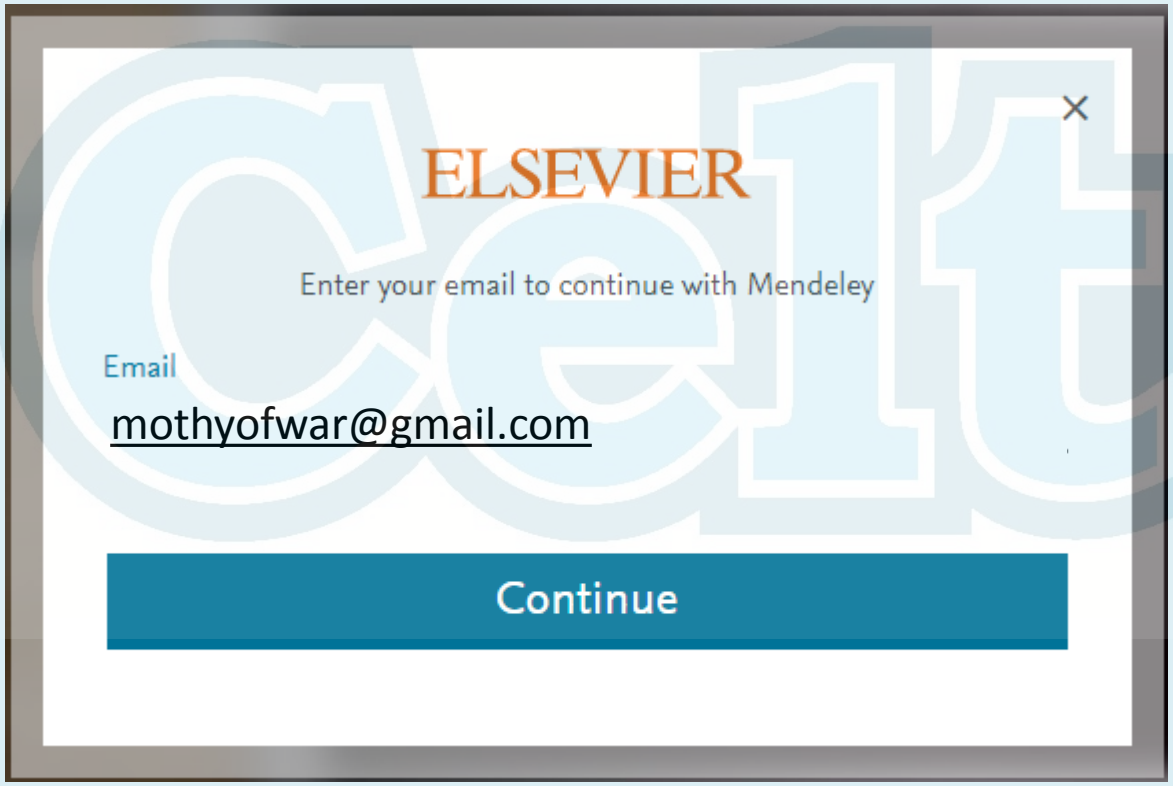
I. MENDELEY ACCOUNT REGISTRATION

Type in: www.mendeley.com

choose: create a free account

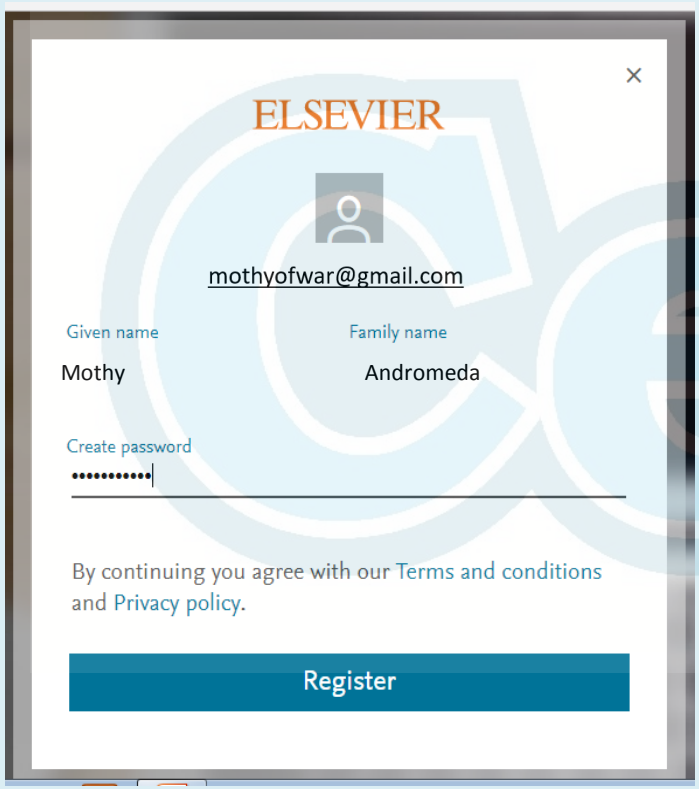
Input email to get a username

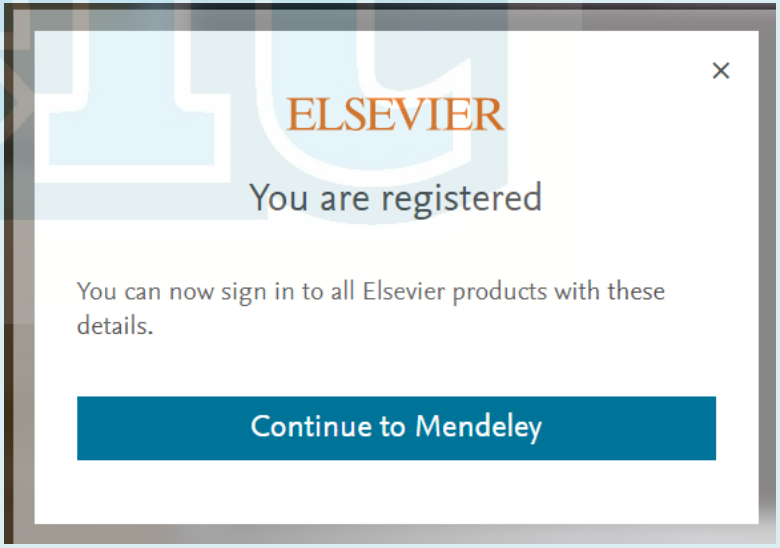
continue



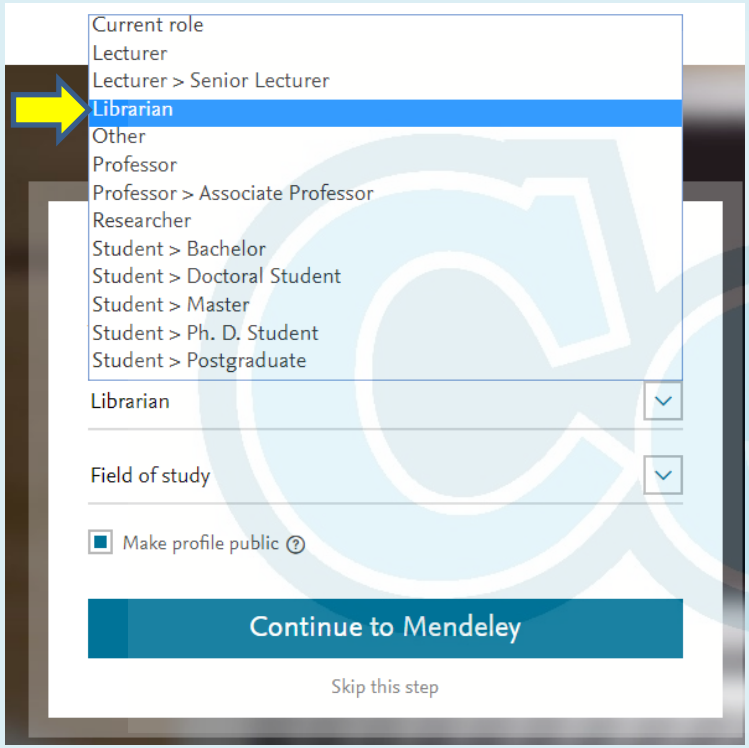
Fill in the Name and Password

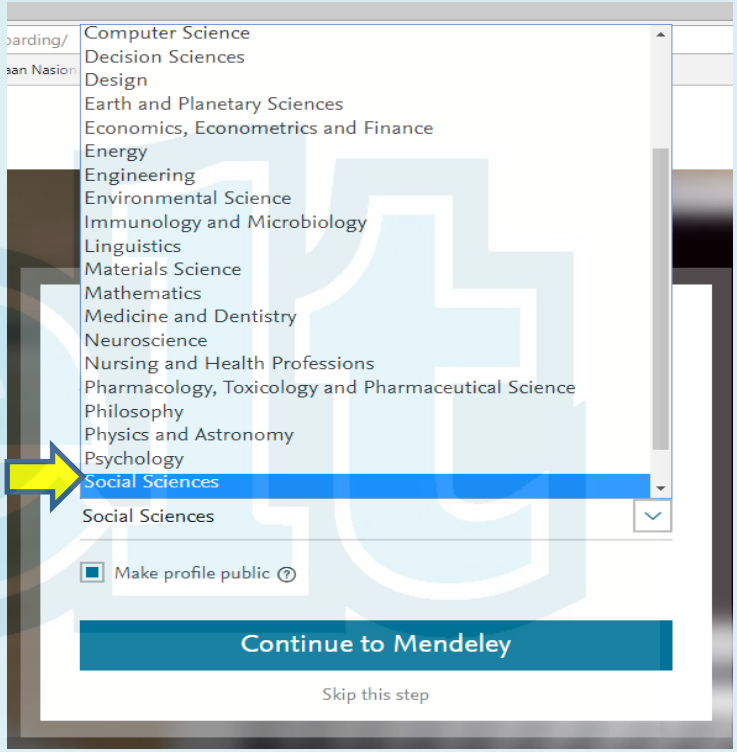
register → continue to Mendeley





Select the Current Role & Field of Study



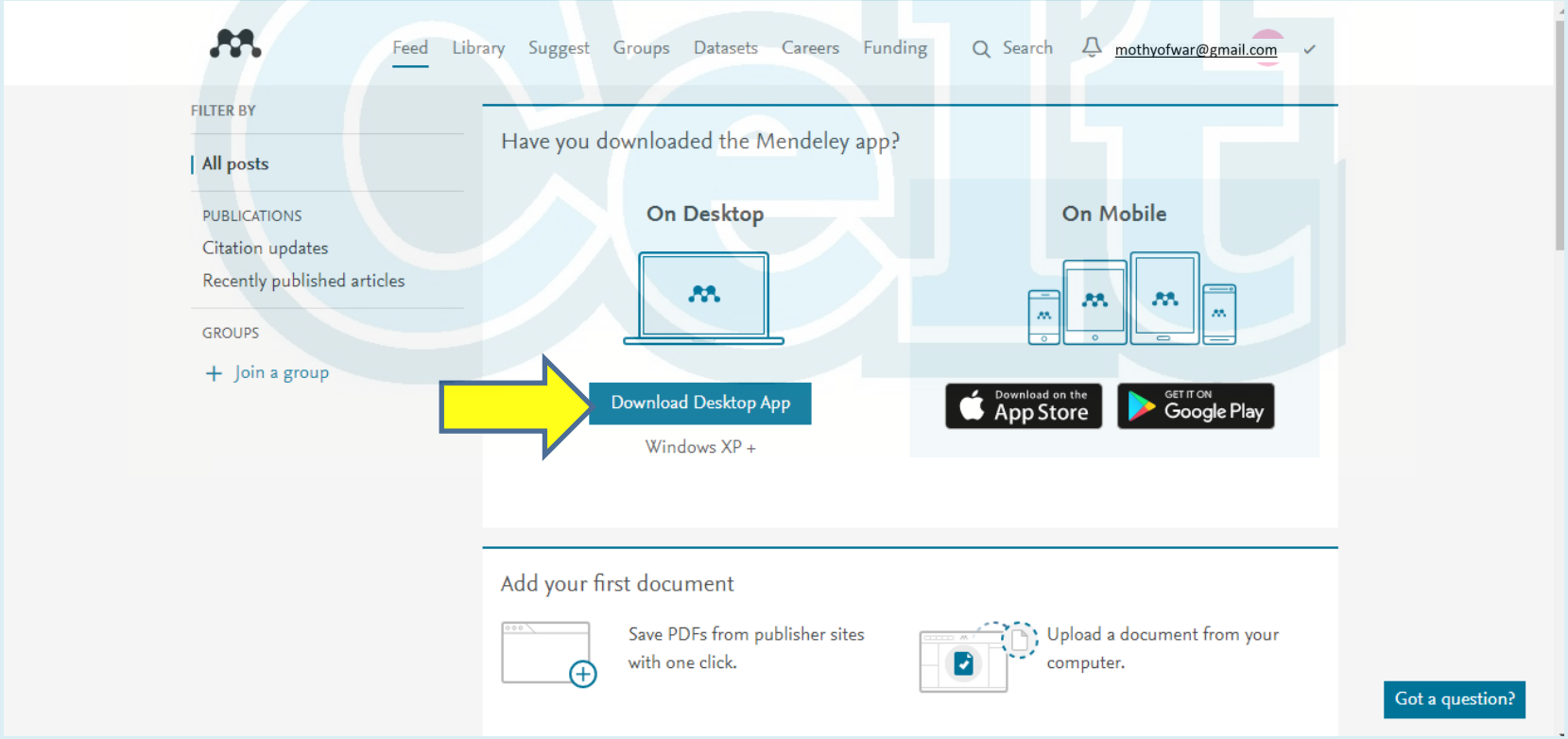


continue to Mendeley

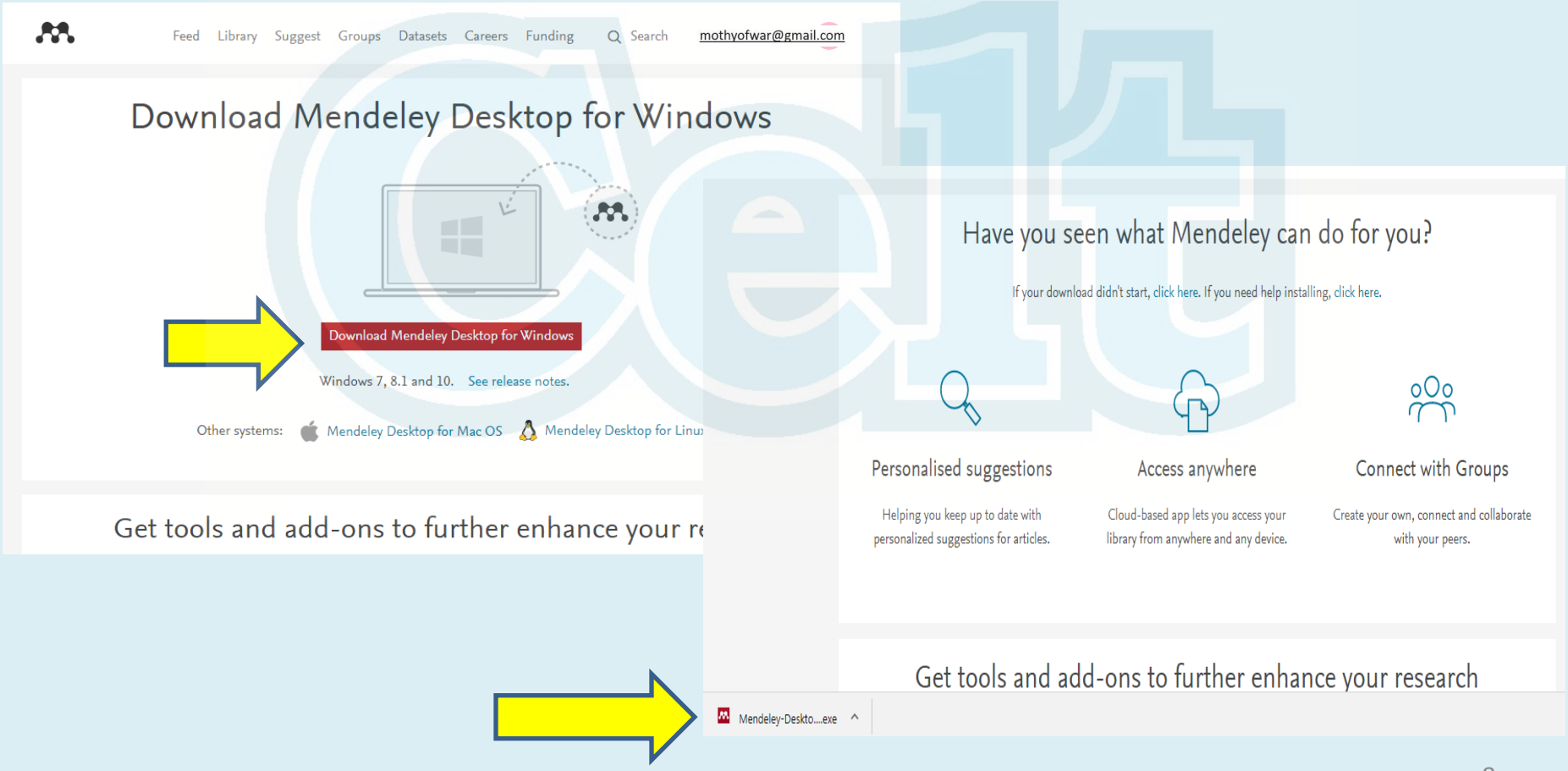
II. DOWNLOAD MENDELEY DESKTOP

Mendeley Desktop is used to manage scientific articles that will be used as reference source, creating citation sources and bibliography.

Choose Download Desktop App

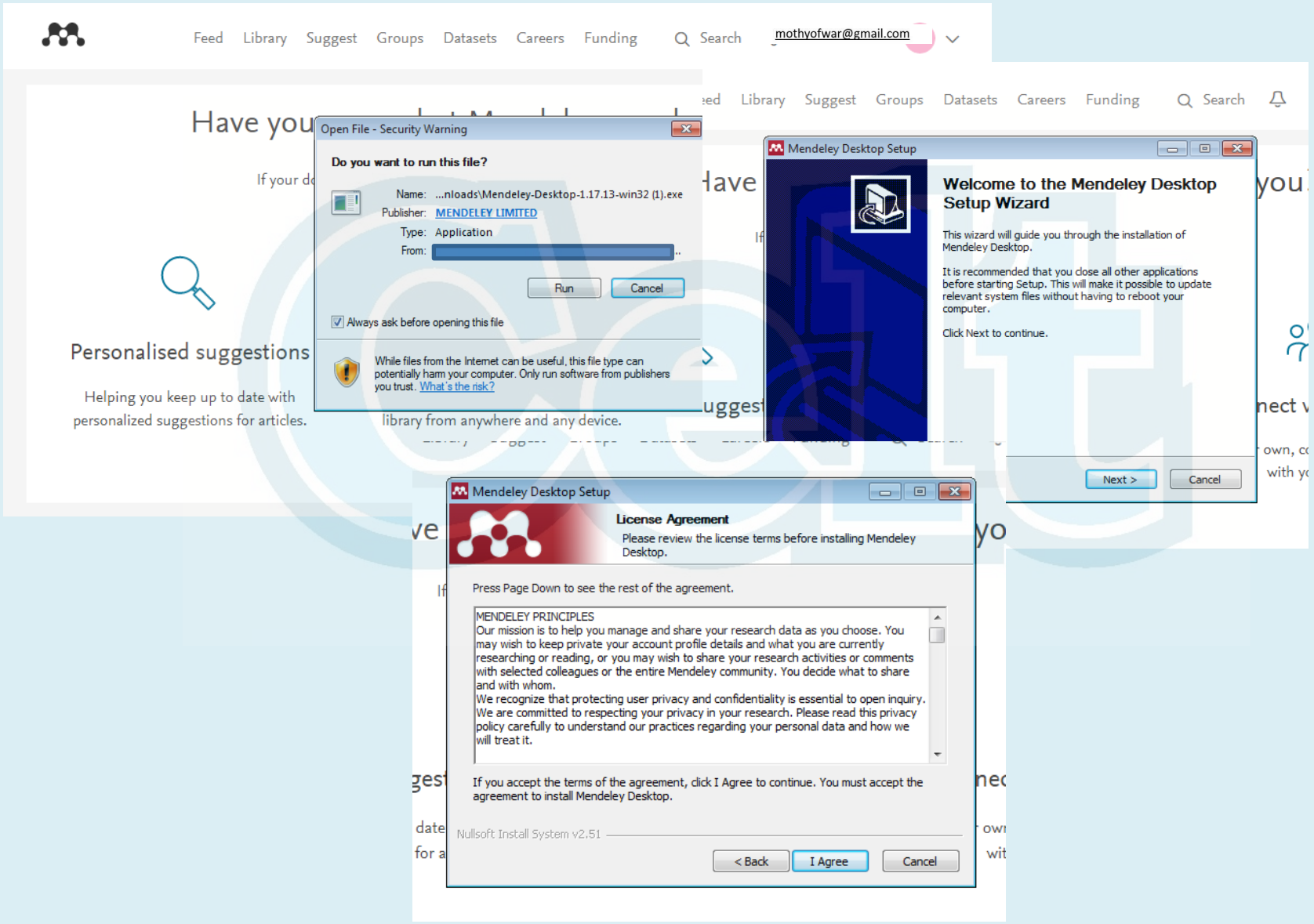


Download options for Mendeley Desktop

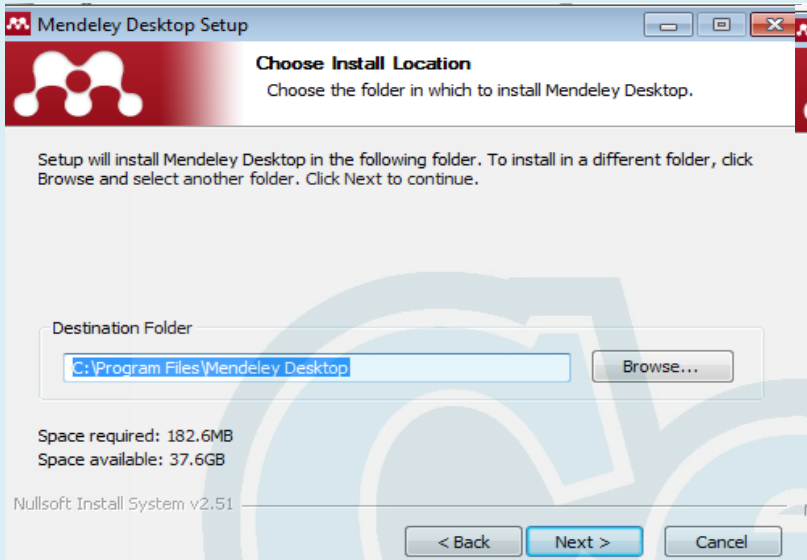


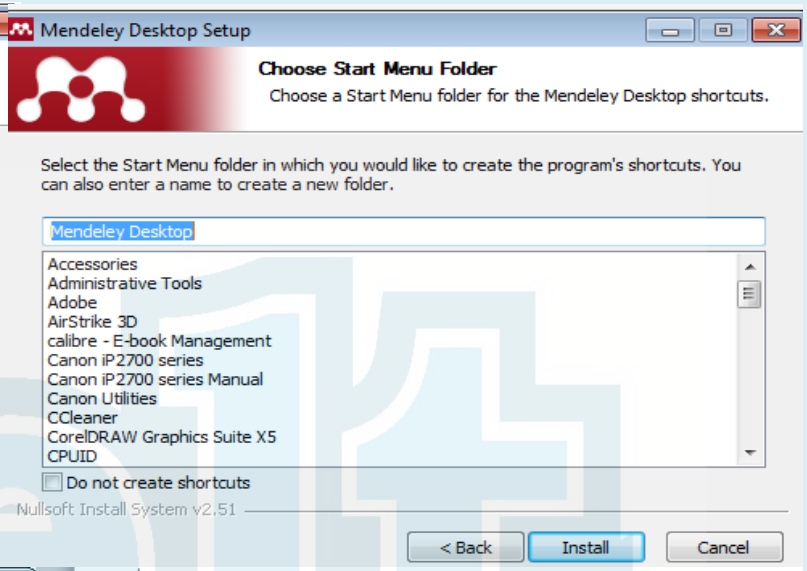
Click Mendeley Desktop.exe

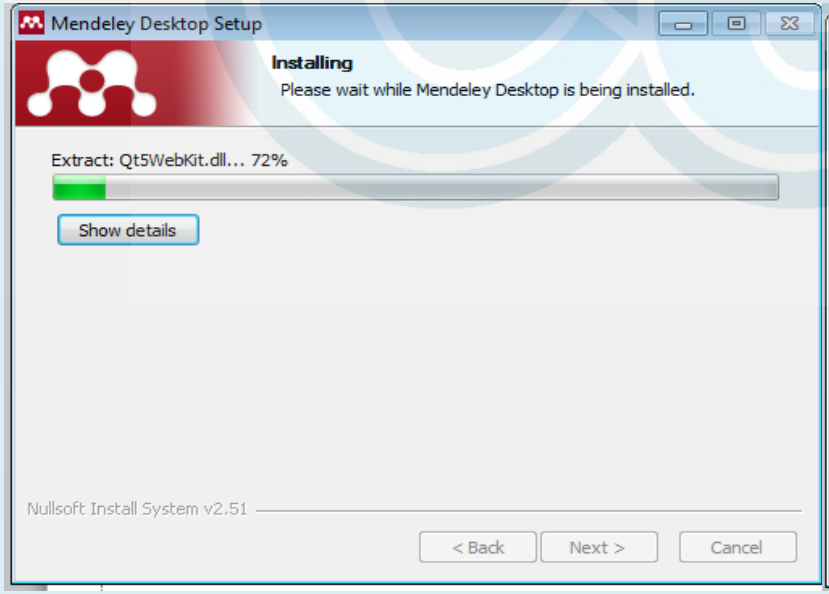
Select: Run---Next---I Agree--

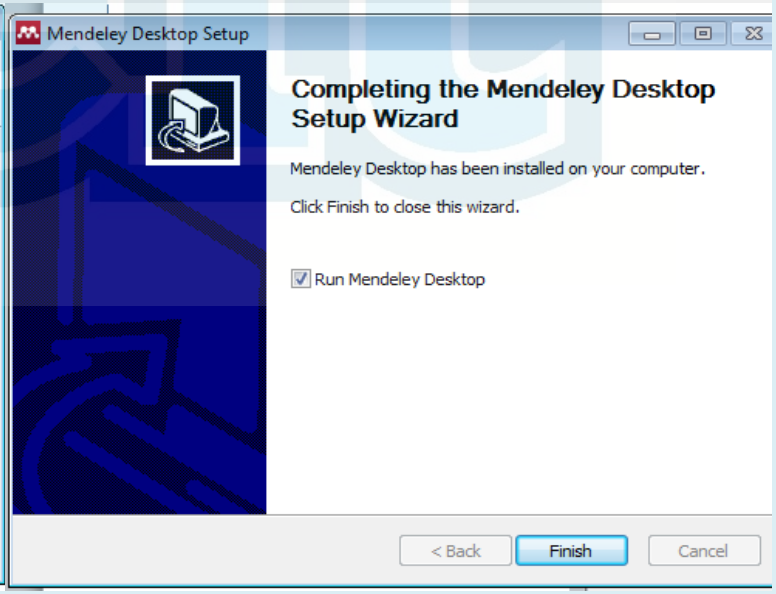


---Next---Install---Process Install--Finish

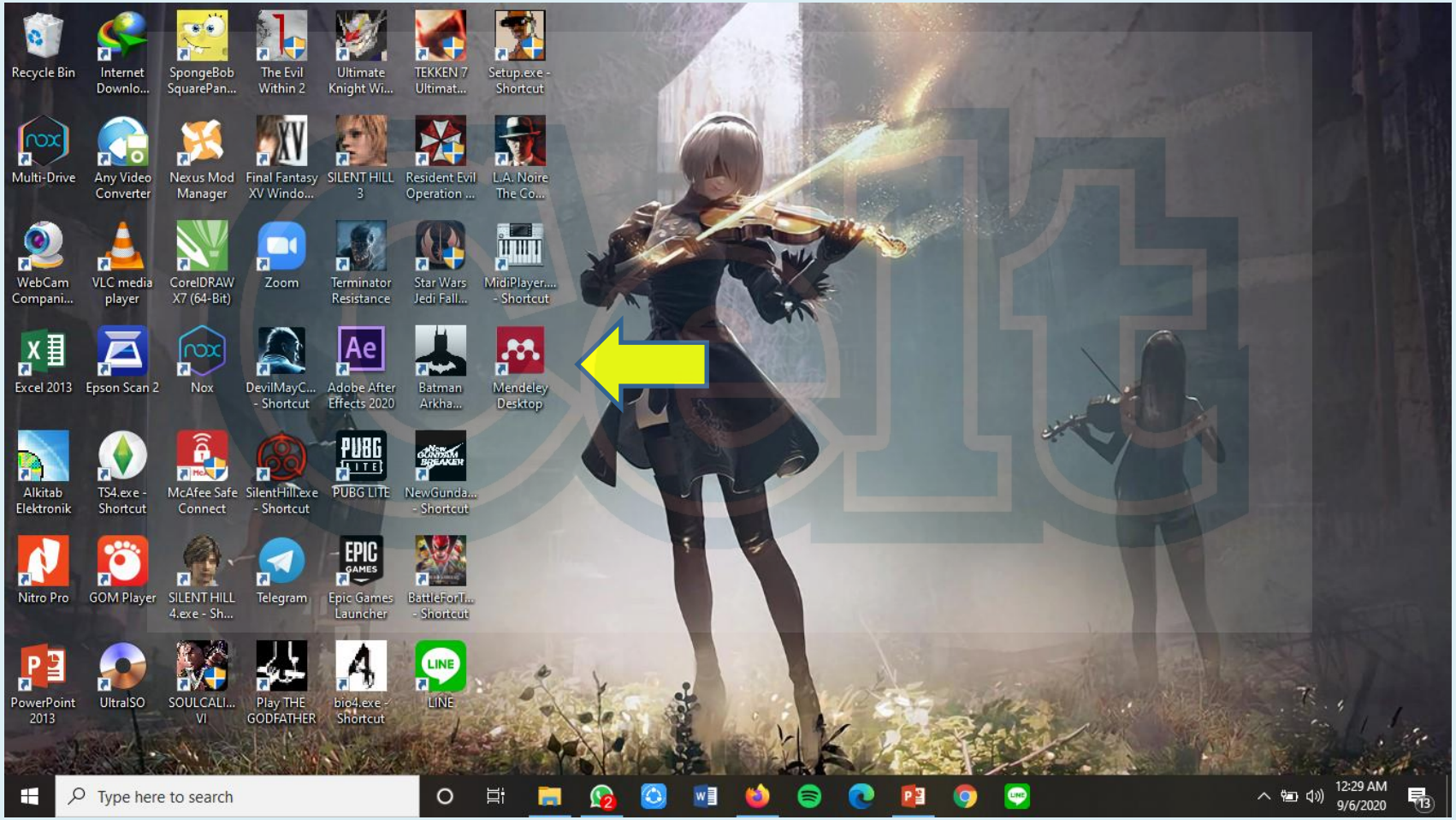






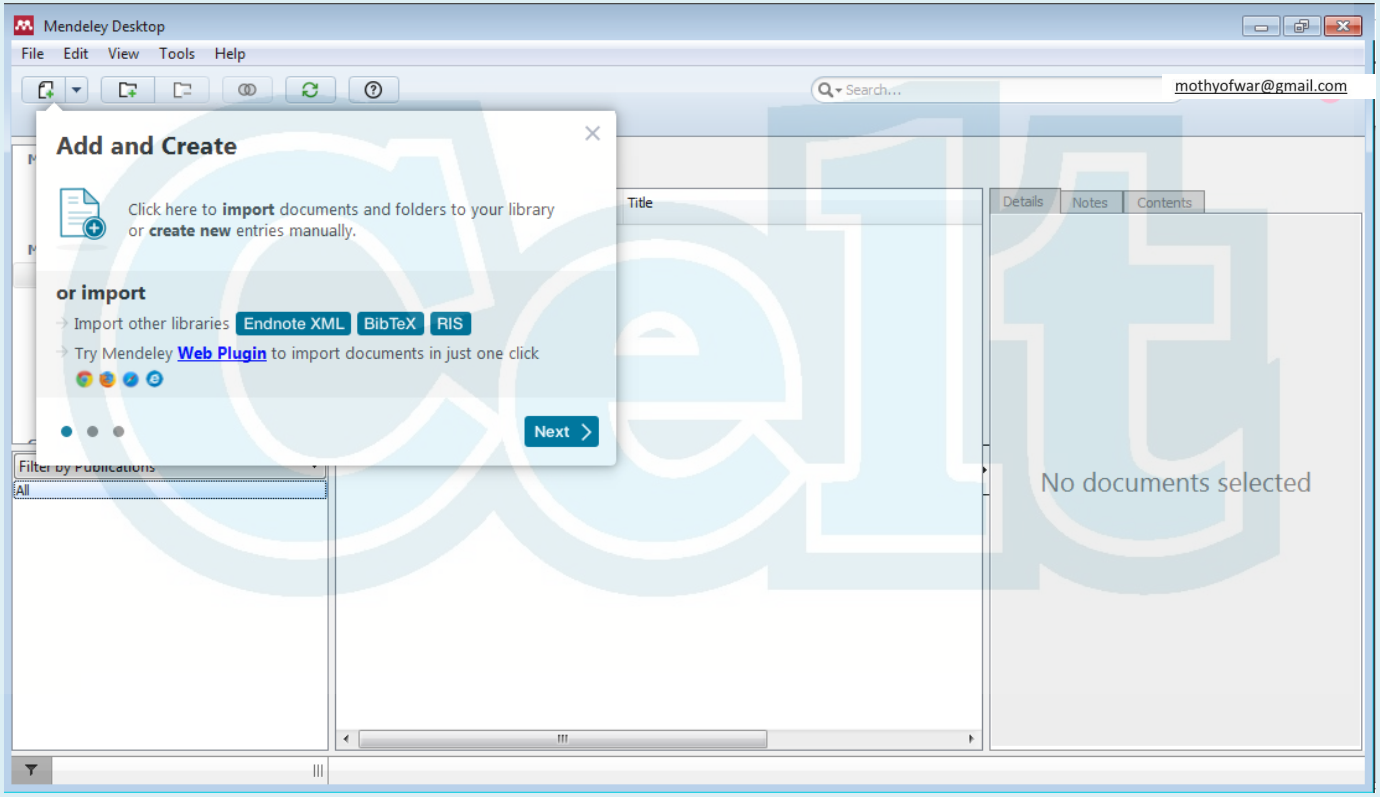


Mendeley Desktop---Installed on laptop/computer desktop



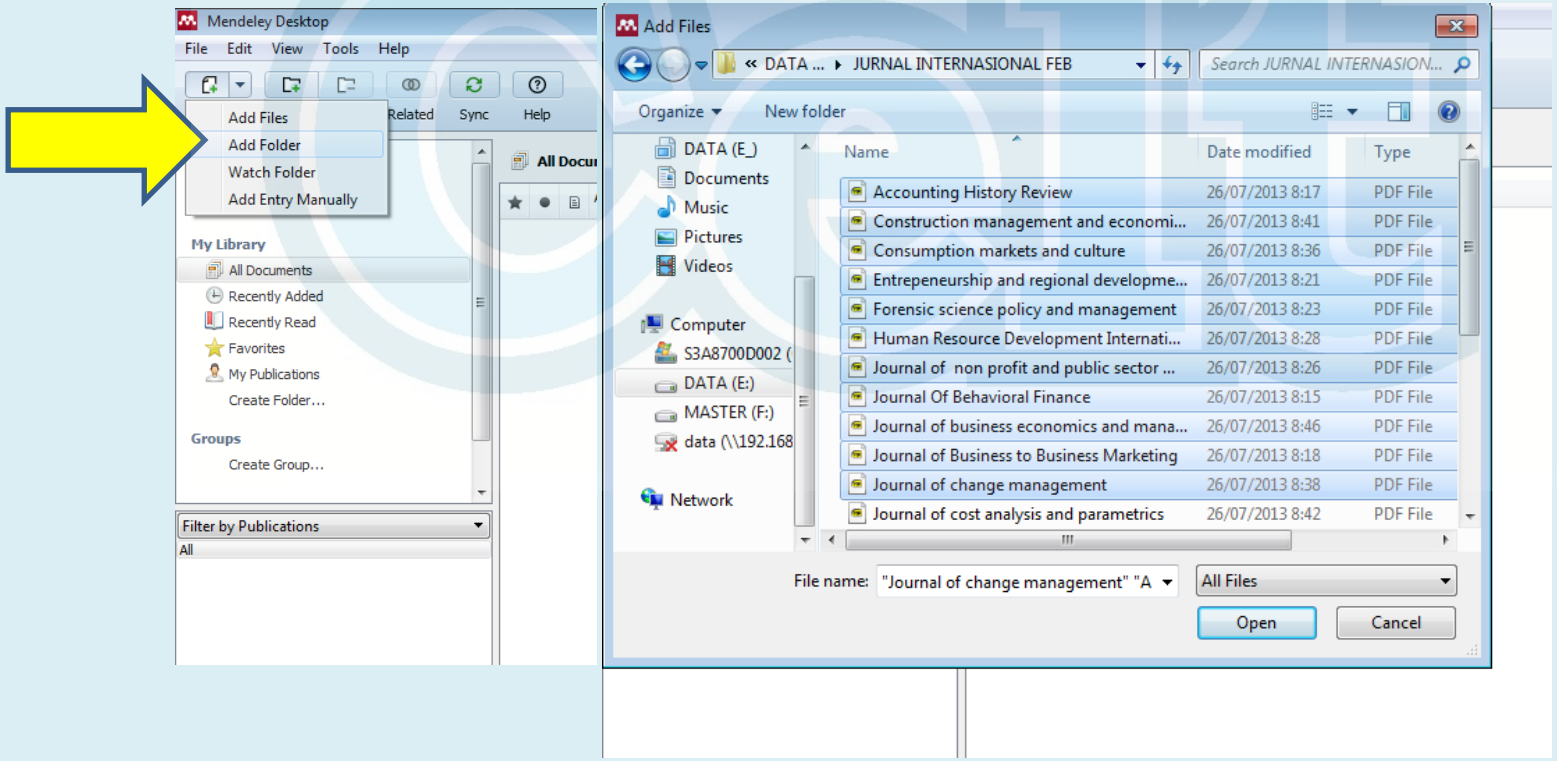
III. IMPORT DOCUMENT

import documents from Endnote, BibTex, RIS



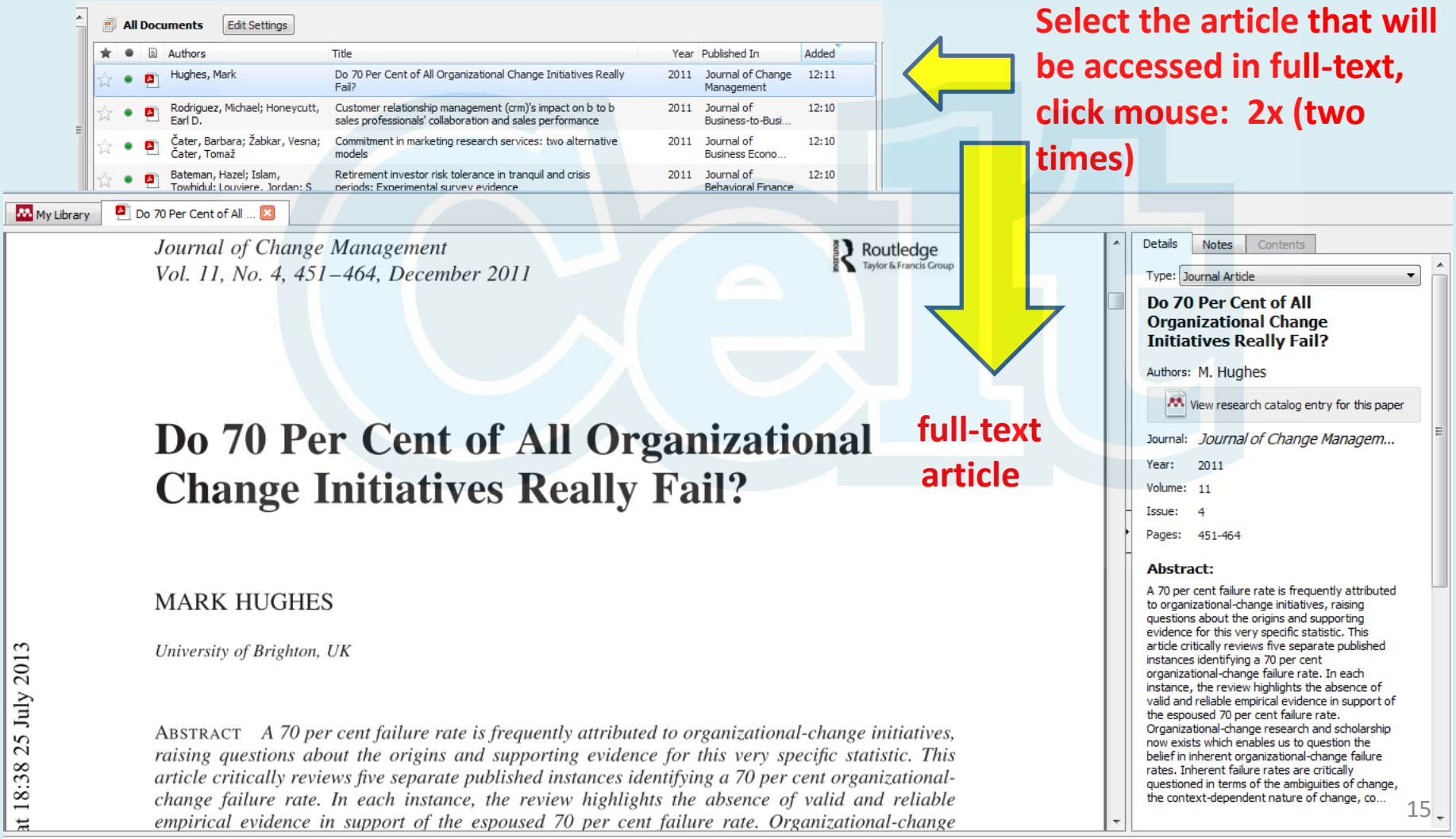
IV. Input Article to Mendeley Desktop

Select: Add File or Add Folder, Choose the article/Article's folder stored in your laptop/PC,

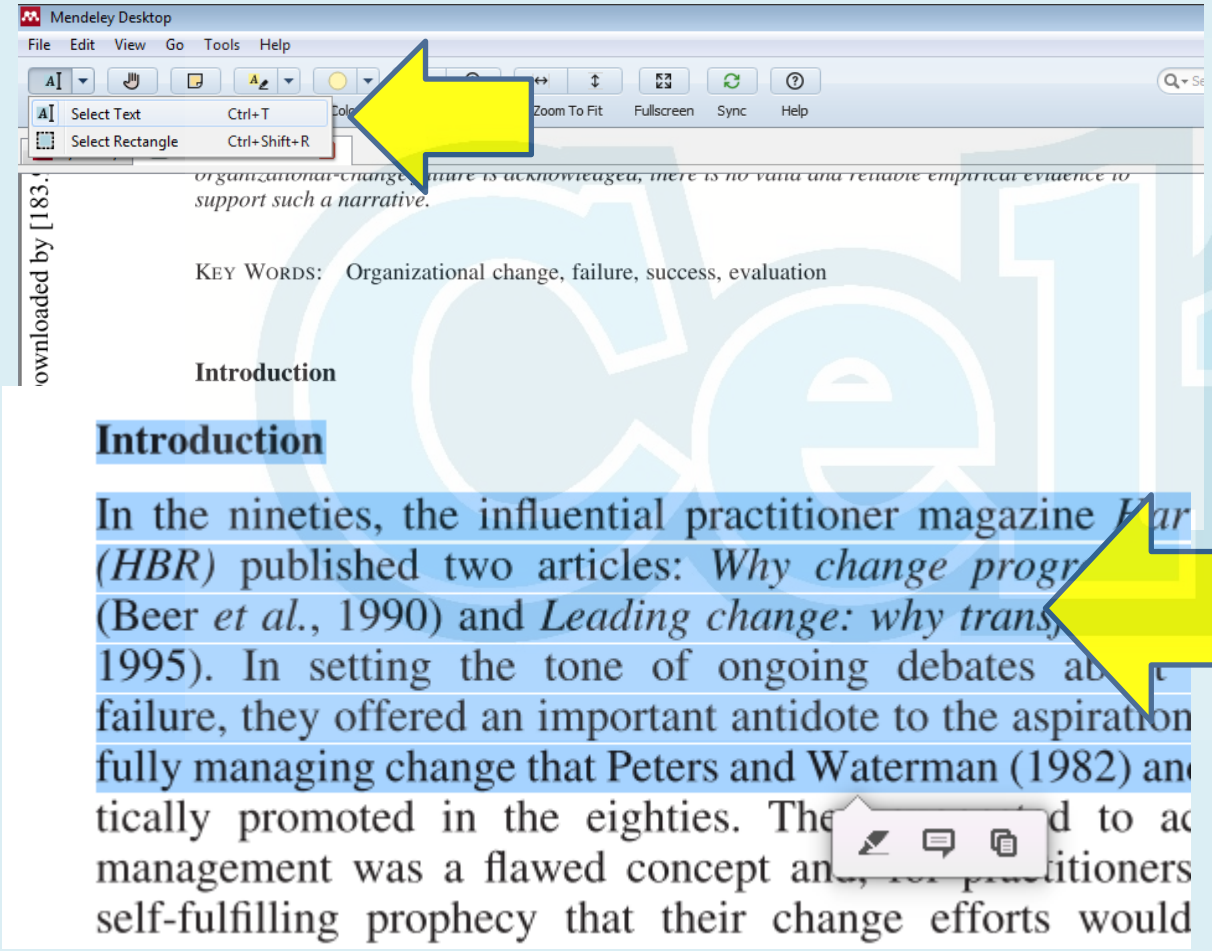


Articles On Mendeley Desktop

V. OPEN FULL-TEXT ARTIKEL

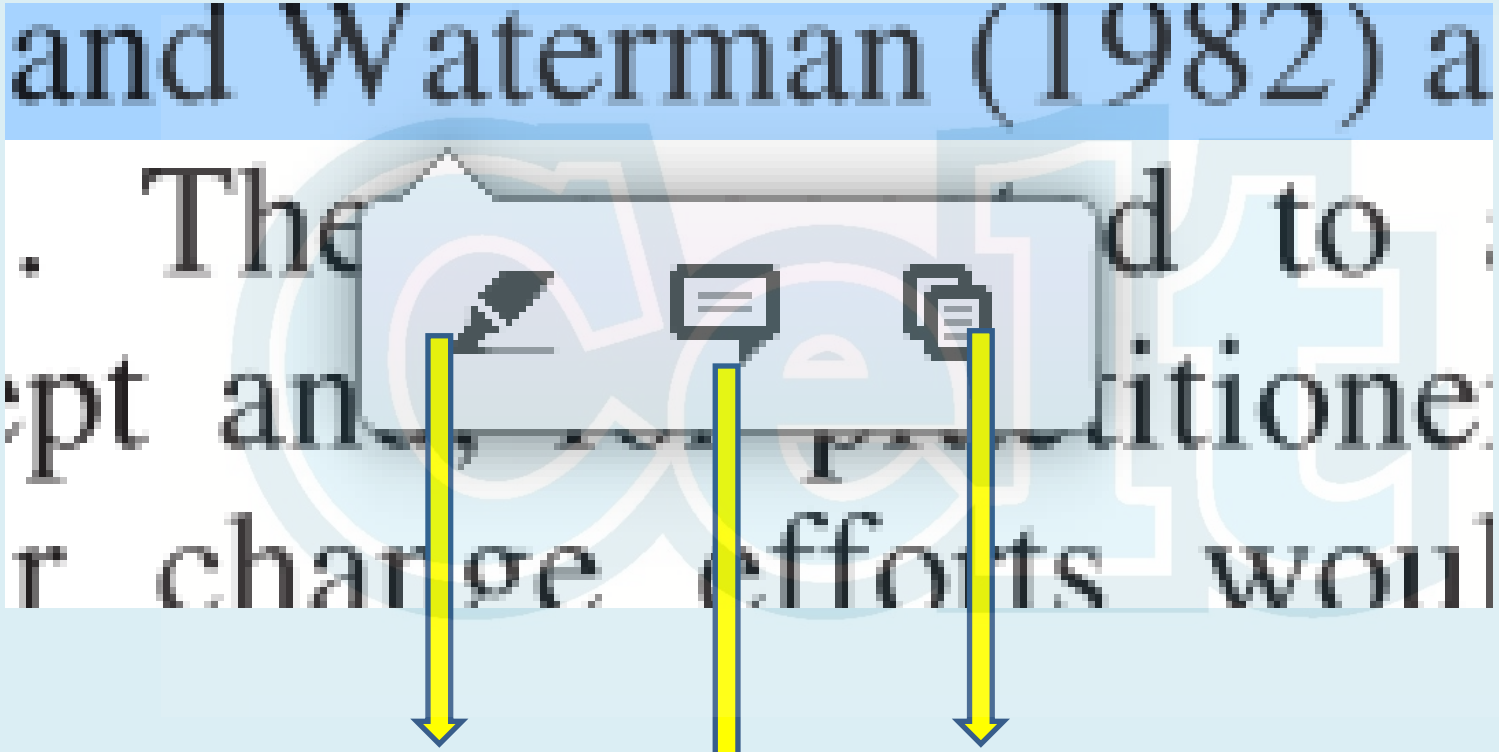


VI. GIVING HIGHLIGHT AND NOTES TO ARTICLES

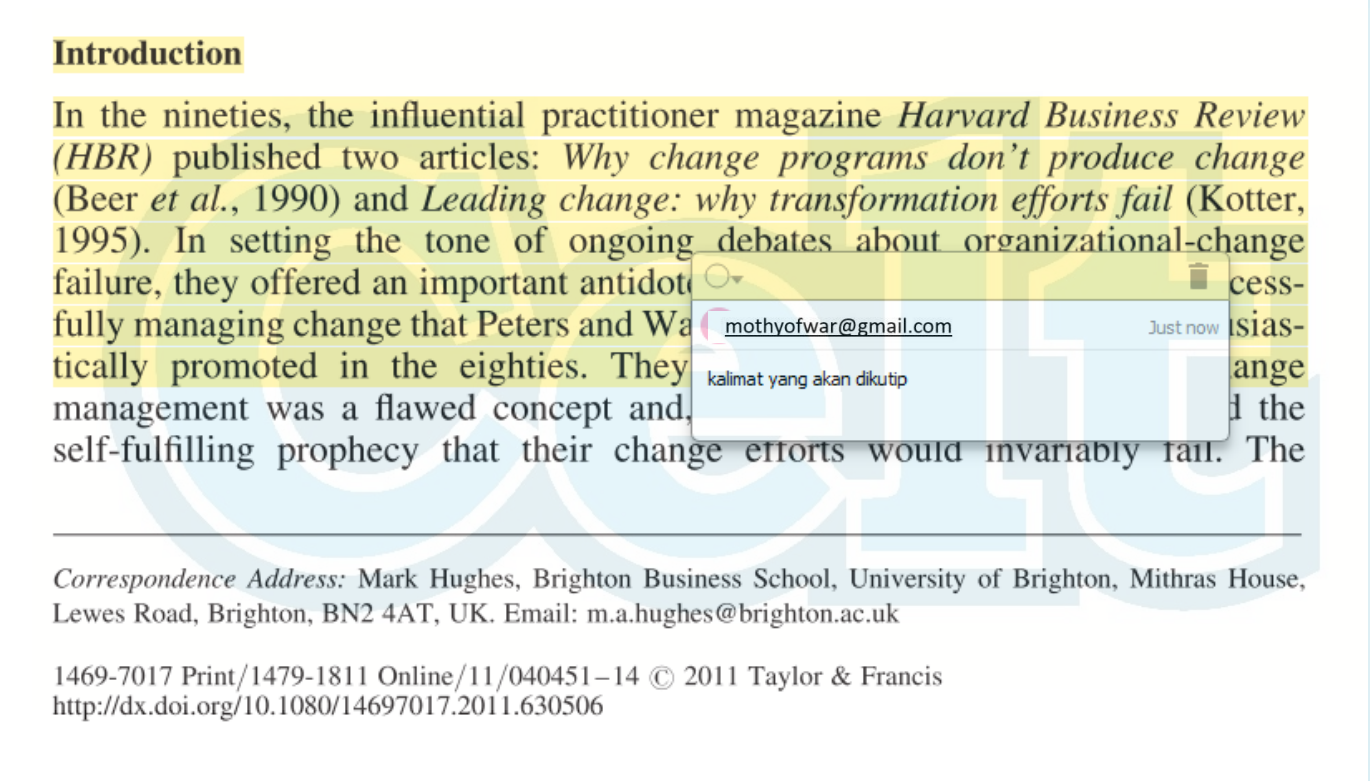


Choose: Select Text

Point the cursor on the text and then block the selected text


and Waterman (1982) a
. The d to
pt an titione
r change efforts woul
Select: to give highlight with colors to the letters
Select : to give notes/comments
Select: to copy

Highlight and Note Display



Introduction

In the nineties, the influential practitioner magazine *Harvard Business Review (HBR)* published two articles: *Why change programs don't produce change* (Beer *et al.*, 1990) and *Leading change: why transformation efforts fail* (Kotter, 1995). In setting the tone of ongoing debates about organizational-change failure, they offered an important antidot cess-fully managing change that Peters and Wa sias-tically promoted in the eighties. They ange management was a flawed concept and, l the self-fulfilling prophecy that their change efforts would invariably fail. The

mothyofwar@gmail.com Just now

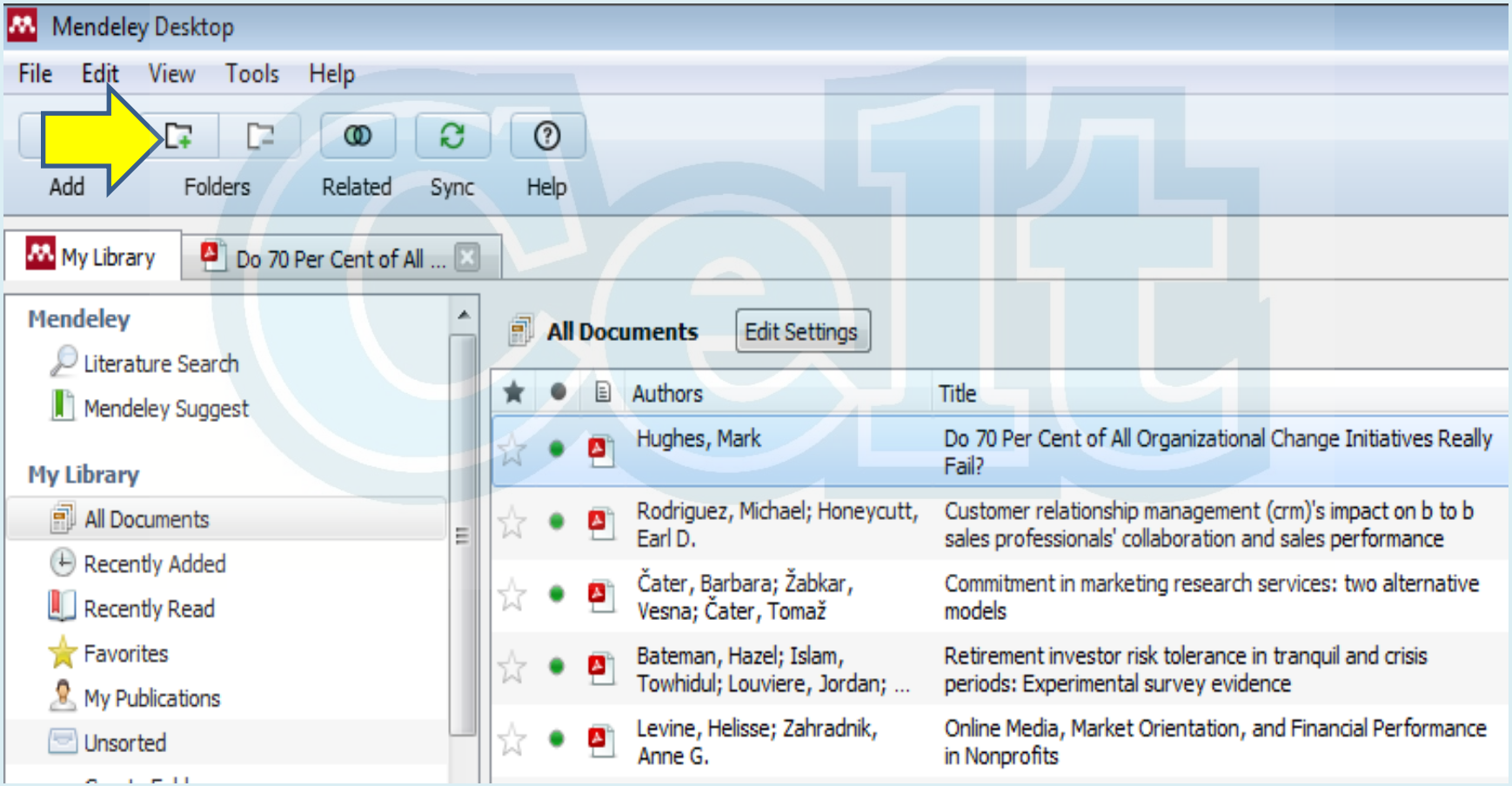
kalimat yang akan dikutip

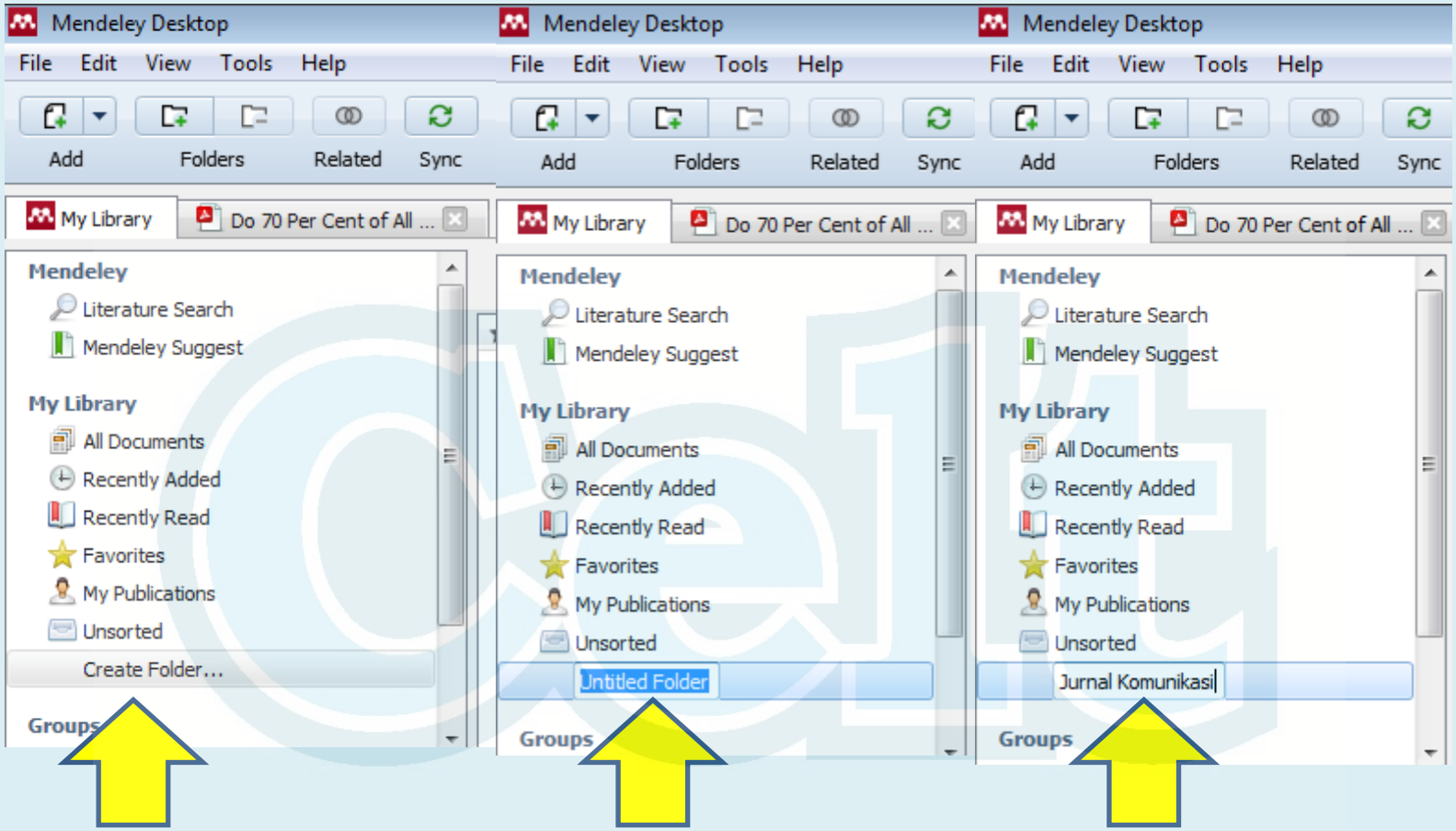
Correspondence Address: Mark Hughes, Brighton Business School, University of Brighton, Mithras House, Lewes Road, Brighton, BN2 4AT, UK. Email: m.a.hughes@brighton.ac.uk

1469-7017 Print/1479-1811 Online/11/040451–14 © 2011 Taylor & Francis
http://dx.doi.org/10.1080/14697017.2011.630506

VII. MAKE A FOLDER

- Select: Folder

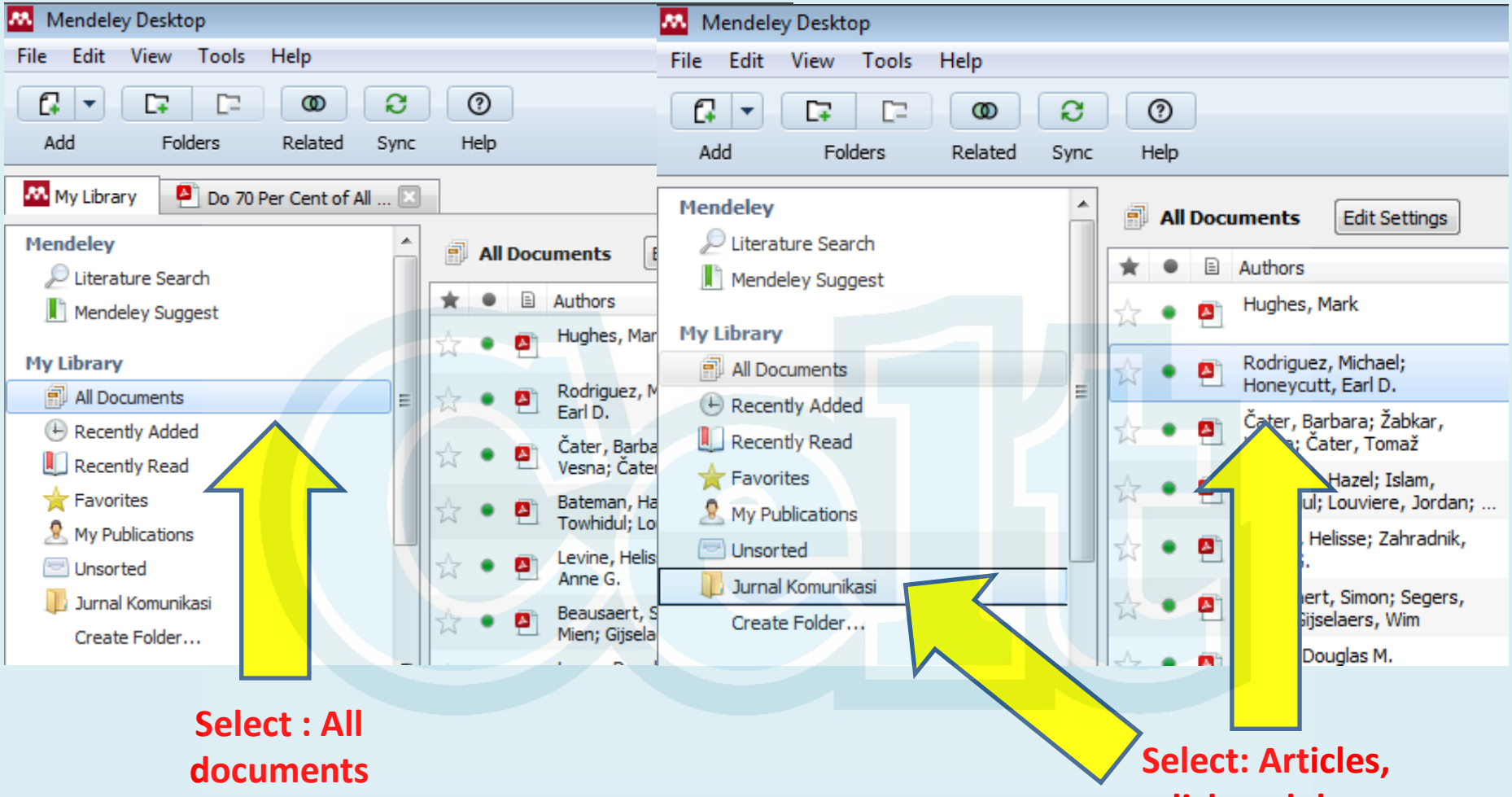




Select: create folder

Click mouse 2 x (two times)

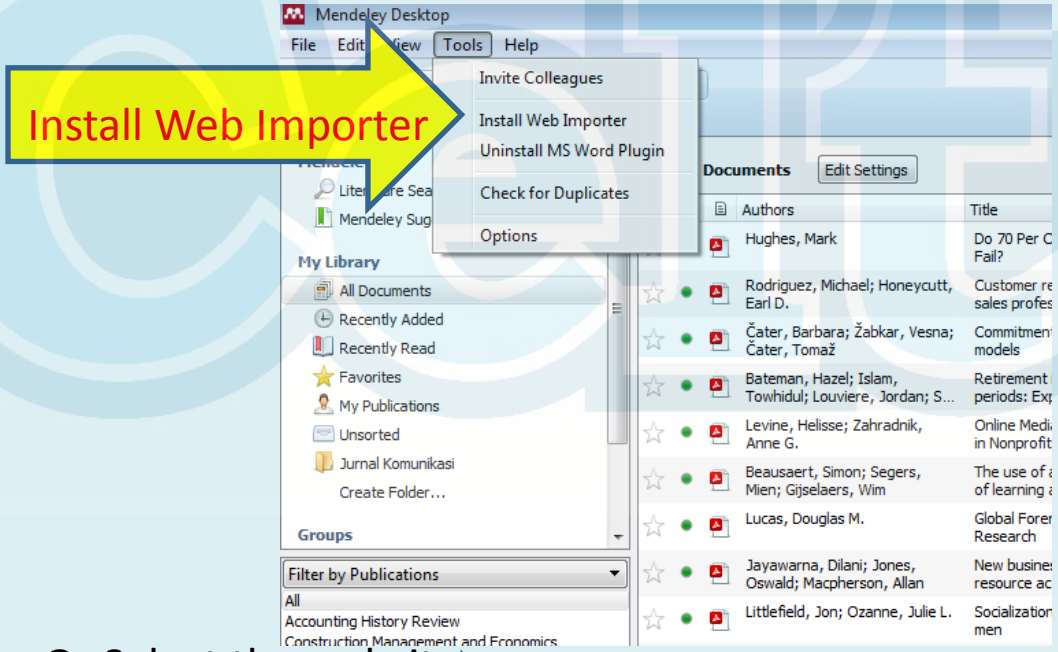
Give name to the Folder


Mendeley Desktop
File Edit View Tools Help
Add Folders Related Sync Help
My Library
Do 70 Per Cent of All ...
Mendeley
Literature Search
Mendeley Suggest
My Library
All Documents
Recently Added
Recently Read
Favorites
My Publications
Unsorted
Jurnal Komunikasi
Create Folder...
All Documents
Authors
Edit Settings
Hughes, Mark
Rodriguez, Michael; Honeycutt, Earl D.
Select : All documents
Select: Articles, click and drag over the folder name

Add
Folders
Related
Sync
Help
Search...
mothyofwar@gmail.com
Mendeley
Literature Search
Mendeley Suggest
My Library
All Documents
Recently Added
Recently Read
Favorites
My Publications
Unsorted
Jurnal Komunikasi
Create Folder...
Jurnal Komunikasi
Edit Settings
Authors
Title
Year
Published In
Added
Rodriguez, Michael; Honeycutt, Earl D.
Customer relationship management (crm)'s impact on b to b sales professionals' collaboration and sales performance
2011
Journal of Business-to-Bus...
12:10
Details
Notes
Contents
the Article is moved to the folder

VIII. INSTALL MENDELEY WEB IMPORTER

Install Mendeley Web Importer must be done so that the process of downloading PDF files from the internet automatically goes to All documents on mendeley Desktop

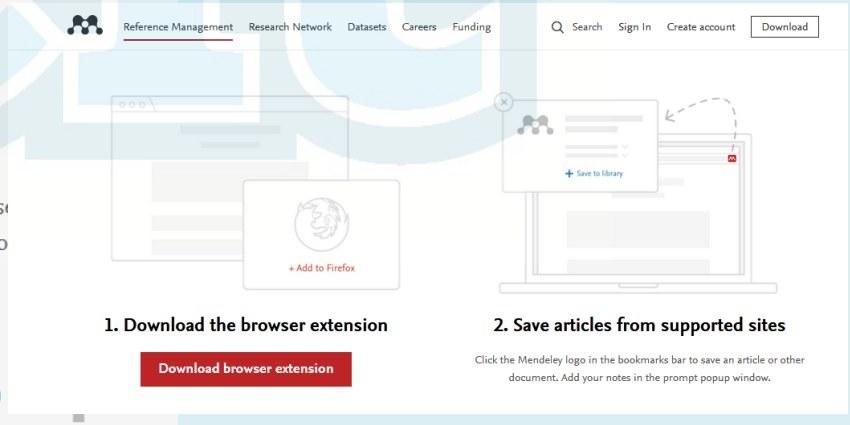


Or Select the website:

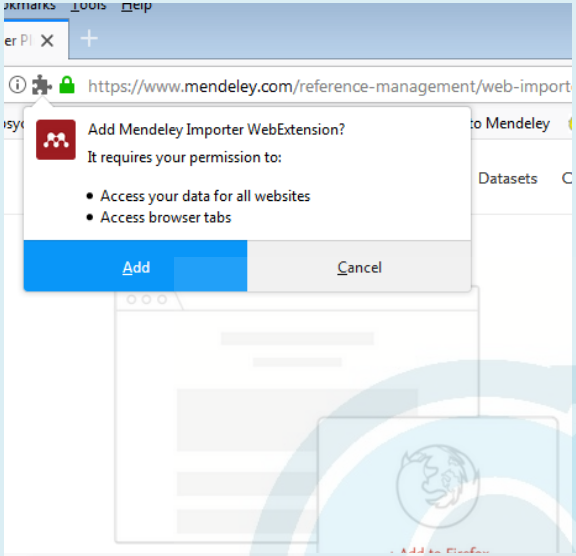
https://www.mendeley.com/reference-management/web-importer#id_2

Selecting browser for Mendeley Web Importer

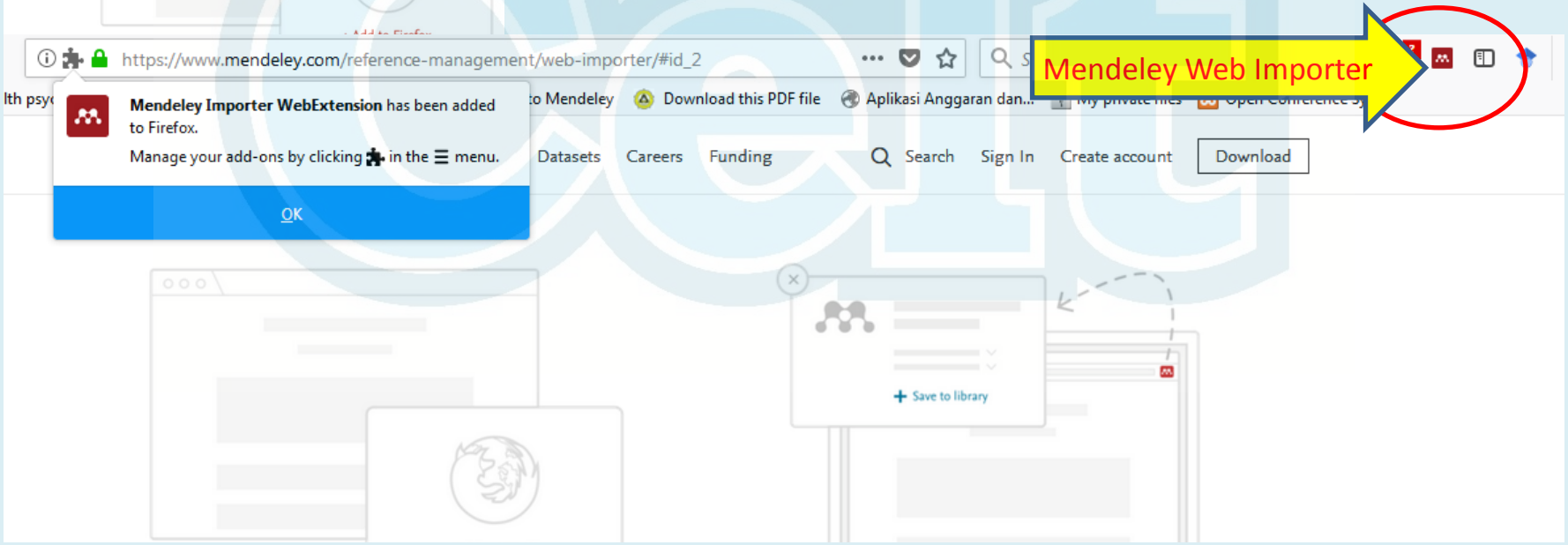
Select Firefox browser-→scroll down-→ select download browser extension



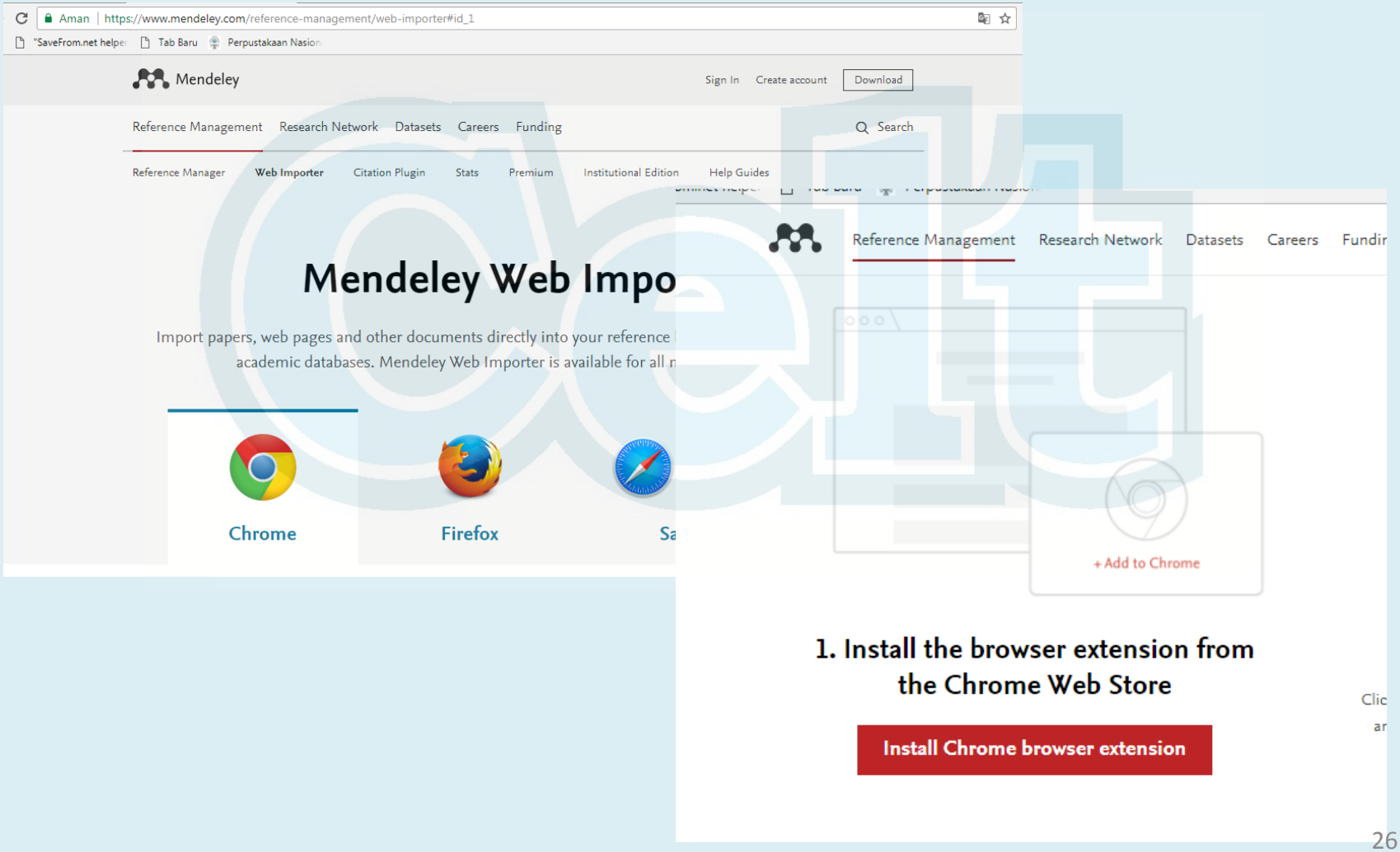
Catatan: cara download browser extension menyesuaikan dengan tipe browser



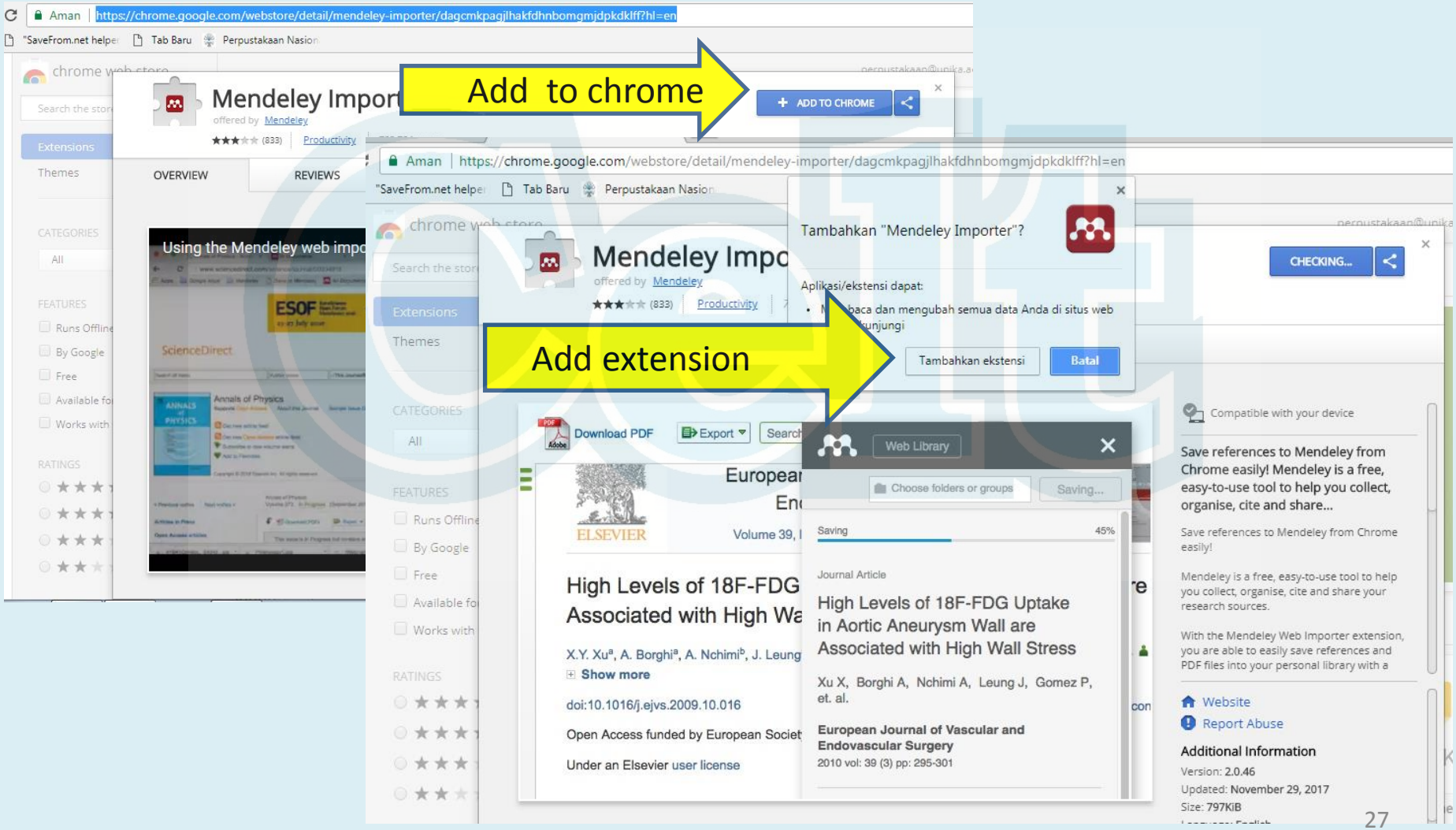
Select: Allow, Add, OK...
the Mendeley Web Importer will appear in Bookmarks



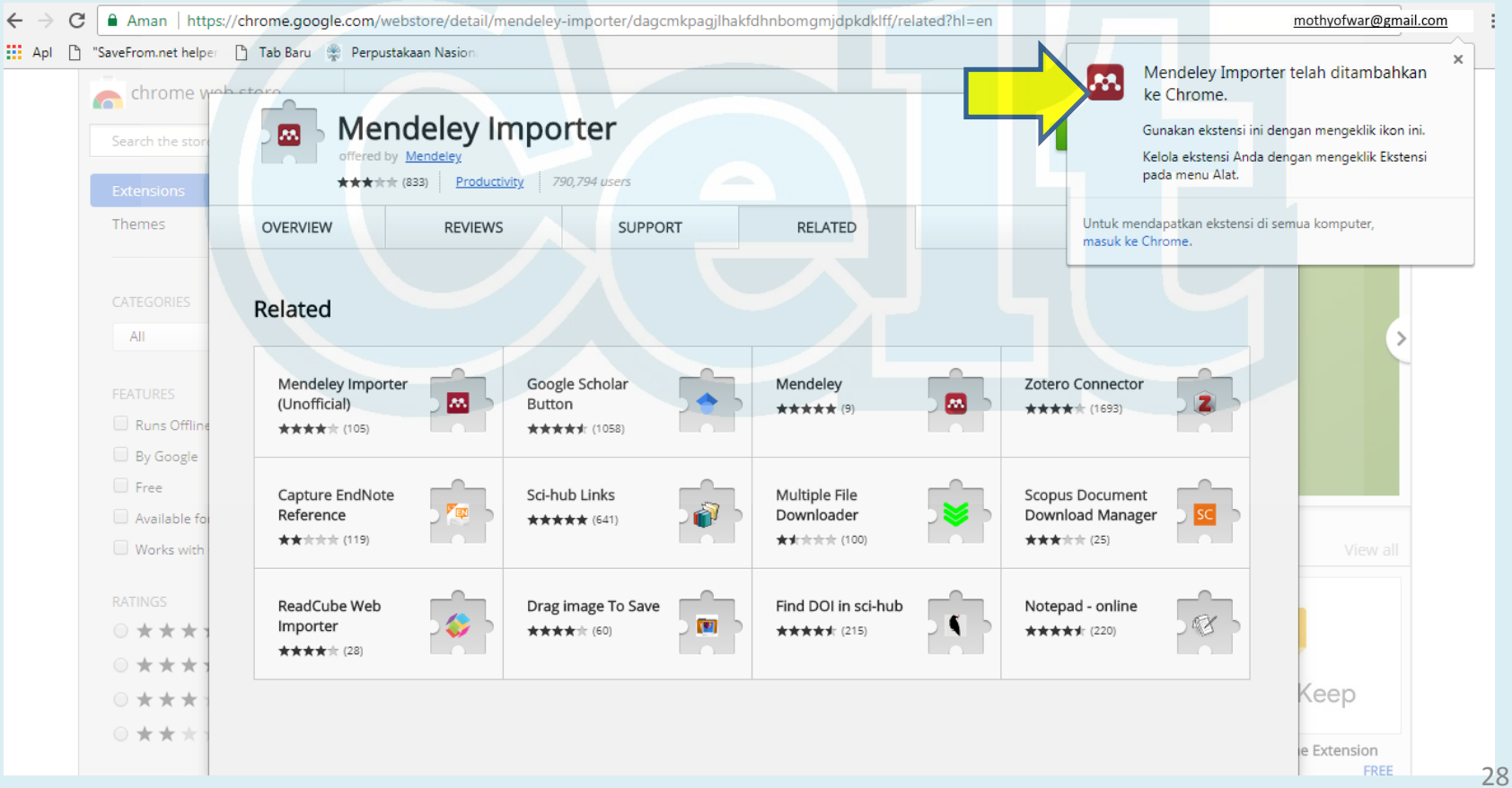
Select Chrome browser-→ scroll down-→ select Install Chrome browser extension



Select: Add to Chrome-→ add extension



Mendeley Web Importer automatically installed on Chrome bookmark



IX. **DOWNLOAD FILE WITH MENDELEY WEB IMPORTER**

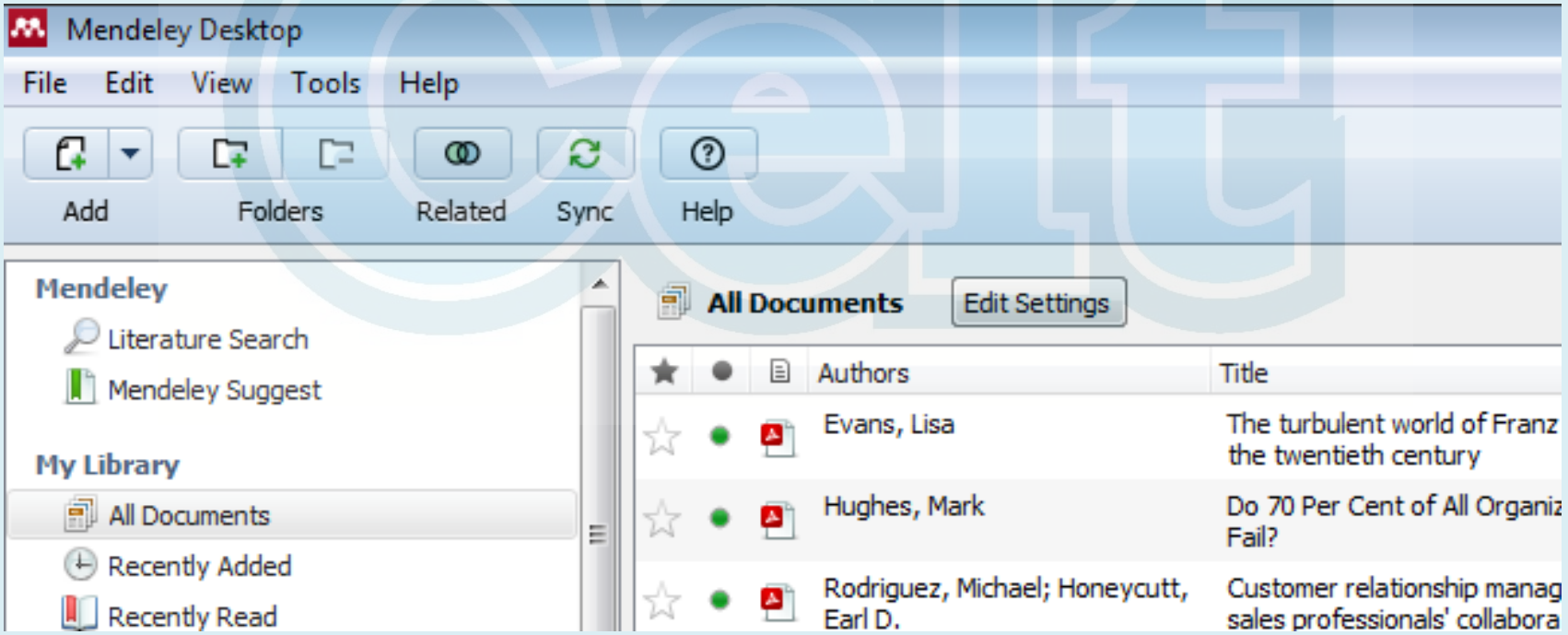
Select the Journal Article from the Internet you prefer, then open the PDF

Select Import to Mendeley—sign in (if not logged into Mendeley's account)

A Tool Box will appear to download the PDF---- select Save

To view downloaded articles from Mendeley Web Importer – select Sync (Synchronize) on Mendeley Desktop

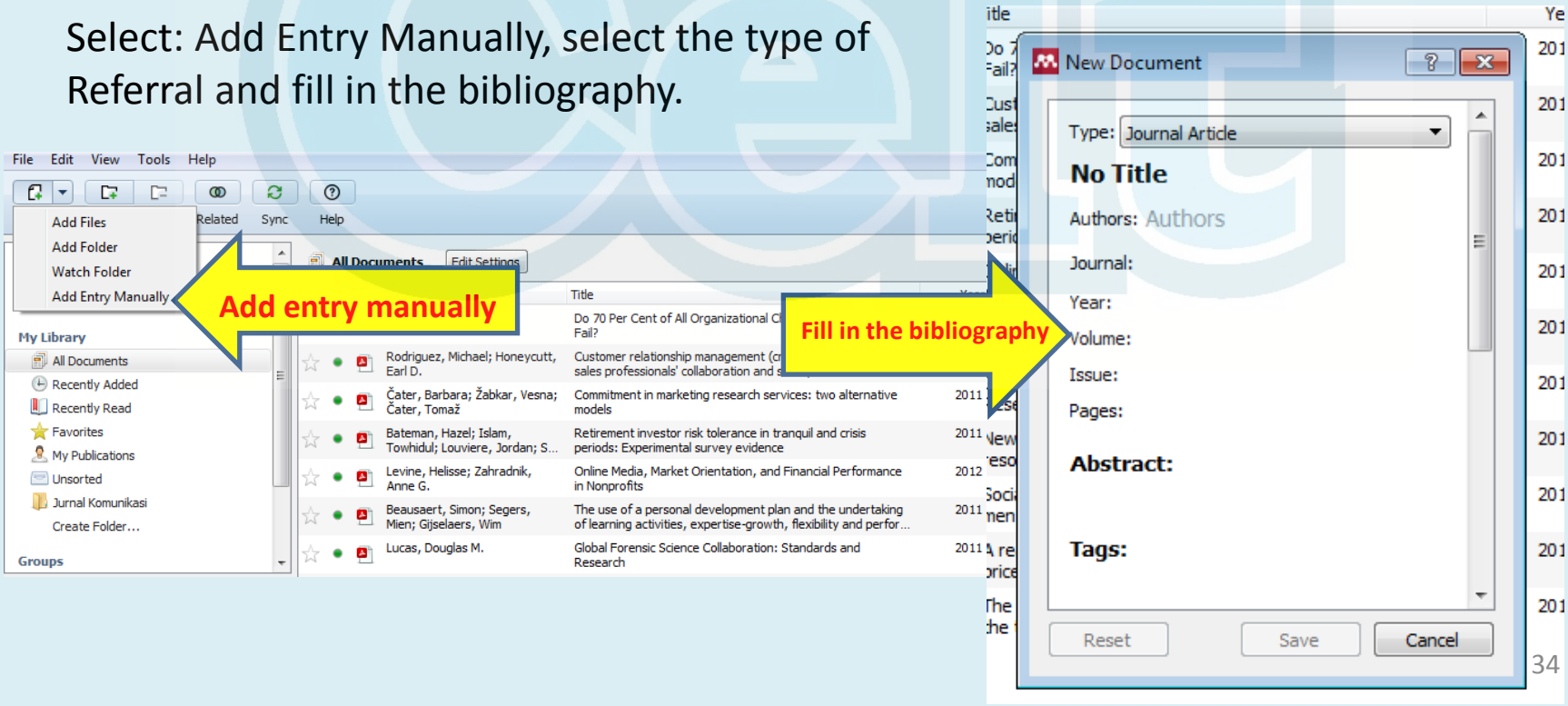
Each time an activity is done (download, save, etc.), our laptop/ desktop must connected to the internet to allow synchronization of having updated works in the Mendeley Server



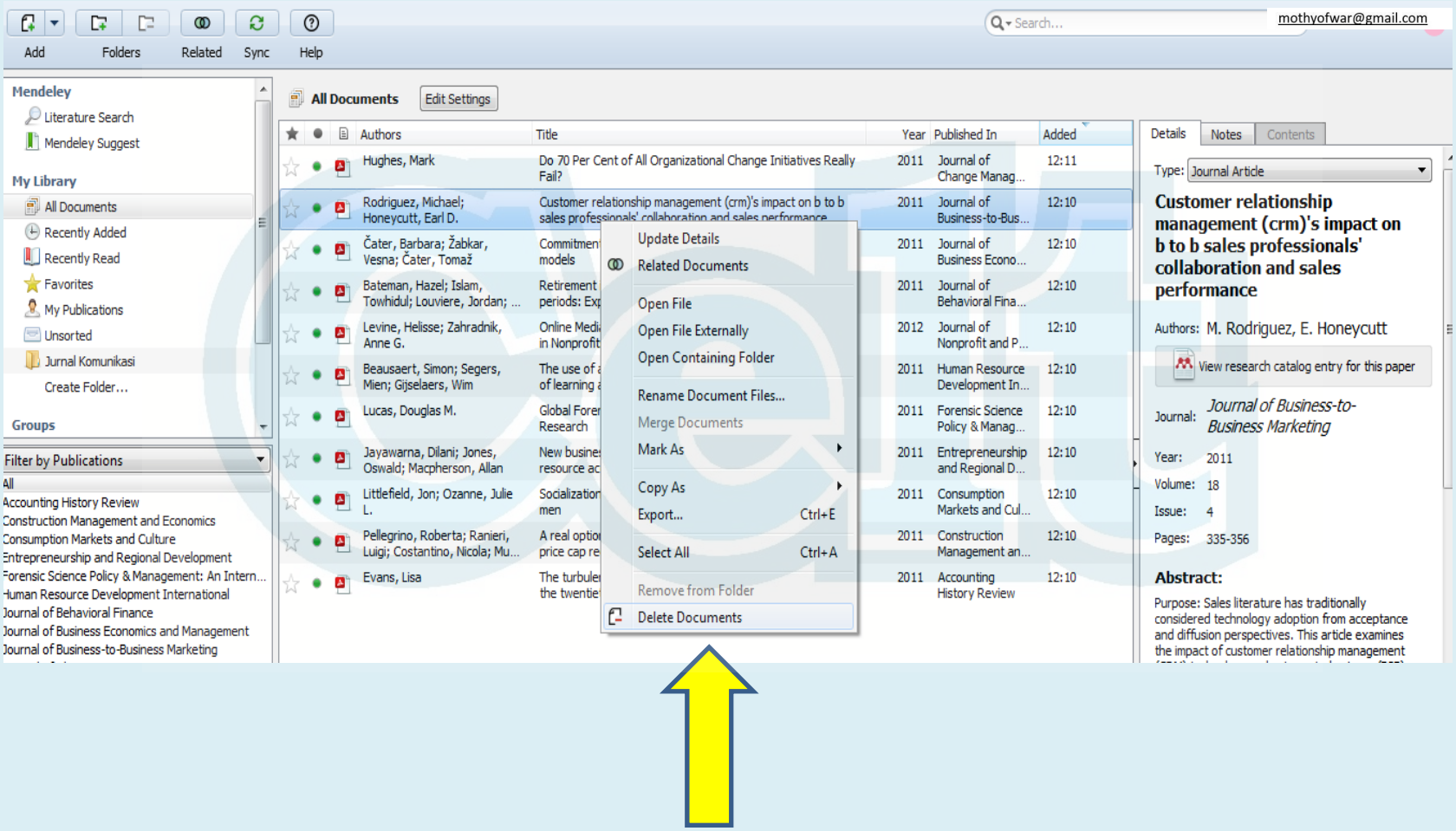
X. INPUT BIBLIOGRAPHY SOURCES OF NON-ONLINE REFERENCE (PRINTED BOOKS/ARTICLES, AV, ETC.)

Not all reference sources (articles/books) come from online sources, for printed sources, AV etc., we must fill in the bibliography by type in the Mendeley, for example books: Title/Author/Publisher/place of publication/year of publication, Scientific articles: Article title/author/Journal title/volume/number/year of publication.

Select: Add Entry Manually, select the type of Referral and fill in the bibliography.



XI. Delete an Article



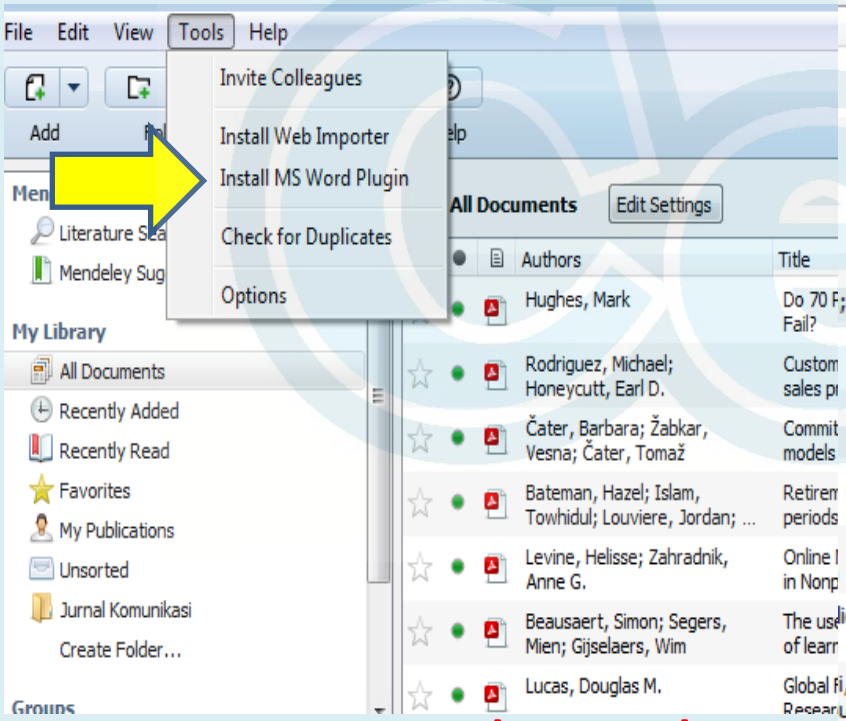
Select Article: Right mouse click, select delete documents

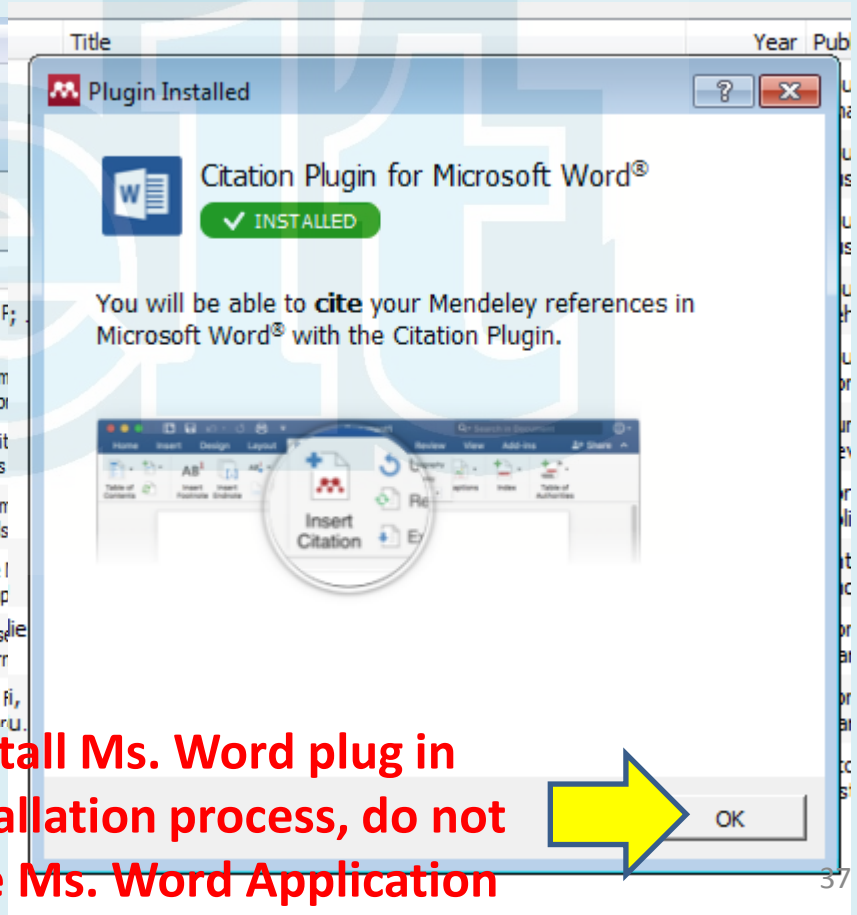
XII. SEARCH FOR AN ARTICLE

Method I: Select Search: type in the title/subject/author
Method II: Select Filter: Publications/author keywords/Author/tags/My Publications

XIII. INSTALL MS WORD PLUG IN

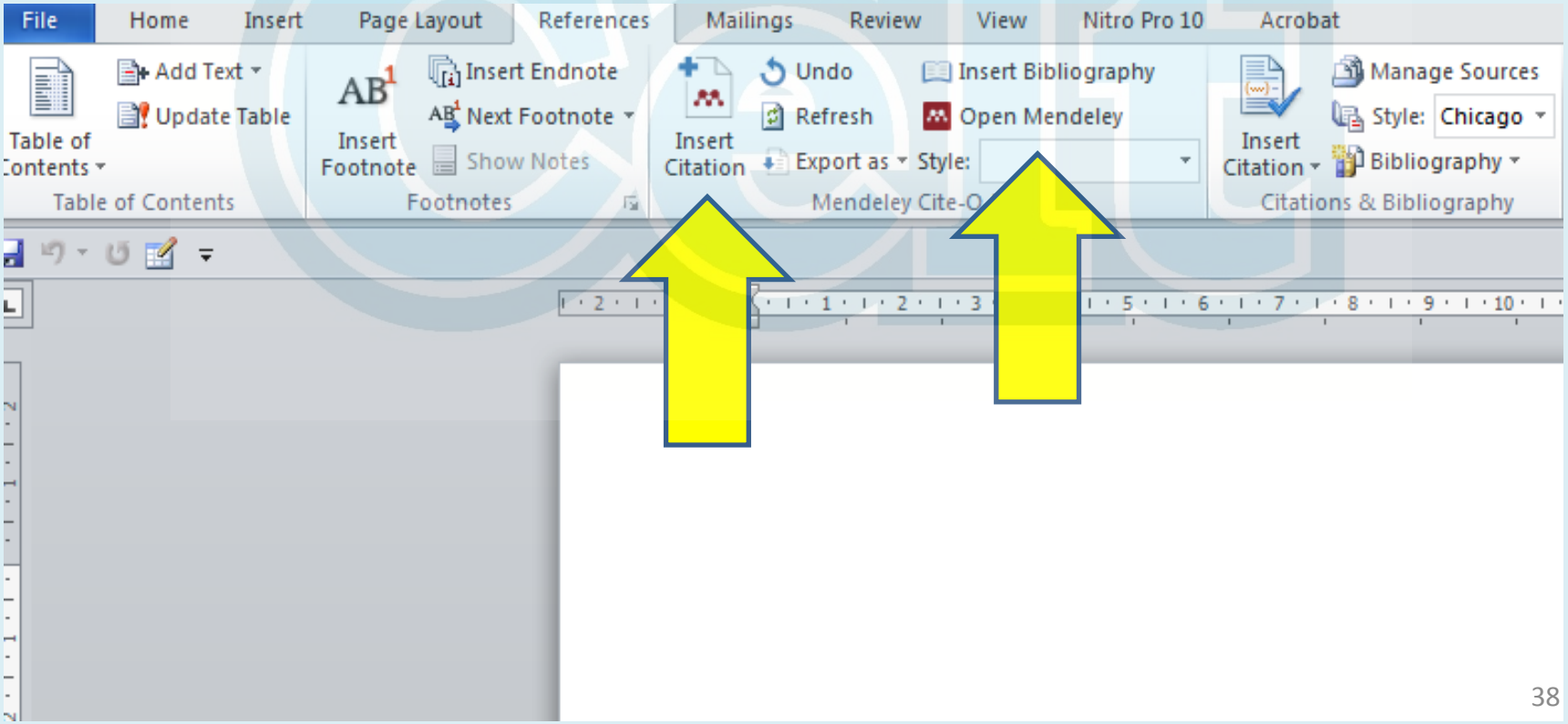
Install Ms Word Plug In must be done in order to connect Mendeley Desktop with Ms. Word in the process of creating citation sources and bibliography.





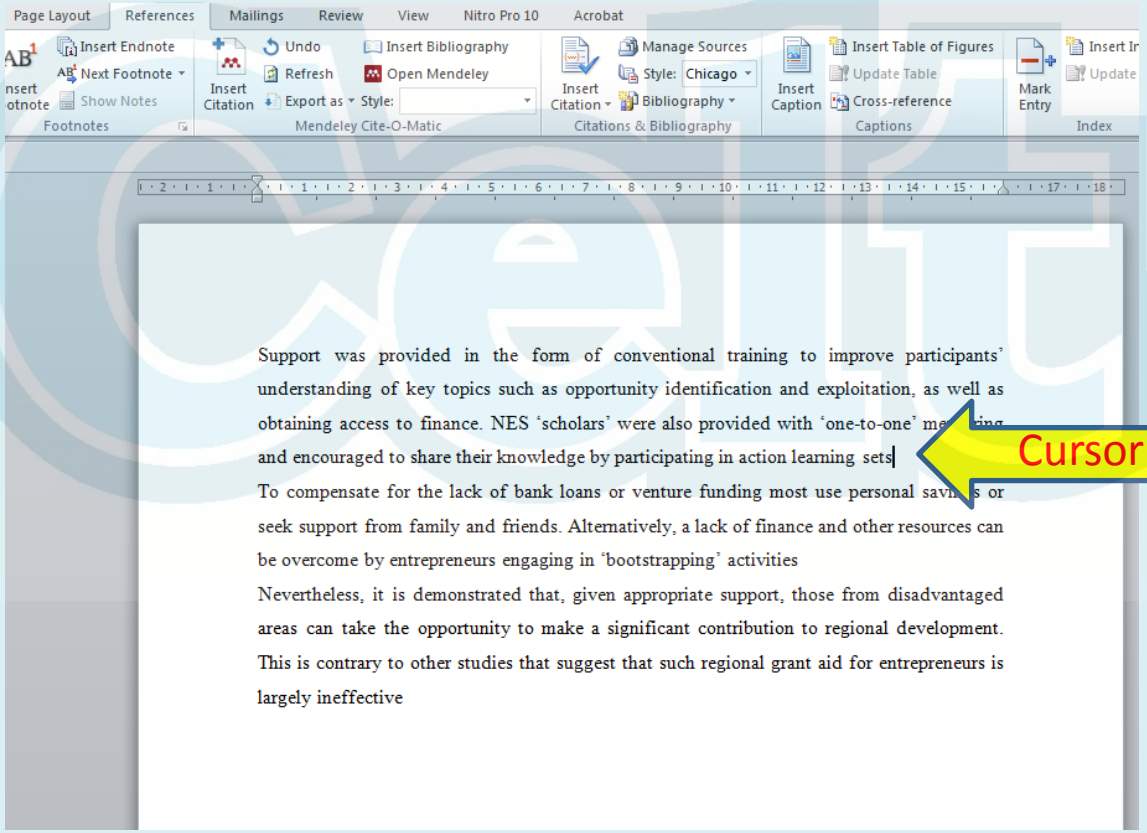
Select: Tools – Install Ms. Word plug in (note: due to installation process, do not open/activate the Ms. Word Application

Open Ms. Word, Select Reference, Insert Citation Mendeley, Insert Bibliography & Open Mendeley will appear

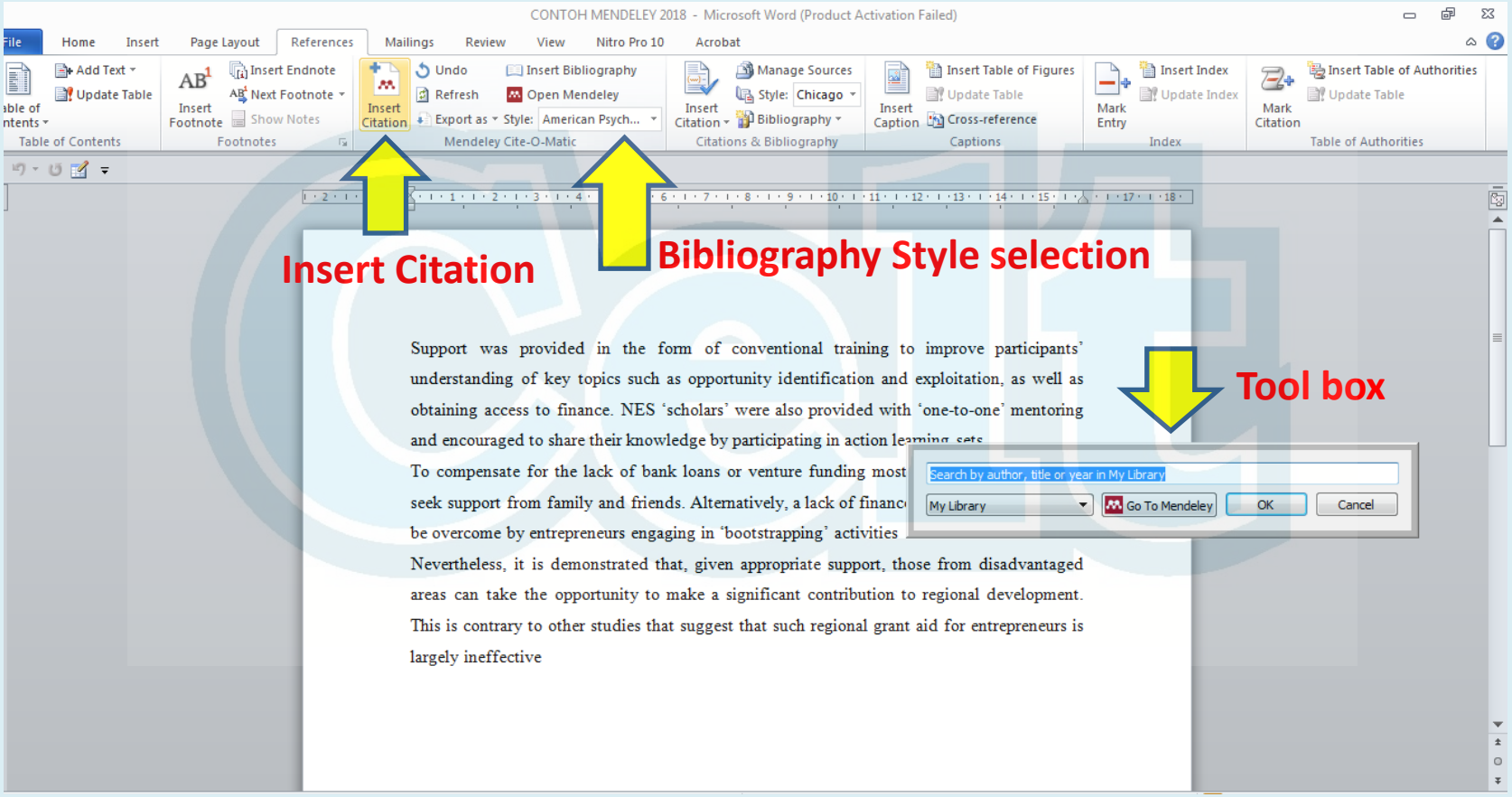


XIV. MAKING CITATION SOURCES

Point the cursor at the place where the citation source will be listed, it can be at the beginning or at the end of a sentence (depending on the bibliography style option selected)



Select Bibliography style – Insert citation – Mendeley tool box – type title/author/subject or select Go to Mendeley--

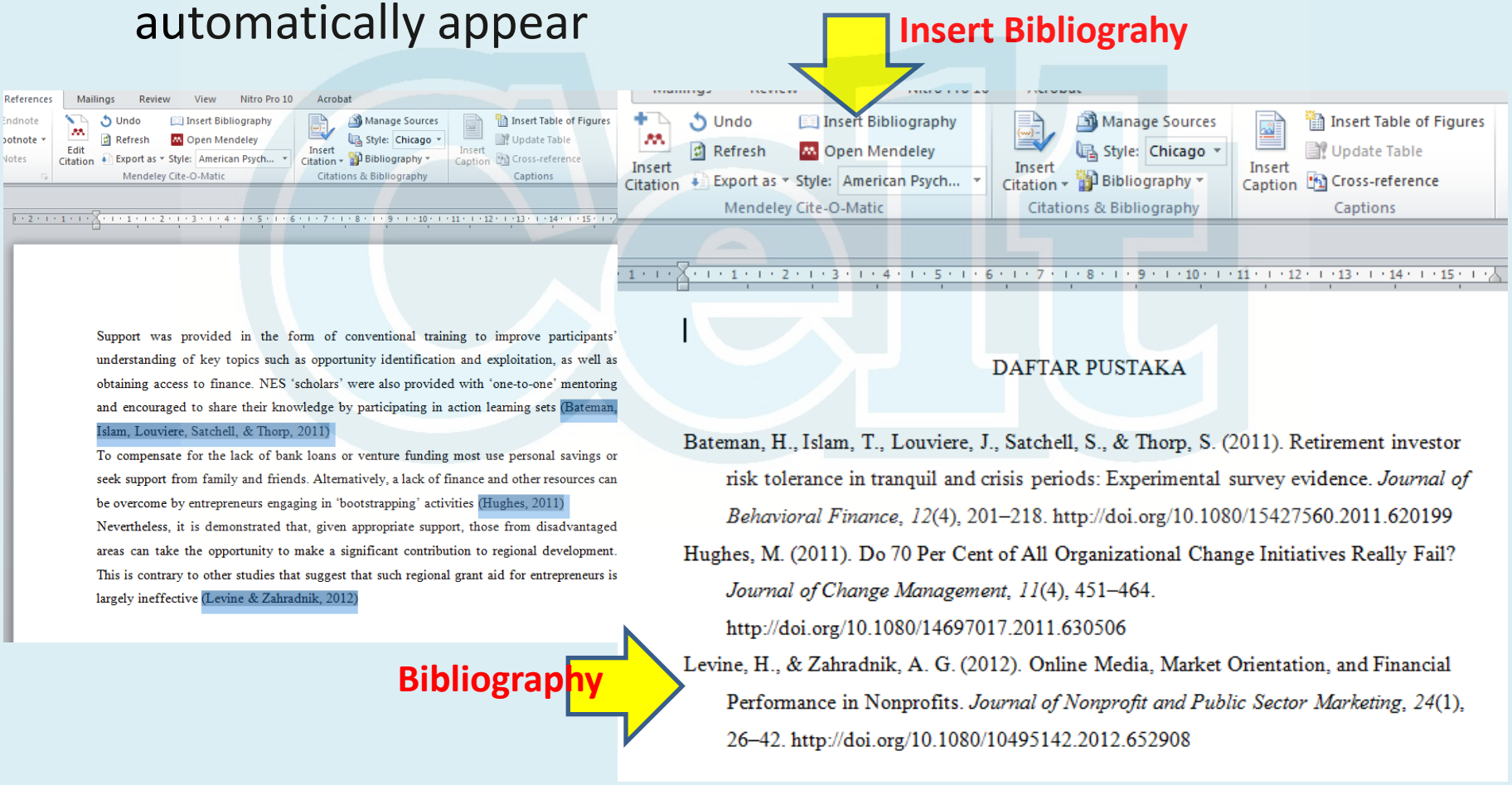


Select an article for citation sources – Select cite – citations sources will automatically appear in Ms. Word

Support was provided in the form of conventional training to improve participants' understanding of key topics such as opportunity identification and exploitation, as well as obtaining access to finance. NES 'scholars' were also provided with 'one-to-one' mentoring and encouraged to share their knowledge by participating in action learning sets (Bateman, Islam, Louviere, Satchell, & Thorp, 2011)

To compensate for the lack of bank loans or venture funding most use personal savings or seek support from family and friends. Alternatively, a lack of finance and other resources can be overcome by entrepreneurs engaging in 'bootstrapping' activities

Citation Source

XV. MAKING THE BIBLIOGRAPHY

After the citation sources are listed, select Insert Bibliography, then the bibliography will automatically appear