

Centro Nacional de Investigaciones Metalúrgicas

CENIM





TALLER INTRODUCCION A:MENDELEYgestor de referencias bibliográficas y deficheros pdf con funciones de red socialpara investigadores

Aula Informática del CENIM, día 10 diciembre a 12 h.

Reyes Díaz-Aguado

ÍNDICE



- 1. Ventajas y características de Mendeley
- 2. Como **cargar la aplicación** en la web y en mi escritorio y crear una cuenta <u>http://www.mendeley.com</u>
- 3. Estructura de la aplicación de escritorio: en 3 cuerpos. Arriba: Barra de herramientas con las funciones de la Aplicación Izquierda: Mi biblioteca (Todos los documentos, documentos recientes, sin clasificar, mis publicaciones, carpetas y grupos) Filtrar por: autor, tags, palabras claves, publicación Centro: Panel de contenido de documentos Derecha: Referencia bibliográfica (marcada en el panel de contenidos)
 4. Estructura web: Apartados: Dashbaard: Editar porfil oplino
- 4. Estructura web: Apartados: Dashboard: Editar perfil online "Save to Mendeley"

My library = Mi biblioteca de escritorio

Papers: Para hacer búsquedas bibliográficas

Groups: Abiertos o cerrados

- People: Contactar con otras personas, seguirlas... o te siguen....



5. Desde Mi Biblioteca

Vamos a hacer una **BÚSQUEDA** en la Plataforma de Science-Direct y las referencias que nos interesen las **GUARDAMOS** con el botón "save to Mendeley" desde la versión web.

CREAMOS UNA CARPETA, desde las herramientas de nuestra biblioteca IMPORTAMOS la referencia desde la versión escritorio. SINCRONIZAMOS las dos versiones ORDENAMOS las referencias de las carpetas (documentos recientes...sin clasificar) AÑADIR referencias manualmente

- CREAMOS UN GRUPO
- FILTRAR POR vemos cómo funciona
- Añadir notas a un documento pdf



6. Como **insertar nuestras citas y referencias bibliográficas EN WORD** cuando estamos redactando algún trabajo.

- Primero cargamos el plugin de Mendeley en la barra de herramientas del editor de textos de Word
- Elegimos el estilo de citas que vamos a utilizar
- Marcamos las referencias desde nuestra biblioteca y las insertamos en nuestro documento.

Insertamos la bibliografía al final de nuestro texto



1. CARACTERISTICAS DE **RENDELEY**

- Gestiona nuestras referencias bibliográficas (importar y exportar documentos, ordenar, etc...)
- Es gratuita (1 Gb)
- Su estructura en METADATOS nos permite clasificar los contenidos de los pdfs (etiquetas que describen contenidos de los documentos)
- Su botón "Save to Mendeley" en nuestro barra de marcadores nos facilita guardar el recurso que estamos consultando sin esfuerzo.
- Disponibilidad del texto completo del documento en pdf.
- Es compatible con las bases de datos bibliográficas más cualificadas
- Nos permite crear un perfil académico en línea.
- Compartir y colaborar en grupo y participar en redes de grupos de investigación.
- Permite realizar estadísticas completas, personales, de grupos o de materias.
- Buscar en los más de 300 millones de referencias de todos los usuarios.
- Descargar en nuestro móvil.
- Su aplicación en el editor de textos de Word, nos permite añadir cómodamente las citas y referencias bibliográficas en nuestro documento mientras trabajamos.



2. <u>CARGAR EL PROGRAMA Y CREAR UNA CUENTA</u> <u>http://www.mendeley.com</u>

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Creo una cuenta con mi dirección de correo electrónico y una clave de acceso, rellenando el formulario correspondiente

rellenando el formulario correspondiente. 🥢

En la segunda pantalla, tenemos el botón verde para descargar la aplicación Mendeley para nuestro escritorio.

Con opciones para descargar en MAC, iphone, Ipad...



Descargamos la versión correspondiente a nuestro sistema operativo, en nuestro caso Windows





3. Estructura Mendeley escritorio: nos permite gestionar nuestros documentos



- Barra de herramientas, arriba.
- **Mi biblioteca**, panel izqdo : Archivos, carpetas y Filtros
- Panel de contenido de documentos (centro)
- Referencia bibliográfica (marcada en el panel de contenidos), detalles del documento.

Apartados con los que vamos a practicar en los números 5 y 6





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4. <u>Apartados en la versión Web 2.0</u>, funciones de Red Social para investigadores

- <u>Dashboard</u>: Newsfeed (aparecen novedades de nuestros grupos y tenemos
- la posibilidad de hacer comentarios)
- Editar nuestro perfil en línea Botón "Save to Mendeley" que instalaremos a continuación
- <u>My library</u> = Biblioteca del Escritorio, funciones de gestión de documentos
- <u>Papers</u>: dirige nuestras búsquedas a todos los documentos de Mendeley Búsqueda avanzada.
- Búsquedas por GRUPOS, por PERSONAS, por DOCUMENTOS (+ de 300 millones)
- <u>Grupos</u>: podemos buscar por materias, encontramos los artículos más leidos...etc
- <u>People</u>: buscar personas a las que podemos seguir





-Como instalar el botón "Save
 to Mendeley" en nuestra barra
 de marcadores:

Entramos en el apartado: **Dashboarb**, desde donde

- Editamos nuestro perfil (aquí no nos vamos a detener)

-"Save to Mendeley" este botón en nuestra barra de marcadores nos permite hacer búsquedas en bases de datos bibliográficas y guardar los documentos

También podemos descargarlo desde la versión ESCRITORIO



Clip en instalar y aparece esta pantalla





Arrastramos hasta la barra de marcadores



5. DESDE MI BIBLIOTECA

En SCIENCEDIRECT hacemos una **búsqueda avanzada**: Lo que se haya publicado de Graphene, en el año 2014, Tipo de documento: Artículo, en Ciencia de materiales y de acceso abierto.



Seleccionamos y los salvamos con el boton "Save to Mendeley". Salva todas las referencias de la página en la la pantalla de la derecha, guardamos para nuestra biblioteca con el signo + las que nos interesan. Con el botón de Mendeley en Science Direct o con el que hemos instalado en nuestra Barra de marcadores



Vamos a la versión web y tenemos los artículos en el panel central, para guardar los pdfs el progama nos envía a la base de datos de nuestro Escritorio, la abrimos y sincronizamos

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Después de SINCRONIZAR en el icono marcado, desde la carpeta "Todos los documentos" Vamos a la carpeta "documentos recientes" y vemos en el Panel Central todos los artículos de "Graphene"

Para poder sincronizar tendremos que reconocernos con nuestra clave en la versión de escritorio si no lo hemos hecho.

Siempre sincronizamos desde la carpeta "Todos los documentos" y desde la versión ESCRITORIO



A continuación vamos a crear una carpeta desde las herramientas de "Mi Biblioteca" en el icono "Create a Folder" que vamos a llamar "Graphene", donde vamos a guardar solo los artículos que nos interesan.





<u>Sincronizamos las dos versiones</u> desde la versión escritorio SIEMPRE que hayamos introducido cambios en una u otra versión. **ORDENAMOS** las referencias de las carpetas: Clasificar, Recientes...

Podemos borrar carpetas, borrar documentos.... Señalar leídos y no leídos

AÑADIR DOCUMENTOS PDF

desde File (en la barra de Menú principal) pinchamos Add File y se abren las carpetas de nuestro Equipo, podemos añadir un archivo pdf a nuestra biblioteca, Mendeley recupera automáticamente los metadatos del documento. Podemos marcar pdfs, añadir notas, buscar definiciones de términos....

AÑADIR REFERENCIAS manualmente





Algunas bases de datos compatibles con Mendeley (extraido de Mendeley)

			Science vol. 248 (4851)	p. 73-76
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Note: As these third party	sites update regularly, we cann	ot guarantee that importing will	work 100% of the time.	

Digital-CSIC también es compatible con Mendeley





Filtrar por..... o buscar en nuestra biblioteca

 o criterios para buscar dentro de nuestra biblioteca de gran utilidad para
 <u>recuperar nuestros documentos en la Biblioteca</u>

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