MENDELEY

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# Gestor bibliográfico. Citas y referencias con Mendeley

Certificado de Mendeley UPRRP. Taller 2

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# Temas a tratar Taller 2

- Seguimiento asignación de Taller 1
- Agregar documentos desde Google Scholar con Web Importer
- Instalar y utilizar MS Word Plugin
- Citas y referencias bibliográficas
  - paráfrasis
  - cita directa
- Como administrar su biblioteca
- Watch Folder
- Importar y exportar documentos desde y hacia otros gestores (*EndNote, Zotero*)

#### Seguimiento asignaciones Taller 1

- Instalar Mendeley versión escritorio (desktop) a los iPad, Android y/o iPhone.
- Crear perfil académico (básico).
- Organizar su biblioteca añadiendo otros documentos con las funciones de "add files" o "add folders".
- Practicar búsquedas en la base de datos Science Direct para exportar a Mendeley un artículo de su interés.
- Es necesario que las personas trabajen con su laptop o tableta para continuar con los trabajos de los próximos talleres.
- Las personas que interesen exportar sus datos de otro gestor bibliográfico a Mendeley deben tener bajados en sus computadoras la versión de escritorio de ambos gestores bibliográficos.



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# Dos formas de agregar el texto completo en PDF

- Buscar el PDF en las Bases de datos de Sistema de Bibliotecas (excepto ScienceDirect)
- Grabarlo en el desktop de su computadora y escoger la opción:
  - 1. Add file o
  - 2. Drag & Drop
- Si el PDF está disponible en *Google Scholar* el procedimiento es el mismo



#### Ejercicio con Web Importer

- Revisar si la herramienta está instalada en su bookmark
- Hacer el ejercicio de importar un articulo de Bases de datos de Sistema de Bibliotecas o de Google Scholar (10 minutos)

#### Como administrar tu biblioteca

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### Citas y referencias bibliográficas

- El uso de MS Word Plugin
- Estilos de redacción
- Pasos a seguir con el borrador

#### MENDELEY

#### Pasos a seguir con el borrador

- 1. Asegúrese que todos los archivos en PDF de su trabajo están en un folder o en un grupo en Mendeley
- 2. Complete y cure todos los metadatos de cada documento al máximo posible
- 3. Seleccione el estilo de redacción que necesita (En *View*)
- 4. Instale el MS Word Plugin (En Tools)
- 5. Comience a trabajar con su borrador agregando citas y generando bibliografía

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#### Fusión de citas

- Dar clic sobre la cita donde vas a agregar otros autores
- Inmediatamente Insert Citation cambia a Edit Citation
- Buscar la cita que nos interesa de la forma conocida y agregarla





#### Insertar bibliografía (referencias)

- Tener instalado MS Plugin
- Ir al borrador de trabajo en MS Word
- Insertar en el borrador las citas directas y paráfrasis que desea (Referencies e *Insert Citation*
- Luego ir al botón *Insert Bibliography* y se genera la bibliografía completa a base de las citas insertadas y en el estilo seleccionado
- Mendeley se puede utilizar también para generar bi bliografía en presentaciones en Power Point, pero n o se hace a través de MS Word. Para ello hay que trabajar desde el Mendeley para desktop.

# Ejercicio

- Instalar el *MS Word Plugin* desde Mendeley para desktop
- Buscar un borrador de trabajo y agregar una cita y una referencia
- Luego fusionar dos o más citas (20 minutos)

# Watch Folders

• ¿Qúe es Watch Folder?

Mendeley permite seleccionar carpetas para monitorearlas.

#### ¿Qué funciones cumple?

Cuando seleccionas una carpeta para monitorear, cada vez que abras Mendeley Desktop, el programa verificará si hay documentos nuevos en la carpeta y los añadirá automáticamente a tu biblioteca.

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Importar y exportar documentos

- Importando de otros sitios web
- Manualmente
- Importando de otros gestores bibliográficos (Zotero, EndNote y otros) con formato RIS o EndNote XML
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# Muchas gracias!

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