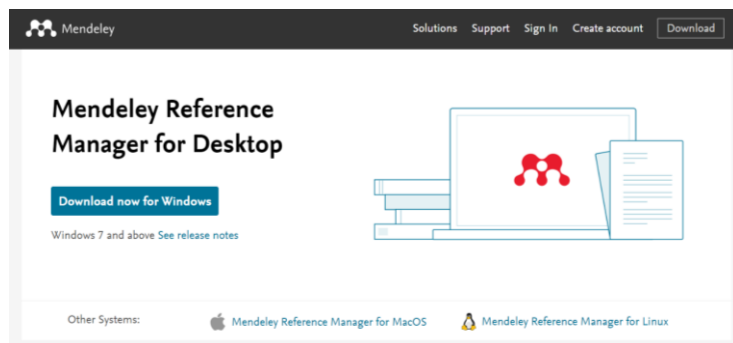
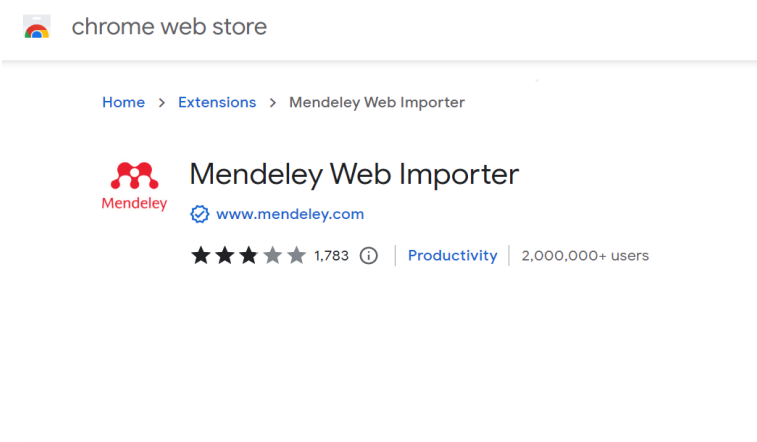


# Using Mendeley as an Organiser

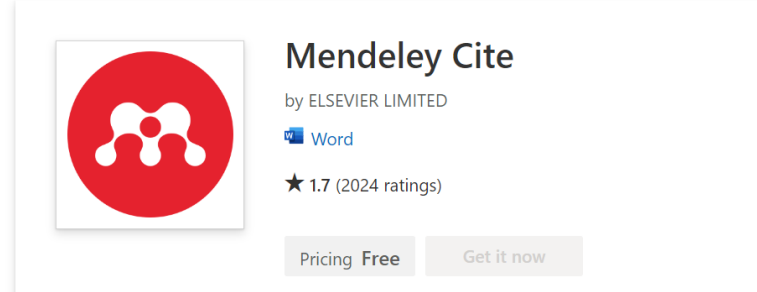
Mendeley is bibliographic tool used by researchers. It can help you categorise and keep track of your references.



The Mendeley Reference Manager is the central hub of the system. This is where your references are kept and organised. You can download the reference manager [here](#)



The Mendeley Web Importer scrubs webpages for bibliographic data and sends it to your reference manager. It sits in your Chrome browser, and you can download it [here](#)



Mendeley Cite is a widget that sits in Microsoft Word. It can generate references in different styles. You can download it [here](#)

**Step 1: Use the Web Importer to collect data from relevant web pages**

**Step 2: Use the Reference Manager to sort and organise these records**

**Step 3: use the Cite function to generate references based on these records**

# Tips for Using Mendeley

## Use Collections!

Mendeley works best when you treat it as a unified digital bookshelf. Just like a real bookshelf, you need a system to find the texts you want!

We recommend you create a new collection for each of your assessments.

## COLLECTIONS

Business Management Module

Bus. Man. (Essay)

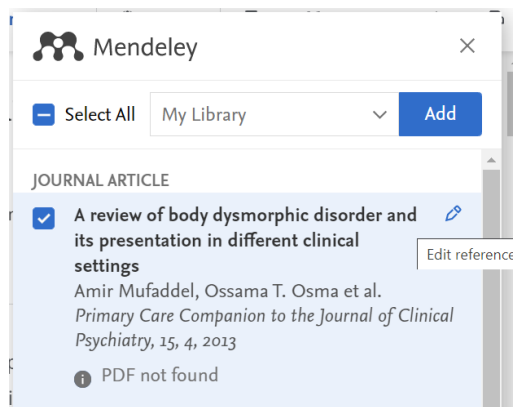
Bus. Man. (Presentation)

*New Collection*

Use the New Collection option in the reference manager

## Check the Details!

Use the 'edit reference' button on the Web Importer to make sure the information is correctly filed



## Always Check your References!

Mendeley's references are only as good as the information they draw upon. If you use Mendeley to generate references, always check them against the referencing guide before submitting your work.

Check out our workshops on Referencing and Avoiding Plagiarism to go further

 <p><b>Library Portal</b> <a href="https://libraryarden.ac.uk/">https://libraryarden.ac.uk/</a></p>	 <p><b>Study Skills on iLearn</b> <a href="https://moodle.blrdi.co.uk/course/view.php?id=921&amp;section=1">https://moodle.blrdi.co.uk/course/view.php?id=921&amp;section=1</a></p>	 <p><b>Emails</b> Study-skills@arden.ac.uk and libraries@arden.ac.uk</p>	 <p><b>Blog</b> <a href="https://libraryarden.ac.uk/library-blog">https://libraryarden.ac.uk/library-blog</a></p>	 <p><b>Twitter</b> @LibraryArden</p>
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