

MENDELEY INSTRUCTION GUIDE

Mendeley is a bibliography program that allows user to collaborate on a prior art study. Users are able to read, organize, annotate, and cite the resource in any format of their choice. There is also a feature to integrate into Microsoft Word such that you may import the bibliography straight into Word.

DOWNLOADING MENDELEY

1. Visit Mendeley at <https://www.mendeley.com/downloads>.
2. Select your operating system to begin your download.
3. Run the .exe file and follow the instructions in the Mendeley Desktop Setup window.
4. Run the Mendeley application once finished installing.
5. You will then see a login window. On the bottom left hand corner of the login window, click Register. If you already have an account login with your information and proceed to step 8.
6. Create an account with your **@hawaii.edu** email address.
7. Login into Mendeley with your new account information.
8. To join our group, email your project manager stating that you would like to join our Mendeley group.
9. Within 24 hours (hopefully within the hour), you will be granted access to our RobotX group.

RESEARCH USING REPUTABLE PEER REVIEWED SOURCES

1. Visit <https://scholar.google.com/> to start your research.
2. Make sure you are logged on to your **@hawaii.edu** email address.
3. Click Settings (top of page). Click "Library Links" on the left hand side of the page. Make sure that "William S. Richardson School of Law - Get it at UHLAW" is checked. Click Save.
4. Proceed to research on Google Scholar.
5. When looking through academic journals, on the right hand side of the source, make sure to click "Get it at UHLAW" to access the journal article.
 - a. Note: Some journal articles are available without the UHLAW services. You may also click the links above "Get it at UHLAW."
 - b. Note: In some rare cases, even when you are logged into your UH account with the UWLAW services, you may not access some journal papers. In this case, you may request them. See Requesting Material through Interlibrary Loan (ILL) for more information.
6. Every time you do research, make sure you are using your **@hawaii.edu** email to ensure that you are getting access to the academic journals.
7. COMPENDEX is also a good source for finding peer reviewed articles. Although Google Scholar and Compendex find largely the same references it is wise to use both.
 - a. Use Compendex through the UH Manoa Library Website:
<http://library.manoa.hawaii.edu/>

- b. Select databases: <http://guides.library.manoa.hawaii.edu/az.php>
- c. Then search for compendex and login.

ADDING RESOURCES TO MENDELEY FROM GOOGLE SCHOLAR

1. After reading the journal article, and you would like to implement the paper into your report, click "Cite" on the bottom of the source entry.
2. Another window in the browser will pop up. On the bottom of that window, right click "BibTeX" and click "Save link as...." Name the file according the title of the journal article. It should be a .txt file.
3. Now open up Mendeley. Make sure you are in the right group (See Group Organization section to determine whether you are in the right group). On the top left hand corner of the application, right under File, click "Add Files" and import the file you saved.
4. The citation should now be in the group.
5. Click on your newly imported source to highlight it. On the right hand side, click on the "Notes" tab. In here the following information in this order:
 - a. Name (email):
 - b. Date:
 - c. Annotation: In this section, write a short description of what the source is about (not a regurgitation of the abstract). Then write how this helps us, how it applies to a certain system, or how will it be implemented in our journal paper. Write enough for other members to understand.
 - d. Reviewed By: (Add your name if also reviewed it)
 - e. Additional Comments:
 - i. Your name
 - ii. Date
 - iii. Additional Comments

ADDING RESOURCES TO MENDELEY FROM ANOTHER SOURCE

1. If you are adding a website or a book to Mendeley, please be mindful of what you are citing! We are trying to publish papers! It is up to you to determine whether the source is professional and credible!
2. Now open up Mendeley. Make sure you are in the right group (See Group Organization section to determine whether you are in the right group). Click the drop down menu right next to the Add Files Logo. Then click "Add Entry Manually...."
3. Fill out as much information as you can! The more information you put, the better understanding the other members will have of the source when looking through it. Click Save once you are done.
4. Click on your newly imported source to highlight it. On the right hand side, click on the "Notes" tab. In here the following information in this order:
 - a. Name (email):
 - b. Date:
 - c. Annotation: In this section, write a short description of what the source is about (not a regurgitation of the abstract). Then write how this helps us, how it applies

to a certain system, or how will it be implemented in our journal paper. Write enough for other members to understand.

- d. Reviewed By: (Add your name if also reviewed it)
- e. Additional Comments:
 - i. Your name
 - ii. Date
 - iii. Additional Comments

GROUP ORGANIZATION

1. In order to organize our Mendeley group, groups were established based off keywords, subsystems, hardware, software, or etc. Based on the journal paper that you are reading, use your best judgement to cite that journal paper in the proper group.
2. If you think that your journal paper does not fit in any of the categories, then contact your system integrator with the following information in this order:
 - a. Name of the journal paper
 - b. Your annotation
 - i. In this section, write a 2-3 description of what the source is about. Then write how this helps us, how it applies to a certain system, or how will it be implemented in our journal paper. Write enough for other members to understand.
 - c. Name of the new group and the reason why you think it best fits in that one versus the other groups.
 - d. Attach the .pdf of the journal paper.
 - e. Wait 24 hours (hopefully sooner) for a response.

Requesting Material through Interlibrary Loan (ILL)

1. Visit <https://illiad.manoa.hawaii.edu/login/>.
2. Login with your UH account information.
3. Towards the bottom of the text, click on “ARTICLE/CHAPTER REQUEST” or “BOOK REQUEST” depending on what you are looking for.
4. Fill in the information from your Google Scholar search.
5. Please note that it takes some time to obtain the copy of your resource.