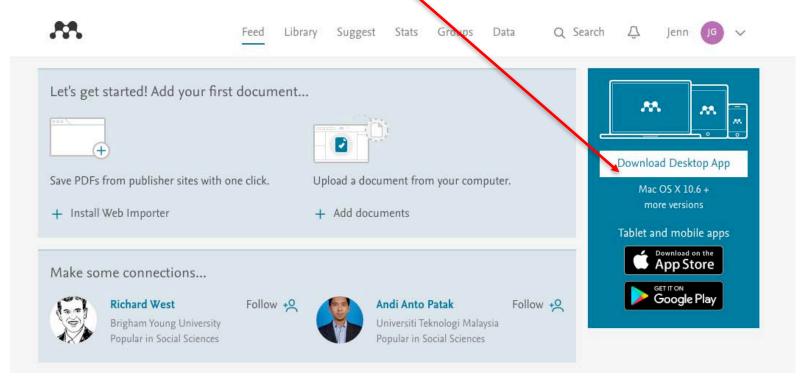
Mendeley for SCA Use

Mistress Álfrún ketta of Akeru Thunder awanderingelf.weebly.com



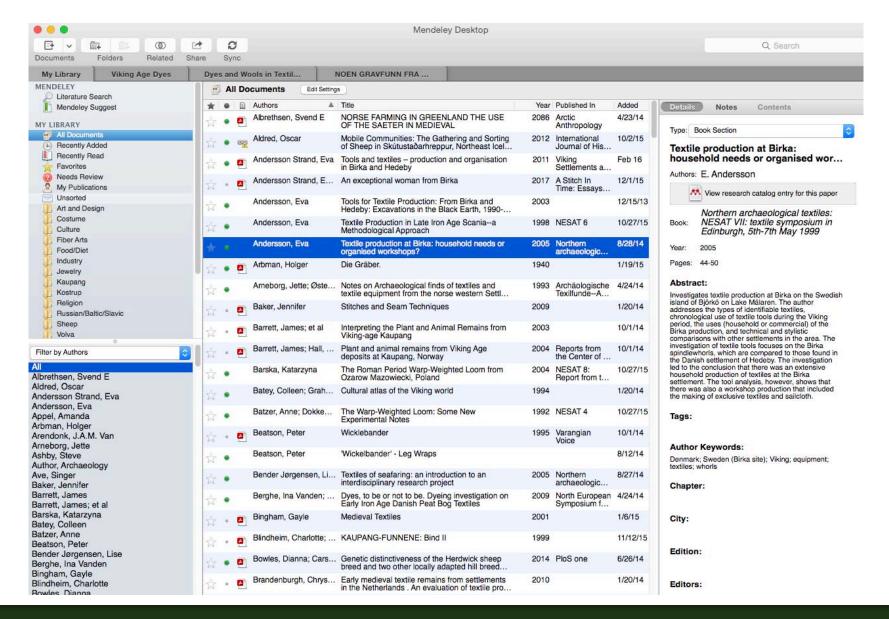
Starting Out

- Go to <u>Mendeley.com</u> and create an account
- Download the Desktop App

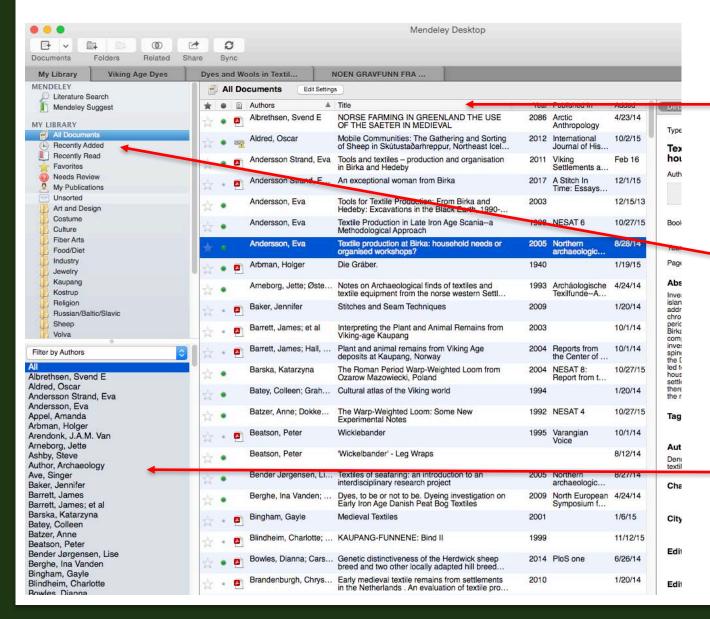


 You can download the app onto each of your computers and there are apps for phones as well

The Interface



The Interface

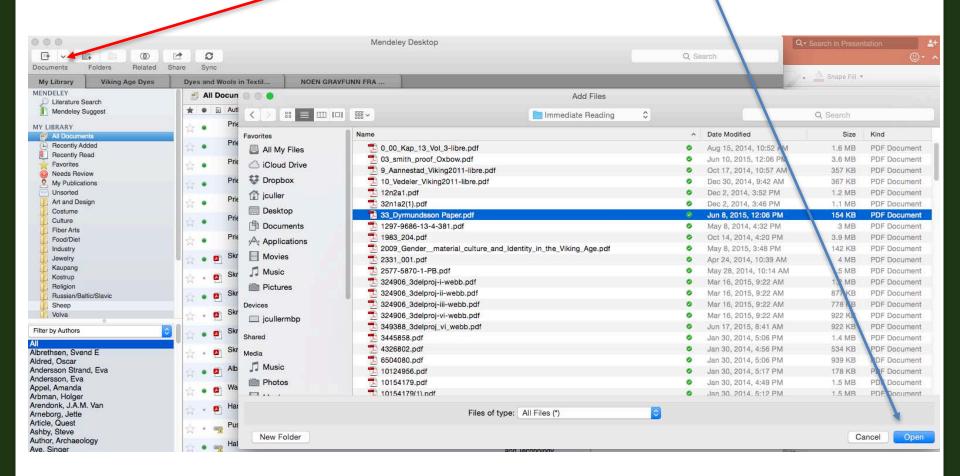


- List of all of your documents, you can sort by author, title,

 date or when added by clicking the appropriate box at the top.
- My Library shows all of your folders, which allows you to better sort your research. You can items to multiple folders and you can also use this to view the most recently added items.
- You can use the
 Filters at the bottom
 left to select articles
 by authors,
 publications or the
 tags that you add

Adding an Article

 Decide which article you would like to add to the database and locate it among your computer files. Click the Add Documents icon in the upper left corner and select ADD FILES. Locate your file from the window when it opens and click OPEN.



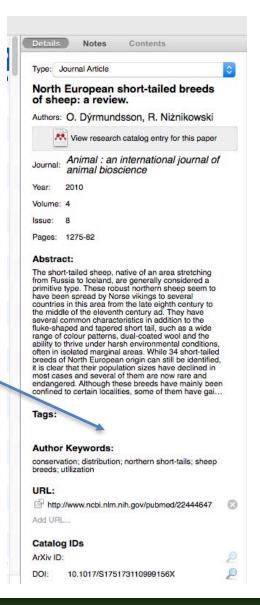
Adding an Article

- When you add articles the column on the right, with all of the information about that piece, will attempt to auto populate.
 Newer academic articles often work well and fill in all pertinent information. Older articles, or those that have been scanned in poorly will often give you gibberish. It will ask if you want to scan the master database for the information or you can manually enter it yourself.
- Verifying all information at this point, and adding details as needed, is very important. You can also change the type of article to things like Book, Thesis, Web Page, etc.
- Adding TAGS is very important as well. This is how YOU will be able to better sort the article later. To add them you simply click in the box and add your tags. In this case I might choose to add the following:

Tags:

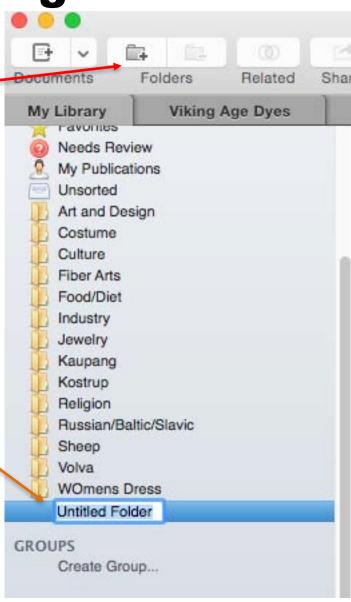
sheep; northern european short tailed; breeds; icelandic; cross-breeding

 NOTE: It is very important to SYNC Mendeley after adding documents if you wish to access them from another computer later. You can clink the SYNC button on the top bar at any point to do this. I do recommend you always sync before shutting down.



Adding Folders/Sorting Articles

- You can add as many folders as you like to the system. To do so you click the ADD FOLDER icon at the top and it will insert a new folder at the bottom of the list and allow you to name it.
- Too add your articles to the folder simply drag it into the folder from the main list. You can add any article to as many folders as you like.
- Clicking on a folder will show you only the articles placed there.
- Remember that you can also search articles by using the tags you added when you uploaded the piece. You search those by using the filters at the bottom left of the screen.



Issues with Articles

Space:

- Mendeley gives you 2GB of free space to store documents. This is a large number of items that can be saved.
- There is a 50MB limit in size for any one document.
 - You can use a program like Adobe Acrobat to reduce the file size of a
 document so that it can be added to the system. Note that you might lose
 some clarity of images when you perform this task, so it is good to keep a
 clear backup of the file elsewhere.
 - You can split books or documents into smaller sections to be added.
 - You can also add articles from a book as individual items, something which
 I find to be very helpful when using the system to compile your
 bibliography.

Searches

 Documents need to have text that is readable by the computer to make them searchable (you can perform this function in Adobe Acrobat Pro). If a scan is poor quality, then it might not work. I highly recommend taking notes on the text, and using tags, so that you can still call up that data when needed.

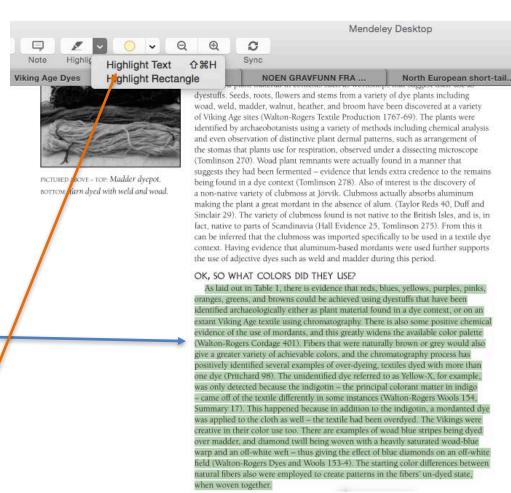
My Process

- After I add an article:
 - I make sure that the vital information (author, title, publication, etc.) is correct
 - I add necessary tags
 - I sort it into the correct folders
 - I have read and taken notes/added annotations on the article,
 I will mark it as READ using the small circles next to the name in the master list.
 - If the resource is exceptionally valuable to my research, I will mark it as a FAVORITE buy clicking in the star.

*	•		Ryder, M	A survey of European primitive breeds of sheep.	1981	Annales de génétique et	11/7/13
*	•		Ryder, ML	Medieval sheep and wool types	1984	The Agricultural History Review	11/7/13
公	٠	0	Gleba, Margarita	From textiles to sheep: Investigating wool fibre development in pre-Roman Italy using scannin	2012	Journal of Archaeologic	Aug 17
W	•		Orfinskaya, Olga; Pu	10th century AD textiles from female burial 11,-301 at Gnezdovo, Russia	2011	Archaeological Textiles News	Jun 30

My Process - Highlights

- A huge part of my own process is in the highlighting and making notes on the documents. To start making notes, you double click on the article and it will open within Mendeley for you. For the examples below I have chosen to work with "Viking Age Dyes" by Mistress Meave Douglass (article used with permission).
 - Highlighting: You can do this by highlighting the text itself if the program recognizes it, or by creating a rectangle that highlights an area if it does not. To highlight text, you simply highlight the copy as you would in Word and then click the Highlight button at the top and select HIGHLIGHT TEXT.

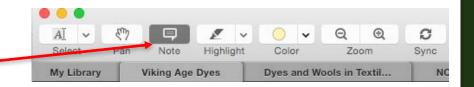


My Process – Highlights

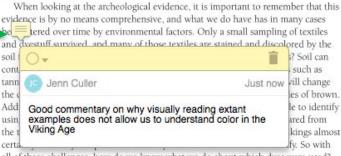
- I will often choose to highlight with different colors depending on my reason for marking the passage.
 - I typically use the default yellow to highlight basic information that is important in the document.
 - Red is a note to myself to double check that because I either do not fully understand something or I question it.
 - Blue is usually for interesting facts that I might want for future projects, but that I do not necessarily need for any of my current research.

My Process - Notes

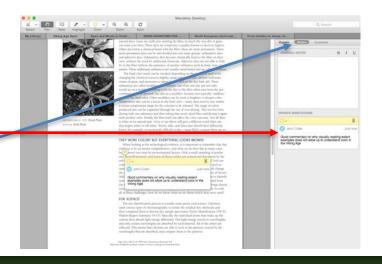
- Annotations: Notes are added by clicking the NOTE button at the top of the screen and then clicking in the document where you would want to add this information
 - You can also change the color of your notes, just as you do with highlighting, to help denote different categories of information.
 - Notes will also appear, in order, in the far right column of the screen if you click the Notes tab at the top.



THEY WORE COLOR? BUT EVERYTHING LOOKS BROWN!



all of these challenges, how do we know what we do about which dyes were used?



My Process - Notes

- How I use Annotations:
 - To call out specific points that I know I will need to reference repeatedly, whereas I use highlights to just note general useful information.
 - To add translations of crucial sections directly to the page
 - To add information from another paper to that page that either backs up or refutes something written there (this makes it easy to pick up where I left off with something if I step away from something for a long time and then come back to it)
 - To serve as reminders of other things I need to look up (for example, I might remind myself to compare the current authors data with that from another researcher)
 - To save a train of thought that is inspired by the passage I just read
 - To help me remember things more accurately (as I learn things better by writing or typing it)

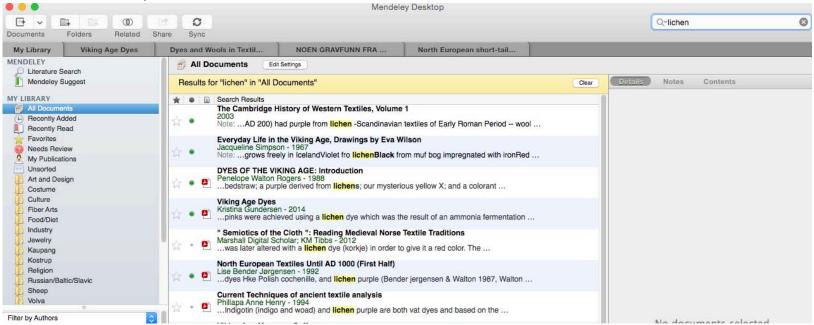
My Process - Notes

- General Notes: Mendeley also gives you the option of adding general notes about a resource
 - I use this area to add notes about the entire book
 - I might also use this area to add a list of notes I took on a document for which I do not have a scanned copy
 - For this type of note I will usually start each statement with the page numbers



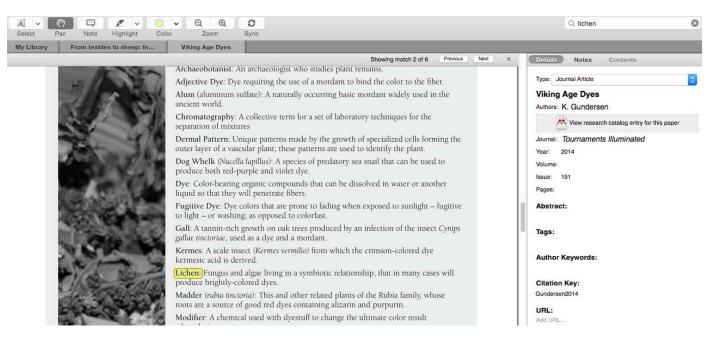
Searching for Data

- The best part about Mendeley is that it allows you to search everything you enter into the system
 - If you want to search all articles, make sure that ALL DOCUMENTS is selected in your library. If you want to search articles you have grouped together, then have that folder open when perform the search.
 - In this example I am using the search term LICHEN. Every article (that has text recognition) that uses that word will show up. This also searches any notes (but not annotations) that I have entered



Searching for Data

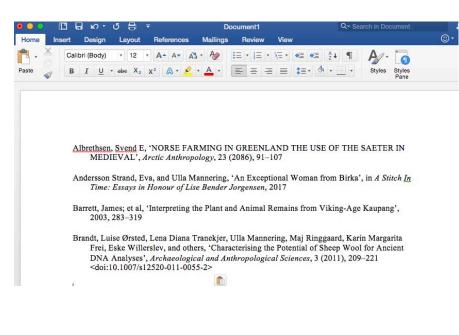
 You can select any article you want from that list and then double click on it and it will open. Entering the search term again once the article is open will then highlight every instance of that word in the article.



 By far my favorite use of Seach is in that I am able to use a keyword to track down every instance of an item across my library. This is invaluable for those times where I am sure I read something somewhere, but cannot recall where exactly it was.

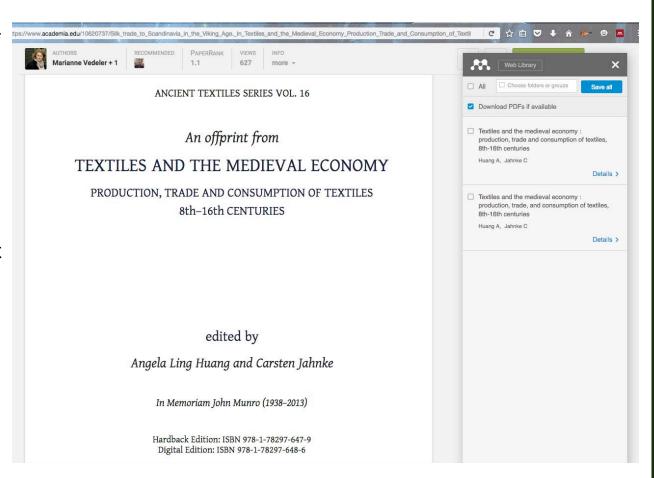
Bibliography

Mendeley has add-ons that work with Word and LibreOffice to make adding citations to documents easier. I tend to craft photo heavy items, so prefer to do my layouts in Powerpoint, so I personally have never used this feature. I can, however, use the Folders to house all of the documents for a specific project and then cut and paste for the bibliography! To do so, I put the items in a folder, hightlight them, copy and then paste into a Word document.



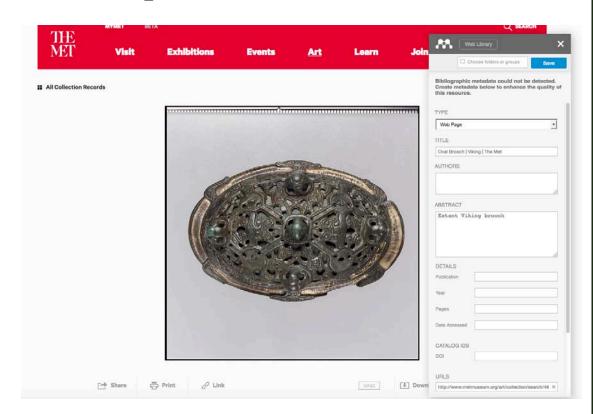
Web Importer

- If you do a great deal of research on the internet, you can install the Web Importer to make saving research easier
- You can use it to capture articles directly from the browser (and it will download for you if that is an option)



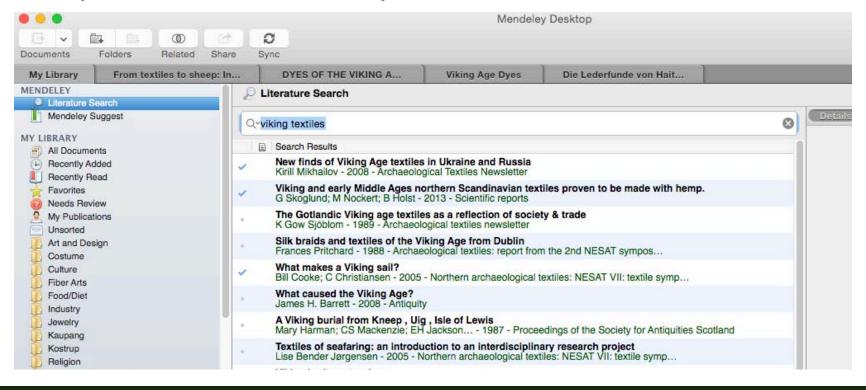
Web Importer

- You can also use it to capture things like objects or paintings in museums (in which case, you will want to add notes on the item, to make it easier to find later)
- Another way to save art, is to pull the image you want, save it as a PDF and then enter the PDF into the system yourself and add notes (such as the painter, time period, style, etc.) that you might want to reference later



Further Research

 Mendeley now has a Literature Search ability that lets you broaden your research by finding new sources. To use this, simply click Literature Search and add your search terms to call up a list of articles. Note that this does not give you access to all of them, as many are owned by the authors and publishers, but it can definitely help you discover some new-to-you sources that you can access from a library.



Collaboration

This is another feature that I have not yet explored.
 Information and how-to articles can be found here:

https://www.mendeley.com/features/collaborate/