DIREÇÃO DE SERVIÇOS DE DOCUMENTAÇÃO
UNIVERSIDADE ABERTA

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Gestor de Referências Bibliográficas

2023

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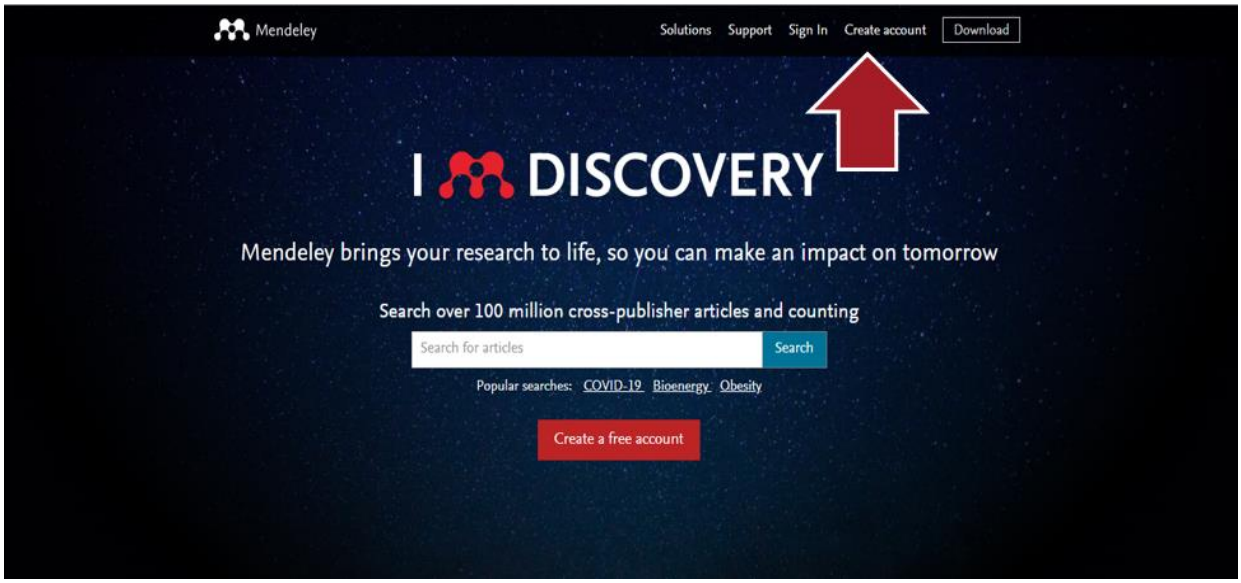
1. O que é o Mendeley

O Mendeley é um software de gestão bibliográfica que reúne as seguintes funcionalidades:

- Gestor de referências bibliográficas e uma rede social académica;
- Gratuito;
- Compatível com diferentes sistemas operativos e com os browsers mais comuns e nos dispositivos móveis com Android e IOS;
- Integração com processadores de texto;
- Seleção e aplicação de diferentes estilos bibliográficos;
- Importação / exportação de ficheiros de referências;
- Adicionar e organizar a bibliografia utilizada ao longo do processo de pesquisa;
- Pesquisar nas referências da Biblioteca | Filtrar documentos por autor, palavra-chave e tags;
- Ler PDFs, fazer anotações e sublinhar frases dentro dos ficheiros;
- Estruturar pastas e grupos;
- Fazer citações e referenciar os documentos de forma controlada e coerente, evitando falhas e o plágio não intencional.

2. Criar conta

https://www.mendeley.com/



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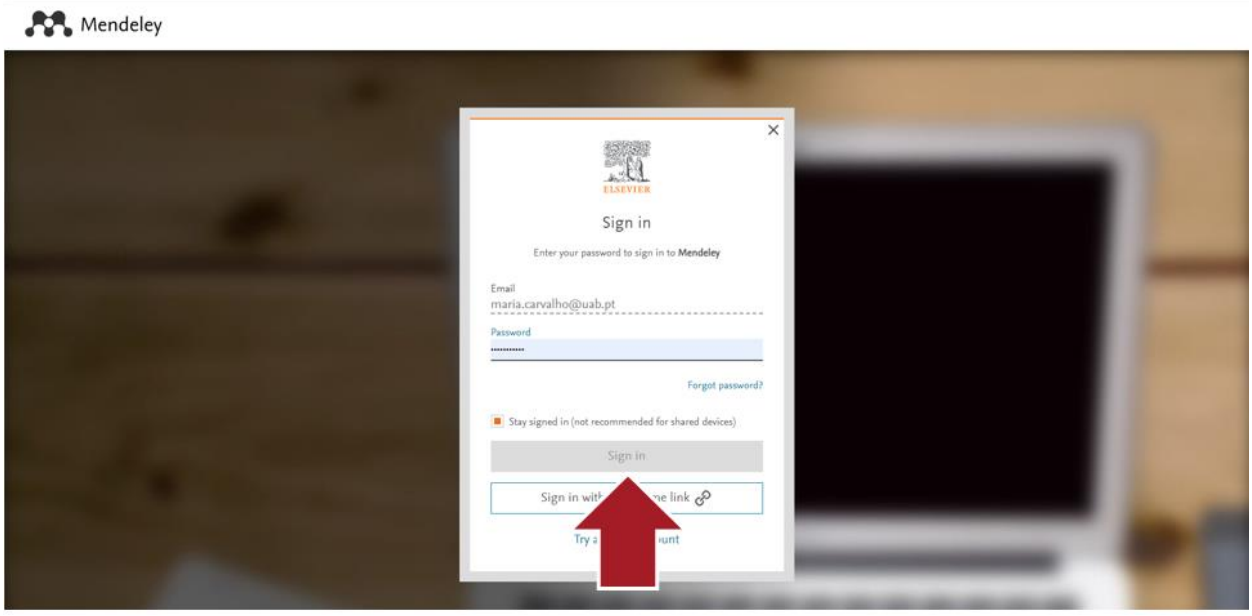
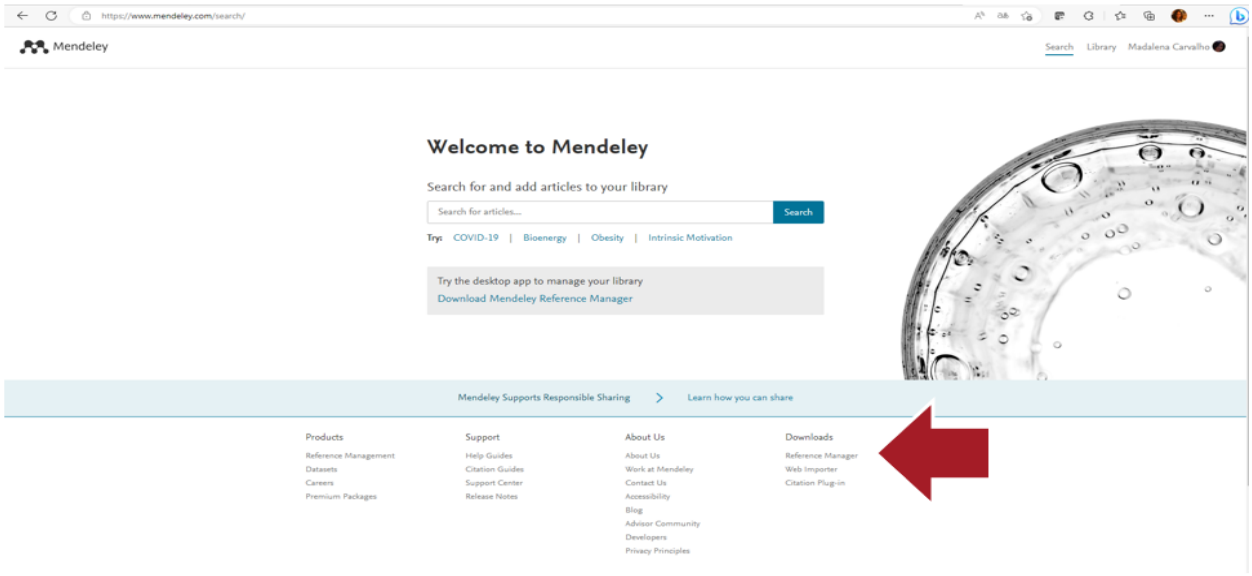
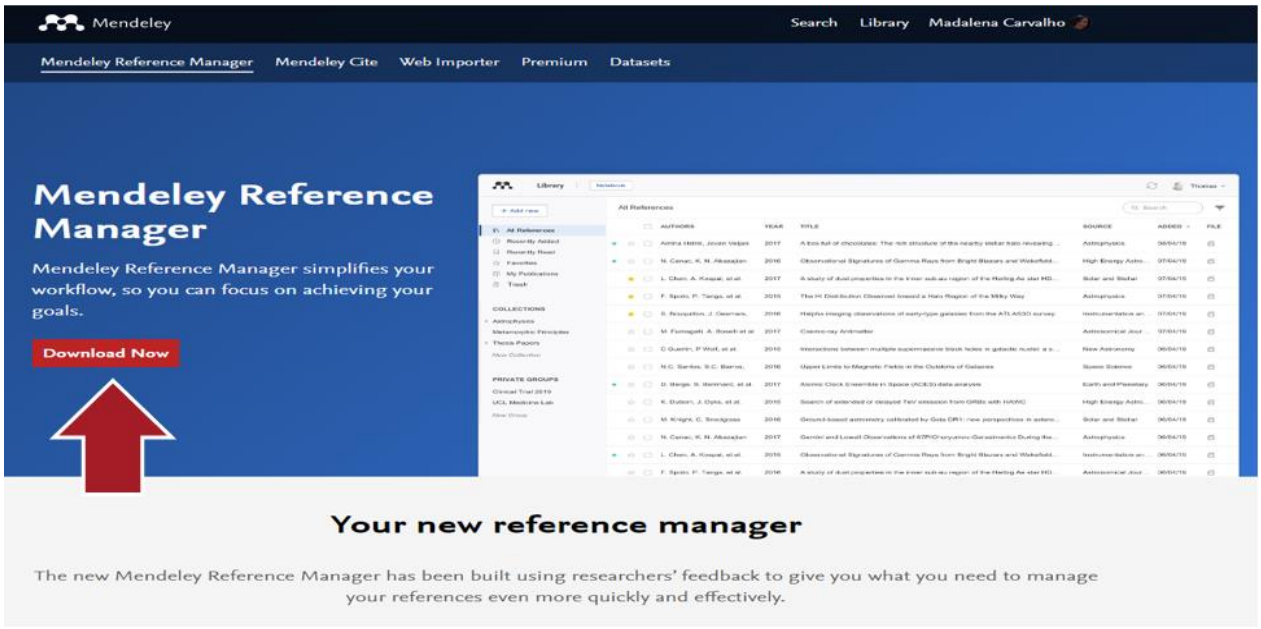
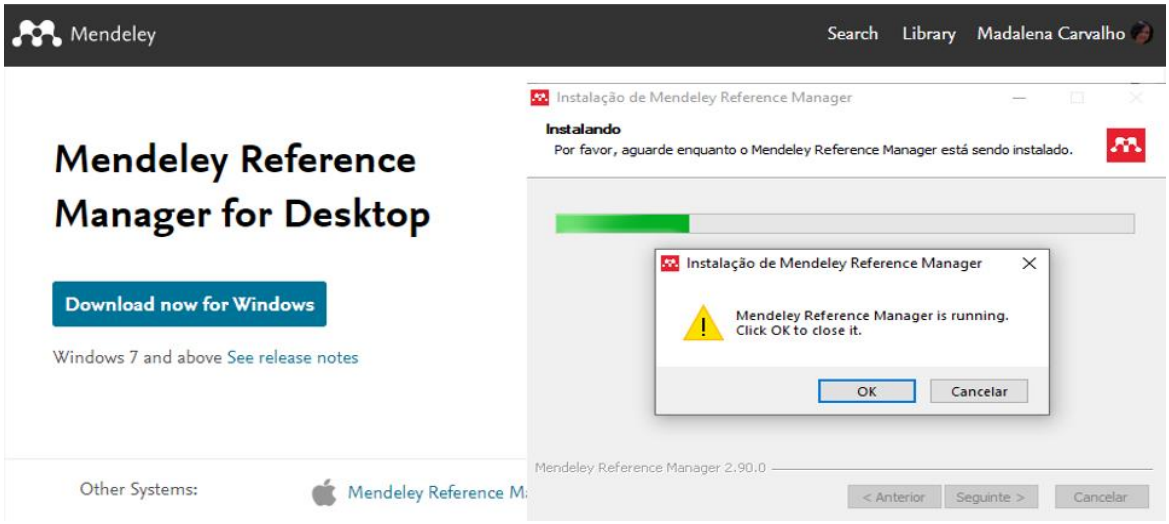


3. Ferramentas

Reference Manager







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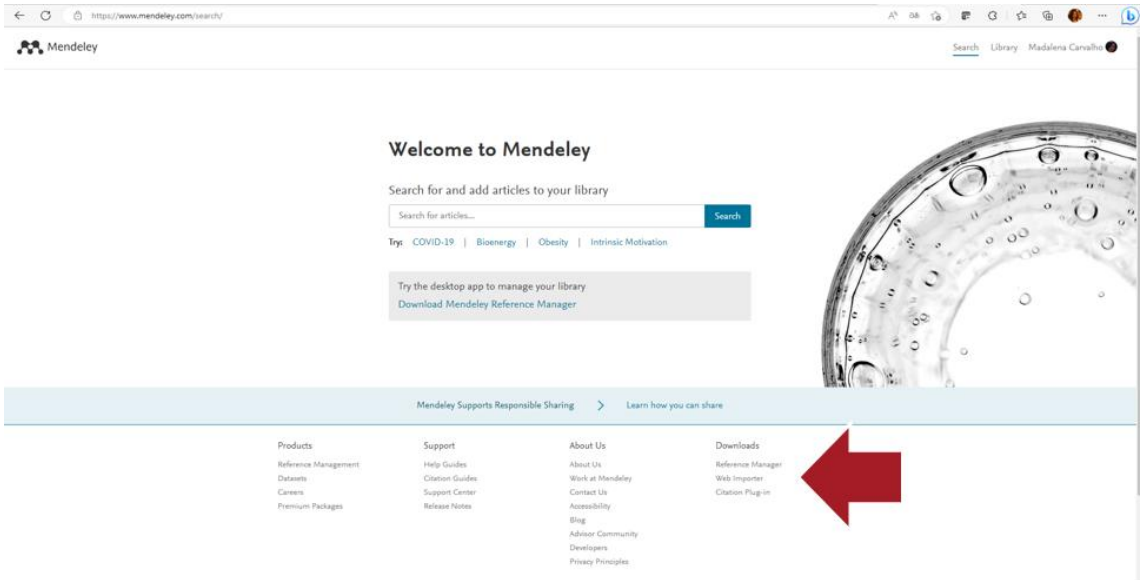
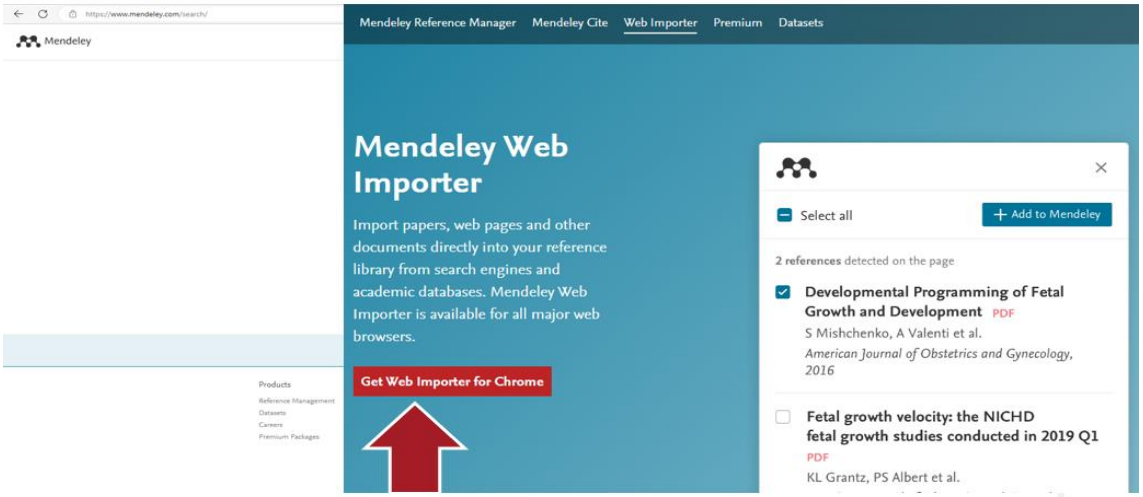
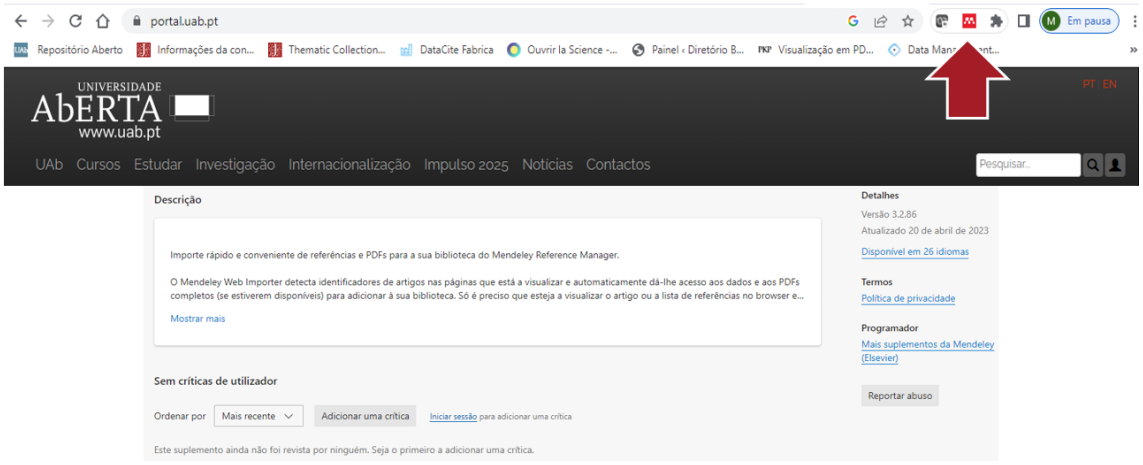
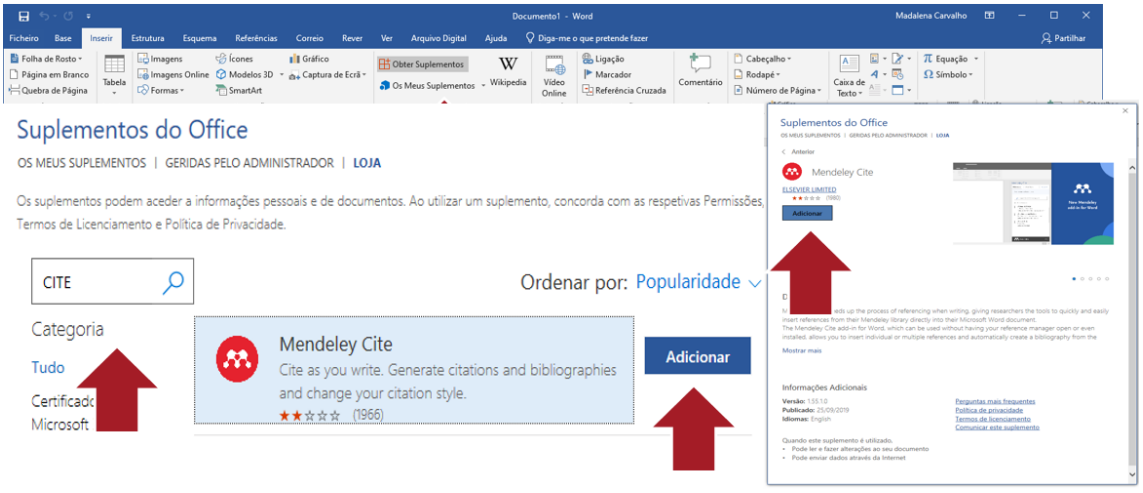
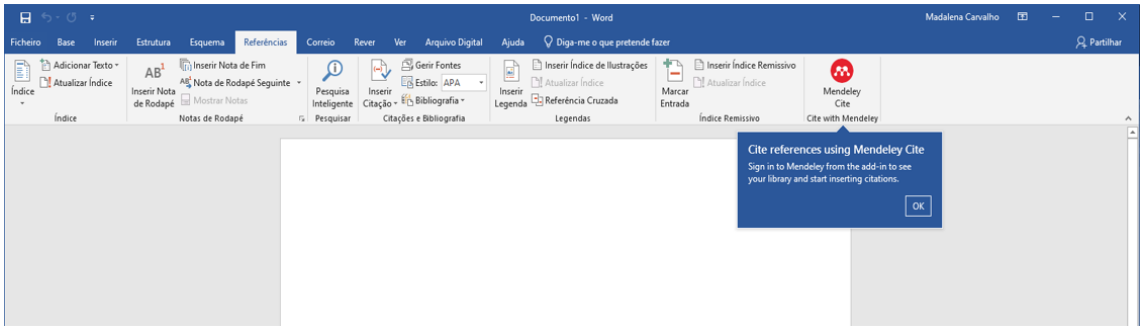




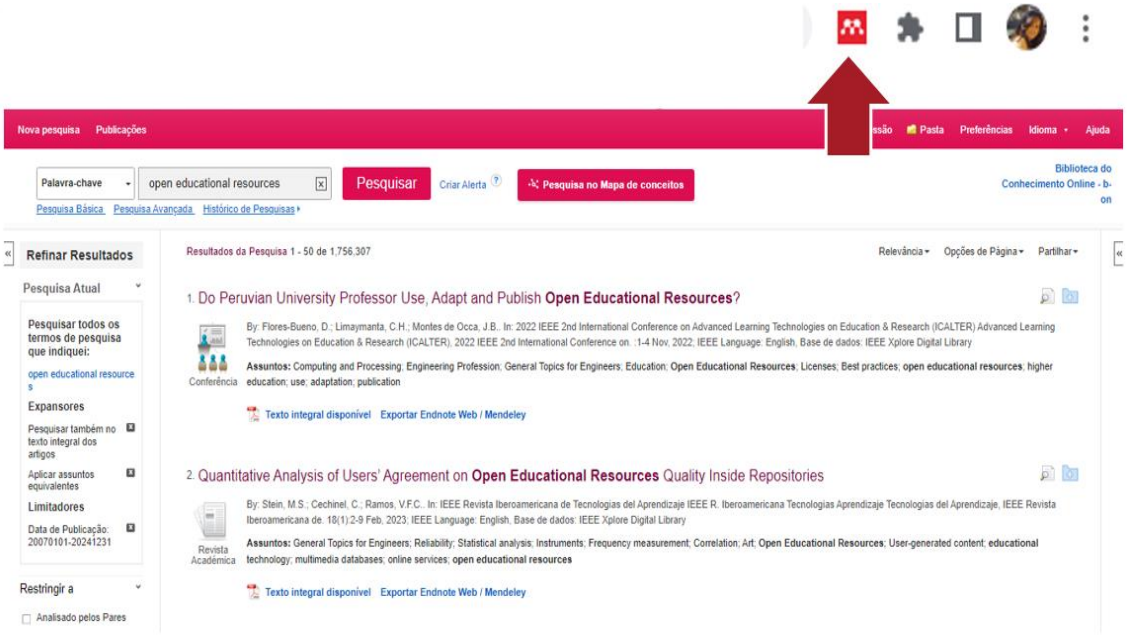


Mendeley Cite

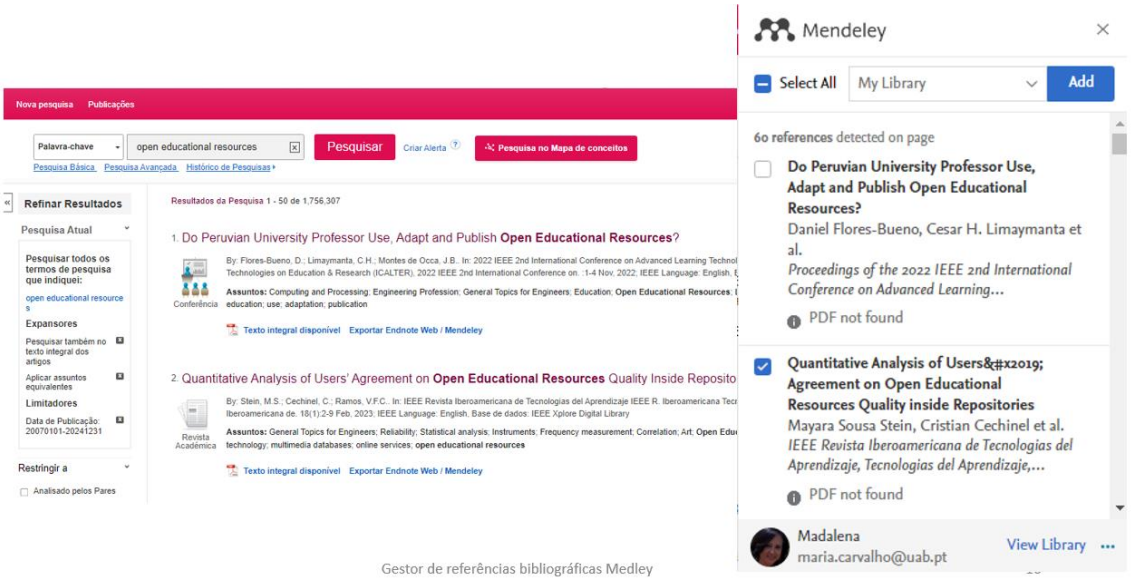




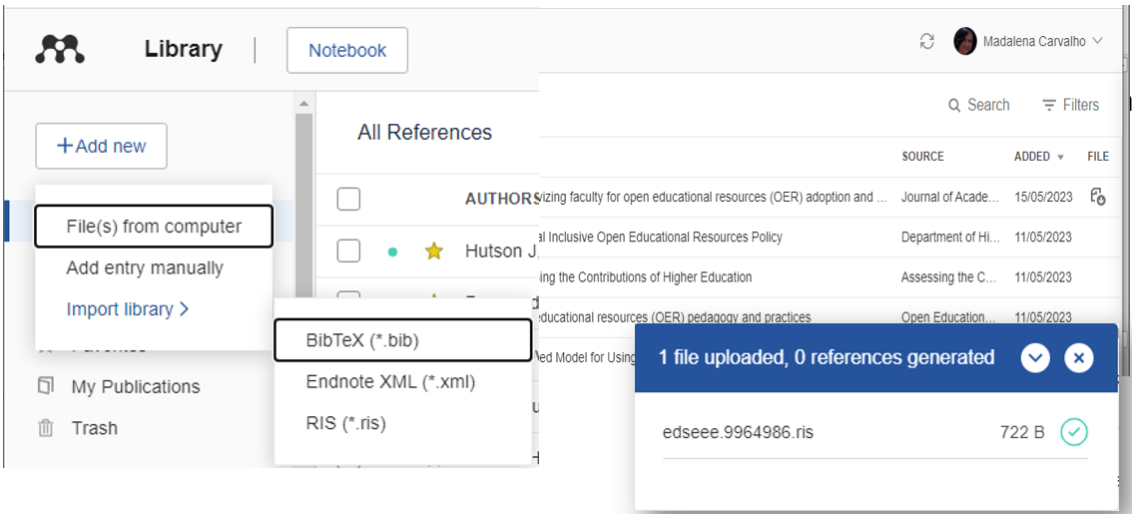
4. Biblioteca

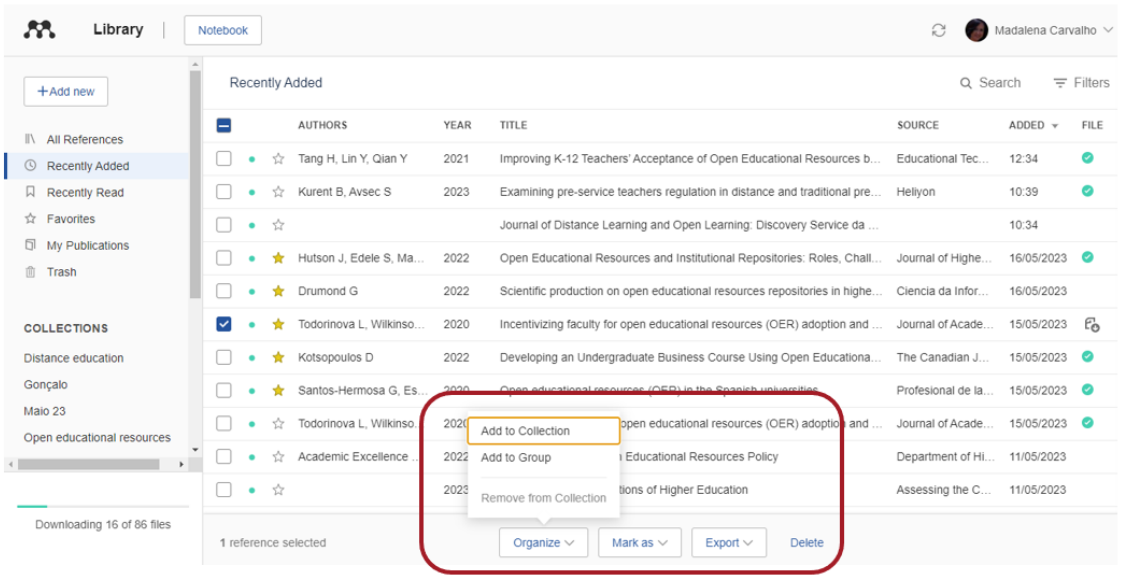


Organizar as referências



Gestor de referências bibliográficas Medley

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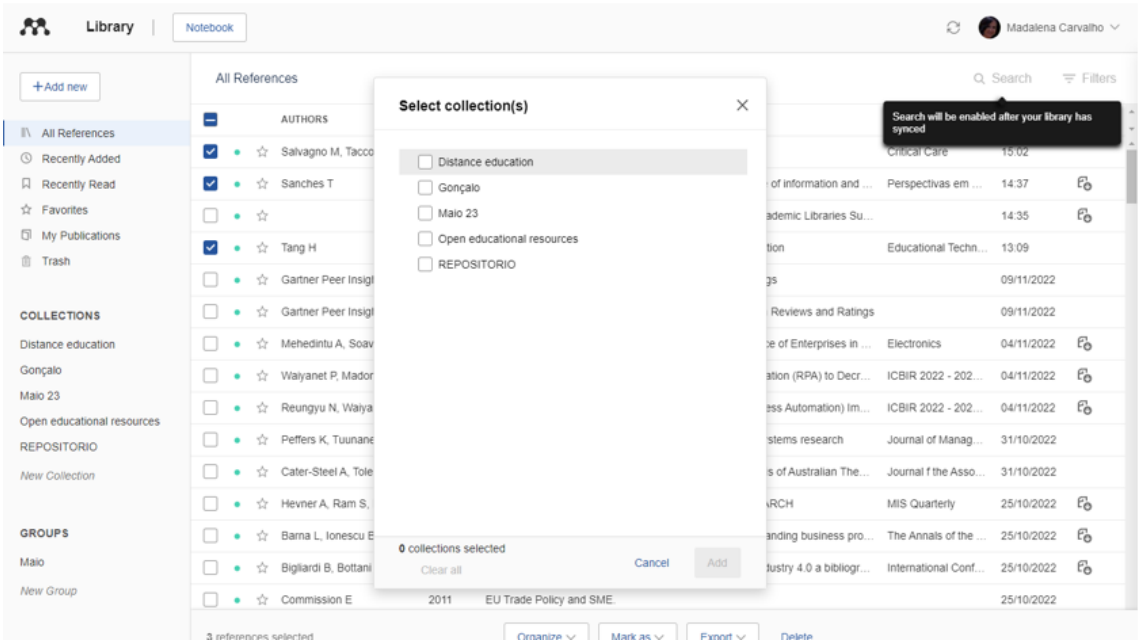
Remove from Collection
1 reference selected
Organize
Mark as
Export
Delete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Maio 23
Open educational resources
REPOSITORIO
New Collection
GROUPS
Maio
New Group
Search
Filters
Search will be enabled after your library has synced
Select collection(s)
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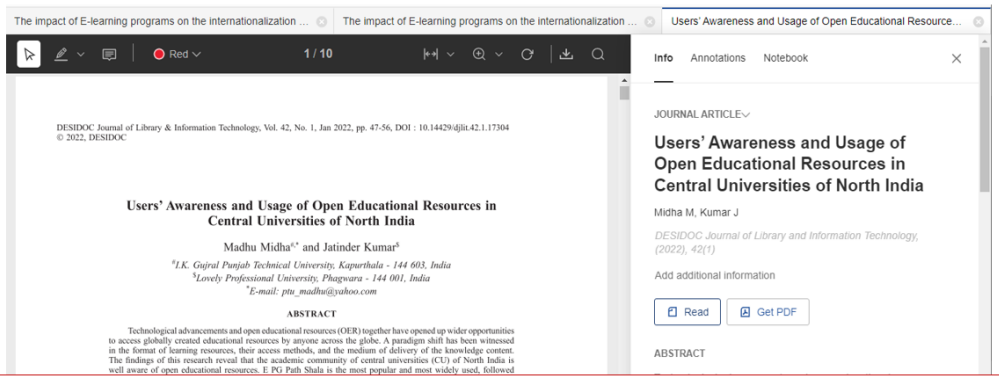
0 collections selected
Clear all
Cancel
Add

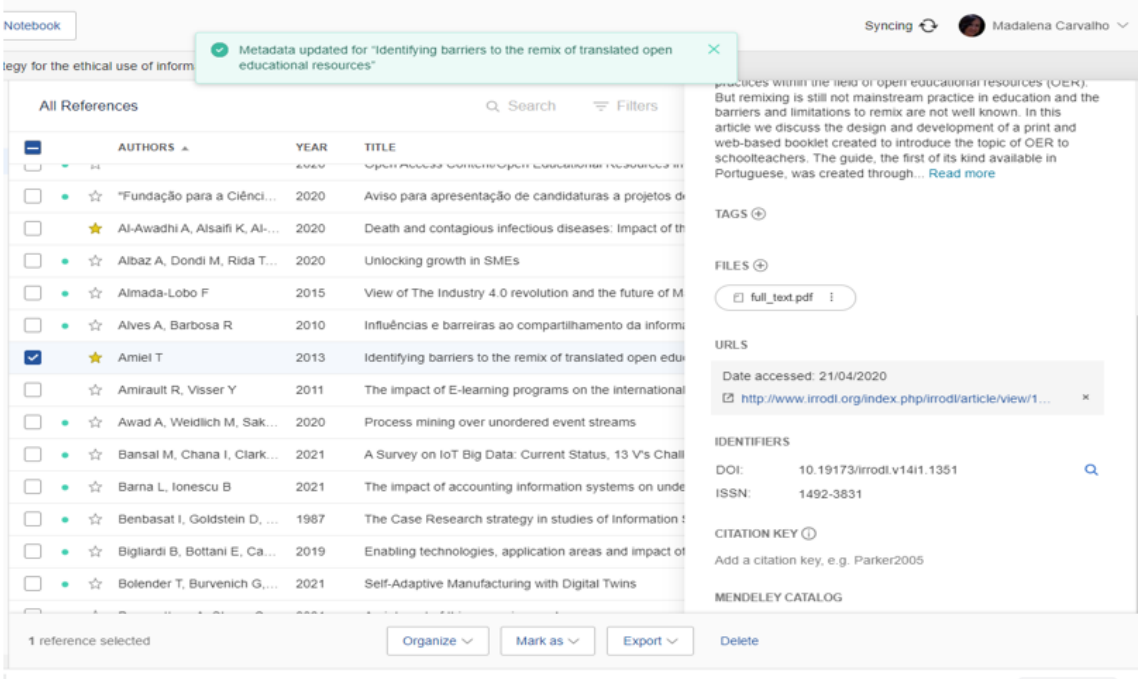
Visualizar, destacar, anotar



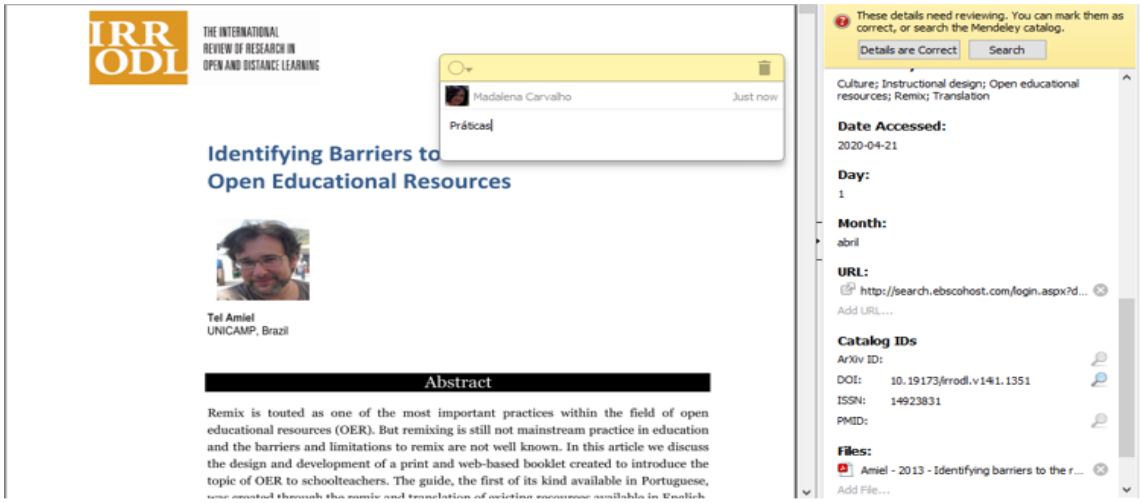
A barra de comandos possibilita ler, destacar, selecionar partes do texto e fazer anotações.

As referências ficam guardadas ao fechar o documento.

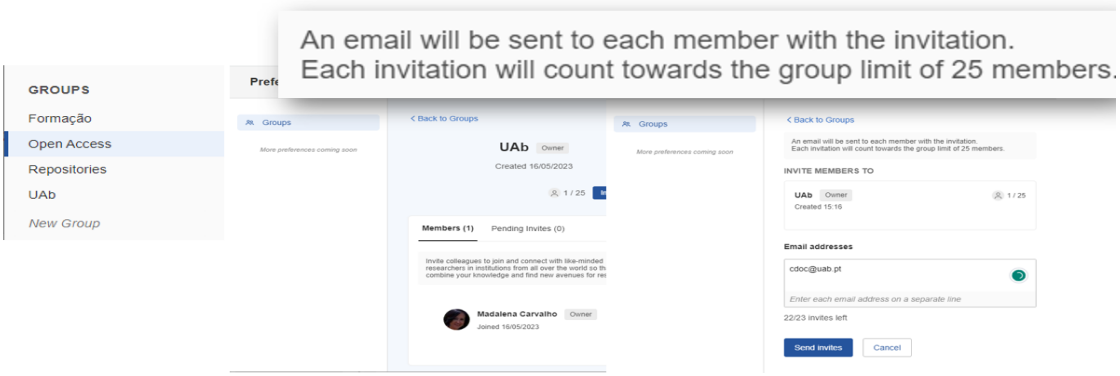
Melhorar referências



Anotar; Assinalar; Destacar

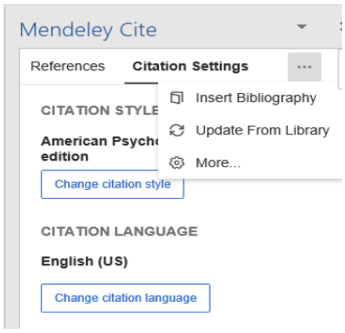


5. Grupos

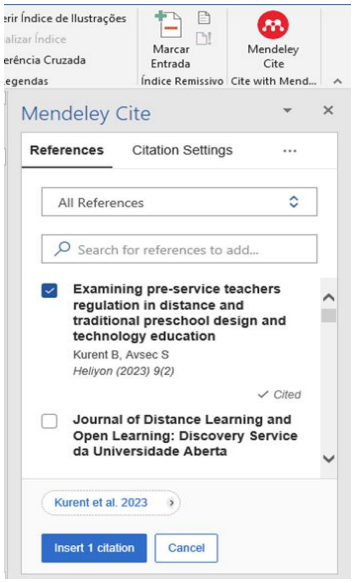


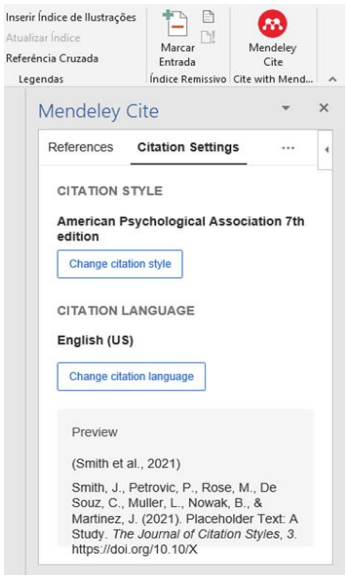
6. Citar e referenciar

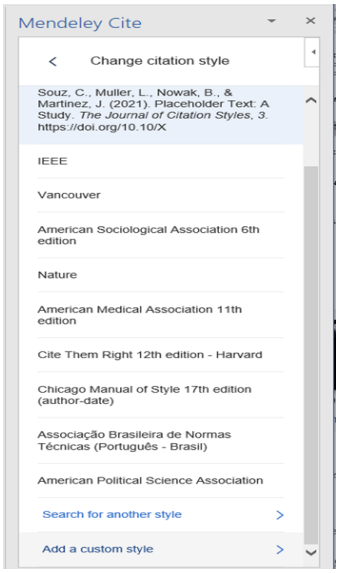
1. Instalar o plugin do *Word*;
2. Ter os campos da citação nas referências do *Mendeley* devidamente preenchidos;
3. Colocar o cursor na parte do texto onde se pretende inserir a citação;
4. Ter o estilo de citação definido e referenciado em *Style*;
5. Selecionar a opção *Insert citation*;
6. Selecionar a opção *Insert Bibliography* para inserir a bibliografia.

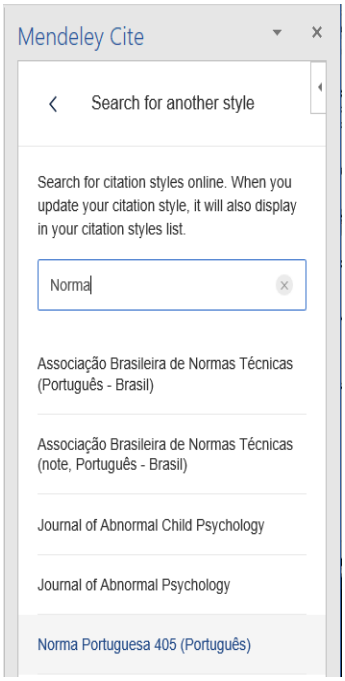


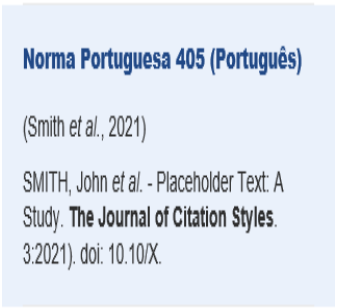
Escolher a norma











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