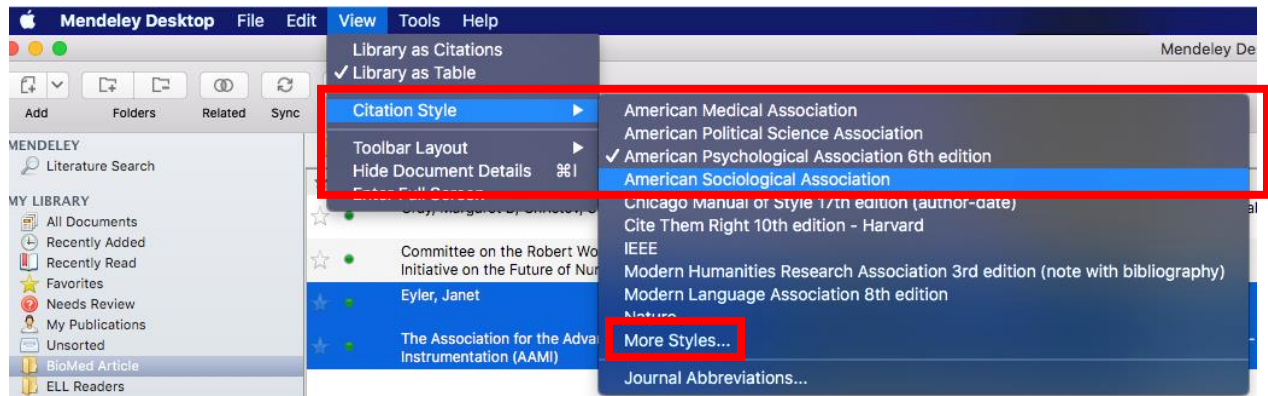


## Creating Bibliographies using Mendeley – Desktop Version

**Step 1:** Open a new blank page in Word and your desktop version of Mendeley (log-in if needed).

**Step 2:** Set the citation style to be used by going to 'View' > 'Citation Style'. Select the style. You may find and add additional styles if needed by going to more styles, searching for a style and adding it to your list.



**Step 3:** In Mendeley, navigate to the folder holding the citations you would like to place in your bibliography



**Step 4:** Once you have designated your citation style, click the word 'author' in the header row to sort the citations alphabetically by author (if needed/desired) and then select the citations to be included in the bibliography. Multiple citations can be selected using the 'shift' button as you click on the citation. Once selected the, right click, then select 'Copy as' and then 'Formatted Citation'. The citations will be copied in the format identified earlier (see Step 2)



**Step 5:** Go to your blank Word page use the paste function or ctrl-v to create the bibliography. Be sure to double check the citations to make sure they are in the correct style and do not contain incorrect letters or symbols. Corrections can be made manually if they do.

Committee on the Robert Wood Johnson Foundation Initiative on the Future of Nursing, at the I. of M. (2011). *The future of nursing leading change, advancing health*. Washington, D.C.: National Academies Press.

Eyler, J. (2009). The Power of Experiential Education, Liberal Education, 2009. *Liberal Education*, 95(4), 24–31. Retrieved from <https://eric.ed.gov/?id=EJ871318>

The Association for the Advancement of Medical Instrumentation (AAMI). (n.d.). Healthcare Technology Management 101 - Professional Development - Association for the Advancement of Medical Instrumentation. Retrieved May 28, 2018, from <http://www.aami.org/professionaldevelopment/content.aspx?ItemNumber=3953>

