Panduan Dasar Menggunakan Mendeley Desktop

1. Apa itu Mendeley

Mendeley merupakan perangkat lunak untuk peneliti dapat mengatur atau menambah sitasi sesuai dengan gaya kutipan yang dipilih, selain itu peneliti juga dapat berkolaborasi dengan peneliti lain di berbagai belahan dunia untuk melakukan melakukan sharing data penelitian ke dalam dokumen. Perangkat lunak ini dapat dijadikan sebagai *Personal Library* bagi para peneliti.

Dalam kesempatan ini kita akan mempelajari Perangkat lunak Mendeley dalam versi Dekstop yaitu perangkat lunak "*citation & reference manager*" yang bisa didapatkan secara gratis (tidak berbayar) dan sangat kompatibel dengan program pengolah kata MS Word (2003,2007,2010), Mac Word (2008, 2011), Open Office/Libre Office (3.2), dan Bib Tex.

2. Manfaat Mendeley

Sebagai pengelola referensi atau rujukan, Mendeley sangat bagus untuk pengguna yang tidak berhubungan dengan referensi dalam jumlah besar, PDF atau Custom gaya kutipan. Penggunaan Mendeley sangat mudah hanya dengan mendownload referensi yang dibutuhkan atau mencatat metadata secara manual. Pengaturan dan manajemen file hasil download sangat mudah dilakukan dengan "drag and drop", sehingga terasa sangat user friendly.

3. Cara install Mendeley di desktop

3.1. Buka halaman https://www.mendeley.com

a. Jalankan web browser yang biasa Anda gunakan, dan akses laman web <u>http://www.mendeley.com</u>



b. Klik "*Create a free account*" untuk memulai proses membuat akun di Mendeley sekaligus mengunduh perangkat lunaknya.

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3.2. Daftarkan alamat email Anda

Ketikkan alamat e-mail Anda, kemudian nama depan, nama belakang, dan serta *password* akun Anda di Mendeley.



Kemudian klik "Register".



3.3. menginstal Mendeley Desktop http://www.mendeley.com/download-mendeley-desktop/

Anda akan diarahkan ke laman unduh Mendeley.

Klik "**Download Mendeley Desktop for Windows**" untuk memulai proses mengunduh aplikasi Mendeley Desktop.



3.4. Instal aplikasi Mendeley

Menginstal Perangkat Lunak Mendeley

- a. Klik dua kali *file* Mendeley-Desktop-xxxxx (sesuai versi yang diunduh) yang telah Anda unduh. Setup Wizard akan mengarahkan Anda untuk menyelesaikan proses instalasi Mendeley Desktop.
- b. Klik *next* untuk memulai *Setup Wizard*.



c. Klik "I Agree" jika setuju dengan License Agreement yang ditampilkan oleh Mendeley.



d. Klik "*Browse*" untuk menyesuaikan di *folder* mana aplikasi akan dipasang. Anda dapat mengabaikan pilihan tersebut dengan langsung meng-klik "*next*" untuk melanjutkan ke tahapan berikutnya.

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e. Klik "*Install"* untuk memulai proses instalasi Mendeley Desktop di perangkat komputer Anda.

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f. Beri tanda centang pada "*Run Mendeley Desktop"* dan klik "*Finish*" untuk menyelesaikan proses instalasi.

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4. Cara menggunakan Mendeley

Setelah proses instalasi selesai, pada layar desktop komputer Anda, akan tampil icon Mendeley. Untuk masuk ke dalam *interface* (antar muka) Aplikasi Mendeley Desktop, silakan klik *icon* Mendeley tersebut. Saat pertama kali anda membuka aplikasi Mendeley, anda akan diminta mengisi *e-mail* dan *password, seperti seperti* yang telah Anda masukkan ketika mendaftar di Mendeley.com.

4.1. Buka Aplikasi Mendeley, dengan memasukan alamat email yang sudah Anda daftarkan

Antar muka (interface) Mendeley : My Library

Berikut tampilan antar muka (interface) Mendeley Desktop

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4.2. Cara menambahkan file/dokumen ke dalam Library Mendeley :

4.2.1. Klik icon Add file pada menu bar untuk menambahkan dokumen satu per satu ke dalam Mendeley.

4.2.2. Klik icon Add folder pada menu bar untuk menambahkan dokumen satu folder sekaligus.

4.2.3. Klik icon watch folder pada menu bar untuk menambahkan dokumen dalam folder secara otomatis akan ditambahkan ke dalam Mendeley.

4.2.4. Klik icon add entry manual pada menu bar untuk menambahkan (input) data secara manual.

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Pilih file dokumen (PDF, RTF, Doc) yang akan ditambahkan ke dalam library Mendeley.

Klik Open untuk menyelesaikan proses penambahan.

Untuk penggunaan Drag and drop file PDF ke dalam jendela Mendeley akan mempercepat pekerjaan anda.

5. Sinkronisasi ke dalam Mendeley Web.

Mendeley memiliki fitur sinkronisasi file yang sangat bermanfaat ketika kita bekerja dengan banyak perangkat yang berbeda. Sehingga dapat mengakses dari tempat atau perangkat yang berbeda. Untuk menjalankan sinkronisasi file ke dalam Mendeley Web, dengan mengaktifkan fitur sinkronisasi ini, maka file-file PDF yang kita miliki dalam Mendeley akan disimpan juga dalam *web server* Pilih "*all documents*" pada panel My Library (left panel).

- 5.1. Klik "edit settings"
- 5.2. Atur "synchronization options" sesuai dengan kebutuhan.

5.3. Klik "Save & Sync".

Login ke dalam akun Mendeley Web untuk melihat hasilnya

6. MEMBUAT SITIRAN DAN DAFTAR PUSTAKA

Untuk membuat sitiran dan daftar pustaka, Mendeley harus terintegrasi ke dalam pernagkat lunak pengolah kata yang dimiliki.

6.1. Instalasi MS Word plugin



Klik menu Tool pada baris menu Mendeley dan pilih "*Install MS Word Plugin*" Agar terintegrasikan Mendeley pada MS Word, aplikasi MS Word sharus dalam keadaan aktif, maka Mendeley akan memberitahu dan meminta untuk menutup aplikasi tersebut. Klik YES untuk melanjutkan proses instalasi.



6.2. Membuat Sitiran dalam Tulisan

Apabila kita akan membuat sitiran dari daftar referensi yang kita miliki dalam Mendeley, ikuti langkah berikut ini.



6.2.1. Ambil kalimat yang akan disitasi dalam artikel Anda, Klik *Insert citation* dari toolbar MS Word dibagian **References**

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6.2.2. Pilihan 1 : Langsung menuliskan judul atau pengarang pada Tool box



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6.2.3. Pilihan 2 : Klik Go to Mendeley, untuk mengaktifkan/membuka Mendeley.

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6.1.3. Pilih judul referensi yang disitir, kemudian klik "cite" pada toolbar

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Finally, service fairness has the highest overall effect on customer loyalty, higher than relationship quality and service quality. This shows that fair treatment of customers is the most crucial factor for creating customer loyalty. If customers feel good about the treatment they get from their service provider, they are likely to perceive a higher service quality for services rendered and they will be more willing to enter a long-term relationship with the provider (Giovanis, Athanasopoulou, & Tsoukatos, 2015) In an industry that is becoming increasingly international, such as services, it is important to develop standardized measures to adequately capture consumer satisfaction, loyalty and commitment in similar intra-services industries(Dimitriades, 2007) DAFTAR PUSTAKA					
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6.3. Membuat Daftar Pustaka

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