Quick Reference Guide
How to use Mendeley in 4 steps

1. Download articles directly from platforms like ScienceDirect.

2. Store an article in your library, sort it and have it with you wherever you are, online and offline.

3. Highlight, annotate and share articles with your research team members.

4. Create references in new papers and select a citation style with one click.
1. Download articles directly from platforms like ScienceDirect.

There are many ways to get articles into your Mendeley library. Try one of these popular methods:

- **Import from your reference manager:** Use the import function under the ‘File’ tab in Mendeley desktop.

- **Use the web importer:** Get the web importer from the ‘Tools’ bar in Mendeley desktop and import articles directly.

- **Use the watch folder:** Create a folder on your own computer and set up Mendeley to watch this folder using the settings under the ‘File’ tab. Each PDF saved to that folder will be automatically imported to your Mendeley library.

- **Search Mendeley:** Use either ‘Papers’ on the web version or ‘Literature Search’ in Mendeley desktop.
2. Store an article in your library and use it wherever you are, online and offline.

Once documents are in your Mendeley library, you can organise them using an iTunes-style folder management approach.

- Create folders to keep various research interests separate from one another.
- Add tags to make it easy to find articles.
- Use the ‘Sync’ button so that changes you make in your desktop version of Mendeley are automatically carried over to your web and iOS versions (and vice versa).
- ‘Mendeley suggest’ presents you with interesting articles in your field based on the contents of your library. (PREMIUM feature)
- Use ‘Account usage’ in your Mendeley web version to keep track of how much of your 5GB storage space you have available. (PREMIUM feature)
3. Highlight, annotate and share articles with your research team members.

Create private groups on Mendeley desktop or web versions, or join public groups. Mendeley PREMIUM allows you to create private groups with up to 25 members per group.

- Use drag-and-drop to add articles to your groups.
- Annotate and highlight articles in your library and share them with your private group(s). Then, group members will be able to see your edits and add their own annotations and highlights.
- Join public ‘Groups’ in the web version of Mendeley.
4. Create references in new papers and select a citation style with one click.

Mendeley helps you easily create and format citations in papers you are writing.

- Install the Mendeley Citation Plugin found under ‘Tools’ in the desktop version of Mendeley.
- Once installed, the plugin is visible in the ‘References’ tab of the MS Word menu bar.
- You can now easily:
  - Insert citations (always click ‘Cite’).
  - Insert a bibliography at the end of your paper or chapter.
  - Choose from over 6,500 citation formats and change the citation style with one click of a button.
Remember to personalize!

We hope you enjoy working with Mendeley, the free reference manager and academic social network.

Remember to create your own personal profile and keep it current by uploading your papers to promote your work and to be found by other researchers.

If you need more help using Mendeley, have a look at:

www.resources.mendeley.com

Dr. Victor Henning
Co-Founder, Mendeley & VP Strategy, Elsevier
Amsterdam, Netherlands

Research field: Psychology - Cognition
Emotions, Decision Making, Theory of Reasoned Action, Intert
Motion Picture Economics

Publications

Journal Article (6)

Download PDF (3.84 MB)

Victor Henning (2012) 研究者コミュニケーションを根本から変える文献管理の実用
情報流通の将来 (Revolution of the reference management tool and its huge potential communications: The future of scholarly communications described by CEO of the Journal of Information Processing and Management 55 (4). http://Japanincenter.org/INJST/ JST ...

Kris Jack, James Hammerton, Dan Harvey et al. (2010) Mendeley's Reply to the
Procedia Computer Science 1 (2).
Q & A

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