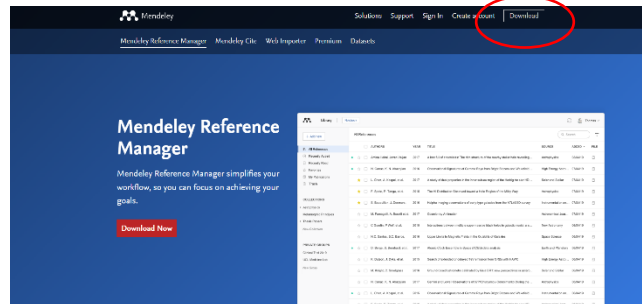


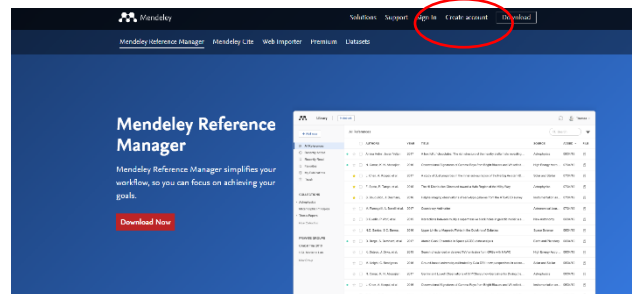
**Mendeley** is a reference manager software created by the publisher Elsevier that's available for Mac, Windows, and Linux machines.

**Download the Mendeley reference manager software:**

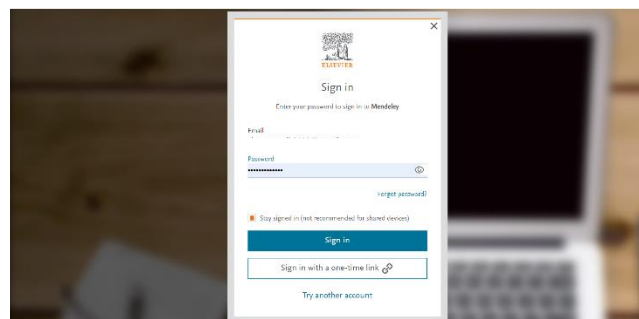
- 1- Head on over to <https://www.mendeley.com/reference-management/reference-manager>
- 2- Click on the Download button at the top right corner of the page.



- 3- Select the correct option for your operating system, Windows machine will be chosen for this guide.
- 4- Follow the setup wizard to install the software to use Mendeley.
- 5- Go back to Mendeley website and select the create account option in the top navigation bar.



- 6- Create an Elsevier account. The account is used to log in to the Mendeley reference manager software.  
Enter your email address and click continue to fill in the rest of your information including your name and a desired password then click the register button.



## Mendeley web importer:

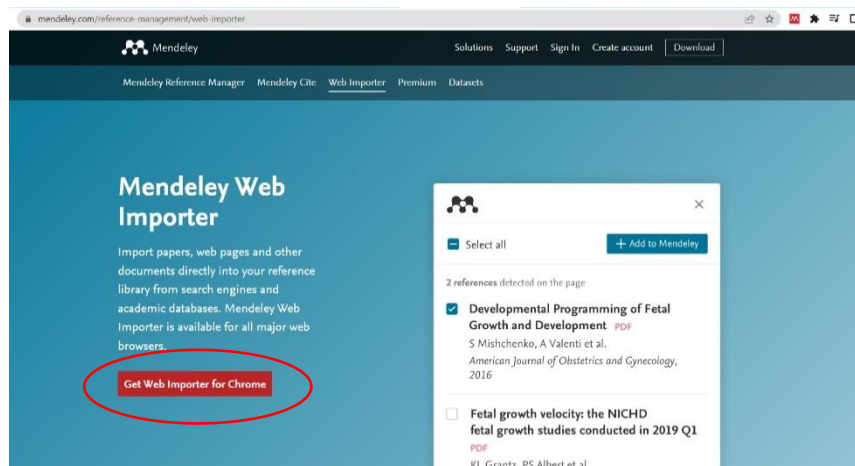
It is recommended to install the Mendeley web importer, it is a free plugin for your internet browser that makes it easy to save references online to your Mendeley library.

Web importer is available for all major internet browsers.

Chrome: <https://chrome.google.com/webstore/detail/mendeley-web-importer/dagcmkpagilhakfdhnbomgmjdpkdklff?hl=en>

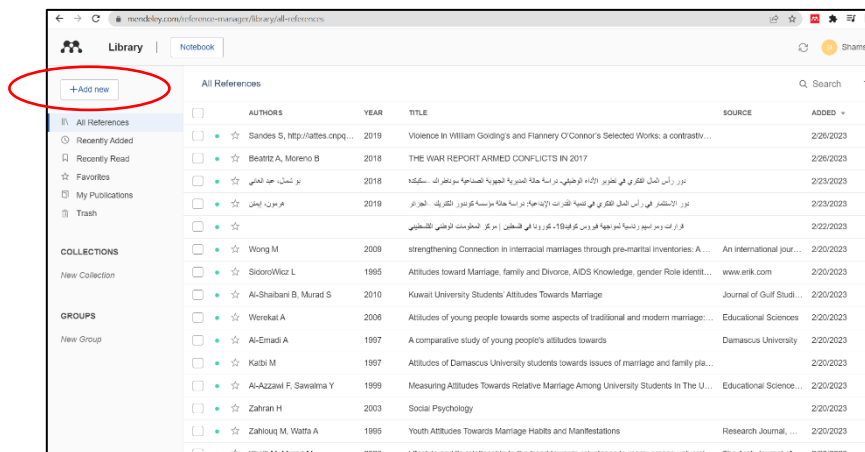
Firefox: <https://addons.mozilla.org/en-GB/firefox/addon/mendeley-web-importer/>

Mac: <https://apps.apple.com/us/app/mendeley-web-importer/id1577516695?mt=12>



After Download, open the software, for first time you will be asked to log in, enter your created Elsevier account details.

Inside Mendeley reference manager, at the top left there's an ADD NEW button where you can create a new reference entry, add files from your computer, or import a full reference library from elsewhere such as endnote. Under the add new button there are different sections of the library and you can toggle the view between (all references, recently added or read, favorite references, references that have you published and trash area which will contain all the files that you delete from your library.



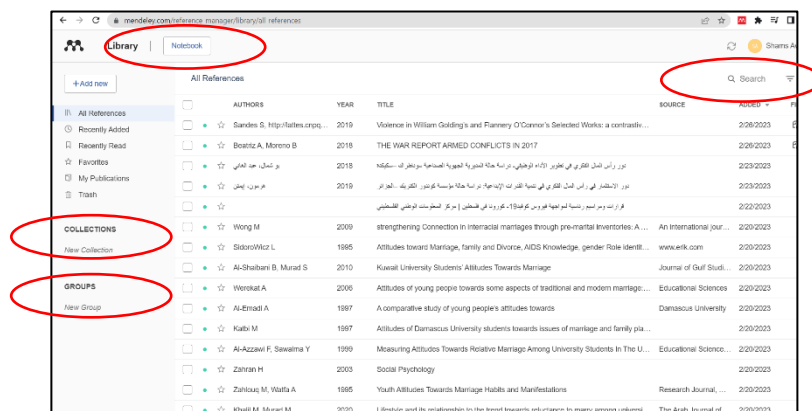
Below there is *Collections* section which are considered as folders, where you can manually drag and drop references into, these are perfect for keeping your library organized.

Under Collection you there is a *Private Groups* section, it is as a shared library where you can share references and full-text documents to other members in your group.

In the main panel of the Mendeley reference manager you will see all of the references and files in your library.

At the top right you will find a *search bar* to find a reference in your library as well as a *filters* option which can be used to filter references by authors and tags.

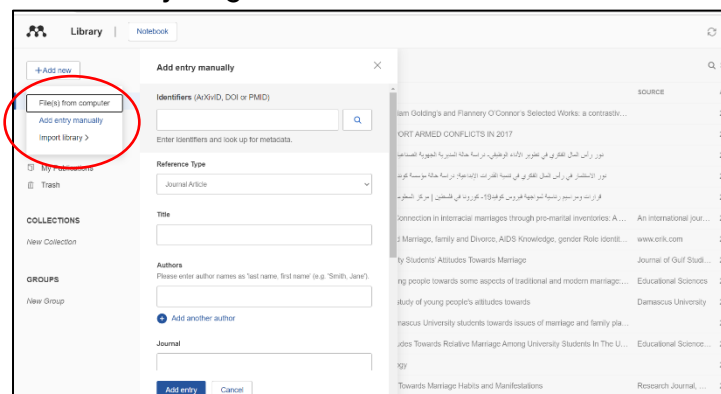
In the *notebook* you can add your own comments in the form of pages as well as view comments that are embedded within multiple pdfs.

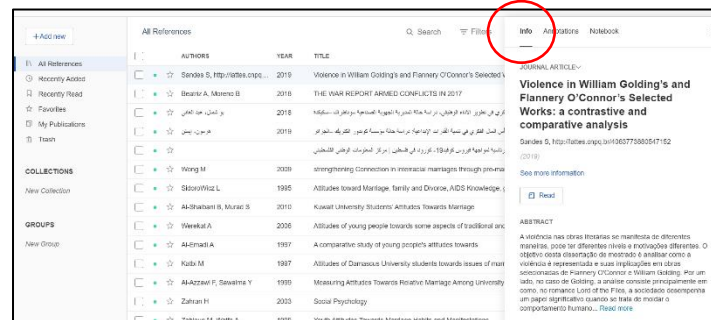


### Add References:

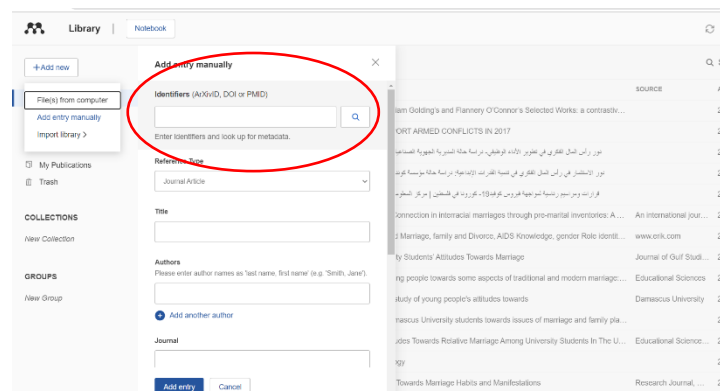
To add references to the Mendeley reference there are various ways that you can add references to your library, which are:

1- Add a reference manually: select the add new button and choose add entry manually in the new sidebar, ignore the identifiers box at the top and fill in the rest of the boxes. For this example, to add a journal article had been found online; just take the information on this web page and manually enter it into the Mendeley reference manager, once added you will see the reference in the main window, and for more information about the reference selected just go to the info tab in the new sidebar to the right.

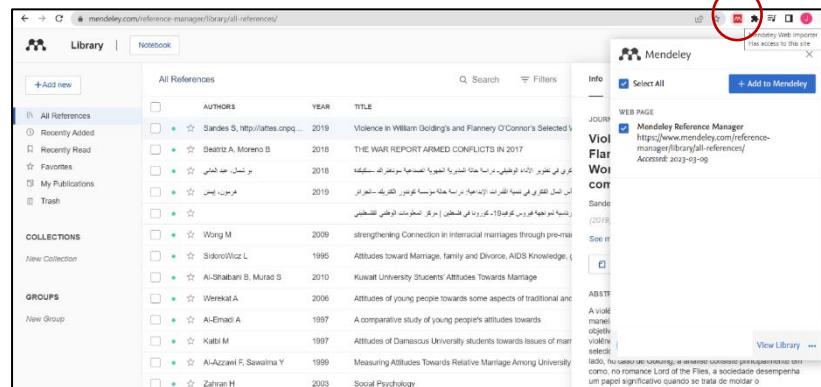




- 2- To add references via an identifier the Mendeley reference manager can read different types of identifiers and extract relevant information attached. Back to the last example you can just copy the identifier code then open the Mendeley reference manager and select the add new button then add entry manually but this time paste the copied identifier into this top box and then press the search button, if successful the boxes underneath will be automatically populated with the relevant information, then you can confirm to add the reference to the library.



- 3- Importing references via Mendeley web importer installed:
  - You should see the add-on button on your internet browser. To use the web importer:
    - 1- Go to the page that contains the reference you want to download to your library
    - 2- Select the web importer button, for the first time you will be asked to log in using your Elsevier account that you created earlier, once logged in you will see all the available references that you can download to your library from this page, and if that reference has the full text pdf available the web importer will notify you.
    - 3- You can select the appropriate reference and clicking the Add to Mendeley button and once imported the web importer will notify you that the reference has been imported.
    - 4- If you switch to the Mendeley reference manager software you will see the reference in your library as well as the associated pdf which can be downloaded and opened directly within the software.



- 4- The last main method of importing references into your Mendeley library is to upload a pdf of that reference, most often these pdfs have metadata associated with them, which can be used to populate the entry mentally. Select the add new button, click the files from your computer option, find the desired pdf and upload it. By using the attached metadata, Mendeley will populate that entry for you and the pdf will also be attached to the entry.

### Managing Library:

Managing your library as you add entries to your library, they will often have green circles placed next to them. This just indicates that these references are *unread*. if you open the pdf attached to the reference the green circle will be removed and the entry will be marked as red, you can also use the stars next to each entry to mark them as a favorite. All *favorite* references can be found in the favorites tab.

The *Recently added* tab shows all references added to your library within the past 30 days and the *Recently Read* tab shows all references that you have opened the pdf for in the past 30 days.

*Tags* are another way of organizing your references. to view the tags on a reference, select the reference to open the sidebar to the right, then click the info tab, and scroll down you will see a section called tags. To add a tag, click the plus button and type.

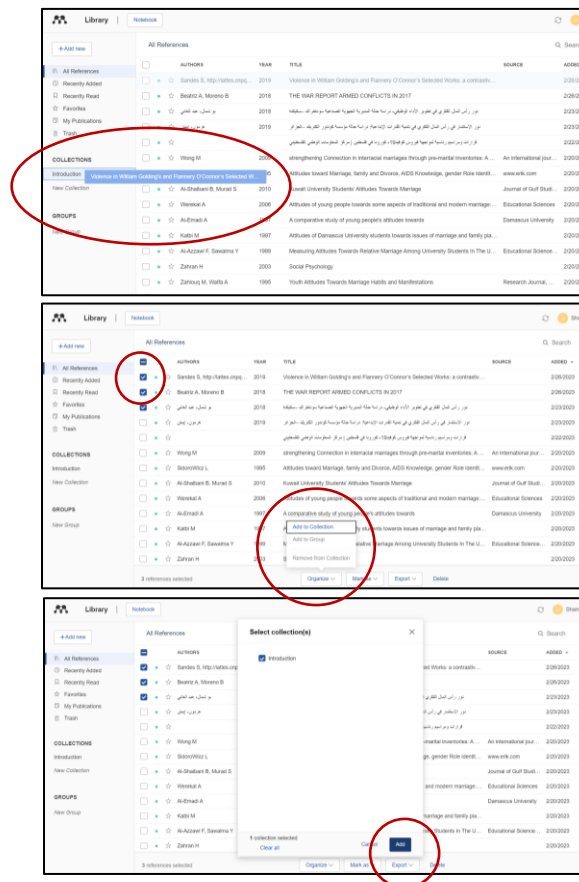
*Filters* function in Mendeley is to filter your reference library by tags and author names.

To remove a reference from your library, choose the reference and select the delete option in the bottom panel, all deleted references can then be found when you click on the *Trash* tab you can select them and choose the restore option to move them back into your library or you can select the delete permanently option to remove them from the trash area.

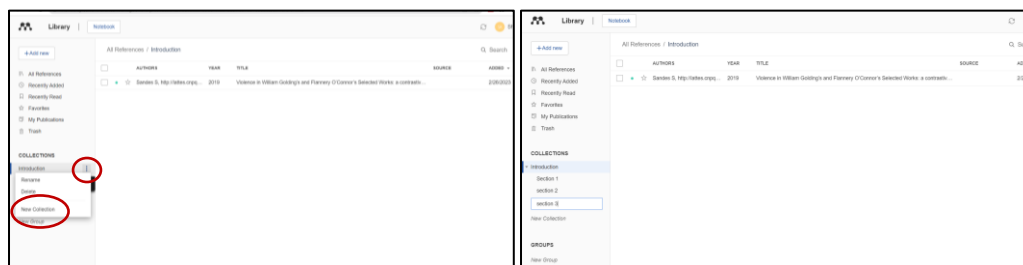
*Collections:*

- 1- Select the new collection option to create a new collection or folder.
- 2- Give your collection a name.
- 3- Add references to your collection.
- 4- View all references in the library.

- 5- Either click and drag the desired references into the collection or select multiple entries, then choose the organize button and select the add to collection option.
- 6- Check the collection you want to add the references to and press the add button.

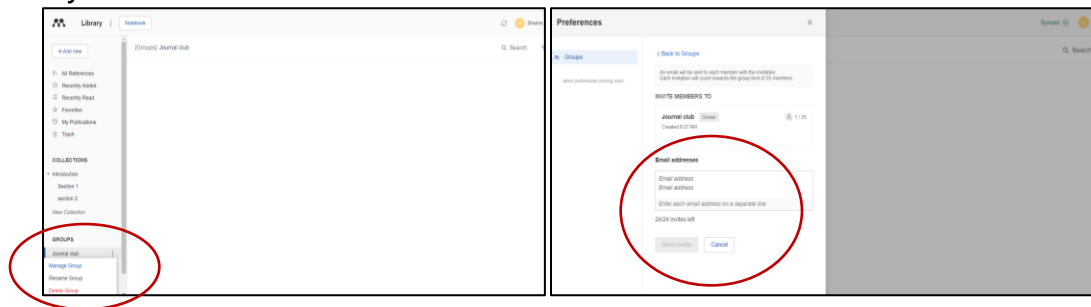


- 7- You can create sub collections which can further help organize your references by clicking on a collection and select new collection. A new sub collection has been created.



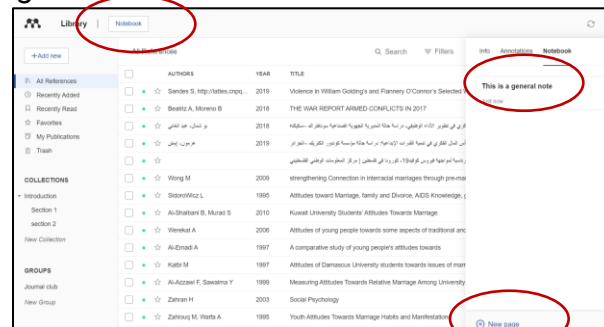
*Private groups:* Private groups enable you to share references and pdfs with other members, the process of creating a new private group is similar to creating a collection.

- 1- Give the new group a name and press enter again.
- 2- Go to your library and add any references you wish to add to your new private group by either click and dragging on them or by using the actions menu.
- 3- To take advantage of private groups you need to invite other users, right click on the group, select manage group, and select the Invite Members button.
- 4- You can add an email address of each person you would like to add to this group.
- 5- Private groups can hold 25 users, once added users can see a shared reference library.

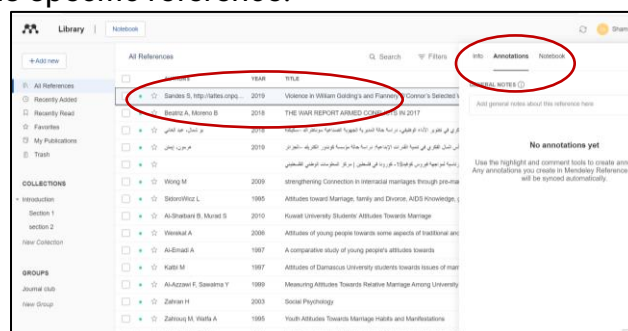


### Notebook feature:

- 1- Select the notebook button to open the sidebar to the right.
- 2- Select the new page button to add pages to your notebook.
- 3- You can give the page a title and some content.

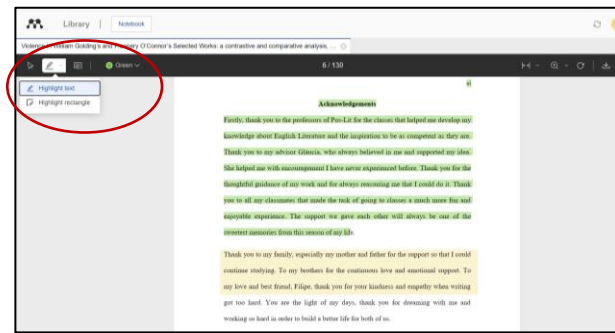
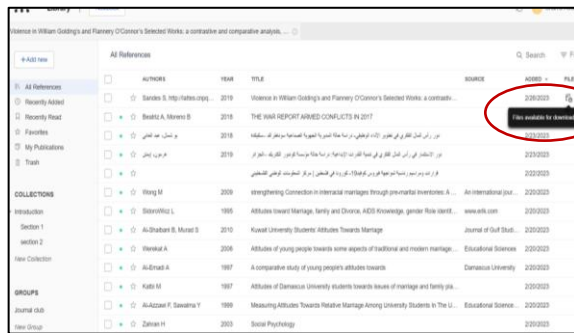


**Annotations** tab you can add in notes about specific references. for example, to add a note about a reference select the reference and add a note in the general notes area this will be attached to this specific reference.



## Pdf annotations tool:

For references with a pdf in your library; you can double click on them to open the pdf. when viewing a pdf use the tools in the top left to add annotations. Choose a desired color, highlight a piece of text inside the pdf or specific areas of a document by using the highlight rectangle tool, to change the color of an annotation click on it and choose a new color. you can choose to delete an annotation from menu.



**Comments:** Click the sticky note button and click on an area inside the pdf. You can type in your comment. if you open your notebook and go to the annotations tab you can view all the sticky notes in this reference and clicking on them. will show that note inside the pdf.



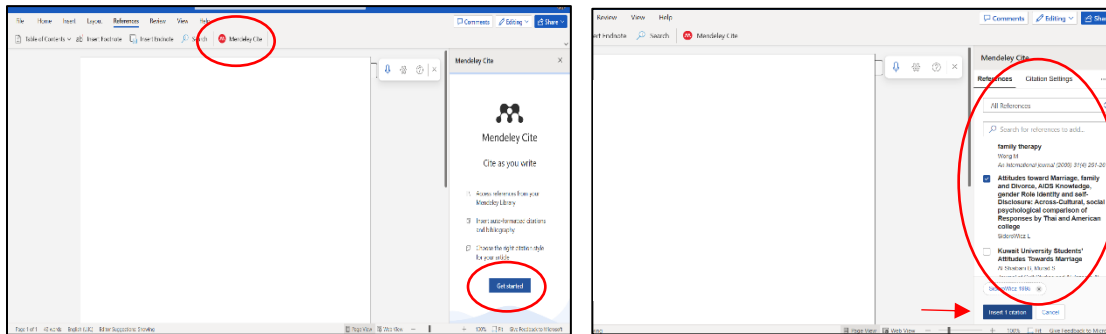
## Create citations and a bibliography inside of Microsoft word using Mendeley:

- 1- Download the Mendeley sites for Microsoft word add-on <https://www.mendeley.com/reference-management/mendeley-cite>

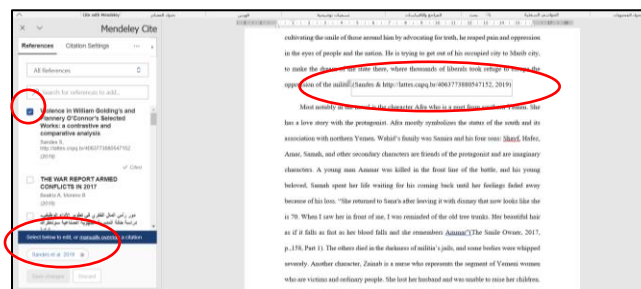
Mendeley cite button should be seen either in the references tab or in a tab called add-ins.

- 2- Select the Mendeley site button to see a sidebar to the right. For the first time you'll be asked to log in then your library will be synchronized to view all of your references.

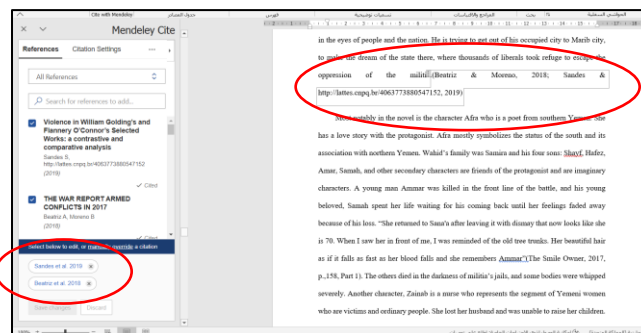




- 3- To add a citation; select on an area in your document where you want to add the citation, use the search function in the sidebar and the drop-down menus to find your desired reference.
- 4- Select the reference you want to add then press the insert citation button so the citation will appear in your document.

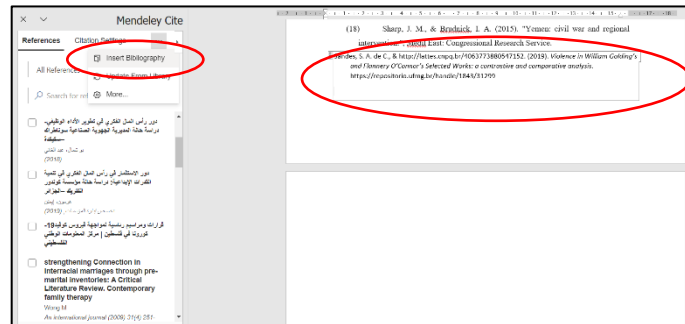


- 5- For further references to this citation select it and then choose the add reference button in the sidebar.



- 6- To remove a citation, select the cross button and save the changes.
- 7- To add a bibliography or reference list select on the document where you want to add your bibliography and select the more option in the Mendeley site sidebar and then choose insert bibliography. you may get a message stating that the bibliography will be inserted at your cursor location; just click continue. you should then see the bibliography has been created.

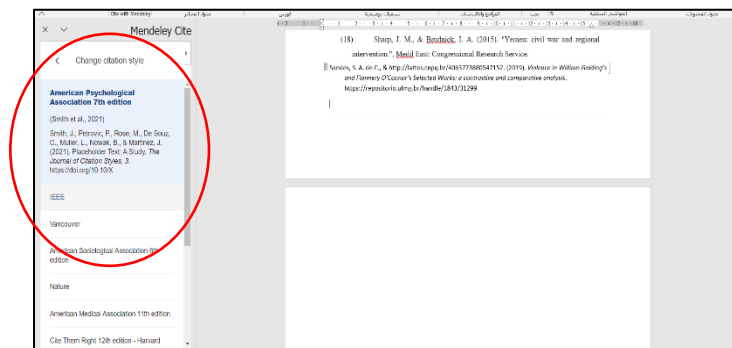
8- If you'd like to delete your bibliography you can press the delete key on your keyboard.



### Changing the style of citation and bibliography:

switch to the citation style tab in the Mendeley site sidebar, there are a few pre-downloaded styles that you can choose from.

If you want more styles select another style option at the bottom and use the search bar to find a desired style, most journal styles can be found by searching for the journal name, finally select the style to install and choose **update citation style**.



When you want to access your library from a different device - where your Mendeley reference manager is installed - you can access your Mendeley reference manager account directly through the Mendeley website, because your library is synced to your Elsevier account with two gigabytes of storage on the free plan. Sign in to the Mendeley website to access your library online and then choose the library button.