

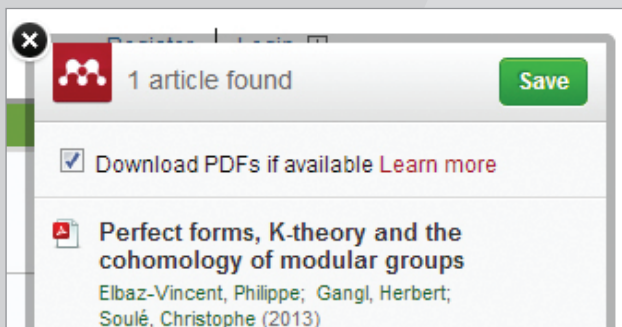


MENDELEY

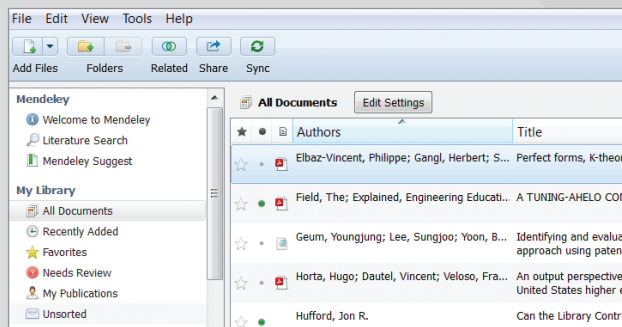
Quick Reference Guide



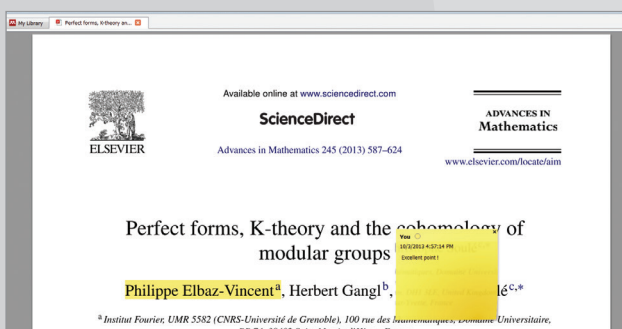
How to use Mendeley in 4 steps



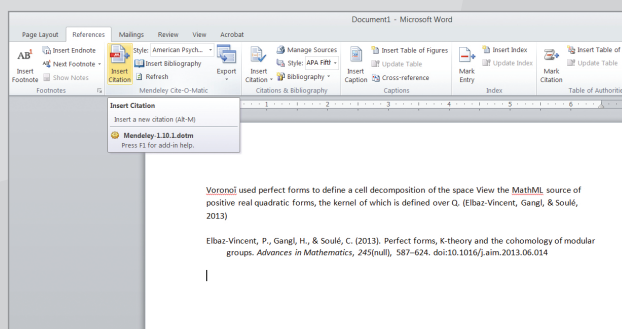
1. Download articles directly from platforms like ScienceDirect.



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



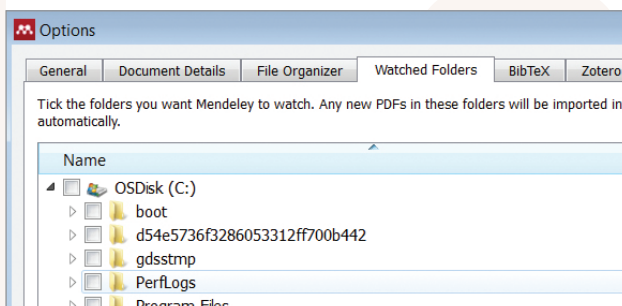
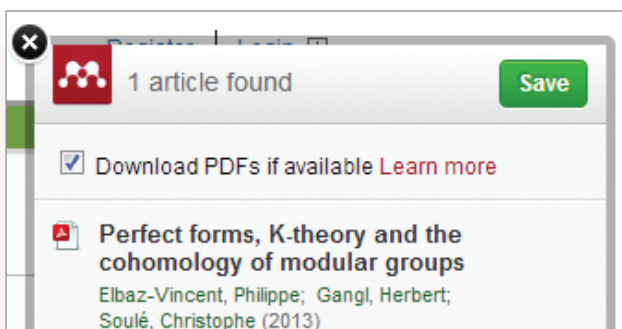
3. Highlight, annotate and share articles with your research team members.



4. Create references in new papers and select a citation style with one click.



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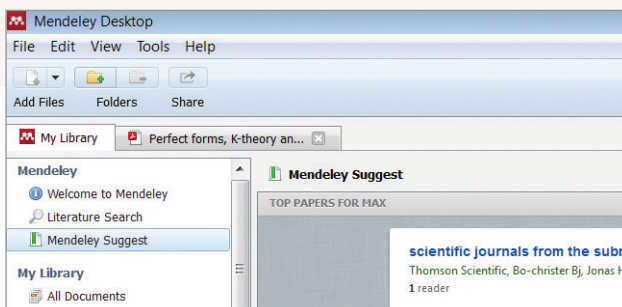
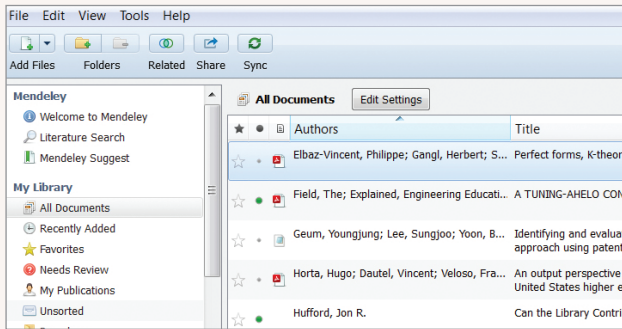


There are many ways to get articles into your Mendeley library. Try one of these popular methods:

- **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.

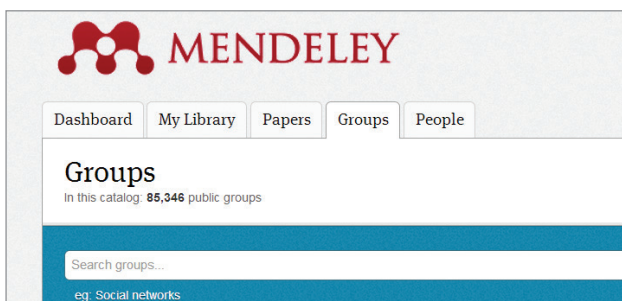
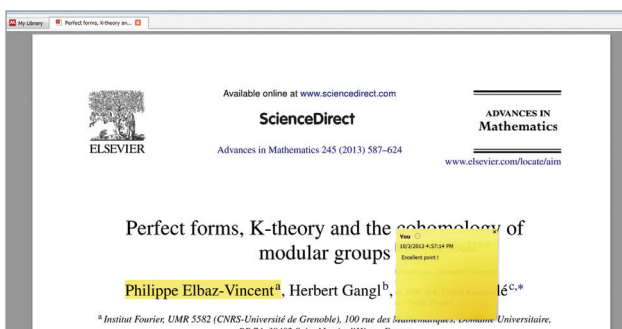


Once documents are in your Mendeley library, you can organise them using an iTunes-style folder management approach.

- **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.
- Use **'Account usage'** in your Mendeley web version to keep track of how much of your free 2GB storage space you have available.



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

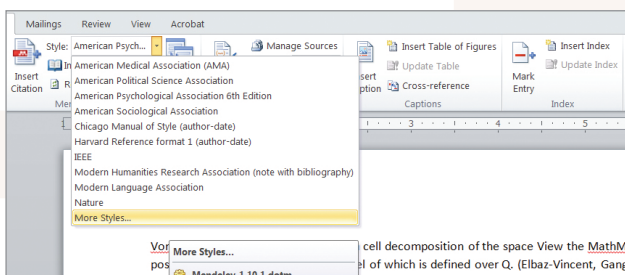
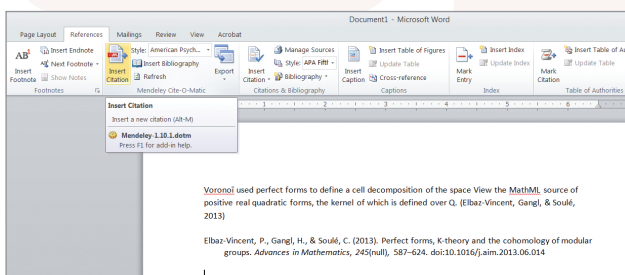


Create private groups on Mendeley desktop or web versions, or join public groups. Basic Mendeley allows you to create private groups with up to 3 members per group.

- **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.**
- **Team plans** are also available. A Team Plan allows you to create an unlimited number of private groups with up to 50 people, and get unlimited group library space.



4. Create references in new papers and select a citation style with one click.

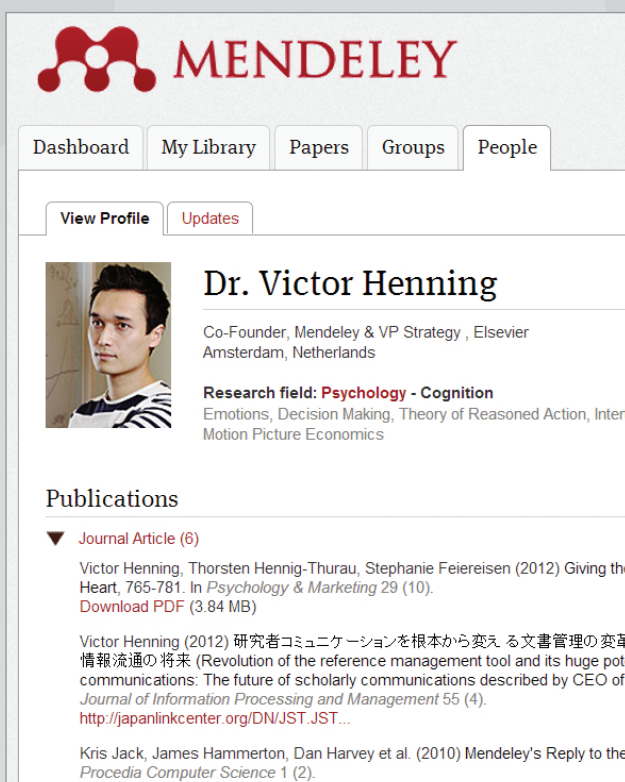


Mendeley helps you easily create and format citations in papers you are writing.

- 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