


Mendeley Desktop is a free program that you can download and install on your Windows, Mac or Linux computer. It can be used to store references and to store and annotate full-text publications. A free web-based version of Mendeley is also available and there is a free app for iPhone, iPad, or Android. Your Mendeley Library can be synchronised across these different platforms. You can easily insert references from your Mendeley Desktop library into a Microsoft Word or Libre Office document as citations and then generate a bibliography. You can install Mendeley Desktop on as many different computers as you like. Mendeley Desktop is also available through Desktop@UCL.

## Access Mendeley

- Go to the Mendeley website [www.mendeley.com](http://www.mendeley.com)
- Click on **Create a free account**
- Follow the on-screen instructions to complete your registration and create a Mendeley Web account.
- Once you are logged in, click on **Get Reference Manager** to the right of the screen to download Mendeley Desktop. (Unless you are using Desktop@UCL, in which case Mendeley is already installed and you can find it from the Start menu. )


## Add References to Your Library

### 1. Create References by Adding PDF Documents to Your Library

#### Drag and Drop

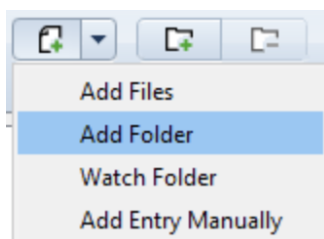
- Open Mendeley Desktop
- Drag and drop a PDF into the main **Welcome to Mendeley** screen in Mendeley Desktop
- Mendeley will locate bibliographic information from the document and add a bibliographic reference to your library. A copy of the full-text PDF will be attached to the reference.

#### Add Files

- Click on **All Documents** from the menu to the left of the screen
- Click the **Add**  icon on the toolbar.
- Browse for a PDF that you have stored locally on your computer
- Select it and click on **Open**

#### Add Folder

You can add a **folder** of PDFs instead by using the drop-down menu next to the **Add Files** icon.



**NB** Bibliographic details may not always import correctly. In that case, the article will be added to the **Needs Review** collection. You can either add bibliographic details manually, or you can search the Mendeley catalogue for the correct details (at the top of the right hand **Needs Review** pane).

## Watch Folder

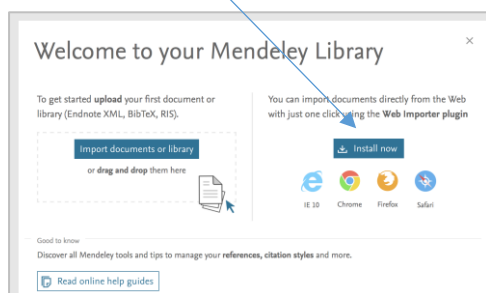
Mendeley Desktop will automatically import all files that you save to a particular folder on your computer. To set this up, select Watch Folder from the drop-down menu next to the Add Files icon.

## 2. Download References from Online Sources using Mendeley Web

- In Mendeley Web, click on the **Library** tab towards the top of the screen



- Click **Install now** and follow the instructions (this will currently not work with Microsoft Edge).



- If you search a database that is compatible with Mendeley, click on the importer to select and import search results into Mendeley Web. You can then open Mendeley Desktop and click on **Sync**, on the toolbar, to transfer the references from Mendeley Web to Mendeley Desktop.

You need to be looking at an article or list of references for the importer to work, e.g. an online journal article, an entry in an online catalogue, or a list of search results. The importer works better with some sites than with others.

## 3. Use the Mendeley Literature Search to Add a Reference

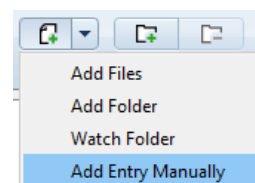
In your Mendeley Desktop Library, select **Literature Search** from the left hand menu. Type some search terms, or words from the article title into the box and conduct a search. To save a reference from the results list to your Mendeley Library, click on the result in the central pane and then click on **Save Reference** in the right hand pane.

## 4. Direct export from online databases

It is possible to export multiple references directly into Mendeley desktop from some online bibliographic databases. This can be useful if you are working with large numbers of search results. The Scopus database offers a direct import into Mendeley. (Select the relevant references in Scopus, then click on **Export** and click on **Save to Mendeley**.) Usually you will need to save selected references as a **RIS** or **BibTeX** file and then import them into your Mendeley Library by going to **File**, then **Import** and then selecting either RIS or BibTeX from the list.

## 5. Manually add references

Select Add Entry Manually from the drop-down menu next to the Add Files icon on the toolbar.



Type text into the relevant fields, noticing the prompt that gives you the correct format for entering authors.

## Organise the References in Your Mendeley Library

### Create Folders to Group Your References

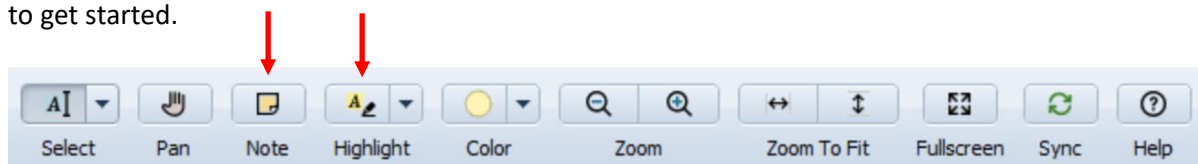
- Click on **Create Folder** in the left hand menu
- Give the folder a name
- Add references to the folder by dragging and dropping them from the **All Documents** folder into the new folder
- Click on the folder name to view the records in that folder

(To create a sub-folder, click on the folder and then click **Create Folder**.)

### Annotate PDFs

Double click on any reference in Mendeley Desktop that has a PDF attached. The PDF will open in a new tab.

You can add highlights and annotations to the document. Click on **Highlight** or **Note** on the toolbar to get started.




## Share Collections

You can create a group of references and make them public or, alternatively, share your group privately with up to 25 other invited Mendeley users. Mendeley allows the **creation of 5 private or invite-only groups**. The public collection behaves like a feed, so you can share a list of documents with subscribed users and over the web. Types of group:

- **Private** – invite only and can only be seen by invitees. PDFs can be shared. Up to 25 members.
- **Invite only** – invite only, but the group is publically available to view. PDFs cannot be shared. Up to 25 members.
- **Public** – anyone can join the group and view or share references. PDFs cannot be shared. Unlimited members.

To create a group:

- Click on **Create Group** beneath the **Groups** heading
- A **Create a new group** form will appear
- Give the group a name and a description and choose the level of access
- Click on **Create Group**
- Add the e-mail addresses of anyone you want to be able to share the Group
- Add references to your group
- Click on **Sync** to make your group visible on the web 
- Go to Mendeley Web and click on the three vertical dots to the right of the name of your group
- Click on **Group Details** to go to the group web page. The web address of this page can be shared with others if it is an open group

## Add In-text Citations and References to Your Word Document

To add an in-text citation:


- Go to Mendeley Desktop
- From the Tools menu, select **install MS Word Plugin**
- Follow the on-screen instructions to install the plugin (there is no need to install the plugin if you are on a Desktop@UCL computer)
- Open Word and click on the **References** tab. Mendeley references can be found in the **Mendeley Cite-O-Matic** section of the toolbar
- Place your cursor in the Word document in the place where you wish to insert a citation



- Click on **Insert Citation**
- Type one or more keywords into the search box to find the reference that you wish to cite (e.g. type an author's surname, or a word from the title, or a publication date)
- Click on the relevant reference and then click on **OK**

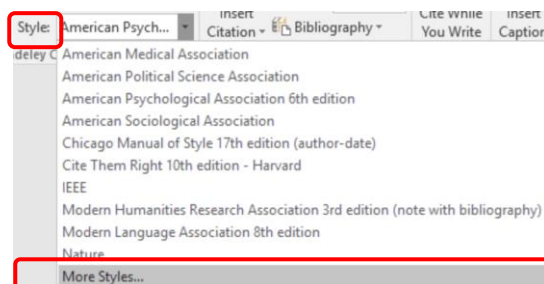
A citation will appear in your document.

To add a bibliography to the end of your document:

- Place your cursor at the end of your Word document, in the place where you wish the bibliography to go
- Click on  **Insert Bibliography**

To change the style of your citations and references:

- Click on the **Style** drop-down menu
- Select the style you wish to use (or click on **More Styles** for a list of all available styles)
- Click on **Use this Style** (or, if you selected **More Styles**, click on the **Get More Styles** tab, select a style, then click on **Install and Use**)



## Syncing your Mendeley Library

To see the same records in Mendeley Desktop, your Mendeley Web account and/or your iPad/iPhone account

- Click on **Sync** 

Your Mendeley Web account can be accessed via [www.mendeley.com](http://www.mendeley.com)

## Further information on Mendeley:

- Mendeley Website [www.mendeley.com](http://www.mendeley.com)
- Guidance and FAQs <http://support.mendeley.com>
- Mendeley Blog <http://blog.mendeley.com>
- Mendeley Support (Twitter) <https://twitter.com/MendeleySupport>

