



## Mendeley Guide

Mendeley is an open source software created by Elsevier. It is used the world over in managing references for scholars and other professionals. It eases citation of references, generation of the reference list, importing of references from the internet and creating a personal library among others. This is a simple guide that can help one to install and run Mendeley on their computers. A video on the same can be watched on YouTube by clicking on this link [<https://www.youtube.com/watch?v=OzFHGFnAM2Q>]. Below is a step by step process of how to install and work with Mendeley to manage your references.

### Installing Mendeley Reference Manager

1. Start by installing Mendeley reference manager on the laptop or desktop computer. Open any browser of your choice and type in the URL [mendeley.com/download-reference-manager](https://mendeley.com/download-reference-manager). A window like one below will appear where you have to click on download at the top right corner. Follow the prompts of downloading and running the executable file until it is fully installed. You have to choose the installation file that suits the operating system of your computer say Windows, Linus or Mac.

Create a Mendeley account by clicking here

Click here to download Mendeley Reference Manager

**Mendeley Reference Manager**

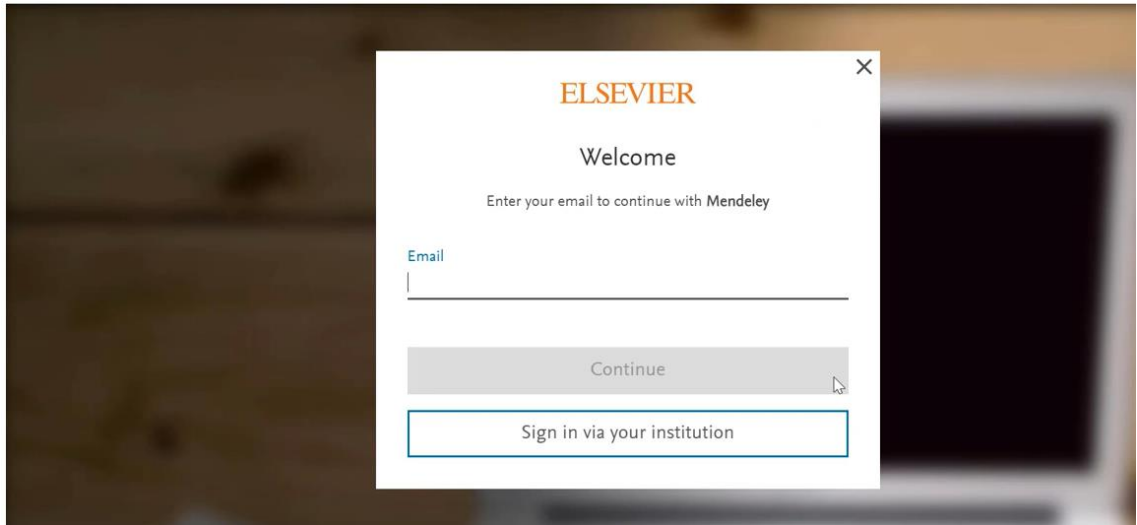
Mendeley Reference Manager simplifies your workflow, so you can focus on achieving your goals.

**Download Now**

AUTHORS	YEAR	TITLE	SOURCE	ADDED
Aminia Helmi, Jovan Veijan	2017	A box full of chocolates: The rich structure of the nearby stellar halo revealing...	Astrophysics	08/04/19
N. Canac, K. N. Abazajian	2016	Observational Signatures of Gamma Rays from Bright Blazars and Wakefield...	High Energy Astro...	07/04/19
L. Chen, A. Koeppl, et al.	2017	A study of dust properties in the inner sub-solar region of the Herbig Ae star HD...	Solar and Stellar	07/04/19
F. Spoto, P. Tanga, et al.	2015	The HI Distribution Observed toward a Halo Region of the Milky Way	Astrophysics	07/04/19
S. Bouquillon, J. Desmarns,	2016	Haflta imaging observations of early-type galaxies from the ATLAS3D survey	Instrumentation an...	07/04/19
M. Fumagalli, A. Boselli et al.	2017	Cosmic-ray Antimatter	Astronomical Jour...	07/04/19
C. Quenlin, P. Woff, et al.	2015	Interactions between multiple supermassive black holes in galactic nuclei: a s...	New Astronomy	06/04/19
N.C. Santos, S.C. Barms,	2016	Upper Limits to Magnetic Fields in the Outskirts of Galaxies	Space Science	06/04/19
D. Berge, S. Bernhart, et al.	2017	Atomic Clock Ensemble in Space (ACES) data analysis	Earth and Planetary	06/04/19
K. Dutton, J. Dyks, et al.	2015	Search of extended or delayed TeV emission from GRBs with HAWC	High Energy Astro...	06/04/19
M. Knight, C. Sivadgrass	2016	Ground-based astrometry calibrated by Gaia DR1: new perspectives in astero...	Solar and Stellar	06/04/19
N. Canac, K. N. Abazajian	2017	Gemini and Lowell Observations of 67P/Churyumov-Gerasimenko During the...	Astrophysics	06/04/19
L. Chen, A. Koeppl, et al.	2015	Observational Signatures of Gamma Rays from Bright Blazars and Wakefield...	Instrumentation an...	06/04/19

2. The installation process will prompt you to create a Mendeley account if you don't yet have one. A screen like one below will appear where you have to type in your email and password or create an account. You can create a Mendeley account by clicking on 'Create account' on the top bar of the Mendeley home page.





3. The registration process may require you to fill in your full names, the institution you belong to and password as illustrated below. After filling in all the details, you should be in position to register and have a Mendeley account and also log in.



## Installing the Mendeley web Importer

4. Another driver that you need to install at this moment is the web importer. This tool helps in automatically populating your Mendeley library after searching resources from the internet. You can install it by clicking on it while on the home page of Mendeley.

Mendeley

Solutions Support Sign In Create account Download

Mendeley Reference Manager Mendeley Cite Mendeley Desktop **Web Importer** Premium Datasets

Click here to install the web importer

### Mendeley Reference Manager

Mendeley Reference Manager simplifies your workflow, so you can focus on achieving your goals.

Download Now

	AUTHORS	YEAR	TITLE	SOURCE	ADDED
<input type="checkbox"/>	Aminia Helmi, Jovan Veijan	2017	A box full of chocolates: The rich structure of the nearby stellar halo revealing...	Astrophysics	05/04/19
<input type="checkbox"/>	N. Canac, K. N. Abazajian	2016	Observational Signatures of Gamma Rays from Bright Blazars and Wakefield...	High Energy Astro...	07/04/19
<input type="checkbox"/>	L. Chen, A. Kospal, et al.	2017	A study of dust properties in the inner sub-au region of the Herbig Ae star HD...	Solar and Stellar	07/04/19
<input type="checkbox"/>	F. Spoto, P. Tanga, et al.	2015	The HI Distribution Observed toward a Halo Region of the Milky Way	Astrophysics	07/04/19
<input type="checkbox"/>	S. Bouquillon, J. Desmard	2016	Halpha imaging observations of early-type galaxies from the ATLAS3D survey	Instrumentation an...	07/04/19
<input type="checkbox"/>	M. Fumagalli, A. Boselli et al.	2017	Cosmic-ray Antimatter	Astronomical Jour...	07/04/19
<input type="checkbox"/>	C. Guerin, P. Wut, et al.	2015	Interactions between multiple supermassive black holes in galactic nuclei: a s...	New Astronomy	06/04/19
<input type="checkbox"/>	N.C. Santos, S.C. Barros	2016	Upper Limits to Magnetic Fields in the Outskirts of Galaxies	Space Science	06/04/19
<input type="checkbox"/>	D. Berge, S. Bernhard, et al.	2017	Atomic Clock Ensemble in Space (ACES) data analysis	Earth and Planetary	06/04/19
<input type="checkbox"/>	K. Dutton, J. Dyks, et al.	2015	Search of extended or delayed TeV emission from GRBs with HAWC	High Energy Astro...	06/04/19
<input type="checkbox"/>	M. Knight, C. Snodgrass	2016	Ground-based astrometry calibrated by Gaia DR1: new perspectives in astro...	Solar and Stellar	06/04/19
<input type="checkbox"/>	N. Canac, K. N. Abazajian	2017	Gemini and Lowell Observations of 67P/Churyumov-Gerasimenko During the...	Astrophysics	06/04/19
<input type="checkbox"/>	L. Chen, A. Kospal, et al.	2016	Observational Signatures of Gamma Rays from Bright Blazars and Wakefield...	Instrumentation an...	06/04/19

5. Take note that each browser has its own version of the web importer, below is the version of Firefox

### Mendeley Web Importer

Import papers, web pages and other documents directly into your reference library from search engines and academic databases. Mendeley Web Importer is available for all major web browsers.

Click here to complete download of the web importer

Get Web Importer for Firefox

Select all Add to Mendeley

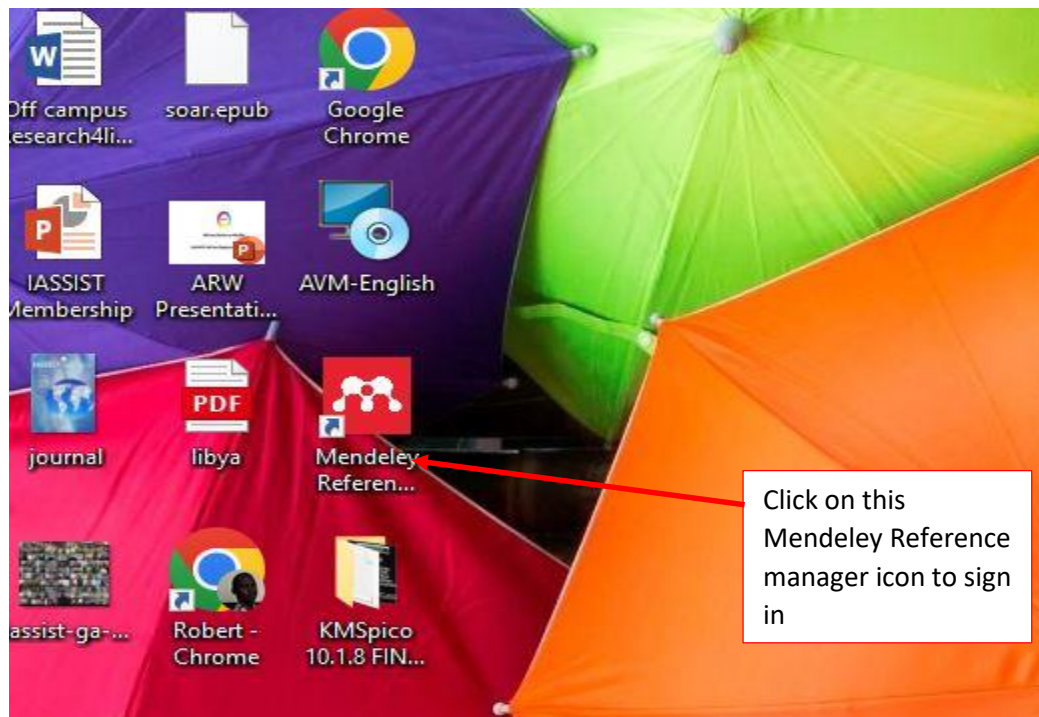
2 references detected on the page

- Developmental Programming of Fetal Growth and Development PDF**  
S Mishchenko, A Valenti et al.  
*American Journal of Obstetrics and Gynecology*, 2016
- Fetal growth velocity: the NICHD fetal growth studies conducted in 2010-2011**



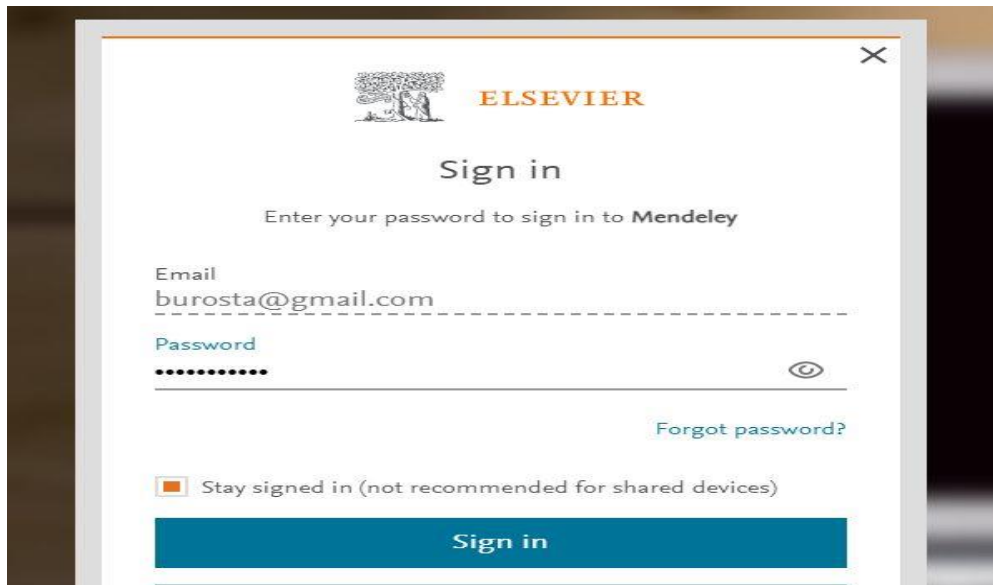
## Opening Mendeley Reference Manager

6. To log into Mendeley, you open your desktop and click on the Mendeley Reference Manager icon that looks like this below.

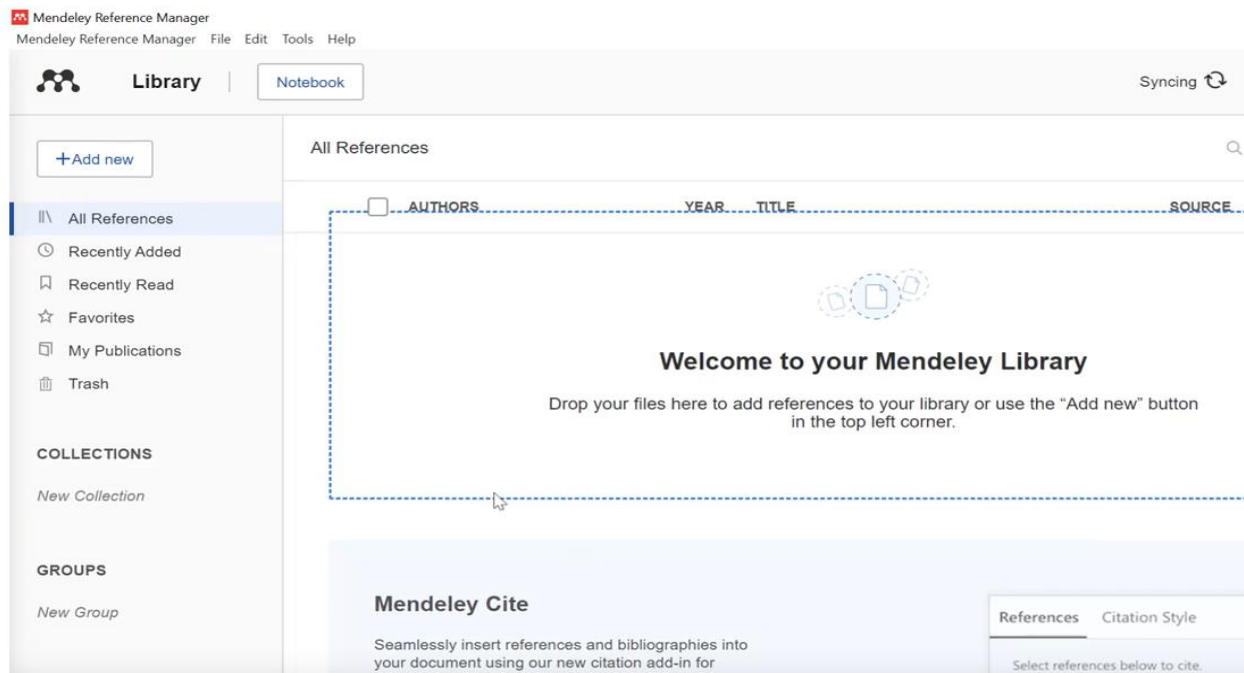


7. A pop up window will appear where you can sign in with your email as the username and the new password



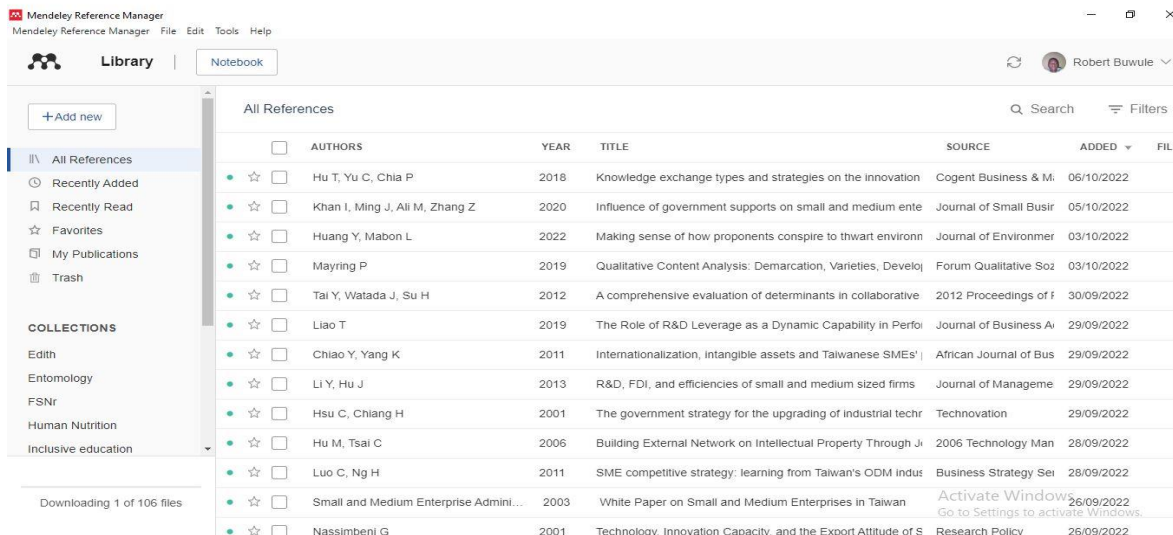


8. After signing in, you should be able to log into Mendeley Reference Manager. This is a new library that needs to be populated with records or resources.



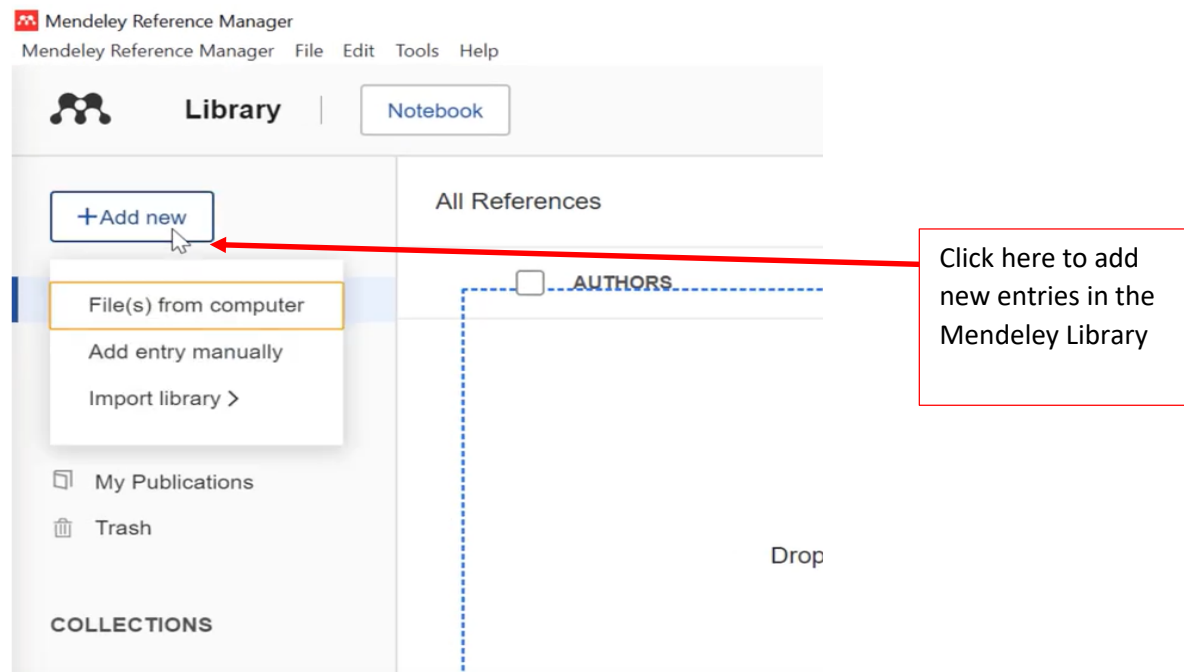
9. After populating your library, it should look like the illustration below. There are four ways of populating the library. The library can be populated by typing in the resources identifier, adding files from the computer or movable device, adding the entries manually and by importing records from the internet.





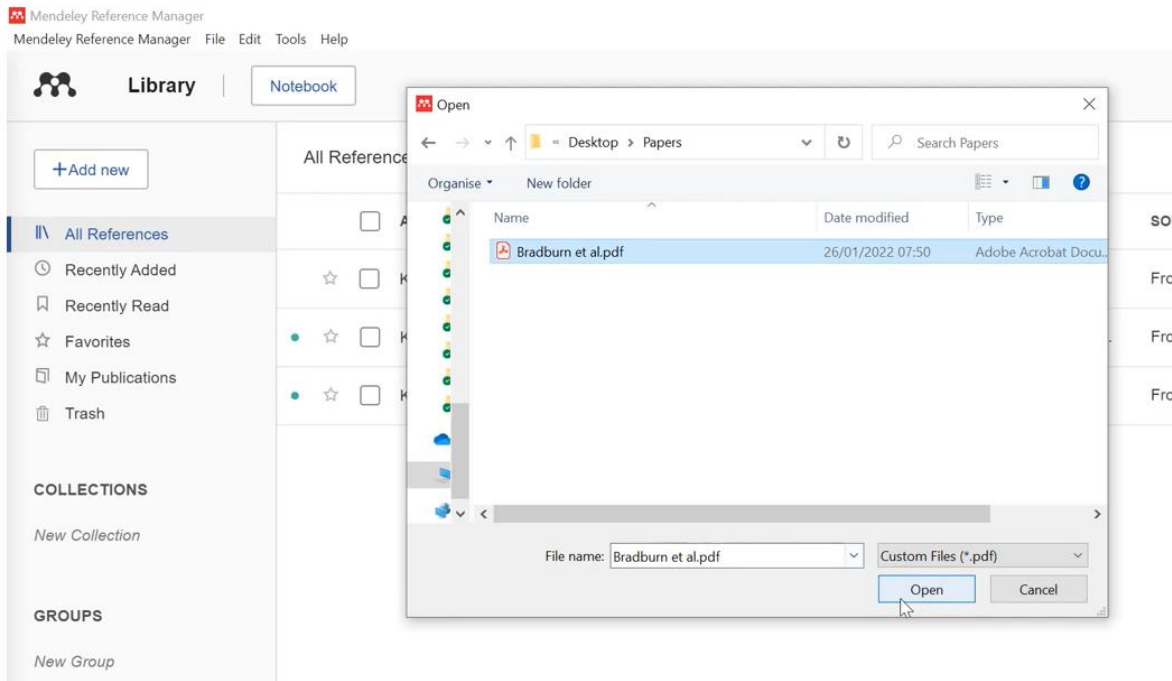
## Populating Mendeley Reference Manager

10. On the top left hand side of the screen, there is the 'Add new' which can be clicked to populate the library.

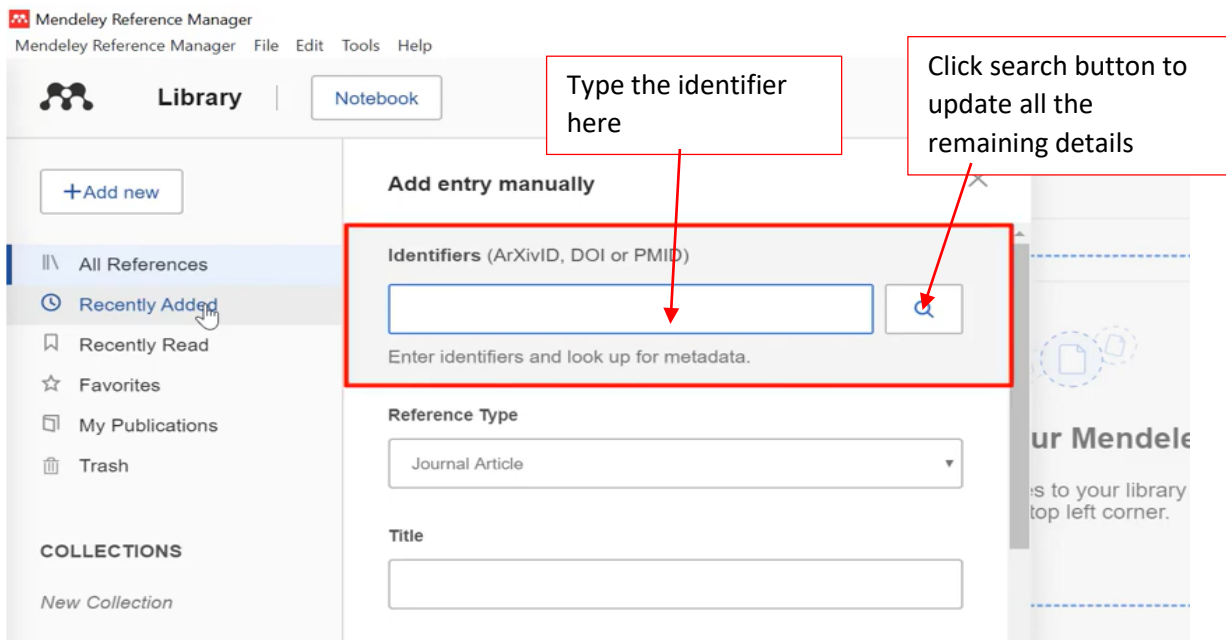


11. You can add files from your computer or storage device. Click on 'Add New' button, then select 'Files from the Computer' a pop window will appear where you can select the files you want to add. Select them and those files will be added into your Mendeley Library.





12. Adding entries via identifier requires you to type the resource identifier such as the DOI, Arxivid or PMID in the identifier box and then click on search button and there after click on add entry at the bottom.



13. To add entries manually, fill in the bibliographic fields by yourself in the manual form and save

Identifiers (ArXivID, DOI or PMID)

Enter identifiers and look up for metadata.

Reference Type

Journal Article

Title

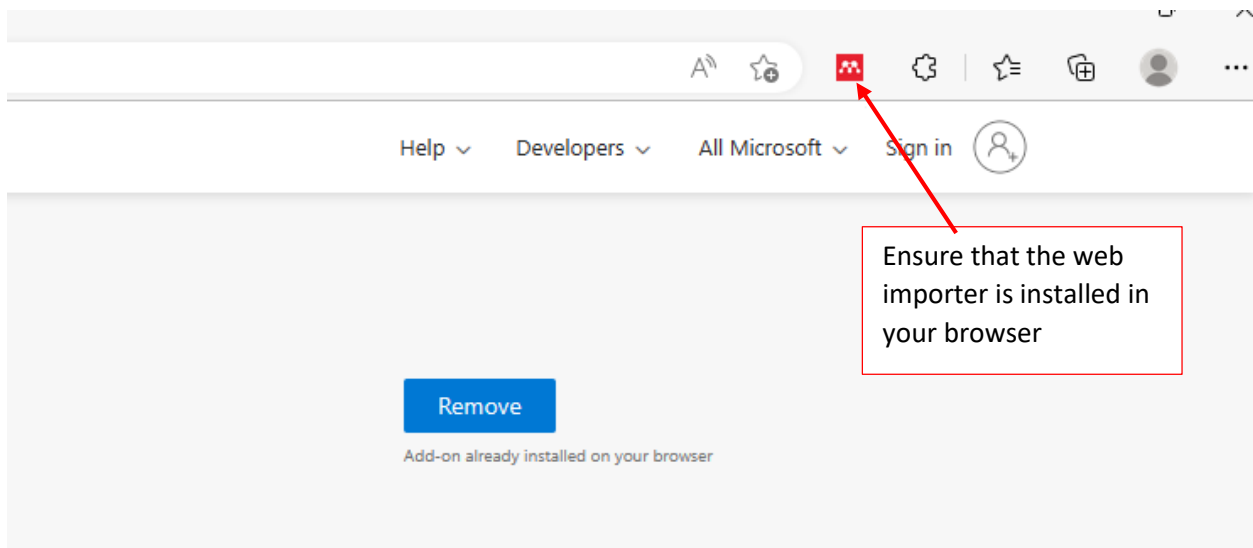
Authors

Please enter author names as 'last name, first name' (e.g. 'Smith, Jane').

+ Add another author

Type in the bibliographic details of the resources by yourself in the appropriate field

14. Importing resources directly from the databases to Mendeley can hasten the process of populating your library. First, you have to ensure that your browser has the web importer extension. You check at the top right corner of the scroll bar. Follow steps from 4. above.





15. Log into a database of choice, for example below Taylor and Francis was used to search for resources on 'Snake bites'. Thereafter the web importer was clicked on and it required signing in

The screenshot shows a search results page with several entries. A Mendeley Web Importer window is overlaid on the right side. Three red boxes with arrows point to specific elements: one points to the 'Snake bites' search term in the first result, another points to the 'Sign in' button in the Mendeley window, and a third points to the list of search results. The Mendeley window includes the text: 'Click here to activate the web importer', 'Click here to sign in into the web importer', and 'List of returns from the key word of 'snake bites' used to search for resources from the Taylor and Francis Database'.

16. After signing in, Mendeley web importer will display the very records displayed by the database searched. For example, here it is Taylor and Francis. It is up to the user to select the desired resources by checking the appropriate checkbox and after click on add to Mendeley and they will automatically be added into the Mendeley Library. Please note that this procedure applies to the other e-resources databases like Ebscohost, Google scholar, Research4Life among others. It also applies if it is a single document you have accessed online and wish to add it into your Mendeley library, just click on the Mendeley web importer and follow the prompts.



Click on the appropriate check boxes to select the desired resources

The same records displayed in the database will be mirrored in the Mendeley web importer

After click on Add to import selected resources to Mendeley

## Managing and organising resources in Mendeley

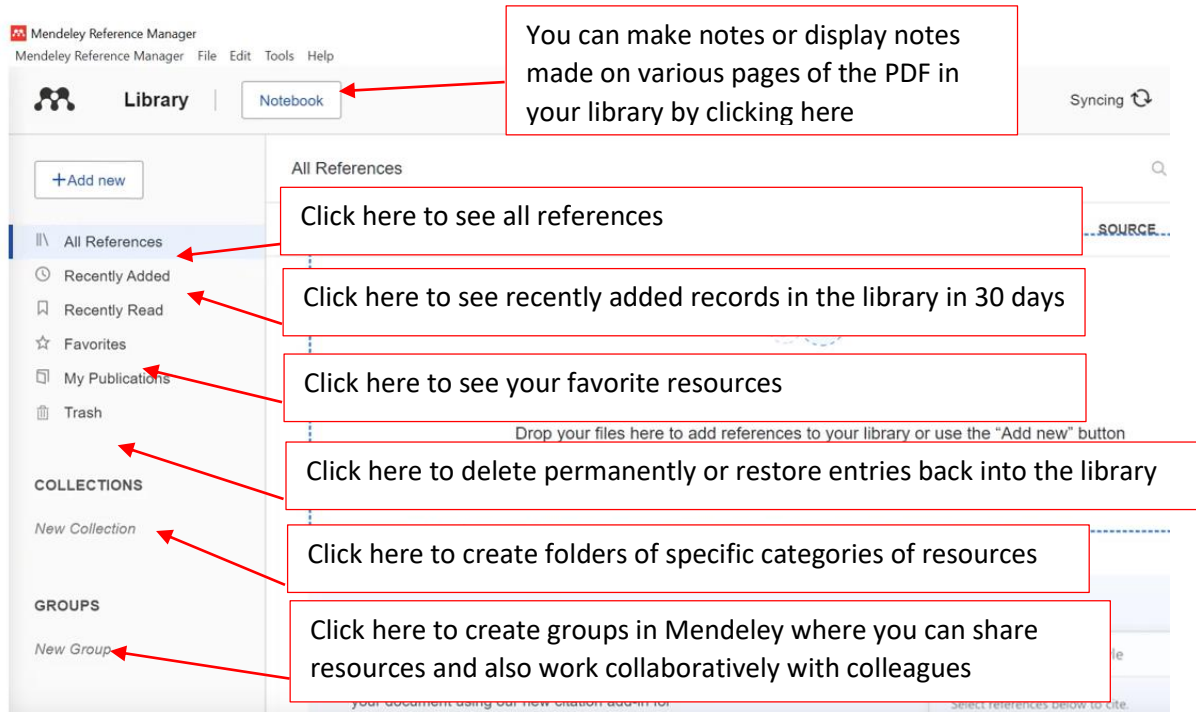
17. As the records grow in your library, it might be cumbersome to scan through all of them. Mendeley has a search function at the top right hand side where you can type a key word and search through your library. You can also filter by author and tag.

Search your library by typing the key word here

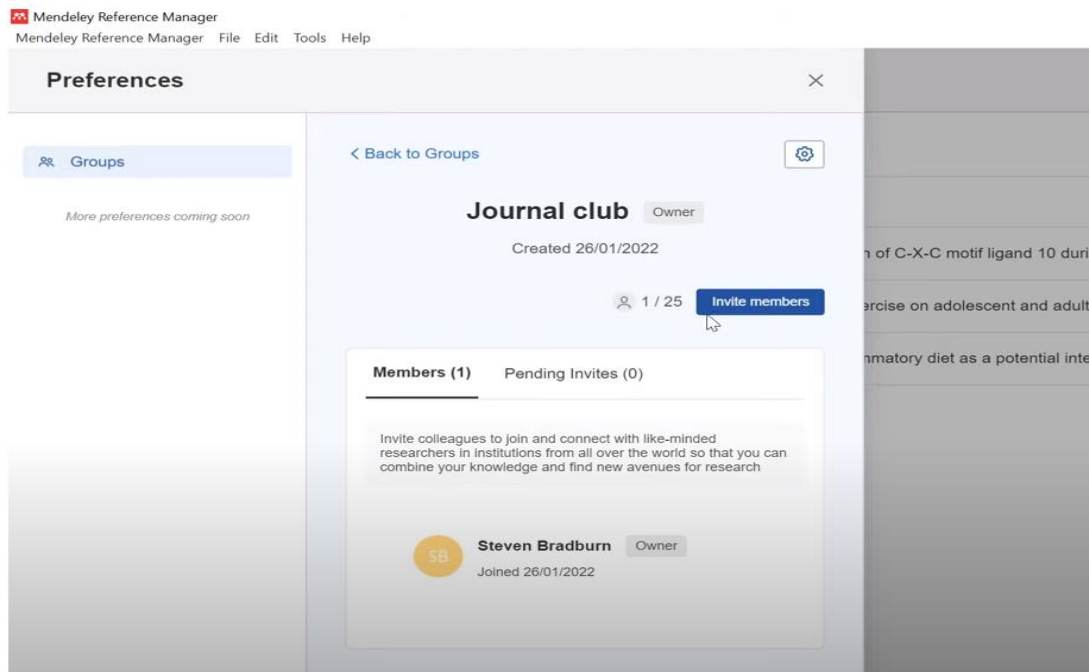
You can also filter your collection by author or tag by clicking here

18. You can organize and display your resources according to a number of categories. For example you may wish to display all references, recently added and favorites. You just click on the appropriate button on the control panel on the left hand side of the screen. There are also provisions of deleting records, make notes on the pages of the PDFs, creating folders in your collection and also groups to collaborate with while writing.

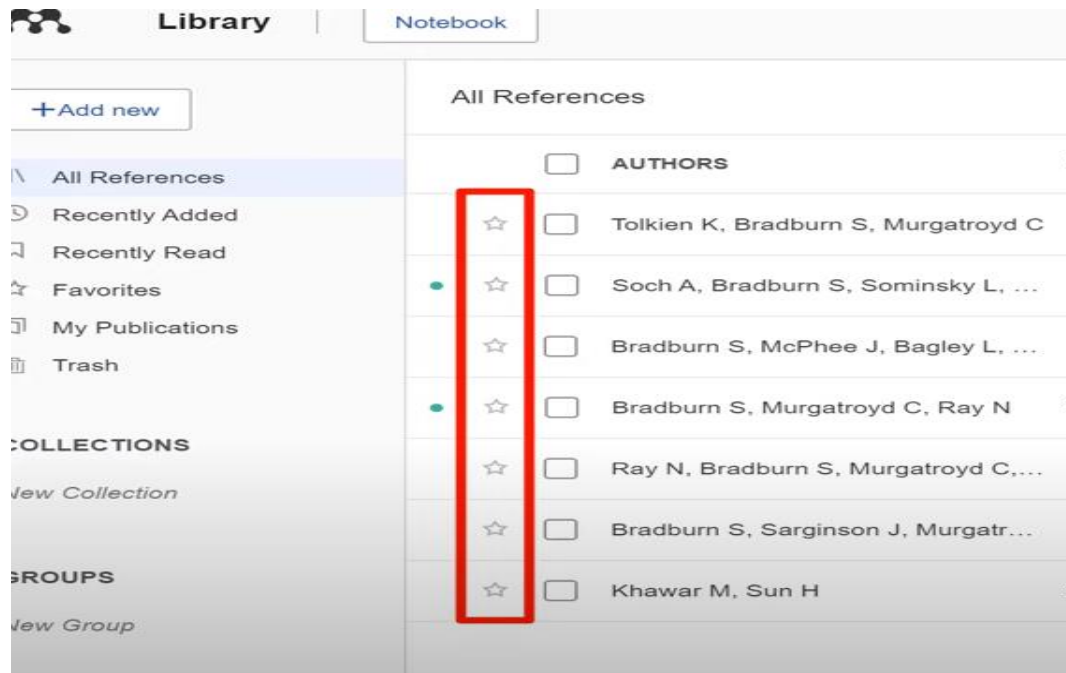




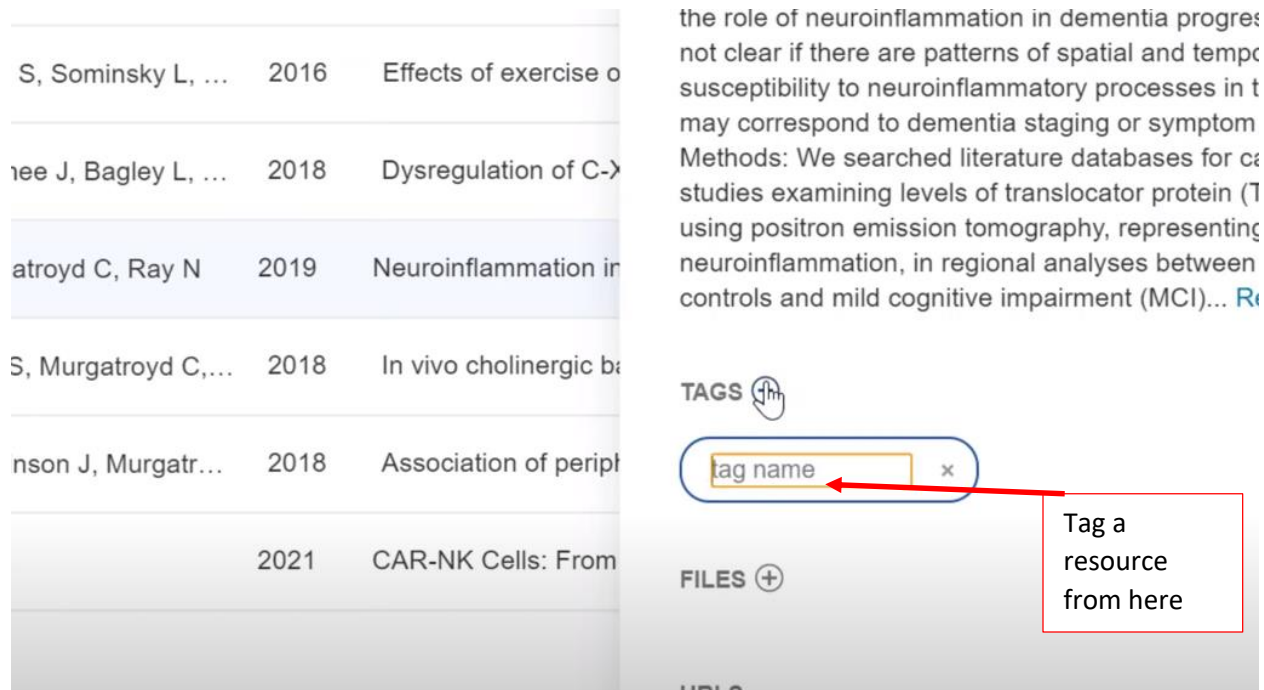
19. If you want to create a new group, click on new group and a box will appear where you can type the name of the new group. Thereafter, you can either drag entries you want to be saved in the group or you right click on the group and select organize to add entries in the group. You can also invite members into that group by right clicking, type their emails and click on invite.



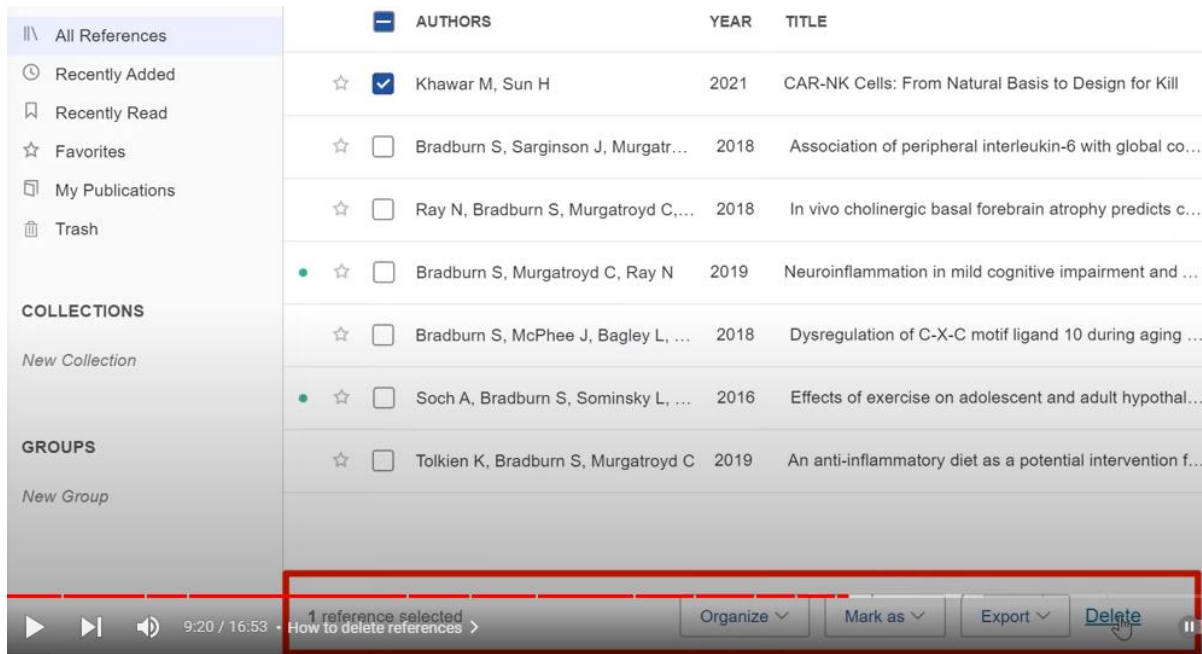
20. Click on the stars to mark those entries you consider your favorites.



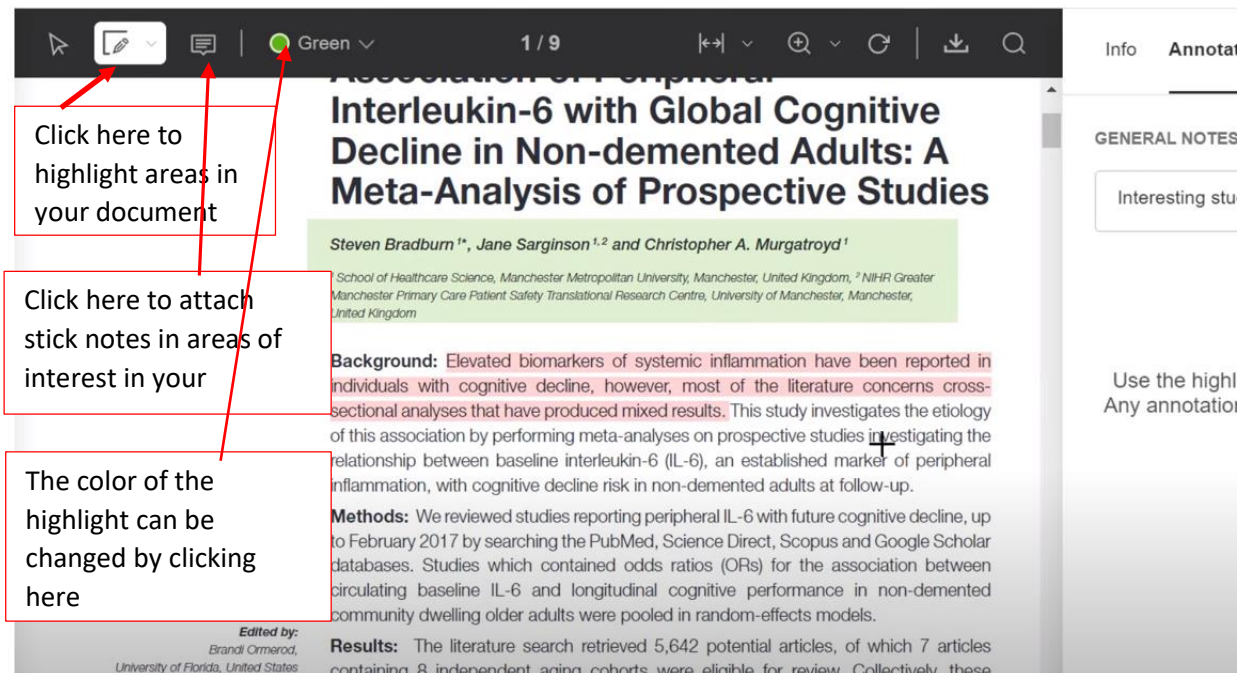
21. You can tag some of your entries by clicking on the entry you want to tag. It will open and be displayed at the right hand side of the screen. Scroll down where there is the icon for tag, click on it.



22. Delete entries by selecting them in the middle display window and clicking on delete at the bottom of the screen.

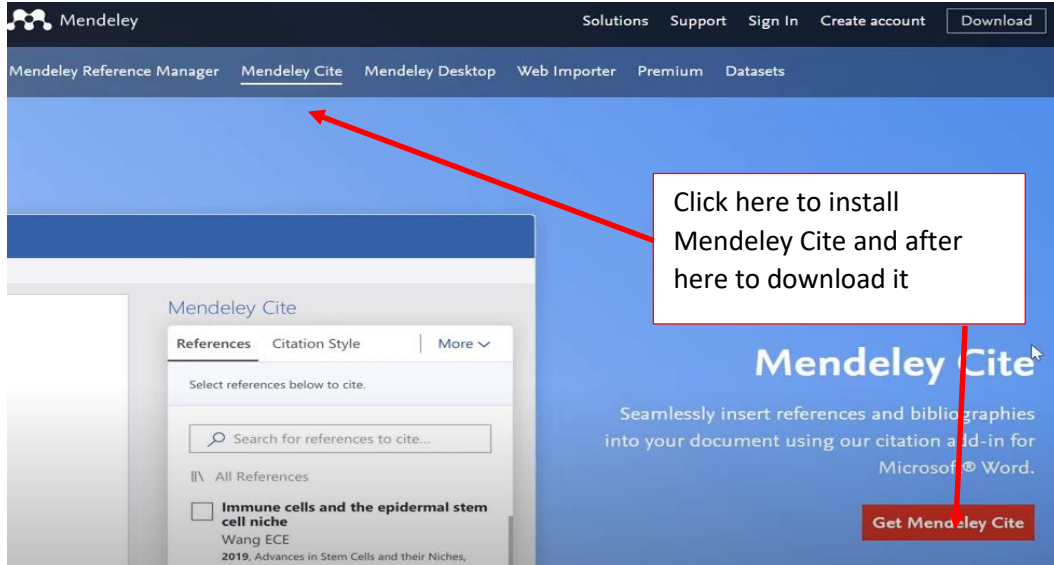


23. If you enter resources with PDF attachments, Mendeley can allow you to open those PDF attachments, read them, highlight areas of interest, change the color of the highlights and make annotations as described in the screenshot below. Whatever notes or annotations you make are also reflected in the notes function of Mendeley.

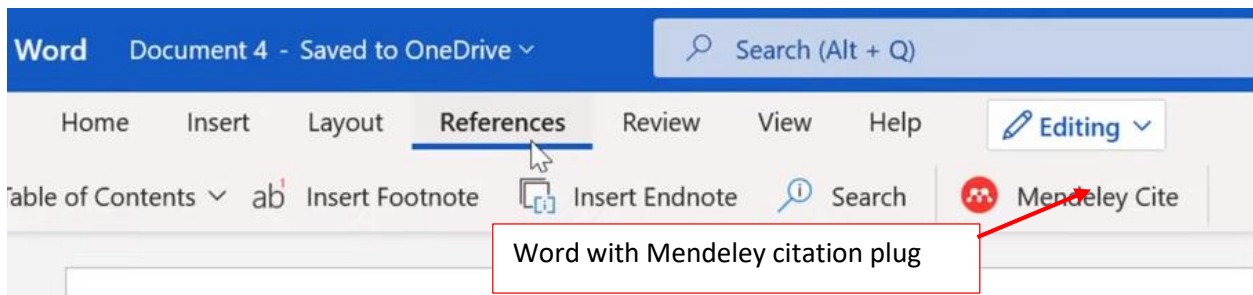


## Generating Citations and a reference list with Mendeley

24. After populating and managing your entries in the library, you can then cite using Mendeley and also generate a reference list. At the home page of Mendeley, click on Mendeley Cite on the top menu bar and follow the prompts to install Mendeley Cite. This is the tool that integrates Mendeley with Word and enables you to cite and generate the reference list.

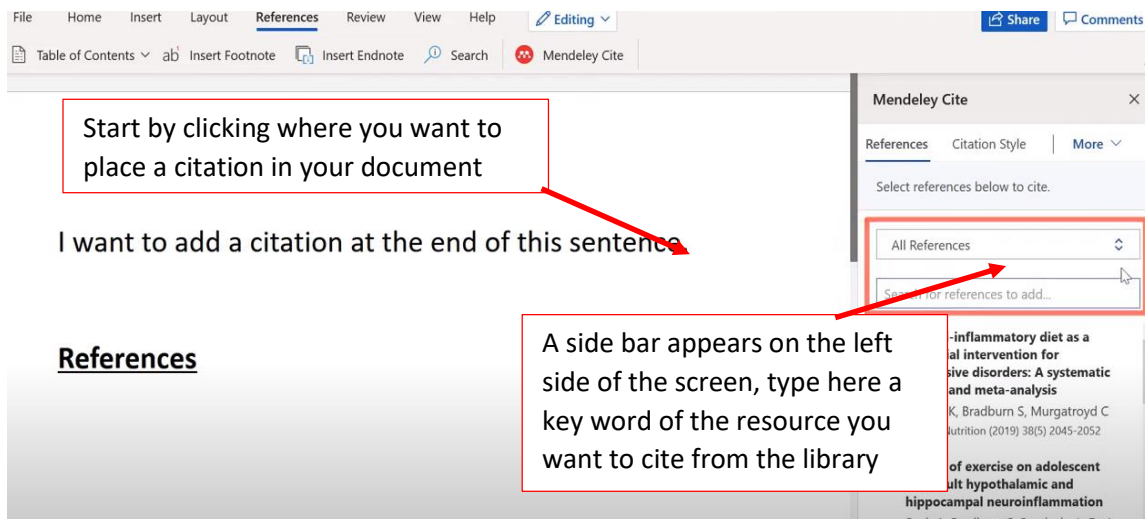


25. To be certain that Mendeley Cite is installed in Word, open the word document, under references, there should be an icon for Mendeley Cite and illustrated below.

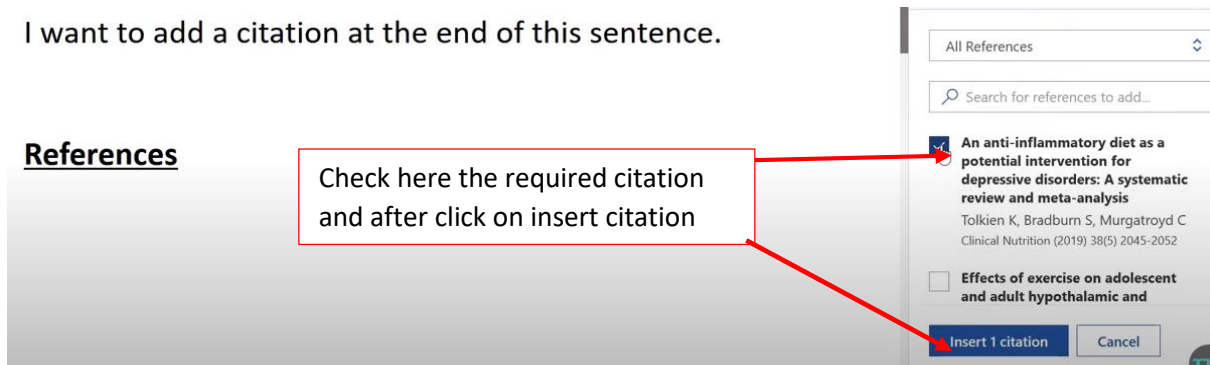


26. To cite using Mendeley, open a word document, type and click where you want to place a citation, Click on References and then Mendeley cite. A side bar on the right hand of the screen will appear with a synchronized list of references in your library. In the search box type the name of the author of the resource you want to cite or the title.

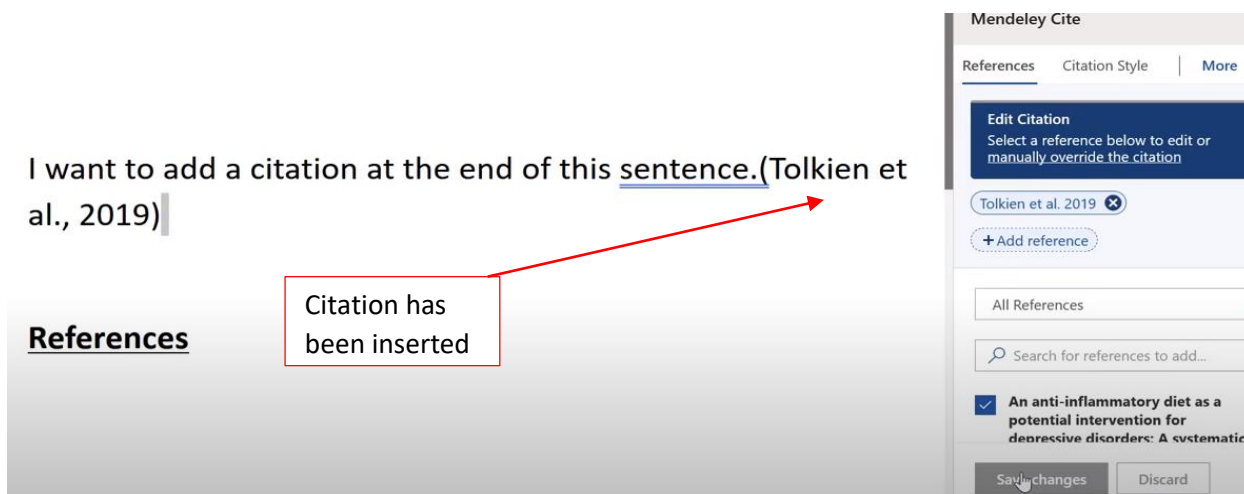




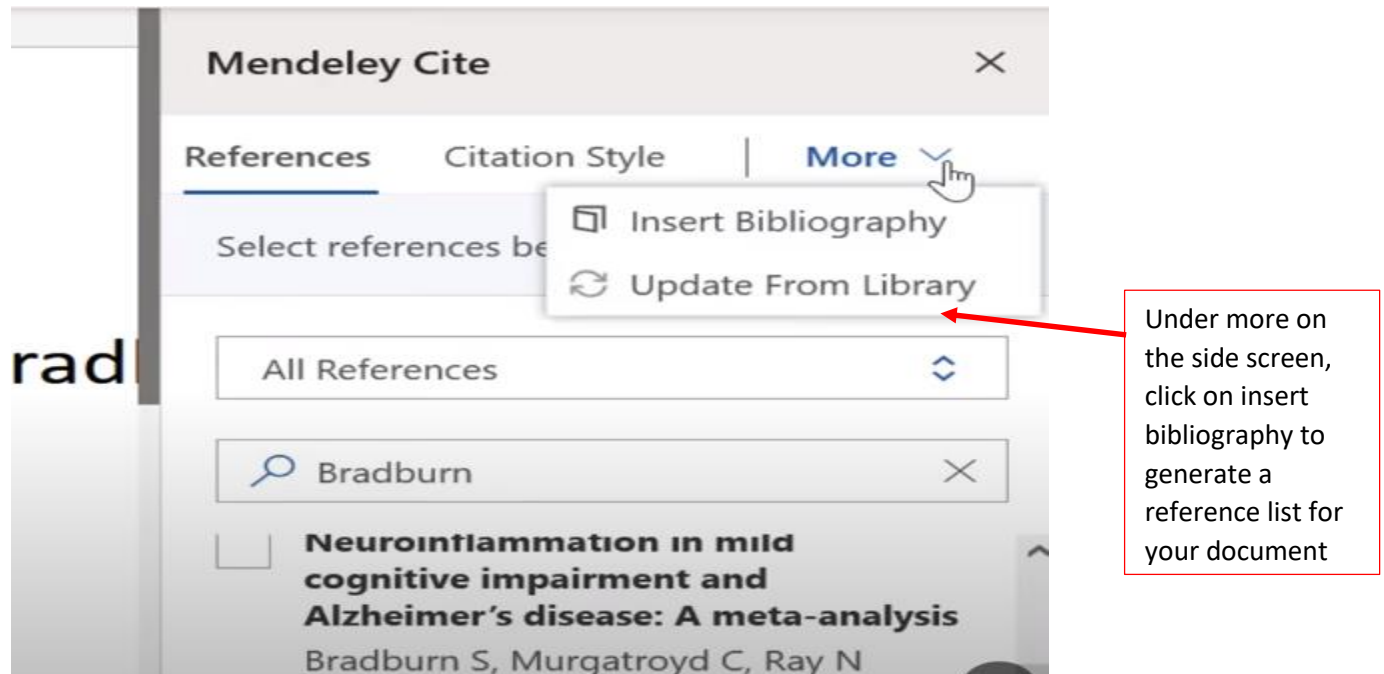
27. As you type, Mendeley will filter through the list and after it will display the resource, you can go ahead and check on the resource you want and then click down on insert 1 citation and it will be cited exactly at the cursor location.



28. The Citation will be inserted as shown below. If you want to add another citation, select the citation and in the side bar, click on add citation and it will prompt you to add another citation. The same is true when you want to delete a citation from a group of citations.



29. To generate a reference list, click where you want the list to be placed. On the side bar click on more and then Insert Bibliography and then click continue.



30. The Reference list will be created at the cursor location as demonstrated below. You can also click on the reference list and delete in case you are no longer interested in the list.

I want to add a citation at the end of this sentence.(Bradburn et al., 2019)



31. Mendeley can allow you to change the citation style say from APA, to MLA or Chicago. All you have to do is to go to the side bar and click on citation style and select from the list.

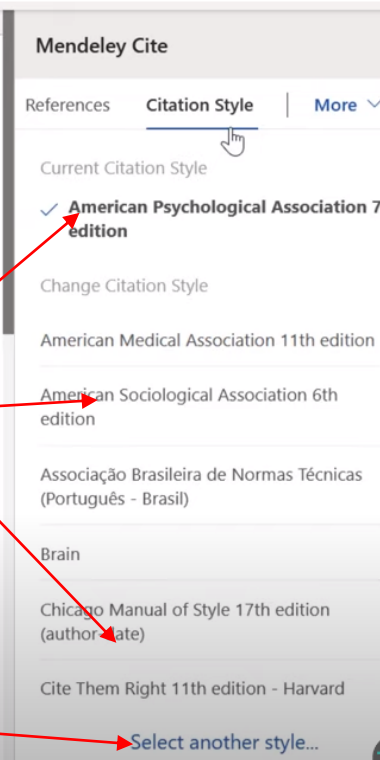




is sentence. (Bradburn

Click on Citation Style and then choose from the list the preferred citation style you wish to use in your document

In case your preferred style is missing from the list, click here for more



32. Thanks for consulting this guide. Hope it has been helpful. Please take remember that Mendeley is an online based library. Even if you are somewhere and wish to access your library but you don't have your laptop or desktop. You can logon to Mendeley Web and it will serve you exactly the same was as if you are working with Mendeley Reference manager installed on your gadget. Just make sure that whenever you make any changes in your library, you synchronize them with the web records.

**In case you want more hands on training in Mendeley please feel free to approach the Library ICT section or the head of the library branch near you. Alternatively, you can send an email to [elibrarian@kyu.ac.ug](mailto:elibrarian@kyu.ac.ug)**

