



Mendeley

Mendeley Reference Manager

A guide for new users

August 2025

ELSEVIER

Simplify your referencing, accelerate your research

Mendeley Reference Manager simplifies your referencing so that you can spend more time researching.

Store, search, organize, note, share and cite from just one reference library. Offering time saving efficiencies, Mendeley Reference Manager enables you to reduce your workload and advance your research goals.

This guide shows you how to:

1. [Navigate Mendeley Reference Manager](#)
2. [Build your Mendeley library](#)
3. [Insert citations into your Microsoft® Word document](#)
4. [Access your Mendeley library anywhere](#)
5. [Organize and find references in your Mendeley library](#)
6. [Highlight and annotate PDFs](#)
7. [Keep your highlights in one place](#)
8. [Share references with other researchers](#)

Get started

- > Download Mendeley Reference Manager desktop at mendeley.com/download-reference-manager
- > Access Mendeley Reference Manager web at mendeley.com/reference-manager



Navigate Mendeley Reference Manager

The screenshot shows the Mendeley Reference Manager web interface. On the left is a sidebar with navigation options: 'Add references' (1), 'All References' (2), 'Recently Added', 'Recently Read', 'Favorites', 'My Publications', 'Unsorted', 'Duplicates', 'Trash', 'COLLECTIONS' (4), 'Dissertation', 'Neuro', 'Stem Cell Research', 'University Essay', 'Youth Development', 'Create collection', 'GROUPS' (5), 'Strategy', 'University Group', and 'Create group'. The main area displays a table of references with columns for 'AUTHORS', 'YEAR', and 'TITLE'. A search bar (7), filters (8), and view options (9) are at the top right. The bottom of the table shows '2 references selected' (10) and buttons for 'Organize', 'Mark as', 'Copy as', 'Export', and 'Move to Trash'. On the right, the 'Info' panel (11) is open for a selected reference, showing 'Annotations' (12) and 'Notebook' (13) tabs. The 'Info' panel displays metadata like 'Author(s)', 'Year', 'Month', 'Day', 'Issue', 'Journal', 'Language', 'Page(s)', 'Translator(s)', and 'Volume'. The 'Abstract' section is also visible.

1. Add references – Add new references to your library.
 2. All References – Your main library with all your references.
 3. Smart Collections - Mendeley Reference Manager automatically organizes aspects of your library into smart collections.
 4. Custom Collections – Keep your references organised in custom collections.
 5. Groups – The private groups you have created or joined.
 6. Library table – All of the references in your selected collection or group.
 7. Search – Search your library.
 8. Filter – Filter your references by author or custom tags.
 9. Table View – Customise how the appearance of the library table.
 10. Action Panel – Select the check box next to a reference in the library table to bring up the action panel.
 11. Info Panel – Select a reference in the library table to view the metadata in the info panel.
 12. Annotations Tab (Within the info panel) – Where you can find written annotations made in a selected reference, or general notes made for a selected reference.
 13. Notebook – Keep all your thoughts in one place.
 14. Sync – Mendeley Reference Manager automatically syncs any changes you make to the cloud; however, you can select the sync button to do so manually.
 15. Profile – Access preferences, see your online profile page, access support, give feedback or sign out of your account.
- > Find out more about your Mendeley library in our [Help Guides](#)

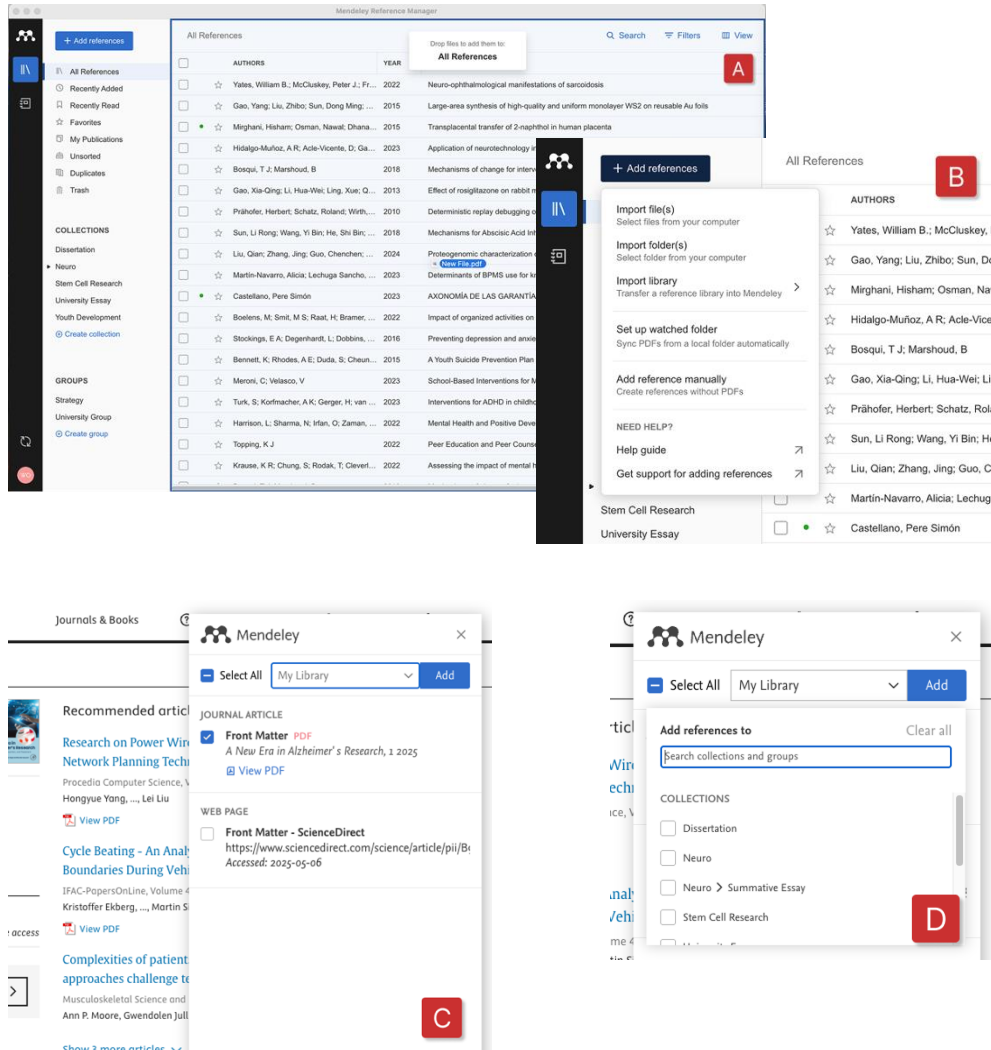


Build your Mendeley library

Build a library to keep all your references in one place, where you can easily organize and find them.

To get started with your Mendeley library, import references using a variety of methods:

- A. Drag and drop PDFs, and folders containing PDFs, from your computer.
- B. Import files from your computer using the “Add Reference” drop down.
 - a. Select and add references stored on your computer.
 - b. Select and add folders containing references stored on your computer.
 - c. Import an entire library via RIS, BibTex or EndNote XML files.
- C. Import content from the internet into your main library using Mendeley Web Importer.
- D. Import content from the internet into a custom collection using Mendeley Web Importer.



Insert citations into your Microsoft® Word document

Add citations and bibliographies to a Microsoft Word document.

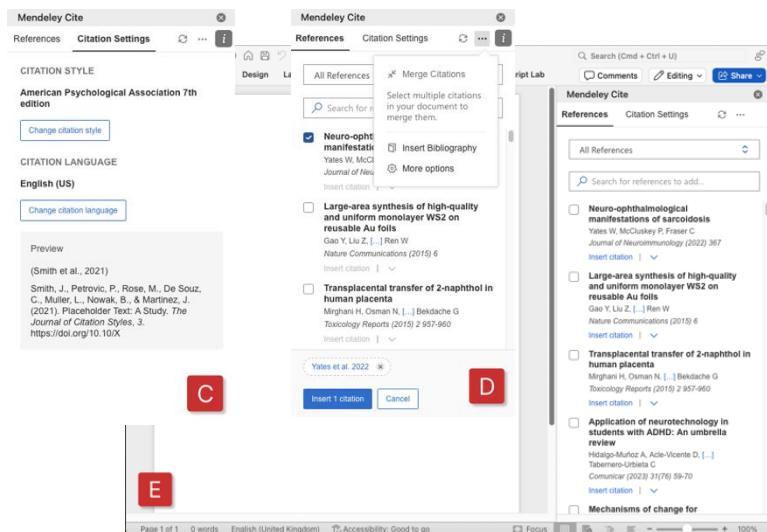
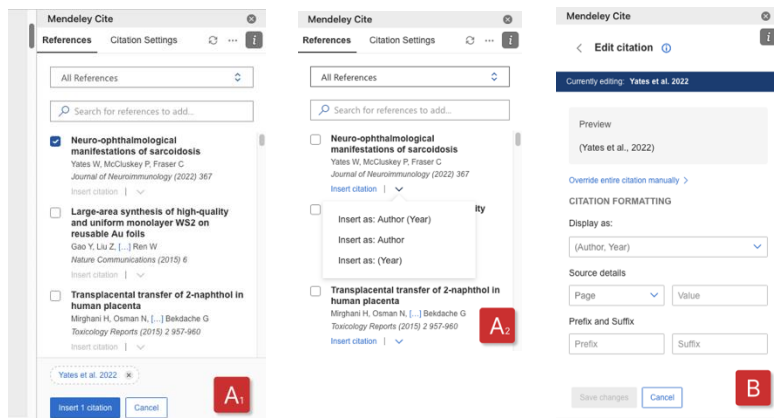
Use the Mendeley Cite add-in for Microsoft Word to generate citations and bibliographies in just a few clicks:

- A. Add citations with ease.
 - a. Select and insert individual or multiple references into your document.
 - b. Quick insert an individual citation into your document, in the format of your choice.
- B. Edit a reference in a citation. Add values to specific reference attributes, provide a prefix/suffix or suppress the author name.
- C. Choose your preferred citation style and language from a selection of thousands of different citation styles.
- D. Merge 2 or more citations into one citation, and generate a bibliography from the references you've cited.
- E. Have your Mendeley library and Microsoft Word document open side by side. You can also use Mendeley Cite without Mendeley Reference Manager being open.

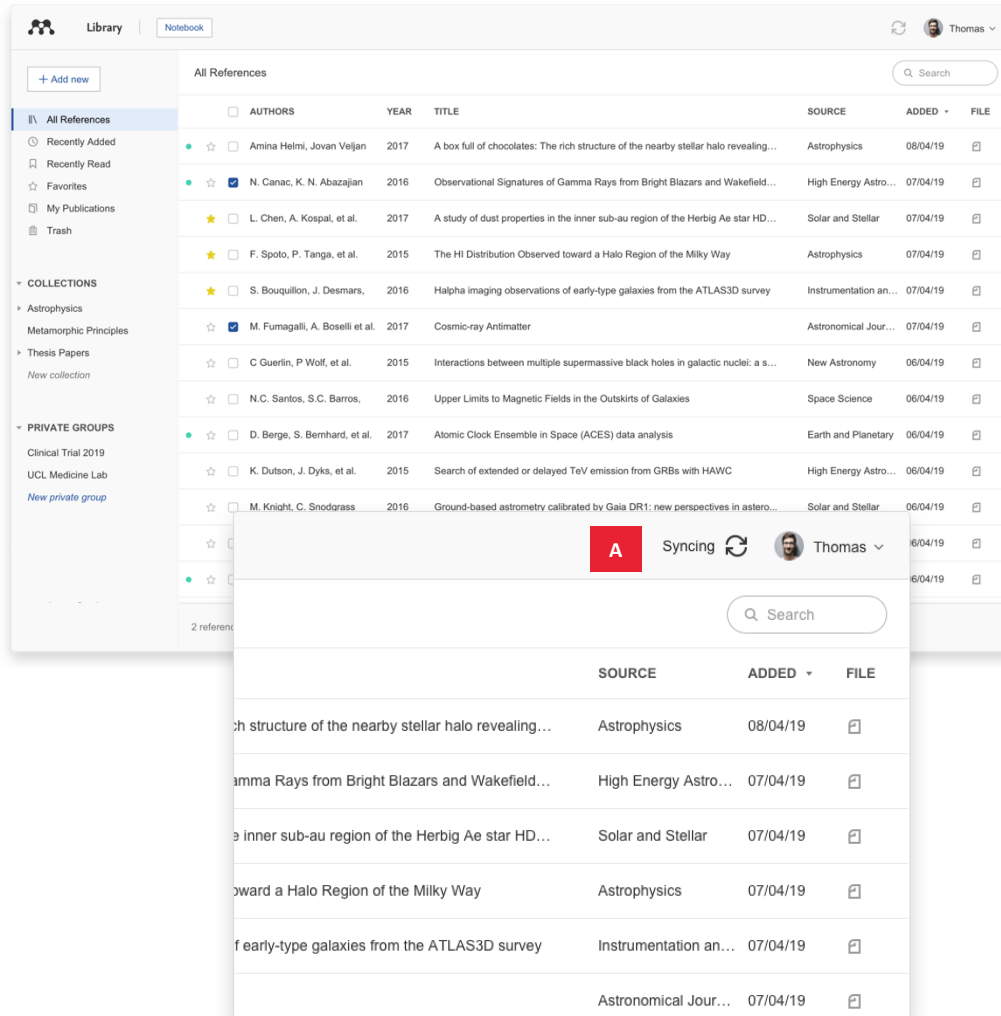
Mendeley Cite is compatible with Microsoft Word 2016 or above, Microsoft Online, Microsoft Office 365 and the Microsoft Word app for iPad®.

Get Mendeley Cite BETA at mendeley.com/cite/word/install

> Find out more about using Mendeley Cite in our [Help Guides](#)



Access your Mendeley library anywhere



Continue your research work whenever you need, wherever you are.

You can securely access documents in your Mendeley library using the desktop application or any Internet browser. The two versions are identical in look and functionality, and real-time sync automatically saves any changes:

A. Know you're up to date

Your library automatically syncs with its backup in the cloud whenever you add references or make changes, seamlessly keeping everything up to date. This means you see the same library through the desktop and [web version](#) of Mendeley.

B. Read where you want

Set your library to be available offline and work where you want.

> Find out more about syncing in our [Help Guides](#)

Organize and find references in your Mendeley library

The screenshot displays the Mendeley Library web interface. The top navigation bar includes a 'Library' tab and a 'Notebook' tab. A sidebar on the left contains a '+ Add new' button and a list of collections: 'All References', 'Recently Added', 'Recently Read', 'Favorites', 'My Publications', 'Trash', 'Astrophysics', 'Metamorphic Principles', 'Thesis Papers', and 'PRIVATE GROUPS'. The main area shows a table of references with columns for 'AUTHORS', 'YEAR', 'TITLE', 'SOURCE', 'ADDED', and 'FILE'. A search bar is located in the top right corner. A red box labeled 'A' highlights the 'New collection' option in the sidebar. A red box labeled 'B' highlights the search bar in the top right corner.

AUTHORS	YEAR	TITLE	SOURCE	ADDED	FILE
Amina Helmi, Jovan Veljan	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. 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	
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. Desmars,	2016	Halp 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 Guerlin, P Wolf, et al.	2015	Interactions between multiple supermassive black holes in galactic nuclei: a s...	New Astronomy	06/04/19	
N.C. Santos, S.C. Barros,	2016	Upper Limits to Magnetic Fields in the Outskirts of Galaxies	Space Science	06/04/19	
D. Berge, S. Bernhard, et al.	2017	Atomic Clock Ensemble in Space (ACES) data analysis	Earth and Planetary	06/04/19	
K. Dutson, J. Dyks, et al.	2015	Search of extended or delayed TeV emission from GRBs with HAWC	High Energy Astro...	06/04/19	

Keep your library organized and quickly find the references you need.

Save time when looking for references by organizing them into Collections and using the search tool in your Mendeley library:

A. Organize your references

Use Mendeley's smart collections or create your own custom collections of references to keep your research interests separate.

B. Search your references

Enter a search term into the search field and Mendeley will return the appropriate results. Mendeley searches by author, title, year and source.

> Find out more about searching and organizing your references in our [Help Guides](#)

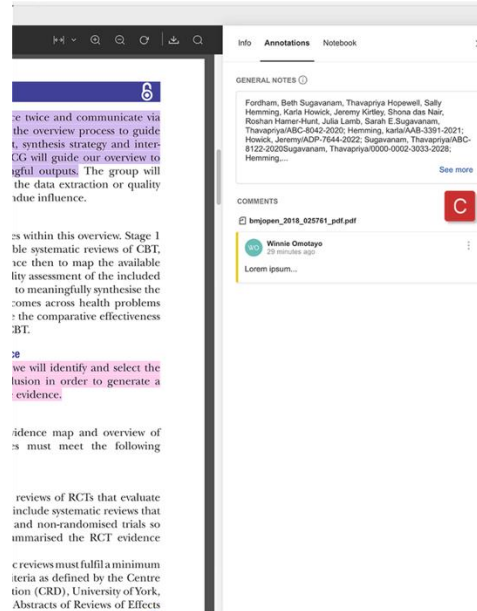
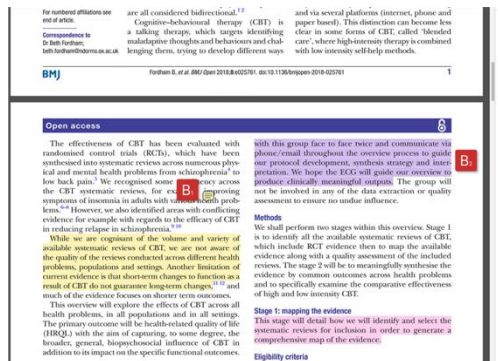
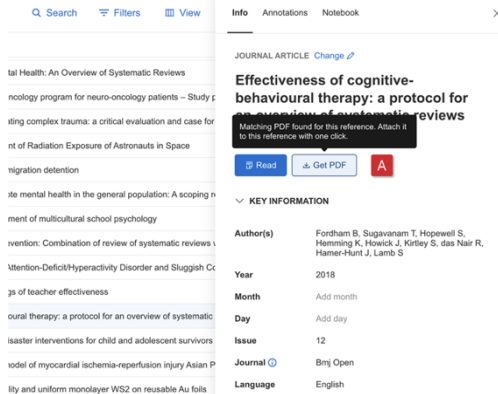
Highlight and annotate PDFs

Capture your thoughts on the PDFs you're reading.

Quickly and easily add highlights and annotations to PDFs using Mendeley's annotation tools:

- Get the PDF for most references in your library, for which you can read, annotate and take notes.
- Add annotations to your PDFs.
 - Record your thoughts as you read PDFs by creating a sticky note.
 - Highlight key pieces of text so you can find them later. Differentiate your highlights with different colours.
- Keep track of your annotations for your references, or your notes across different references in the right-hand side panel.

> Find out more about annotating your PDFs in our [Help Guides](#)



Keep your highlights in one place

The screenshot displays the Mendeley Notebook application. On the left, a PDF titled 'Implications of climate change on landslide hazard in Central Italy' is open. It features three red highlight boxes labeled A, B, and C. Box A highlights a paragraph about groundwater level and displacement rate. Box B highlights a paragraph about the impact of climate change on landslide hazard. Box C highlights a paragraph about the impact of climate change on landslide hazard. On the right, another PDF titled 'Evaluation of the Effects of Climate Changes on Landslide Activity ...' is open. It features a red highlight box labeled D, which highlights a paragraph about the impact of climate change on landslide hazard. The interface includes a Library tab, a Notebook tab, and a search bar.

Collect together all the highlights and comments you make across multiple PDFs.

You can keep your thoughts in one place using your Mendeley Notebook:

- A. Have all your highlights in one place**
Add any highlighted text from a PDF to your Notebook in just one click.
- B. Refer back to the original PDF**
Navigate back to the source of any highlight by selecting it in your Notebook.
- C. Work across papers**
Keep the same Notebook page in view while switching between PDFs.
- D. Create multiple Notebook pages**
Make as many Notebook pages as you need

> Find out more about your Mendeley Notebook in our [Help Guides](#)



Share references with other researchers

Collaborate with others by sharing references and new ideas within Groups.

With **Private Groups** in Mendeley Reference Manager you can:

- Share documents and references with small teams.
- Groups are managed. Managers invite members to join through Mendeley.
- Teams can share PDFs and collaborate using shared annotations.

The screenshot shows the Mendeley Reference Manager interface. On the left is a sidebar with navigation options: '+ Add new', 'All References', 'Recently Added', 'Recently Read', 'Favorites', 'My Publications', 'Trash', 'COLLECTIONS' (with sub-items: Astrophysics, Metamorphic Principles, Thesis Papers, and a 'New collection' link), and 'PRIVATE GROUPS' (with sub-items: 'Clinical Trial 2019' (highlighted with a blue bar and a red arrow), 'UCL Medicine Lab', and a 'New private group' link). The main area displays the 'Private Groups / Clinical Trial 2019' page. It features a search bar and a table of references. The table has columns: 'AUTHORS', 'YEAR', 'TITLE', 'SOURCE', 'ADDED', 'ADDED BY', and 'FILE'. The references listed are:

AUTHORS	YEAR	TITLE	SOURCE	ADDED	ADDED BY	FILE
Amina Helmi, Jovan Veljan	2017	A box full of chocolates: The rich structure of the ne...	Astrophysics	08/04/19	Sven Svenson	[icon]
N. Canac, K. N. Abazajian	2016	Observational Signatures of Gamma Rays from Bri...	High Energy Astro...	08/04/19	Sven Svenson	[icon]
L. Chen, A. Kospal	2017	A study of dust properties in the inner sub-au region...	Solar and Stellar	08/04/19	Sven Svenson	[icon]
F. Spoto, P. Tanga	2015	The HI Distribution Observed toward a Halo Region...	Astrophysics	08/04/19	Sven Svenson	[icon]
S. Bouquillon, J. Desmars	2016	Halpalpha imaging observations of early-type galaxies...	Instrumentation...	08/04/19	Sven Svenson	[icon]
M. Fumagalli, A. Boselli	2017	Cosmic-ray Antimatter	Astronomical	08/04/19	Sven Svenson	[icon]
C Guerlin, P Wolf	2015	Interactions between multiple supermassive black...	New Astronomy	08/04/19	Sven Svenson	[icon]

> Find out more about sharing references in our [Help Guides](#)



Next steps

- > Download Mendeley Reference Manager desktop at mendeley.com/download-reference-manager
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Need more help?

Visit the Mendeley Support Hub at service.elsevier.com/app/home/supporthub/mendeley/role/referencemanagement/ to find a range of FAQs on using Mendeley's reference management solutions. Alternatively, you can contact us through any of these channels:



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Stay in touch

Hear about the latest news and updates from Mendeley by following us at any of these channels:



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[Mendeley Blog](#)

Watch this space!

To ensure Mendeley Reference Manager always supports your workflow as effectively as possible we will be releasing new features and improved functionality every two weeks. Find out about the most recent releases at mendeley.com/release-notes-reference-manager.



Become a Mendeley Advisor



If you are a Mendeley lover who wants to share the benefits of using Mendeley, join our Mendeley Advisor program!

The Mendeley Advisors serve as the Mendeley representative on campus and help us keep the user community thriving.

What Mendeley Advisors do

Mendeley Advisors spread the word about Mendeley and good reference management. Here are some of the things that our current Advisors do:

- Run Mendeley workshops
- Include Mendeley in their curriculum
- Post about Mendeley on social media including LinkedIn, YouTube and Twitter



Mendeley Advisors are our hands on the ground, helping potential users connect with our solutions. We also consult with Advisors to understand the needs of users and to help us develop new features. They're the first group of users we consult when we are considering adding a new functionality to the product.

> Want to learn more about Mendeley Advisors? Check out our [Mendeley Advisor webpage](#).



