Mendeley Reference Manager

Quick User Guide

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Mendeley

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Stay on top of your research

Considerable time and effort goes into building and organizing your reference library, finding the material you want when you need it, and formatting citations correctly. To help you focus on achieving your goals and making breakthroughs, Mendeley offers solutions that make these tasks easier.

Mendeley Reference Manager helps you stay on top of your research by providing time-saving tools that enable effective reference management. Use Mendeley Reference Manager to:

- o Store your references in a single library
- o Access your library of references anywhere
- o Organize and find references in your library
- o Highlight and annotate PDFs
- o Keep your highlights in one place
- o Insert references into your Microsoft® Word document

Download Mendeley Reference Manager from www.mendeley.com/reference-management/reference-manager-beta

Watch this space!

To ensure we keep providing you with the most effective tools, we will be releasing new features and improved functionality every two weeks to Mendeley Reference Manager based on feedback we receive from researchers. We're looking forward sharing these releases with you throughout 2019 and beyond.

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Store your references in a single library

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

To get started with your Mendeley Library, import references using a variety of methods.

A. **Drag and drop files from your computer**
Mendeley automatically captures author, title and publisher information.

B. **Import files from your computer**
Click *Add new > File(s) from computer* to select and add locally stored PDFs.

Click *Add New > Manual entry* to manually create an entry. If you enter the DOI into the appropriate field, Mendeley automatically looks up the details for you.

Click *Add New > Import library* to import locally stored RIS, BibTex or EndNote XML files.

Access your library of references anywhere
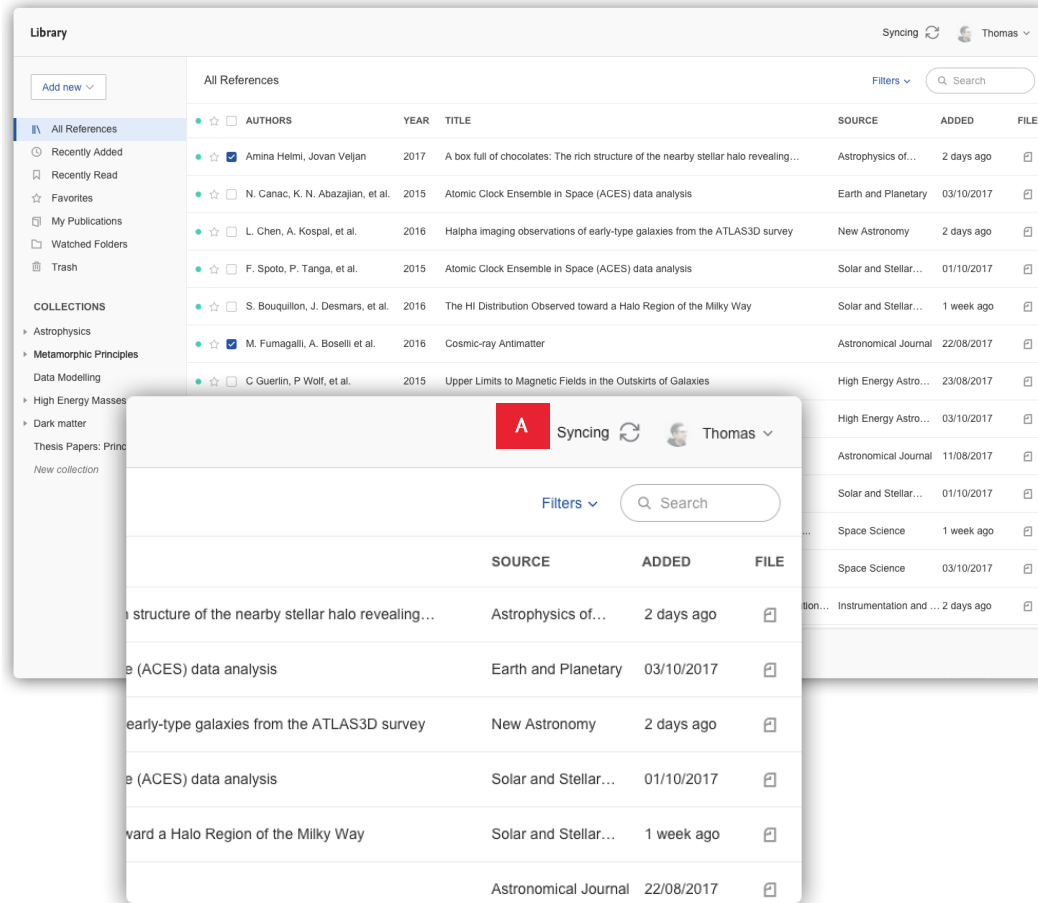
Continue your research work whenever you need, wherever you are.

You can securely access documents in your Mendeley Library using the desktop application or any Internet browser. 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 documents or make changes, seamlessly keeping everything up to date. That means you see the same library through the desktop and browser versions of Mendeley.

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Organize and find references in your library

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

Save time when you're looking for references: organize them into *Collections* and use the search tool in your Mendeley Library.

A. **Organize your references**
Create collections of documents within your Mendeley Library 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.

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.

A. Annotate PDFs
Record your thoughts as you read by creating a sticky note. Right click on the PDF to add a sticky note to that location.

B. Highlight text
Highlight key pieces of text so you can easily find them later. Differentiate your highlights with different colors: once you've highlighted the text, click on the highlight and choose a color from the menu.

C. Work on multiple PDFs
Open multiple PDFs and switch between them easily thanks to the multi-tab format of Mendeley Reader.

D. Pick up where you left off
Mendeley remembers where you reach in a document and opens your PDFs in the same location on all devices.
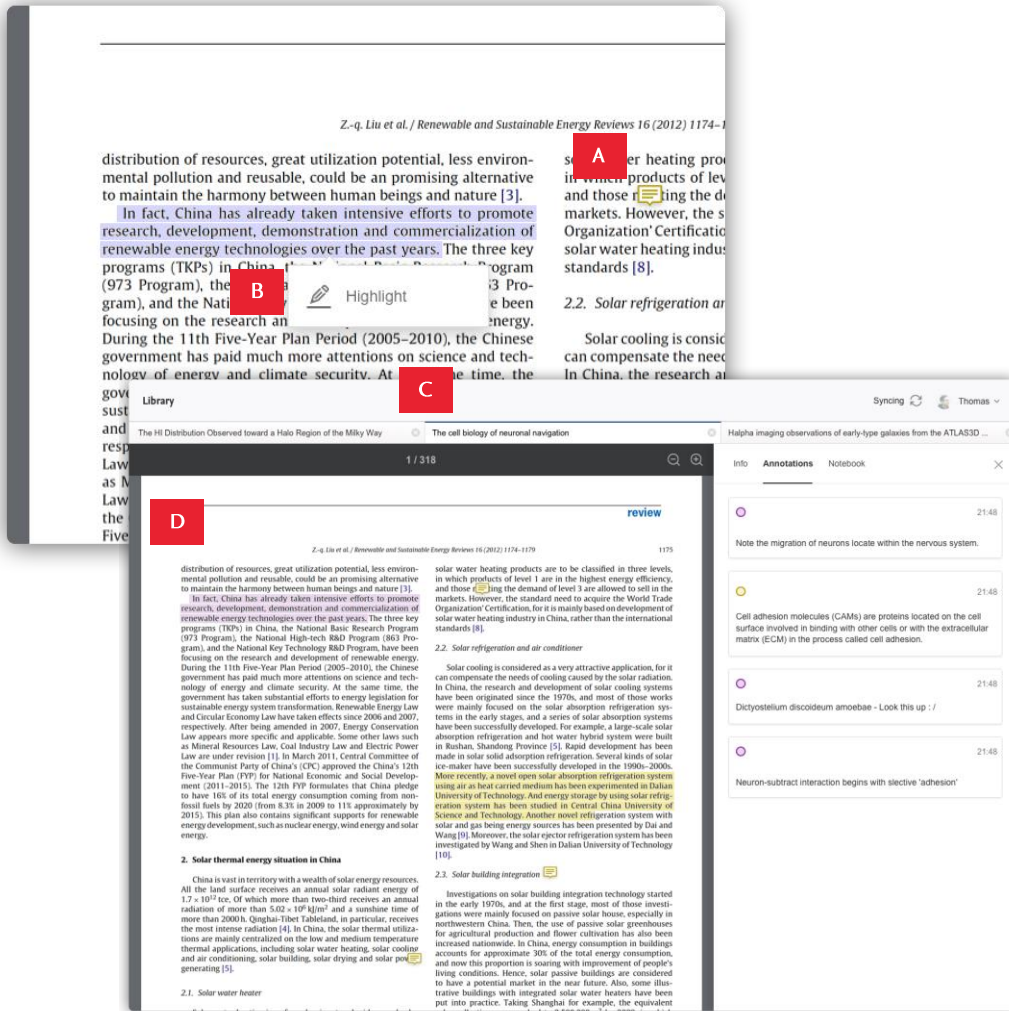
Keep your highlights in one place

Collect highlights and comments from multiple PDFs.

You can securely keep all 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 with just one click.

B. **Refer back to the original PDF**
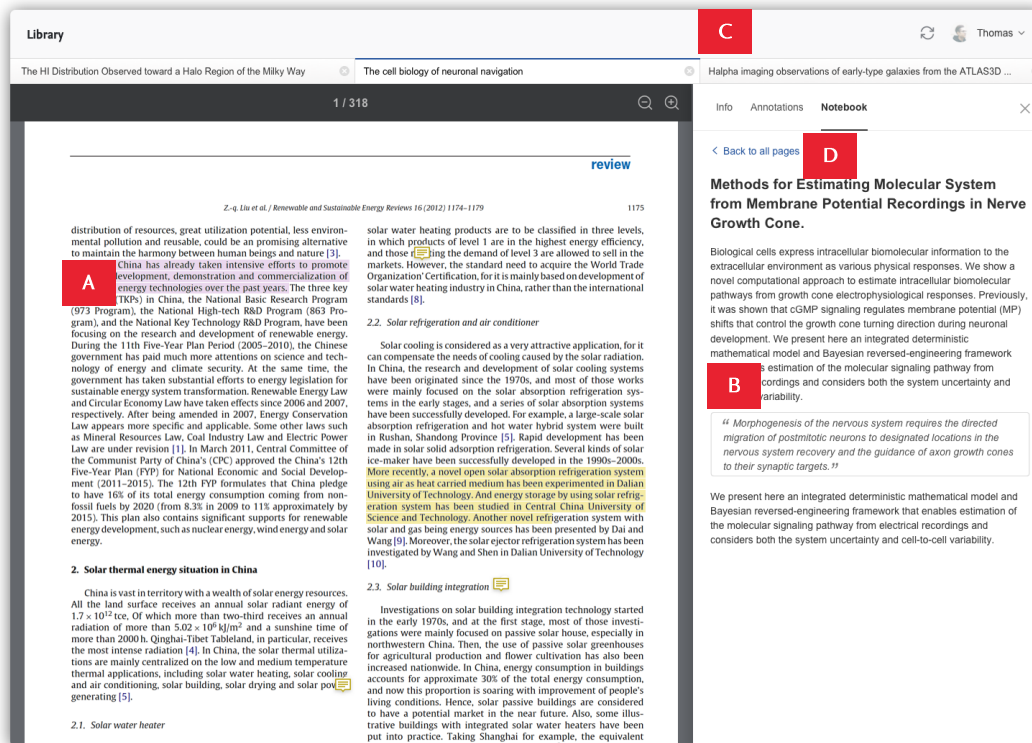Navigate back to the source of any highlight by clicking on it in your Notebook.

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 - the Notebook page you have open will stay open as you view different PDFs.

Insert citations into your Microsoft® Word document
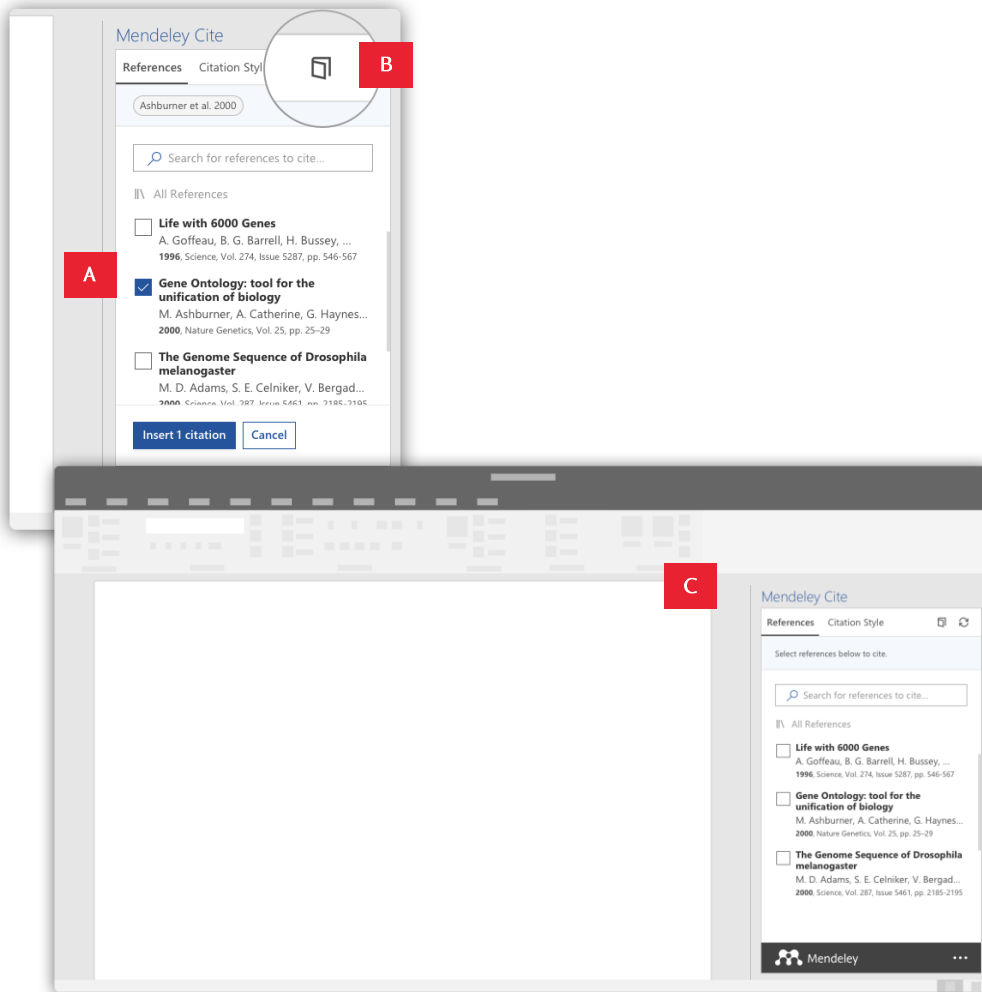
Add citations and bibliographies to a Word document you're writing.

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

A. **Find and insert individual or multiple references into your paper**
Search for references in your Mendeley Library and insert them into your paper with a single click. This works for individual or multiple references.

B. **Generate a bibliography**
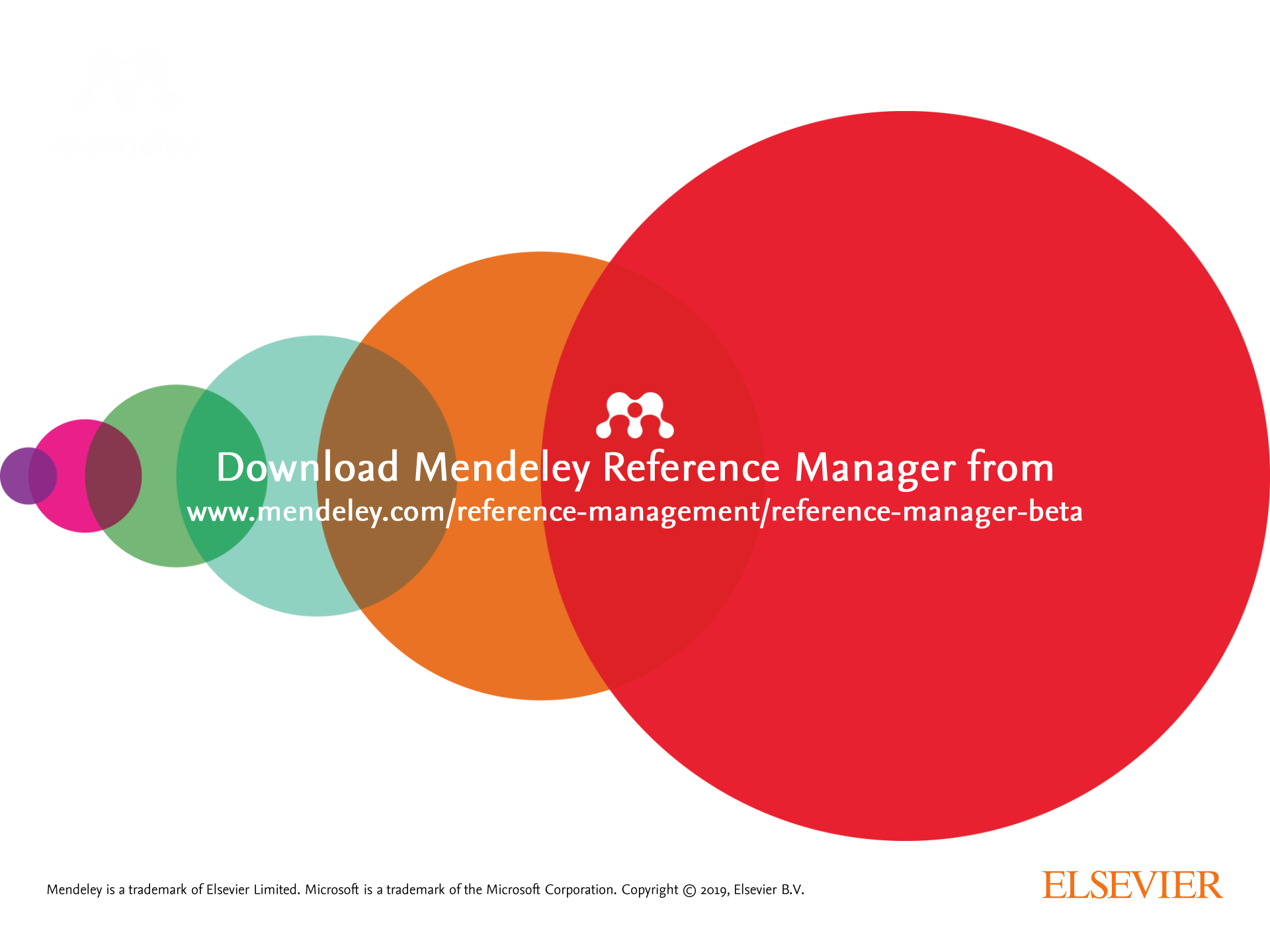Generate a bibliography from all the references you've cited.

C. **Cite seamlessly**
Have your Mendeley Library and Word document open side by side. Mendeley Cite appears as a separate side panel so your whole document remains in view as you insert your references.

Mendeley Cite is compatible with Microsoft Word versions 2016 and higher and with Microsoft Word 365. It is available as a download from Microsoft AppSource.

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

Download Mendeley Reference Manager from
www.mendeley.com/reference-management/reference-manager-beta

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