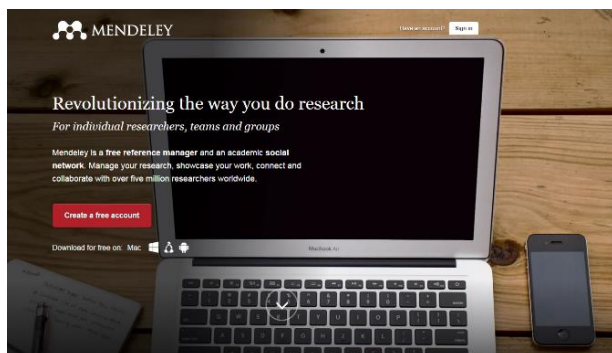


Mendeley Guide



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Contents

1.	What is Mendeley?	p.2
2.	Creating a Mendeley Account	p.2
3.	Creating Folders in the Online Mendeley Library	p.2
4.	Grab references into your online Mendeley Library using the Web Importer: "Save to Mendeley" button	p.3
5.	Adding PDF documents to your Online Mendeley Library	p.3
6.	Manually Creating References in your Online Mendeley Library	p.3
7.	Adding a reference from Mendeley's research catalog in Online Mendeley	p.4
8.	Downloading Mendeley Desktop	p.4
9.	Synchronising Online Mendeley & Mendeley Desktop	p.4
10.	Importing references into Mendeley Desktop from Library Search	p.5
11.	Importing references into Mendeley Desktop from online databases: Web of Science, ProQuest, Science Direct, Google Scholar	p.6
12.	Importing references into Mendeley Desktop from another reference manager	p.9
13.	Copying formatted references to add to your document	p.10
14.	Enabling Mendeley in Word 2013 "Mendeley Cite-o-Matic"	p.11
15.	Inserting Citations & Bibliographies in Word	p.11
16.	Editing in-text citations	p.12
17.	Sharing references	p.12
18.	Removing Duplicates	p.13
19.	Before you finalise your work	p.13
20.	Mendeley app for iOS devices (iPad, iPhone)	p.13
21.	More help	p.13

1. What is Mendeley?

Mendeley is a free online reference manager: <https://www.mendeley.com/>. It allows you to collect, manage, share and use references in your work. It also an academic social network which enables you to collaborate with other researchers. You can store full text PDFs along with your references and annotate them. There is also a plug-in for MS Word which allows you to automatically generate bibliographies and reference lists to add to your work.

Mendeley has two elements: an online web-based element which is easy to use and can be accessed from any browser, and the desktop element which allows you to access your references off-line, has more advanced features and allows you to use the MS Word plug-in “cite while you write”. Mendeley desktop is installed on all the open access computer at Bangor University.

You can also download the Mendeley app to access and read your references via your mobile device.

2. Creating a Mendeley Account

1. Go to the Mendeley website: <https://www.mendeley.com/>.
2. Click on “Create a Free Account”.
3. Fill in the information fields.
4. When you first open Mendeley it will take you to the Newsfeed tab, this contains updates from people you have as contacts or groups you are a member of. Click on the Library tab to view your references.

3. Creating Folders in the Online Mendeley Library

1. Open your online Mendeley profile: <https://www.mendeley.com/>.
2. Click on Library at the top of the screen. This is where you store references online.
3. To Create Folders, click on Create Folder on the left of the screen, type in a folder name, and click the + button. You can also create subfolders.
4. You can drag and drop references from “all documents” into a folder. The reference will also remain in “all documents”, if you remove a reference from a folder, the reference can still be found under “all documents”.

4. Grab references into your online Mendeley Library using the Web Importer: “Save to Mendeley” button

The web importer allows you to grab a references from an online sources without having to add any data manually.

1. Navigate to <https://www.mendeley.com/import/>
2. Follow the instructions on the page to add the bookmarking tool depending on your favourite browser: IE, Firefox or Chrome.
3. Make sure your favourites bar is visible in your browser and you should now see a bookmark in your favourites bar which says “Save to Mendeley”.
4. When you have landed on an online source you want to reference, click on the bookmarklet and it will harvest the reference information straight into Mendeley.
5. You can use the “save to Mendeley” button from many different sources, such as Google Scholar, Worldcat, Google and other websites.

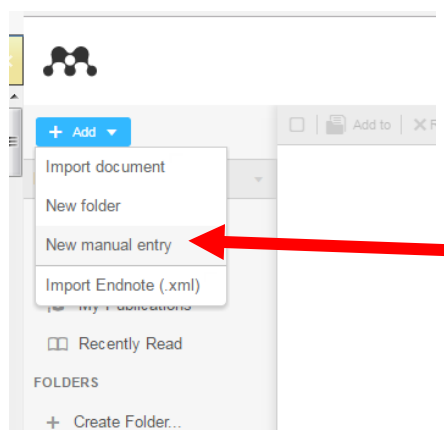
5. Adding PDF documents to your Online Mendeley Library

You can add saved PDFs into Mendeley and the reference details will be automatically harvested from the PDF.

1. You can either open the folder and drag and drop the PDF into the Mendeley window, or
2. Click on the “Add Files” button and navigate to the folder on your computer where the PDF is saved

6. Manually Creating Mendeley References in your Online Mendeley Library

1. If Mendeley cannot find details for a source when you click on Save to Mendeley, it will prompt you to fill in a set of fields, e.g.Type, Title, Authors, Abstract, etc.
2. Or to create a new manual reference directly in Mendeley Online click the drop down blue button Add on the top left and click on New Manual Entry.



7. Adding a reference from Mendeley's research catalog in Online Mendeley

When you add a reference to your library it is fed into the online research catalog, so there is now one of the world's largest open databases of research available in Mendeley that has all been crowd-sourced.

1. Navigate to <https://www.mendeley.com/research-papers/>
2. Type keywords into the search box
3. Click on "save reference" to save into your Mendeley Online Library

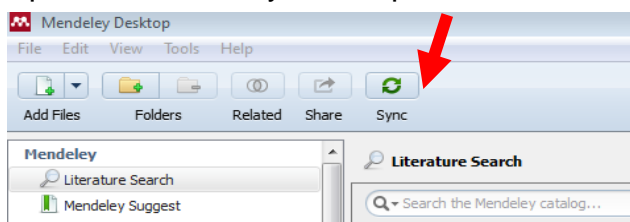
8. Downloading Mendeley Desktop

The Mendeley desktop element allows you to access your references off-line, has more advanced features and allows you to use the MS Word plug-in "cite while you write".

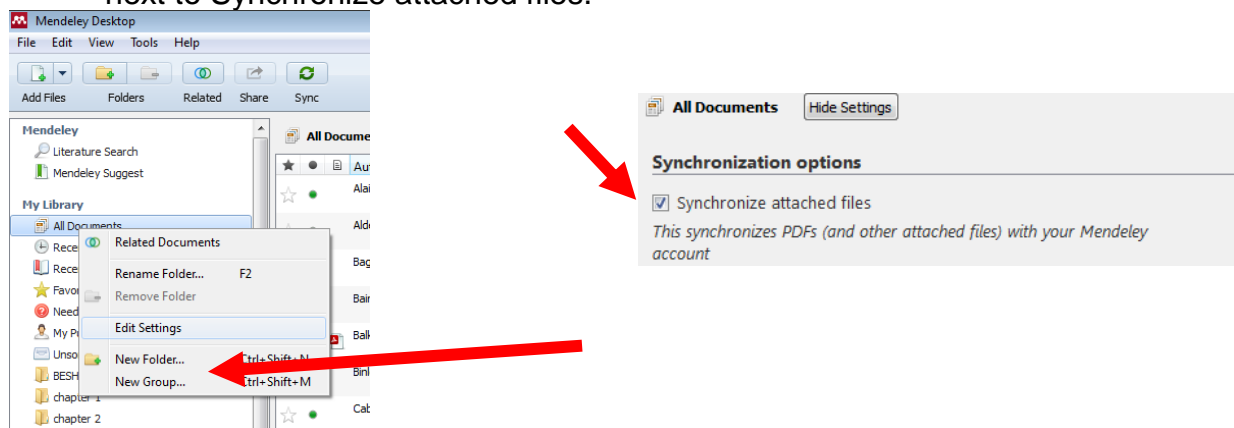
1. Navigate to: <https://www.mendeley.com/download-mendeley-desktop/>.
2. Click on Download Mendeley Desktop
3. Install the Mendeley Desktop file. Mendeley desktop is already available on all University open access computers.

9. Synchronising Online Mendeley & Mendeley Desktop

1. If you add new references to Mendeley Online whilst working, you can click the button labelled Sync at the top of the Mendeley Desktop screen, to ensure that they appear in Desktop.



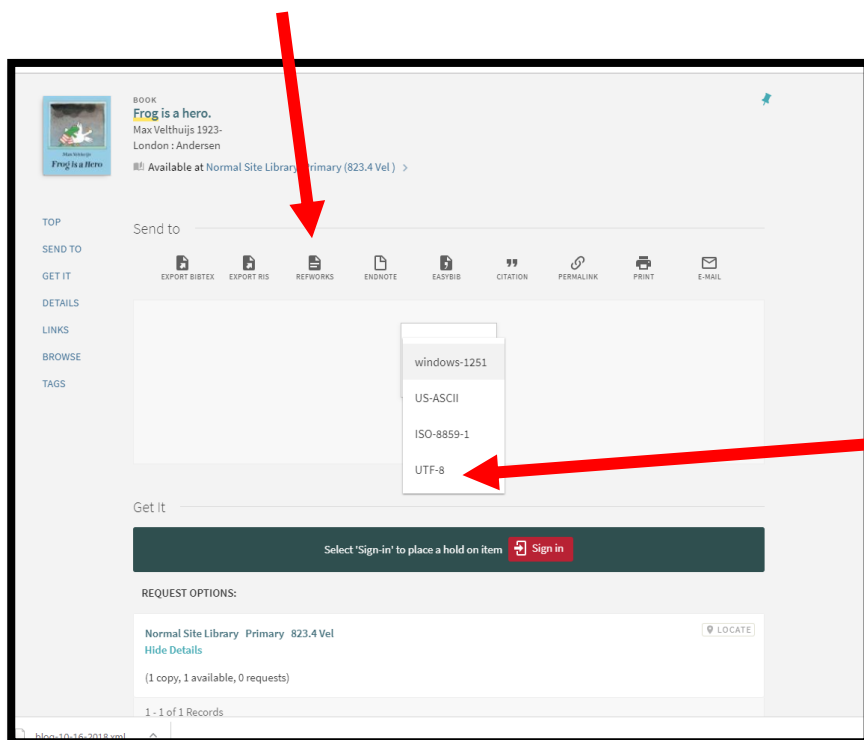
2. If you add PDFs to Mendeley Desktop whilst working, you can set Desktop to sync this information to Mendeley Online by going to Mendeley Desktop, using the right click with the mouse on the "All Documents" folder under My Library on the left, clicking on the Edit Settings button above the list of references, and ticking the box next to Synchronize attached files.



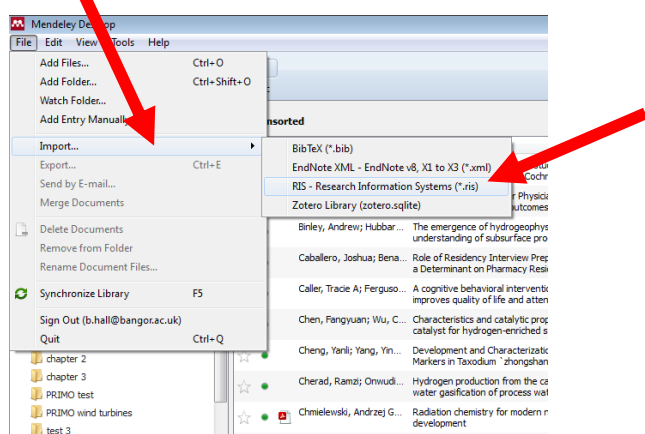
10. Importing references into Mendeley Desktop from Library Search

Unfortunately, the library catalogue doesn't currently save references directly to Mendeley, but you can save them and import them in.

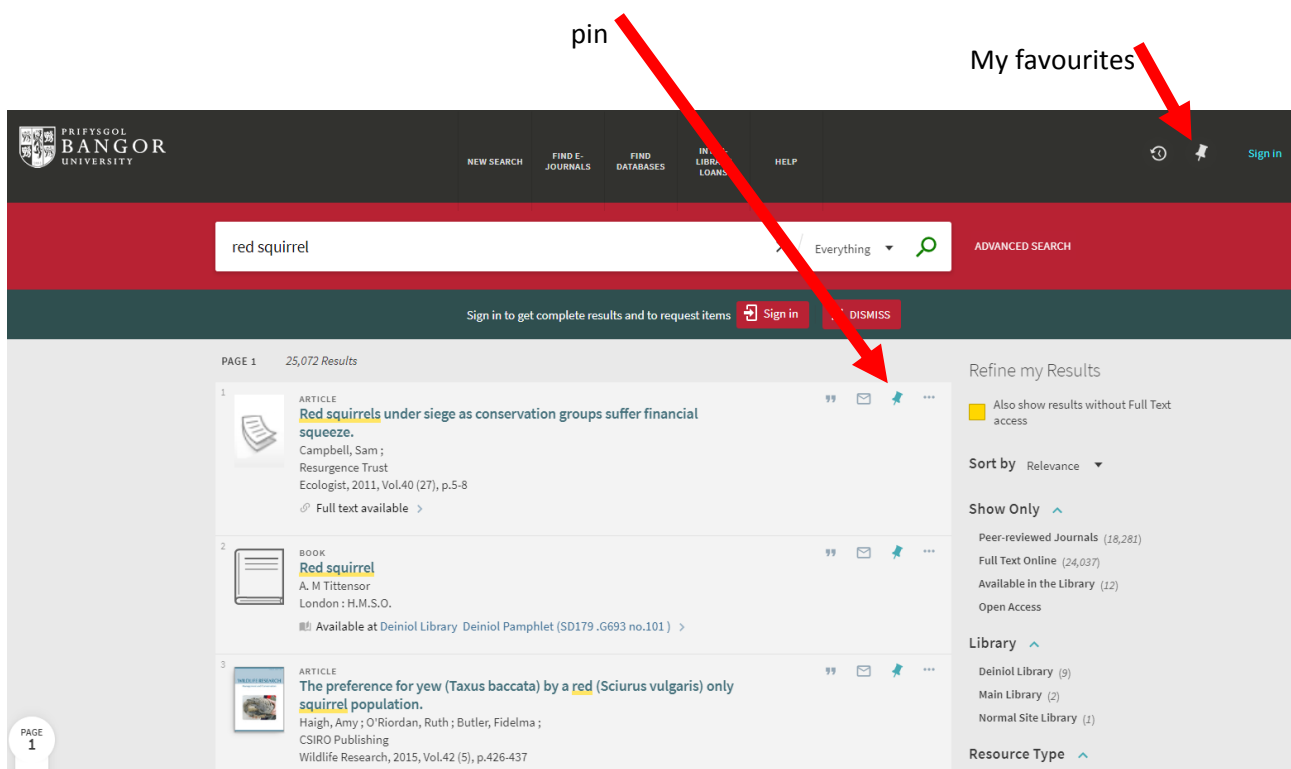
1. To save a single item, click on the item title, scroll down to the section "Send to", click Export RIS, on the prompt Encoding UTF-8 and click Ok



2. Open Mendeley Desktop, click on File, hover over Import, click on RIS, navigate to your Downloads file folder and click on the RIS file (order by Date Modified to find latest file, usually called "Primo_RIS_Export") to upload to Mendeley.



3. To save multiple items, click on the pin icon next to the articles to save them into "My Favourites", then navigate to My Favourites, select the items or the whole basket and choose export to RISPushTo, then follow step 2 above.



11. Importing references into Mendeley Desktop from online databases: Web of Science, ProQuest, Science Direct, Google Scholar

Please note that these instructions will allow you to import references only into Mendeley, not the full text. You may instead prefer to download individual PDFs and import them in (see section 5). We have provided instructions for Web of Science, ProQuest, Science Direct and Google Scholar as examples. For other databases look for a direct export to Mendeley option or follow similar steps to save the references and then import them into Mendeley

Web of Science

1. In Web of Science, select the references you want to export and choose "save to other file format"
2. When the window "send to file" opens, select file format: BibTeX and click "send" and then save the file. If this opens as a web window, right click and save the file.
3. Open Mendeley Desktop, click on File, hover over Import, click on BibTeX (*.bib), navigate to your file folder where you saved the BibTeX file and click on the file to upload to Mendeley.

WEB OF SCIENCE™

Search

Results: 297,379
(from Web of Science Core Collection)

You searched for: TOPIC:
(forest) ...More

Create Alert

Refine Results

Sort by: Publication Date -- newest to oldest

Select Page

1. **Design, synthesis and evaluation of new esters from shrub willow**
By: Wang, Kui; Jiang, Jianchu
INDUSTRIAL CROPS AND P

Find It Full Text from P

Save to EndNote online
Save to EndNote desktop
Save to ResearcherID - I wrote these
Save to InCites
Save to Other File Formats
Save to RefWorks

Add to Mark

Send to File

2 records selected

Record Content: Author, Title, Source, Abstract

File Format: BibTeX

Send Cancel

ProQuest

1. select the references you want to export and choose "Save"
2. Choose RIS (works with EndNote, Citavi etc.), choose "continue", and save the file into your documents.
3. Open Mendeley Desktop, click on File, hover over Import, click on RIS-Research Information Systems (*.ris), navigate to your file folder where you saved the RIS file and click on the file to upload to Mendeley.

ProQuest

Basic Search Advanced Search Publications Browse Databases (15)

cheese

Full text Peer reviewed

Modify search Recent searches Save search/alert

Related searches Cheese Cheese AND Milk Cheese AND Animals View all

397,160 Results Search within

Relevance Sort

Narrow results

Full text

Peer reviewed

Source type

Scholarly Journals (79,078)
Historical Newspapers (69,316)

1 G2: Shortcuts: Photography: OK, Mr President - say cheese, cheese, cheese
Meltzer, Tom. *The Guardian* [London (UK)] 30 Sep 2009: 2.
Abstract/Details Full text

2 Quick guide to cheese How to buy cheese, how to keep cheese, how to serve
Misch, Robert Jay. In *Garden City N. Y. Doubleday, 1972. 104 pp. Garden City N. Y. Double*
Details Find full text at Bangor University

3 Effect of calcium and water injection on structure-function relationships of
Pastorino, A. J.; Ricks, N. P.; Hansen, C. L.; McMahon, D. J.; National Library of Medicine. *Journal of dairy science* 86:1 (January 2003): 105

Cite Email Print Save

Save to My Research

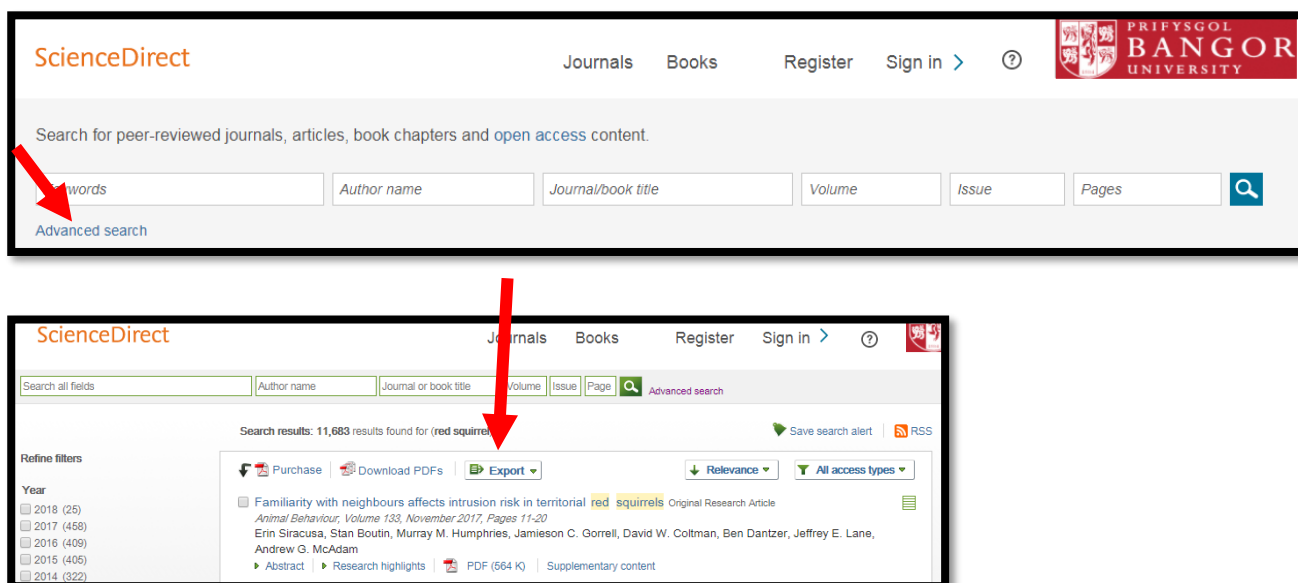
Export/Save
RefWorks
EasyBib
HTML
PDF
RIS (works with EndNote, Citavi, etc.)
RTF (works with Microsoft Word)
Text only
XLS (works with Microsoft Excel)

Science Direct

If you perform a Quick search in Science Direct, you will not be able to export a list of references into Mendeley, but you can download the PDFs and import them in (as in section 5) or click on individual papers and export them one by one.



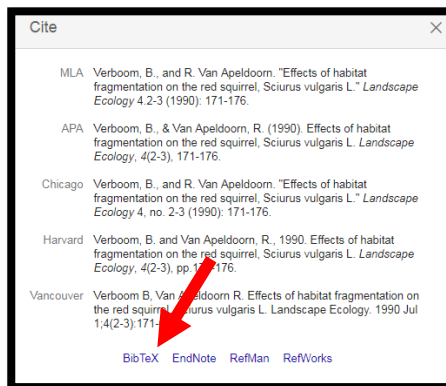
If you use the “Advanced Search” option to perform a search you will see the “Export” option where you can select a whole page of references to send to Mendeley.



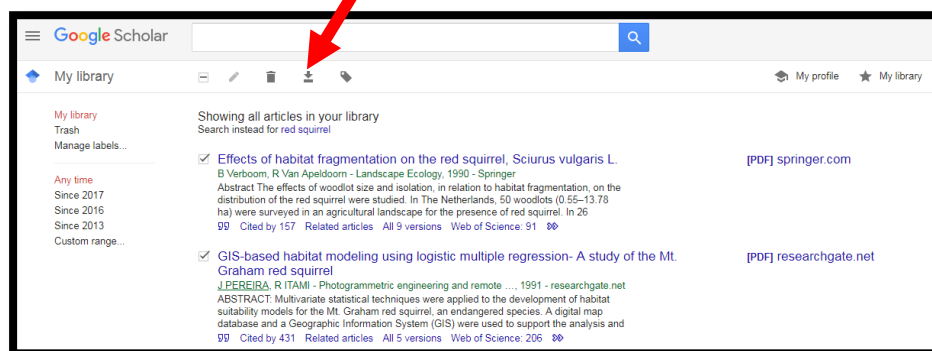
Google Scholar

1. You can save individual references from Google Scholar by clicking on the quotation mark, which opens a new window with the citation information. Choose to save the reference in the BibTeX format. Save the BibTeX file. If this opens as a web window, right click and save the file.
2. Then open Mendeley Desktop, click on File, hover over Import, click on BibTeX (*.bib), navigate to your file folder where you saved the BibTeX file and click on the file to upload to Mendeley.

Effects of habitat fragmentation on the red squirrel, *Sciurus vulgaris* L.
 B Verboom, R Van Apeldoorn - Landscape Ecology, 1990 - Springer
 Abstract The effects of woodlot size and isolation, in relation to habitat fragmentation, on the distribution of the red squirrel were studied. In The Netherlands, 50 woodlots (0.55–13.78 ha) were surveyed in an agricultural landscape for the presence of red squirrel. In 26
 ★ 99 Cited by 157 Related articles All 9 versions Web of Science: 91



- You can save multiple references by creating a Google account, then signing in and clicking on the star below each reference – this will save the references into “my library”. In Google Scholar navigate to “my library” and from there select the references you want to send to Mendeley, and click on the “export” button (down arrow) and choose BibTeX. And then follow the instructions in step 2 above.



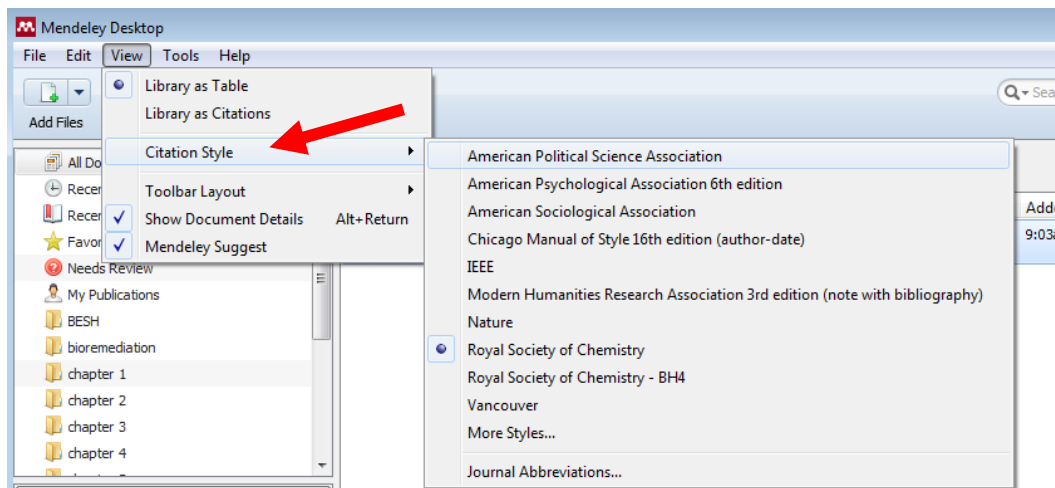
12. Importing references into Mendeley Desktop from another reference manager

The desktop version of Mendeley allows you to import files saved from EndNote, Reference Manager, Zotero or BibTeX.

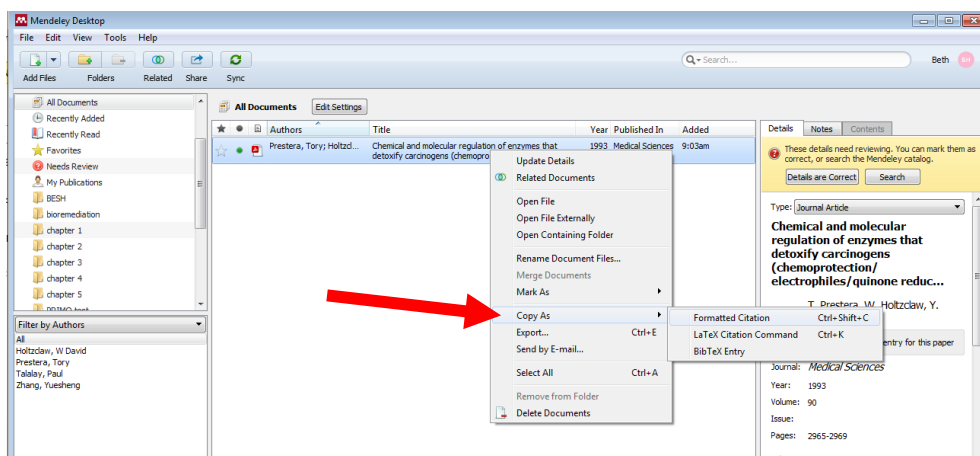
- In Mendeley Desktop, go to the File menu, then choose “Import” and select the appropriate option for your references.

13. Copying formatted references to add to your document

1. In Mendeley Desktop, go to View in the menu options, and choose Citation Style, this opens a new menu window where you can choose your citation style, if it's not in the list choose more styles and type in the name of the style you are looking for and click on "use this style", if it's not in that list, choose "Get More Styles" and type the name of the style you are looking for and click on "install", then go back to the installed tab and find the style and click on "use this style".

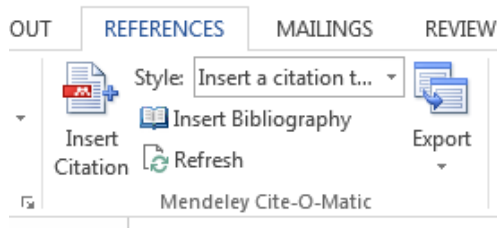


2. Choose the references you want to copy by clicking on them (to choose more than one reference hold down Control on the keyboard and click) then right click and choose "Copy As" "Formatted Citation" and then paste into your document.



14. Enabling Mendeley in Word 2016 “Mendeley Cite-o-Matic”

1. In Mendeley Desktop, go to “Tools”
2. Select “Install MS Word plugin”
3. Once fully installed, you should see the Mendeley Cite-O-Matic box in the References tab in Word.
4. This add-in does work in Microsoft Office 2016 for Windows 10 and for Macs

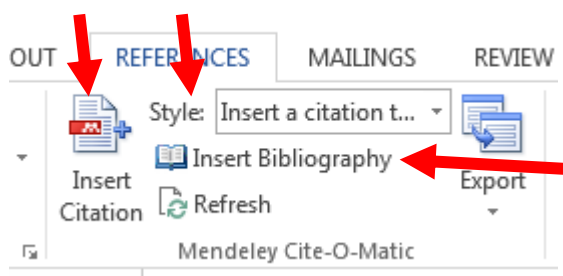


15. Inserting Citations & Bibliographies in Word

1. Open Word, click on the References tab, and look for Mendeley Cite-O-Matic functions (you may need to click on a security warning message first, do click on button “enable content”, do not just close the message)

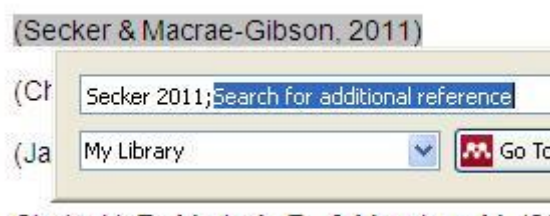


2. When you need to insert a reference, click on Insert Citation
3. When you want to create the bibliography, click the drop down menu labelled “Style” to choose a referencing style, and click Insert Bibliography.



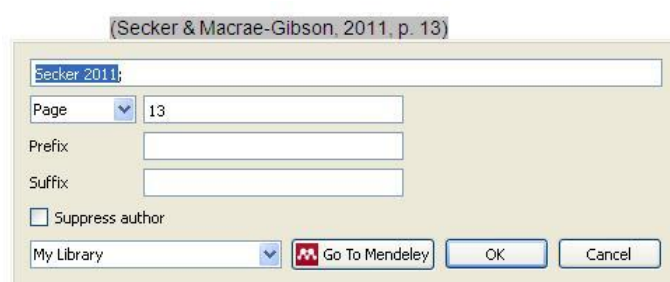
16. Editing in-text citations

1. In Word, highlight the citation you wish to change
2. The Insert Citation button will now change to Edit Citation
3. The usual search box will appear, but this time click on the citation within the search box - in the example below I would click on the author's name Secker



4. You will now see various options e.g. add page numbers, or a suffix etc
5. Add the information you require, or if you need to remove the author name so that the citation just has the year, click on the box labelled "Supress author"

N.B. If adding page numbers, just add the actual number - the automatic styling will then add e.g. p. or pp. as appropriate for the style. If e.g. p. does not appear, then this means it is not required by the individual style



17. Sharing references

You can set up, or join, a Group in Mendeley where you can work collaboratively on a joint project, there are 3 types of group:

1. Private – you can share references and full text PDFs and notes
2. Invite only – only invited members can join and share references (but not full-text PDFs)
3. Public – anyone can join and share

With a free account, you can create one private or invite-only group, with a maximum of 3 members.

18. Removing Duplicates in Mendeley Desktop

Mendeley should automatically remove duplicates, however some duplicate references will have minor differences, to remove them:

1. In Mendeley Desktop, select a folder to check for duplicates, or choose “all documents”
2. Then click on Tools and “check for duplicates”
3. Sets of duplicates are shown and you can click to merge the entries to keep one copy in your library

19. Before you finalise your work

Before you finalise your work, we recommend that you check your references, using Mendeley is a nice time-saver but the reference information automatically generated from the databases is sometimes incorrect, so double check before finalising your work.

20. Mendeley app for iOS devices (iPad, iPhone)

The Mendeley app for iOS devices allows you to read and annotate your papers on your iPad, iPhone, or other iOS device. It is a companion app to Mendeley Desktop. You will need the Mendeley Desktop tool to create reference lists and add them to your MS Word documents.

21. More help

See the Mendeley help guides available at: <https://community.mendeley.com/guides>
Or contact the Academic Support team at the Library and Archives Service for more help, email: libsupport@bangor.ac.uk