Mendeley Reference Manager

A guide for new users
March 2020
Simplify your research workflow

Considerable time and effort can be spent building and organizing your reference library, finding your references and notes when you need them and formatting citations correctly. The new Mendeley Reference Manager helps simplify these tasks, leaving you time to focus on achieving your 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 online at mendeley.com/reference-manager
Navigate Mendeley Reference Manager

1. Add new - Add new references to your library
2. All References - Return to your library
3. Smart Collections - Mendeley Reference Manager automatically organizes aspects of your library into smart collections
4. Custom Collections - Keep your references organized in custom collections
5. Private Groups - The private groups you have created or joined
6. Public Groups - The public groups you have created or joined
7. Search - Search your library
8. Library table - All of the references in your selected collection or group
9. Action panel - Select the check box next to a reference in the library table to bring up the action panel
10. Info panel - Select a reference in the library table to view the metadata in the info panel
11. Library - Return to the main library view
12. Notebook - Keep all your thoughts in one place
13. Sync - Mendeley Reference Manager automatically syncs any changes you make to the cloud
14. Profile - Access your online profile page, access support 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 from your computer
   Mendeley automatically captures author, title and publisher information.

B. Import files from your computer
   - Select and add locally stored references.
   - Import locally stored RIS, BibTex or EndNote XML files.

C. Manually create an entry
   If you enter the DOI into the appropriate field Mendeley automatically looks up the details for you.

D. Import content from the Internet using Mendeley Web Importer
   Get Mendeley Web Importer from the Chrome Web Store or the Firefox Add-Ons Store
   Mendeley Web Importer detects article identifiers on the page you are viewing and automatically retrieves metadata and PDF full texts (where available) for you to add to your library.

> Find out more about adding references to your Mendeley library in our Help Guides
Insert citations into your Microsoft® Word document

Add citations and bibliographies to a Microsoft Word document you’re writing.

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

A. Find and insert individual or multiple references into your document
   Search for references in your Mendeley library and insert them into your document with a single click. You can do this for individual or multiple references.

B. Generate a bibliography
   Generate a bibliography from the references you’ve cited.

C. Choose your preferred citation style
   Select from thousands of different citation styles. Search and select your preferred style to automatically update your references and bibliography.

D. Cite seamlessly
   Have your Mendeley library and Microsoft Word document open side by side. You can also use Mendeley Cite without Mendeley Reference Manager being open or even installed.

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 online version of Mendeley.

> Find out more about syncing in our Help Guides
Organize and find references in your Mendeley library

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:

A. **Annotate PDFs**
   Record your thoughts as you read PDFs by creating a sticky note.

B. **Highlight text**
   Highlight key pieces of text so you can find them later. Differentiate your highlights with different colors.

C. **Work on multiple PDFs**
   Have multiple PDFs open at once and easily switch between them thanks to Mendeley’s multi-tab format.

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.

> Find out more about annotating your PDFs in our Help Guides
Implications of climate change on landslide hazard in Central Italy.\footnote{Houborg et al. (2002)}

Landslides in a changing climate.

Evaluation of the effects of climate changes on landslide activity.

Influence of climate on slope stability and landslide hazard.

The model predicts the changes in slope stability and landslide hazard in Central Italy due to the impacts of climate change. The model uses a combination of statistical and deterministic methods to simulate the effects of climate change on the stability of slopes and the occurrence of landslides.

The model considers the following factors to predict the changes in slope stability and landslide hazard:

1. Changes in temperature and precipitation: The model considers the changes in temperature and precipitation due to climate change to predict the changes in slope stability and landslide hazard.
2. Changes in vegetation: The model considers the changes in vegetation due to climate change to predict the changes in slope stability and landslide hazard.
3. Changes in soil moisture: The model considers the changes in soil moisture due to climate change to predict the changes in slope stability and landslide hazard.
4. Changes in land use: The model considers the changes in land use due to climate change to predict the changes in slope stability and landslide hazard.

The model predicts that climate change will increase the risk of landslides in Central Italy. The model also predicts that the risk of landslides will be concentrated in certain areas, such as areas with steep slopes and areas with poor soil conditions.

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

> 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.

Access your Public and Private Groups in Mendeley Reference Manager:

A. Private Groups

Share documents and references with small teams. You have to be invited to these groups and they allow you to share PDFs and collaborate using shared annotations.

B. Public Groups

There are two types of public groups in Mendeley Reference Manager: open public groups and invite-only public groups.

Open public groups can be joined by anyone with a Mendeley account, whereas you must be invited to join an invite-only group.

Both public group types can be used to share references with other members of the group. Neither allow the sharing of PDFs.

> Find out more about sharing references in our Help Guides
Next steps

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

- Email
- Chat
- Mendeley Support Twitter
- Facebook

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

- Team Mendeley Twitter
- Facebook
- LinkedIn
- 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.