

Getting started with Mendeley

Learning Skills Hub

Accessing Mendeley

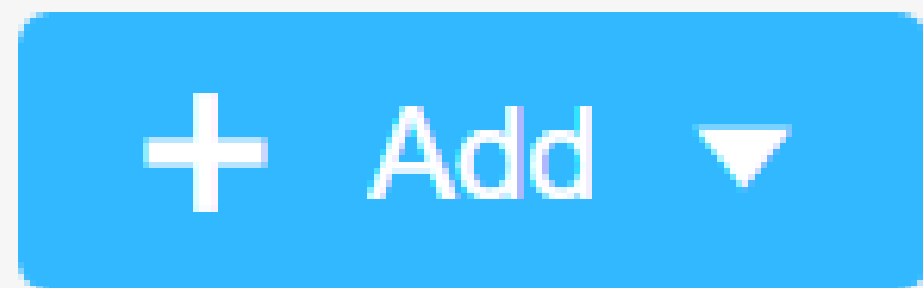
How you access Mendeley depends on what you want to do with it:

- Go to <https://www.mendeley.com/> to create your account. Make sure you use an email address that you will keep beyond your time at university. The online version allows you to store PDF documents, share them with others and annotate them.
- Once you have an account, there is an app available - access your library of PDFs on your phone or tablet.
- Download the desktop version if you want to be able to create citations and reference lists (a plugin for Word is also available - desktop Mendeley is needed for this to work).



Adding articles

Mendeley works best when you already have the PDF of an article you want to add:



- You can download a browser extension which will do this with a couple of clicks if you have a PDF open.
- You can add PDFs directly on the web (add) and desktop (add files) versions.
- If you have the app on your device, you should be able to add articles from the share button.

Always synchronise your libraries between different devices, to make sure all your articles are available.

+ Add ▼

Import document

New folder

New manual entry

Import Endnote (.xml)

Import RIS (.ris)

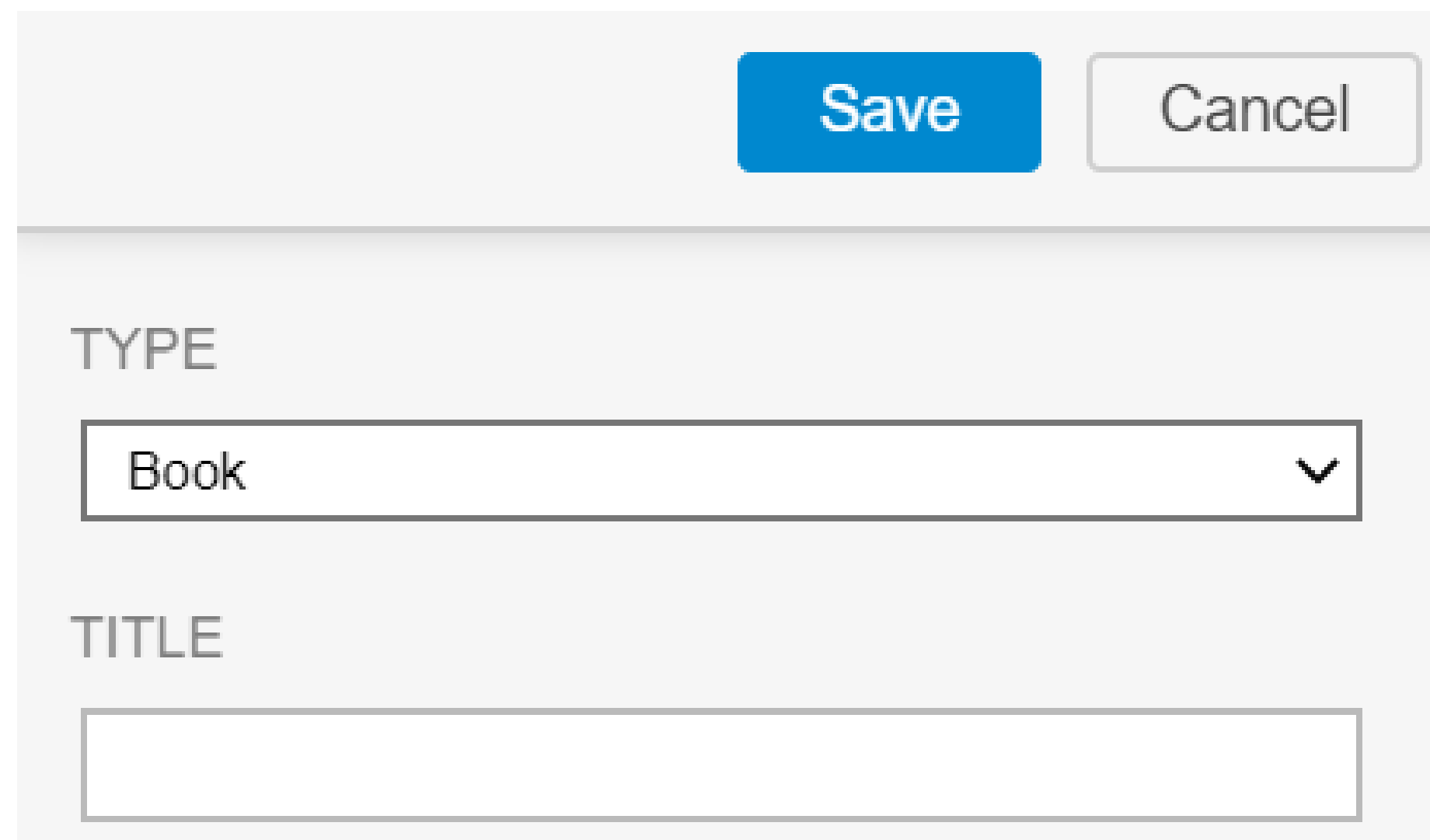
Import BibTeX (.bib)

Adding references from databases

You generally can't send lists of citations from databases straight to Mendeley, but you can export a file and import it to Mendeley. We would recommend an **RIS file** as the best option to do this - most databases will allow you to export in this format.

Adding references manually

If you have books or other references which you can't import automatically, you can enter the details manually. There are options for this in the web, desktop and app versions of Mendeley. This screenshot is from the web version.



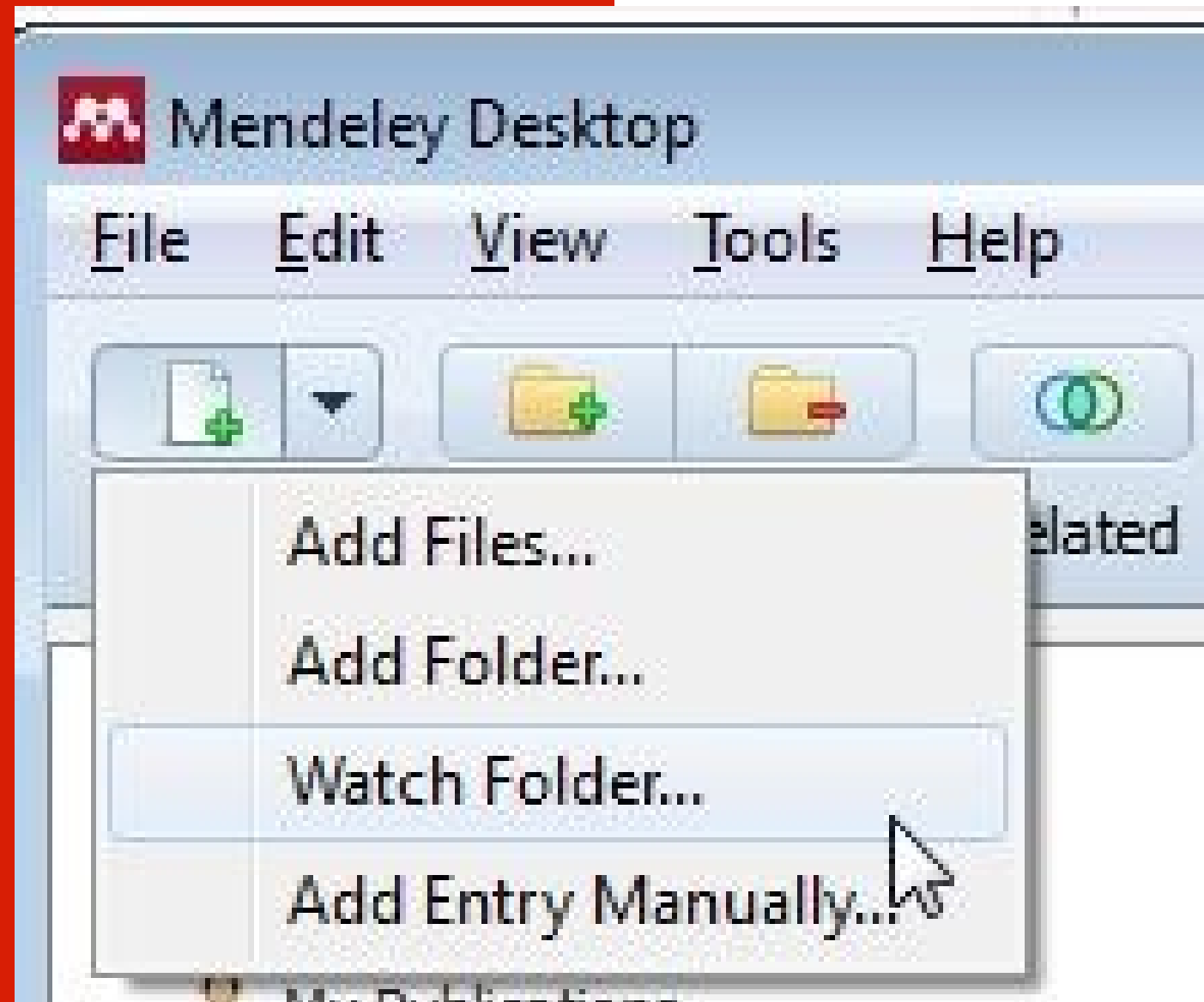
The screenshot shows a form for adding a reference manually. At the top right, there are two buttons: a blue "Save" button and a grey "Cancel" button. Below the buttons, the form is divided into two sections. The first section is labeled "TYPE" and contains a dropdown menu with "Book" selected and a downward arrow. The second section is labeled "TITLE" and contains an empty text input field.

Viewing citations and creating reference lists

If you want to view the citations for your articles or create a reference list, you will need the desktop version of Mendeley, which will work best in conjunction with a citation plugin for your word processor. If you use computers where you cannot download your own software, then this becomes rather tricky, so you may need to choose a fully web-based reference manager instead.

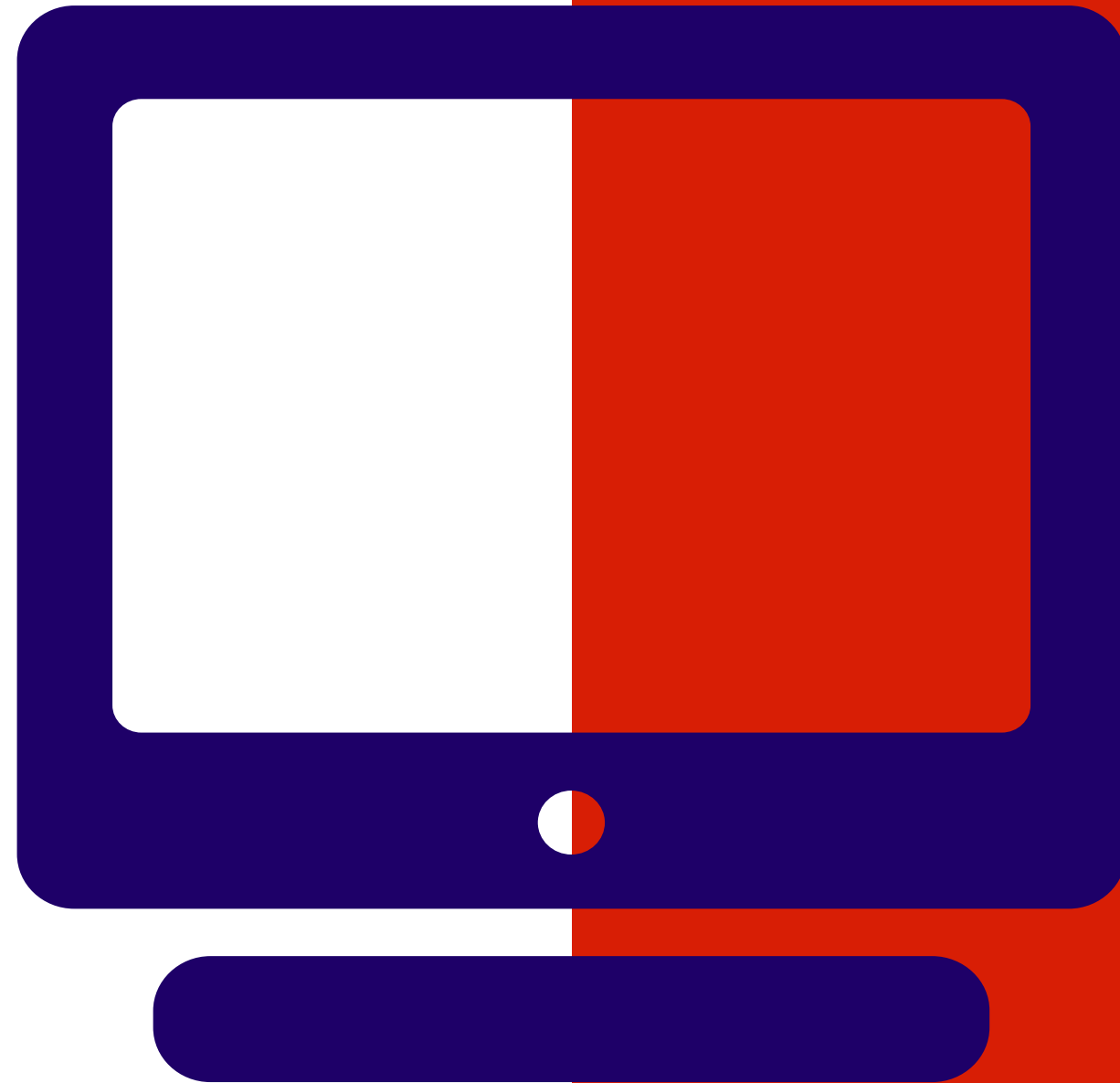
“ ”

Organising your references



The web, desktop and app versions of Mendeley all allow you to create folders. These could be for different topics, assignments or publications. This helps you keep track of your reading and is highly recommended!

Remember to synch your library whenever you open it, to ensure all your devices have the same contents, organised in the same way.



More information

[CCCU library Mendeley guide](#)
[\(updated November 2019\)](#).