Getting Started with Mendeley

Are you tired of the manual work of citations? Mendeley takes the drudgery out of creating citations. It is also a handy place to store and organize your sources.

Although Mendeley works with a variety of formats, it is particularly useful with articles in PDF format.

Getting Started

To get started go to the Mendeley website and sign up for a free account. Then download the Mendeley Reference Manger. You can work with your sources on the Mendeley website but more options are available on the Mendeley Reference Manager.

The Reference Manager will sync your sources with the Mendeley cloud.

The Reference Manager Interface

The large middle pane is a list of everything that you save to it. You can sort this list by clicking on a heading at the top of the column (e.g. author or date). The left pane contains folders that organize your lists.

You can search your files from the search box at the top of the list.

Clicking on a source will bring up details such as the title of the work, the date, and the volume and issue number of an article. Make sure these details are accurate. If they contain an error, it will appear in your reference list.

Adding Sources to the Reference Manager

Add PDFs from your computer by clicking on "add new" in the top left corner. The data needed for citing will be automatically extracted. There is also an option for manually adding non-PDF sources such as books too.
If you want to add webpages to Mendeley, first add the Mendeley extension to your browser. To find it, click on "Install Mendeley Web Importer" (under "tools" in the Mendeley menu). The extension will appear in the top right corner of your browser and stay there.

Reading and Annotating

Do you have articles saved in various places on your computer? The Mendeley desktop bring them together for reading and annotating. Click on "read" (in the middle of the citation details pane) to read and annotate an article. The annotating tools are at the top of your article. You can highlight and add sticky notes.

Citing

In the menu under "tools," you will see "Install Mendeley Cite for Microsoft Word." Mendeley's citing options will then appear in the menu of Word. If you have a Mac computer, you need the latest iOS. You also need Word 2016 or Word 365.
In Word, click on "References" to find the Mendeley Cite. You can insert citations and a reference list from here. Click on "citation settings" to choose your citation style.
Next, search for your citations to add as you write.

When you finish writing, click on the 3 dots for the option to insert the bibliography. Magic! It's done. Just proofread for possible errors.

For more detailed instructions on using the plug-in, see our video in the tutorial list.

If you have any questions or need help with Mendeley, contact libcitations@wlu.ca.