Getting Started with Mendeley

So you are looking for a tool that will create citations and bibliographies. Mendeley is a popular choice for students and faculty. Although it works with a variety of formats, it is particularly useful with articles.

To get started go to the Mendeley website and sign up for a free account. Your library holds everything that you save to it. You can read and annotate your articles from the website.

The Mendeley Desktop

But the real power of Mendeley is the desktop application. Download it from the welcome page. You can add it to more than one computer. And they will all sync with the website.

The desktop has three panes. The large middle one is a list of everything you save to it. The right pane contains the citation details for each resource. The left pane includes folders that organize your lists. You can also organize by adding tags. And you can search your Mendeley library in a variety of ways.

Adding Articles and Books

We'll start with adding articles and books. To add articles, first save them to your computer. Next, click on "add," and then "add files" or even entire folders. Navigate to where you've saved your articles. Mendeley automatically populates the citation details which is incredibly time saving. Check them for accuracy though, because sometimes errors can slip in. To add books, add the entry manually.

Reading and Annotating

Do you have articles saved in various places on your computer? The Mendeley desktop bring them together for reading and annotating. Double click on an article to read it. It opens in a new tab. The annotating tools are at the top of the screen.

Adding Websites

What about websites? You can add their citation details to Mendeley. To do so, first, add the web importer to your browser. Click on the browser extension and save your website details to one of your Mendeley folders

Citing: Method A

There are two different ways you can use Mendeley to cite. The first involves manually creating in-text citations and then copying and pasting the reference list from Mendeley. To do this, pick your style guide. Next, click on authors, to organize your list alphabetically by author. Now, select your sources, right click, and choose "copy as formatted citation." Then simply paste your reference list.

Citing: Method B

The second method automates the citations as well the reference list. Click on "tools" to install or uninstall the Word plugin. In Word, click on "References" to find the Mendeley options. You can insert citations and a reference list from here. For more detailed instructions on using the plugin, see our video in the tutorial list.

 If you have any questions, just ask up at library.wlu.ca/help/askus