University of Diyala
College of Medicine
Department of Physiology

Basics Uses of the Mendeley Citation Manager

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Introduction to Mendeley

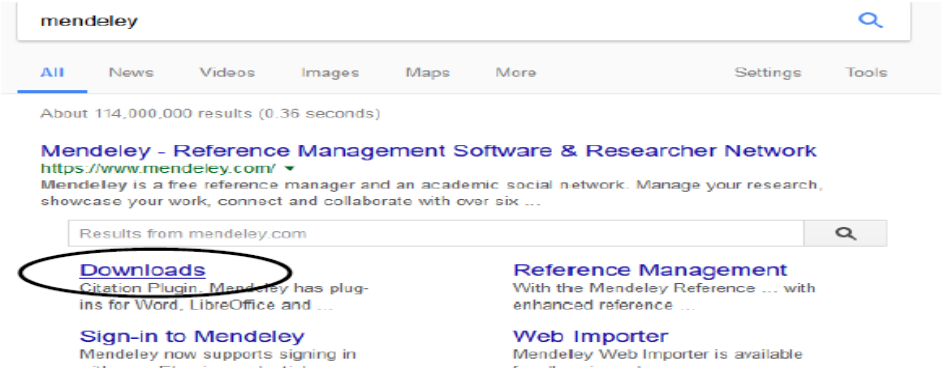
Mendeley is a free reference manager that helps you to keep references and literature for your research organized. With Mendeley, you can:

- Create and manage citations of books, articles, and more.
- Import citations from online resources and publisher's websites.
- Collaborate with other researchers online.
- Highlight and annotate papers and share those notes with others.

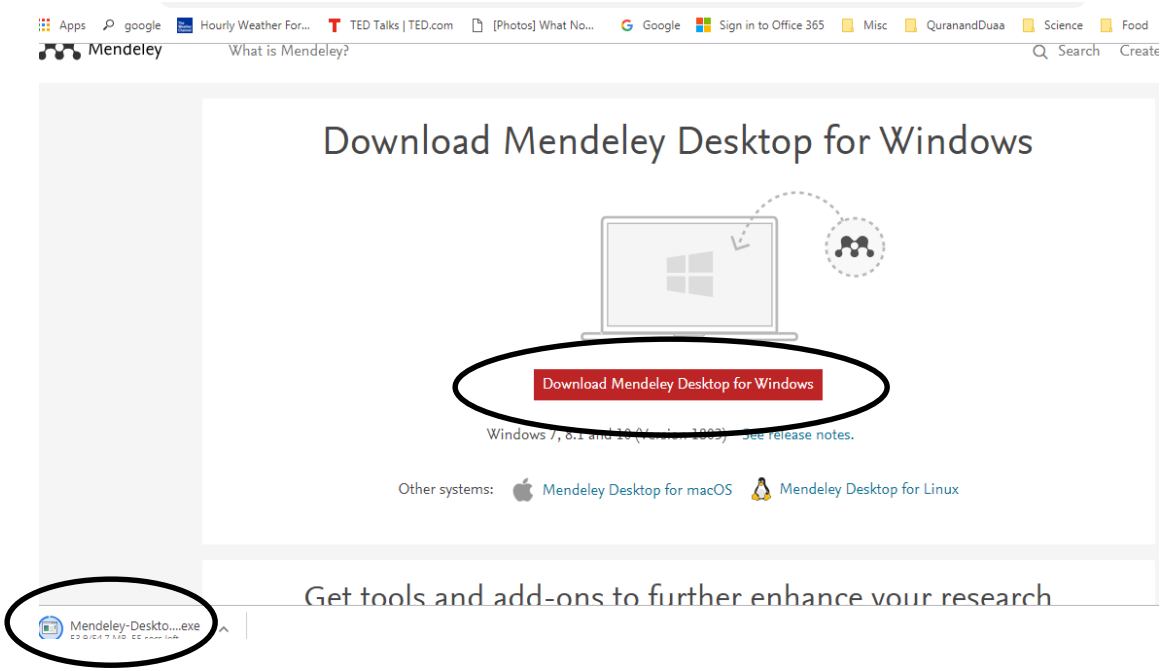
2GB of online storage is available for free

Downloading/Installing Mendeley

1. Type “Mendeley” onto google and click on the “download” hyperlink.

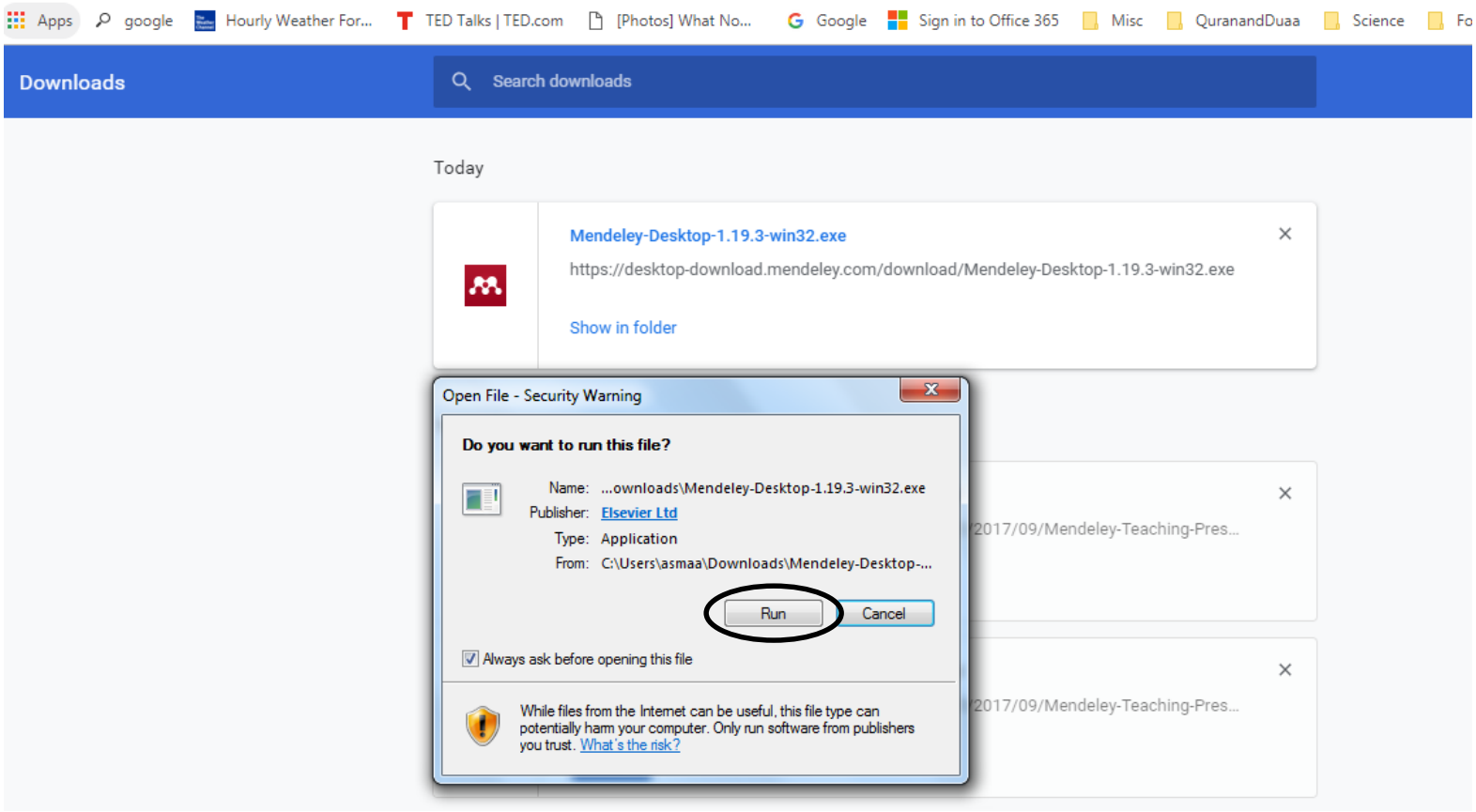


2. Click “download Mendeley desktop” .



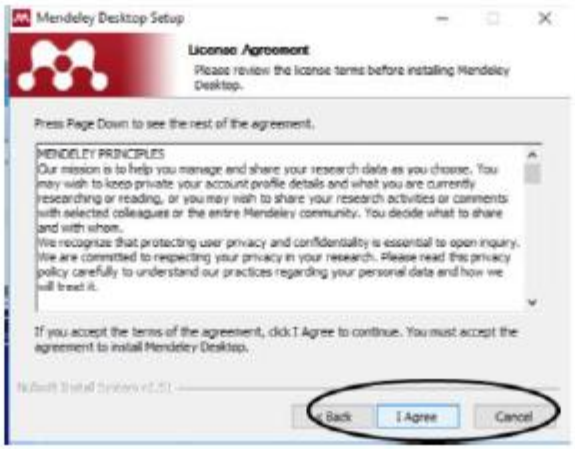
Downloading/Installing Mendeley

4. Go to the top right-hand corner of your browser and click on the download button. This opens a list of applications that you have downloaded from the internet. Click on the "Mendeley-Desktop-1.19.3-win32.exe". Then click "Run" button .



Downloading/Installing Mendeley

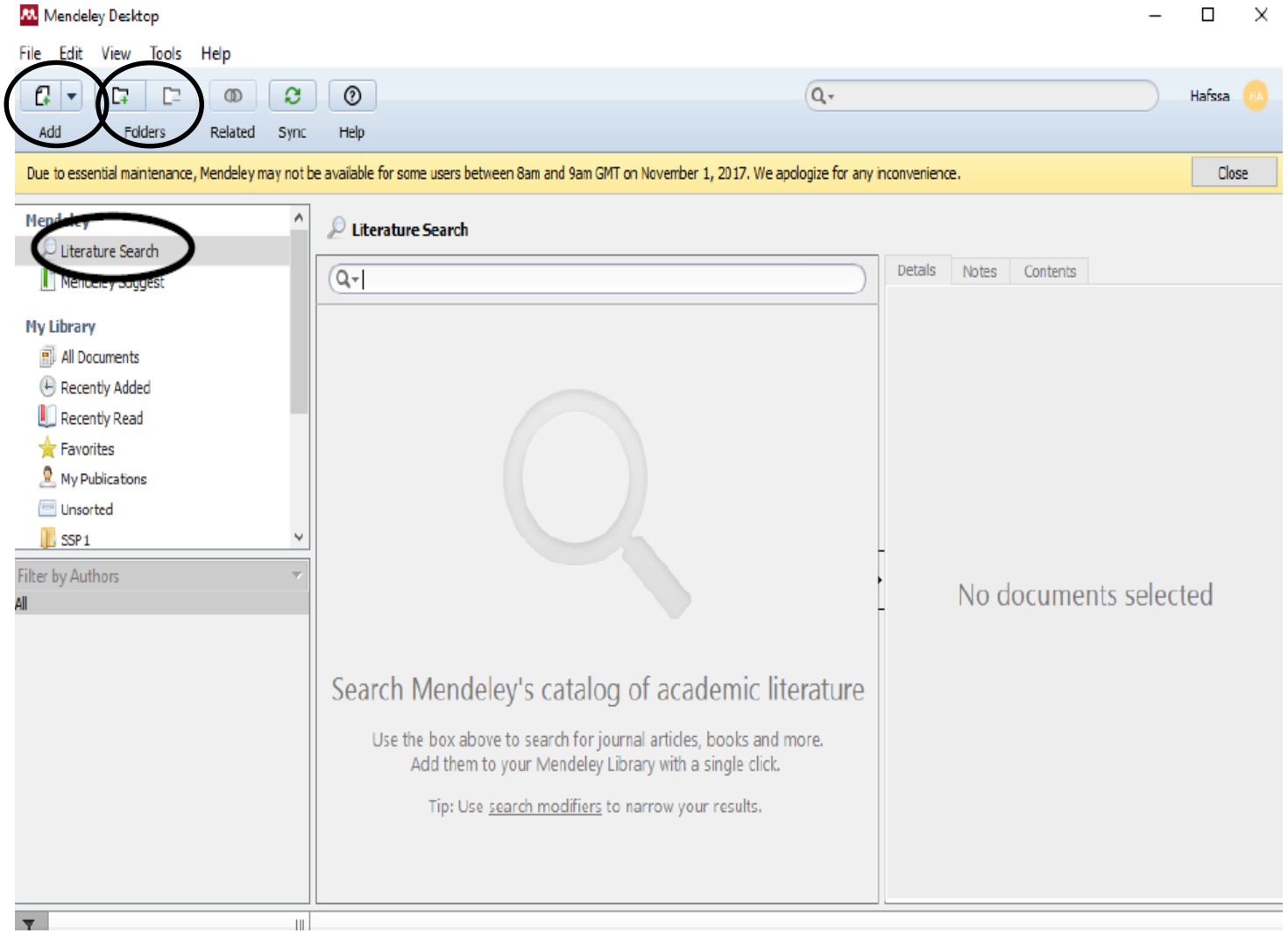
5. A pop-up appears on the monitor. Click “yes” which will lead to a Wizard Setup to also come up. If you follow the instructions, it will eventually allow you to install the application.



6. Once you have it installed, you will have to sign up to get started (Create your account using your mail address ***(I recommend to use your official email like diyala.edu***). Make a note of your username and password !

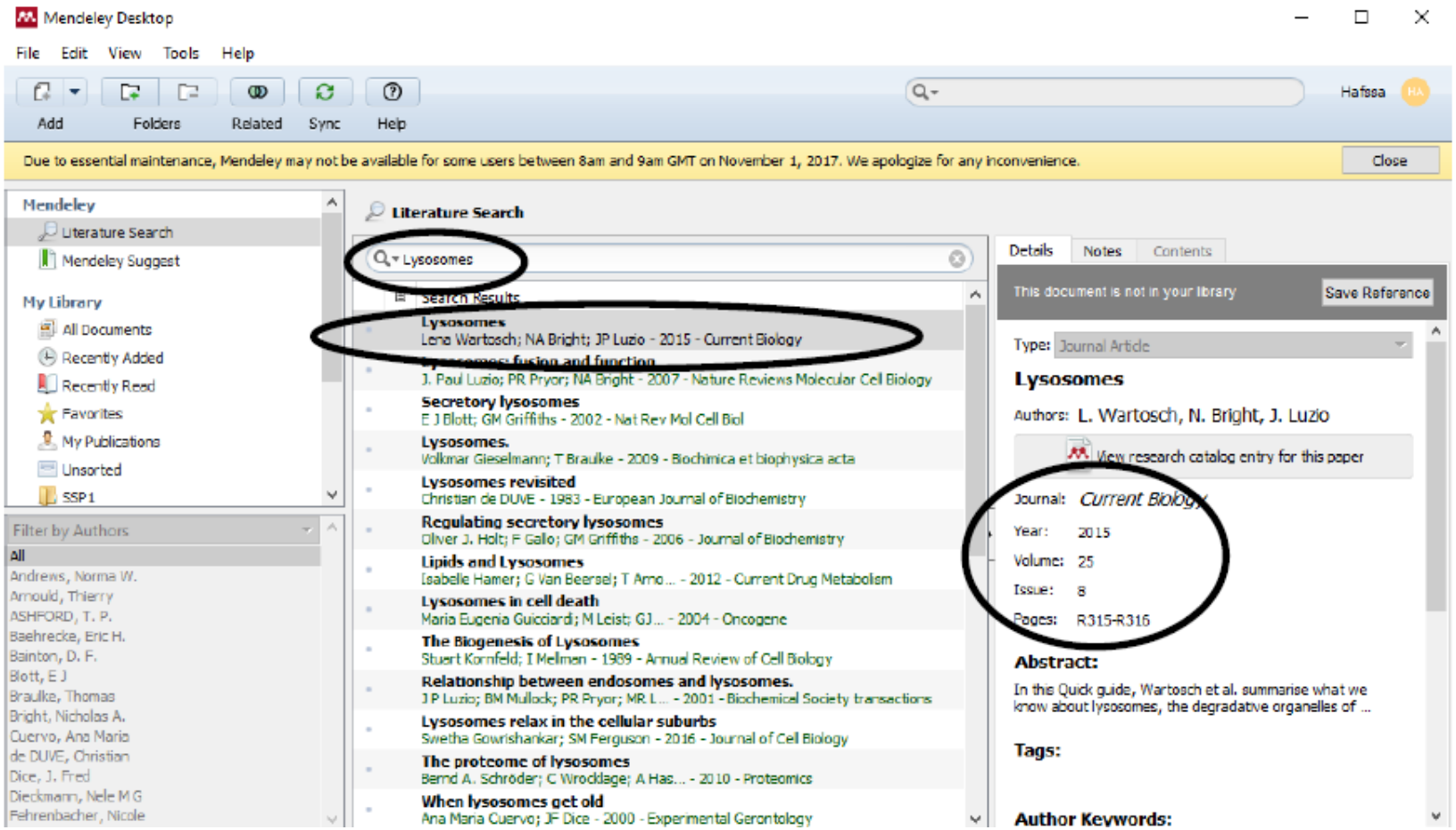
How Mendeley looks like when you open it?

- You can create folders by clicking “Folders” button and add whatever documents you want using “Add” button.



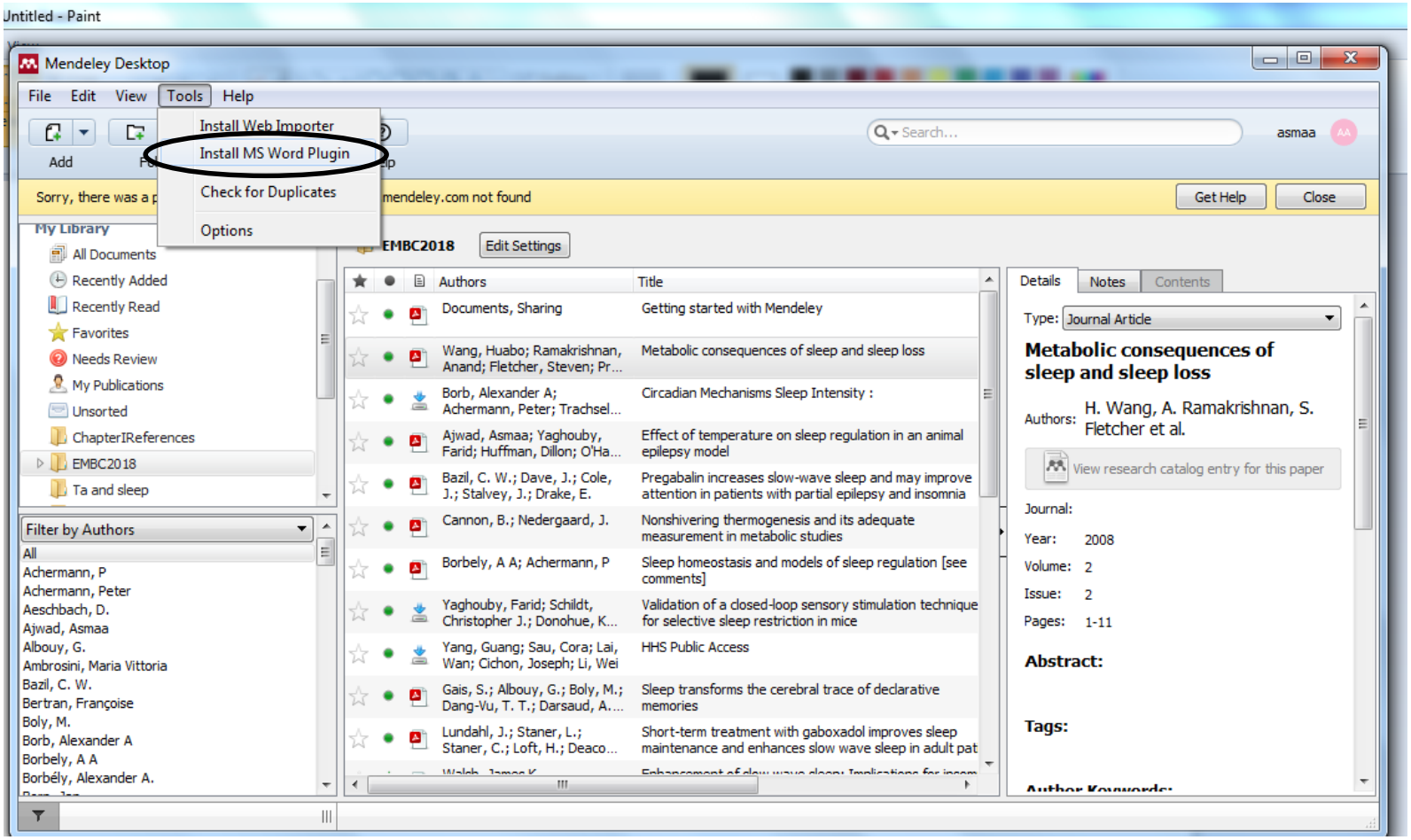
Literature Search

The “literature search” allows you to find some pieces of literature and gives you the relevant pieces of information about the piece , e.g., if you enter the term “lysosome”:



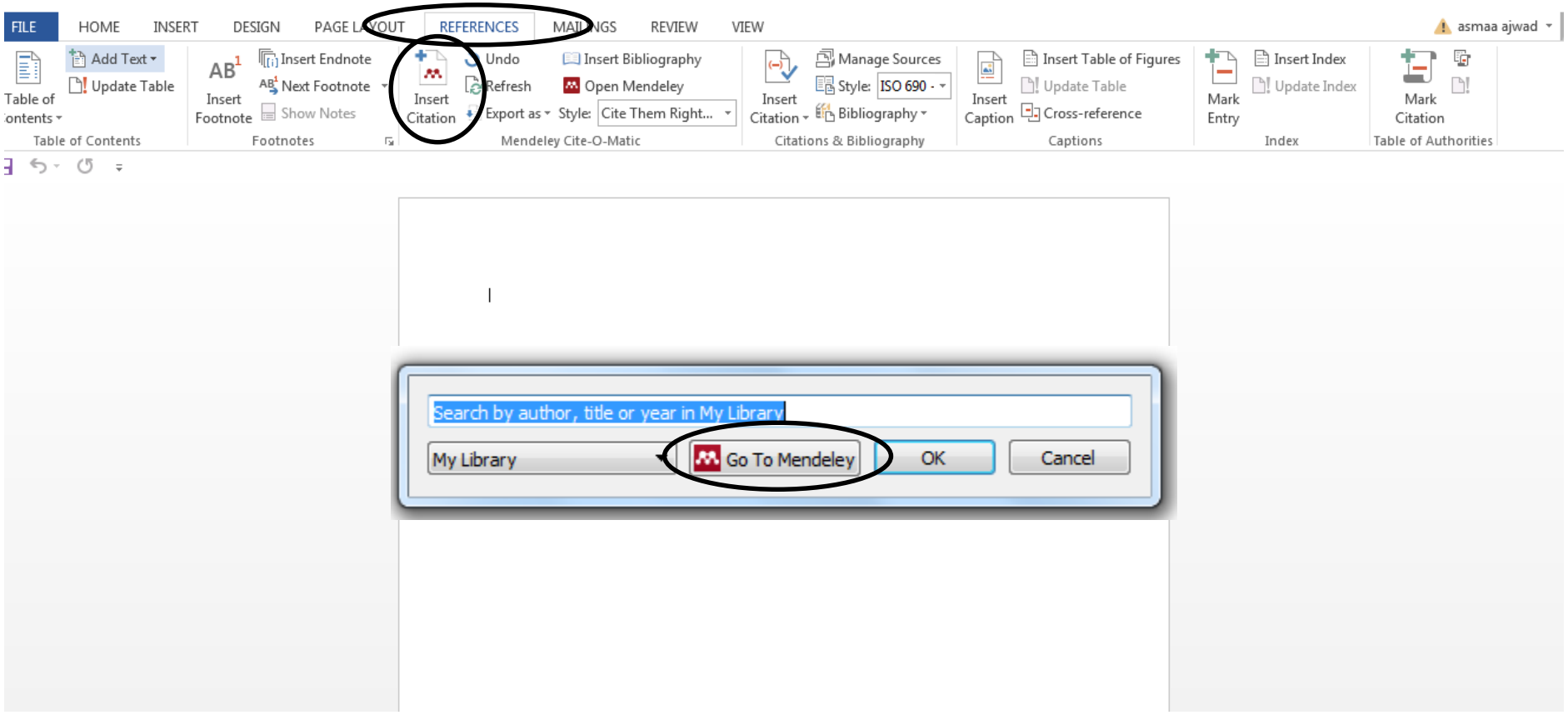
How to Cite using Mendeley ?

Click on “tools” on the top left-hand corner of the application and select the option “install MS word Plugin”. This would activate the insert citation button on Word.



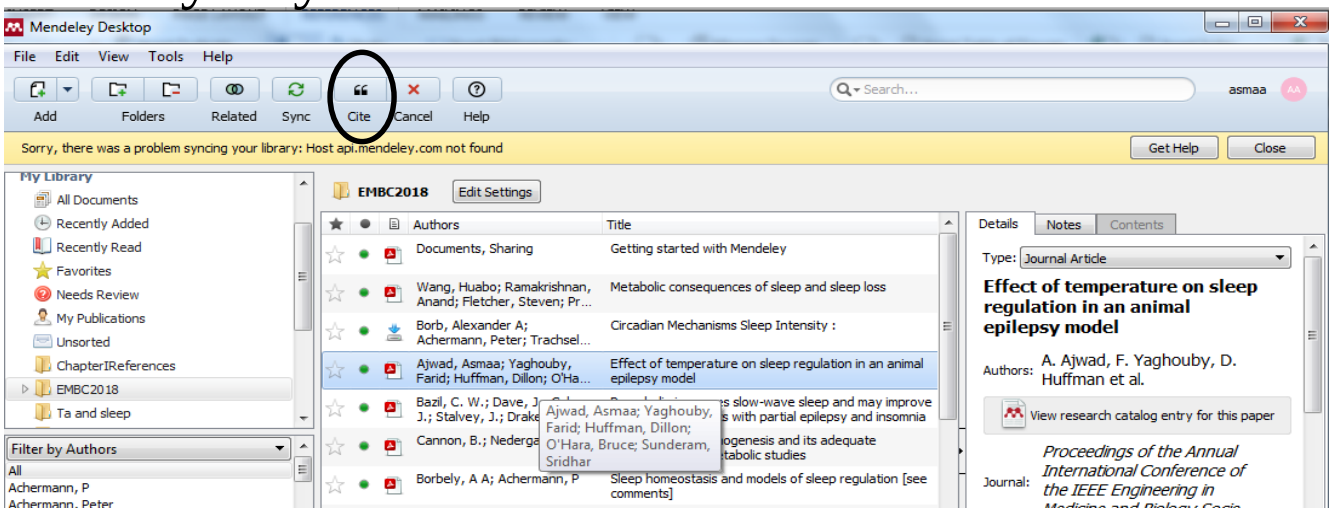
How to Cite using Mendeley ?

Open your document on Word. I am using a blank document as an example – on the toolbar, click on “REFERENCES” → “ Insert Citation”. A pop up will show up. Click on “Go to Mendeley” . This will take you to your library you have created on Mendeley.

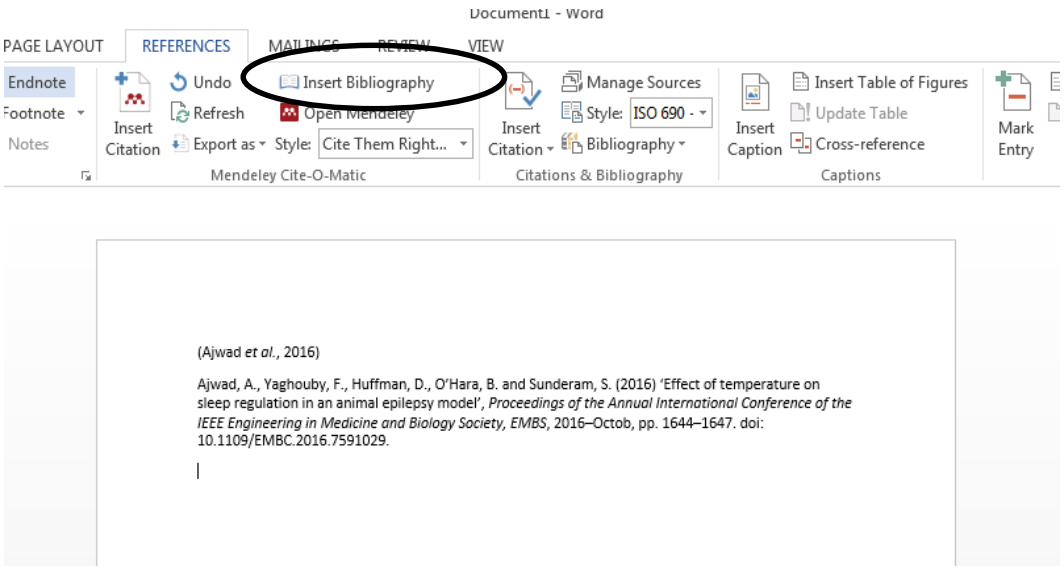


How to Cite using Mendeley ?

Select the document you want to cite and click “Cite” – this will transfer the citation directly to your word document.

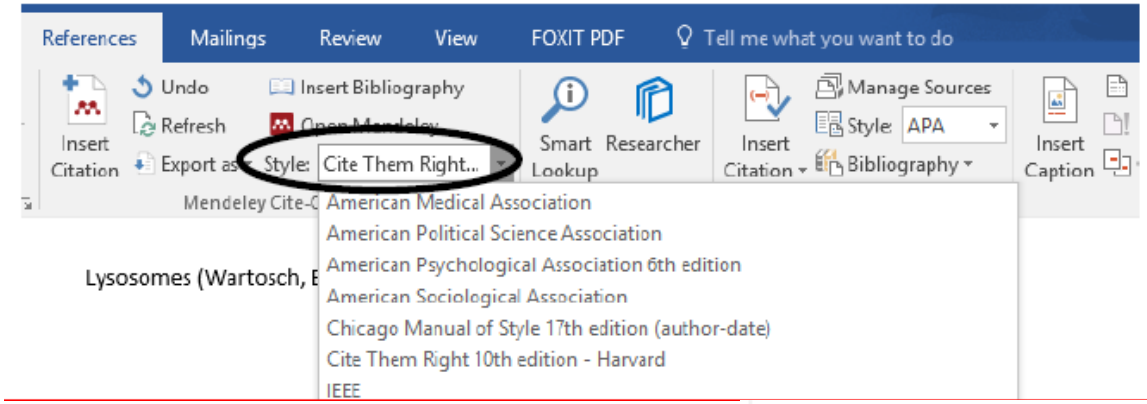


Once you have completed your work on the documents, you can insert a bibliography simply by clicking “insert bibliography” under “references” on the toolbar.

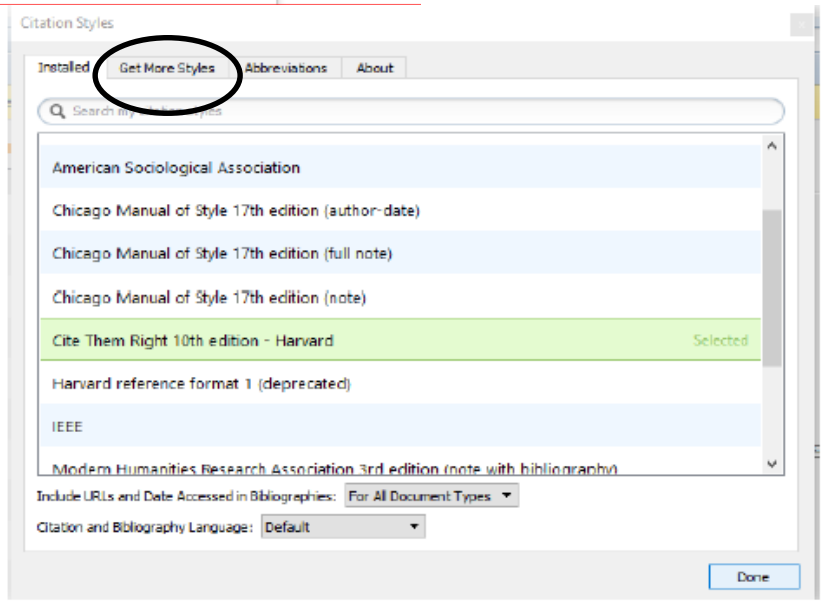


Changing the Style of References

Some Journals follow a specific referencing style. With Mendeley it is easy to change the style of references by clicking on “styles” under “referencing” and choosing “more styles…”.

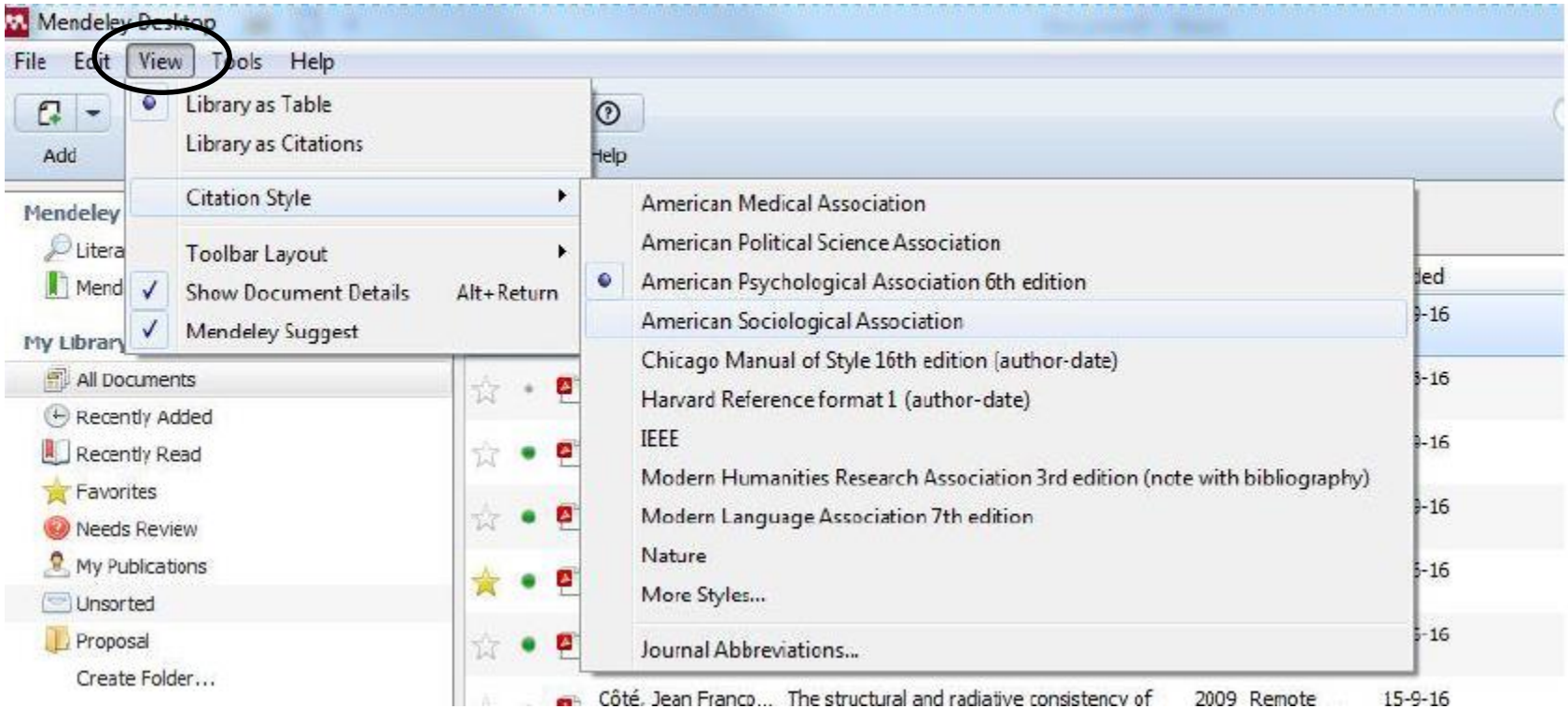


This will open a window called “citation styles”. You can choose from the installed styles. If your style is not there, you can check “get more styles”. Once you select your preferred style, select “done” and that will automatically change the type of style on your word document.



Changing the Style of References

You can also change the style of your references on Mendeley desktop. Click on “View”→ “Citation Style” .

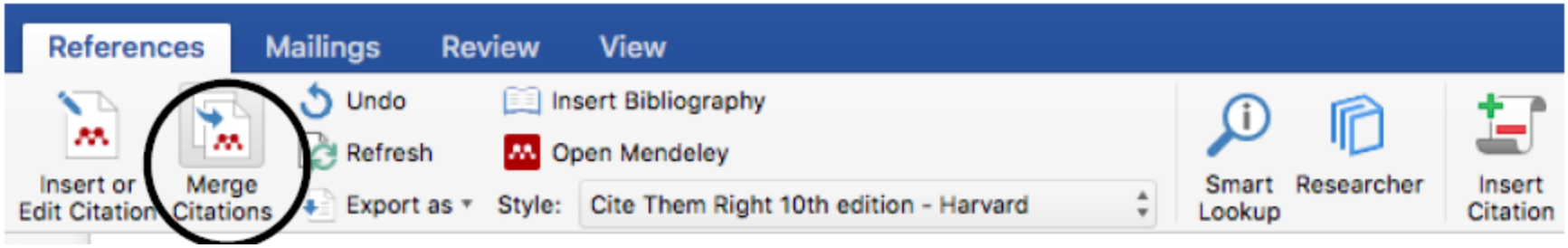


Merge Citation

1. Cite the references you want to merge :

(Wang *et al.*, 2008) (Bazil *et al.*, 2012)

2. Highlight the citations and click on the "merge" option in the reference toolbar.

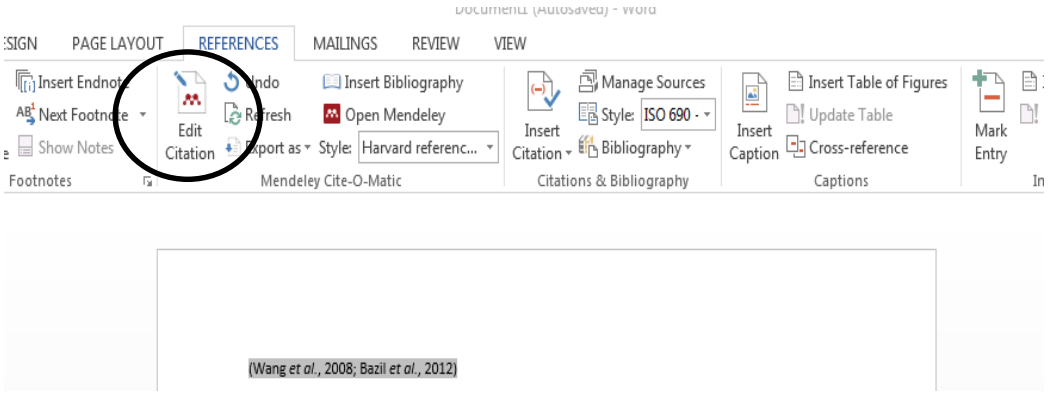


The citations will be merged together. This can be done with as many citations as you want.

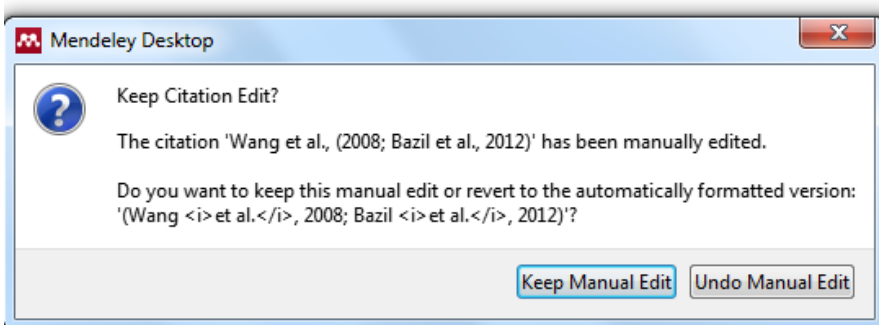
(Wang *et al.*, 2008; Bazil *et al.*, 2012)

Edit your Citation

You may want to edit your citation , e.g. put the name of an author outside the brackets. To do that, select the citation and immediately upon doing this your '***insert citation***' button now says '***edit citation***'. You can now type a bracket before the year and remove the one placed before the author's name.

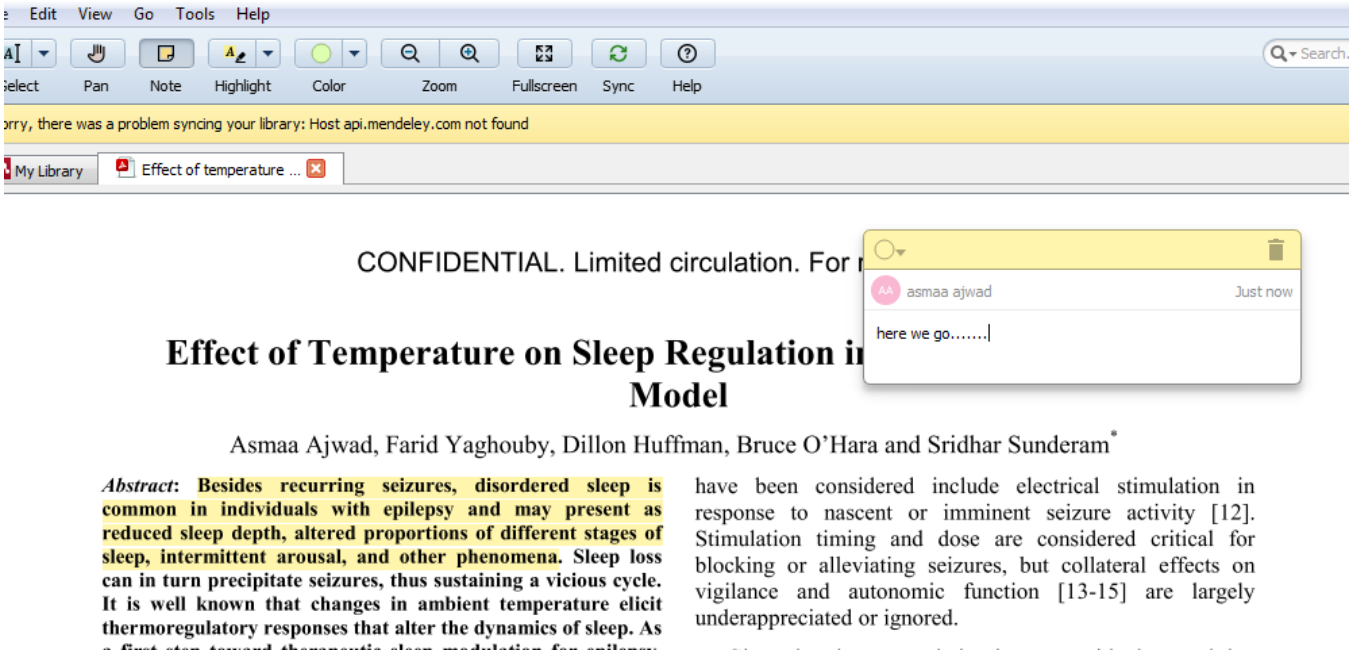


When you have finished, put your cursor elsewhere in the text and you will be asked if you want to keep this manual edit.



Read, mark and add sticky notes to the saved articles

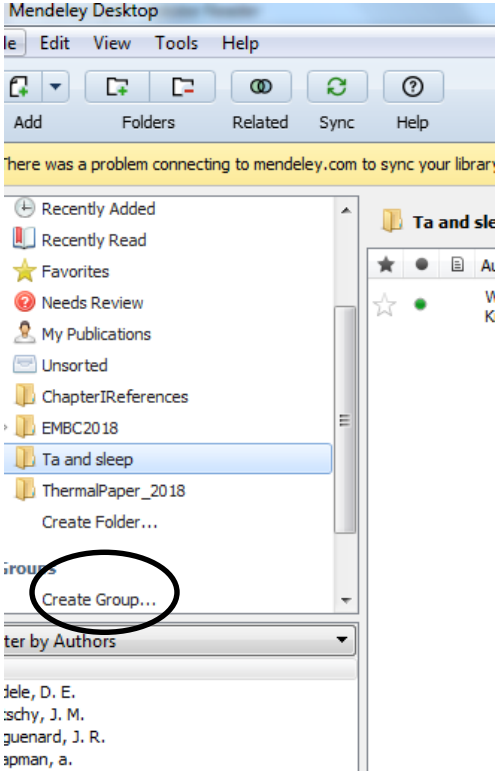
- If you double click one of the references in your Mendeley desktop the pdf will open, you can read, make notes, use the highlighter. Etc.
- You can share this paper with annotations with your, supervisor or colleagues, via: File, Export pdf, and in the next popup select, pds + notes or Notes only.



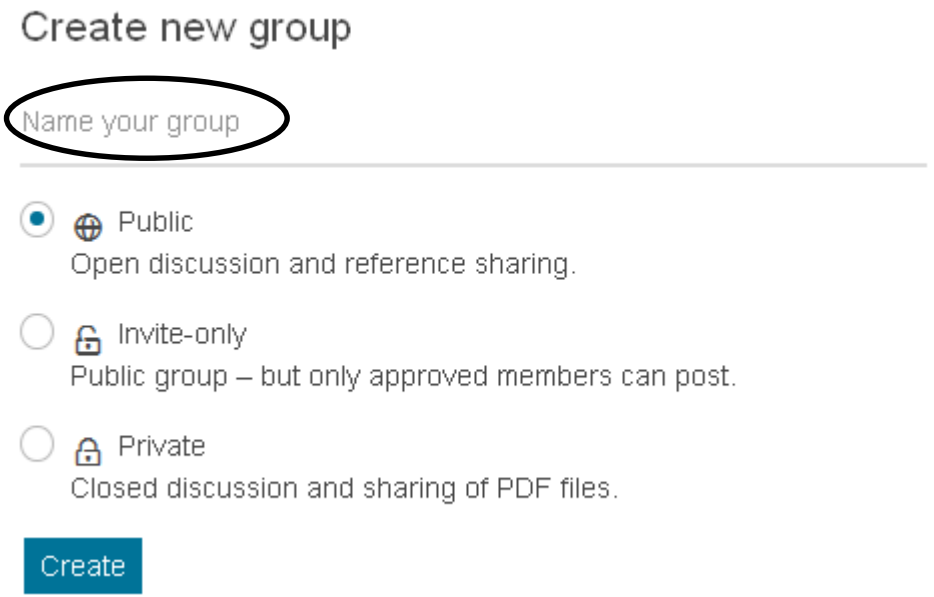
Sharing Documents and References

How to Create a Group

Groups are a simple way for you to collaborate with your colleagues and share a collection of documents. Any member of a group may upload documents to it. You can create a group by clicking on “Create Group” .



Once you have clicked “Create Group”, a dialog asking you to enter details of your group will appear.

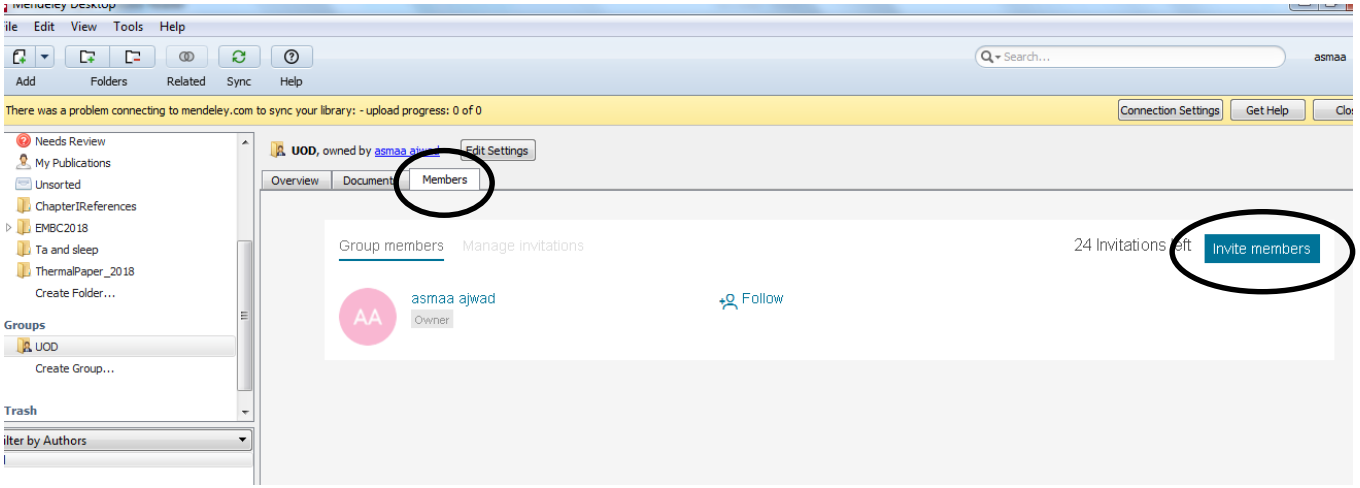


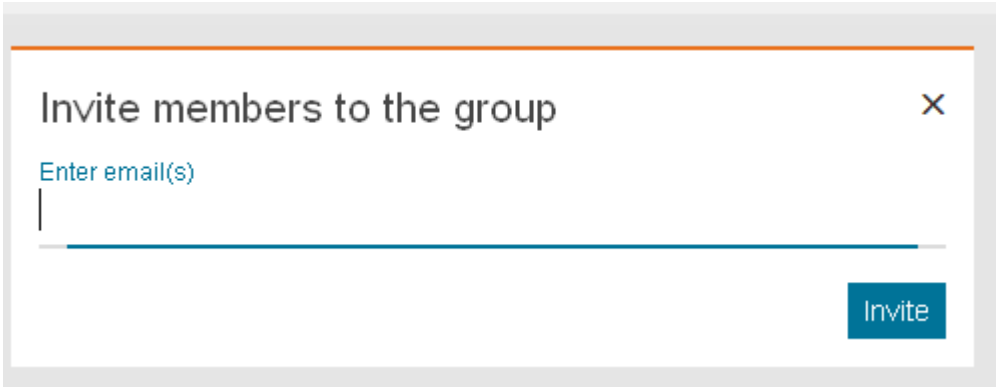
Sharing Documents and References

Adding members and documents

Once you have created your group, you can add members and documents to it.

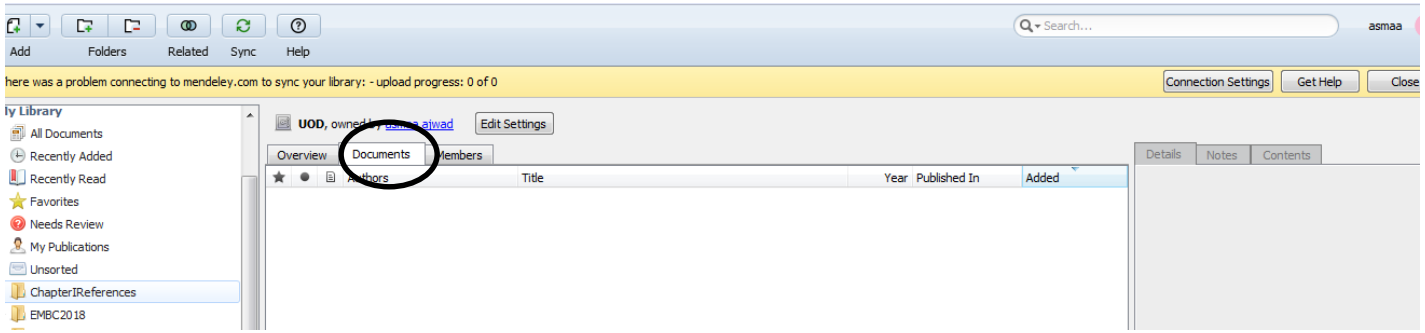
1. To Invite Members to the group go to the “Members tab” and click on “Invite”.



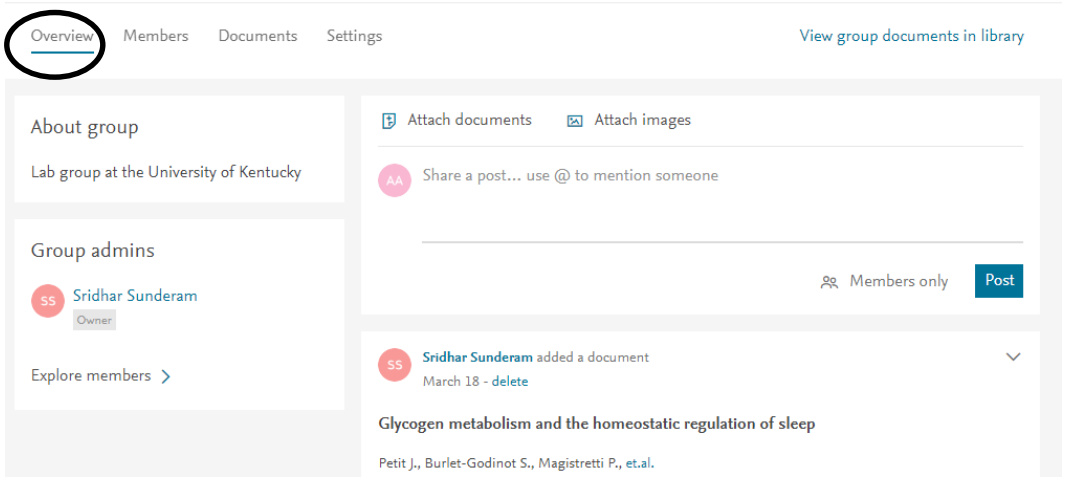


Sharing Documents and References

- Click on “Document”, then right click to add whatever documents you want to add and share with the group members.



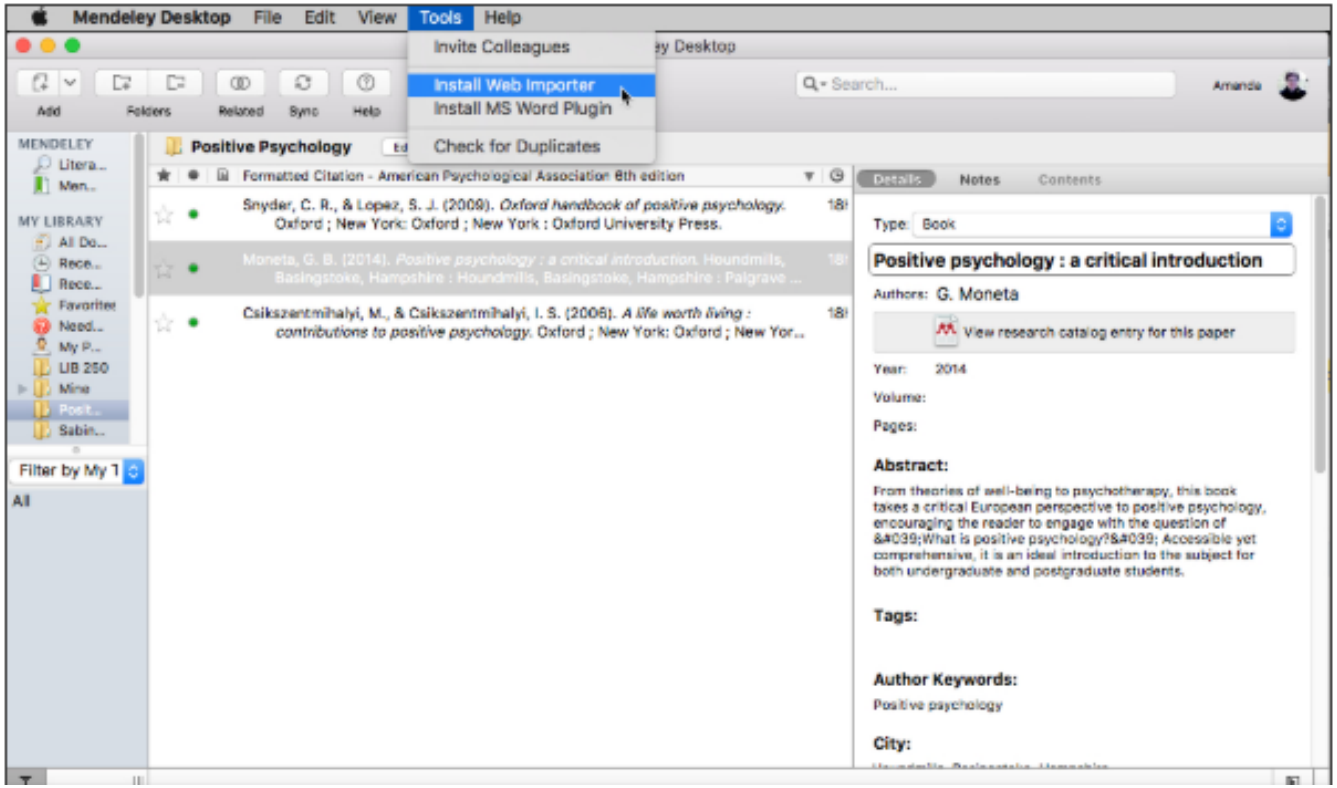
- The overview tab shows a summary of what has happened in your Group. You can see updates on who has joined, who said what, and which papers have been added by whom.



- Additionally, you can post comments and discuss your research. Just click on “**comment**” and start a discussion on any given topic.

Mendeley: Importing from Google Scholar

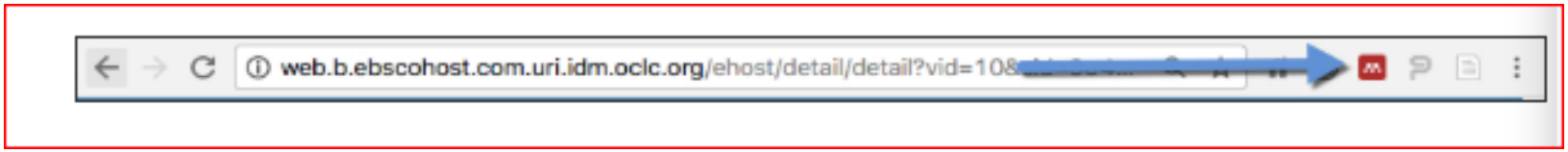
Mendeley offers a plugin for browsers that allows easy importing from the web, including databases. To install the Web Importer tool, locate the Tools menu and click on **Install Web Importer**.



Mendeley: Importing from Google Scholar

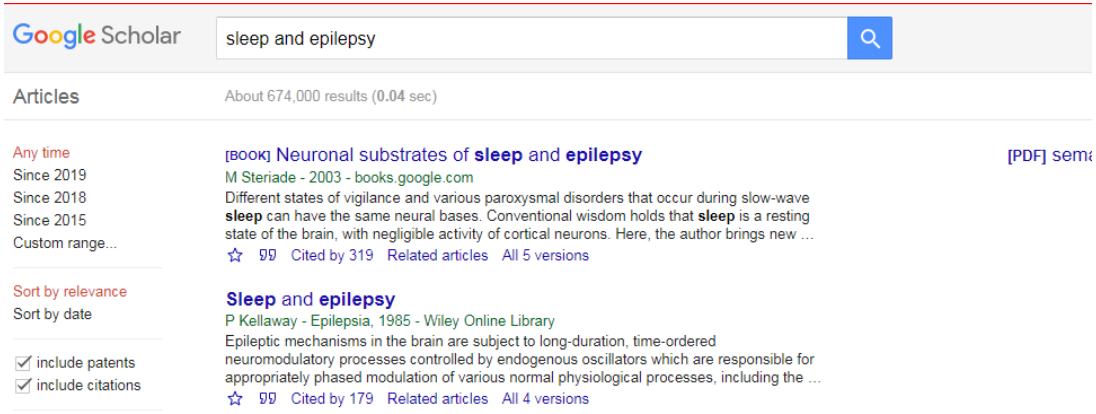
This option will send you to Mendeley's website, or you can also go to Mendeley's website directly to install the Web Importer for your preferred browser.

Once installed, you can access the Web Importer from the Mendeley icon in you browser.

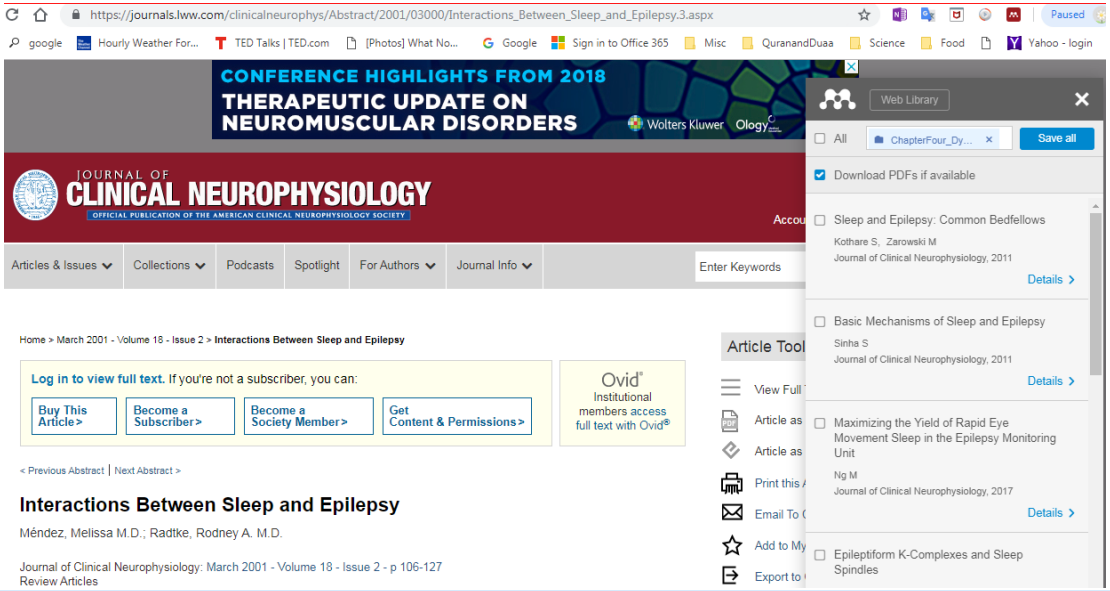


Mendeley: Importing from Google Scholar

If you locate an article in Google Scholar that you want to save, click on the title of the item.



Once you're viewing your item, use the Mendeley Web Importer icon in your browser to capture the document. A box will appear, and you can edit details or just save the document.

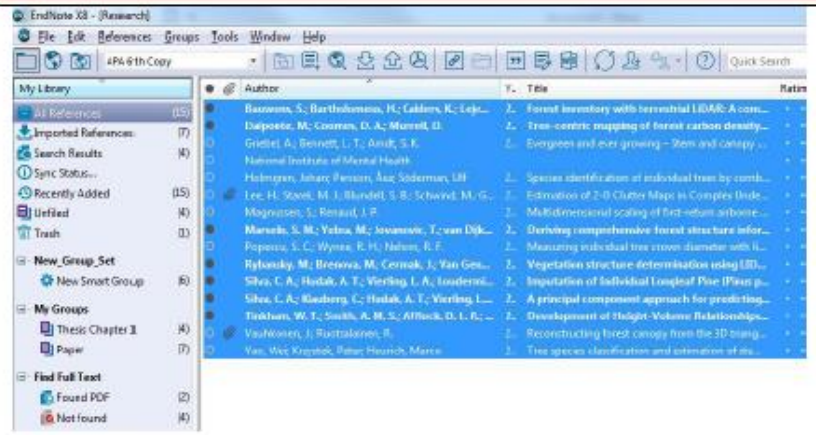


Import/export EndNote™ library

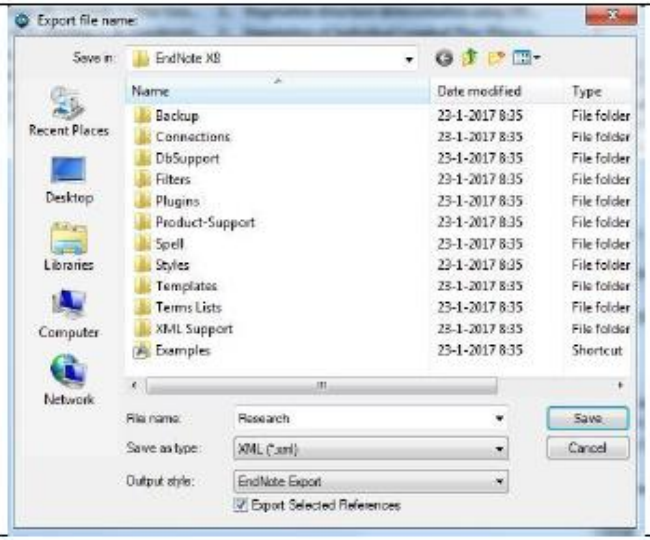
Switching from other reference management software such as EndNote™ to Mendeley is simple. As EndNote™ uses their own proprietary file extension (.enl) you will need to export your library as .xml file in order to migrate to Mendeley:

Starting from Endnote:

1. Select all references
2. Go to ; File, and Export



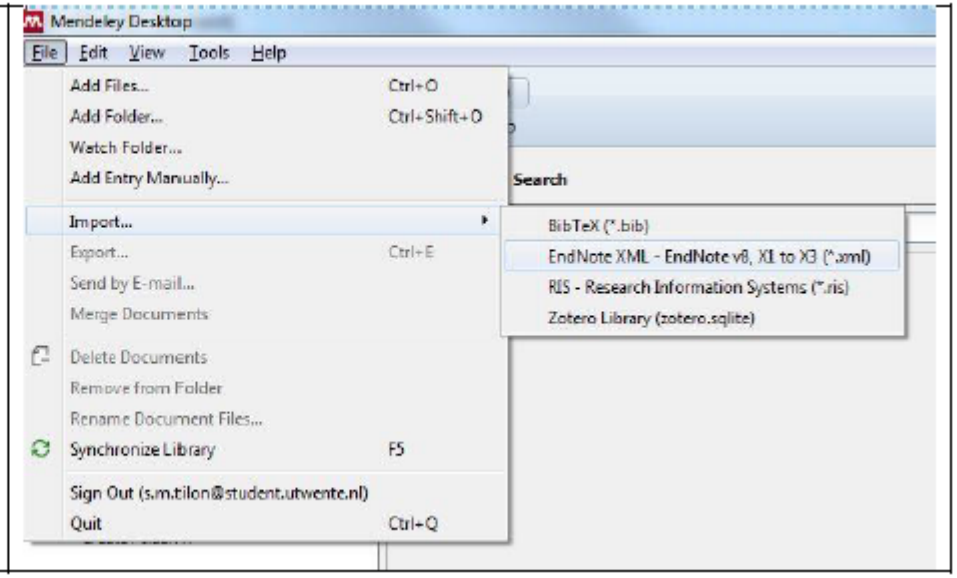
3. Select location : save in
4. Choose : file name
5. Save as type: XML
6. Outputte style : Endnote Export OR RIS
7. Tick the box: export selected references
8. Save



Import/export EndNote™ library

Go to Mendeley:

1. Go to: File, import, Endnote OR RIS
2. Navigate to the file you have just save
3. .. and import
4. Mendeley will check for duplicates



References

[1] C.M. Gerritsen, “Getting Started with Mendeley” *Mendeley Deskt.*, pp. 1–16, 2011.

[2] X. I. Y. Best and M. H. Mendeley, “How to use Mendeley : A step-by-step guide .”

[3] www.mendeley.com, “Getting started with Mendeley,” no. October, 2010.

With Mendeley you can simply organize and manage your references . Additionally, you can collaborate, discuss, and discover new research together with your colleagues. Create your own Mendeley account today!

Thanks for Your attention
MEMORIAL HALL

ANY QUESTIONS

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