



Mendeley

Mendeley Reference Manager

A guide for new users

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Simplify your referencing, accelerate your research

Mendeley Reference Manager simplifies your referencing so that you can spend more time researching.

Store, search, organize, note, share and cite from just one reference library. Offering time saving efficiencies, Mendeley Reference Manager enables you to reduce your workload and advance your research 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 web at mendeley.com/reference-manager



Navigate Mendeley Reference Manager

The screenshot displays the Mendeley Reference Manager interface. On the left, there is a sidebar with navigation options: '+ Add new', 'All References', 'Recently Added', 'Recently Read', 'Favorites', 'My Publications', and 'Trash'. Below these are 'COLLECTIONS' (Astrophysics, Astrophysics Principles, Thesis Papers), 'PRIVATE GROUPS' (Clinical Trial 2019, UCL Medicine Lab), and 'PUBLIC GROUPS' (UCL Medicine 2013 Class). The main area shows a table of 'All References' with columns for 'AUTHORS', 'YEAR', and 'TITLE'. A search bar is located at the top right of the table. The right-hand side features an 'Info' panel for the selected article, 'Observational Signatures of Gamma Rays from Bright Blazars and Wakefield Theory' by N. Canac, K. N. Abazajian et al. The panel includes an abstract, a 'Read' button, and a 'FILES' section with a PDF file 'Ross-Adamo et al 2017.pdf'. At the bottom of the info panel, there is a 'CATALOG ID' section with fields for ArXivID, DOI, and ISBN.

- 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

A

AUTHORS	YEAR	TITLE	DOI	ADDED	FILE
Aminollahi, Jovan Veljan	2017	A book for...			
N. Gopal, K. N. Abazajian	2016	Observational Signatures of Quantum Fluctuations from Bright Microwaves and Planck...			
L. Chen, A. Kospal, et al.	2017	A study of dust properties in the inner sub-mm region of the Herbig-Haro star HD...			
F. Spoto, P. Tanga, et al.	2015	The 3D Distribution Observed toward a Dark Region of the Milky Way			
R. Bouquillon, J. Desmars, et al.	2016	Highly elongated observations of early-type galaxies from the A154303 survey			
M. Fumagalli, A. Boselli, et al.	2017	Cluster Gas Abundance			
C. Gault, P. Nof, et al.	2016	Relationship between multiple summertime...			
N.C. Garcia, C.C. Barua, et al.	2016	Upper Limits to Magnetar Fields in the...			
D. Bejar, B. dennerlot, et al.	2017	Atomic Clock Drifts in the Square Kilometer Array			
K. Sridhar, J. Chen, et al.	2016	Search for extended or delayed X-ray emission from SGRs with SWAC			
M. Knight, C. Donaghy, et al.	2016	Ground based astrometry calibrated by Gaia DR1: new perspectives in astrometry			
L. Chen, K. N. Abazajian, et al.	2016	Observational Signatures of Quantum Fluctuations from Bright Microwaves and Planck...			
L. Chen, A. Kospal, et al.	2016	Observational Signatures of Quantum Fluctuations from Bright Microwaves and Planck...			
F. Spoto, P. Tanga, et al.	2015	A study of dust properties in the inner sub-mm region of the Herbig-Haro star HD...			

B

C

D

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:

- Drag and drop PDFs from your computer**
Mendeley automatically captures author, title and publisher information.
- Import files from your computer**
 - Select and add locally stored references.
 - Import locally stored RIS, BibTeX or EndNote XML files.
- Manually create an entry**
If you enter the DOI into the appropriate field Mendeley automatically looks up the details for you.
- Import content from the Internet using Mendeley Web Importer**
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.

Mendeley Web Importer is supported for the following browsers:

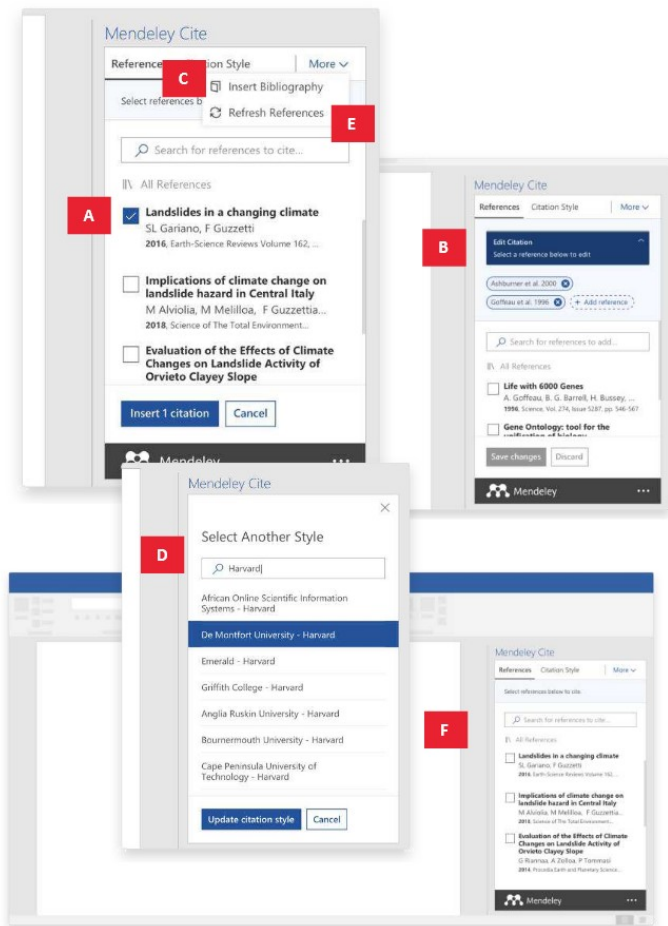
- [Google Chrome](#)
- [Mozilla Firefox](#)
- [Microsoft Edge](#)

> Find out more about adding references to your Mendeley library in our [Help Guides](#)



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Insert citations into your Microsoft® Word document



Add citations and bibliographies to a Microsoft Word document.

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. Edit a reference in a citation**
Edit references within a citation you have already created. Add values to specific reference attributes, provide a prefix/suffix or suppress the author name.
- C. Generate a bibliography**
Generate a bibliography from the references you've cited.
- D. 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.
- E. Refresh references**
Refresh the references in your document to update them with any changes you have made to your library.
- F. 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

The screenshot shows the Mendeley desktop application interface. On the left, there is a sidebar with navigation options: Library, Notebook, Recently Added, Recently Read, Favorites, My Publications, and Trash. Below these are sections for COLLECTIONS (Astrophysics, Metamorphic Principles, Thesis Papers), PRIVATE GROUPS (Clinical Trial 2019, UCL Medicine Lab), and PUBLIC GROUPS (UCL Medicine 2003 Class). The main area displays a table of references with columns for AUTHORS, YEAR, TITLE, SOURCE, ADDED, and FILE. A sync dialog box is overlaid on the table, showing a red 'A' icon, a 'Syncing' status, and a search bar. The dialog box also displays a smaller version of the reference table.

AUTHORS	YEAR	TITLE	SOURCE	ADDED	FILE
Aminza Helmi, Jovan Veljan	2017	A box full of chocolates: The rich structure of the nearby stellar halo revealing...	Astrophysics	08/04/19	
N. Casac, K. N. Abazajian	2016	Observational Signatures of Gamma Rays from Bright Blazars and Wakefield...	High Energy Astro...	07/04/19	
L. Chen, A. Kozlowski, et al.	2017	A study of dust properties in the inner sub-au region of the Herbig Ae star HD...	Solar and Stellar	07/04/19	
F. Spoto, P. Tanga, et al.	2015	The HI Distribution Observed toward a Halo Region of the Milky Way	Astrophysics	07/04/19	
S. Bouquillon, J. Desmars,	2016	Halpha imaging observations of early-type galaxies from the ATLAS3D survey	Instrumentation an...	07/04/19	
M. Fumagalli, A. Boselli et al.	2017	Cosmic-ray Antimatter	Astronomical Jour...	07/04/19	
C. Guerin, P. Wolf, et al.	2015	Interactions between multiple supermassive black holes in galactic nuclei: a s...	New Astronomy	06/04/19	
N.C. Santos, S.C. Barros,	2016	Upper Limits to Magnetic Fields in the Outskirts of Galaxies	Space Science	06/04/19	
D. Berge, S. Bernhard, et al.	2017	Atomic Clock Ensemble in Space (ACES) data analysis	Earth and Planetary	06/04/19	
K. Dubson, J. Dyks, et al.	2015	Search of extended or delayed TeV emission from GRBs with HAWC	High Energy Astro...	06/04/19	
M. Knight, C. Snodgrass	2016	Ground-based astrometry calibrated by Gaia DR1: new perspectives in astero...	Solar and Stellar	06/04/19	

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 [web version](#) of Mendeley.

B. Read where you want

Set your library to be available offline and work where you want.

> Find out more about syncing in our [Help Guides](#)



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Organize and find references in your Mendeley library

The screenshot displays the Mendeley library interface. On the left, a sidebar contains navigation options: '+ Add new', 'All References', 'Recently Added', 'Recently Read', 'Favorites', 'My Publications', 'Trash', 'COLLECTIONS' (with sub-items: Astrophysics, Metamorphic Principles, Thesis Papers, and 'New collection'), 'PRIVATE GROUPS' (with sub-items: Clinical Trial 2019, UCL Medicine Lab, and 'New private group'), and 'PUBLIC GROUPS' (with sub-items: UCL Medicine 2003 Class and 'New public group'). A red letter 'A' is placed over the 'New collection' option. The main area shows a table of references with columns for 'AUTHORS', 'YEAR', 'TITLE', 'SOURCE', 'ADDED', and 'FILE'. A search bar at the top right contains a red letter 'B'. A dropdown menu is open over the table, showing the same navigation options as the sidebar, with 'New collection' highlighted and a red letter 'A' next to it.

AUTHORS	YEAR	TITLE	SOURCE	ADDED	FILE
Amina Helmi, Jovan Veljan	2017	A box full of chocolates: The rich structure of the nearby stellar halo revealing...	Astrophysics	08/04/19	
N. Canac, K. N. Abazajian	2016	Observational Signatures of Gamma Rays from Bright Blazars and Wakefield...	High Energy Astro...	07/04/19	
L. Chen, A. Kospal, et al.	2017	A study of dust properties in the inner sub-au region of the Herbig Ae star HD...	Solar and Stellar	07/04/19	
F. Spoto, P. Tanga, et al.	2015	The HI Distribution Observed toward a Halo Region of the Milky Way	Astrophysics	07/04/19	
S. Bouquillon, J. Desmars,	2016	Halpfa imaging observations of early-type galaxies from the ATLAS3D survey	Instrumentation an...	07/04/19	
M. Fumagalli, A. Boselli et al.	2017	Cosmic-ray Antimatter	Astronomical Jour...	07/04/19	
C. Guerin, P. Wolf, et al.	2015	Interactions between multiple supermassive black holes in galactic nuclei: a s...	New Astronomy	06/04/19	
N.C. Santos, S.C. Barros,	2016	Upper Limits to Magnetic Fields in the Outskirts of Galaxies	Space Science	06/04/19	
D. Berge, S. Bernhard, et al.	2017	Atomic Clock Ensemble in Space (ACES) data analysis	Earth and Planetary	06/04/19	
K. Dubson, J. Dyks, et al.	2015	Search of extended or delayed TeV emission from GRBs with HAWC	High Energy Astro...	06/04/19	

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

The image shows a PDF document titled "The Effects of Climate Changes on Landslide Activity..." with a sidebar menu on the left. The menu includes sections like "Keywords", "User experience", "Survey", "Definition", "Concept", "Practitioners", and "Usability". The main text of the PDF is visible, with several annotations marked with letters A, B, C, and D. A sidebar on the right contains a list of annotations with dates and a "Share this with the team" button.

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](#)



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Keep your highlights in one place

The screenshot displays a Mendely Notebook page. The main content is a PDF document titled "Implications of climate change on landslide hazard in Central Italy". The notebook interface includes a sidebar on the left with a search bar and a list of pages. The main area shows the PDF text with several sections highlighted in yellow. A red 'C' is visible in the top right corner of the notebook page. The text in the PDF discusses the impact of climate change on landslide hazard, mentioning the displacement rate of the earth's surface and the number of debris flow events.

Collect together all the highlights and comments you make across multiple PDFs.

You can keep your thoughts in one place using your Mendely 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

> Find out more about your Mendely Notebook in our [Help Guides](#)



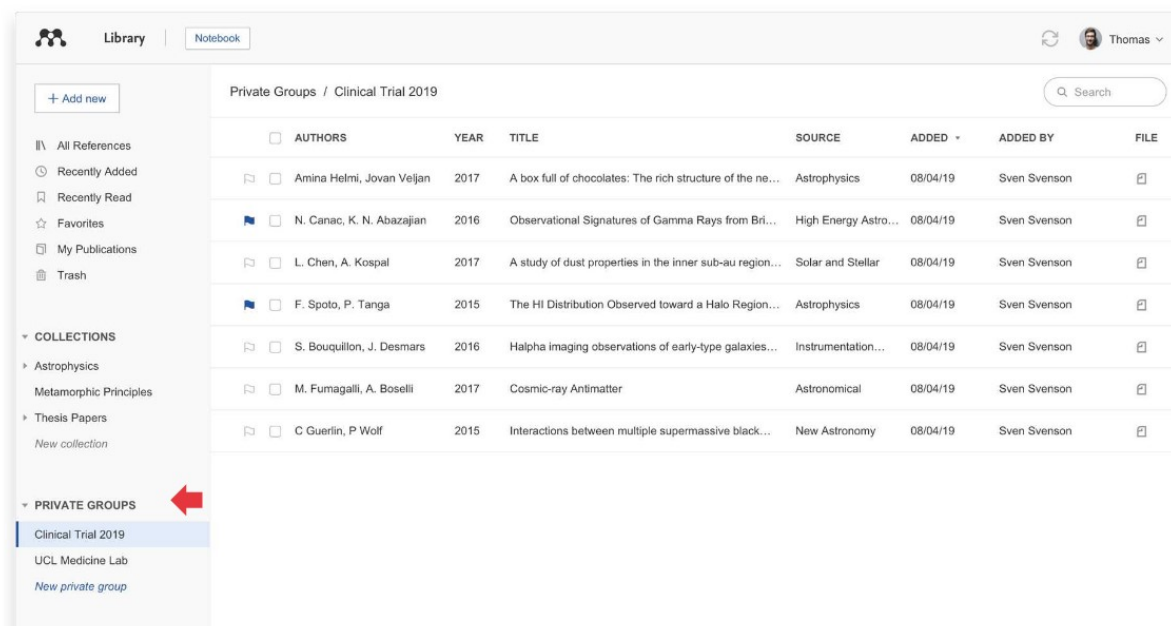
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Share references with other researchers

Collaborate with others by sharing references and new ideas within Groups.

With **Private Groups** in Mendeley Reference Manager you can:

- Share documents and references with small teams.
- Groups are managed. Managers invite members to join through Mendeley.
- Teams can share PDFs and collaborate using shared annotations.



The screenshot shows the Mendeley Reference Manager interface. On the left, there is a sidebar with navigation options: '+ Add new', 'All References', 'Recently Added', 'Recently Read', 'Favorites', 'My Publications', 'Trash', 'COLLECTIONS' (Astrophysics, Metamorphic Principles, Thesis Papers), and 'PRIVATE GROUPS' (Clinical Trial 2019, UCL Medicine Lab, New private group). A red arrow points to the 'PRIVATE GROUPS' section. The main area displays the 'Private Groups / Clinical Trial 2019' view with a search bar and a table of references.

<input type="checkbox"/>	AUTHORS	YEAR	TITLE	SOURCE	ADDED	ADDED BY	FILE
<input type="checkbox"/>	Amina Helmi, Jovan Veijan	2017	A box full of chocolates: The rich structure of the ne...	Astrophysics	08/04/19	Sven Svenson	
<input checked="" type="checkbox"/>	N. Canac, K. N. Abazajian	2016	Observational Signatures of Gamma Rays from Bri...	High Energy Astro...	08/04/19	Sven Svenson	
<input type="checkbox"/>	L. Chen, A. Kospal	2017	A study of dust properties in the inner sub-au region...	Solar and Stellar	08/04/19	Sven Svenson	
<input checked="" type="checkbox"/>	F. Spoto, P. Tanga	2015	The HI Distribution Observed toward a Halo Region...	Astrophysics	08/04/19	Sven Svenson	
<input type="checkbox"/>	S. Bouquillon, J. Desmars	2016	Halpna imaging observations of early-type galaxies...	Instrumentation...	08/04/19	Sven Svenson	
<input type="checkbox"/>	M. Fumagalli, A. Boselli	2017	Cosmic-ray Antimatter	Astronomical	08/04/19	Sven Svenson	
<input type="checkbox"/>	C Guerlin, P Wolf	2015	Interactions between multiple supermassive black...	New Astronomy	08/04/19	Sven Svenson	

> Find out more about sharing references in our [Help Guides](#)



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Next steps

- > Download Mendeley Reference Manager desktop at mendeley.com/download-reference-manager
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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.



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Become a Mendeley Advisor



If you are a Mendeley lover who wants to share the benefits of using Mendeley, join our Mendeley Advisor program!

The Mendeley Advisors serve as the Mendeley representative on campus and help us keep the user community thriving.

What Mendeley Advisors do

Mendeley Advisors spread the word about Mendeley and good reference management. Here are some of the things that our current Advisors do:

- Run Mendeley [workshops](#)
- Include Mendeley in their curriculum
- Wear [Mendeley t-shirts](#)
- Post about Mendeley on social media including LinkedIn, YouTube and Twitter
- Anything else you can think of!



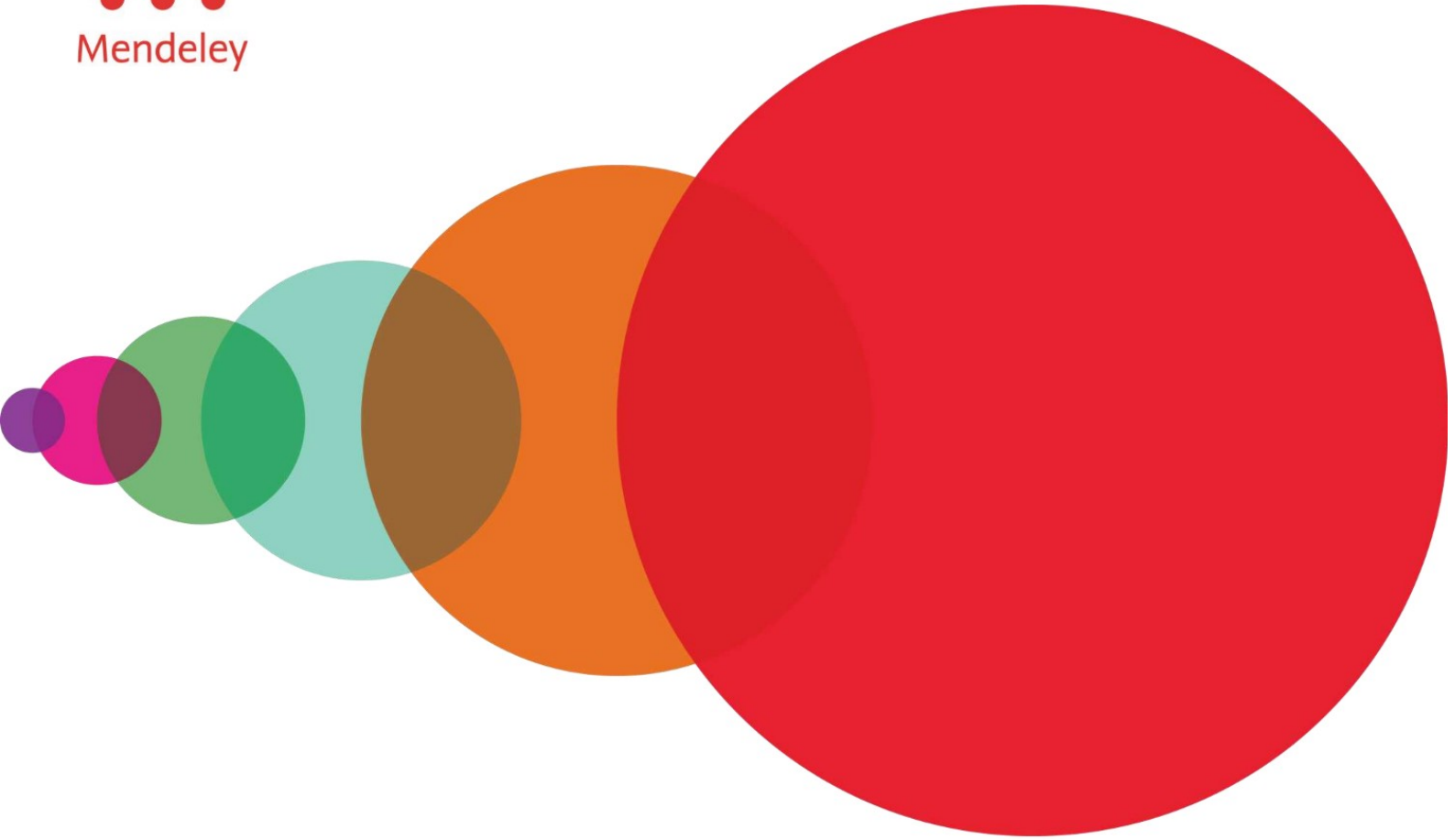
Mendeley Advisors are our hands on the ground, helping potential users connect with our solutions. We also consult with Advisors to understand the needs of users and to help us develop new features. They're the first group of users we consult when we are considering adding a new functionality to the product.

> Want to learn more about Mendeley Advisors? Read our [Advisor of the Month](#) column or apply on our [Mendeley Advisor webpage](#).

www.mendeley.com/advisor-community



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