

# INTRODUCTION TO MENDELEY



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***Should you require this workbook in a digital format please contact us at [uml.teachingandlearning@manchester.ac.uk](mailto:uml.teachingandlearning@manchester.ac.uk)***

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## 1. Sign up and log on

### Mendeley Online

- Open Chrome browser, go to [www.mendeley.com](http://www.mendeley.com) and click 'sign up'
- Create a Mendeley account
- Click on **Install the Web Importer** and follow the Chrome installation instructions

### Mendeley Desktop

- Find Mendeley in the start menu
- Sign in using the same credentials

## 2. Direct export of references into Mendeley using Scopus

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### *Direct export from Scopus*

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- Go to the Library homepage - [www.manchester.ac.uk/library](http://www.manchester.ac.uk/library)
- Choose the 'Search Resources' Tab
- Select 'Search Databases', then find *Scopus* under 'S' and choose on-campus access when prompted
- Run a keyword search on a topic of your choosing
- Mark a few records to save and click on **Export** and choose **Save to Mendeley** (sign in using your Mendeley credentials if prompted)
- Your selected references should automatically download into Mendeley

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### *Direct export from Proquest:*

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- Go to the Library homepage - [www.manchester.ac.uk/library](http://www.manchester.ac.uk/library)
- Choose the 'Search Resources' Tab
- Select 'Search Databases', then find *Proquest* under 'P' and choose on-campus access when prompted

- Run a keyword search on a topic of your choosing
- Mark a few records to save and click on **Save** choose the option for 'RIS (works with EndNote, Citavi, etc.)'
- Save the file to a folder of your choosing
- In Mendeley Desktop ensure **All Documents** is selected
- Click **File, Add Files** and select the file downloaded from Proquest

### 3. Direct export from Google Scholar

#### Mendeley's Web Importer works really well with Google Scholar

- Run a keyword search on a topic of your choosing
- Click on the Mendeley Web Importer icon in the top right corner of Chrome (sign in using your Mendeley credentials if prompted)
- Mark a few records to save and click on **Save**

### 4. Manually adding a record to your Mendeley library

- In your Mendeley Desktop, click the **File, Add Entry Manually**
- Select 'Journal Article' from the dropdown menu options and enter the details of the following article:

**Author:** Hookway, N

Jones, R

**Year:** 2008

**Title:** 'Entering the blogosphere': some strategies for using blogs in social research.

**Journal:** Qualitative Research

**Volume:** 8

**Issue:** 1

**Pages:** 91-113

To save the record click **Save**

**Note:** if there are multiple authors, you should add separate each one with a comma (eg. Paul Jones, John Smith)

## 5. Removing duplicates

### Finding and removing duplicate references.

- In Mendeley Desktop select the folder you wish to deduplicate
- Click **Tools, Check For Duplicates**
- Click **Merge Records** to remove the duplicate for each reference
- Mendeley will merge the records to include as much information as possible

## 6. Adding PDFs

**PDFs can be added to Mendeley either individually (whereby Mendeley will create a reference using the attached metadata) or attached to a specific reference.**

To add a PDF file individually:

- In Mendeley Desktop click **Help, Show the Welcome Screen**
- Click, drag and drop your PDF onto the Welcome Screen
- Mendeley will create a reference, with PDF attached, using the attached metadata

To add a PDF to a reference:

- Select the reference to which you wish to attach a PDF

- In the right pane scroll to the bottom and click **Add files** in the **Files** field
- Browse and select the PDF you wish to attach

## 7. Creating a stand alone bibliography in Word

**You may be asked to present a bibliography of your current reading (rather than produce a list of references you have cited).**

- In Mendeley Desktop select the references to include in your bibliography
- Right-click and select **Copy As, Formatted Citations**
- In Word right-click and paste the references

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*Tip: To save time sort the records alphabetically by author before you copy and paste.*

## 8. Inserting citations and references into Word using Mendeley's Word plug in

To set up:

- Open and close Word
- In Mendeley Desktop click **Tools, Instal MS Word Plugin**

To use:

- In Word go to the **References** tab in the ribbon
- Click on the **Insert Citation** icon with the Mendeley logo

- Either: type some details of the reference (Lyngstad, 2013) ce you wish to select, click on the reference and then **OK** or: click **Go To Mendeley**, select the reference and click **Cite**
- To insert a bibliography, go to the end of your document and in the **References** tab click **Insert Bibliography**

## 9. Changing referencing style in Word

To change the style of your references:

- In Word go to the **References** tab in the ribbon
- Click on the **Style** drop down menu
- If the style you wish to use is not listed select **More styles**
- Scroll through the installed styles in Mendeley Desktop and select the style you want
- If you want another style select the **Get More Styles** tab, search for the style you want and install it
- Mendeley will apply your changes to both intext citations and bibliography

## 10. Creating Folders

- You can manage your reference collection in Mendeley by creating folders for specific topics, authors, journals or chapters
- In the Mendeley Desktop go to **My Library** in the left pane and select **Create Folder**, giving the group a suitable name
- To create subgroups, right click on any group and select **New Folder**
- You can place the same reference, from your **All Documents** folder and place it into multiple folders