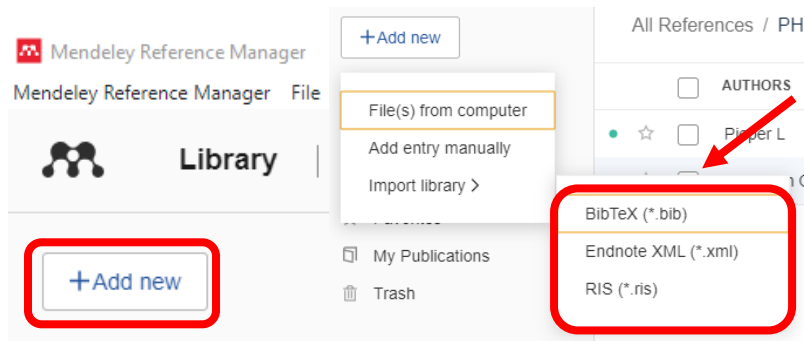


# Quick Guide for Mendeley

## Getting Started

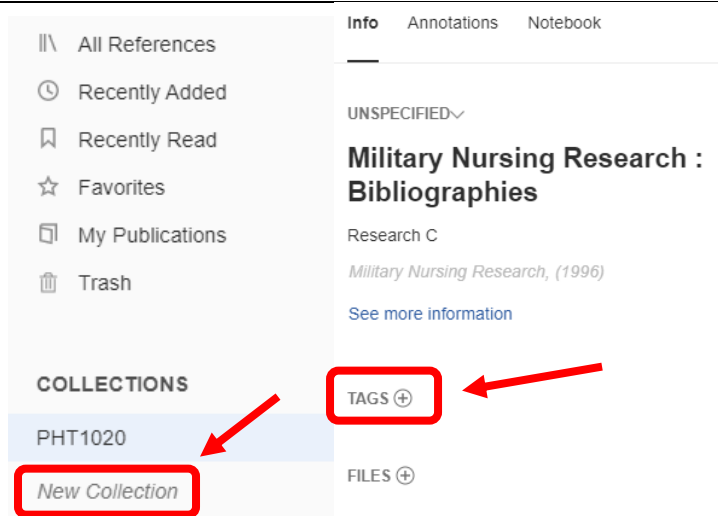
- Visit <http://www.mendeley.com> and download the Reference Manager desktop version.
- Create a free account with your e-mail address
- Sign in and begin using Mendeley



## ORGANIZE

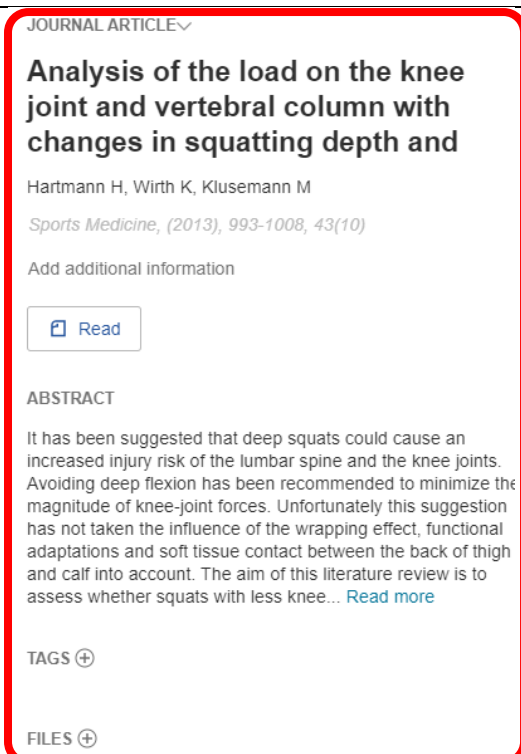
### Import files

- There are many ways to input files into Mendeley, for example:
  1. Select a file or folder to add from your computer.  
(Click on the **Add new** button)
  2. Import your references from BibTeX, Endnote, RIS or Zotero.  
(**File**→ **Import**)



### Create Collections, Tags

- To create new collection, simply click the **“New Collection”** under Collections in the left column as marked.
- You can add self-defined **Tags** in the right column of the Mendeley Desktop, via the Details Tab.



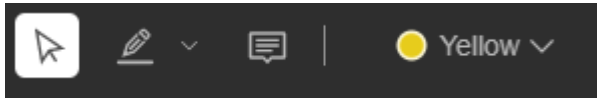
### Accuracy & Save

- When you add a new file to your library, it is highly recommended that you review its details for accuracy, e.g. check accuracy in Titles, Authors, Publisher, Publication Year, etc.
- If you find any incorreced information, click the appropriate filed and amend it in Details tab.

## READ

### Highlighting and Annotating

- To open the PDF, click on the PDF icon or double click on the reference listing to open Mendeley's PDF reader.
- Click "**Highlight text**" in the upper left corner, and then you can apply highlighting to the passages easily.
- Click "**Sticky note**" to create notes anywhere you want it to appear in the passage to mark down and record.



## GROUPS

Legacy Advisors Group  
MED1010 Group Project  
MED4010 Group Project  
NUR1001 Group Project  
NUR1010 Group Project

**New Group**

## SHARE

### Create Group

- In the left column, you may **create and join groups** of people in Mendeley. This function allows you to share and read the same papers and even place note on the same article to facilitate more communication and collaboration among your peers in your field.

Tools Help

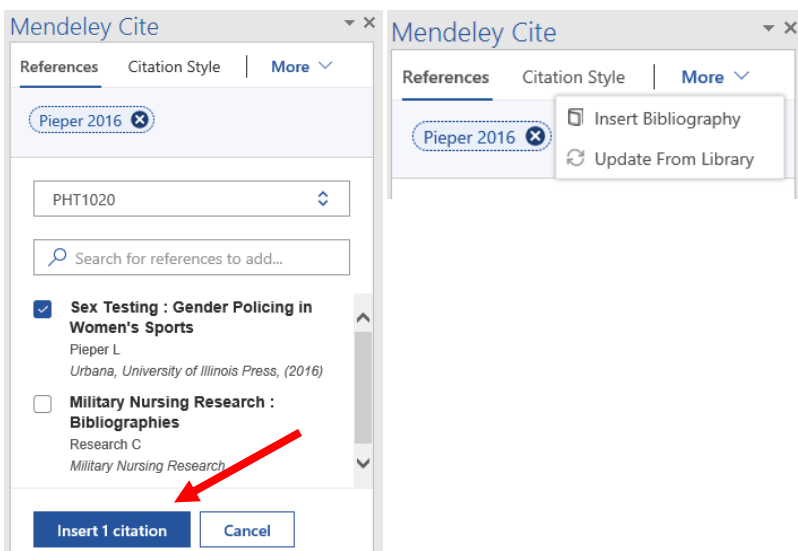
Install Mendeley Web Importer  
Install Mendeley Cite for Microsoft Word  
Search for articles online

All References

## CITATION

### Installation

- Installation of the MS Word Plugin is required before you insert citations and bibliography in a MS Word.  
**(Tools→ Install Mendeley Cite for Microsoft Word)**



### In-text citation

- Once installed, the button "**Mendeley Cite**" can be found at the Toolbar in MS Word.
- You can to search all the items in your Mendeley Library at the right column and select the references you want for citation.
- After inserting all the citations you need, choose **More** and click "**Insert Bibliography**" to automatically create a bibliography of all the materials you cited in your paper.