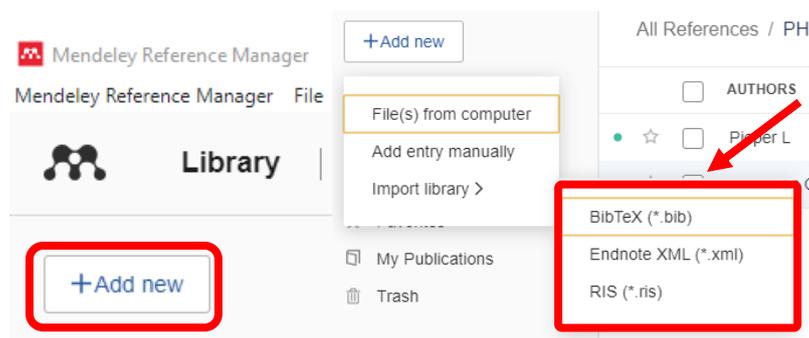


Quick Guide for Mendeley

Getting Started

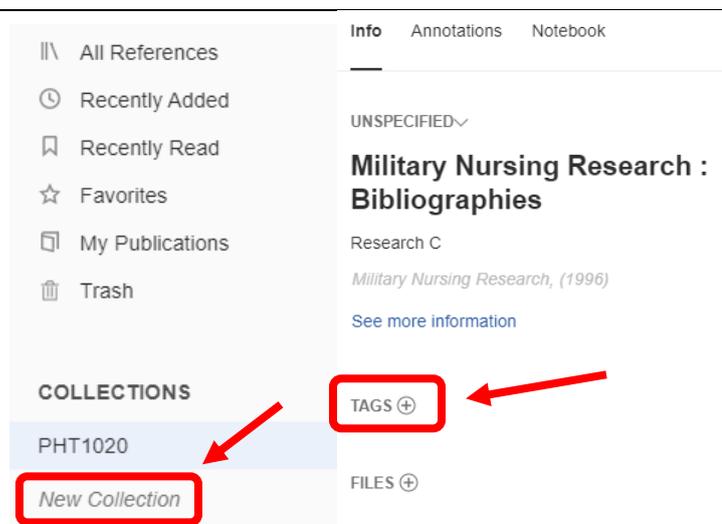
- Visit <http://www.mendeley.com> and download the Reference Manager desktop version.
- Create a free account with your e-mail address
- Sign in and begin using Mendeley



ORGANIZE

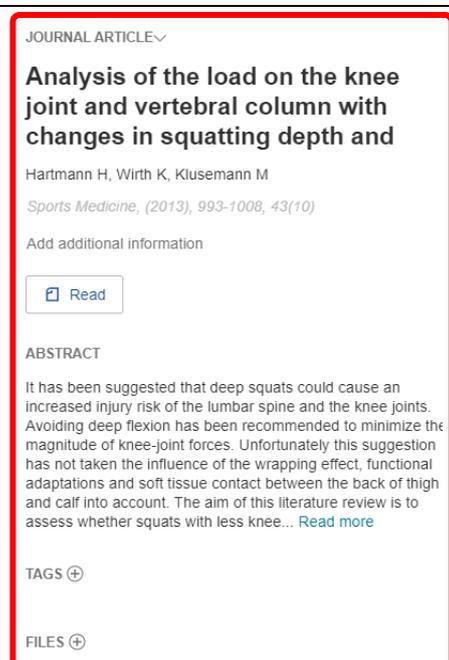
Import files

- There are many ways to input files into Mendeley, for example:
 1. Select a file 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.



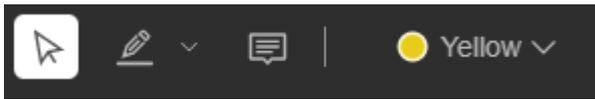
Accuracy & Save

- 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.



SHARE

Create Group

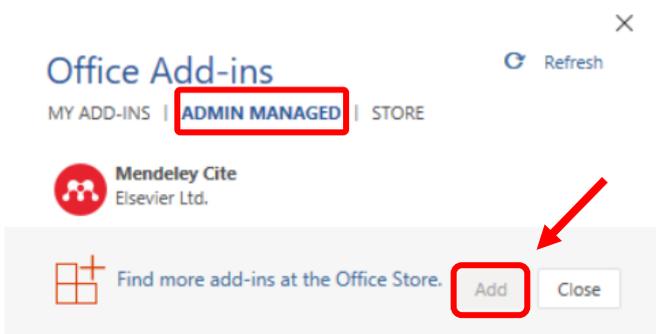
- In the left column, you may **create and join groups** of people in Mendeley. This function allows you to share and read the same papers and even place note on the same article to facilitate more communication and collaboration among your peers in your field.



CITATION

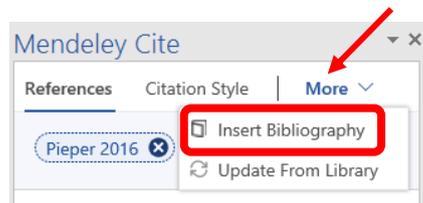
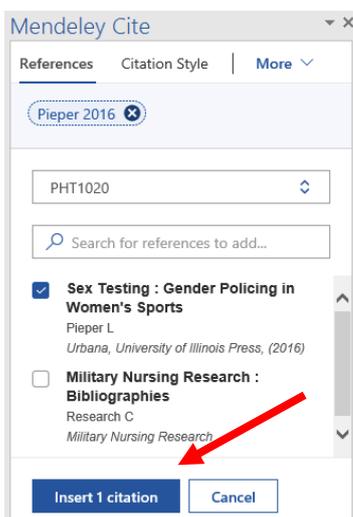
Installation

- Installation of the MS Word Plugin is required before you insert citations and bibliography in a MS Word.
(Insert an add-in → ADMIN MANAGED → Add Mendeley Cite for Microsoft Office Word)



In-text citation

- Once installed, the button "**Mendeley Cite**" can be found at the Toolbar in MS Word.
- You can 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.



To find out more, please refer to this page on Mendeley website - www.mendeley.com/guides