Using Mendeley: a quick guide
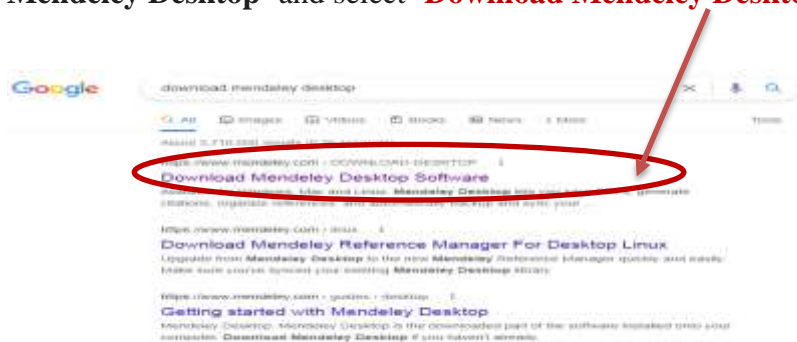
What is Mendeley?

Mendeley Reference Manager is a free web and desktop reference management application. Using Mendeley Reference Manager you can store, organize and search all your references from just one library. Mendeley supports all major browsers.
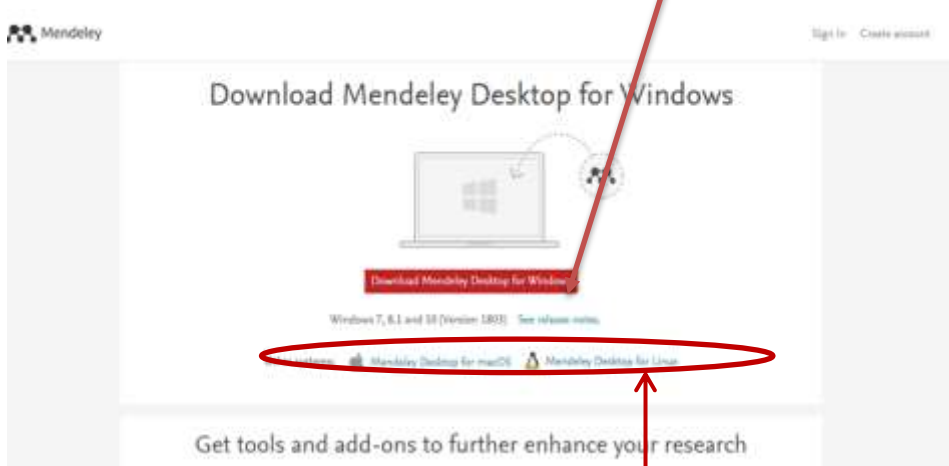
Mendeley has a web and a desktop interface: Mendeley Desktop is the downloaded part of the software installed onto your computer while mendeley web is the Mendeley website where you can access the web version of your library. To access all the functions of Mendeley you will need to use both.

Downloading Mendeley Desktop on your PC

To download Mendeley desktop onto your own machine type in your browse **'Download Mendeley Desktop'** and select **'Download Mendeley Desktop Software'**

You will be redirected to below page. Click on the Download button and follow the installation instructions.

If you are using MacOS or Linux please click here for more instructions

How to register

To use Mendeley you'll need to register. Create an account if you do not have one. Creating a Mendeley account is very straightforward and only takes few seconds. Click
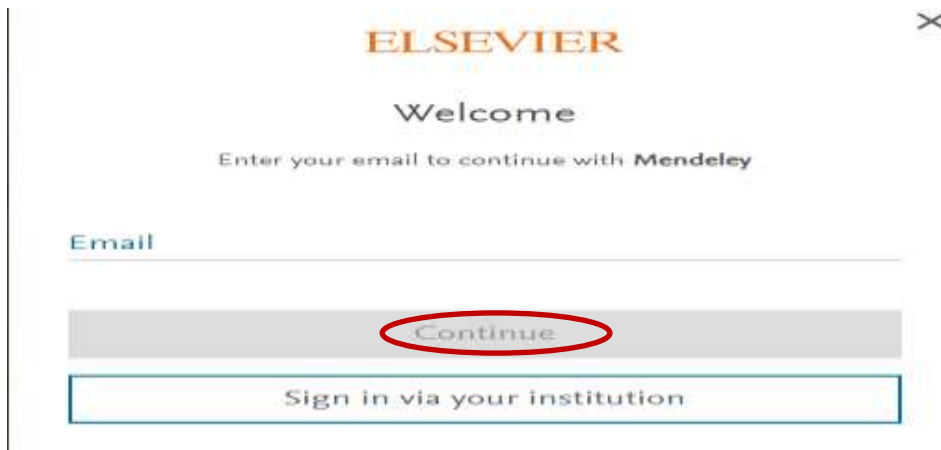
Register while downloading. It's free and fast.

To use Mendeley you'll need to register. If your download didn't start, click here. If you need help installing, click here.

Register now for free

Once you click 'register' you will be redirected to below screen. You will be prompted to enter a valid email address (either personal or IUM email); after which you should click on **continue**

You will be redirected to the registration page ---follow instructions on page

ELSEVIER

Welcome

Enter your email to continue with **Mendeley**

Email

Continue

Sign in via your institution
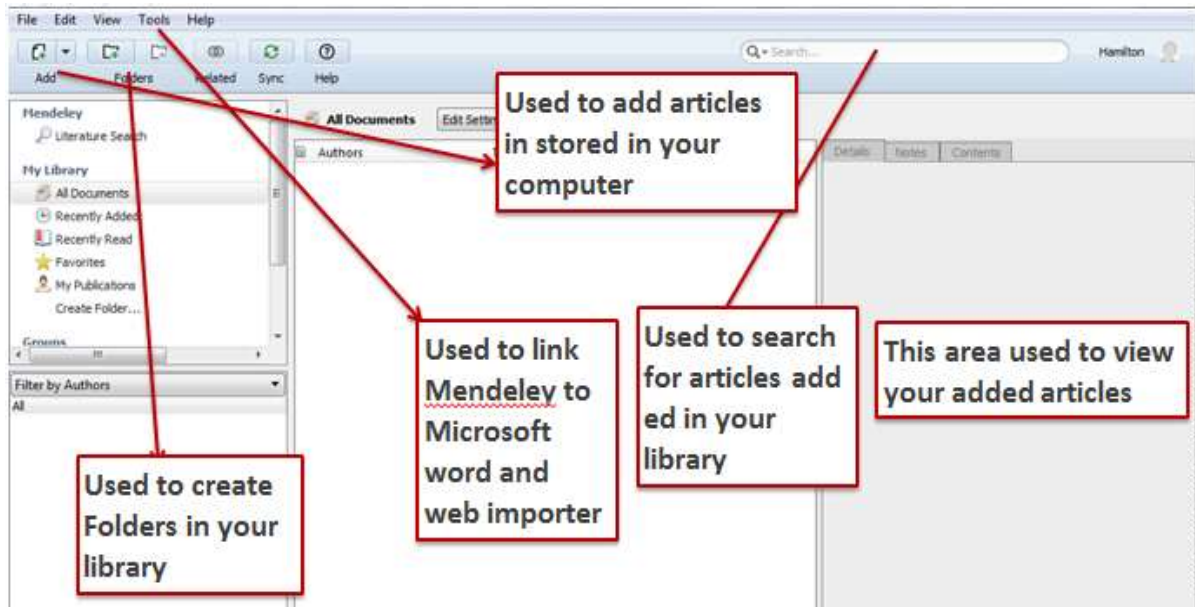
NB: Do not sign in via your institution

After registering you will be directed to Mendeley web interface. Click on 'library' at the top right corner.

Here you can Drop your files to add references to your library or use the "Add new" button in the top left corner.
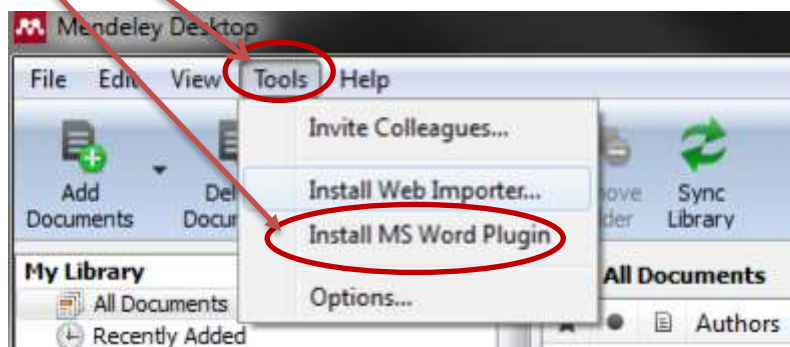
+Add new

All References

All References
Recently Added
Recently Read
Favorites
My Publications
Trash

COLLECTIONS

AUTHORS   YEAR   TITLE   SOURCE   ADDED

Welcome to your Mendeley Library

Drop your files here to add references to your library or use the "Add new" button
in the top left corner

The Web Library allows you to access your Mendeley library from any modern web browser. It provides a similar user interface to Mendeley Desktop.

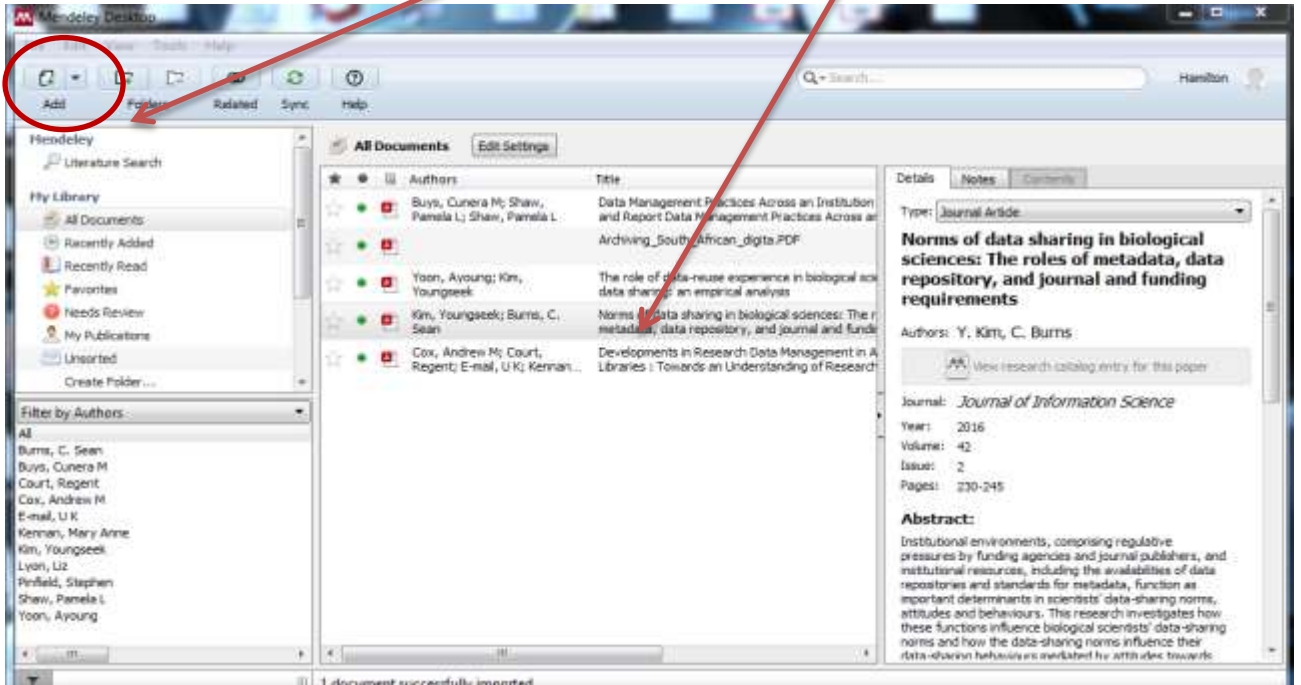**Overview of the Mendeley desktop interface**
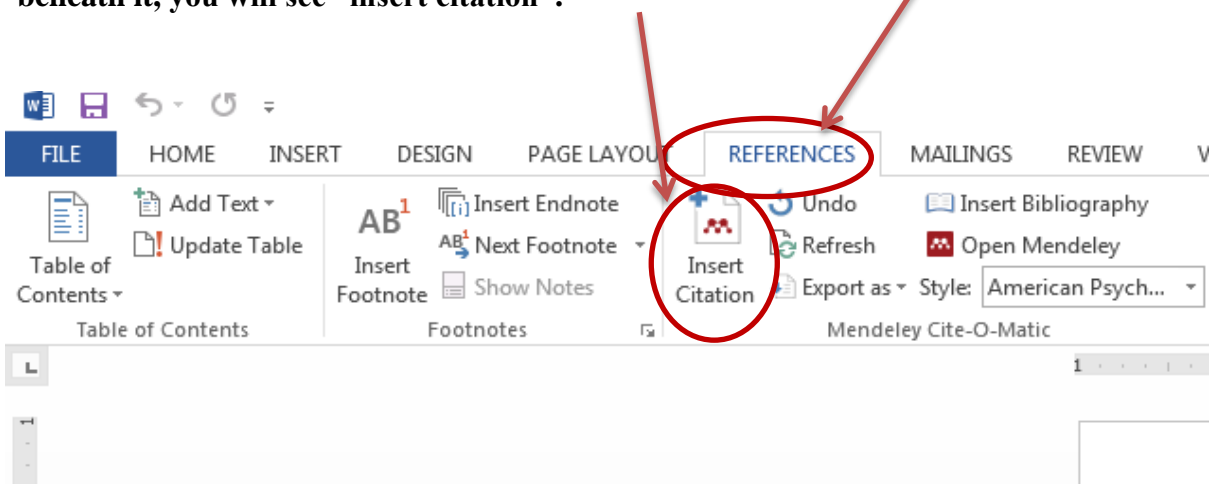
How to cite using Mendeley Desktop

Click on "tools" on the top left-hand corner of the software and select the option "install WS word Plugin".
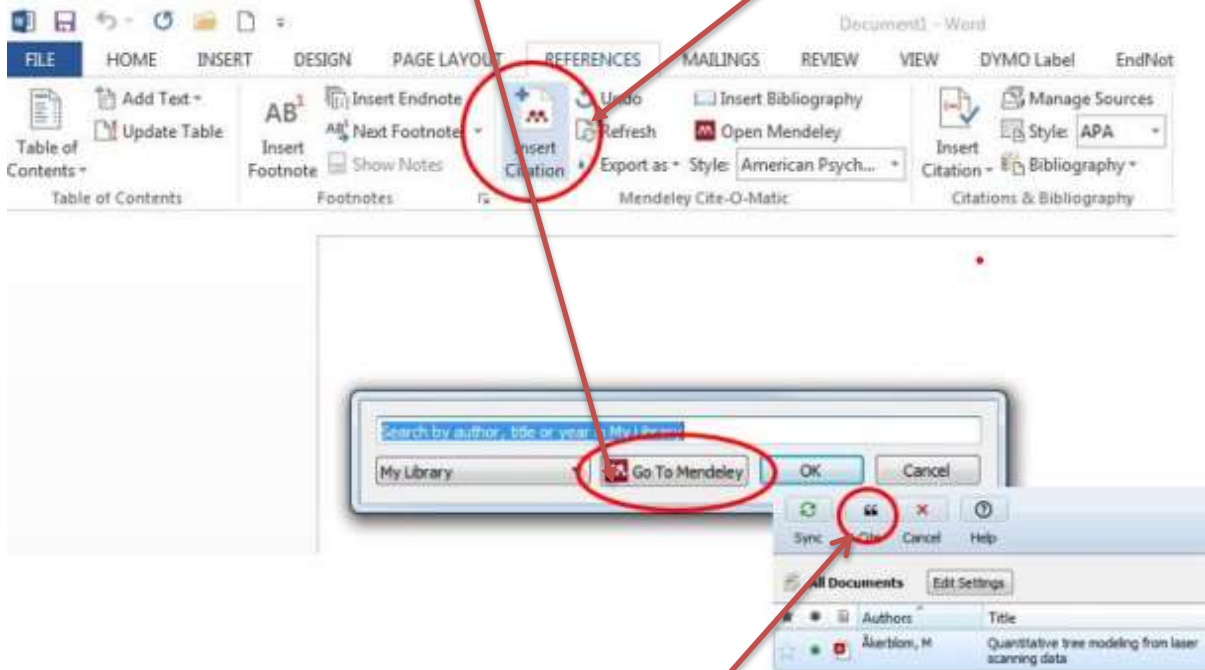
Two ways to add articles to your library: click on add or drag and drop in your library

To cite added articles, open a new MS word document click on "references'' and beneath it, you will see "insert citation".
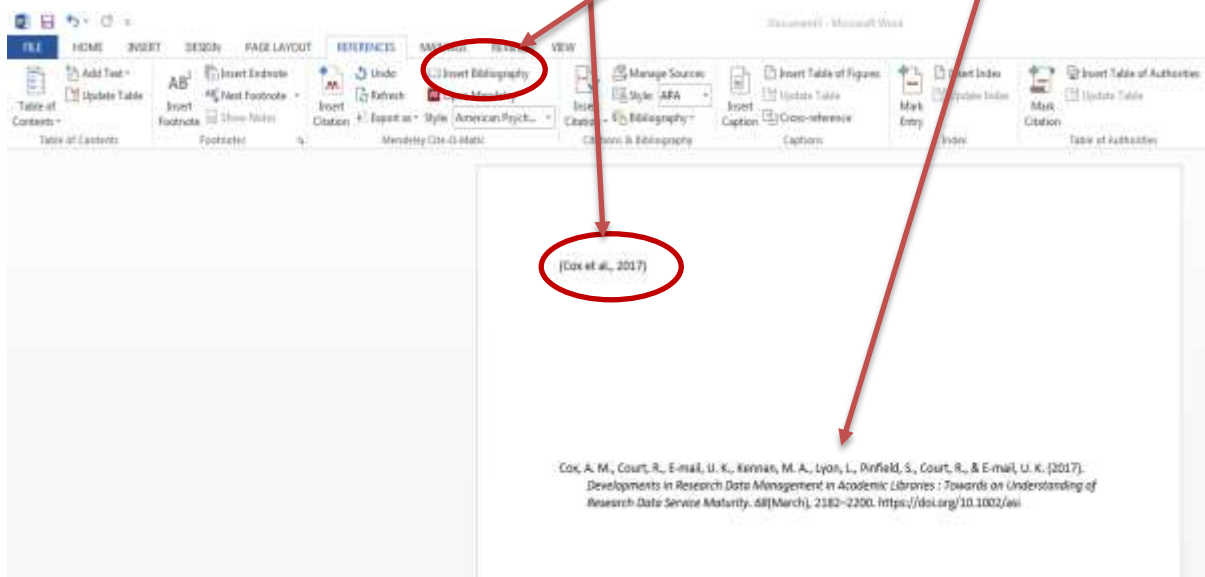
When you want to cite added articles in your library, select "insert citation" and a pop up will appear. Click on "Go to Mendeley".

This will open your "library" of saved added articles to your Mendeley software. Click on the relevant document and select "Cite".
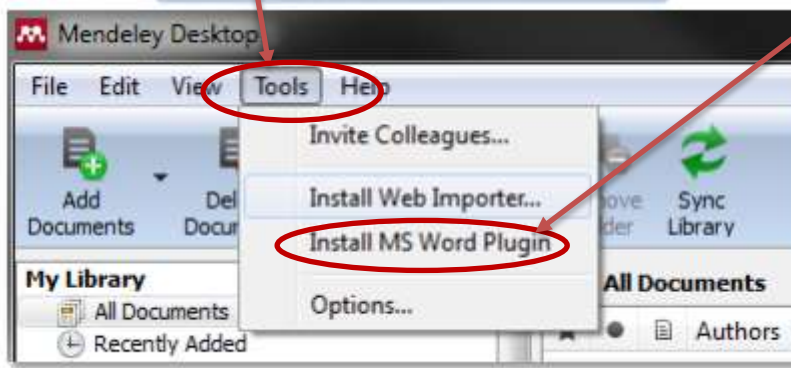
After clicking on "cite", the in-text citation will appear on your word document. To reference your article/s click on "insert bibliography" and the reference will automatically appear.
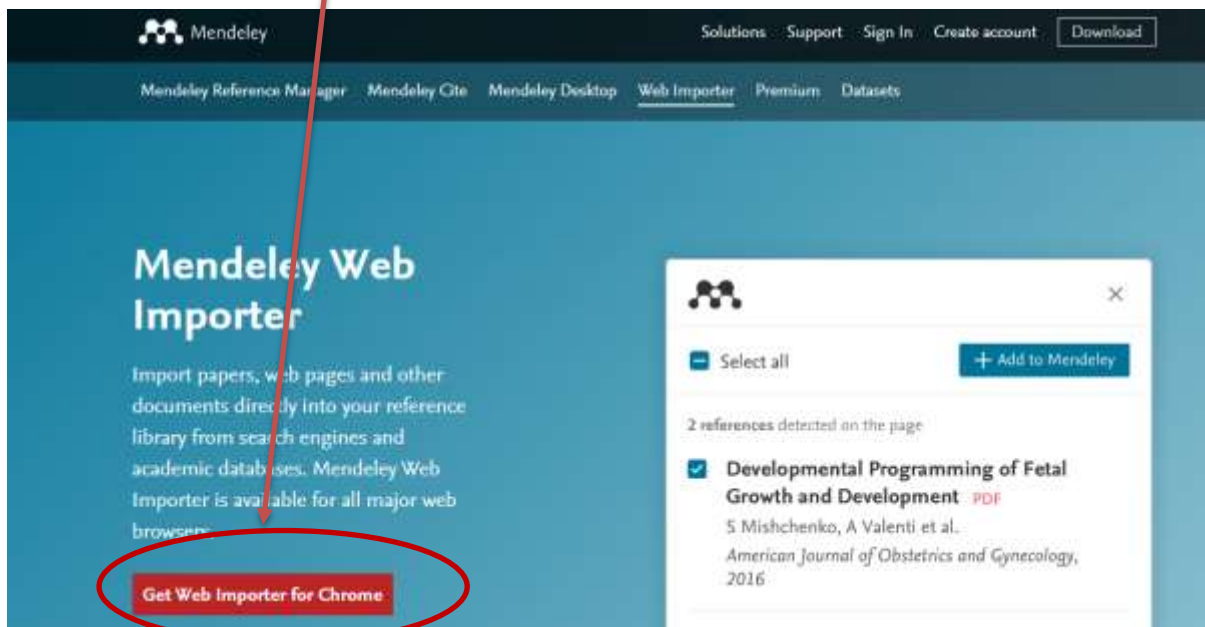
Adding articles using Web importer

Web importer is another way of adding references or articles to your library.
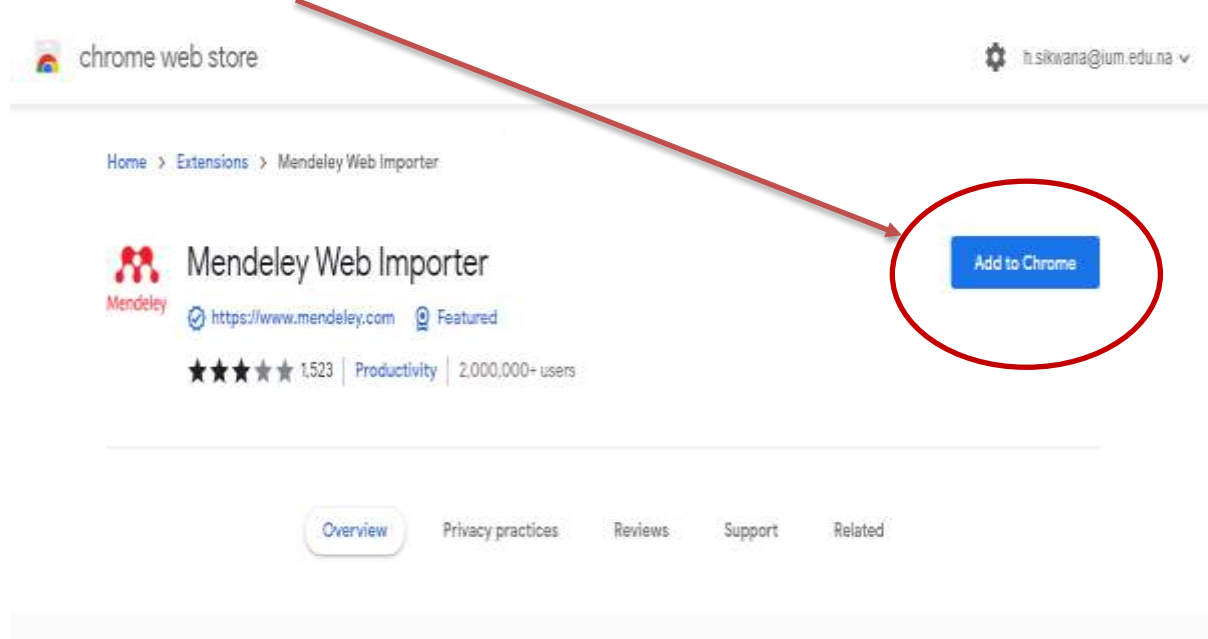
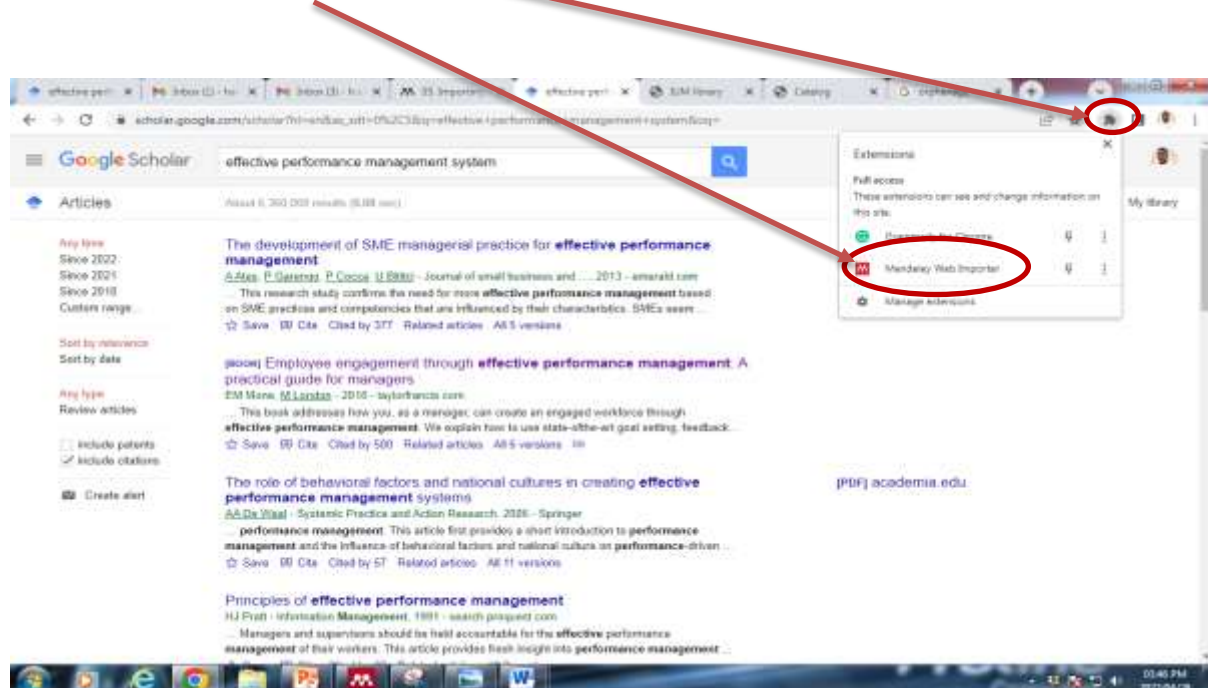**Click on "tools" on your Mendeley Desktop Software, and click on "Install Web Importer"**

After clicking on "Install Web importer" it will automatically take you to this page. Click on ''Get Web Importer"

Click on "add to chrome web importer".

To add articles to your library using Web Importer, go to research databases: Google Scholar, EBSCO etc. Search for articles in the database, after finding what you are looking for, click on "extensions" at the upper right corner of your browser and click on "Mendeley Web Importer"

NB: Consult Library staff if you need to learn more about reliable research databases

Sign in using the details you created your account with Mendeley.

selectclicjk on the article/s that you want to add to your library and click "Add to Mendeley library" the articles will be automatically added to your library