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

1. To install Mendeley Desktop on your computer, enter 'Mendeley Desktop 1.19.8' into your browser (we use this version as it supports both old and newer versions of Microsoft Word) and click on "Mendeley Desktop 1.19.8 Installers."

1. You will be redirected to the below page. Click on the link under recommended for your system.

2. After downloading, you will need to "Run" the software to install it on your computer.

3. After installation, navigate to your desktop, click on "Mendeley", and then select "Register."
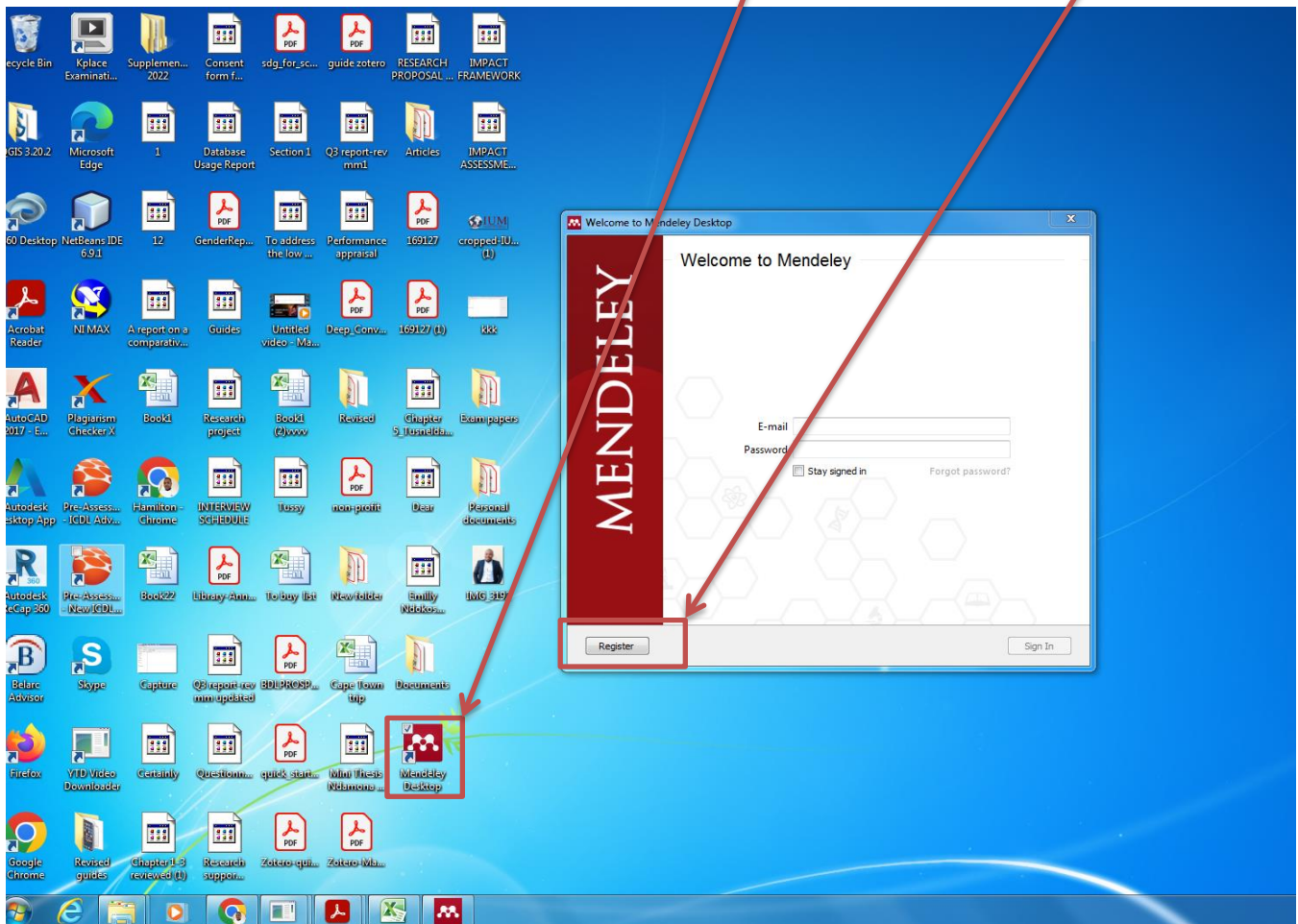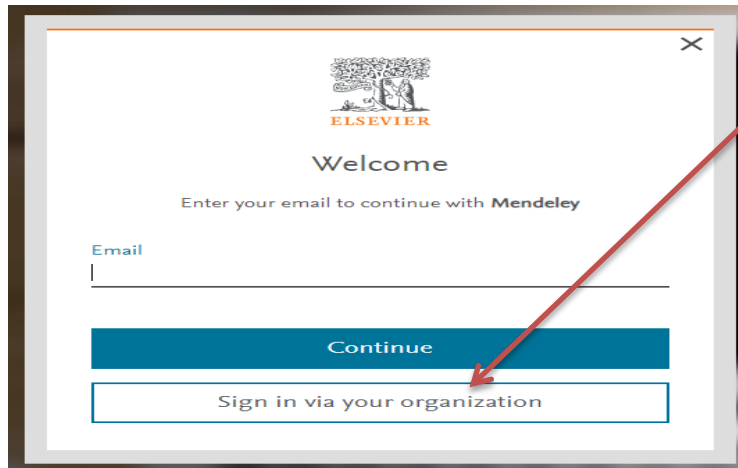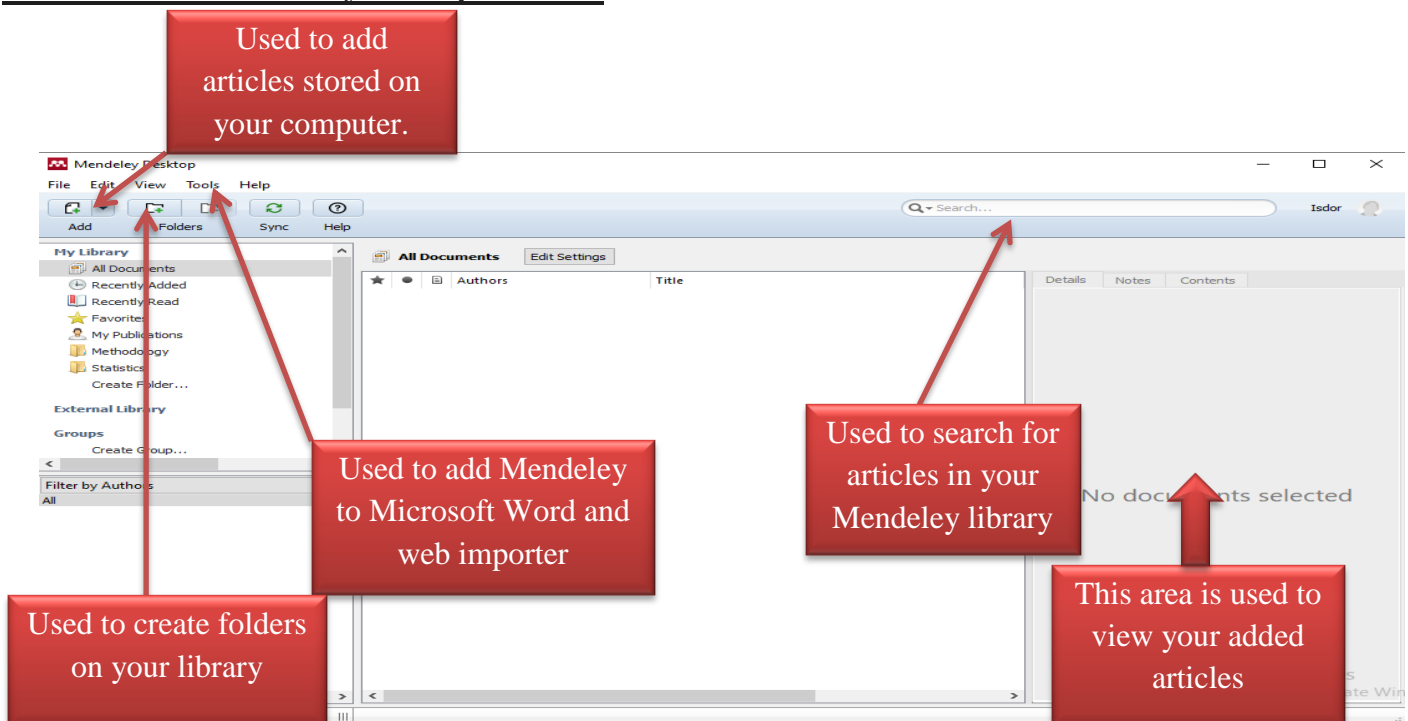
4. Upon clicking <mark>register,'</mark> you will be directed to the following screen. You will then be prompted to enter a valid email address (either personal or IUM email), after which you should click on <mark>"Continue."</mark>

ELSEVIER

Welcome

Enter your email to continue with **Mendeley**

Email

Continue

Sign in via your organization

<mark>NB:</mark> After registering you will be directed to the Mendeley web interface. Go back to your desktop and then log in with the login credentials that you just created.

Overview of the Mendeley desktop interface

Used to add articles stored on your computer.

Used to search for articles in your Mendeley library

This area is used to view your added articles

Used to add Mendeley to Microsoft Word and web importer

Used to create folders on your library

Mendeley Desktop
File Edit View Tools Help

Add   Folders   Sync   Help

My Library
All Documents
Recently Added
Recently Read
Favorites
My Publications
Methodology
Statistics
Create Folder...

External Library

Groups
Create Group...

Filter by Authors
All

All Documents   Edit Settings

★ ● Authors   Title

Details   Notes   Contents

No documents selected

How to cite using Mendeley Desktop

5. In your Mendeley Desktop, select "Tools" and then choose "Install MS Word Plugin." This will enable Mendeley to connect with your Word document.
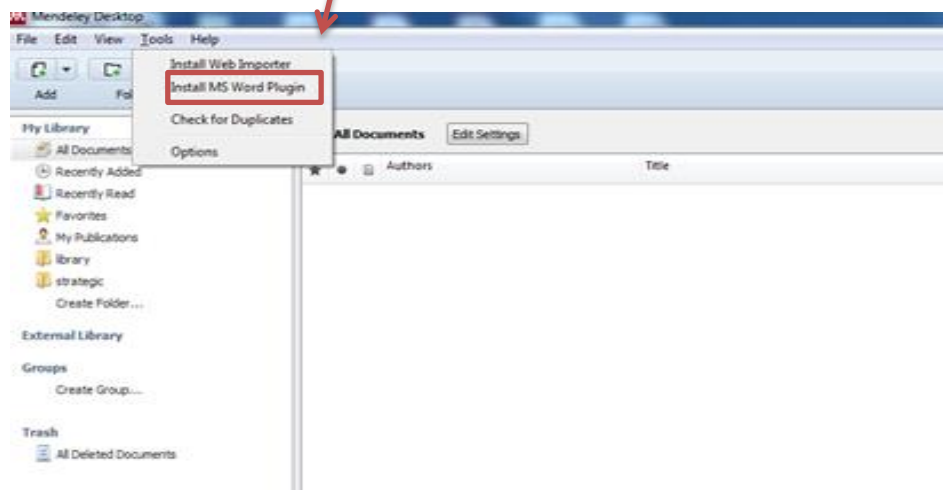
6. There are three ways to add articles to your library: you can either click on "add" or drag and drop them into your library. Additionally, you can use Mendeley Web Importer.
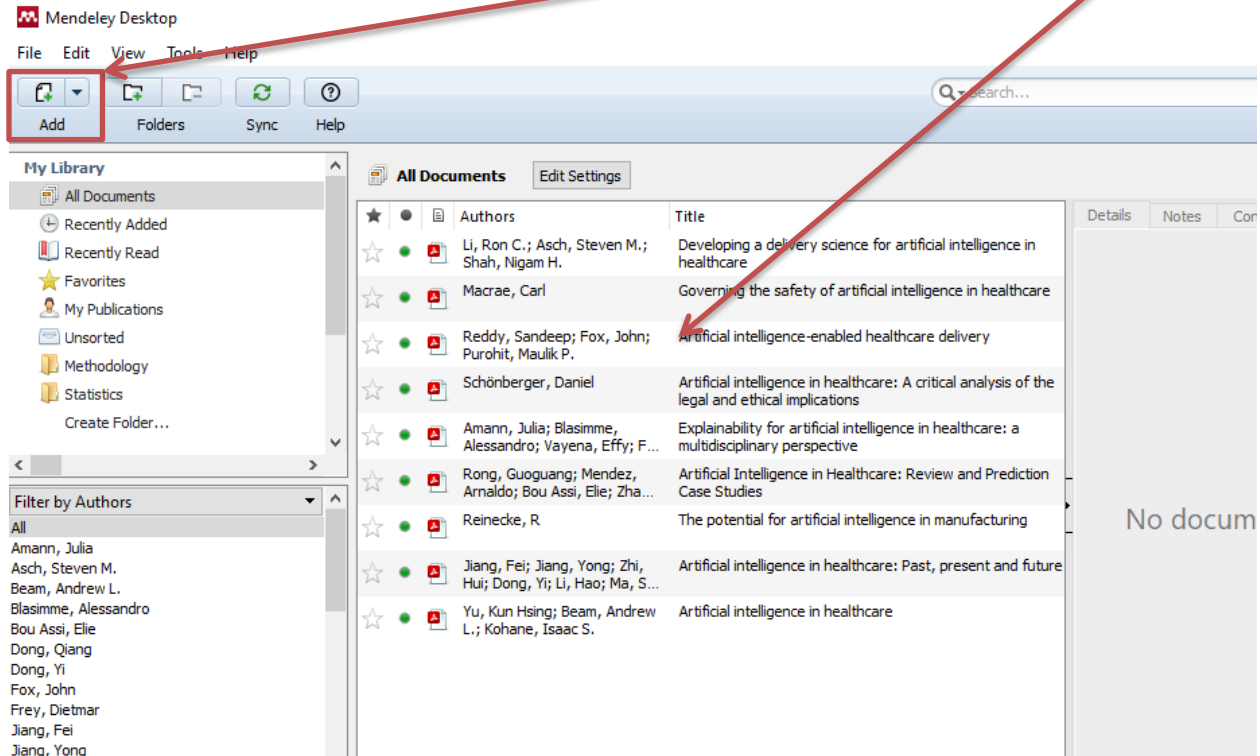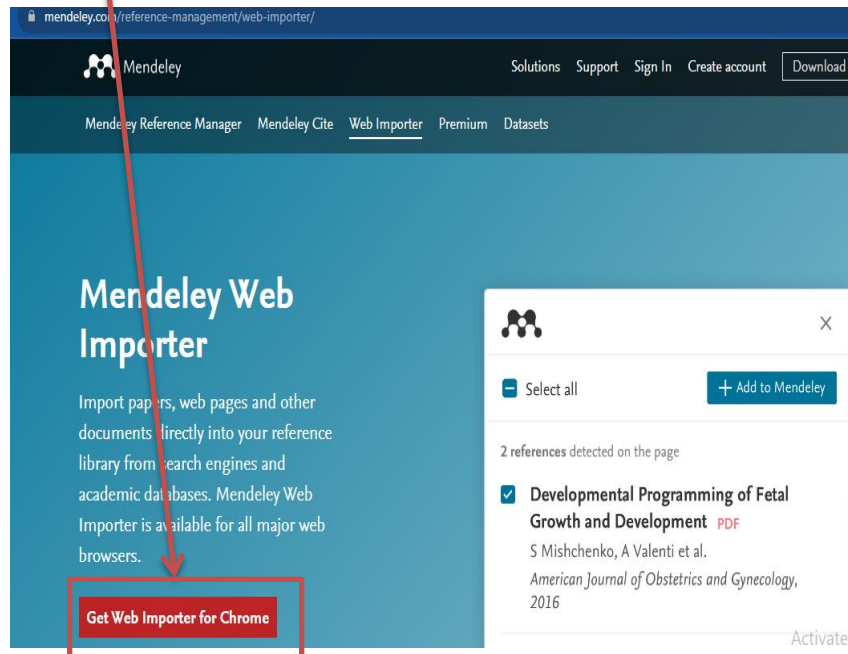

- Web importer is another way of adding references or articles to your library.
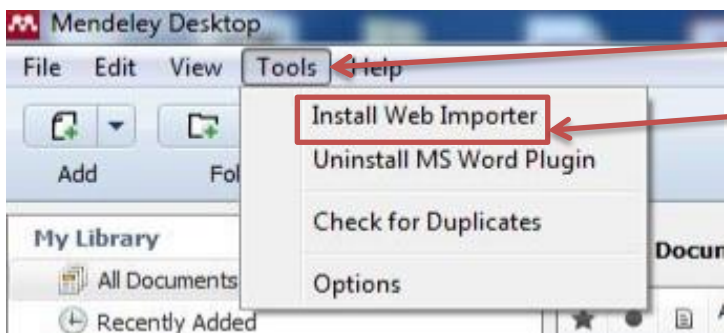
Click on "Tools" on your Mendeley Desktop Software, and click on "Install Web Importer"

7. After clicking on "Install Web Importer," this page will automatically open in your default web browser. Click on "Get Web Importer."
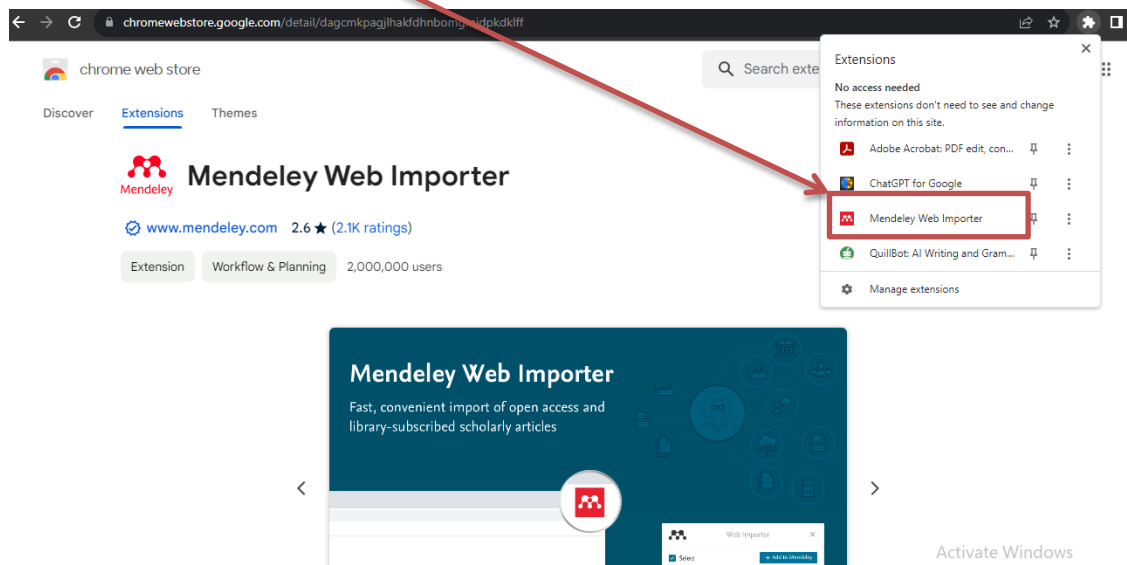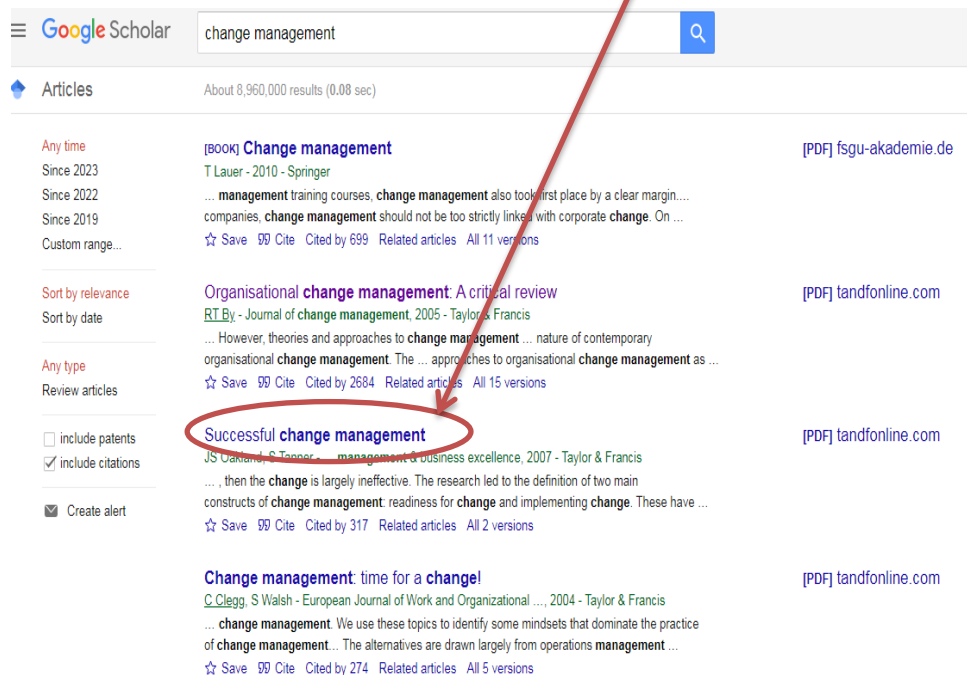
8. Click on "add to Chrome web importer".

9. Click on "extensions" to verify if Mendeley Web Importer was added.

10. To incorporate articles into your library using Web Importer, visit research databases such as Google Scholar, EBSCO, etc. Search for articles in the database. Once you find what you are looking for, click on "extensions" at the upper right corner of your browser and select "Mendeley Web Importer."

- For instance, when using Google Scholar, you should click on the respective article.

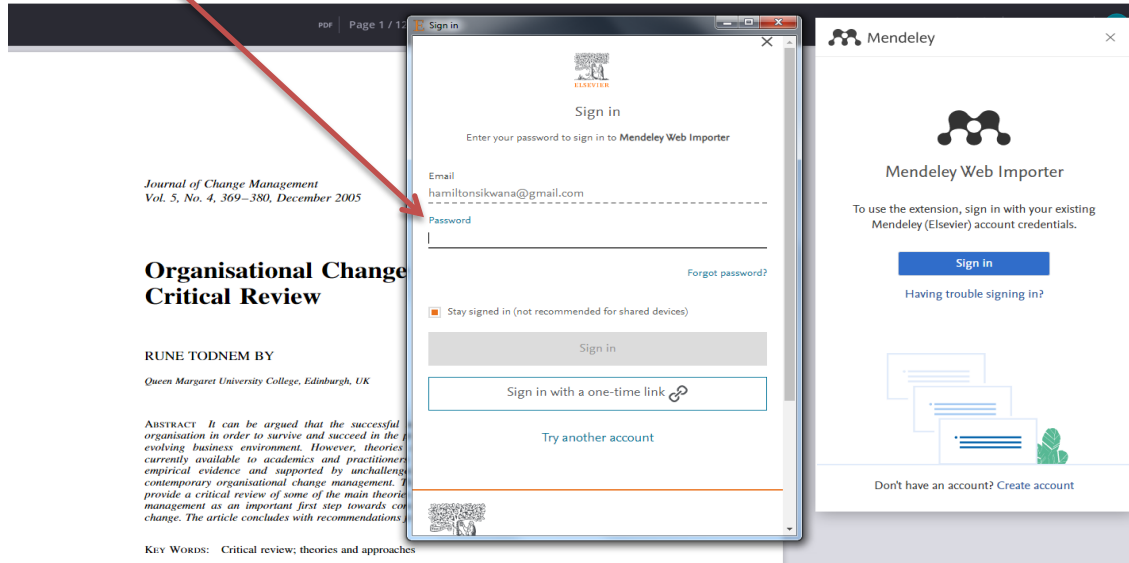• Upon opening the article, select "extensions," and then click on "Mendeley Web Importer".
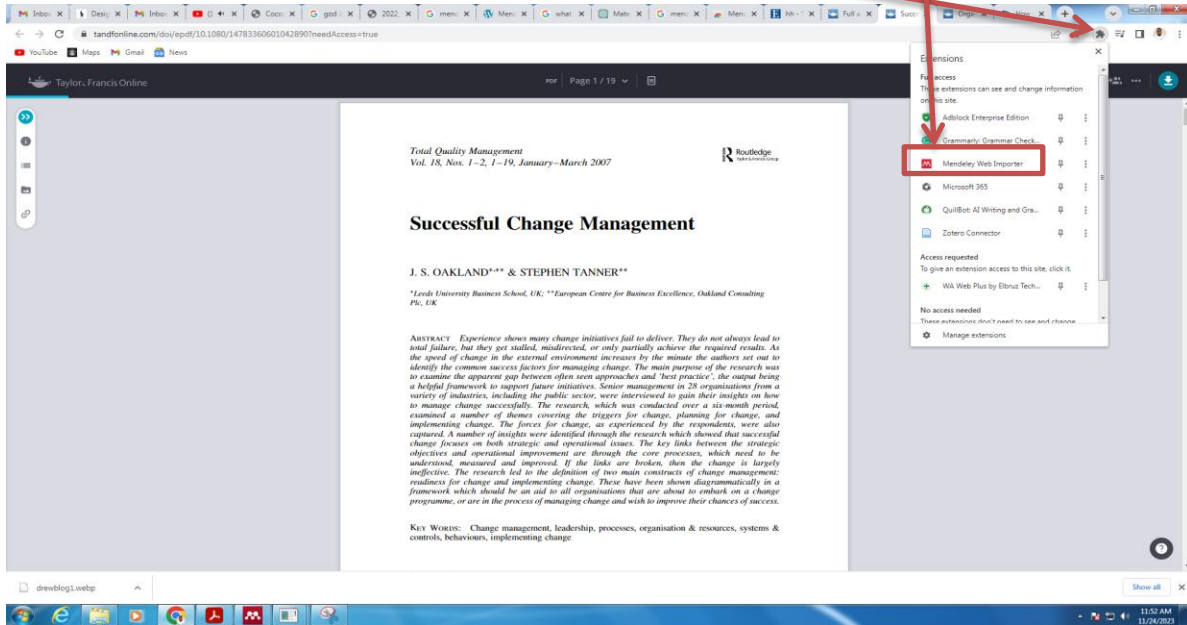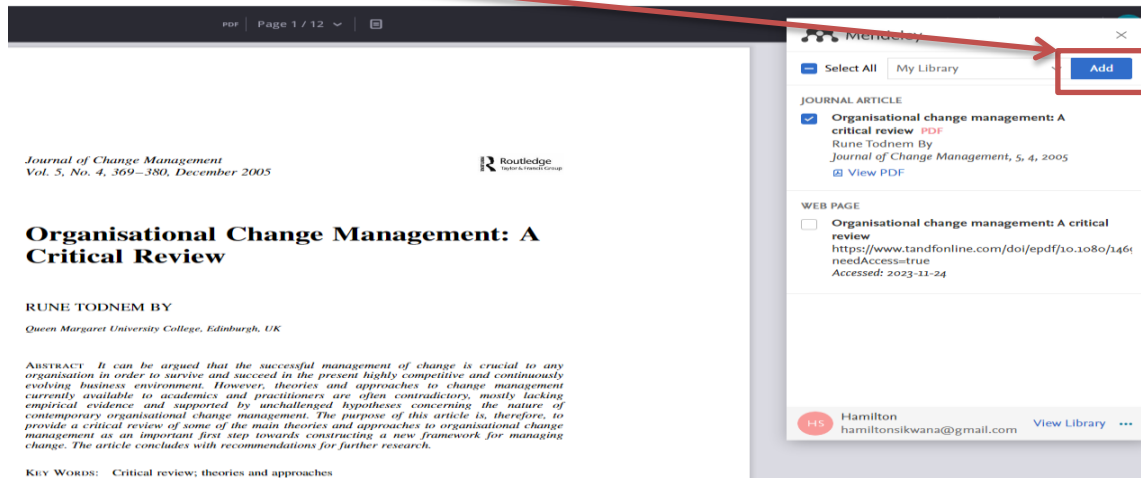

• Click on "Sign in".
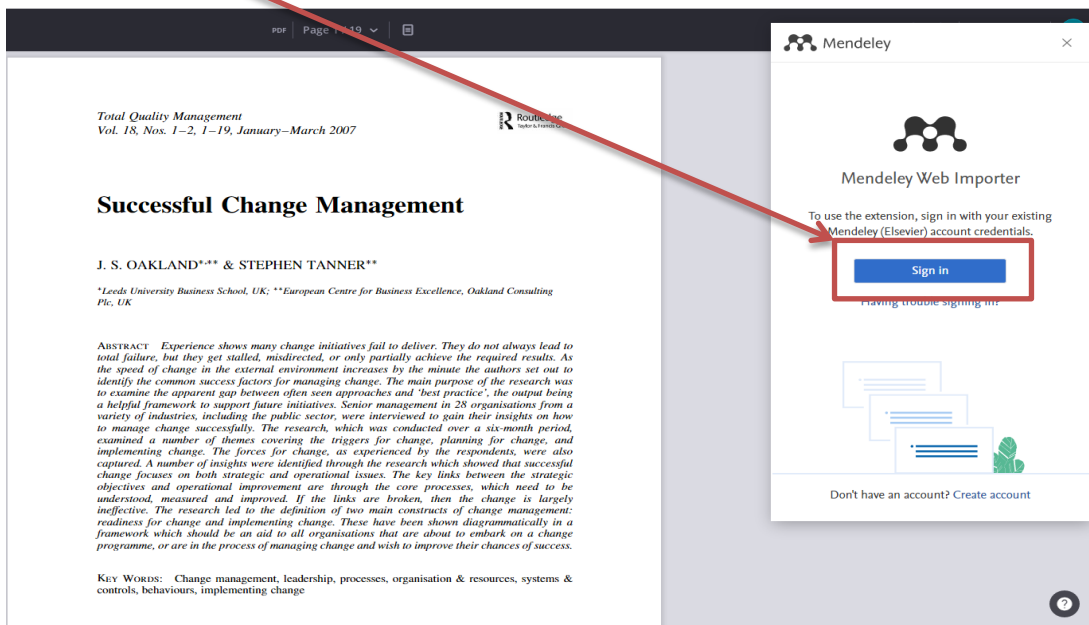
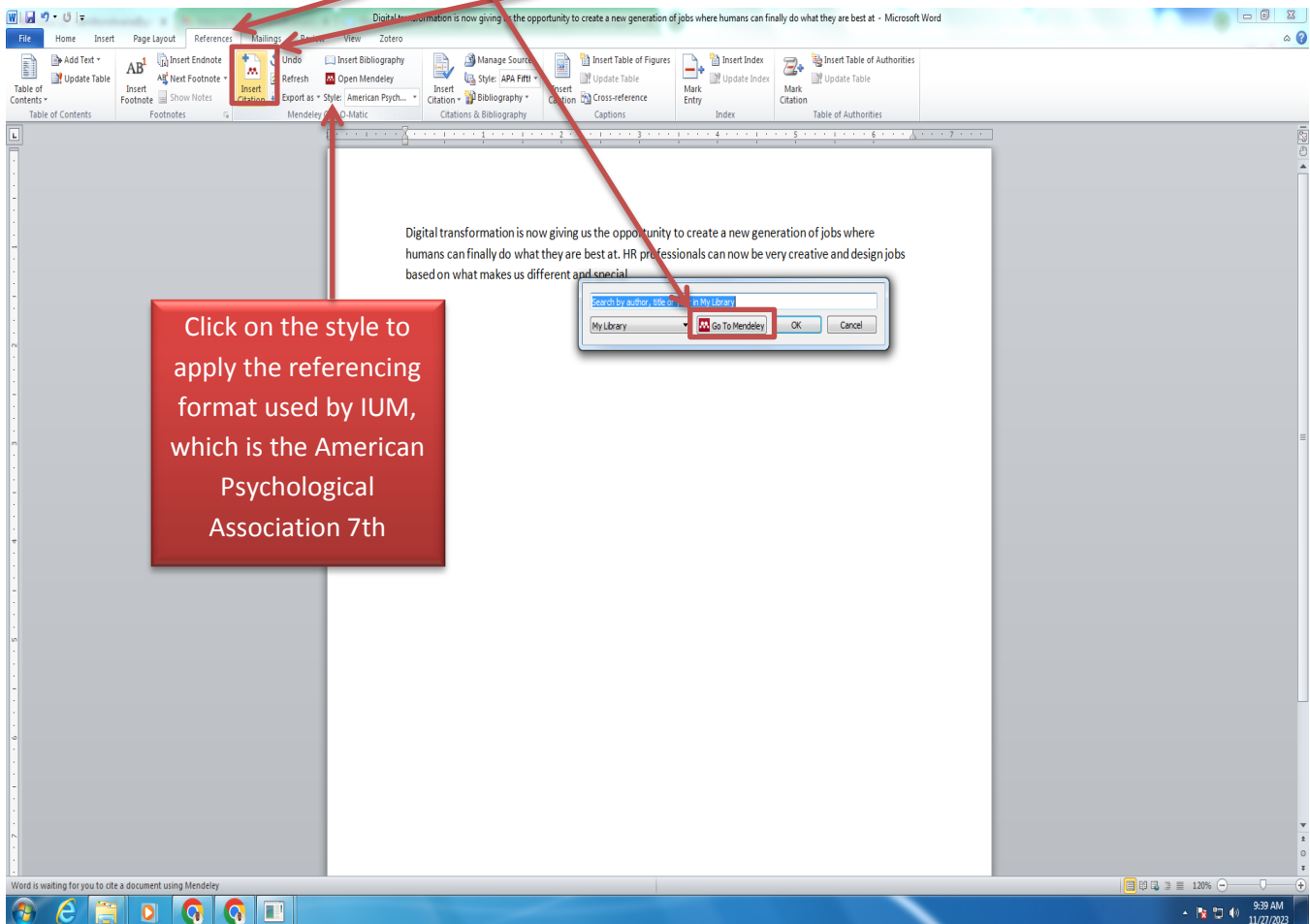- Enter the login details you used to create your account.

- Click on "Add" to add articles on Mendeley desktop software

11. To cite added articles, open a new MS Word document, and click on "references."

- When you want to cite articles added to your library, choose "insert a citation," and a pop-up will appear. Click on "Go to Mendeley."

Click on the style to apply the referencing format used by IUM, which is the American Psychological Association 7th

12. After clicking "Go to Mendeley," select the article from which you obtained information, and then click on "cite."
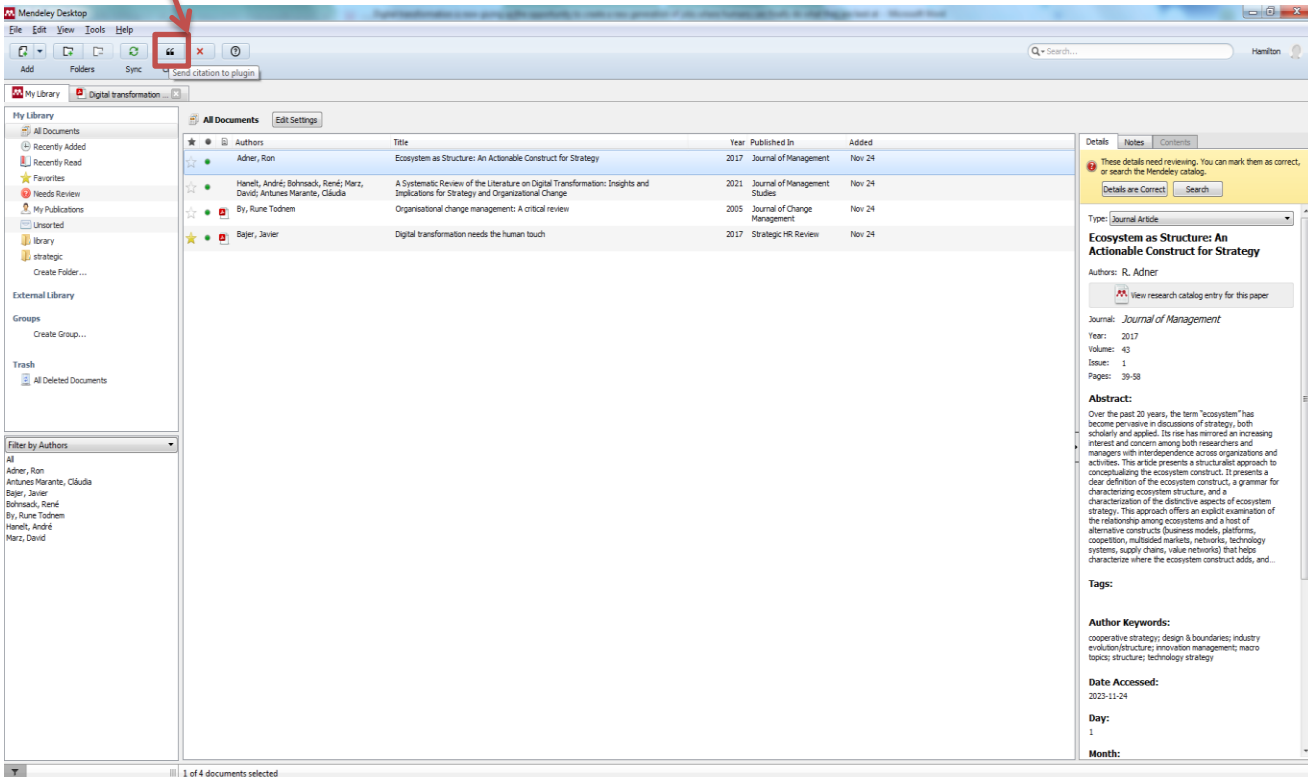
13. To add references or bibliography place the censor where you want your references to be added and then click "insert Bibliography", your references list will automatically appear
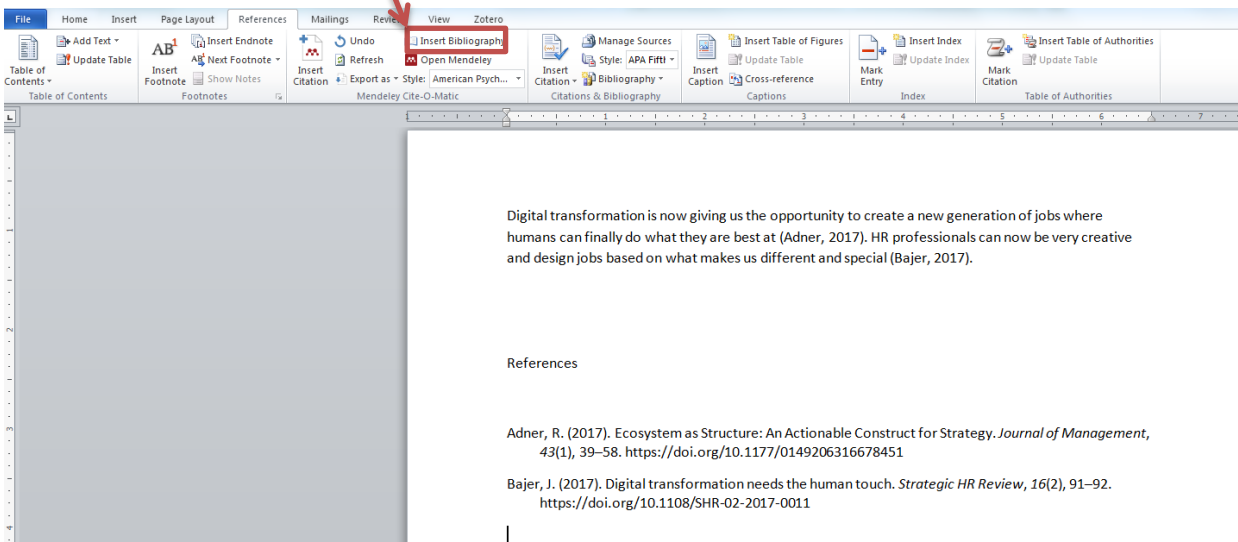
Further, help

The Mendeley Reference Manager Support site gives guidance on all aspects of using this tool:
www.mendeley.com/guides/mendeley-reference-manager

You can also watch a free video on YouTube: **https://www.youtube.com/watch?v=PJXnfBSq4Lg**

Contact your library@ium.edu.na