



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."**

A screenshot of a Google search results page for the query "mendeley desktop 1.19.8". The search bar shows the query and the Google logo. Below the search bar, there are tabs for "All", "Videos", "Images", "Books", and "More". The search results show "About 11,400 results (0.27 seconds)". The first result is from Mendeley, titled "Mendeley Desktop 1.19.8 Installers", with a red box around the title and a red arrow pointing to it from the text above. The second result is from UpdateStar.com, titled "Mendeley Desktop 1.19.8 - Download". The third result is from LO4D.com, titled "Download Mendeley Desktop 1.19.8 (latest)". The fourth result is from Mendeley, titled "Mendeley Desktop v1.19.8".



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

Current Downloads

We recommend using the current stable release of Mendeley Desktop.

- [Current Stable Release](#)
- [Current Preview Release](#)

Mendeley Desktop 1.19.8 Installers

View the [release notes](#) for this version. Please note that older versions of Mendeley Desktop may no longer be supported.

Recommended for your system:

[Mendeley Desktop 1.19.8 for Windows](#)

Other platforms:

[Mendeley Desktop 1.19.8 for Mac OS X](#)

[Mendeley Desktop 1.19.8 for Ubuntu \(32-bit\)](#)

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

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[Current Stable Release](#)
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View the [release notes](#) for this version. Please note that older versions of Mendeley Desktop may no longer be supported.

Recommended for your system:
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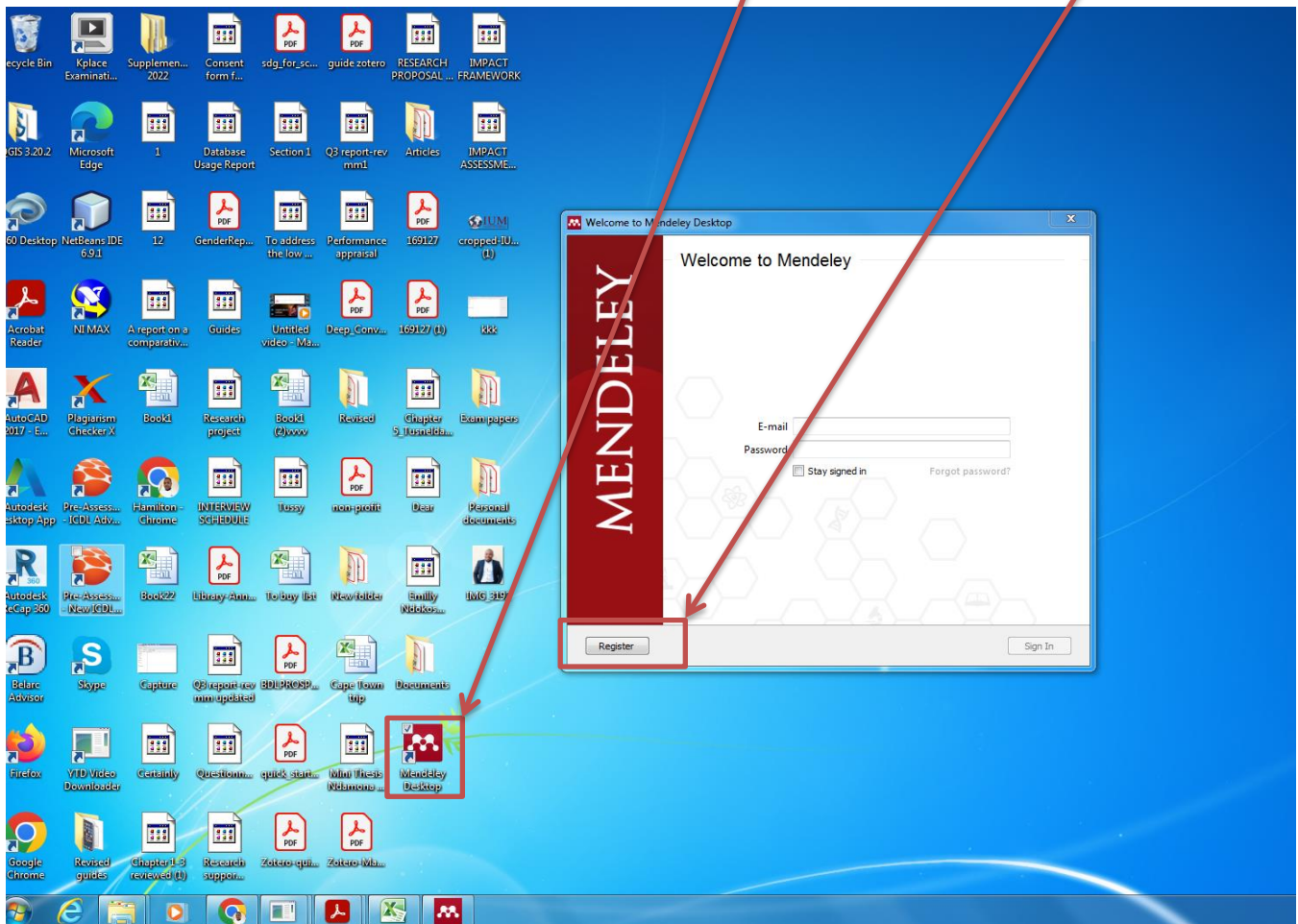
Other platforms:
[Mendeley Desktop 1.19.8 for Mac OS X](#)
[Mendeley Desktop 1.19.8 for Ubuntu \(32-bit\)](#)

Support
If you have problems installing or using Mendeley Desktop, please visit our [support site](#).

Open File - Security Warning
Do you want to run this file?
Name: ...nloads\Mendeley-Desktop-1.19.8-win32 (2).exe
Publisher: Elsevier Ltd
Type: Application
From: C:\Users\h.sikwana\Downloads\Mendeley-Desk...
Run Cancel
 Always ask before opening this file
While files from the Internet can be useful, this file type can potentially harm your computer. Only run software from publishers you trust. [What's the risk?](#)

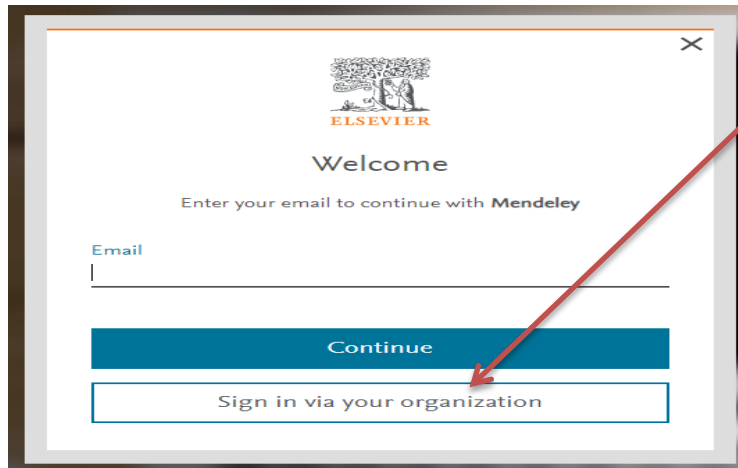


3. After installation, navigate to your desktop, click on "Mendeley", and then select "Register."



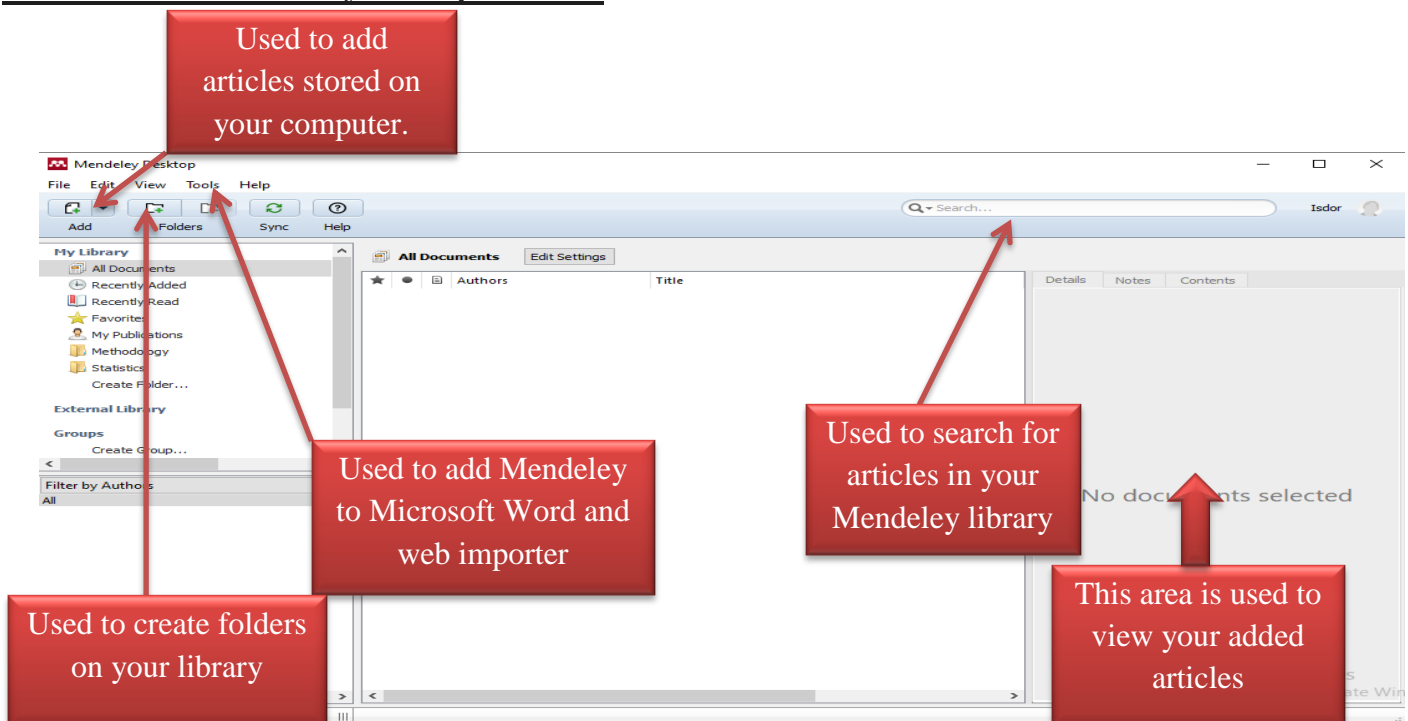


4. Upon clicking **register**, you will be directed to the following screen. You will then be prompted to enter a valid email address (either personal or IUM email), after which you should click on **"Continue."**



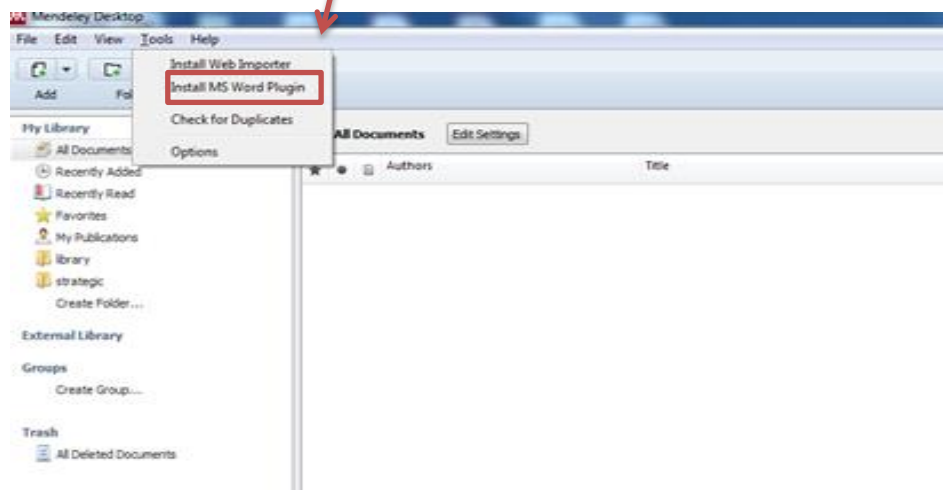
NB: After registering you will be directed to the Mendeley web interface. Go back to your desktop and then log in with the login credentials that you just created.

Overview of the Mendeley desktop interface

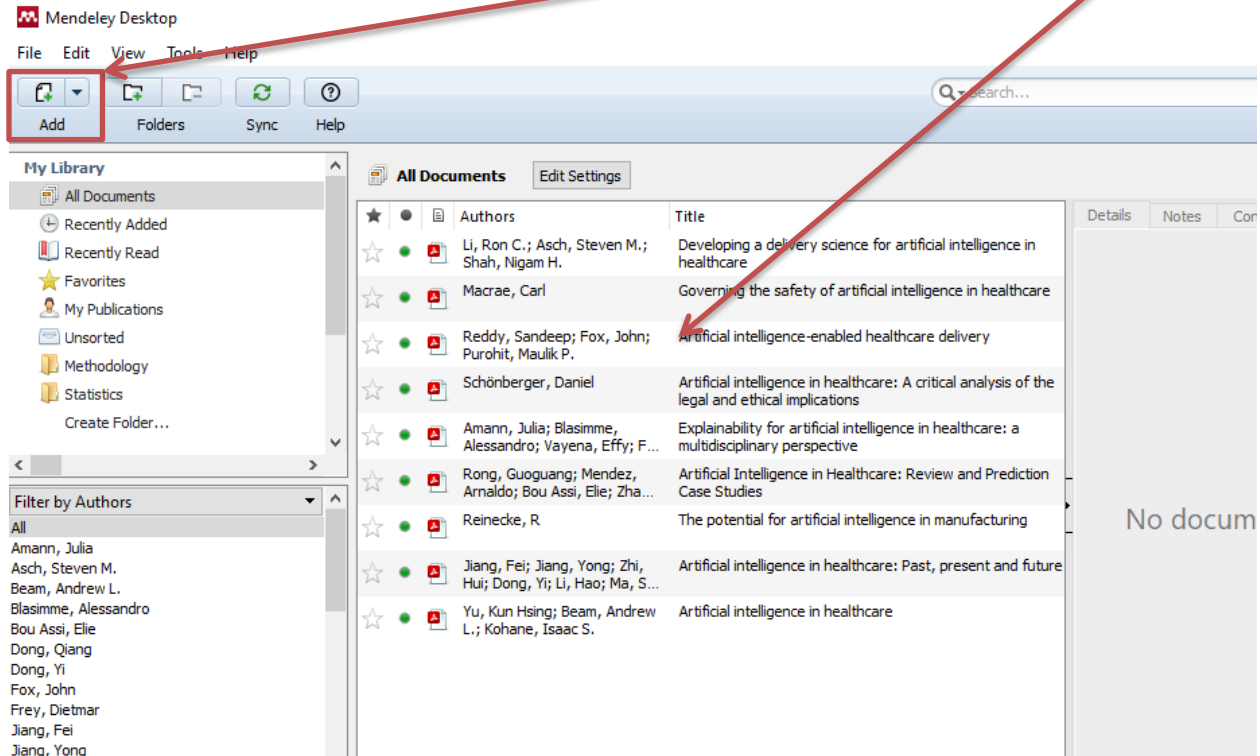


How to cite using Mendeley Desktop

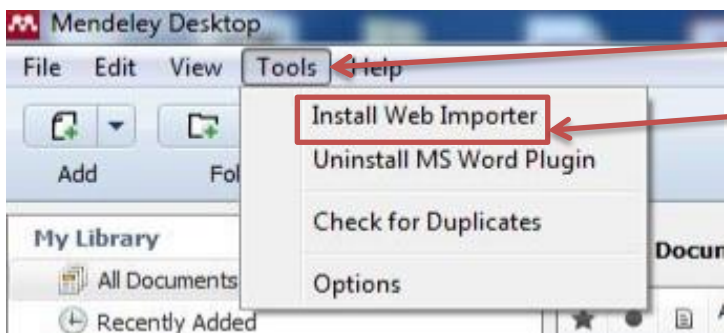
5. In your Mendeley Desktop, select "Tools" and then choose "Install MS Word Plugin." This will enable Mendeley to connect with your Word document.



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.



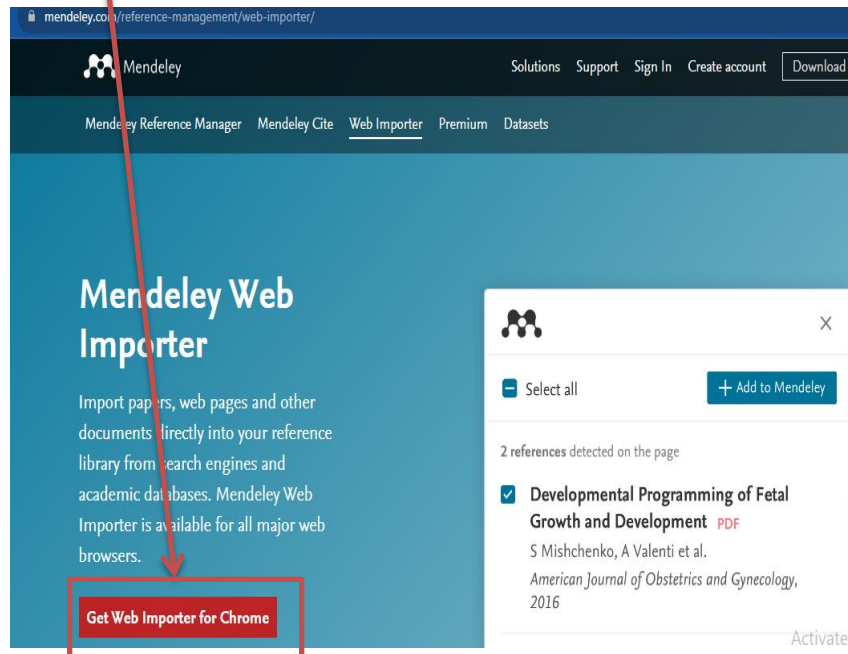
- Web importer is another way of adding references or articles to your library.



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."

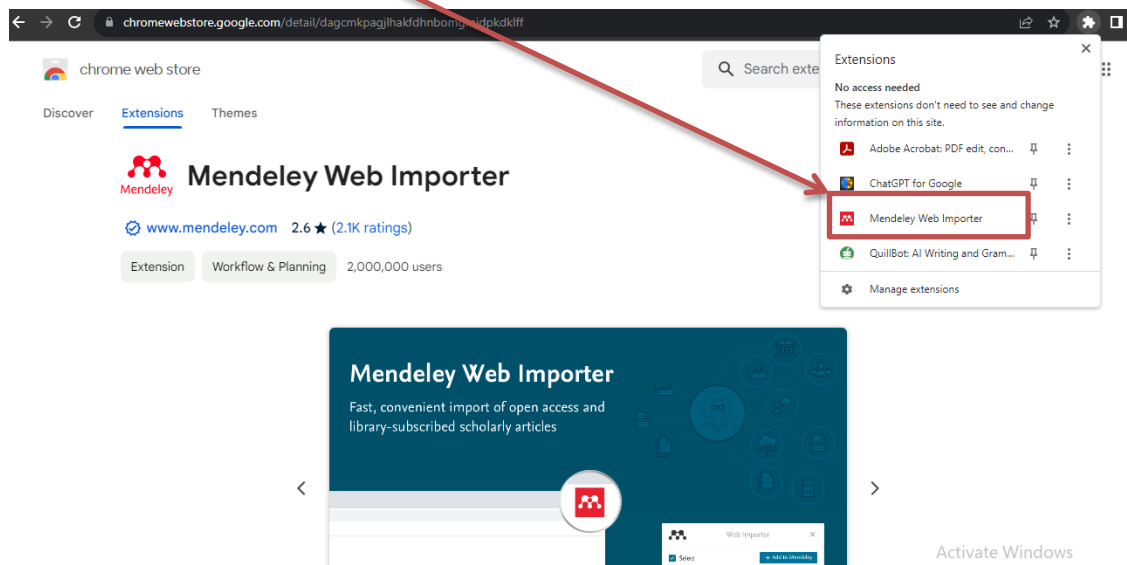




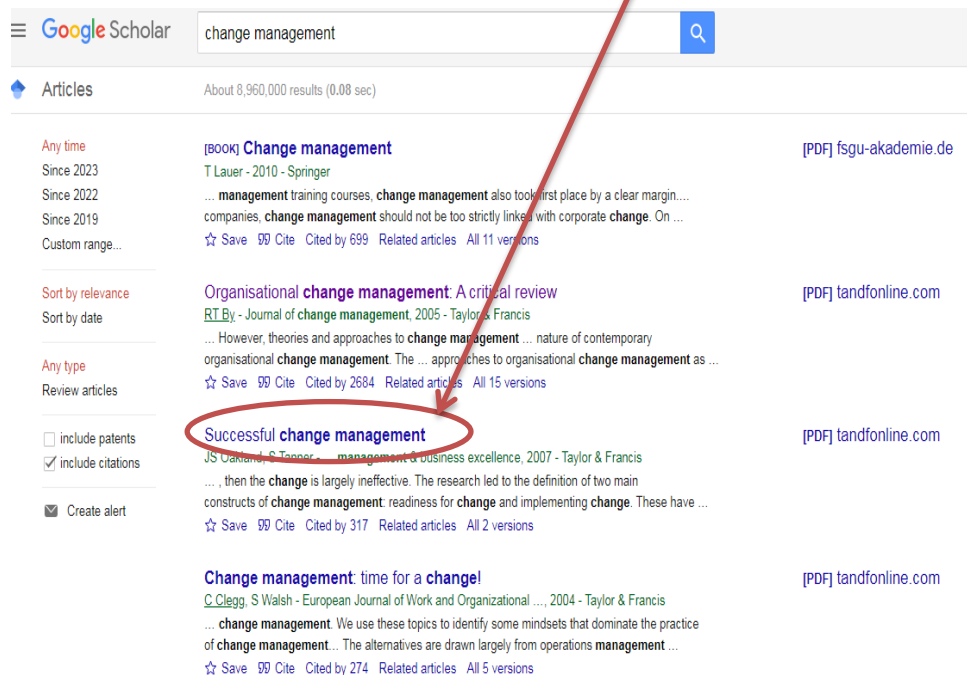
8. Click on "add to Chrome web importer".



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.



Google Scholar search results for "change management". The search bar shows "change management" and a search icon. Below the search bar, it indicates "Articles" and "About 8,960,000 results (0.08 sec)".

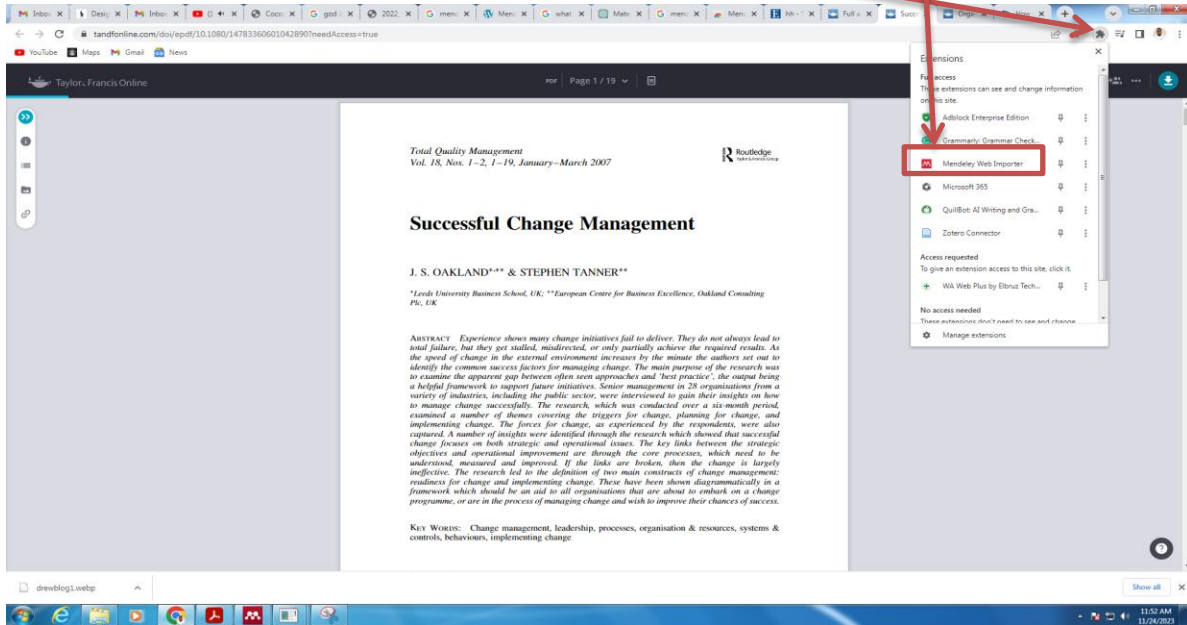
On the left side, there are filters for "Any time" (with sub-options: Since 2023, Since 2022, Since 2019, Custom range...), "Sort by relevance" (with sub-option: Sort by date), "Any type" (with sub-option: Review articles), and checkboxes for "include patents", "include citations", and "Create alert".

The search results list several articles:

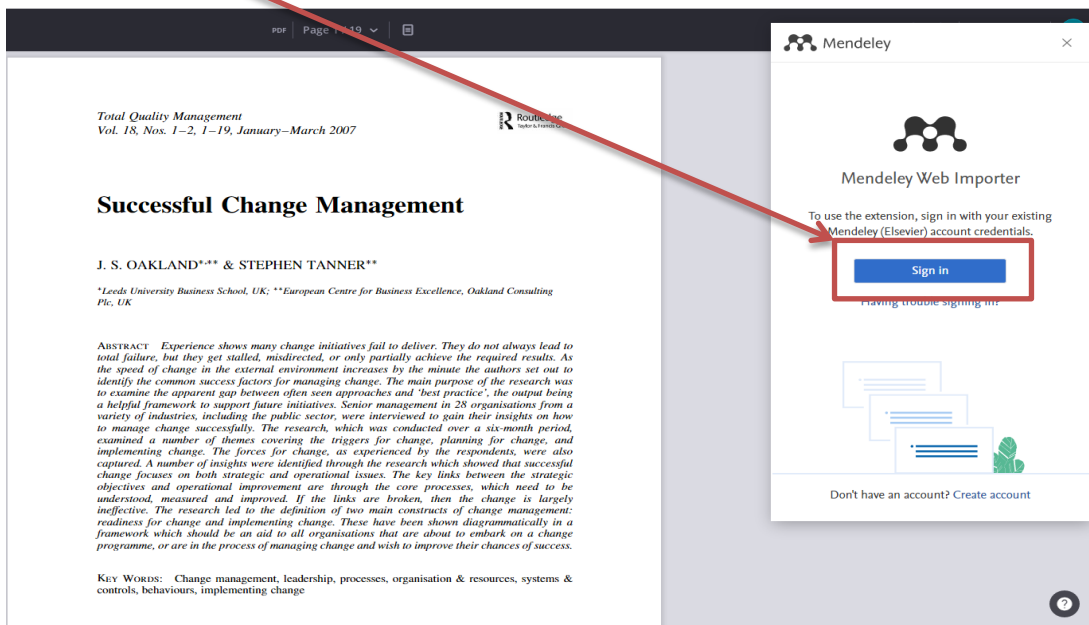
- Book** **Change management** [PDF] fsgu-akademie.de
T Lauer - 2010 - Springer
... **management** training courses, **change management** also took first place by a clear margin... companies, **change management** should not be too strictly linked with corporate **change**. On ...
☆ Save ⓘ Cite Cited by 699 Related articles All 11 versions
- Organisational change management: A critical review** [PDF] tandfonline.com
RT By - Journal of **change management**, 2005 - Taylor & Francis
... However, theories and approaches to **change management** ... nature of contemporary organisational **change management**. The ... approaches to organisational **change management** as ...
☆ Save ⓘ Cite Cited by 2684 Related articles All 15 versions
- Successful change management** [PDF] tandfonline.com
JS Oakland, C Tanner - **management & business excellence**, 2007 - Taylor & Francis
... , then the **change** is largely ineffective. The research led to the definition of two main constructs of **change management**: readiness for **change** and implementing **change**. These have ...
☆ Save ⓘ Cite Cited by 317 Related articles All 2 versions
- Change management: time for a change!** [PDF] tandfonline.com
C Clegg, S Walsh - *European Journal of Work and Organizational ...*, 2004 - Taylor & Francis
... **change management**. We use these topics to identify some mindsets that dominate the practice of **change management**... The alternatives are drawn largely from operations **management** ...
☆ Save ⓘ Cite Cited by 274 Related articles All 5 versions



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

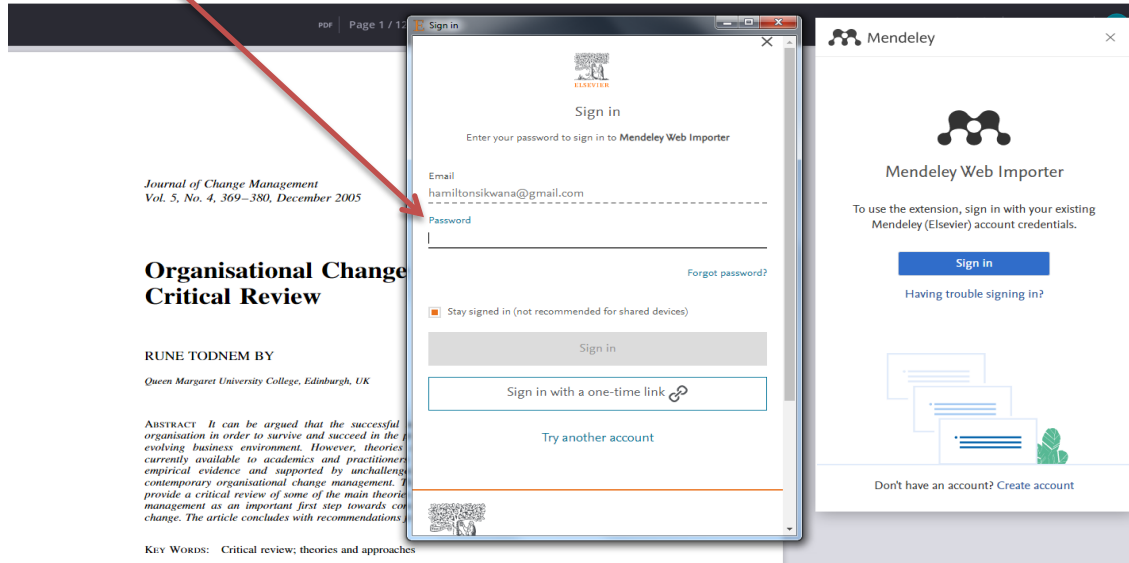


- Click on "Sign in".

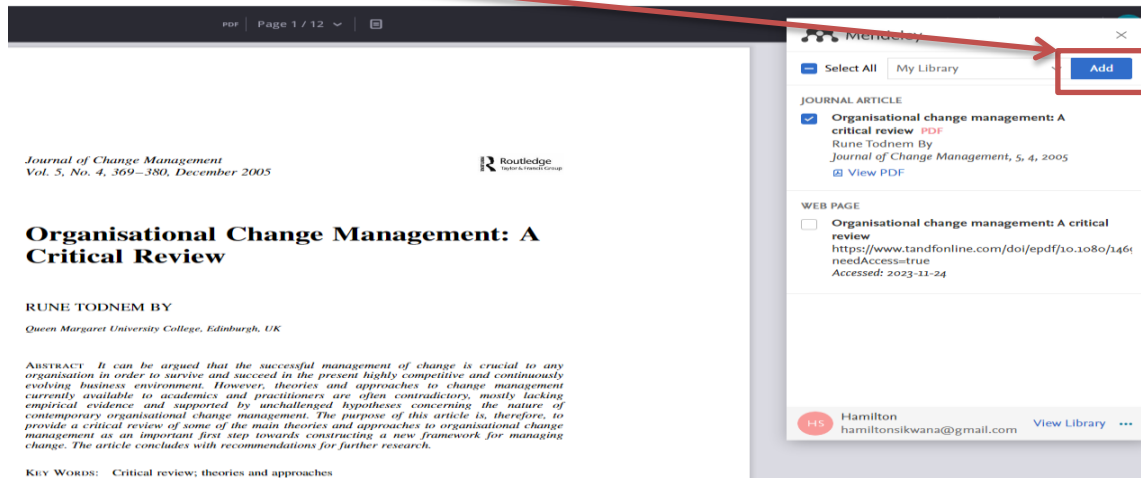




- Enter the login details you used to create your account.

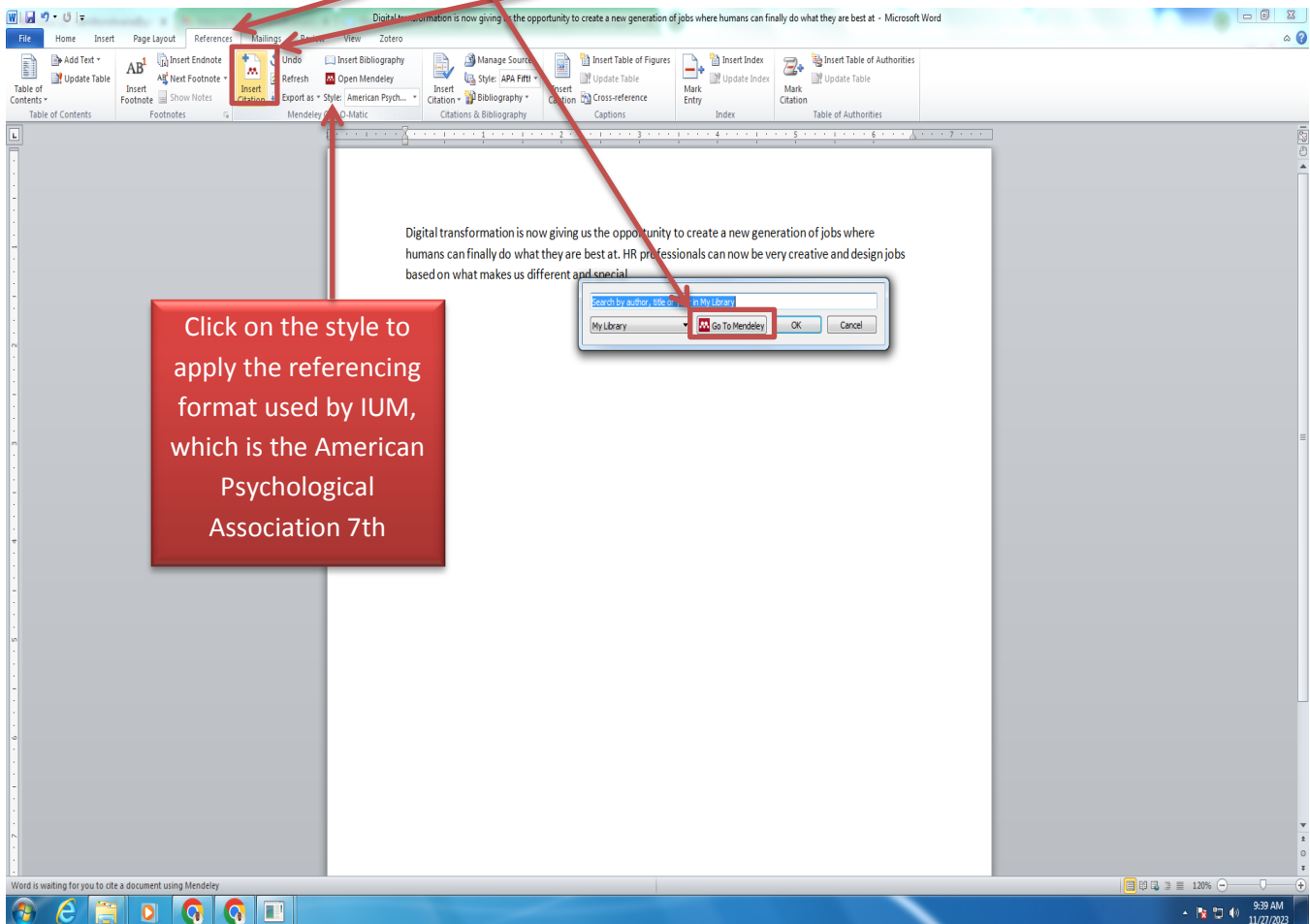


- Click on "Add" to add articles on Mendeley desktop software

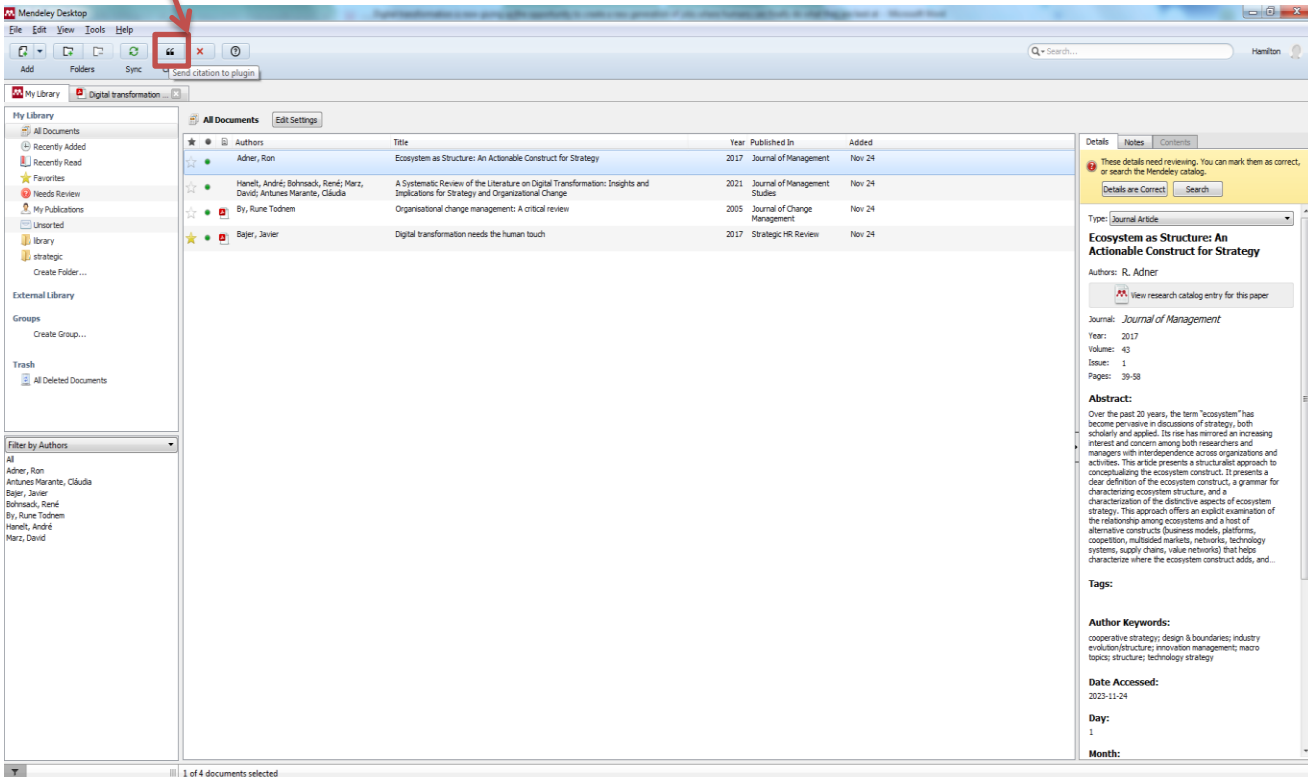


11. To cite added articles, open a new MS Word document, and click on "references."

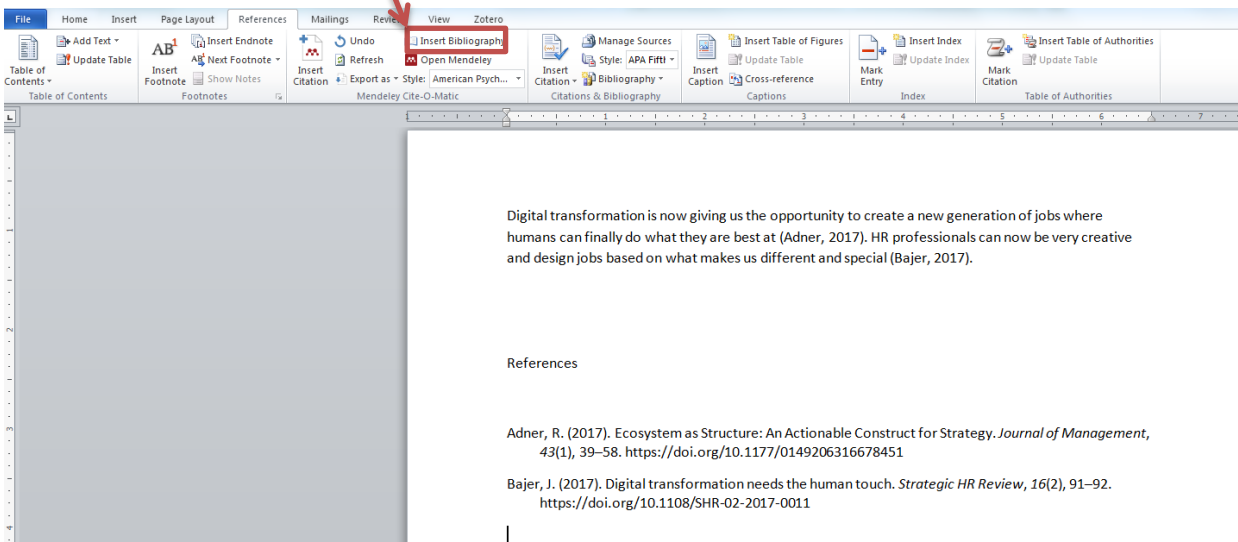
- When you want to cite articles added to your library, choose "insert a citation," and a pop-up will appear. Click on "Go to Mendeley."



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 cursor 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