MENDELEY

USER MANUAL

THE STACK ROOM

ABSTRACT

This manual will take you through the process of acquiring and using Mendeley for a more efficient reference management.
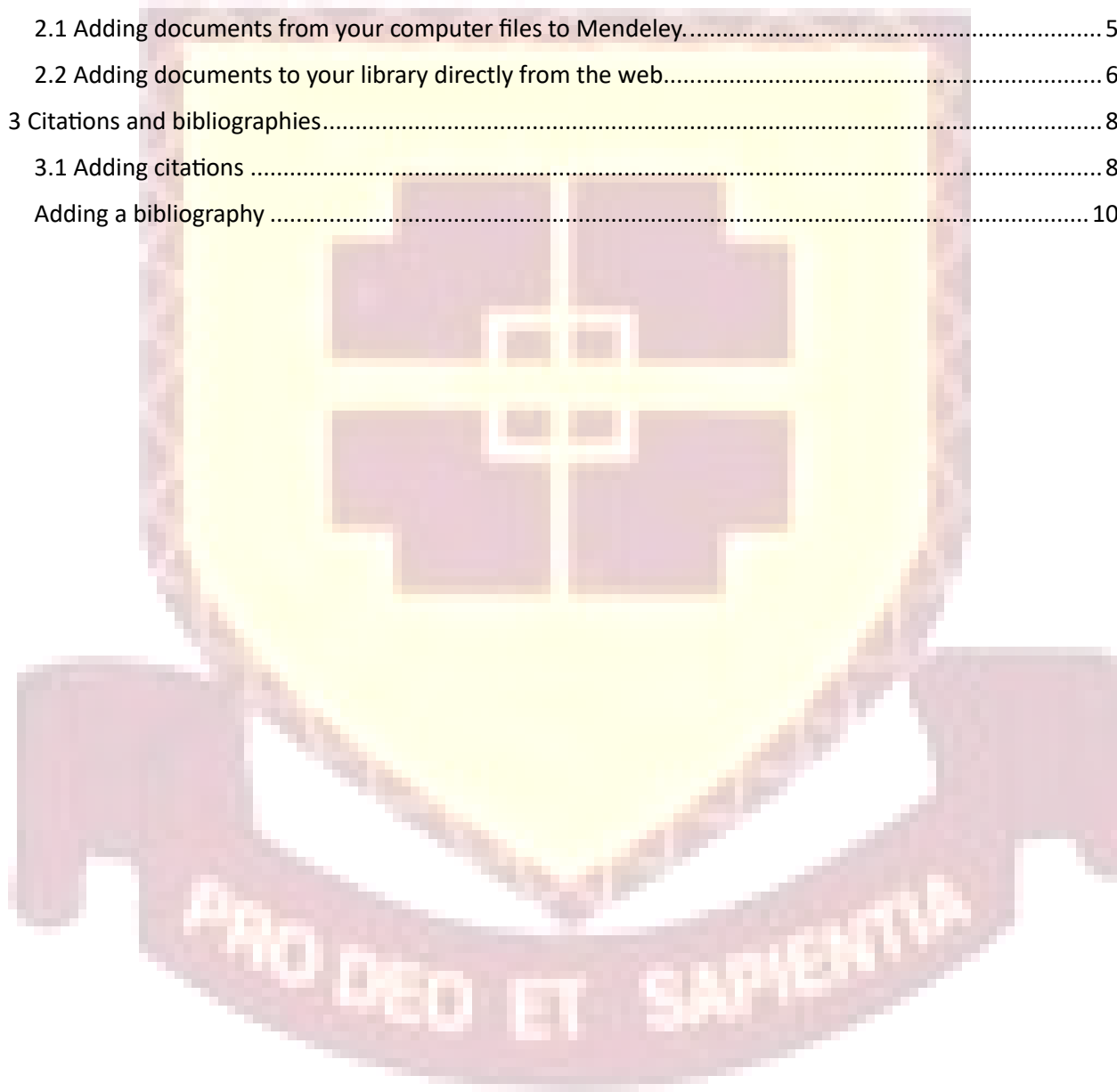
Website-   Library.cuz.ac.zw

 Email -   cuzlibrary@cuz.ac.zw

Twitter -   @cuzlibrary

Facebook - The catholic University of Zimbabwe Library.

Contents

## 1.1Creating Mendeley account

Go to https://www.mendeley.com/ and create account.
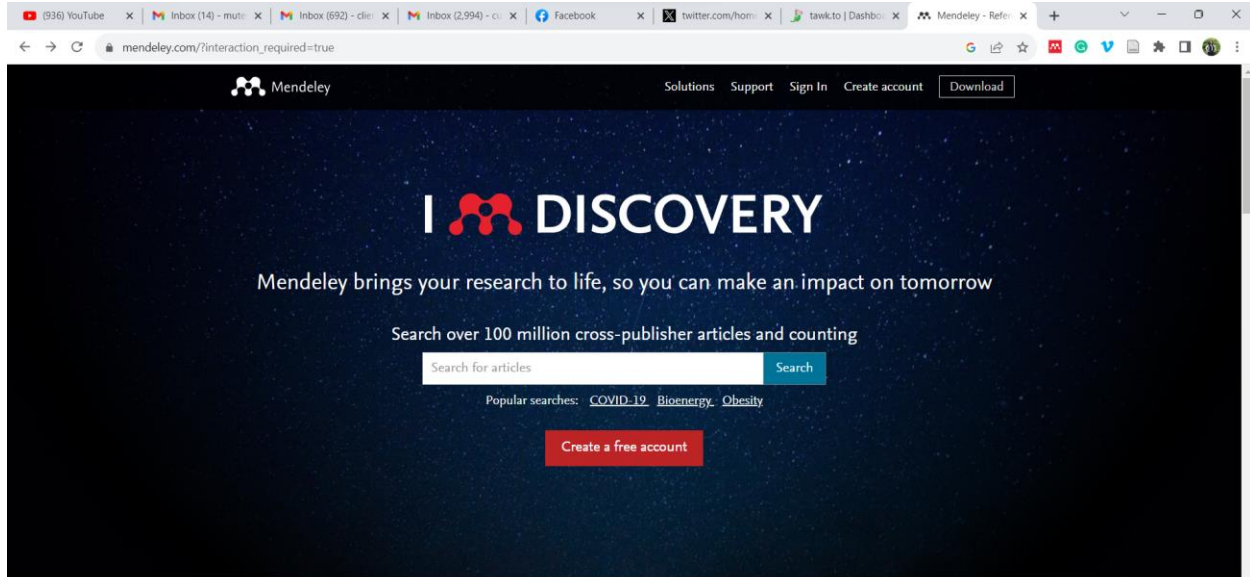
You will receive an email to activate your account.

1.2 Download the Desktop application

Go to the Mendeley official website https://www.mendeley.com/download-reference-manager/windows and click download.
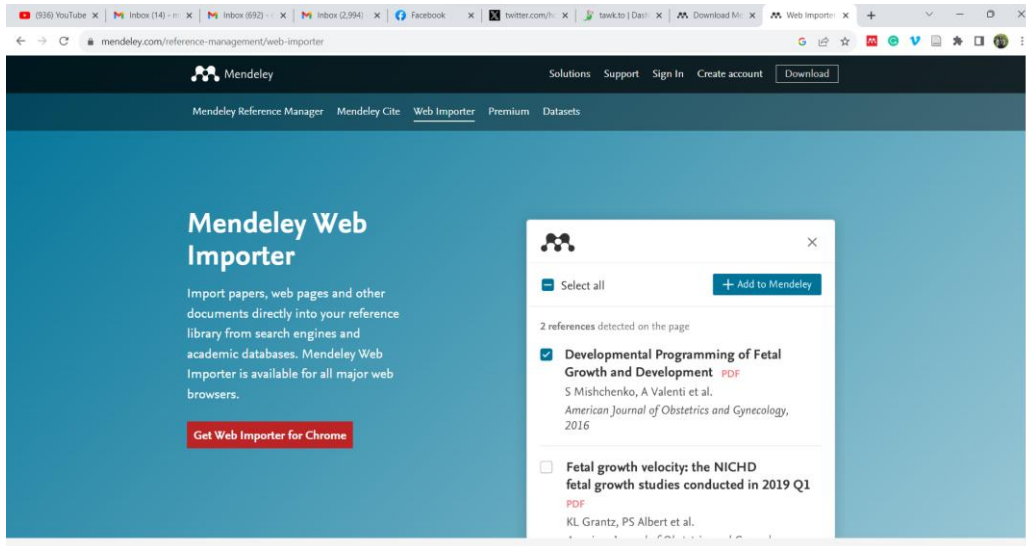
Download the desktop application that is compatible with the operating system you are using.
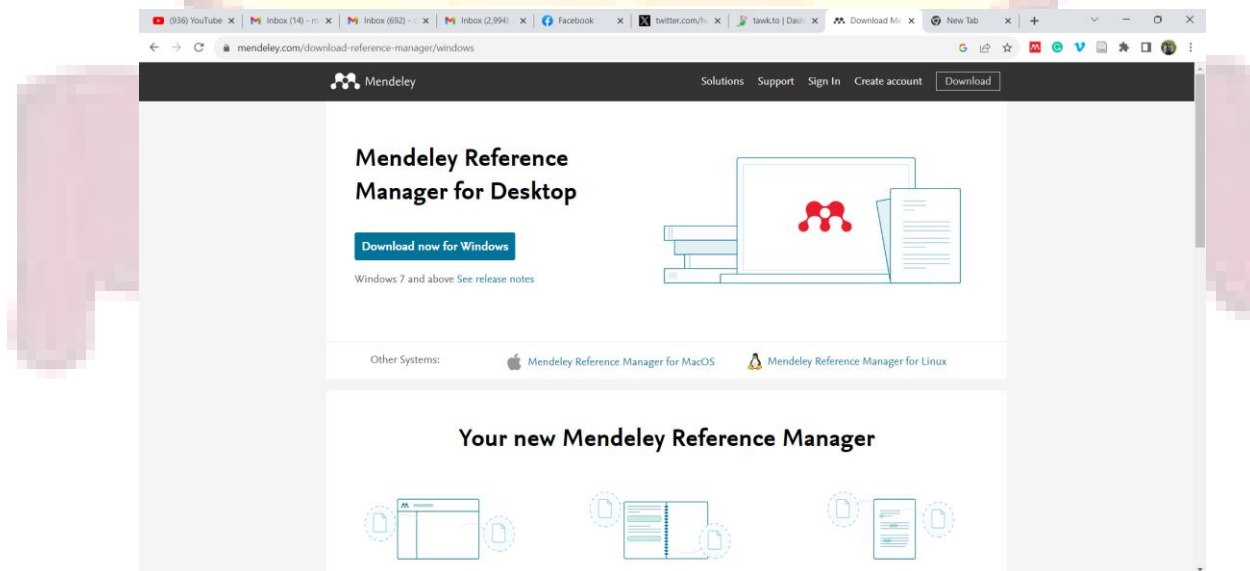
1.3 Install the Mendeley web importer.

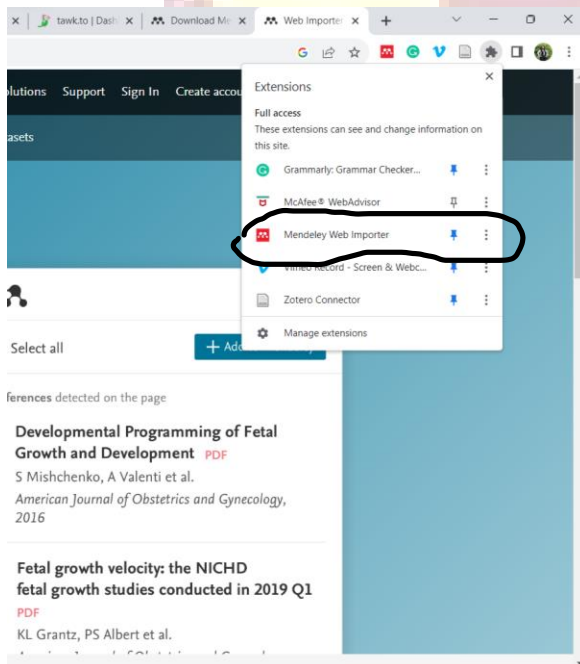Go to https://www.mendeley.com/reference-management/web-importer and install the web importer for the browser you are using
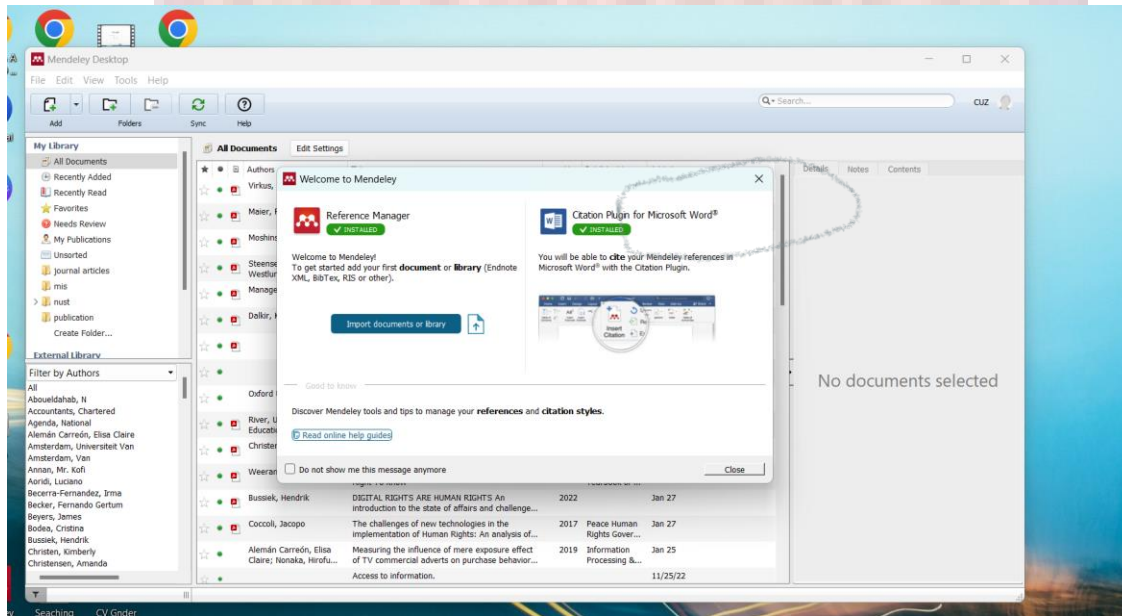

Go to your browser extensions and pin Mendeley.

## 2 Building and managing your Mendeley library.

When you first log into the desktop application, a window with installations pops up. Click on install under citation plugin for Microsoft word. If it is already installed it will show a green "installed" message.

2.1 Adding documents from your computer files to Mendeley.

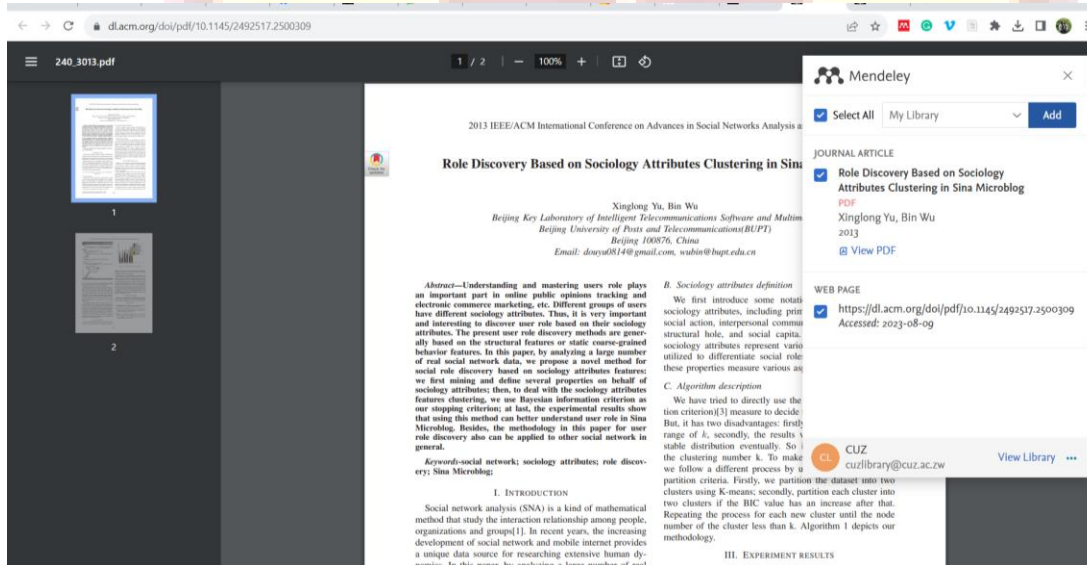Click on "add" and select the documents you want from your files

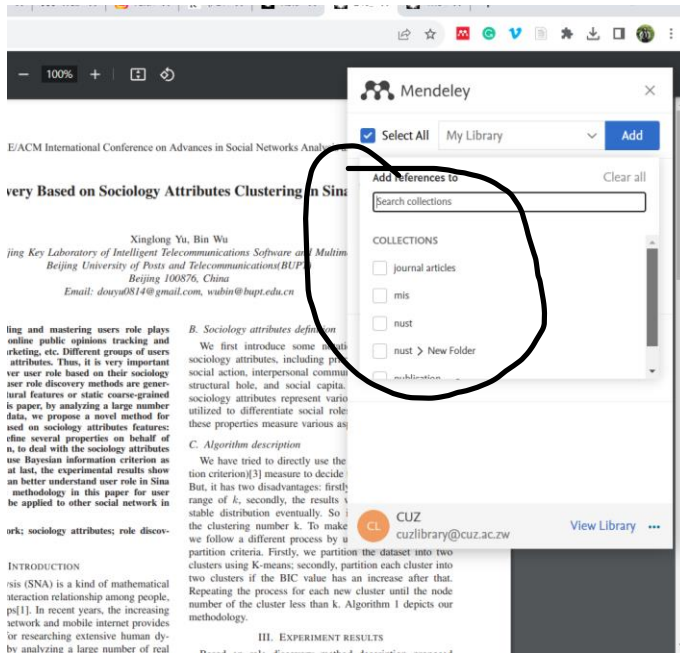You can also drag the documents you want onto the library.
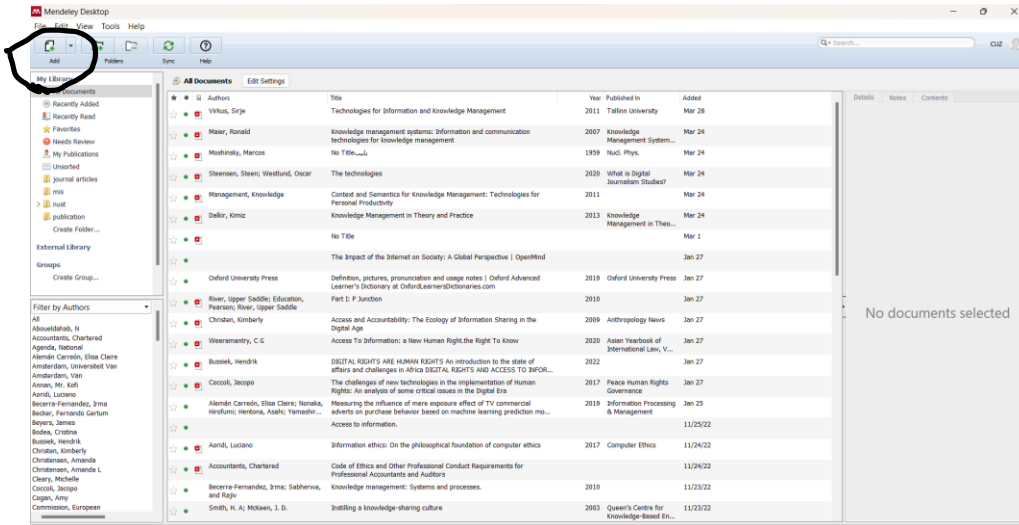
2.2 Adding documents to your library directly from the web.

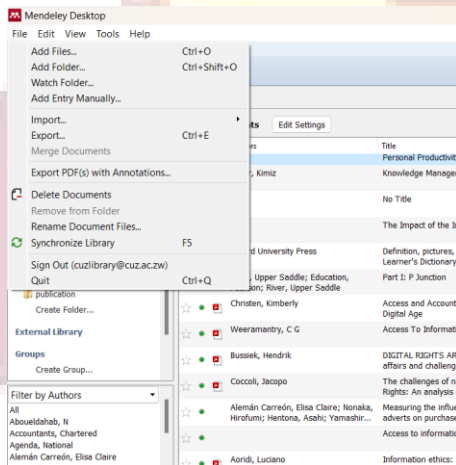Open the document that you want to add to Mendeley.

Click on the pinned Mendeley extension and select "add".

You may also select the Mendeley library folder you want your document to go into.

Managing your Mendeley library.
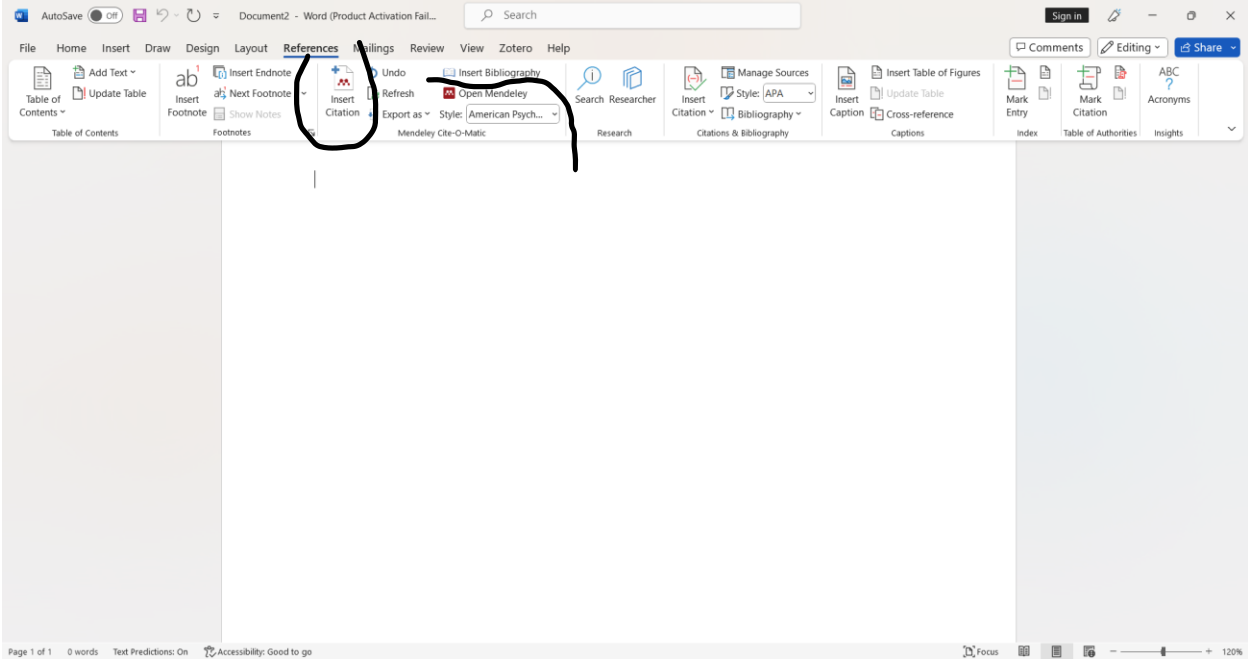

Under 'File" you may

- Add new files (documents)
- Add a new folder.
- Import and export files from other reference managers.
- Rename documents.
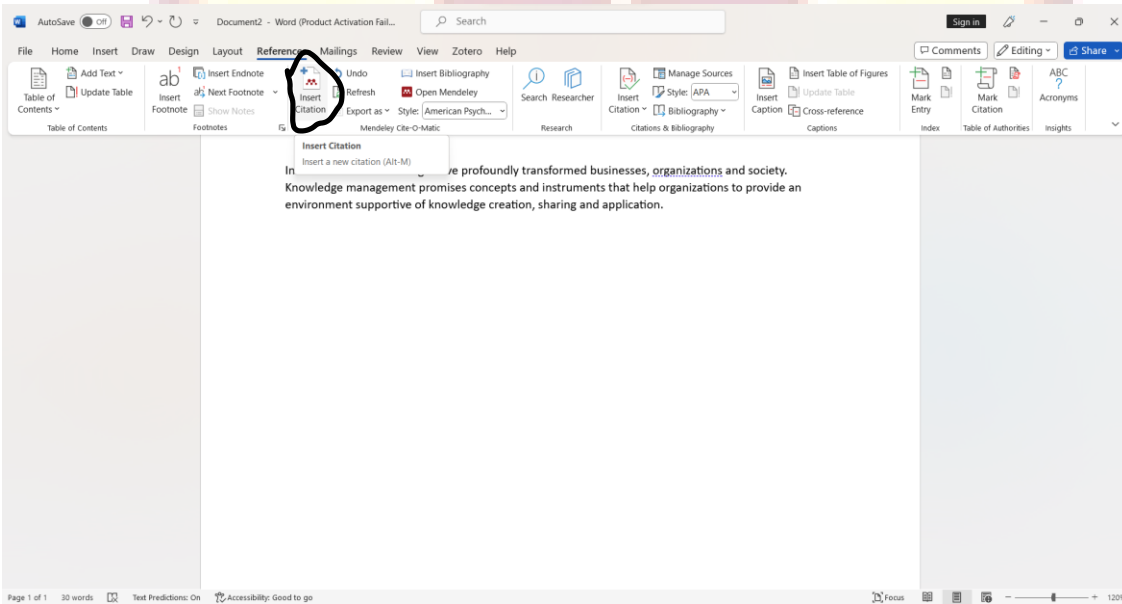
3 Citations and bibliographies

3.1 Adding citations

Open Microsoft word and go to references and check if the mendely icon is appearing on the citations and bibliography section.
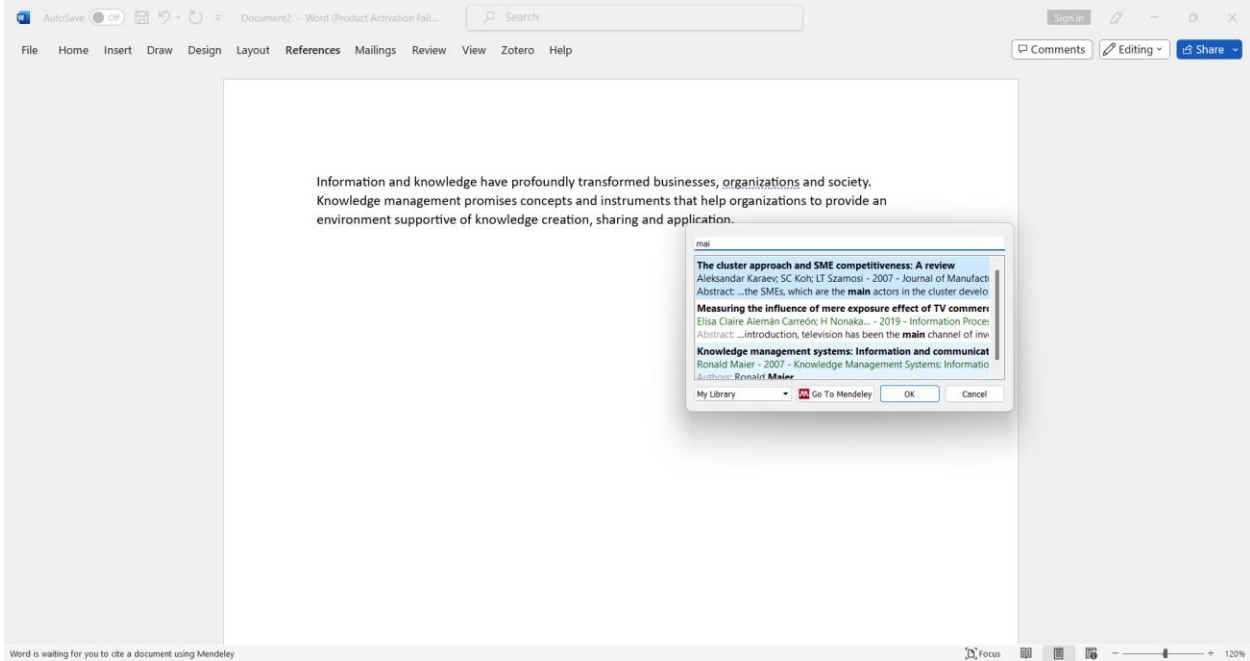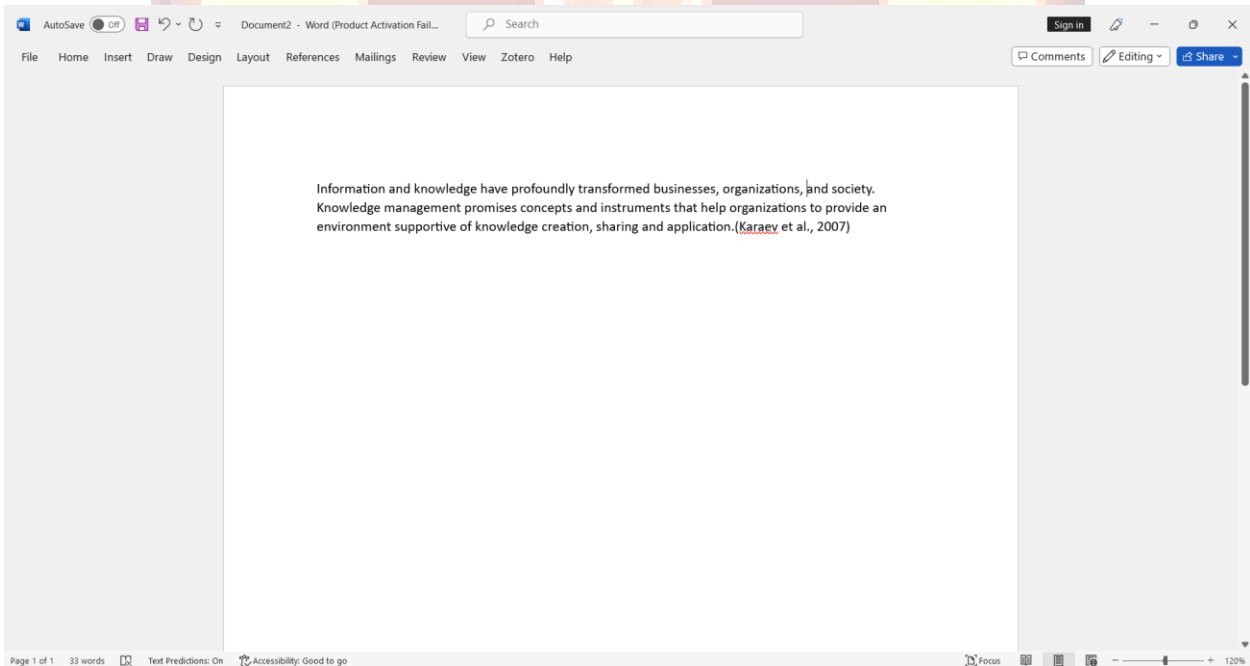
Adding citations intext

Click on insert citation.

Type in the surname or name of author on the search bar, select the document you want and click ok.
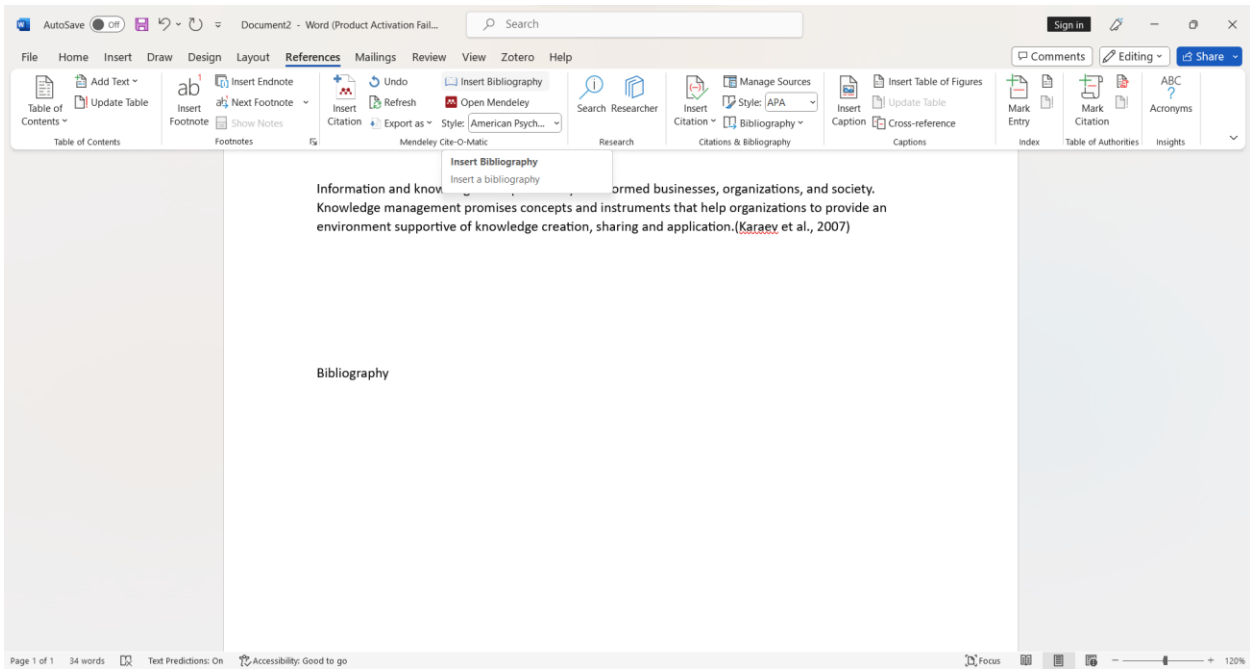
An illustration of intext citation added using Mendeley.

Adding a bibliography

Go to references and click on insert bibliography.

Mendeley will add full citations to all the documents you will have cited intext onto to your reference list as illustrated below.