

Mendeley

Overview

- Mendeley is a FREE reference management tool for organizing all your references in one place.
- You can organize your files, search your personal library, annotate documents and cite as you write.

How to get it

- You can download a copy of the software from <https://www.mendeley.com>
- You also need to create an account to be able to sync your documents across all your devices including personal computer, phone, and tablet.
- There is also a Microsoft Word plugin for both Mac and PC to help you automatically cite your work and organize your bibliography.

How to use it

After installing the software and creating an account you can import your documents to Mendeley by:

1. **Drag-and-drop** where you can click on the PDF file you have, hold the button, drag it to the software main window, and release the button (drop) the file. The software will automatically extract information from the PDF and adds it to your library.
2. **Manual** where you can type in your source's information based on the type of source, different pieces of information may be required.
3. **DOI** where you can use a source's Digital Object Identifier (DOI), which is unique for each credible reference available on the internet, to import it to your library.

After you have all your sources added to the library, you can use the Mendeley's Microsoft plugin to add your references to your document (See Figure 2).

Note: in order to add the Mendeley's plugin to Word, you need to click on Tools menu in the Mendeley's main window and choose "Install MS Word Plugin".

Remember that all your citations will be automatically updated when you make changes to your library info or your document so you do not need to worry about the formatting or information provided. If you see out-of-date info, you can always use the "Refresh" button on the cite-o-matic tab in your MS Word.

For a more comprehensive hands-on video, please watch [\[link to the video\]](#).

Add sources to your
library manually

Sync your library
across all your devices

Search your entire library by
author, title, year, etc.

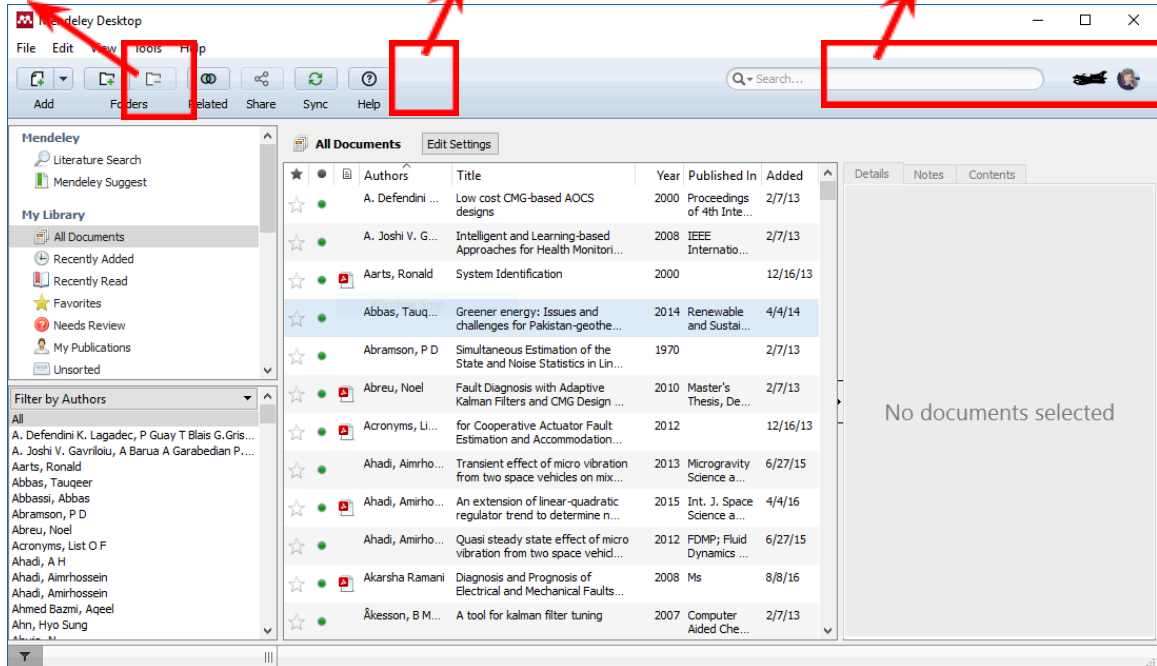
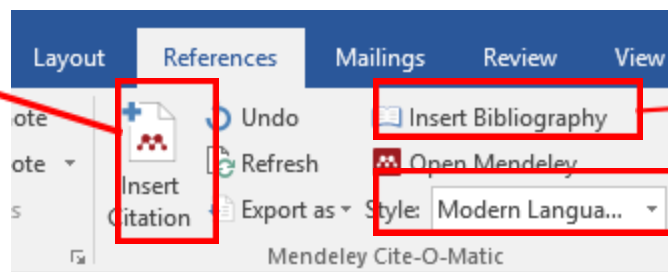


Figure 1 – Mendeley main window interface

Use this button to
insert references



Use this button to
insert bibliography
of all your cited
sources to the
document

Select your citation
style (APA, MLA,
etc.) from this list

Figure 2 – Mendeley's Cite-o-Matic plugin for Microsoft Word

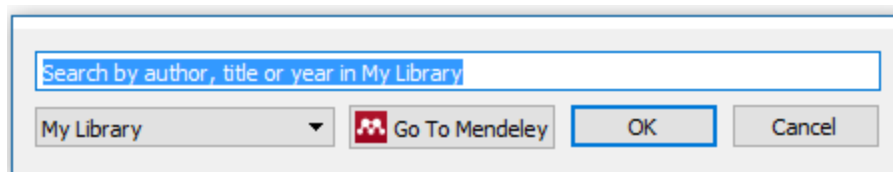


Figure 3 – Insert reference interface for Microsoft Word