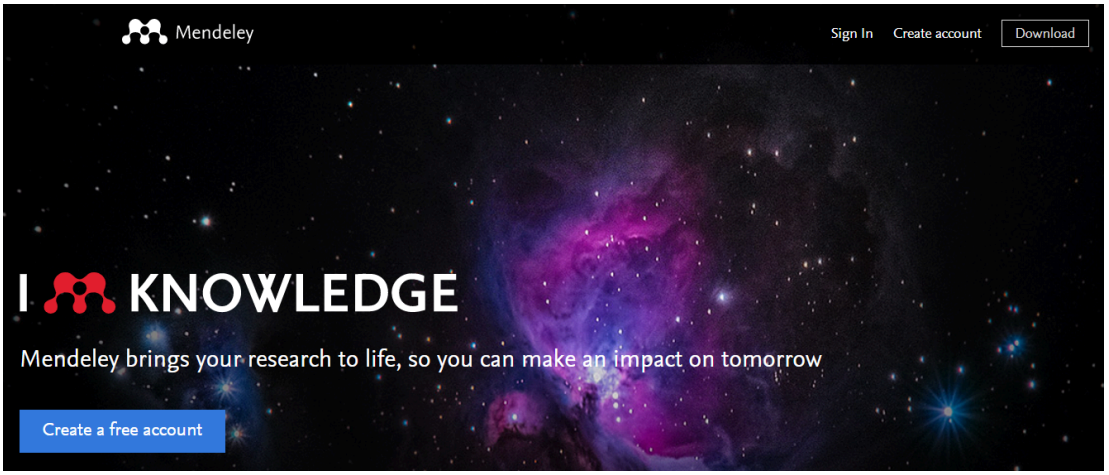
FULL TUTORIAL USING MENDELEY

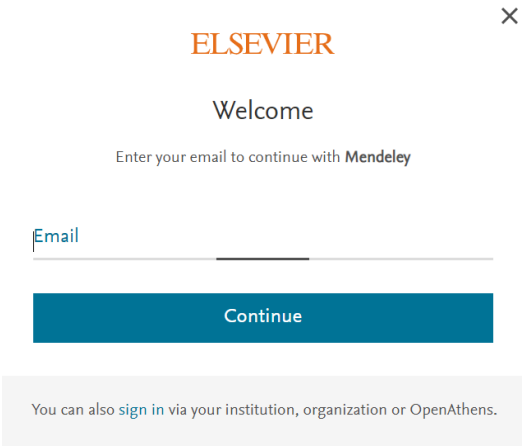
1. Open the site https://www.mendeley.com.



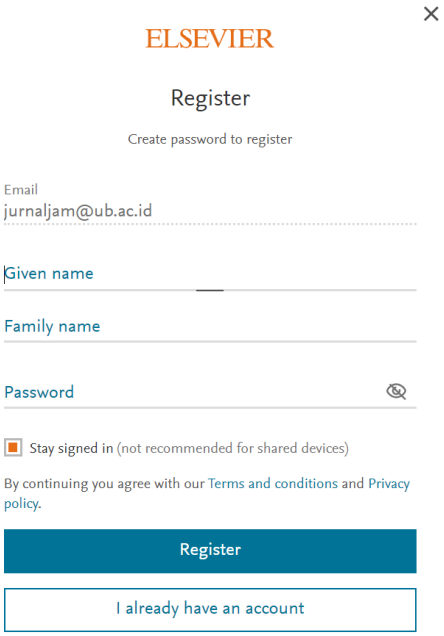
2. Click "Download".



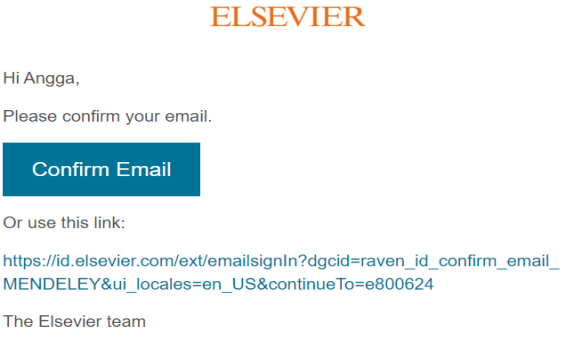
3. Click "Download Mendeley Desktop for Windows" if you use other than windows you can select in other systems.
4. Click "create account", for those who already have a Mendeley account, skip the step 4 - 7.
5. Fill in your email and click "Continue".



6. Fill in the given name, family name, and password as you like, this password will be used to login Mendeley, then Click "Register".

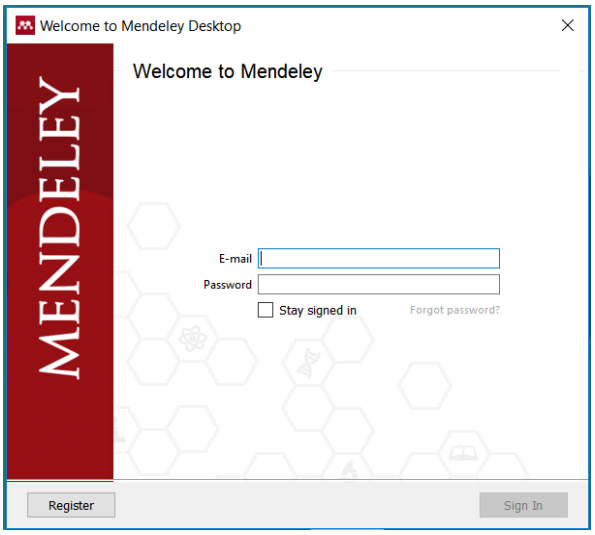


7. Open the email to confirm registration, look for the incoming email from Elsevier Identity, then open the email and Click "Confirm Email".

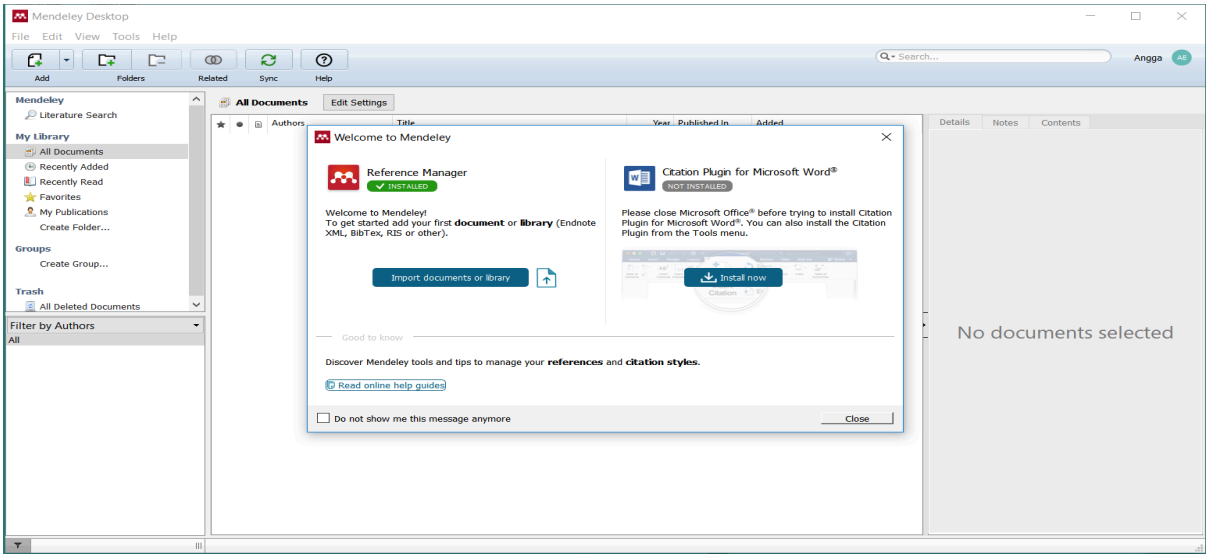


8. Install Mendeley like installing applications in general.

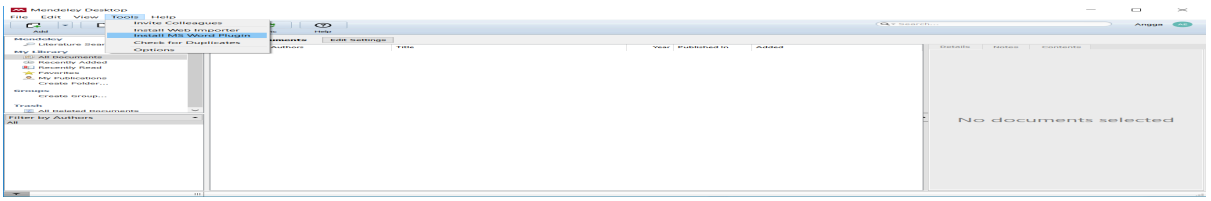
9. Once installed, open the application and fill in the email and password then Click "Sign In".



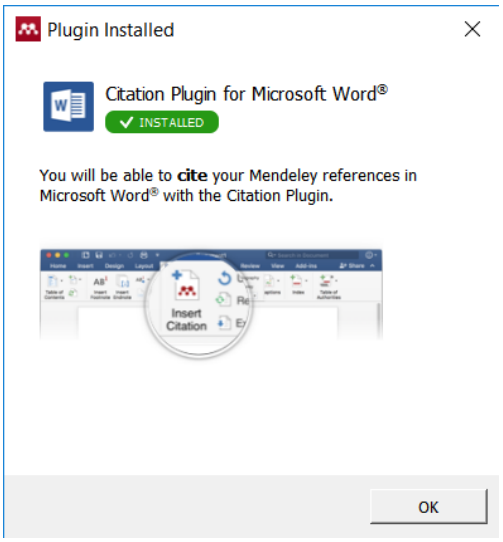
10. Make sure you don't open any files MS. Word then Click "install now".



11. If the above menu doesn't appear, then Click "Tools" then Click "Install MS Word Plugin".

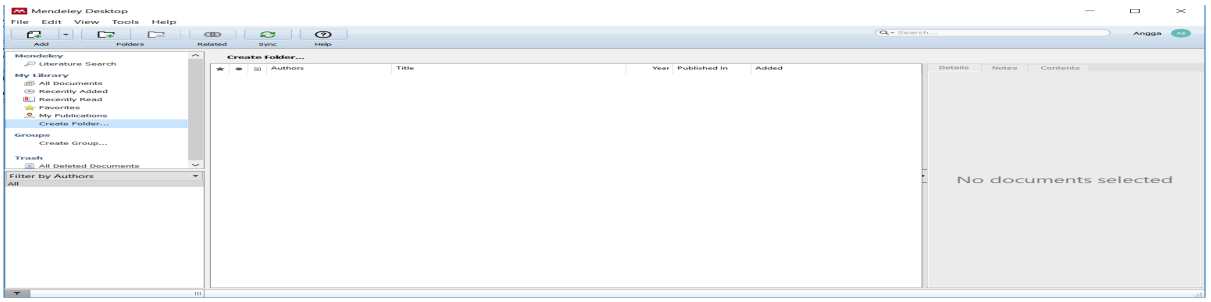


12. Click "OK".

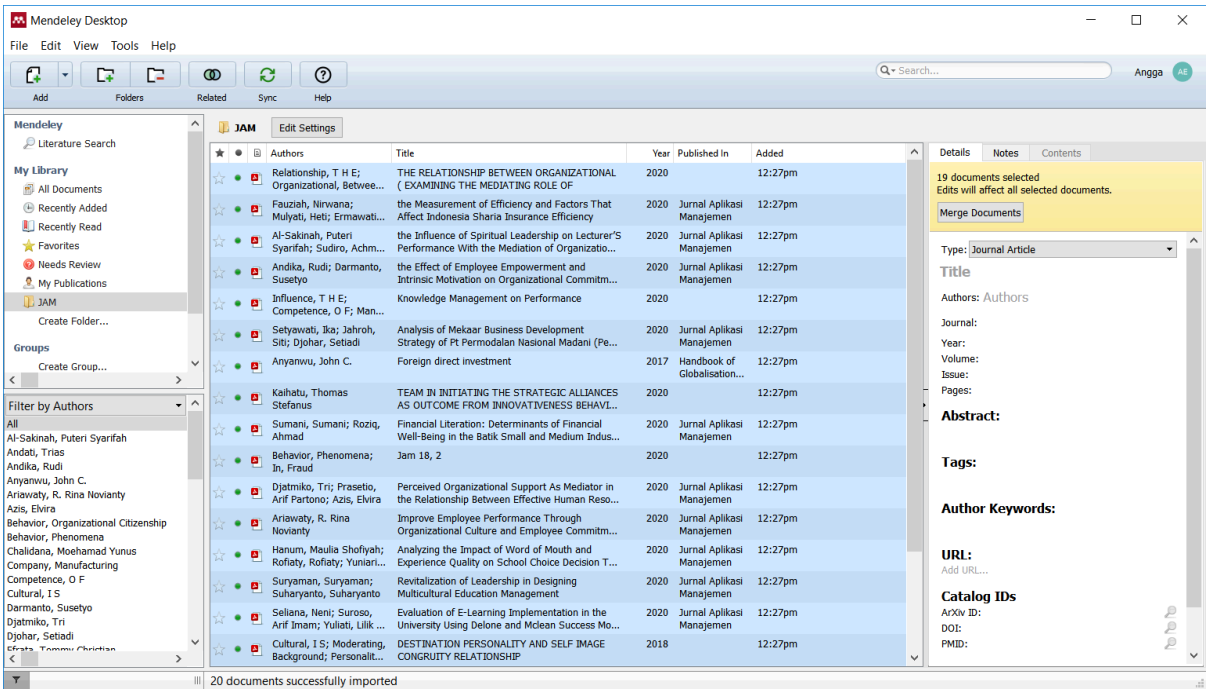


13. Make sure you have the pdf file of the book or article that you are going to reference.

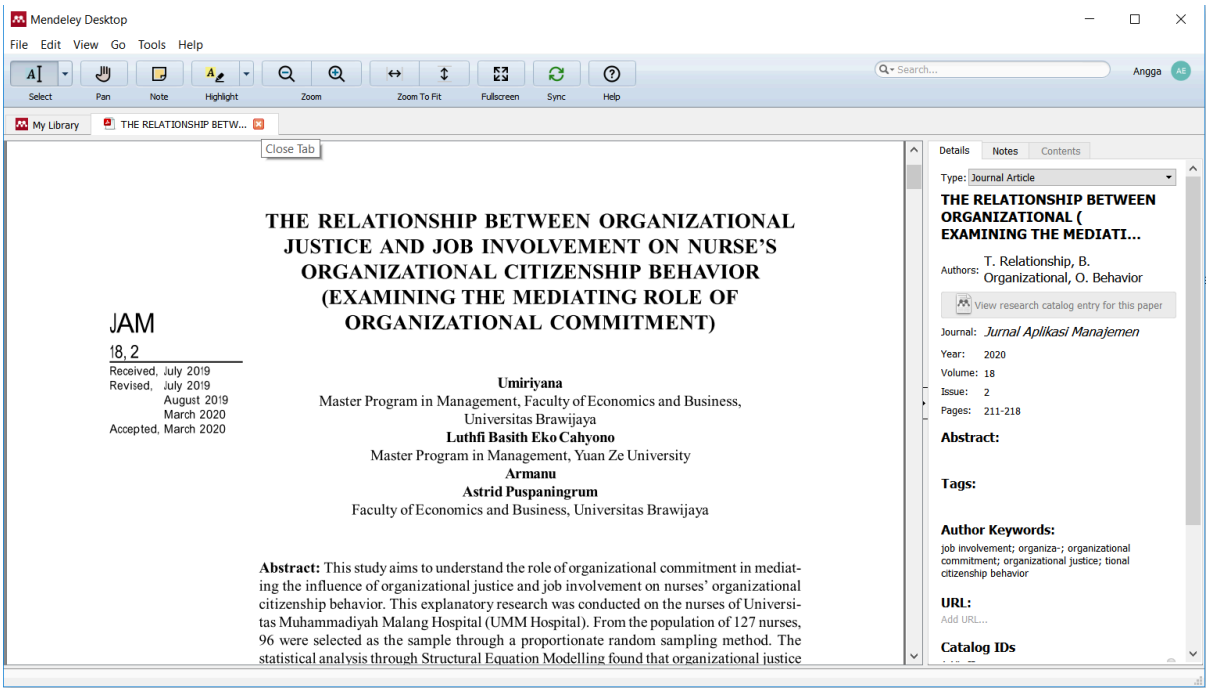
14. Make a folder, Click "create folder" and give the folder a name.



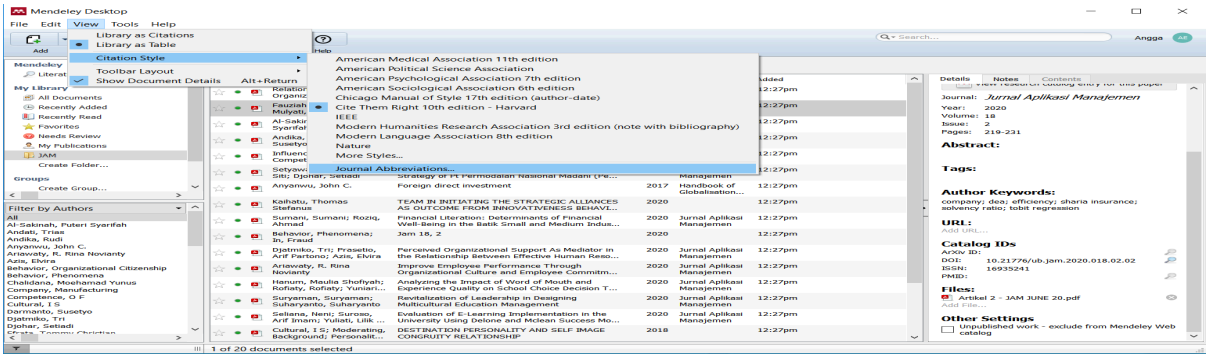
15. Drag the pdf file that you will reference to the Mendeley application directly to speed up and the file that has been successfully entered will look like this and make sure that the data in the right hand column is correct.



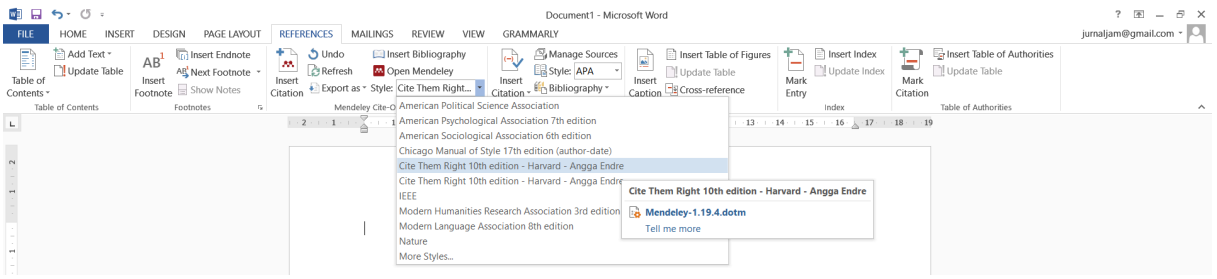
16. If it is not suitable, then you can double click on one of the unsuitable articles then fill in the manual starting with the title, author, name of the journal, Year, Volume, Issue, pages, and so on. When finished, click "Close Tab".



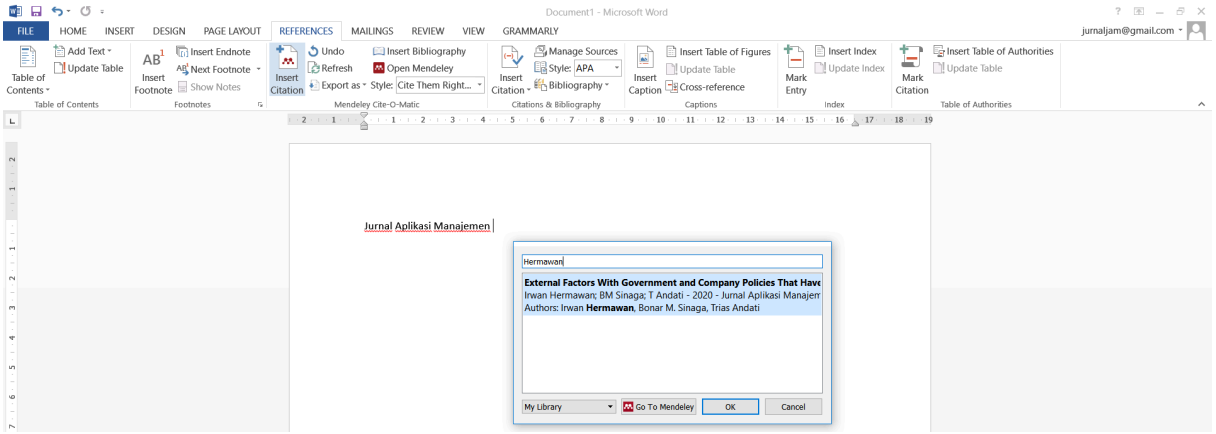
17. After all the data entered are correct, click "View" then "Citation Style" select "APA style".



18. Open the MS application. WORD, then click the "REFERENCES" menu in MS. WORD and select the created Style.



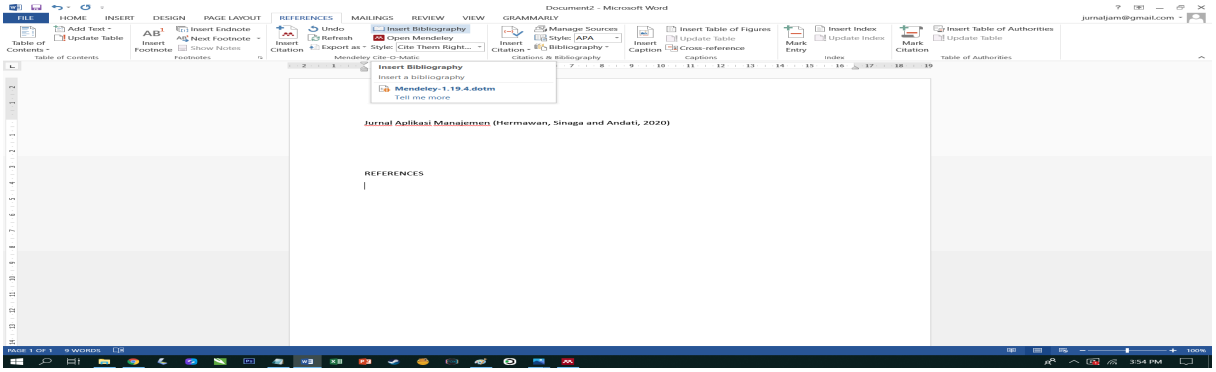
19. To cite, put the cursor at the end of the sentence you want to cite, Click the "REFERENCES" menu on the MS menu. WORD, Click "Insert Citation" then enter the name you want to cite, then click the desired name.



20. if you want to add, then immediately type the second name you want again, then click "OK", then the citation will be filled automatically.



21. To create a reference list, click on the desired blank and then click "Insert Bibliography", the reference list will be filled automatically.



22. this step can be done at the end after wanting to create a reference list.

