

Welcome To Mendeley

Quick Start Guide

Mendeley Quick Start Guide

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First things to try

Add documents

- Drag and drop PDF files to Mendeley Desktop
- Use the Mendeley Web Importer extension button
- Click any “Add to library” button on Feed, Suggest, Catalog or Profile

Read documents

- Double-click PDF icon on a reference to read it and make annotations

Cite documents

- Click references in your word processor to open the Citation Plug-In (requires install of Mendeley Desktop)

Share documents

- Create a Private Group to share full text references with colleagues and collaborators

Stay up-to-date

- Follow researchers and get notified about their activities with Feed
- Get recommended articles with Suggest

Find articles and data

- Search Mendeley’s crowdsourced Catalog
- Browse research datasets to re-use in your work

Make your mark

- Benchmark your scholarly impact by connecting your Mendeley Profile to Elsevier’s bibliographic database
- Find a job or recruit a collaborator with Careers
- Secure resources for your next project with Funding



Overview of Mendeley

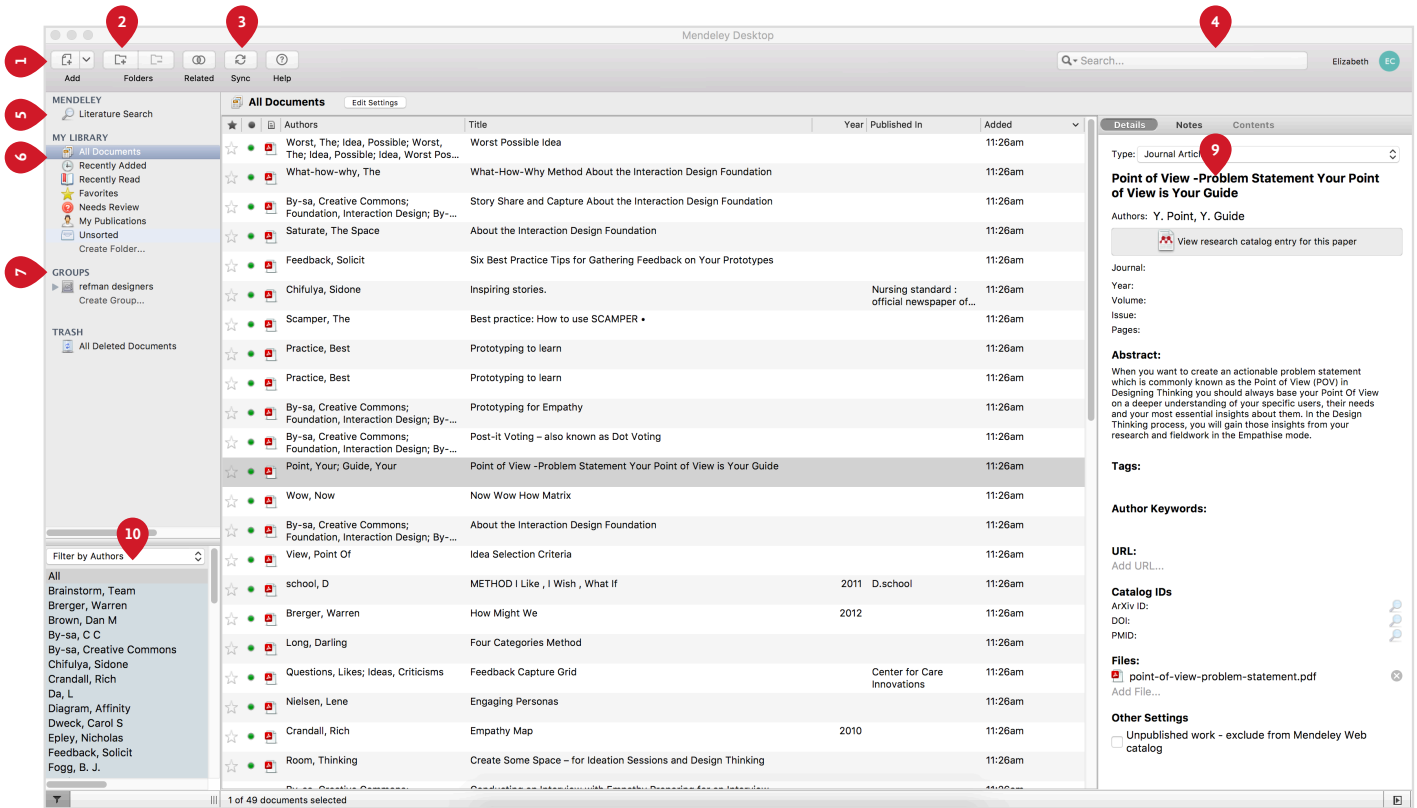
Mendeley has come a long way since only offering a reference manager! Today we offer a comprehensive suite of services to researchers in pursuit of changing the way we do science.

- Feed** Mendeley's academic social network. Follow other researchers to be notified about their new posts and get information about their recent publications.
- Library** Mendeley's world-class free reference manager. Offered for Windows, Mac and Linux as a desktop client and also available through the Library tab on the Web.
- Suggest** Get article recommendations based upon your reading history. Add to your library with a single click.
- Groups** Public user-generated online communities based around different topics. NB: To collaboratively read and annotate references in Private Groups, please use Library.
- Datasets** Repository for long term hosting of citable research data. Discover shared datasets or create new datasets with full control over who can see and download your research data.
- Careers** The world's largest board for science, technology and medical jobs. Upload your CV and get job alerts emailed to you. Get career guidance from our dedicated advice portal.
- Funding** Funding opportunities from 3000 funders worldwide, including governmental organizations (NIH, DoD, EC), businesses and industry (Cisco, Pfizer), non-profits and academic institutions.
- Catalog** Search Mendeley's crowdsourced bibliographic database built from articles added to user libraries. Add references and open access PDF articles conveniently. Also natively implemented within Mendeley Desktop.
- Profile** Get stats on your scholarly impact and exposure using both qualityassured standard publication metrics (h-index, citations) and proprietary insights (Mendeley readers). Showcase your research output and connect with others who share your research interests.



Desktop cheat sheet

Reference view



1. Add Files Menu

2. Folders Menu

Removing folders does not affect any documents within the folder.

3. Sync

You should sync frequently in order to ensure that your most recent changes are backed-up to the cloud.

4. Search

Mendeley Desktop's search function is context-specific: Performing a search while viewing a particular folder will only search within that folder.

5. Literature Search

6. My Library

7. Groups

8. Main Panel

9. Details Panel

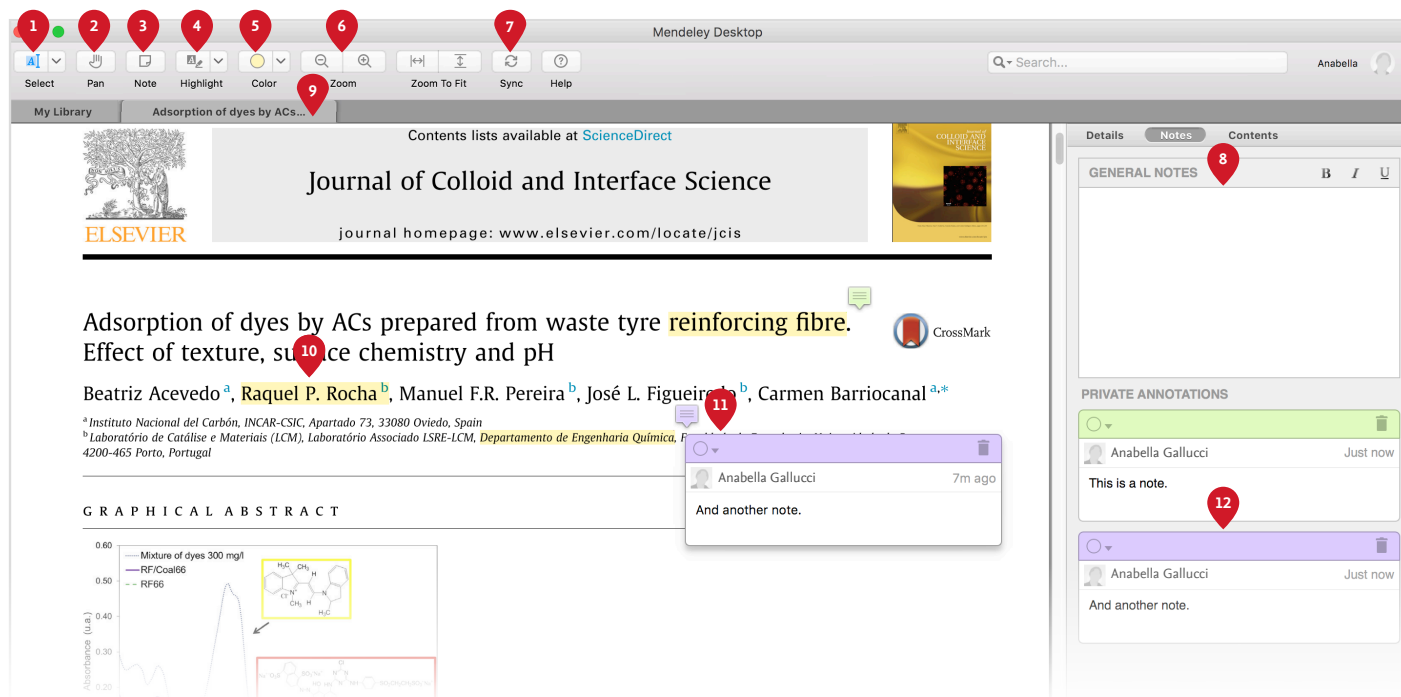
9. Filter Panel

The filtering is context specific: The panel will only display filtering options relevant to your current view.



Desktop cheat sheet

Reading view



1. Select Text

2. Pan

To navigate around the document

3. Sticky Note

Click wherever you want the sticky note to appear. See number 11 for an example of a note within a document.

4. Highlight Text

See number 10 for an example of highlighted text.

5. Select Color

6. Zoom

7. Sync

You should sync frequently in order to ensure that your most recent changes are saved to the cloud

8. General Notes

Use this field to make notes on the current document. These are not located to a specific position.

9. Tab Menu

Each document you open for reading will receive its own tab.

10. Text Highlighting

11. In Page Notes

12. Notes List

Clicking on a sticky note in this list will take you to the note's location within the document.



Keyboard Shortcuts

New tab	Ctrl + T
Close current tab	Ctrl + W
Re-open tab	Ctrl + Shift + T
Go to next tab	Ctrl + Shift + T
Go to previous tab	Ctrl + Shift + Tab
Scroll down	Space
Scroll up	Shift + Space
Go back	Alt + Left arrow key
Go forward	Alt + Right arrow key
Zoom in	Ctrl (+) +
Zoom out	Ctrl (+) -
Reset to 100% zoom	Ctrl + 0
New folder	Ctrl + Shift + N
Copy	Ctrl + C
Copy formatted citation	Ctrl + Shift + C
Search	Ctrl + F
Activate highlight tool	Ctrl + Shift + H
Activate sticky note tool	Ctrl + N



Support and Guides

Visit www.mendeley.com/guides for documentation and video tutorials.

If you have any further questions, check out the Help Center at service.elsevier.com/app/home/supporthub/mendeley/

