

“Cite Your Sources Easier and Faster with Mendeley” workshop

The basics:

1. Register for a Mendeley account: <https://www.mendeley.com/join/>
2. Download & install Mendeley desktop (quit Word before you do this).
3. Add the web importer:
<https://www.mendeley.com/reference-management/web-importer>
4. Open Mendeley desktop. Login with your Mendeley username & password.
5. Best practice: designate a Watch Folder that Mendeley will “watch” for PDFs & automatically add to library. In Mendeley Desktop: File → Watch Folder.
6. Add a reference to Mendeley using the web importer.
7. Add a reference to Mendeley by dragging & dropping a PDF file.
8. Create a new folder, and drag and drop your references to organize them.
9. Sync Mendeley.

Writing with Mendeley

8. The Mendeley Word plugin Cite-o-Matic should be installed automatically. If not, in Mendeley Desktop, click Tools → Install MS Word Plugin
9. Open a new Word document. In the References tab, choose or change the citation style.
10. Practice inserting in-text citations.
11. Once you have multiple in-text citations, insert a bibliography.

Doing more with Mendeley:

12. In Mendeley Desktop, double click on a PDF to read, highlight & annotate.
13. Create a new group, and add your colleagues. Drag and drop references to share them with group members (you can share references, but not PDFs).
14. On the Mendeley website, join existing groups, create a research profile, & explore your Feed to connect with other researchers & communities.

Need help after today?

Contact the citation management experts: citation-managers@sfu.ca

Check out our help guides online:

<http://www.lib.sfu.ca/find/research-tools/citation-software>