

# 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

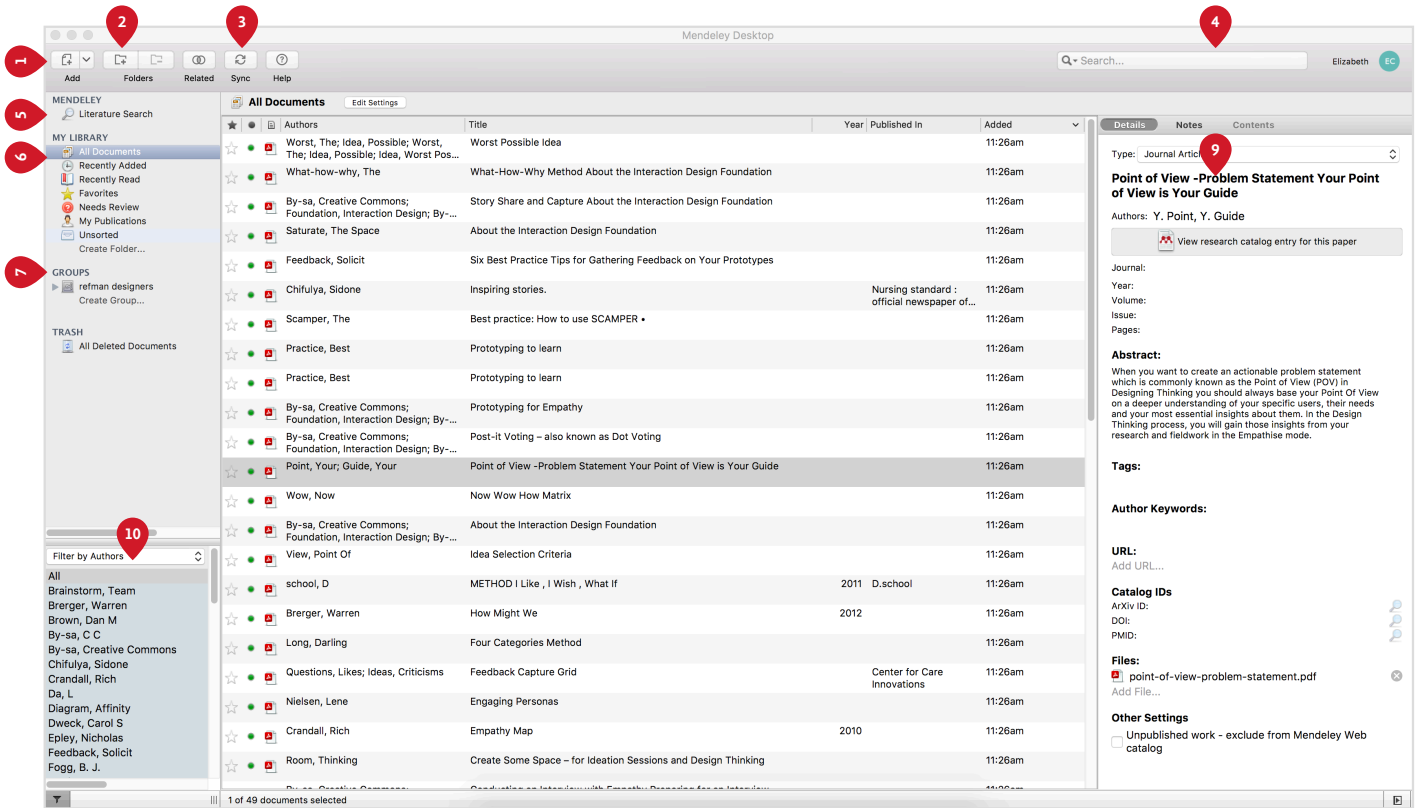
Mendeley has come a long way since only offering a reference manager! Today we offer a comprehensive suite of services to researchers in pursuit of changing the way we do science.

<b>Feed</b>	Mendeley's academic social network. Follow other researchers to be notified about their new posts and get information about their recent publications.
<b>Library</b>	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.
<b>Suggest</b>	Get article recommendations based upon your reading history. Add to your library with a single click.
<b>Groups</b>	Public user-generated online communities based around different topics. NB: To collaboratively read and annotate references in Private Groups, please use Library.
<b>Datasets</b>	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.
<b>Careers</b>	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.
<b>Funding</b>	Funding opportunities from 3000 funders worldwide, including governmental organizations (NIH, DoD, EC), businesses and industry (Cisco, Pfizer), non-profits and academic institutions.
<b>Catalog</b>	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.
<b>Profile</b>	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

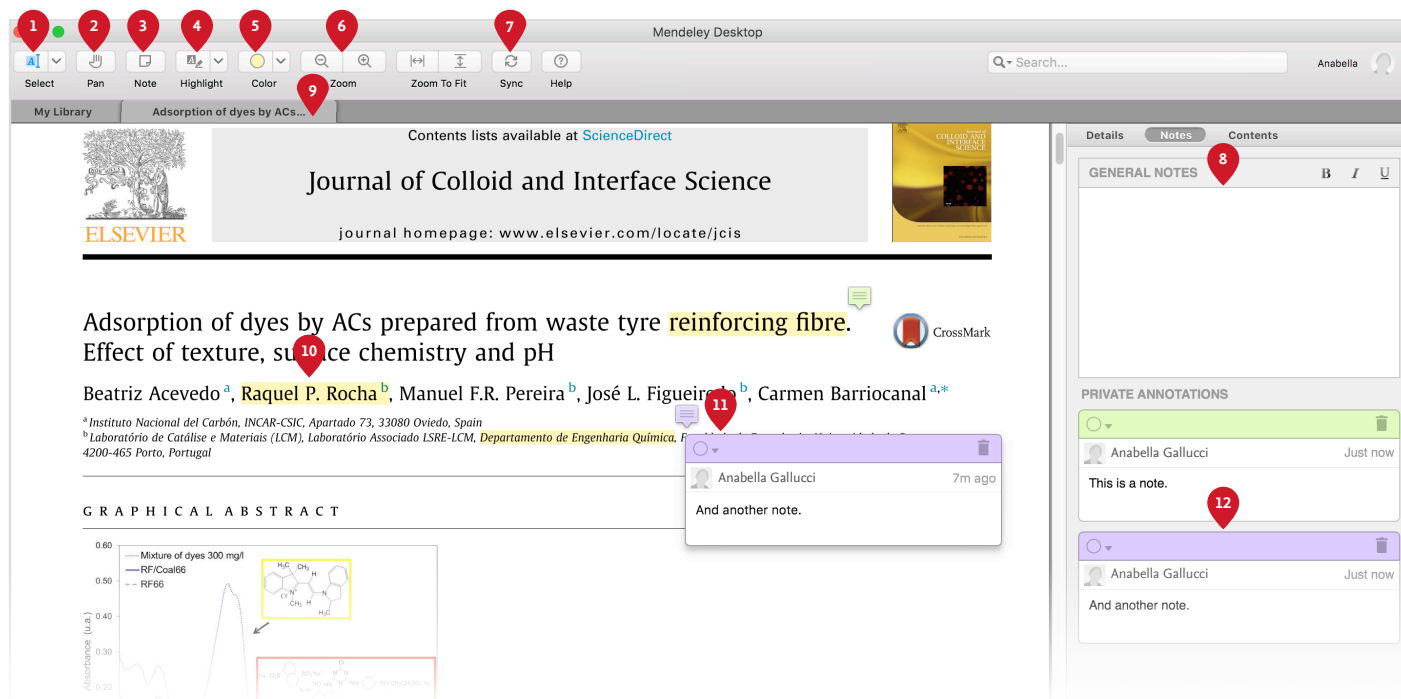
### 9. Filter Panel

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

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



# Support and Guides

Visit [www.mendeley.com/guides](http://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/](http://service.elsevier.com/app/home/supporthub/mendeley/)

