



Getting Started with Mendeley

1. Visit www.mendeley.com and sign up for an account – follow the instructions in order to download Mendeley Desktop.
2. Add your online account information to the Preferences > General tab in order to be able to sync your desktop account with your online account.
3. Add files to Mendeley:
 - a. Individually (drag and drop)
 - b. Import a library in a different format
 - c. Tie Mendeley to other services (Zotero, CiteULike)
 - d. Set up Watch Folder(s)
4. Review files that did not import correctly. Correct citation information.
 - a. Lookup by DOI, PMID, ArXiv.
 - b. Manually enter file information
5. Determine if you would like Mendeley to automatically rename files for you in Preferences > File Organizer
6. Create Collections to organize your files.
7. Sync your desktop account with your online account.
8. Complete the online Mendeley profile.
9. Find contacts with whom you want to share resources.
10. Share Collections with collaborators.
11. Make notes in shared documents. Highlight relevant passages. Sync with collaborators.
12. Install the web importer to easily add publications to your library via the web.
13. Search for relevant papers online. Find new publications relevant to your research. Read suggested publications. Add new publications to your library.
14. Insert citations into your Word, LaTeX, OpenOffice, etc.