Mendeley Learning Series

Downloading Mendeley

In this module you will…

download Mendeley and create an account on Mendeley.com

Purpose

Creating an account on Mendeley.com will allow you to upload files and add citations from any computer with an internet connection.

Pro-Tip

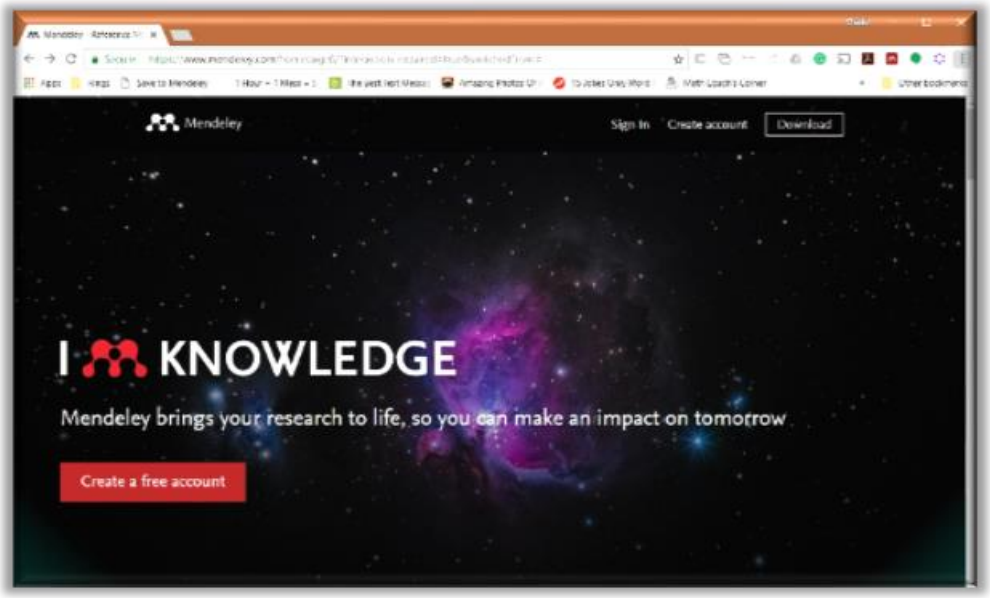
Once you start uploading PDF files to your Mendeley library, Mendeley will attempt to recommend other articles you may be interested in. A quick way to add these to your library is by adding a "to be downloaded" folder in your library.

This will save the article citation to your Mendeley library; and then later, you can search online journal databases to locate the PDF of the full text article.

Step-by-Step

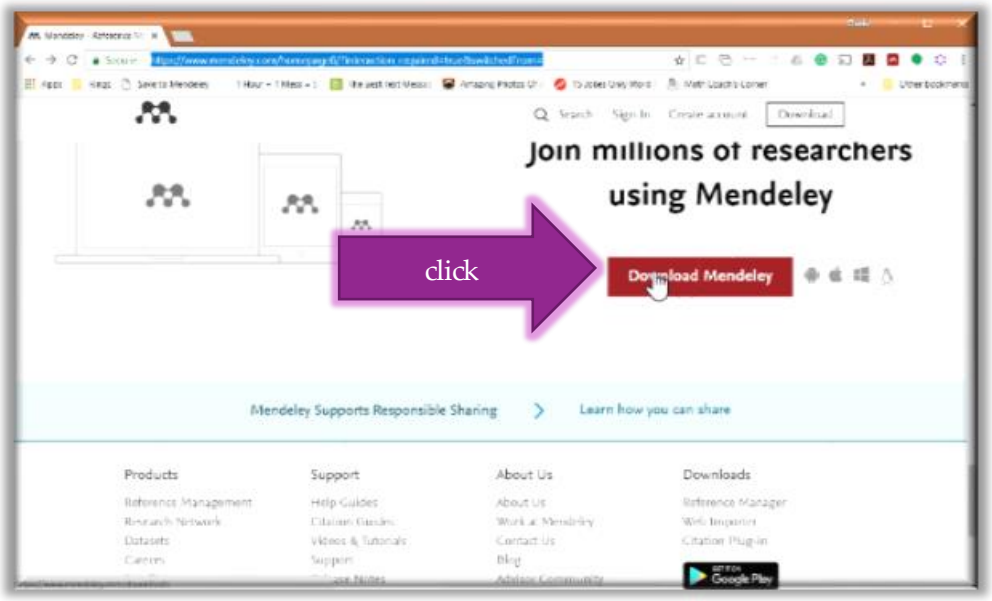
Step 1: Open a web browser and go to Mendeley.

Open a web browser and go to https://www.mendeley.com



Step 2: Click on Download Mendeley

Scroll down to the bottom of the main Mendeley webpage. At the bottom is a button that will say "Download Mendeley"



Step 3: Select your operating system

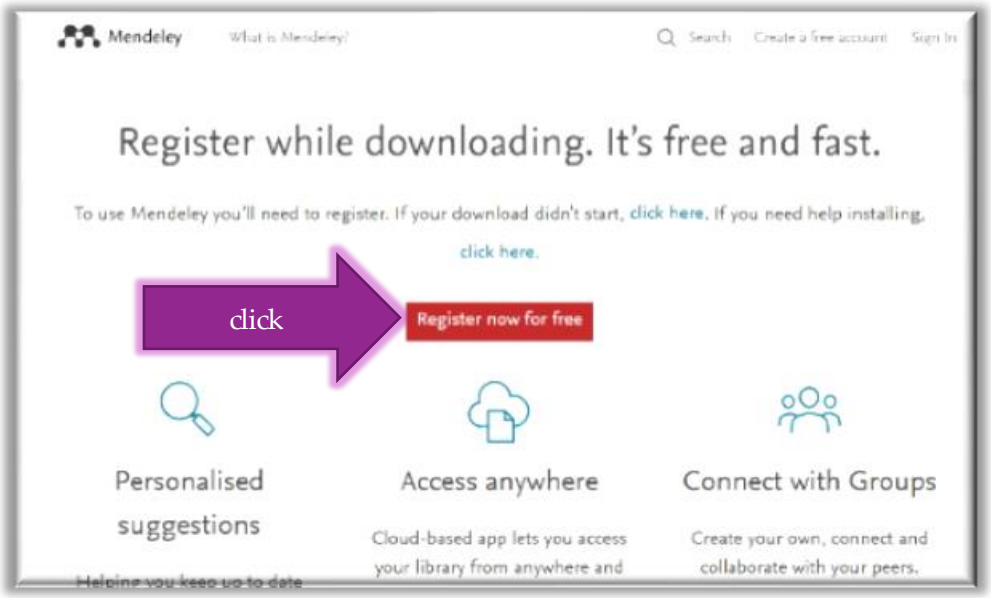
The next page should automatically detect the operating system on your computer. In the example below, a Windows operating system was detected.



If you need to download Mendeley for some other operating system, those will be available under the main download button. In most cases, you just need to click the main download button.

Step 4: Create A Mendeley.com Account

The download should automatically begin. While the program is downloading, click on the "Register now for free" button.



Fill out the registration form and follow Mendeley's online registration steps.

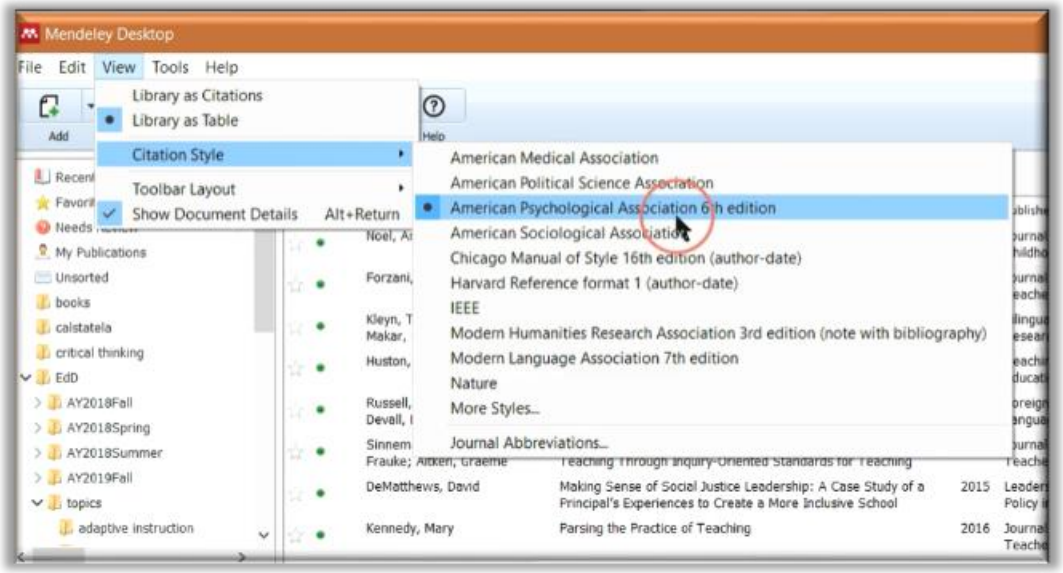
Step 5: Install The Program

Install Mendeley onto your computer. When you launch Mendeley the first time, it will ask you for your email address and Mendeley.com library password.

Once you enter in this information, you should be setup and ready to use Mendeley on your computer.

Step 6: Set The Citation Style

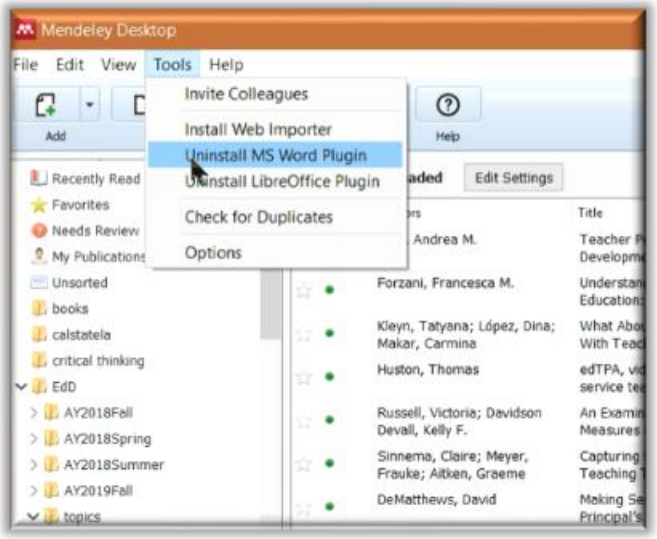
Go into the "View" menu option and scroll down to "Citation Style" selection menu. Make sure that "American psychology Association 6th edition" is selected.



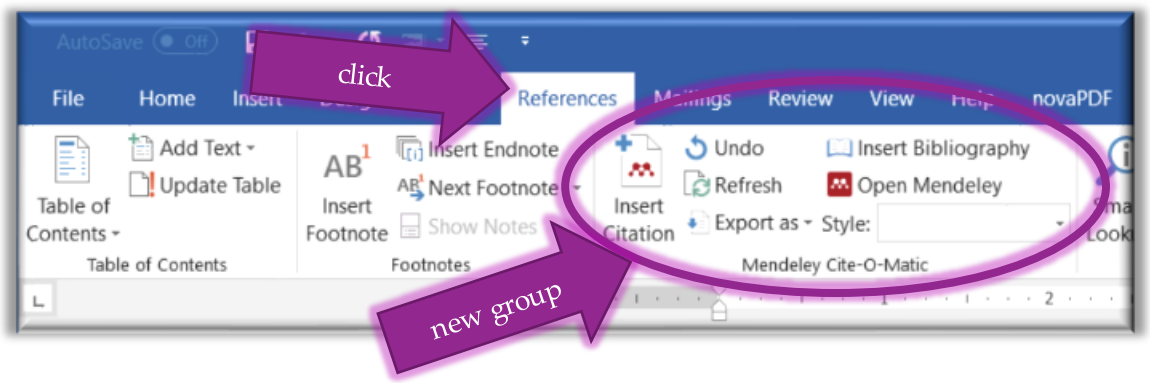
You can also use the "View" menu to choose if you would rather see your library listed as citations or as table format. For this learning series, the "Library as Table" option is selected.

Step 7: Install The MS Word Plug-in

From the "Tools" menu, click on the "Install MS Word Plugin". For this learning series, the Plugin has already been installed, so the menu option reads "Uninstall MS Word Plugin"



You can verify that the Plugin has installed by starting MS Word, then clicking on the "Reference" option in the Menu Ribbon. Mendeley's plugin will add a group of buttons and commands titled "Mendeley Cite-O-Matic".



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