Mendeley Learning Series

Adding Files To Mendeley

In this module you will…

add files to your Mendeley library and verity/edit its information in the document details.

Purpose

Mendeley can keep a copy of files associated with various library entries. The filetypes can be any type of format. At the same time, PDF files can be opened directly in Mendeley. When a PDF file is added into your library, Mendeley will attempt to read the file's "metadata" and copy it into the document details panel.

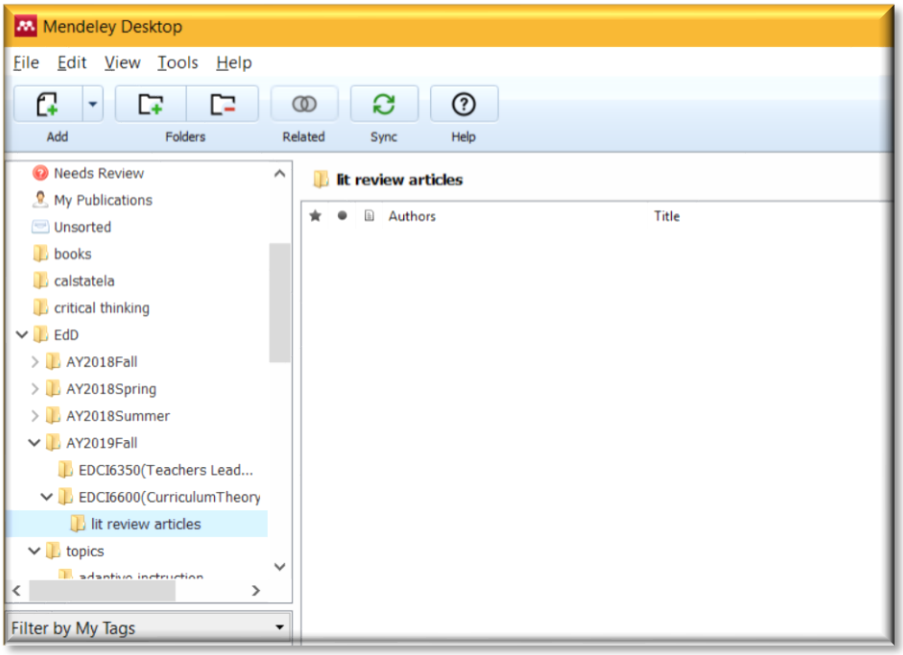
Pro-Tip

Make it a habit of checking the document details panel when you add a file into Mendeley. If you do not have the time to do this, consider not adding the file to your library. It's easier to check the details before you start writing a paper.

Step-by-Step

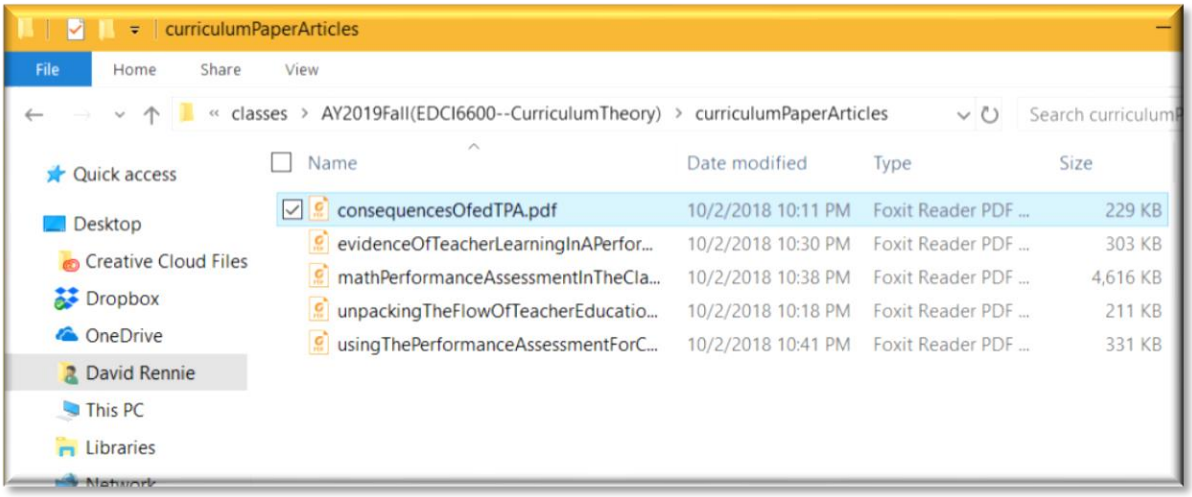
Step 1: Open Mendeley and Select the Appropriate Folder

Open Mendeley and create/select the folder that will house your document.



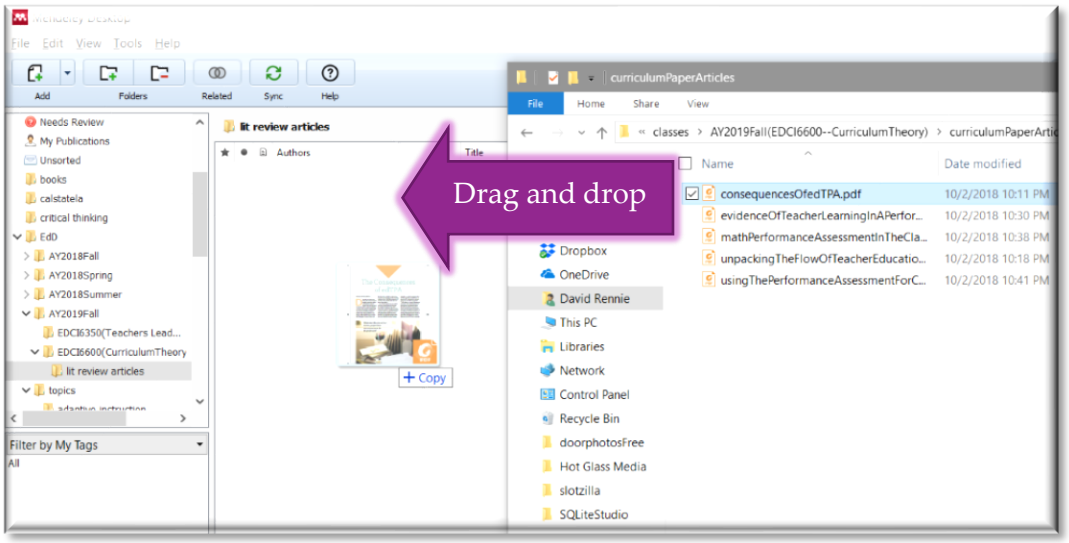
Step 2: Open a File Explorer

Use your computer's File Browser (Mac OS) or File Explorer (Windows) to locate the file you would like to add your Mendeley Library.



Step 3: Drag The File to Add

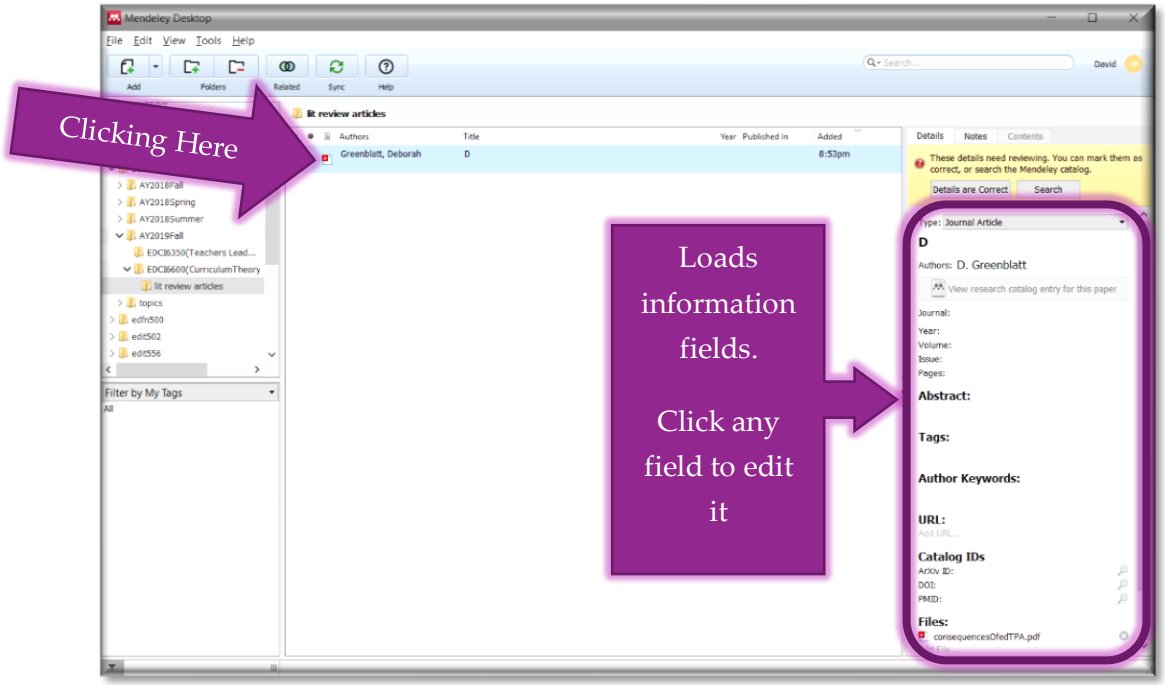
Click and drag the file(s) from the File Explorer/Browser Window to the Mendeley Articles/Citations Panel.



After importing the file into Mendley, it should appear in the Articles/Citation Panel.

Step 4: Verify/Edit Document Details

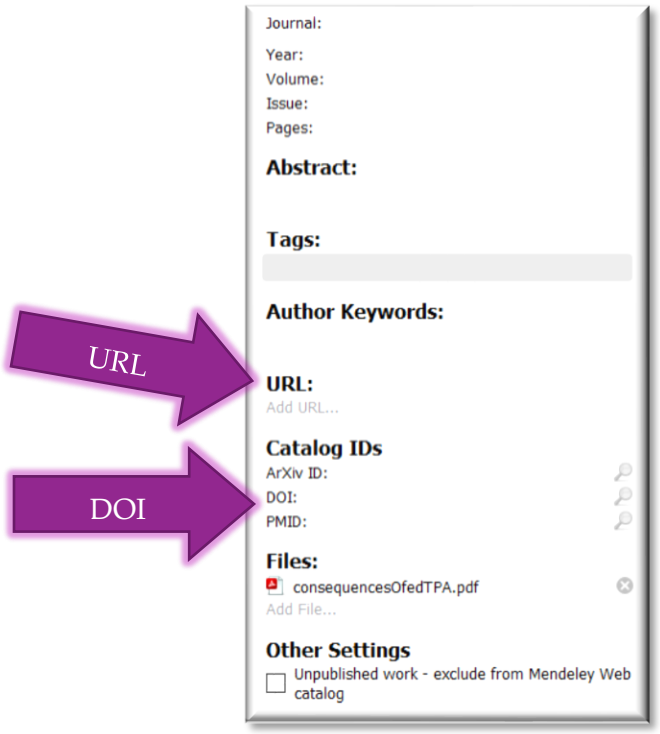
Clicking on the entry in the Articles/Citation Panel should load the document details.



The most common edit you will need to adjust is the title of the document. Remember that APA6-style requires the first word of the title to be Capitalized while all remaining words are not capitalized, unless following a colon or referring to a proper noun.

Bonus Tip: Add a URL or DOI for all your entries

All journal articles used for your dissertation will need either a DOI number or a link directly to the homepage of the academic journal that published the article. There are two fields where this information can be added to the document details.



The URL can be copied directly from a web browser address bar (including the http:// or https:// component). The DOI should be only the unique DOI number located after the https://doi.org/ portion of a DOI reference.

NOTE: When entering DOI and URL home page addresses, the DOI takes priority in the bibliography. This means Mendeley will not display the homepage URL for the journal if it sees an entry in the DOI field.

☑DONE