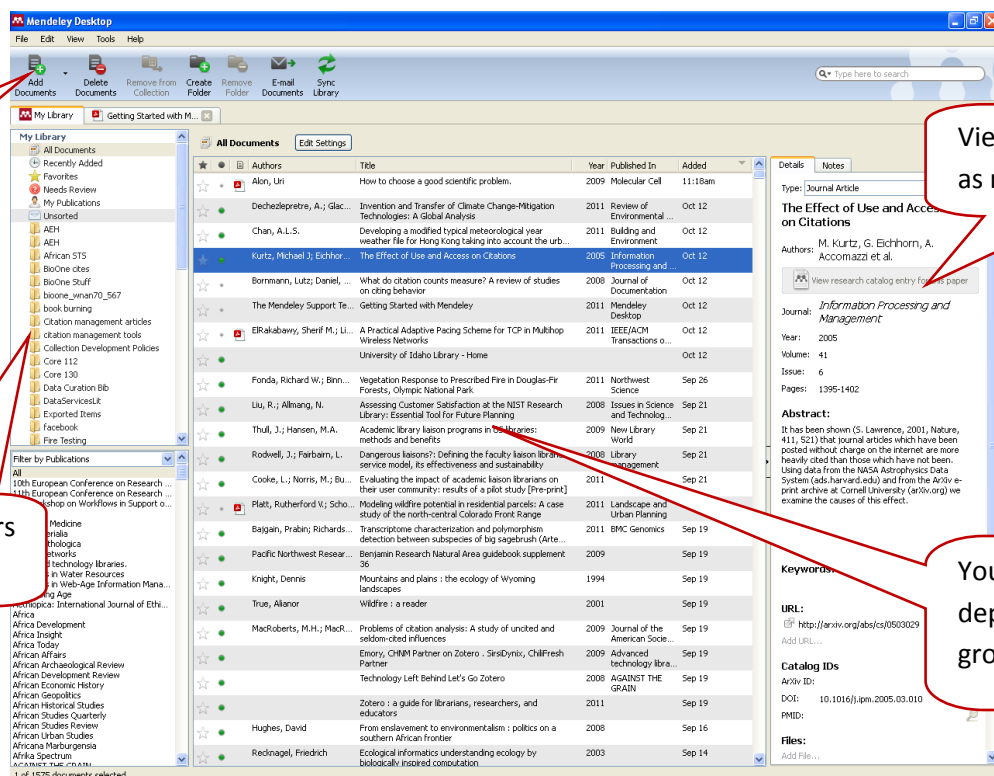


Mendeley

Installation:

- Download the Mendeley desktop application:
 - <http://www.mendeley.com/>
- Access Mendeley's cloud service at same URL.



Collecting Citations:

- Drag and drop PDFs directly from your computer into Mendeley
- Login to www.mendeley.com and go to the Papers section. Find papers in other Mendeley users' libraries and add those to yours
- Connect to Zotero's database and load in your Zotero library.
- Import files manually by going to "Add documents" -> "Add File", this includes Endnote libraries
- Have Mendeley "Watch" a folder on your computer to automatically add new files to the library
- Install the Web Importer to save web pages. Click on Tools -> Install Web importer

Organizing Citations:

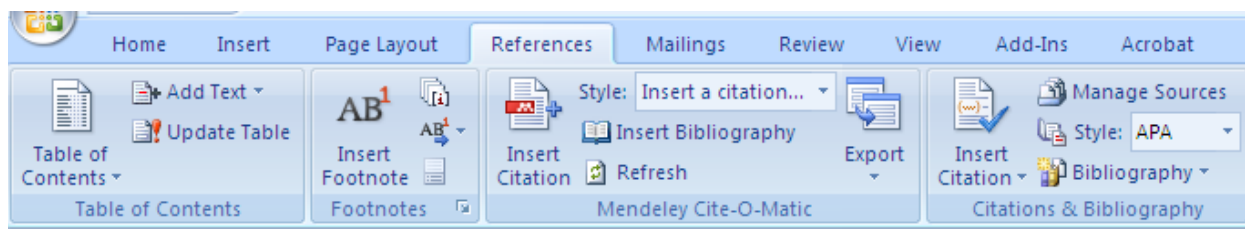
- Create folders and subfolders to arrange your citations by clicking on “Create folder” when the library is selected.
- When PDFs are attached to the references, Mendeley allows you to view, highlight, annotate your documents within the system.

Citation Styles:

- To change styles, go to View -> Citation Styles, and select the one you want.
- To add new styles, go to View -> Citation Styles -> More Styles, then choose from the list and proceed with the one-click installation.

Integrating into a Microsoft Word document:

- Add the Microsoft Word plugin, then use the menu under “References” to add citations and a bibliography.



Collaboration:

- Create groups to share and build group bibliographies. The groups are listed below your folder in the left pane, just click “Create Group” to do so.
- Group members are limited to 10 in the free version, but can view documents, share annotations and highlights to PDFs and communicate with each other via the Newsfeed.