

# Creating and Using a Mendeley Account

## Creating Account

1. Go to: [www.mendeley.com](http://www.mendeley.com) A screen shot of the Mendeley URL and homepage is shown below.



2. Sign up for an account with your first name, last name, email address, interests, and password. A screenshot of the form is available below for your reference.

A screenshot of the Mendeley account creation form. The form is divided into three steps: 1. 'Create a free account', 2. 'Tell us your interests', and 3. 'Start using Mendeley'. Step 1 is active. The form contains input fields for 'First name', 'Last name', and 'E-mail'. Below the 'First name' and 'Last name' fields, a message reads 'First name and last name are required.' Below the 'E-mail' field, a message reads 'E-mail is required.' A green 'Create a free account' button is at the bottom. Below the button, there is a link: 'Already have an account? Sign in'. At the bottom right, there is a link: '...or create an account with Facebook'.

## Using Mendeley

1. Five Options exist in Mendeley: Dashboard, My Library, Papers, Groups, and People

**Dashboard**—Discusses current events and happenings in Mendeley.

**My Library**—Shows all the articles you have located and stored in your Mendeley account.

**Papers**—Browse a library full of papers written by other people who use Mendeley.

**Groups**—People, who have Mendeley accounts, and want to share articles in one location. Creating a group might make it easier to store papers, which all of you can reference at one time rather than saving it to your personal account and then emailing the paper or citation to 5 different people.

**People**—List of other people you have “added” as contacts to your Mendeley account. A contact will shorten the amount of time it takes for you to share a document with others.

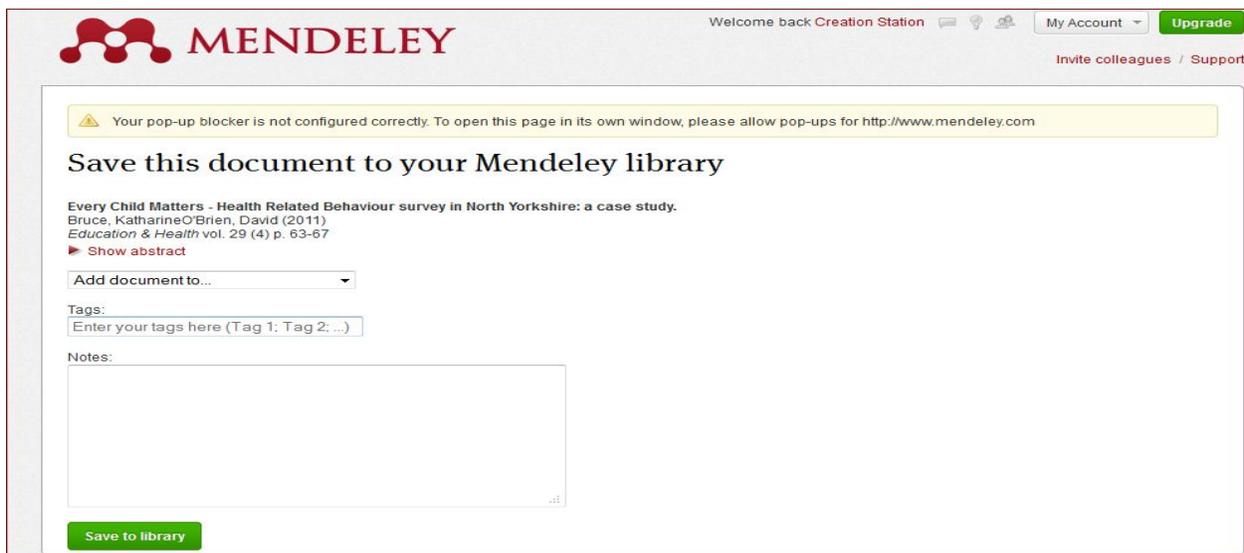
2. Install the **Web Importer!** This makes getting documents into your Mendeley Library easy. The Web Importer installation is the 6<sup>th</sup> button from the left within your “My Library” in your Mendeley Account. So, select Web Importer and then follow the instructions below:

**PC Pals:** Right click the “Import to Mendeley” option and select Bookmark link. Then go to the bookmark tab on your Browser (Firefox, Chrome,..) and add it as you would a favorite website.

**Mac Fans:** Hit the Options button and select copy link. Then add it as a bookmark in your most frequently used browser.

3. Saving documents in Mendeley

- Locate the document that you wish to save.
- Go to your book marked Mendeley Importer. It will ask you for some information about where you want to store it, tags (words specific to document), and any notes (This would be good for Paper X in Class B.).
- Save the document and it will take you directly into your Mendeley Library.



The screenshot shows the Mendeley website interface. At the top, there is a navigation bar with the Mendeley logo, the text "Welcome back Creation Station", and a "My Account" dropdown menu with an "Upgrade" button. Below the navigation bar, there is a yellow warning box stating: "Your pop-up blocker is not configured correctly. To open this page in its own window, please allow pop-ups for http://www.mendeley.com". The main content area is titled "Save this document to your Mendeley library". Below the title, there is a citation: "Every Child Matters - Health Related Behaviour survey in North Yorkshire: a case study. Bruce, KatharineO'Brien, David (2011) Education & Health vol. 29 (4) p. 63-67". There is a "Show abstract" link. Below the citation, there is a dropdown menu labeled "Add document to...". There is a "Tags:" section with a text input field containing "Enter your tags here (Tag 1; Tag 2; ...)". There is a "Notes:" section with a large text area. At the bottom left of the form, there is a green "Save to library" button.

4. Recommended-not necessary: Download Mendeley to the computer you use primarily for school assignments.

If you choose to do it, the button is green and at the bottom of the right hand side of the page within your Mendeley account. It is called “Download Mendeley for free.”