# MENDELEY SETTING & TUTORIAL FOR MAC

BY:

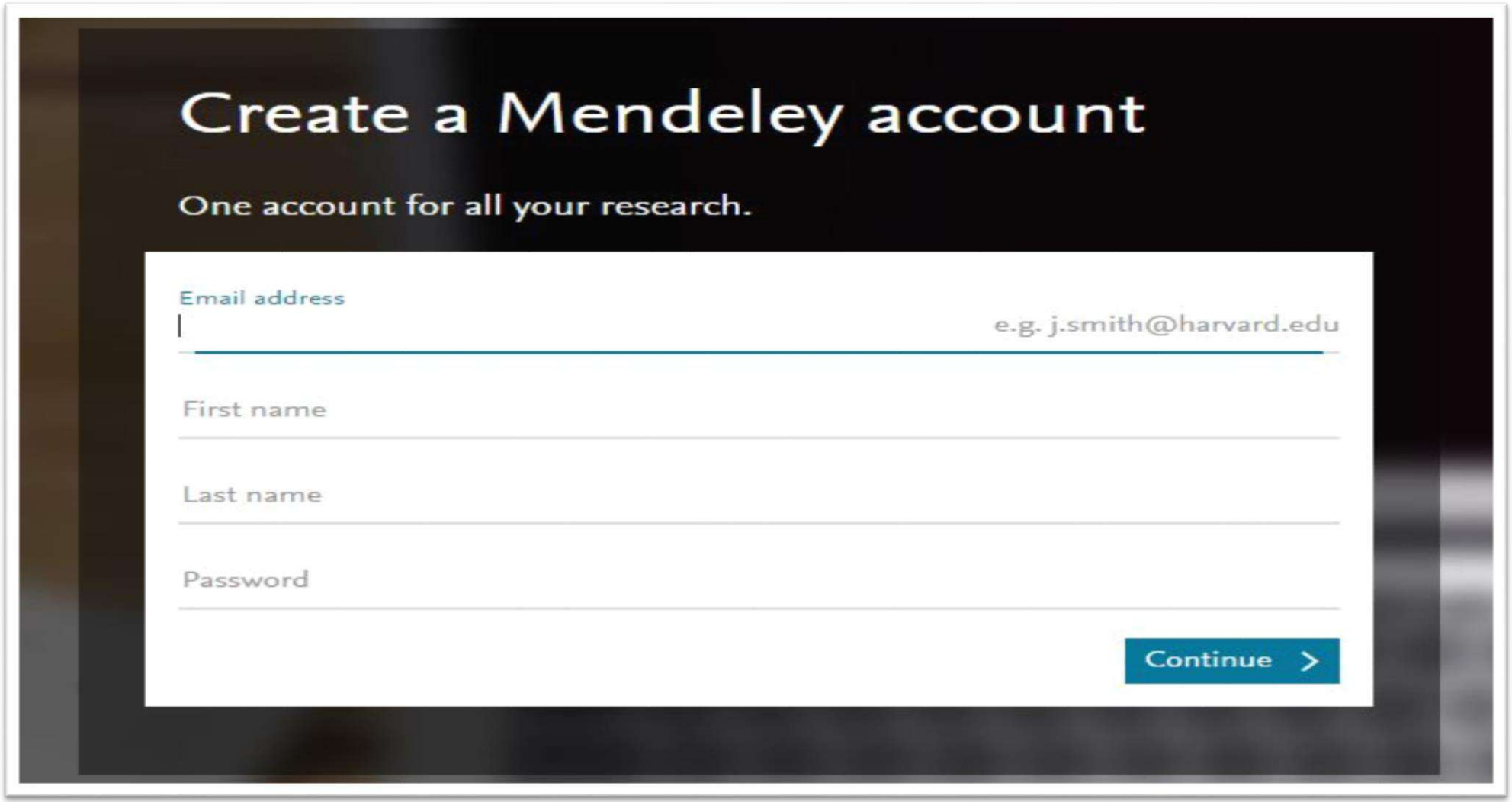
MOHAMAD SALBIHAN BIN SALMAN

SENIOR LIBRARIAN

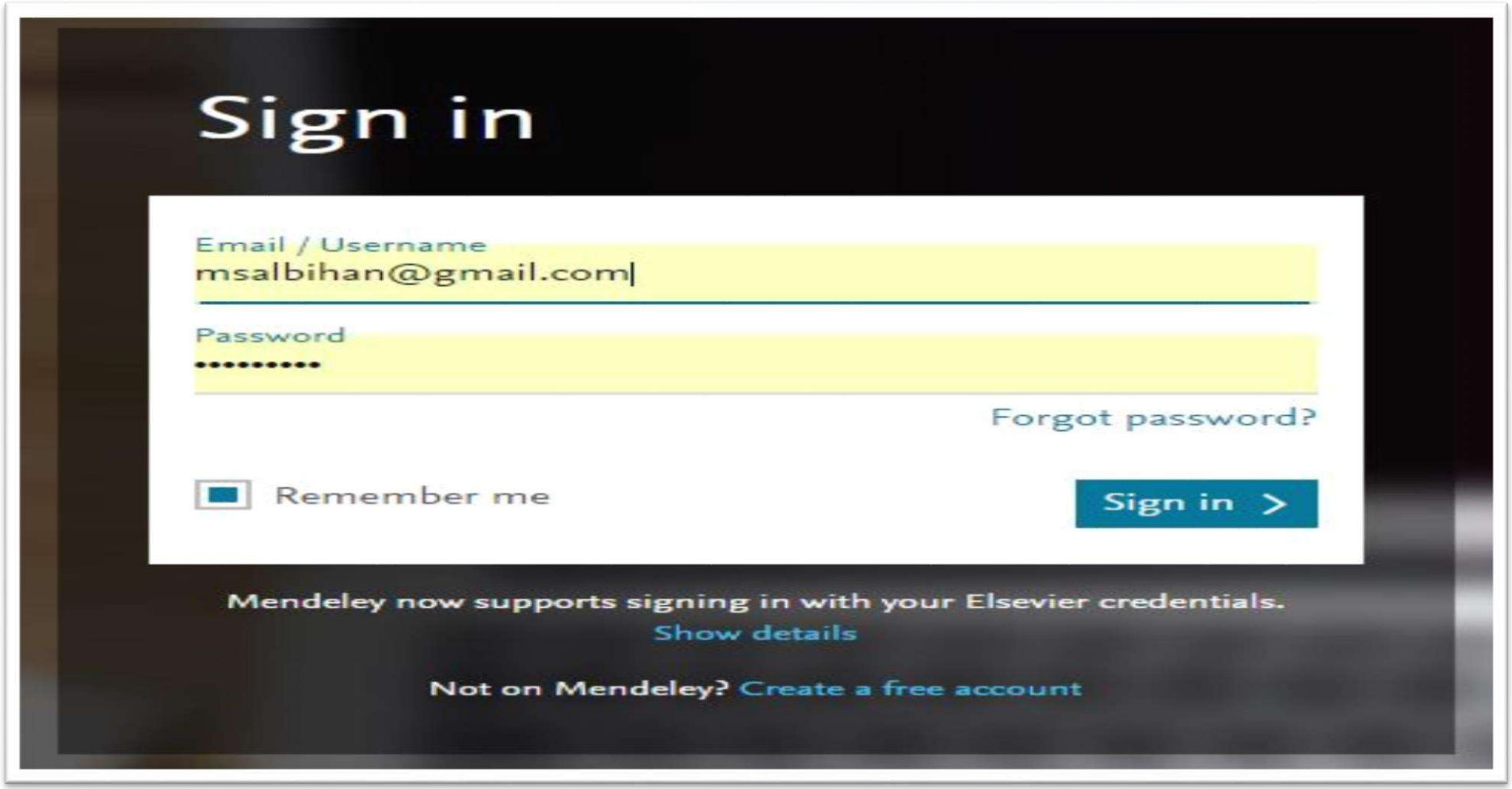
REFERENCE UNIT

MENDELEY REFERENCE MANAGER

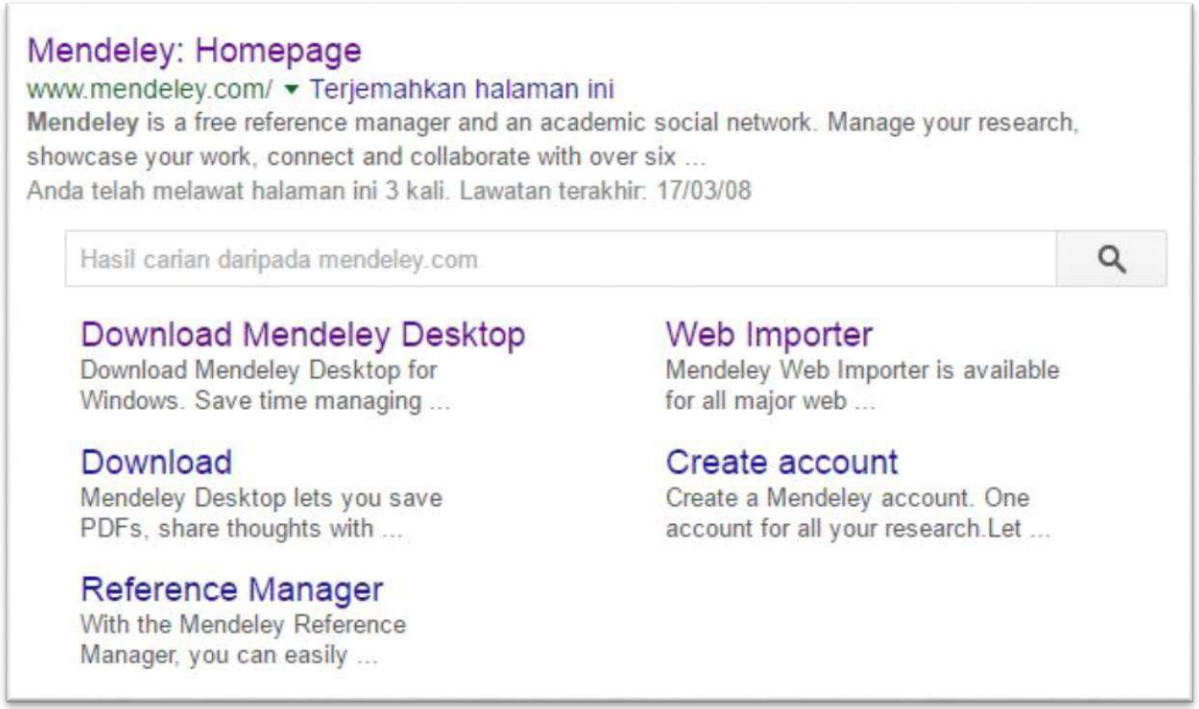
# CREATING MENDELEY ACCOUNT



# SIGN IN TO MENDELEY ACCOUNT:

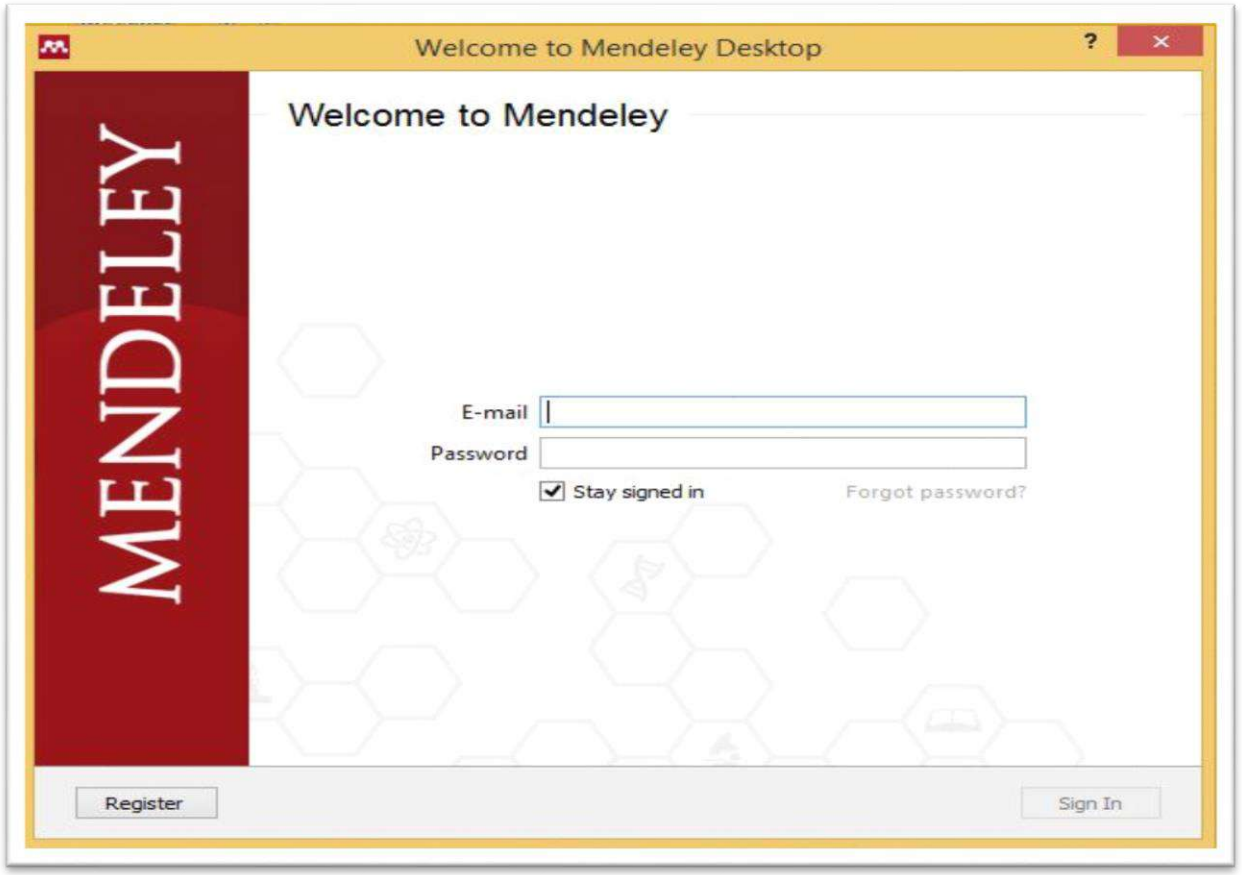


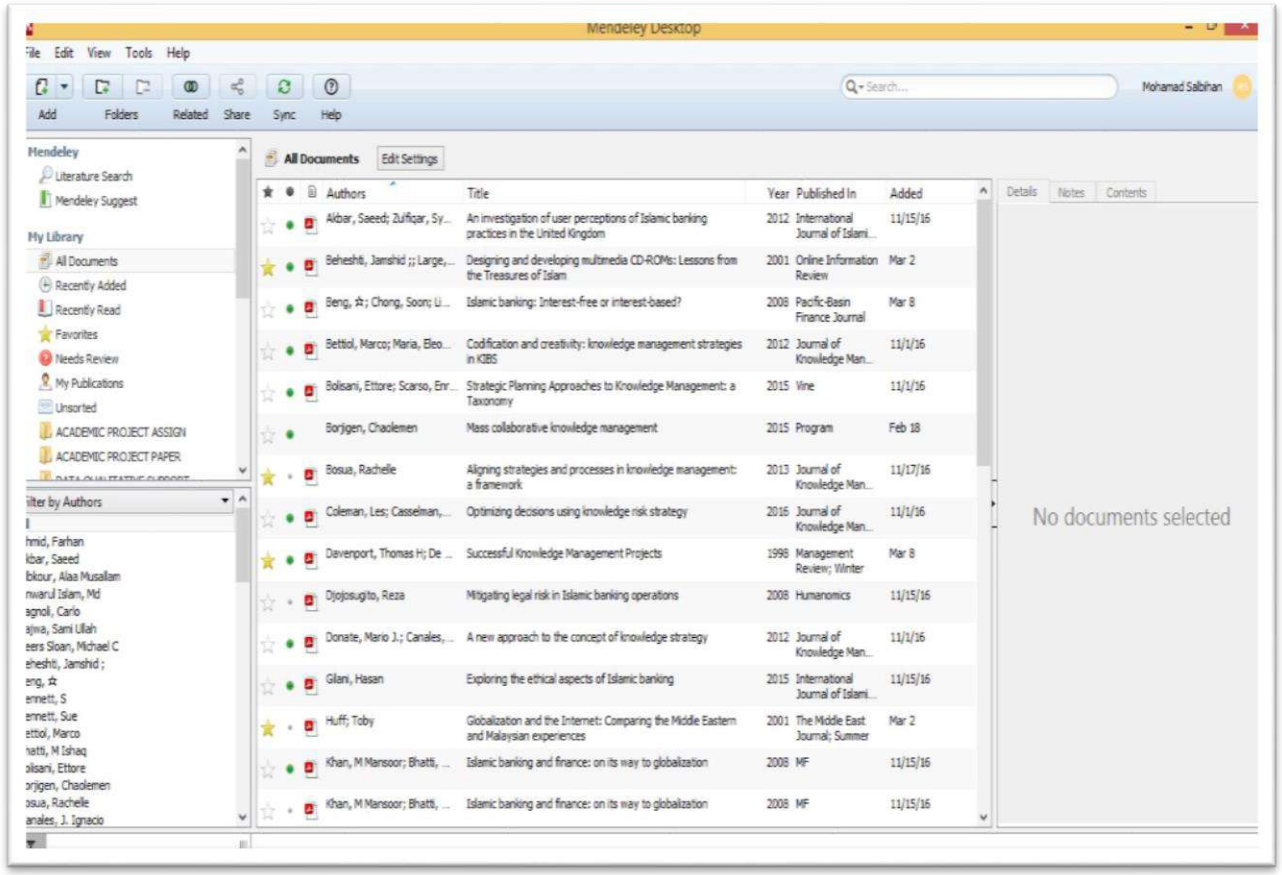
# DOWNLOAD MENDELEY DESKTOP



1. Google Mendeley Homepage;
2. Download Mendeley Desktop For Mac OS;
3. Install the Mendeley Application in Laptop or Desktop.

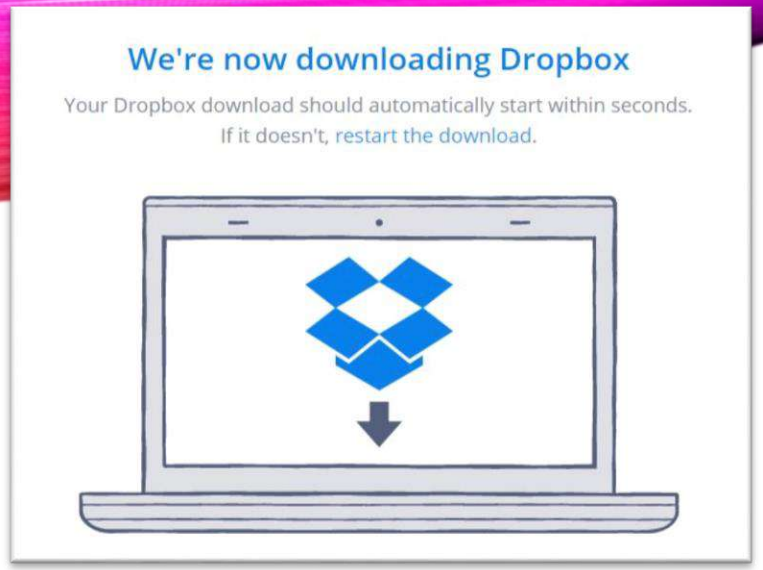
# SIGN IN TO MENDELEY DESKTOP

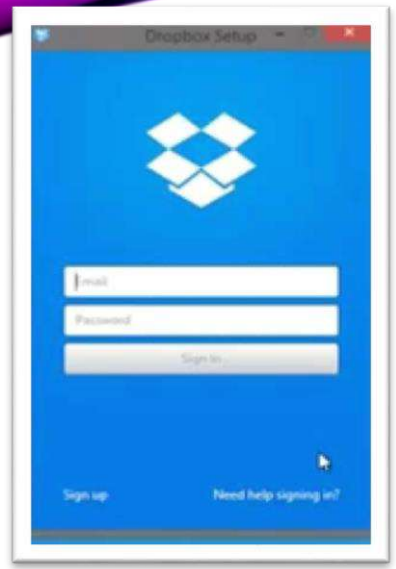


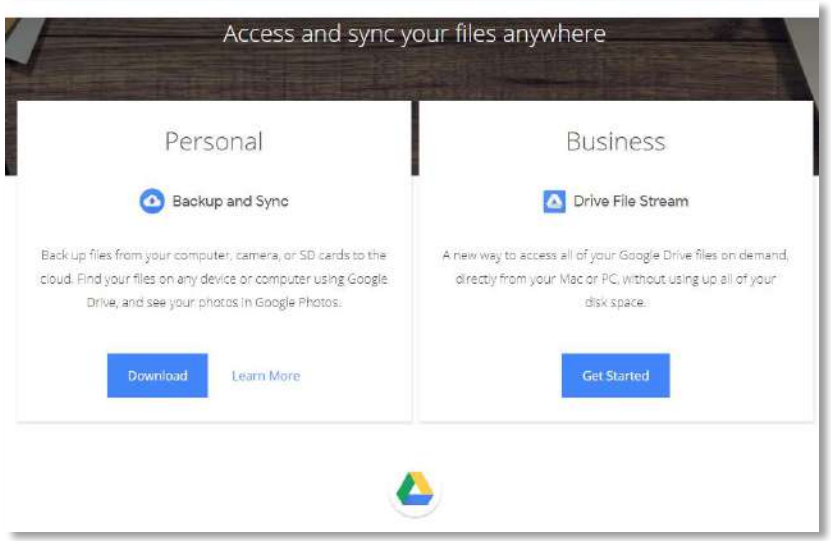

1. Enter Email & Password to Login to Mendeley Desktop.

# DOWNLOAD CLOUD FOR DESKTOP



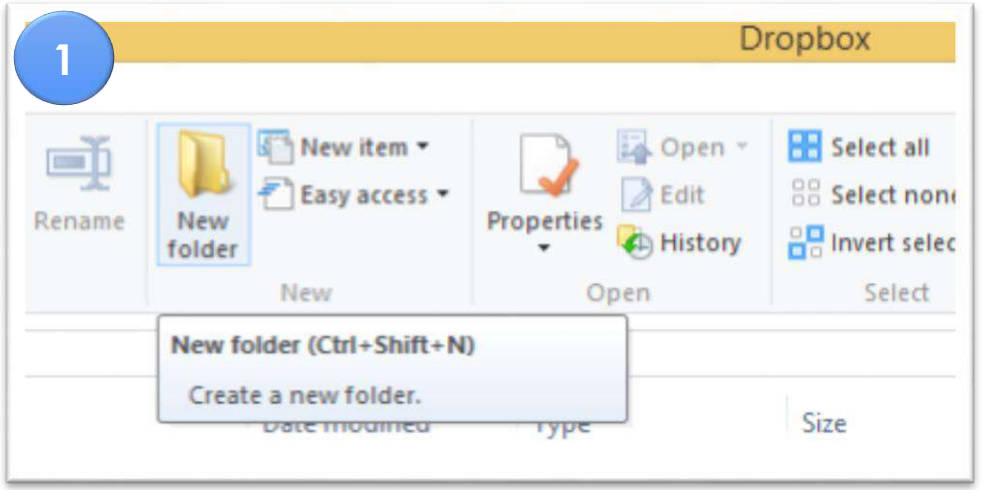

- Install Dropbox for Desktop;
- Login to Setup Dropbox.

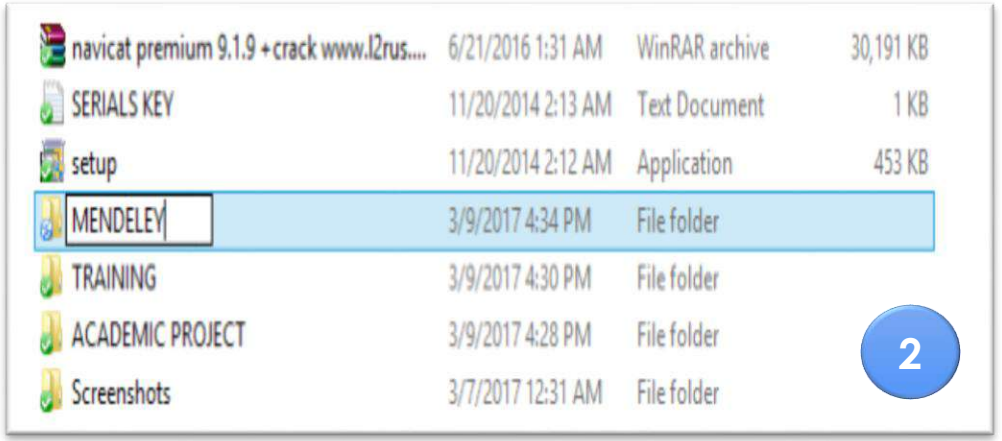



**OR**

- Install Dropbox for Desktop;
- Login to Setup Dropbox.

# CREATE FOLDER IN DROPBOX & SYNC TO MENDELEY DESKTOP

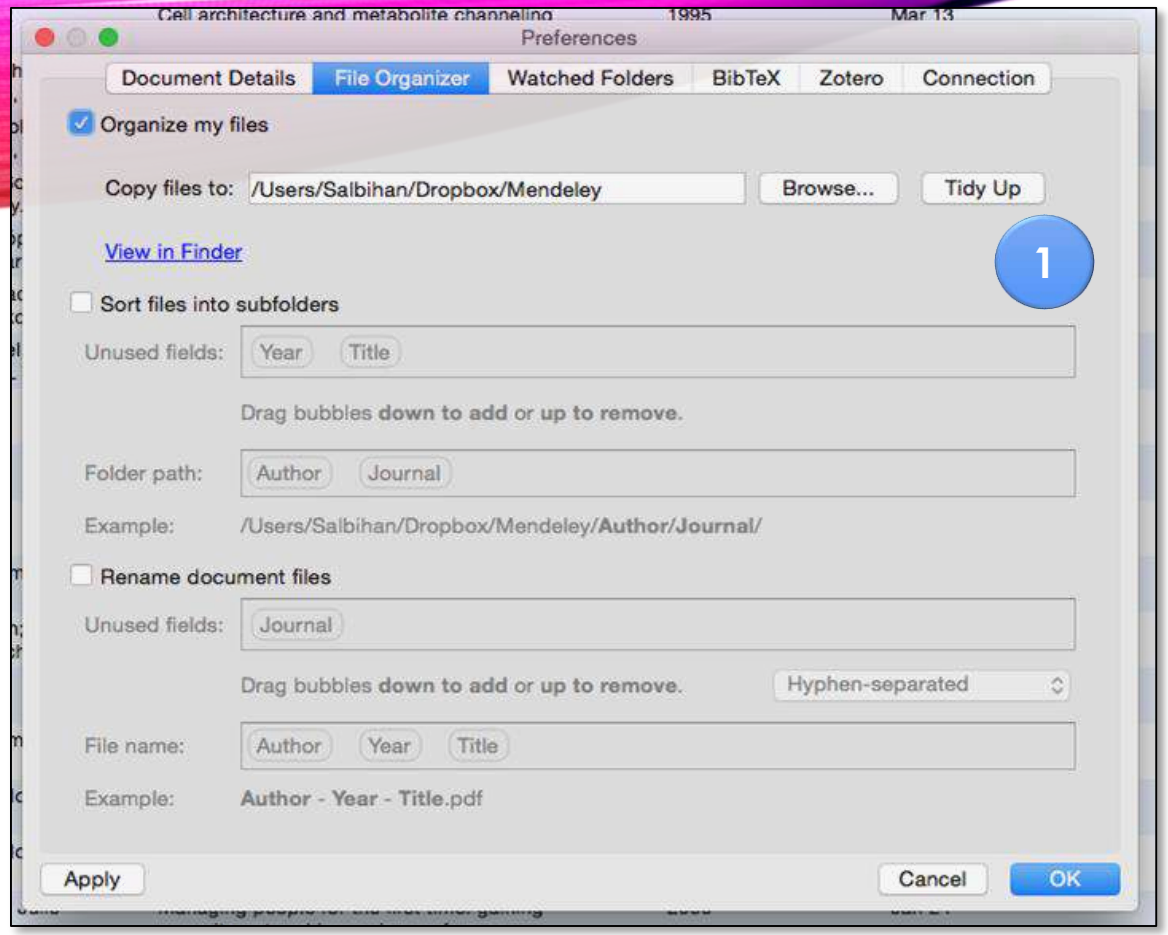


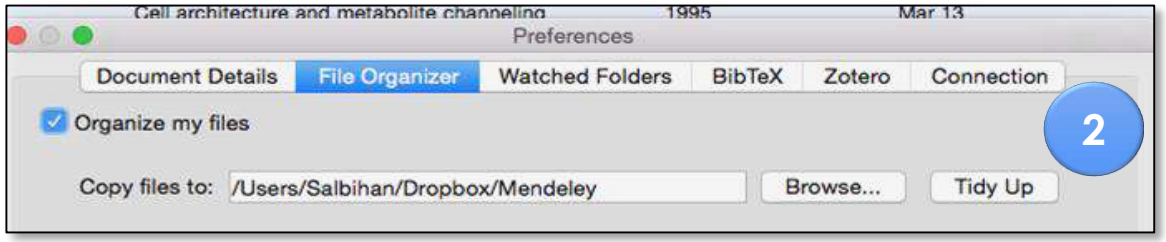



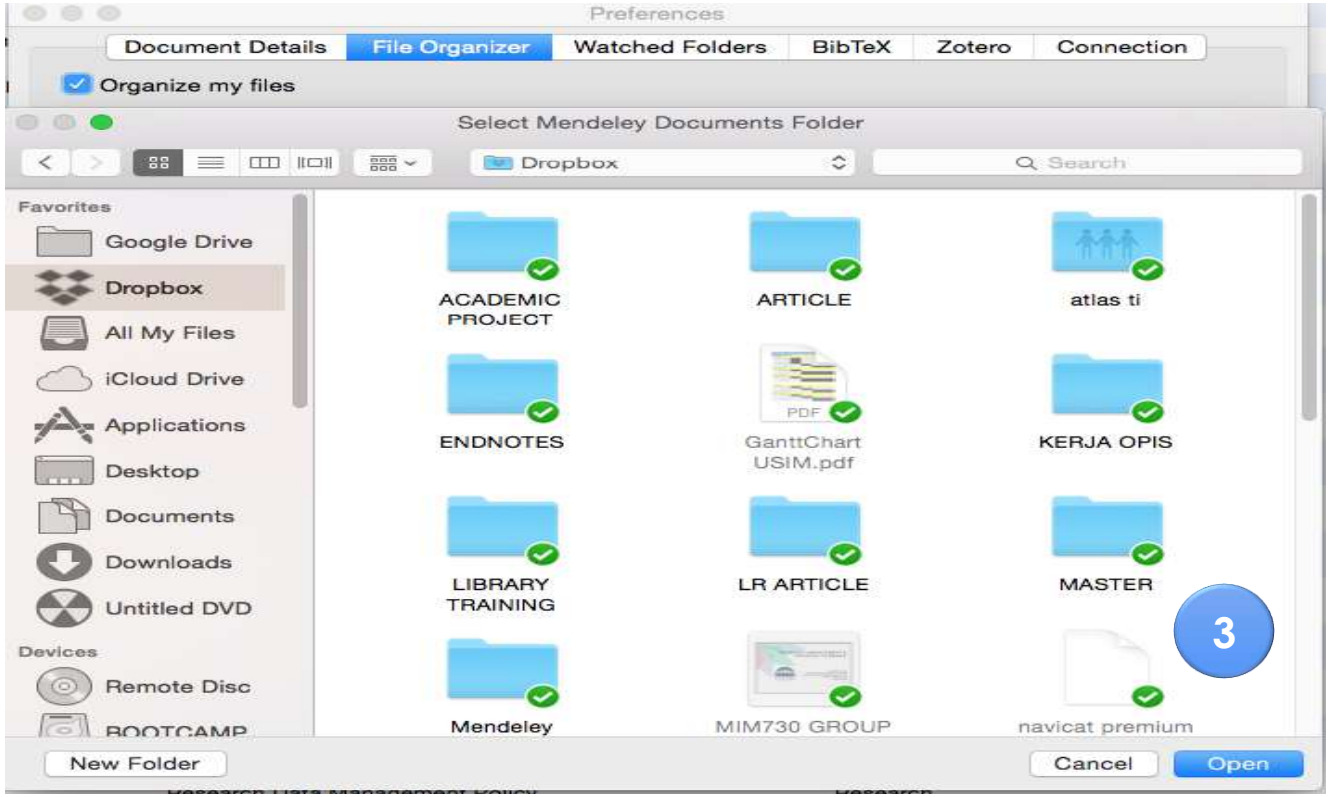
3

1. Open Dropbox Desktop Application;
2. Create & Rename The New Folder;
3. Go To Mendeley Desktop & Go To Preferences Menu;

# CREATE FOLDER IN DROPBOX & SYNC TO MENDELEY DESKTOP



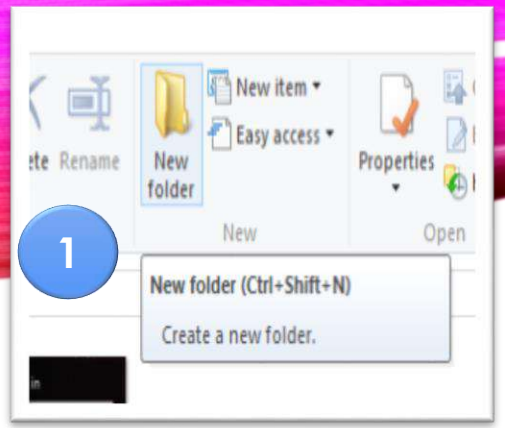



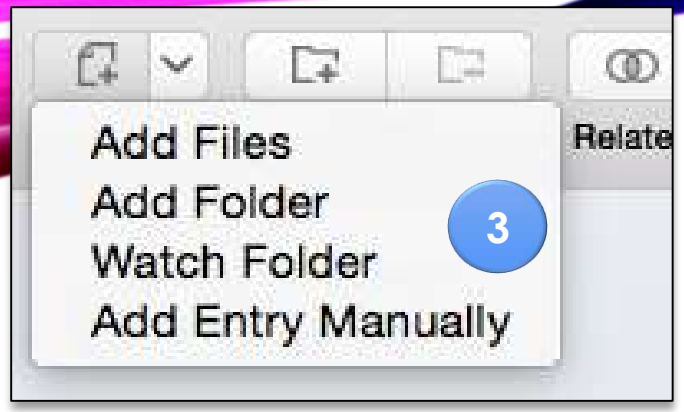



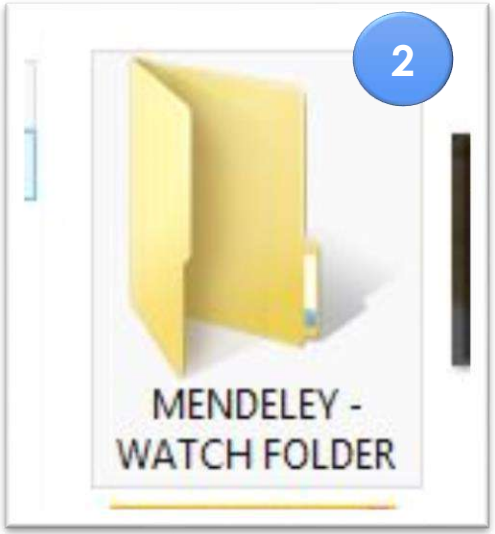

1. In Option Preferences Choose“File Organizer” & Tick “Organize My File”

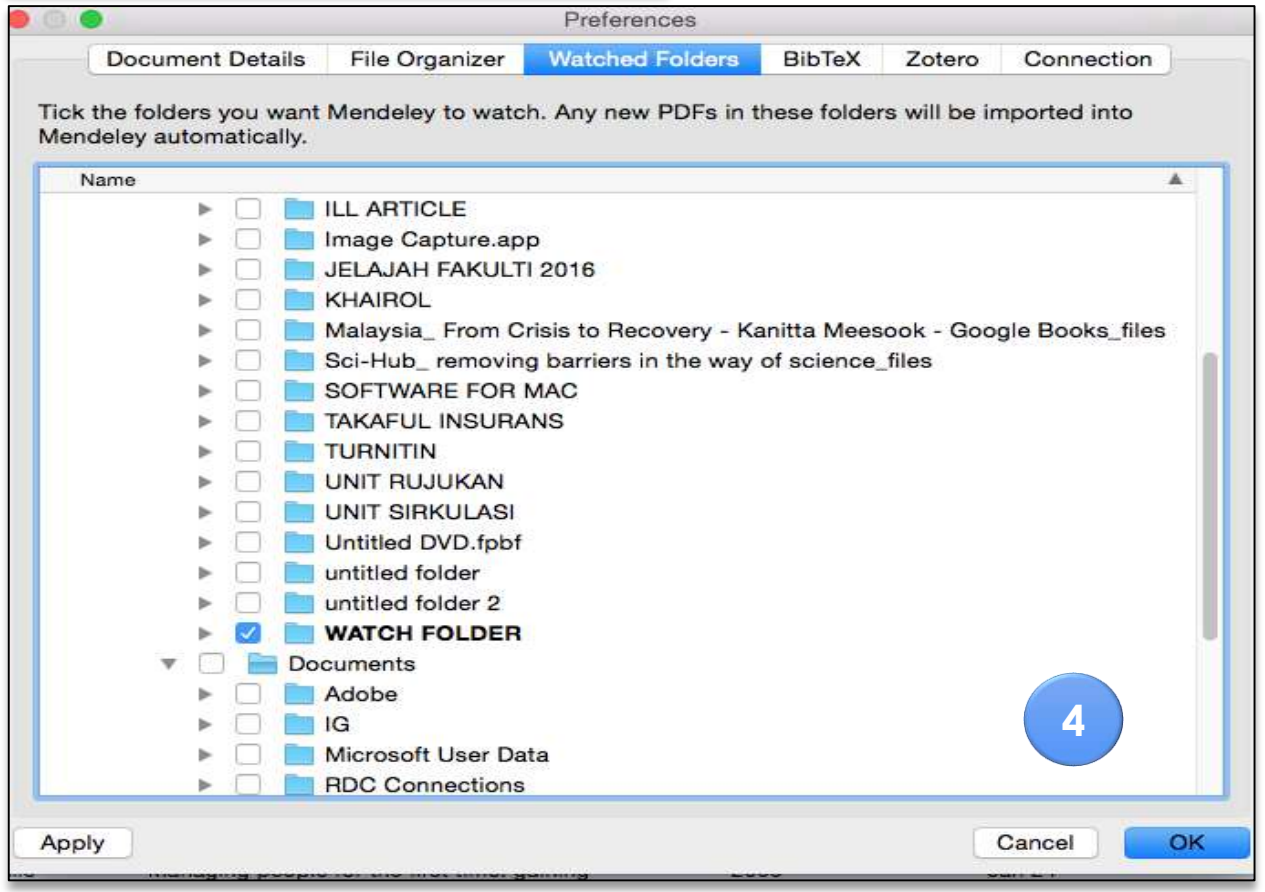
2. Click “Browse” & Select Folder Or Create New Folder To Save Article.

# WATCH FOLDER IN MENDELEY DESKTOP



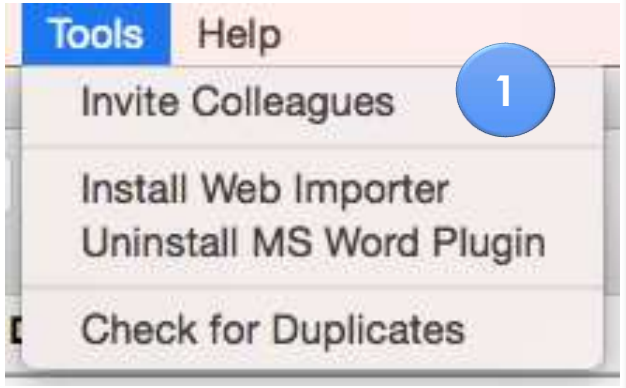



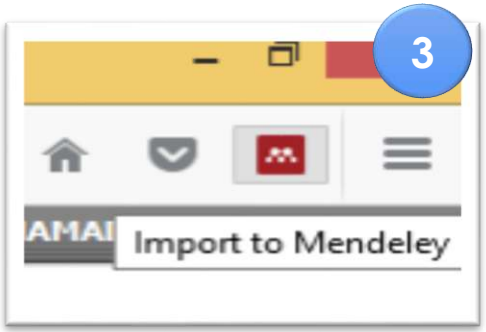




1. Create New Folder;
2. Rename As "Watch Folder";
3. File – Watch Folder – Watch Folder;
4. Find Mendeley Watch Folder "Ok" & "Apply"

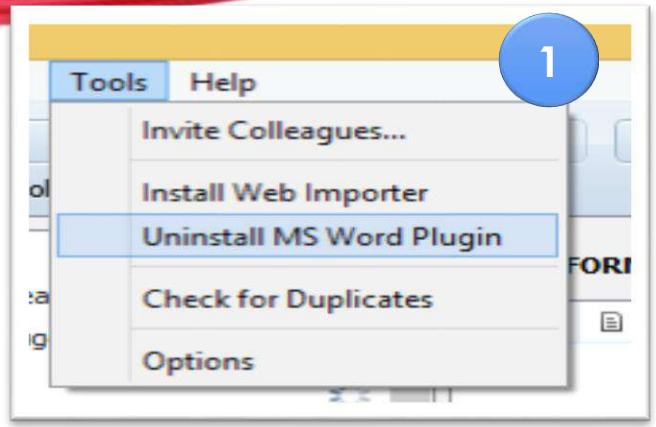
# INSTALLING MENDELEY WEB IMPORTER

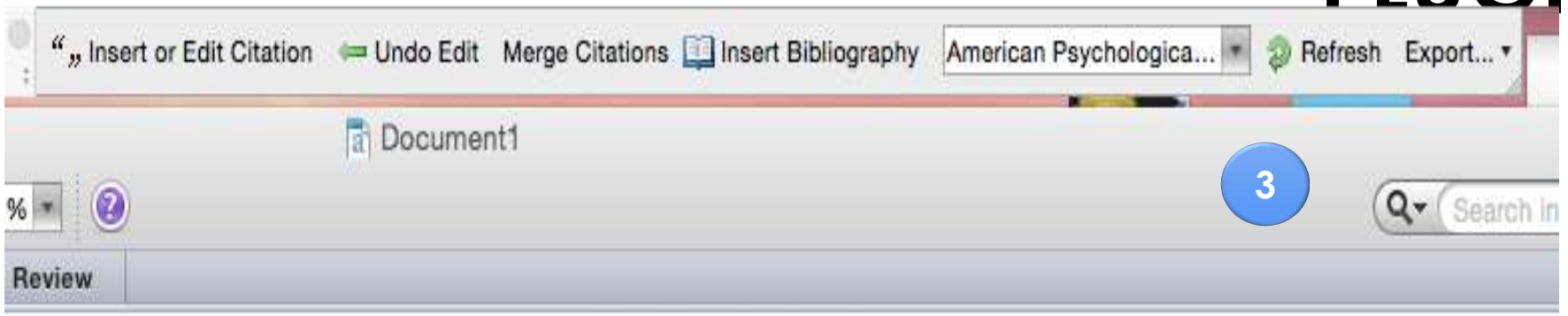


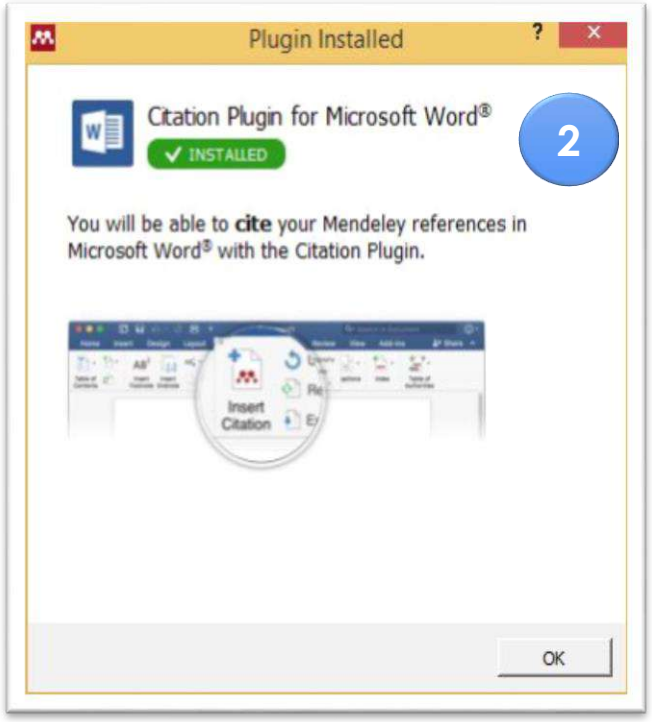



1. Go To Menu Tools In Mendeley Desktop & Choose Install Web Importer;
2. Choose Usage Browser (Chrome, Firefox & Internet Explorer);
3. Mendeley Icon Will Appear Beside The Search Box.

# INSTALLING MENDELEY MS WORD PLUGIN

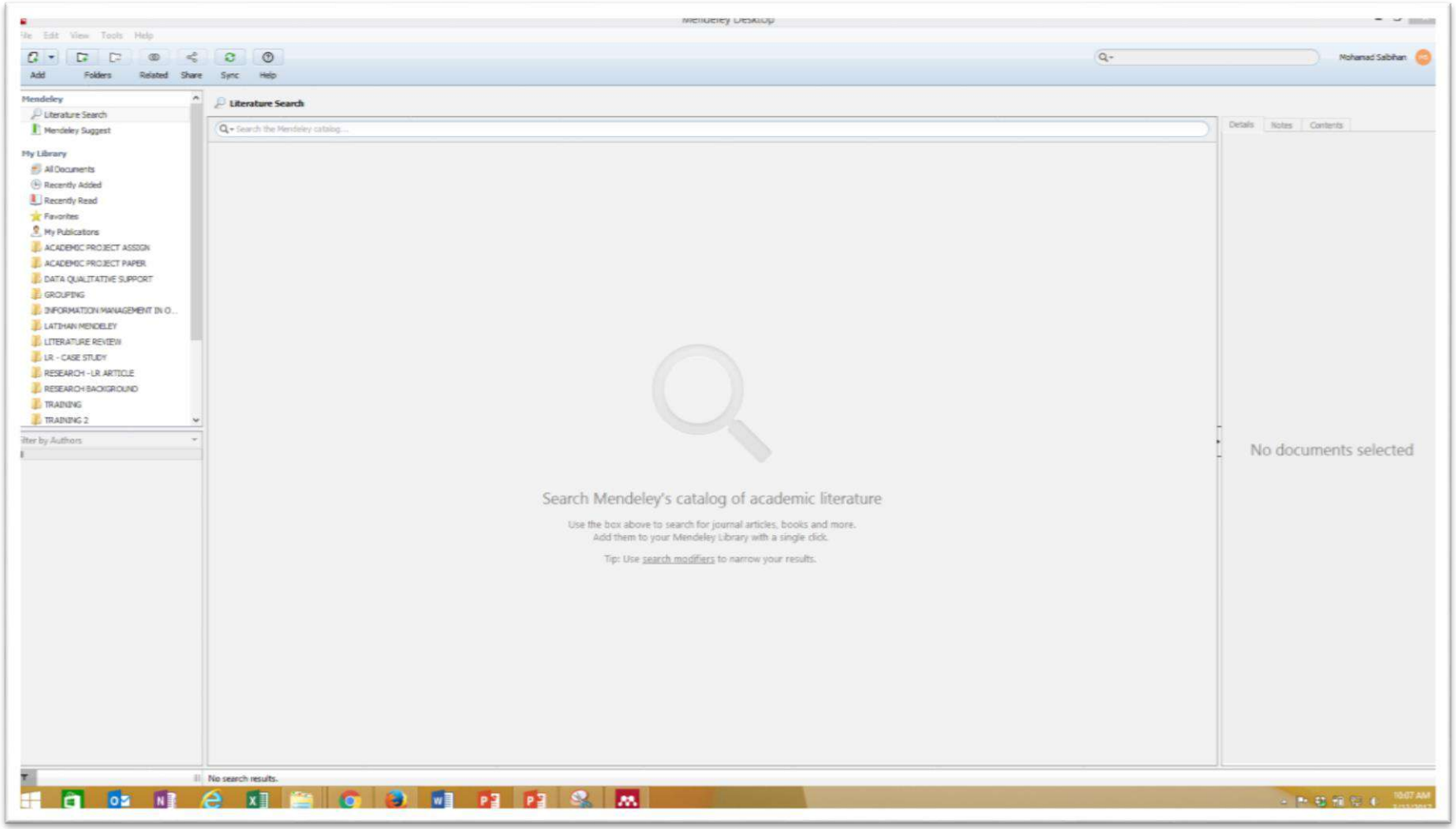



1. Go To Menu Tools In Mendeley Desktop & Choose MS Word Plugin;
2. Mendeley MS Word Plugin Will Appear & Click Ok;
3. Open MS Word – New Menu Toolbar Will Appear At The Top of MS Word.

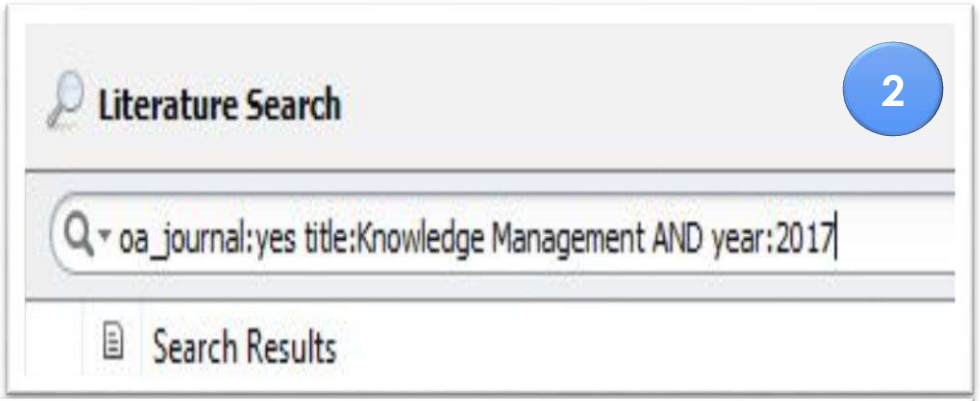
# MENDELEY USAGE – LITERATURE SEARCH

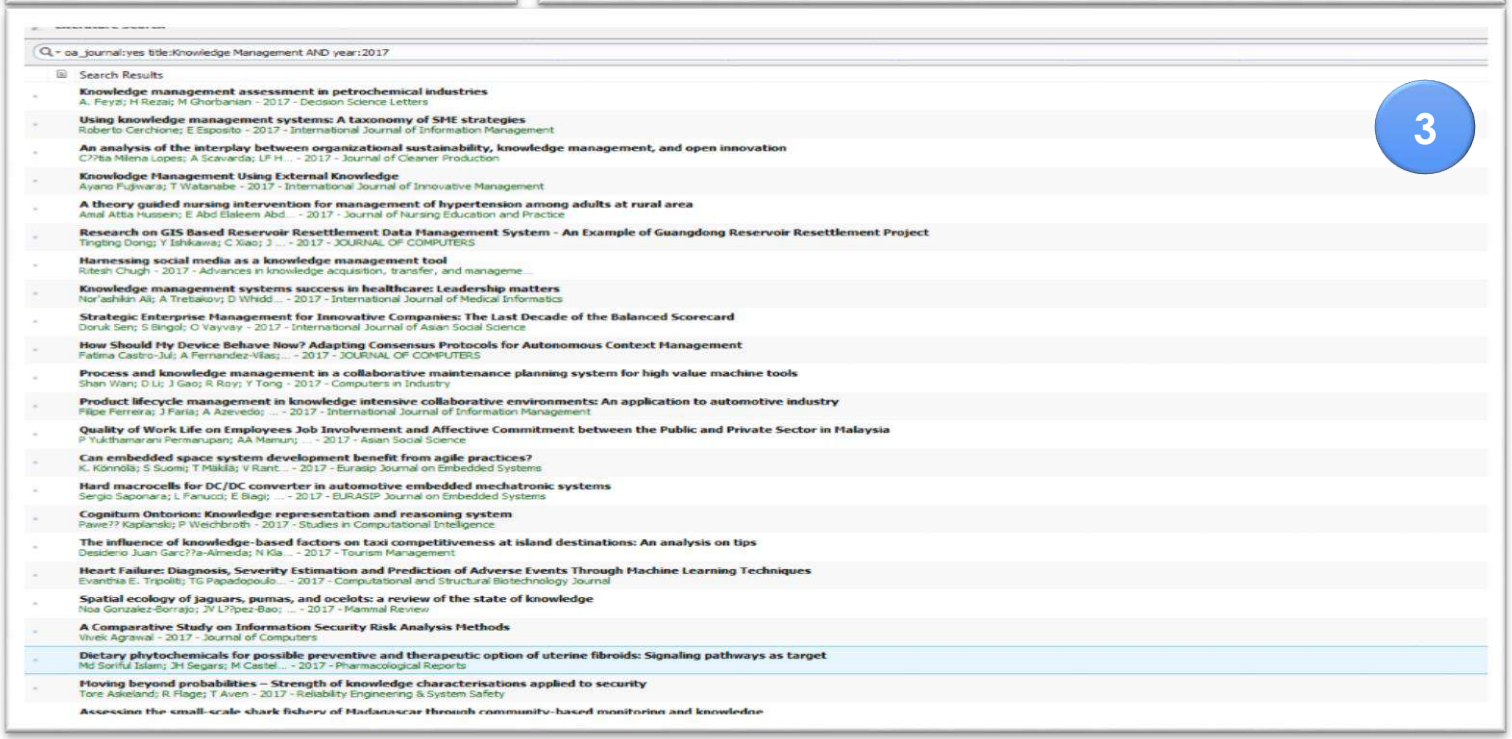



1. Literature Search Use – To Search Article Title Within The Mendeley Community;
2. The Article Title Will Include Open Access Article And Subscription Article;
3. Most Of The Subscription Article From Elsevier (Science Direct).

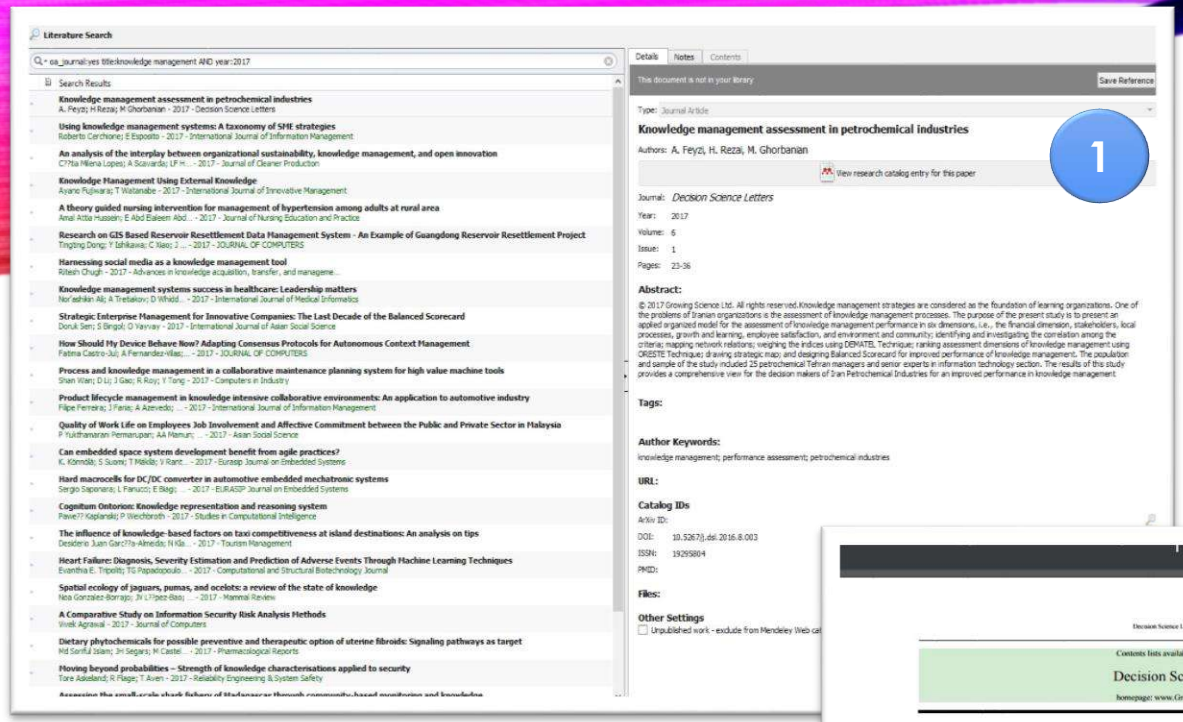
# MENDELEY USAGE – LITERATURE SEARCH

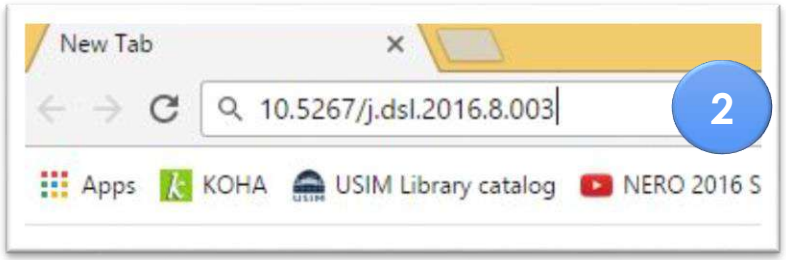
1. Searching In Literature Search – Using Author, Title, Publication Names, Year & Open Access;
2. To Search An Open Access And Current Article : Open Access ⟶ Title ⟶ Insert An AND Word ⟶ Year;
3. The Hit Of Searching Will Focus On Open Access Journal Only.



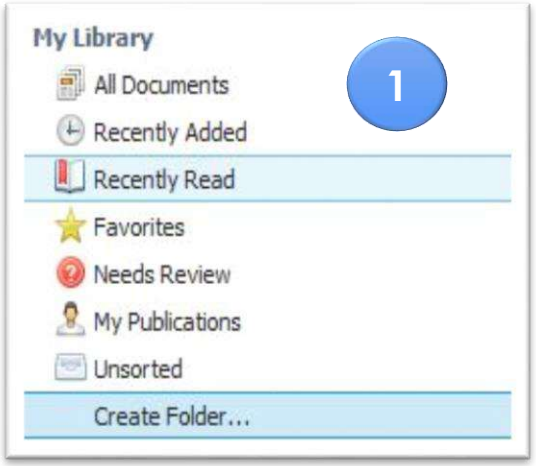
# MENDELEY USAGE – LITERATURE SEARCH

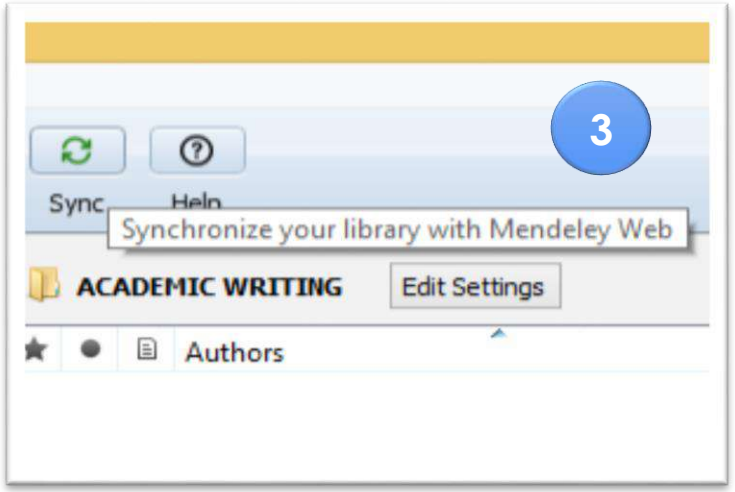


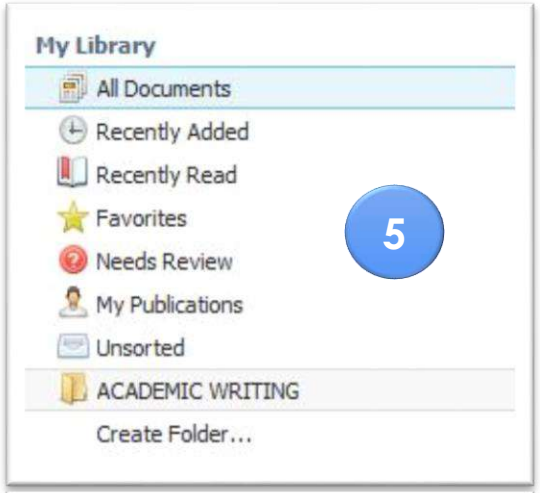



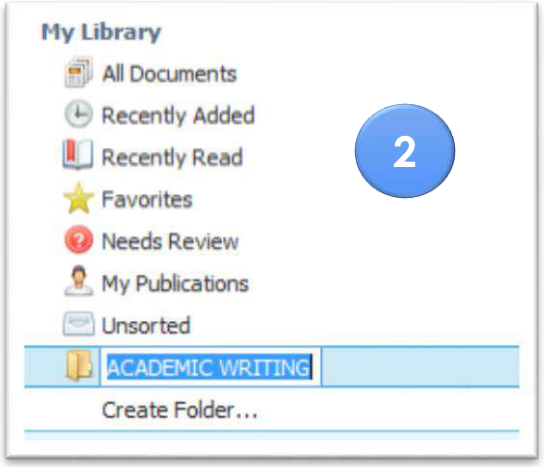
1. Click To Any Title Appear In The Mendeley Desktop, The Article Title Only Show The Metadata Of The Article Such As Title, Author, Volume, Issues, Pages, Abstract, URL, DOI etc.;
2. To Read The Pdf. Copy The URL Or DOI & Paste It In The Browser;
3. If The Article Is Open Access The Article Will Appear, If Not User Need To Subscribe To The Publisher Or Using The Inter Library Loan Services Which Is Provide By The USIM Library.

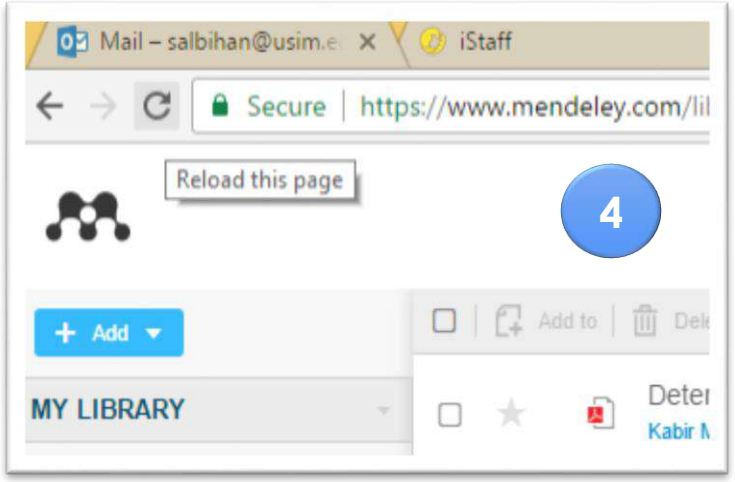
# CREATING A FOLDER IN MENDELEY DESKTOP

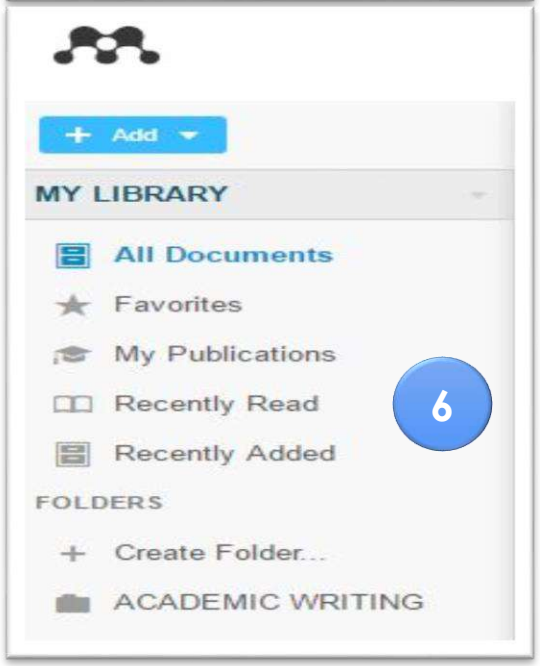


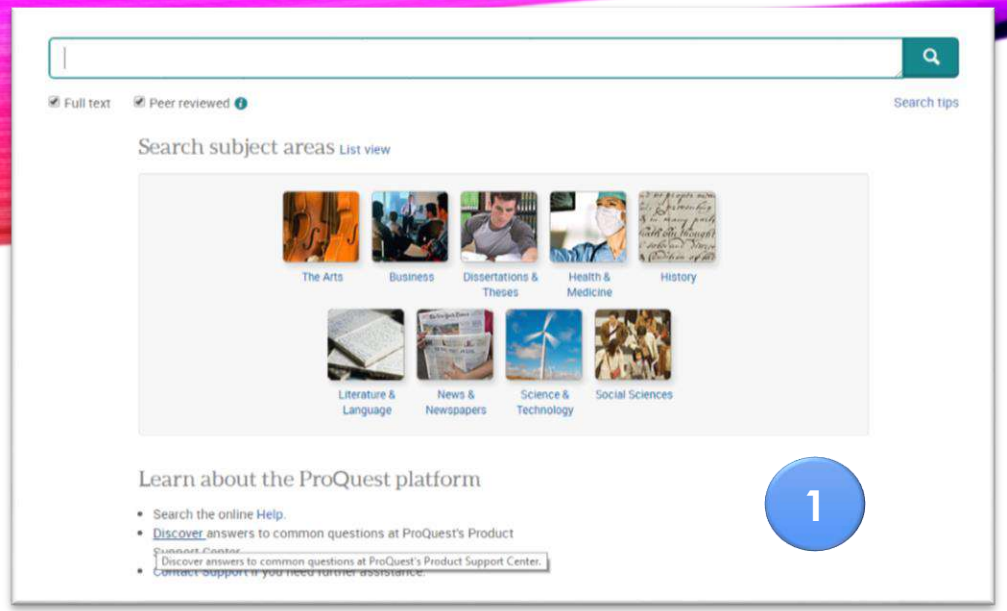



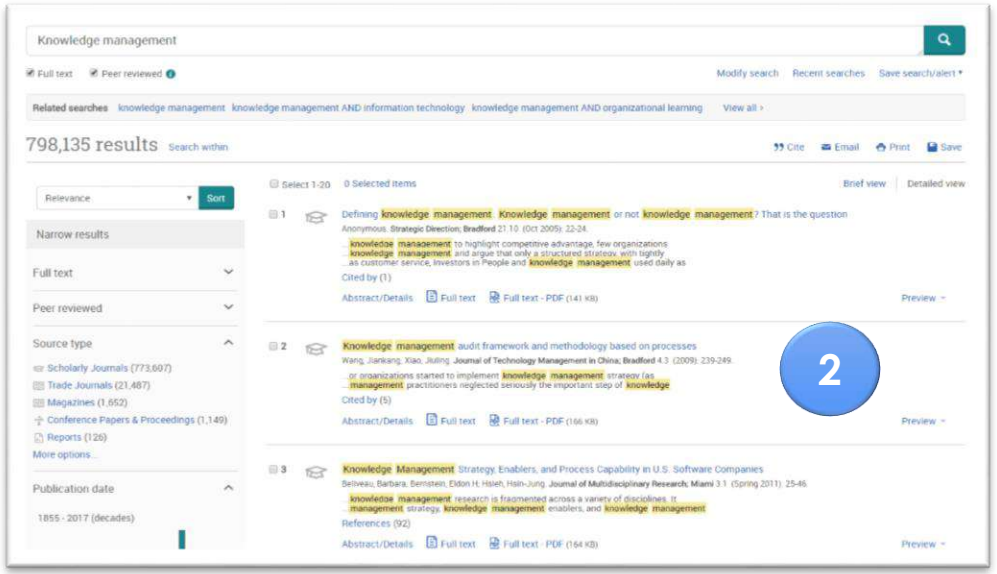



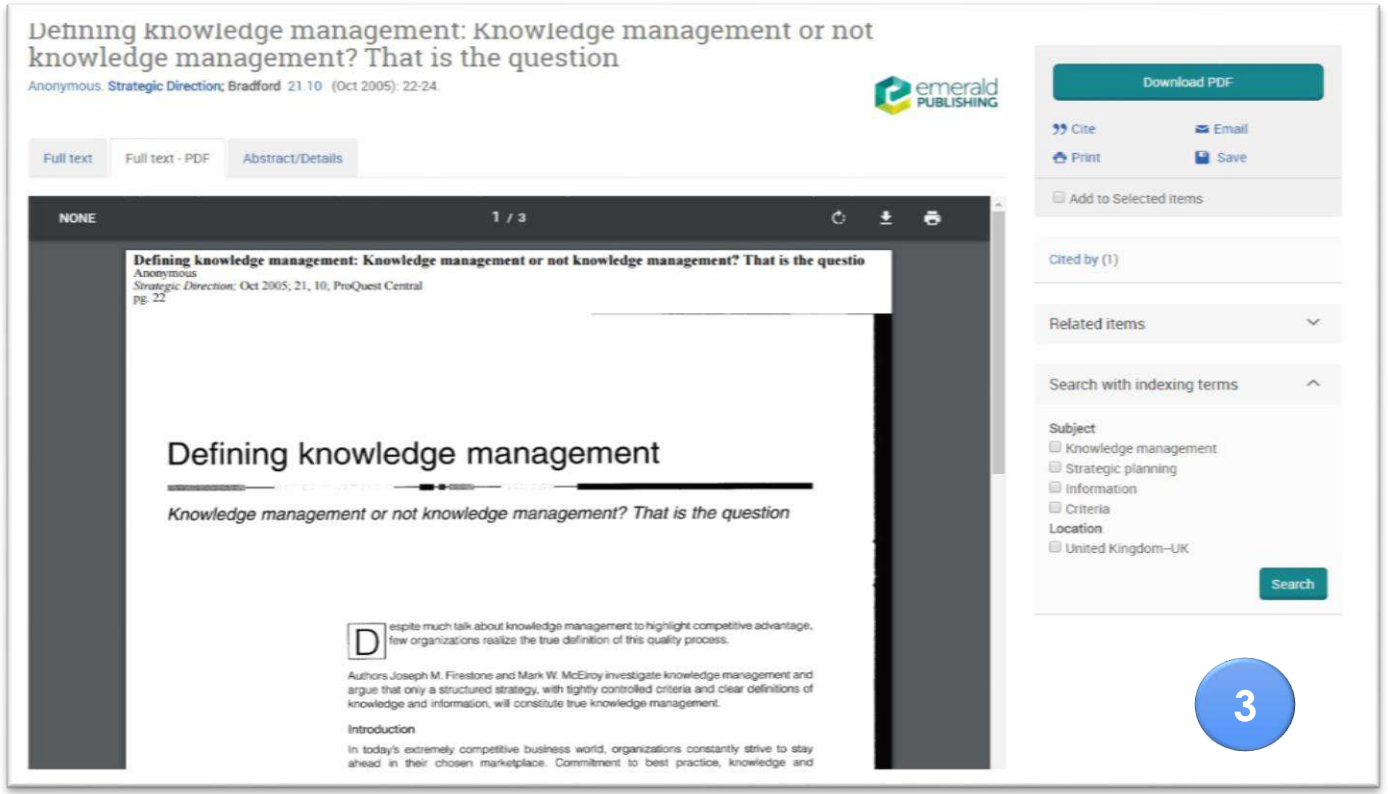




1. Click "Create Folder"
2. Rename The Folder As Needed;
3. To Have A Same Folder In Mendeley Web Click The "Sync" Button In Mendeley Desktop;
4. Click The Refresh Button In Mendeley Web To Appear The Created Folder In The Mendeley Web.

# DOWNLOADING A PAPER USING WEB IMPORTER

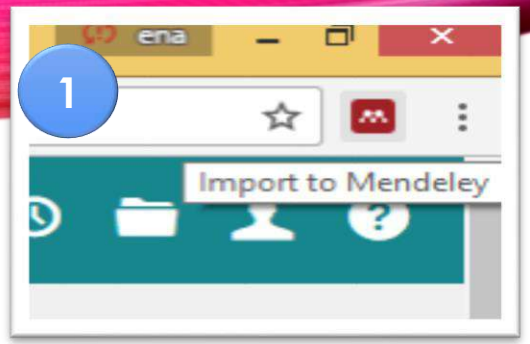


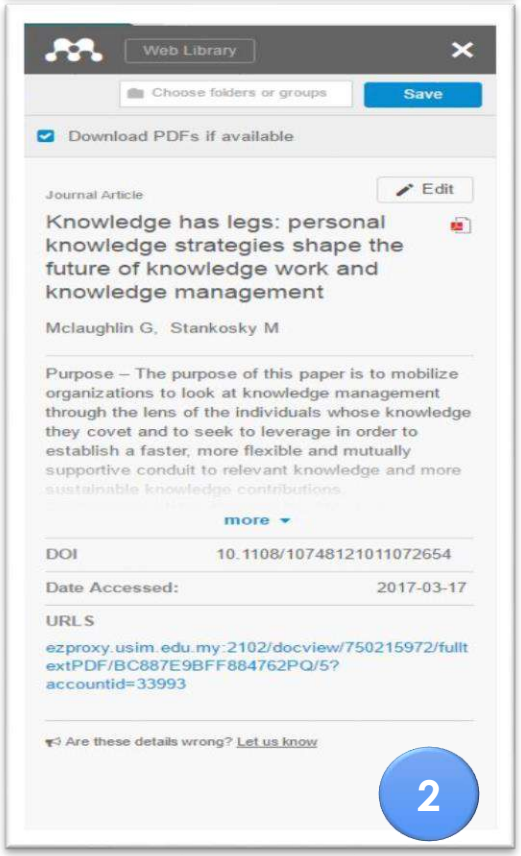



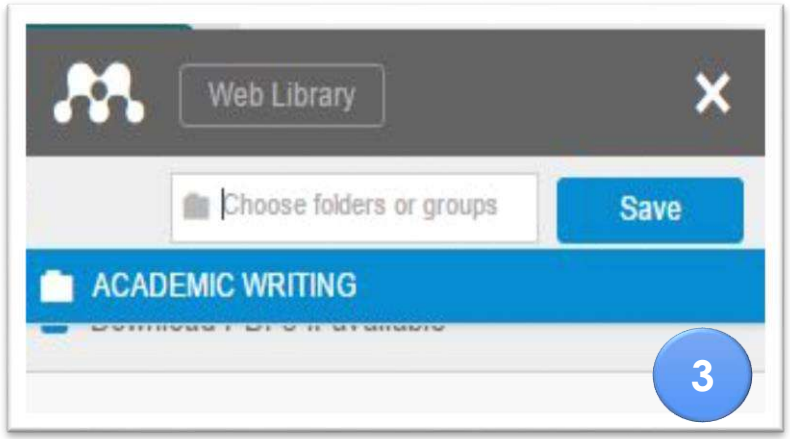



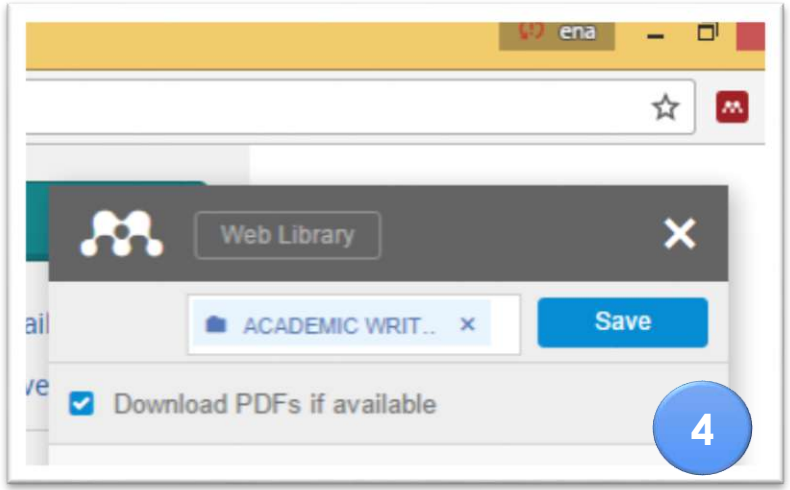

1. Go To Any Online Database (Open Access Or Subscribe);
2. Make Some Searching Based On Requirement;
3. Click To Pdf File & Make Sure The Paper Is Available For Reading & Downloading.

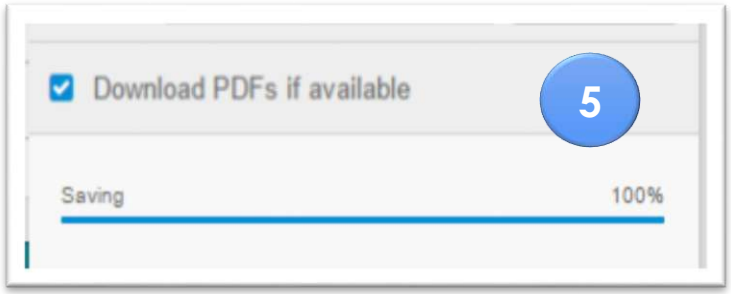
# DOWNLOADING A PAPER USING WEB IMPORTER

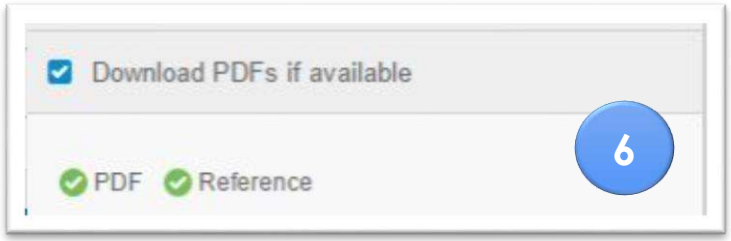


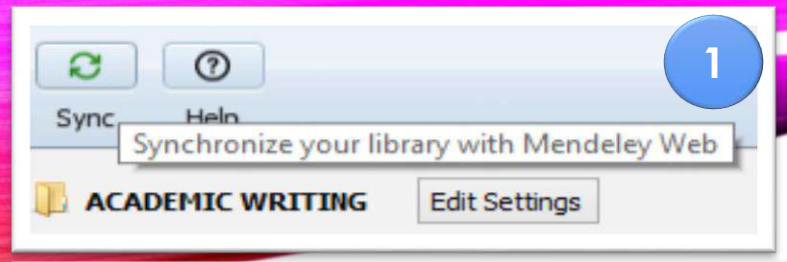



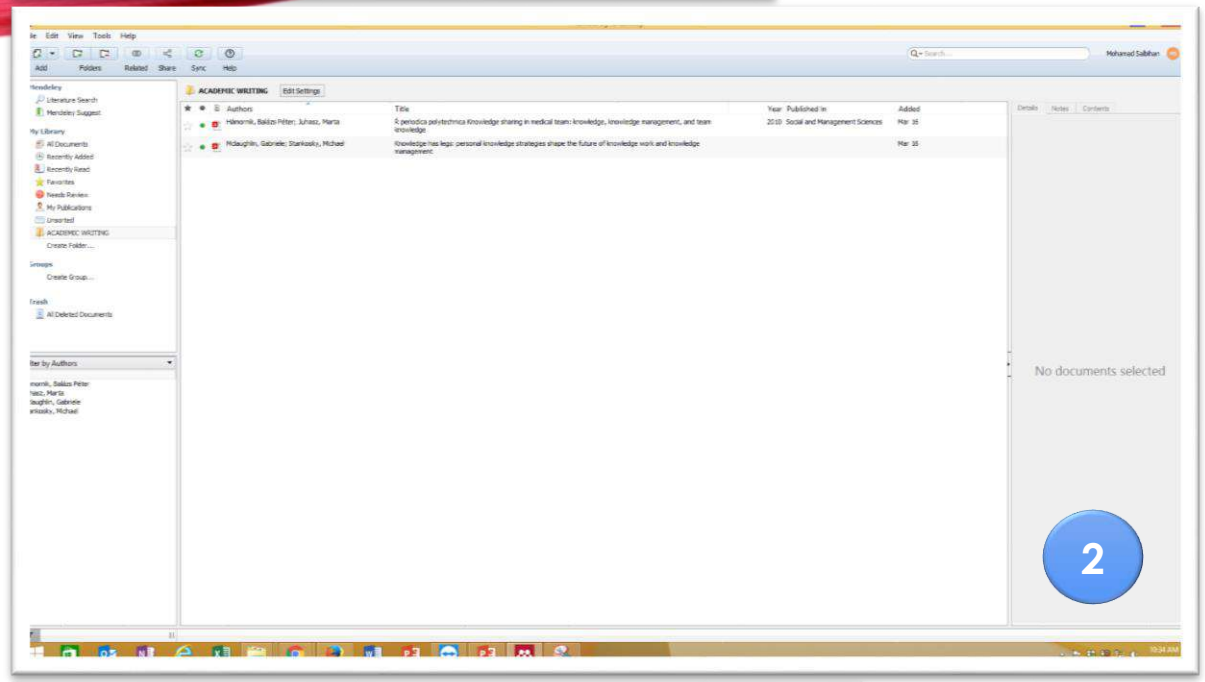



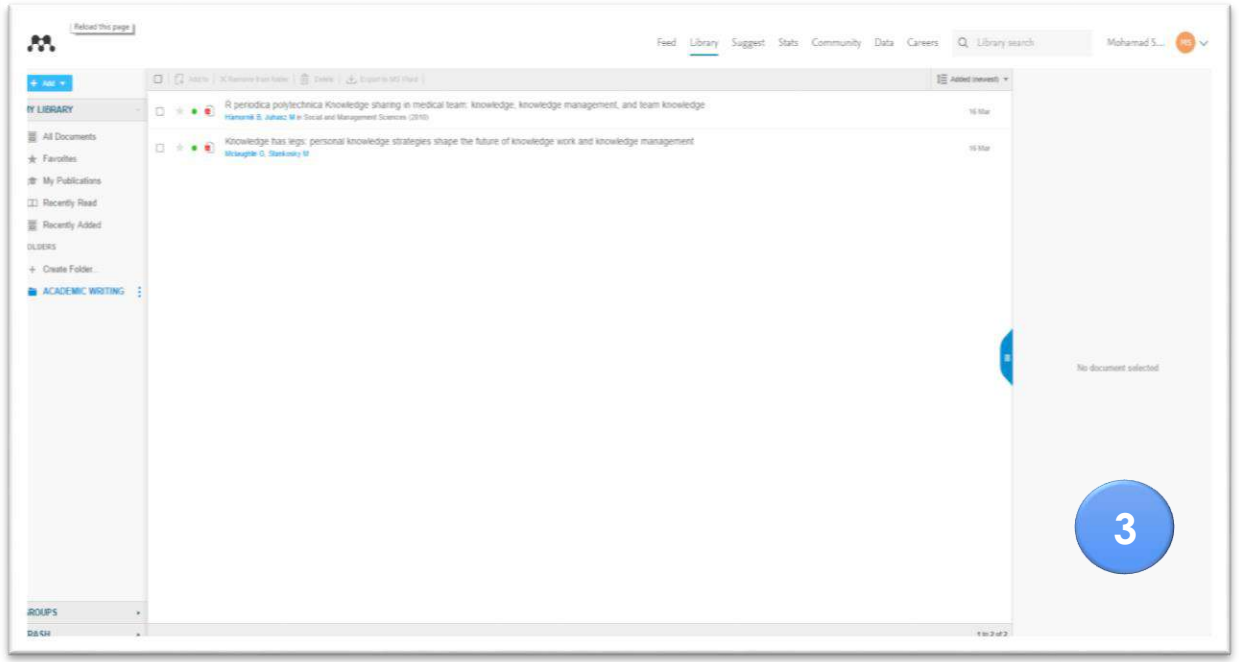



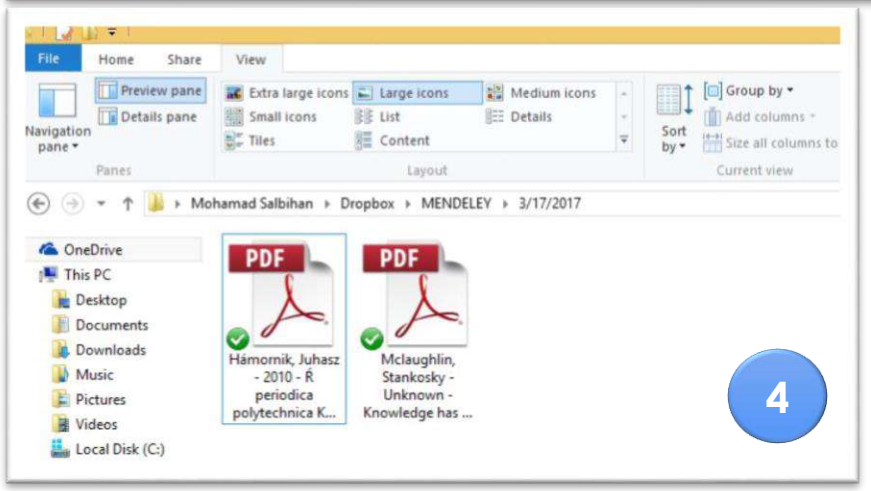

1. Click Import To Mendeley;
2. Mendeley Web Importer Menu Will Appear;
3. Go To Folder Box;
4. Choose The Folder & Click Save The Pdf File;
5. The Pdf File Will Download To Mendeley Desktop Directly;
6. After Finish "PdF" & "Reference" Icon Will Appear.

# DOWNLOADING A PAPER USING WEB IMPORTER



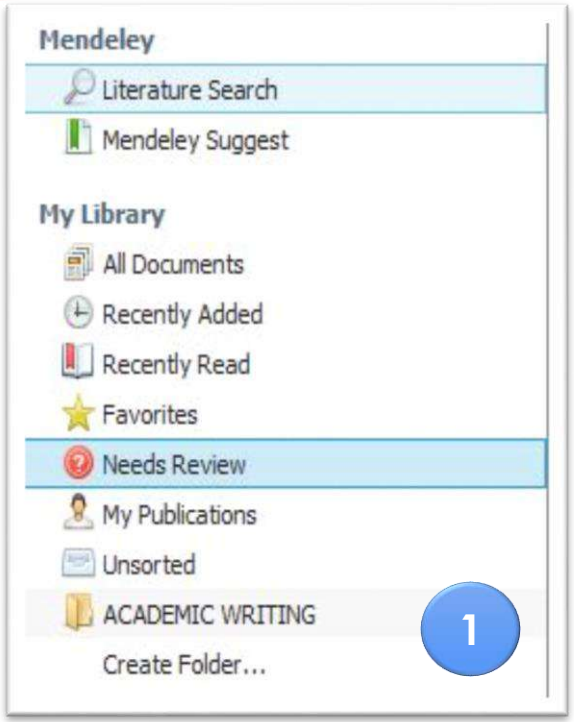



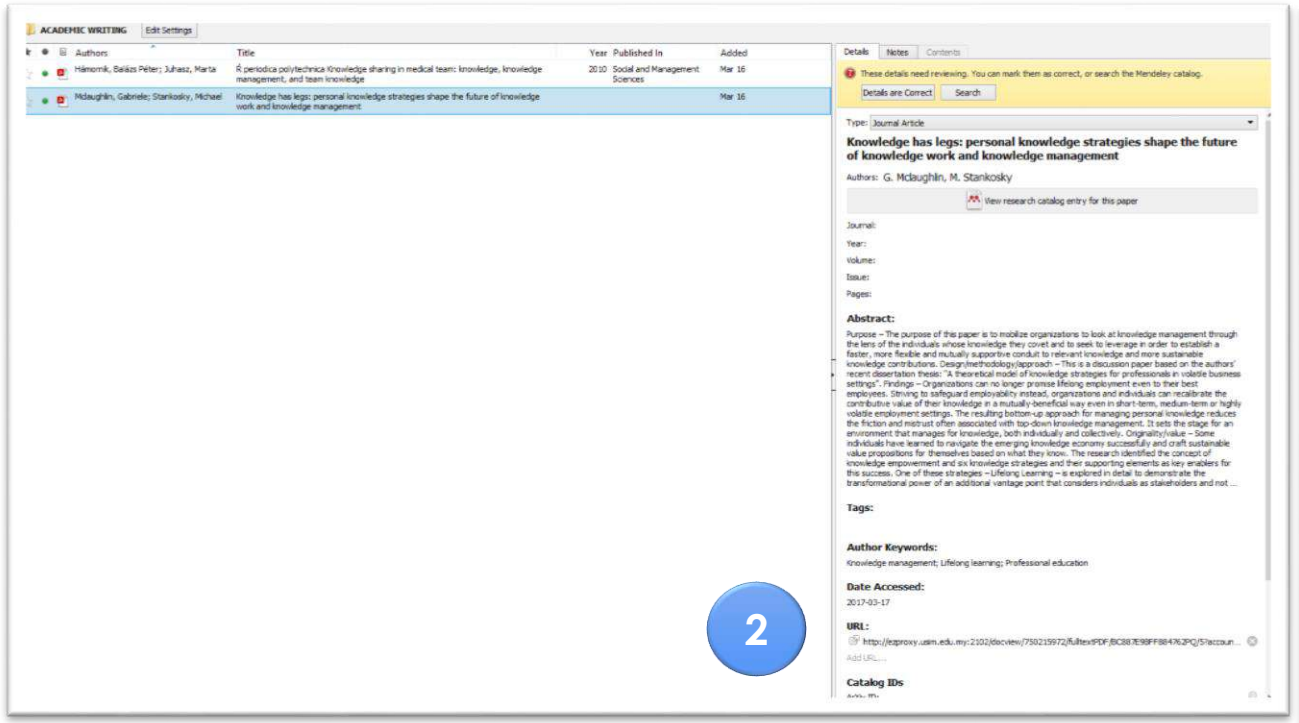




1. Click Synchronize Button At Mendeley Desktop;
2. Click Refresh Button At Mendeley Web ;
3. Mendeley Desktop & Mendeley Web Will Automatically Download The Pdf File;
4. The Pdf File Also Auto Safe In Cloud Storage (Cloud, Dropbox, Google Drive, One Drive Etc.)

# EDIT THE METADATA

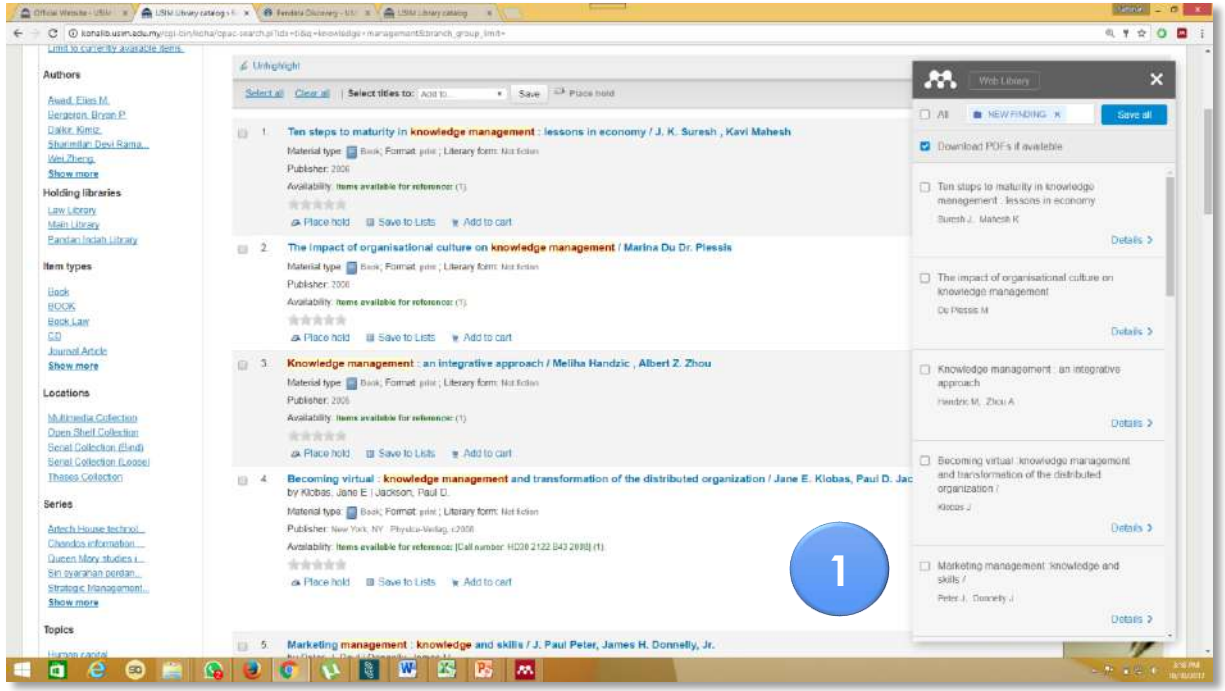


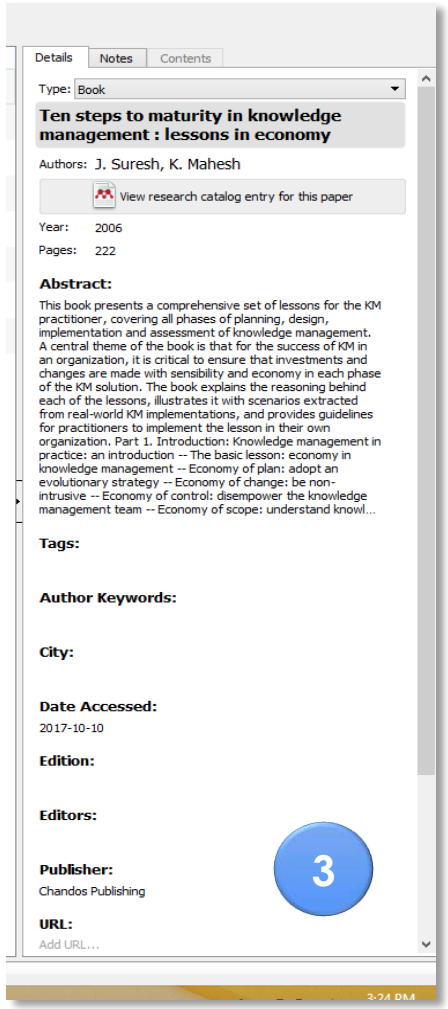



1. Go To Needs Review;
2. List Of Paper Which Need Review Will Appear;
3. To Edit The Article Metadata, Click To Article Title, Edit Article Information Manually In The Information & Click "Detail Are Correct".

# IMPORT METADATA FOR PRINTED MATERIALS

## IMPORT FROM OPAC:



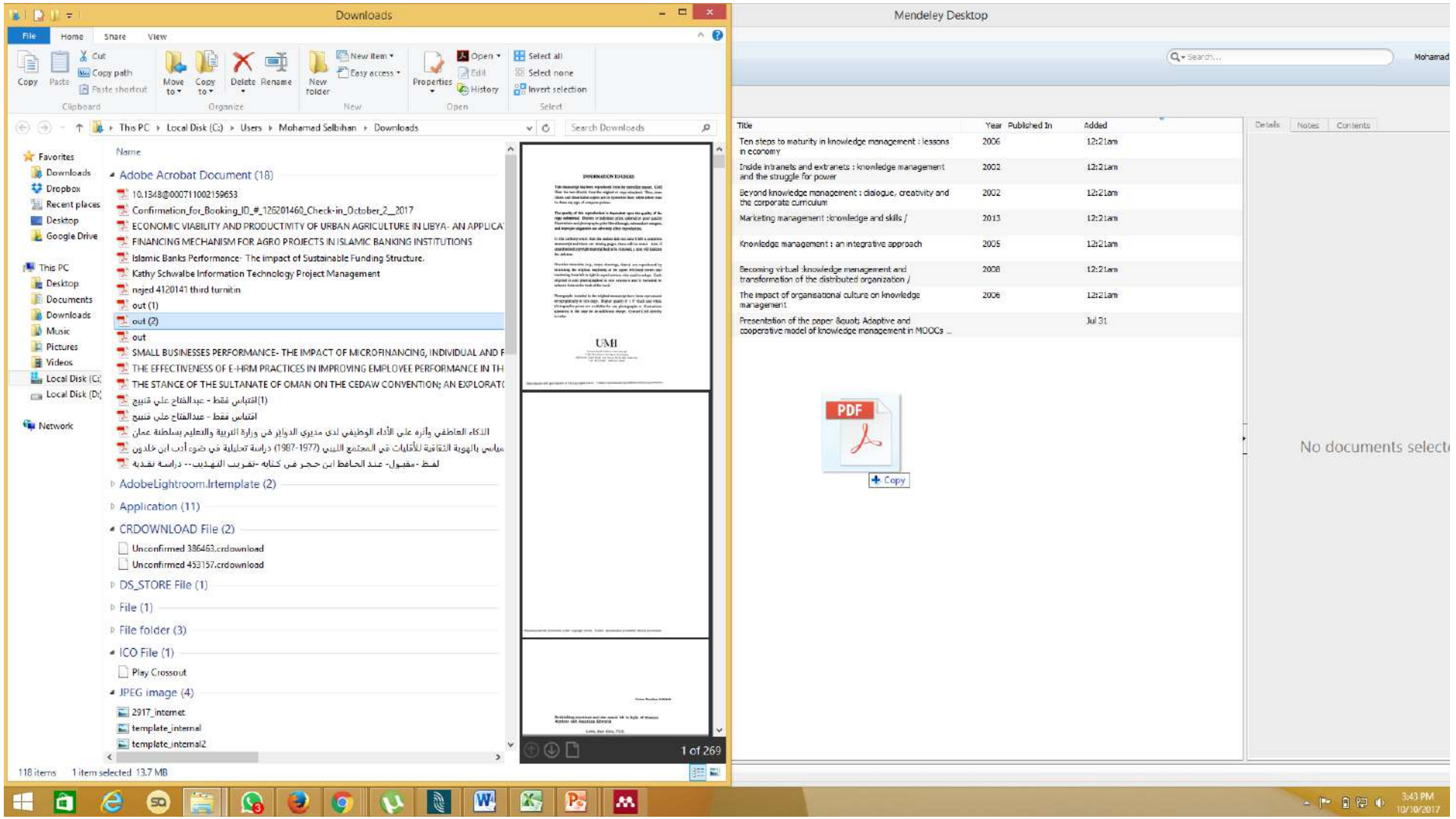



1. To Import Metadata For Books User Can Use Library OPAC To Get The Metadata From The Library OPAC;

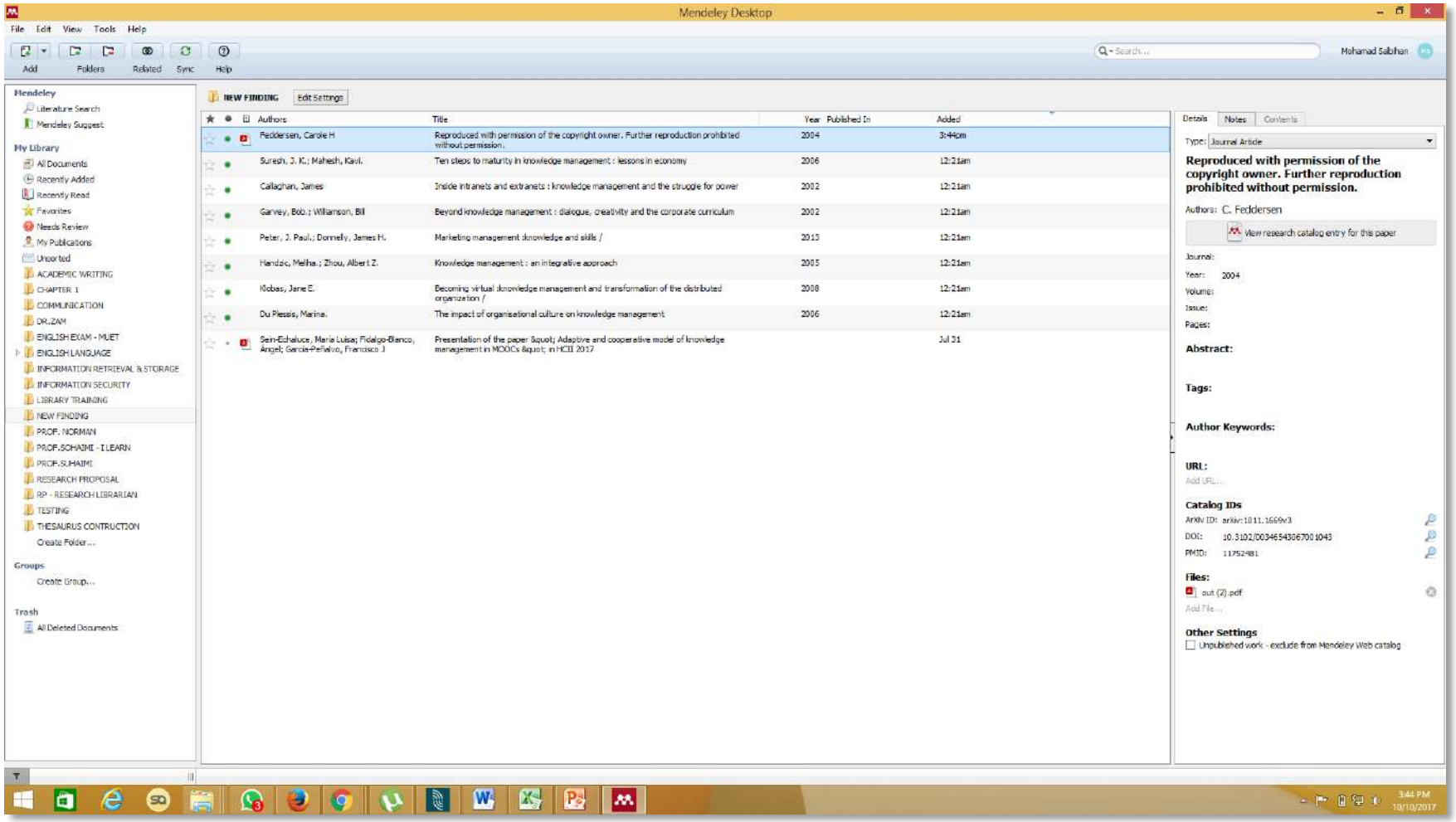
2. Used The Mendeley Web Importer To Save The Choose Title To Mendeley;

3. Metada For Books Already Download For Usage

# DRAG THE PDF FILE TO MENDELEY MANUALLY

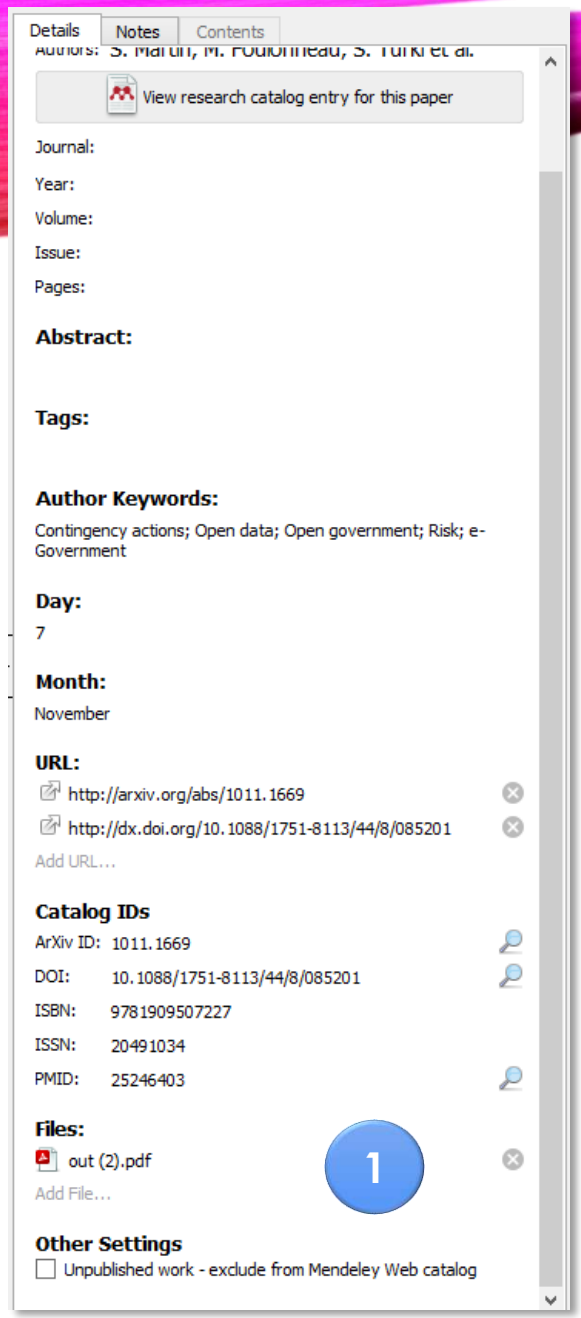


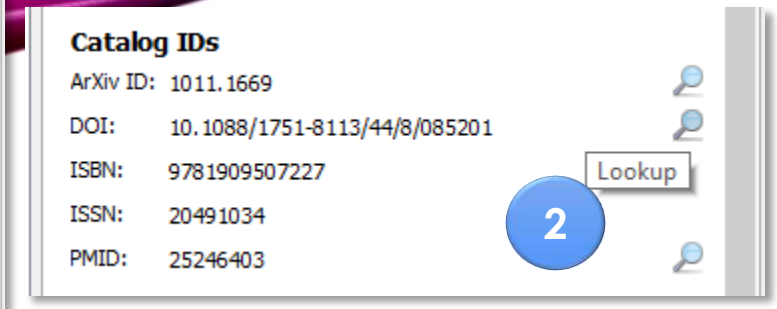
# DRAG THE PDF FILE TO MENDELEY MANUALLY: CONTI.

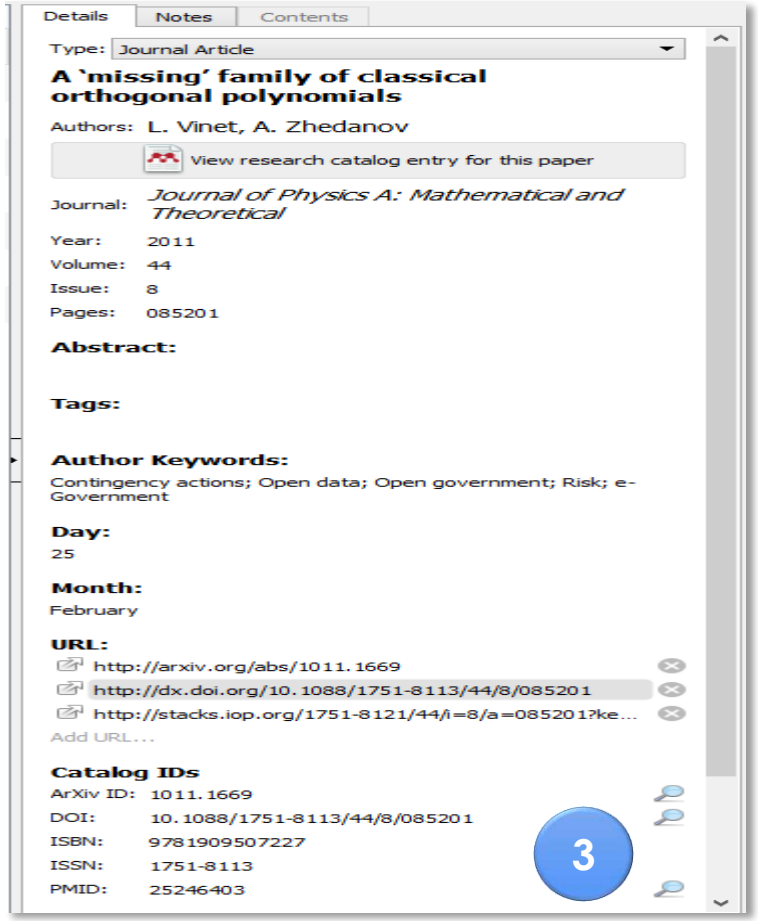



- Drag The Download Pdf File To Mendeley Desktop, The Pdf File Will Automatically Updated To Mendeley Cloud Storage.

# UPDATE METADATA DETAIL AUTOMATICALLY



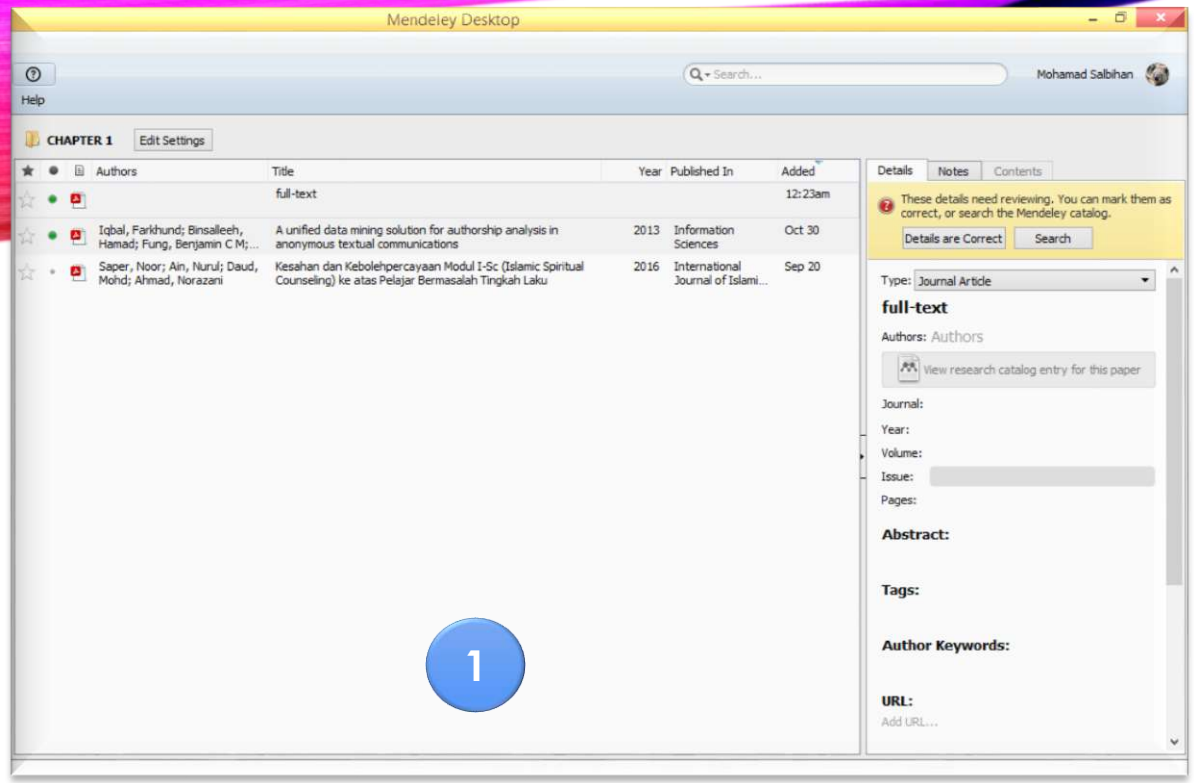



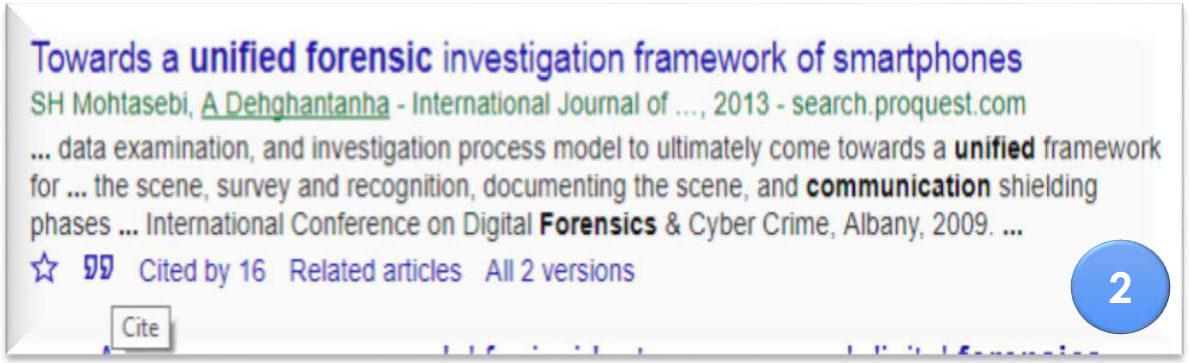

1. If The Metadata Of The Pdf File Is Not Complete, Use The Catalog IDs To Complete The Metadata.

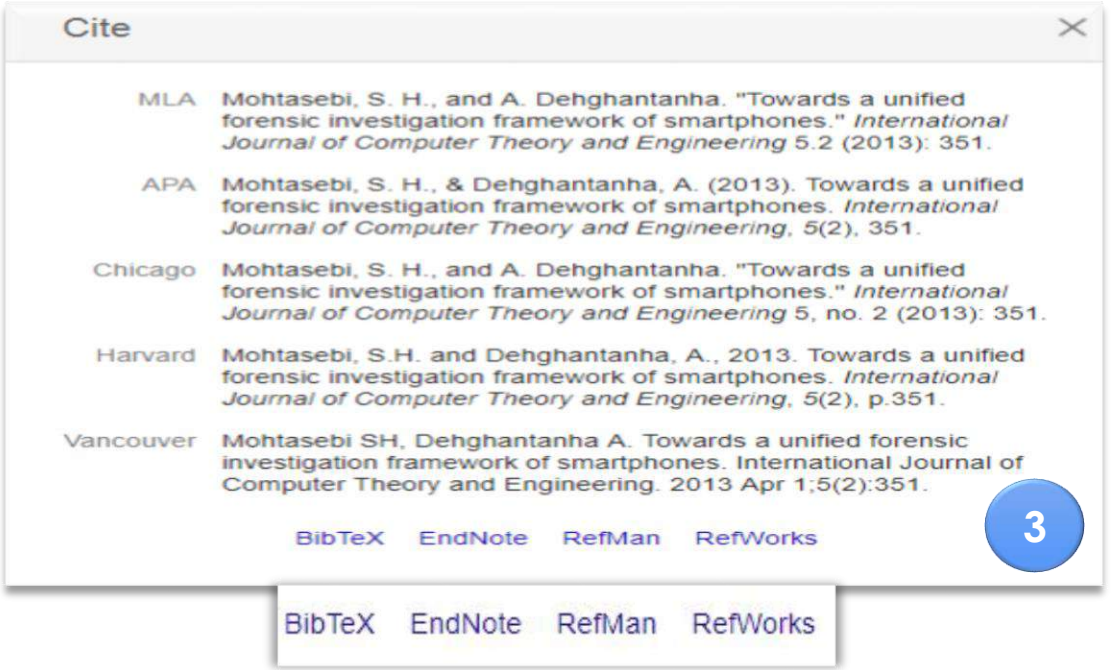
2. Click To The "DOI Lookup" To Complete The Metadata Detail Automatically.

3. The Metadata Will Auto Update With Complete Info.

# MERGE METADATA WITH PDF FILE



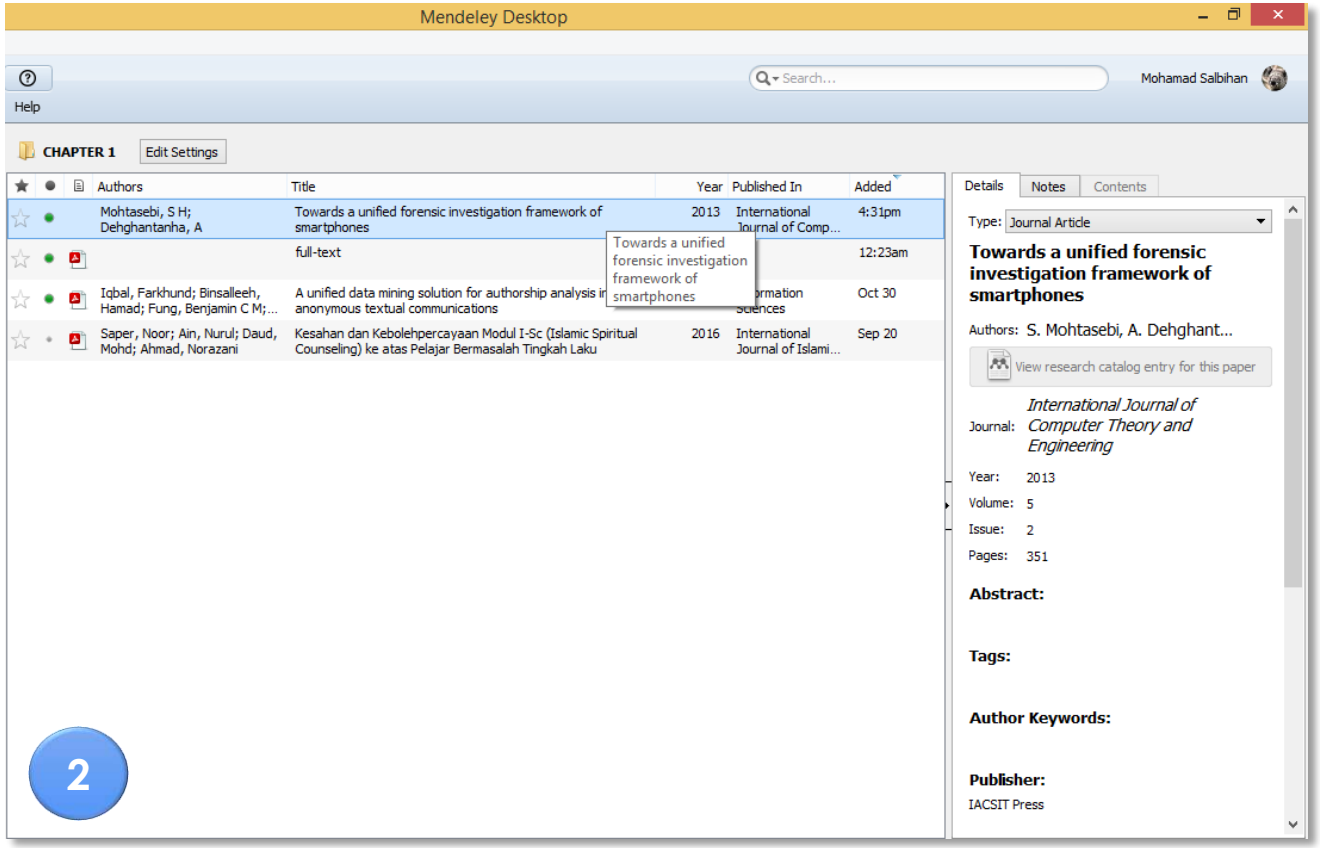


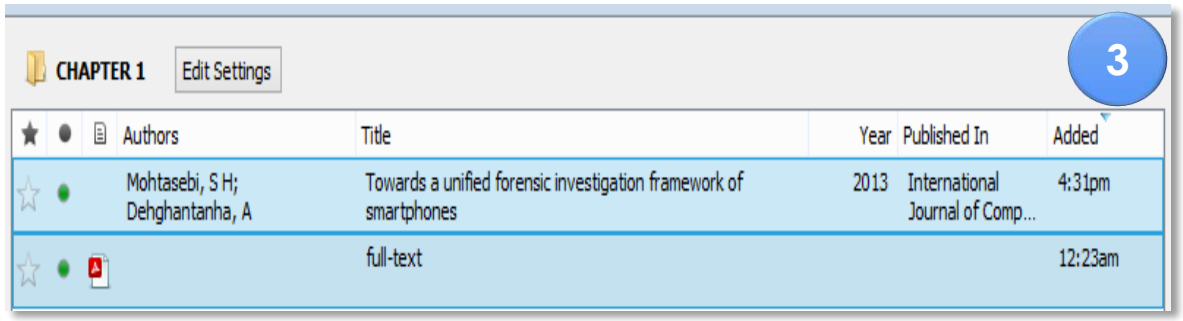

1. If The Metadata Don't Have The DOI In The Detail Panel, Download The Metadata From Google Scholar.

2. Click Cite Icon, The Cite Window Will Appear.

3. Click TO RefMan To Download The Metadata File.

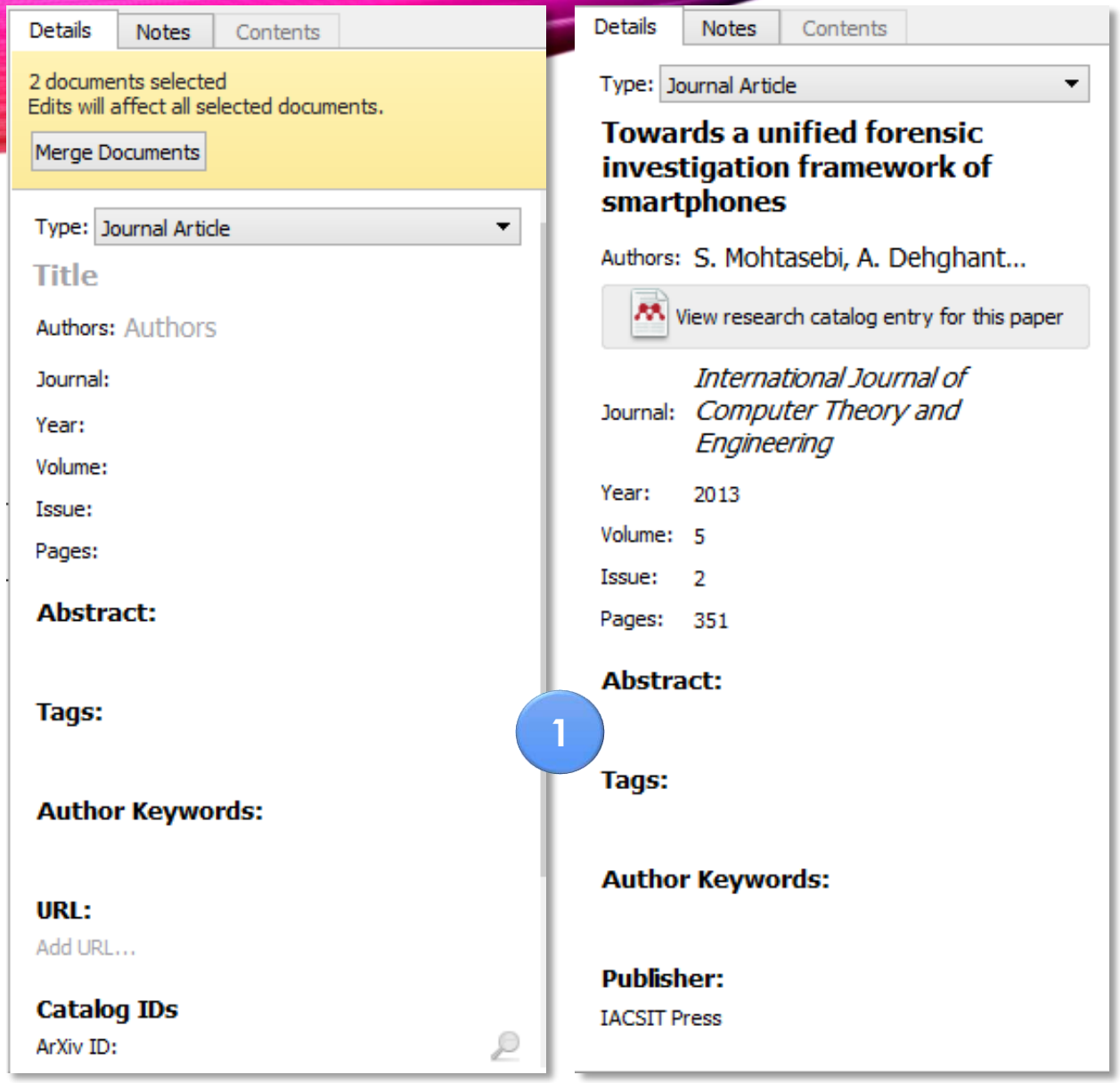
# MERGE METADATA WITH PDF FILE

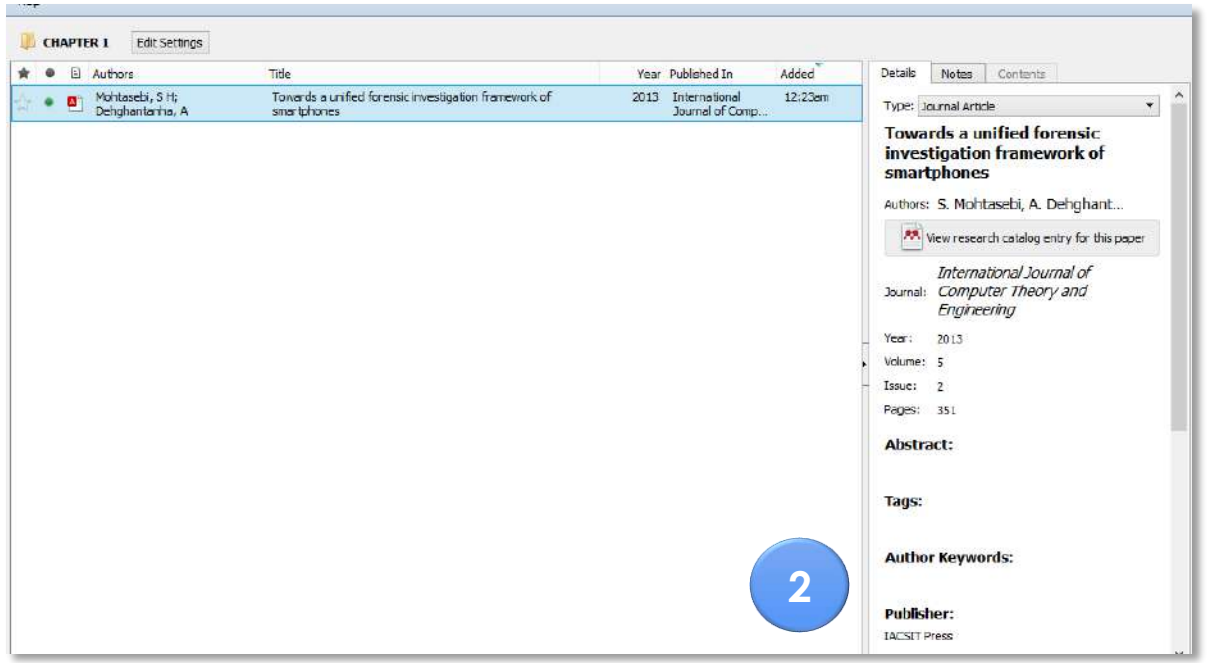



1. Click The "Mendeley Icon" ;
2. Mendeley With "scholar.ris" File;
3. The Metadata Automatically Install To Mendeley Desktop With A Full Metadata.

# MERGE METADATA WITH PDF FILE

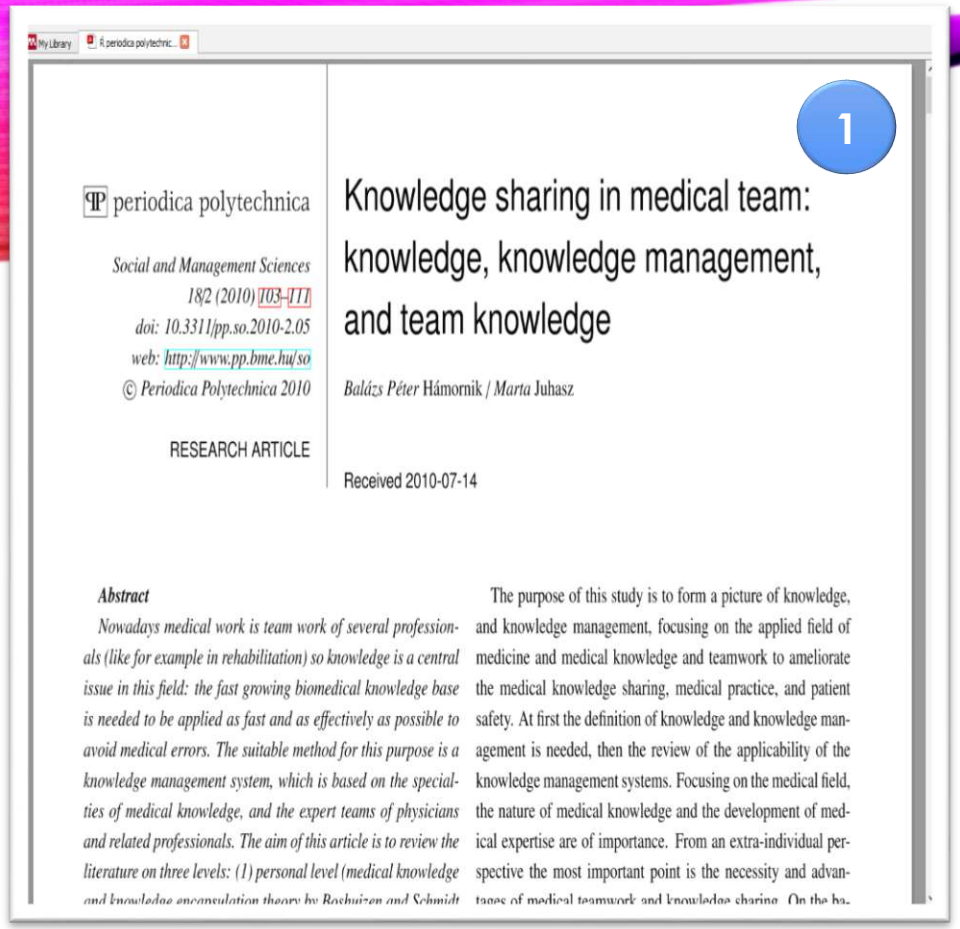


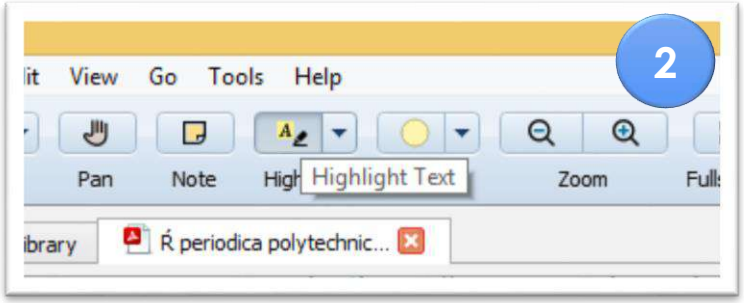



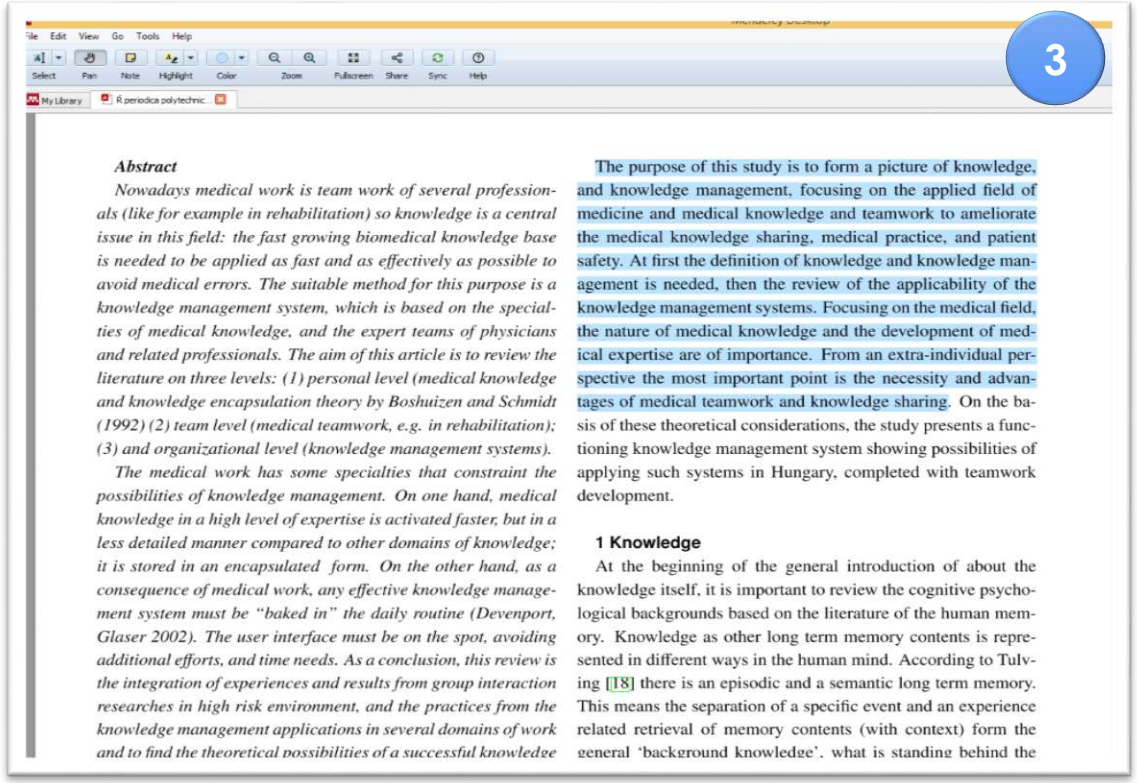

1. Click "Merge Document" Button.

2. The Pdf File Will Merge With The Download Metadata.

# READ, HIGHLIGHT, & CREATE A NOTE IN THE MENDELEY DESKTOP

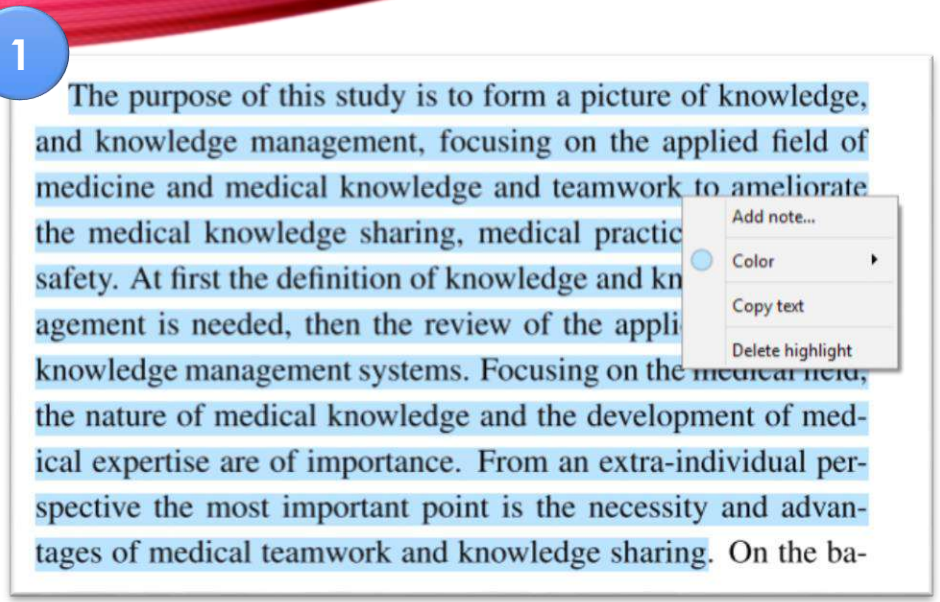


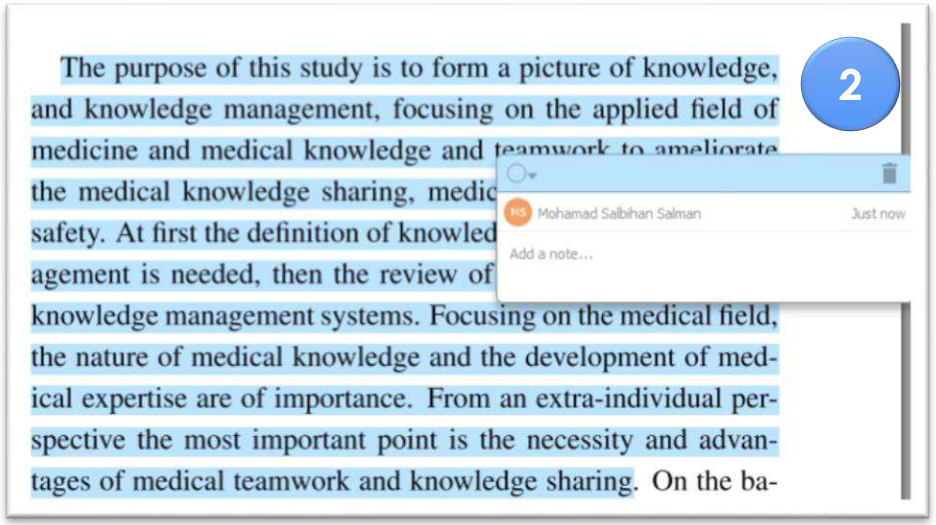



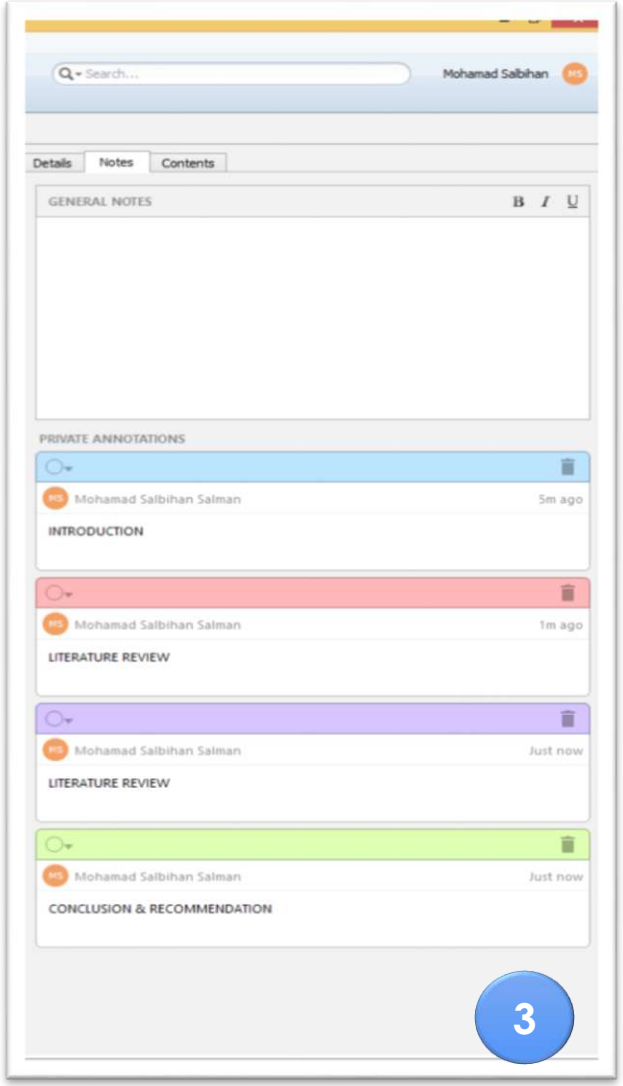




1. To Read Article, Double Click To The Title, Pdf Will Open In A New Window;
2. To Highlight Sentences, Click To Highlight Text;
3. Highlight The Chosen Sentences For References.

# READ, HIGHLIGHT, & CREATE A NOTE IN THE MENDELEY DESKTOP

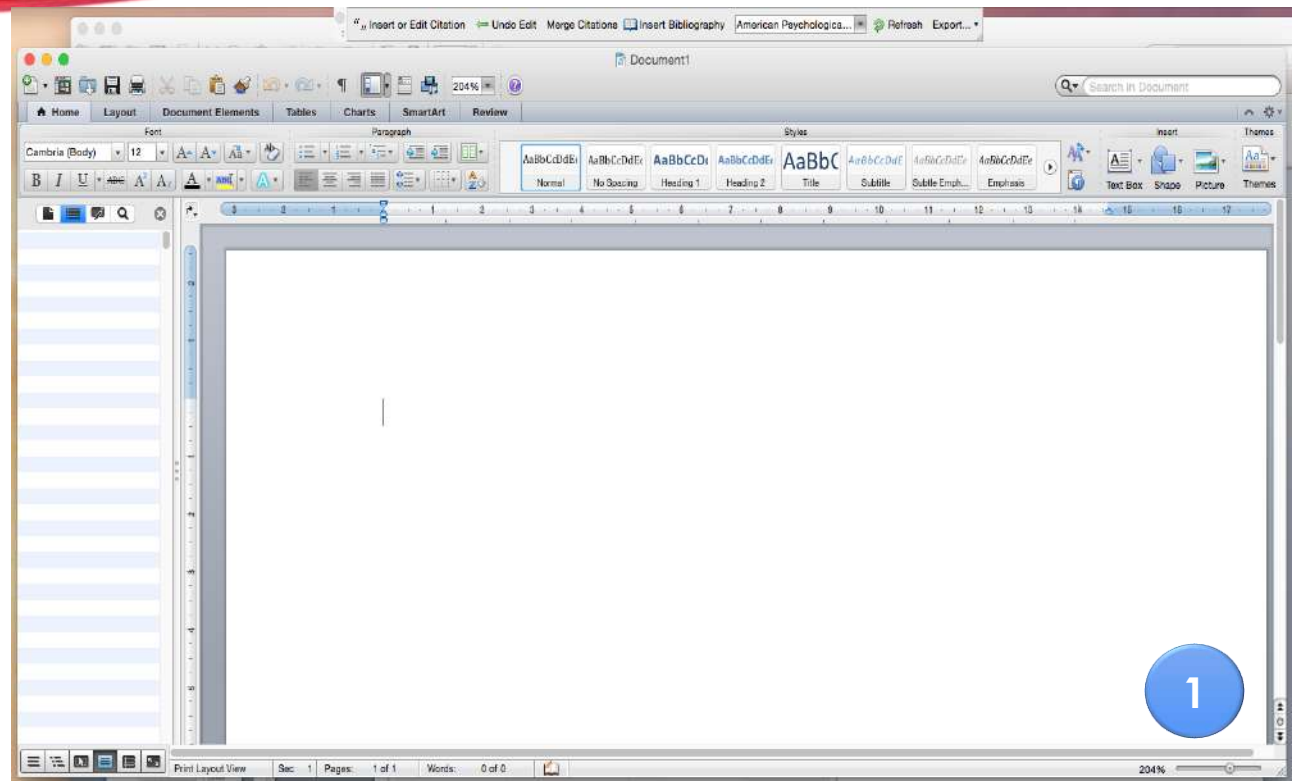


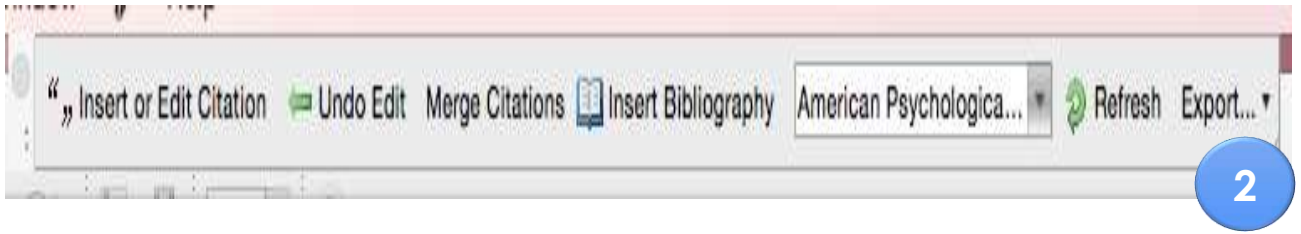



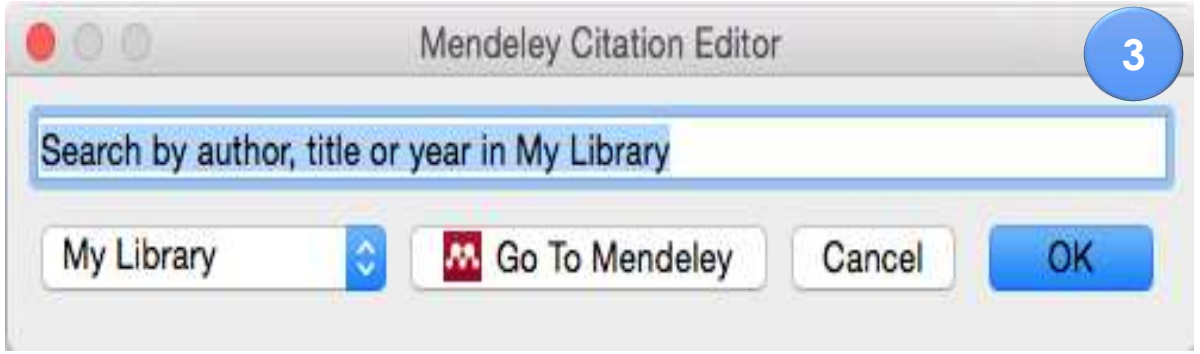




1. Right Click & Choose Add Note For References;
2. Write A Word For References In Notes;
3. To Check Listed Note, Click To Notes Menu For Reviewing The Content Of Listed Noted.

# INSERT CITATION AND BIBLIOGRAPHIES IN MICROSOFT WORD

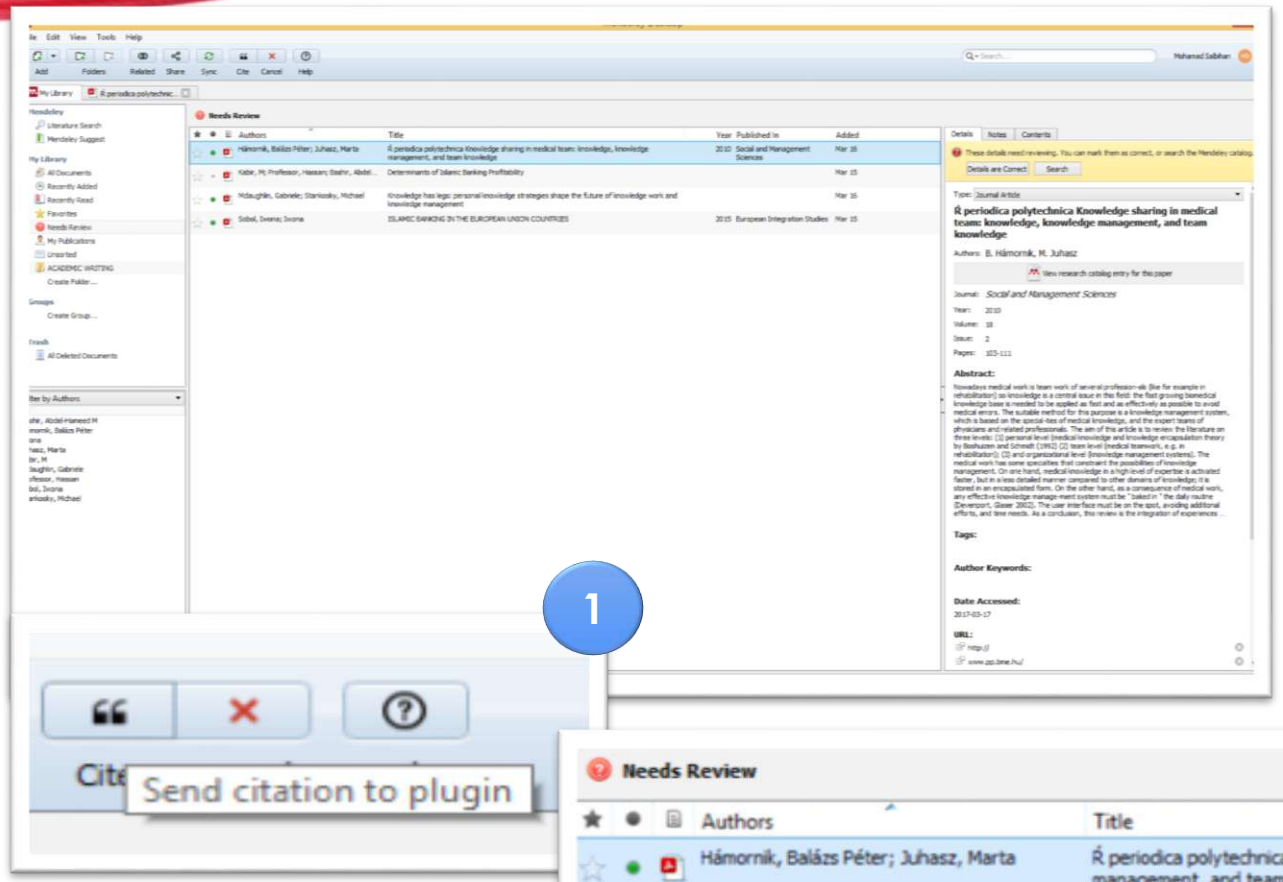



1. To Insert Citation, Go Menu Bar At The Top Of MSWord;
2. Click Insert Or Edit Citation & Mendeley Search Box Will Appear;
3. Click "Go To Mendeley" To Open The Mendeley Desktop.

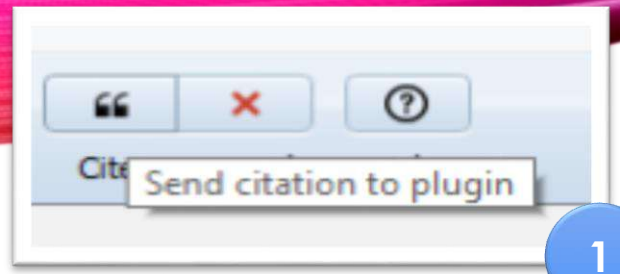
# INSERT CITATION AND BIBLIOGRAPHIES IN MICROSOFT WORD



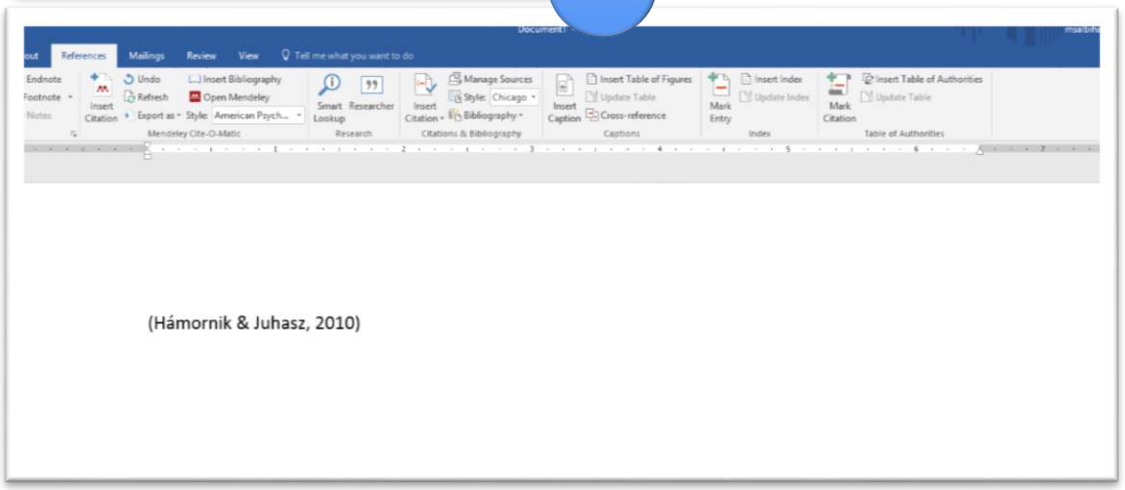

1. To Cite An Article, Highlight The Selected Article;

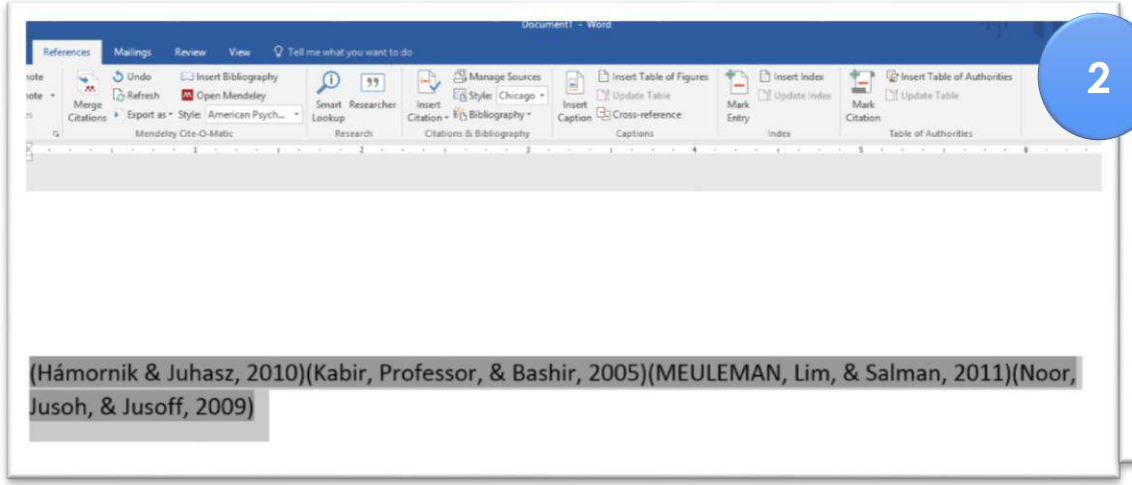
2. Find The "Cite" Button To Send The Citation To Plugin In The MS Word.

# INSERT CITATION AND BIBLIOGRAPHIES IN MICROSOFT WORD




1



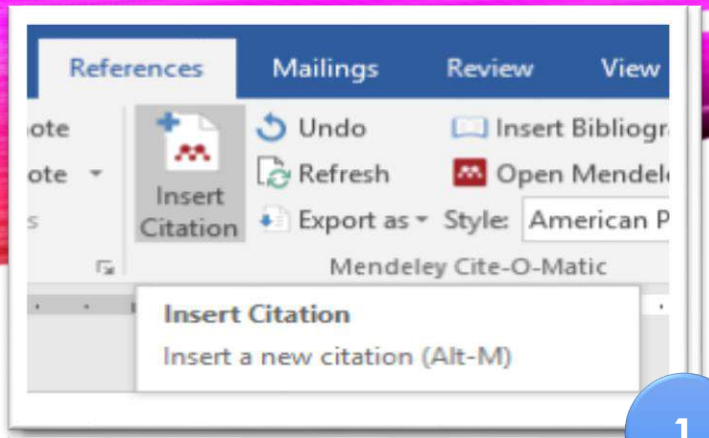




2

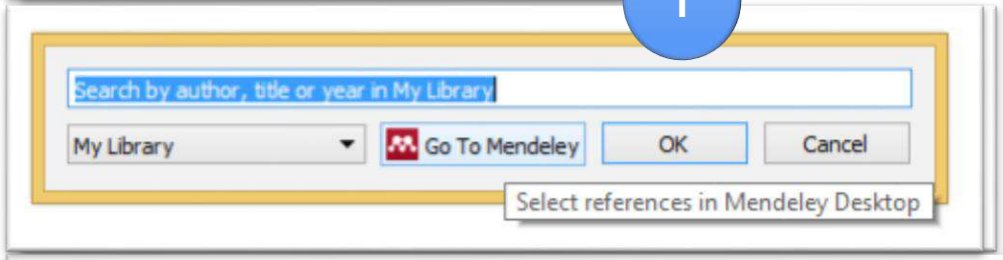
3

1. Click "Cite", Citation Will Appear In MS Word;
2. If Insert More Than One Citation Without Merging The Citation, Highlight The Citation List & Click Merge Citation;
3. The Citation Will Combine Automatically.

# INSERT CITATION AND BIBLIOGRAPHIES IN MICROSOFT WORD

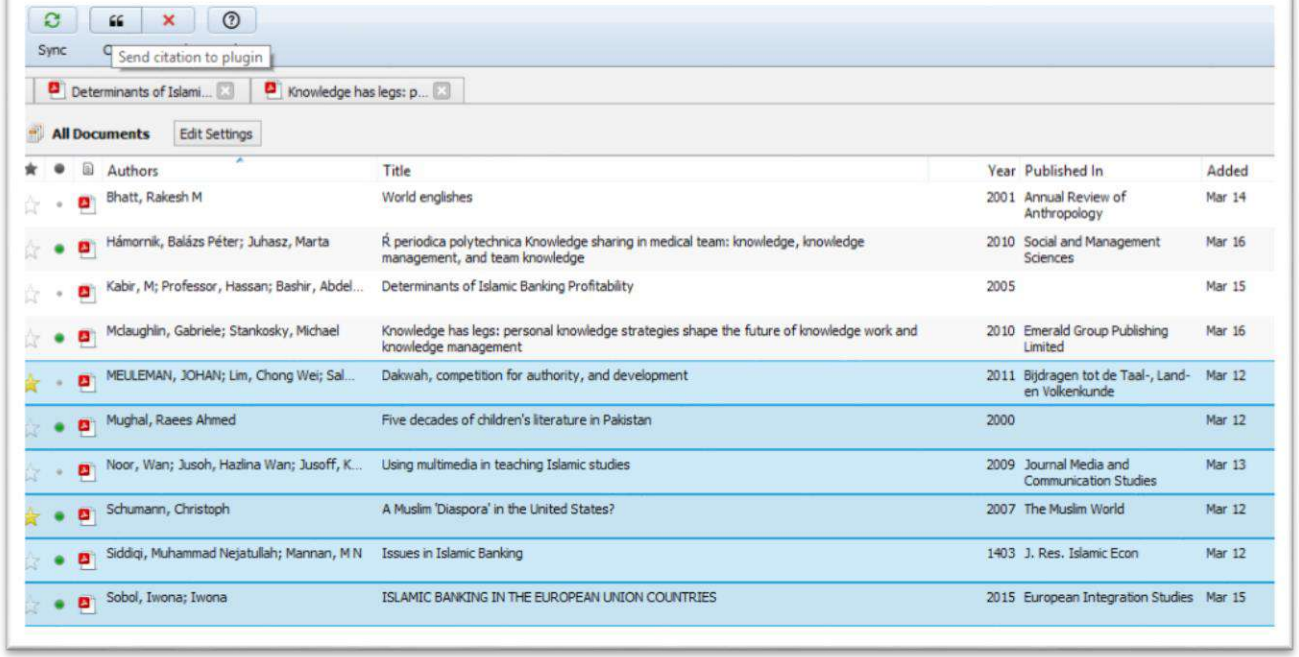



1



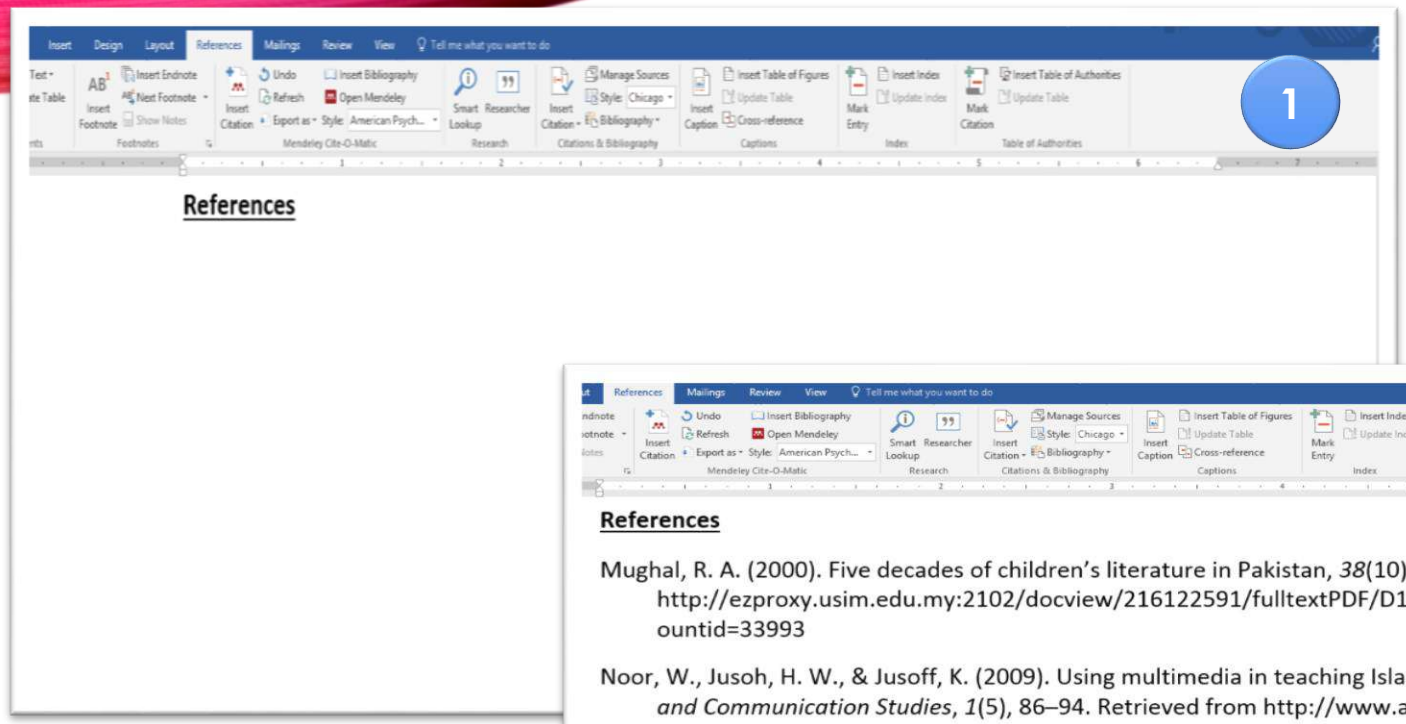

(Mughal, 2000; Noor, Jusoh, & Jusoff, 2009; Schumann, 2007; Siddiqi & Mannan, 1403; Sobol & Iwona, 2015)

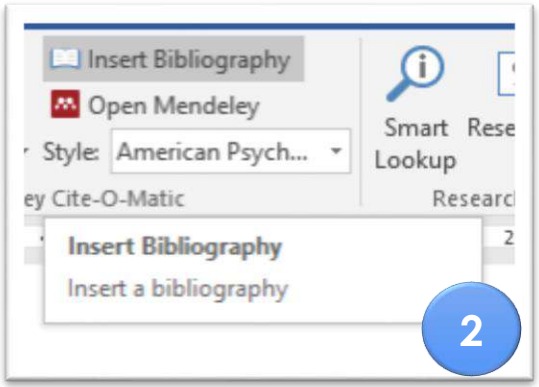
2

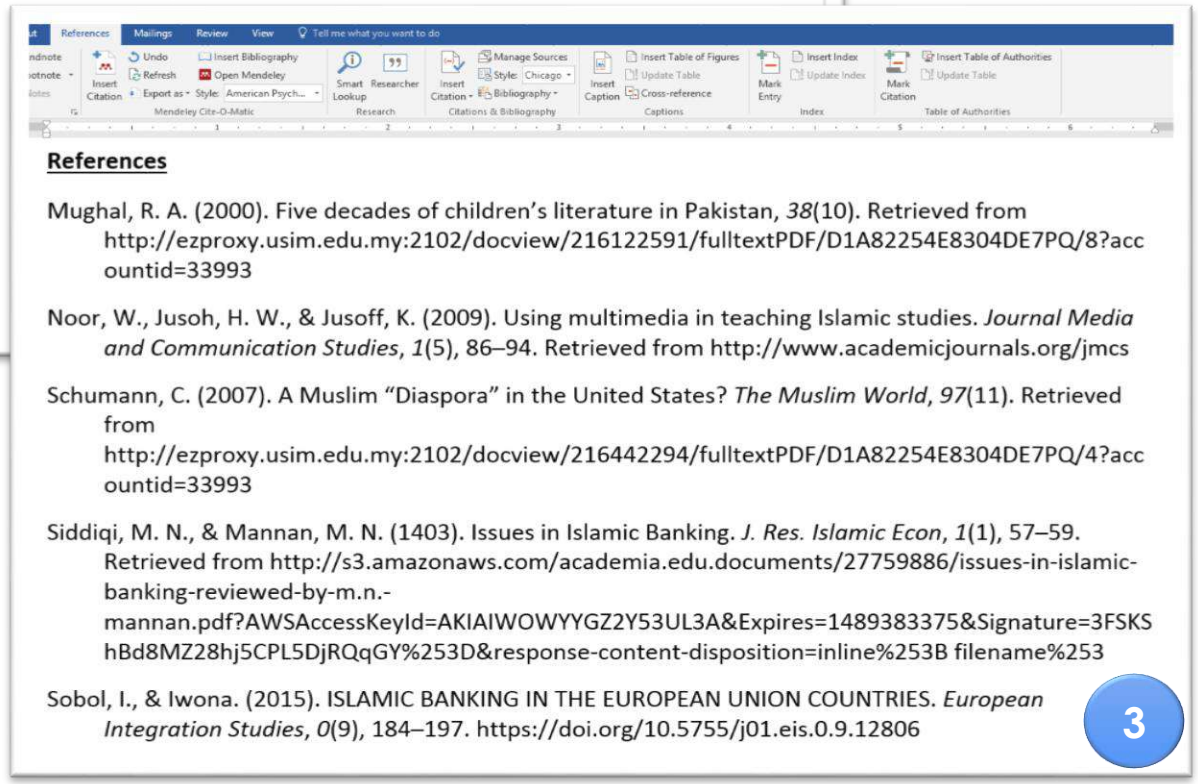



1. Another Way To Merge Citation, Click "Insert Citation" ⟶ Click Go To Mendeley ⟶ Mendeley Desktop Will Appear ⟶ Highlight The Selected Article ⟶ Click "Cite";
2. The Citation Will Merge Automatically In Microsoft Word.

# INSERT CITATION AND BIBLIOGRAPHIES IN MICROSOFT WORD




1. To Insert Bibliographies, Go To References Menu In Microsoft Word;
2. Click Insert Bibliography;
3. The Bibliography List Automatically Appear In Microsoft Word.

# Thank You