



Mendeley Web



- Capture bibliographic references from online databases
- Build your personal library of references
- Collaborate with colleagues

GETTING STARTED WITH MENDELEY WEB

To access Mendeley Web, go to <http://www.mendeley.com>

REGISTERING FOR A MENDELEY WEB ACCOUNT

If you have not used Mendeley before click on the **Create account** link.



If you are already registered with an Elsevier account, you can use the same user name and password to access Mendeley Web.

1 YOUR LIBRARY

At the heart of Mendeley Web is your Library. To get to your Library click on the Library link at the top of the page.

Search Library James Soderman

A screenshot of the Mendeley Web Library interface. At the top, there's a navigation bar with "Library" (highlighted with a red box and arrow) and "Notebook" tabs, and a user profile "James Soderman". Below the navigation is a sidebar with links like "+ Add new", "All References", "Recently Added" (highlighted with a red box and arrow), "Recently Read", "Favorites", "My Publications", and "Trash". The main area shows a table of "All References" with columns for "AUTHORS", "YEAR", "TITLE", "SOURCE", "AD", and "FILE". A red box highlights a panel on the left containing shortcuts: "Recently Added", "Recently Read", "Favorites", "My Publications", and "Trash". Another red box highlights the search bar at the top right with the text "Facility to quickly search your Mendeley library".

AUTHORS	YEAR	TITLE	SOURCE	AD	FILE
Shamsaei M, Mangolian shahrabaki P, Ah...	2021	Assessing the effect of virtual education on information literacy com...	BMC Psychiatry	3/8/2021	
de Brito T, Vitorino E	2021	The multidimensionality of information literacy in a context of social ...	BMC Infectious Dis...		
			BMC Medical Inform...		
			Bibios		

When you are opening your Library the first time it will be empty.

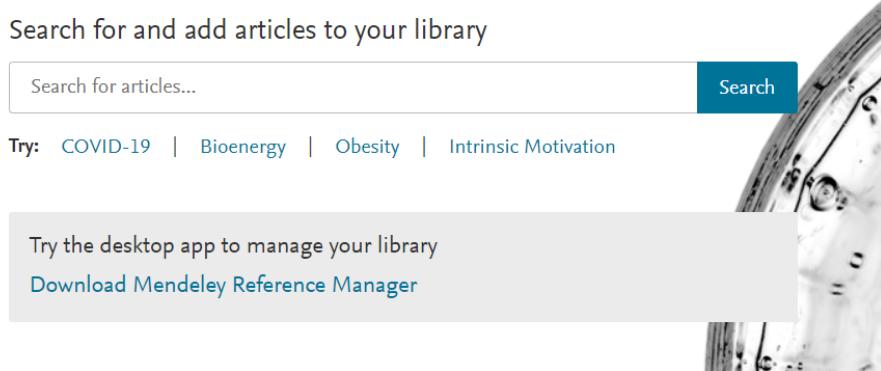
2 ADDING REFERENCES

MENDELEY SEARCH

Mendeley has its own repository of references, which other users have shared. It is a good resource to find additions to your existing collection of references.

Their search function is available from the landing page. To access this search later, you need to exit your Library (the easiest method is to open a new tab and enter Mendeley again, or enter: <https://www.mendeley.com/search/> in your address bar).

Welcome to Mendeley



Put your keywords/key concepts into the search box, and Mendeley will execute a search within its references, and show you available matches.

To add the references to your own library, click on “add to library”.

GENERIC OPEN ACCESS PDF

Reliability Engineering

Larrucea X., Belmonte F. [...] Xie T.
IEEE Software (2017)

3 Citations

637 Readers

Reliability engineering dates back to reliability studies in the 20th century; since then, various models ... Software engineering plays a key role from several viewpoints, but the main concern is that we're moving

[+ Add to library](#) [View PDF](#) [Related](#)

Reliability Engineering

Larrucea X, Belmonte F, Welc A et al. [See more](#)

IEEE Software, (2017), 34(4)

Add additional information



When Mendeley has access to the full text version, you can attach the PDF to your reference.

Open the reference in your Library, click on “Get PDF” and the PDF will be attached to the record.

DIRECT EXPORT FROM SCOPUS

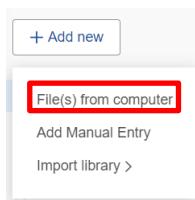
Scopus (and some other Elsevier products) has a direct export tool to Mendeley.

1. Perform a search and tick the references you'd like to add to Mendeley.
2. Select **Save to Mendeley**
3. If you are not signed in to Mendeley you will need to choose Mendeley from the drop-down menu. The references will be transferred directly to your Mendeley library.



PDF IMPORT

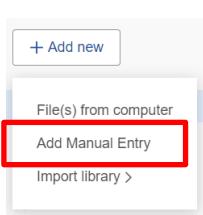
It is possible to import PDFs saved on your computer directly into Mendeley.



Choose “File(s) from computer” from the “Add new” menu.

Follow the instructions on the pop-up window, i.e. locate and select your PDF, and press open. Mendeley will now extract information from the PDF, create a Mendeley record, and finally attach the PDF to this record. It is advisable to make sure the information is correct.

ADD REFERENCES MANUALLY



It is possible to add references manually into your Mendeley library. To do this, enter the “Add new” drop down menu, and choose “Add Manual Entry”

First, choose the format of the source you want to add, i.e. journal article, book, web page etc. Fill in the fields that are now available; make sure you are as detailed as possible. When you are finished entering the data click “add entry”.

3 EDIT YOUR REFERENCES

Mendeley is only able to work with the information you allow it to access. It is important to make sure the information in the record is correct and filling in the various fields within the record will allow you more functionality and increase the records’ discoverability. To edit your record: choose your record, and the information from the record will appear on the right of the screen, choose “edit”. After you have edited your record to your satisfaction, make sure to save.

4 ORGANISING YOUR REFERENCES

Within Mendeley, there are various approaches to organise your references. In the online version, the possibly easiest method is to sort your documents into collections. Collections enable you to locate your references more efficiently. To create a new collection, you just go the bottom of the “Collections” and click on “New Collection”, and this allows you to enter a new name for the collection.

After creating your collection, you can drag-and-drop your preferred references from “All references”. One reference can be in more than one folder, but they will always stay as a record in “All references”.

TAGS

Tags are a central feature in the Desktop version, but they are also useful in Mendeley Web. Tags are searchable, and while attached, make a record discoverable even if the term is not anywhere else. To add tags go into the record of the reference. A tag can be one word or a phrase, close your tag with a semicolon [;].

5 COLLABORATION

Mendeley Web is a good collaboration tool. It allows you to share references and collaboratively work with PDFs, and maintain an electronic conversation with your collaborators.

To start collaborating, you either can start your own private group or get invited to an existing group.

Manage Group

Rename Group

Delete Group

New Collection

To set up a new group scroll down the left panel to “Private groups” and click on new group. Decide what the group is going to be called and click enter. To add members, right click on your group and click on “Manage Group”.

The references you share with the rest of the group become their own entity detached from the references in your private library. Any collaboratively created additions to PDFs, such as highlights and sticky notes stay with the PDF kept within the group, and you can easily track who generated the addition.

If you want to be organised while collaborating you can also create a number of collections within the private group. This may enable you to find documents easier, and potentially divide work.

Learning and teaching in action



6 MENDELEY CITE

The Word plug-in, which comes with desktop version, is not compatible with Mendeley Web. However, the separate plug-in, Mendeley Cite, allows you to add references from your Mendeley library into your word-document without having the Mendeley desktop application installed. However, this is currently not available on Office365 provided by the university (even if it is on your private computer).

To install Mendeley Cite go to: <https://www.mendeley.com/reference-management/mendeley-cite>

7 BEYOND MENDELEY WEB

Mendeley Web is a tool for quickly gathering references and collaboration. The desktop version allows you further functionalities, for example to use the browser extension, which allows you to import references and open access PDFs from many information databases, such as Google Scholar and Web of Science.

8 FURTHER HELP

If you have any problems or need more help using Mendeley Web, contact your own Faculty Liaison Librarian Team:

Humanities and Social Science: library-hss@qmul.ac.uk

Medicine and Dentistry: library-smd@qmul.ac.uk

Science and Engineering: library-sande@qmul.ac.uk

Revised:13.06.2022