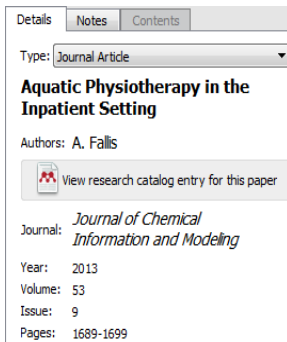
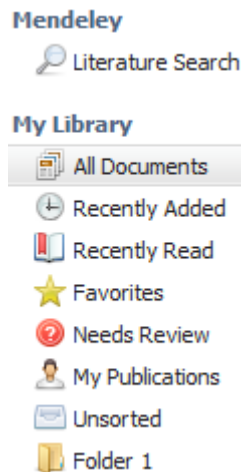


## How do I manage documents in my library?

- Create folders and groups in the left hand menu to organise and share references and documents.
- Star your favourite references and view them in your favourites folder.
- Review imported document details to monitor import errors.
- Choose to filter references by author or keyword.
- Remove duplicate entries in your library by selecting 'Tools', 'Check for Duplicates'.



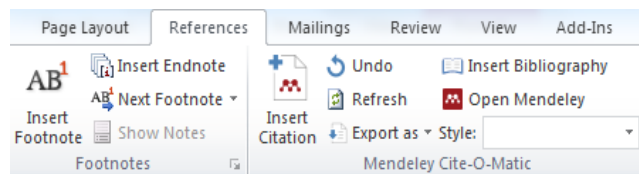
- Select an entry in your library to view the full reference details, such as the reference type, abstract, tags, website URL and attached files.
- For references with documents attached, click on the PDF or Word document symbol to open and edit the document. Use the toolbar at the top to highlight and add notes to the text.



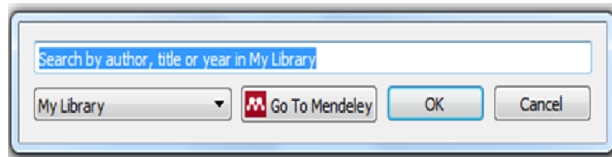
## How do I cite references from Mendeley into Word?

- Once you have installed the citation plugin, it will appear on the 'references' tab on the toolbar in Microsoft Word.

Use the drop-down menu to choose the style that you require (Harvard, APA etc.)



- Click 'Insert Citation' and search for the reference you want to add or select 'Go to Mendeley' to choose it manually.
- Click 'Insert Bibliography' to create a list of references at the end of your Word document.



- To create a list of references without in-text citations, click 'Insert Citation', 'Go to Mendeley', select the references you want and click 'Cite' in the Mendeley Desktop toolbar.

## Guide to using Mendeley reference management tool

- Setting up an account
- Using Mendeley desktop and web programmes
- Using the web importer
- Managing your references
- Using the citation plugin to generate references in Word

If you need further help to use Mendeley please contact the library to arrange training, or view the online help guides:  
<https://www.mendeley.com/guides>

## What is Mendeley?

Mendeley is a reference management tool that helps you add, manage, read and reference research papers. Mendeley is also a research network that helps you discover research, manage papers you have written and connect with other researchers.



## Terms that you need to know about:

**Mendeley Web:** This is the Mendeley website where you can access the web version of your library, edit your profile and search for papers, groups or people. This can be accessed from any computer, as long as you have your username and password.

**Mendeley Desktop:** This is the version of Mendeley installed on your computer.

**Web Importer:** This is a bookmark on your web browser (Internet explorer, Google Chrome etc.) that lets you import documents you find online into your library.

**Citation Plugin:** This allows you to easily reference documents from your library in Microsoft Word. The plugin helps you to create citations and bibliographies while you write.

## How do I set up an account?

- Visit the Mendeley website and click 'set up a free account': <https://www.mendeley.com>.

- Log in to Mendeley Web with your username and password to search for articles, people and groups, view suggested articles and manage your online library.

Download the **Mendeley Desktop** programme onto your computer: <https://www.mendeley.com/download-desktop/>. You will need to contact the IT service desk to approve this on your work computer.

- Open **Mendeley Desktop** and from the 'Tools' menu select 'Install Web Importer'. Follow the instructions to install the **Web Importer** to your browser.

- Install the **Citation Plugin** in Microsoft Word; follow these instructions: <https://www.mendeley.com/guides/using-citation-editor>.

## How do I add documents to my library?

### Drag and drop

Drag and drop PDFs from your desktop or shared drive into the opened **Mendeley Desktop** window.

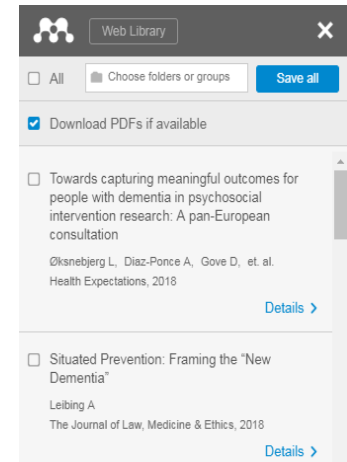
### Import manually

Click 'file' and select 'add files' in **Mendeley Desktop** to upload a file or folder of documents saved on your computer.

### Web Importer

Use the **Web Importer** you have bookmarked on your browser to save references directly from the webpage you are on. Click the Mendeley icon on your favourites toolbar. The importer will detect any references and PDFs attached to references and import these into Mendeley.

All imported references will be saved to **Mendeley Web**. To add them into **Mendeley Desktop** too, click the 'Sync' option in **Mendeley Desktop**.

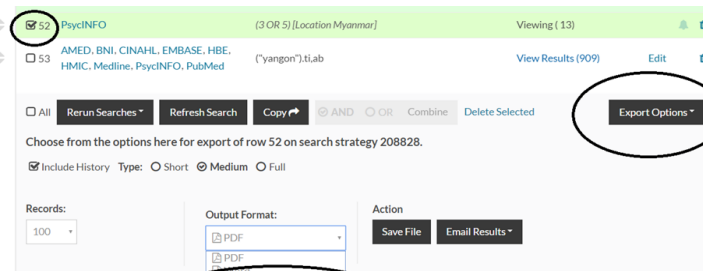


## How do I add references to my library?

When exporting references from another programme, files containing references can be exported in XML, RIS, and BibTeX formats. These are common formats used to export reference information. Save the file to your computer in one of these formats and import it to **Mendeley Desktop** by clicking 'file', 'import' and choosing the correct file type.

### Importing references from healthcare databases HDAS

Select the results that you would like to export from HDAS by ticking the numbered line/s of results, selecting 'export options'. Then, under



'output format' select the 'RIS' file type. Save the file to your computer, then import it into **Mendeley Desktop** by clicking 'file', 'import' and 'RIS'.

13 combined results for (3 OR 5) AND ("NEW MENTAL HEALTH SERVICES"/ OR ("mental" OR "psychiatric" OR