

# Tips 1: Create your account



## Create account

1. Enter your email address (any email address will do).
2. Enter your name and create password.

If you already have Elsevier account, go for sign in to login to Mendeley.

Elsevier account:

ScienceDirect

Scopus

Mendeley

A screenshot of the Elsevier account creation form. It features the Elsevier logo at the top, followed by the text "Enter your email to continue with Mendeley". Below this is a text input field labeled "Email" and a blue "Continue" button at the bottom.A screenshot of the Elsevier registration form. It features the Elsevier logo at the top, followed by a grey profile icon and the email address "nuarhusaini@yahoo.com" with an edit icon. Below this are two text input fields labeled "Given name" and "Family name". Further down is a "Create password" field. At the bottom, there is a line of text: "By continuing you agree with our Terms and conditions and Privacy policy." and a blue "Register" button.

<https://www.mendeley.com>

# Tips 2: Download software



## Install Mendeley

1. Once you've created your account, download Mendeley Desktop software to your device.
2. Install software and follow all the setup wizard instruction.

### Download Mendeley Desktop for Windows



Download Mendeley Desktop for Windows

Windows 7, 8.1 and 10. [See release notes.](#)

Other systems: Mendeley Desktop for Mac OS Mendeley Desktop for Linux



<https://www.mendeley.com/download-desktop/#downloading>

# Tips 3: Sign in to Mendeley



## Welcome to Mendeley Desktop

1. Once finish installation, the application will launch, sign in with your existing account to Mendeley Desktop.

A screenshot of the Mendeley Desktop sign-in window. The window title is "Welcome to Mendeley Desktop". On the left, there is a vertical red bar with the word "MENDELEY" written vertically in white. The main area is white with a faint background pattern of hexagons and molecular structures. The text "Welcome to Mendeley" is at the top. Below it are two input fields: "E-mail" and "Password". There is a checked checkbox for "Stay signed in" and a link for "Forgot password?". At the bottom, there are two buttons: "Register" on the left and "Sign In" on the right.

Welcome to Mendeley Desktop

Welcome to Mendeley

E-mail

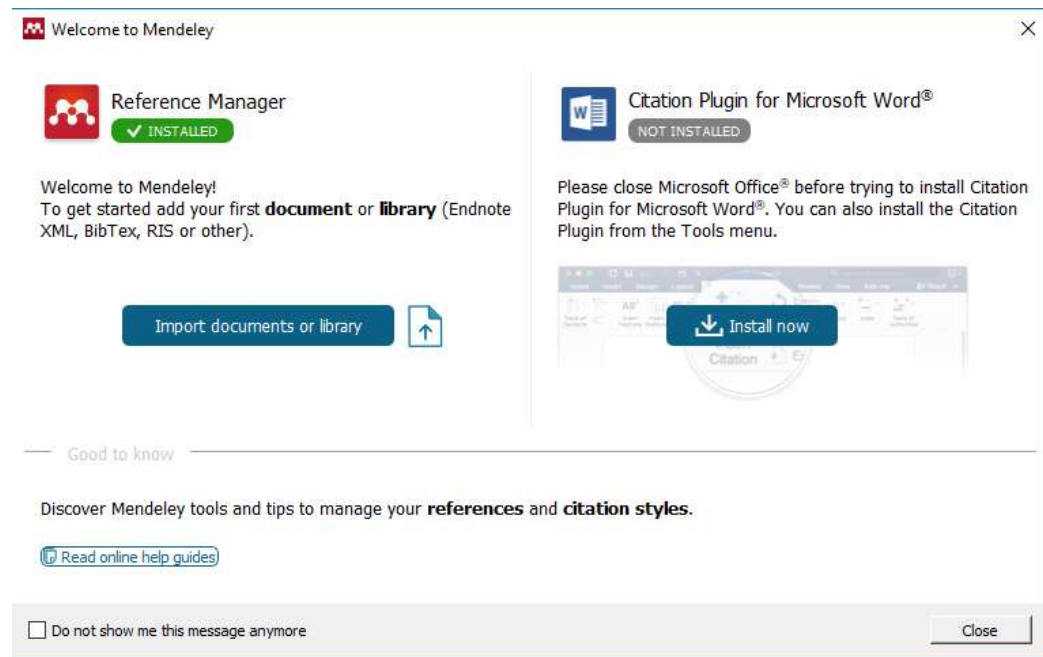
Password

Stay signed in [Forgot password?](#)

# Tips 4: Mendeley welcome page MENDELEY

## Welcome page

1. Once logged in, you will see Mendeley welcome page.
2. There will be 2 options for you:
  - Add/Import document
  - Install Citation Plugin
3. You may drag and drop pdf file into Mendeley desktop to keep it there.
4. For import option, you can import document from these platform:
  - Endnote XML
  - BibTeX
  - RIS

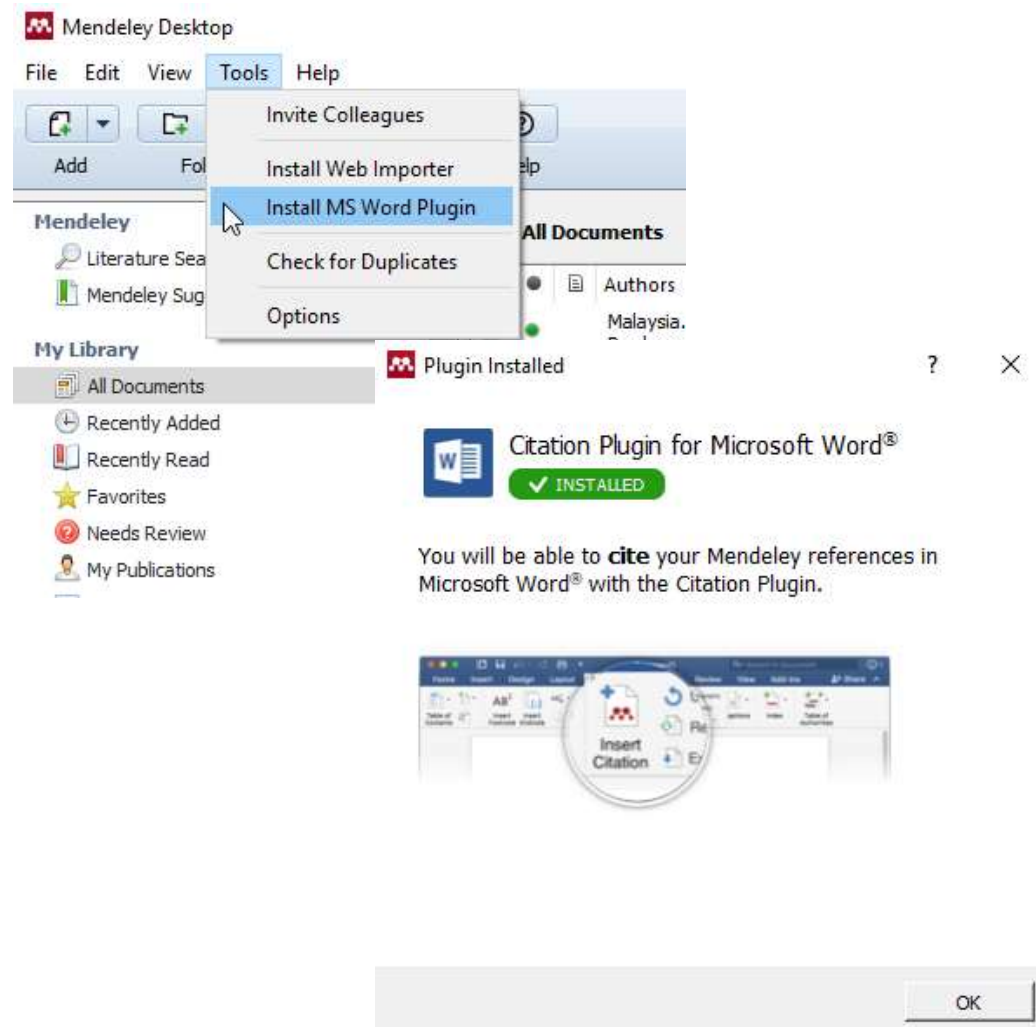


# Tips 5: Install Citation Plugin



## Citation Plugin

1. On menu bar, go to tools and select Install MS Word Plugin.
2. You need to close MS Word & Outlook application before installing this plugin.
3. You will get pop notification informing you that citation plugin has been installed.
4. When you open your MS Word application, you will find it at Reference Tab.



[https://www.mendeley.com/guides/using-citation-editor?dgcid=Mendeley\\_Desktop\\_Onboarding-Help-Cite](https://www.mendeley.com/guides/using-citation-editor?dgcid=Mendeley_Desktop_Onboarding-Help-Cite)