

Mendeley 102

What is Syncing?

Syncing keeps **one file**, which is located in **two locations, identical**. Changes made in one location are automatically sent to the second location. When you make changes within Mendeley Desktop, the changes are sent to mendeley.com, and vice versa. Syncing ensures that there is only one updated version of *My Library*.

IMPORTANT: You will need to sign into Mendeley Desktop each time you log into a library computer, as every time you log out of a computer Mendeley's local data is reset. This maintains privacy at public workstations. Your data is still saved on Mendeley's servers and is accessible for later use. Your computer at home will save your account information, so you will not need to repeatedly sign in. **Note that Mendeley Desktop only syncs automatically when you launch the application. When you are in the library you need to click the *Sync* button before logging out of the workstation.**



By default, all of *My Library* is synced to mendeley.com. You can *Edit Settings* of collections to sync only selected folders which can be helpful if you are running out of storage space. (500 MB Personal, 500MB Group)

Web Importer

The primary way to add references to Mendeley Desktop is importing PDFs into the application. When no PDF is available, or when you'd like to cite a physical object like a print book, you use the Web Importer. To install within Mendeley Desktop: Tools > *Install Web Importer*.

IMPORT TO MENDELEY

Mendeley.com (My Library, Profile, Privacy, Groups, and Papers)

My Library and Profile

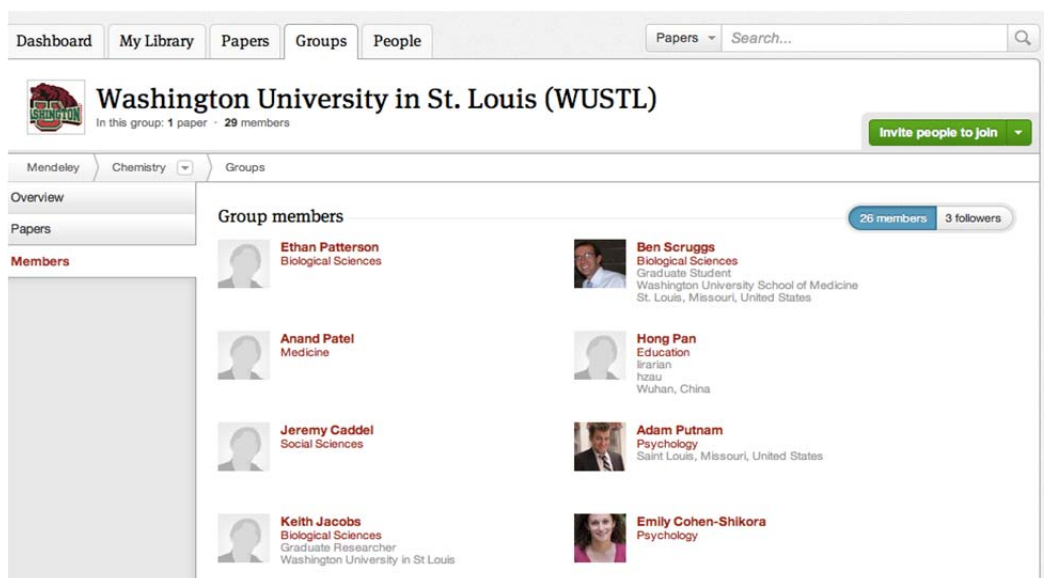
Although your primary interaction is through Mendeley Desktop, you can access My Library, make edits, and link back to a PDF (and much more!) while logged into mendeley.com. You can fill out your **profile** by clicking on your name in the upper-right corner. You can share as much or as little as you prefer. The *Edit Profile* tab allows you to see a green progress bar at the top of your profile to show how much information you have added over time. It is not required to complete a profile.

Privacy

It is important to review your privacy settings. In the upper-right corner, go to *My Account > Privacy Settings*. Click *Change* to the right of *Profile Settings*. There are three simple levels of privacy for each area: *Everyone*, *My contacts*, and *Only me*. Also consult the section *Visibility to Search Engines*. This section can conceal your profile from Google search results.

Groups

Groups are a way to share references and discover new peers. Click the *Groups* tab on mendeley.com to start searching and browsing. Groups can be either Public or Private. When creating a group choose wisely, as you cannot change this later: you will have to create a new group if you would like to change the privacy setting. Private groups can share files and are limited to 10 people (unless you have a premium account). Public groups can only create reading lists (no file sharing).



The screenshot displays the Mendeley Groups interface for a group named "Washington University in St. Louis (WUSTL)". At the top, there are navigation tabs: Dashboard, My Library, Papers, Groups (selected), and People. A search bar is located to the right of the tabs. Below the group name, it indicates "In this group: 1 paper · 29 members". A green button labeled "Invite people to join" is visible. The left sidebar shows a navigation menu with "Overview", "Papers", and "Members" (selected). The main content area is titled "Group members" and shows a list of 26 members. The first few members listed are:

- Ethan Patterson, Biological Sciences
- Anand Patel, Medicine
- Jeremy Caddel, Social Sciences
- Keith Jacobs, Biological Sciences, Graduate Researcher, Washington University in St. Louis
- Ben Scruggs, Biological Sciences, Graduate Student, Washington University School of Medicine, St. Louis, Missouri, United States
- Hong Pan, Education, Iranian, hzu, Wuhan, China
- Adam Putnam, Psychology, Saint Louis, Missouri, United States
- Emily Cohen-Shikora, Psychology

Papers

Mendeley Papers is a databases of over 33 million papers created through crowd-sourcing. You can search like you would any database. In order to gain access to the actual PDFs, you need to access the section Edit Library Access Links. When looking at a paper, click the drop-down menu: Find this paper at > Edit library access links.

Papers

In this catalog: 33,303,175 papers

Search papers...
eg: scientific impact measures

You're searching the world's largest on catalog with over 33 million papers.

Advanced search

Papers

Popular Latest

Browse disciplines

Arts and Literature
Astronomy / Astrophysics / Space Scien
Biological Sciences
Business Administration
Chemistry
Computer and Information Science
Design
Earth Sciences
Economics
Education
Electrical and Electronic Engineering

How to choose a good scientific problem.
Uri Alon in *Molecular Cell* (2009)
Choosing good problems is essential for being a good scientist. But what is a good problem, and how do you choose one? The subject is not usually discussed explicitly within our profession. Scientists are expected to be smart enough to figure it out...
Save PDF to library · Related research 3,252 readers

Error bars in experimental biology.
Geoff Cumming, Fiona Fidler, David L Vaux in *The Journal of Cell Biology* (2007)
Error bars commonly appear in figures in publications, but experimental biologists are often unsure how they should be used and interpreted. In this article we illustrate some basic

Microsoft Word Toolbar

You can integrate Mendeley into Microsoft Word to add in-text citations as well as a bibliography. Open Word and click on *References*. In the middle, you will see a toolbar called *Mendeley Cite-O-Matic*. You must have both Mendeley and Word running to use the toolbar. To install the Word toolbar on your own computer, go to the menu in Mendeley Desktop. Select *Tools > Install MS Word Plugin*.

Document Management

PDFs that you import into Mendeley Desktop are copied to a central location within your system's application data files. To control where Mendeley Desktop saves PDFs, go to menu, select *Tools > Options* on Windows (or *Mendley Desktop > Preferences...* on OS X.)

The *File Organizer* tab allows you to organize and rename PDF files. *Organize my files* lets you choose a central folder where all PDF files are copied, allowing you to use an existing or new folder. By choosing *Rename document files*, all PDFs will be renamed in the pattern displayed. This is helpful for databases that give you a file titled 7353847874.pdf.

Watched Folders is another document management feature. You can designate a folder to be watched and Mendeley Desktop will automatically import new PDFs that are placed in the folder.

PDF Annotation

When double-clicking an item with an attached PDF, a new tab is opened and a new toolbar appears that allows you to highlight text, copy and paste selections, and insert notes. You can also rotate, zoom, and view in full-screen.



The built in PDF viewer gives you fast access, eliminating the need to open a separate application. (If you do have another preferred PDF reader, you can right-click and select *Open File Externally* which launches your default PDF application.) You can share your annotations by going to the menu and selecting *File > Export PDF with Annotations...* You can save the file with or without the notes, which means you can share highlighted areas, but keep your notes private. There is also an option to email the file directly to a contact or colleague.

Olin Library Support

- Contact your subject librarian <http://www.library.wustl.edu/research/librariansalpha.html>
- Mendeley Research Guide: <http://libguides.wustl.edu/mendeley/>
- FAQ: <http://libanswers.wustl.edu/browse.php?tid=11780>
- Email our Citation Management Group: wu-libcite@wumail.wustl.edu



Support provided by Mendeley

- FAQ: <http://www.mendeley.com/faq/>
- Feedback (suggest features): <http://feedback.mendeley.com/>

How did we do?
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