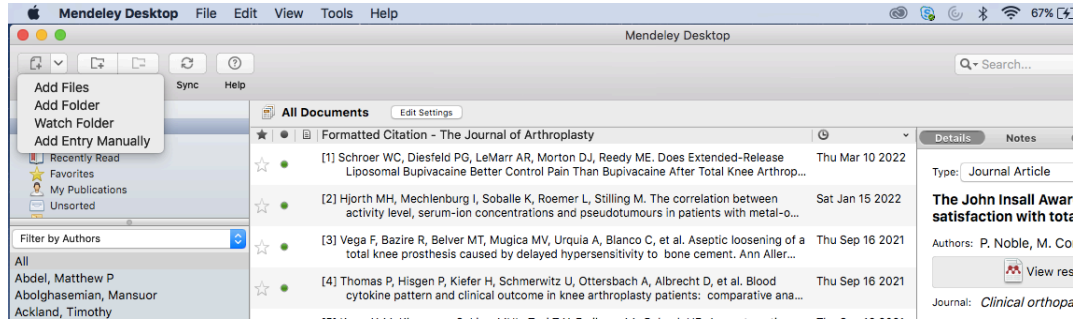
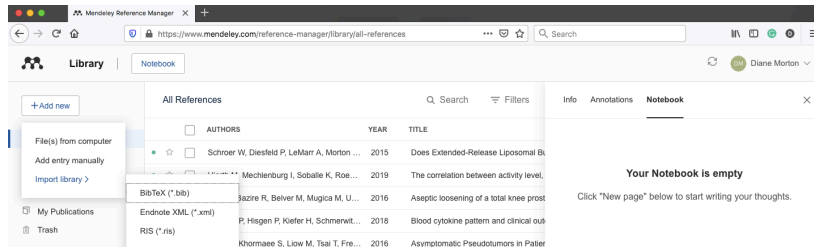




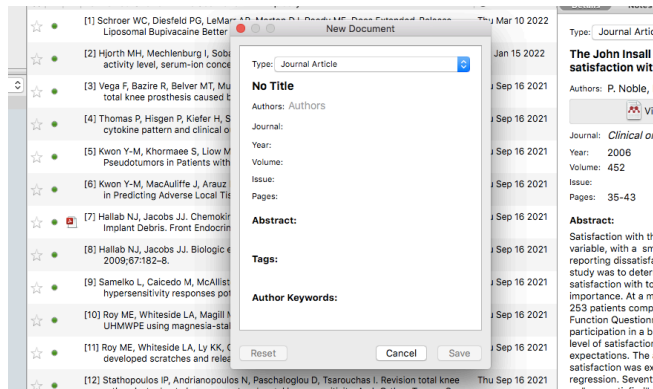
b. or add existing pdfs from your desktop, click on Add Files in Mendeley app



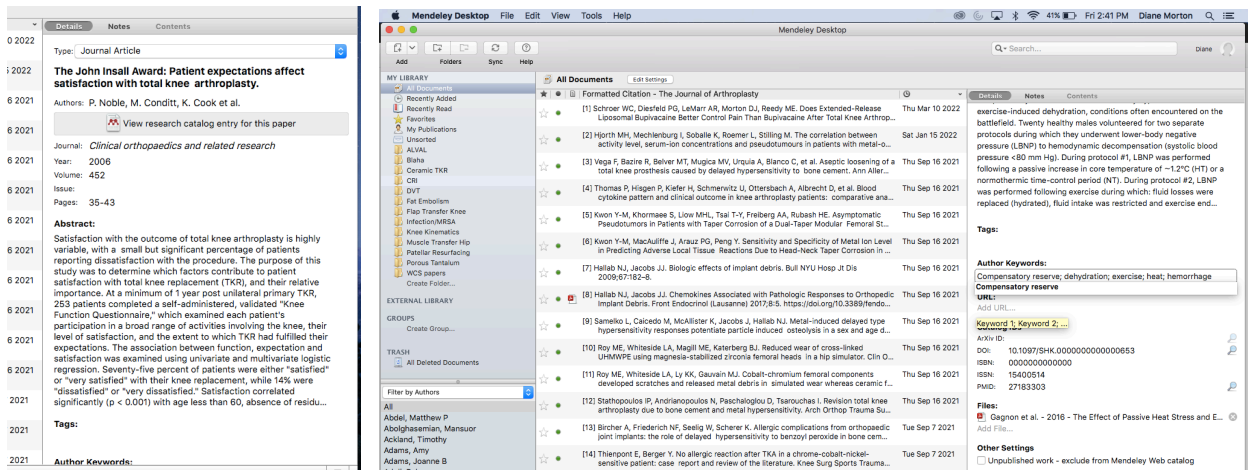
c. or insert a bibliographic library by clicking on Import Library after selecting Add Files



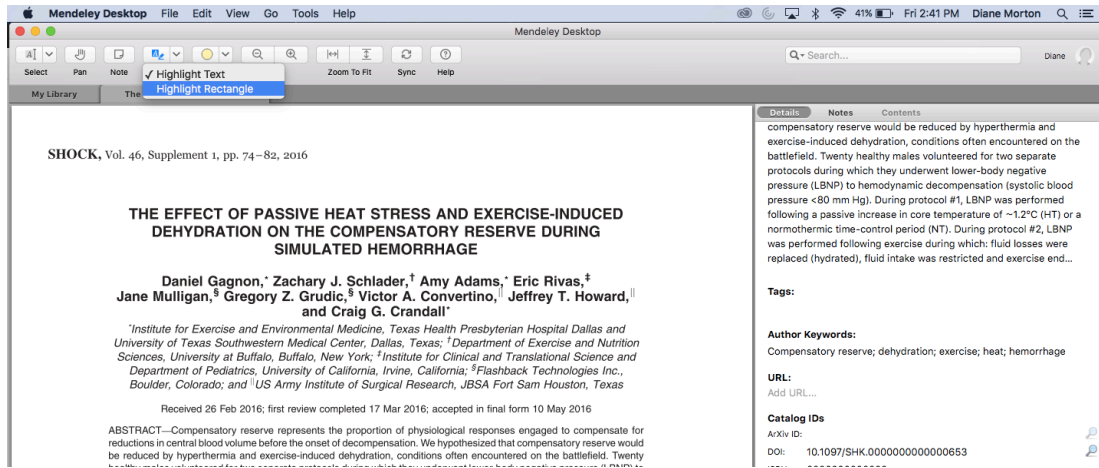
d. or add files manually (especially for articles not listed in PubMed or that you already have full paper details and maybe full paper pdf)



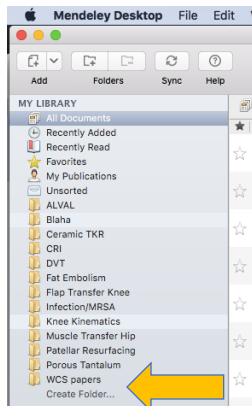
5. You can mark, highlight, add keywords, notes, etc. to the article entry once it is loaded. Just click on the paper and the entry will pop up on the right side of the screen. Click through the fields to add/edit info.



Note: When you open a pdf file to read or mark, it will open in a new tab. To return to My Library, click on My Library tab or x out of the article file when you have completed reading or editing it.

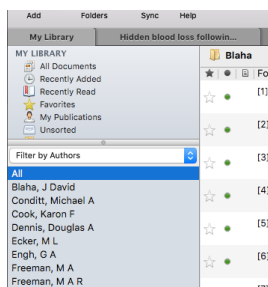


- This feature is optional, but I suggest you organize documents in folders based on project or topic. Click Create Folder with name. Click All Documents to find the article you wish to put in the folder, and drag it to that folder. This article will remain in the All Documents tab, but also will be filed in the topic folder.

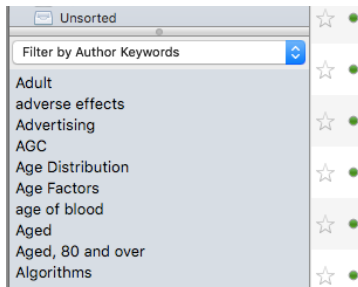


- Sort/search your library by author, keyword, or publication AFTER you have loaded references.

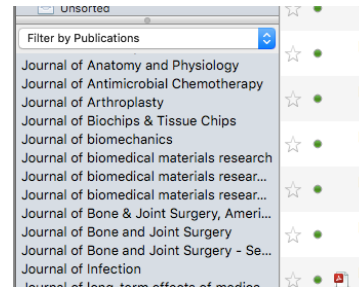
author



keyword

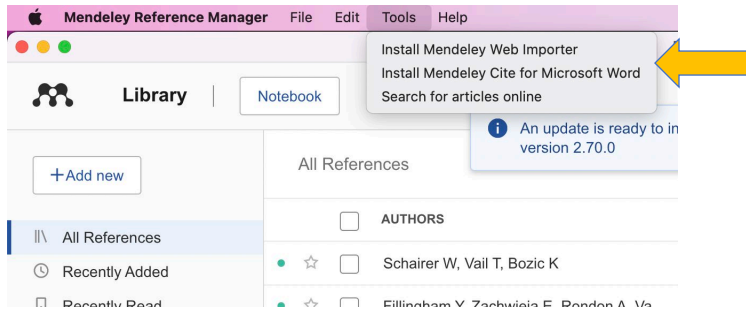


publication

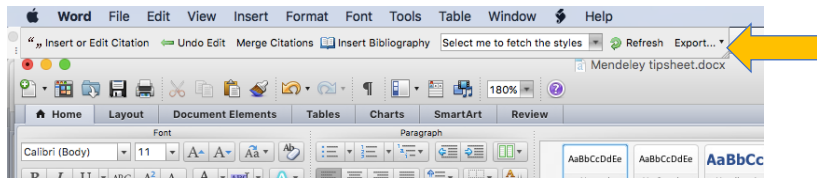


8. Begin integrating with document in Microsoft Word.

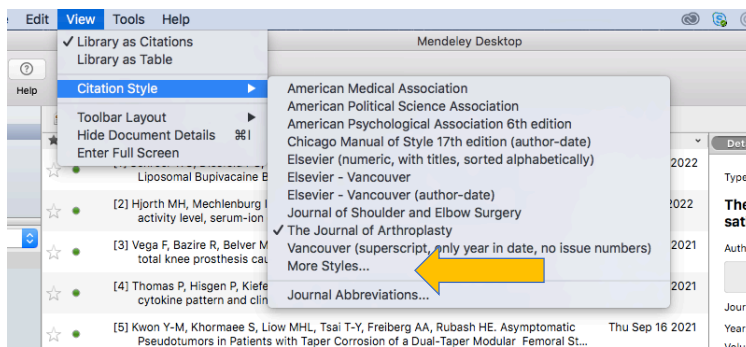
When you open Mendeley Desktop, go to Tools (or a popup will ask if you wish) to load the Mendeley Cite plugin, or it will tell you that it has been loaded.



Once the citation plug-in has been installed, a Mendeley menu bar will appear with your toolbar when you open Microsoft Word.



9. Determine citation format from Mendeley desktop app. Other style guides are available to add or customize for your purposes.

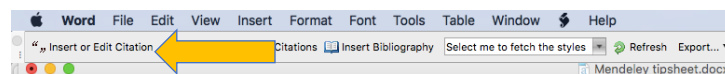


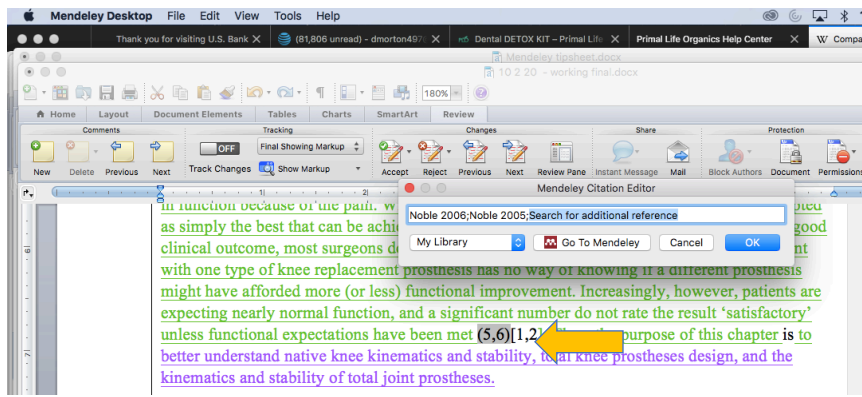
10. Begin inserting reference citations

- a. Citations are inserted at the placement of your cursor in the Microsoft Word article. It is helpful to have most/all articles needed for the bibliography before you begin inserting citations.

54 cruciate-substituting designs. This abnormal tibiofemoral motion implicates poor functional results  
55 after TKA (7). Although many studies report occurrence of knee instability after TKA, emphasis  
56 has been placed on “flexion” instability rather than “extension” instability

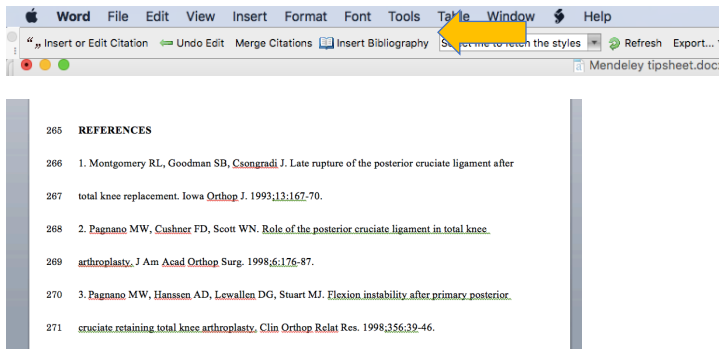
- b. Citations are added by using the Insert or Edit Citation button. Another citation can be added to an existing citation later by using the same button.





## 11. Insert bibliography

Once you have finished adding citations, place your cursor where you wish the Bibliography to be placed in the document. Click the Insert Bibliography button and it will generate a bibliography based on the citation style selected in Mendeley (confirm that citation style is selected in Microsoft Word on the Mendeley taskbar drop-down menu).



12. If you send a paper with a bibliography created by Mendeley to an author or co-author who has Mendeley active on their desktop, some versions of Mendeley will open a pop-up window to ask if they want to import any new references, and then will import those entries into the author's Mendeley library.