Simplify your research workflow

Considerable time and effort can be spent building and organizing your reference library, finding your references and notes when you need them and formatting citations correctly. The new Mendeley Reference Manager helps simplify these tasks, leaving you time to focus on achieving your goals.

This guide shows you how to:

1. Navigate Mendeley Reference Manager
2. Build your Mendeley library
3. Insert citations into your Microsoft® Word document
4. Access your Mendeley library anywhere
5. Organize and find references in your Mendeley library
6. Highlight and annotate PDFs
7. Keep your highlights in one place
8. Share references with other researchers

Watch this space!
To ensure Mendeley Reference Manager always supports your workflow as effectively as possible we will be releasing new features and improved functionality every two weeks. Find out about the most recent releases at www.mendeley.com/release-notes-reference-manager.
Navigate Mendeley Reference Manager

1. **Add new** - Add new references to your library
2. **All References** - Return to your library
3. **Smart Collections** - Mendeley Reference Manager automatically organizes aspects of your library into smart collections
4. **Custom Collections** - Keep your references organized in custom collections
5. **Private Groups** - The private groups you have created or joined
6. **Public Groups** - The public groups you have created or joined
7. **Search** - Search your library
8. **Library table** - All of the references in your selected collection or group

9. **Action panel** - Select the check box next to a reference in the library table to bring up the action panel
10. **Info panel** - Select a reference in the library table to view the metadata in the info panel
11. **Library** - Return to the main library view
12. **Notebook** - Keep all your thoughts in one place
13. **Sync** - Mendeley Reference Manager automatically syncs any changes you make to the cloud
14. **Profile** - Access your online profile page, access support or sign out of your account
Build your Mendeley library

Build a library to keep all your references in one place, where you can easily organize and find them.

To get started with your Mendeley library, import references using a variety of methods:

A. Drag and drop PDFs from your computer
   Mendeley automatically captures author, title and publisher information.

B. Import files from your computer
   - Select and add locally stored references.
   - Import locally stored RIS, BibTex or EndNote XML files.

C. Manually create an entry
   If you enter the DOI into the appropriate field Mendeley automatically looks up the details for you.

D. Import content from the Internet using Mendeley Web Importer
   Install Mendeley Web Importer from the Chrome Web Store.

Mendeley Web Importer detects article identifiers on the page you are viewing and automatically retrieves metadata and PDF full texts (where available) for you to add to your library.
Insert citations into your Microsoft® Word document

Add citations and bibliographies to a Microsoft Word document you’re writing.

Use the Mendeley Cite add-in for Microsoft Word to generate citations and bibliographies in just a few clicks:

A. Find and insert individual or multiple references into your document
   Search for references in your Mendeley library and insert them into your document with a single click. You can do this for individual or multiple references.

B. Generate a bibliography
   Generate a bibliography from the references you’ve cited.

C. Choose your preferred citation style
   Select from thousands of different citation styles. Search and select your preferred style to automatically update your references and bibliography.

D. Cite seamlessly
   Have your Mendeley library and Microsoft Word document open side by side. You can also use Mendeley Cite without Mendeley Reference Manager being open or even installed.

Mendeley Cite is compatible with Microsoft Word versions 2016 and above, with the Microsoft Word app for iPad® and with Microsoft Word Online.

Get Mendeley Cite BETA at www.mendeley.com/cite/word/install
Access your Mendeley library anywhere

Continue your research work whenever you need, wherever you are.

You can securely access documents in your Mendeley library using the desktop application or any Internet browser. Real-time sync automatically saves any changes:

A. Know you’re up to date
Your library automatically syncs with its backup in the cloud whenever you add references or make changes, seamlessly keeping everything up to date. This means you see the same library through the desktop and browser versions of Mendeley.
Organize and find references in your Mendeley library

Keep your library organized and quickly find the references you need.

Save time when looking for references by organizing them into Collections and using the search tool in your Mendeley library:

A. Organize your references
   Use Mendeley’s smart collections or create your own custom collections of references to keep your research interests separate.

B. Search your references
   Enter a search term into the search field and Mendeley will return the appropriate results. Mendeley searches by author, title, year and source.
Highlight and annotate PDFs

Capture your thoughts on the PDFs you’re reading.

Quickly and easily add highlights and annotations to PDFs using Mendeley’s annotation tools:

A. **Annotate PDFs**
   Record your thoughts as you read PDFs by creating a sticky note.

B. **Highlight text**
   Highlight key pieces of text so you can find them later. Differentiate your highlights with different colors.

C. **Work on multiple PDFs**
   Have multiple PDFs open at once and easily switch between them thanks to Mendeley’s multi-tab format.

D. **Pick up where you left off**
   Mendeley remembers where you reach in a document and opens your PDFs in the same location on all devices.
**Influence of climate on slope stability and landslide hazard**

Short-term climate affects landslide hazards in landslides ranging from a few years to one or two centuries, whereas long-term climate effects range from a few centuries to thousands of years. Climate variations are significantly influenced by the local physical conditions and geographical features. A change in climate can affect various factors affecting landslide hazard, such as temperature, precipitation, and humidity. These factors play a crucial role in the stability of slopes and the occurrence of landslides. For example, changes in temperature can affect the melting of ice and snow, leading to changes in the weight and stability of slopes. Precipitation changes can alter soil moisture content, which is a critical factor in the stability of slopes. High precipitation can saturate the soil, reducing its shear strength and increasing the risk of landslides. Conversely, low precipitation can increase soil moisture content, making it easier for landslides to occur. Therefore, understanding the relationship between climate and landslide hazard is crucial for effective landslide risk management and mitigation strategies. This relationship can be further explored by considering the historical and future climate scenarios, which can provide insights into the potential changes in landslide hazard in the future.
Share references with other researchers

Collaborate with others by sharing references and new ideas within Groups.

Access your Public and Private Groups in Mendeley Reference Manager:

A. Private Groups
Share documents and references with small teams. You have to be invited to these groups and they allow you to share PDFs and collaborate using shared annotations.

B. Public Groups
There are two types of public groups in Mendeley Reference Manager: open public groups and invite-only public groups.

Open public groups can be joined by anyone with a Mendeley account, whereas you must be invited to join an invite-only group.

Both public group types can be used to share references with other members of the group. Neither allow the sharing of PDFs.
Next steps

Need more help?
Visit the Mendeley Support Hub at https://service.elsevier.com/app/home/supporthub/mendeley to find a range of FAQs on using Mendeley’s reference management solutions, or contact us through any of these channels:

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Hear about the latest news and updates from Mendeley by following us at any of these channels:

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