Mendeley: Organize References

Create folders to organize your research interests. Choose a naming system that works for you, such as by class assignment, research project, or topic. Go to the “Edit” menu and choose “New Folder...” OR Click the Folder (plus) icon on the menu bar OR click the “Create Folder” item at the bottom of the My Library panel. Type a name for the new folder, hit the “Enter” key, and drag and drop references to the new folder.

Add tags to make it easier to locate references in your library. Select a reference, then go to the “Details” tab. Click in the “Tags” field box, and type in names for tags you want to add, separated by semi-colons. Click outside the editing box when finished.

Use the “Sync” button in Mendeley Desktop to update Mendeley Web with any changes. Use this feature to extend access to your reference library. Information stored in Mendeley Web is accessible from any browser, including library computers.

Reserve use of the “My Publications” folder for works you have authored. Only attach files, such as PDFs, that you have copyright permission to share, OR scroll to “Other Settings” in the Details tab and place a checkmark in the box for “Unpublished work...” to exclude it from the Mendeley catalog of references. Note that Mendeley is a crowd-sourced reference collection and that items you add to your library become available beyond your personal library collection by default, unless specifically excluded.