

*Biblioteek- en Inligtingsdiens*

*Library and Information Service*

UNIVERSITEIT • STELLENBOSCH • UNIVERSITY



## **Mendeley**



**Lucinda Raath**

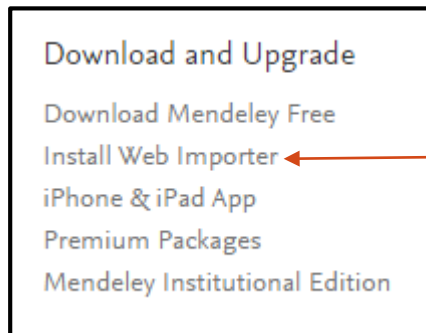
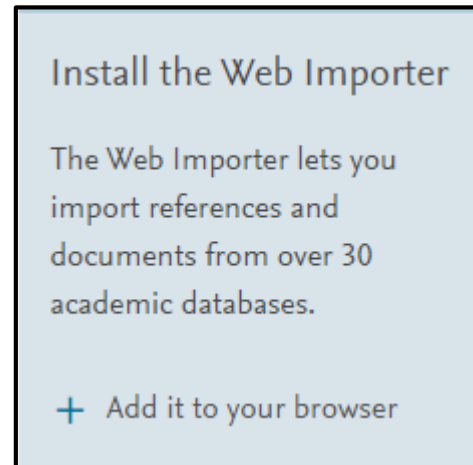
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# INSTALL WEB IMPORTER

- Web importer is installed on Mendeley Web
- Go to [www.mendeley.com](http://www.mendeley.com) – sign into your account
- Find web importer on FEED page, on right-hand side →
- OR under downloads at the bottom of the page
- Click on Install Web Importer



# INSTALL WEB IMPORTER

## Mendeley Web Importer

Import papers, web pages and other documents directly into your reference library from search engines and academic databases. Mendeley Web Importer is available for all major web browsers.



Chrome



Firefox



Safari & IE



1. Install the browser extension from the Chrome Web Store

[Install Chrome browser extension](#)



2. Save articles from supported sites

Click the Chrome extension button to the right of the address bar to save an article or other document. Add your notes in the prompt popup window.

Choose the browser you are using, eg Chrome/Firefox



# INSTALL WEB IMPORTER-



Chrome

Select Chrome and  
click on “Install  
Chrome browser  
extension”

The screenshot shows the Chrome Web Store interface. At the top, there are icons for Chrome, Firefox, and Safari & IE. Below these, there are two main sections. The left section is titled '1. Install the browser extension from the Chrome Web Store' and features a large red button labeled 'Install Chrome browser extension'. The right section is titled '2. Save articles from supported sites' and includes a sub-instruction: 'Click the Chrome extension button to the right of the address bar to save an article or other document. Add your notes in the prompt popup window.' The interface also shows a 'Save to library' button and a 'Add to Chrome' button.

1. Install the browser extension from the Chrome Web Store

2. Save articles from supported sites

Click the Chrome extension button to the right of the address bar to save an article or other document. Add your notes in the prompt popup window.

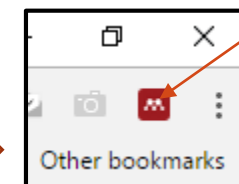
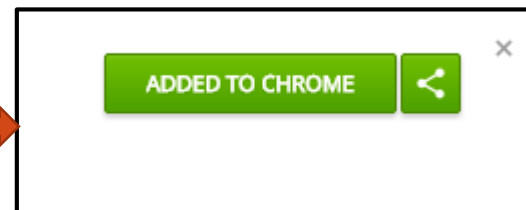
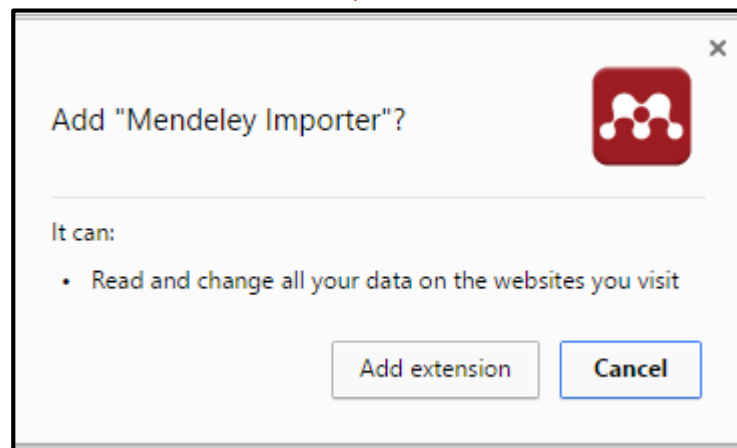
Install Chrome browser extension



# INSTALL WEB IMPORTER-



Chrome



Click on  
ADD TO  
CHROME,  
Add  
extension.  
Web  
importer will  
appear in  
top right  
corner of  
page

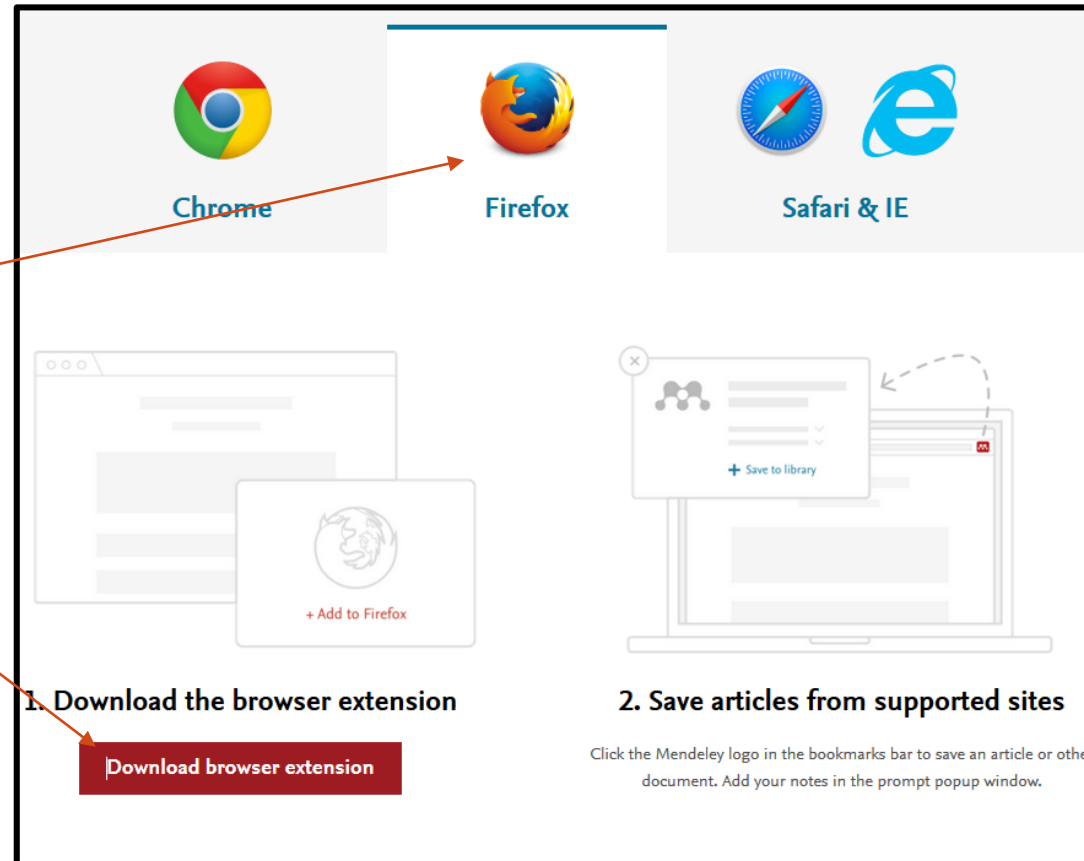


# INSTALL WEB IMPORTER-



Firefox

Select Chrome and click on “Download browser extension”. You will get a message Mendeley was doenloaded successfully



The screenshot shows the Mendeley Web Importer interface. At the top, there are three browser selection boxes: 'Chrome' (with the Chrome logo), 'Firefox' (with the Firefox logo), and 'Safari & IE' (with the Safari and Internet Explorer logos). Below these, there are two main sections. The first section, titled '1. Download the browser extension', shows a browser window with a Mendeley logo and a '+ Add to Firefox' button. Below this is a red button labeled 'Download browser extension'. The second section, titled '2. Save articles from supported sites', shows a browser window with a Mendeley logo and a '+ Save to library' button. Below this is a text box that says 'Click the Mendeley logo in the bookmarks bar to save an article or other document. Add your notes in the prompt popup window.'

1. Download the browser extension

2. Save articles from supported sites

Click the Mendeley logo in the bookmarks bar to save an article or other document. Add your notes in the prompt popup window.



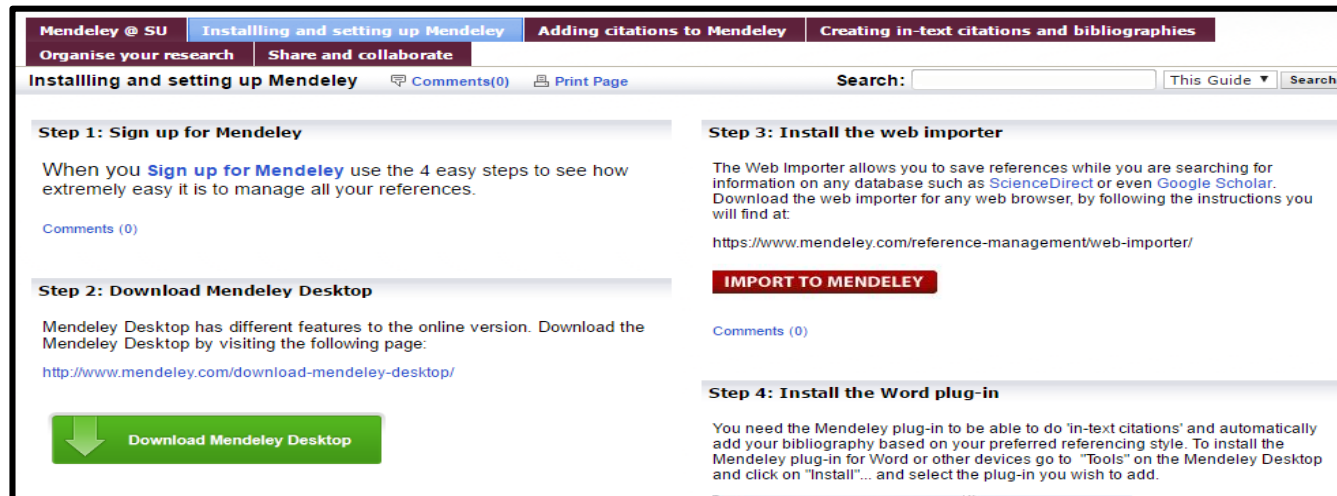
# INSTALL WEB IMPORTER

- For assistance, please click on SUPPORT on the bottom of the page →
- Videos on Youtube are very helpful
- Mendeley Libguide on Library website:

<http://libguides.sun.ac.za/mendeley>

Support

- Help Guides
- Videos & Tutorials
- Citation Styles
- Feedback
- Release Notes
- Support



The screenshot shows the Mendeley @ SU website with a navigation bar at the top containing links: 'Mendeley @ SU', 'Installing and setting up Mendeley', 'Adding citations to Mendeley', and 'Creating in-text citations and bibliographies'. Below the navigation bar, there are tabs for 'Organise your research' and 'Share and collaborate'. The main content area is titled 'Installing and setting up Mendeley' and includes a search bar, 'Comments(0)', and a 'Print Page' link. The content is organized into four steps:

- Step 1: Sign up for Mendeley**  
When you [Sign up for Mendeley](#) use the 4 easy steps to see how extremely easy it is to manage all your references.  
[Comments \(0\)](#)
- Step 2: Download Mendeley Desktop**  
Mendeley Desktop has different features to the online version. Download the Mendeley Desktop by visiting the following page:  
<http://www.mendeley.com/download-mendeley-desktop/>  
[Download Mendeley Desktop](#)
- Step 3: Install the web importer**  
The Web Importer allows you to save references while you are searching for information on any database such as [ScienceDirect](#) or even [Google Scholar](#). Download the web importer for any web browser, by following the instructions you will find at:  
<https://www.mendeley.com/reference-management/web-importer/>  
[IMPORT TO MENDELEY](#)  
[Comments \(0\)](#)
- Step 4: Install the Word plug-in**  
You need the Mendeley plug-in to be able to do 'in-text citations' and automatically add your bibliography based on your preferred referencing style. To install the Mendeley plug-in for Word or other devices go to "Tools" on the Mendeley Desktop and click on "Install"... and select the plug-in you wish to add.



**For any questions or additional training, please contact me at [lucindac@sun.ac.za](mailto:lucindac@sun.ac.za) for an appointment.**

**Please bring your laptop with you if possible.**

