



Pontificia Universidad
JAVERIANA
Cali

MENDELEY

GUÍA DE REGISTRO CUENTA PERSONAL

Información general:

Mendeley es un programa de gestión de referencias bibliográficas y una red social académica. Permite descubrir nuevas líneas de investigación científica y a los autores más representativos. Tiene disponible, de manera gratuita, una interfaz web y otra de escritorio (para PC). Está diseñado para asistir en la inserción automática de referencias bibliográficas en documentos de word.



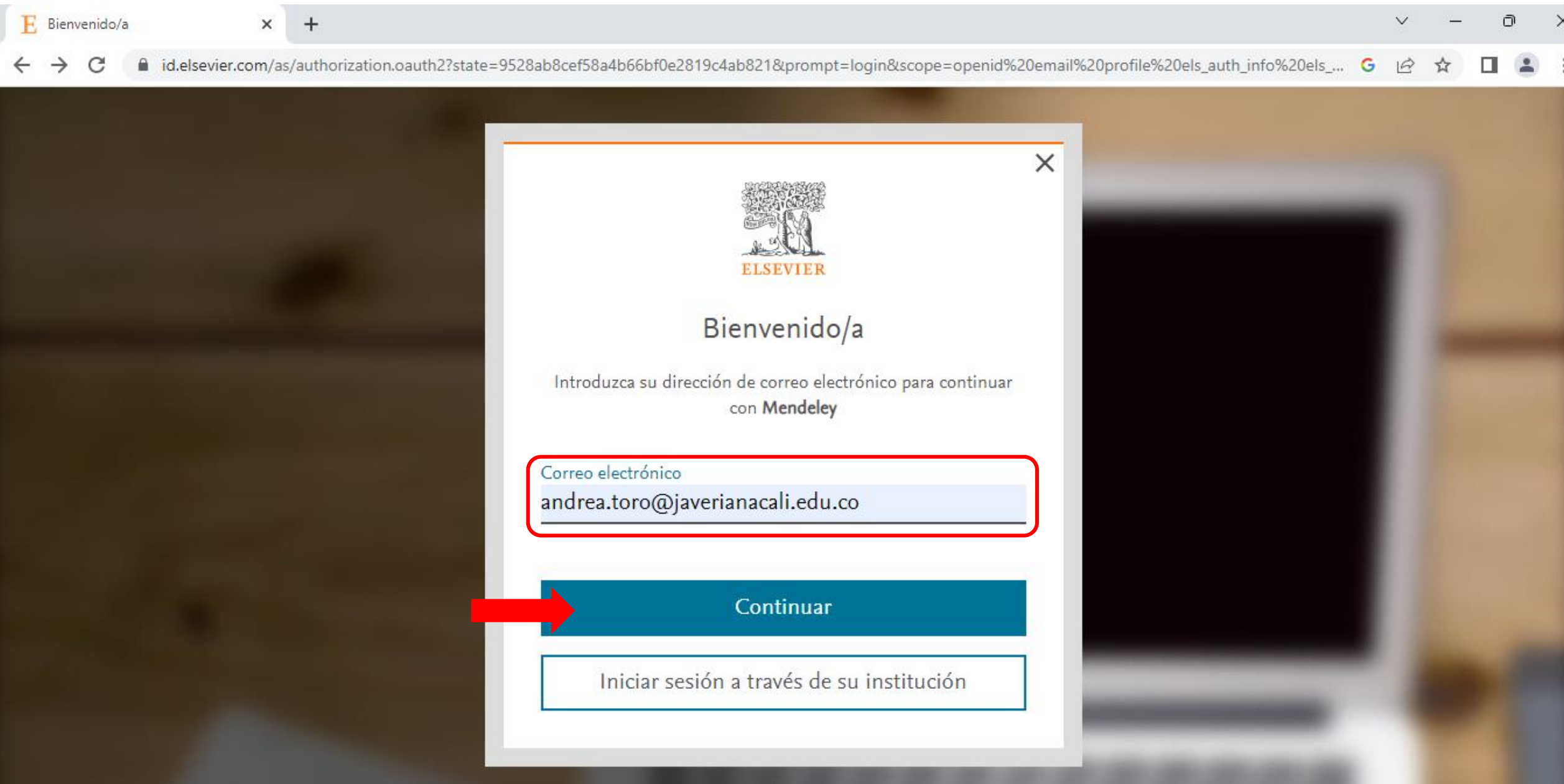
¿Cómo crear una cuenta?

<https://www.mendeley.com/>

1. Create account

A screenshot of the Mendeley website homepage. The background is a dark blue space-themed image with white stars. At the top, a dark navigation bar contains the Mendeley logo on the left and the links "Solutions", "Support", "Sign In", "Create account", and "Download" on the right. The "Create account" link is highlighted with a red rectangular box, and a red arrow points upwards to it from below. Below the navigation bar, the text "I  DISCOVERY" is displayed in large white letters. Underneath, a white headline reads "Mendeley brings your research to life, so you can make an impact on tomorrow". Below this is a white search bar with the placeholder text "Search for articles" and a blue "Search" button to its right. Under the search bar, it says "Search over 100 million cross-publisher articles and counting". At the bottom, there are "Popular searches:" followed by links for "COVID-19", "Bioenergy", and "Obesity". A large red button at the very bottom contains the text "Create a free account".

2. Ingrese correo electrónico institucional y clic en botón Continuar



The image shows a web browser window with the Elsevier logo and the text "Bienvenido/a". The browser's address bar contains the URL: `id.elsevier.com/as/authorization.oauth2?state=9528ab8cef58a4b66bf0e2819c4ab821&prompt=login&scope=openid%20email%20profile%20els_auth_info%20els_...`. A modal dialog is displayed in the center of the screen, featuring the Elsevier logo and the text "Bienvenido/a". Below the logo, it says "Introduzca su dirección de correo electrónico para continuar con Mendeley". A text input field is filled with the email address "andrea.toro@javerianacali.edu.co" and is highlighted with a red border. Below the input field is a blue button labeled "Continuar", which is also highlighted with a red arrow. At the bottom of the modal, there is a button labeled "Iniciar sesión a través de su institución".

Bienvenido/a

Introduzca su dirección de correo electrónico para continuar con Mendeley

Correo electrónico
andrea.toro@javerianacali.edu.co

Continuar

Iniciar sesión a través de su institución

3. Complete el registro (Nombres, Apellidos y Contraseña)



Registrarse

Crear una contraseña para registrarse

Correo electrónico
andrea.toro@javerianacali.edu.co

Nombre de pila
Andrea

Apellidos
Toro Fajardo

Contraseña

Elija una contraseña única que contenga al menos 8 caracteres. Incluya al menos un número y un símbolo y combine minúsculas y mayúsculas para que su contraseña sea segura.

uthorization.ping?client_id=MENDELEY&state=9528ab8cef58a4b66bf0e2819c4a

Elija una contraseña única que contenga al menos 8 caracteres. Incluya al menos un número y un símbolo y combine minúsculas y mayúsculas para que su contraseña sea segura.

SEGURA

Mantener la sesión iniciada (no recomendable en dispositivos compartidos)

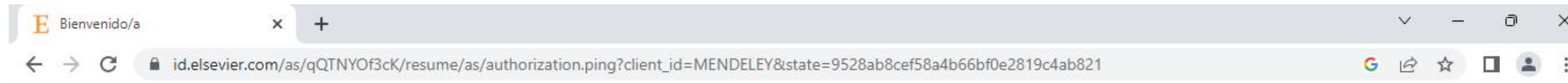
Elsevier podría enviarle comunicaciones de marketing sobre productos y eventos relevantes. Puede cancelar su suscripción en cualquier momento a través de su cuenta de Elsevier.

Al continuar, acepta nuestros [Términos y condiciones](#) y nuestra [Política de privacidad](#).

Registrarse

Ya tengo una cuenta

4. Una vez, das clic Continuar accedes a tu cuenta de Mendeley.



Bienvenido/a

Ya tiene una cuenta de Elsevier.

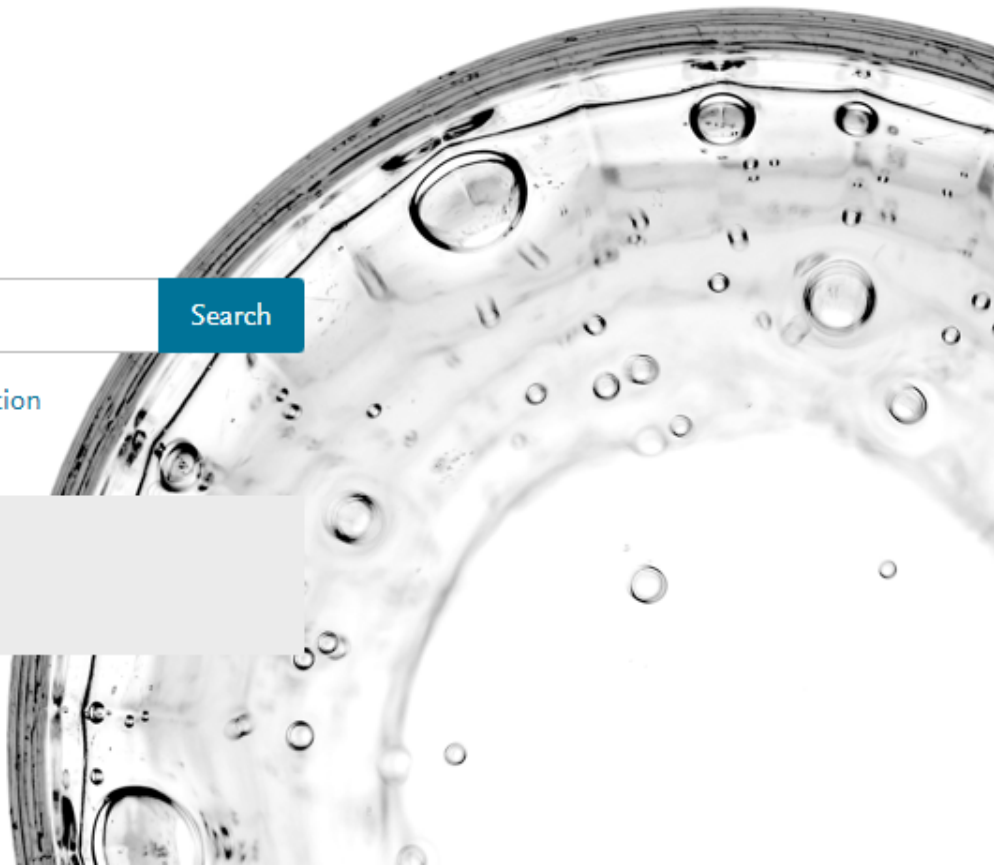
Continuar

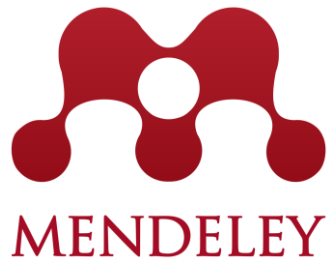
Welcome to Mendeley

Search for and add articles to your library

Try: [COVID-19](#) | [Bioenergy](#) | [Obesity](#) | [Intrinsic Motivation](#)

Try the desktop app to manage your library
[Download Mendeley Reference Manager](#)





Web importer

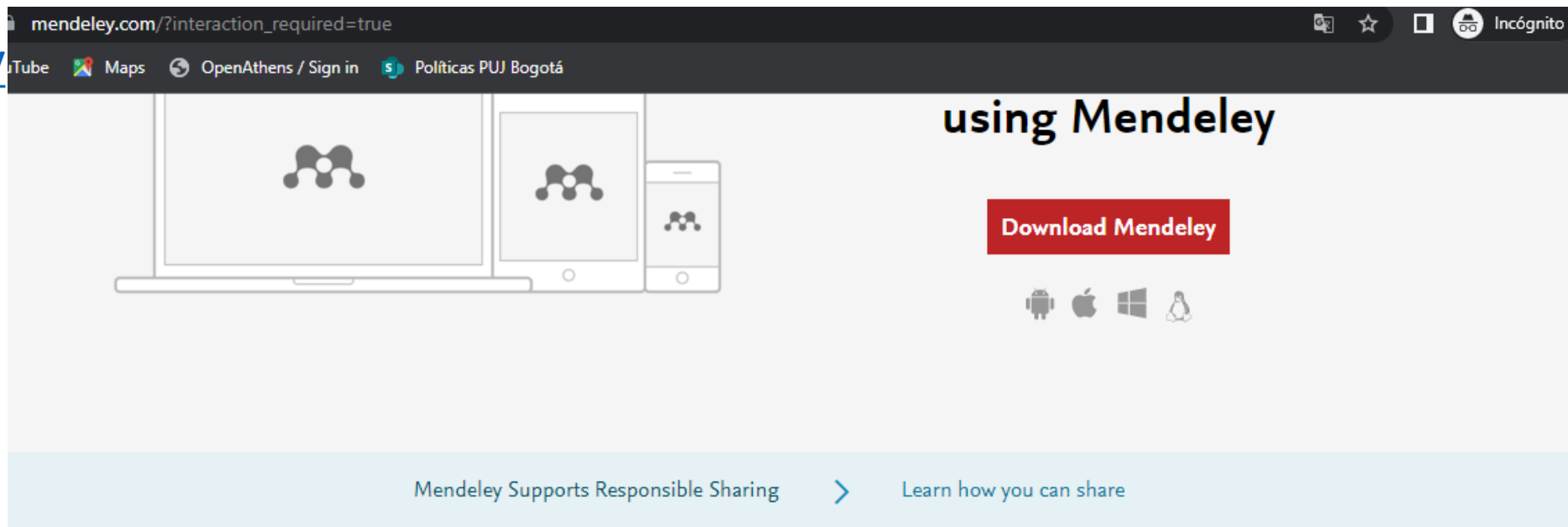


Web importer

1. <https://www.mendeley.com/>

2. Menú **Download**
(parte final de la página)

3. Seleccione **Web importer**



Products

Reference Management
Datasets
Careers
Premium Packages

Support

Help Guides
Citation Guides
Support Center
Release Notes

About Us

About Us
Work at Mendeley
Contact Us
Accessibility
Blog
Advisor Community
Developers
Privacy Principles

Downloads

Reference Manager
Web Importer
Citation Plug-in





Web importer

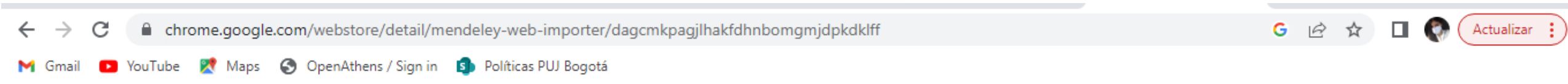
4. Clic botón

Get Web Importer for Chrome

A screenshot of the Mendeley Web Importer web interface. The browser address bar shows "mendeley.com/reference-management/web-importer". The page has a dark blue header with the Mendeley logo and navigation links: "Solutions", "Support", "Sign In", "Create account", and a "Download" button. Below the header is a secondary navigation bar with links for "Mendeley Reference Manager", "Mendeley Cite", "Web Importer" (which is underlined), "Premium", and "Datasets". The main content area has a teal background. On the left, the heading "Mendeley Web Importer" is displayed in white, followed by a paragraph: "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." At the bottom left of this area, a red arrow points to a red button labeled "Get Web Importer for Chrome". On the right, a white modal window is open, showing a Mendeley logo, a close button, and a "Select all" button. To the right of the "Select all" button is a blue button labeled "+ Add to Mendeley". Below this, it says "2 references detected on the page". A single reference is listed with a checked checkbox: "Developmental Programming of Fetal Growth and Development PDF" by S Mishchenko, A Valenti et al., published in the American Journal of Obstetrics and Gynecology, 2016.

5. Clic botón

Agregar a Chrome



chrome web store

pagasster@gmail.com

[Página principal](#) > [Extensiones](#) > [Mendeley Web Importer](#)



Mendeley Web Importer

Agregar a Chrome

 www.mendeley.com

★★★★★ 1,690 ⓘ | [Productividad](#) | 2,000,000+ usuarios

Descripción general

Prácticas de privacidad

Opiniones

Asistencia

Relacionados

Mendeley Web Importer



6. Clic botón

Agregar extensión

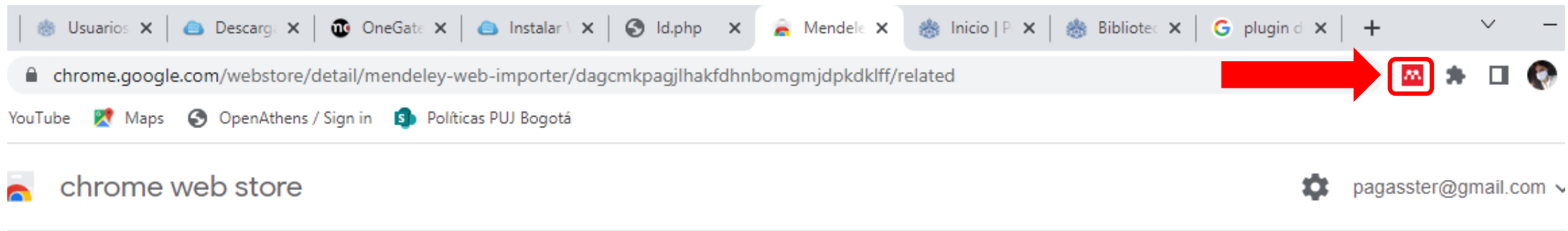
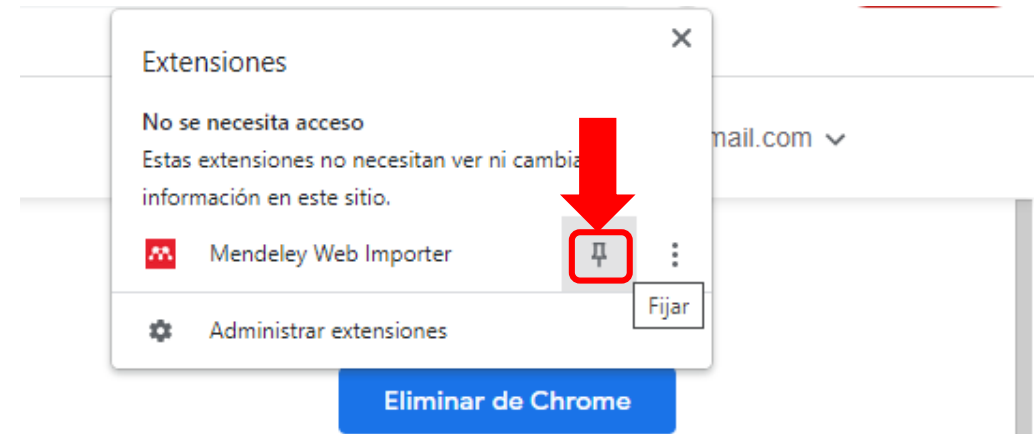
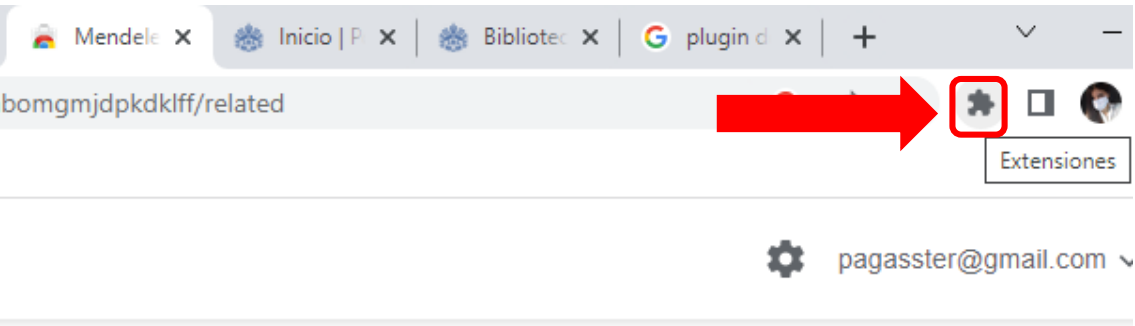
The image shows a Chrome browser window displaying the Chrome Web Store page for the "Mendeley Web Importer" extension. The browser's address bar shows the URL: `chrome.google.com/webstore/detail/mendeley-web-importer/dagcmkpagjlhakfdhnbomgmjdpkdklff`. The page header includes the "chrome web store" logo and navigation links like "Página principal", "Extensiones", and "Mendeley". The extension's name "Mendeley Web Importer" is prominently displayed, along with its developer "Mendeley" and website "www.mendeley.com". It has a 4.5-star rating from 1,690 reviews and is categorized as "Productividad" with over 2,000,000 users. A blue "Agregar extensión" button is highlighted with a red box and a red arrow pointing to it. A modal dialog box is open over the button, asking "¿Quieres instalar 'Mendeley Web Importer'?" and listing permissions: "Puede: Leer y cambiar todos tus datos en todos los sitios web" and "Mostrar notificaciones". The dialog has "Agregar extensión" and "Cancelar" buttons. In the background, a "Verificando..." button is visible.

Mendeley Web Importer

6. Fijar el complemento o Plug-in

Ícono Extensiones

Ícono Fijar





Mendeley Cite Word



Mendeley Cite

1. Ingrese a [OneGate](#) y seleccione su método de autenticación



← Iniciar Sesión Token

1

Nombre de usuario (Por favor omita @javerianacali.edu.co)

pavargas

Contraseña

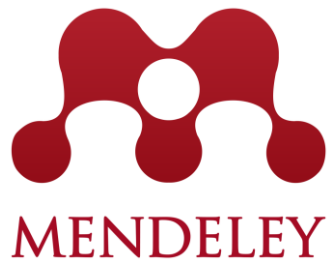
.....

Iniciar sesión

2

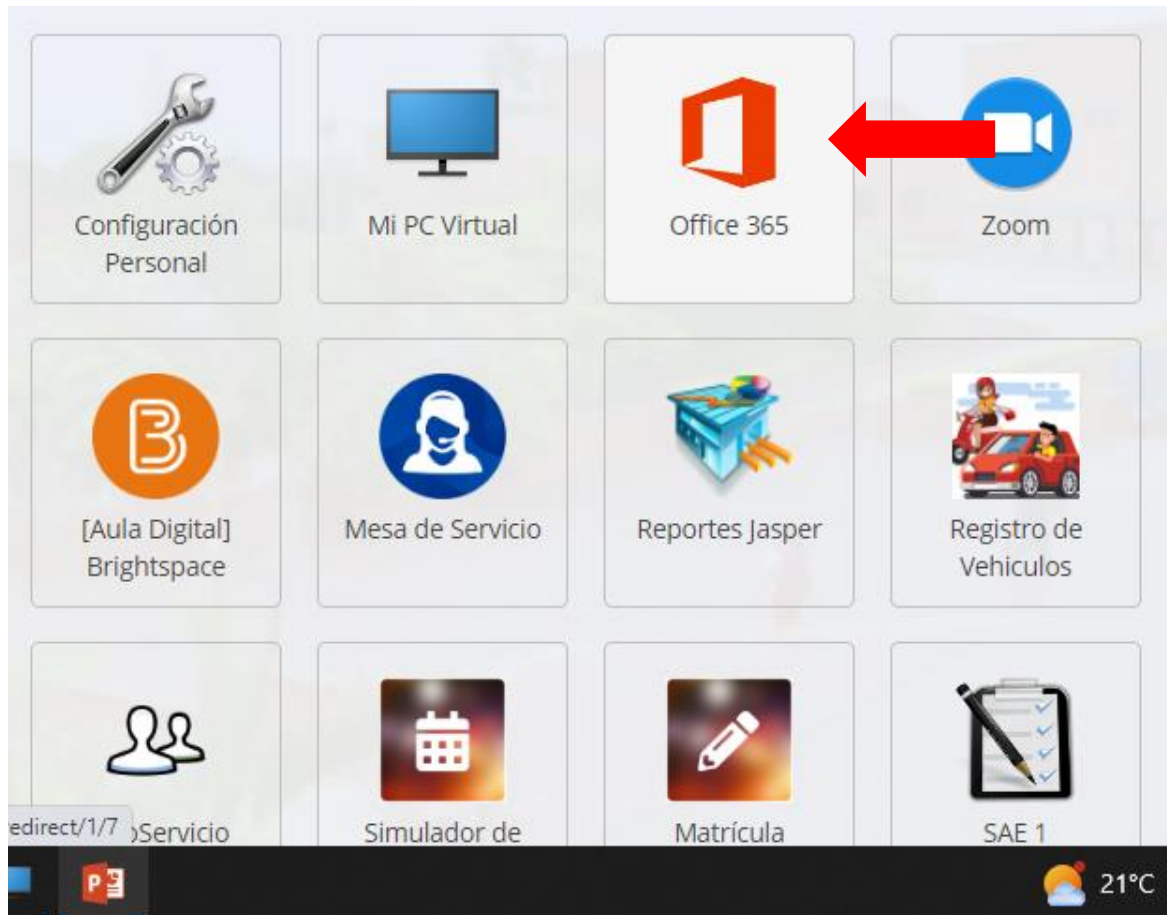
Iniciar Sesión Token

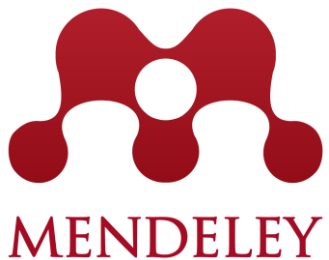
0123456789



Mendeley Cite

2. Ingrese a Office 365 y seleccione Word

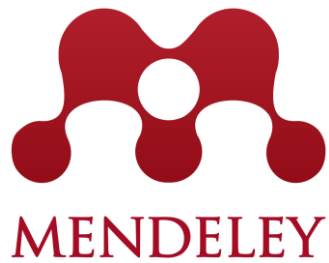




Mendeley Cite

3. Nuevo documento / Menú insertar / Add-ins

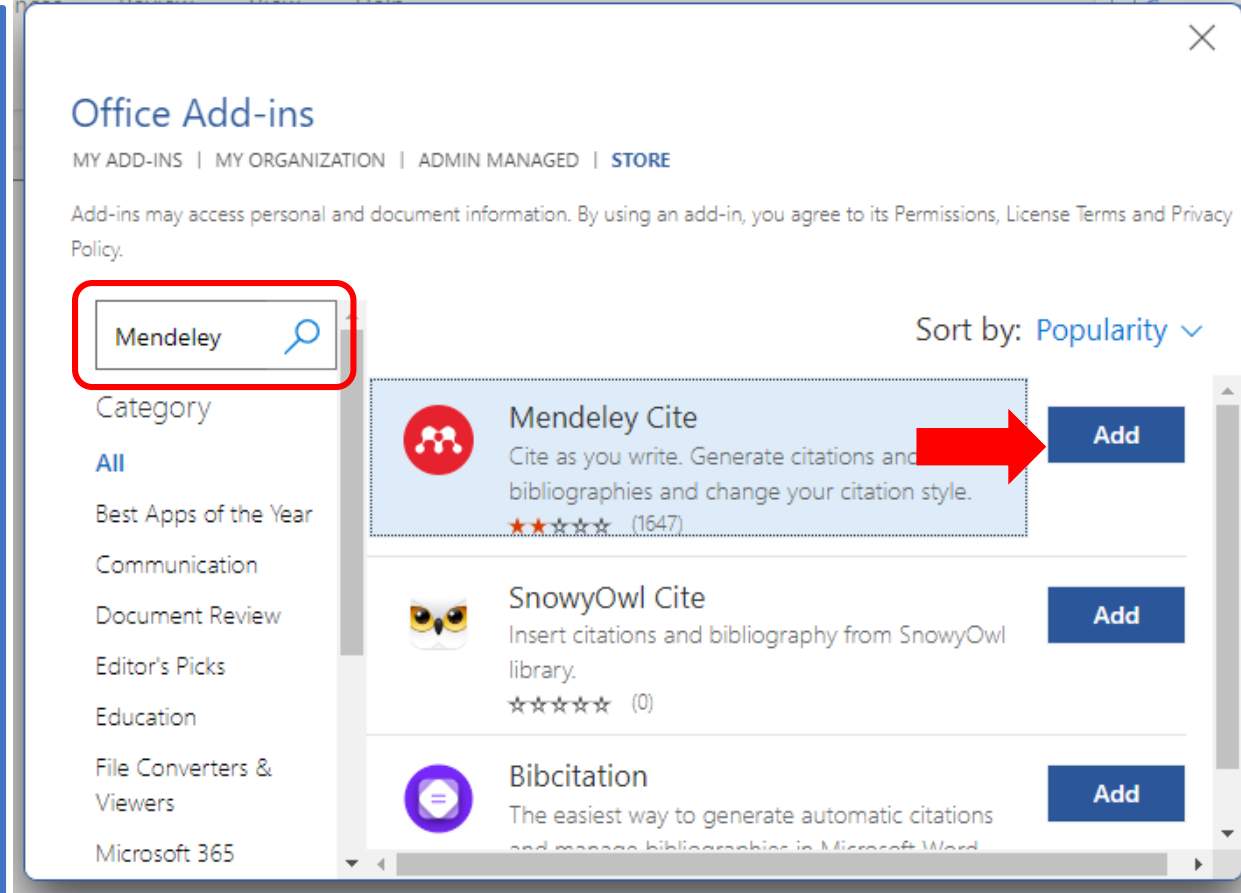
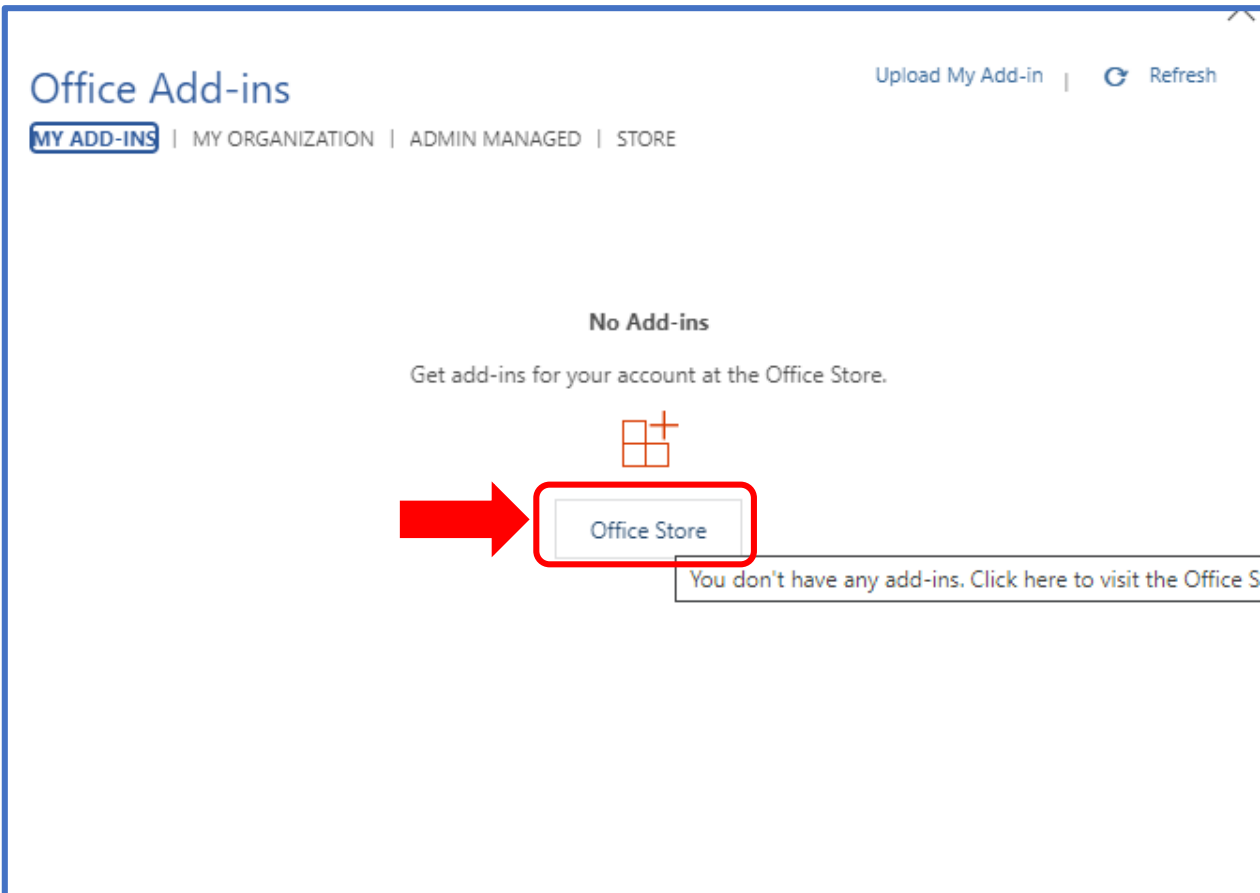
A screenshot of the Microsoft Word ribbon interface. The "Insert" tab is selected and highlighted with a red box and a red arrow pointing to it from the left. The ribbon includes options for "Table", "Picture", "Drawing", "New Comment", "Header & Footer", "Page Numbers", "Equation", "Symbol", and "Emoji". To the right of the ribbon are buttons for "Comments", "Catch up", "Editing", and "Share". A red box highlights the "More" (three dots) button on the ribbon. A dropdown menu is open from this button, showing options: "Link", "Online Video", "Reuse Files", and "Add-ins". The "Add-ins" option is highlighted with a red box. The main document area is a large, empty white rectangle.



Mendeley Cite

3. Nuevo documento / Menú insertar / Add-ins

4. Busque Mendeley e instale



Mendeley Cite

The image shows the Microsoft Word interface with the **References** ribbon tab selected. The **Mendeley Cite** tab is highlighted with a red box, and a red arrow points to it. The **Mendeley Cite** task pane is open on the right side of the window, displaying the Mendeley logo, the text "Mendeley Cite", "Cite as you write", and a "Get started" button highlighted with a red box. The task pane also lists features: "Access references from your Mendeley Library", "Insert auto-formatted citations and bibliography", and "Choose the right citation style for your article".



Welcome

Enter your email to continue with **Mendeley**

Email

pavargas@javerianacali.edu.co|

Continue

Sign in via your institution



Creación y administración de grupos



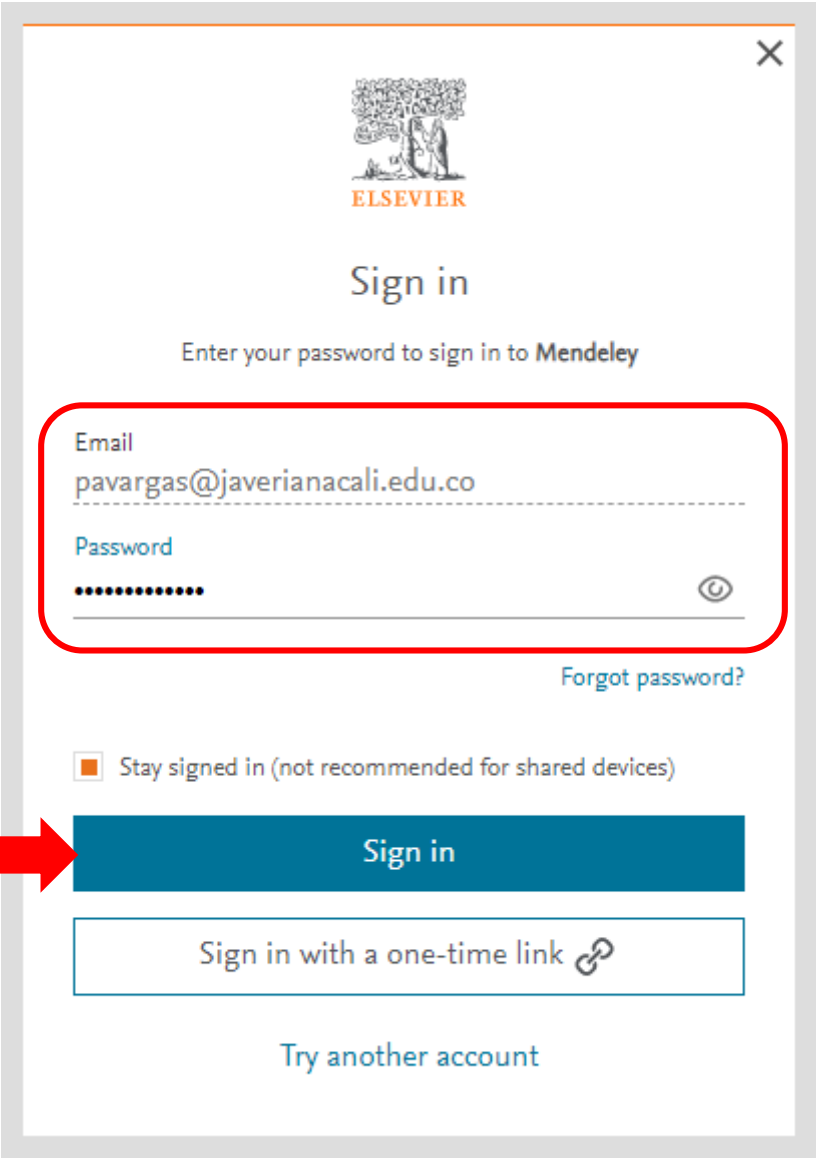
Creación y administración de grupos

1. Ingrese a Mendeley

<https://www.mendeley.com/>

A screenshot of the Mendeley website homepage. The background is dark blue with a starry pattern. At the top left, the Mendeley logo and name are visible. To the right, there are navigation links: "Solutions", "Support", "Sign In", "Create account", and "Download". The "Sign In" link is highlighted with a red square, and a red arrow points upwards to it. Below the navigation bar, the text "I  DISCOVERY" is displayed in large white letters. Underneath, a message reads "Mendeley brings your research to life, so you can make an impact on tomorrow". Below this is a search bar with the text "Search over 100 million cross-publisher articles and counting". The search bar contains the placeholder text "Search for articles" and a blue "Search" button. Below the search bar, there are "Popular searches:" followed by links for "COVID-19", "Bioenergy", and "Obesity". At the bottom center, there is a red button that says "Create a free account".

2. Auténtíquese: correo electrónico institucional



The image shows a Mendeley sign-in dialog box. At the top is the Elsevier logo, which consists of a tree and a figure, with the word "ELSEVIER" below it. Below the logo is the text "Sign in" and "Enter your password to sign in to Mendeley". There are two input fields: "Email" with the value "pavargas@javerianacali.edu.co" and "Password" with masked characters. A red rounded rectangle highlights these two fields. Below the password field is a "Forgot password?" link. There is a checkbox labeled "Stay signed in (not recommended for shared devices)". A red arrow points to a blue "Sign in" button. Below the button is a link for "Sign in with a one-time link" with a link icon. At the bottom is a link for "Try another account".

ELSEVIER

Sign in

Enter your password to sign in to Mendeley

Email
pavargas@javerianacali.edu.co

Password
.....

[Forgot password?](#)

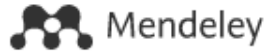
Stay signed in (not recommended for shared devices)

Sign in

[Sign in with a one-time link](#)

[Try another account](#)

3. Ingrese a [Library](#)



[Search](#)

[Library](#)

paola vargas 

Welcome to Mendeley

Search for and add articles to your library

Search

Try: [COVID-19](#) | [Bioenergy](#) | [Obesity](#) | [Intrinsic Motivation](#)

Try the desktop app to manage your library

[Download Mendeley Reference Manager](#)

4. En el apartado **Groups** (menú de la izquierda, debajo de **Collections**) seleccione ***New Group***

COLLECTIONS

Búsqueda de información

Pendientes por leer

teología

Tesis

TEsis Maestría AFamiliar

Trabajo final

New Collection

GROUPS

Investigación 2

Prácticas clínicas

Teología

New Group



Welcome to your Mendeley Library

Drop your files here to add references to your library or use the "Add new" button in the top left corner.

Mendeley Cite

Seamlessly insert references and bibliographies into your document using our new citation add-in for Microsoft® Word.

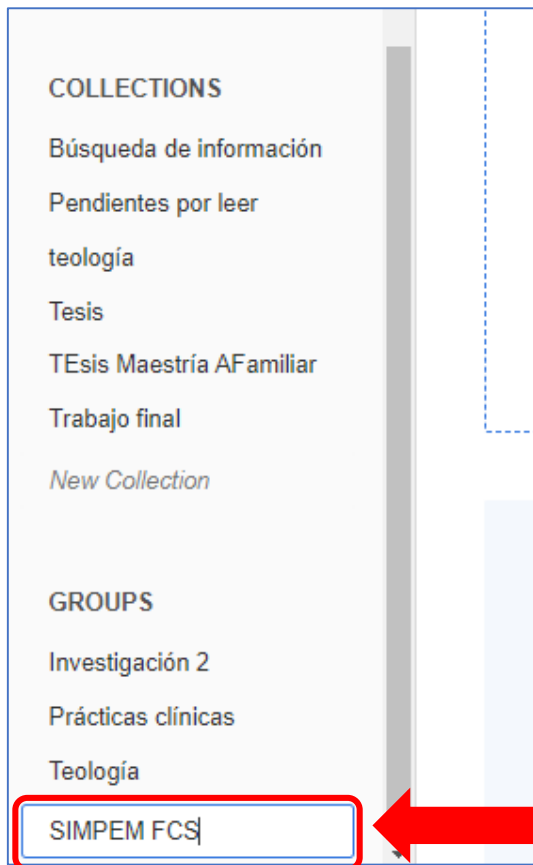
[Download Mendeley Cite](#)

References Citation Style | More ▾

Select references below to cite.

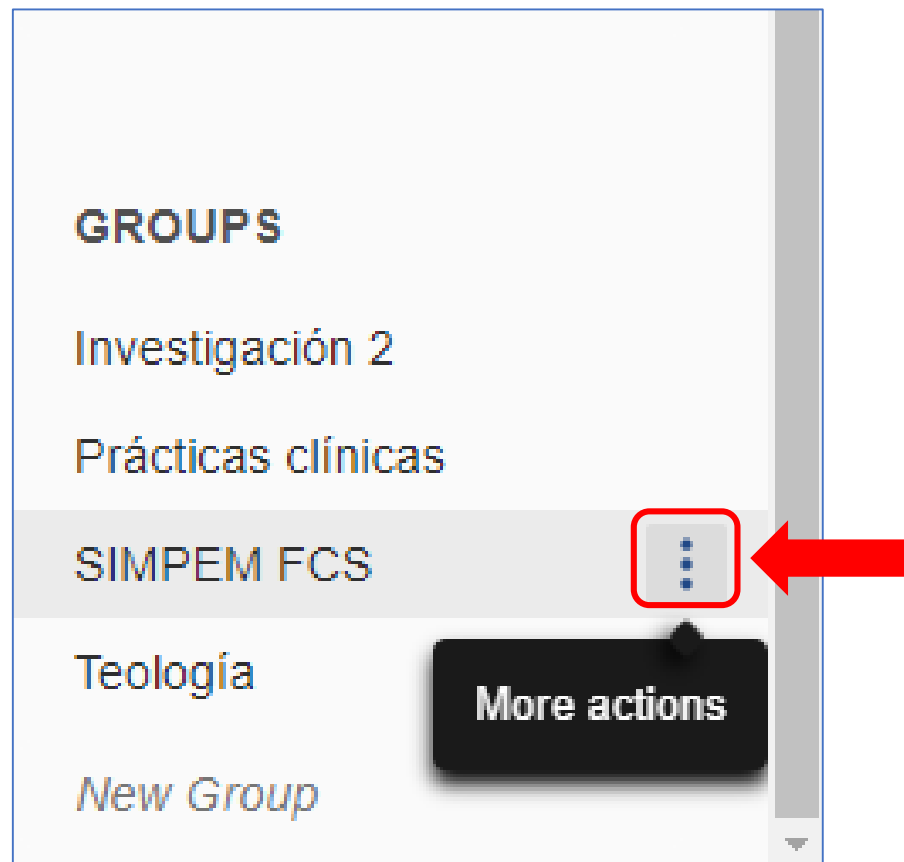
Es posible crear hasta 1.000 grupos con hasta 100 miembros cada uno.

5. Asigne un nombre al grupo.

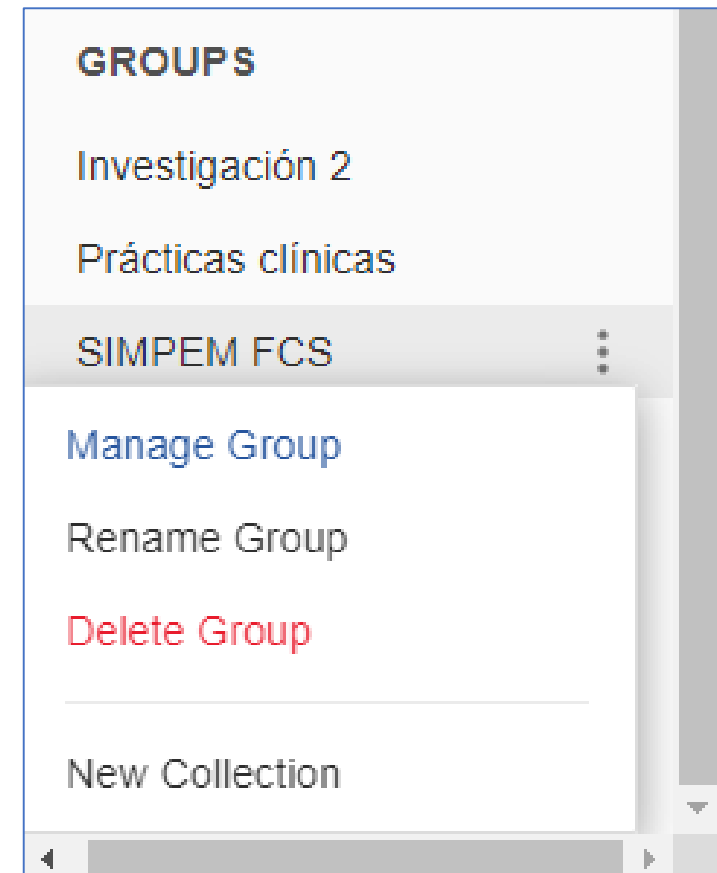


6. Adicione los miembros para compartir información.

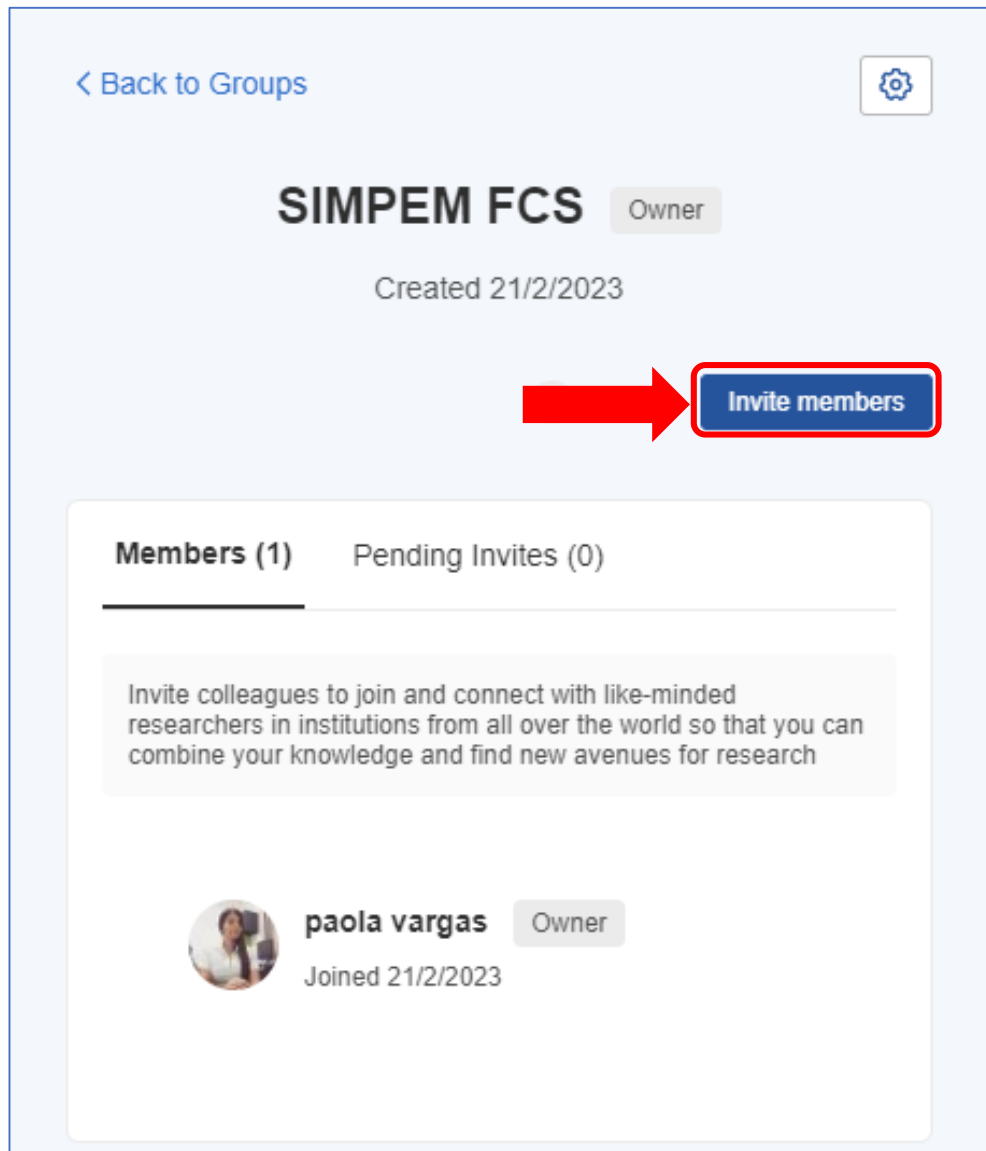
6.1 Clic More actions




6.2 Ingrese a Manage Group



6.3 Invite a otros usuarios a compartir información en su grupo



< Back to Groups 

SIMPEM FCS


Owner

Created 21/2/2023

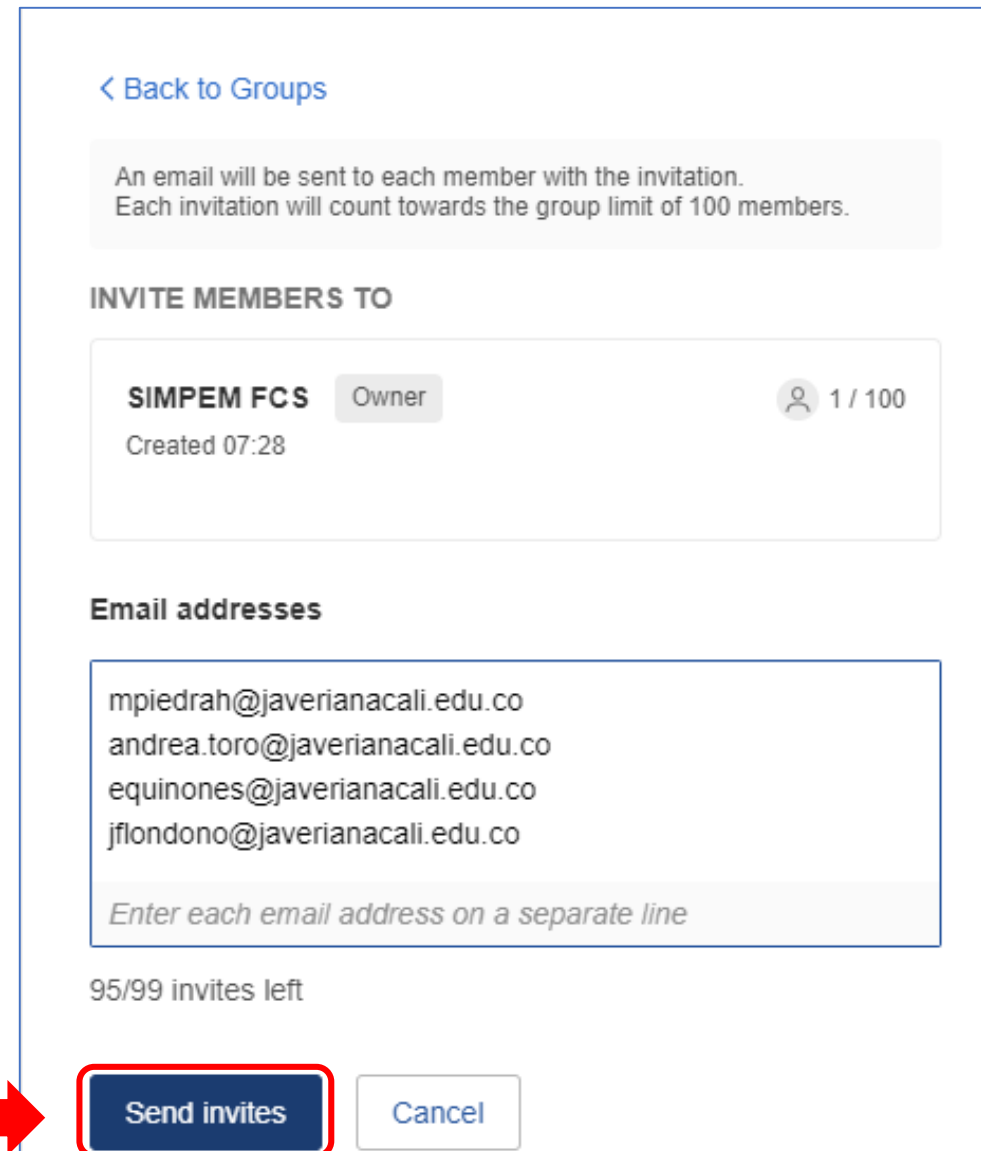
Invite members

Members (1) Pending Invites (0)

Invite colleagues to join and connect with like-minded researchers in institutions from all over the world so that you can combine your knowledge and find new avenues for research

 **paola vargas** Owner
Joined 21/2/2023


6.4 Adicione el correo institucional de cada usuario *(cada email en una línea diferente)*



< Back to Groups

An email will be sent to each member with the invitation.
Each invitation will count towards the group limit of 100 members.

INVITE MEMBERS TO

SIMPEM FCS Owner  1 / 100
Created 07:28

Email addresses

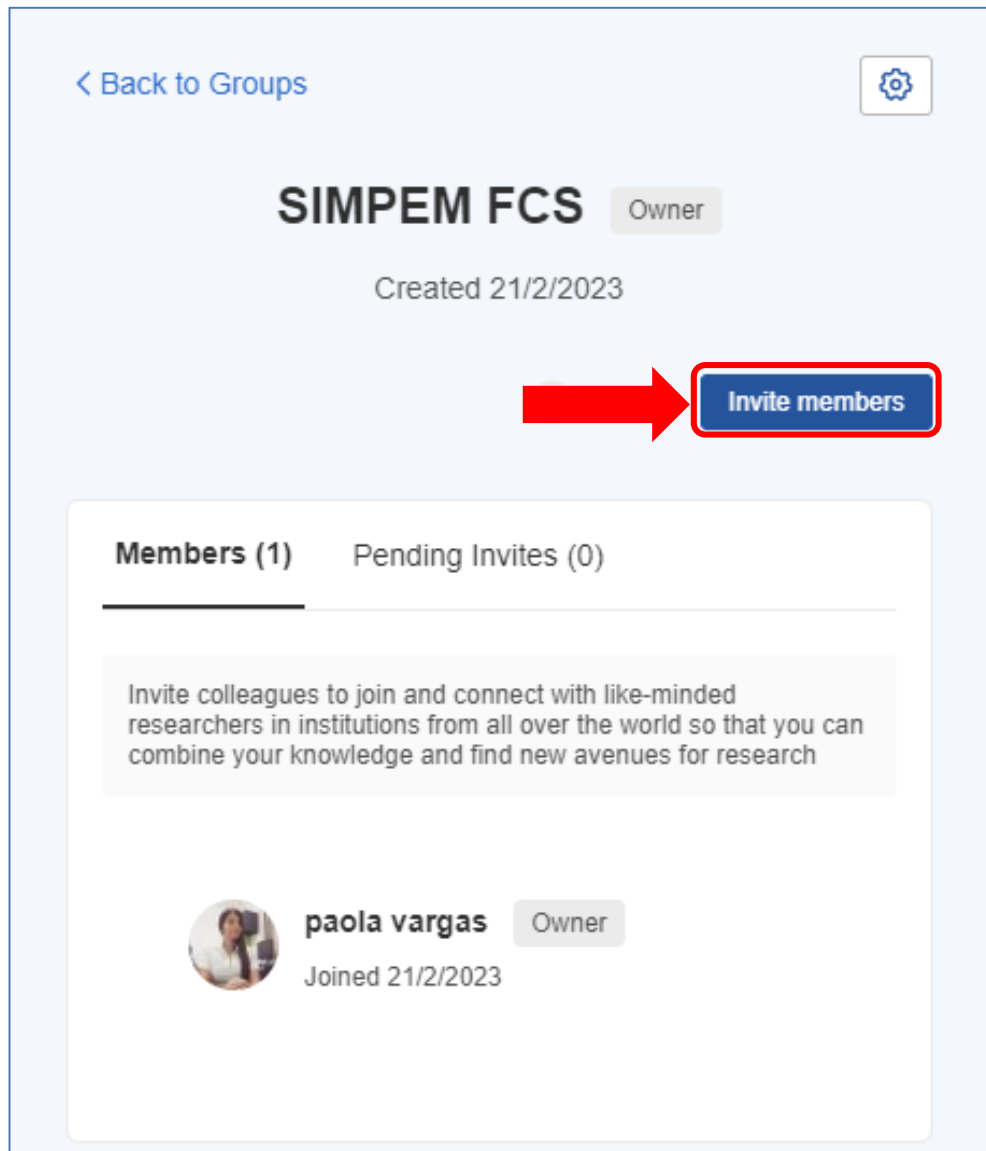
mpiedrah@javerianacali.edu.co
andrea.toro@javerianacali.edu.co
equinones@javerianacali.edu.co
jflondono@javerianacali.edu.co


Enter each email address on a separate line

95/99 invites left

Send invites Cancel

6.3 Invite a otros usuarios a compartir información en su grupo



< Back to Groups 

SIMPEM FCS


Owner

Created 21/2/2023

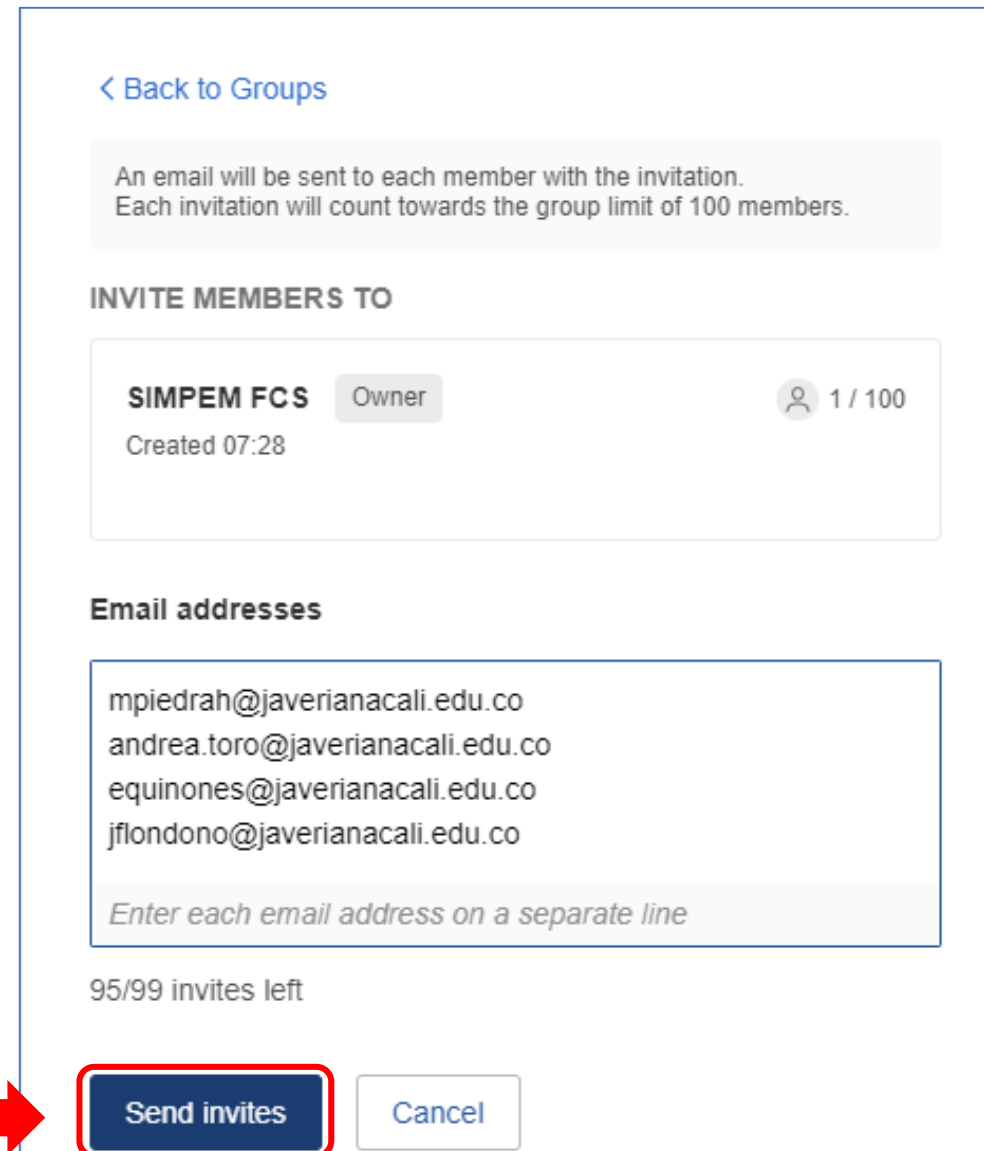
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Members (1) Pending Invites (0)

Invite colleagues to join and connect with like-minded researchers in institutions from all over the world so that you can combine your knowledge and find new avenues for research

 **paola vargas** Owner
Joined 21/2/2023


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< Back to Groups

An email will be sent to each member with the invitation.
Each invitation will count towards the group limit of 100 members.

INVITE MEMBERS TO

SIMPEM FCS Owner  1 / 100
Created 07:28

Email addresses

mpiedrah@javerianacali.edu.co
andrea.toro@javerianacali.edu.co
equinones@javerianacali.edu.co
jflondono@javerianacali.edu.co

Enter each email address on a separate line

95/99 invites left

Send invites Cancel



**Anotaciones y comentarios
directamente en el PDF**



Anotaciones y comentarios directamente en el PDF

1. Seleccione el documento y traslade a la carpeta compartida.

The screenshot shows the Mendeley Desktop interface. On the left, the 'Library' sidebar is visible with 'All References' selected. The main area shows a list of references with one selected. A context menu is open over the selected reference, and a 'Select group(s)' dialog is also open.

AUTHORS	YEAR	TITLE
Hu Z, Ma D	2018	The precision prevention and therapy of HPV-related cervical cancer: ne...

1.1 Seleccione el documento a compartir

1.2 Seleccione la nueva ubicación

1.3 Add to Group

1.4 Seleccione el Grupo

1.5 Add

Select group(s)

- Investigación 2
- Prácticas clínicas
- SIMPEM FCS
- Teología

Add to Collection

Add to Group

Remove from Collection

Organize

Mark as

Export

Delete


Add

2. Subrayar y comentar

Library | Notebook Paola Vargas

2.1 Valide que se encuentra ubicado en la carpeta compartida

+ Add new → **[Groups] SIMPEM FCS**

	AUTHORS	YEAR	TITLE	SOURCE	ADDED	FILE
<input type="checkbox"/>	Hu Z, Ma D	2018	The precision prevention and therapy of HPV-rela			<input type="checkbox"/> 

2.2 Seleccione el documento

Files available for download

3. El administrador del grupo y los invitados pueden subrayar y realizar comentarios directamente en el PDF

The screenshot displays the Mendeley interface with a PDF document open. The top navigation bar includes 'Library' and 'Notebook'. The document title is '[Shared] The precision prevention and therapy of HPV-related cervical cancer: new concepts and clinical implications, Hu Z, M...'. The toolbar at the bottom left, highlighted with a red box, contains icons for navigation, editing, and commenting, along with a 'Purple' color selection. The document content includes 'Keywords', 'Abstract', 'Correspondence', 'Funding information', and 'Introduction'. A comment from 'paola vargas' is visible, stating: 'Buenas tardes, por favor, validar con CSI para agregar el título de la revista a los Recursos Digitales de PUJ Cali'. A red arrow points from the toolbar to the comment box.

3.1 Menú para:

- Seleccionar texto
- Subrayar
- Crear comentario

The screenshot shows the top right corner of the Mendeley interface. A red box highlights the 'Synced' status with a checkmark and the user profile 'Paola Vargas'. A red arrow points from the comment box in the previous screenshot to this area.

3.2 La función Sync permite sincronizar nuestra biblioteca en todas las versiones de Mendeley que tengamos instaladas (Mendeley Desktop, Mendeley Web y dispositivos móviles).

4. Notebook / Annotations

The screenshot shows a PDF viewer interface. At the top left, there is a navigation menu with a 'Notebook' button highlighted by a red arrow. The main document area displays the title 'Cancer Medicine' and 'The precision prevention and therapy of HPV-related cervical cancer: new concepts and clinical implications' by Zheng Hu and Ding Ma. The abstract text is highlighted in pink, and a red arrow points to the 'Annotations' button in the sidebar. The sidebar contains a 'GENERAL NOTES' section with a text input field and a 'COMMENTS' section with two entries: one from 'Jhon Londoño' and one from 'paola vargas'.

4.1 En un solo lugar, recopile los puntos destacados y los comentarios de los múltiples PDFs que esté leyendo. Guárdelos todos de forma segura.