



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.



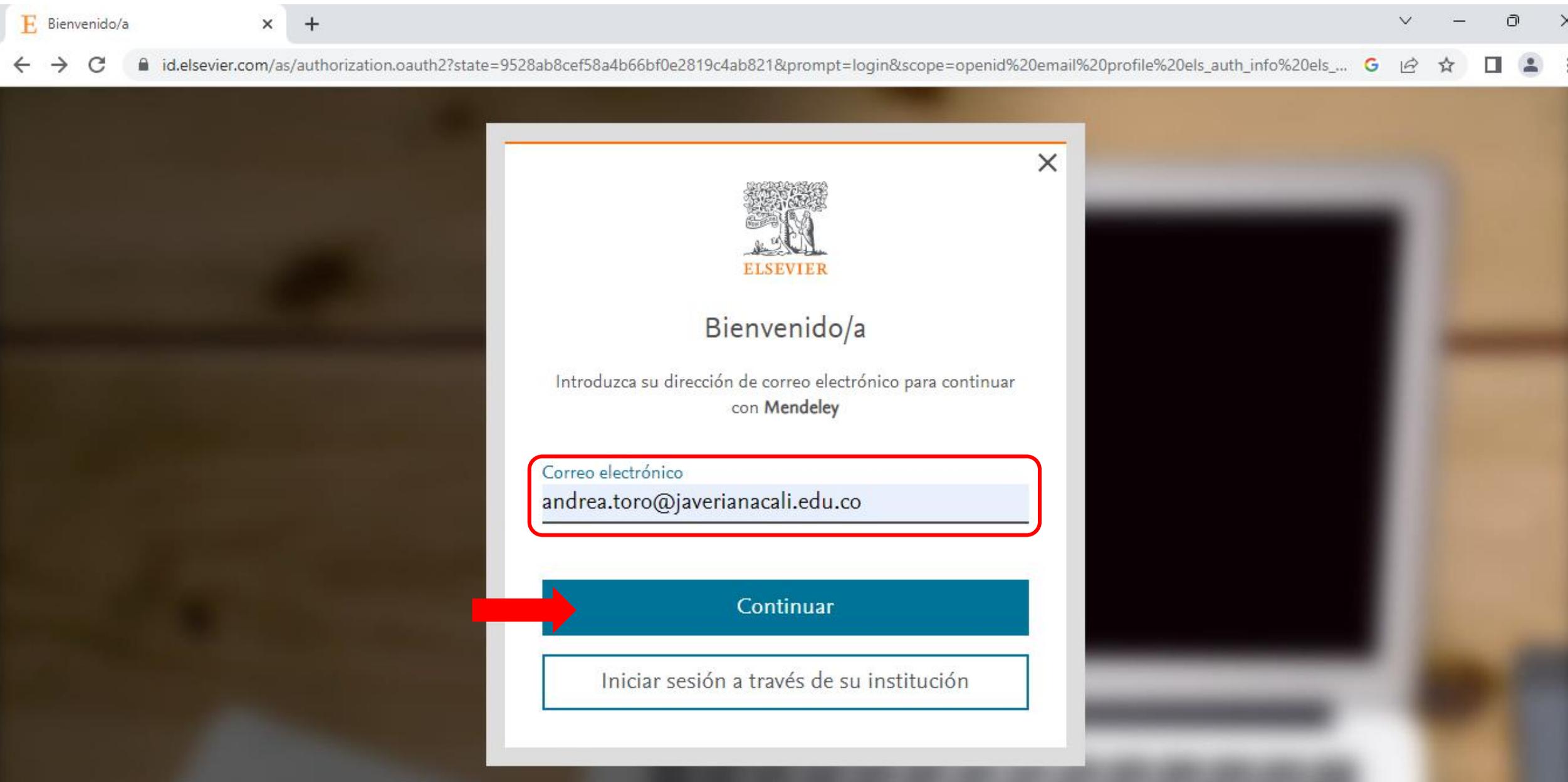
¿Cómo crear una cuenta?

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

1. Create account

A screenshot of the Mendeley website homepage. The background is dark blue with a starry pattern. At the top, there is a navigation bar with the Mendeley logo on the left and links for "Solutions", "Support", "Sign In", "Create account", and "Download" on the right. The "Create account" link is highlighted with a red box and a red arrow pointing 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". A search bar is present with the placeholder text "Search for articles" and a "Search" button. Below the search bar, it says "Search over 100 million cross-publisher articles and counting". At the bottom, there are "Popular searches" for "COVID-19", "Bioenergy", and "Obesity". A large red button at the bottom center says "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". There is a text input field labeled "Correo electrónico" containing the email address `andrea.toro@javerianacali.edu.co`. A red box highlights this input field. Below the input field is a blue button labeled "Continuar" with a red arrow pointing to it from the left. 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

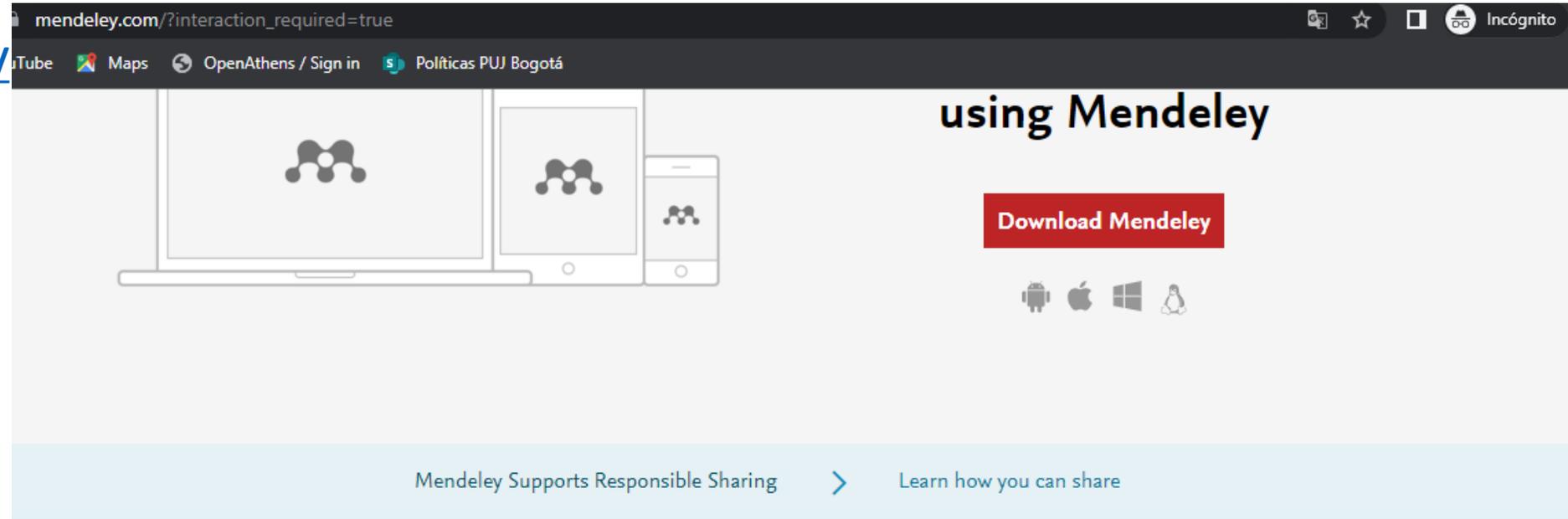


Web importer

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

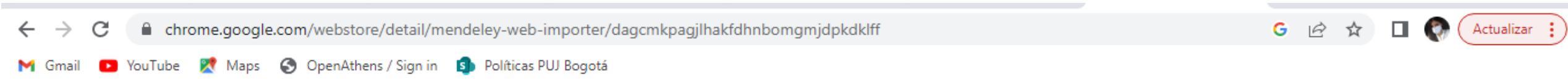
4. Clic botón

Get Web Importer for Chrome

The screenshot shows the Mendeley Web Importer page in a browser. The URL is `mendeley.com/reference-management/web-importer`. The page features 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 (underlined), Premium, and Datasets. The main content area has a teal background and contains the heading "Mendeley Web Importer" and 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 of this section is a red button labeled "Get Web Importer for Chrome" with a red arrow pointing to it from the left. On the right side, a white modal window is open, displaying the Mendeley logo, a "Select all" button, and an "Add to Mendeley" button. Below these, it states "2 references detected on the page" and lists one reference: "Developmental Programming of Fetal Growth and Development PDF" by S Mishchenko, A Valenti et al., from 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

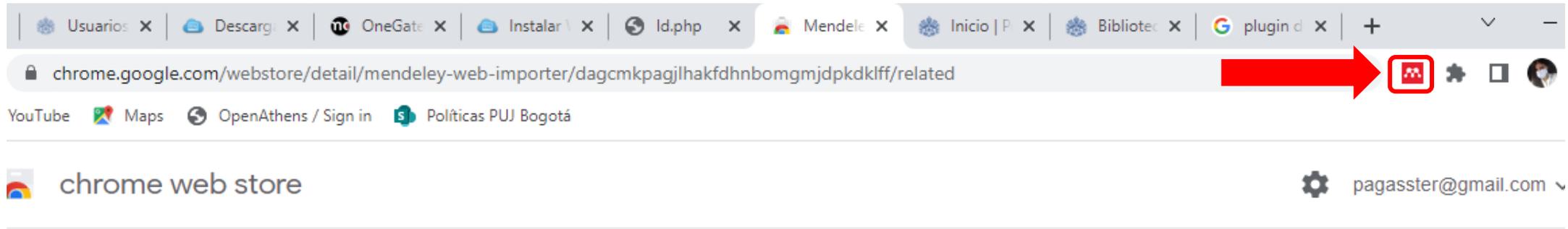
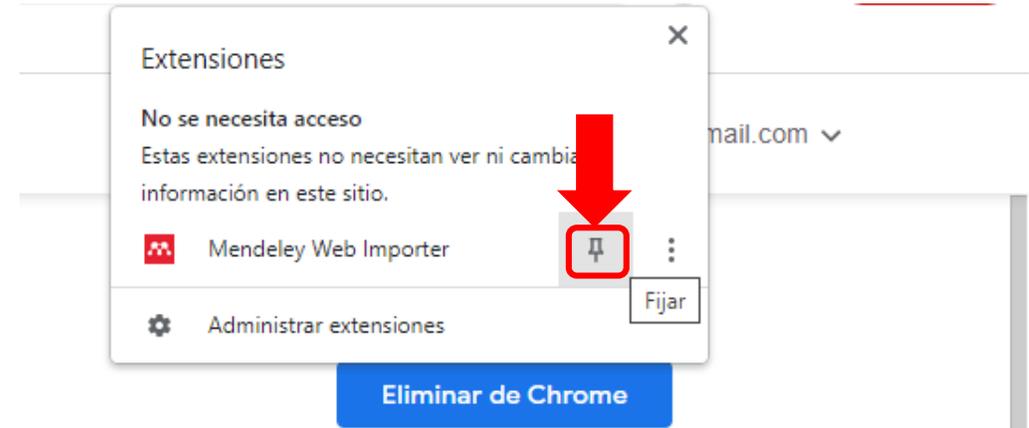
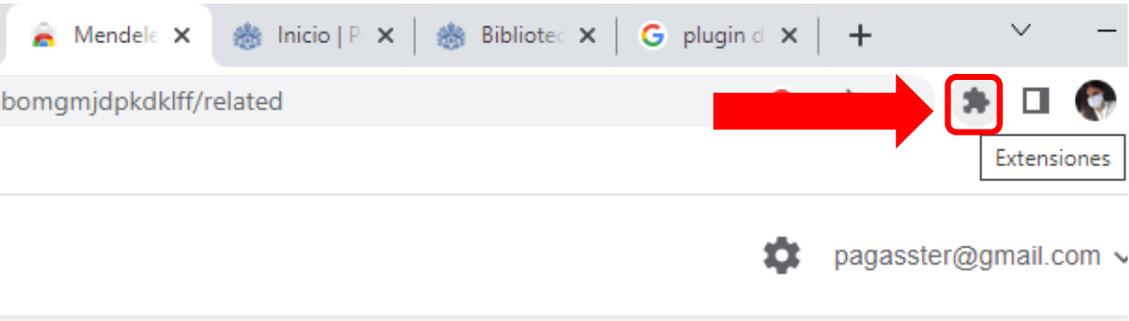
The image shows a Chrome browser window displaying the Chrome Web Store page for the 'Mendeley Web Importer' extension. The browser's address bar shows the URL: `chrome.google.com/webstore/detail/mendeley-web-importer/dagcmkpagjlhakfdhnbomgmjdpkdklff`. The page header includes the 'chrome web store' logo and navigation links for 'Página principal', 'Extensiones', and 'Mendeley'. The extension's details are visible, including the Mendeley logo, the name 'Mendeley Web Importer', the website 'www.mendeley.com', a 4.5-star rating with 1,690 reviews, and the category 'Productividad' with over 2,000,000 users. A blue button labeled 'Agregar extensión' 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 two buttons: 'Agregar extensión' (highlighted with a red box) and 'Cancelar'. In the background, a blue button labeled 'Verificando...' is visible. The bottom of the page features a dark teal banner with the text 'Mendeley Web Importer' and several circular icons.

Mendeley Web Importer

6. Fijar el complemento o Plug-in

[Ícono Extensiones](#)

[Ícono Fijar](#)



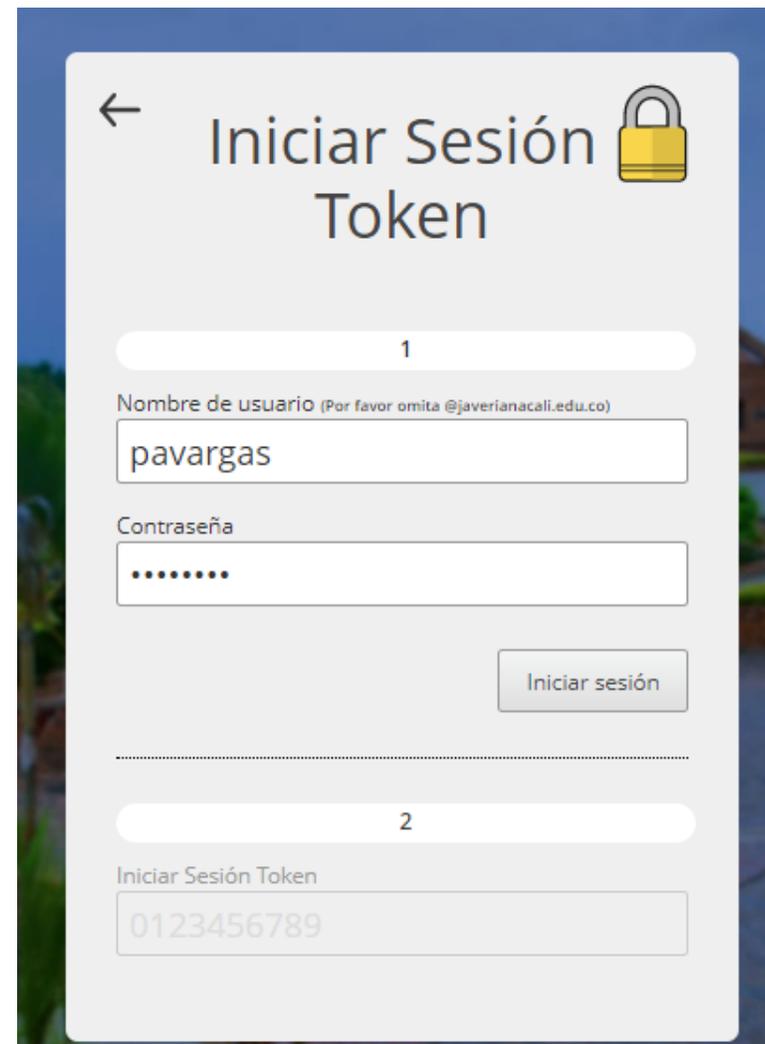


Mendeley Cite Word



Mendeley Cite

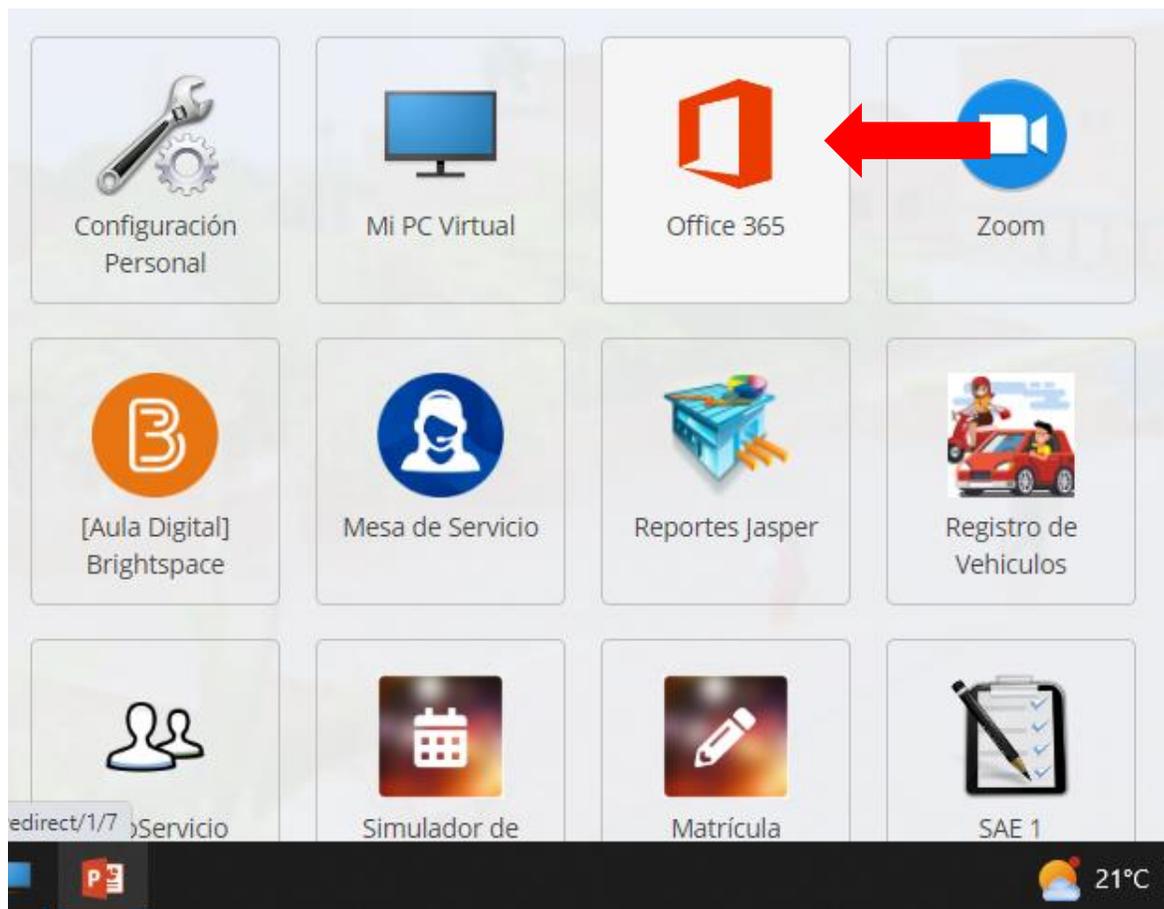
1. Ingrese a OneGate y seleccione su método de autenticación





Mendeley Cite

2. Ingrese a Office 365 y seleccione Word





Mendeley Cite

3. Nuevo documento / Menú insertar / Add-ins

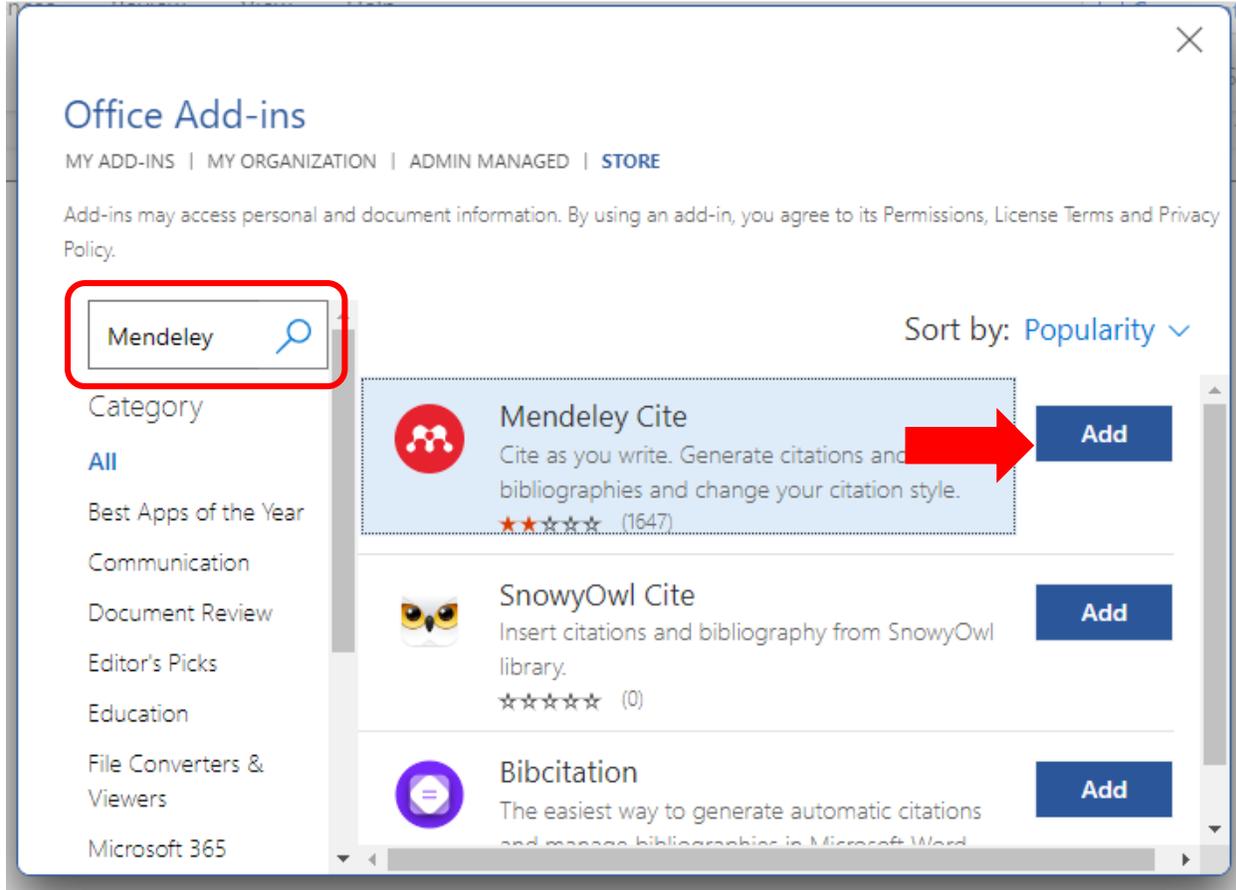
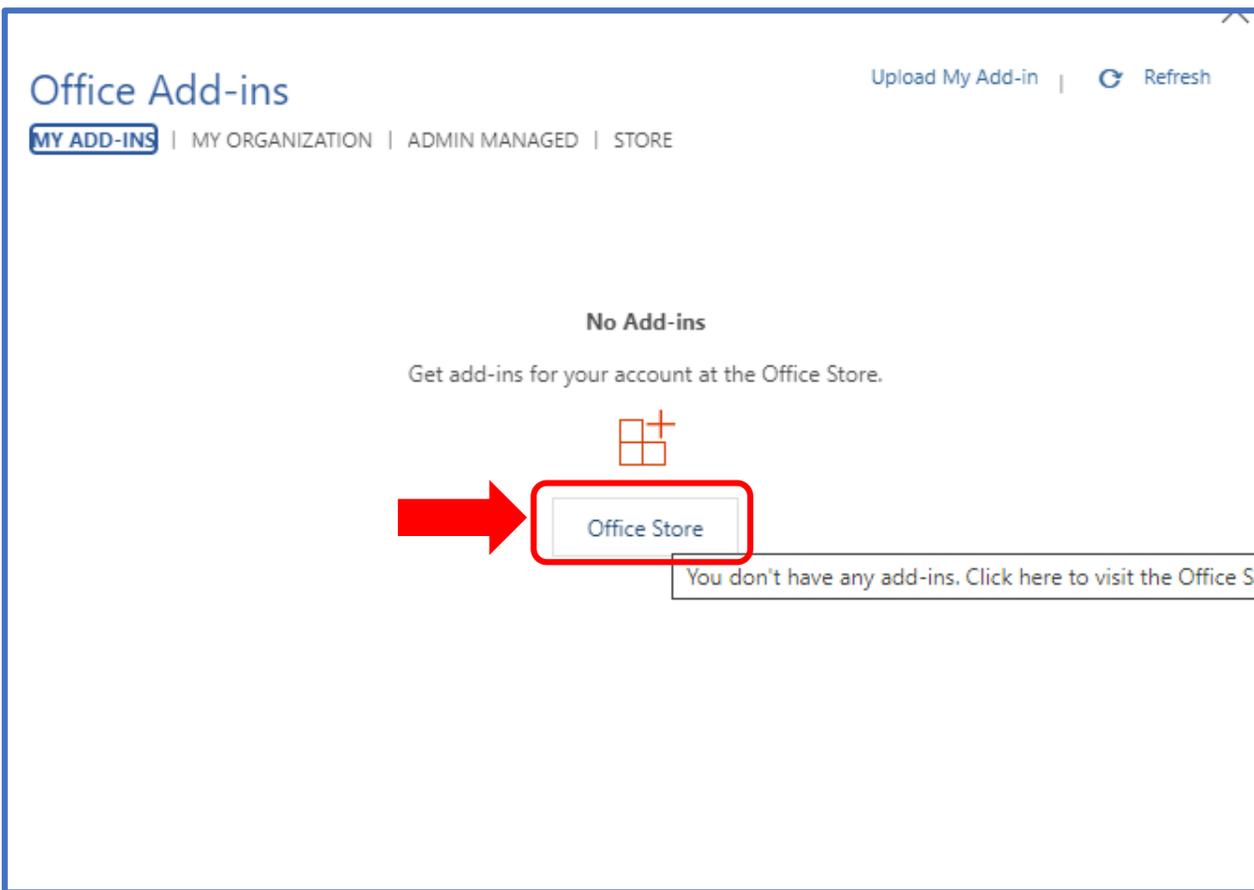
A screenshot of the Microsoft Word ribbon interface. The "Insert" tab is selected and highlighted with a red box and a red arrow pointing to it from the left. The ribbon includes options for "References", "Review", "View", and "Help". On the right side of the ribbon, there are buttons for "Comments", "Catch up", "Editing" (with a dropdown arrow), and "Share" (with a dropdown arrow). The main ribbon area contains icons for "Table", "Picture", "Drawing", "New Comment", "Header & Footer", "Page Numbers", "Equation", "Symbol", and "Emoji". A red box highlights the "More" icon (three dots) at the end of the ribbon. A dropdown menu is open from this icon, showing options: "Insert", "Link", "Online Video", "Reuse Files", and "Add-ins". The "Add-ins" option is highlighted with a red box. Below the ribbon is a ruler showing page numbers 1 through 7.



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** button on the ribbon is highlighted with a red box, and a red arrow points to it from the left. On the right side of the window, the **Mendeley Cite** task pane is open, displaying the Mendeley logo, the text "Mendeley Cite", "Cite as you write", and a list of features: "Access references from your Mendeley Library", "Insert auto-formatted citations and bibliography", and "Choose the right citation style for your article". A blue **Get started** button at the bottom of the task pane is also highlighted with a red box.



Welcome

Enter your email to continue with **Mendeley**

Email

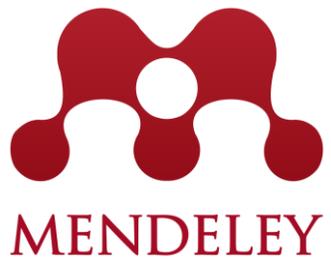
pavargas@javerianacali.edu.co|

Continue

Sign in via your institution



Creación y administración de grupos



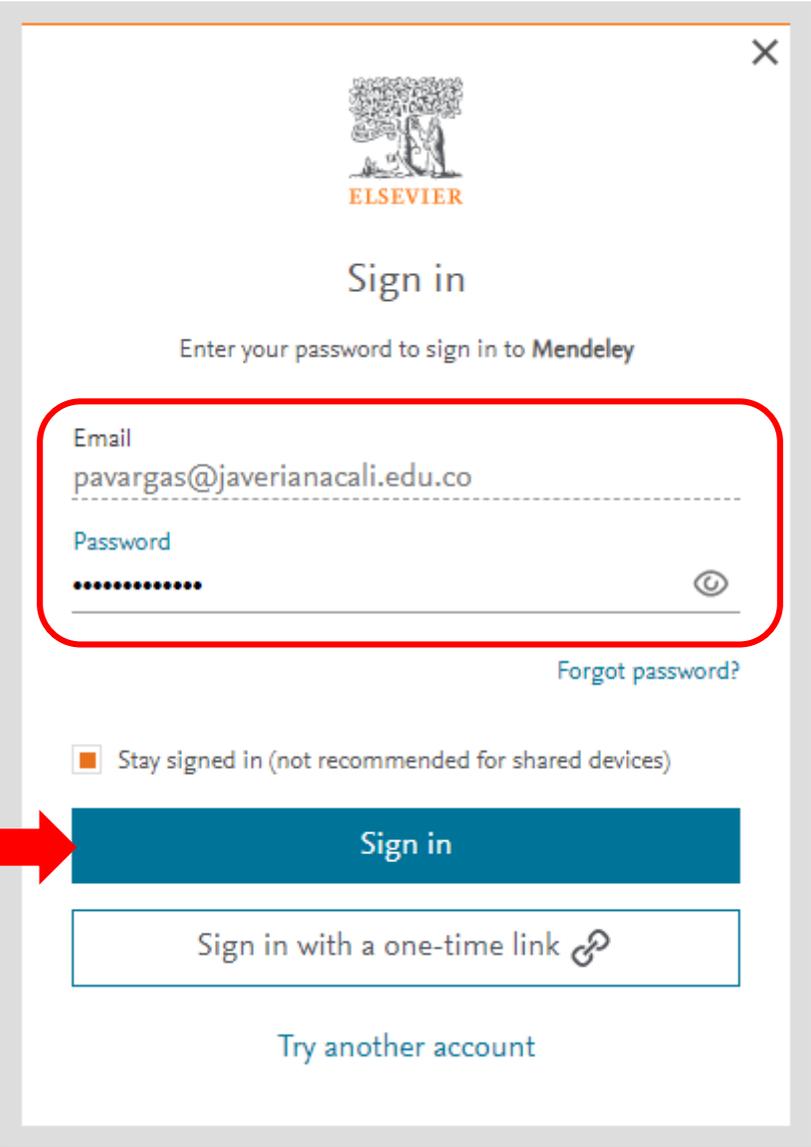
Creación y administración de grupos

1. Ingrese a Mendeley

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



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 a masked password ".....". A red rounded rectangle highlights both input 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 "Sign in with a one-time link" with a link icon. At the bottom is a link "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.

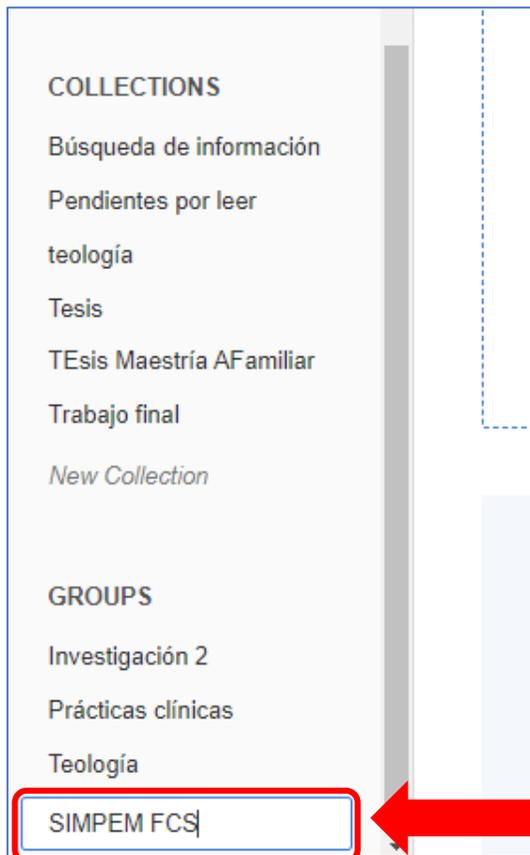
[Download Mendeley Cite](#)

References | Citation Style | More ▾

Select references below to cite.

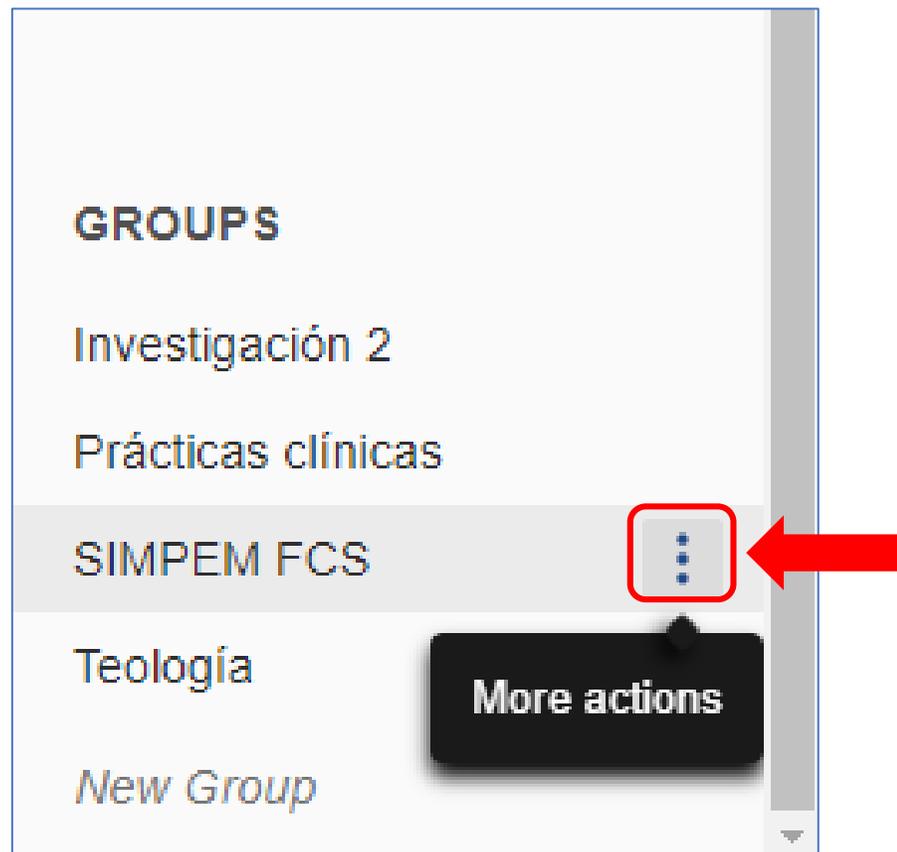
Es posible crear hasta 1.000 grupos con hasta 100 miembros cada uno.

5. Asigne un nombre al grupo.

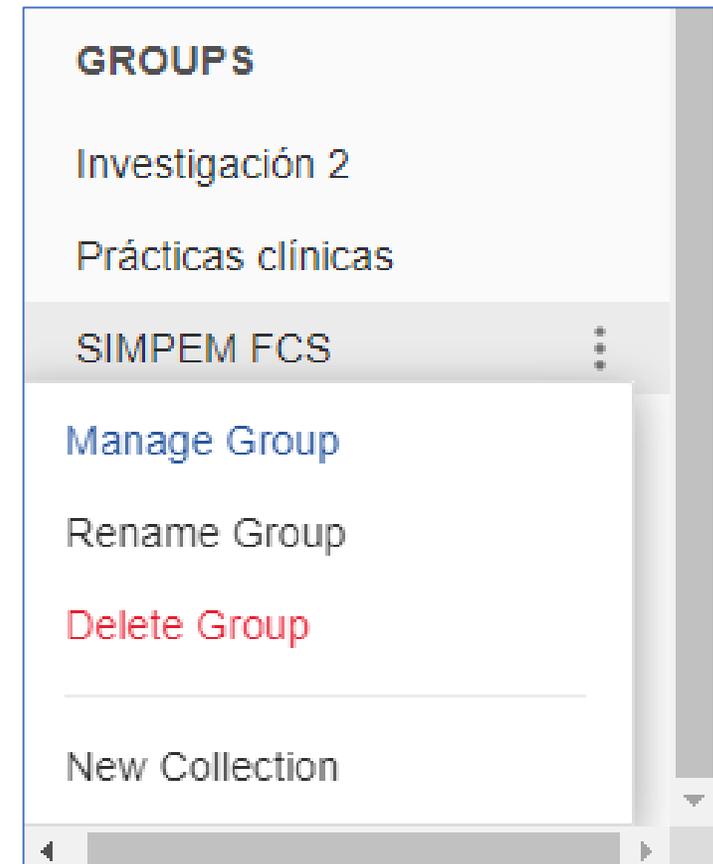


6. Adicione los miembros para compartir información.

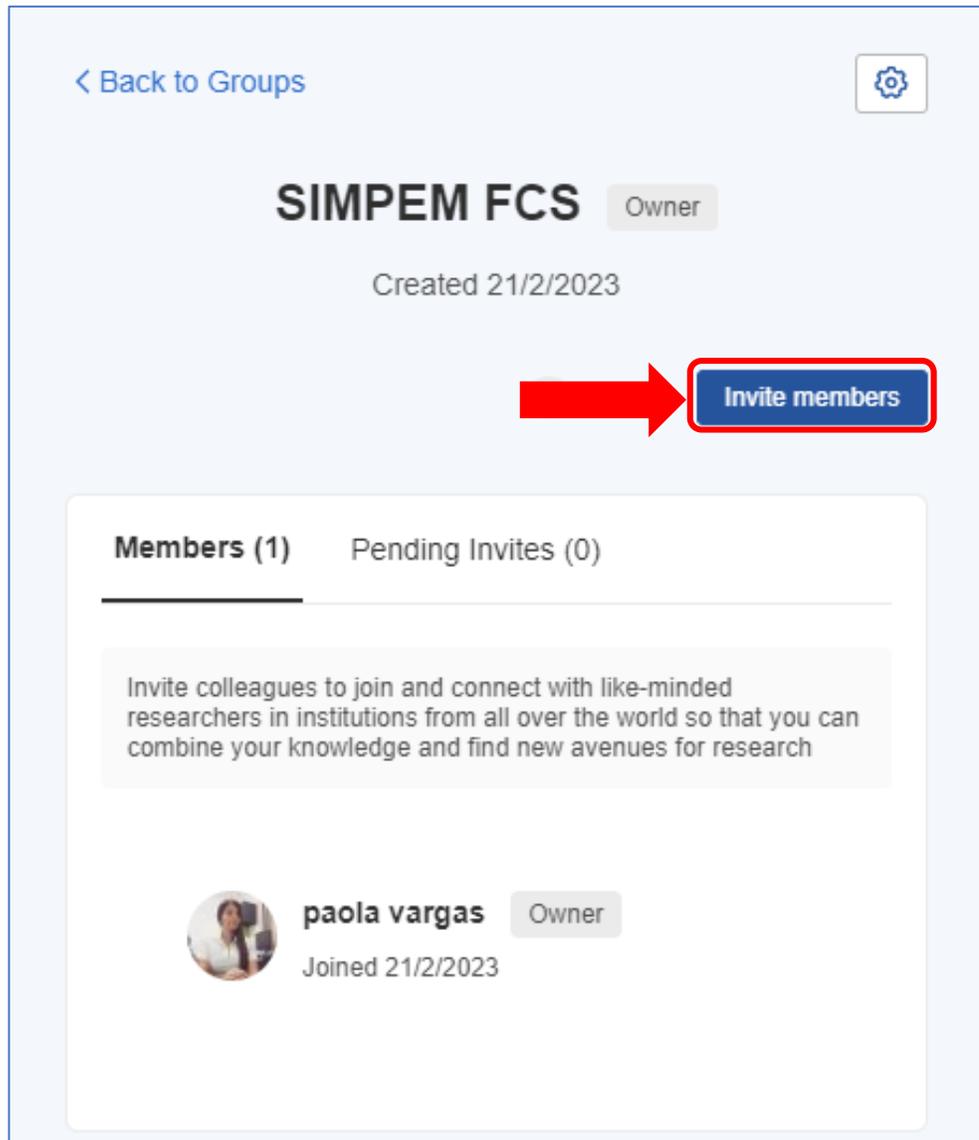
6.1 Clic More actions



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

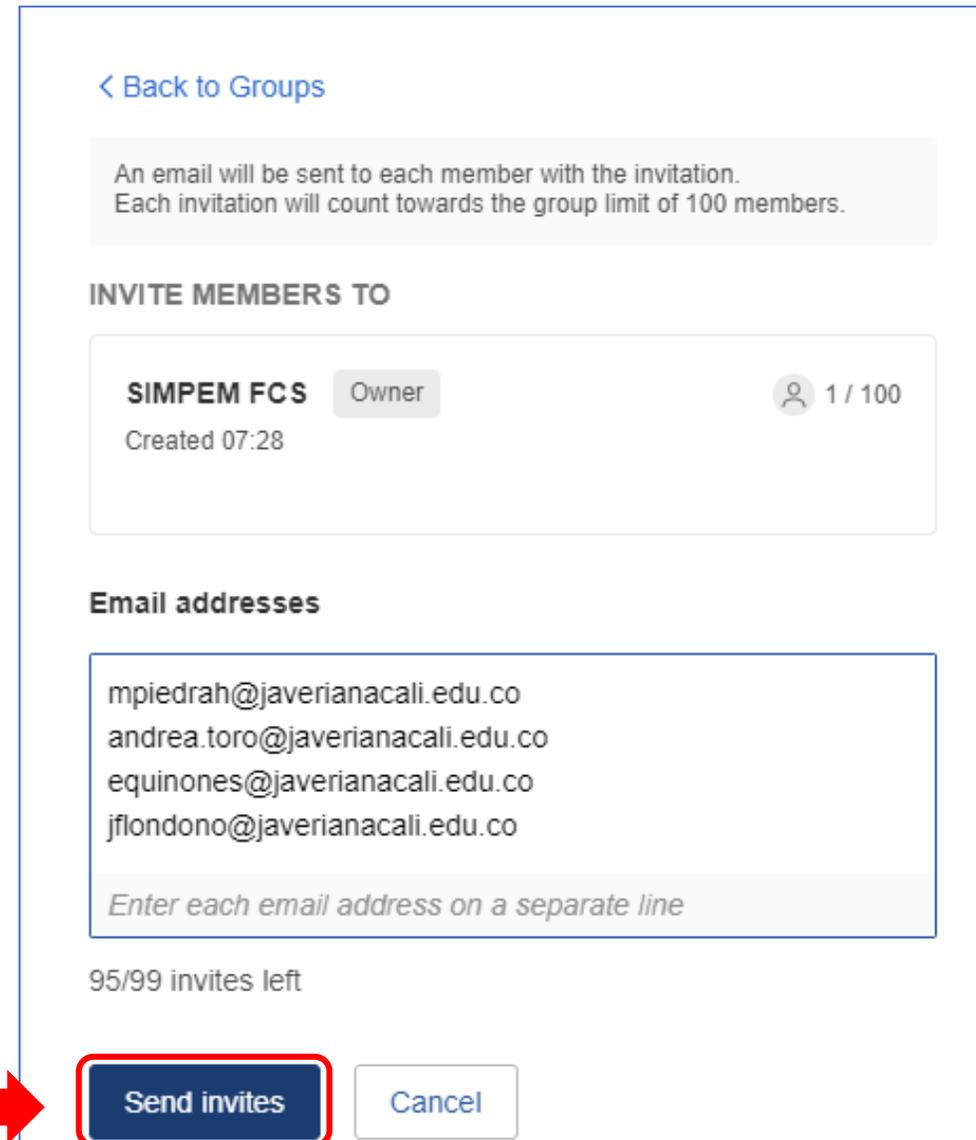
Invite members

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

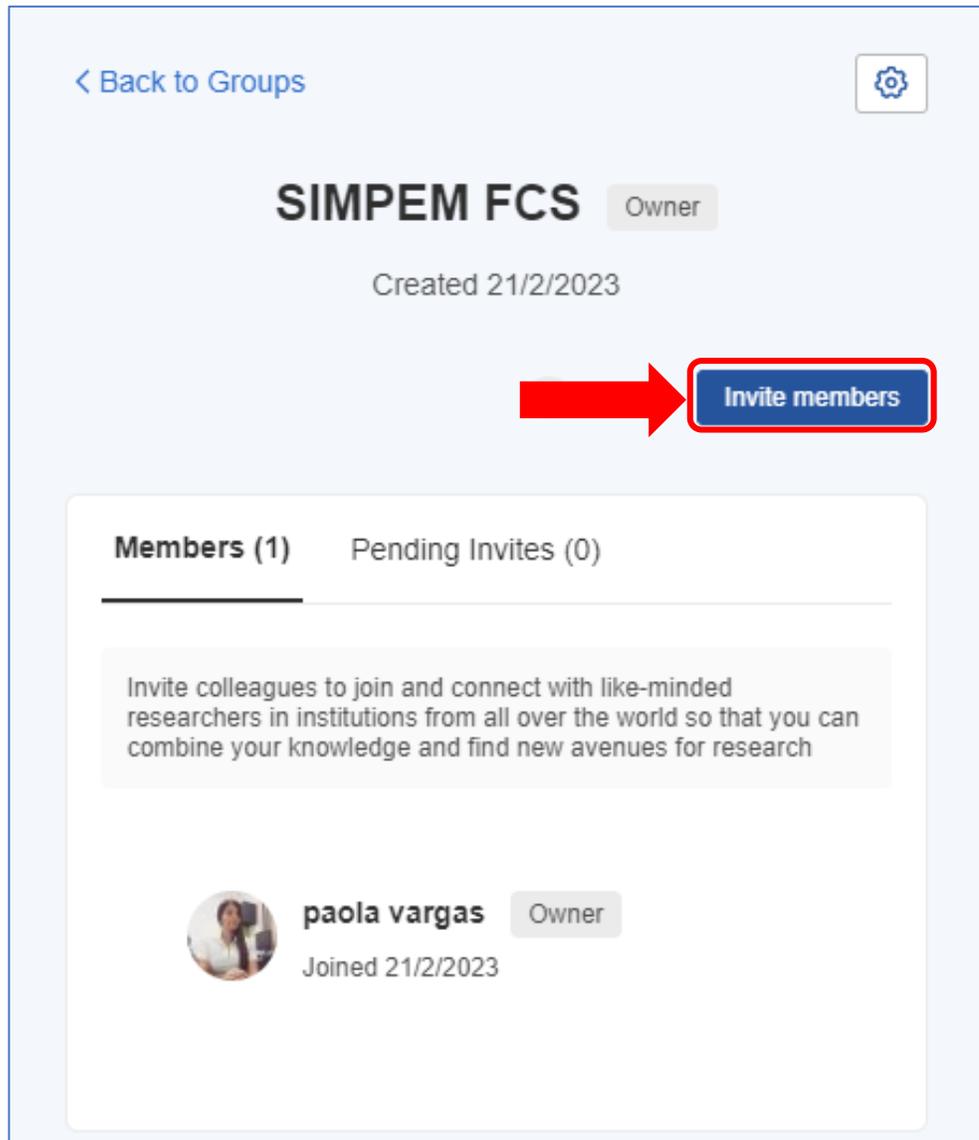
mpiedrah@javerianacali.edu.co
andrea.toro@javerianacali.edu.co
equinones@javerianacali.edu.co
jflondono@javerianacali.edu.co

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

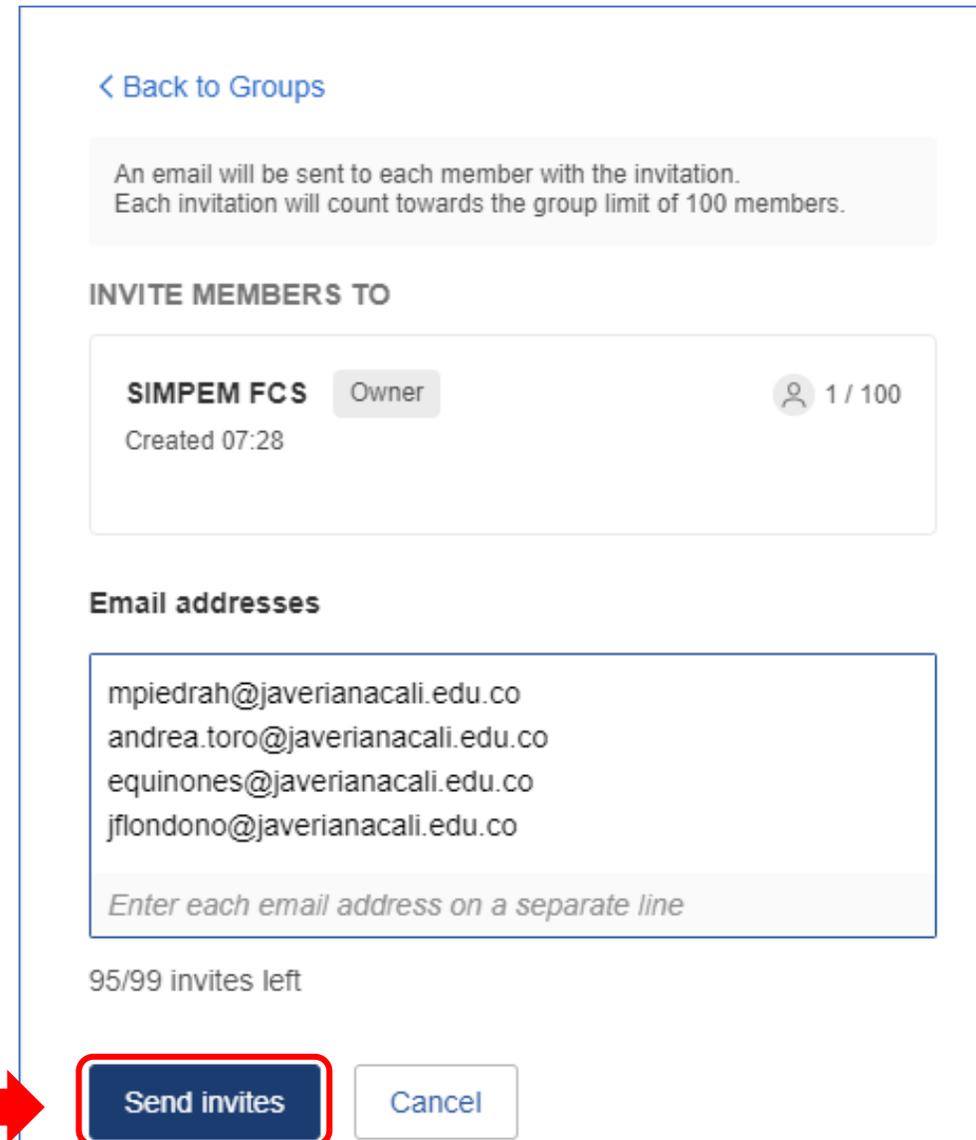
Invite members

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

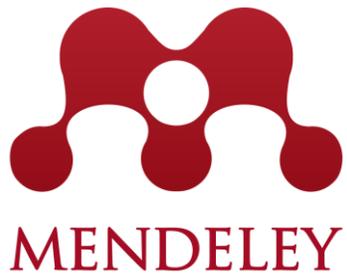
Email addresses

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



**Anotaciones y comentarios
directamente en el PDF**



Anotaciones y comentarios directamente en el PDF

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

1.1 Seleccione el documento a compartir

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

1.2 Seleccione la nueva ubicación

1.3 Add to Group

1.4 Seleccione el Grupo

1.5 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' tabs. 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 top left contains icons for navigation, editing, and commenting, with a red box highlighting the commenting icon and a red arrow pointing to it. The document content shows an abstract and introduction, with a red box highlighting a comment by Paola Vargas: 'Buenas tardes, por favor, validar con CSI para agregar el título de la revista a los Recursos Digitales de PUJ Cali'. The top right corner shows a 'Synced' status and the user's name 'Paola Vargas' with a dropdown arrow, also highlighted by a red box and a red arrow.

3.1 Menú para:

- Seleccionar texto
- Subrayar
- Crear comentario

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, there is a navigation bar with a 'Notebook' button highlighted by a red arrow. Below this, a toolbar contains various icons for navigation and editing. The main content area displays a document titled 'Cancer Medicine' with the article 'The precision prevention and therapy of HPV-related cervical cancer: new concepts and clinical implications' by Zheng Hu and Ding Ma. The document includes sections for 'Keywords', 'Abstract', 'Correspondence', and 'Funding Information'. On the right side, a sidebar titled 'Annotations' is visible, containing a 'GENERAL NOTES' section with a text input field and a 'COMMENTS' section with two entries: one from 'Jhon Londoño' and another 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.