

Reading and annotating .PDF in Mendeley style

If your Mendeley entry has an attached .pdf, you can open it and use different tools.

Click on the icon under the File column. If the icon is grey, this means you have not opened the .pdf yet. If it is green, this means you have already opened it.

After opening the .pdf, you can:

- Select specific text in the document. After selecting the text, you can highlight it with a colour you select from the *Highlight* option.
- Highlight text directly with the option: *Highlight text* or *Highlight rectangle*. If you select *Highlight text*, you can change the colour by clicking on top of it. You can also add it to the notebook or delete it. If you select *Highlight rectangle*, you can only change the colour or delete it.
- Add a note to a document. Click wherever you want the note to display and write in your comments. You can change the colour of the note or delete it by clicking on the three dots to the right of the note.
- Fit the .pdf to width or height.
- Zoom in or out on the .pdf.
- Rotate the page in a .pdf.
- Download it.
- Search inside the document.
- View the document metadata. As well as the notes you added to the .pdf.

In order to download the .pdf with the notes and underlining, just click on the three dots to the right of *Files*. Select *Export PDF with annotations*.