



Mendeley notebook

Let's see how to create notes and add comments in the Mendeley Notebook.

You can access the Notebook feature from both the desktop and web versions of Mendeley Reference Manager.

When you click on Notebook, a screen opens up where you can view previously created notes and create new ones by clicking on *New page*. In the next screen, you must type the title and text for your note. To return to the list of notes, click on *Back to all pages*.

If you want to delete a note, click on the three dots on the right and select *Delete page*.

You may also add a selected PDF fragment to Notebook. To do so, open the PDF linked to a bibliographic reference. Access Notebook by clicking on *Info*. Create a new note. Use the *Highlight text* option to select the fragment. Then, click on it and select *Add to Notebook*. The fragment will automatically be added to a note. You can also add a title and/or comments to this note.

This fragment links directly to the source PDF. Open the Notebook note and click on the text fragment. This will automatically open the PDF containing the fragment.

To delete a text fragment added directly from a PDF, place the cursor right below the text box. Then double-click on the delete text key.