Software

**Digital Science Center Software List**

library.columbia.edu/locations/dsc/software.html

Citation Management

**Why use citation management software?**

* Organizes your research (citations, PDFs, screenshots, images, etc.)
* Saves time! “Cite While You Write” feature with MS Word
  + Formats in-text citations for papers
  + Creates bibliographies for papers

**Citation Management Software**

library.columbia.edu/locations/dsc/software\_biblio.html



Recommended: or .

Questions?

**Contact Us**

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**Social Media**

www.facebook.com/Columbia.SEL

twitter.com/CU\_SEL

foursquare.com/cu\_sel

instagram.com/columbiascience

columbiascience.tumblr.com

blogs.cul.columbia.edu/science

**Interested in 3D Printing?**

3dprint.cul.columbia.edu

**Workshops**

bit.ly/CUSELworkshop

# Getting Started with Mendeley

1. Visit [www.mendeley.com](http://www.mendeley.com) and sign up for an account – follow the instructions to download Mendeley Desktop.
2. Add your online account information to the Preference > General tab to be able to sync your desktop account with your online account.
3. Add files to Mendeley:
   1. Individually (drag and drop)
   2. Import a library from a different format
   3. Link Mendeley to other services (Zotero, BibTex, MS Word)
   4. Set up Watch Folder(s)
4. Review files that did not import correctly. Correct citation information.
   1. Lookup by DOI, PMID, ArXiv
   2. Manually enter file information
5. Determine if you want Mendeley to automatically rename files for you in Preferences > File Organizer
6. Create Collections to organize your files.
7. Sync your desktop account with your online account.
8. Complete the online Mendeley profile.
9. Find contacts with whom you want to share resources.
10. Share Collections with collaborators.
11. Make notes in shared documents. Highlight relevant passages. Sync with collaborators.
12. Install the web importer to easily add publications to your library via the web.
13. Search for relevant papers online. Find new publications relevant to your research. Read suggested publications. Add new publications to your library.
14. Insert citations into your Word, LaTeX, OpenOffice documents.

# Getting Started with Zotero

1. Visit [www.zotero.org](http://www.zotero.org) and sign up for an account – follow the instructions to download Zotero for your browser of choice.
2. Select to view your browser Add On Bar under View > Toolbars.
3. Add files to Zotero:
   1. Individually (click the button in the URL window)
   2. Individually (drag and drop)
   3. Import a library from a different format
   4. Link Zotero to other services (Mendeley, BibTex, MS Word)
4. Review files that did not import correctly. Correct citation information.
   1. Right click and select “Retrieve Metadata for PDF"
5. Create Collections to organize your files.
6. Find contacts with whom you want to share resources.
7. Share Collections with collaborators.
8. Make notes in shared documents. Highlight relevant passages. Sync with collaborators.
9. Search for relevant papers online. Find new publications relevant to your research. Read suggested publications. Add new publications to your library.
10. Insert citations into your Word, LaTeX, LibreOffice documents.