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Colour coding

Colour coding is a categorization method, that makes easy to quickly scan your library for documents that have a certain tag. Coloured tags are shown at the top of the tag selector and are always visible (even if not assigned to any visible items).
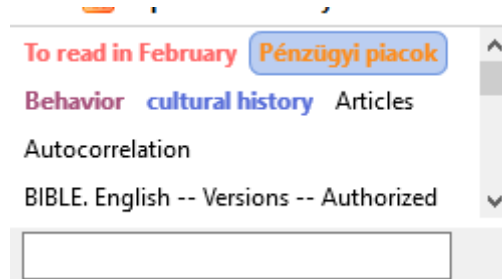
If you categorize a document with a coloured tag, a small coloured square will appear in front of the title.


How to do it:

- Go to Tag selector (left bottom part)
- Right click on a tag, Assign color, then Set Colour up to 9 colours. Each coloured tag is also assigned a number, corresponding to its position at the top of the tag selector. One folder can handle maximum 9 colours.

To add/remove a tag quickly to/from a document: click on the document and press the tags' assigned number (position). If the document does not have it, it will be added, if there is, it will be removed.

Colours and positions can be changed with right click, Assign color.

Searching and pdf-indexing

For simple search use this box:
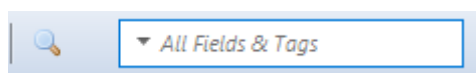
Clicking on the triangle lets you to define where to search.

For Advanced search use the Magnifying glass, it searches in all libraries at the same time, alternatively you can choose group libraries as well. It can be defined for what element you want to search for or addig relations. To make searches simultaneously in selected libraries is currently not available.

If you tick *Show only top-level items* it will not search among child note/standalone note.

Searches can be saved, they will appear under the folders with a different icon:

Political

If you want to compare the results of two searches, first do the searches individually, then make a 3rd search as in the example:

It will list all those documents that appear in the first collection but not in the 2nd.

Pdf-texts are also searchable if the Pdf is indexed. Checking: click ont he pdf's metadata and check Indexed-field: If it is 'no', click on the green arrow, it will change to yes:

To make all your pdfs indexed go to Edit/Preferences/Search – Rebuild Index.

Zotfile – Advanced pdf editor

Zotifle is a Zotero plugin to manage your attachments: it automatically renames, moves and attaches PDFs to Zotero items, synchronizes them and extracts annotations.

Download: http://zotfile.com/

Hint: if you use a Firefox, clicking simply on the file will not download it. Installing information: http://zotfile.com/#how-to-install--set-up-zotfile

How to use it?

Open a pdf in Zotero, highlight the necessary information, makes notes. It will be saved to the file's original place. Go back to Zotero, right-click on the pdf (center part), choose Add Note from Annotiations:
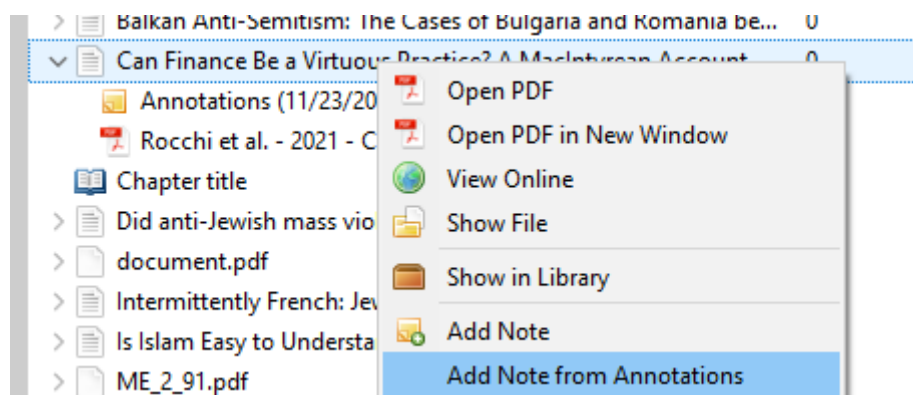
My publications

You can upload your own publications to Zotero's platform, Zotero will create a Bibliography automatically from them. To upload your publications first download them into a randomly selected folder then drag them to My publications. At this point Zotero will ask whether the publications are really belong to you and whether you want to upload the fulltext as well. If you missed attaching pdfs, you cannot do it lately, only if you delete the item and upload it again. Your bibliography will be openly available.

Scite plugin

This plugin helps you to follow the afterlife of articles. It will give you information whether the citing articles just mentioned, discussed or supported the cited one. Unfortunately, checking the list of the citing articles requires a **subscription.**

Downloading the file zotero-scite-1.11.6.xpi from https://github.com/scitedotai/scite-zotero-plugin/releases

If you use Firefox, don't just left click, but right click as in case of Zotfile (see above).

After downloading, right click on Zotero's center part headline, and tick the categories you need: supporting, contrasting, mentioning, etc.
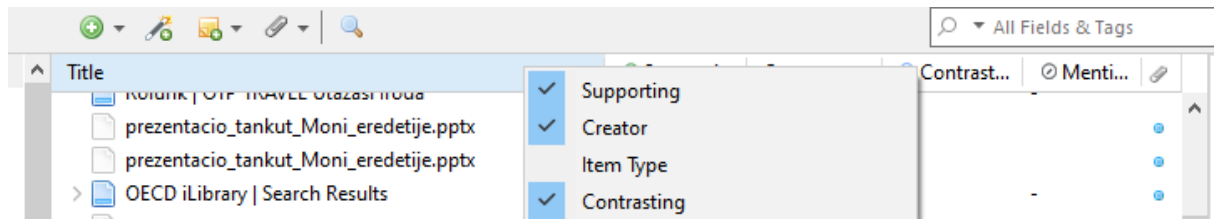

If you find data next to an article, right click on it and choose View Scite report.


Open URL

OpenURL is a link resolver, it helps you to check whether full-text for a specific document (if not found on the internet) is available in the CUB Library's collection.

The resolver to our collection is: http://resolver.ebscohost.com/openurl

Put it in Zotero: Edit – Preferences – Advanced – OpenURL – OK
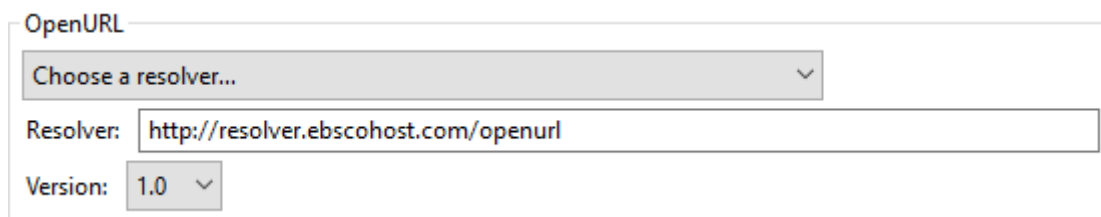
Usage: select a document, then Library lookup (small green arrow above note-section):
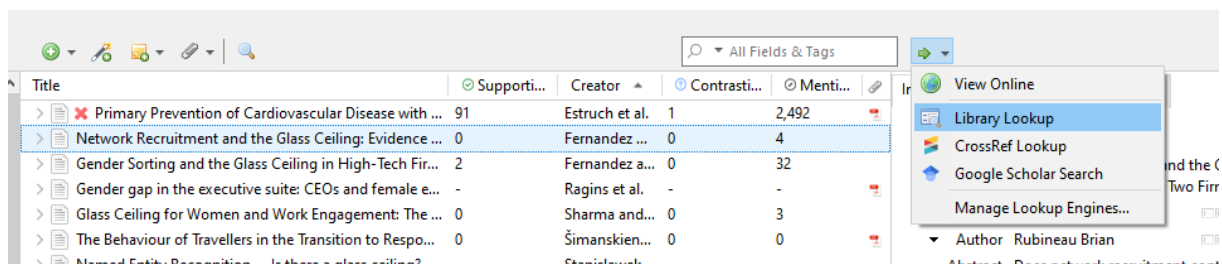
If you find the full text and you want to add it to the title: right click on an item, add attachment.

Retraction Watch

Automatically integrated plugin for tracking of retracted articles in cooperation with Retraction Watch-service. If you happen to download retracted articles, they will get a 'red x' and if you want to insert them into your paper it sends you an alert: