

# ESD Research Group Shared PDF Zotero Library

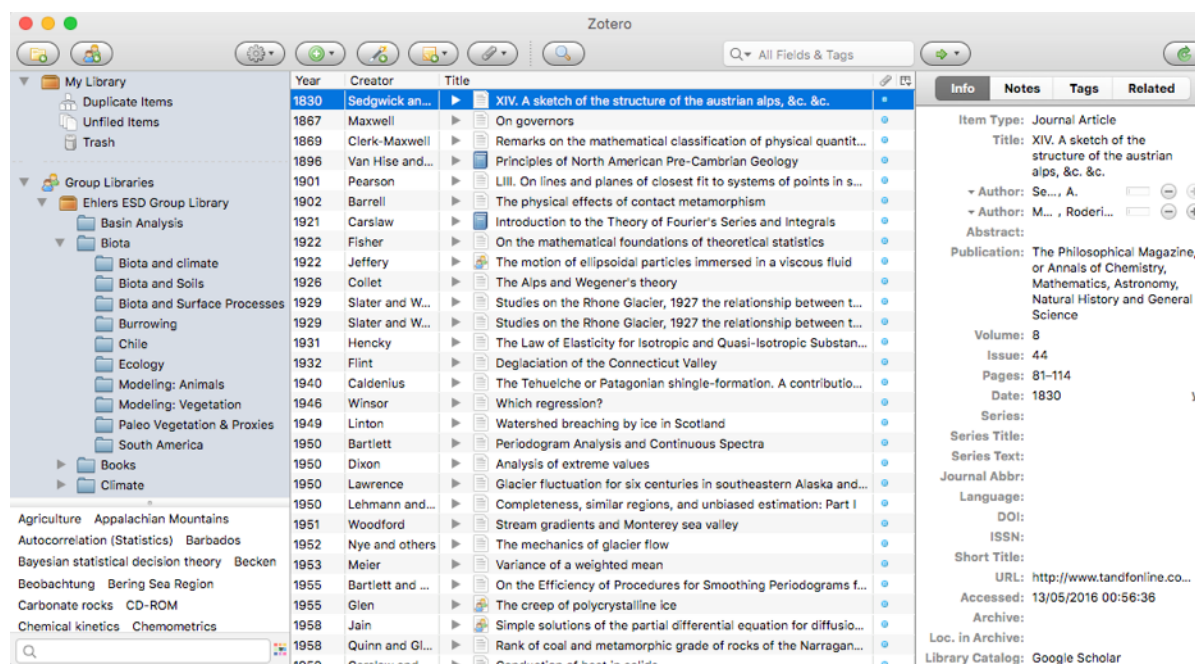
Last update, 20 June, 2016 by T.E.

The ESD group maintains a PDF library with articles used by individual researchers within the group. All group members are asked to post their references used in their research, manuscripts, and theses to this library. Zotero is a very powerful bibliography application that can save you a lot of time. All group members should use this instead of options like Paper, Mendeley, or EndNote. Please pay attention the following guidelines when using Zotero.

## Steps for accessing the shared Zotero library:

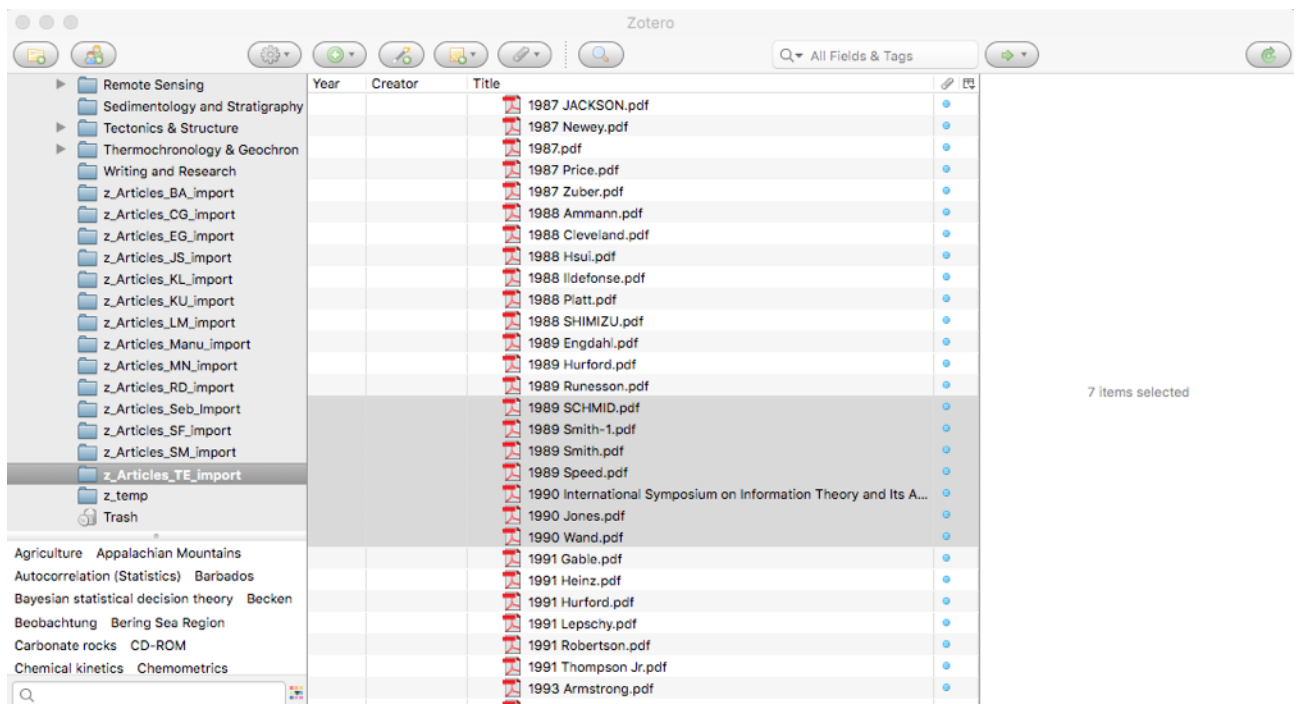
1. Visit [www.zotero.org](http://www.zotero.org) and setup an user account.
2. Click on the "Groups" tab on the Zotero web page and "Search for a Group". Search for the group "Ehlers ESD Group Library" and send a request to join. This will send a request to Todd and he will approve it.
3. Download the Zotero application for your computer and add your Zotero account information in the menu 'Zotero -> Preferences -> Sync' option. You can also use Zotero via your web browser, but the desktop application is nicer for searching the content of PDF files.
4. **Note - The group library is large (~30 GB).** This will sync to your local computer hard drive by default. If you want to avoid this, and only work with the online version of the library then go to the menu 'Zotero -> Preferences -> Sync' tabs and set the sync option for group libraries to "Download files as needed". **Please do not sync the group library to the computers in group computer lab - this will result in each user having a copy of the library in their home directory and will fill up the lab computer hard drives.**
5. There are plugins for zotero for different browsers that you can download and install. This provides an easy way to quickly add references to the library as you find PDF files that interest you.
6. The free Zotero storage is only 300 MB, which will fill up quickly. If you want to sync your files with your personal computer, you can
  1. move the storage folder in the Zotero directory (you can find it in Preferences>Advanced>Files and Folders>Show Data Directory) to a place that you already sync with your personal computer (e.g. Dropbox or your docs directory)
  2. add a link to this new location in your Zotero directory
  3. on your personal computer, also replace the folder by a link

After you are granted access to ESD group library you will something like the attached screen shot in the desktop client.



**Please pay attention to the following important notes when using the group library:**

1. The “Group Libraries” menu on the right side of the above screen shot is the shared library that **ALL group members will see**. Anything you do to PDF files, or notes you take here will be affect all users. Therefore, DO NOT highlight or edit PDF files in this list.
  - **DO NOT highlight or edit PDF files in the Group Library list.** This will mark up the original PDF and other users may not want to see your highlights or edits to the file.
  - If you add notes for a PDF file in the group library (this is possible in the right column) then preface your notes with your initials and the date (e.g. TE 16.0620, Key points of paper are X, Y, Z. Study disagrees with previous work by L. DaVinci).
2. The “My Library” folder in the right column are files that only you can see. If you want to highlight text in the PDF file, or add notes that other people do not see then drag and drop the PDF file in the group library into the “My Library” folder and make your edits on that copy.
3. You can can add subfolders (collections) to “My Library” by right clicking with the mouse on the folder icon. DO NOT add folders to the “Group Library” without first asking Todd if this ok.
4. Import all your PDF files into the Zotero “Group Library” by
  - Drag and drop PDF files from your desktop in the group folder “z\_Articles\_YOUR\_INITIALS\_import” folder in the “Ehlers ESD Group Library” folder. You can drag/drop up to about 150 PDF files at a time. (see example screenshot below)
  - **After the PDF files show up in your “Z\_Articles....\_import” folder you need to find the meta data** for PDF files by selecting a group of them (usually by selecting <20 files at time), right click with mouse, and select the option for “Retrieve metadata for PDFs”. After doing this - complete citation for the file will most likely be retrieved, and the PDF file is now searchable (!).



5. **Following step 4, please then file your PDF files in the appropriate ‘Ehlers ESD Group Library’ folder in the left column.** You can drag a file to multiple folders, as there is likely to be more than one topic the PDF file applies to.
6. **All group members are asked to add their PDF articles to the group library.** When you are working on paper or thesis it can be useful to create a folder (collection) in your “My Library” menu on the left side called with the current paper name. After doing this, you can easily create a bibliography for your document, and cite references as you write (in MS Word or LibreOffice).
7. Note - The search option on the top menu searches the content of all articles in the library. For example, doing a search on “erosion” will find all PDF files that have this word in it. You can also search on an authors name to see publications by this author or work in the library that cites that authors (! very powerful !).

8. Contact Todd or a group member experienced in Zotero if you have questions about how to use this library.