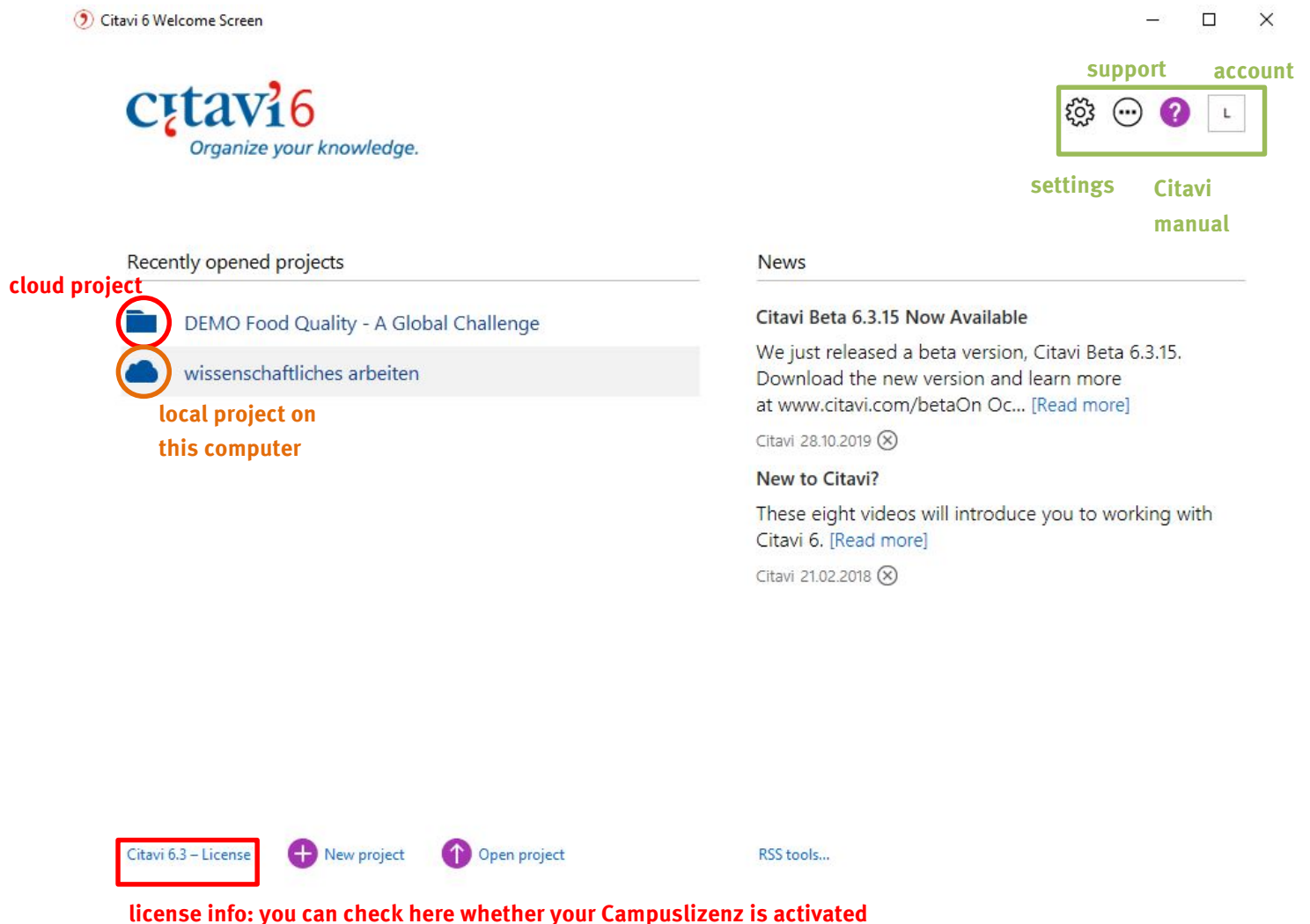


How to: bibliographic management using Citavi

You can download the bibliographic management program Citavi for free by visiting <https://www.citavi.com/de/download>. The Citavi Free version enables you to add up to 100 titles at no charge and lets you work with them using all features.

On top of that, as OTH member you also have access to a **Citavi Campuslizenz**, which enables you to use the program with no limitations. Simply click *Meine Hochschule* when logging in and type in/select *Ostbayerische Technische Hochschule Amberg-Weiden*. Please use your **OTH email address** for your account (@oth-aw.de)!

Citavi start window after login:



The screenshot shows the Citavi 6 Welcome Screen. At the top left, it says "Citavi 6 Welcome Screen". The Citavi 6 logo is prominently displayed with the tagline "Organize your knowledge.". On the right side, there are navigation links for "support" and "account", with a green box highlighting icons for settings, help, and user profile. Below these are links for "settings" and "Citavi manual".

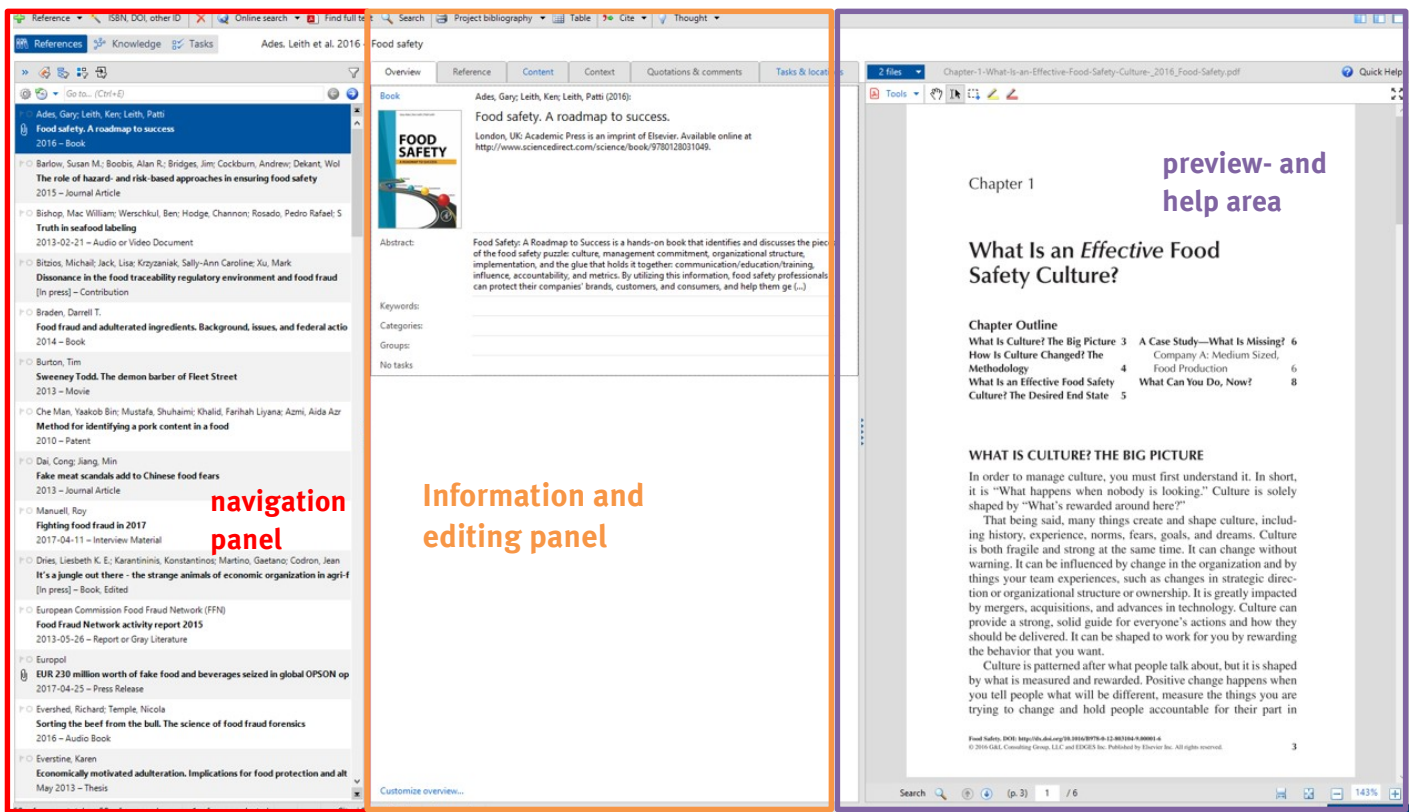
Under "Recently opened projects", there are two items: "DEMO Food Quality - A Global Challenge" (marked as a "cloud project" with a folder icon) and "wissenschaftliches arbeiten" (marked as a "local project on this computer" with a cloud icon). A red box highlights the "Citavi 6.3 - License" link in the bottom left corner.

The "News" section contains two announcements: "Citavi Beta 6.3.15 Now Available" and "New to Citavi?".

At the bottom, there are buttons for "New project" and "Open project", along with an "RSS tools..." link.

license info: you can check here whether your Campuslizenz is activated

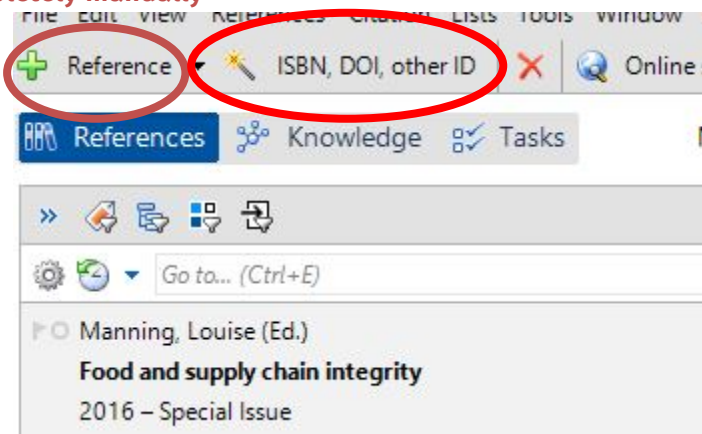
Citavi surface after login:



Adding literature to Citavi:

Adding references completely manually

Downloading ISBN



More possibilities:

Citavi-Picker in browser 

Database-import:

usually marked by an **export button** or the like; open downloaded BibTex-file via Citavi and follow further instructions

WATCH OUT!

Please always check whether all fields have been added correctly when importing sources using picker or any other data import!

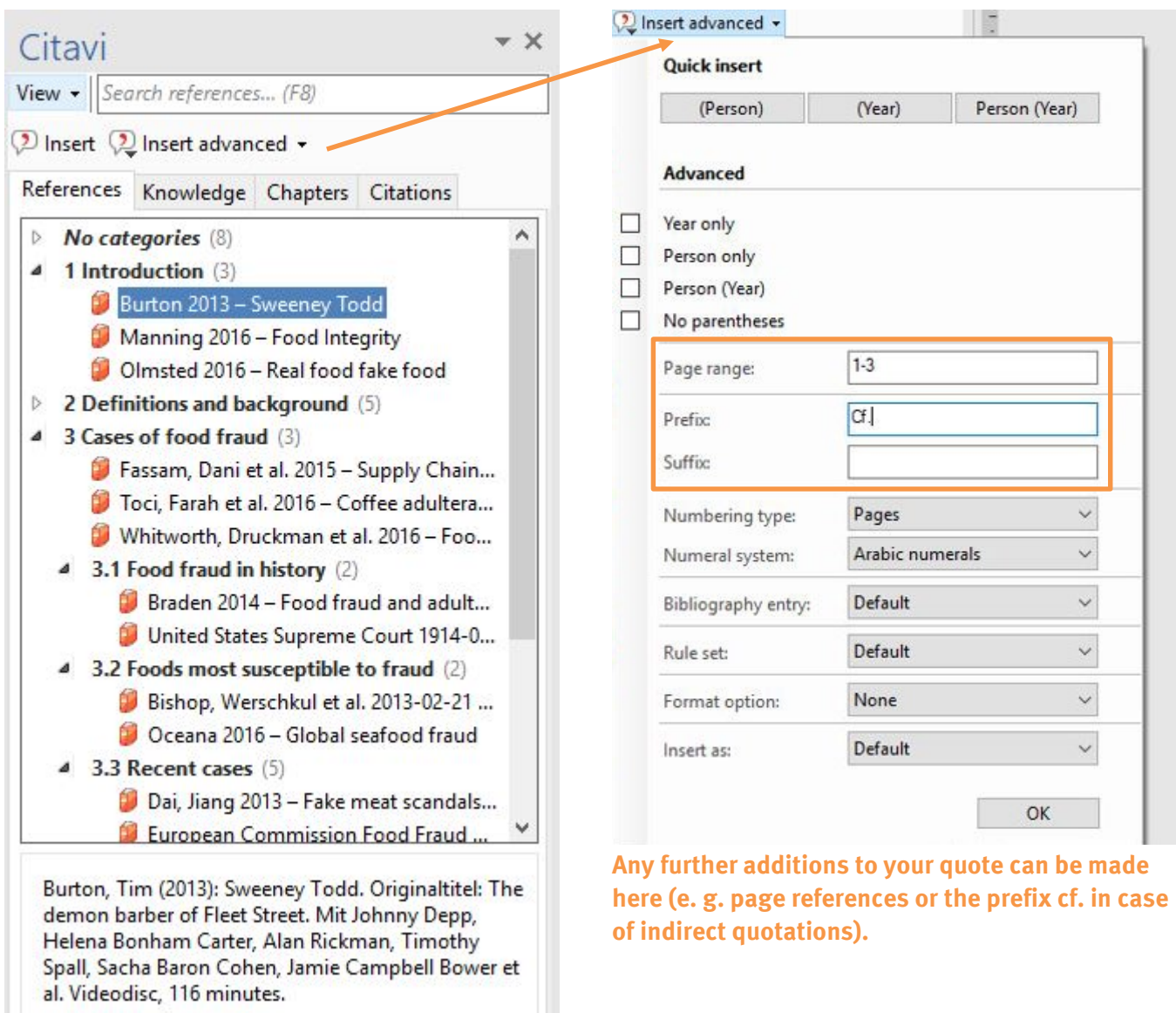
Word-Add-In:

When installing Citavi, you automatically get a Word-Add-In, which you can directly quote your Citavi-added sources in your paper with. Please make sure you're working with the latest version of Word! (If the name of

your file ends with .docx, you have the right one.)



The tab **Citavi** also lets you adjust the citation style and work on different projects simultaneously. Most important though is Citavi pane.



Any further additions to your quote can be made here (e. g. page references or the prefix cf. in case of indirect quotations).

Good luck with managing your references! ☺

We're always happy to help: bibwen@oth-aw.de or 0961/382-1203, -1201