

Instructions for saving Citavi projects (including PDFs) from Citavi Web for importing into Zotero

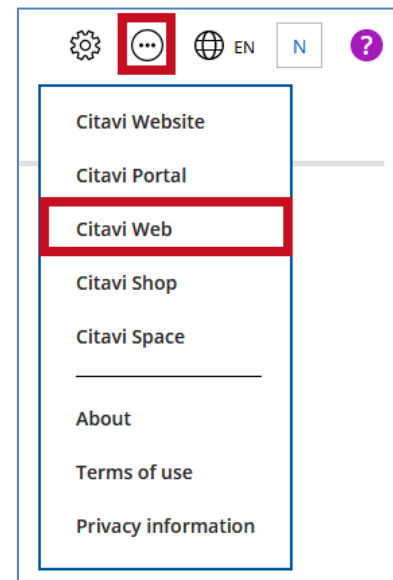
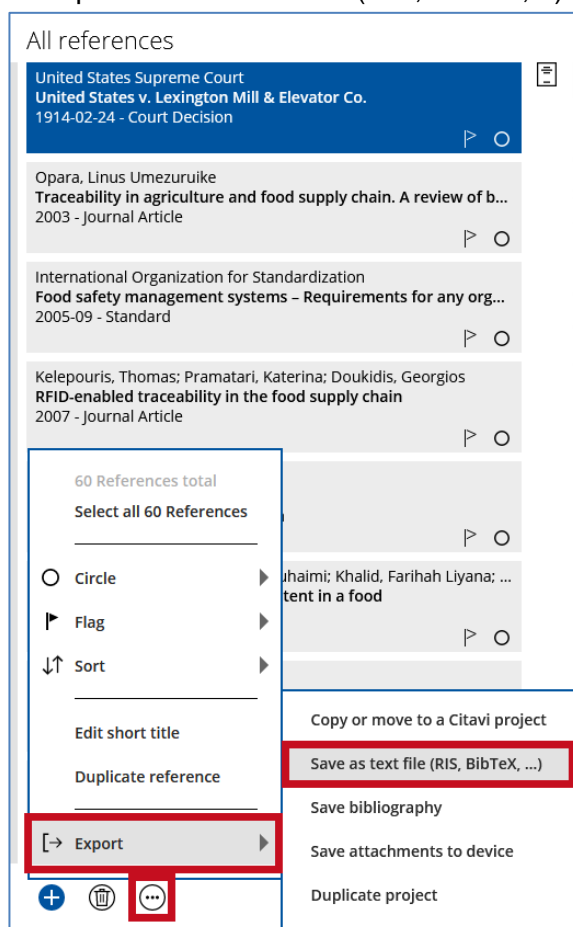
Saving from Citavi Web

Please note that when exporting projects from Citavi Web, only the title data, PDFs and PDF markups can be exported. All citations and other knowledge elements will be lost. We therefore recommend exporting from the Citavi desktop application:

<https://www.tu.berlin/en/go18274/>

If this is not a problem for you, follow these instructions. The example is based on Zotero in Windows, but also works with other operating systems.

1. Log in on the Citavi website with your TUB account: <https://www.citavi.com/login>
2. Open Citavi Web. →
3. Each Citavi project must be exported individually. Open the project you want to save.
4. Click on the three dots under the „All references“ list, select "Export" and "To text file (RIS, BibTeX,...)". ↓



- Select "All references in this project" in the pop-up window, tick everything under "Options" and select the export format "RIS" before clicking "Save". ↓

Save as text file (RIS, BibTeX, ...)

References

All references selected

All references in the current selection

All references in this project

Options

Include attachments

Save with annotations

Save Citavi reference information in the PDF metadata

Export format

NVivo

BibTeX

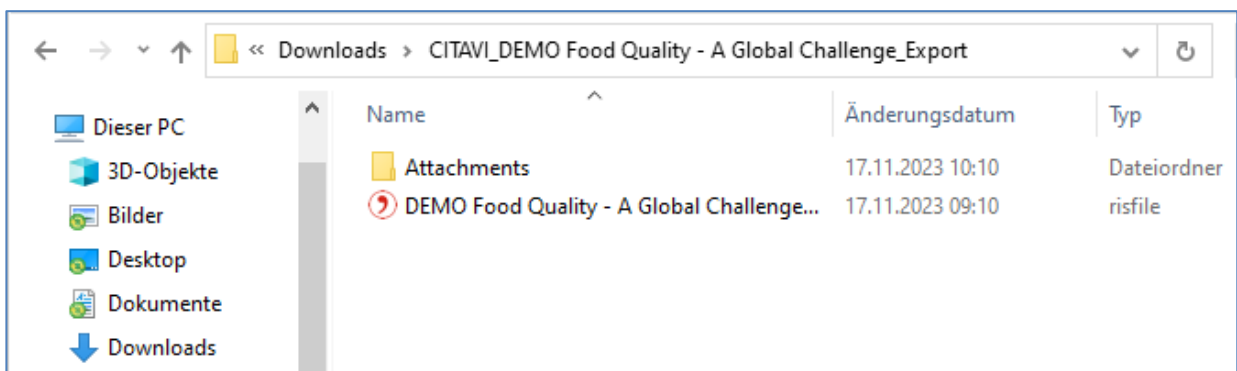
EndNote Tagged Import Format

RIS

[Add export format](#)

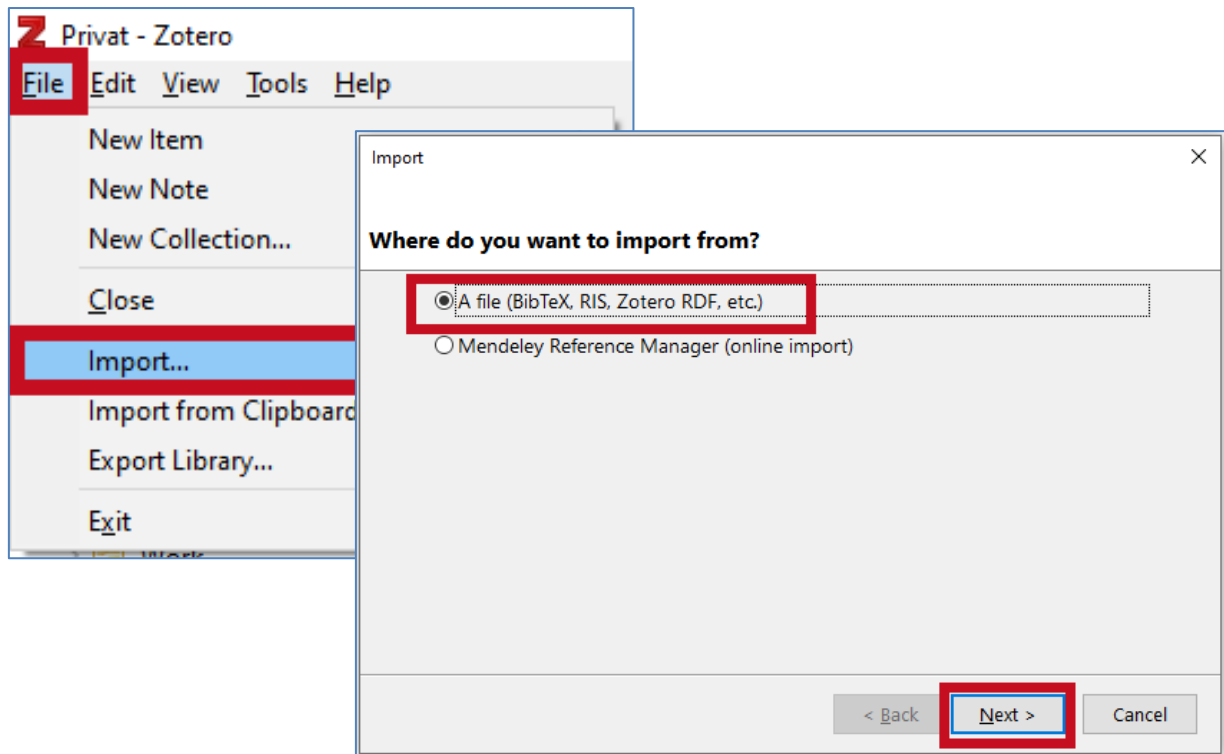
Citavi Web generates a ZIP file of the project that is downloaded automatically. Depending on the size of the project, this may take several minutes.

- Extract or unzip the ZIP folder in your downloads using a program such as [7-Zip](#). The unzipped folder now contains a file with the extension ".ris" and a folder called "Attachments". ↓

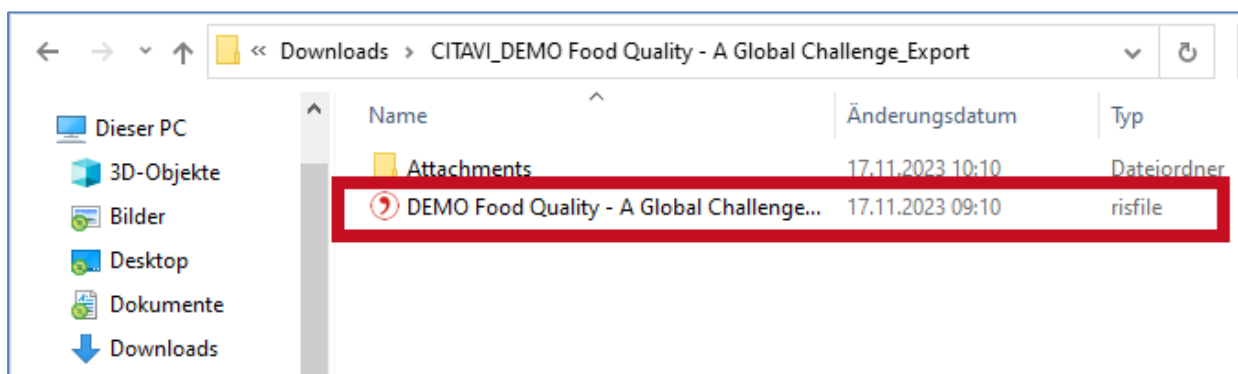


Importing into Zotero

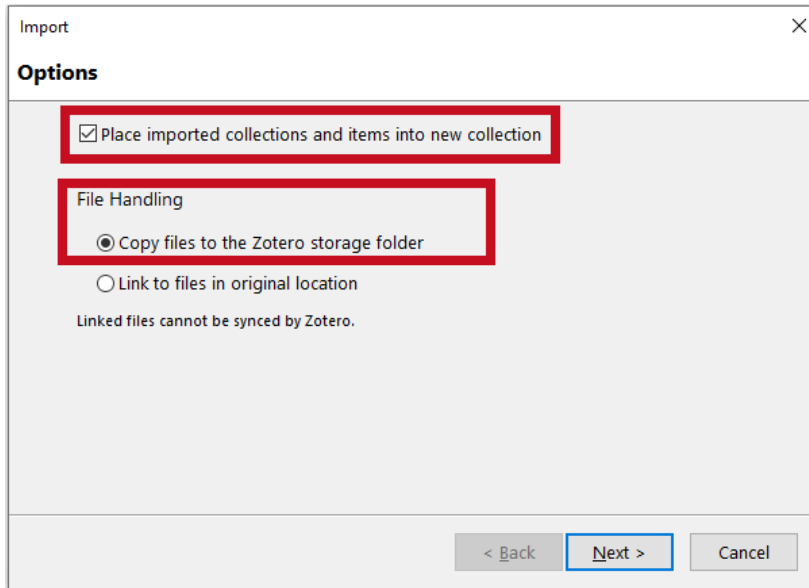
1. Install and open Zotero. Download at: <https://www.zotero.org/download/>
2. Click on "File" in the top left-hand corner of Zotero and then on "Import...". ↓
3. Select "A file..." in the pop-up window and click "Next". ↓



4. Now select the RIS file in the unzipped project folder and click "Open". ↓



5. Leave the "Place imported collections ..." box checked and select the "Copy files to the Zotero storage folder" option under "File Handling".
This way you can easily delete the files in your downloads after the import without affecting the Zotero collection.



The project is imported into Zotero as a separate sub-collection. All titles with their metadata, PDFs and markers should have been imported without any problems.

6. Repeat the process with all your Citavi projects.

Further information about using Zotero: <https://www.tu.berlin/en/go55393/>

If you have any questions or problems, you can contact us at any time:
<https://www.tu.berlin/en/go6389/>