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Introduction

Who am I?

- 2nd year PhD candidate
- PhD with Jigsaw, The National Centre for Youth Mental Health
- A bit of a nerd
- I don’t have any IT qualifications I just like computers and solving problems with them
- All information is based on my experience and some research into the topics.

What’s this about?

- Reference management
- Note taking
- A few random useful sites/programmes

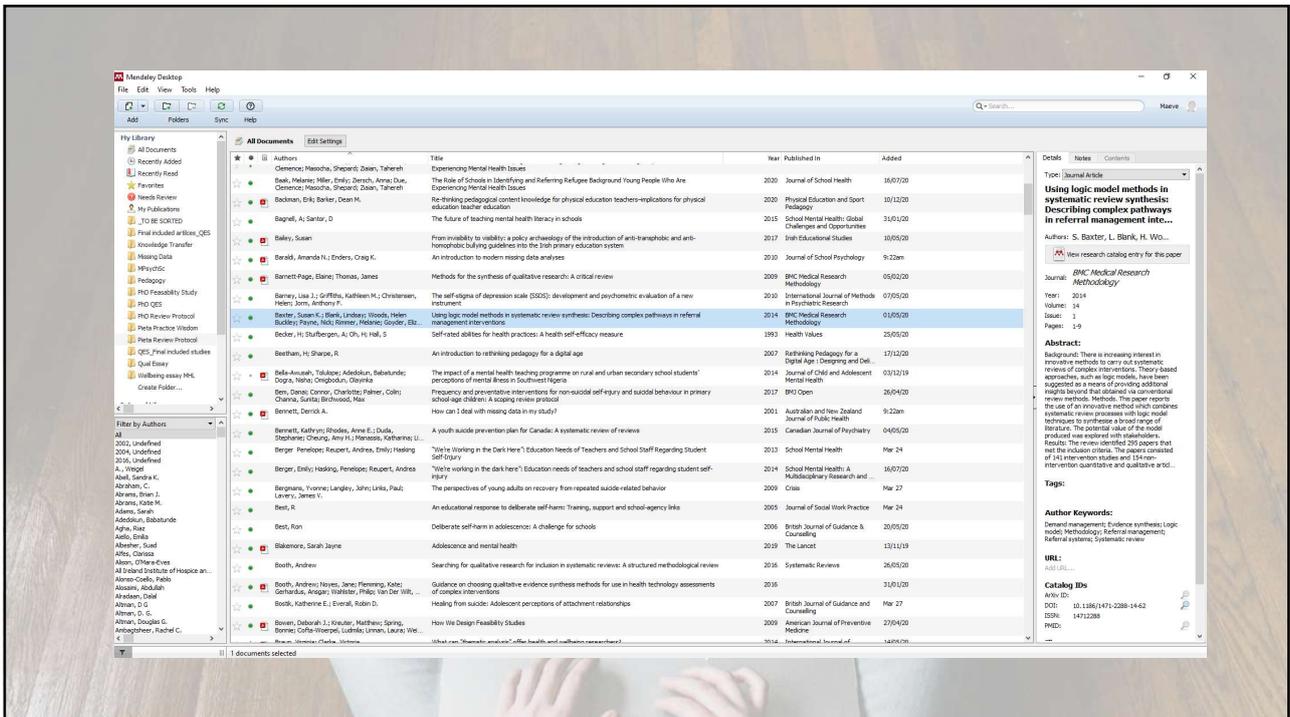
maeve.dwanoreilly@ucdconnect.ie
@MaeveDOR on Twitter



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Reference managers – Why you need one



Insert formatted references quickly into your writing



Reformat references with a click – Especially useful for numbered systems



Quickly generate reference lists/ bibliographies



All your literature in one place: Build a library of articles/books that you can sync across devices



Share libraries for collaborative projects



Read pdfs, make notes, annotate articles, tag articles



Quickly save articles from your browser or through the software itself



Get suggested articles based on your current reading



Import to NVivo and run queries.

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Which reference manager?



EndNote

- EndnoteX9 is available through UCD
- Support from UCD library
- Unlimited online space in EndnoteX9
- Consider futureproofing your library!
- One time cost if you don't have institutional access.
- More customisable features than others
- Better at tracking articles (less relevant if you are using systematic review software)
- PDFs are only stored locally
- **Endnote basic** is free, but there is no desktop version, and the online space is limited.



Mendeley

- Free with paid upgrades
- Limited to 2GB of cloud storage on free plan but unlimited in Mendeley desktop.
- Allows for collaboration, but this is limited with the free plan.
- Subscription model for increased space and collaboration.
- Better features if you want to read and annotate the pdfs using the software.
- Greater access to other research through the software itself.
- Works with LaTeX.
- I personally find Mendeley's interface very intuitive



Zotero

- Open Source
- Free with paid upgrades
- Limited to 300MB of cloud storage on free plan but unlimited in Zotero desktop
- Subscription model for increased space.
- Greater capacity for collaboration than Mendeley on the free plan.
- Better if you're citing lots of types of sources, not just journal articles.
- Works with Google Docs.

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Which reference manager?

- They all basically do the same thing
 - Allow you to store & organise literature
 - Allow you to cite literature and will do your formatting for you
 - Allow you to share libraries with others
- They all have a desktop and online versions
- They all have Word plugins
- They all allow some way to save articles from the web



But there are some small differences, and some are better than others at doing certain things

Picking the one for you depends on what is important to you in your work.

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Learn more

Reference Managers Comparison:

- Reference Managers | Everything you need to know about Endnote, Mendeley, and Zotero: <https://www.youtube.com/watch?v=nWIZ1rX9V7M>
- Citation Manager Comparison Chart : <https://subjectguides.library.american.edu/c.php?g=479020&p=3323781>
- UCD Guide: Alternative Reference Management Tools: <https://libguides.ucd.ie/endnote/othertools>

Endnote

- UCD Guide: EndNote: Introduction: <https://libguides.ucd.ie/endnote>

Mendeley

- How to use Mendeley Desktop, Web Importer & MS Word Plugin: <https://www.youtube.com/watch?v=XTfVCiksapk>
- How to use Mendeley to manage references, citations, and PDFs like an advanced user: <https://www.youtube.com/watch?v=WWz8yrxNB74>

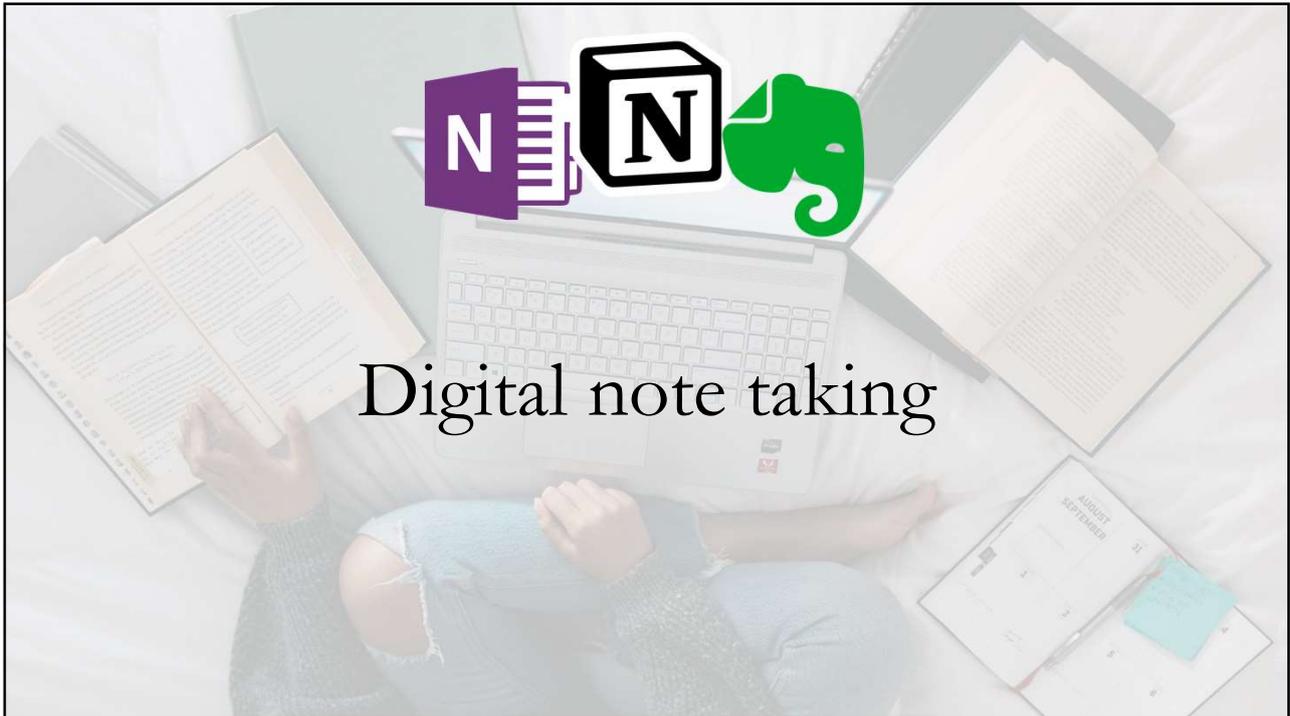
Zotero

- Learn how to use Zotero in 30 minutes: https://www.youtube.com/watch?v=BQL_7C-YqBk&t=715s

Futureproofing

- EndNote: How to move references from one reference manager to another: https://www.youtube.com/watch?v=XM9Agf_o-Q

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A case study: My Systematic Review

- Notes from previous reviews/ literature on methods/ reflections – My external hard drive + master's notebook, Pieta project notebook, PhD notebook 1
- Notes from workshops & webinars on review methods – master's notebook, PhD notebooks 1 & 2, printed handouts in a folder
- Review protocol, search strategy, inclusion criteria etc. Many separate word docs in a subfolder of my systematic review folder
- The numbers from my preliminary searches and final search – handwritten in PhD notebook 2
- Queries and issues that came up while screening – some handwritten, some in meeting PowerPoints, backed up in several word documents
- Anything digital is also in OneDrive and on an external hard drive – issues with older/ newer versions of files

And so on....



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Digital notes are:



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3 possible options

! Most people use a combination of apps alongside handwritten notes



OneNote

- Free
- Have access through UCD but can also sign up with a personal Microsoft account
- Consider futureproofing
- Create unlimited notebooks, sections, pages
- Embed image and pdfs – unlimited space as long as you have OneDrive space
- Endless pages → and ↓
- OCR – text from images
- Audio capture in the app
- Similar feel if you are used to Microsoft apps
- Not very intuitive, can be a little overwhelming
- Less reliable than others – users have reported issues with syncing



Evernote

- Free
- Free account can only be synced on 2 devices
- Limited space, but for basic notes it is enough.
- Subscription model for more space
- A little easier to use than OneNote, but with fewer hierarchies
- Tag notes with customisable tags
- Searching is easier in Evernote than Notion/ OneNote
- Annotate Pdfs in Evernote
- OCR and scanning features
- Audio capture in the app.
- Not as slick as either OneNote or Notion but is improving.
- Main drawback – limits on the free account.



Notion

- Free with paid upgrades – University students and teachers can get the Personal Pro account for free
- Much more than note taking app: It's a workspace
- Far more customisation
- Better filtering and sorting
- Better linking of information within Notion
- Embed many formats – videos, webpages
- Life changing once you learn how to use it, but it's a journey/ rabbit hole!
- Can export as Pdfs but copying and pasting isn't great. Does not play well with Word
- Not available offline – they are working on it apparently

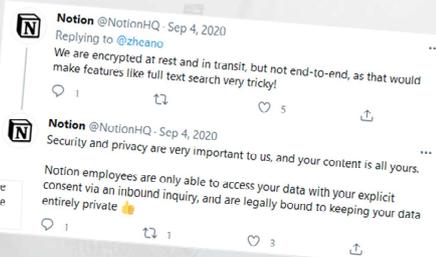
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A word on security

- All of these programs offer various levels of encryption, but none are end-to-end encrypted.
- You can password protect parts of Evernote and OneNote
- You have to decide how much you trust Microsoft, Google, and Notion
- Bottom line: **Don't put sensitive data in these apps**

In late 2016, we began migrating the Evernote service to the Google Cloud Platform ("GCP"). Customer data that we store in GCP will be protected using Google's built-in encryption-at-rest features. More technically, we use Google's server-side encryption feature with Google-managed encryption keys to encrypt all data at rest using AES-256, transparently and automatically. You can find additional information on how encryption at rest protects your data [here](#).

OneNote uses 128-bit AES encryption to secure password-protected notebook sections. Take care when applying or changing passwords. Write down your passwords and keep them in a safe place if you think you may not be able to remember them.



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Learn More

Comparisons and Other Apps:

- The Perfect Note-Taking App: <https://www.youtube.com/watch?v=wpvQeF07G4> (personality types & apps)
- Compare Note Taking apps: <https://www.noteapps.info/apps/compare> (choose apps and choose feature you want to examine)
- The 10 Best Note-Taking Apps in 2019: <https://www.youtube.com/watch?v=ay2GvqVH4SM>
- OneNote vs Evernote in 2020: <https://www.youtube.com/watch?v=hW275Tqsc5c>

Evernote:

- How To Use Evernote | Stay Productive & Organised Online with Evernote (Beginners Guide): <https://www.youtube.com/watch?v=QOyCLpwFnFY>
- 10 Evernote Tips for Better Productivity (2021): https://www.youtube.com/watch?v=rueElrH7_jo

OneNote:

- How to Use OneNote Effectively (Stay organized with little effort!): https://www.youtube.com/watch?v=Poepoh1b_3k
- 9 things you didn't know you could do with Microsoft OneNote to improve your productivity: <https://www.businessinsider.com/microsoft-onenote-tips-tricks?r=US&IR=T>

Notion:

- Notion for students and teachers: <https://www.notion.so/Notion-for-students-teachers-adc631df15ee4ab9a7a33dd50f4c16fe>
- Notion Training: The Basics: <https://www.youtube.com/watch?v=aA7si7AmPKY>
- Notion Training: Advanced: <https://www.youtube.com/watch?v=PxQjqYN23vc&t=302s>
- My Favourite Note-Taking App for Students - Notion (2020): <https://www.youtube.com/watch?v=ONG26-2mIHU>
- How to integrate Notion And Notability to Take Awesome Notes! Note-taking Tips From A PhD Candidate: <https://www.youtube.com/watch?v=9srdDknVZ74>
- I Tried Using Notion For A Week | Did It Boost My Productivity? (Vlog & Review): https://www.youtube.com/watch?v=DmxCPZ57F_g (Master's student)

Security:

- The BIGGEST Problem With Notion (and most productivity apps): <https://www.youtube.com/watch?v=HhWUjp5pD0g>
- Compare Note Taking apps: <https://www.noteapps.info/apps/compare> (choose apps and choose "encryption")

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Assorted websites and apps that
are very useful



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Get rid of line breaks when copying from a PDF

- <https://www.textfixer.com/tools/remove-line-breaks.php>

The screenshot shows a PDF document titled "Mental Health Literacy: Past, Present, and Future" by Stan Kutcher, MD^{1,2}, Yifeng Wei, MA^{1,2}, and Connie Coniglio, PhD. The document is from "The Canadian Journal of Psychiatry / La Revue Canadienne de Psychiatrie", 2016, Vol. 61(2), 114-118. The text in the PDF is broken into multiple lines. To the right, the "Remove Line Breaks" tool interface is shown. It has a text input box containing the same text from the PDF, but with line breaks removed. Below the input box are buttons for "Remove Line Breaks" and "Reset". A "New Text without Line Breaks" section shows the resulting text, which is now a single block of text. A "Copy to Clipboard" button is located at the bottom of the tool interface.

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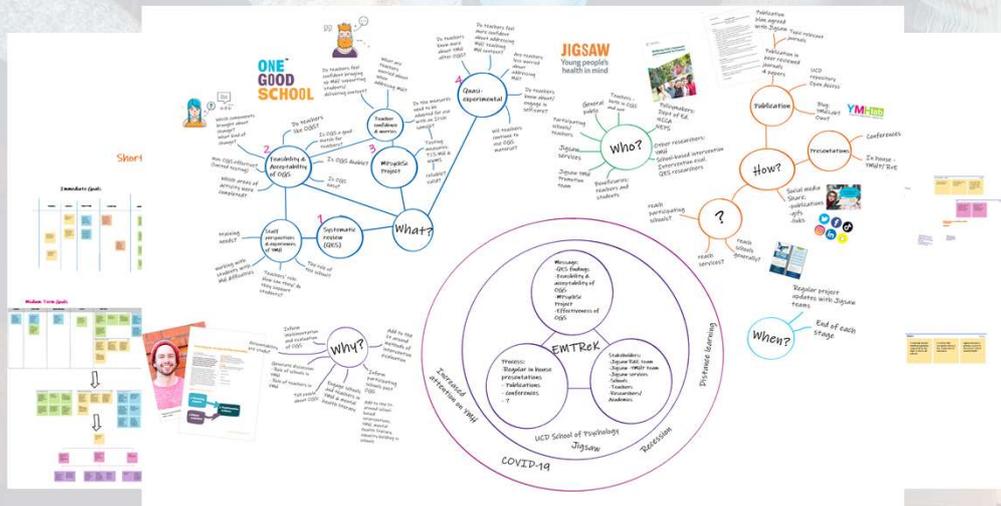
Microsoft Whiteboard

- Free – Use a personal Microsoft Account – not available through UCD
- Draw, type, insert pictures and links, embed documents
- Good for brainstorming and collaborating



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Microsoft Whiteboard



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Padlet

<https://padlet.com>

- Online bulletin board
- Free account allows you to make 3 boards
- Post text, images, upload files, embed links
- Share your boards with a customisable password
- Other people don't need to have an account to interact with the board
- I've used it primarily to share resources with students outside of class
- I've also seen it used as a whiteboard-mentimeter hybrid in large zoom calls



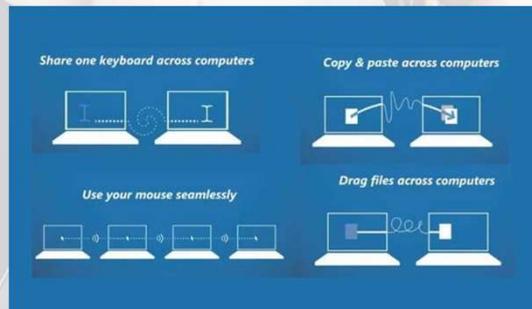
padlet

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Mouse without borders

<https://www.microsoft.com/en-us/download/details.aspx?id=35460>

- Link up to 4 (Windows) PCs and use one mouse and keyboard to control all of them.



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Academic Phrasebank

<https://www.phrasebank.manchester.ac.uk/>

- Resource for academic writing
- Signposting language
- Functional language

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Academic Phrasebank

Introducing Work | Referring to Sources | Describing Methods | Reporting Results | Discussing Findings | Writing Conclusions

Home Page

The Academic Phrasebank is a general resource for academic writers. It aims to provide you with examples of some of the phraseological 'nuts and bolts' of writing organised according to the main sections of a research paper or dissertation (see the top menu.). Other phrases are listed under the more general communicative functions of academic writing (see the menu on the left). The resource should be particularly useful for writers who need to report their research work. The phrases, and the headings under which they are listed, can be used simply to assist you in thinking about the content and organisation of your own writing, or the phrases can be incorporated into your writing where this is appropriate. In most cases, a certain amount of creativity and adaptation will be necessary when a phrase is used. The items in the Academic Phrasebank are mostly content neutral and generic in nature; in using them, therefore, you are not stealing other people's ideas and this does not constitute plagiarism. For some of the entries, specific content words have been included for illustrative purposes, and these should be substituted when the phrases are used. The resource was designed primarily for academic and scientific writers who are non-native speakers of English. However, native speaker writers may still find much of the material helpful. In fact, recent data suggest that the majority of users are native speakers of English. More about Academic Phrasebank.

This site was created by John Morley. If you could spare just two or three minutes of your time, I would be extremely grateful for any feedback on Academic Phrasebank. Please click here to access a very short questionnaire. Thank you.

An enhanced and expanded version of PHRASEBANK is available in PDF or Kindle format.

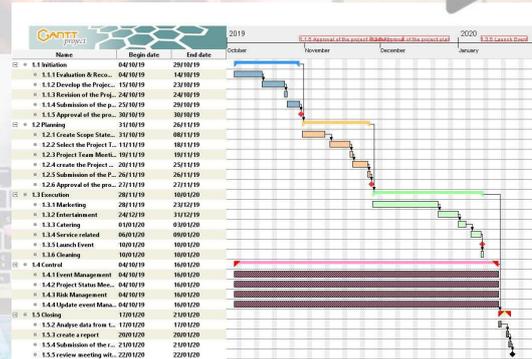
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Gantt Project

- Create Gantt charts quickly
- Export as images or pdfs
- Free

<https://www.ganttproject.biz/>

<https://sourceforge.net/projects/ganttproject/>

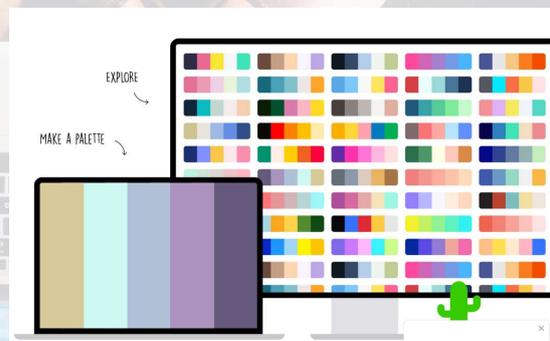
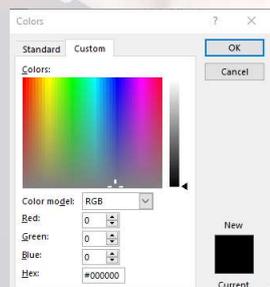


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Colors

<https://colors.co/>

- Generate complementary colour palettes
- Gives you the HEX number so you can use the colours in PowerPoints etc.



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Thank you

Try new things and have fun!
Feel free to email if you run into issues with any of the programmes mentioned.

If you're interested, I'd be delighted to talk about resources for digital storytelling and creative dissemination in a future talk, just let me know!

maeve.dwanoreilly@ucdconnect.ie
@MaeveDOR on Twitter

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