

How to Marie Kondo Your Desk(top): Dropbox, Google Drive, PDF Annotators, and Other Miracles

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File Organizing Tools

Google Drive

- Login page: Go to <https://www.google.com/drive/>
- If you already have a gmail account, log in with your credentials.
- If you don't have a gmail account, create an account.
- Tutorials for Google Drive:
<https://support.google.com/drive/> (Google's documentation page)
YouTube tutorials (for example, <https://youtu.be/8ApGLGzTT4k>)

Dropbox

- **Login** page: Go to dropbox.com or dropbox.cuny.edu
- Use your **CUNY login** (CUNY First, Blackboard) credentials, @login.cuny.edu.
cuny.edu/about/administration/offices/cis/technology-services/dropbox/
- **Tutorials** for Dropbox:
cuny.edu/about/administration/offices/cis/technology-services/dropbox/trainingresources/

Citation Managers

Zotero

- Login page: Go to zotero.org
- Create an account. Add a zotero connector to your browser. You can also download a desktop version.
- For quick citation formatting, go to ZoteroBib at <https://zbib.org/>
- Tutorials for zotero:
<https://www.zotero.org/support/> (zotero's documentation page)
YouTube tutorials (for example, https://youtu.be/BQL_7C-YqBk)

RefWorks

- Log into the new version of RefWorks using your John Jay email credentials at: guides.lib.jjay.cuny.edu/refworks
- You can upload and annotate PDFs

Other Links

Microsoft Office 365 for Education and ProPlus

- A cloud version of the Microsoft Office suite (Word, Excel, etc.).
- Includes Microsoft's OneDrive cloud storage platform.
- For more information visit: cuny.edu/about/administration/offices/cis/technology-services/#faculty