Editing Bibliographic Information Details
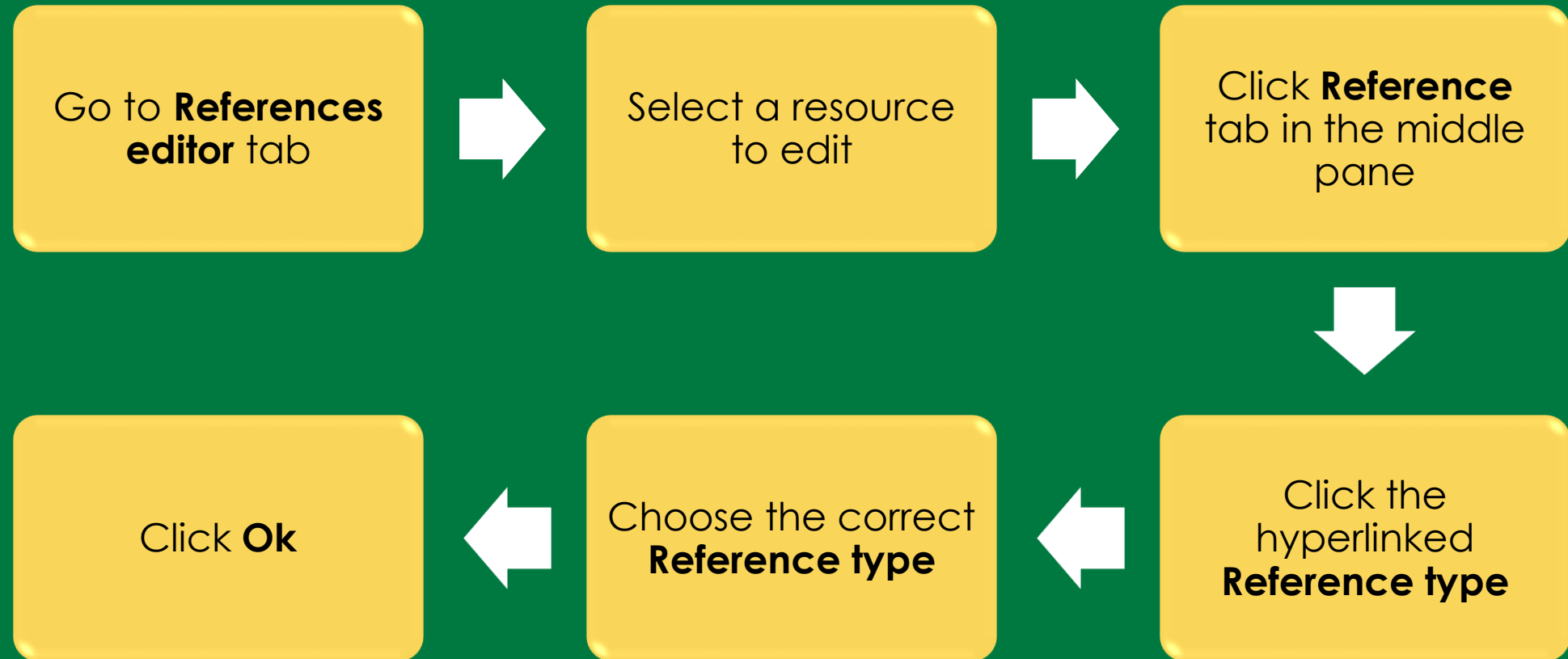
Editing Reference Type

Go to **References editor** tab → Select a resource to edit → Click **Reference** tab in the middle pane ↓

Click **Ok** ← Choose the correct **Reference type** ← Click the hyperlinked **Reference type**

Editing Title and Subtitle

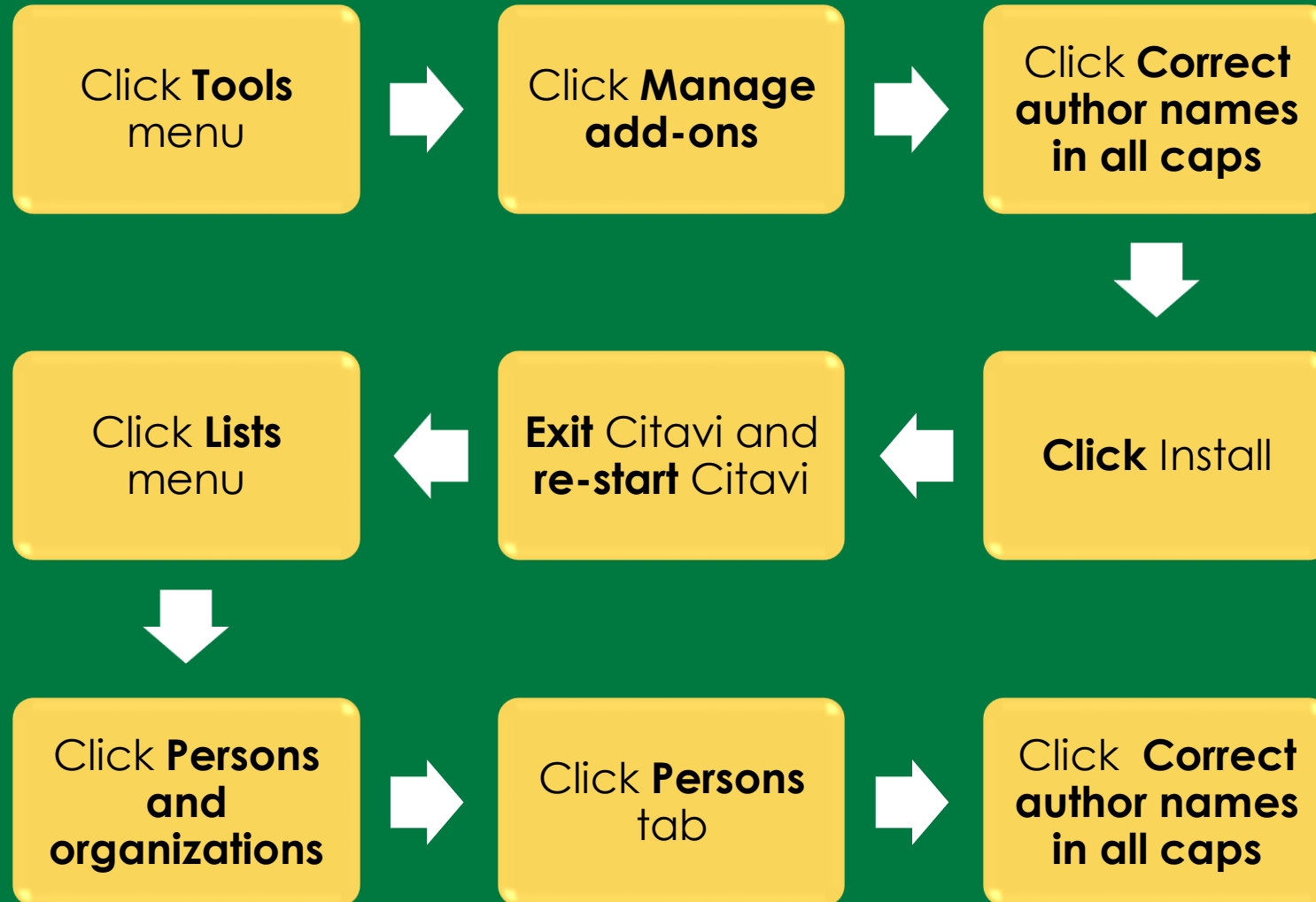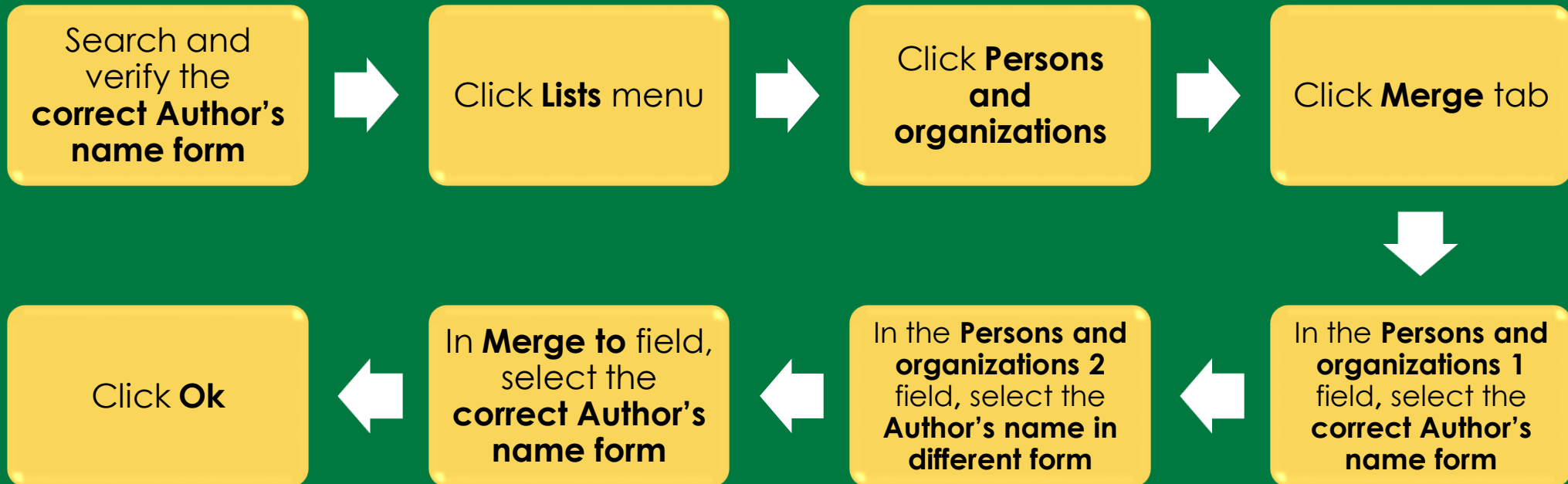Go to **References editor** tab → Select a resource to edit → Click **Reference** tab in the middle pane → Edit the **Title** and **Subtitle** manually

Autocorrecting Author's Name in All Caps

Click **Tools** menu → Click **Manage add-ons** → Click **Correct author names in all caps**

Click **Lists** menu ← **Exit** Citavi and **re-start** Citavi ← **Click** Install

Click **Persons and organizations** → Click **Persons** tab → Click **Correct author names in all caps**

Editing Author's Name in Different Forms

Search and verify the **correct Author's name form**	→	Click **Lists** menu	→	Click **Persons and organizations**	→	Click **Merge** tab

Click **Ok**	←	In **Merge to** field, select the **correct Author's name form**	←	In the **Persons and organizations 2** field, select the **Author's name in different form**	←	In the **Persons and organizations 1** field, select the **correct Author's name form**

Editing Journal's Title in Different Forms
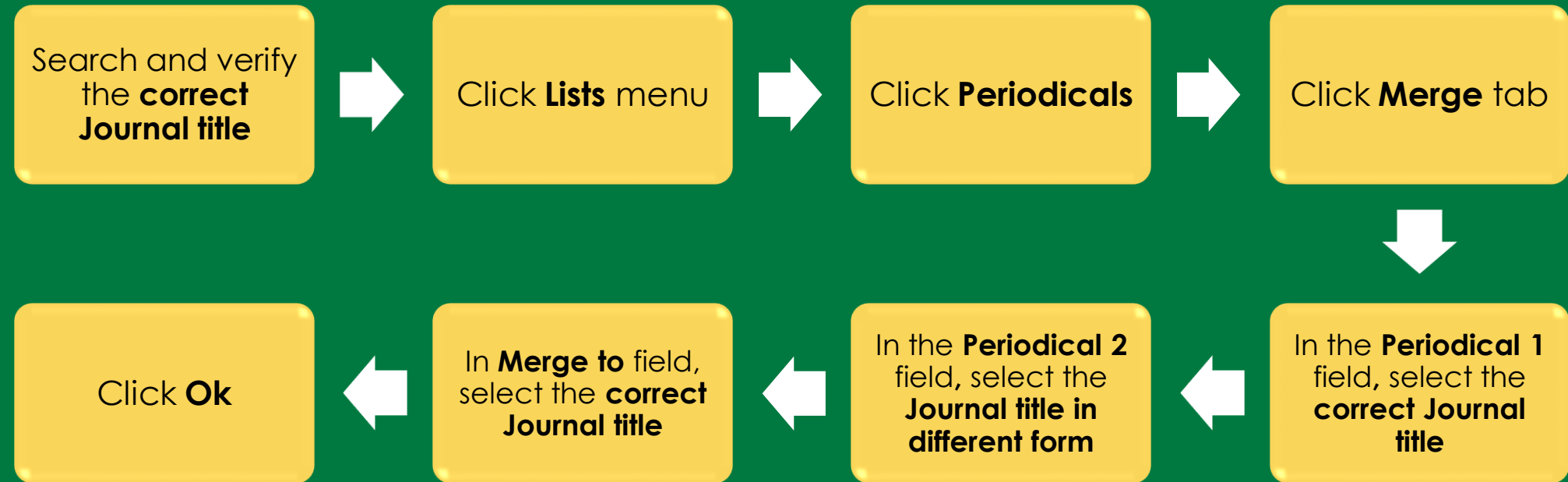
Editing Publisher in Different Forms

Search and verify the **correct Publisher's name** → Click **Lists** menu → Click **Publishers** → Click **Merge** tab

Click **Ok** ← In **Merge to** field, select the **correct Publisher's name** ← In the **Publisher 2** field, select the **Publisher in different name** ← In the **Publisher 1** field, select the **correct Publisher's name**
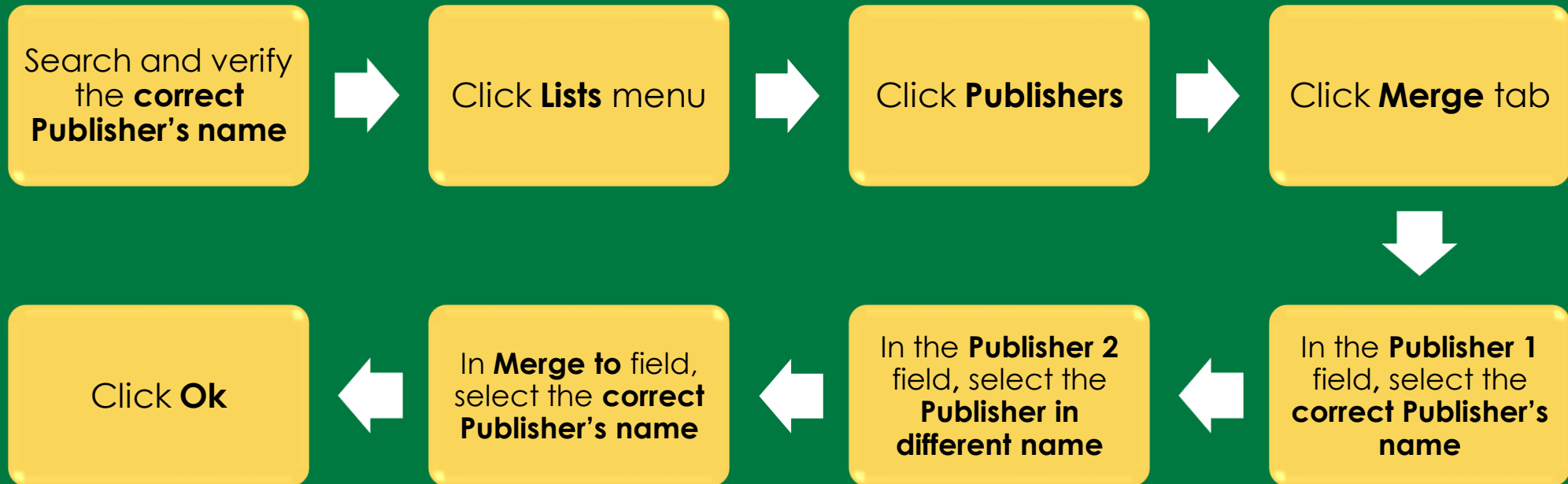
Eliminating Duplicates

Go to **References** menu

➡️

Click **Show duplicates only**

➡️

Right click on the duplicate, then click **Delete**