OVERLEAF: USER MANUAL

SHREENIVAS DESHPANDE LIBRARY

Indian Institute of Technology (BHU), Varanasi - 221005

USER MANUAL
S.D. LIBRARY, IIT (BHU) VARANASI
RESEARCH SUPPORT TOOL: OVERLEAF

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1. Introduction: About Overleaf

Overleaf is an online collaborative writing and publishing tool that makes the process of writing, editing, and publishing scientific documents much more straightforward. It is beneficial for researchers and students who work with LaTeX, a document preparation system widely used for technical and scientific documentation.

The Shreenivas Deshpande Library, IIT (BHU) Varanasi, has subscribed to Overleaf's institutional plan, allowing faculty and PhD students to access its premium features for free. This manual will guide you on registering and accessing Overleaf using your institutional email ID.

2. Prerequisites

- An institutional email address (e.g., yourusername@iitbhu.ac.in) provided by IIT(BHU).
- A valid library membership is required. If you do not have one, please visit the library to obtain membership before proceeding.

3. Steps to Register on Overleaf via Institutional Subscription

Step 1: Visit the library and ask for an Overleaf subscription to the library staff, or send your subscription request to libr<u>aryservices@iitbhu.ac.in</u> via your institutional email ID.

Step 2: Verify Your Email

- Check your institutional email inbox for a confirmation message from Overleaf.
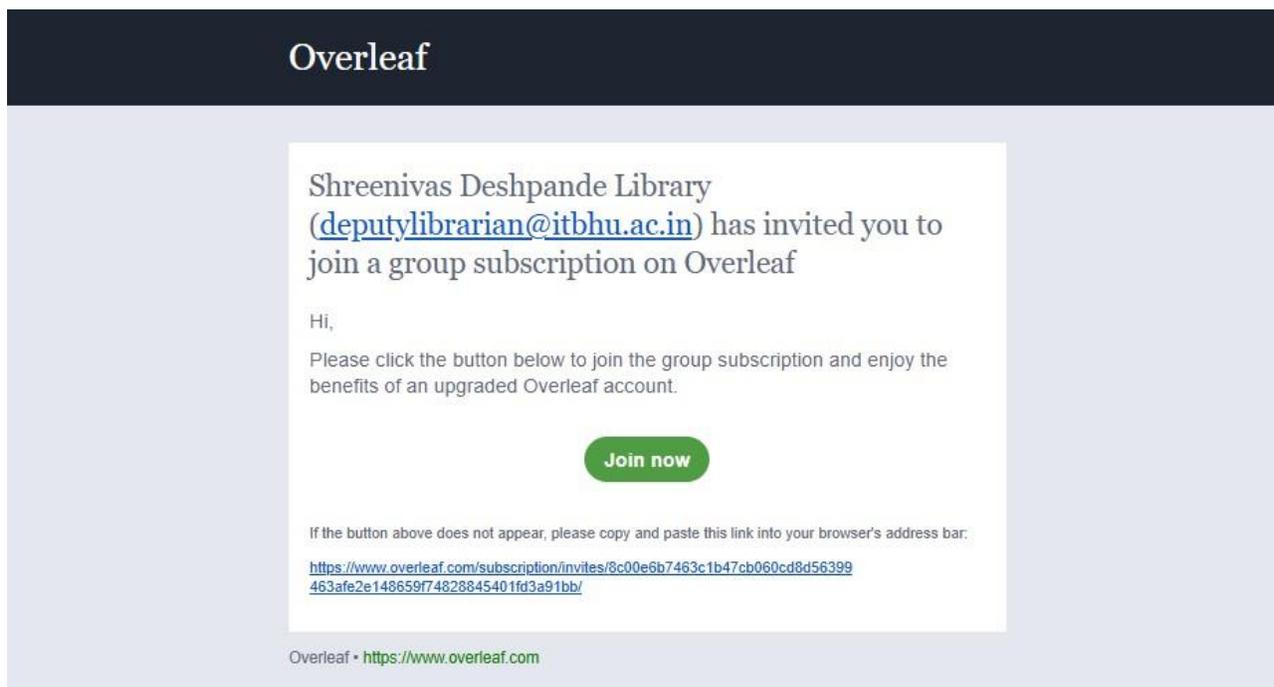
Step 3: Verification of the Link

- Open the email and click the verification link to confirm your email address.
- Once verified, you'll be redirected to log in or directly to your Overleaf dashboard.
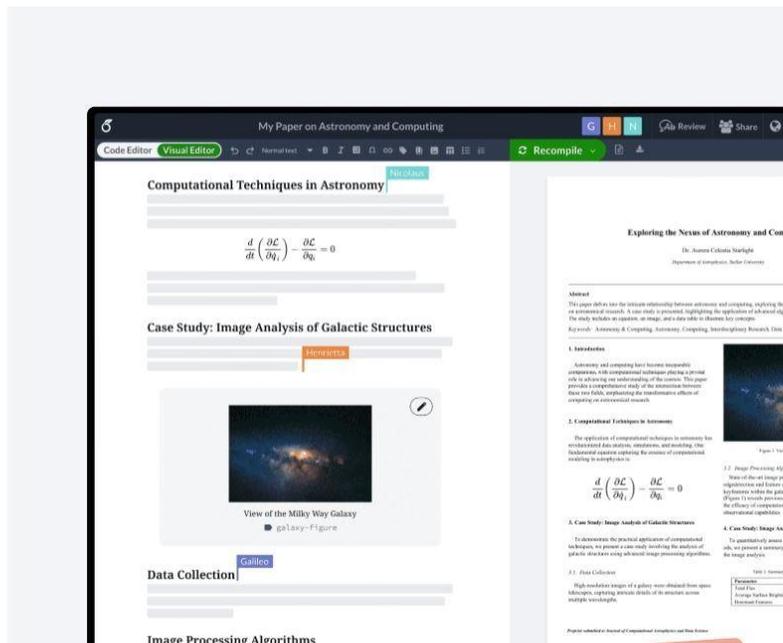
Step 4: Enter your institutional email ID (e.g. yourusername@iitbhu.ac.in)
in the Email Section and create a password of your own (using a mix of
Letters, Numbers and a special character of a minimum of 8 digits).
{Remember the password that you have created since this password will be
used for logging in to your Overleaf a/c}.

Step 5: Access Premium Features

a) After completing the registration process, you will be automatically
   granted access to Overleaf's premium features under the institutional
   subscription.
b) You can now create, edit, and collaborate on LaTeX documents with
   unlimited projects and advanced features.
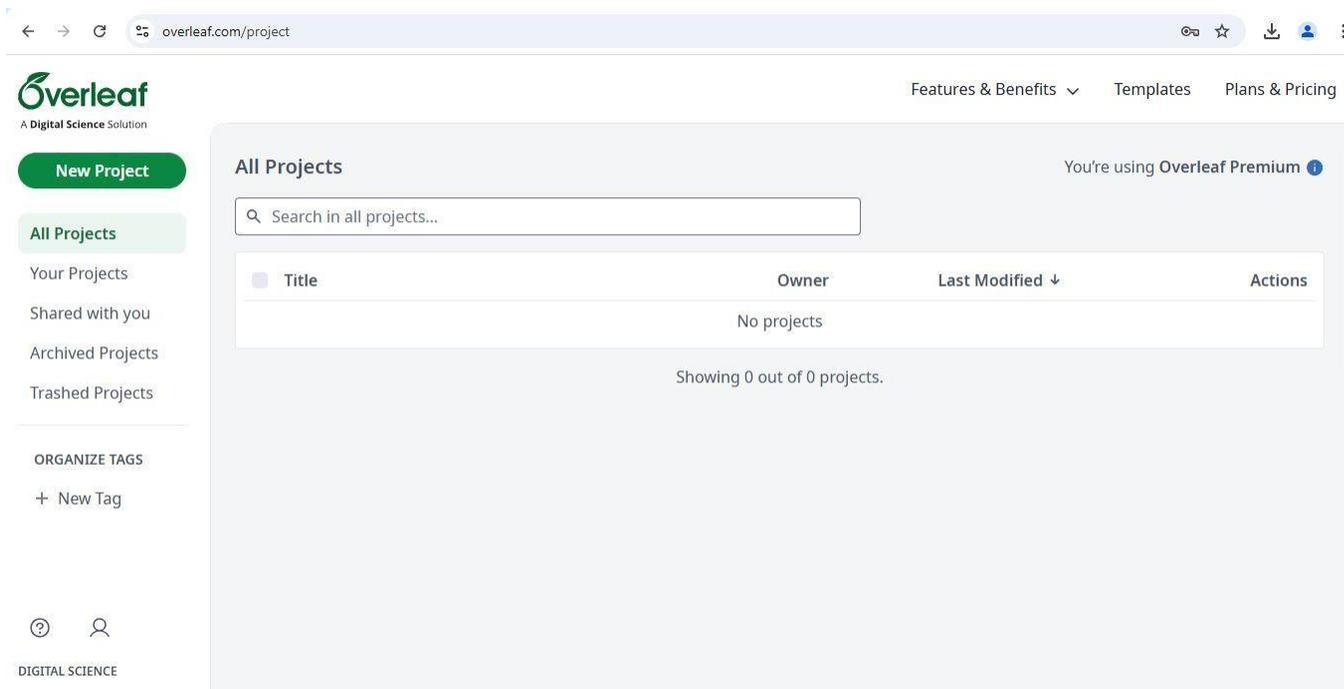
4. Benefits of Institutional Subscription

Once registered through your institution, you'll enjoy:

- Real-time collaboration with unlimited collaborators.
- Full document history and version control.
- Advanced features like track changes and integrations (e.g., Dropbox, GitHub).
- No additional cost, as your institution covers the subscription.

5. Troubleshooting

Common Issues and Solutions

- Authentication Errors: Double-check your credentials. If the issue persists, contact the library staff.

- Email Not Received: Check your spam/junk folder. If the email is missing, request a new verification email from the library.

6. Support and Assistance

If you encounter any issues during the registration process or while using Overleaf, please contact:

- **Library Helpdesk:** libraryservices@iitbhu.ac.in

7. Useful Links for Seamless Overleaf Usage:

- https://www.overleaf.com/learn
- **Overleaf LaTeX tutorials:**
  https://www.overleaf.com/learn/latex/Tutorials
- https://www.overleaf.com/learn/how-to/Overleaf_premium_features
- https://www.overleaf.com/latex/templates
- **Keyboard Shortcuts:**

Windows /Linux	Mac	Description
Ctrl + D	⌘ + D	Delete Current Line
Ctrl + Space Alt + Space	Ctrl + Space ⌥ + Space	Advanced reference search; activated in citation commands e.g. \cite{...}
Ctrl + U	Ctrl + U	To Uppercase
Alt + Drag	⌥ + Drag	Rectangular Selection
Ctrl + ↑ + C	⌘ + ↑ + C	Add comment in review panel
Ctrl + . Ctrl + S Ctrl + Enter (vim) :w	Ctrl + . ⌘ + S ⌘ + Enter (vim) :w	Trigger Compilation

For more shortcut keys, click on the link given below:
https://www.overleaf.com/latex/templates/overleaf-keyboard-shortcuts/pphdnzrwmttk.pdf

- LaTeX Command Sheet:
  https://www.overleaf.com/latex/templates/a-quick-guide-to-latex/fghqpfgnxggz.pdf

8. **Basic queries:**
   - All in One/Discovery/Remote access/
     OPAC: https://iitbhu.lsdiscovery.in/home/dashboard
     Please give your feedback: Click here.
   - Request for call back Clicks here.
   - Ask the Librarian: Click here.
   - For more details, visit the Library
     website: https://www.iitbhu.ac.in/cf/lib.
   - Feel free to contact us with any queries,
     email libraryservices@iitbhu.ac.in , or visit the library.

   Please don't share your user ID and password with anyone.

Thank You