

Zotero

Installation:

- Zotero Plug-In
 - Must have Firefox - <http://www.mozilla.com/firefox>
 - <http://www.zotero.org/>
- Word Processor Integration
 - Make sure to match the Word Add-on with the appropriate Zotero version.
 - http://www.zotero.org/support/word_processor_plugin_installation

Zotero will be stored in the **bottom right hand** side of your Firefox Browser. If you click on the word Zotero, the program will open.

The screenshot shows the Zotero browser extension interface. On the left is a 'My Library' sidebar with a folder tree. The main area displays a list of items with columns for title, date, and count. On the right is an 'Info' panel showing details for a selected item. A search bar is at the bottom left, and a 'zotero' icon is at the bottom right.

Callouts and annotations include:

- Use this to create folders ("collections") within in your library (pointing to the folder tree)
- Gear icon ("Options") (pointing to the gear icon in the top right)
- Click to add an item Zotero will not recognize. (pointing to a red arrow above a dropdown menu)
- Right click on an item to pull up more options. (pointing to a right-click context menu)
- Add tags. (pointing to the 'Tags' tab in the info panel)
- Your Library and its folders (pointing to the sidebar)
- Items within a folder. (pointing to the item list)
- Citation information about an item. (pointing to the info panel)
- Search tags. (pointing to the search bar)
- Click here to launch Zotero. (pointing to the 'zotero' icon)

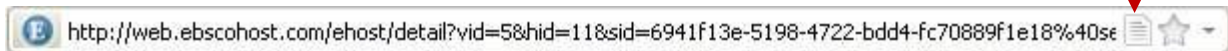
Adjusting Preferences:

To customize the software, click on the gear icon and click **Preferences**.

Collecting Citations:

If Zotero recognizes an item, you will see an icon in the address box, near the URL. **Click on the icon to import the item into your library.** There will be a piece of paper for an article, a book icon for a book, etc. For lists of search results, a folder will appear and you can import any or all items on that page.

- Note: the folder/list import method does not always work. For some databases, entries are inexplicably left out.



If Zotero does not recognize an item, click on the light blue paper icon. The information about the item will not be imported; therefore you must fill out the right column manually.

Organizing Citations:

In the Zotero window, create collections by clicking on the folder with plus sign icon on the left. This allows you to organize your library. You can also create subfolders within those folders.

You may also add “tags” to your items. Tags are words you chose to describe your item. You can then search your tags to pull out all items you have tagged with a specific word.

Integrating into a Microsoft Word document:

If you download the plug in for your word processor, you will be able to do create in-text citations from your Zotero library and generate a bibliography from the in-text citations.

To create a bibliography from Zotero, select the items you want to cite. To select multiple items, hold down ctrl and click the items you choose. When they are all selected, right click on of them and select “Create Bibliography from Selected Items”. Choose your citation style. You will then be prompted to save the document as text or HTML. Open the saved document to view your bibliography. You can then copy and paste that bibliography as you choose.

Other features:

- Syncing library from different computers. (Must create a Zotero account.)
 - Log in to the account, then click on the green arrow in the top right hand corner of the Zotero window to sync .
- Create group libraries where managing libraries can be done collaboratively.
 - Again – All users must have accounts on Zotero.org
 - Group creator must give read/write access to other users
- Attach files, such as PDFs, to your items. (Gear icon, under preferences.)
- Write notes for specific items or stand alone notes.
 - On the left hand section, above the citation information, there is a notes tab. Notes **do not** export to a bibliography with the citation. You can store an abstract/annotation here, but you must copy/paste it manually.
- One-click installation to add new or different citation styles for specific journals
 - Located in the Zotero style repository: <http://www.zotero.org/styles>
 - You can also create a custom style as needed using the Citation Style Language, an XML-based markup language.