

ZOTERO 5.0 for Windows, macOS, Linus

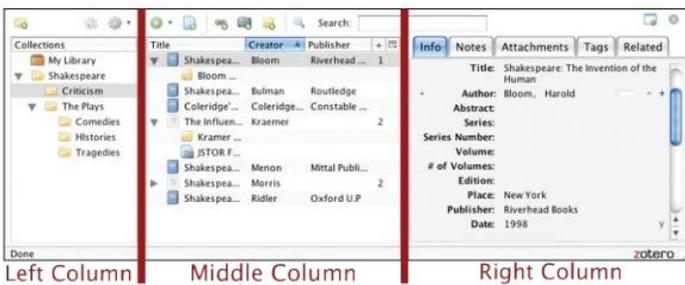
Installing Zotero

1. Go to <https://www.zotero.org/download/>
2. Click **Download** (Zotero DOES NOT work with Chromebooks)
3. Open the downloaded Zotero file (.exe or .dmg)
4. Follow the installation directions
 - a. Zotero and an MS Word add-in will be installed automatically
5. Open the Zotero program
6. Open MS Word
 - a. Notice the word Zotero on your toolbar
7. Restart your computer if prompted

ZOTERO CONNECTOR

Installing Zotero Standalone Browser Extension

1. Go to <https://www.zotero.org/download>
2. Select your browser extension under Zotero connector
3. Select **Add Extension** when prompted
4. Browser may restart after installation
5. You'll notice a Zotero icon in your browser



ZOTERO THREE COLUMNS:

Left Column: contains your full library (My Library) and your individual collections (folders), which are subsets of My Library.

Middle Column: shows the items from one collection (folder) that is highlighted in the left column.

Right Column: shows citation information (i.e.: author, volume, title, etc...) from the item that is selected in the middle column.

SAVING CITATION: Zotero “watches” the pages you view to see if any of them contain citation to books, articles or other sources. If Zotero detects that you are looking at a book, article or a website you will see a book or page icon appear in the URL bar of the browser. Just click the icon and Zotero will automatically save the citation to your Zotero library.



SAVING CITATIONS BY IDENTIFIERS: You can add items to your library if you know the citation’s ISBN, DOI or PubMed ID number. Click **Add Item by Identifier** button (🔑) at the top of the center column of the Zotero pane, type in the identifier and press enter.

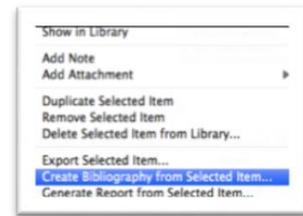
SAVING WEBSITES: With **Zotero for Firefox**, you can create an item from the current website by either clicking the **Create New Item from Current Page** button (📄) above the middle column of the Zotero library middle column, or by right-clicking the website page selecting **Create New Item from Current Page** from the **Zotero** menu.

With **Zotero Standalone**, you can create an item with snapshot from the current website by right-clicking the page background and selecting **Save Zotero Snapshot from Current Page**.

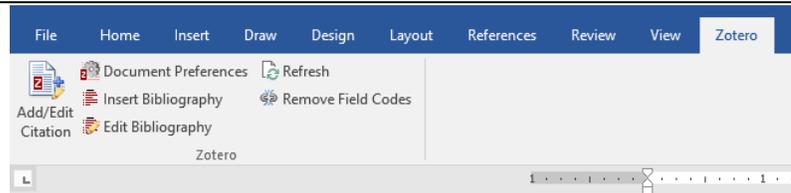
SAVING CITATIONS MANUALLY: To add primary documents, interviews, and a variety of other reference types to your Zotero library, select the green circle icon (🟢) from the Zotero library toolbar and select the item type to begin filling in the citation information.

CREATING BIBLIOGRAPHIES:

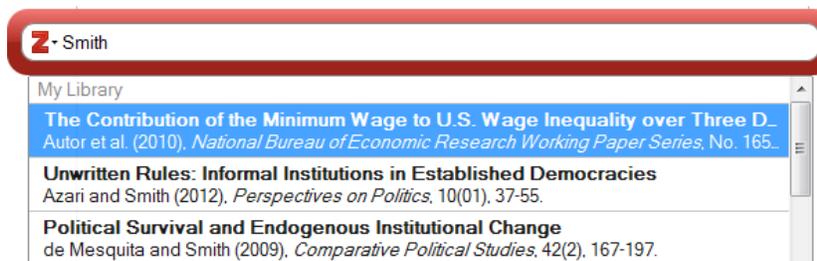
1. **Copy and Paste:** From the middle column of your Zotero library, highlight the items in a collection that you would like to be in your bibliography. Right click and select **Create Bibliography from Selected Items**. Select **Copy to Clipboard** and paste into a Word or text document.



2. **Word Processor Plugin:** After downloading the Word Processor Plugin, open a Word document and click **Zotero** on the toolbar. Click the first Zotero button **Add/Edit Citation**.



If this is the first citation you have added to the document, the Document Preference window will open. Select a citation style and click **OK**. A red box will appear, type the author or title or etc. to find the citation. Select citation from the generated list and hit enter. Now, select **Edit Bibliography** from your Zotero Word document toolbar and complete bibliography will be generated at the bottom of the document.



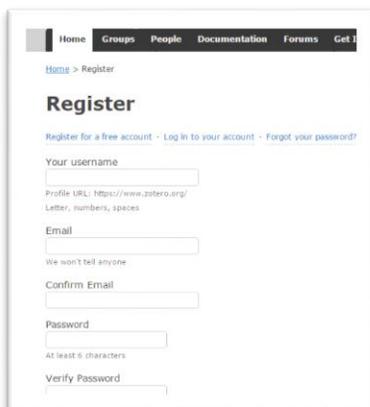
3. **Drag-and-Drop Quick Copy:** Select items in the middle column of your Zotero library and drag them into any text field. Zotero will automatically create a formatted bibliography for you. To copy citations instead of references, hold down shift button at the start of the drag.

To configure your Quick Copy preferences, click the **Actions** menu (gear icon: ) and select **Preferences**. Within the Preferences pop-up window, select **Export**. From this tab you can do the following:

- a) Set the default export format
- b) Set up site-specific export settings
- c) Choose whether you want Zotero to include HTML markup when copying

GETTING A ZOTERO ACCOUNT:

1. Go to <https://www.zotero.org/user/register/>
2. Complete form
3. Click Register



SYNCING ZOTERO:

1. Click the Actions menu from Zotero library (gear icon: ) and select Preferences
2. Select Sync
3. Enter your Zotero username and password
4. Check the box: Sync automatically and Sync full-text content
5. Check off boxes underneath File box
6. Select OK
7. Manually sync by clicking on the green circular arrow on the right hand side of your library

