

# zotero

[zoh-TAIR-oh] is a free, easy-to-use tool to help you **collect, organize, cite, and share** your research sources.




## Installation:

- Go to [zotero.org](https://zotero.org) and click on the Download
- You need to download BOTH Zotero AND the correct connector for the browser you are using.
- After installing you should see a “Save to Zotero” icon to the right of your browser address bar

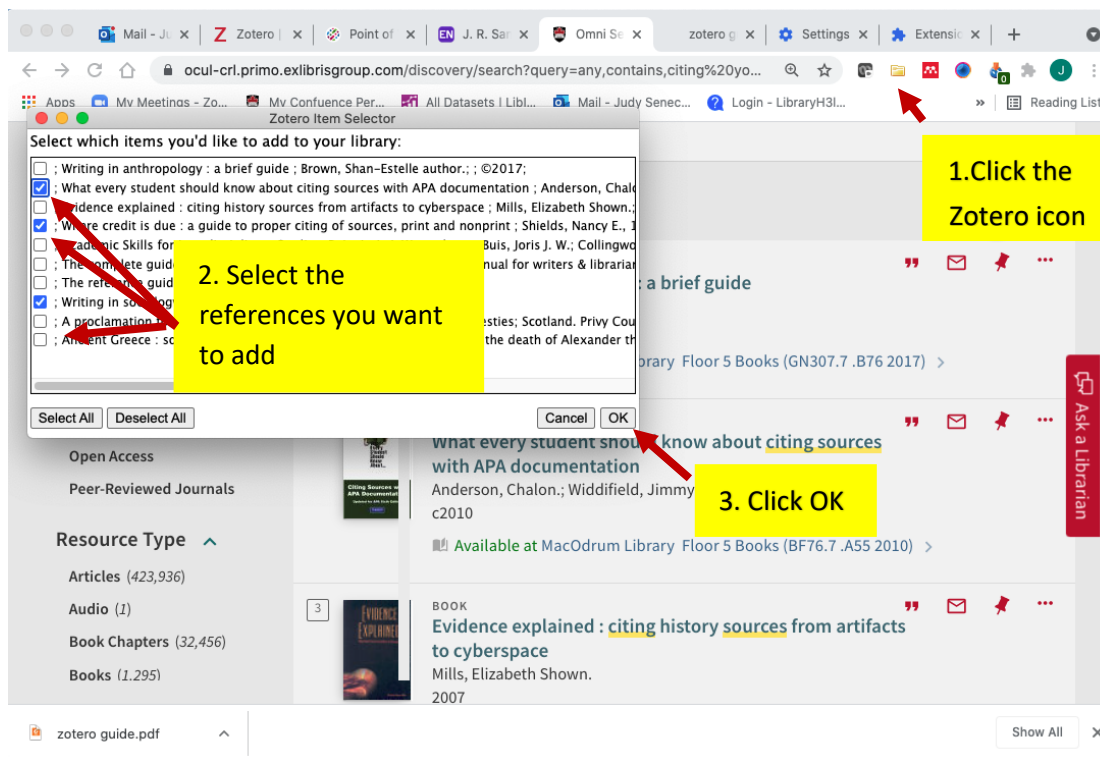
## Adding References

### 1. Directly From Search Results:

- Make sure Zotero is open BEFORE you try to download any citations. Zotero automatically imports into the folder that is currently OPEN in Zotero, so make sure the correct folder is open
- Once Zotero is installed, when you’re on a web page where Zotero can sense there are references (e.g. results page from Omni or any database search), click on the Zotero icon in the browser to add the reference(s)
- If there is a list of items you can choose all, or just select the ones you want
- The image of the Zotero icon will vary depending on what type of source you are looking at:

-  for a list of items,  for an individual article...  for a thesis ...

- EXAMPLE: These are the results of a search from Omni:



The screenshot shows a browser window with a search results page from Omni. A Zotero Item Selector dialog box is open, displaying a list of search results with checkboxes. A yellow box highlights the 'OK' button. Red arrows point to the Zotero icon in the browser toolbar, the 'OK' button, and the Zotero icon in the search results.

1. Click the Zotero icon

2. Select the references you want to add

3. Click OK

## 2. From an Exported File: RIS format

- This is a fast way if you want to export many references at the same time
- From the results of a search in Omni, or most of our other databases, select all the references you want to bring into Zotero
- Look for an Export option, and if there are file options, choose the RIS format.
- In Zotero: File → Import → Browse to the RIS file you just created.
- For more on adding references, pdfs: [https://www.zotero.org/support/getting\\_stuff\\_into\\_your\\_library](https://www.zotero.org/support/getting_stuff_into_your_library)

## 3. Add pdfs directly

- You can also drag pdfs directly into Zotero

## 4. Using a DOI/ISBN

- Click on the wand icon in the menu and paste in a DOI, ISBN, PMID ,or arXiv ID number



## 5. Manually

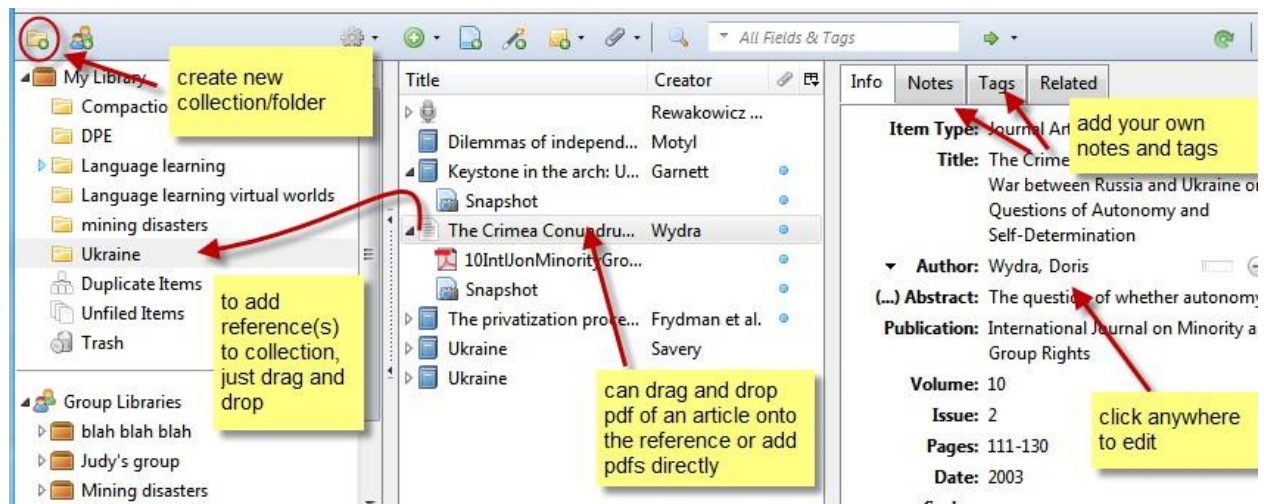
- If all else fails, you can always add items manually by clicking on the green + icon in the menu



- Select the type of item you are adding (click on More to see the full list of options)
- Just fill in the information you have in the Info pane.

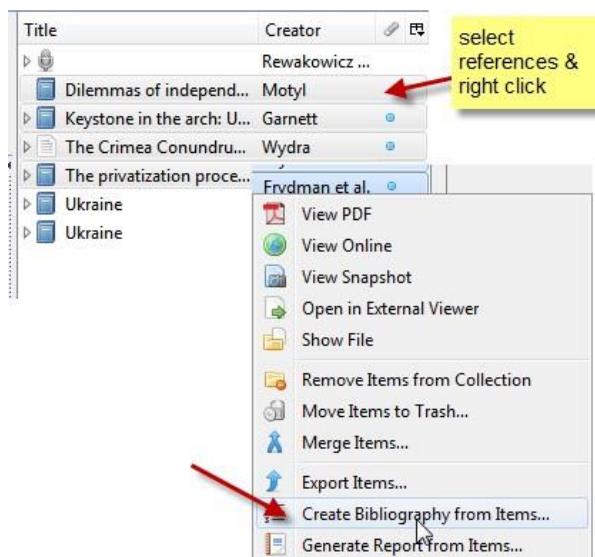
## Organizing References

- The Zotero display is organized into 3 columns:
  - Left contains folders or groups you create
  - Middle contains the list of references in whatever folder you open
  - Right shows the details of whatever reference you click on in the middle column. These details can be edited by just clicking in the field to edit. You can add your own notes or tags to each reference here
- Create a folder by clicking the folder icon in upper left
- Drag and drop references from the middle column into the folders



## Creating Bibliographies:

- Highlight the references you want to use in your bibliography
- Right click → “Create bibliography from items”.
- Choose the style you want to use (e.g. APA).
- If you want to be able to edit the list, choose “Copy to clipboard” and then paste it into Word



## Word processor plugins: writing and citing

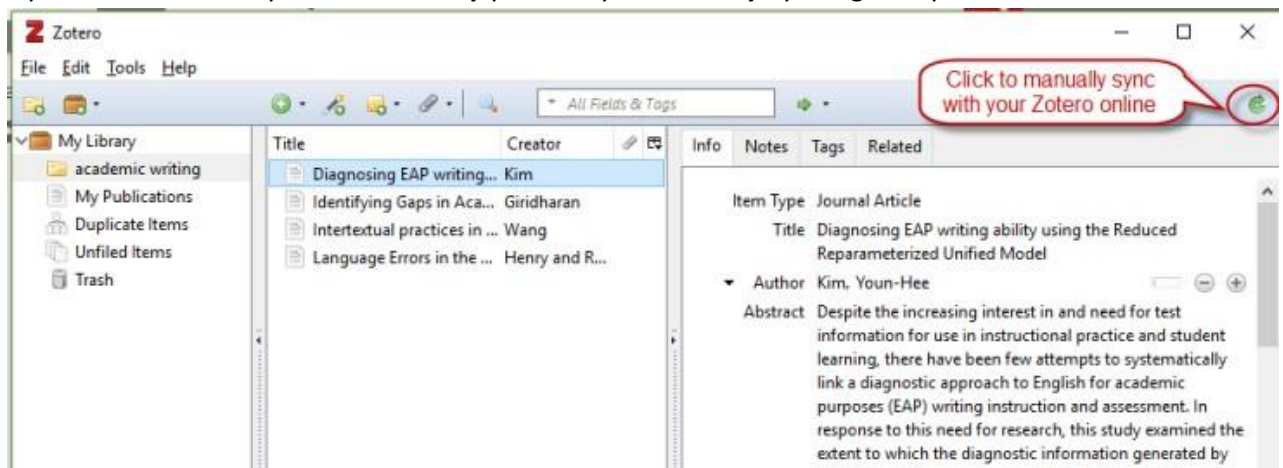
- If you want to be able to work in Word, Google Docs, or Libre Office and insert references into your documents as you write, you will use the word processor plugin
- The plug in should automatically be installed when you install Zotero.
- More information on the plug-ins:  
[https://www.zotero.org/support/word\\_processor\\_plugin\\_installation](https://www.zotero.org/support/word_processor_plugin_installation)
- Once installed, you should see a separate Zotero toolbar when you open Word (Depending on your version of Word it may be under “Add-Ins” or may be on its own):



- If you don't see the Zotero menu in your word processor, try the [Troubleshooting page](#)
- Start writing. When you need to insert an in-text citation, choose the Add/Edit citation icon.
- Keep adding as needed
- When finished adding citations, choose Insert Bibliography to create the Reference list

## Syncing

- To use your Zotero library on more than one computer, you need to use the Syncing feature.
  - More on syncing: <https://www.zotero.org/support/sync>
- To use the syncing, you must register for a free account on the [zotero.org](https://www.zotero.org) server.
- Once you have an account, in Zotero go under Edit → Preferences and open the Sync tab.
- Enter your Zotero login and password, click on Set up Syncing and choose your preferences.
- If you do not wish to sync **automatically** you can sync **manually** by using the sync icon:

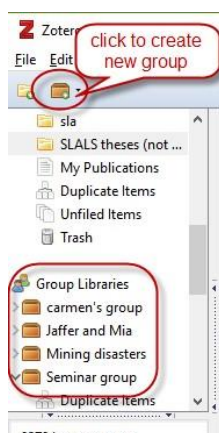


- **NOTE: Free storage space on the Zotero server is only 300MB. Syncing fulltext content may use up space quickly . You can [buy extra storage space](#).**

## Groups

- You can share references and documents in your Zotero library by setting up Groups.
- To use groups you must have a Zotero account (see above).
- The groups are created on the Zotero server. You can set permissions on groups, e.g., who can edit etc.

**Within Zotero:**



**On the Zotero server at zotero.org:**



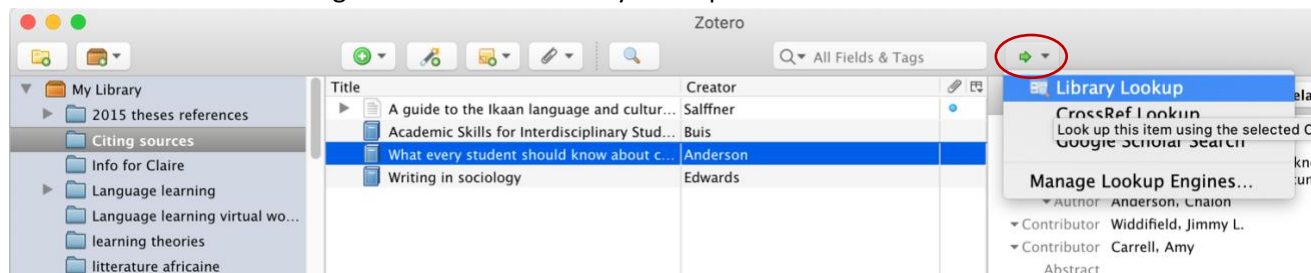
- Send invitations to add people to groups. (They will also have to have a Zotero account to use groups)
- More on groups: <https://www.zotero.org/support/groups>

## Storage:

- Zotero provides 300MB storage for free. You can [buy extra storage space](#).
- To check how much storage you're using, Logon at zotero.org → Settings → Storage

## Library Lookup:

- If you want to configure Zotero to be able to lookup and see if the MacOdrum Library has full-text access to something you've added to your Zotero library you can set up the Open URL Resolver link
- Click on Zotero → Preferences → Advanced
- In the Resolver: field cut and paste: [https://ocul-crl.primo.exlibrisgroup.com/discovery/openurl?institution=01OCUL\\_CRL&vid=01OCUL\\_CRL:CRL\\_DEFAULT](https://ocul-crl.primo.exlibrisgroup.com/discovery/openurl?institution=01OCUL_CRL&vid=01OCUL_CRL:CRL_DEFAULT)
- You can then select an item in your list of Zotero references → click on the small green arrow beside the "all fields and tags" search box → Library Lookup



- Zotero should then open a new browser tab with the results from a search of Omni