

# 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 [www.zotero.org](http://www.zotero.org) and click on the Download button

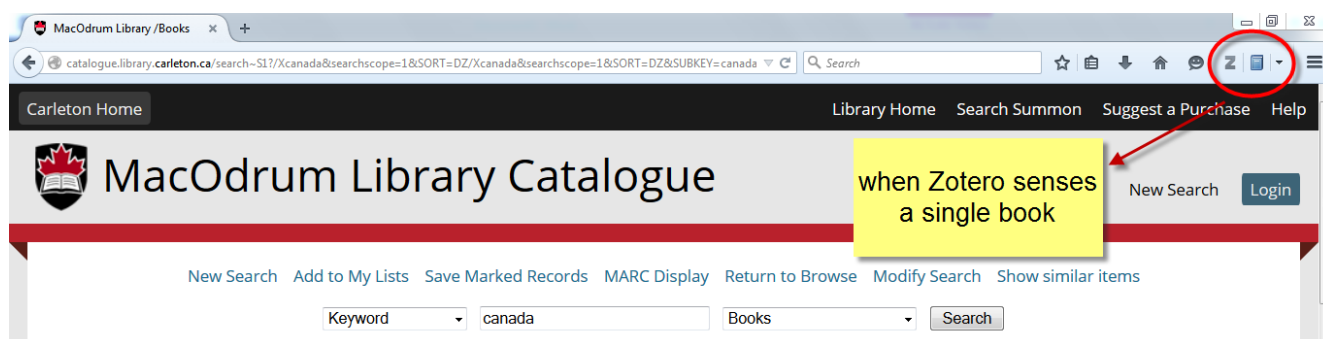
- Zotero for Firefox: plugin that works right in the browser. This is the best option for getting ALL the Zotero features. Once installed, you should see the Zotero icon to the right of the address box: (If you have an older version of Firefox, you will see instead a “Zotero” icon in the lower right of the browser)




- Zotero standalone: need to download Zotero + proper extension/connector for browser being used

## Adding References

Once Zotero is installed, whenever you are on a web page where Zotero can sense there are references on the page, you should see an **icon to the right of the Z**. Just click on the icon to add the references (if there is a list of items you can choose all, or just select the ones you want)

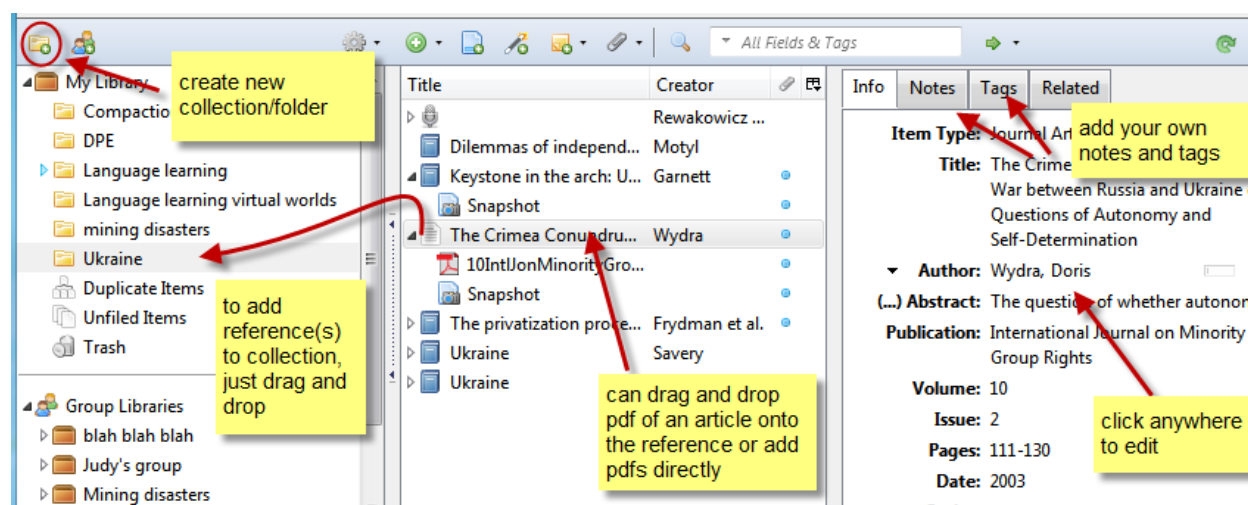


NOTE: If you did a search using Summon (main search box on library home page) and you do NOT see the Zotero icon, make sure you have the most recent version of Zotero installed. If that still does not work, add the references to your folder in Summon → view the folder → click on the “Export As...” and choose EndNote (this is actually an RIS format, which Zotero supports) and save the file. In Zotero, click on the  icon → Import → find the RIS file you just saved.

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)

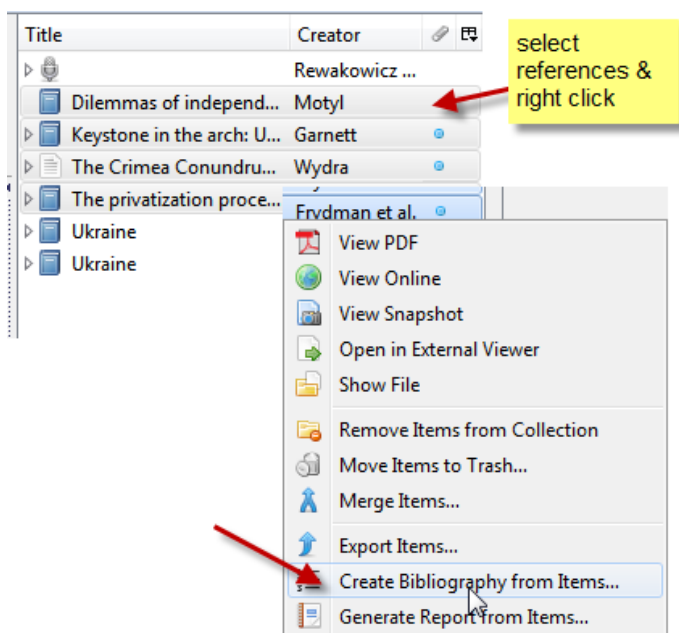
## Organizing References

Once you have added references or pdfs you can create collections/folders to start organizing. The meta data for each reference will appear on the right, and this can be edited by just clicking in the field to edit. You can add your own notes or tags to each reference and you can attach other files to your reference, e.g. the pdf of a journal article reference



## Creating Bibliographies:

To create a quick bibliography, highlight the references you want to use, right click and choose “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

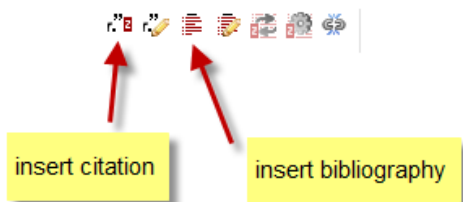


## Word processor plugins: writing and citing

If you want to be able to insert references into your documents and then produce a bibliography from those references you need to install one of the word processor plugins

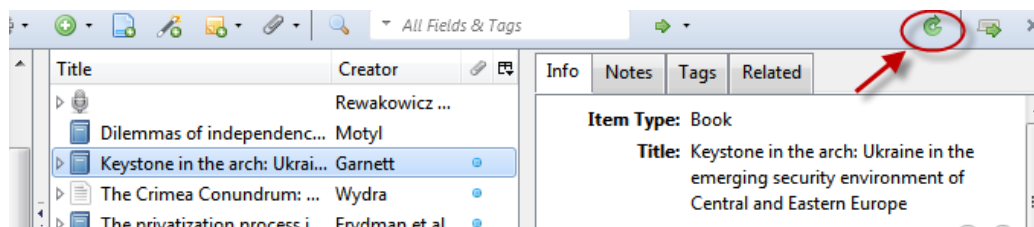
[https://www.zotero.org/support/word\\_processor\\_plugin\\_installation](https://www.zotero.org/support/word_processor_plugin_installation)

In Word, you will get a separate Zotero toolbar (Look under “Add-Ins” tab):

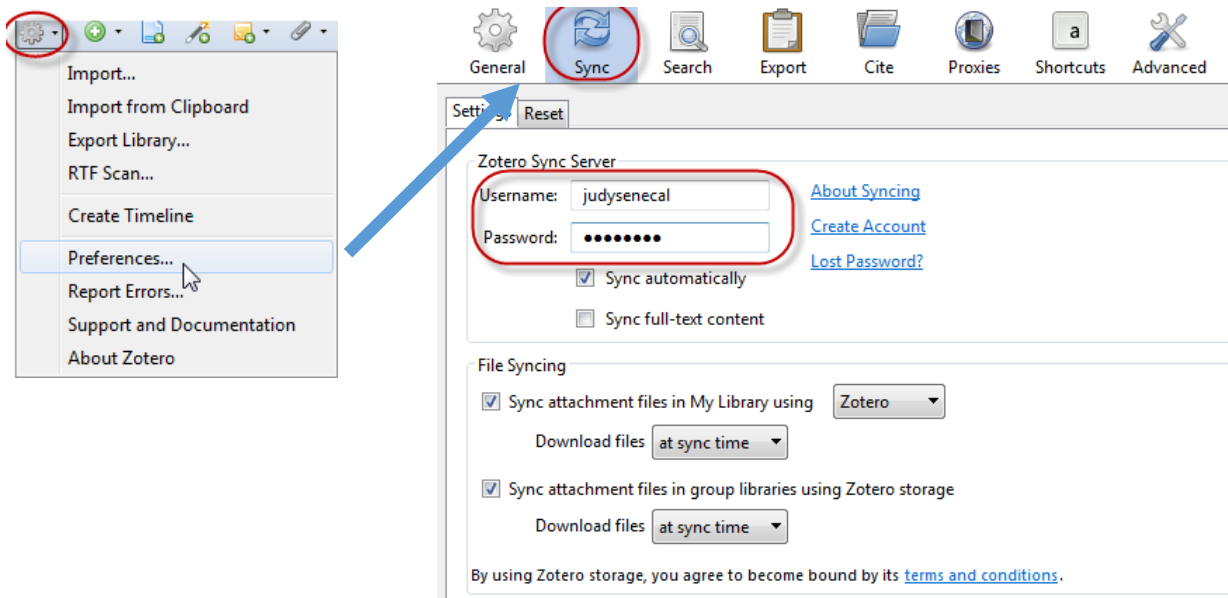


## Syncing

If you want to be able to use your same Zotero library on more than one computer you can use the Syncing feature on Zotero. More on syncing: <https://www.zotero.org/support/sync>



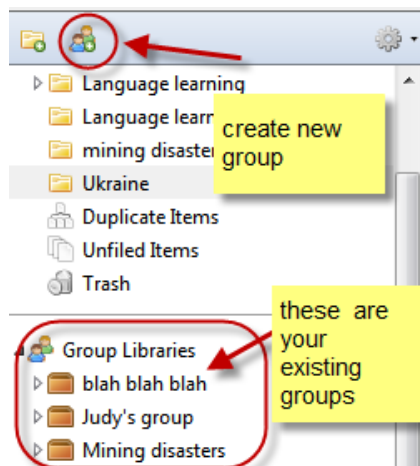
In order to use the syncing, you must register for a free account on the zotero.org server. Once you have an account, you will have to enter your login & password in your Zotero preferences:



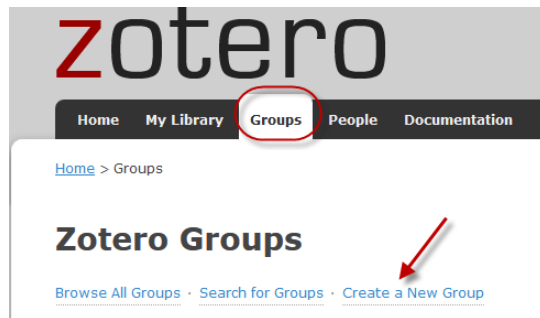
## Groups

You can share references and documents in your Zotero library by setting up Groups. To use the groups you must have a Zotero account (see above).

### Within your Zotero instance:



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



You can only share with others who have Zotero accounts. If they do not already have accounts you can invite people to join. You can create different types of groups: Private, Public (Closed membership), and Public (Open Membership)

More on groups: <https://www.zotero.org/support/groups>

## Storage:

Zotero provides 300MB storage for free. You can purchase more if needed.

To check how much storage you are using, Logon at [zotero.org](http://zotero.org) → Settings → Storage

## Availability on CU Campus Network computers

Zotero is not-preinstalled on the campus network computers but you can download the Zotero for Firefox plugin without needing administrator privileges and you can also download the Word plug-in.

The version of Firefox on the campus network is a bit older so the Zotero icon that opens will NOT appear as the “Z” icon in the top right of Firefox, but rather it will be in the very lower right:



Questions? Contact [citation@library.carleton.ca](mailto:citation@library.carleton.ca)