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 and click on the Download button
- You need to download BOTH Zotero AND the correct connector for the browser you are using.
- After installing you should see a Zotero icon to the right of your browser address bar

Adding References

- Make sure Zotero is open BEFORE you try to download any citations!
- Once Zotero is installed, when you're on a web page where Zotero can sense there are references (e.g. results page from any database search), click on the Zotero icon to add the references (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 indivual article… 🎓 for a thesis …
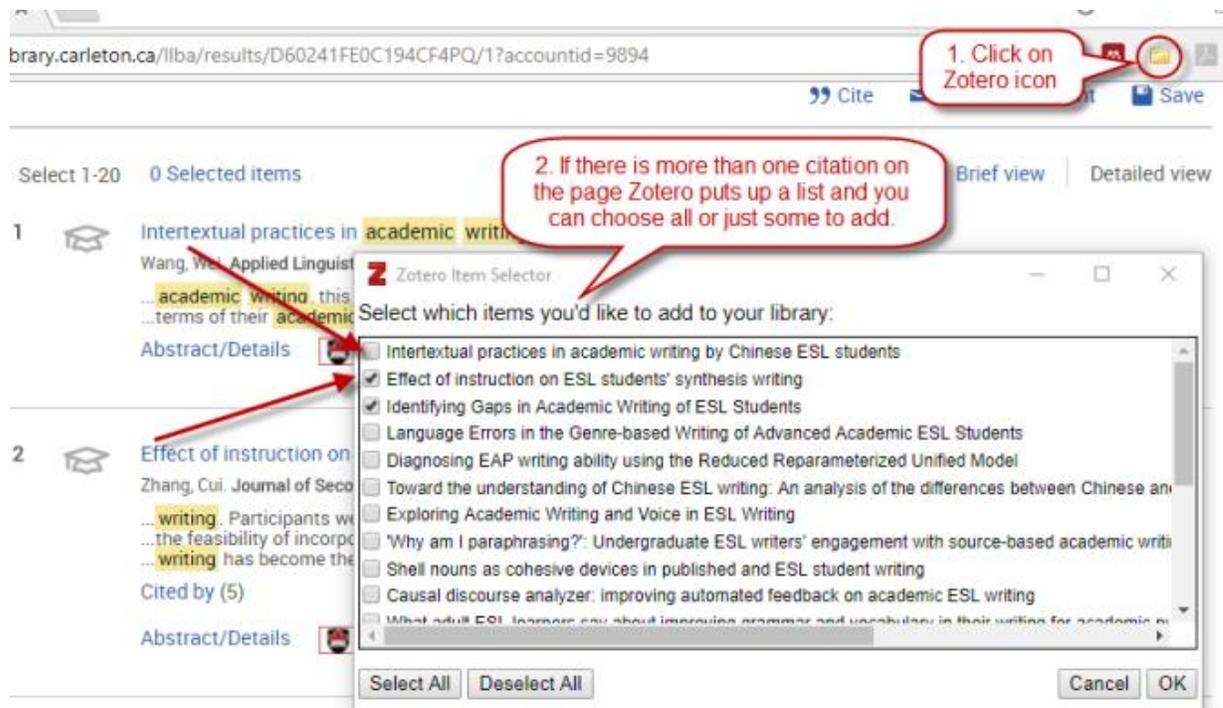
- Another way to add citations is to Export them from a database as a file in the RIS format. You can then import this RIS file to Zotero by going under File → Import and finding the RIS file
- NOTE: Zotero automatically imports citations into the folder that is currently OPEN in Zotero
- For more on adding references, pdfs: https://www.zotero.org/support/getting_stuff_into_your_library

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
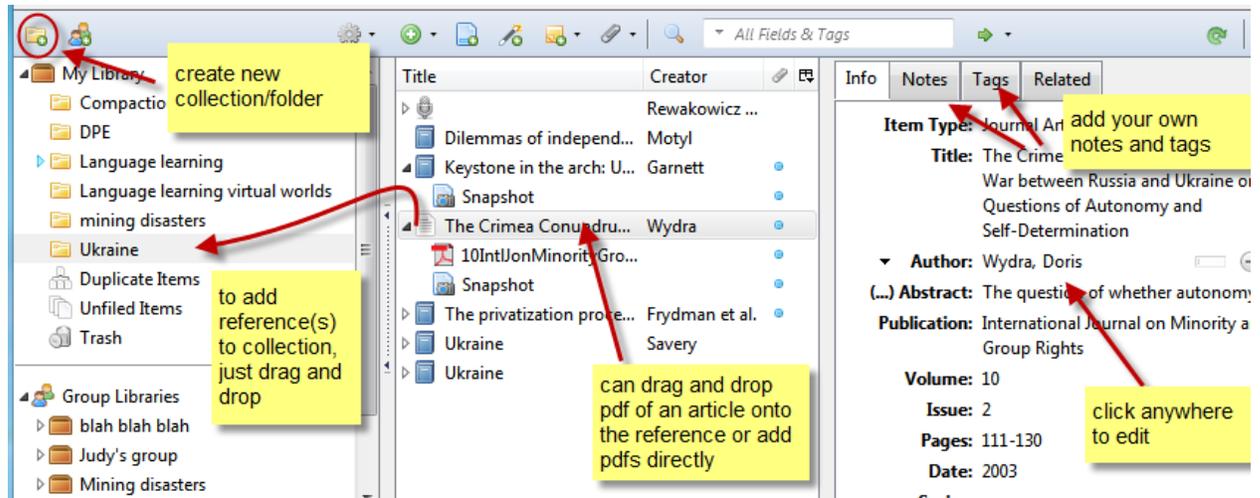
Creating Bibliographies:

- Highlight the references you want to use in your bibliogaphy
- 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
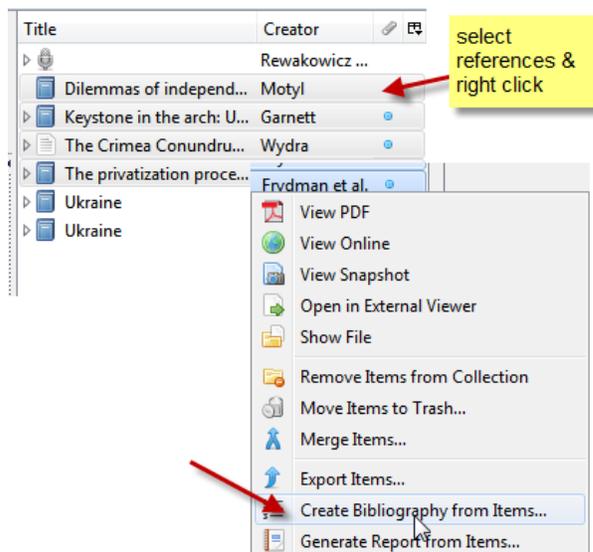
Word processor plugins: writing and citing

- 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
- Once installed, you should see a separate Zotero toolbar (Depending on your version of word it may be under "Add-Ins" or may be on its own):

- Start writing. When you need to insert an in-text citation, choose the Add/Edit citation icon, find the reference, choose your style and insert.
- Keep adding as needed
- When you are finished, choose the Insert Bibliography option to create the Reference list at the end of your paper

Syncing

- If you want to be able to use your same Zotero library on more than one computer you need to 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, in Zotero go under Edit → Preferences and open the Sync tab
- Enter your login and password, click on Set up Syncing and choose your preferences.
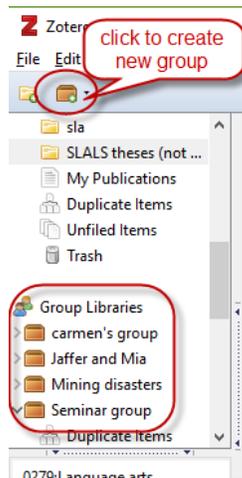- If you do not wish to sync automatically you can sync manually by using the sync icon:
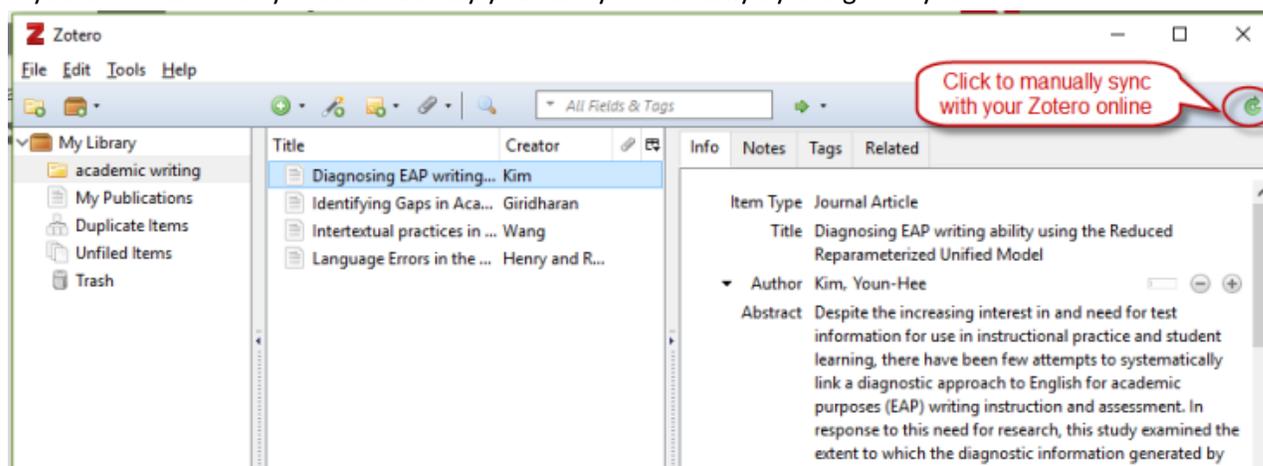
- NOTE: the free storage space on the Zotero server is only 300MB so if you choose to always sync full-text content you may run out of space. You can buy extra storage space.

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).
- The groups are actually created on the Zotero server. You can set permissions on group membership, who can edit…

Within your Zotero instance: **On the Zotero server at zotero.org:**

- You send invitations to add people to your group. If they don't already have a Zotero account they will be prompted to create one.
- 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

Questions? Contact citation@library.carleton.ca