


Zotero 101: Organize Your Research

Zotero [zoh-TAIR-oh] is a free, easy-to-use tool to help you collect, organize, cite, and share your research sources. It works with Firefox. Developed by historians at George Mason University, Zotero is a project run by the Roy Rosenzweig Foundation for History and New Media.




What can I do with Zotero?

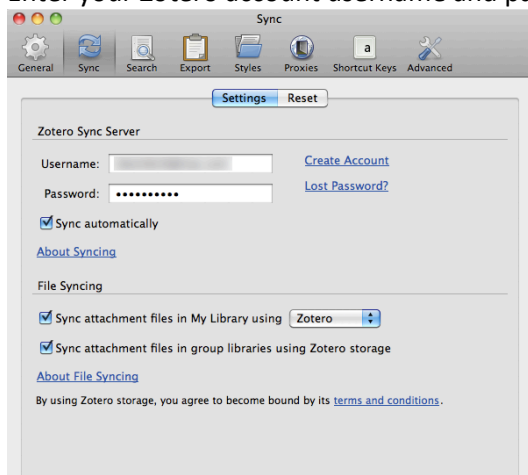
1. Create and manage citations of books, articles, videos, etc.
2. Import citations from databases and the AU Library Classic Catalog
3. Attach searchable files (e.g. PDFs), notes, link, images, and tags to citations
4. Store up to 300MB of files for free; 2GB, 6GB, and unlimited storage plans are available
5. Annotate and organize research results into Collections
6. Quickly create a bibliography in multiple formats (Chicago, APA, MLA, etc.)
7. Automatically manage in-text citations in Microsoft Word or Open Office
8. Share collections and collaborate through Group Libraries

Installing and Accessing Zotero in Firefox

- **Zotero runs in your Firefox (also Chrome and Safari) web browser, which must be open in order for you to access your research collection. Only features such as notes, organization, search and Word processor plugins will work offline.**
- To install the Zotero Firefox extension, visit www.zotero.org with Firefox and click the red download button.
 - Click the “Allow” button if a yellow band appears at the top of the web page with “Firefox prevented this site from asking you to install software on your computer.”
 - Then click the “Install Now” button in the Software Installation pop up window (the button may be greyed out for a few seconds while Firefox downloads Zotero), and restart Firefox after the installation has completed. You should now see the Zotero logo  in the top right corner of your Firefox browser toolbar.
 - Sign up for an account and validate your email address


Register and Sync Your Zotero Account

- Registering a user account allows you to sync your library, participate in groups, or post to the support forums.
- In the upper right hand corner, click: . Fill in Register Form Fields and open up the email that Zotero sent to confirm your Zotero account.
- After your e-mail has been validated, open Zotero: Click the actions icon  and select “Preferences...” option and then the Sync Icon: 
- Enter your Zotero account username and password and check the following Sync Preferences.



Zotero 101: Organize Your Research

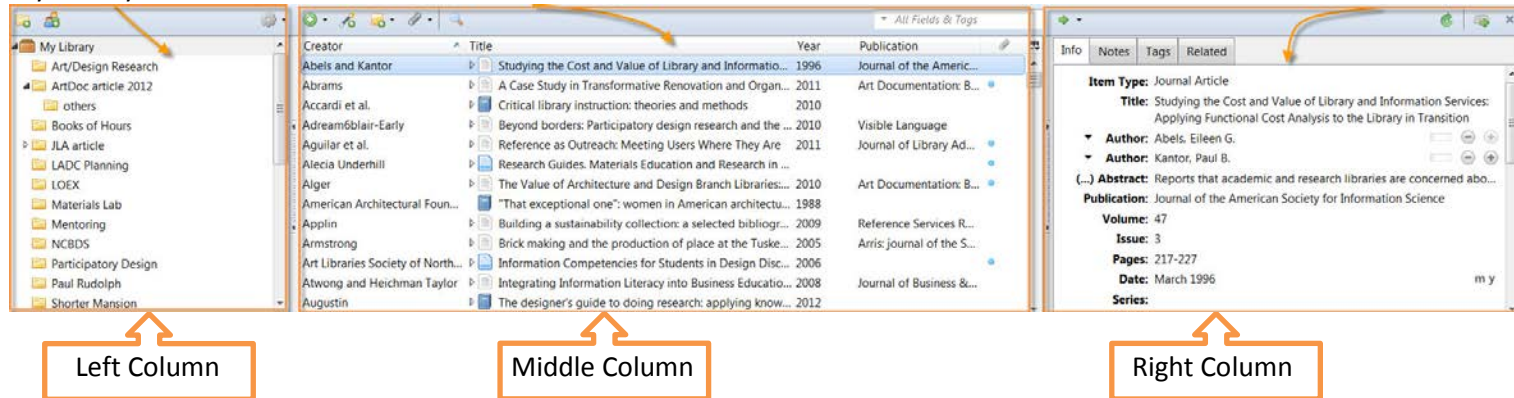
Navigating Zotero

Click the Zotero () icon in the top right corner of your Firefox browser toolbar to open Zotero.

My Library Collections

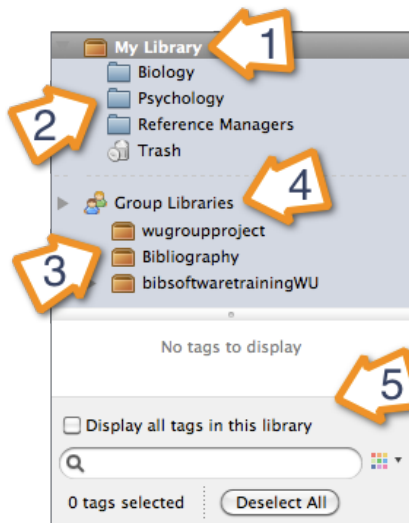
Items within a collection

Individual item's information




Left Column

- The left column contains your full library ("My Library") and your individual collections, which are subsets of "My Library." It also contains any Group Libraries that you have created or have been added as a collaborator.
- Beneath that is a list of all the tags that you have assigned to items in your library. You can search those tags or click on a single tag to view a list of items that have that tag.



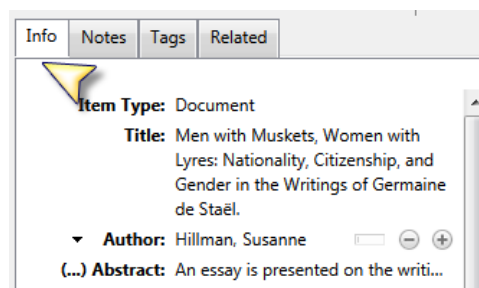
1. My Library Collection-default location for all citations
2. Personal collections
3. Group collections
4. Group Library, use to share collections and build bibliographies with colleagues
5. Search your collection by tags

Middle Column

- The middle column shows the items in the collection that is highlighted in the left column
- By default it shows the title and creator and the number of attached items (such as a PDF or snapshot of a web page). You can change the columns displayed by clicking on the column icon at the top-right .

Right Column

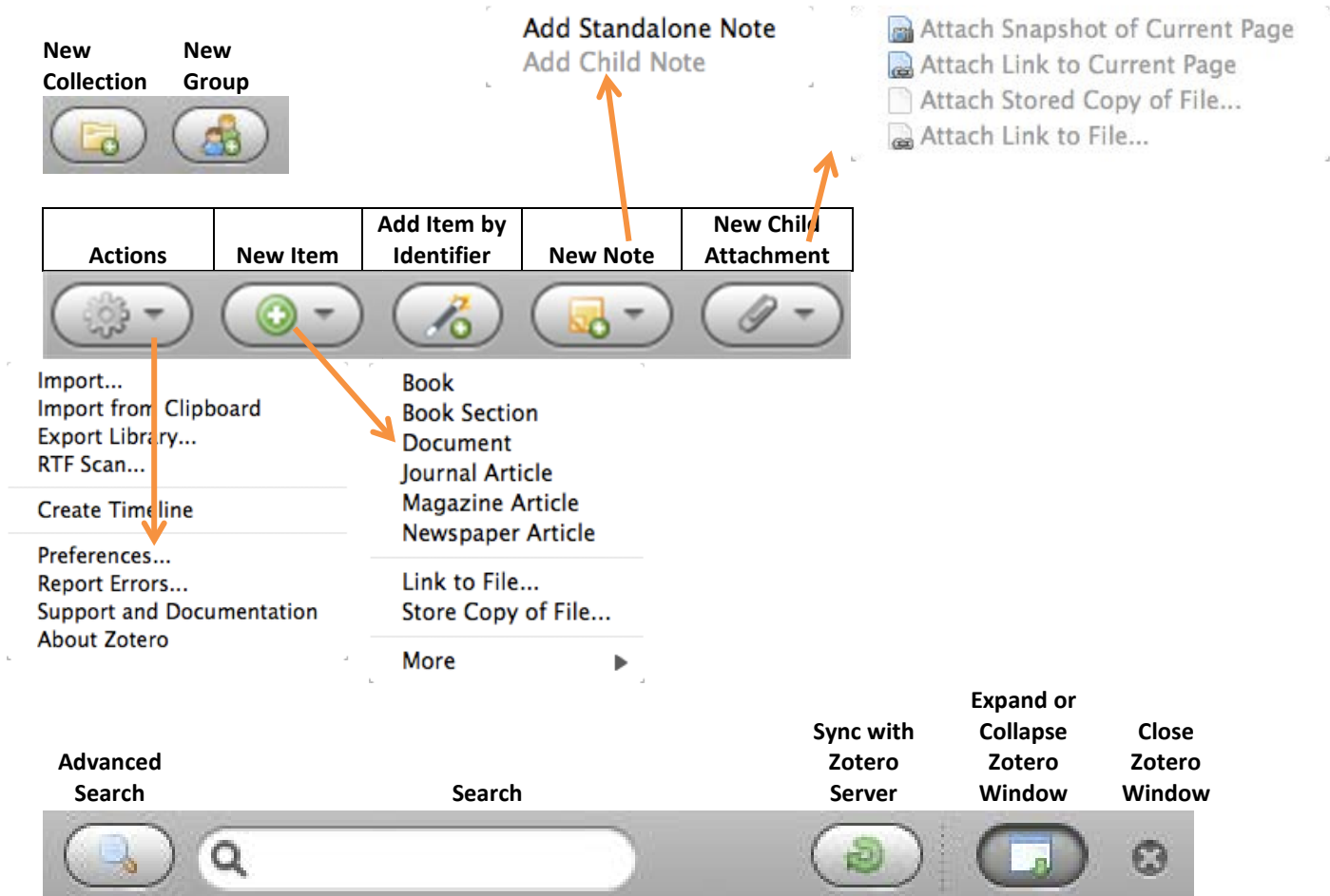
- The right column shows basic bibliographic information about the item that is selected in the middle column.



1. Detailed information for each citation, add notes, tags and associate citations with the related tab
2. View a snapshot of the article, created when you added the item

Zotero 101: Organize Your Research

Zotero Toolbar

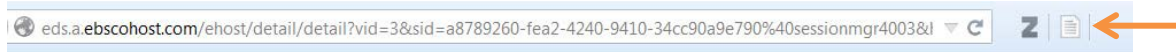
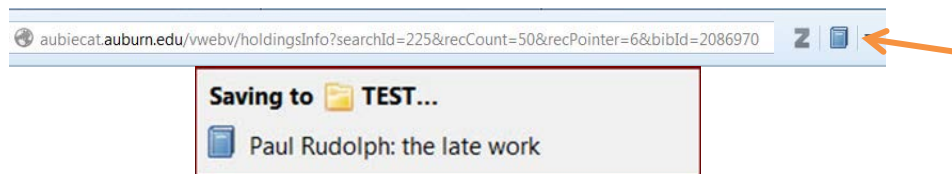


- You can close Zotero by clicking on the X icon in the upper right of the Zotero pane or by clicking on the logo again. You can open or close the Zotero pane at any time from within Firefox. The Zotero pane does not have to be open for you to do "quick saves" of material you want to add to your research collection.

Adding Citations to Zotero – 5 Methods

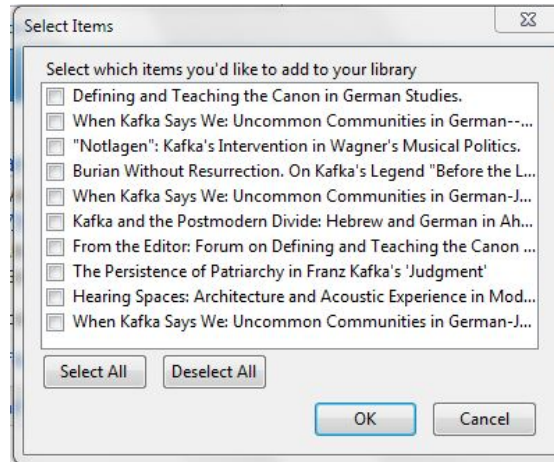
Hands-On: Adding References From Websites or Databases

- Automatically capture bibliographic information within your web browser (click on the book, item or folder icon displayed in the location bar at the top of your Firefox window).
 - Zotero's book icon or article icon will appear next to the icon in Firefox's toolbar.** Click on the icon and Zotero will save all of the citation information about that book or article into your library. (The Zotero pane does not have to be open for this to work.)



Zotero 101: Organize Your Research

- b. If you are looking at a group of items (e.g. a list of search results from EBSCO's Academic Search Premier) a folder will appear. Clicking on the folder will produce a list of items with check boxes next to them; choose the ones you want to save and Zotero will do the rest.



- c. This method works with the Auburn Library Classic Catalog, EBSCO databases, Google Scholar, JSTOR, and WorldCat, to name just a few.

2. Add item by identifier (ISBN, DOI or PMID)



3. Archive web pages



4. Import records from other reference management software, such as Endnote or RefWorks

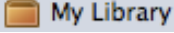

5. Manually add items

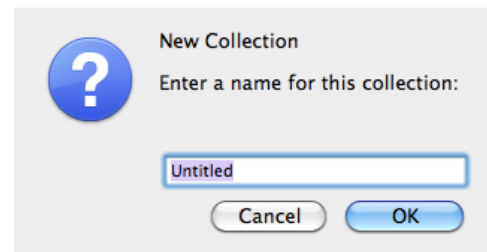


Note: Zotero's translators should work with most library catalogs, popular websites such as Amazon and the New York Times, and library databases. Zotero continues to add support for additional sites. You don't have to check for these extra translators; they will be automatically added to your Zotero installation.

Organizing Collections in Zotero

Hands-on: Create a Collection

1. Click on **My Library**  to view all your citations.
2. Click on the **New Collection** icon .
3. Give the collection a name when prompted.
4. The collection will be created but will be empty.
5. Click on **My Library** again to view all your citations. Select one and drag it to the **Collection folder** you just created. To select multiple citations, use the shift and command/alt keys.
6. To remove a citation from a collection, just click on the collection to view it, click once on the citation



Zotero 101: Organize Your Research

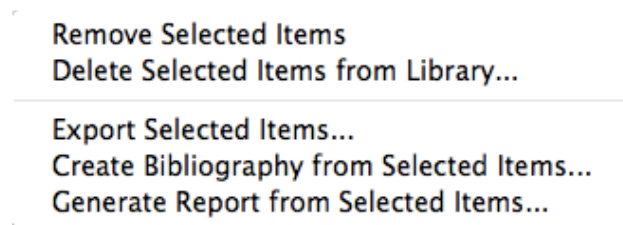
you wish to delete, and press the delete key on your keyboard. The citation will remain in My Library but not the collection.

Bibliographies

While Zotero does offer a Word plug-in that will handle bibliography creation and in-text citations, sometimes all you want is a nicely formatted bibliography.

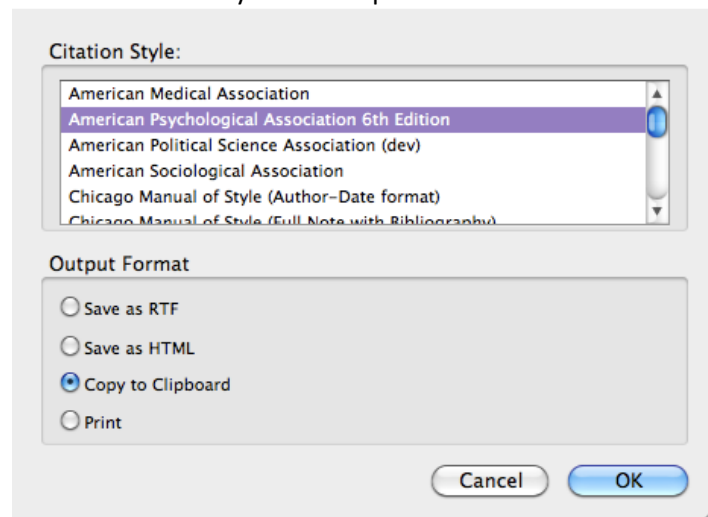
Hands-on: Create a Bibliography

1. Select multiple items in the middle pane of your Zotero library. An easy way to do this is to choose a collection and then select all. Right-click (or control-click) on the selected items and you will see the following contextual menu:



Select **“Create Bibliography from Selected Items...”**

2. Select a Citation Style and Output Format. Click OK.



3. Alternately, you can drag and drop a single reference from the center column into a document.

Installing the Word Plugin

Zotero also works with Word and Open Office. You can write your papers and pull in citations automatically from your Zotero database. For installation, go to the Zotero website:

http://www.zotero.org/support/word_processor_plugin_installation_for_zotero_2.1

Zotero 101: Organize Your Research

Microsoft Word

Windows

The latest version of the Word for Windows plugin for Zotero 3.0 is **3.1.8** (compatible with Word 2000 or newer, including 64-bit versions, and Firefox 3.6-14). **Word 2010 Starter Edition is not supported.**

- Install [Word for Windows Plugin 3.1.8](#) (Firefox extension)

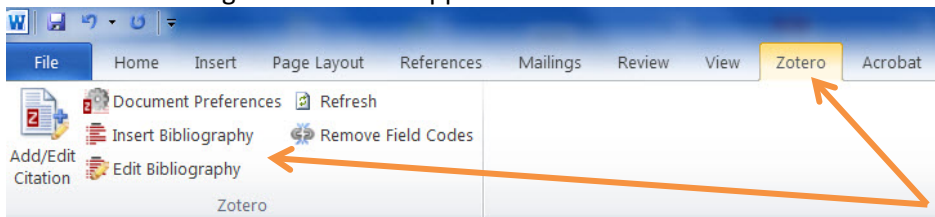
Mac

The latest version of the Mac Word plugin for Zotero 3.0 is **3.5.5** (compatible with Word 2004, 2008, and 2011, Mac OS X 10.5 Leopard or later, including Lion, and Firefox 4-13). **This release requires Firefox 4 or later** but does not require PythonExt. Firefox 3.6 users should download the [Word for Mac Plugin version 3.1.10](#).

- Install [Word for Mac Plugin 3.5.5](#) (Firefox extension)

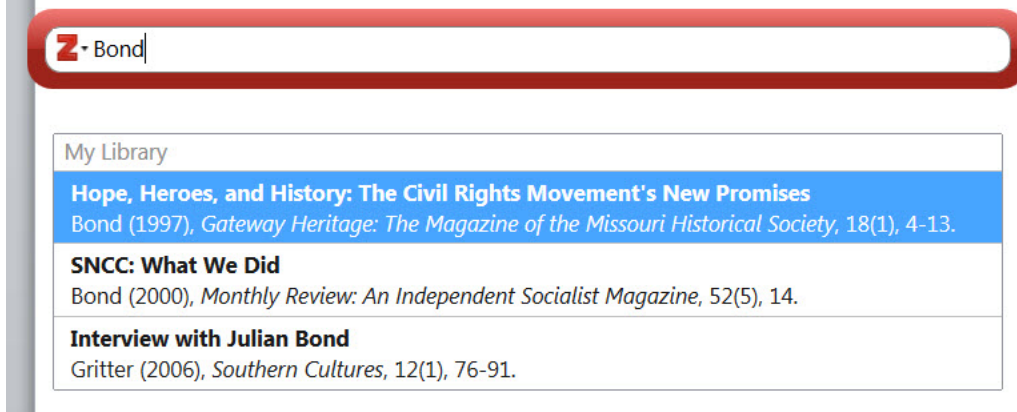
Word 2008 users: Zotero functionality is located under the Word script menu. See [here](#) for more details.

Zotero's Word Plug-in toolbar will appear until the Add-ins Tab:



Use the toolbar icons to connect with your Zotero library. This feature works offline. Click on the Add/Edit citation icon to insert your first citation and set document preferences for your chosen citation style. A red search bar will appear. Type the author's name or any other keyword to pull up a list of sources. Select your source and hit enter.

This paper will be easy to write with Zotero's Word plug-in.¹



The  Insert Bibliography icon formats a bibliography of your cited sources.

Help

Kasia Leousis

Architecture & Art Librarian

Library of Architecture, Design and Construction

ksl0008@auburn.edu

- <http://libguides.auburn.edu/zotero>
- <http://www.zotero.org/support/>