

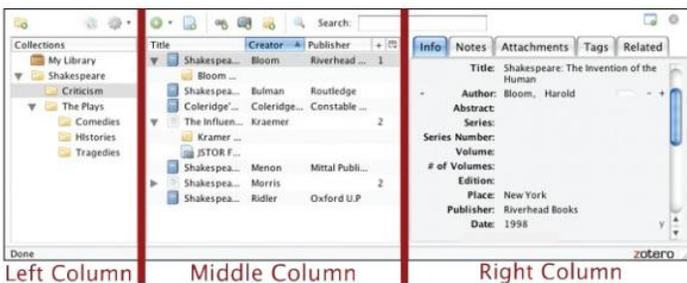
ZOTERO 5.0 for Windows, macOS, Linus	ZOTERO CONNECTOR
<p><b>Installing Zotero</b></p> <ol style="list-style-type: none"> <li>Go to <a href="https://www.zotero.org/download/">https://www.zotero.org/download/</a></li> <li>Click <b>Download</b> (Zotero DOES NOT work with Chromebooks)</li> <li>Open the downloaded Zotero file (.exe or .dmg)</li> <li>Follow the installation directions               <ol style="list-style-type: none"> <li>Zotero and an MS Word add-in will be installed automatically</li> </ol> </li> <li>Open the Zotero program</li> <li>Open MS Word               <ol style="list-style-type: none"> <li>Notice the word Zotero on your toolbar</li> </ol> </li> <li>Restart your computer if prompted</li> </ol>	<p><b>Installing Zotero Standalone Browser Extension</b></p> <ol style="list-style-type: none"> <li>Go to <a href="https://www.zotero.org/download">https://www.zotero.org/download</a></li> <li>Select your browser extension under Zotero connector</li> <li>Select <b>Add Extension</b> when prompted</li> <li>Browser may restart after installation</li> <li>You'll notice a Zotero icon in your browser</li> </ol>

## 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.

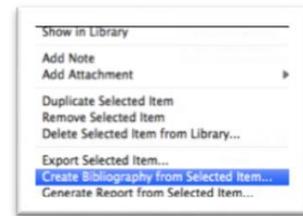
**SAVING WEBSITES:** With **Zotero for Firefox**, you can create an item from the current website by either clicking the **Create New Item from Current Page** button (📄) above the middle column of the Zotero library middle column, or by right-clicking the website page selecting **Create New Item from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

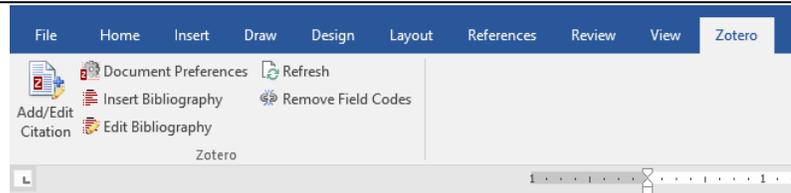
**SAVING CITATIONS MANUALLY:** To add primary documents, interviews, and a variety of other reference types to your Zotero library, select the green circle icon (🟢) from the Zotero library toolbar and select the item type to begin filling in the citation information.

## 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.



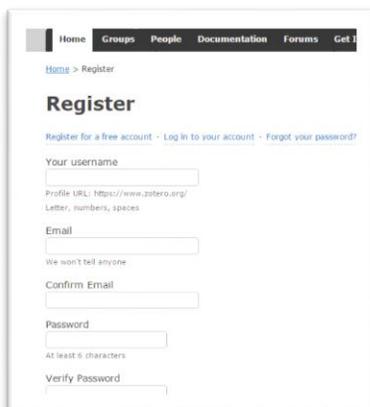
3. **Drag-and-Drop Quick Copy:** Select items in the middle column of your Zotero library and drag them into any text field. Zotero will automatically create a formatted bibliography for you. To copy citations instead of references, hold down shift button at the start of the drag.

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

