

## What's Zotero?

Zotero [zoh-TAIR-oh] is a free information manager tool to help you collect, organize, cite, and share your research sources. Zotero collects all your research in a single, searchable interface. In addition to citation information you can add PDFs, images, audio and video files and snapshots of web pages. Your free account comes with 300 MB of storage space. Additional space can be purchased at an annual rate.

**Zotero Quick-Start Guide:** [https://www.zotero.org/support/quick\\_start\\_guide](https://www.zotero.org/support/quick_start_guide)


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**Installing Zotero** Go to <https://www.zotero.org> and click the "Download" button. Downloading the browser extension (Firefox, Chrome, or Safari) makes using Zotero much easier and is highly recommended.

**Zotero for Mobile** The Zotero Bookmarklet (<https://www.zotero.org/downloadbookmarklet>) allows you to save items from your mobile device's browser directly to your zotero.org account. There are no official Zotero apps for mobile devices. Visit <https://www.zotero.org/support/mobile> to learn about several third party solutions.

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**Create a Zotero Account** Go to <https://www.zotero.org/user/register> to create an account. Your username and password will allow you to sync your research across devices that have Zotero installed (plus you can view your citations anytime from any computer by visiting the Zotero website and logging in).

To sync, select the  in Zotero. The first time you do this you will be prompted to enter your Zotero username and password into preferences. Zotero will upload your library so your saved citations are now associated with your account.

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## Ways of Saving Citations

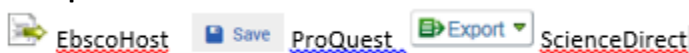
### 1. Saving Citations with a Browser Extension

Click the Z icon  and Zotero will save the citation for you. Once you've click on the Z icon the first time the icon for saving the citations may look like this  (webpage citation icon) or  (article citation icon) instead of the Z.

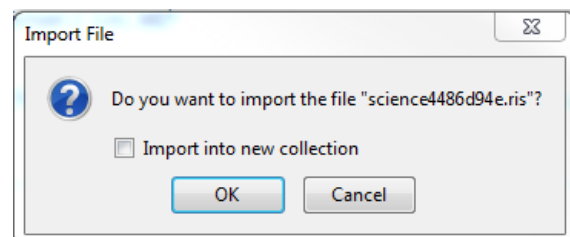
### 2. Saving Citations without a Browser Extension

Once you have located an article you would like to save look for an export or save button or icon.

#### Examples:



Choose the RIS option. Click on the downloaded file and you will be prompted to import. Click Ok.



### 3. Manually Entering Citations




**Method One:** Click the New Item icon and select the item type (e.g. book or journal article). On the right side of the screen a new entry box will appear for you to enter the citation information.

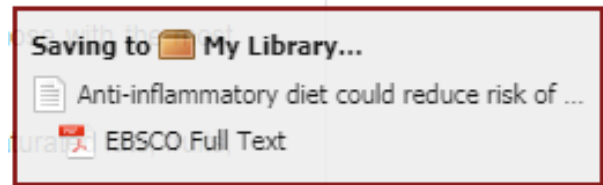


**Method Two:** If you have an item's unique identifier (ISBN for books; DOI for article; PMID for PubMed) you can click the Add item(s) by Identifier icon and enter the identifier in the box.

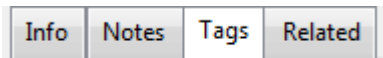
## Saving Files to an Entry

Zotero saves pdf and html of the full text of articles and documents within many databases (if full text is available) when you use the browser extension to save a citation. Look for the "Saving to Zotero" pop-up window with pdf or page icons in the bottom right corner of the browser to see when this happens. You can also manually add a file using the

attachment icon. 



## Organizing Your Entries



### Tags

Select the Tags tab on an entry to assign tags to your library items to organize your research using your own keywords. The tag selector enables you to filter your library instantly to view matching items.

### Creating Folders

To create a folder, click the folder with green plus sign. You can then drag items into the folder. Note: If a folder is highlighted and a new item is added it will go directly into the folder selected.

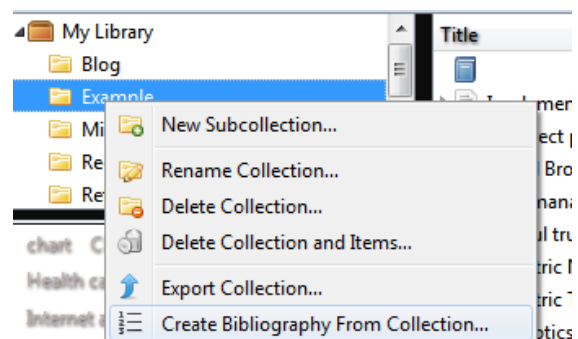
### Collaborate: Group Folders

Click the brown folder icon and select New Group. This opens your browser window to:

<https://www.zotero.org/groups/>. You may be prompted to log into your Zotero account. Choose a name for your group and the group type: Public, Open Membership; Public, Closed Membership; or Private Membership. Once the group is created you can send email invitations under the group's membership settings.

## Creating a Bibliography

You can right-click on a folder in your Zotero library to choose the entire folder, or press control and left-click to choose multiple citations within a list. After the items are highlighted, right-click on one of them and select "Create Bibliography from Items." Then choose your preferred citation style\*. Be sure "Bibliography" is selected as the output mode, and choose "Copy to clipboard" as the output method, then use the paste function to insert your bibliography in your document.



\***Adding a Citation Style** You may need a citation style that is not in the default installation. The Zotero Style Repository (<https://www.zotero.org/styles>) contains over 8,000 styles to choose from. If you are using Zotero for Firefox, just click on the style you want from the repository to install. With Zotero Standalone, you first have to download the style to your computer. Right-click the style title and select "Save Link as..." to download the style. Then double-click the downloaded file while Zotero Standalone is running to install it. Alternative methods and additional details for installing citation styles can be found on the Zotero support site: <https://www.zotero.org/support/styles>

**Word Processor Plugins** Zotero also offers plugins for Microsoft Word and LibreOffice/OpenOffice/Google Docs that will insert citations from your Zotero items and create a bibliography for that document. Visit [https://www.zotero.org/support/word\\_processor\\_integration](https://www.zotero.org/support/word_processor_integration) for details.

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## **ZoteroBib**

[ZoteroBib](#) is a web-based tool that allows users to create citations and build bibliographies without creating an account or installing software. If you need to reuse sources across multiple projects or build a shared research library, we recommend using Zotero instead.

**ZoteroBib:** <https://zbib.org/>

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