

# Using Zotero

(borrowed/plagiarized from Zotero's website)

Zotero (zo-TAIR-oh) is open-source software that lives in your Firefox browser and helps you manage your references. The advantages are numerous: you can immediately download references, and (unlike RefWorks) take your references with you when you graduate.

## Download it

<http://www.zotero.org>

## Left column

- Create collections (folders)
- Manage tags (descriptions of the stuff you download)
- Notice "My Library" – this holds everything you download into your library

## Middle column

- Add references
  - Click on the icon in address of your browser
  - If no icon appears, click the green circle with the + sign and enter your reference manually, or click the blue-green window from the row of icons ("create new item from current page") to add information from the page.

## Right column

- Info - use this to fill out an incomplete citation or add more information.
- Notes - highlight the item in your library you want to take notes on
- Attachments – any attachment from your web page or full-text article will appear here
- Tags - words you can enter to describe what you've found, which makes it easier when you have 3,000 references and can't remember the title of the one you need

## Three ways to insert citations in your paper

- Drag and drop the citation from Zotero directly into a Word document
- Right-click the citation and choose "Create Bibliography from Selected Item"
- Incorporate the plug-in into Word, Open Office, etc:  
[http://www.zotero.org/support/word\\_processor\\_integration](http://www.zotero.org/support/word_processor_integration)

Then watch the helpful YouTube video on this page, showing you how to use the icons that will appear in Word. The icons will allow you to generate bibliographies on the fly.

For extra help, see Zotero's handy user guide for adding citations paper:

[http://www.zotero.org/support/word\\_processor\\_plugin\\_usage](http://www.zotero.org/support/word_processor_plugin_usage)

## Sync your Zotero files across computers

- Create a Zotero account at <http://www.zotero.org>, then follow the instructions on this page:  
<http://www.zotero.org/support/sync>
- Be sure to sync your Zotero files (e.g., pdfs and other attachments) as well as your data. Scroll further down the page above, and also see this page for details: <http://www.zotero.org/support/storage>