



## Zotero 4+

### Purpose

*Zotero* is a free plug-in for the Firefox browser, or a stand-alone program, that acts as a citation manager. You can save, organize, format your citations, and more.

### To Access

- Download and install the Mozilla Firefox browser 16 or higher at <http://www.mozilla.com/firefox/>
- Download and install the Zotero extension at <http://www.zotero.org/>
- Download the Zotero plug-in for MS Word (beta, PC and Mac) or LibreOffice 3.4 or higher at [http://www.zotero.org/support/word\\_processor\\_plugin\\_installation](http://www.zotero.org/support/word_processor_plugin_installation)



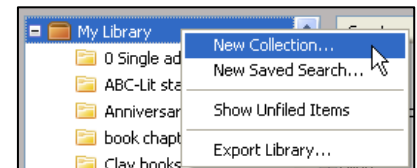
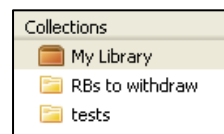
After installation, open your Firefox browser. You will see the *Zotero* logo in button bar. A single left click on the logo will open or close the *Zotero* window.



### To Organize Citations

*Zotero* is organized into three adjustable panels.

- The left panel organizes the groups of citations. To create a new folder in the library, right click on the "My Library" icon and select "New Collection"
- The middle panel shows lists of citations in a group, which users may drag and drop from one collection to another
- The right panel displays a close-up of an citation, and allows editing and has additional tools

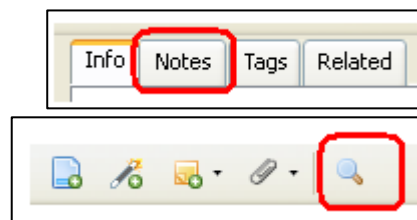


Title	Creator
Mugglenet.com's What Will Happen in Harr...	MuggleNet.com
Names and Naming in Young Adult Literature	Nilsen

Book	
<b>Title:</b>	From Homer to Harry Potter: A Handbook on Myth and Fantasy
<b>Author:</b>	Dickerson, Matthew T
<b>Contributor:</b>	O'Hara, David

## To Save and Search Notes

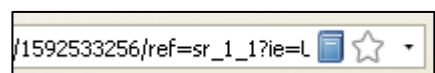
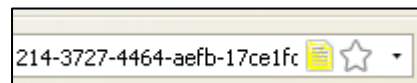
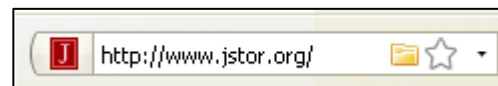
- You may save many notes for each parent-object citation
- To search those notes, click the magnifying glass above the Zotero panels



## To Collect Citations

In your Library, highlight the collection or sub-collection you want the citations and files saved to.

In a database or online site, click the capture icon next to the star in the URL box. It will be a yellow folder icon for list views. For close-up views, it will be a piece of paper icon, or a book icon. If you don't see an icon, *Zotero* is not "sensing" the citations.

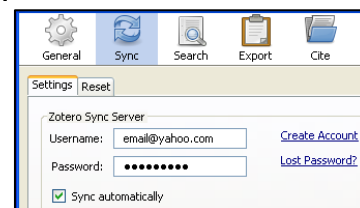


Currently, sensing works in most library-provided databases, including the Pfau Library catalog, Ebsco databases, CSA databases, and ProQuest databases. JSTOR is sensed and attaches pdfs automatically. *Project Muse* and *ScienceDirect* cannot sense in the list view, but can in the close-up view, and it saves pdfs automatically. Non-library databases can work as well, such as PubMed and Amazon.com, among others.

## To Share and To Sync

Zotero 3.+ allows you to create an account on the Zotero site, sync your citations, and share citations with other users. It works like a social networking site, such as Facebook. Every Zotero user is given 300MB of file storage for attached files. Storage beyond 300MB is an additional cost. Individual file size is limited to 4GB, should you purchase more file space.

- Select **Actions > Preferences > Sync**. Either put in your username and password, or use the link to create a new account
- "Sync automatically" should be checked by default



## To Save Full-Text

If you are looking at a Web page, use the button "Create Web Page Item from Current Page," making sure the stored attachment is a child object to the citation. Drag and drop if necessary.



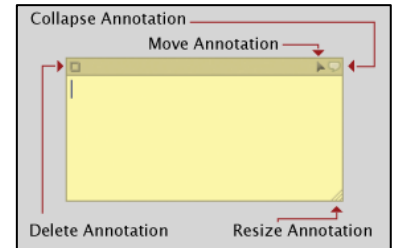
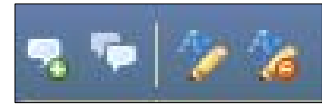
If the item is any file type (pdf, doc, jpg, etc.) you may drag and drop the file on the parent object, and it will be saved to Zotero's database as a child object.



**If you have any questions, please consult a reference librarian or call (909) 537-5091.**

## To Use the Annotation Bar

- First, archive the page using the "Create New Item from Current Page"
- Double-click the citation
- Use the Annotation Bar in the upper left corner to highlight text and use sticky-note annotations
- Annotations are signaled by a yellow speech bubble and have a collapsible box for typing



## To Format Citations

There are two ways you may format your citations in your groups into a bibliography

- Using the middle panel, you may drag and drop one or more citations into a document, email, or blog post, which will automatically alphabetize
- Highlight several citations, then right-click and select "Create Bibliography from Selected Items" and "Copy to Clipboard"
- Alternatively, highlight several citations, right-click, and choose "Generate Report from Selected Items" to create a multi-page report of all the items in the bibliography. This does not use a citation style

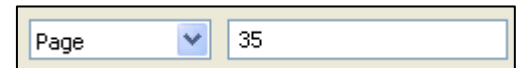
## To Cite While You Write

After installing the *Zotero* plug-in for your word processor, open your word processor and look for the new Zotero toolbar. In Word 2010, you will find it under the Add-Ins tab. In order, the buttons are:

- Insert citation
- Edit citation
- Insert bibliography
- Edit bibliography
- Zotero refresh
- Set preference



As you type, click the "insert citation" button to add an internal citation. Confirm the style, document, and page you are citing.



When you are finished writing the paper, click the "insert bibliography" button to add the bibliography to the end of the document.



"Set document preferences" button will change citation styles on the fly.

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Zotero Style Repository  
<http://www.zotero.org/styles>

Jason Priem's Zotero Report Customizer  
[http://jasonpriem.org/projects/report\\_cleaner.php](http://jasonpriem.org/projects/report_cleaner.php)

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