

## Zotero Introductory Notes

- ❖ *Zotero* facilitates collecting, organizing, citing, and sharing research sources
- ❖ *Zotero* is an open source standalone program running on the Windows, Mac OS X, and Linux operating systems with connecting software for the *Google Chrome*, *Firefox*, *Opera*, and *Safari* browsers. *Zotero* does not work with *Internet Explorer*
  
- ❖ Setting up a free *Zotero* account gives you:
  - 1) unlimited storage space on *Zotero*'s servers for your metadata (information about your sources, e.g., author, title, publisher, etc., including your text notes);
  - 2) up to 300 MB of storage on *Zotero*'s servers for PDF and image files. You can purchase more file storage space--\$20/year for 2 GB, \$60/year for 6 GB
- ❖ You can choose to store just your source metadata on the *Zotero* servers and NOT store any files there
- ❖ On any computer where you install desktop *Zotero*, you can configure *Zotero* to sync your desktop data (and files, if you choose) with the content stored on *Zotero*'s servers
  
- ❖ While you can manually type descriptive information (metadata) about each of your sources into your *Zotero* database, *Zotero* often makes it one-click easy to transfer source metadata from many of our subscription databases, as well as from web sites, into your *Zotero* database. If you already have article PDFs, you can drag them into *Zotero* and use the right-click menu to try to automatically retrieve article metadata from the Internet.
  
- ❖ As with any bibliography management tool—e.g., *RefWorks*, *EndNote*—you will need to know what a correctly formatted bibliographic style should look like. You cannot assume that the bibliographic styles output by the tool are totally accurate/correct
  - EMU Library web page with links to 'cheat sheets' for a number of common bibliographic styles: <http://guides.emich.edu/citing>
  
- ❖ Clicking the *Zotero* icon in a browser when viewing an item's description will ingest into *Zotero* the descriptive information (e.g., author, title, publication year, etc.) about the item. *Zotero* (or for that matter, any other reference manager tool) sometimes imports more or less descriptive information than is needed for it to produce correctly formatted citations. So, after you add records into *Zotero*, you should review the imported descriptive information and then 'clean up' the records, that is, add or subtract information in *Zotero*, to insure the citations it creates are accurate.
  
- ❖ EMU Library *Zotero* Guide: <http://guides.emich.edu/zotero>