

Zotero: Collect, Organize, Cite & Share Sources

Library Notes

Download and Register Zotero

1. Download the Zotero standalone client on the Windows, Mac, or Linux operating systems as well as a Zotero Connector for Chrome, Firefox, Opera, or Safari
<http://www.zotero.org/download/>
2. Register for free Zotero user account
<https://www.zotero.org/user/register/>

Setting Up Zotero

1. **Sync Zotero account with desktop Zotero**
Actions Menu>>Preferences>>Sync
<http://guides.emich.edu/content.php?pid=330314&sid=2733525#9514144>
2. **Enable PDF indexing**
Actions Menu>>Preferences>>Search>>PDF Indexing
<http://guides.emich.edu/content.php?pid=330314&sid=2733525#9590872>
3. **Select/update citation styles**
Actions Menu>>Preferences>>Cite>>Styles>>Get Additional Styles
<http://guides.emich.edu/content.php?pid=330314&sid=2733525#9592243>
4. **Select default quick copy citation style**
Actions Menu>>Preferences>>Export>>Default Output Format
<http://guides.emich.edu/content.php?pid=330314&sid=2733525#9592386>
5. **Enable EMU FindText+**
Actions Menu>>Preferences>>Advanced>>OpenURL
<http://ry7wh7fe2u.search.serialssolutions.com>
<http://guides.emich.edu/content.php?pid=330314&sid=2733525#9514151>

Adding Items to Zotero

http://www.zotero.org/support/getting_stuff_into_your_library

1. Via icons in the browser address bar
2. Via 'Create New Item from Current Page' icon/right-click menu
3. Via ISBN, DOI, PMID identifier
4. Via right-clicking PDF file dragged into Zotero center pane and selecting 'Retrieve Metadata'.
If no metadata found, right-click PDF file and choose 'Create Parent Item from Selected Item' and add metadata manually
5. Via manually adding and editing items
6. Via importing other citation manager file types, e.g., RIS/Refer files

Organizing Items in Zotero

1. Collections and Tags
http://www.zotero.org/support/collections_and_tags
2. Relating Items
<http://www.zotero.org/support/related>

Formatting References / Creating Bibliographies

http://www.zotero.org/support/creating_bibliographies

1. Drag-and-drop quick copy
2. Keyboard shortcuts quick copy
3. Right-click menu 'Create Bibliography from Selected Items'
4. Word processor plugin
http://www.zotero.org/support/word_processor_integration

Sharing & Collaborating Online

1. Creating a public profile
2. Creating and joining groups
<https://www.zotero.org/support/groups>