

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.
2. Download a Zotero Connector for your browser, i.e., Chrome, Firefox, Opera, or Safari
<http://www.zotero.org/download/>
3. Register for free Zotero user account
<https://www.zotero.org/user/register/>

Setting Up Zotero

1. **Sync Zotero account with desktop Zotero**
Edit>>Preferences>>Sync
<http://guides.emich.edu/content.php?pid=330314&sid=2733525#9514144>
2. **Enable PDF indexing**
Edit>>Preferences>>Search>>PDF Indexing
<http://guides.emich.edu/content.php?pid=330314&sid=2733525#9590872>
3. **Select/update citation styles**
Edit>>Preferences>>Cite>>Styles>>Get Additional Styles
<http://guides.emich.edu/content.php?pid=330314&sid=2733525#9592243>
4. **Select default quick copy citation style**
Edit>> Preferences>>Export>>Default Format
<http://guides.emich.edu/content.php?pid=330314&sid=2733525#9592386>
5. **Enable EMU FindText+**
Edit>>Preferences>>Advanced>>OpenURL
https://emich.alma.exlibrisgroup.com/discovery/openurl?institution=01EMU_INST&vid=01EMU_INST:Services&<metadata>
<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 right-click menu: Zotero Connector>>Save to Zotero
3. Via ISBN, DOI, PMID identifier
4. Via right-clicking PDF file dragged into Zotero center pane and selecting 'Retrieve Metadata for PDF'. If no metadata found, right-click PDF file and choose 'Create Parent 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 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>