

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.
When installing Zotero, if you see
The Zotero data directory could not be found
Select *Use Default Location* for the Previous directory
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. **Install word processor add-in**
Edit>>Preferences>>Cite>>Word Processors>>Install Word Processor Add-in
<https://goo.gl/1p48HB>
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>