

Zotero 101

What can I do with Zotero?

Zotero is a free, easy-to-use tool to help you collect, organize, cite, and share your research sources. It was developed by scholars for scholars at George Mason University. You can:

1. Gather citations of books, articles, videos (and more) from databases and WUSTL Libraries Catalogs.
2. Organize research results into collections.
3. Attach files (e.g. PDFs), notes, images, and tags to citations.
4. Quickly create a bibliography in multiple formats: MLA, Chicago, APA, and over 1,900 other styles.
5. And more...

Get Started

Zotero runs within the Firefox web browser, which must be installed and open in order for you to work with your research collection. Zotero is installed on all computers in the Arc.

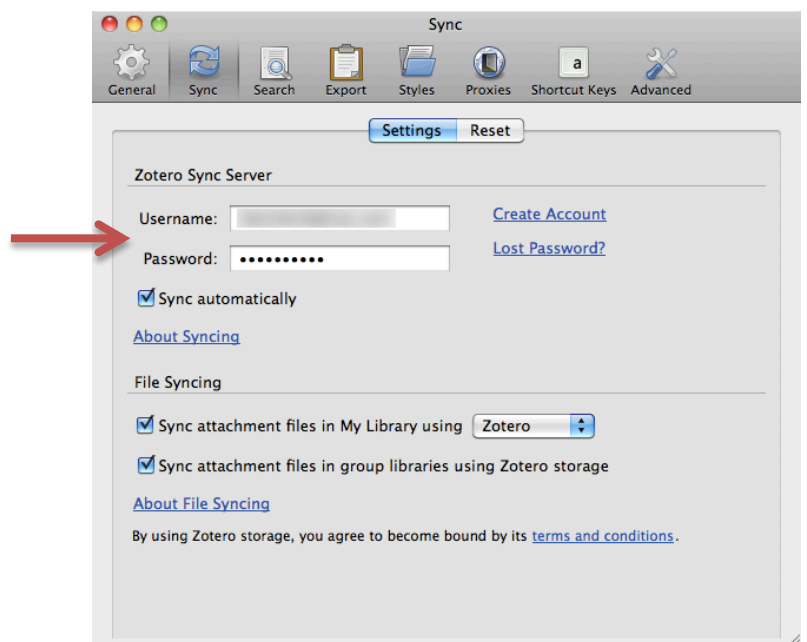
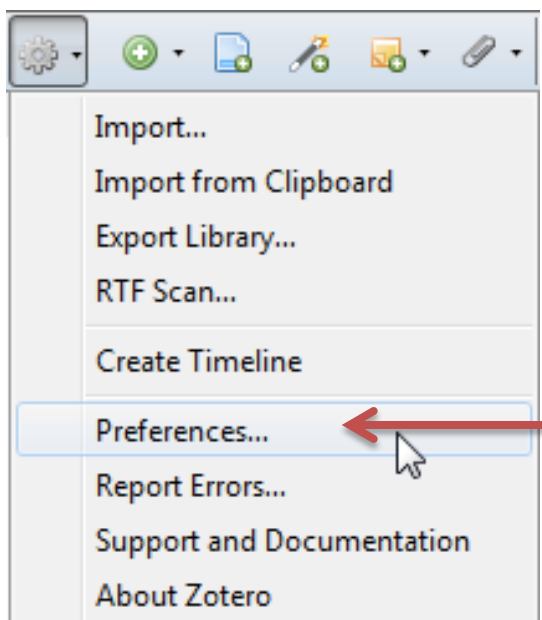
Q: *Can I still use Zotero if I don't use Firefox?*

A: Yes: If you use another browser, such as Chrome or Safari, you can use Zotero Standalone in tandem with a browser extension. The interface is identical (it looks like the *Toggle Tab Mode* in Firefox) so everything you learn in Zotero 101 is transferable to Zotero Standalone.

Register and Sync Your Zotero Account

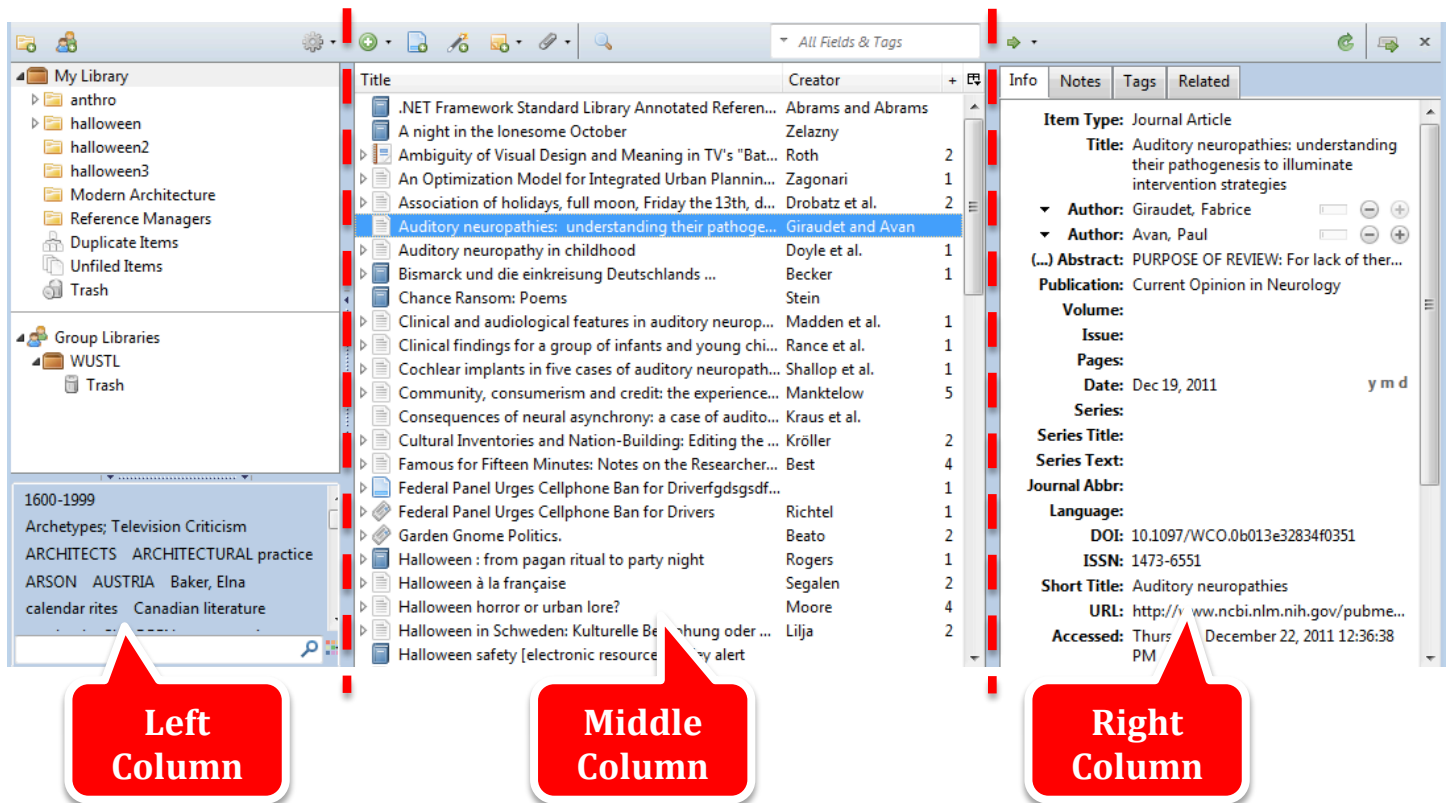
Registering an account allows you to sync your all your references, participate in groups, and post to the support forums. To register, visit zotero.org. In the upper-right hand corner, click on the link titled *Register*.

Now you can add your account to Zotero in Firefox. Open Zotero by clicking the Zotero icon in the lower-right corner of your Firefox window. Then click the *Actions* icon in the toolbar and select *Preferences...*. After clicking *Preferences...* a small window will pop up. Select the *Sync* tab and enter your Zotero username and password.



Navigating Zotero

There are three columns that **move from left to right**:



Left Column

The **left column** is an overview of your sources. It contains all your items (*My Library*) and collections, which are subsets of *My Library*. Some of the collections are *Smart Collections*, which means they are automatically populated as you use Zotero. For example, *Duplicate Items* gathers duplicated records while *Unfiled Items* lists anything that has not been assigned to a collection.

Middle Column

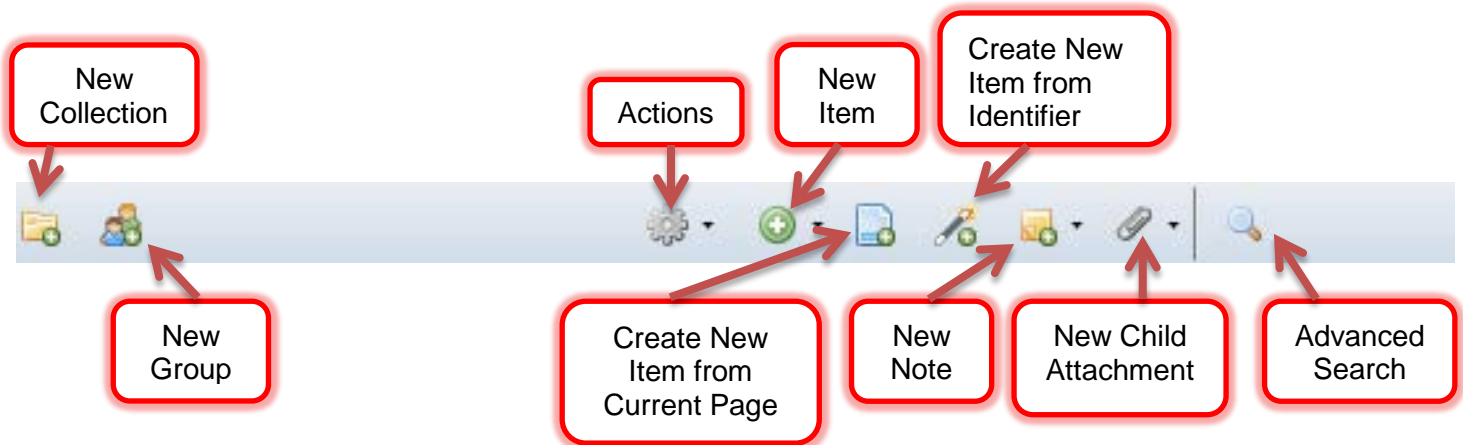
The **middle column** shows items from the collection that is highlighted in the left column. By default it shows the title and creator and the number of attached items (such as a PDF or snapshot of a web page). You can change the columns displayed by clicking on the column icon in the upper-right.

Right Column

The **right column** shows basic bibliographic information about the item selected in the **middle column**. Detailed information for each citation is located in the *Info* tab. Other tabs give access to notes, tags, and related citations. While viewing any tab in the **right column** you can edit the information being displayed.

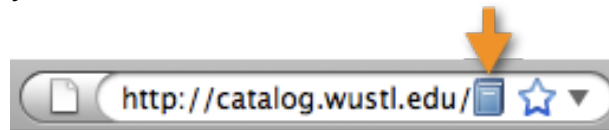
Zotero Toolbar




The toolbar lets you perform all tasks possible in Zotero, much like any toolbar or menu in other applications. To access Zotero preferences, select *Actions > Preferences...*



Adding Citations to Zotero

1. You can capture bibliographic information within your web browser **with one click**. A book icon or article icon will appear in Firefox's location bar (top of the browser window, where the web address appears). Click on icon and Zotero will save all of the citation information about that book or article into *My Library*.



2. Add item by importing an RIS file. 
3. Add item by identifier (ISBN, DOI or PMID). Copy and paste an ISBN and it will create a record. 
4. Manually add items, letting you start with a blank template. 

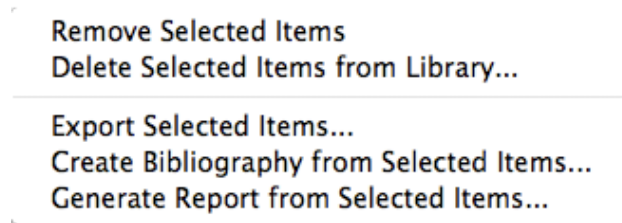
Organizing Collections

1. Click on *My Library* to view all your citations.
2. Click on the *New Collection* icon.
3. Give the collection a name when prompted.
4. The collection will be created but will be empty.
5. Click on *My Library* again to view all your citations. Select one and drag it to the Collection folder you just created. To select multiple citations, use either the ctrl key on Windows or the command key on OS X.
6. To remove a citation from a collection: while a collection is selected, click once on the citation you wish to delete, and press the delete key on your keyboard. The citation will remain in *My Library* but not the collection. If you would like to remove an item from *My Library* while in a collection, you can right click the item and select *Delete Selected Item from Library...*

Bibliographies

While Zotero does offer a Microsoft Word Add-In that facilitates bibliography creation and in-text citations (which is covered in the Zotero 102 handout) there are simple ways that you can create a bibliography for any application.

1. Select multiple items in the middle pane of your Zotero library. An easy way to do this is to choose a collection and then select all. Right-click (or ctrl-click) on the selected items and you will see the following contextual menu:



Then select **“Create Bibliography from Selected Items...”**

2. Alternately, you can drag and drop a single reference from the center column into a document. The default style for dragging and dropping is controlled in Zotero Preferences in the *Export* tab. In the section titled *Quick Copy* you can set the *Default Output Format* in a drop-down menu.

Help and Support

Olin Library Support

- Contact your subject librarian: www.library.wustl.edu/research/librariansalpha.html
- Zotero Research Guide: libguides.wustl.edu/zotero
- FAQ: libanswers.wustl.edu/browse.php?tid=11779
- Email our Citation Management Group: wu-libcite@wumail.wustl.edu

Support provided by Zotero

- Videos: www.zotero.org/support/screencast_tutorials
- Forums: forums.zotero.org/categories/

