


zotero

Zotero 102

What is Syncing?

Syncing keeps **one file**, which is located in **two locations, identical**. Changes made in one location are automatically sent to the second location. When you make changes within Zotero, the changes are sent to zotero.org, and vice versa.

IMPORTANT: You need to sign up for a zotero.org account and sync your zotero.org account with the

Zotero web browser interface by clicking this action icon  and entering your username and password under preferences.

How much storage does Zotero provide?

Each Zotero user is given 100 MB of free Zotero file storage, this includes storage for both your library and groups in which you are the owner. Larger storage plans are available here:

http://www.zotero.org/support/storage#storage_pricing

You can always turn off the syncing of attachments if you would like to just keep the citation records in sync. Note that anything in the *Trash* is counted as unavailable space until you empty the *Trash*.

Zotero 3.0 has a de-duplication tool

Zotero 3.0 has duplicate detection which stores duplicated items in specific folder entitled: Duplicate Items. Open the *Duplicate Items* folder and all duplicate items will be grouped together. There is the option to merge the items and choose which version of the item you want to be the final, master item.

Zotero Translator Issues

Sometimes one-click capture does not work in certain databases but there are multiple options to enter citations. Zotero is constantly updating the translators. Let us know if you come across issues that are not documented:

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

Zotero Word Processor Toolbars

You can insert in-text citations using Zotero's Word Processor Plugins, which are available for MS Office Word and OpenOffice/LibreOffice/NeoOffice.

Zotero Groups

You can create a Zotero Library which can be shared with other Zotero members. There are three types of groups- Private, Public (Closed Membership), and Public (Open Membership).

Zotero Profile

You can edit your Zotero profile to select your relevant discipline as well as establish privacy settings, such as hiding your profile from Google search results.

Notes:

**How did we do? Visit:
bit.ly/zotero102**

Olin Library Support

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

Support provided by Zotero

- Tips and tricks: http://www.zotero.org/support/tips_and_tricks
- Knowledge base: <http://www.zotero.org/support/kb>
- Language Support: http://www.zotero.org/support/supported_languages

