Zotero: Final Finish

Zotero [zoh-TAIR-oh] is a free, easy-to-use tool to help you **collect, organize, cite, and share** your research sources.

George Mason University Libraries

Get Your Zotero.org Account

- Get a free Zotero account at **http://zotero.org** (click on "register" at upper right hand corner.)
  - Connect with other scholars and user with profiles and ask questions on the forums.
  - **Sync your library** across different computers by saving items on Zotero's server
  - **Create group libraries** and collaborate with classmates and colleagues

How to Sync

1. Click Edit on the menu bar and select Preferences> Sync
2. Enter user name and password and choose if you want to automatically sync each time you edit library.
3. Manually sync by clicking on the green circular arrow on the right hand side of your library
4. Also decide if you want to sync your attached files. Zotero provides a limited amount of free space on their server (300MB). See **http://www.zotero.org/support/file_sync**
5. More space can be purchased through Zotero if you need it.
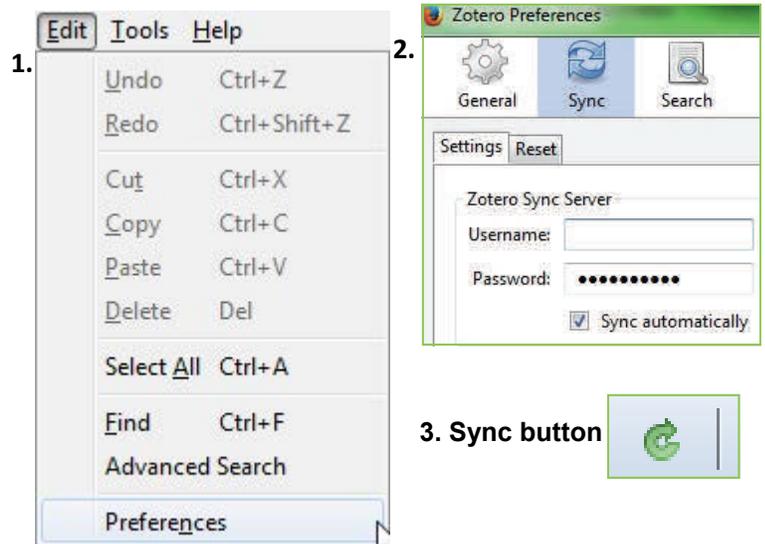
Creating Groups

1. Click on the "New Library" icon next to "New Collection"
2. You will be taken to a page on **Zotero.org** to log in with your account and to set up your group
3. There are 3 different types of Groups
   - **Public, Open:** Anyone can view your group online and join the group instantly.
   - **Public, Closed:** Anyone can view your group online, but members must apply or be invited.
   - **Private:** Only members can view your group online and must be invited to join.

Managing Groups

1. Go to **Zotero.org** and click on **"groups"**.
2. Sign in with your Zotero username/password.
3. Find the group you'd like to manage
   - Click on "Manage Library" to edit the group type and library settings (reading, editing, file storage varies by members' roles)
   - Click on "Manage Member" to edit group members' roles, add/invite new members

Using Groups
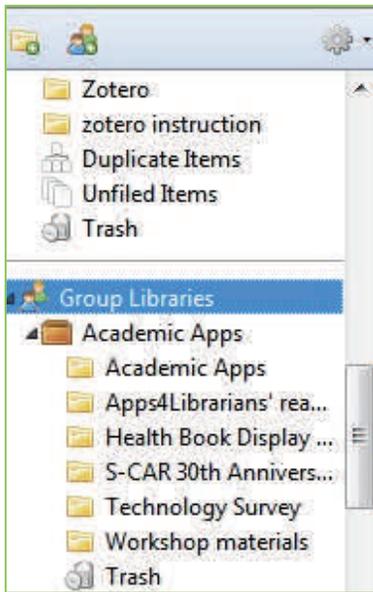
1. Your group library will be displayed in your Zotero panel below your personal collections/folders. See example on the left.

2. Two methods to populate your group library:
   - Drag items from your personal collections and drop them into your group library folder
   - Highlight the group in Zotero and use the Zotero icons when adding items from websites, catalogs, etc.

3. Create sub-folders by right-clicking on a group folder.

4. If you cannot edit group folders, be sure to check your member role on the Zotero groups website under "member settings."
   - Depending on your role, you may or may not have authorization to edit group libraries.

5. Your group libraries will sync to the Zotero server whenever you click the sync button, or automatically if that option is enabled in your sync preferences.

Using Tags to Organize your Library

1. Tags are used in Zotero to help organize your library, like keywords. They are located below your Zotero library and can be hidden.

2. When saving items from library catalogs or databases, Zotero automatically pulls in subject headings or keywords when available and these become tags. **You can disable this feature in your preferences, under "general" if you do not want Zotero to import keywords as tags.**

3. Assign tags to items by dragging selected items and dropping them on desired tags.

4. You can create your own tags for items when you select an item in your Zotero library. Next to the "info" tab, you will see the "tags" tab, which allows you to create your own tags.

1. Tags used in selected collection
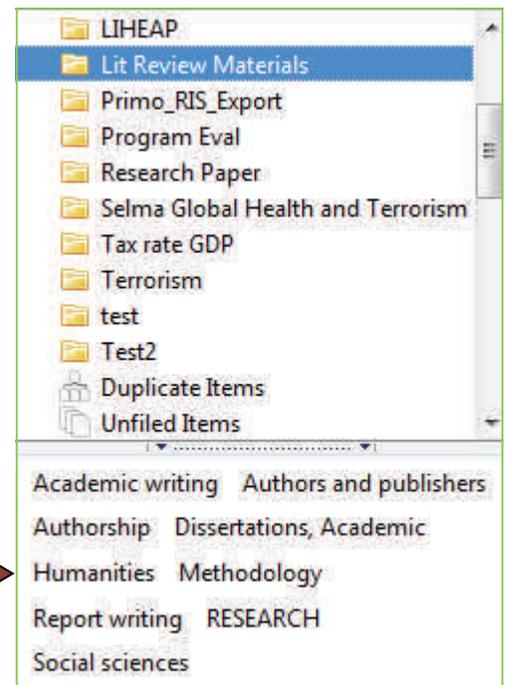
Using the Forums and Zotero Profiles

- Use your Zotero.org account to post/answer questions on the Zotero Forums

- Customize your Zotero profile and connect with other researchers at **https://www.zotero.org/people**