Zotero: Quick Start

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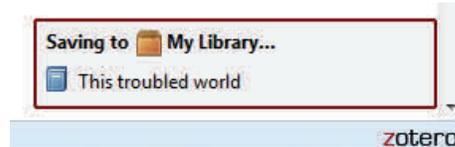
George Mason University Libraries

Getting Started: Free Installation at zotero.org

1. Click the "Download" button
2. 'Ô|a\ Áɕ@·ÁZ[ɕ˄¦[ÆɸÖ[¸ }|[æèÄÄa˘ ɕ[}
3. Click the Zotero Ôonnector ÄÒ¸•æ|Äa¦[¸ •˄¦áÔ[}}^&¢¦ÄÄa˘ ɕ[}
4. Word/Open Office Plug-ins are included in Standalone

You should see a Zotero icon on your computer's desktop. Open it ot view your Zotero library.

Saving Citations

1. You will notice icons like these in your browser's address bar on websites that are Zotero compatible. Zotero can detect when you are looking at a book or article in a catalog or database. Click on the icon to save the citation(s). Other Zotero-friendly sites include: *Amazon.com* and *NYtimes.com*.

Note: When clicking on the folder icon, you will be able to select more than one citation at a time.

2. When you save a citation, you should see a box appear above the word "Zotero" in your browser. The bibliographic information is now saved to your library.

Be sure to double-check and clean up any errors in your library.

Saving Citations with Identifiers
If you have an ISBN or DOI number of a book or document, Zotero can automatically add the item to your library. Click on the "magic wand" icon from your Zotero library and copy/paste or type in the number.
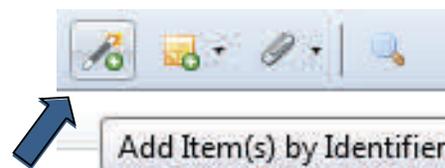

Saving Citations Manually
Occasionally, Zotero won't be able to add citations automatically. For primary documents, interviews, and a variety of other reference types, select the green circle icon from the Zotero toolbar and select the item type to begin filling in the information.

Saving Websites
To save a website to your library, just right-click on the website from your browser and select "Zotero > Create Web Page Item from Current Page". **You will need to edit the information** in your library's info tab to ensure accurate citations and bibliographies later. Zotero automatically saves an image of the website to your library so you can view the page later offline.

Right-Clicks and Other Features
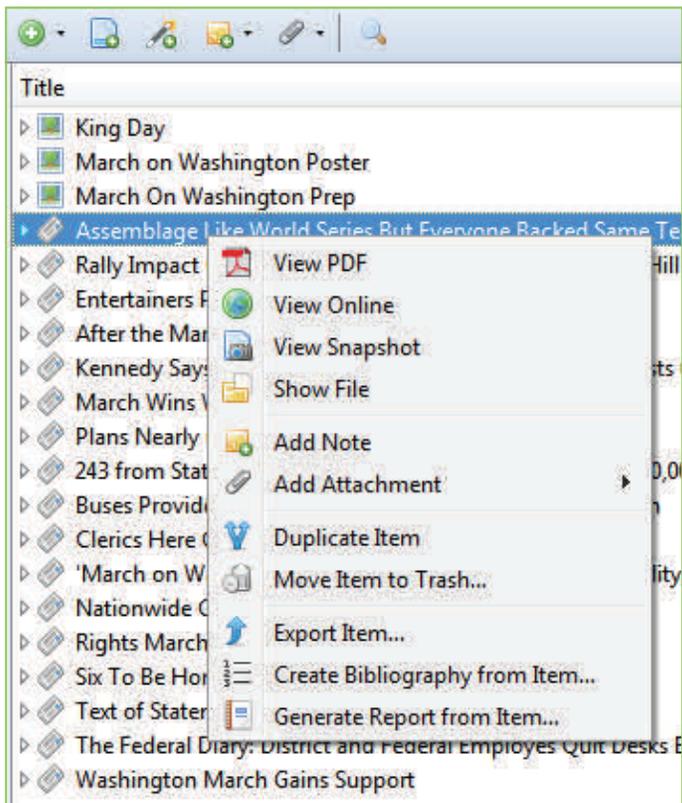
View PDF: When available, Zotero saves the PDF of an article to your item as an attachment

View Online: Opens the website from which item was saved

View Snapshot: Opens an image file of the website from which item was saved for offline viewing

Show File: Locates item on your computer

Add Note: Creates an attachment for your own notes

Add Attachment: Allows you to store copies of files with item

Duplicate Item: Creates another copy of item. Useful for saving book chapters (must edit item info).

Move Item to Trash: Sends item to trash. Can be reclaimed later if necessary (unless you empty trash).

Export Item: Exports to a variety of formats

Create Bibliography from Item: Allows you to select citation style, output mode and method. Select "Copy to Clipboard" to copy/paste into a Word or other text field, such as an email.

Generate Report from Item: Creates a report of your item(s) in an easy to read view with all of the item's details.

Creating Bibliographies
The Quick and Easy Way:
- Highlight the items in a collection that you would like to be in your bibliography.
- Right click and select "Create bibliography from selected items"
- Select "Copy to Clipboard" to paste into a Word or text document

Word Processor Plug-in Way:
- Be sure that you have downloaded the Word Processor Integration Plug-in for Microsoft Word or Open Office from **http://zotero.org**
- You should see a toolbar in Word/Open Office that has icons to insert, edit, set document prefs, etc. Check under "Add – ins" if not displayed.
- Set Doc Prefs to set/change the citation style
- Insert citations using the proper toolbar option
    - Type in author, title, etc to find citation
    - Add page numbers, etc.
- Choose "Insert bibliography" to create bibliography
- To make any spelling corrections, do so from within your Zotero Library, then select Zotero Refresh in your Word plug-in toolbar.

Saving Your Library
- Click Edit on the menu bar and select Preferences> Export.
- Select "Zotero RDF" if you plan to import your library to Zotero on another computer.
- Save the file on a flash drive or email it to yourself.
- Save to the cloud by "syncing" if you have a free Zotero.org account. Enter account information under "sync" in your preferences.