

What is Zotero?

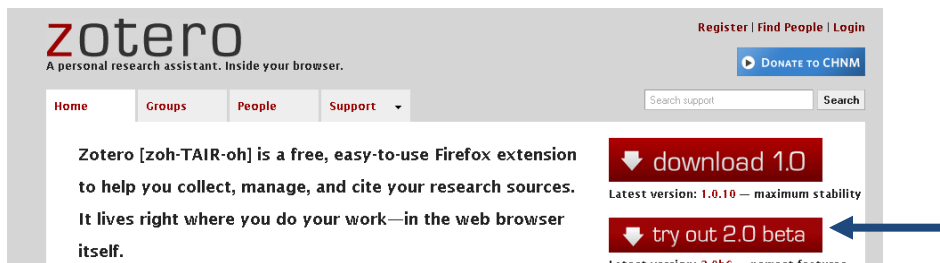
A free, easy-to-use Firefox extension that helps you collect, manage, and cite your research sources.

***Zotero is currently available on Reed Library's public computer workstations. ***

Setting Up Zotero on Your Personal Computer:

Add Zotero to Firefox (note: you may need to update your Firefox browser to Version 3)

1. Go to <http://www.zotero.org/>
2. Select **Try Out 2.0 Beta** (note: this version is currently not compatible with Word 2004 for Macintosh)



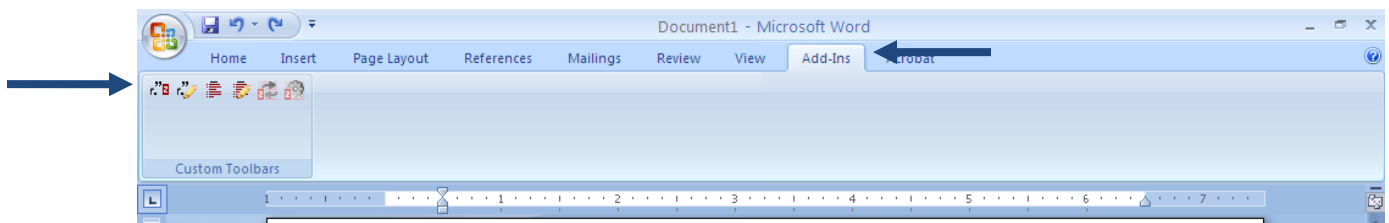
3. Your browser's pop-up blocker may try to prevent you from adding this software to your computer. Make sure you "Allow" the site to add this software.
4. Click "Install" and when it asks, restart Firefox

Add Zotero to Word:

1. Visit Zotero's Word Processor Plugins Installation webpage:
http://www.zotero.org/support/word_processor_plugin_installation
2. Scroll down the page until you see **Word Processor Plugins for Zotero 2.0 Beta**
3. **Download the version of the Installer that is compatible with the version of Word on your computer:**



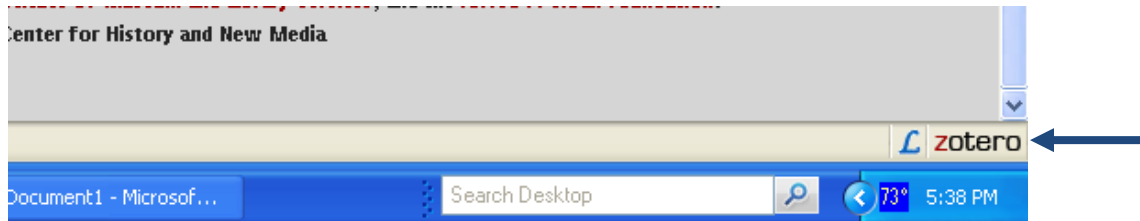
4. Click "Save File" and save it to your desktop.
5. Open the file from your desktop.
6. Click "Run" and then "Install."
7. Zotero should now be in the "Add Ins" section of Word.



Adding Books and Articles to Zotero

Make sure Zotero is Installed

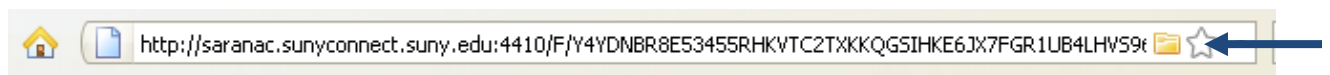
Once Zotero is installed in Firefox, you will see the word “Zotero” in the lower right corner of your Firefox Browser:



If you see the word Zotero, you are all set to go...

Icons

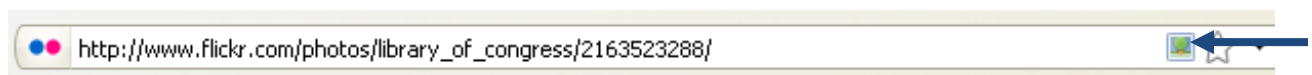
Once you have Zotero, you should be able to add most anything to your Zotero Library. Just look for new icons in the URL bar of your browser:



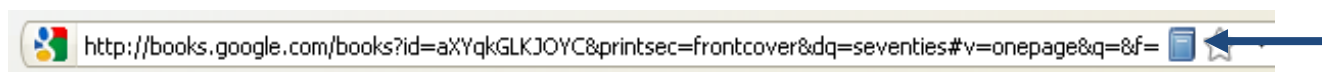
The folder image indicates there are multiple items you can add to your Zotero library. Click on the folder and you can select the ones you are interested in including.



This icon represents an article.



This icon represents an image.



This icon represents a book.

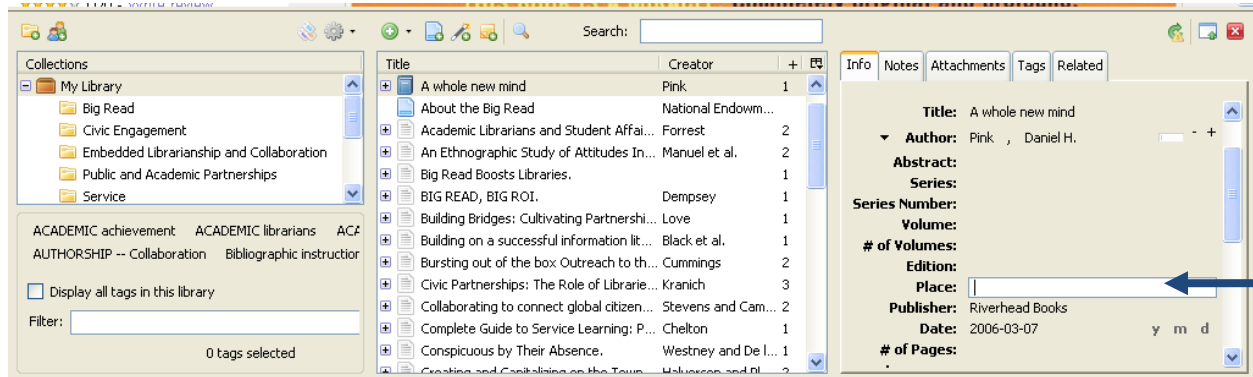


This icon represents a movie.

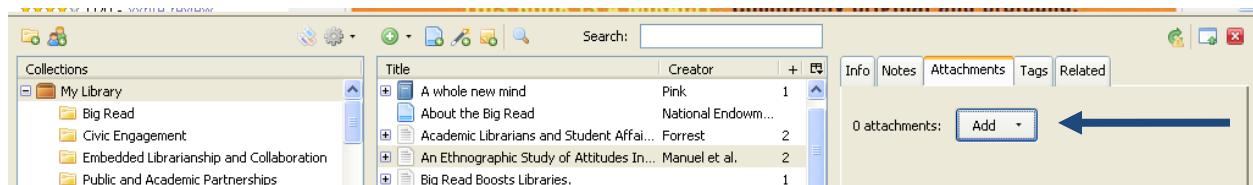
Once you find an item you want to include, look for the icon in the URL bar and click it. This will add the item to your Zotero Library.

Manage and Update Your Records:

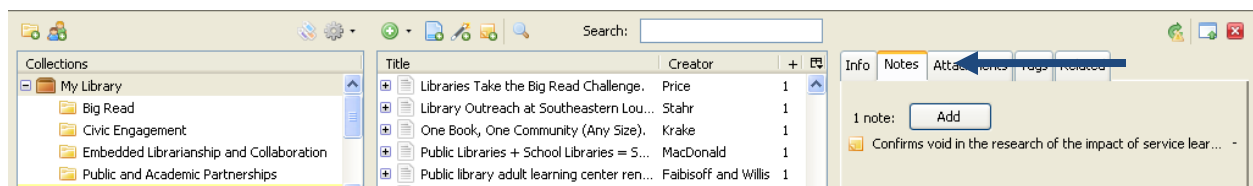
Once you've added a record, you can see it by clicking on the "Zotero in the lower right corner of your browser:



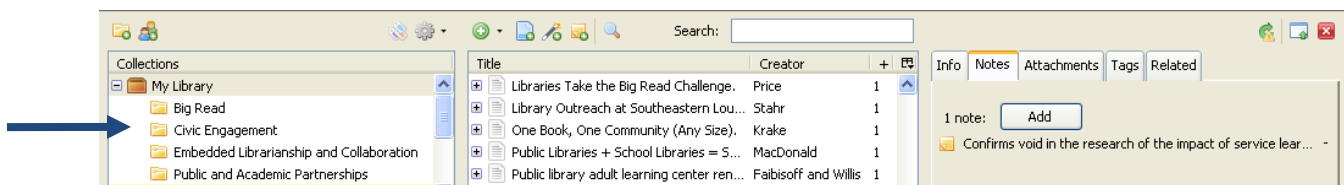
At this point you can add information to a record by clicking on its fields. For example, for the above record, you would want to add the "Place" of Publication to the record. Just click on the field to add the information.



You can add files to your library. This is especially helpful when working with PDF articles. Just click the "attachments" tab and "add whatever files you would like to include."



You can add notes to your records,

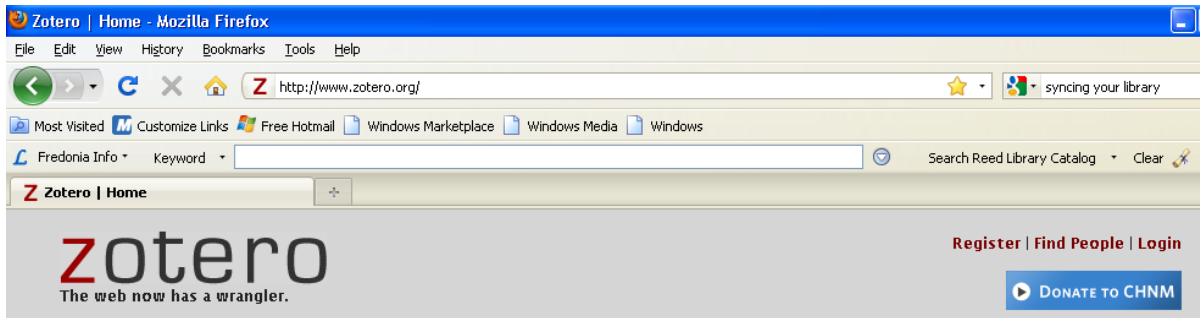


and create folders to organize your research materials.

Syncing Your Library:

- Automatic synchronization of collections among multiple computers. For example, sync your PC at work with your Mac laptop at home.
- Free automatic backup of your library data on Zotero's servers.

The first step to syncing your Zotero 2.0 library is to create a zotero.org account. To do so, go to the Zotero homepage and click the "Register" function.

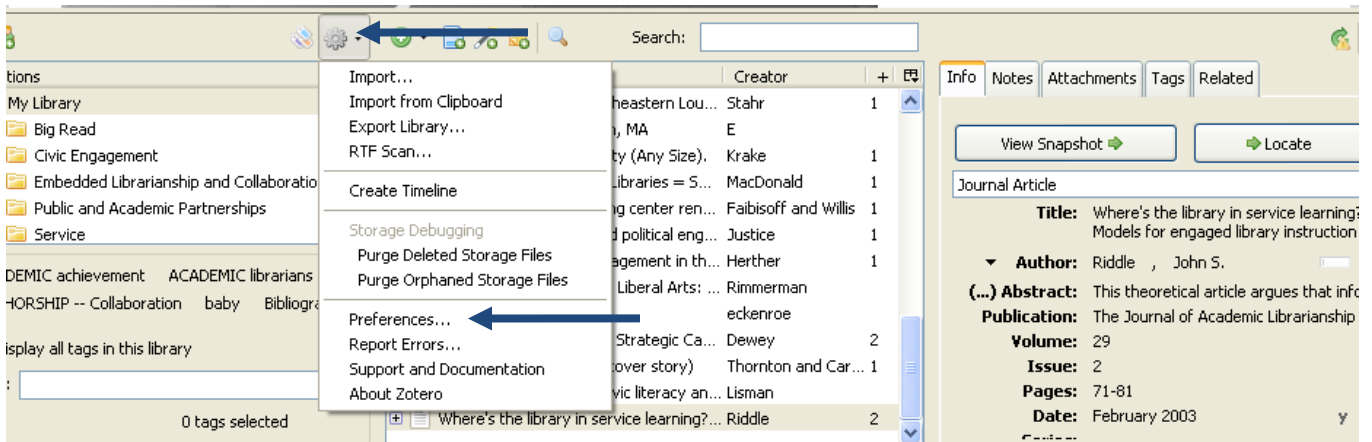


Once you set up your account, you can sync the library you have saved on your web browser, so that a copy of your library is available on the Zotero server, making it accessible through the Zotero website.

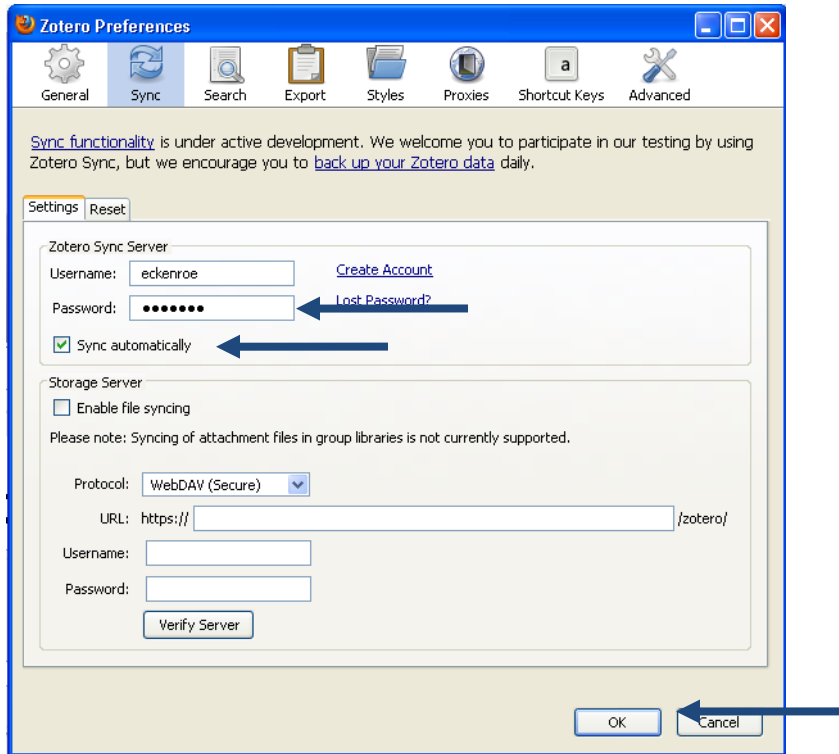
To sync your data, first click on the word "Zotero" in the lower right corner of your Firefox Browser:



This will open your library. You will then want to click on the gear-shaped icon and select "Preferences":



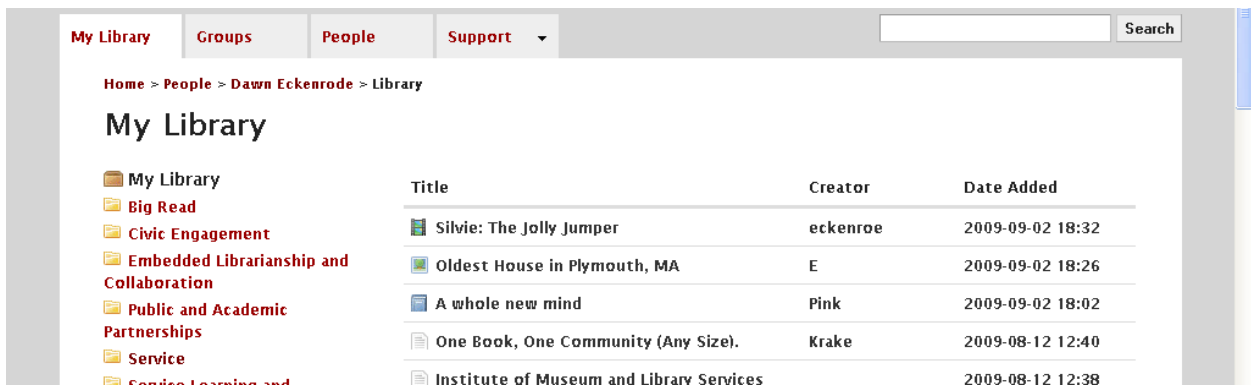
Type in your Zotero username and password and make sure the sync automatically box is check marked, and click okay.



You will now be able to access your library on the web, via Zotero’s website. Simply login on the Zotero website and select “My Library”



You will now be able to access the materials from your library on the web from multiple computers:




Cite Parenthetically:

In Word, go to the “Add-Ins” tab and look for a row of icons that work with Zotero:



1. Once you’ve established the “Add-In is there, you’re ready to use Zotero in Word. Write a sentence that needs a citation and position the cursor where the citation would go:


This sentence needs a citation. ←

2. Then in the “Add-Ins” tab, click the icon on the far left that looks like this: 
3. Select your citation format. You will be using Chicago style for this class.
4. You will then be prompted with your Zotero library. Select the item that you would like to cite, and add the page number that you are citing.

This sentence needs a citation.(Cummings 2007, 12)

Create a Bibliography:

Once you have finished you paper and included all your parenthetical citations, you are ready to create your bibliography.

1. Go back to the “Add-Ins” tab, click the icon in the middle that looks like this: 
2. Zotero will add a bibliography of all your cited works.
3. You will need to double check this bibliography for accuracy. Especially look for issues in punctuation and capitalization.

Help with Zotero:

The Zotero website provides many tutorials to help you learn about its features. Visit:

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

Handout created by Dawn Eckenrode, Reference and Instruction Librarian, Reed Library (dawn.eckenrode@fredonia.edu). Modified from materials created by Lauren Pressley, MLIS: <http://laurenpressley.com/library/?p=742>