How to ZOTERO
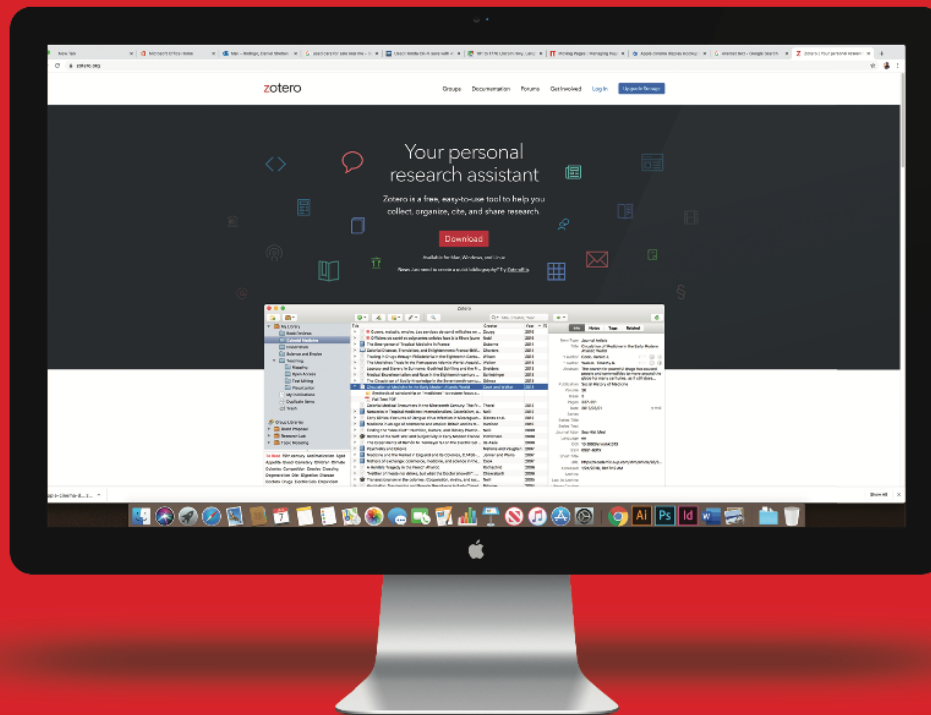
The Basics

Office of Digital Learning

Download Zotero

1 To get started, download Zotero at zotero.org.

2 Click on the download option.

3 Install your preferred browser plug-in (Google Chrome or Firefox) and Zotero for Mac. The first is the application and the second will allow you to save from your browser.

Install Zotero

Zotero 5.0 for Mac

Your personal research assistant

Download

Other platforms
Windows · Linux 32–bit · Linux 64–bit

Looking for Zotero 4.0?

Zotero Connector
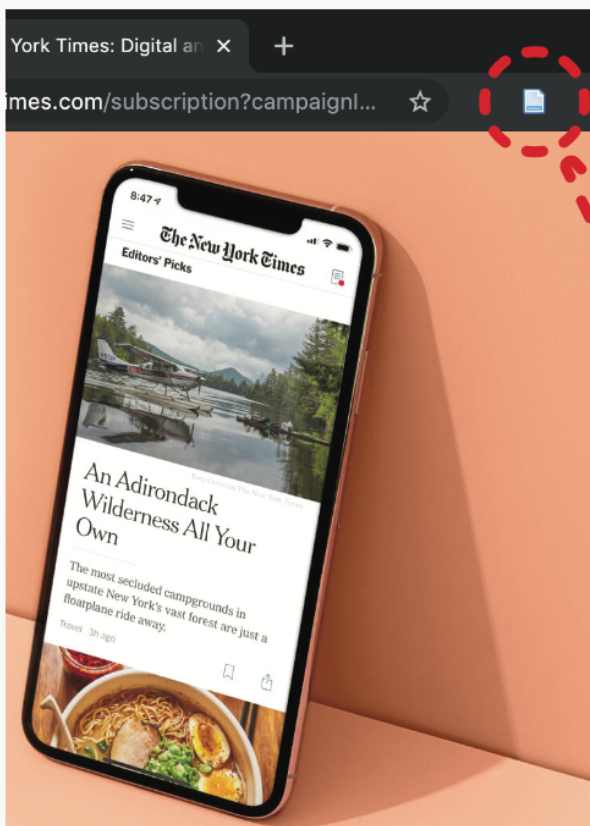
Save to Zotero from your browser

Install Safari Connector

Zotero Connectors automatically sense content as you browse the web and allow you to save it to Zotero with a single click.

Need help installing the Connector?

Zotero Connectors for other browsers

Zotero is a trusted add-on, so when the download window pops up, click Install Now.

You will need to restart your browser once installation is complete. You will know that Zotero has been installed successfully when you see an icon in your browser.

Navigating Zotero

Zotero's simple interface is composed of three
columns moving left to right from general to specific.
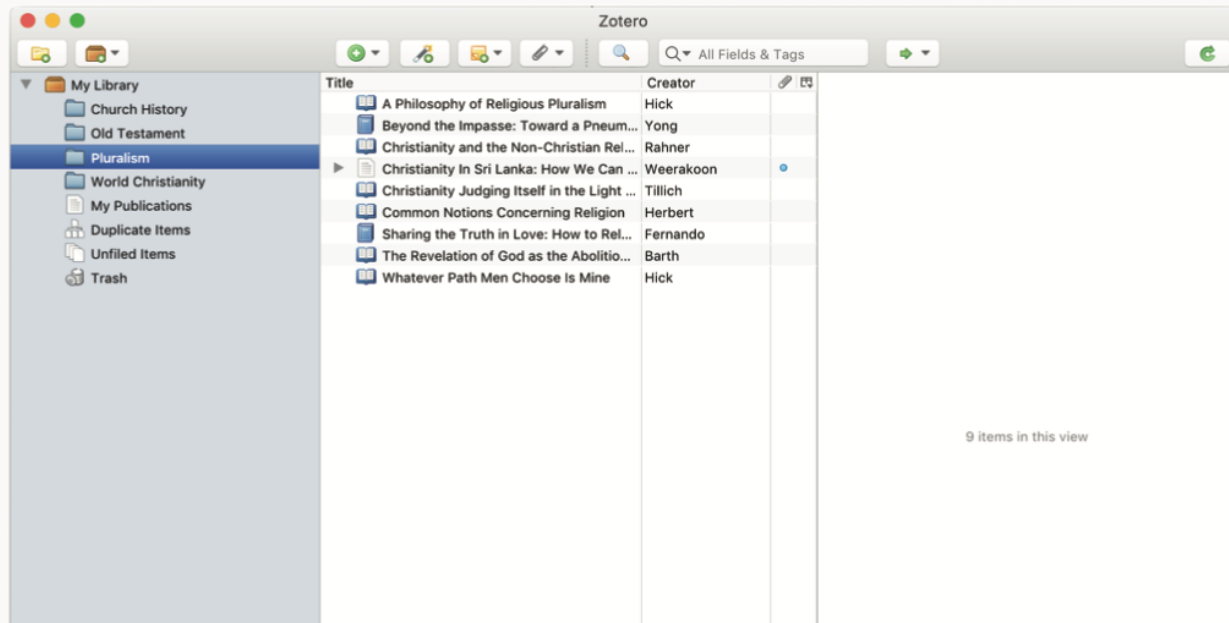
The Left Column

displays your
library and various
collections and
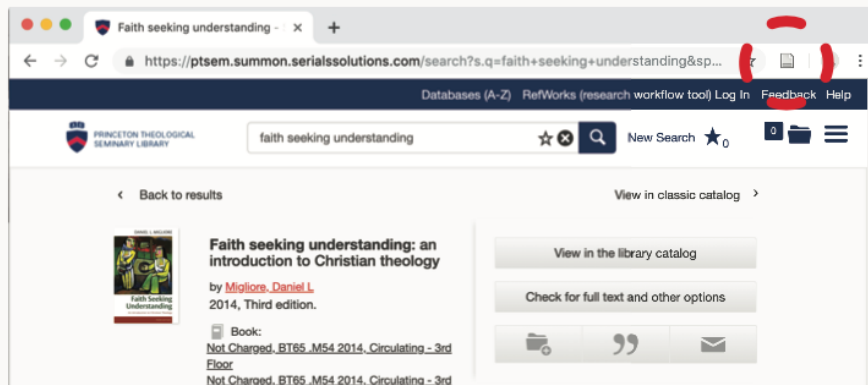subcollections
along with tags.

The Center Column

displays the references

in the specific
collection you have
highlighted in the left
column.

The Right Column

provides the specific

details about the reference

highlighted in the

center column including

bibliographic information,

notes, and any attachments.

Building Your Library

Perform a search in the library catalog (this also works for JSTOR and any other place you may want to cite from – including websites).
Click the address bar icon, either book or article, and Zotero will add the record to your library.
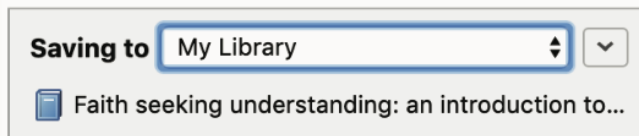
A notification will appear in your browser when the citation is added .

Collections Or Lists
Perform your search again but this time do not select an individual record. Notice the folder icon that now appears in the address bar.

Click on the folder and a popup window will appear asking you which records you would like to save.

Check the boxes next to the resources you wish to add to your library and click OK.
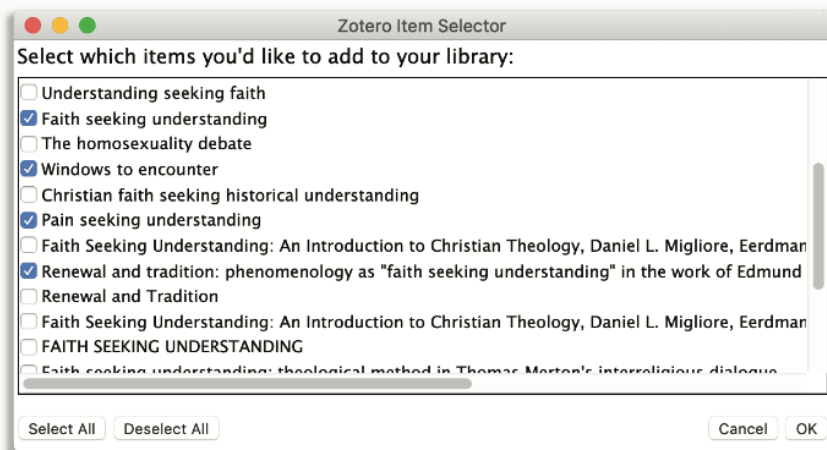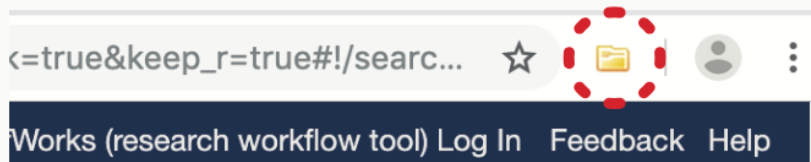
Zotero Key For Popular Reference Types

- Newspaper
- Film
- File
- Book
- Journal Article
- Collection

Create References Manually

You can still add references to your library even if you cannot locate them online.

**1** Open Zotero, select the New Item icon, and choose the appropriate reference type.

2 Fill in the necessary bibliographic details.

Book
Book Section
Document
Journal Article
Newspaper Article

Link to File...
Store Copy of File...

More ▶

Introduction to The Christian
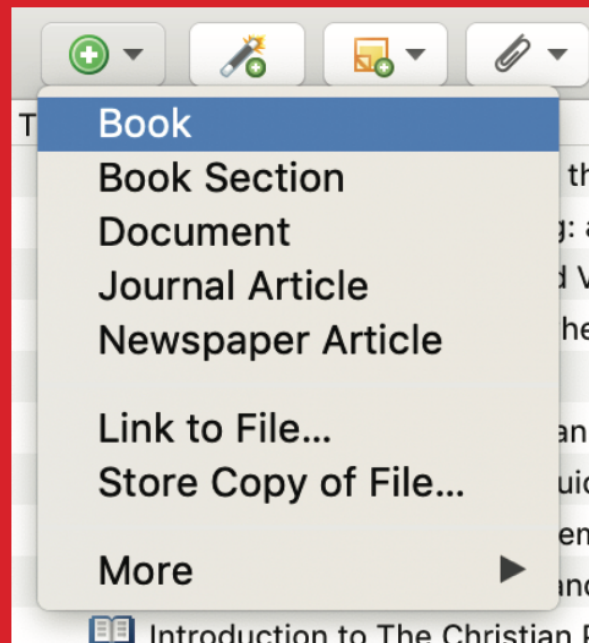
Word Processor

Word Processor plug-ins are automatically part of the Zotero download. Once it is successfully installed you will see the add-in on a tab.
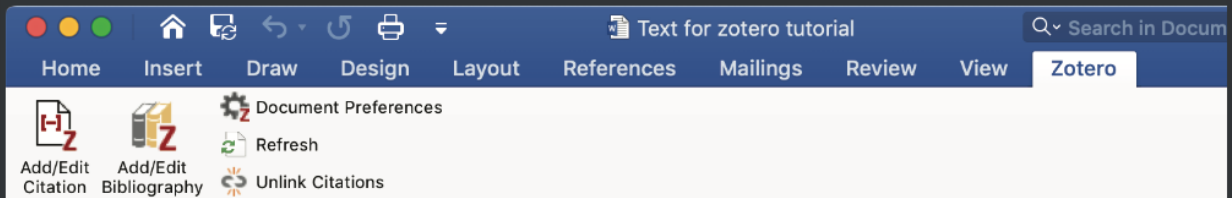
Add/Edit Citation
Add a new citation or edit an existing citation in your document at the cursor location.

Add/Edit Bibliography
Insert a bibliography at the cursor location or edit an existing bibliography.

Document Preferences
Open the Document Preferences window, e.g. to change the citation style.

Refresh
Refresh all citations and the bibliography, updating any item metadata that has changed in your Zotero library.

Unlink Citations
Unlink Zotero citations in the document by removing the field codes. This prevents any further automatic updates of the citations and bibliographies.

Note that removing field codes is **irreversible**, and should usually only be done in a final copy of your document.

Adding Citations in Word

1. In your word processor, place your cursor where the citation should be added.
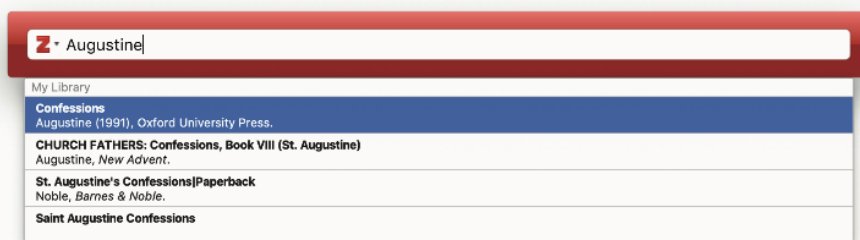
2. Click on the Add/Edit Citation Icon.
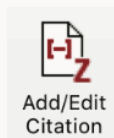
3. A window will appear for inserting your citation.

4. Type the name of the author/book title. Click the title you want to cite.

5. If you want to add a page number type: p.12 using whatever page the citation comes from.

6. Hit the enter key and a footnote is now inserted into your paper.

[1] Augustine, *Confessions*, ed. Henry Chadwick (Oxford University Press, 1991), 12.

7. To edit citations already in your document, place your cursor within the citation you wish to edit and click the Add/Edit Citation icon.

Bibliography

1. If you are entering citations into your paper, clicking the button inserts a bibliography at the cursor location.

2. Your bibliography will appear at your cursor location. You can then add your own heading, such as "Bibliography" or "Works Cited."

3. You can edit your bibliography by clicking the Add/Edit Bibliography icon