Zotero: Collect, Organize, Cite & Share Sources
Library Notes

Download and Register Zotero

1. Download the Zotero standalone client on the Windows, Mac, or Linux operating systems.
2. Download a Zotero Connector for your browser, i.e., Chrome, Firefox, Opera, or Safari
   http://www.zotero.org/download/
3. Register for free Zotero user account
   https://www.zotero.org/user/register/

Setting Up Zotero

1. **Sync Zotero account with desktop Zotero**
   Edit>>Preferences>>Sync
   http://guides.emich.edu/content.php?pid=330314&sid=2733525#9514144
2. **Select/update citation styles**
   Edit>>Preferences>>Cite>>Styles>>Get Additional Styles
   http://guides.emich.edu/content.php?pid=330314&sid=2733525#9592243
3. **Select default quick copy citation style**
   Edit>> Preferences>>Export>>Default Format
   http://guides.emich.edu/content.php?pid=330314&sid=2733525#9592386
4. **Enable EMU FindText+**
   Edit>>Preferences>>Advanced>>OpenURL
   https://emich.alma.exlibrisgroup.com/discovery/openurl?institution=01EMU_INST&vid=01EMU_INST:Services&<metadata>
   http://guides.emich.edu/content.php?pid=330314&sid=2733525#9514151

Adding Items to Zotero

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

1. Via icons in the browser address bar
2. Via right-click menu: Zotero Connector>>Save to Zotero
3. Via ISBN, DOI, PMID identifier
4. Via dragging PDF file into Zotero center pane. If no metadata found, right-click PDF file and choose 'Create Parent Item' and add metadata manually
5. Via manually adding and editing items
6. Via importing other citation manager file types, e.g., RIS/Refer files

Organizing Items in Zotero

1. Collections and Tags
   http://www.zotero.org/support/collections_and_tags
2. Relating Items
   http://www.zotero.org/support/related

Formatting References / Creating Bibliographies

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

1. Drag-and-drop quick copy
2. Keyboard shortcuts quick copy
3. Right-click menu 'Create Bibliography from Items'
4. Word processor plugin
   http://www.zotero.org/support/word_processor_integration

Sharing & Collaborating Online

1. Creating a public profile
2. Creating and joining groups
   https://www.zotero.org/support/groups