A quick guide to Zotero

With Zotero you can easily collect all your references to books, articles etc. and create in-text citations and bibliographies in MS Word or OpenOffice / LibreOffice. Choose between more than 7000 citation styles (Harvard, Oxford, Chicago etc.) and Zotero will create formatted references automatically.

Start using Zotero

Go to **zotero.org** and click **Download Now**. If you are using Firefox you can download **Zotero for Firefox**. Then click **plugin for Word or LibreOffice** and choose a plugin depending on your operating system (Windows or Mac) and word processor. Make sure that your word processor is closed before you do this. Restart Firefox when all the installations are done. You will now have a Zotero icon in your browser window that you can click in order to open your Zotero library.

If you are using Safari or Google Chrome, download **Zotero Standalone**. A plugin for your word processor will be installed automatically, but you need to download a so called **Connector**. After doing this, you will get a Zotero icon on your desktop or in your applications folder. Click the icon to open your Zotero library.

Problems with the plugin for Word/LibreOffice? Try this: close Word/LibreOffice. Click on **Preferences → Cite → Word processors** and click **Reinstall Word Add-in/Reinstall Extension** and restart Word/LibreOffice.

Collect references – some alternatives

1. When you have a result list in a catalogue, a database or a search engine there is a document or folder icon in your web browser. This icon looks different depending on if there is an article, a book or a web page etc. Click on the document icon to save one reference to your Zotero library. When you click on the folder icon icon, you can choose to save several references at the same time.

   PLEASE NOTE! Sometimes necessary bibliographic information is missing in the saved reference. It can for example lack information about journal issue, page number or publisher and in this case you need to add this yourself manually. Always double check the references in your Zotero library so that your in text citations and bibliographies are correct!

2. You can add references manually to your Zotero library. Click **New Item** and choose the publication type you want to add. Continue by adding information on author, title etc.

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3. You can add references by ISBN, DOI or PubMed ID. Click **Add Item by Identifier** and fill in the ISBN number.

4. If you have saved articles as PDF files on your computer, Zotero can sometimes create references from metadata in the PDF. Drag and drop a PDF to Zotero, or click **New Item** and **Store Copy of File** and search for the PDF file you want to add. The PDF will be saved to Zotero. Right click the file and choose **Retrieve Meta Data for PDF**. A bibliographic reference will now be created. In order for this to work, PDF indexing needs to be installed in Zotero: **Actions → Preferences → Search.**
    A TIP! You can easily search the full text of your saved PDF:s by using the search box in Zotero.

5. You can create a reference to a web page by clicking on the document icon in the web browser or by right clicking on the web page and choose **Zotero → Create Web Page Item from Current Page**. Add missing information in the reference manually (author, date and so on).

Add files

If you drag and drop a file to **My library** or in a folder, a copy of the file will be saved. If you drag and drop the file on an already existing reference, it will be saved to this particular reference. You can also right click on a reference, choose **Add Attachment** and then search for the file on your computer.

Add references to your document and create a bibliography

1. Now it is time to use the toolbar in Word/OpenOffice.
    Place the cursor where you want to add an in-text citation and click **Insert Citation**. You need to have Firefox/Zotero Standalone open when you do this. First off, choose your preferred citation style (for example Harvard). A dialogue box from Zotero will appear. You can search for example the title or author of the reference you want to cite and click Enter. If you would rather browse a list of all your references in Zotero, click on the Z button and choose **Classic View**. Mark the reference you wish to add and click OK.

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2. When you have finished adding in-text citations to your document, place the cursor where you want your bibliography and click **Insert Bibliography**. You can change the style of your in-text citations and bibliography by clicking **Set Doc Prefs**. There are already a number of citation styles to choose between in Zotero, but you can download many more on this page: http://www.zotero.org/styles. In Firefox, click on the name of the style and choose **Install** in the popup window. In Chrome, download the file and install it by clicking ⚙ **Preferences → Cite → Styles.** Click on the plus button and browse for the file on your computer.

3. When you have finished your document, you can remove the connection to Zotero by clicking on **Remove Codes** 🔁 . **PLEASE NOTE!** Once removed, the connection to Zotero cannot be recreated. Always save a copy of the document with the connection still intact, if you want to continue to edit it later on.

Synchronize your references

You can keep your Zotero library synced to the Zotero server, in order to access it on any computer you like. The first step is to create an account on the Zotero website. Then go to ⚙ **Preferences → Sync**. Fill in your user name and password and check **Sync Automatically** and **Sync attachment files in My Library using: Zotero**.

Organize and share references

You can create folders in order to organize your references. Click on **New Collection** 📁 in the upper left corner. Drag and drop references to move them between folders.

Creating groups makes it possible to share references with others. To do this, you need to create a Zotero account. Your group can be either private or public. Click **New Group** 👥 in Zotero.

More information and help

You are welcome to contact us at Uppsala University Library if you have questions about using Zotero. Visit our subject libraries, chat with us, or book a librarian for help. Current courses may be found on our website.

Also visit: http://www.zotero.org/support/