

Zotero:

A Library Quick Guide

A. What is Zotero?

Zotero is a free Firefox extension to help you collect, manage and cite research resources. It allows you to attach PDFs, notes and images to your citations. The best way to get started with Zotero is to watch the Tour and Demo at Zotero web site.

http://www.zotero.org/documentation/quick_start_guide

B. Installing Zotero


Zotero requires Mozilla Firefox 2.0 or greater.

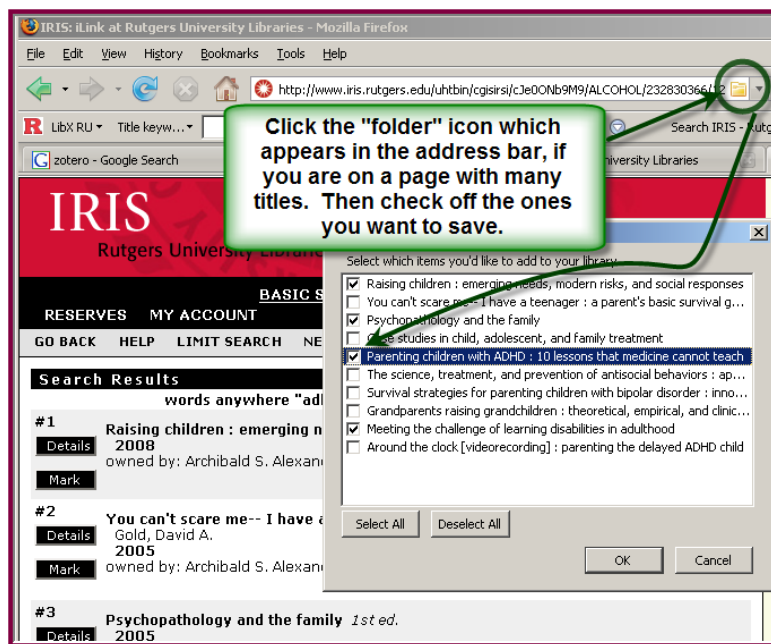
Go to <http://www.zotero.org> and click the "Download" button. If you see the message "Firefox prevented this site from asking you to install software on your computer" at the top of your browser, click "Edit Options," then "Allow" and "Close." Download Zotero again and it should work. Restart Firefox. You will see a "zotero" button at the bottom of your Firefox browser.



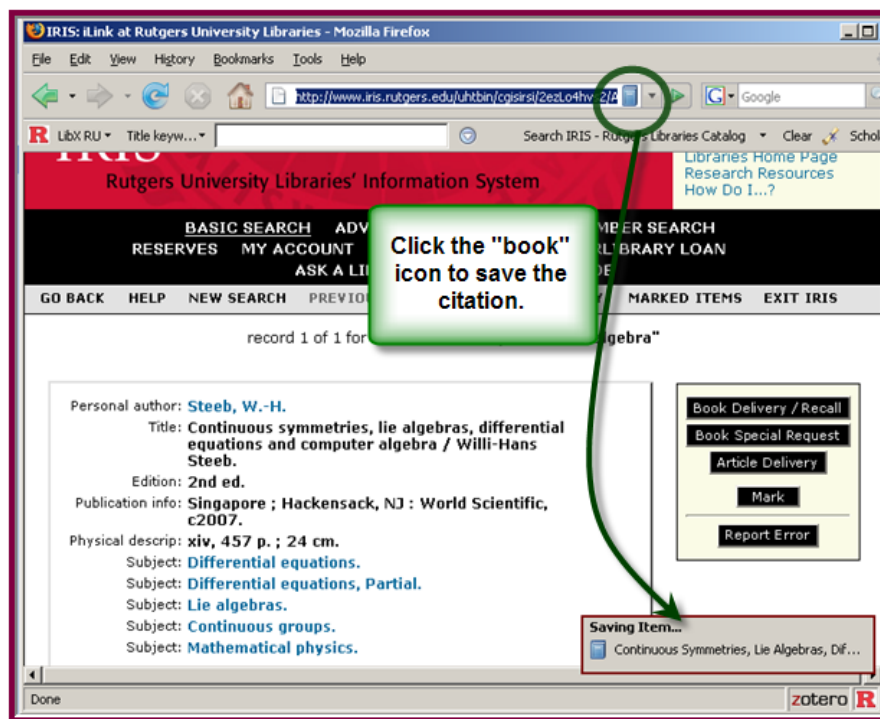
C. Collecting Book References from IRIS, Rutgers Libraries Catalog

There are two ways to collect references from IRIS. Similar method can be used to collect references from the web sites such as Amazon.com, Google Books and LibraryThing. (As of March 2010, Zotero does not work for Barnes and Noble web site.)


1. When you are on a page with many titles, click the “folder” icon  in the address bar and then check off the title(s) you want to save.




2. When you are on a page with one single title, click the “book” icon  in the address bar.




D. Collecting Article Citations from Google Scholar or PubMed

Collecting article citations from Google Scholar is similar to collecting book references from IRIS. (See Section C for details.) Click the “folder” icon  in the address bar to save citations.

Collecting article citations from PubMed works the same way. Additionally, when you are viewing only one record from PubMed, click the “page” icon  in the address bar to save the citation. The same method works for many databases such as EBSCO’s Academic Search Premier, OVID SP’s PsycINFO and BIOSIS, Engineering Village, Factiva, IEEE Xplore and MathSciNet.

E. Creating Your Own Bibliography

First, click the  button at the bottom of your Firefox browser. Next, select the references you want to include. Hold the “Ctrl” key and click to select multiple items. Right-click one of the selected entries and choose “Create Bibliography from Selected Items”. Choose the bibliographic style you want. For example, you can pick American Psychological Association as your bibliographic style. Then select the output format. I recommend “copy to clipboard”. Open Microsoft Word and then press “ctrl-V” to paste the citations.


F. Zotero and Microsoft Word Plug-in



You may want to cite references while writing a paper. Zotero offers word processing plugins for Word, OpenOffice and Neooffice. The plugin adds a Zotero toolbar to your word processor that allows you to add citations to your document. Users can download the plug-in at the following web site.

http://www.zotero.org/documentation/microsoft_word_integration

When you are in Microsoft Word 2007, select the “Add-Ins” tab on the top. You will see this toolbar -



To add a citation, click the first button  (“Insert Citation”) on the toolbar. Select the reference you want to cite and click “OK”. Zotero will add the citation at your cursor.

At the end of the paper, click the third button  (“Insert Bibliography”). The bibliography will appear. New citations will be added automatically. Change the bibliographic styles with this button  (“Set Doc Prefs”) on the toolbar.

For more information, please watch the following video on using the plug-in for Microsoft Word. http://www.zotero.org/support/screencast_tutorials/zotero_and_word

G. Making Zotero portable


You can transport your Zotero library from one machine to another, accessing your data from any computer. The first step is to install a portable version of the Firefox web browser (available for Windows and Mac) on an external storage device (such as a removable USB drive, portable hard drive, or iPod) and use Zotero within that.

To download the Mozilla Firefox – Portable Edition, go to Portableapps.com (http://portableapps.com/apps/internet/firefox_portable).

Next, download and install Zotero in Portable Firefox, just as you would in your regular Firefox profile directory. For other ways to transfer your data, see “import/export documentation” (http://www.zotero.org/documentation/frequently_asked_questions#how_do_i_import_files_into_zotero) at Zotero web site.

You can now access your Zotero library anywhere as long as you have the external storage device.

H. Synchronizing your citations:

First, register for a new Zotero account (<https://www.zotero.org/user/register/>). Then, open Zotero's “Sync preferences tab”  and enter your login information in the Zotero Sync Server section. By default, Zotero will sync your data on your computer with the server whenever any changes are made.

