

What's Zotero?

Zotero [zoh-TAIR-oh] is a free, easy-to-use program to help you collect, manage, and cite your research sources. It integrates with your web browser, where you do most of your research!

Installing Zotero

Go to Zotero.org and click Download Now. There are two versions of Zotero:

Option 1: Zotero for Firefox (works with Firefox)

1. Click the "Zotero for Firefox" link. Click the "Allow" button in the top right, then "Install." Don't restart yet.
2. Click "Zotero word processor plugins." Click "Allow," "Install," and restart Firefox when prompted.

Option 2: Zotero Standalone (works with Chrome or Safari)

1. Download and install "Standalone Zotero" for your operating system (double-click the downloaded file).
2. Click the "Zotero Connector" link for your browser (Chrome or Safari). Click "Continue" and "Install" (Chrome) or "Open" and "Install" (Safari).



If you're using Standalone, you'll see a Zotero icon on your desktop. Open it to run Zotero.

If you're using Zotero for Firefox, in the bottom right corner of your Firefox window you'll see a Zotero button. Click it to view or hide your "library" of saved citations. Zotero continues to run when Firefox is open, whether or not you are viewing your library.

Other than this difference – Firefox pane versus its own window – the two versions of Zotero work the same. You can install both versions on the same computer.

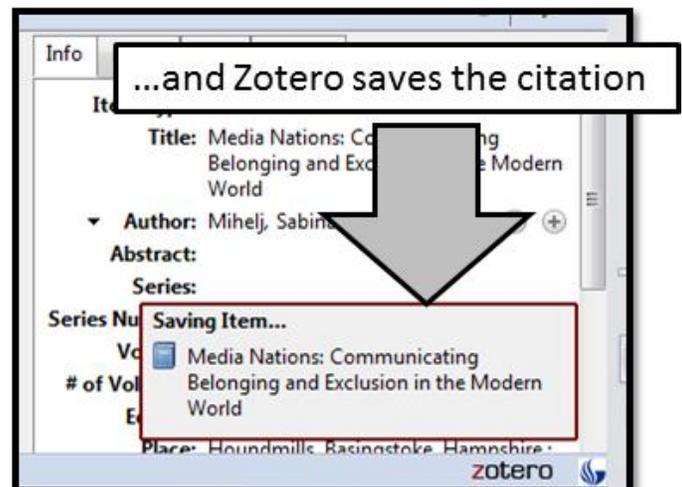
Saving Citations

Zotero "watches" the pages you view to see if any of them contain citations to books, articles or other sources.

If Zotero detects that you're looking at a book or article on a catalog, database, or a site like Amazon.com, Wikipedia or the *New York Times*, you'll see a book or page icon appear in the address bar of your browser. Just click the icon and Zotero will automatically save the citation.

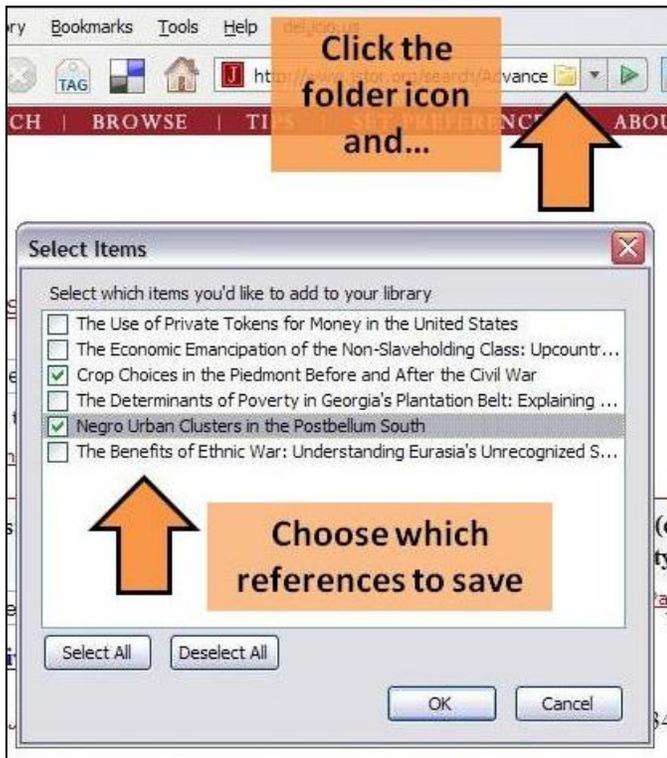


Click this button
in your browser's
address bar...



Saving multiple citations at once

If you're on a page of search results with many items, you'll see a folder icon instead. Click this to get a list of all the items on the page, and check off the ones you want to save.



Citing other web pages

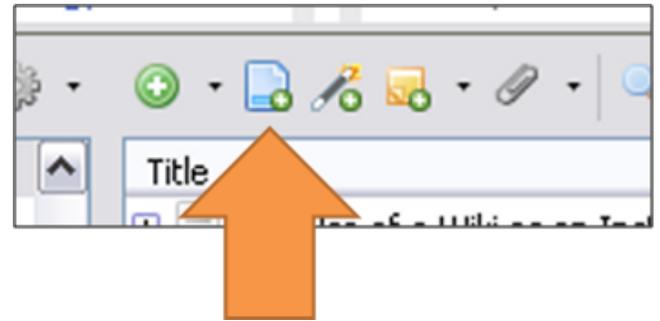
Zotero can't automatically capture citation info from regular web pages, but you can still add them to your Zotero library.

To save a citation to a web page:

- Open your library by clicking the Zotero button
- Click the "Create new item" button to save the citation.

Zotero automatically attaches a "snapshot" of the page to the citation.

A snapshot is a copy of the page saved to your computer. It includes the page's text and images, so if the page is removed later, or if you're offline, you'll still be able to view your copy.



Writing with Zotero and Word

Place your cursor in your Word file exactly where you want the citation to appear. Click the **Add-ins** menu tab in Word 2007 to get to the Zotero toolbar. The first button on the toolbar is the Insert Citation button.

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 your paper, click the third button ("Insert Bibliography"). Your bibliography will appear, and new citations will be added automatically. Change bibliographic styles with the last button on the toolbar ("Set Doc Prefs").

