What is Zotero?

Zotero is a free-open source citation management program that works with Firefox. It recognizes websites and records in library catalogs and databases and is able to extract the bibliographic information associated with these sources. In addition to its bibliographic capabilities, Zotero has several features that enable you to supplement your citation library including automatic capture of webpages, storage of files, images and links, as well as note taking and search abilities. Because Zotero works in your browser and as a standalone application, it captures information as you do your research. The advantage of this is twofold:

• You can capture bibliographic information about many non-traditional sources such as webpages, wikis, and blogs.

•You can pull bibliographic information from multiple databases and import them into Endnote or Refworks in one step, without downloading text files and using import filters.

Installing Zotero

There are two options for installing Zotero:

1) As a plug-in to Mozilla Firefox. *This is the preferred method!*
2) As a standalone version, which can be used with Chrome, Safari, or Firefox. *Internet Explorer is not supported.*

To install Zotero, go to www.zotero.org/download

Follow the steps for downloading Zotero.

Choose the method you want, but again: the plugin for Firefox is preferred!

When Zotero is successfully installed, re-start Firefox. There should be a small Zotero logo in the bottom right corner of the window.
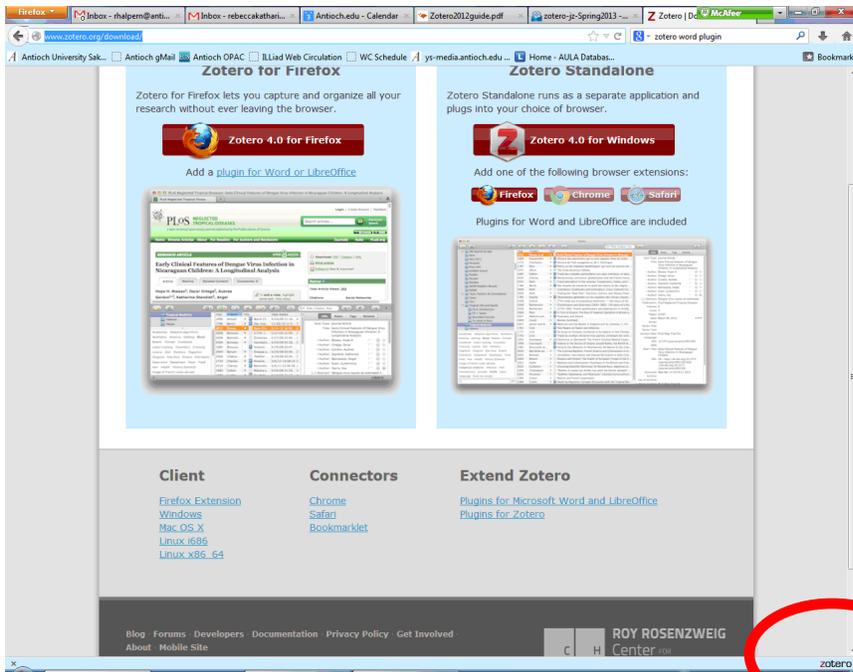
Once you've downloaded Zotero, install the plugins for Microsoft Word (more on this in "Microsoft Word Plug-in"), also at www.zotero.org/download.

Syncing Zotero with an account

The beauty of Zotero is that all of your citations will live in your browser. But what if you want to access your citations from a different computer?

To have your citations be available from the Zotero website, create an account.

From the Zotero homepage, in the upper-right corner of the screen, click "Register".
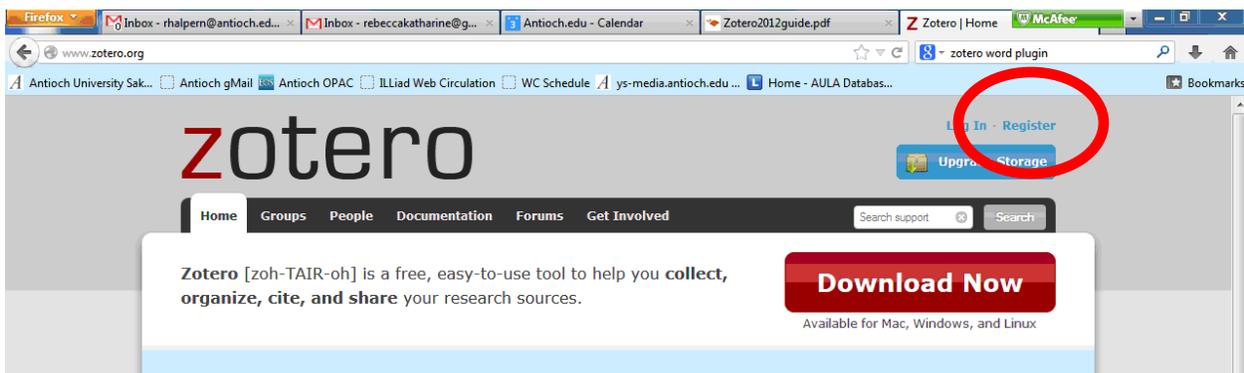
You may use any username, email, or password. You do NOT need to use your Antioch email address and password, unless you want to.

Follow the steps to register for an account.

Introduction to Zotero – AULA Library

Once you've registered, you need to set up your preferences in the Zotero plug-in to automatically sync your citations to your account. First, open the Zotero plug-in by clicking on the icon in Firefox.

Then, go to the gear icon and choose Preferences.
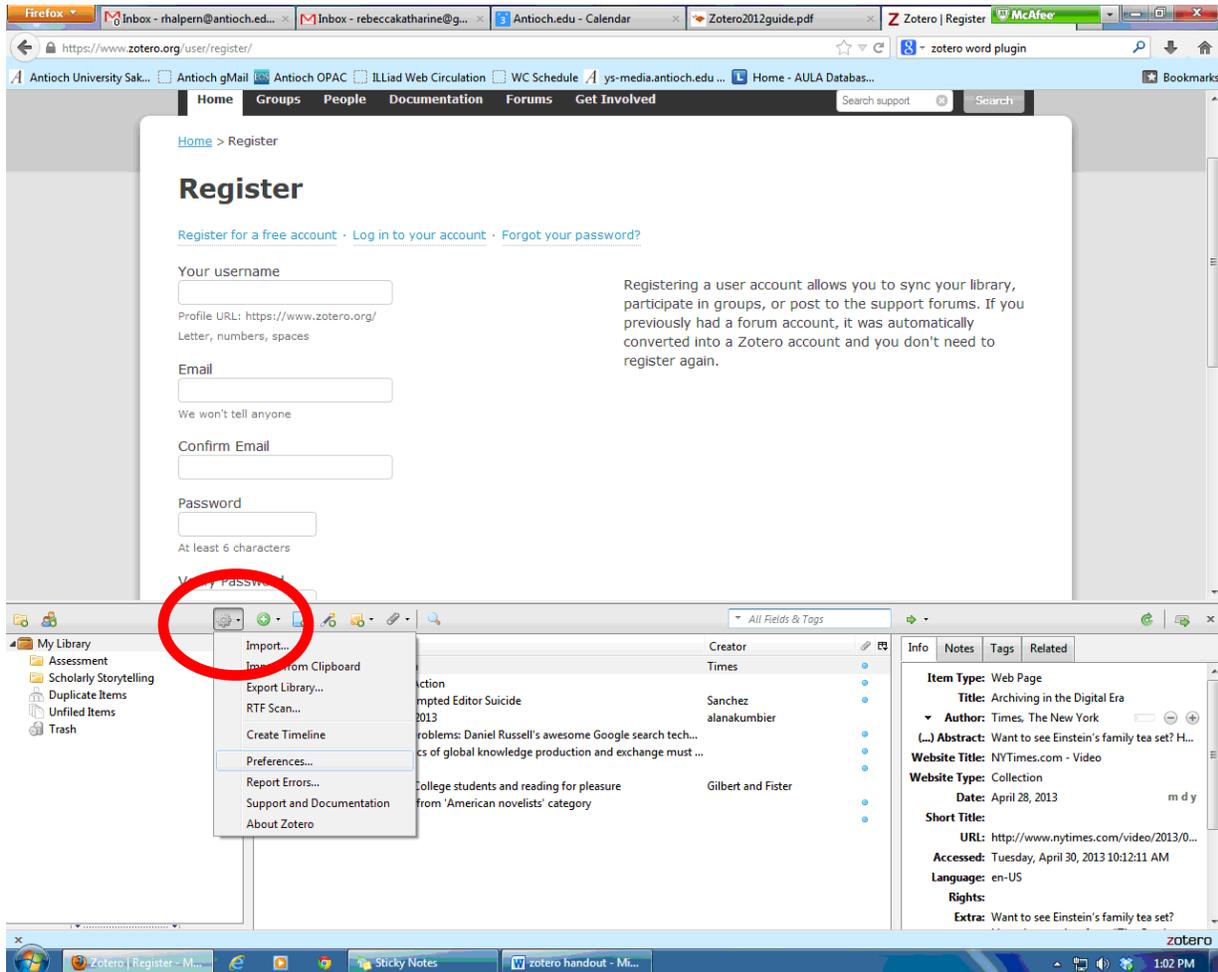
Choose the Sync tab, and enter your username and password. Then click OK.

Antioch University Los Angeles Library

Introduction to Zotero – AULA Library
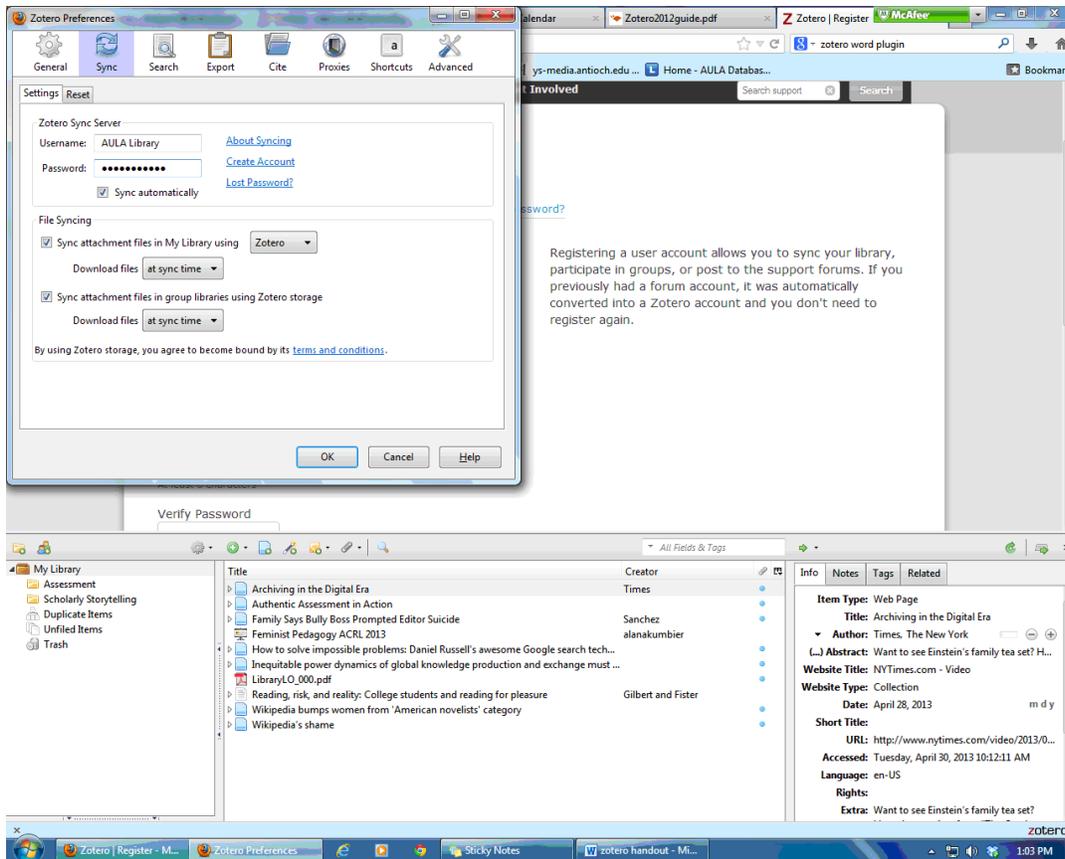
Now anything you save in Zotero will sync to your account so that you can access all of your citations via the Zotero website.

Collecting sources

With the Firefox plugin, collecting sources is easy to do. Zotero detects when you're at a page that can be collected, whether it's a Wikipedia page, a podcast, or a database.

When you're a page Zotero recognizes, you will see an icon in your address bar. The icon changes depending on the type of resource.

For example, when I'm on a Wikipedia page, I see this icon:
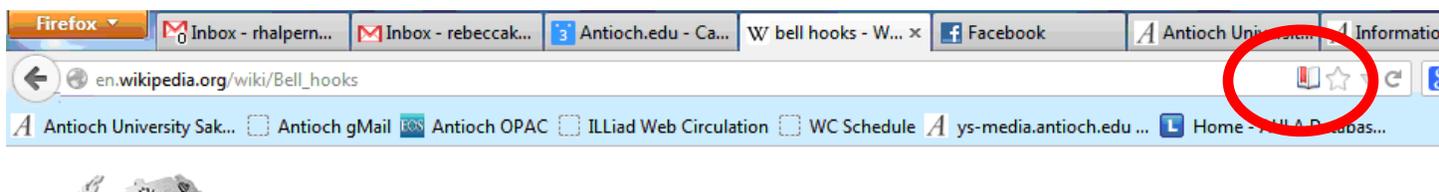
Clicking that icon will save that page to my Zotero folder – it's really that easy!

Say we have a book we want to cite. We can look up the book in Amazon or WorldCat and look for the Zotero icon in the address bar.

Antioch University Los Angeles Library

Introduction to Zotero – AULA Library

Or, from our databases:

If you get an error message: Sometimes, with our databases, Zotero will not be able to automatically import the citation. In this instance, you will get an error message.

You can "force" Zotero to export a citation from the database by clicking on the Export tool from the database.
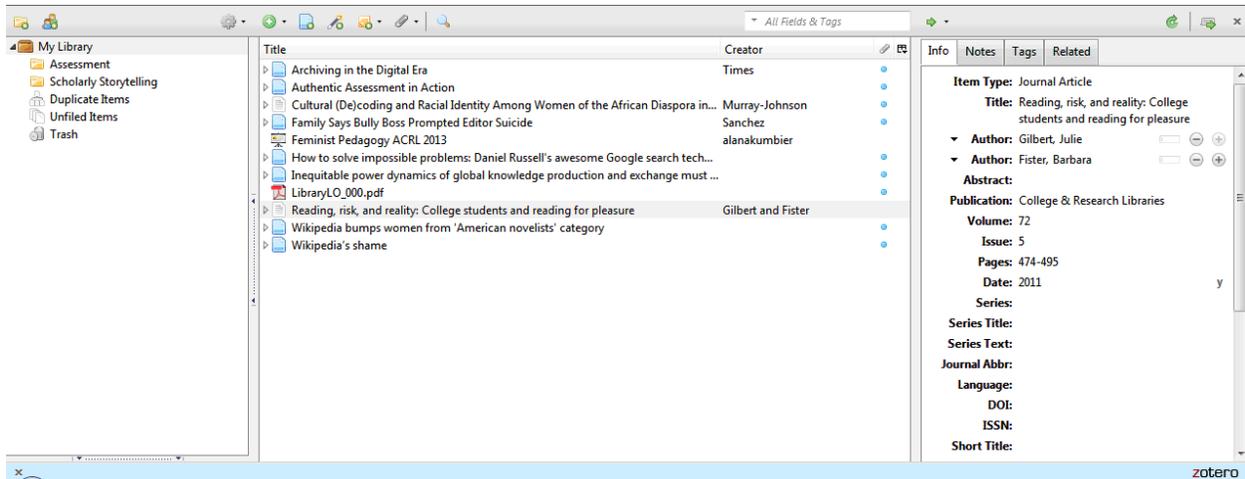
Introduction to Zotero – AULA Library

When the Export Manager appears, keep the first option selected and hit Save. This will force Zotero to export the citation to your library.

When citations are saved, they will appear in your My Library folder. Open Zotero by clicking on the Zotero icon in Firefox.

Antioch University Los Angeles Library

The left panel lists your collections (more on that in "Organizing Sources"), the middle panel lists all your resources, and the right panel has the specific information for each resource. You can make edits or changes to any resource in the right panel.

You can also add citations manually by clicking on the **New Item** icon – it is a green circle with a plus sign. You will add as much information as you have about the resource in the right panel.

To remove any resources from your library, right-click on the resource and choose **Move to Trash**.

Organizing sources

In Zotero, you organize your library by creating <u>collections</u>. For example, you may want to create a collection for each research paper you work on, and put the associated citations in that collection.

To create a collection, click on the New Collection icon on the top of the left-side panel. It looks like a folder with a green plus sign.
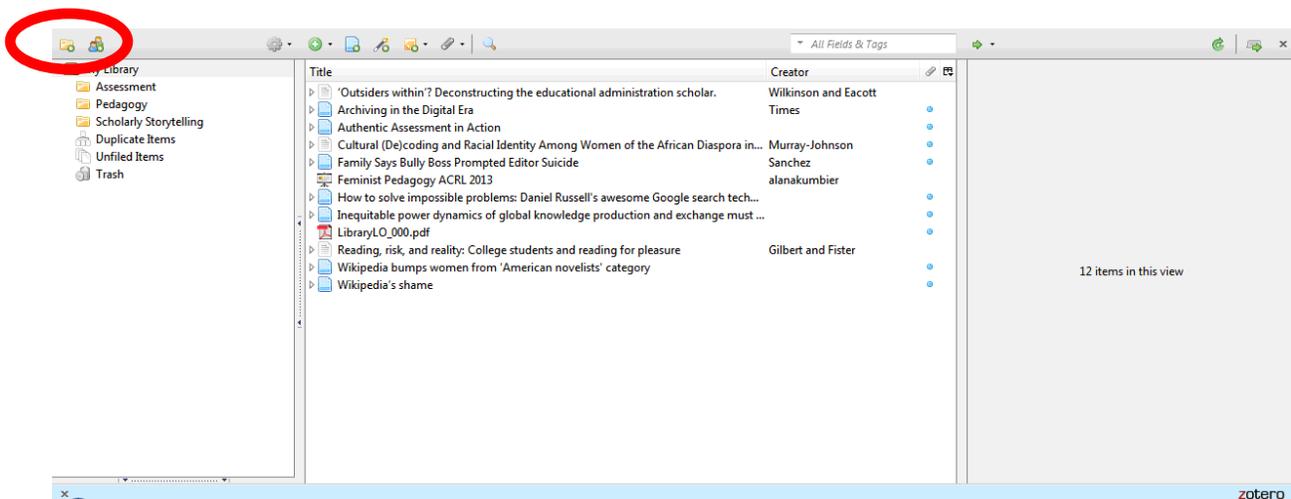
Then, enter the name for your collection and click OK.

The collection will appear in the left-side panel under My Library.

To put resources in that collection, simply drag them into the folder.

Generating reference lists

Now the good part: having Zotero create a formatted reference list.

Once you have your sources imported and organized, right-click on the collection from which you want to generate your reference list and choose "Create Bibliography From Collection".
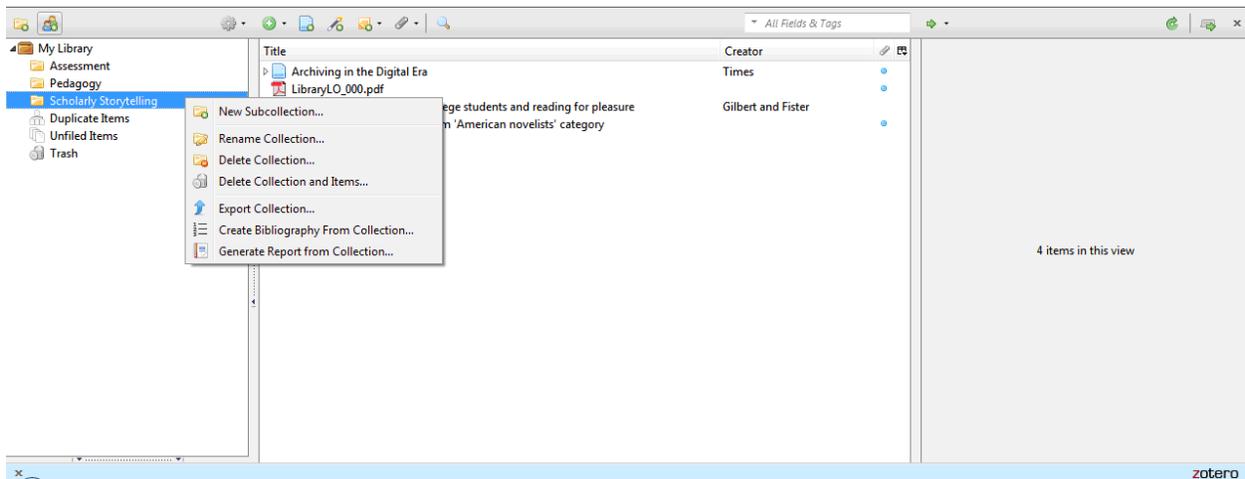

Choose the citation style you want, and then choose **"Copy to Clipboard."** This option will allow you to paste the bibliography into a Word document.
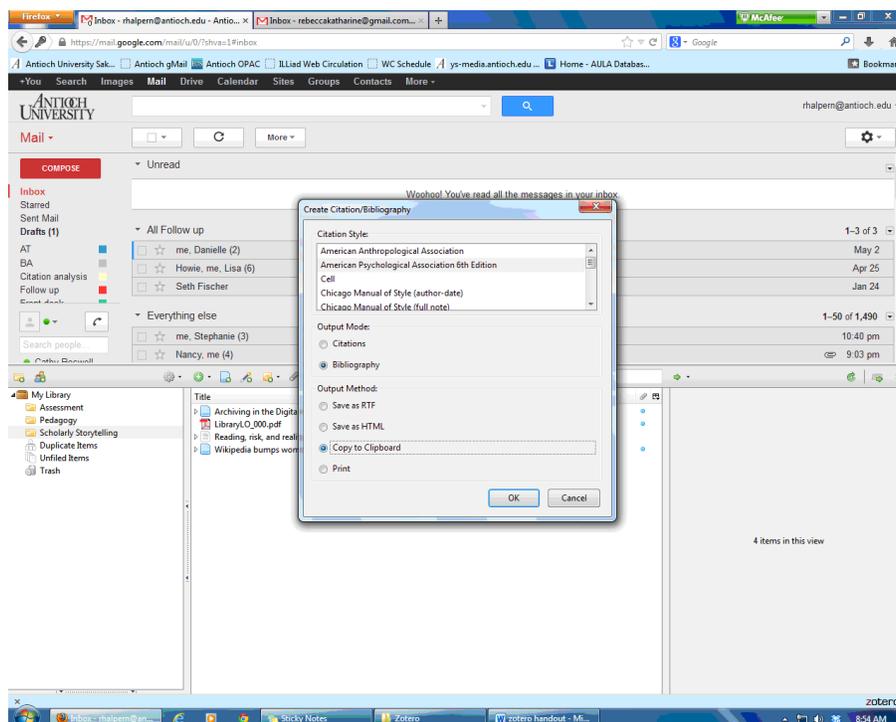
Then, open your Word document and paste your bibliography into your paper.

Microsoft Word plug-in

The Microsoft Word plug-in is a tool that lets you easily insert in-text citations into your paper. In Word, look for the Add-Ins menu in the toolbar.
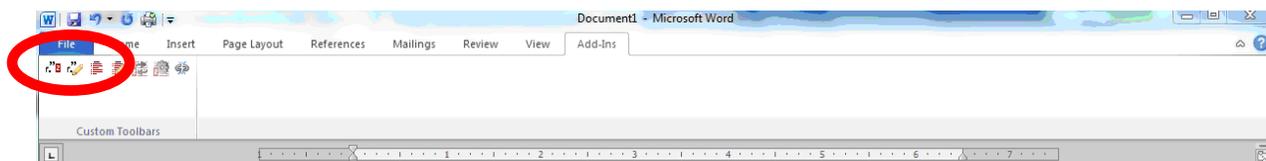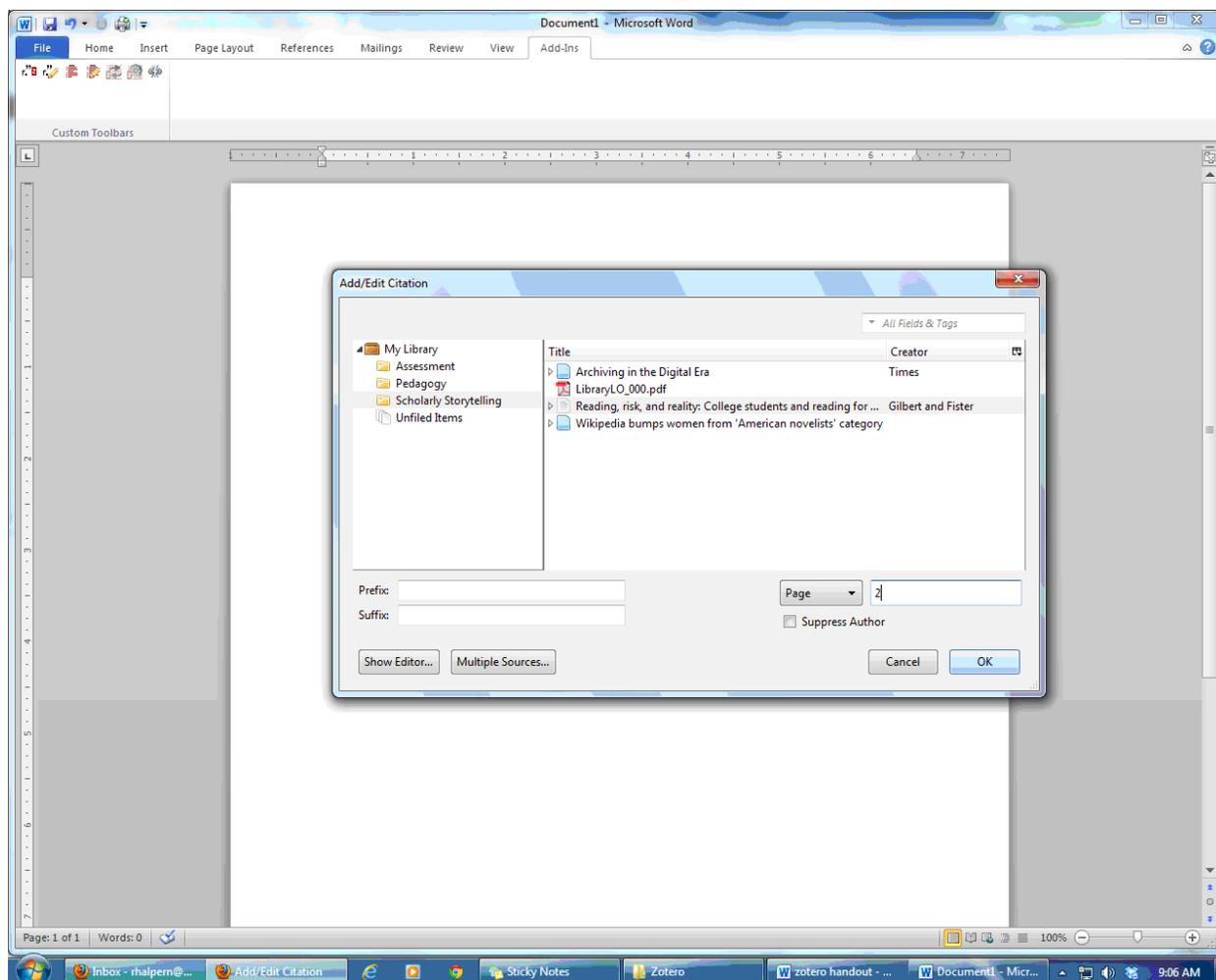

In this menu, you'll see a number of Zotero icons. The first icon is to insert a citation. With your cursor in the correct place, click that icon.

A window will appear where you can put in the name of the source you want to cite. It is easier, though, to click on the arrow and choose "Classic View."
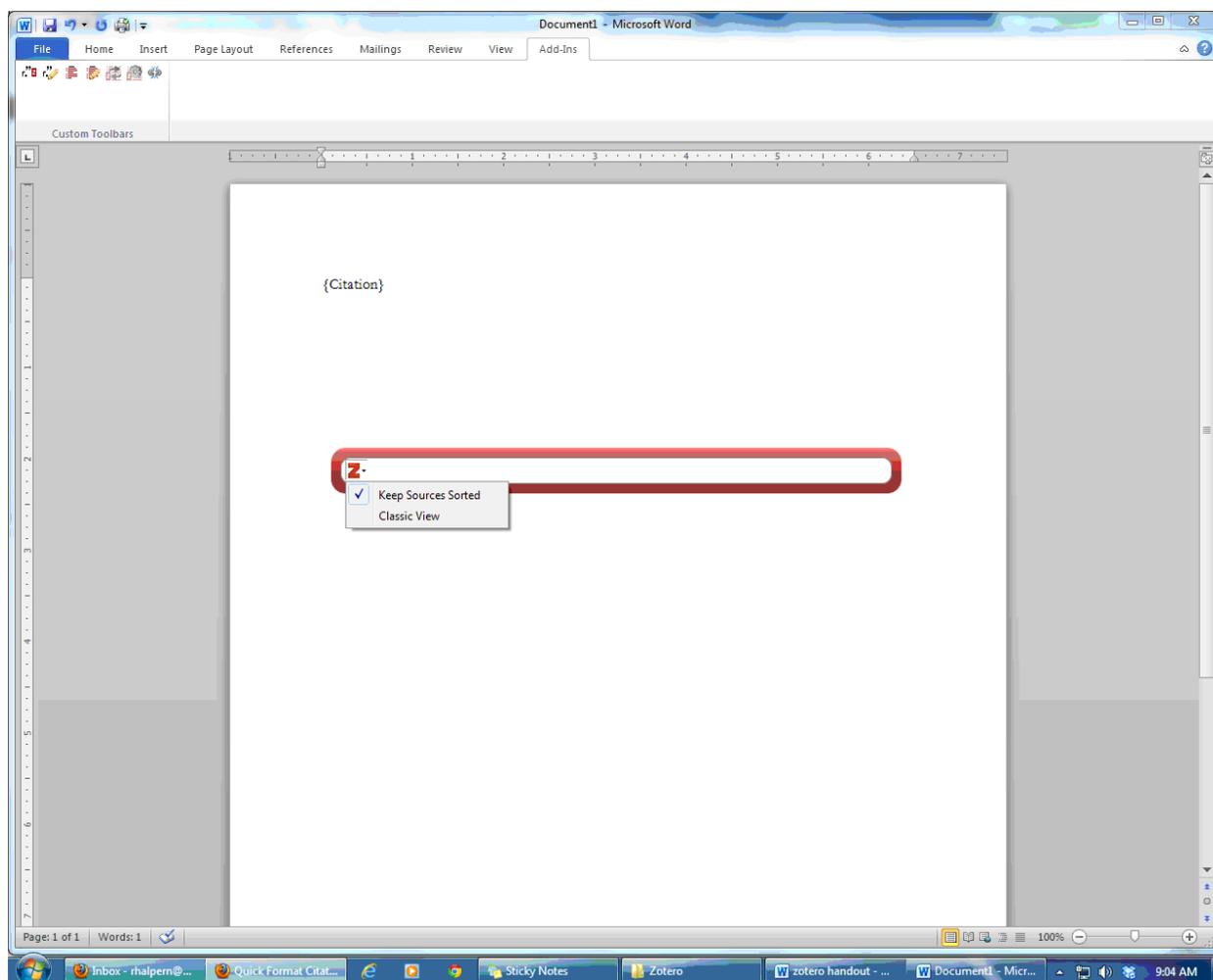
Then, choose the source you want, and add the page number if you're citing a direct quote.

Your citation will then be inserted in your document.

Need help?

Please contact Rebecca Halpern, Reference & Instruction Librarian

rhalpern@antioch.edu

310-578-1080 ext. 333

Antioch University Los Angeles Library