

# Zotero Tutorial

## Introduction to Zotero

Zotero (pronounced zoh-TAIR-oh) is a free web 2.0 citation management tool that is an extension for your Firefox web browser. This means that you need to first have Firefox. If you don't, you can download it for free at [www.firefox.com](http://www.firefox.com). However your citations are stored on your computer so you can access Zotero when your research takes you to places far removed from Wi-Fi.

Similar to the popular citation management tool EndNote, Zotero stores citations from library catalogues, proprietary databases like ATLA and JSTOR, websites, blogs, even videos and stores them in an easy to use format similar to iTunes. You can also import and export citations, create bibliographies, and insert citations into your word processor.

You can receive support by emailing [academic.services@ptsem.edu](mailto:academic.services@ptsem.edu).

## Download Zotero

To get started, download Zotero at [zotero.org](http://zotero.org).

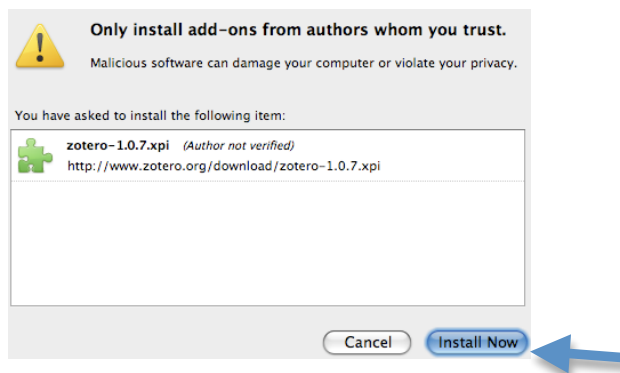
- Click on the download option.





- Firefox will give you a warning. Click *Allow*.



- Zotero is a trusted add-on so when this window pops up, click *Install Now*.

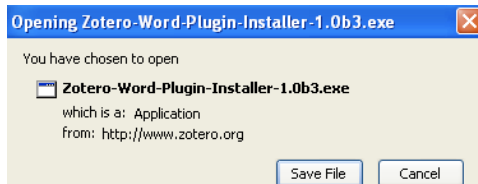



- You will need to restart Firefox once installation is complete. You will know that Zotero has been installed successfully when you see either of these Zotero icons in the bottom right corner of Firefox.  or 

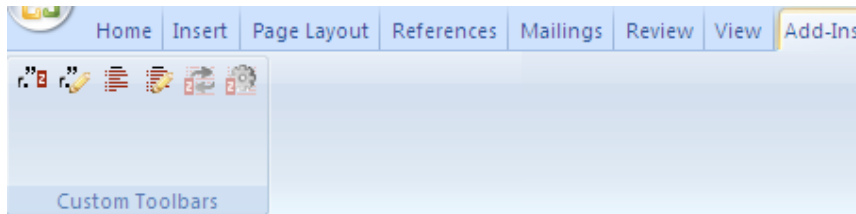
Now make Zotero compatible with your word processor.

*Note for Macintosh Word 2008 users: a Zotero plug-in is not yet available for Word 2008 meaning that you cannot integrate Zotero with Word 2008.*

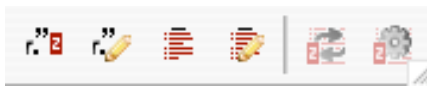
- Go to the [word processor integration page](#) and select the option for either MS Word or Open Office (all examples on this tutorial will use MS Word).
- Save the Word Plug-in Installer



- Run the Installer by double clicking on the Installer icon 
- Follow the instructions.
- Once installation is complete, you should have a Zotero toolbar in Word. While the Zotero toolbar itself is the same across word processors, its location in the actual program may differ from what you see below. This screenshot is from Word 2007.



And from a Mac

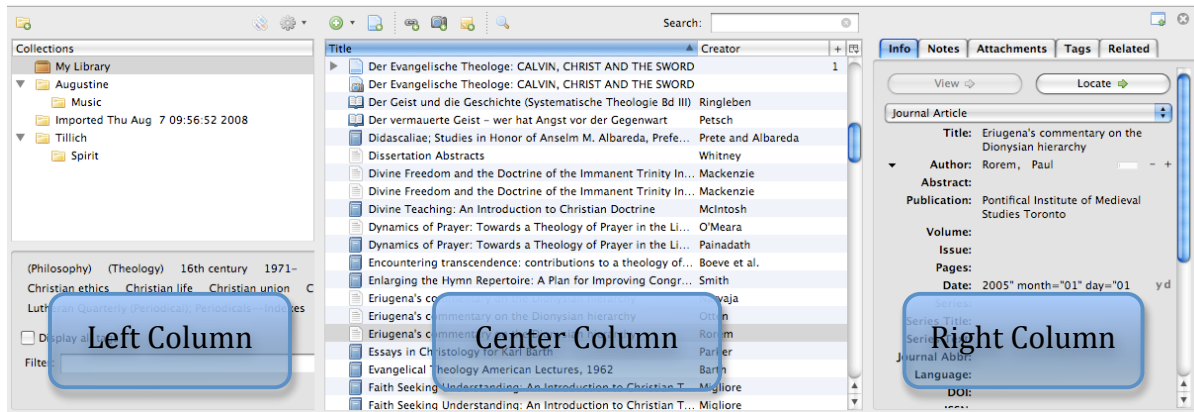


*Instructions on how to use Zotero with your word processor are further below.*

## Getting started with Zotero

### Navigating Zotero

Zotero's simple interface is composed of three columns moving left to right from general to specific. The left column displays your library and various collections and subcollections along with tags. The center column displays the references in the specific collection you have highlighted in the left column. The right column provides the specific details about the reference highlighted in the center column including bibliographic information, notes, and any attachments.



## Building your library

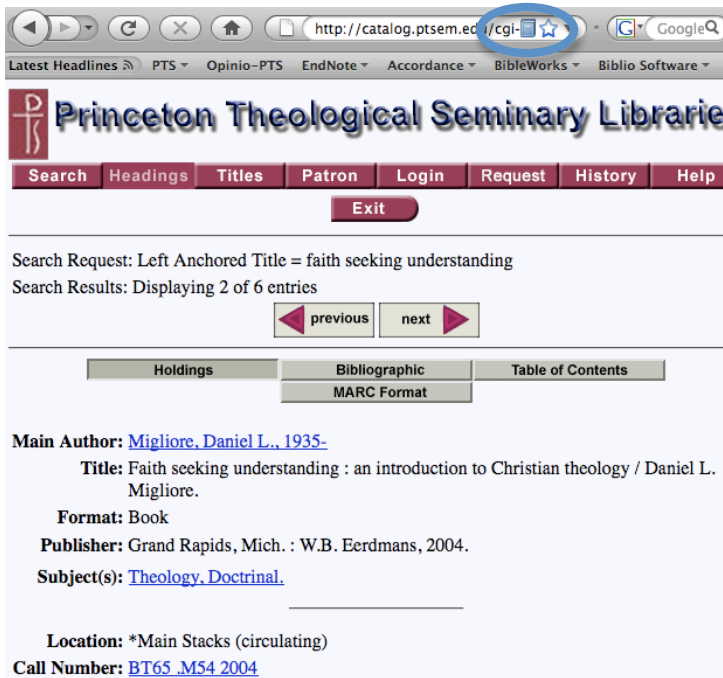
### Books and articles

Zotero can automatically add both individual records and lists to your library.

#### Individual Records

- Perform a search and select the record you want to add to your library.
- Notice the blue book icon that now appears in the address bar. This is an indication that Zotero has recognized this webpage as containing potentially useful citation information. If your search takes place in a subscription database (ATLA or JSTOR), an article icon will be present.

*Book record from PTS OPAC*



http://catalog.ptsem.edu/cgi-bin/ptsem

Princeton Theological Seminary Libraries

Search Headings Titles Patron Login Request History Help

Exit

Search Request: Left Anchored Title = faith seeking understanding  
 Search Results: Displaying 2 of 6 entries

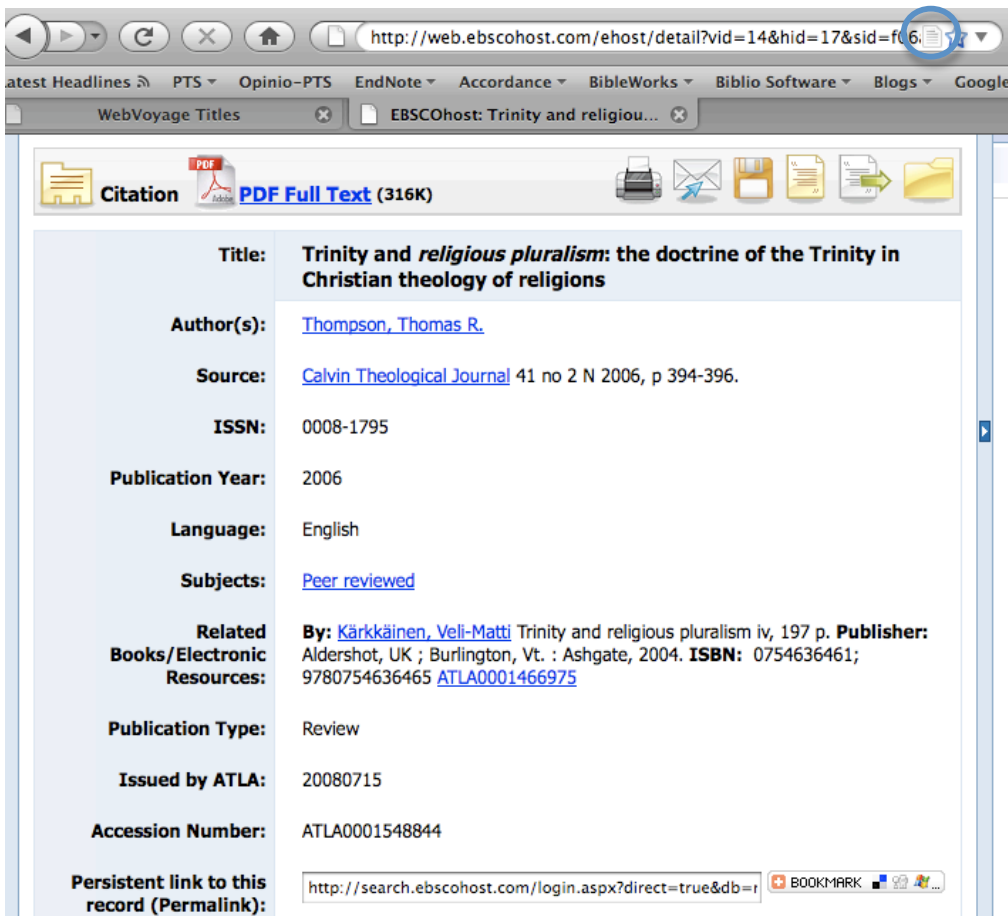
previous next

Holdings Bibliographic Table of Contents  
 MARC Format

**Main Author:** [Migliore, Daniel L., 1935-](#)  
**Title:** Faith seeking understanding : an introduction to Christian theology / Daniel L. Migliore.  
**Format:** Book  
**Publisher:** Grand Rapids, Mich. : W.B. Eerdmans, 2004.  
**Subject(s):** [Theology, Doctrinal.](#)

**Location:** \*Main Stacks (circulating)  
**Call Number:** [BT65 .M54 2004](#)

Article record from ATLA



http://web.ebscohost.com/ehost/detail?vid=14&hid=17&sid=f6...

WebVoyage Titles EBSCOhost: Trinity and religiou...

Citation PDF Full Text (316K)

**Title:** Trinity and *religious pluralism*: the doctrine of the Trinity in Christian theology of religions

**Author(s):** [Thompson, Thomas R.](#)

**Source:** [Calvin Theological Journal](#) 41 no 2 N 2006, p 394-396.

**ISSN:** 0008-1795

**Publication Year:** 2006

**Language:** English

**Subjects:** [Peer reviewed](#)

**Related Books/Electronic Resources:** **By:** [Kärkkäinen, Veli-Matti](#) Trinity and religious pluralism iv, 197 p. **Publisher:** Aldershot, UK ; Burlington, Vt. : Ashgate, 2004. **ISBN:** 0754636461; 9780754636465 [ATLA0001466975](#)

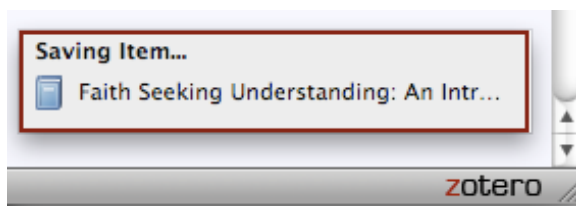
**Publication Type:** Review

**Issued by ATLA:** 20080715

**Accession Number:** ATLA0001548844

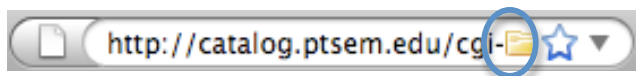
**Persistent link to this record (Permalink):** <http://search.ebscohost.com/login.aspx?direct=true&db=1> BOOKMARK

- Click the address bar icon, either book or article, and Zotero will add the record to your library.
- A notification will appear in the lower right corner of your browser.

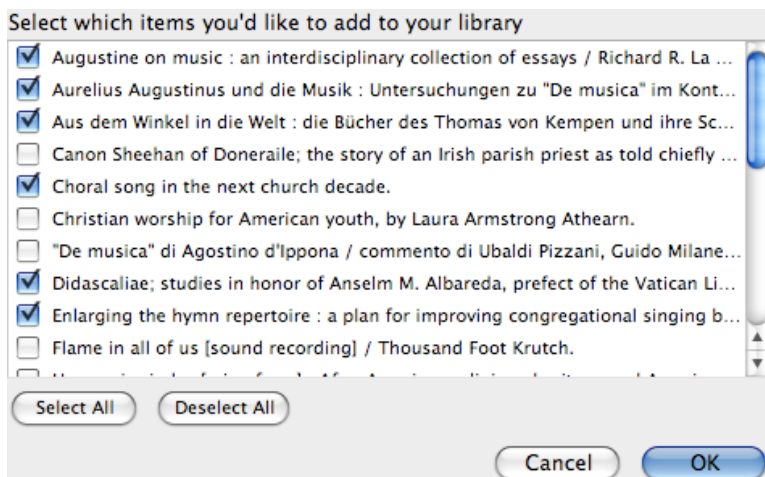


### Collections or Lists

- Perform your search again but this time do not select an individual record. Notice the folder icon that now appears in the address bar.



- Click on the folder and a popup window will appear asking you which records you would like to import.



- Check the boxes next to the records you wish to add to your library and click *OK*.
- A notification will again appear in the lower right corner of Firefox.

### Zotero key for popular reference types



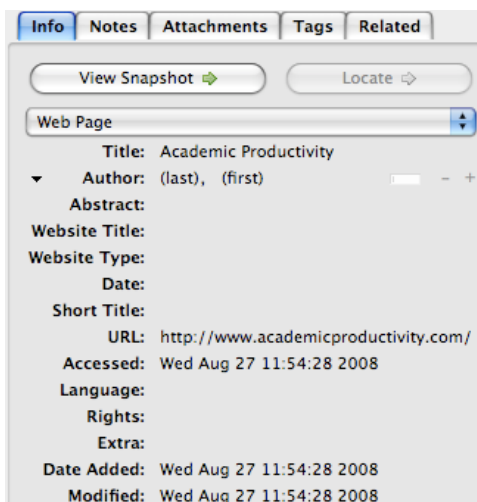
## Create references from websites


Sometimes you may want to add an item to your library but a reference icon does not appear in the address bar.

- Open Zotero and select the *Create New Item from Current Page* icon.



- Zotero will fill in as much information as it can, but you may need to add some additional details.

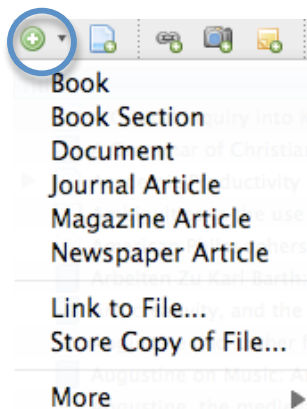


- Zotero will try to guess what type of source the page is (web page, blog, artwork), but you can correct it if necessary by choosing the drop down arrows.
- You can archive the site by clicking on the *Take Snapshot of Current Page* icon .

## Create references manually

You can still add references to your library even if you cannot locate them online.

- Open Zotero, select the *New Item* icon, and choose the appropriate reference type.



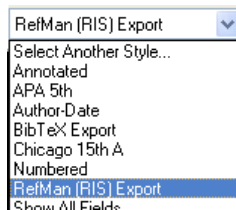
- Fill in the necessary bibliographic details.

## Zotero and EndNote

It is relatively simple to go between EndNote and Zotero. Whether you want to import an existing EndNote library into Zotero or want to take advantage of EndNote's many output styles, you can easily import/export between the two programs.


### EndNote to Zotero

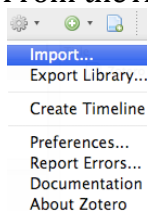
- In EndNote, choose RefMan (RIS) Export as your Output Style.



- Go to *File* and choose *Export*.
- Name the file, save it as a Text file (.txt), and make sure the Output style is RefMan (RIS) Export. Click *Save*.




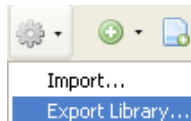
- Open Zotero
- From the *Actions* menu icon  select *Import*.



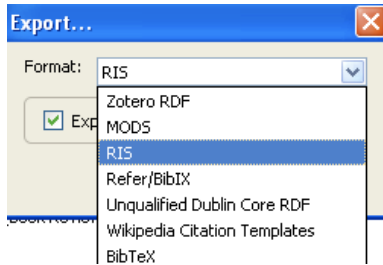
- Locate the Text file you saved above and click *Open*.
- Your references have now been imported into your Zotero library.

### Zotero to EndNote

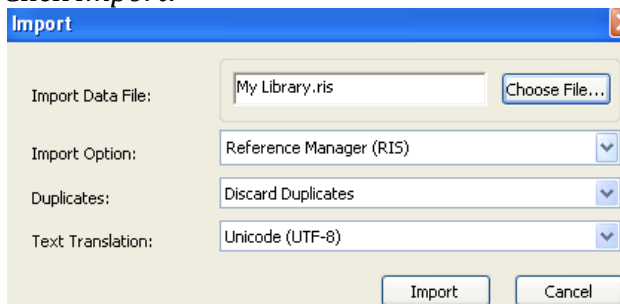
- Open Zotero
- From the *Actions* menu icon  select *Export Library...*



- Select RIS as the Format



- Name the file and click *Save*.
- Open EndNote and choose *Import* from the *File* menu.
- Choose the file you just saved. Select *Reference Manager (RIS)* as the *Import Option*. Click *Import*.



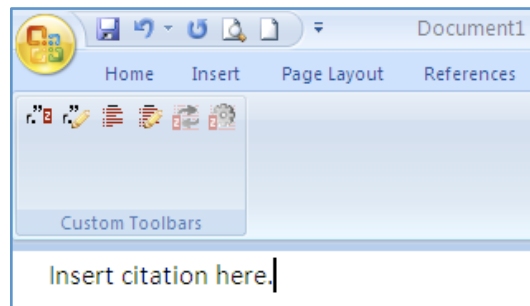
- Your references have now been imported to your EndNote library.

## Using Zotero with your word processor

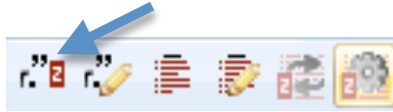
After you have installed the word processor integration add-in, you have the capability to integrate Zotero and MS Word.

## Adding citations

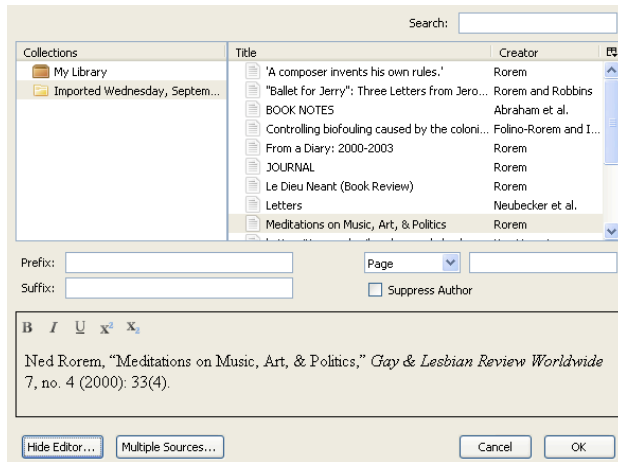
- In your word processor, place your cursor where the citation should be added. Unlike EndNote, there is no need to first add a footnote prior to inserting the citation.









- Click on the *Zotero Insert Citation* icon.
- A window displaying your Zotero library will appear. Choose the appropriate citation, add any details necessary such as page number(s), prefixes, and suffixes. Clicking on *Show Editor* will give you a preview. Click *OK*.



- A footnote is now inserted into your paper.

<sup>1</sup>Thomas R. Thompson, "Trinity and religious pluralism: the doctrine of the Trinity in Christian theology of religions," *Calvin Theological Journal* 41, no. 2 (November 2006): 394-396.

*If you are entering a single footnote, you will notice that the final period of the footnote is missing. Simply hitting the Zotero Refresh button  will add the period. It is a bug with Zotero and work is being done to correct it.*


- To edit citations already in your document, place your cursor within the citation you wish to edit (you may have to highlight the entire citation) and click the *Zotero Edit Citation* icon .

## Bibliographies

- If you are entering citations into your paper, you can complete your bibliography by selecting the *Zotero Insert Bibliography* icon.

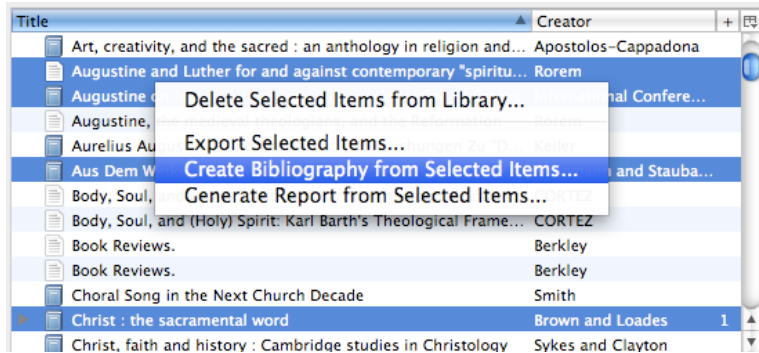


- Your bibliography should now appear at the end of your paper. You can then add your own heading, such as "Bibliography" or "Works Cited," if you wish.

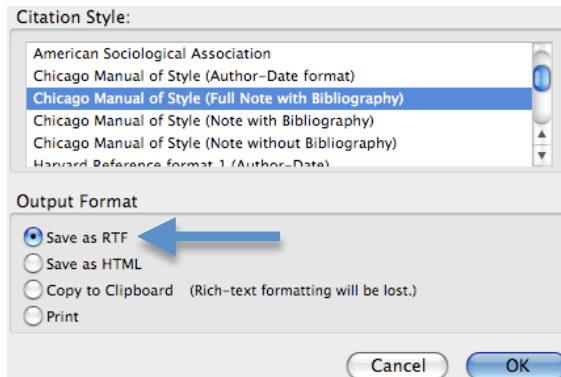
- You can edit your bibliography by clicking the *Zotero Edit Bibliography* icon .

### Creating independent bibliographies

- Choose the items in your Zotero library that are to make up the bibliography.
- Right click and select *Create Bibliography from Selected Items*.



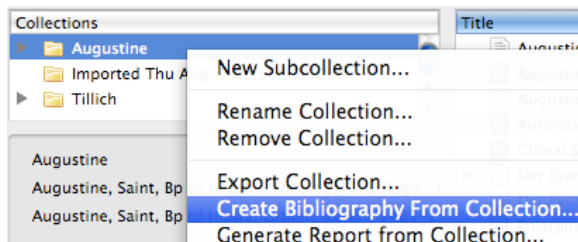
- Select the appropriate Citation Style and select the Output Format as *Save as RTF*. Click *OK*.



- Name the file and choose a location for the file.

You can also create bibliographies of an entire collection.

- In the left column, right click on the collection you wish to create a bibliography for.



- Select the appropriate Citation Style and select the Output Format as *Save as RTF*. Click *OK*.
- Name the file and choose a location for the file.

### **A few things to be aware of with Zotero**

Zotero is pretty great but it's not without its flaws. In time these there will probably be solutions, but as it stands, here are the downsides to Zotero.

#### **Duplicates**

Zotero is unable to prevent and remove duplicates. To keep your library up to date, you will have to manually delete all duplicate records.

#### **Citation styles**

Zotero covers most basic citation styles such as Chicago Manual of Style, APA, and MLA but it has a long way to go to match the output styles available through EndNote, which has over 2,900.

#### **Backup**

Zotero may live in your web browser, but your information is stored in your computer. The positive side of this is that you can access your library from anywhere and need not be online. The negative is that it is possible to loose your library should your computer crash or get stolen. For information on how to backup your information or to run Zotero from a portable device (removable USB drive or iPod) visit Zotero's [frequently asked questions](#).

#### **Want to know more**

Contact [academic.services@ptsem.edu](mailto:academic.services@ptsem.edu).

Visit [Zotero support](#) for more tutorials, faq's, and the user forum.

Visit [Jacob Glen's site](#) at the University of Michigan.