

Zotero Beginner User Guide

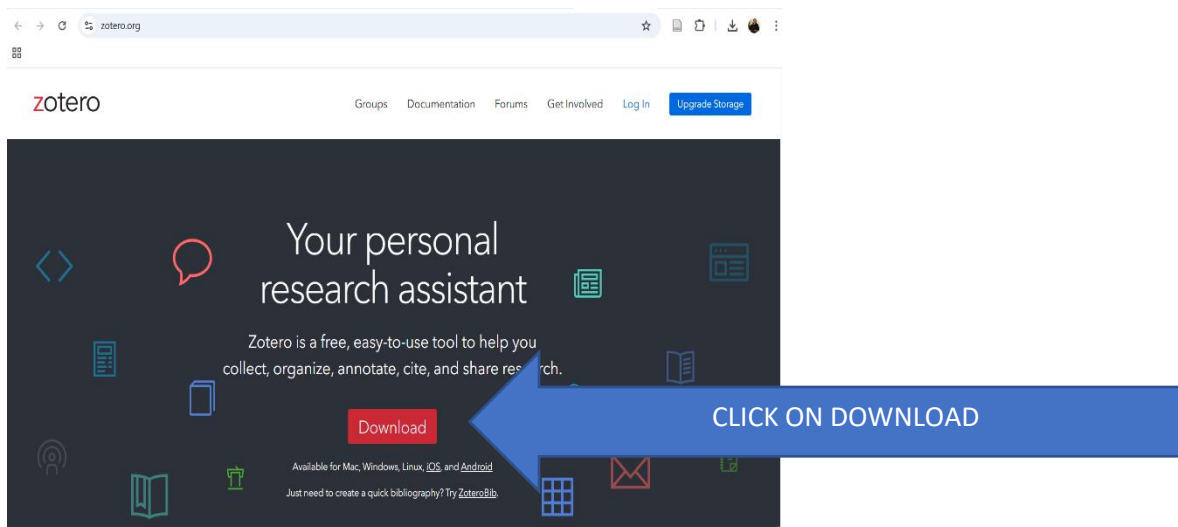
What is Zotero?

Zotero is a free reference management tool that helps you collect, organize, cite, and share research sources.

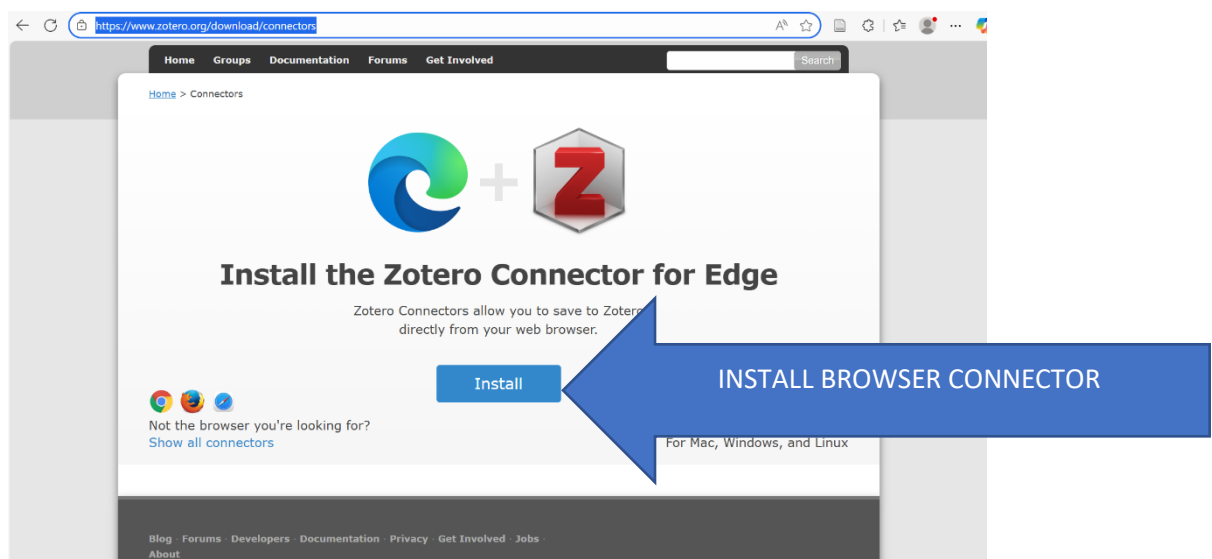
Installing Zotero

1. Visit the Zotero website: <https://www.zotero.org/>
2. Click **Download**
3. Install two things:

- Zotero Desktop App

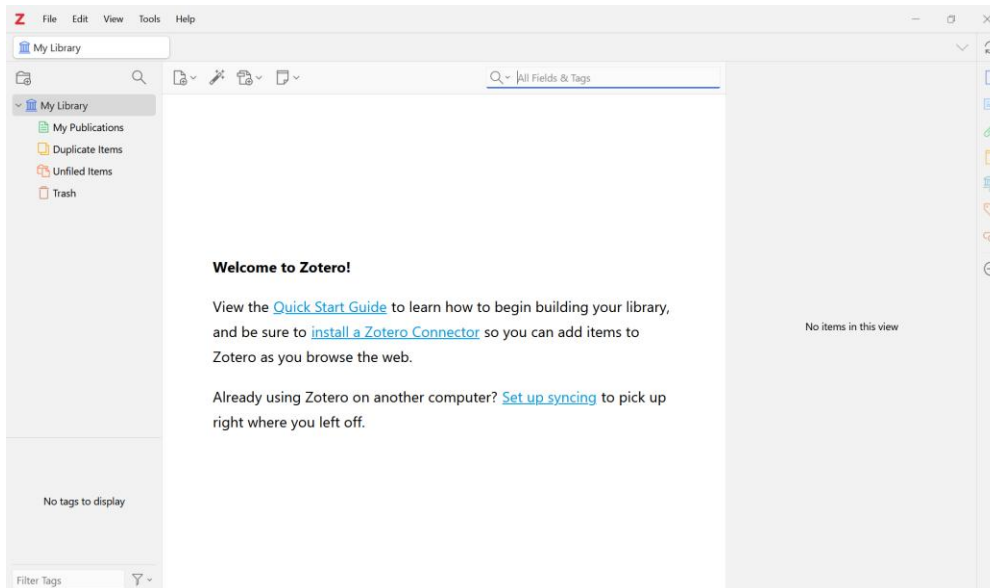


- Browser Connector (Chrome/Firefox/Edge/Safari)



Setting up Zotero

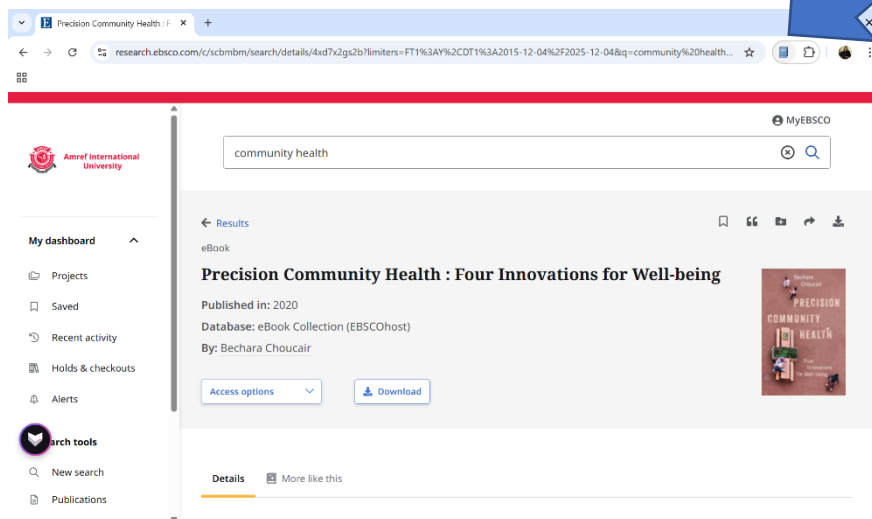
1. Open Zotero on your computer
2. Create a free account
3. Sign in to enable syncing between the web app and desktop app.




Adding Sources Automatically

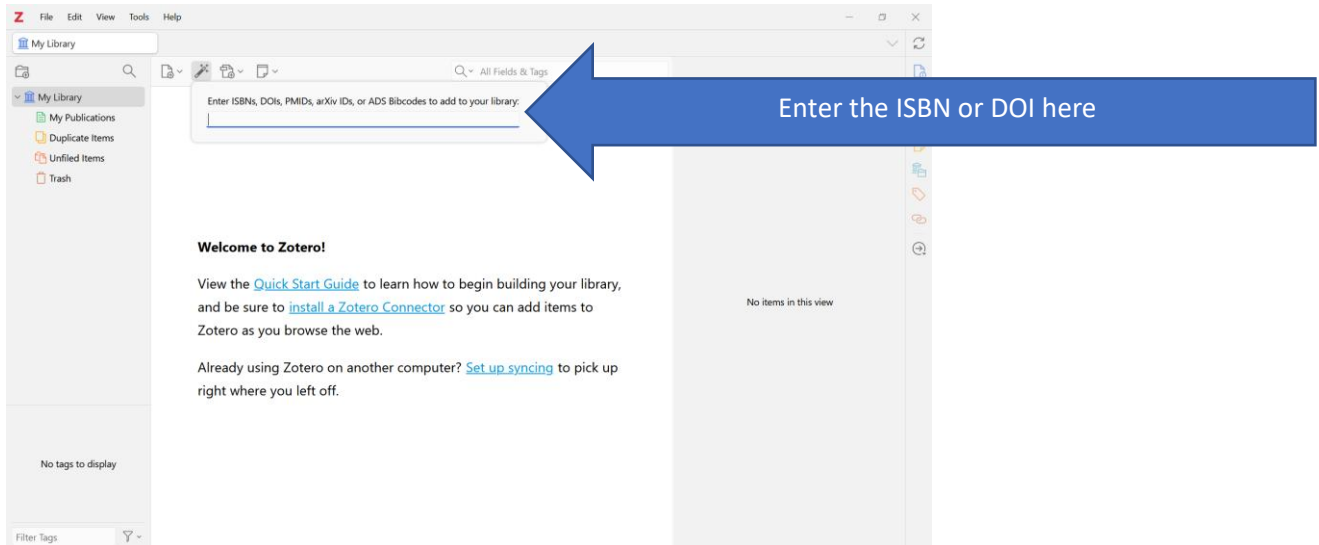
Method 1

1. Open a journal article, book, or webpage
2. Click the Zotero icon in your browser toolbar
3. The reference is saved automatically




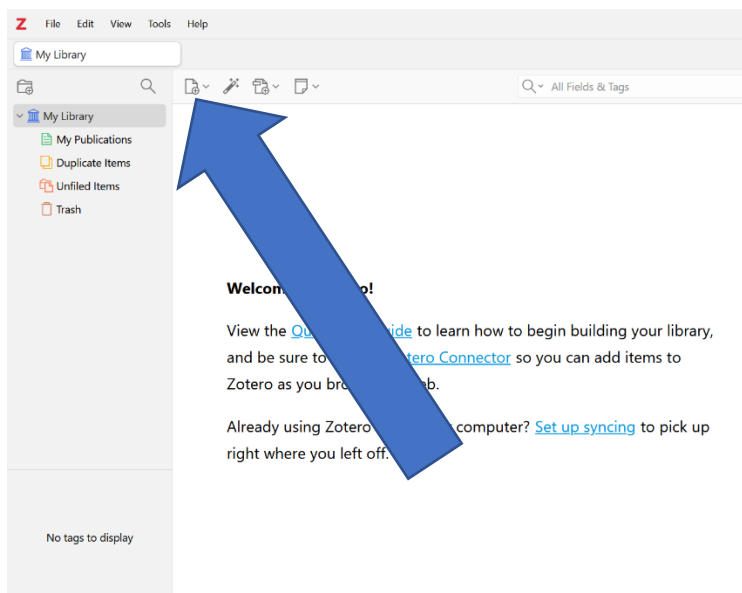
Method 2

1. Click on  button.
2. Enter unique identifier e.g. ISBN for books or DOI for Journal Articles.
3. The Zotero app will search and add the resource.



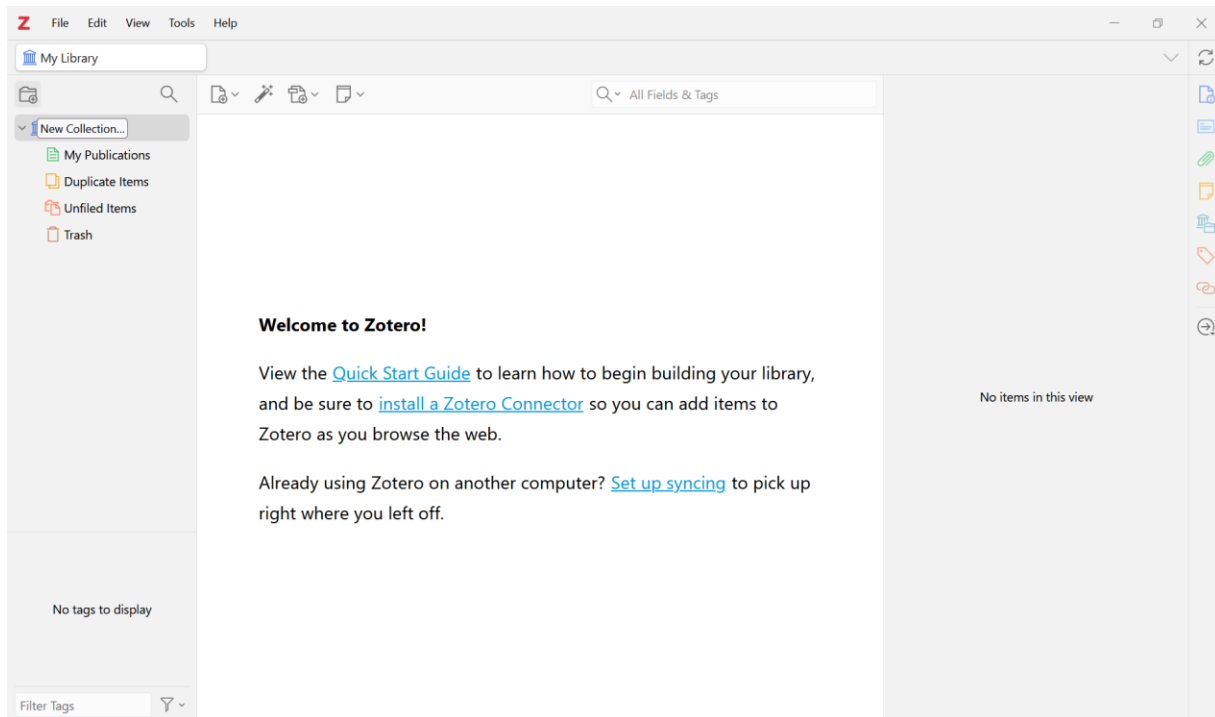
Adding Sources Manually

1. Click  the **+ New Item** button in Zotero
2. Choose the type (book, article, website, etc.)
3. Enter the information manually



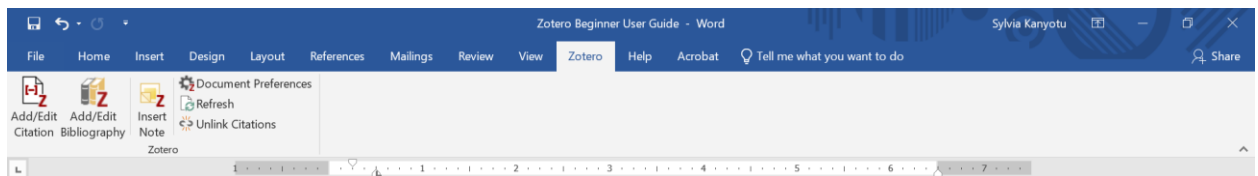
Organizing References

1. Create folders called **Collections**
2. Drag references into collections
3. Add tags and notes



Section 6 – Citing While Writing

1. Install Word/Google Docs plugin (comes with Zotero)
2. In your document, click **Add/Edit Citation**
3. Search and select your source



Section 7 – Creating a Bibliography

1. Click **Add/Edit Bibliography** in Word
2. Zotero automatically formats the reference list



End of Guide