

## ZOTERO 4.0.29.16

Zotero is a free citation management system. With it you can capture citations automatically; use pre-defined bibliographic styles; store PDFs, images, and webpages; take notes; search PDFs and notes; and cite your Zotero library in MS Word and LibreOffice.

**Installation:** To use Zotero install both Zotero and a connector to a browser.

Zotero standalone is available at <http://www.zotero.org/>. Click Download Now. When you download Zotero, choose the connector for Firefox, Google Chrome, or Safari. The word processor plugins for Word and LibreOffice are already bundled with standalone Zotero.

Once installed, a “Z” will appear in the upper right corner of your browser. Click it to open Zotero. Or open Zotero from your applications folder. The Zotero icons will appear under a top menu item in Word, such as Add-Ins or a scroll icon.

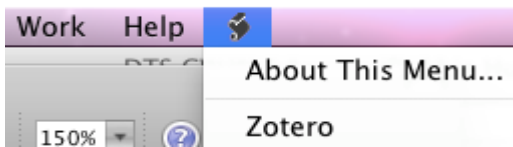


Fig. 1. Zotero icons under the scroll icon in Word on the Mac.

**Syncing:** Zotero supports syncing of data and files so that you can access your Zotero library on any computer with Internet access. You will need to create a login and pw to use under Preferences on each computer. See <http://www.zotero.org/support/sync> for details. Syncing your citations on a public computer may add your citations to someone else’s account and/or someone may save citations to yours. See also Moving a Zotero Library later in this handout.

**Update Problem:** If you use Firefox and receive the error message, “Firefox can’t find the server at X,” after a Firefox or Zotero upgrade, look at the Proxies tab in Preferences (under the gear icon). Uncheck “Automatically recognize proxied resources” and erase recorded hostnames.

For documentation from Zotero, go to <http://www.zotero.org> and click Documentation.

### Building a Zotero library

To **create a folder** for a new collection, open Zotero. Click the folder icon at the far left of the Zotero toolbar (Fig. 2) and name your new collection.

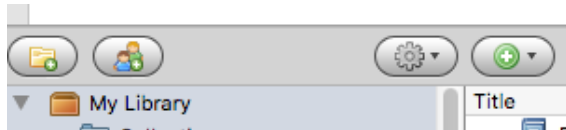


Fig. 2. Folder icon in Zotero.

**Importing Citations:** As explained in the appendix, you can import libraries into Zotero directly from a citation management system such as EndNote.

**Citations from a Database:** If Zotero knows you are viewing a list of records on an Internet page, a folder icon will appear beside the “Z.” Click the folder icon, and a box will come up to allow you to choose records on the page to add to your Zotero library. Or view a single record on the webpage and click the new icon beside the “Z.”



Fig. 3. Zotero icons for a list, an article, and a webpage, resp.

Example using WorldCat: Open your browser. Click the Z in the upper right corner to use Zotero. Click the yellow folder with the green circle on the Zotero toolbar to create a new library. Type in a name for your library. Click OK (Fig. 4).



Fig. 4 Naming a new collection

In the search box for WorldCat on the library homepage, search for << "natural theology" boedder >> to bring up a list of records that includes Bernard Boedder's 1915 book, *Natural Theology*. Click the yellow folder icon beside the Z in the upper right corner (Fig. 3). A list of records comes up (Fig. 5). Check the box beside the correct record, the first one in this case. Click OK. Zotero will add the record to the Zotero library you just created.

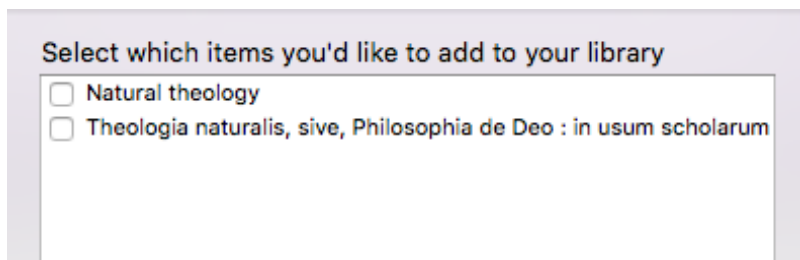


Fig. 5 List of records in DTS on WorldCat

Example using ATLA: Open your browser. Click the Z in the upper right corner to use Zotero. Click the yellow folder with the green circle on the Zotero toolbar to create a new library. Type in a name for your library. Click OK. Click the ATLA link (not the checkbox) on the library homepage to go to ATLA (Fig. 6).

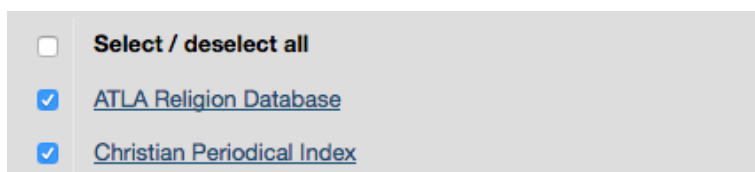


Fig. 6 The ATLA link on the library homepage

In ATLA search for << missionary and (resign\* or failure or attrition or burnout) >>. A list of records comes up. Click the title of one of them. Beside the Z in the upper right-hand corner of the browser is an icon of a sheet of paper as in Fig. 3. Click the icon, and Zotero will automatically add the record to your open Zotero library (Fig. 7).

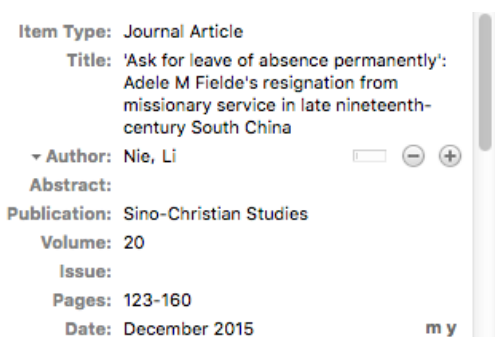


Fig. 7

**Manually Adding Entries:** If there is a webpage icon beside the “Z” or if you have an item in hand but not on the screen, click the New Item icon on the Zotero menu (Fig. 8). Choose the type of record you need, e.g. book, book section, journal article, and type the information about the item into the appropriate fields of the new record.



Fig. 8 New Item icon

### Citing within Word

To **insert a citation** within a paper, click Insert Citation on the Zotero toolbar in Word while the cursor is in the footnote field, choose a bibliographic style, type words from the citation into the box that comes up, press <enter>, click the citation and add page numbers if necessary, press <enter>, and press <enter> again to create the footnote.

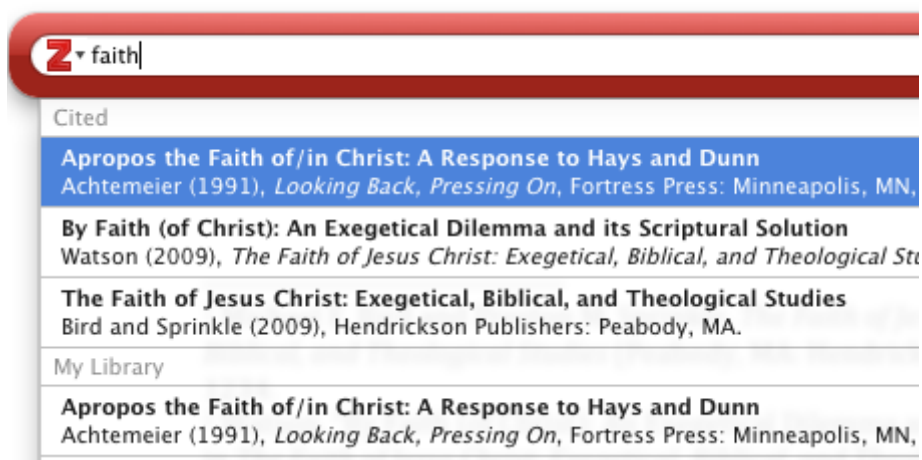


Fig. 9 Type in the Zotero box, and select the citation.

To **add multiple sources** to a single footnote, enter a single citation into the Zotero box as above. Click to the right of the citation in the Zotero box and add another. Continue.

To change to the **Classic View**, click the arrow to the right of the Z in the search box (Fig. 9). In the Classic View you can choose the library to use and click on the entry you want. Type the page numbers in the Page box and click OK to enter the citation. To enter multiple citations, choose Multiple Sources on the lower left. Click the green arrow after choosing an entry to place it in the right column. Then add page numbers.

To **change the format** of all your citations, click Zotero Set Doc Prefs on the Zotero toolbar in Word and choose a new style.

If the format you choose automatically uses a shorter form for citations after the initial one, it will also reformat citations appropriately if you select and **move text** and thereby reorder the footnotes. Use Refresh on the toolbar to update the format when necessary.

If Turabian style is inadequate for your needs, try one of the Chicago Manual of Style options. The **Author-Date** format places the author, date, and page number in the text. The **Full Note** format uses *ibid.* for consecutive citations and uses the author’s last name, title, and page numbers for later citations which are not consecutive. The **Note** format inserts all citations in the short form (author’s last name, title, pages).

To **install a new style** from the Zotero Style Repository, go to Zotero, choose Preferences under the gear icon, click the Cite tab, choose Styles, and click the link, Get additional styles. With Zotero for Firefox, install a style from the Repository by clicking on the style title and then clicking Install. With Zotero Standalone, right-click the style title and select “Save Link as...” to download the style to your computer. Then double-click the downloaded file while Zotero is running to install it.

Click Zotero Insert Bibliography on the Zotero toolbar in Word to **create a bibliography** for the citations you used.

Use **Zotero Edit Citation** to change a page number or to add or remove citations in a footnote, but make other edits directly in the Zotero record. If you edit a citation manually in your paper, Zotero cannot update it. Similarly, if you use **Zotero Edit Bibliography** to edit the bibliography, entries you edited will not update. For most changes, edit records directly in the Zotero library. But this may not be sufficient.

Before making **final changes** in the footnotes and bibliography, save a second copy of the paper. Click Zotero Remove Codes in one copy to break the tie to Zotero. Then make final changes manually. Use the copy still connected to Zotero if you decide later to make major revisions to the paper.

### **Moving a Zotero library to another computer**

To move your Zotero library to another computer, copy the Zotero data folder from your Firefox/Zotero profile on the first computer to the Firefox/Zotero profile on the second.

To locate your Zotero data, open the Zotero Preferences under the Actions (gear icon) menu and click Show Data Directory under Files and Folders in the Advanced tab.

Close Firefox/Zotero Standalone on both machines before you copy the Zotero files. (See [http://www.zotero.org/support/kb/transferring\\_a\\_library](http://www.zotero.org/support/kb/transferring_a_library) for more detail.)

This method works well for infrequent moves. To use the same Zotero libraries on multiple computers, use syncing instead. See <http://www.zotero.org/support/sync> for details.

### **Backing up and restoring a Zotero library**

**To back up:** To locate your Zotero data, open Preferences under the Actions menu (gear icon) in Zotero and click Show Data Directory in the Advanced tab. Close Firefox/Zotero Standalone. Copy your Zotero data directory to a backup location.

**To restore:** Reinstall Zotero if necessary. Open the Advanced pane under Preferences and click Show Data Directory. This will bring up a folder. Close Firefox/Zotero Standalone and move zotero.sqlite and “storage” (if it exists) from this folder into a temporary folder on your desktop. Copy zotero.sqlite and ‘storage’ from your backup into the active data directory. This restores your Zotero library. Delete the temporary folder. (See [http://www.zotero.org/support/zotero\\_data](http://www.zotero.org/support/zotero_data) for more information.)

## Appendix: Importing Records from EndNote into Zotero

This description of how to move bibliographic records from EndNote to Zotero is condensed from [http://www.zotero.org/support/kb/importing\\_records\\_from\\_endnote](http://www.zotero.org/support/kb/importing_records_from_endnote). The instructions assume that you still have EndNote installed. Please be aware that you may lose data when you move records from EndNote to Zotero.

### ***Installing RIS Output Style***

Download the latest version of “Reference Manager (RIS) Export” style from [http://endnote.com/downloads/styles?title\\_op=allwords&title=RIS+Export](http://endnote.com/downloads/styles?title_op=allwords&title=RIS+Export), and place it in your <EndNote folder>\Styles directory. Restart EndNote.

Go to [http://www.zotero.org/support/kb/importing\\_records\\_from\\_endnote](http://www.zotero.org/support/kb/importing_records_from_endnote) to see how to import file attachments and figures.

### ***Exporting the RIS File***

Go to the File menu → Export. Save the file to the EndNote data directory (e.g., My Documents\endnote.Data). Select “Text File (\*.txt)” in the “Save as type” dropdown and “RefMan (RIS) Export” in the “Output style” dropdown. Click “Save.” Close EndNote.

### ***Importing the RIS File***

Open Zotero. Under the Gear menu, select “Import...” A dialog box will appear asking you to select the file to import. Navigate to the location where you exported your EndNote library (if you followed the instructions above, this should be My Documents\endnote.Data) and select the RIS file. The file extension will be “.txt” or “.ris”. Click Open.

The EndNote library will be imported into a separate collection. You may remove the collection (right-click → Remove Collection...) without deleting the imported references (they will be moved to the root of your library).

Some fields in EndNote records cannot be imported into fields in Zotero records. However, Zotero will store the information from these fields in a note attached to the imported record. Copy the information you need from the note into the pertinent fields in the Zotero records.

To **export/import libraries** from other database managers, you can use a similar method.