

# Zotero

## ***What is Zotero and what does it do?***

- Is a FireFox Add-on
- Automatically captures some citations
- Stores pdfs, images, and web pages
- Cites from within Word and OpenOffice
- Uses Bluebook (law review) citation style *\*caveat: it's far from perfect*
- Instantly searches your PDFs and notes

Tour Zotero: [http://www.zotero.org/support/screencast\\_tutorials/zotero\\_tour](http://www.zotero.org/support/screencast_tutorials/zotero_tour)

Zotero Intro: <http://www.youtube.com/watch?v=pq94aBrc0pY>

## ***Step 1: Install Zotero***

Install Zotero: <http://www.zotero.org> as a FireFox add-on

- To install the Zotero Firefox extension, visit <http://www.zotero.org> using Firefox as your web browser and click the red download button.
  - If a yellow band appears at the top of the web page with “Firefox prevented this site (www.zotero.org) from asking you to install software on your computer,” click the “Allow” button. Then click the “Install Now” button in the Software Installation pop up window (the button may be greyed out for a few seconds while Firefox downloads Zotero), and restart Firefox after the installation has completed. You should now see the “Zotero” logo in the status bar in the right bottom corner of your Firefox browser window.

Installing Zotero Video Tutorial:

[http://www.youtube.com/watch?feature=player\\_detailpage&v=SgdrnxlzV8Y](http://www.youtube.com/watch?feature=player_detailpage&v=SgdrnxlzV8Y)

Zotero QuickStart Guide: [http://www.zotero.org/support/quick\\_start\\_guide](http://www.zotero.org/support/quick_start_guide)

## ***Step 2: Register Zotero***

Visit <https://www.zotero.org/user/register> and add your username and password to your preferences. This allows you to sync so that you can access your Zotero files anywhere by logging into your Zotero account. Each Zotero user is given 100 MB of free Zotero File Storage.

## ***Step 3: Download Bluebook Stylesheet***

<http://www.zotero.org/styles>

*Bluebook* is not one of the default Zotero styles so you need to add it by installing the *Bluebook* stylesheet listed under the Additional Styles heading.

## ***Step 4: Download Word Plug-in***

[http://www.zotero.org/support/word\\_processor\\_plugin\\_installation](http://www.zotero.org/support/word_processor_plugin_installation)

Once you download the Word Plug-in, open word, access the Zotero toolbar, and set the Bluebook style format as your citation format Under the Zotero Bibliographic Management: Zotero Set Doc Preferences icon.

Video Tutorial on Zotero and Word:

[http://www.zotero.org/support/screencast\\_tutorials/zotero\\_and\\_word](http://www.zotero.org/support/screencast_tutorials/zotero_and_word)

## ***Step 5: Saving Citations***

Zotero works well with library catalogs and some databases, such as Hein Online and JStore. If you are searching in a library catalog or supported database, and you find a citation that you want to add to your Zotero collection, there will be a book or article icon in the FireFox location bar. Clicking on that icon will send the citation information to Zotero.

Unfortunately, Zotero does not work so easily with Lexis and Westlaw. You will need to manually add those citations. Click on the green plus icon in the center column. Select the type of item you want to create from the drop down menu. You can view more item types at the bottom of the menu. If the options do not fit your item exactly try to find the kind of item that would contain the same fields. Once you select a type of document, a blank item of that type will appear in your center column. You can then manually enter the bibliographic information into the right column.

You can also archive a webpage by opening Zotero and clicking on the Create New Item from Current Page icon ()

Instructions for saving citations:

[http://www.zotero.org/support/getting\\_stuff\\_into\\_your\\_library](http://www.zotero.org/support/getting_stuff_into_your_library)

Saving Citations Video Tutorial: <http://www.youtube.com/watch?v=43-Ue6AuNrg&NR=1>

## ***Step 6: Organizing Citations & Taking Notes***

Zotero allows you to organize citations and take notes. The basic form of organization is by “collections.” You create a collection by clicking on the New Collection icon and this creates a folder in which you can put your citations. You can drag existing citations into a folder or add new citations to a particular folder (it will also automatically go into My Library).

Instructions for creating and modifying collections:

<http://www.zotero.org/support/collections>

Organizing Citations Video Tutorial:

<http://www.youtube.com/watch?v=zFxlbpvvD1A&NR=1>

You can also attach notes to citations and tag items. Attach notes by highlighting the citation that you want the note attached to and then clicking on the New Note icon.

### ***Step 7: Generating Saved Citations in Word***

If you want to quickly add references to a paper, email, or blog post, use Zotero's drag-and-drop Quick Copy. Select items in the center column and drag them into any text field. Zotero will automatically create a numbered and alphabetized bibliography for you. To copy citations instead of references, hold down Shift before dragging.

To configure your Quick Copy preferences, click the Actions menu (the gear icon) and select Preferences. Within the Preferences pop-up window, select Export. Be sure and set Bluebook as your Default Output Format.

To create a bibliography a bibliography in Zotero, highlight one or more references and then right-click (or control-click on Macs) to select Create Bibliography from Selected Item(s). Then select a citation style for your bibliography format.

Instructions for creating a bibliography:

[http://www.zotero.org/support/creating\\_bibliographies](http://www.zotero.org/support/creating_bibliographies)

Video tutorial on generating citations in Word:

<http://www.youtube.com/watch?v=Qh1ZVIRTrb4&feature=related>