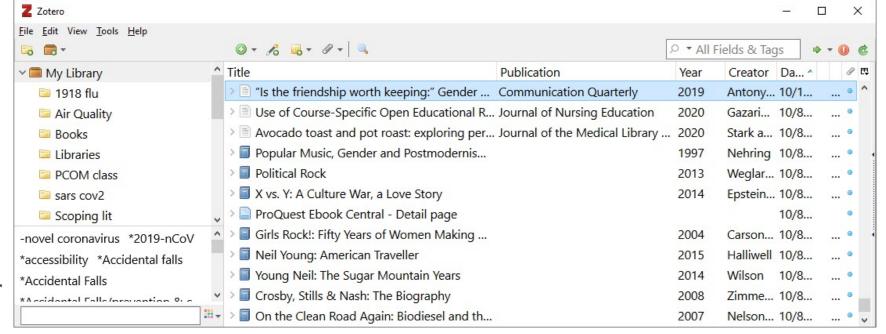


CITATION MANAGEMENT USING ZOTERO

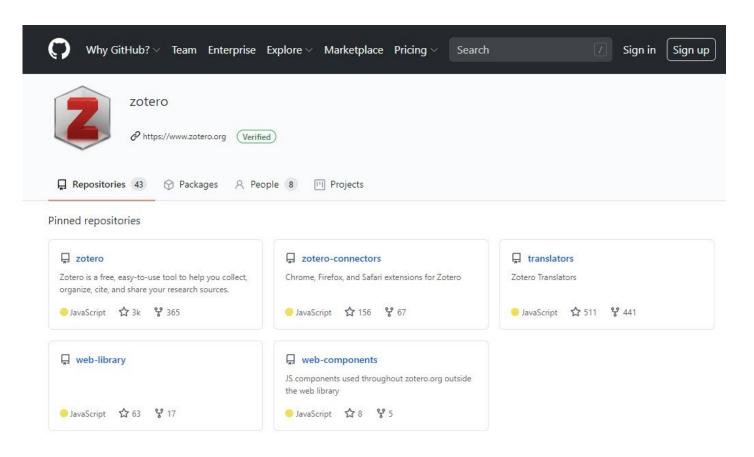
Sarah Hughes Health Sciences Librarian

WHAT IS ZOTERO?

- A tool that can help you build a personal library of source information from articles, books, documents, web pages, and more
- This personal library of sources can work with word processing tools to format a paper in your choice of style

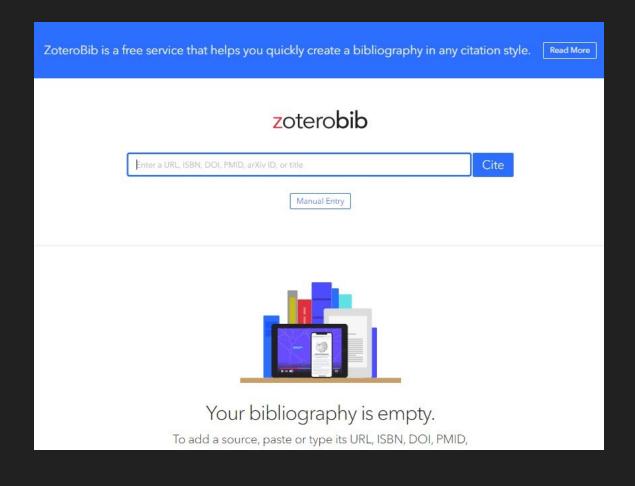


OPEN SOURCE



- Developed by an independent, nonprofit organization
- No financial interest in user private information
- Users have control of own data

ZOTEROBIB.ORG



- A standalone
 website to build a
 bibliography instantly
 from any computer
 or device
- No need to create an account or install any software

ZOTERO

- Best for working on comprehensive or long-term projects like a thesis or dissertation
- Ability to build a large research library of resources including attaching PDFs
 and making notes
- Can share library of resource for work on collaborative projects
- Must download software and create an account

ZOTEROBIB.ORG

- Best when writing a short paper with minimal citations
- Can create quick, one-off citations
- No software download
 - No account creation

ZOTERO VS. ZOTEROBIB COMPARSION

HOW TO FIND IT



Drexel University Libraries / LibGuides / Scholar & Research Guides / Zotero / How to Use Zotero

ZOTERO

Free reference management tool

How to Use Zotero

Curricula Support Librarian, Health Sciences Team



Getting Started



Zotero is a free, easy-to-use tool to help you collect, organize, cite, and share research. And guess what? Zotero is developed by an independent, non-profit organization that has no financial interest in your private information. With Zotero, you can always stay in control of your data.

Get a sneak peek at what a Zotero library looks like. This Zotero Library from Shannon Robinson, Head of the Architecture & Fine Arts Library at USC, is public.

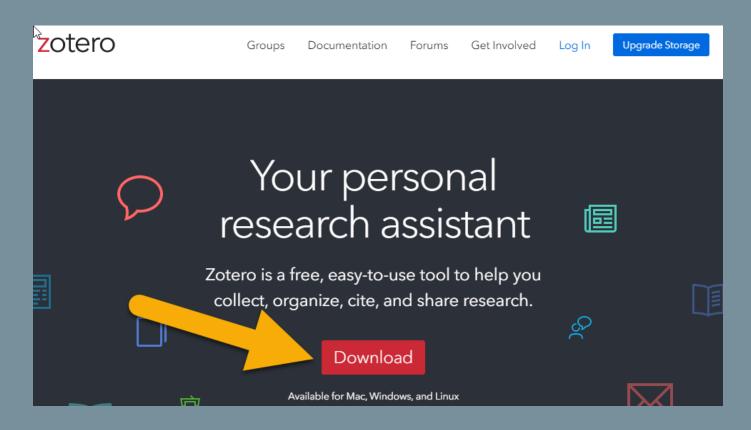
Zoterobib Need a quick citation? ZoteroBib helps you build a bibliography without creating an account or installing any software. Enter a URL, ISBN, DOI, or title and generate a citation.

To use Zotero, you need to install both the personal research assistant (your library, an app downloaded to your computer) and the Zotero connector for your browser (an add-on). Zotero works with Firefox, Chrome, and Safari browsers. Use their Quick Start Guide and Screencast Tutorials for assistance.

Create a free Zotero account (you do not need to use your Drexel email). The benefits are that you will be able to sync your library to Zotero.org and access it from anywhere. You'll also be able to participate in group libraries

www.Zotero.org or link from our Zotero Guide

1) INSTALL ZOTERO



Zotero works with Chrome, Firefox and Safari web browsers

1) INSTALL ZOTERO



- On the next page, click the Download button to install the Zotero software for Windows, macOS or Linux platforms
- An .exe file will appear in the left lower corner of your browser

2) INSTALL BROWSER CONNECTOR



- Download the
 Zotero Connector using your web
 browser of choice
- The Connector will allow you to automatically download citations through your web browser
- Add the extension to Chrome, Firefox or Safari

3) CREATE A ZOTERO ACCOUNT

You must create a Zotero account if you want to back up your files or access your library from anywher

• Go to

https://www.zotero.org/user/login/

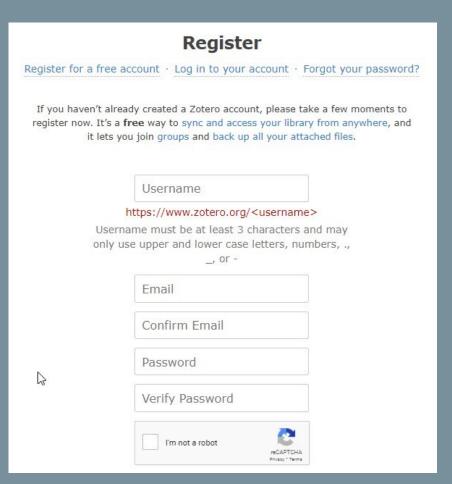
• Click Register or

Register for a free account



3) CREATE A ZOTERO ACCOUNT

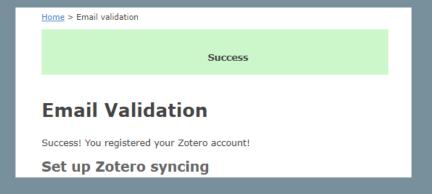
- Next create a username and password
- Be sure to register your
 Zotero account with
 a Drexel.edu email address
 or a personal account



3) CREATE A ZOTERO ACCOUNT

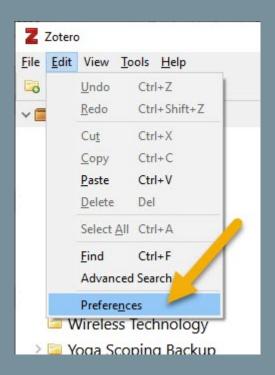
- Check your email
- You will receive a link from Zotero
- Click the link to validate your account

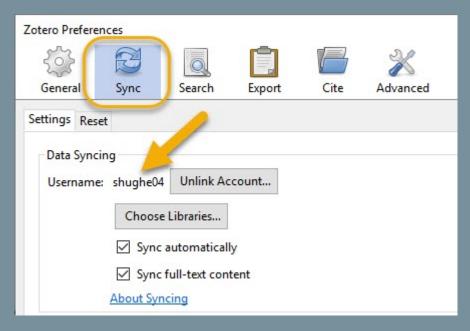




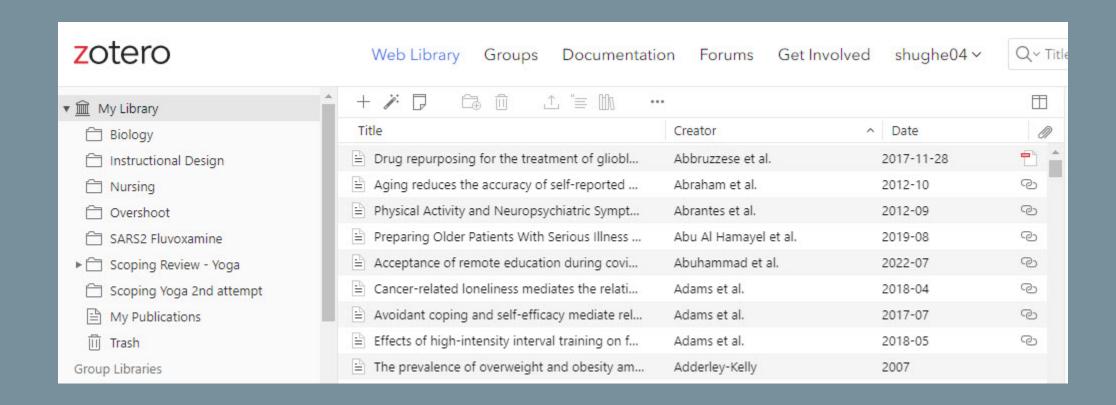
4) LOG INTO YOUR ACCOUNT

 Be sure to sync your new account to the Zotero software





5) Website access



GETTING STUFF INTO YOUR LIBRARY

- 1. Adding Items
- 2. Adding Files
- Importing from Other Reference Managers



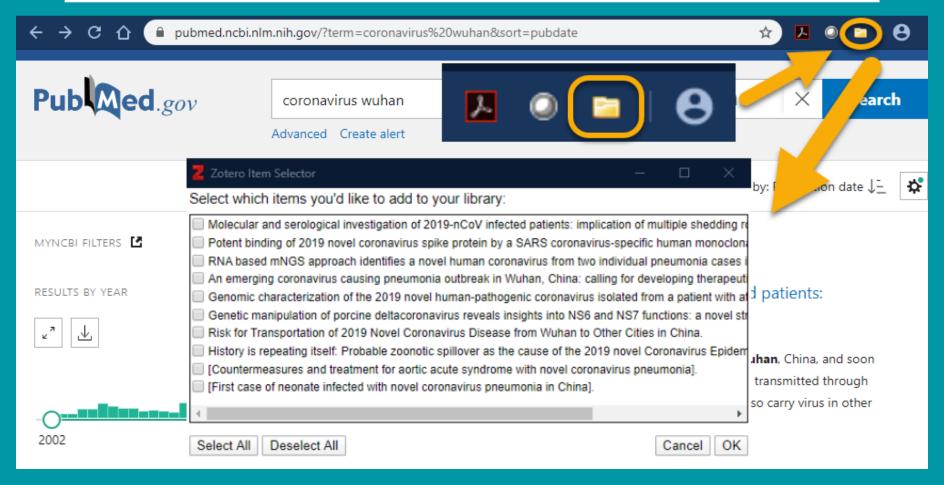
ADDING ITEMS -BOOKS



ADDING ITEMS - SINGLE ARTICLE

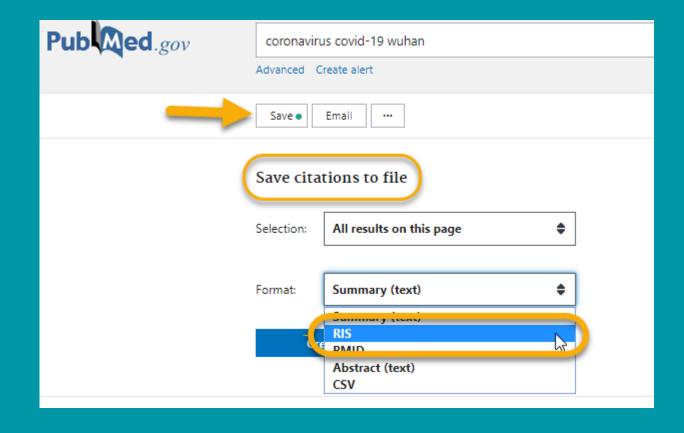


ADDING ITEMS ADDING MULTIPLE DATABASE RESULTS



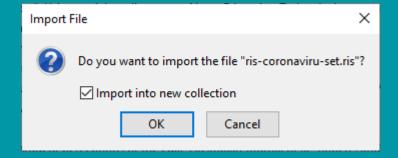
ADDING ITEMS -BULK FILE DOWNLOAD

 Download an RIS or BIB file of the records from the database.

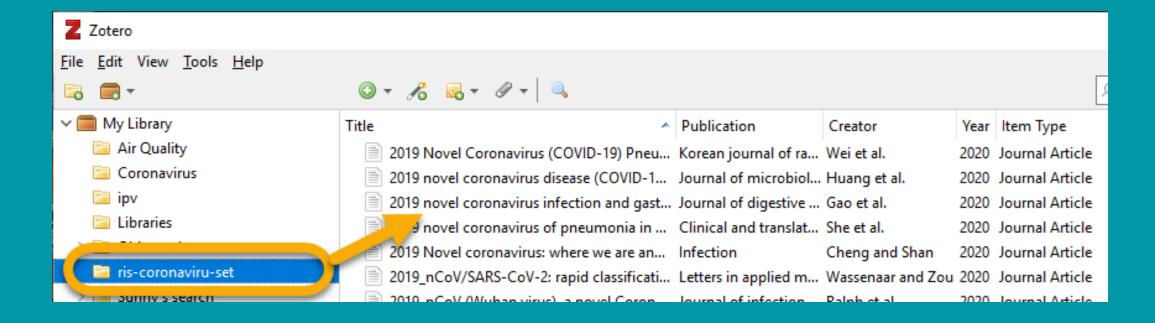


ADDING ITEMS -BULK FILE DOWNLOAD





ADDING ITEMS -BULK FILE DOWNLOAD



ADDING ITEMS - PDF



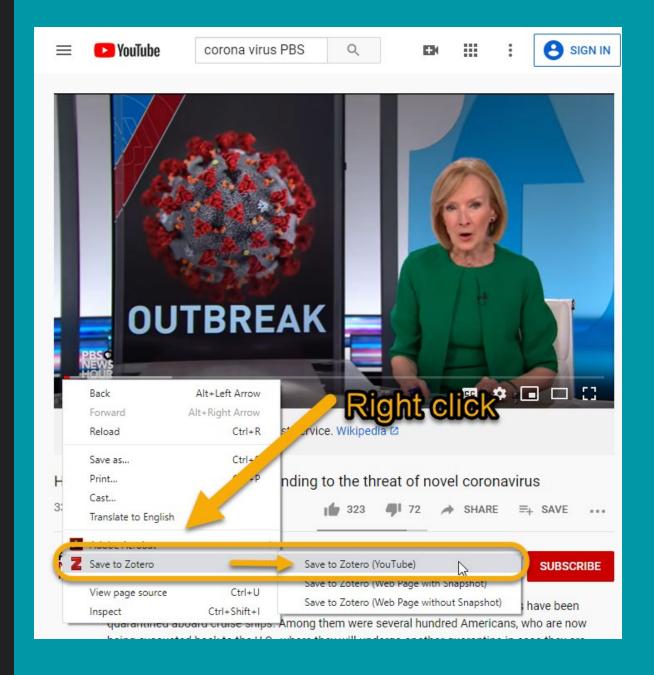
ADDING ITEMS - WEBSITE



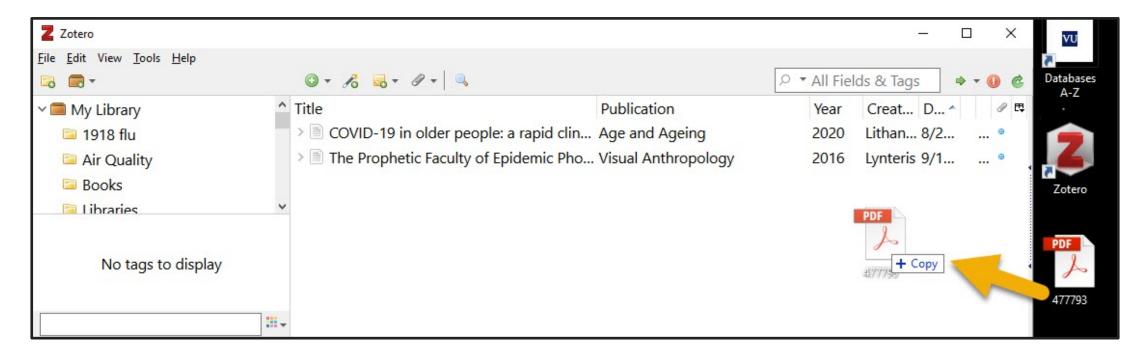
ADDING ITEMS - VIDEOS

YouTube

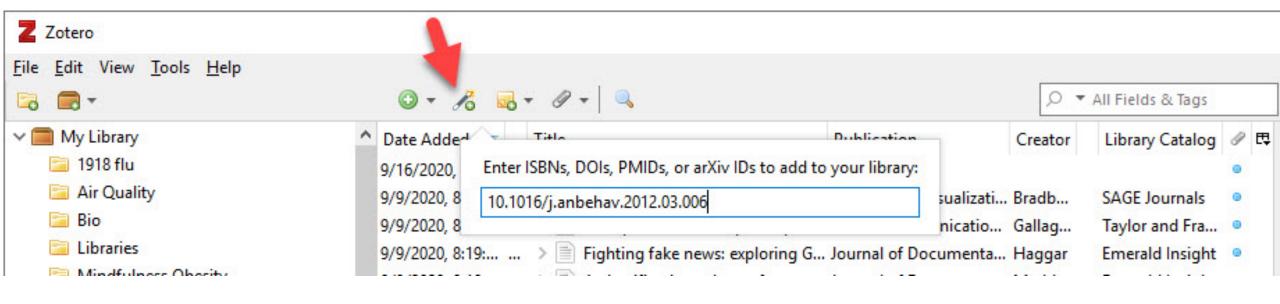
To save a YouTube video, right click on the screen and select Save to Zotero and then Save to Zotero (YouTube)



PDFs that are 'readable' with OCR will capture the metadata



DRAG AND DROP PDFS



ADDING A DOI OR ISBN

IMPORTING FROM OTHER REFERENCE MANAGERS

Home Groups People Documentation Forums Get Involved

start > moving to zotero

Translations of this page: en ar cs da de es fa fr hbs hu id it ja ko nl pl pt ru sl sv tr zh

Importing from Other Reference Managers

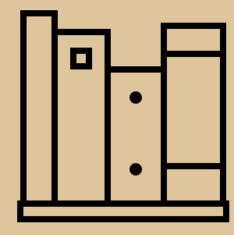
It's easy to migrate your data from other reference management tools to Zotero. Instructions for popular tool are linked below.

- Mendeley
- Endnote
- Citavi
- Microsoft Word Bibliography XML
- Plain text reference lists
- Bib(La)TeX
- JabRef

You can also import from other tools, such as Reference Manager, RefWorks, Papers, Google Scholar Library, ReadCube, etc., by exporting to a <u>standardized reference format</u>, such as RIS, BibTeX, or CSL JSON, and then importing into Zotero by clicking File \rightarrow "Import..." and choose "A file".

ORGANIZING YOUR LIBRARY

- 1. Collections and Tags
- 2. Searching
- 3. Sorting
- 4. Notes



COLLECTIONS AND TAGS

Collections

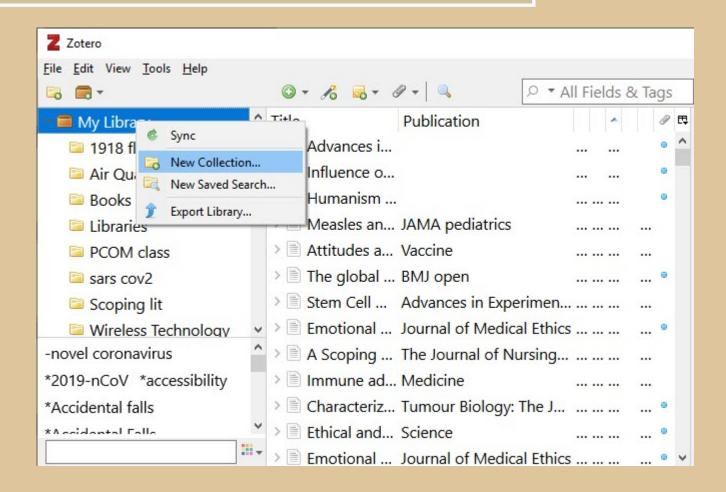
- Organization of items into groups and subgroups
- The same item can belong to multiple collections and subcollections in your library at the same item
- Collections are useful for filing items in meaningful groups (for a particular project, from a specific source, on a specific topic, or for a particular course)

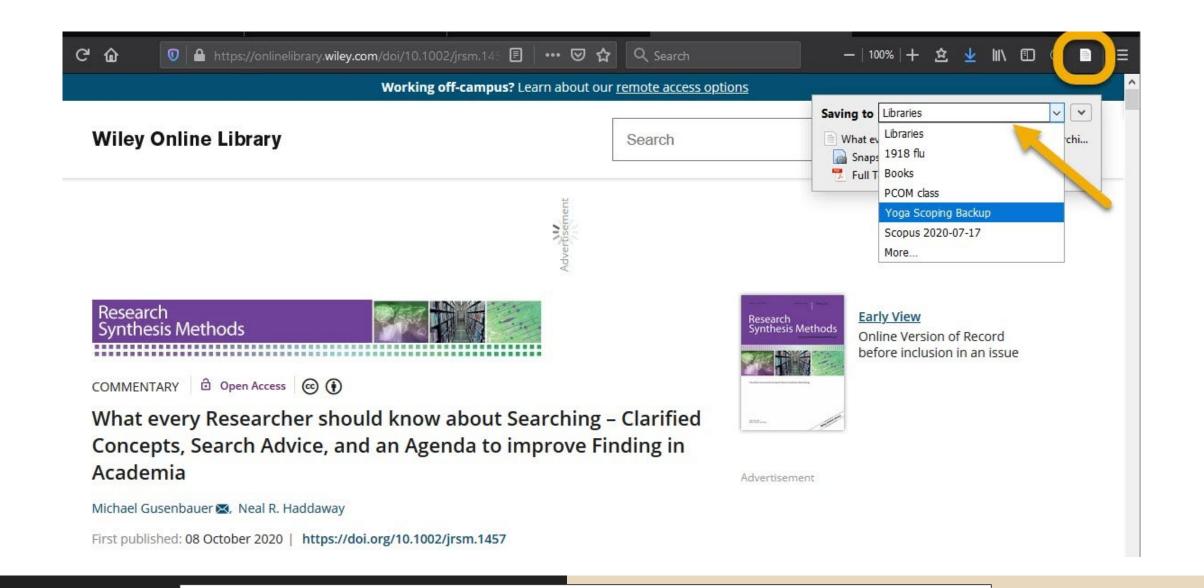
Tags

- Detailed characterization of an item
- Tag items based on their topics, methods, status, ratings, or even based on your own workflow

CREATING COLLECTIONS

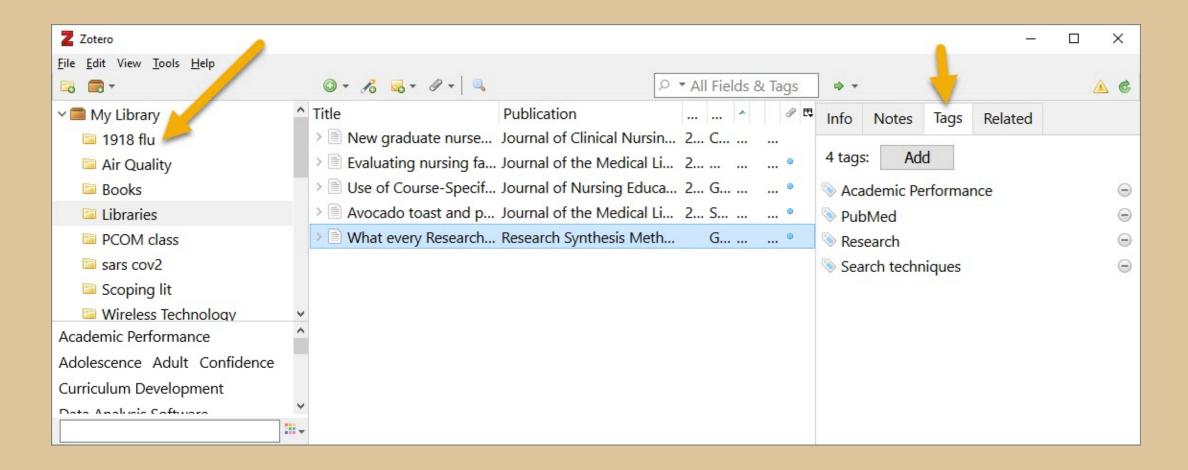
- Click the "New Collection..." button
- You can also right-click on "My Library" or the name of a Group library and choose "New Collection..." to add a new collection
- The new collection will appear as a folder under "My Library" or the selected Group library



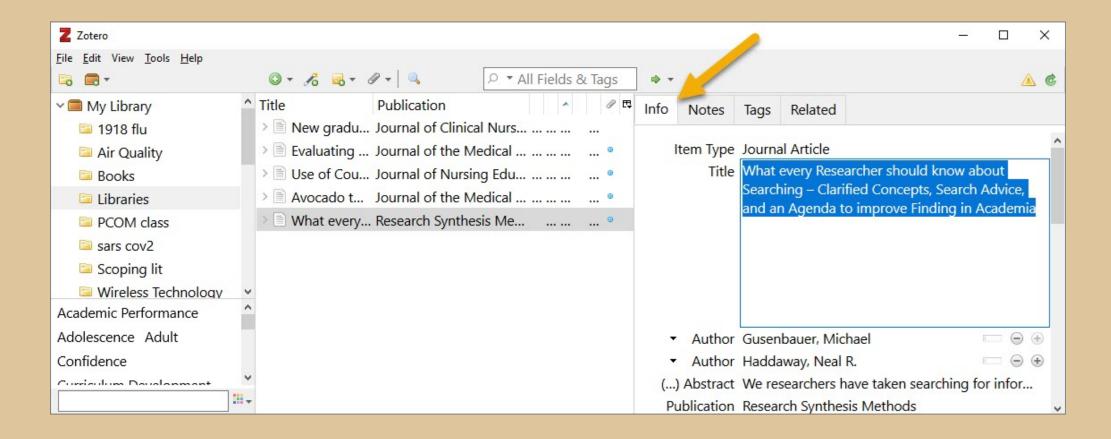


SEND TO SPECIFIC COLLECTIONS

COLLECTIONS AND TAGS

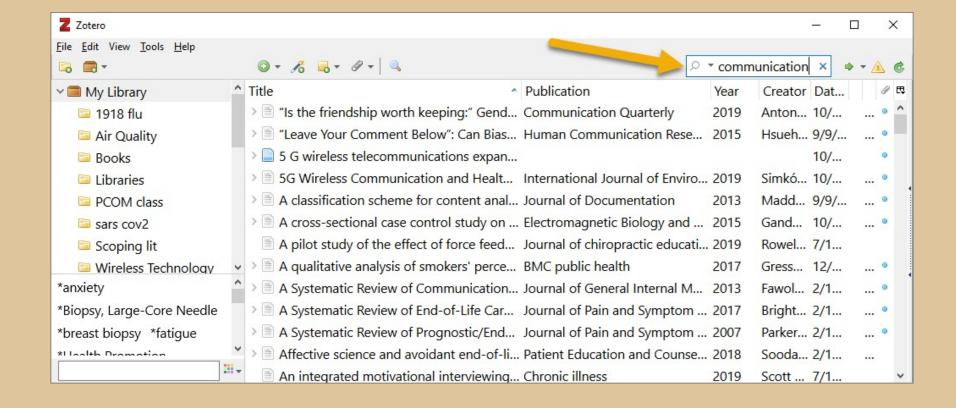


EDITING RECORD

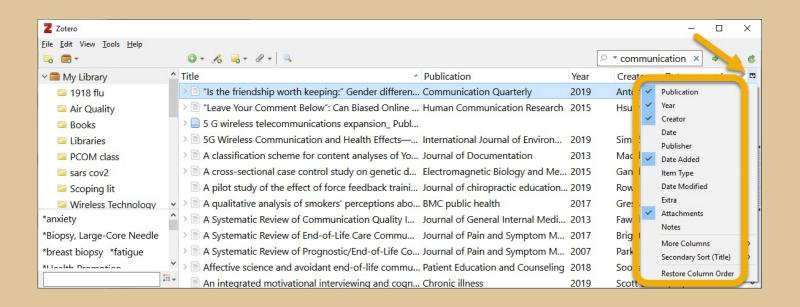


SEARCHING YOUR LIBRARY

Quick
 Searches
 provide a fast
 way to find
 items in a
 library or
 collection

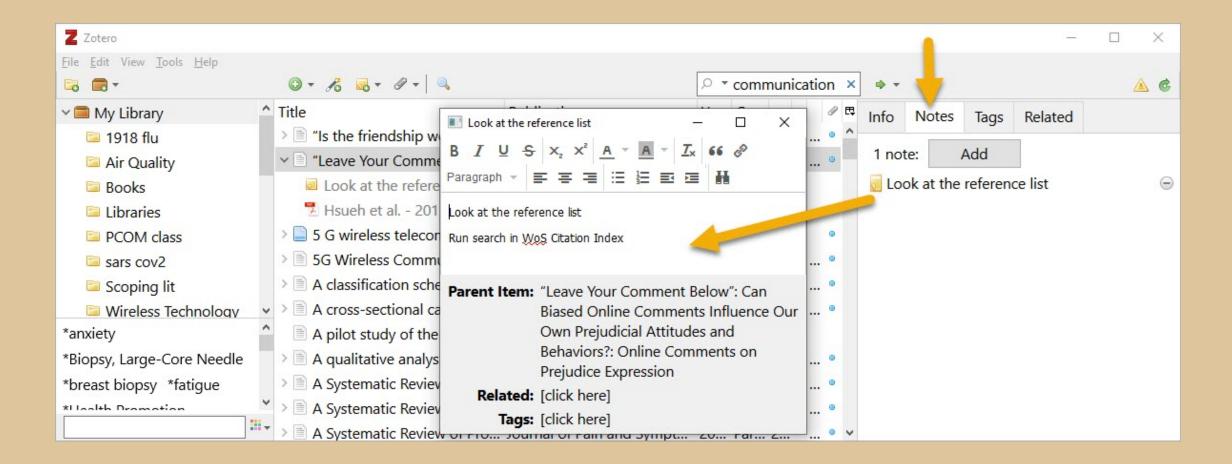


SORTING YOUR LIBRARY



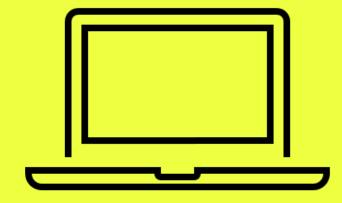
 Items in the center pane can be sorted by various properties, such as their title, creators, or the date they were added to your library

TAKING NOTES

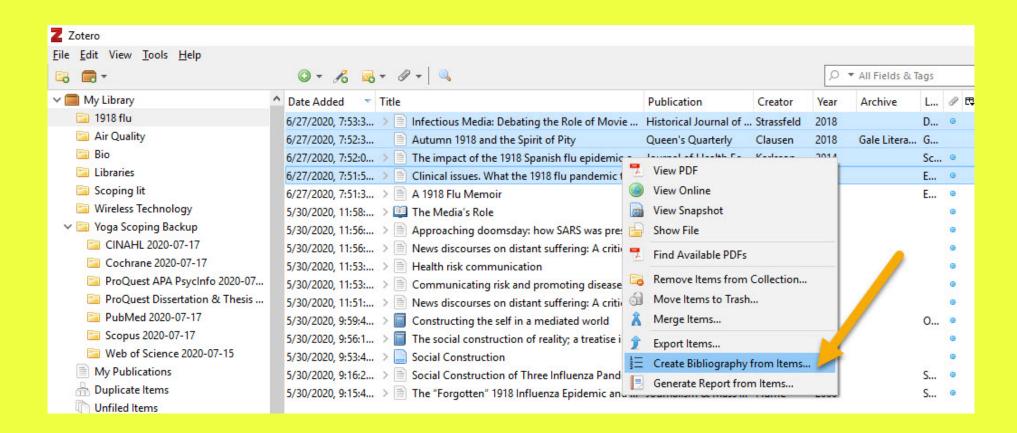


GENERATING BIBLIOGRAPHIES, CITATIONS, AND REPORTS

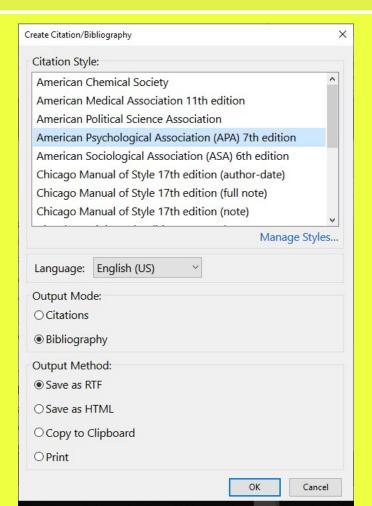
- 1. Creating Bibliographies within Zotero
- 2. Word Processor Integration
- 3. Citation Styles
- 4. Reports



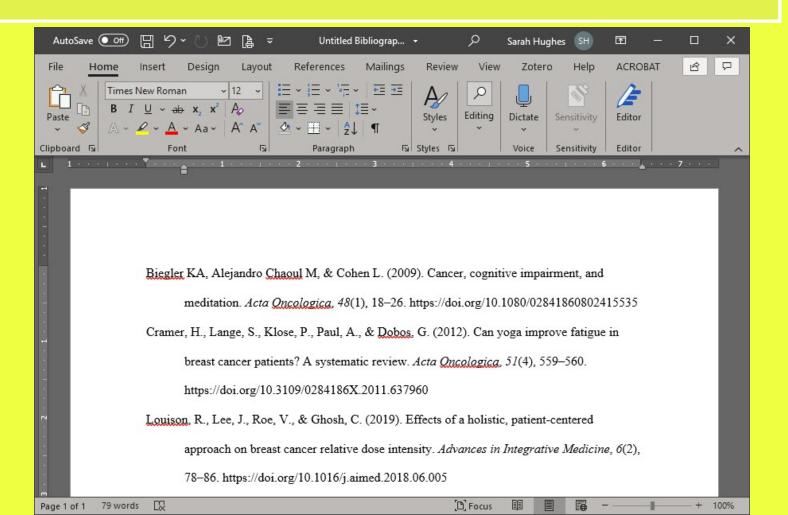
CREATING BIBLIOGRAPHIES WITHIN ZOTERO



CREATING BIBLIOGRAPHIES WITHIN ZOTERO

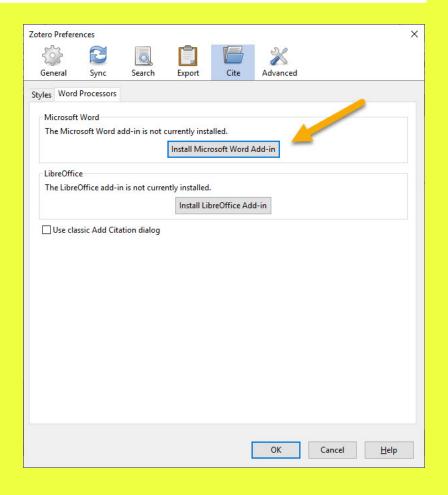


CREATING BIBLIOGRAPHIES WITHIN ZOTERO

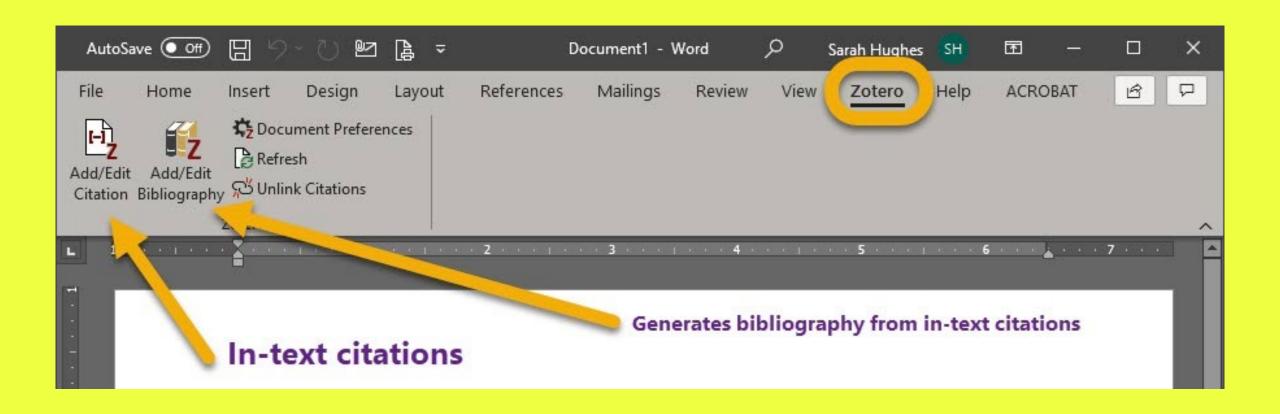


WORD PROCESSOR INTEGRATION

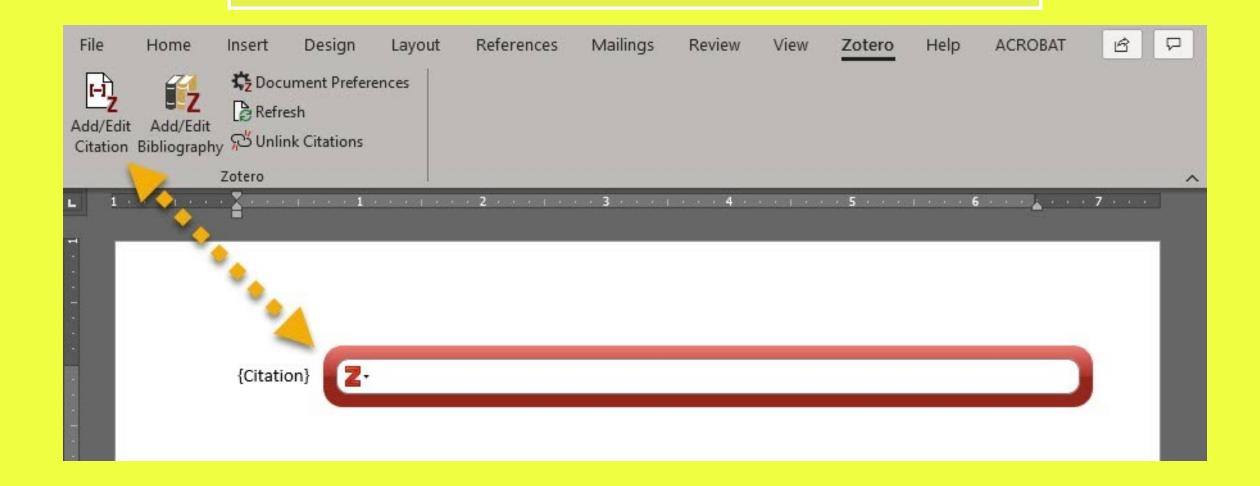
Installing the Zotero
Word plugin adds a
Zotero tab to
Microsoft Word.



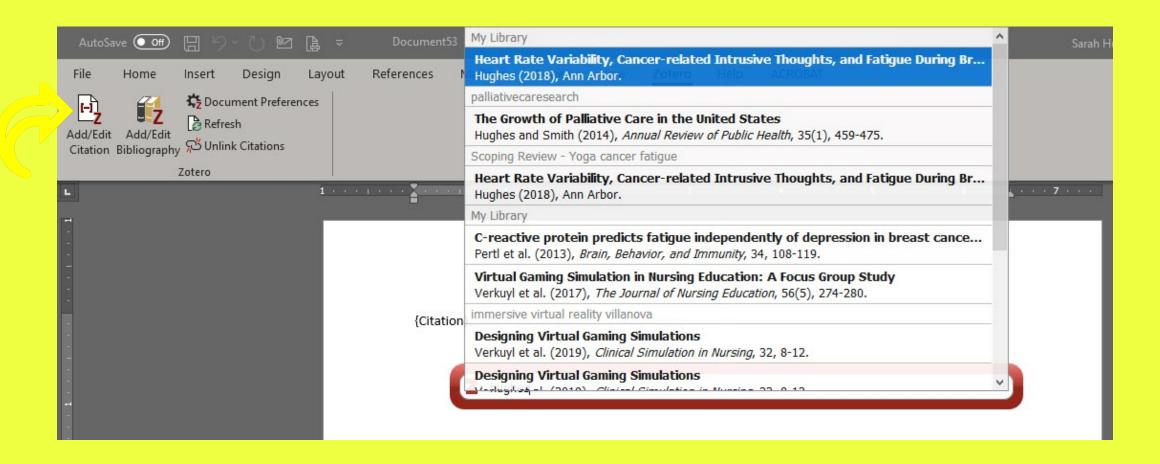
WORD PROCESSOR INTEGRATION



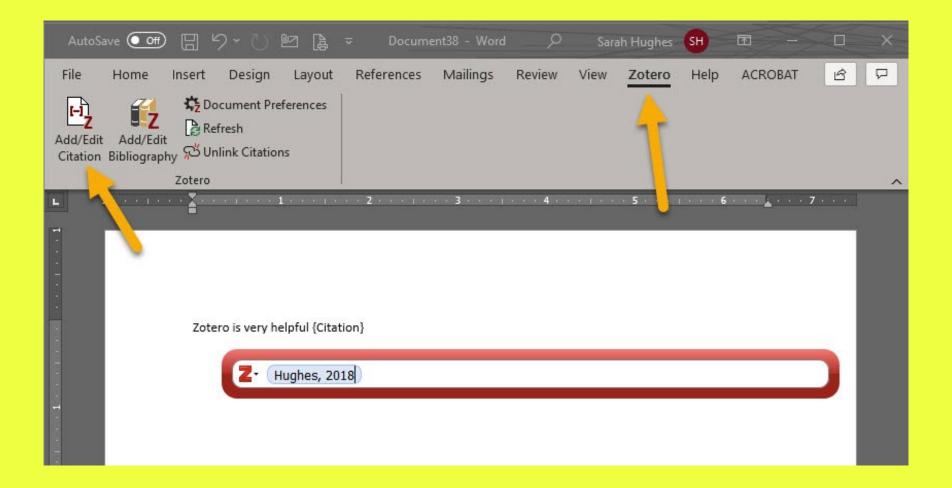
IN-TEXT CITATION



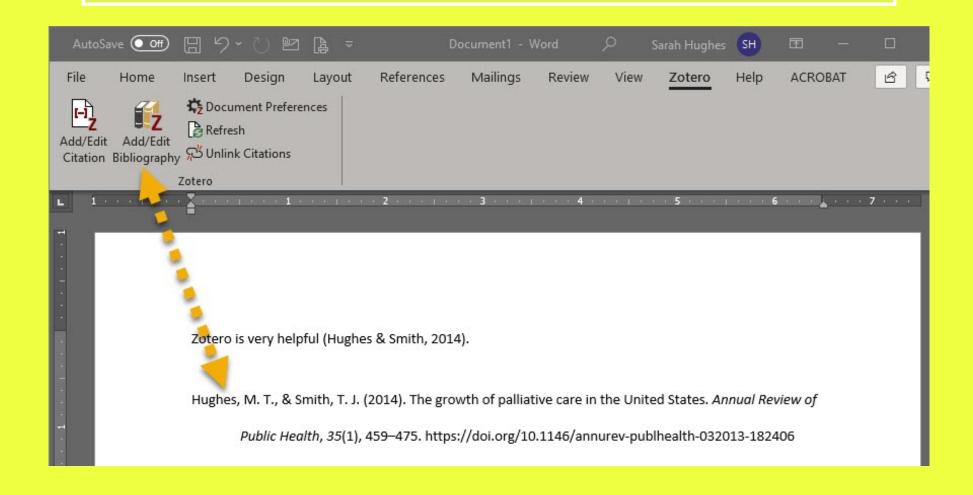
IN-TEXT CITATION



IN-TEXT CITATION



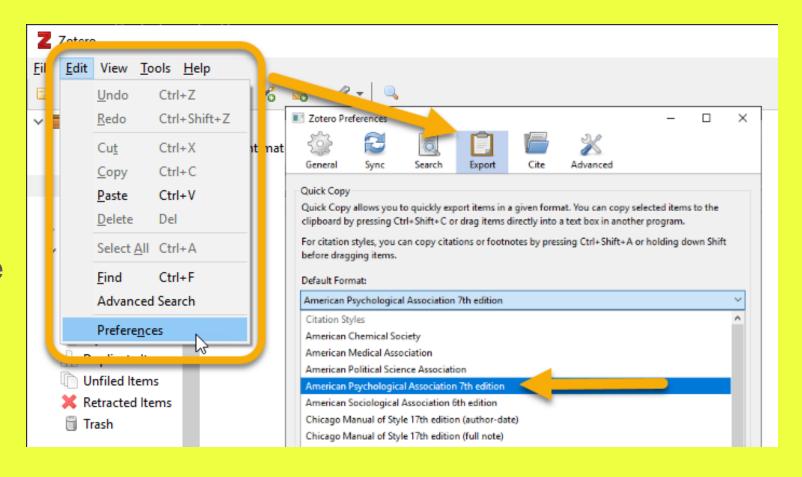
BIBLIOGRAPHY



SETTING YOUR STYLE PREFERENCES

Citation format style

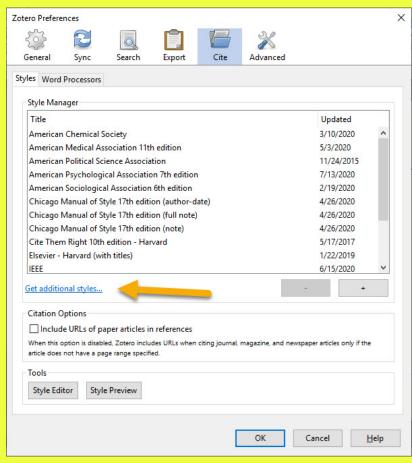
Under Edit and
 Preferences click the
 Export icon and select
 the default format style
 from the drop-down
 menu



SETTING YOUR STYLE PREFERENCES

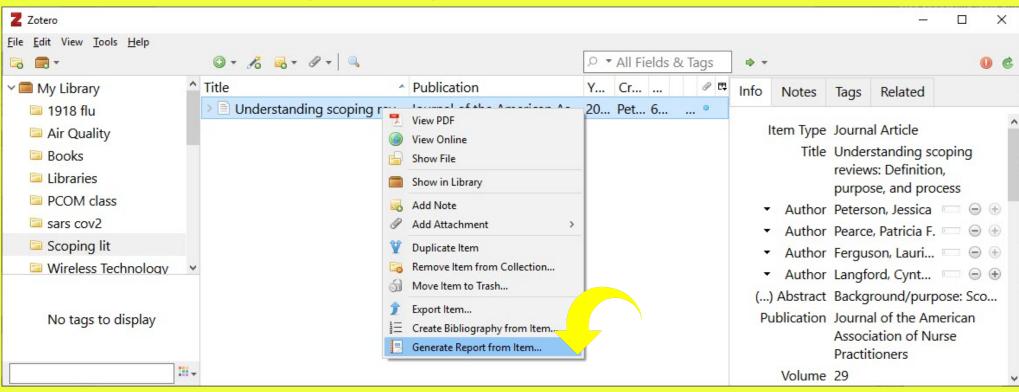
Adding different styles

- Edit □ Preferences □ Cite
- Get additional styles

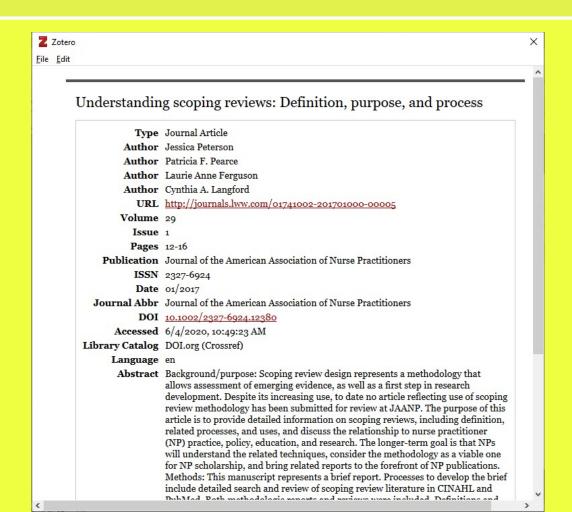


REPORTS

Reports are simple HTML pages that give an overview of the item metadata, notes, and



REPORTS



SYNCING AND COLLABORATION

1.Data and File Syncing

2. Groups



DATA AND FILE SYNCING

 While Zotero stores all data locally on your computer by default, Zotero's sync functionality allows you to access your Zotero library on any computer with internet access.

 Zotero syncing has two parts: data syncing and file syncing.

DATA AND FILE SYNCING

Data Syncing

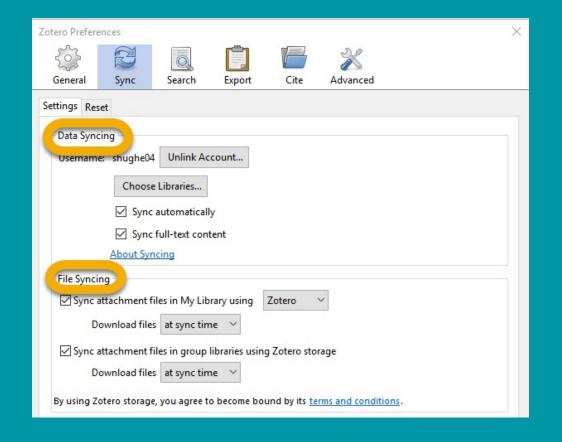
- Data syncing merges library items, notes, links, tags, etc.—everything except attachment files—between your local computer and the Zotero servers, allowing you to work with your data from any computer with Zotero installed.
- It also allows you to view your library online on zotero.org



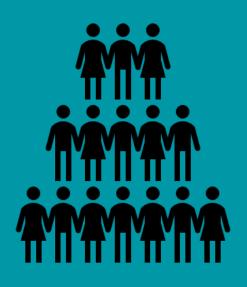
DATA AND FILE SYNCING

File Syncing

- PDFs, audio and video files, images, etc.
- Can turn off file syncing if your PDFs go over the storage limit

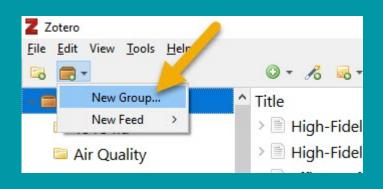


GROUPS



- A way to share collections with a class or work closely with colleagues on a project
- There is no limit on how many members may join your groups
- Group Libraries are separate from your personal My Library

GROUPS



Home > Groups > New group

Create a New Group

Search for Groups · Create a New Group

Group Name

Choose a name for your group

Group URL: https://www.zotero.org/groups/

Group Type

Public, Open Membership

Anyone can view your group online and join the group instantly.

Choose a Public, Open Membership

Public, Closed Membership

Anyone can view your group online, but members must apply or be invited.

Ochoose Public, Closed Membership

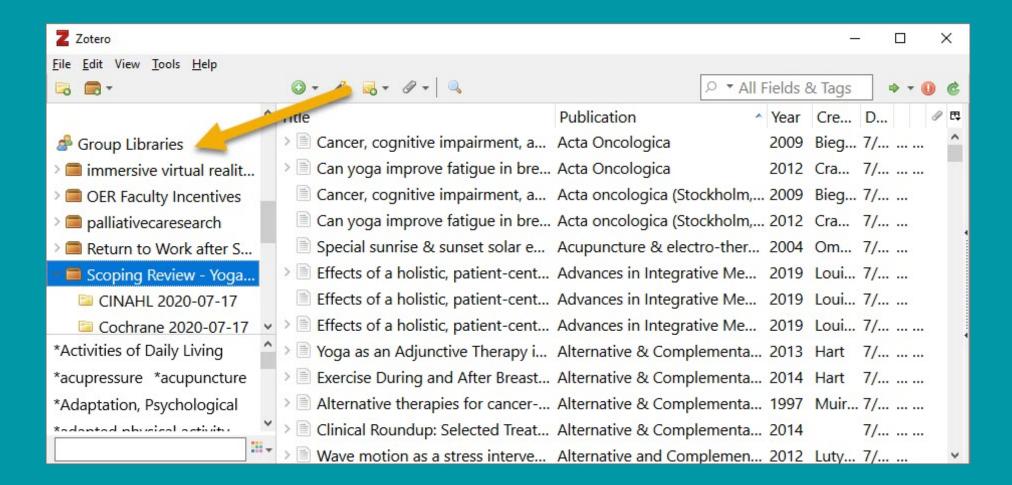
Private Membership

Only members can view your group online and must be invited to join.

Ochoose Private Membership

Create Group

GROUPS





Does it have a mobile site or app?

 Yes, a mobile site through zotero.org. There's also an iPad app called ZotPad.



Does it work with word processing software outside of Microsoft Word?

 Yes. Works with LibreOffice and Google Docs. Also works with LaTeX through BibTeX.



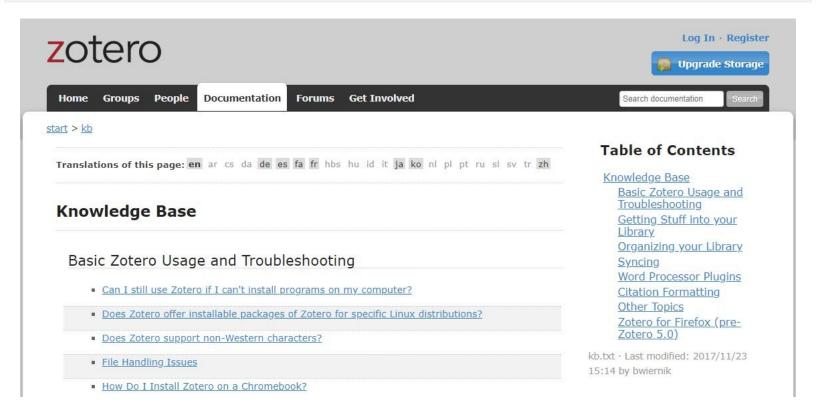
Are records in your library viewable by others?

Yes, if you choose to share them.
 You can set up individual and group profiles to share records.



 300MB is available for free, must pay for additional storage

GETTING HELPZOTERO'S KNOWLEDGE BASE



https://www.zotero.org/support/kb