

# ZOTERO

## Installation

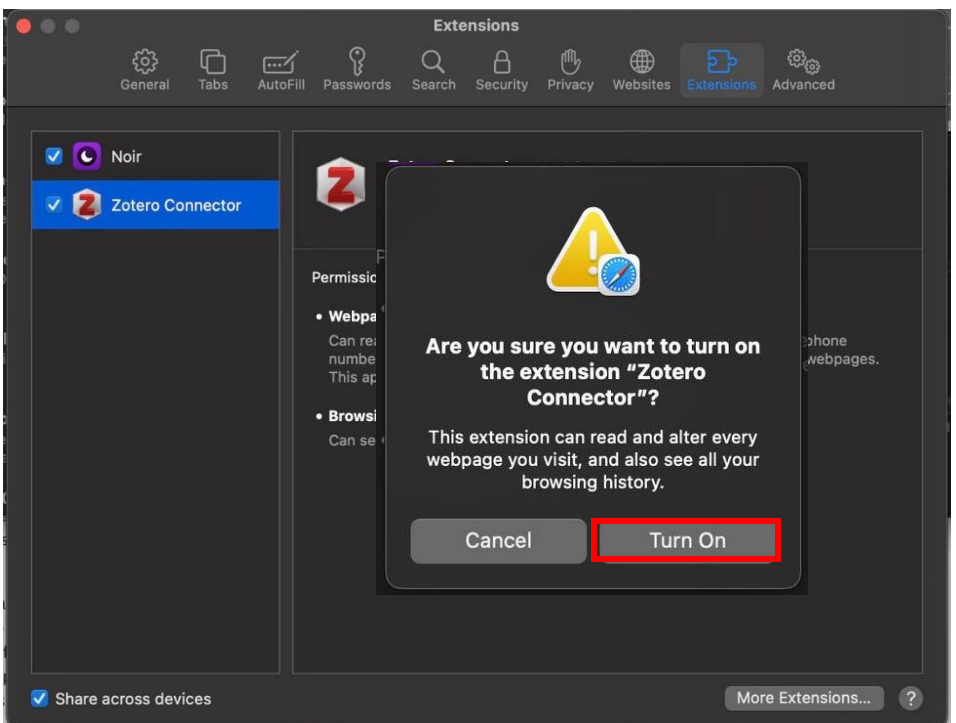
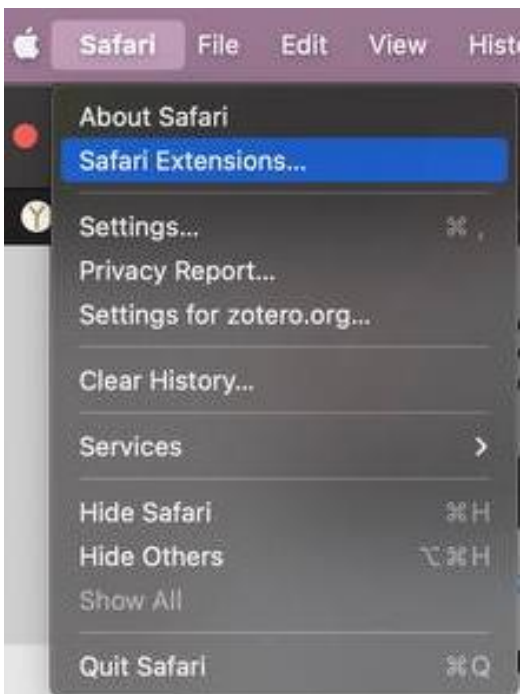
⚠ Close MS Word ⚠

- Go to [Zotero.org](https://www.zotero.org)
- Click **Download**.

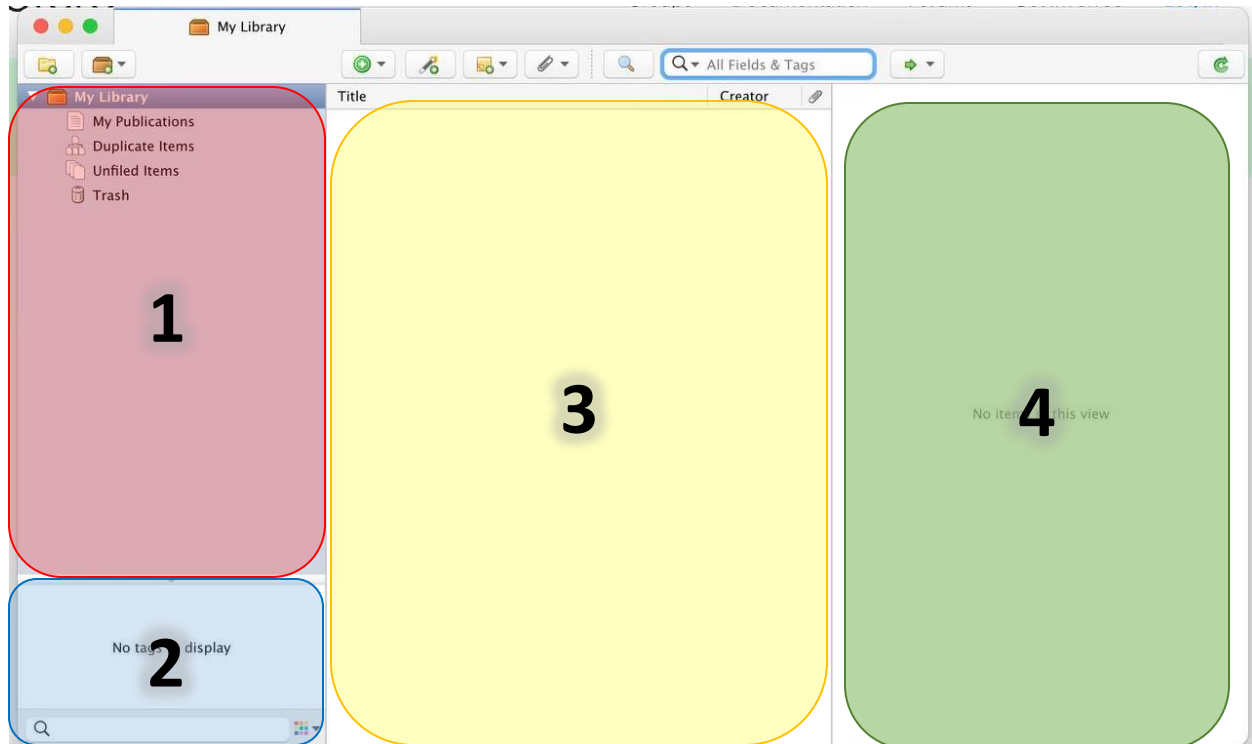
- Double click on **Zotero-6.0.15\_setup.exe**
- The installation window should pop up after the file finishes extracting
- Drag the Zotero icon to the folder






- Enable [the connector](#)
- Click Safari > **Settings...**
- Check the box next to Zotero Connector
- Click **Turn On**



# Layout



## 1. Libraries, collections, and feeds

- Libraries
  - Add a new group library (sharable) by clicking on the accordion folder icon  and selecting "New Group" [[Groups](#)]
- [Collections](#)
  - Add a new collection by clicking the folder icon 
- [Feeds](#)
  - Add a new RSS feed by clicking on the accordion folder icon  and selecting "New Feed"

## 2. Tags

- Automatically pulled from Ebsco, etc. [[Tags](#)]
- Right-click to color-code and add emoji tags [Ctrl + ⌘ Command + Space]

## 3. Items

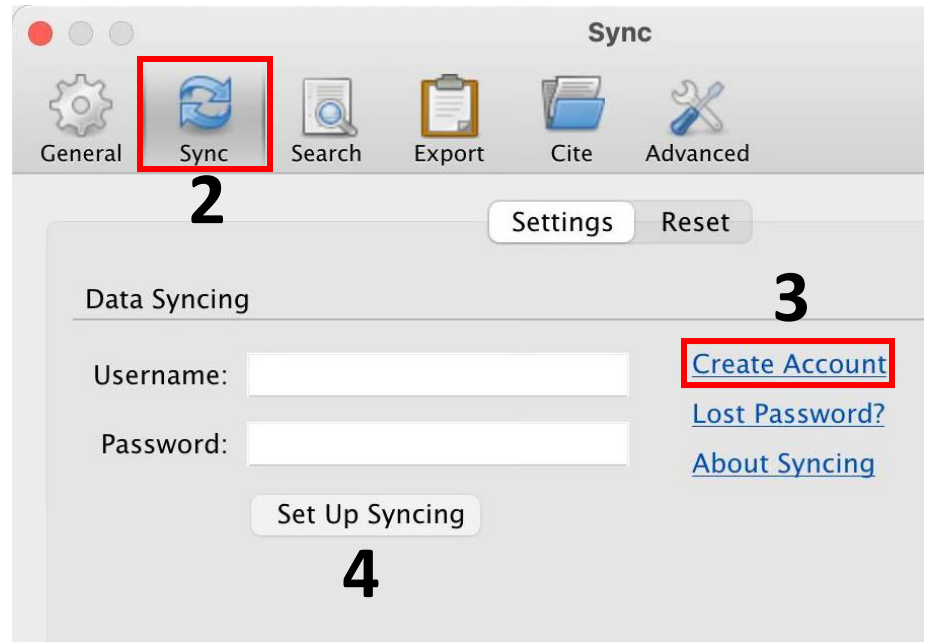
- Double-click on any title to open the PDF or a snapshot of a website
- Right click to add a note, attachment, or search for a PDF

## 4. Metadata

- Info – type, title, author, etc. that is pulled to generate citations
- Notes / annotations associated with selected title
- Tags associated with selected title
- Related titles

# Syncing & Storage

1. In the menu bar, click **Zotero > Settings**
2. Click on the **Sync** tab
3. [Create an account](#)
4. Log in and click **Set Up Syncing**



Zotero provides 300MB of free storage, as well as [paid storage options](#).

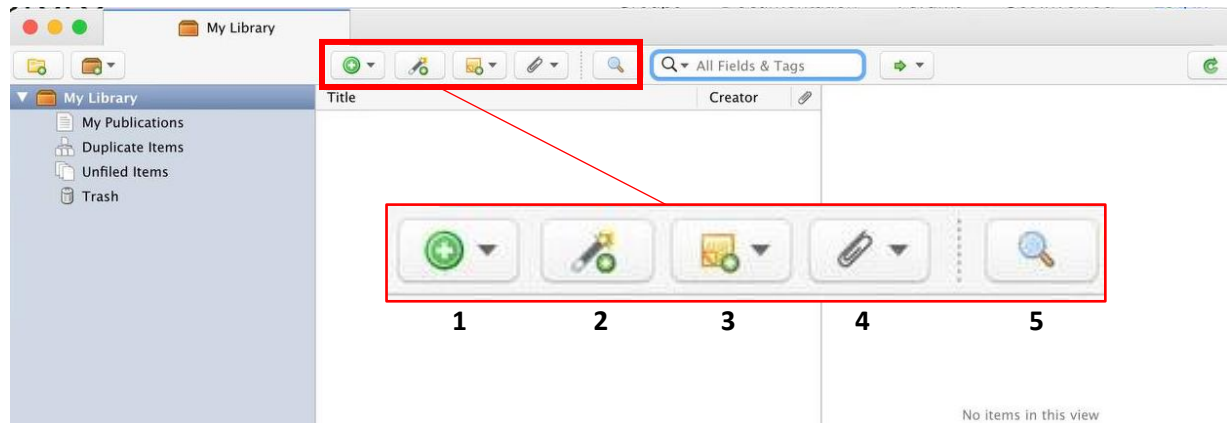
By default, Zotero will sync to its servers.

To save attachments to another server, e.g., Google Drive or OneDrive, see [ZotFile plugin](#).

Change Plan		
Storage Amount	Annual Price (USD)	
300 MB	Free	
2 GB	\$20	<a href="#">Select Plan</a>
6 GB	\$60	<a href="#">Select Plan</a>
Unlimited	\$120	<a href="#">Select Plan</a>

# Adding to Your Library

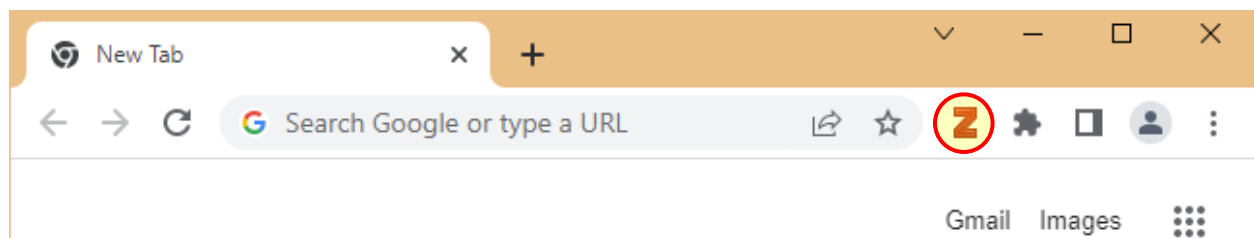
## Manually



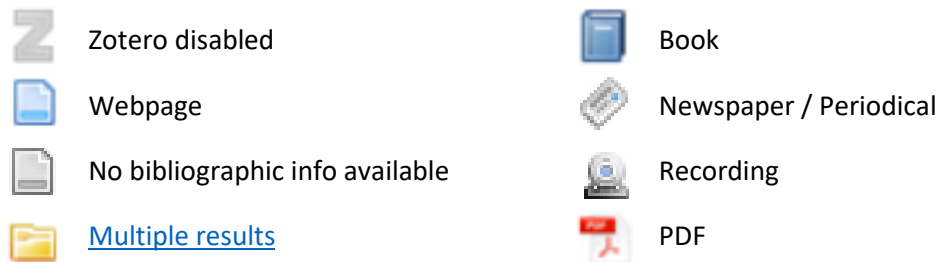
1. Click to add books, cases, articles, and more. [[Manually Adding Items](#)]
2. Click to add titles from ISBN, DOI, etc. [[Add Item by Identifier](#)]
3. Click to add a note. [[Notes](#)]
4. Click to add an attachment or link to an existing item. [[Adding Files](#)]
5. Click for Advanced Search. [[Advanced Search](#)]

Drag and drop is also supported for adding titles and attachments.

## Browser Extension



The browser extension icon will change depending on bibliographic information. Zotero (the application) must be running or the browser extension will appear disabled.

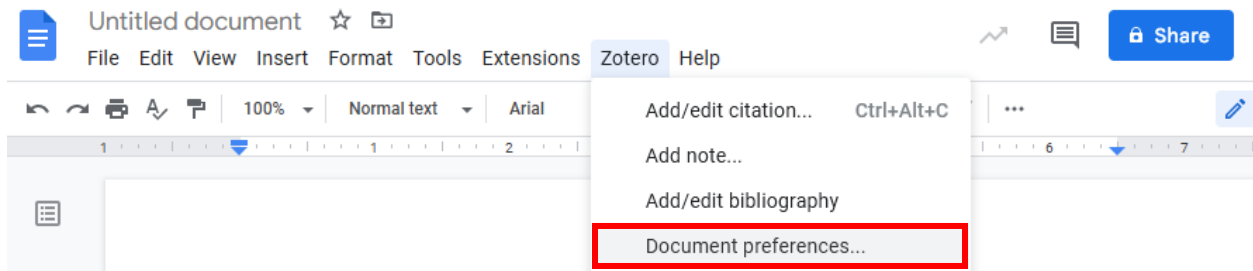
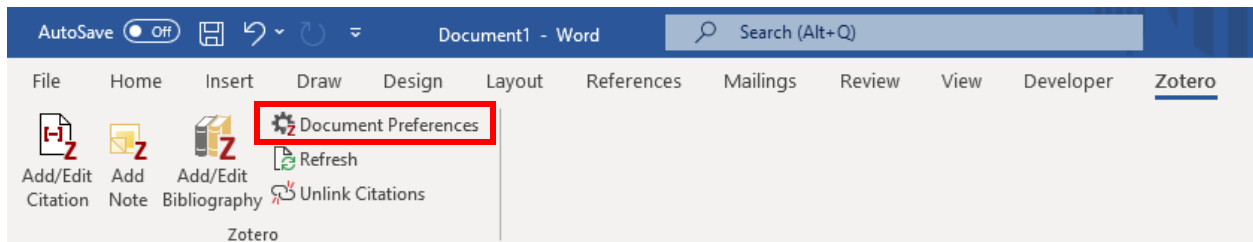


# Generating Citations

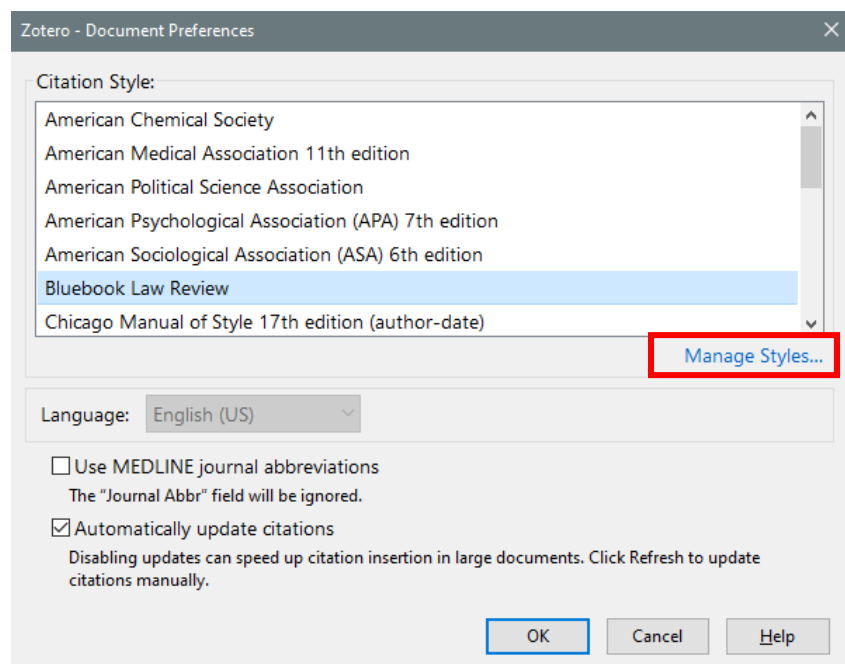
## Word Processor Plugin

The plugin will automatically install if your word processor was closed when installing Zotero. Microsoft Word, LibreOffice, and Google Docs are supported. For troubleshooting, see [\[Word Processor Plugins\]](#)

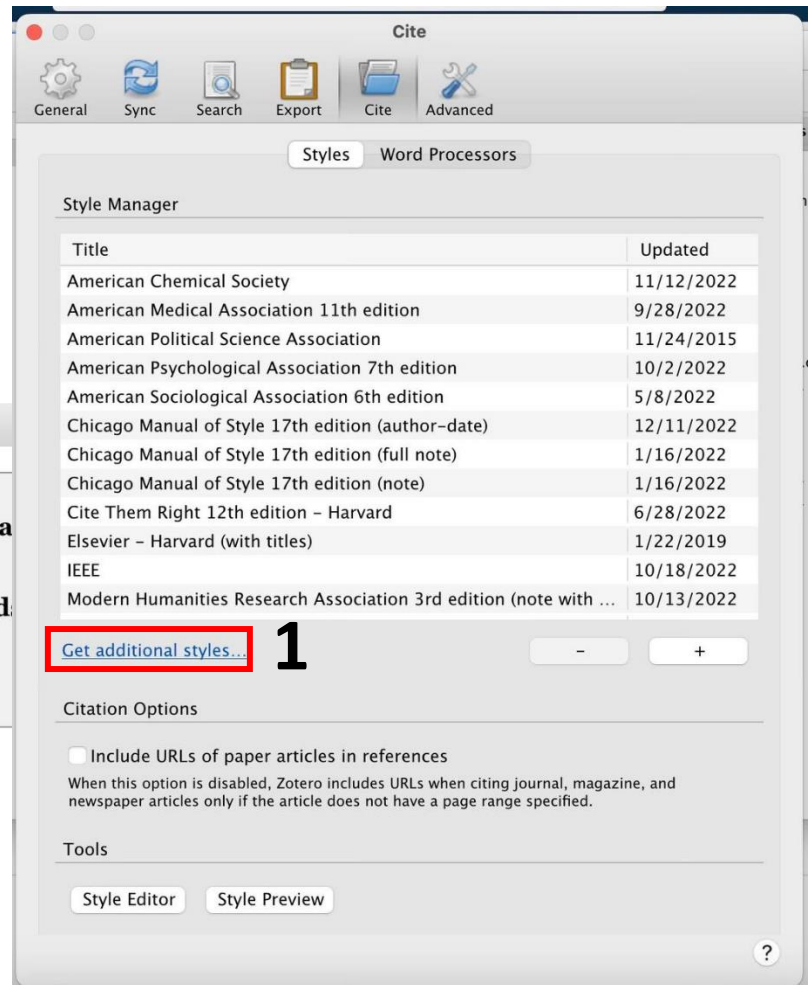
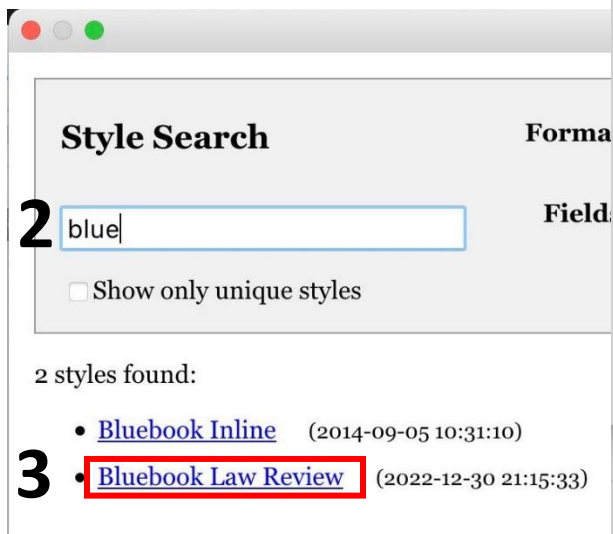
- Click on the **Zotero** tab, then **Document Preferences**.



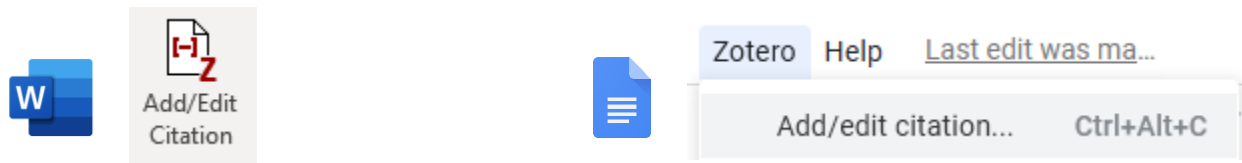
- Click **Manage Styles**



1. Click **Get additional styles...**
2. Search for “bluebook”
3. Select **Bluebook Law Review**



- To add a citation, click **Add/Edit Citation**.



- Then search for the source(s) you'd like to cite, using the pop-up search bar.



- Press **Enter** and your footnote will be inserted where your cursor is placed.