ZOTERO
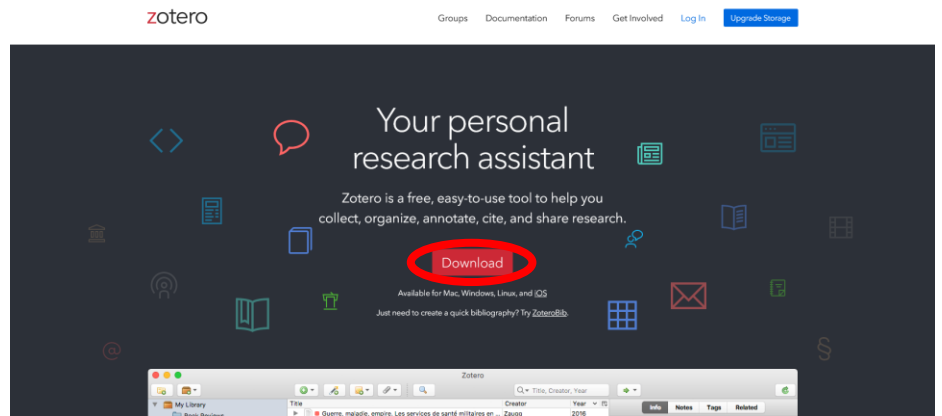
Installation

- ⚠️ Close MS Word ⚠️
- Go to Zotero.org
- Click Download .

- Double click on **Zotero-6.0.15_setup.exe**
- The installation wizard window should pop up after the file finishes extracting
- Click "**Next >**"
- Select "**Standard**" for Setup Type

- Install the connector
- Click Install .

Layout
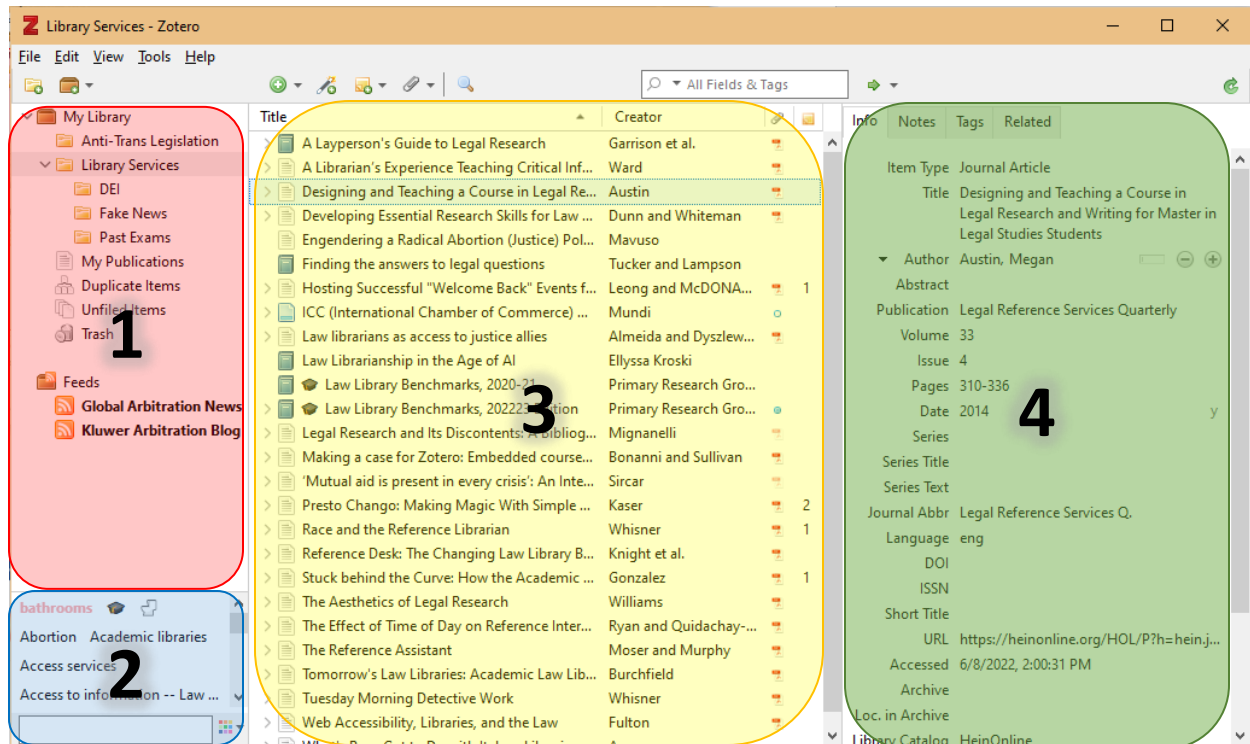
1. Libraries, collections, and feeds

- 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 [⊞ Win + .] or [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 Zotero, click **Edit** > **Preferences**
2. Click on the **Sync** tab
3. Create an account
4. Log in and click **Set Up Syncing**
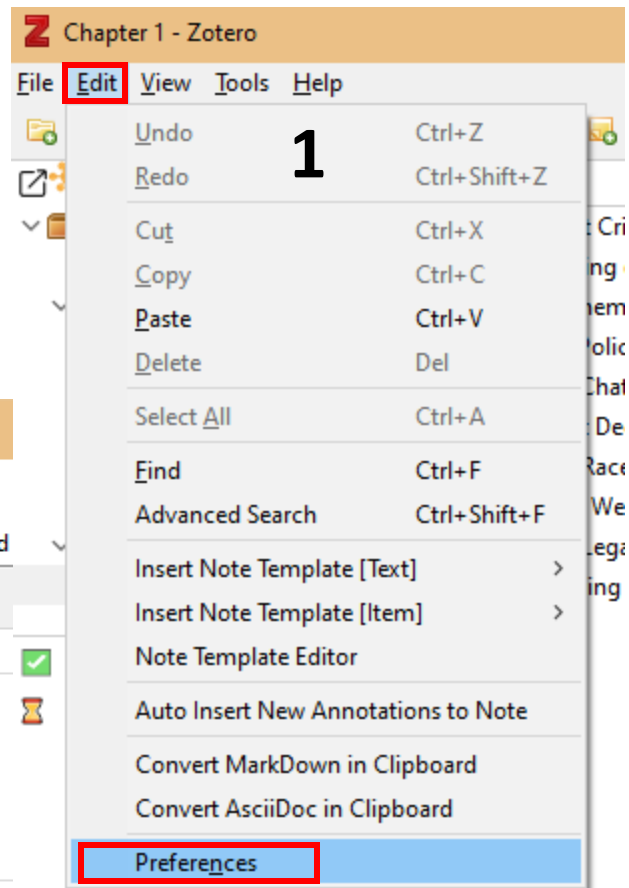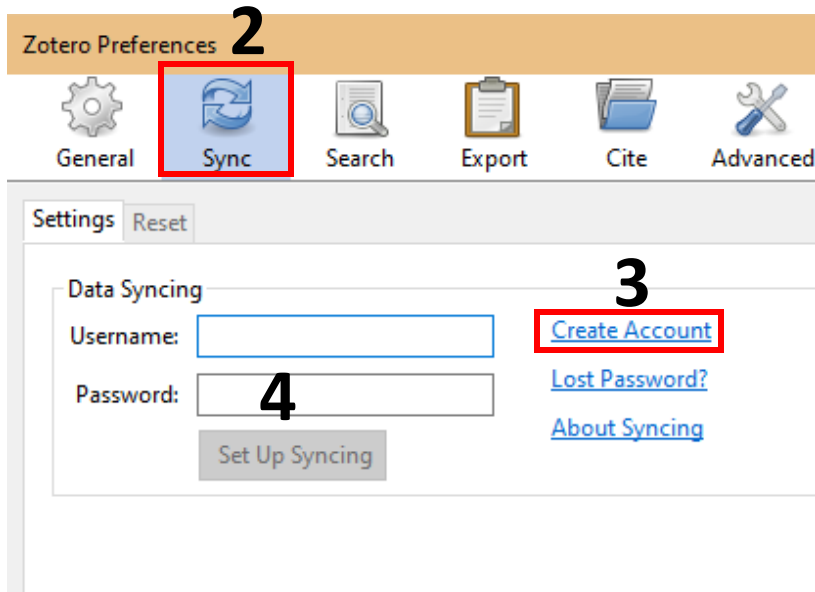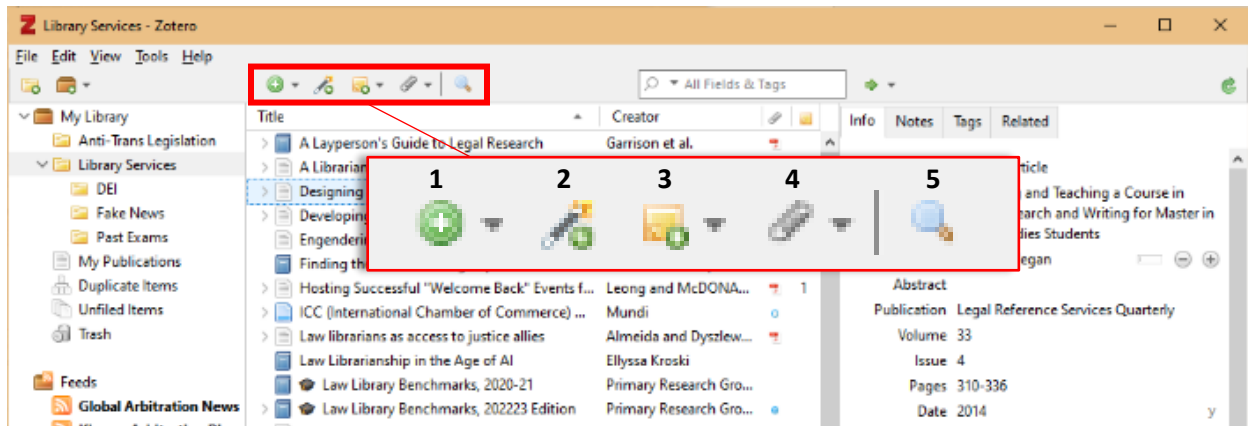
Zotero provides 300MB of free storage, as well as paid storage options.

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	Select Plan
6 GB	$60	Select Plan
Unlimited	$120	Select Plan

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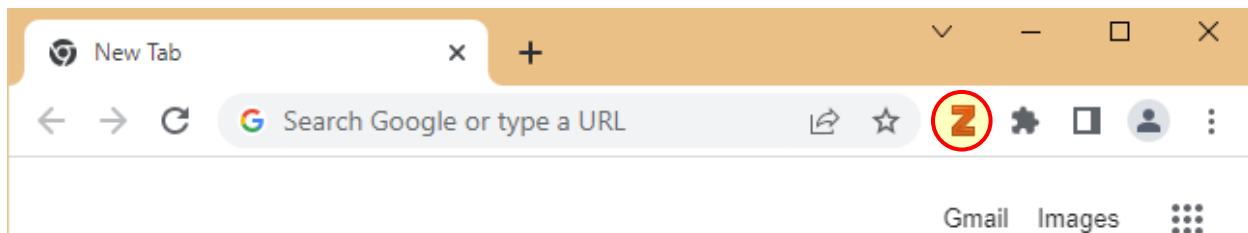
The browser extension icon will change depending on bibliographic information. Zotero (the application) must be running or the browser extension will appear disabled.

|			
Z	Zotero disabled	📘	Book
📄	Webpage	📰	Newspaper / Periodical
📄	No bibliographic info available	🎙️	Recording
📁	Multiple results	PDF	PDF

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]
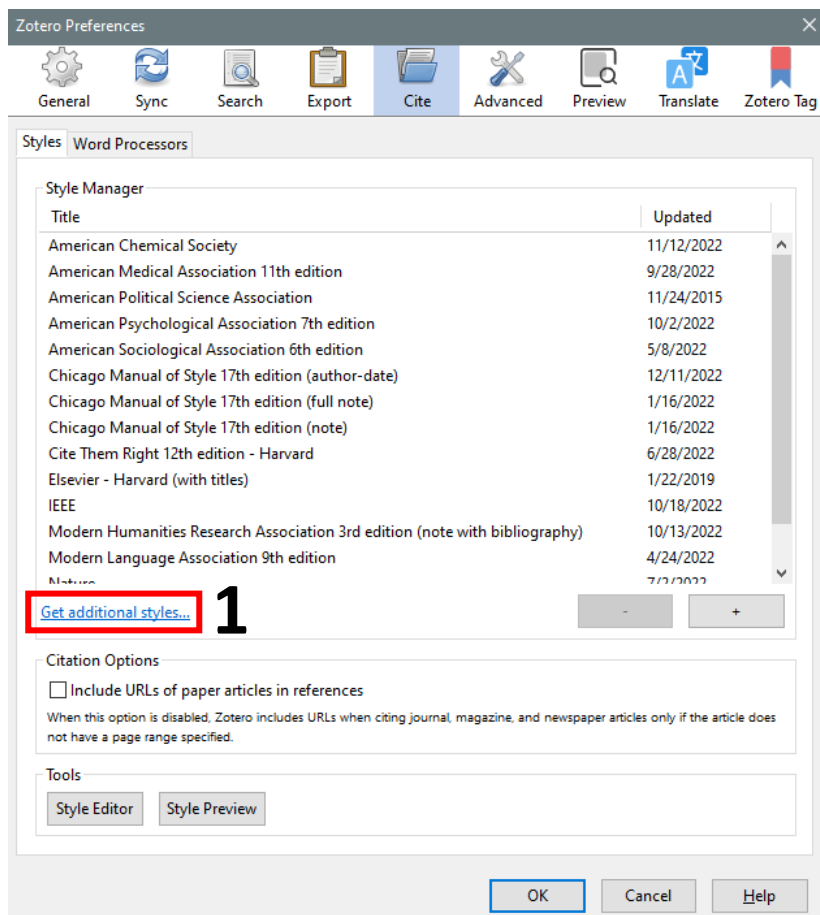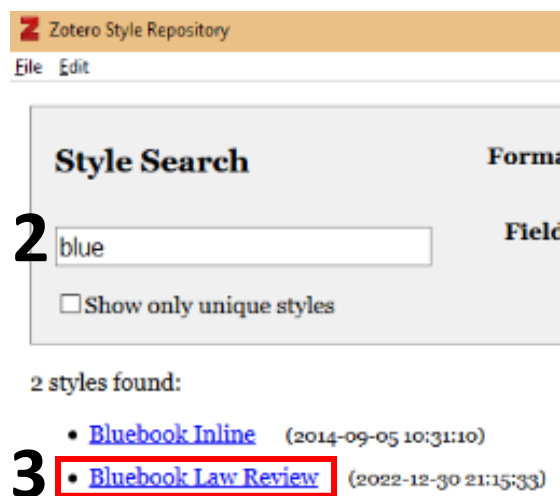
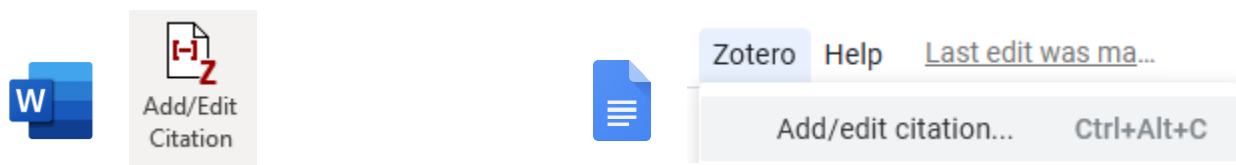- Click on the **Zotero** tab, then **Document Preferences**.
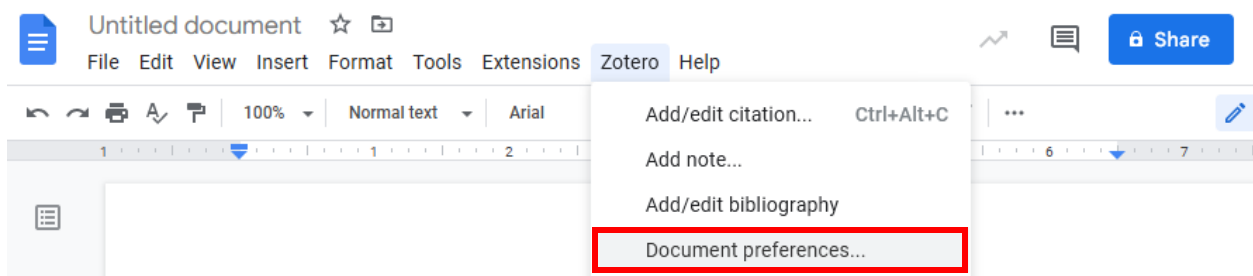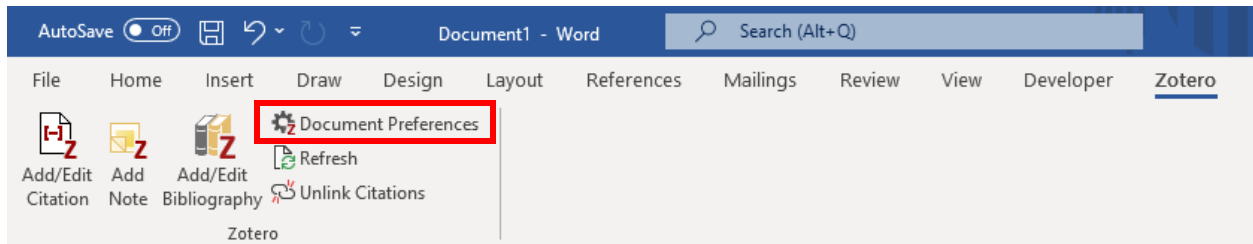
- Click **Manage Styles**
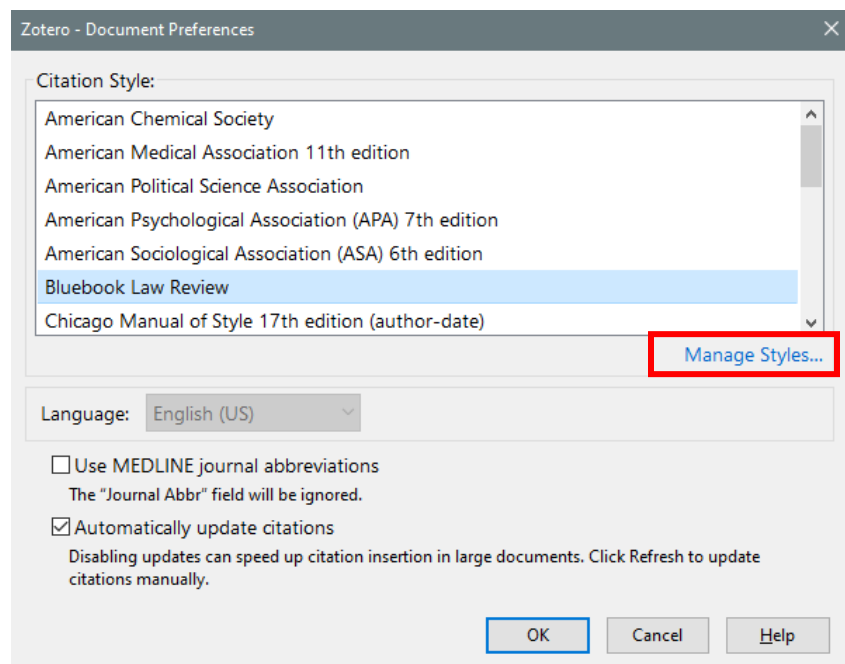
1. Click **Get additional styles…**
2. Search for "bluebook"
3. Select **Bluebook Law Review**

- 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.