

## Zotero Quick Start Guide

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# zotero

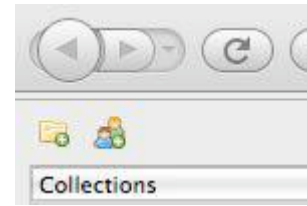
**Zotero [zoh-TAIR-oh] is a free, easy-to-use tool to help you collect, organize, cite, and share your research sources. It lives right where you do your work—in the web browser itself.**

**<https://www.zotero.org/>**

# The Basics

## What is Zotero?

Before learning what Zotero does, it is important to know what it is. Zotero is an extension for the Firefox web-browser. It runs in its own pane within Firefox, separately from web pages.



## How do I install it?

Zotero is installed by visiting [zotero.org](http://zotero.org), clicking the Download button on the page, and selecting the version of Zotero you wish to install. For more details, see [installation instructions](#).



## What does Zotero do?

Zotero is, at the most basic level, a reference manager. It is designed to store, manage, and cite bibliographic references, such as books and articles. In Zotero, each of these references constitutes an item.

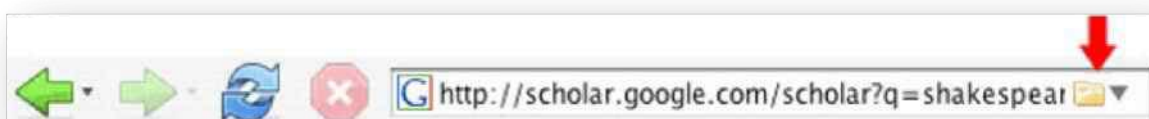
Every item contains different metadata, depending on what type it is. Items can be everything from books, articles, and documents to web pages, artwork, films, sound recordings, bills, cases, or statutes, among many others.

## Getting Things Into Zotero

Automatically Capture Bibliographic Information From the Web Perhaps the most important feature of Zotero is its ability to sense when you are looking at an item (or items) on a web page. For instance, if you are looking at the record for a book on an online library catalog, Zotero's book icon will appear in Firefox's location bar (at the top of the browser window, where the current web address, or URL, appears), like so:



Simply click on the book icon and Zotero will save all of the citation information about that book into your library. (The Zotero pane does not have to be open for this to work.) If you are looking at a group of items (e.g., a list of search results from Google Scholar or LexisNexis), a folder will appear. Clicking on the folder will produce a list of items with check boxes next to them; choose the ones you want to save and Zotero will do the rest.



# Collect & Cite

## Attachments

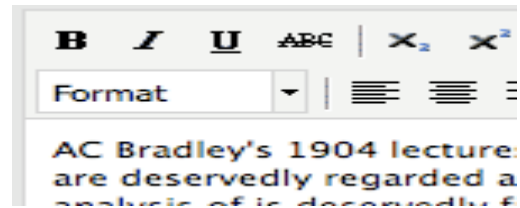
Items can have notes, files, and links attached to them. These [attachments](#) appear in the middle column underneath their parent item.

Attachments can be shown or hidden by clicking the arrow or plus sign next to their parent item.



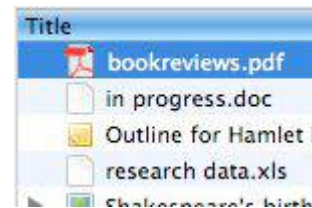
## Notes

Rich-text [notes](#) can be attached to any item through the Notes tab in the right column. They can be edited in the right column or in their own window. Click the New Standalone Note button in the toolbar to create a note without attaching it to an item.



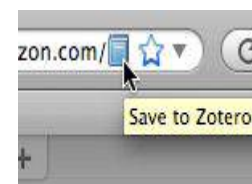
## Files

Any type of file can be [attached](#) to an item. Items such as the PDF of an article or images of artwork can be opened in the Firefox window, while other file-types open in external programs. Attach files with the Add Attachment (paperclip) button in the Zotero toolbar, by right-clicking on an existing item, or by drag-and-dropping.



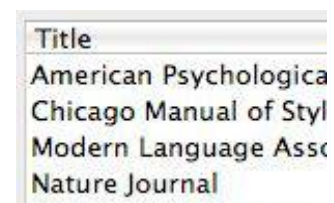
## Capturing Items

If you are using Zotero for Firefox or the Chrome or Safari connector, it is simple to create new items from information available on the internet. If a [save icon](#) appears in the toolbar or address bar, Zotero can automatically create an item of the appropriate type and populate the metadata fields. If a full-text PDF is available, it will usually be automatically attached to the item. Importing from some websites will also attach useful links



## Citing Items

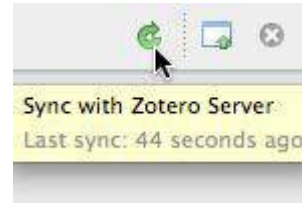
Zotero uses Citation Style Language (CSL) to properly format citations in many different bibliographic [styles](#). Zotero supports all the major styles (Chicago, MLA, APA, Vancouver, etc.) as well as a great many journal-specific styles.



**Note: Word Processor Integration and automatic Bibliographies**

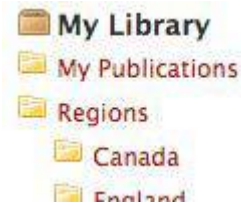
## Syncing

Use Zotero at multiple computers with [syncing](#). Library items are synced through the Zotero servers (unlimited storage), while attachment syncing can use the Zotero servers or your own WebDAV service to sync files such as PDFs, images or audio/video.



## Zotero Servers

Items synced to the Zotero servers can be accessed online through your [zotero.org](#) account. Share your library with others or create a custom C.V. from selected items.



## Groups

Private groups, Closed-membership groups, open public groups

Zotero users can create collaborative or interest [groups](#). Shared group libraries make it possible to collaboratively manage research sources and materials, both online and through the Zotero client. Zotero.org can be the hub of all your project group's research, communication and organization.



## Create Groups

There are two ways to create Zotero groups.

You can click the New Group icon located next to the New Collection icon in the top left corner of the Zotero [firefox add-on](#).



You can also click the Create New Group button on the [groups landing page](#).

<https://www.zotero.org/>