

Zotero

What is Zotero?

- Zotero is a Firefox extension that captures, stores and organizes a variety of information resources.

What can Zotero do?

- Easily manage bibliographic data from web sites, databases and library catalogs.
- Add notes and highlight important information while you work with your research.
- Insert citations and bibliographies into Word documents using a number of popular citation styles .
- Create and export bibliographies in numerous styles with the information in your Zotero library.

Where can I get Zotero?

Download Zotero by clicking on the button  at <http://www.zotero.org/> If you do not have a current version of the FireFox browser, go to <http://mozilla.com> to download the browser. Install the browser, then install Zotero.

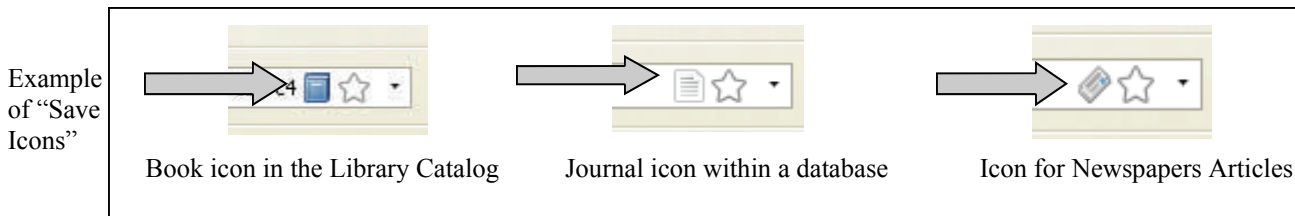
Start Zotero by clicking on the Zotero icon in the lower right part of your Firefox browser.



Getting Started with Zotero

1. Importing records into your library:

You can add records from different sources, such as from academic databases or the library’s catalog. When Zotero recognizes a source it can import into your library, it will display a “save icon” in the address bar of the Firefox browser. The icon will change, depending on the type of source, such as a book, journal article, or newspaper article.



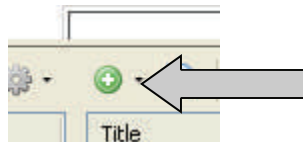
1. Click on the save icon to add an item into your library.
2. For multiple items on a single page, Zotero displays a dialog box. Select which item(s) you wish to import and click OK.
3. View the saved item(s) in the Zotero pane, and check that all the information looks correct.
4. If you are using your own controlled vocabulary, this is a good time to add tags to your record.

In some cases, even though Zotero senses a source, it may be within a catalog or database that Zotero cannot ‘translate’. If you get an error message referring to translators, simply enter the item manually into your Zotero library.

2. Creating a record manually:

Create a record manually to add items that you do not find through web browsing.

1. Click on the green plus icon, then select the type of record that you want to add to your library (i.e. Journal, Book, Newspaper article).



2. A blank record will open in the right side of the Zotero window. To add the appropriate bibliographic information click to the right of each necessary data field and typing the appropriate information (such as: Title, Author, Abstract).

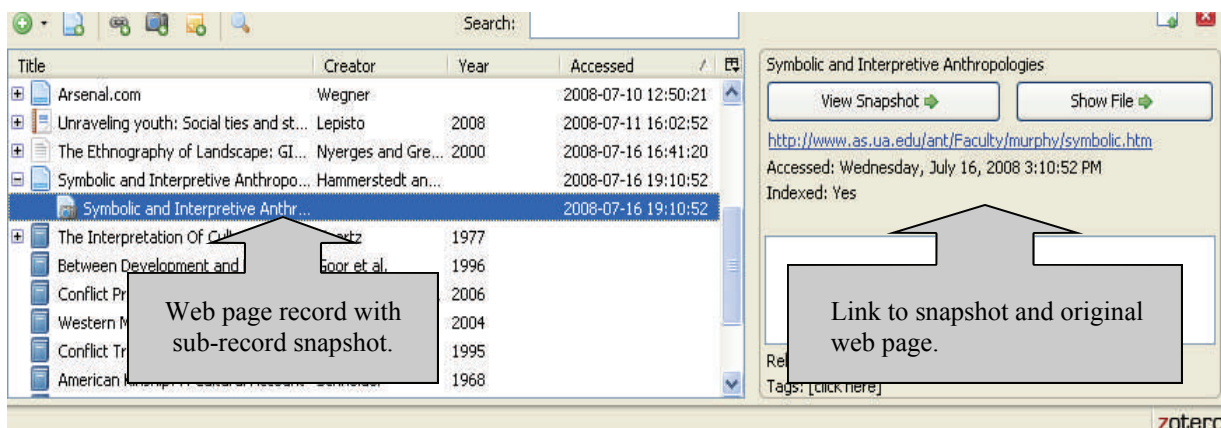
Archiving a Web Page as a Record in your Library

During your research you may find that there is a web page that is of particular value. You can import a web page as a record within your Zotero library, including a link to your source page, a snap shot of your page, as well as bibliographic data.

1. After locating a desired web page, click on the “Create new item from Current Page” button located on the top of your Zotero window.



2. Zotero will then save the web page as a record within your library. You will likely need to enter any missing data within the info tab of the record. Zotero also includes a sub-record with a snapshot of the web page that you can use to make annotations and highlight important sections.



The screenshot shows the Zotero application window. On the left is a list of records with columns for Title, Creator, Year, and Accessed. One record is selected and highlighted in blue. On the right is the 'Info' tab for the selected record, showing the title 'Symbolic and Interpretive Anthropologies', a URL, and access information. Two callout boxes with arrows point to specific elements: one points to the selected record in the list, and the other points to the URL and 'View Snapshot' button in the info tab.

Title	Creator	Year	Accessed
Arsenal.com	Wegner		2008-07-10 12:50:21
Unraveling youth: Social ties and st...	Lepisto	2008	2008-07-11 16:02:52
The Ethnography of Landscape: GI...	Nyerges and Gre...	2000	2008-07-16 16:41:20
Symbolic and Interpretive Anthro...	Hammerstedt an...		2008-07-16 19:10:52
Symbolic and Interpretive Anthr...			2008-07-16 19:10:52
The Interpretation Of Cult...	etz	1977	
Between Development and	oor et al.	1996	
Conflict Pr		2006	
Western M		2004	
Conflict Tr		1995	
American		1968	

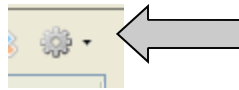
Web page record with sub-record snapshot.

Link to snapshot and original web page.

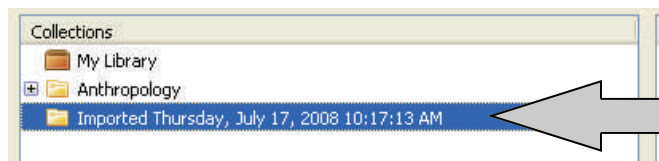
Importing Records from other Reference Tools

You can import records from other reference tools, such as EndNote, into Zotero for use in your library. You will need to save the file from the original reference program in a Zotero compatible format: MODS, MAB2, MARC, RDF, RIS, Refer/BibLX, or BibTeX.

1. Once you have the file saved in a compatible form, click on the gear icon at the top of your Zotero window.
2. Next select "Import" from the drop down menu.



3. Locate the original records file for Zotero to import to your library., Then click "Open". Zotero will create a new sub-library with all of the records that you have imported.



A newly imported library in the collections menu.

Using Zotero within Microsoft Word

A valuable feature of Zotero is its ability to integrate with Microsoft Word. You can use Zotero to create in-text citations as well as bibliographies from existing records within your Zotero library. There are two ways you can do this. First, you can download and use a Word plug-in that allows you to insert citations and bibliographies directly from MS Word. You can also use a Zotero tool to paste bibliographies from your computers clip board into a Word document.

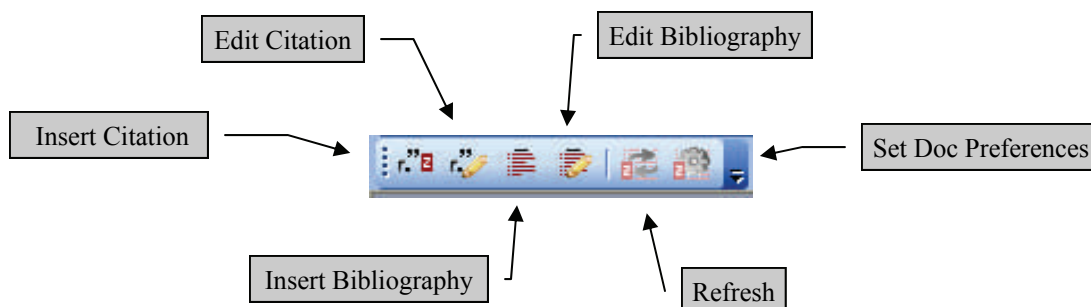
Getting and Using the MS Word Plug-In.

First you will want to go to the Zotero site and download the plug-in. You can do this at the following web address:

http://www.zotero.org/documentation/windows_word_plugin_manual_installation_instructions

Information on how to install the plug-in within your version of MS Word can also be found at the above web page.

Once you have installed the plug-in you will find a new Zotero tool bar within Word, such as the one below.



Placing In-Text Citations

1. To insert an in-text citation within a document, first place the cursor in the text where you intend to place the citation.
2. Click on the “Zotero Insert Citation” Icon in the Zotero tool bar within MS Word.

*If this is the first time you have placed a citation within a given document a window will ask you to select from a list of citation styles. Subsequent placing of citations will be done in the selected style.

3. Select the citation source from the window listing the records contained within your Zotero library and add page numbers and prefix/suffix information as necessary. A citation will then be placed within your document. You can edit the citation style by clicking on the “Zotero Set Doc Prefs” icon.

Inserting Bibliographies

To insert a bibliography within a document:

1. Place the cursor at the point where you would like the bibliography to begin.
2. Click on the “Zotero Insert Bibliography” Icon on the Zotero tool bar within MS Word and Zotero will generate a bibliography of all of the citations used within the text.


Using Tags in Your Zotero Library

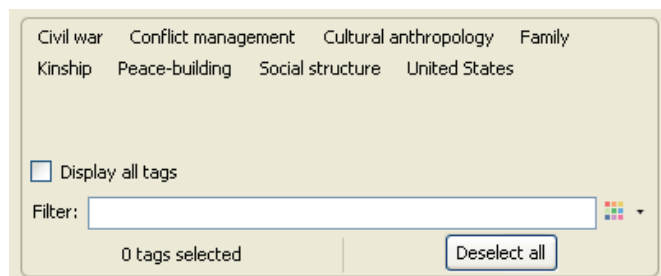
Tags are an easy way to sort and categorize your records with descriptive words. By default, Zotero imports keyword and subject headings as tags. You can view the tags that are associated with any given record by selecting an item from within your library and then clicking on the “Tags” tab in the right section of your Zotero window.



You can add tags of your own by clicking “Add” and typing in a relevant term. If you prefer to control your tags, you can choose not to import tags with your items. Go to preferences and deselect “Automatically tag items with keywords and subject headings”.

Sorting and searching Records with Tags

You can search and sort through your Zotero library with tags. Click on the  icon in the top of the Zotero window to toggle on or off the “Tag Selector”.

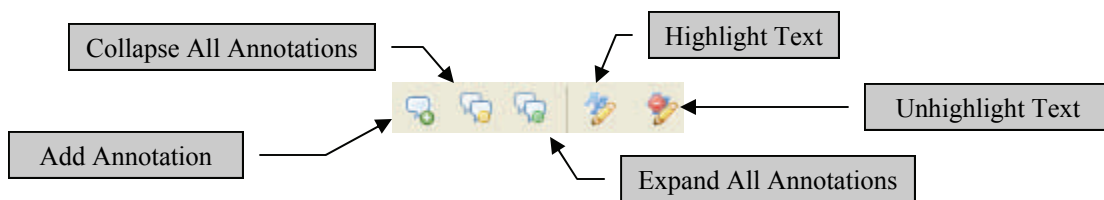


Zotero displays a list of all of the tags that are associated with the individual records in your library. You can click on any of these descriptive Tags and Zotero will only display those items associated with this Tag. You can also select “Display all tags” and Zotero will allow you to search using more than one tag. You can also use the filter option to search for Tags within your library. This is especially helpful for libraries with numerous items and associated tags.

If you would like to rename a tag, right-click on the desired tag and choose “rename tag”. This will rename the tag in all of the records that are associated with that tag. You can additionally delete a tag by right-clicking on a tag and choosing “delete tag”. This will remove a particular tag from all of the records that it is associated with.

Using Special Features in Zotero

Annotations and Highlights in Archived Web Page Snapshots



Zotero allows users to annotate and highlight snapshots of archived web pages.

To highlight text:

1. First click the Highlight Text icon.
2. Then select the text you wish to highlight with your cursor.

* If you want to undo your highlighting, click the unhighlight icon and select the text again.

Using the Annotation and Highlight Bar with Archived Web Page Snapshots (cont.)

To add sticky notes:

1. Click the Add Annotation icon.
2. Now at whatever point on the page you click, a sticky note will appear.
 - * You can also toggle all your annotations in and out of view by clicking Expand and Collapse All Annotations on the toolbar.
 - * To hide a sticky note click on the Collapse Annotation speech bubble in the top right corner of the sticky note.
 - * To resize the note, click the bottom right corner and drag until you reach the desired size.
 - * If you would like to delete a sticky, click the Delete Annotation box in the upper left corner of the sticky note.

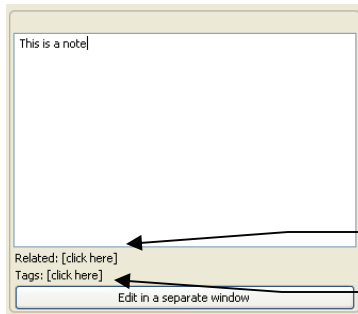
Adding Notes Your Library

You can use the notes function in Zotero to make personal notes within your research without having to toggle between multiple programs. There are a few ways that you can add notes to your library and associate them with records already in your library.

1. The first way to create a note is to click on the “New Standalone Note” Icon on the top of the Zotero window.



New Standalone Note Icon



After clicking the icon a new note field will appear in the right pane of the Zotero window. Here you can enter any text that is necessary for your research. You can click in the “Related” field to associate the note with a document or resource. You can also select the “Tags” field to associate the note with particular tags that you can use to search and sort the note with. Each note will appear as a new record in your library.

Click here to Relate a note with other resources in your library

Click here to associate tags with your note

2. Another method to create a note for a record is to highlight a given selection of text on a web page. If, during the course of your research, you find a web page with a particularly useful set of text, you can save this as a note and record within your Zotero library.

1. First, highlight and select the text that you want to save as the note portion for your record.
2. Next, right click over the selected text and click on “Create Zotero note and item from selection”.

Zotero will then save the web page as a record within your library and add the selected text as a note to that record.

3. To create your own notes that are associated with records you can either right click over a selected record and click on “Add note” or you can click on the notes tab of a record and click on “Add”.

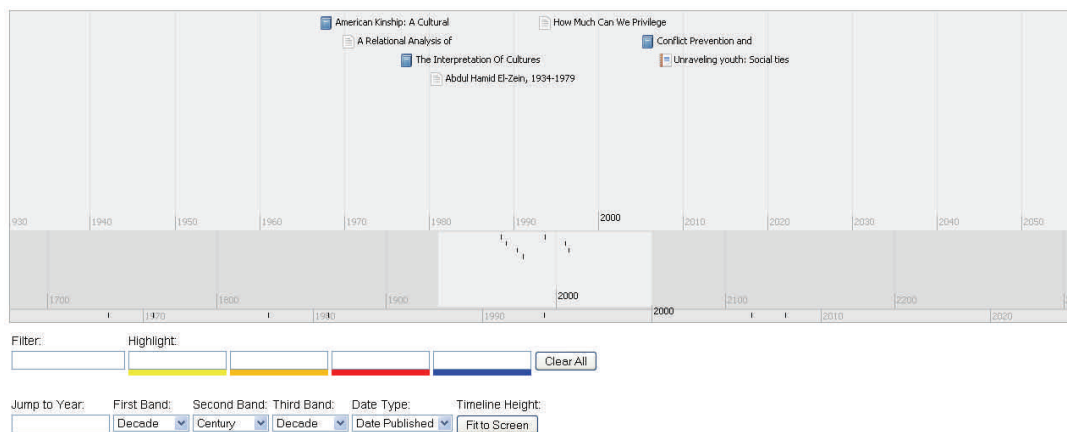
Creating timelines

Time lines are a creative means to graphically display your records temporally. Timelines will display your records on a timeline based on their publication date. This can become especially helpful when needing to draw from sources based on their age, such as when needing only historical or contemporary sources.

To create a timeline:

- 1.First, select and highlight the desired records from your library.
- 2.Click on the Actions icon from the top of your Zotero window.
- 3.Click on “Create timeline”

Zotero will then display your records in a timeline.



You can use the Filter, Highlight and Temporal functions at the bottom of the timeline screen to make searching and sorting your time line simple.

Filter

You can enter key works into the filter field that you want to select sources by. You can enter a word that is of particular importance to you that will only display records with that keyword tag.

Highlights

You can designate certain keywords in the highlight fields so be colored coded within your timeline. Enter words that you want to sort by above the colored fields in the highlight section and then those records that are included in that keyword will be high-light in the designated color.

Temporal Sorting

In the fields at the bottom of your timeline you can search and sort through timeline records by date. You can quickly search for records by year when you enter a year in the “Jump to Year” field. You can also change the way that the timeline displays your records by manipulating the value of dates that are displayed on the screen.

For more help with Zotero consult one of these sources:

www.zotero.org

infoguides.gmu.edu/citationmangement

Any GMU Library Reference Desk