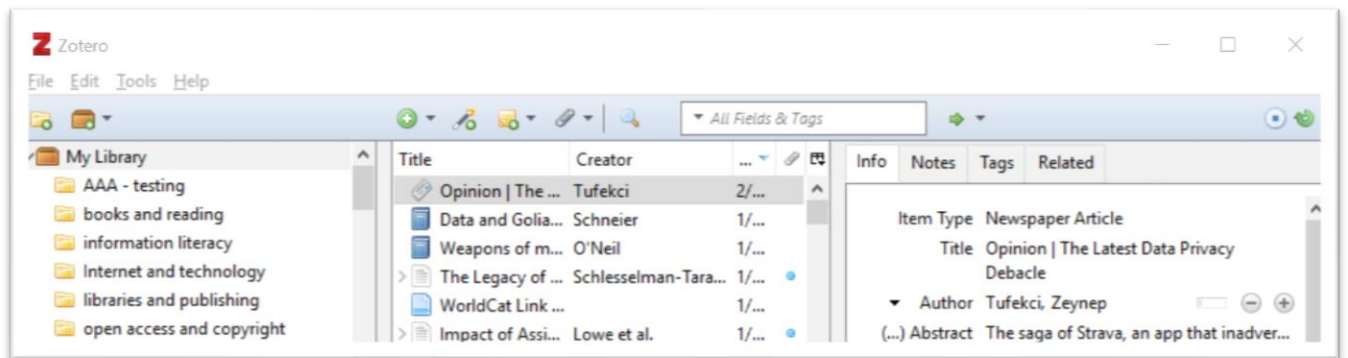


A very brief guide to using Zotero (updated February 2018)

Zotero is a free tool for managing references. Go to zotero.org to download the program and add a Zotero plugin to whatever browser you use. To save a reference, open Zotero and then on your browser look for an icon next to the address bar (a book, a page, or a folded newspaper, depending on the type of source). Click on the icon to download a reference to your personal Zotero database.



When you click on the icon, Zotero saves information about the source. Files for organizing your sources into projects appear on the left, a list of what is in a file in the middle, and on the right you'll see the details of a source with space for taking notes or adding tags.



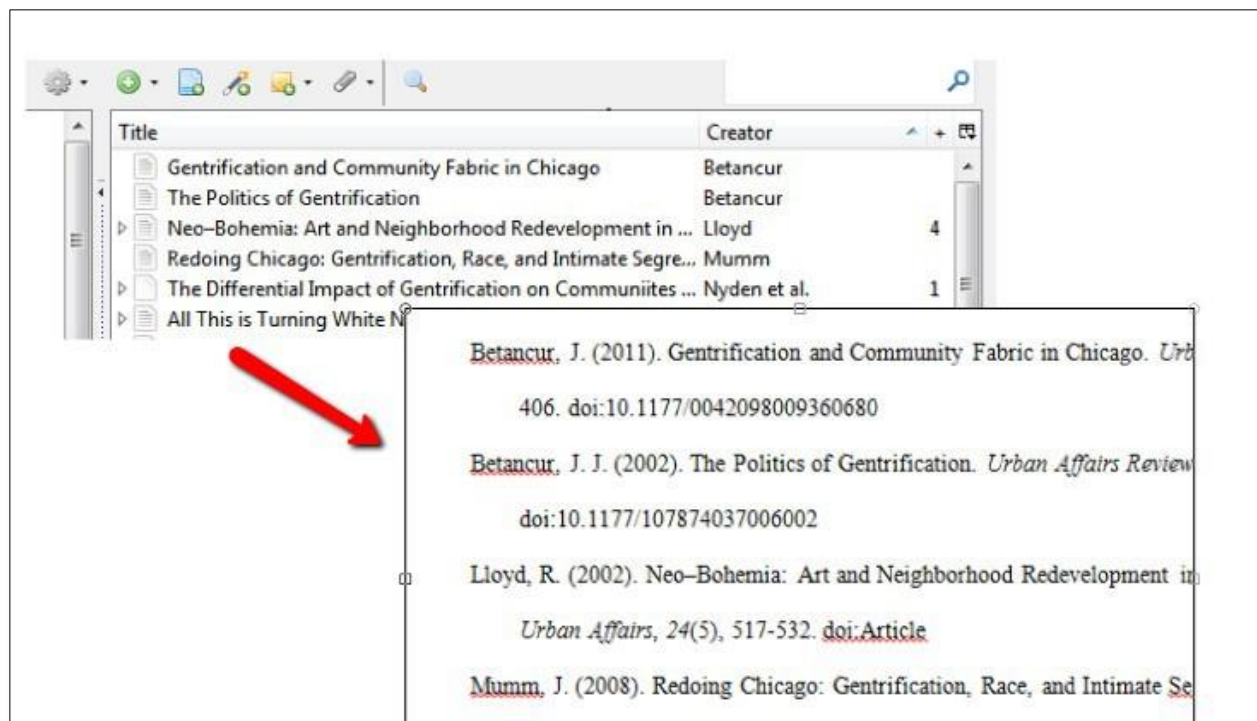
Along the top, click on the + icon to add references by hand. The curled green arrow on the far right is for saving a copy of your Zotero database in the cloud and syncing it across computers.

Configuring Zotero to save resources in Gustavus library databases

You can set Zotero to recognize content in our databases: click the gear icon, choose Preferences, click Advanced, and add this URL in the Resolver box: <http://worldcatlibraries.org/registry/gateway>

Create bibliographies

Select a citation style by clicking on Edit > preferences > cite. Choose your preferred citation style and whether or not you want to include URLs. Once that's done, creating a rough-draft list of cited works is really easy. Just right-click the item or a folder full of items (or hold down the Control key and pick several items from a list) and drag it to a Word document.



After you drag your chosen references into your document, *be sure to double-check them for accuracy*. There will be errors – in this case using APA style, article titles should be lower case after the first word in the title and subtitle except for proper nouns. Oops! But that's easily edited.

There is also a plugin available for Word and Open Office that you can use to integrate in-text citations with your references.

Work Anywhere – Want to work on more than one computer? Create an account at zotero.org. Then open your Zotero program, click Edit > preferences > sync, and enter your Zotero username and password. This means a copy will be stored on any computer with Zotero installed and also in the cloud. With this feature you can log into your Zotero account from anywhere at zotero.org.

Work Together – Want to create a shared set of references? You can create a group that several people working on a project together can use to store and annotate references. Groups you belong to will show up in the left-hand panel of your Zotero library along with your collections and subfolders. You can make them private, public read-only, or public and shareable.