

Introduction to Zotero

Fall 2021



Michigan Tech

Plan of Attack

- Zotero: What is it and how will it help?
- Getting help with Zotero
- Collecting references in Zotero
 - Google Scholar
 - Web of Science (& databases generally)
- Writing with Zotero



What is Zotero?

Citation Management tool

- Open source
- Keep all of your references in one spot
- Annotate and modify reference information
- Save PDFs and other files with your references
- Insert references into your writing
- Sync between Standalone (desktop) and online version
- Collaborate via Group Libraries



Zotero Guide

Library homepage >> Guides >> [Zotero](#)

 **Michigan Tech** Students Faculty/Staff Alumni Parents

J. Robert Van Pelt and John and Ruanne Opie Library

[Van Pelt and Opie Library](#) > [LibGuides](#) > [Zotero](#) > [Zotero](#)

Zotero: Zotero

- Zotero
- Zotero with library resources
- Zotero with research papers
- Zotero with Digital Measures

Getting Help with Zotero

Zotero.org Support:

- Using Zotero
- Zotero Quick Start Guide
- Zotero Screencast Tutorials
- Using the Zotero Word Processor Plugins
- Getting Zotero Help and Troubleshooting
- Zotero Frequently asked questions

Library Support:

- For additional resources, visit our Citation Support page.
- More questions? Ask Us!

More about Zotero

- Zotero with library resources
- Zotero with research papers
- Zotero with Digital Measures

What is Zotero?

Zotero is a free, easy-to-use, yet powerful research tool that helps you gather, organize, and analyze sources (citations, full texts, web pages, images, and other objects), and lets you share the results of your research in a variety of ways.

Zotero can help you:

- Annotate and organize research results, including [video](#)
- Save information about a reference, including author, title, and other publication information
- Create libraries, save searches, and share collections with other people
- Attach files, links, notes, and PDFs to records
- Store a screenshot of a web page
- Export information as formatted citations in word processing programs (Word, Google Docs)
- Tag records, sort them, and perform advanced searches
- View records in personal collection when offline
- Cite records in any language

Zotero works as both an add-on for the Firefox browser (web version) and via a standalone version (installed on your computer). Zotero also adds functionality to Microsoft Word, LibreOffice, OpenOffice, and NeoOffice (Windows) through a citation plugin.

When used as an extension of your browser, Zotero integrates tightly with online resources; it can sense when users are viewing a book, article, or other object on the web, and—on many major research and library sites—find and automatically save the full reference



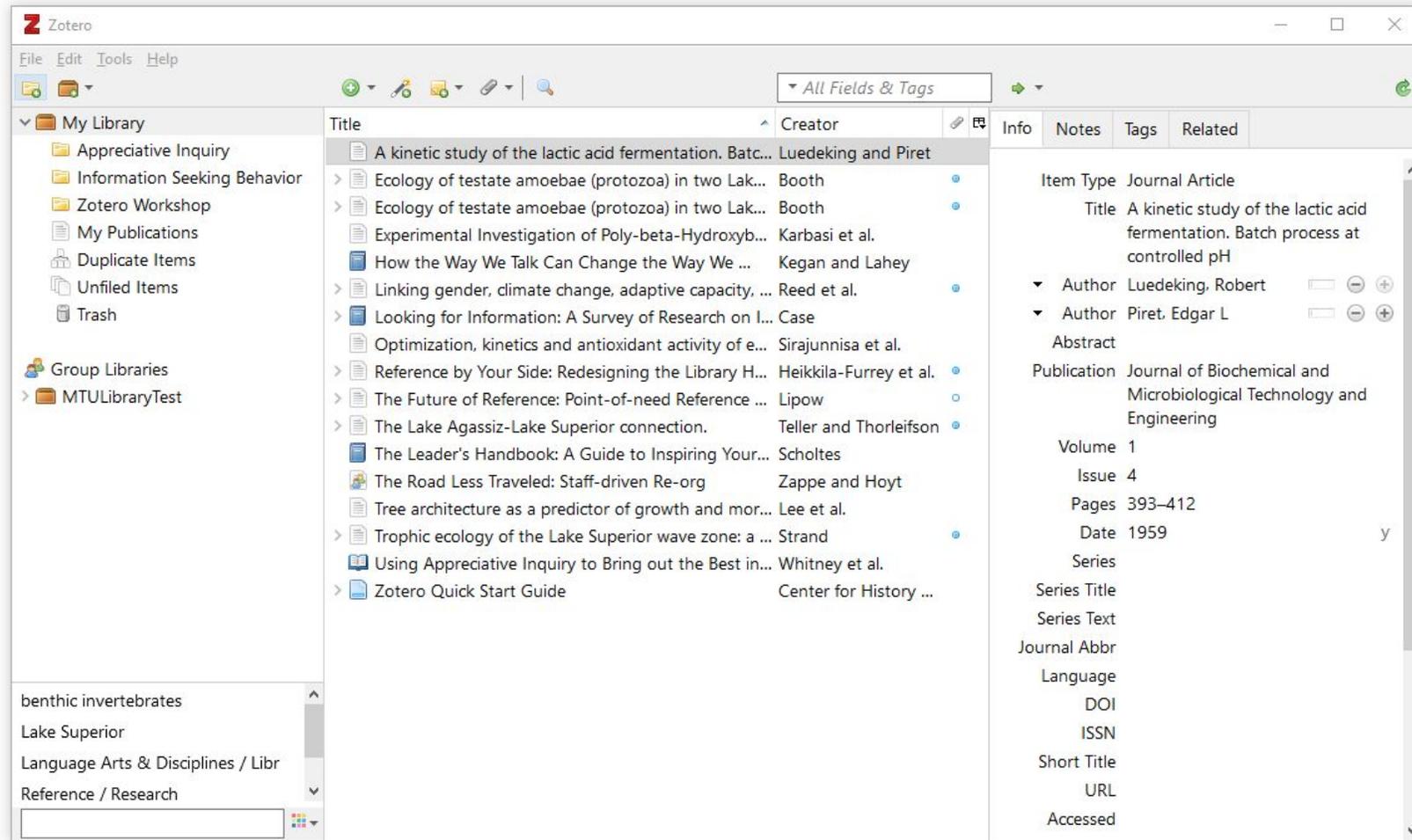
Downloading Zotero

1. Visit [Zotero.org/download](https://zotero.org/download)
2. Download the standalone program
3. Install Chrome connector
4. Optional (not today): Make a Zotero account at zotero.org so you can sync your library across devices

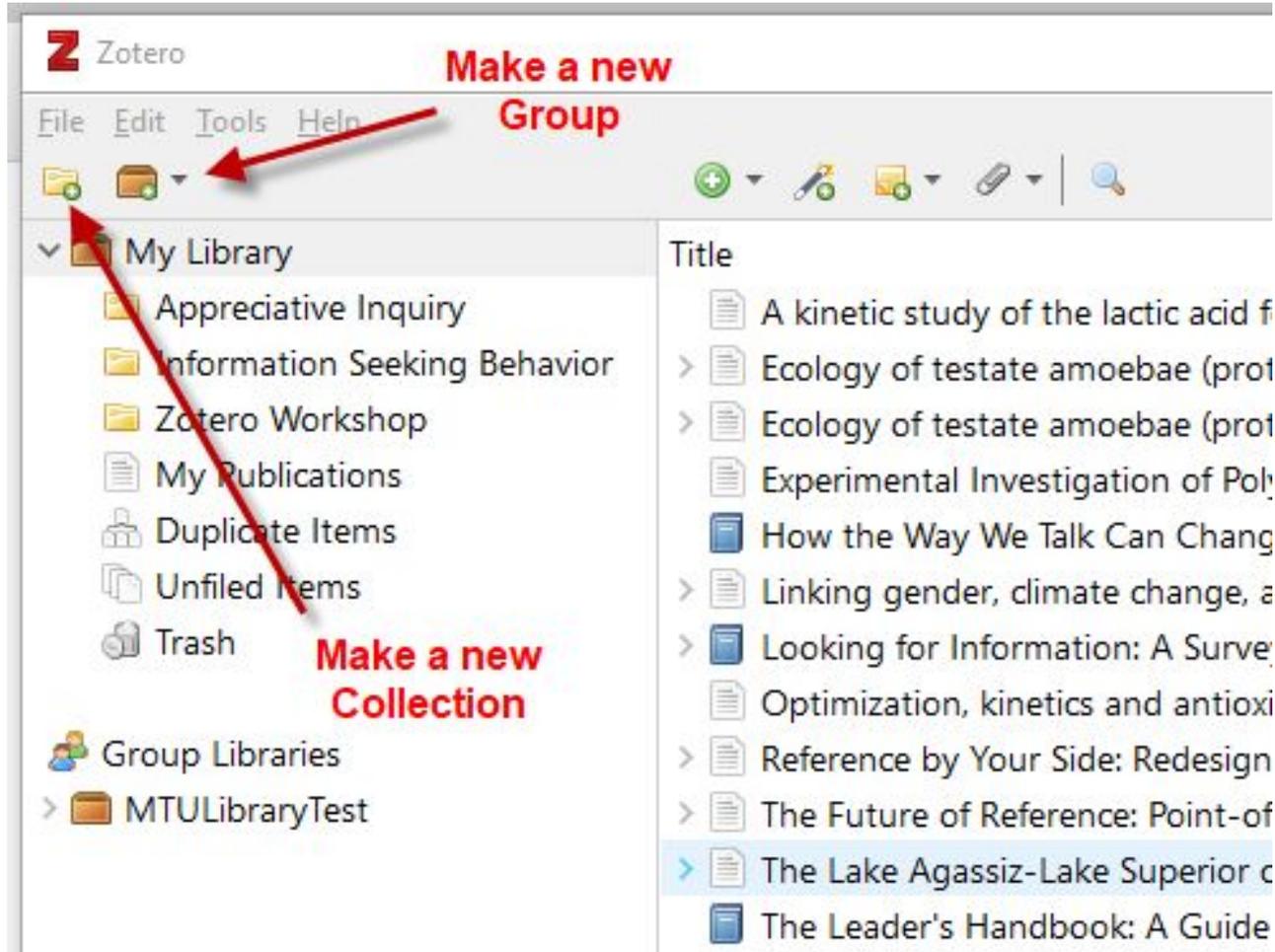
(For today, I recommend using Google Chrome so we're all seeing the same things!)



Quick Tour - Zotero Anatomy



Zotero Tour - Collections and Groups



- Make a new Collection*
*AKA folder
- One collection per project is a common organizational system
- Zotero's Groups feature allows you to share references with other Zotero users online



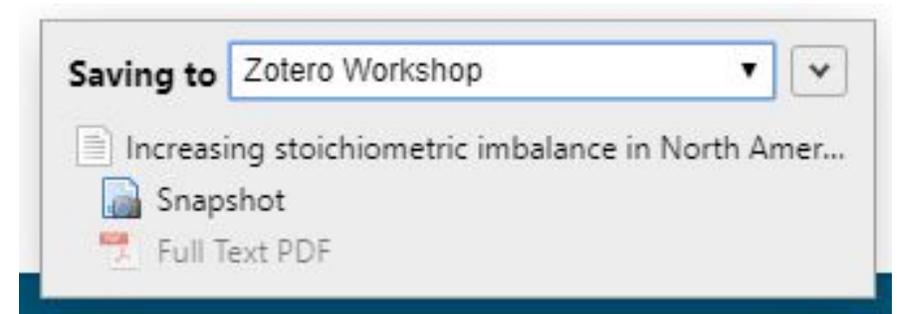
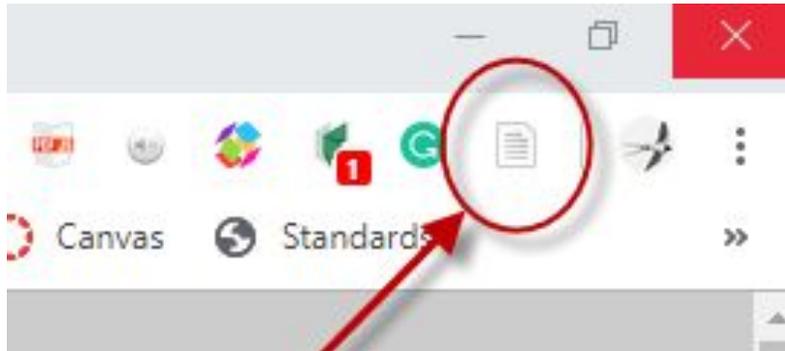
Zotero Tour - Add References

- Go to Google Scholar (scholar.google.com)
- Search for:
lake superior ecology
- Open the first article: *Of small streams and great lakes: Integrating tributaries to understand the ecology and biogeochemistry of Lake Superior*



Zotero Tour

Use the “Save to Zotero” button that the Chrome Connector added to your browser.



Zotero Tour

The screenshot shows the Zotero application window. On the left, a sidebar displays a library structure under 'My Library' and 'Group Libraries'. The main pane shows a list of items with columns for 'Title' and 'Creator'. One item is selected and highlighted in blue. To the right, a detailed view of the selected item is shown, including its title, author, abstract, and publication information.

Library Structure:

- My Library
 - Appreciative Inquiry
 - Information Seeking Behavior
 - Zotero Workshop
 - My Publications
 - Duplicate Items
 - Unfiled Items
 - Trash
- Group Libraries
 - MTULibraryTest

Item List:

Title	Creator
Ecology of testate amoebae (protozoa) in two Lak...	Booth
Full Text PDF	
Snapshot	

Item Details:

- Item Type: Journal Article
- Title: Ecology of testate amoebae (protozoa) in two Lake Superior coastal wetlands: Implications for paleoecology and environmental monitoring
- Author: Booth, Robert K.
- Abstract: Testate amoebae are common inhabitants of moist soils, wetland, and lacustrine habitats. They produce a decay-resistant test, or shell, which can be identified to species in most cases and recovered...
- Publication: Wetlands
- Volume: 21
- Issue: 4
- Pages: 564
- Date: 2001/12/01
- Series: Series Title, Series Text
- Journal Abbr: Wetlands
- Language: en
- DOI: 10.1672/0277-5212(2001)021[0...

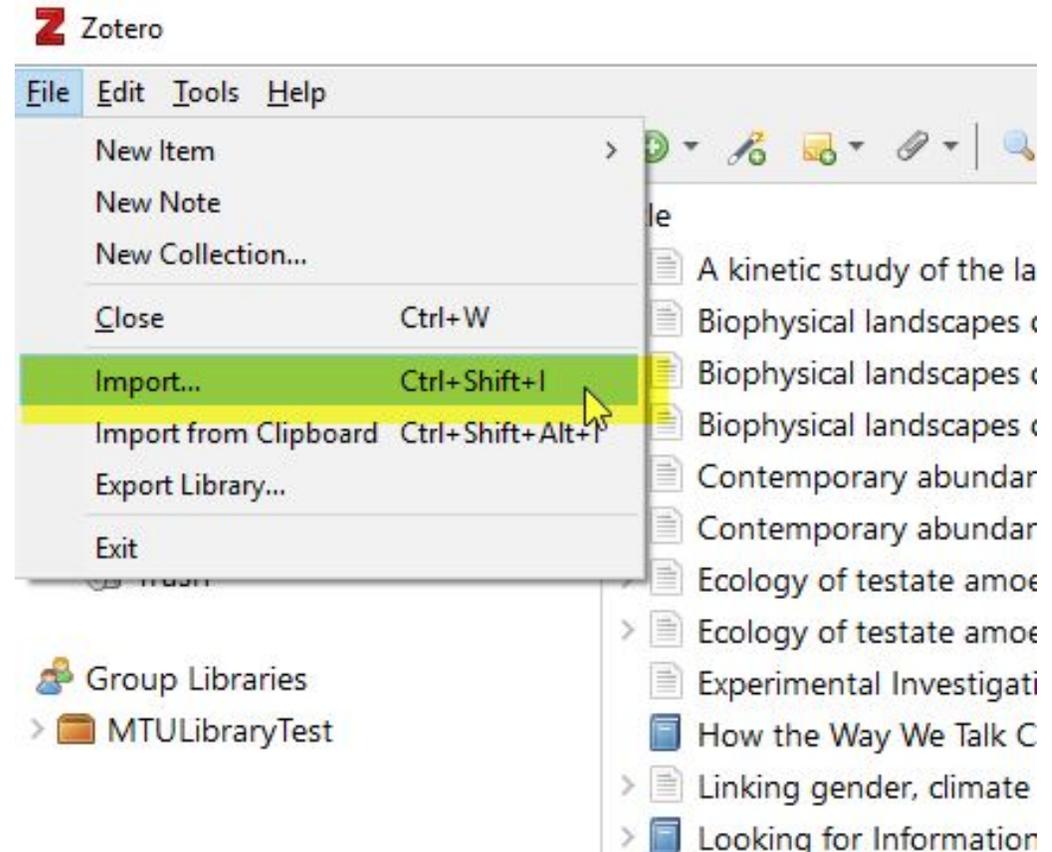


Zotero Tour

Import: Typically use when downloading/exporting citations from a database ([Ex Web of Science](#))

- RIS or BibTeX file types are common

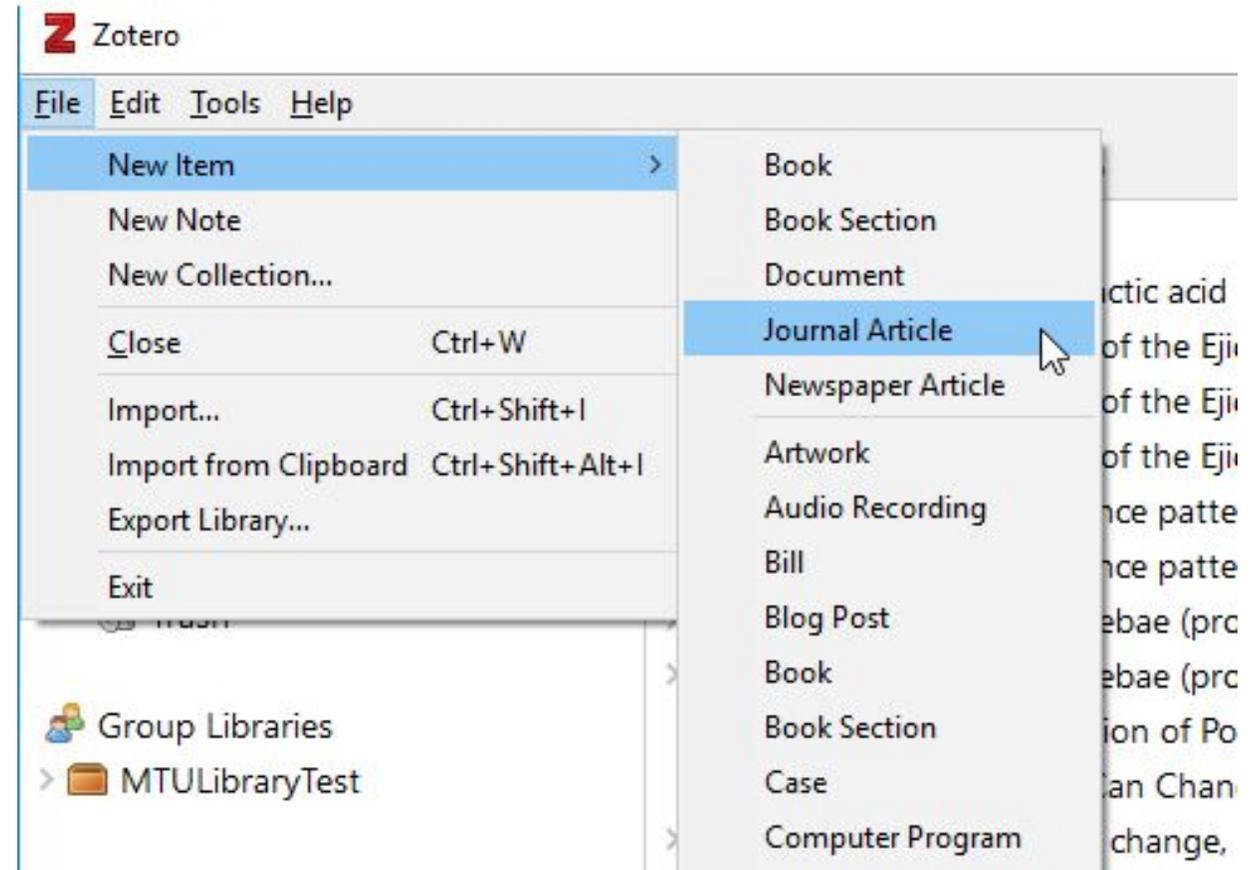
Export your reference(s) to be shared with a fellow researcher or uploaded to Digital Measures



Zotero Tour

Add a reference manually

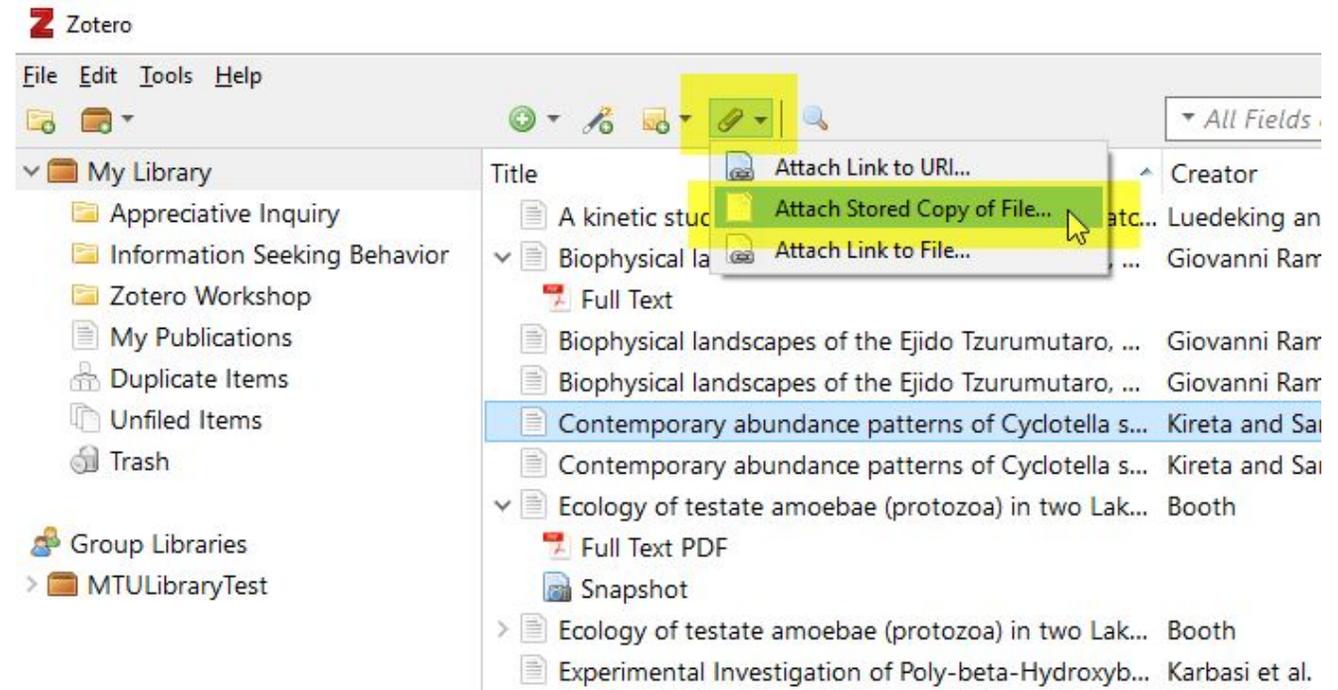
- Need to select the type of source so the appropriate fields are displayed



Zotero Tour

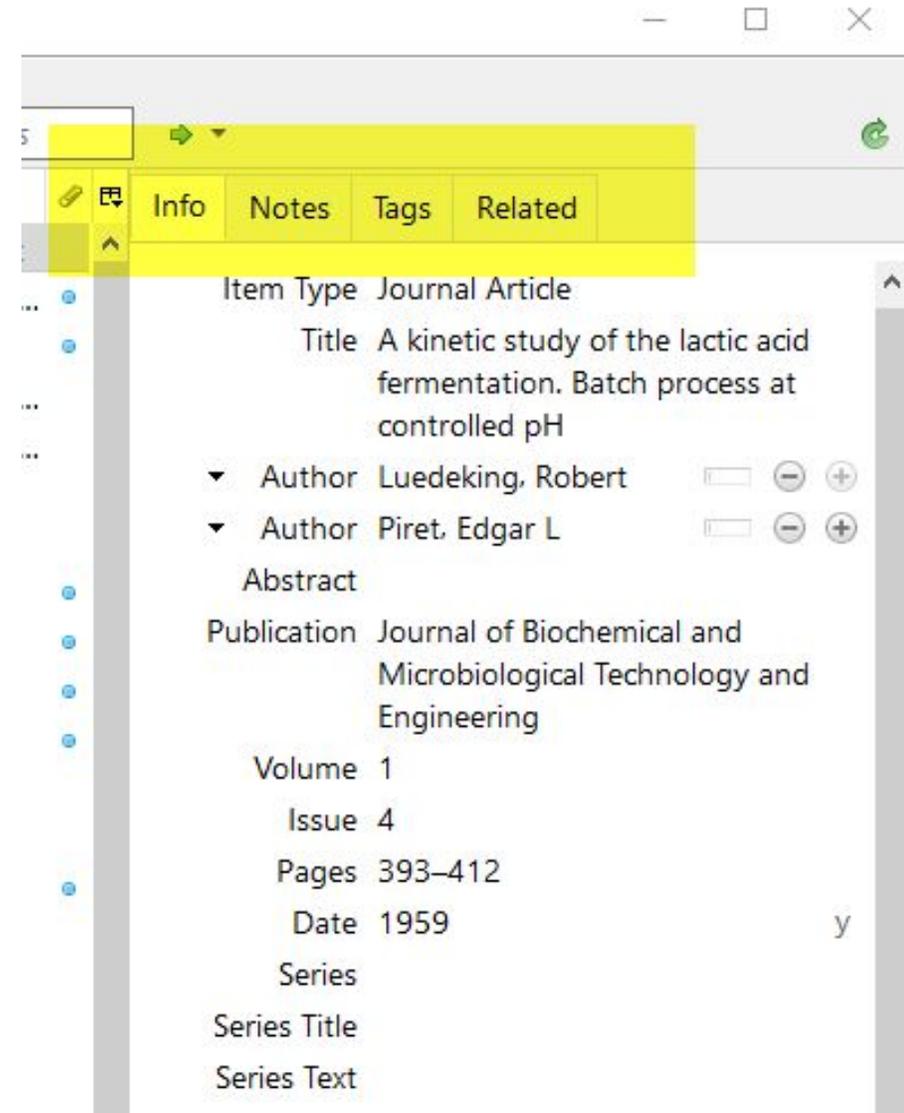
Add an attachment to an article. Use when:

- The PDF doesn't transfer
- Manually added source
- Need a related file (ex. image or figure from a website)



Zotero Tour

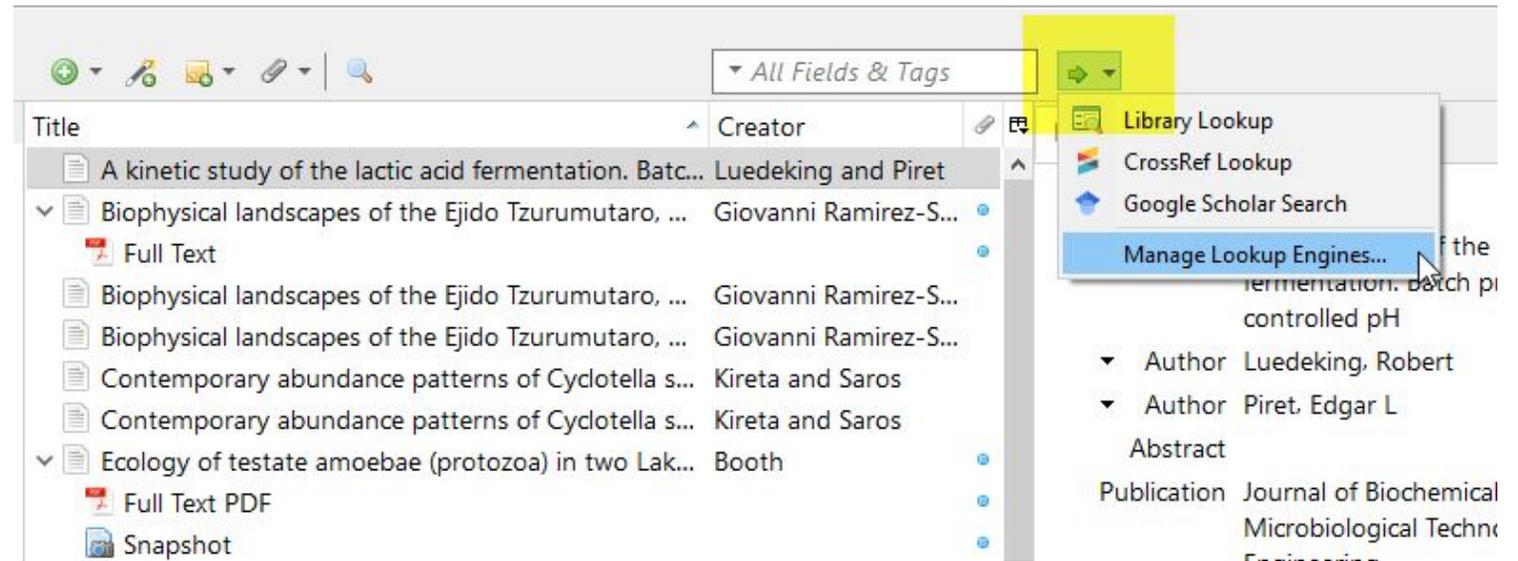
- Update/Change Metadata
- Create your own notes
- Tag articles
 - Keywords, Uses (ex. Superior), subcategories (ex. ecology)
- Generate your own list of related articles
- Search by fields & tags later



Zotero Tour

Use the Locate button to:

- View the attached PDF/File/Snapshot
- Look for the reference in Scholar or the library (needs some addt'l set up)



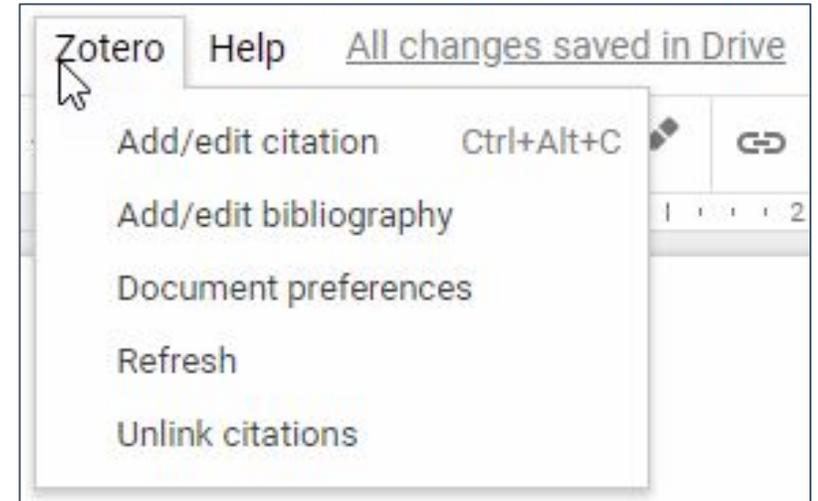
Writing with Zotero

Zotero add-on is automatically downloaded with Connector. Make sure Zotero is open, then create a blank Word doc or Google Doc.



Writing with Zotero

- Choose citation style the first time you click Add/Edit Citation OR using Document Preferences
- Use the Z toolbar OR Add/edit citations to add an in-text citation
- Use Add/edit bibliography to add a formatted bibliography!



More Help



Visit in-person
Email: reflib@mtu.edu
Text: (906) 379-9579
Call: (906) 487-2507
Chat: mtu.edu/library

[Schedule a one-on-one consultation](#)

