Zotero Tip Sheet

Zotero Toolbar

The toolbar lets you perform all tasks possible in Zotero, much like any toolbar or menu in
other applications. To access Zotero preferences, select Actions > Preferences ...

Adding Citations to Zotero

1. You can capture bibliographic information within your web browser with one click. A book icon
or article icon will appear in Firefox’s location bar (top of the browser window, where the web
address appears). Click on icon and Zotero will save all of the citation information about that
book or article into My Library.

2. Add item by importing an RIS file

3. Add item by identifier (ISBN, DOI or PMID). Copy and paste an ISBN and it will create a record.

4. Manually add items, letting you start with a blank template.

Navigating Zotero

There are three columns that move from left to right:

Left Column

The left column is an overview of your sources. It contains all your items (My Library) and collections,
which are subsets of My Library. Some of the collections are Smart Collections, which means they are
automatically populated as you use Zotero. For example, Duplicate items gathers duplicated records while
Unified items lists anything that has not been assigned to a collection.

Middle Column

The middle column shows items from the collection that is highlighted in the left column. By default it
shows the title and creator and the number of attached items (such as a PDF or snapshot of a web page).
You can change the columns displayed by clicking on the column icon in the upper-right.

Right Column

The right column shows basic bibliographic information about the item selected in the middle column.
Detailed information for each citation is located in the Info tab. Other tabs give access to notes, tags, and
related citations. While viewing any tab in the right column you can edit the information being displayed.
Zotero and Google Docs

Zotero can be used with Google Docs in the same way as with plain-text documents or emails. See the [screencast on Zotero and Google tools](#).

- To add a bibliography, simply select items in Zotero and drag them into the document.
- To add a citation, hold the Shift key before dragging.

To use a different style, change your Quick Copy settings in the Export pane of the Zotero preferences.
Writing a Paper Using Zotero

Cite References in your Paper and Create a Bibliography

1. Open Microsoft Word and type your paper. (It also works with Open Office)
2. When you want to add a citation, go to the Add-Ins tab and look for the Zotero icons.
3. Click on the first icon (insert) to insert a citation from your Zotero library. The Z bar will open (you may be asked to choose your citation style first).
4. Search for a document by keyword by typing into the box, or click the “Z” and select classic view to see a list of your documents.
5. Select a citation and click Ok. The citation will be inserted.

6. To change the citation style, click the document preferences icon (gear). If you do not see your preferred citation style, you can add more to the list by opening Zotero in your browser, clicking the Actions icon (gear) > Preferences > Cite > Styles Tab and clicking Get additional styles. You can choose from hundreds of styles to install.

7. To create a bibliography, move your cursor to where you would like the bibliography inserted, and click the Insert Bibliography button (insert).