



zotero

## Zotero download and set up

### What is Zotero?

It is a free web-based application that helps you to collect, organize, cite and share research. It was developed by the Corporation for Digital Scholarship, a nonprofit organization and community of users.

Zotero works as a citation library program similar to other commercially and freely distributed packages, such as EndNote, RefWorks or Mendeley.

The name "Zotero" [zoh-TAIR-oh] is loosely derived from the Albanian verb zotëroj, meaning "to master".

### What are the advantages of using Zotero?

- It saves references of books, articles, web pages, PDFs and many other sources
- Works with major browsers and different citation styles
- Creates in-text citations and bibliographies in your text editor, so you can write and cite
- Allows saving PDF files and webpages
- Saves a copy of your research library to your personal cloud storage
- Includes a robust and flexible organization and search tools

### What are Zotero limitations?

It harvests information via your browser that is available on the source as is, and therefore it does not eliminate the need to proofread and to edit a citation. Nevertheless, an incomplete or flawed citation can be easily corrected manually in the Zotero library.

### How does Zotero work? It works with three software components:

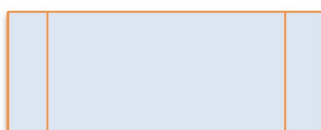
1. A Zotero web browser application collects data from a web page
2. A Zotero library application saves that information
3. An plug-in for a text editor, such as Word, Google Docs or LibreOffice gets citations from the library

#### 1. A Zotero web browser app



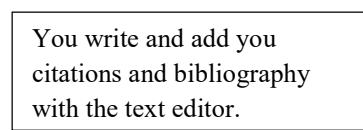
Collects data from the source

#### 2. A Zotero library



Stores and organizes the data

#### 3. A Zotero connector



Gets the citations to/from Zotero

## **Where can you get Zotero?**

Go to [www.zotero.org](http://www.zotero.org) and follow prompts for downloading the program and its extensions.

## **Where do you check on computer system requirements?**

Go to [www.zotero.org](http://www.zotero.org) and access system requirements in the Documentation tab.

## **What are hardware requirements?**

Zotero is computer-based software and does not have a mobile version for iOS or Android. Zotero does not work with Chromebooks. A Zotero browser connector (bookmarklet) will work the same way on your mobile device, and you will be able to save information into Zotero.

## **What are the essential steps for starting up with Zotero?**

1. Download Zotero from [www.zotero.org/download/](http://www.zotero.org/download/) and proceed with installation.

### **Windows**

Run the setup file (.exe) you downloaded.

### **Mac**

Open the .dmg you downloaded and drag Zotero to the Applications folder. You can then run Zotero from Spotlight, Launchpad, or the Applications folder and add it to your Dock like any other program. After installing Zotero, you can eject and delete the .dmg file.

2. Follow the installation directions.

A Zotero and an MS Word add-on will be installed automatically.

After finishing the set-up, you might need to restart your computer.

3. Open Zotero library on your computer. Now, open the text editor and check if you have an add-on in the menu.

4. Register your free Zotero account at [www.zotero.org/user/register/](http://www.zotero.org/user/register/)

## **Why is a Zotero user account registration recommended?**

As a registered user, you can do the following:

- Automatically save your Zotero library to online storage
- Access your online library on different computers
- Collaborate and share your library and collections with others

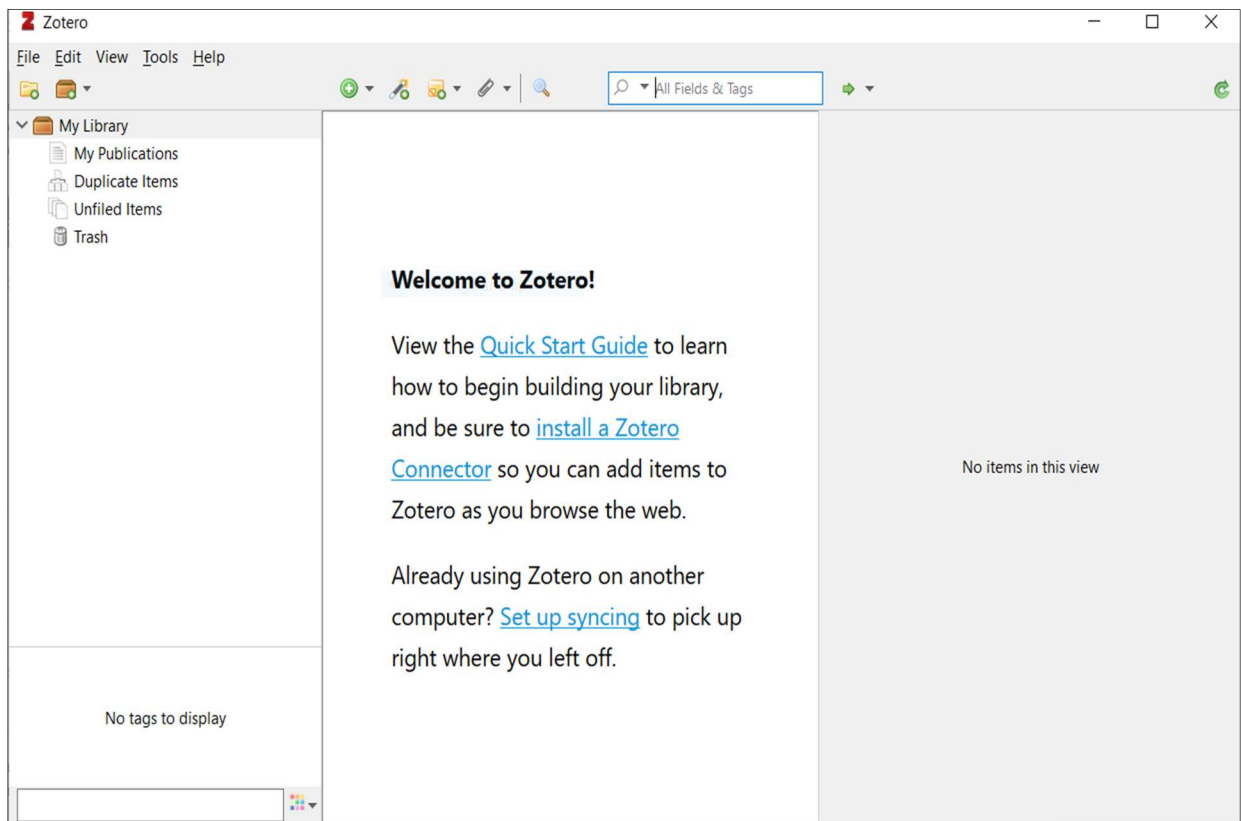
- Ask questions in the Zotero User Forum.

## How do you install a Zotero browser extension?

1. Go to <https://www.zotero.org/download>
2. Zotero will recognize a browser you use for accessing the download page. Save a Zotero Connector from your browser (Firefox, Chrome, Safari or Edge) or select your browser connector download.
3. Select Add Extension when prompted.
4. Open a browser that you selected for working with Zotero and check that the Zotero extension is enabled. A browser may restart after installation.
5. You'll notice a Zotero icon in your browser menu.

Now, you are ready to add items to your Zotero library with just one click.

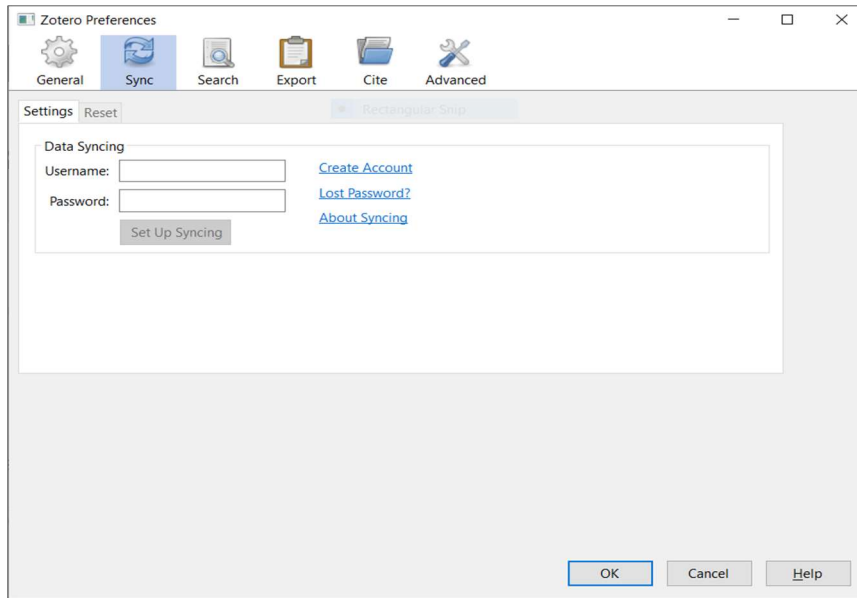
The screenshot below illustrates the essential steps of starting up with Zotero after you install the program.



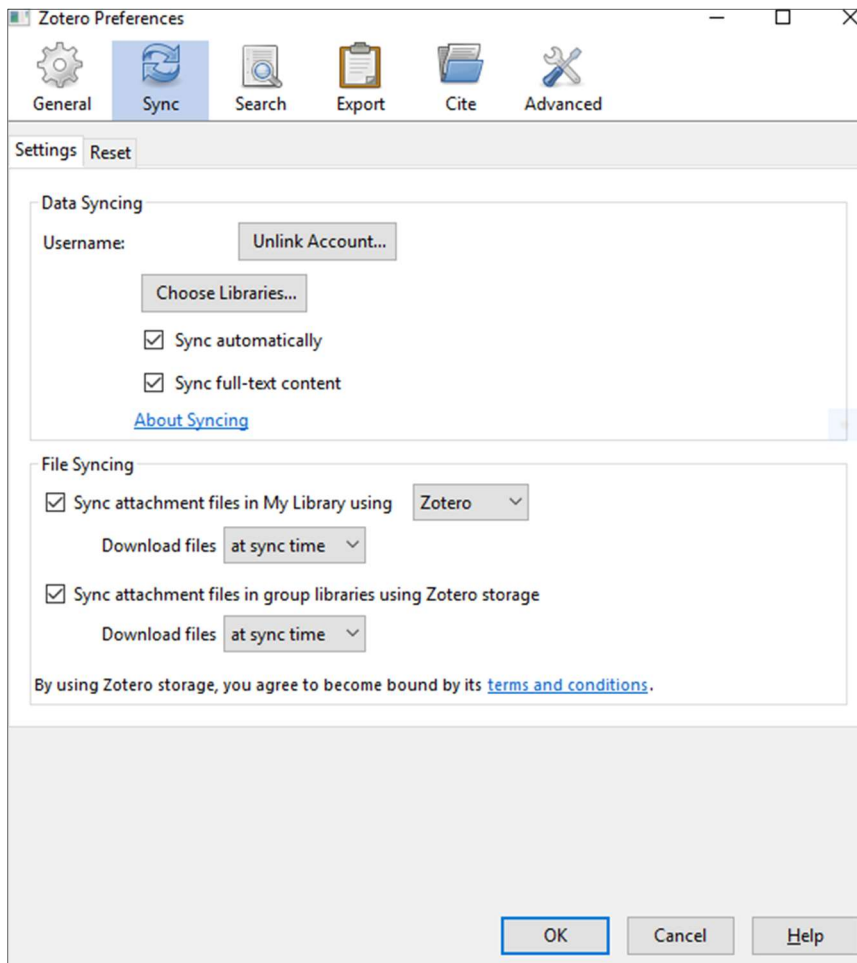
## How do you to set up synchronization?

- To activate syncing of your library, go to Zotero library and click on Edit tab.
- Click on Preferences and then on the Sync tab.

- Log in using your username and password.



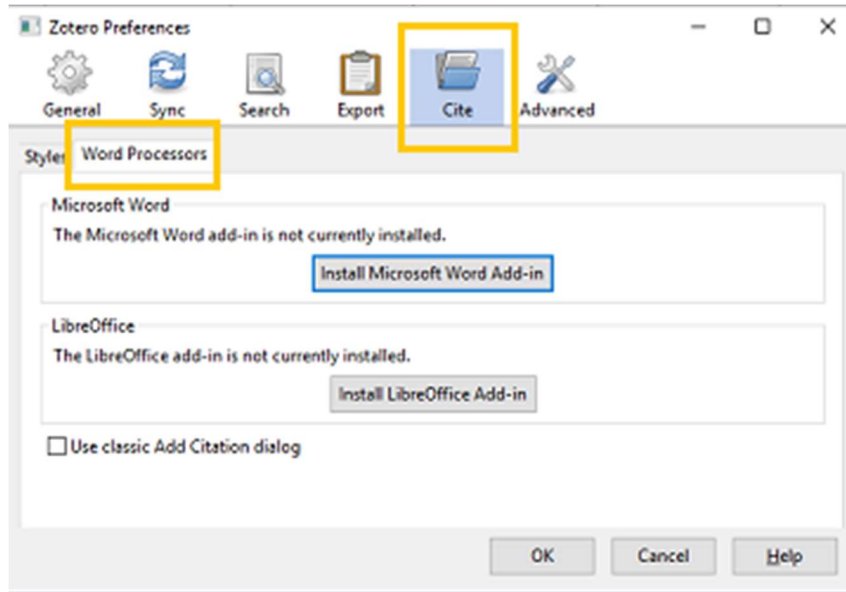
After linking your library and account, go to Sync tab. Check in the boxes “Sync automatically” and “Sync full text content.” Then, click OK to save your preferences.



## Zotero integration in MS Word

To enable a text processing add-on manually, go to Zotero library.

- Access Tools tab
- Click on Add-ons Enable add-on for Word
- Click Enable button.



## Citations Styles Management

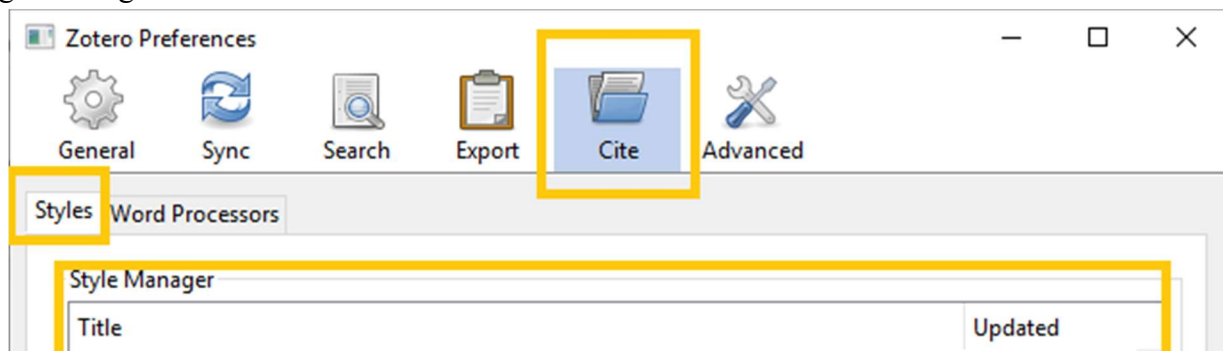
Choose and change your citation preferences at any time.

**Zotero for PC** → Edit tab → Preferences (Use a drop-down menu) → Cite tab → Choose the citation style

**Zotero for Mac** → Zotero → Preferences (Command +,) → Cite tab → Choose the citation style

To save your selection, click OK.

The screenshot below demonstrates a dialog window for selecting a citation style. You will see this dialog when you begin adding a citation in a new document.





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Questions? Contact [lib-reference@fuller.edu](mailto:lib-reference@fuller.edu).

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