LEARNING TO USE ZOTERO

What is it?

Zotero is a bibliographic management tool that allows you to gather, organize, cite, and share all types of sources. Zotero "senses" content in your web browser and allows you to save items to your library with a single click.

Why use Zotero or another citation manager?
- Don't waste time reformatting your citation styles.
- Automatically populate metadata for most pdfs and other document types (websites, books).
- Organize your files with notes, folders, and tags.
- Automated pdf retrieval with Unpaywall, a legal database of free pdfs.

Versus other options (EndNote, Mendeley, etc.)
- OU Libraries supports Zotero because it is open source and free.
- Desktop version works offline.
- 300 mb free storage space online account.

Instructions for today's activities also available online: http://bit.ly/oucitation

Activities to explore Zotero

☐ Confirm Zotero and browser connector are installed.
　　☐ If the integration with Word is successful, a Zotero ribbon tab should appear when you open Word. If the Zotero ribbon tab is not present, manually install the Zotero Word Processor Plugin: http://bit.ly/oulibplugin
　　☐ If the browser connector installation is successful, you'll see a "Save to Zotero" button at the upper right when you open your browser.
☐ Add files and metadata
　　☐ Search for a journal article and add it to Zotero.
　　☐ Download the pdf for the same journal article and add it to Zotero by drag and drop.
　　☐ Manually add an item to Zotero.
☐ Organize your data
　　☐ Create a folder and add your item there. Note different options for deleting items.
　　☐ Edit tags for an item.
　　☐ Take notes on an item.
　　☐ Merge duplicate items.
☐ Create a bibliography in your editor of choice (Word, LibreOffice, or Google Docs)
　　☐ Add a citation and a bibliography to your document.
　　☐ Download a new citation style and apply it to your document.
　　☐ Edit a source and refresh your document to see the edits appear.
☐ Create a group library
　　☐ Create an account if you haven't.
　　☐ Invite someone to your group library.
　　☐ Test the sync by viewing each other's edits to an item.