Using Zotero at Stanford: A QuickStart Guide

Zotero is "a free, easy-to-use Firefox extension to help you collect, manage, and cite your research sources. It lives right where you do your work - in the web browser itself." If you're looking for an alternative to RefWorks or EndNote, you may want to give Zotero a try. (Zotero has their own Quick Start Guide on their site as well.)
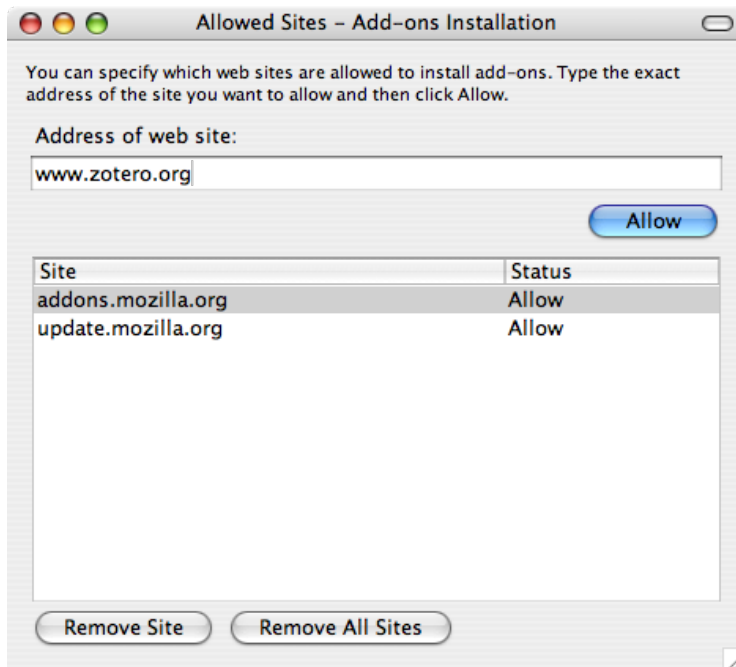
Installing Zotero

1. Go to zotero.org and click the big red **Download** button at the top-right.
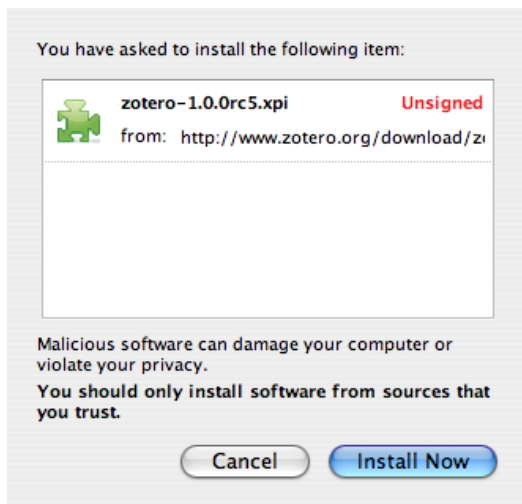
2. You'll get a warning that reads, *"Firefox prevented this site (www.zotero.org) from asking you to install software on your computer."* Click the **Edit Options...** button.
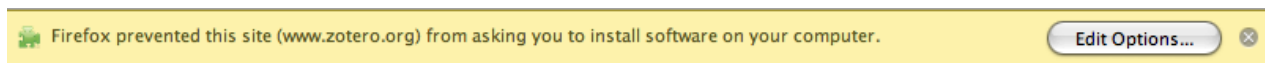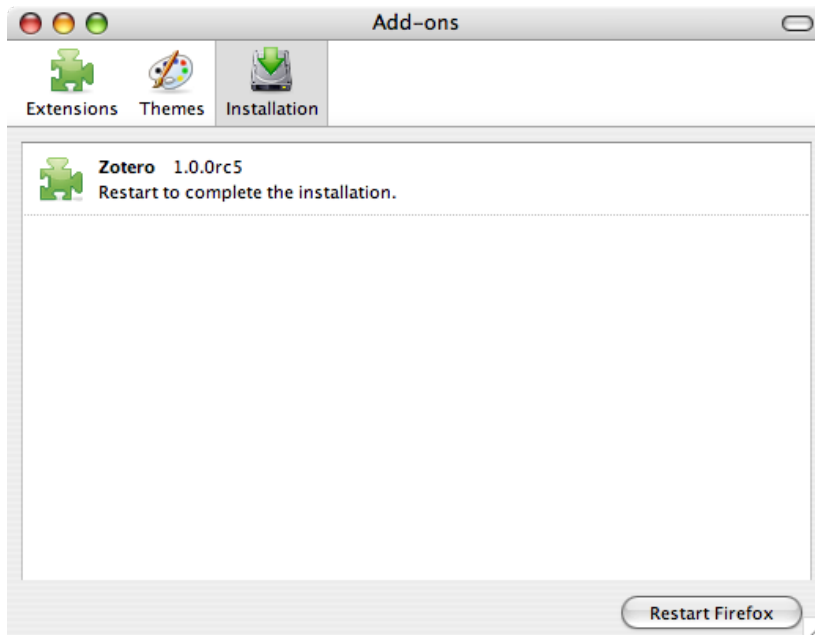
3. Click the **Allow** button to allow www.zotero.org to install Firefox add-ons, then close the **Allowed sites** window. (Don't worry - Zotero won't eat your computer.)

4. Click the big red **Download** button **again** to install Zotero. Click **Install Now**

You have asked to install the following item:

zotero-1.0.0rc5.xpi **Unsigned**
from: http://www.zotero.org/download/z

Malicious software can damage your computer or violate your privacy.
You should only install software from sources that you trust.

Cancel   Install Now

5. Click **Restart Firefox** to finish installing Zotero.

Add-ons

Extensions   Themes   Installation

Zotero 1.0.0rc5
Restart to complete the installation.

Restart Firefox

6. Woo hoo - Zotero's installed! **Let's use it!**

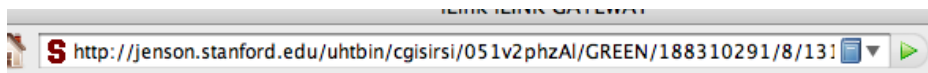## Using Zotero with Socrates

1. Go to http://socrates.stanford.edu and perform a search. For this example, we'll be using a **title search** to find the *Handbook of Online Learning*.
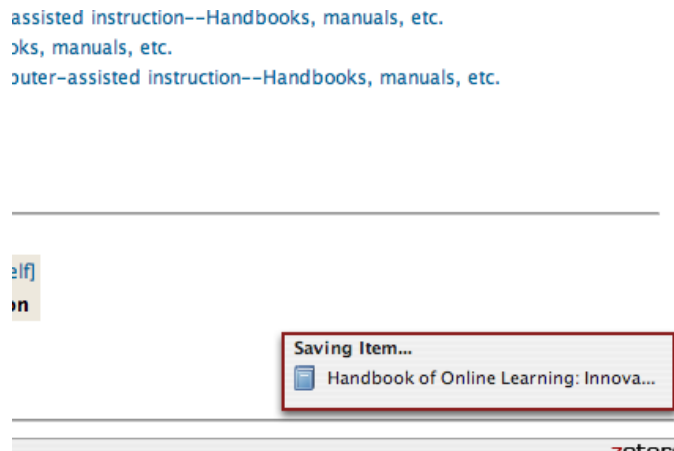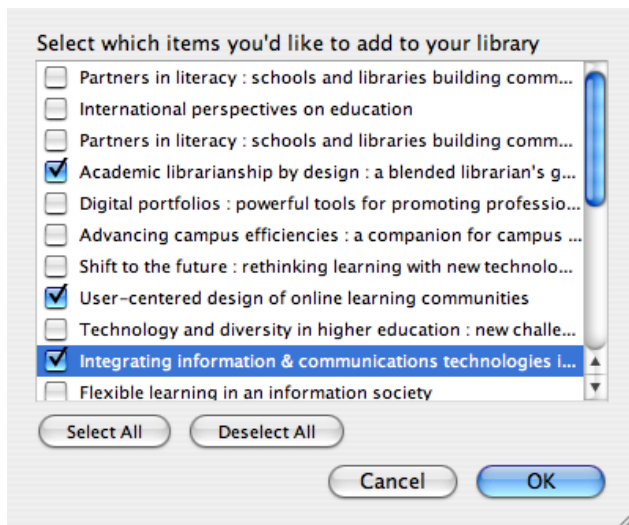
2. Click the title of your result.
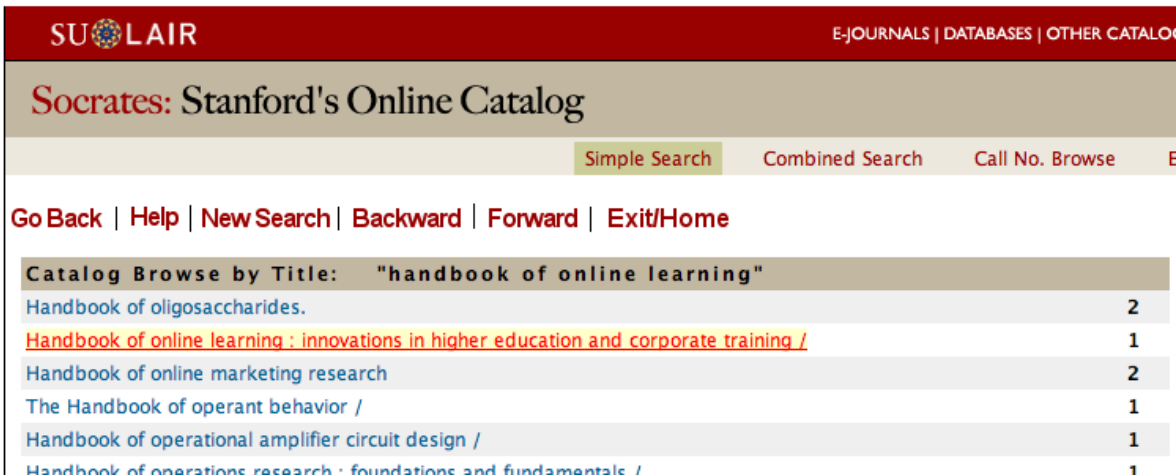
3. A small blue book icon will appear in your address bar. *Click it!*

4. Zotero saves the item to your library.

assisted instruction--Handbooks, manuals, etc.

oks, manuals, etc.

outer-assisted instruction--Handbooks, manuals, etc.

elf]

on

Saving Item...
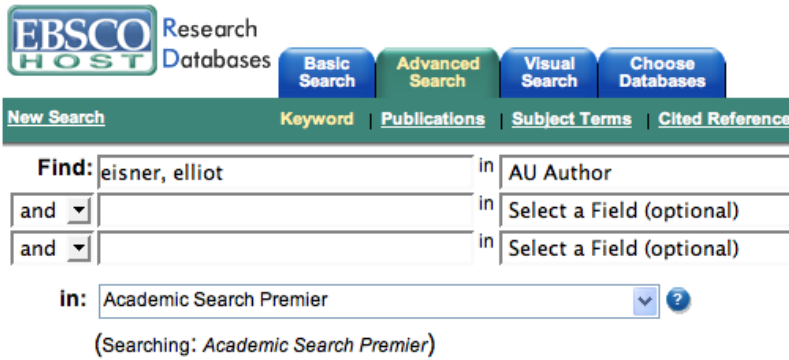
Handbook of Online Learning: Innova...

5. If you have a **list** of items in Socrates, and you want to save multiple items to your Zotero library, click the folder icon in the address bar. You can check the boxes in front of each item you'd like to save.

Select which items you'd like to add to your library

- Partners in literacy : schools and libraries building comm...
- International perspectives on education
- Partners in literacy : schools and libraries building comm...
- ☑ Academic librarianship by design : a blended librarian's g...
- Digital portfolios : powerful tools for promoting professio...
- Advancing campus efficiencies : a companion for campus ...
- Shift to the future : rethinking learning with new technolo...
- ☑ User-centered design of online learning communities
- Technology and diversity in higher education : new challe...
- ☑ Integrating information & communications technologies i...
- Flexible learning in an information society

Select All   Deselect All

Cancel   OK

Using Zotero with Databases

Zotero also can save references from databases such as Academic Search Premier

1. Enter your search terms

2. Select an article

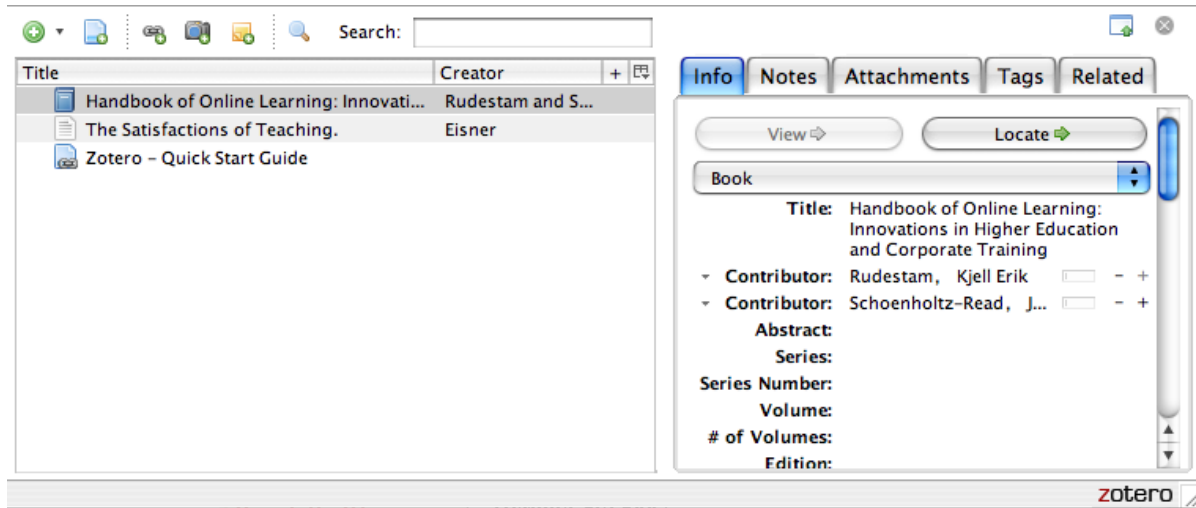3. Click the ▤ icon in the address bar to save the citation to your library.
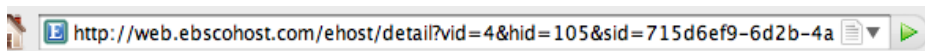
4. Zotero saves the citation to your library.
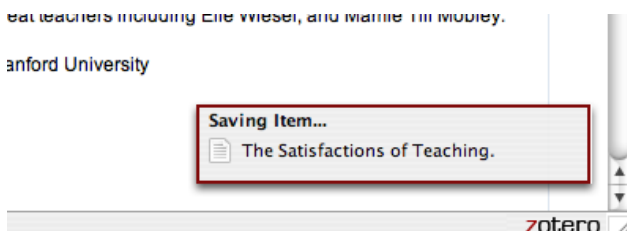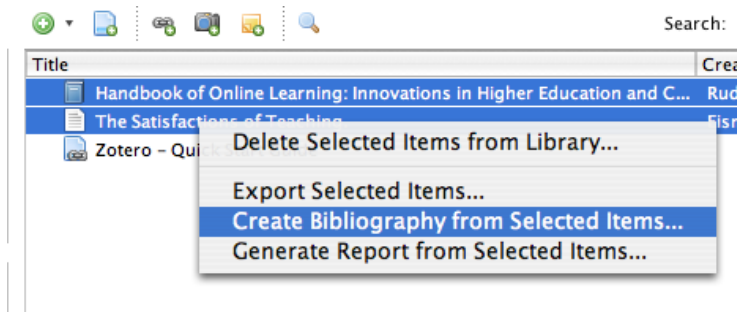
Working with Your Zotero Library

1. Click the **zotero** Zotero logo at the bottom right of your browser window to open your library.

2. You have several options to add information to each item record:

   - **Info**: The bibliographic information, used in citations and bibliographies.
   - **Notes**: Jot down any supplemental thoughts here.
   - **Attachments**: You can use this to attach a file, such as the PDF version of an article.
   - **Tags**: Use tags to categorize your references.
   - **Related**: Use this tab to define relationships between resources.

Creating a Bibliography

1. Right-click the resource you would like to cite (hold down **ctrl** (Windows) or **cmd** (Mac) to select multiple items).

2. Choose your preferred **citation style** and choose **Copy to Clipboard** from the dialog box

Citation Style:

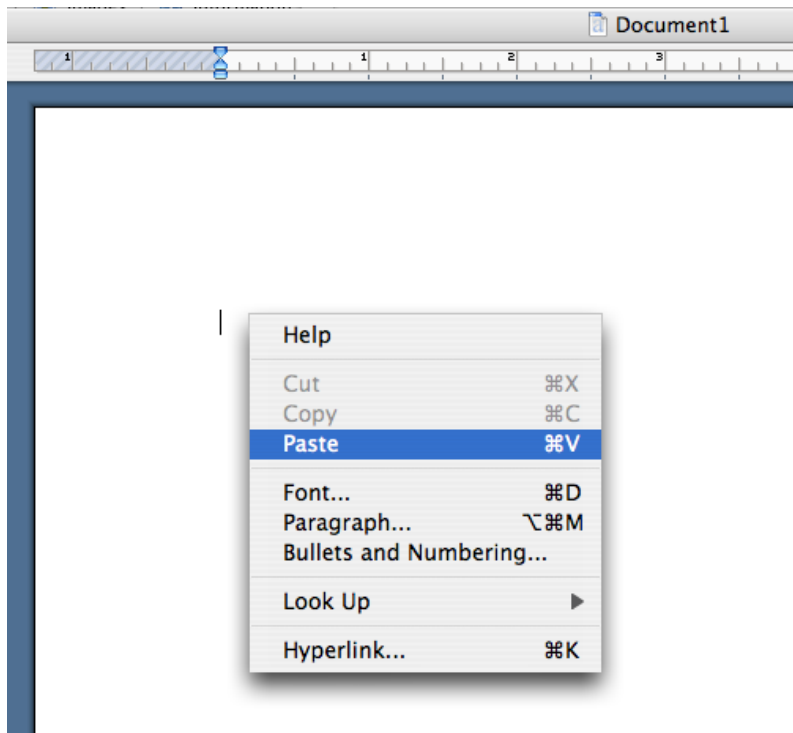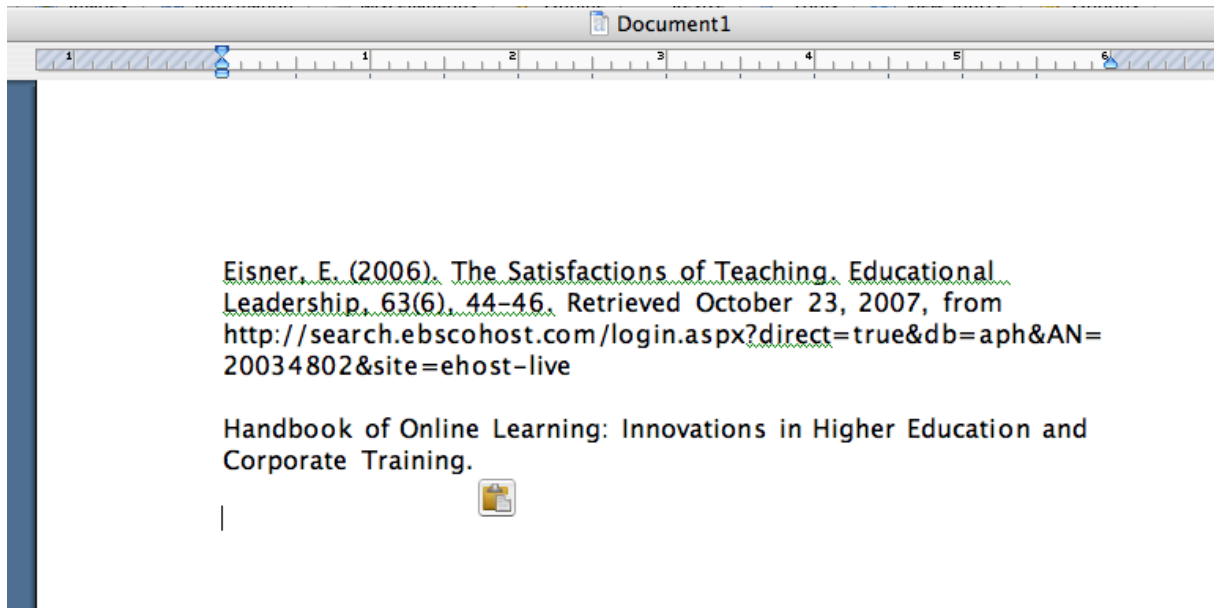American Psychological Association
American Sociological Association
Chicago Manual of Style (Author–Date)
Chicago Manual of Style (Note with Reference List)
Chicago Manual of Style (Note without Reference List)
IEEE

Output Format

○ Save as RTF
○ Save as HTML
◉ Copy to Clipboard   (Rich–text formatting will be lost.)
○ Print

Cancel   OK
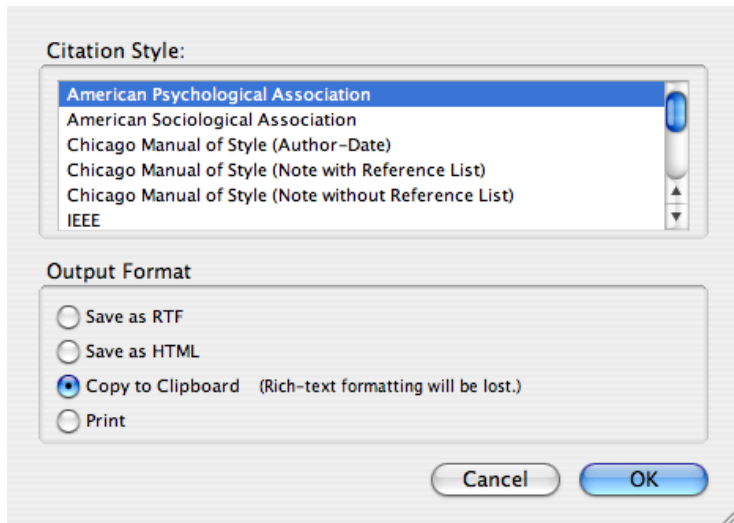
3. In your word processing program, **Paste** the citation(s) into your paper.

Document1

Help

Cut   ⌘X
Copy   ⌘C
Paste   ⌘V

Font...   ⌘D
Paragraph...   ⌥⌘M
Bullets and Numbering...

Look Up   ▶

Hyperlink...   ⌘K

4. **Presto!** A properly-formatted reference list appears!

Eisner, E. (2006). The Satisfactions of Teaching. Educational Leadership, 63(6), 44–46. Retrieved October 23, 2007, from http://search.ebscohost.com/login.aspx?direct=true&db=aph&AN=20034802&site=ehost-live

Handbook of Online Learning: Innovations in Higher Education and Corporate Training.

More Zotero Resources

- Zotero.org Quick Start Guide
- Zotero.org Documentation page.
- University of Michigan tutorial. (PDF)