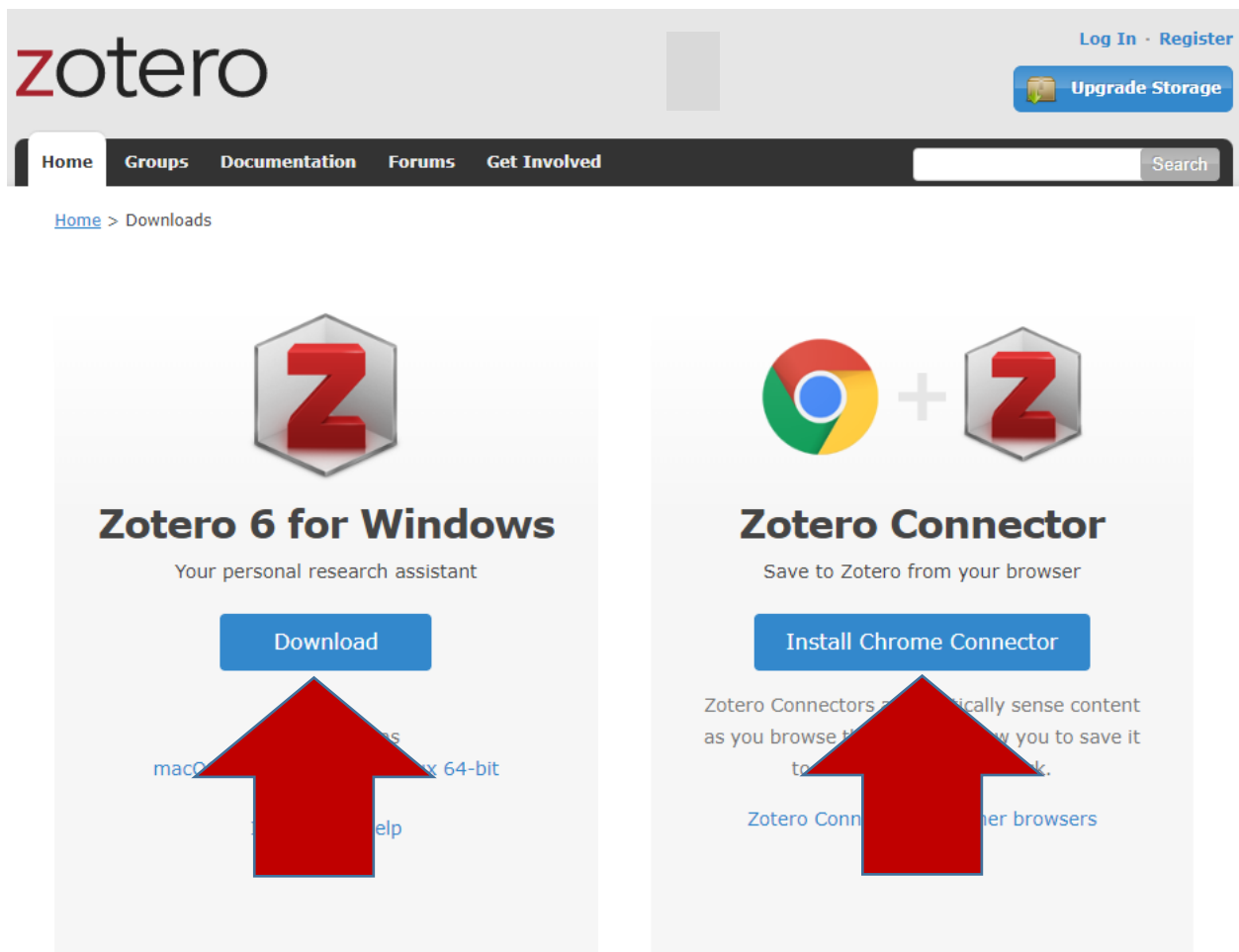


## Using Zotero: A citation manager, to organize your sources!

- Keeps track of your sources, notes, PDFs, and more
- Creates bibliographies *for you* in any style (e.g. APA, Chicago, IEEE, MLA, etc.)
- Easily insert citations while writing in your word processor

### Step 1: Set up the Zotero desktop application

1. Download the Zotero desktop application from <https://www.zotero.org/download/> and install it on your computer.
2. After it is installed, launch the **desktop application** on your computer (*not* Zotero's web browser interface). Click the **Tools** menu and select **Install Browser Connector** to integrate Zotero with an up-to-date version of either the **Firefox** or **Chrome** web browsers. This will add a Zotero button to your browser's toolbar.



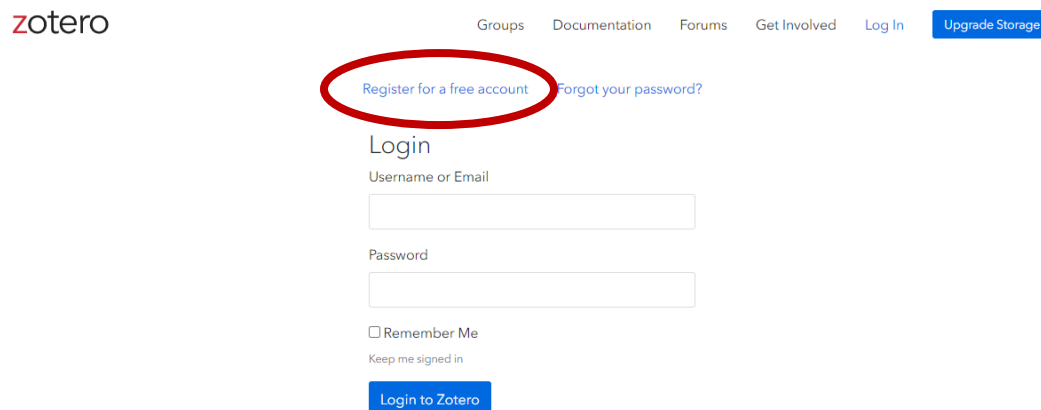
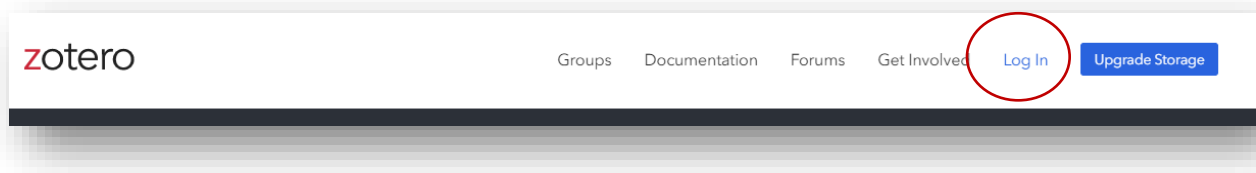
The screenshot shows the Zotero website's 'Downloads' page. At the top, the Zotero logo is on the left, and 'Log In · Register' and 'Upgrade Storage' buttons are on the right. A navigation bar includes 'Home', 'Groups', 'Documentation', 'Forums', and 'Get Involved', with a search box. Below the navigation bar, the breadcrumb 'Home > Downloads' is visible. The main content area features two large cards. The left card is titled 'Zotero 6 for Windows' and describes it as 'Your personal research assistant'. It has a blue 'Download' button and a large red arrow pointing upwards. The right card is titled 'Zotero Connector' and describes it as 'Save to Zotero from your browser'. It features the Chrome logo and the Zotero 'Z' logo, a blue 'Install Chrome Connector' button, and a large red arrow pointing upwards.

**Note:** When you install the Zotero desktop application, Zotero’s add-on for Microsoft Word, LibreOffice, or Google Docs will also be installed (depending on the word processor that you prefer).

If you do not see a “Zotero” menu in your word processor, open the Zotero application and go to the Edit menu and choose Preferences. Click the Cite button, then choose the Word Processor Plugins tab to reinstall the plugin. If you're having trouble, see [Manually Installing the Zotero Word Processor Plugin](#) or [Word Processor Plugin Troubleshooting](#).

## Step 2: – Create your online Zotero account and sync it with Zotero desktop

1. Use your web browser to go to <https://www.zotero.org> and click the **Log In** link at the top. Then click **Register for a free account** to create your account.



2. Go back to your **desktop application** to synchronize with your account. Open the Edit menu and choose **Preferences**. Then click the **Sync** tab, then under the **Data Syncing** heading, link to your online Zotero account with the username and password you just created.

The screenshot shows a web browser window with the URL `web.b.ebscohost.com.lib-ezproxy.concordia.ca/ehost/detail/detail?...`. The search results page displays the article title "Rebuilding indigenous nations through constitutional development: a case study of the Métis in Canada" by Dubois, Janique and Saunders, Kelly. A red box highlights the paper icon in the browser's address bar. A green arrow points from this icon to a green callout box containing the following text:

**To save a reference, login to Zotero, click on the paper icon in your browser and you will get a pop up notification that the reference has been saved to Zotero.**

## Additional Help

Email your citation and Zotero questions to or use the [Ask a Librarian service](#) for support.

- Library's Zotero guide  
<https://library.concordia.ca/help/citing/zotero/>
- Zotero documentation  
<https://www.zotero.org/support/>
- Zotero user forum (excellent for finding answers to specific questions)  
<https://forums.zotero.org/discussions>