Zotero
Library Workshop

Zotero

1. Register for a free account:
   https://www.zotero.org/user/register

   [SCREENSHOT of image for ZOTERO 6 FOR WINDOWS]

2. Go the Zotero download page:
   https://www.zotero.org/download/
   As indicated on the page, download & install BOTH:
   - The Zotero 6 DESKTOP APPLICATION (for Windows/Mac/Linux)
     AND
   - The Zotero Connector for your browser (Chrome is recommended, NOT Safari)

   [SCREENSHOT of image for ZOTERO CONNECTOR]

Zotero Desktop Application

Once it is DOWNLOADED and INSTALLED, you can LAUNCH/OPEN the Zotero application on your computer.

[SCREENSHOT – text "Example of how to launch the application on a Windows PC."

Search bar in the task bar: "apps: Zotero"

Results, App tab with the Zotero app visible]

[SCREENSHOT – text "Example of the launched Zotero application on a Macintosh computer"

Application is open in the screenshot]

You Can Now Sync the Zotero Application with Your Zotero Account

In the ZOTERO DESKTOP APPLICATION, click on the green circular arrow at the top right:

[SCREENSHOT close-up of top right of the application]

And open your SYNC PREFERENCES to sign in:

[SCREENSHOT of the login screen to sync you Zotero]

Zotero Connector for Your Browser

To Pin the connector:

1. Click on the EXTENSIONS ICON at the top right of your browser:
   [SCREENSHOT of the top right of chrome browser, red square around the puzzle piece icon]
2. Click on the PIN. It will be BLUE.
   [SCREENSHOT OF Extensions settings for Zotero with a blue pin]

You should then see an indication that the Zotero Connector is INSTALLED: most likely a 'Z' icon.

[SCREENSHOT of Zotero extension in Chrome with the 'Z' icon]

But it could also be a PAGE, a FOLDER, or a BOOK icon.

[SCREENSHOT of Zotero extension in Chrome with the 'PAGE' icon]

[SCREENSHOT of Zotero extension in Chrome with the 'FOLDER' icon]

[SCREENSHOT of Zotero extension in Chrome with the 'BOOK' icon]

You are now ready to SAVE ITEMS to your Zotero library.

Start by CONNECTING TO A LIBRARY DATABASE (or GOOGLE SCHOLAR):

[SCREENSHOT of Zotero extension in Chrome with the 'FOLDER' icon, red arrow indicating the icon]

Once you are using LIBRARY DATABASES or GOOGLE SCHOLAR, and VIEWING SEARCH RESULTS you can save items to you ZOTERO LIBRARY by clicking on the FOLDER/PAGE/BOOK /ICON

[SCREENSHOT of Zotero extension in Chrome with the 'BOOK' icon, red arrow indicating the icon]

You can also add citations to your Zotero libraries by dragging PDFs into the appropriate folder.

[SCREENSHOT of file finder in the folder SOCI 415 Tite Ngouomou – File: SOCI 415 FIELD RESEARCH and Zotero application window

Grey arrow from the file SOCI 415 FIELD RESEARCH to the SOCI 415 folder in Zotero]

Once citations are saved in your library you can create a bibliography:

1. select the items you want to include.
2. select Create Bibliography from items.
3. select a citation style.
4. copy-paste the citations into your Word document

[SCREENSHOT of Zotero application, left column has the folder COLLECTION… selected; middle column the three documents are selected.

RIGHT-CLICK drop-down menu, red rectangle around CREATE BIBLIOGRAPHY FROM ITEMS…]

…OR you can INSERT CITATIONS and a BIBLIOGRAPHY directly into documents via your WORD PROCESSING SOFTWARE:

[SCREENSHOT of Microsoft Word, Zotero tab selected.

Add/Edit Citation button select.

Zotero search bar visible with the text Smith – searching 'My Library' for instances of the term]

Creating & Joining a Group Library:

Creating a Library

1. Login to Zotero online: https://zotero.org
2. Click on Groups
3. Click on Create a New Group
4. Follow the prompts according to your group's needs.
5. Click on Member settings.
6. Under Member invitations, click on "send More Invitations."

Joining a Library

1. Find the invitation in your email.
2. Click on the long Zotero link.
3. Login to Zotero
4. Click on the Join button.
5. A new folder should now appear under Group Libraries in your Zotero application once you sync [image: green circle arrow]

Zotero Library and Group Libraries in Your Desktop Application

[SCREENSHOT of Zotero desktop application with MY LIBRARY selected in the left-hand column]

[SCREENSHOT of GROUP LIBRARIES in Zotero]

Zotero Info on Our Library Website:

See the Zotero help page:

[SCREENSHOT of Zotero help page on library website]

CLICK HERE: https://library.concordia.ca/help/citing/zotero/index.php

Zotero Library Workshops

See: Library Events Calendar

CLICK HERE: https://concordiauniversity.libcal.com/calendar/events?cid=7746&t=g&d=0000-00-00&cal=7746&inc=0