

ST PAUL'S UNIVERSITY



GUIDE TO THE USE OF ZOTERO

2017

ZOTERO START-UP

Overview:

1. Download Zotero into Firefox
2. Register
3. Bookmark SPU library links.

- Make sure **Mozilla Firefox** is installed on your computer and is updated.
 - To update, go to Menu: Help: "Check for updates."
 - To download, go to <http://www.mozilla.com/en-US/firefox/personal.html>
 - Note: For now, Zotero will only work in Firefox

INSTALL ZOTERO; Do in order

All of the following information is explained in detail at <http://www.zotero.org/support/installation> which has a **1 minute video** demonstrating how someone installs Zotero

- Familiarize yourself with the information on www.Zotero.org

DOWNLOAD ZOTERO!

[Zotero only works in Firefox; it is a Firefox Add-on]

- Click on the big **Download Zotero** button
[top right hand corner on Zotero homepage: <http://www.zotero.org/>]
- **Click Allow** [on the warning that will appear under your toolbar: "Firefox prevented this site (www.zotero.org) from asking you to install software on your computer. ALLOW].
- Click **Install Now** [Pop-up box on Software Installation]
- Click **Restart Firefox** [Add-ons popup box]

- When Firefox restarts, you will be taken to a page to register a user name and password –
Zotero Start: "Success! You have Installed Zotero."

Registering is critical for being able to backup your bibliography on-line and for synchronizing between different computers (especially important for those of you who will be using the lab's computers.)

Register

NOTE: One of the biggest problems people face at this stage is that they forget the username or password they choose, so pick a username and password you can remember, and make sure you enter your e-mail correctly.

- After you register, Zotero will send an e-mail verification. Click on the link in the e-mail.

Verify e-mail address.

- After verifying your e-mail, Zotero will provide instructions on setting up your **preferences** and synchronizing. Follow those directions.

Click on the link on the right to "Download Word Processor Plugins"

- follow the instructions.

- scroll down to the **Microsoft Word link** and click on it. **Allow. Install. Restart.**

- Login** to your account on www.Zotero.org (click on Login link—top right corner)
NOTE: Sometimes it is hard to tell if you've been logged in or not because it leaves you on the same page.
1.) Did you get a red warning e.g. "incompatible login?" If not, then you are probably logged in.
2.) Look up in the top right hand corner. If it says, "logout" then you are logged in.
- Install Harvard Anglia Ruskin Style** in you are a Theology student (click "gear" icon on toolbar: preferences: style: get new styles link (below the list of styles already loaded).
Or by clicking on the following links (may be out of date):
 - [Harvard - Anglia Ruskin University](#)
- Watch the **introduction video** (right column) www.Zotero.org (3 mins.; Play video)
- Explore links available at <http://www.zotero.org/support/> (these will answer many of your questions.)
- Join ZOTERO TRAINING GROUP
 - Go to https://www.zotero.org/groups/aiu_training
 - Click join
 - This provides you with an instant bibliography for training purposes
- BOOKMARK THE FOLLOWING SITES**
You will use these sites to download books and articles.

Essential sites:

- SPU Library Catalog: <http://library.spu.ac.ke/>
- EBSCO:
<http://search.ebscohost.com/Community.aspx?community=y&authtype=ip&ugt=723731363C9635873706351632453E6227E368D36113609365E327E336133503&return=y&IsMobile=N>
- JSTOR: <http://www.jstor.org/action/showBasicSearch>

Other important sites:

- SAGE: <http://online.sagepub.com/cgi/search>
- Wiley: <http://onlinelibrary.wiley.com/>
- Project MUSE: <http://muse.jhu.edu/search>
- University of Chicago: <http://www.journals.uchicago.edu/>
- Google Books: <http://books.google.com/books> (portions of many books)
- Library of Congress**: <http://catalog.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First> (citation information only)
- NetLibrary: (Online books): <http://www.netlibrary.com/Search/BasicSearch.aspx> (does not have Zotero icons, but still helpful for research)

(Video tutorials are available for many of these tasks at http://www.zotero.org/support/screencast_tutorials)

Key videos (there are many others):

1. http://www.zotero.org/support/screencast_tutorials/intro
2. http://www.zotero.org/support/screencast_tutorials/getting_stuff_into_zotero
 - a. [Manually adding items into Zotero](#)
3. http://www.zotero.org/support/screencast_tutorials/zotero_and_word

ADDING BOOK INFORMATION:

[With Zotero open in Firefox.]

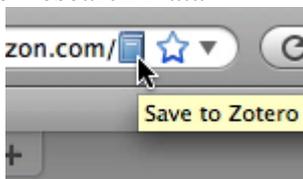
Create folders—e.g. for each topic or each paper you write.

(File folder icon with green plus sign. You can create subfolders by right clicking on the folder and selecting “New Subcollection”.)

There 3 ways to enter book information:

1. **ISBN:** Click on the **magic stick icon** and enter ISBN to automatically download book information.
2. **Manually:** click on the **green plus sign** to enter a new book, chapter in a book (Book Section), or Article.
 - a. Manually enter the bibliographic information into the right column. Click on any of the fields in the right column to begin entering your information. If you have additional authors you can click on the + next to the first author to add additional fields. To enter an editor or other contributor, click on the “Author” label to reveal a drop-down menu that will let you select other creator types.
3. **Book or Folder Icon:** Look up books you want to add to your bibliography from the SPU library catalog (<http://library.spu.ac.ke/>) or in the Library of Congress catalog (<http://catalog.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>) and click the book icon in the location bar. [The opposite end of web address: www....see picture]

Capture Research Data



- a. **IMPORTANT:** You will still have to verify and correct the information.
- b. The US Library of Congress (LOC) downloads the most information into Zotero—e.g. call number, but you will need to add a period to the second initial in an author's names and verify second authors, editors, and translators (LOC lists them only as “contributors.”)
- c. SPU library will have books that may not be in the Library of Congress. [Especially books from Nairobi.]
- d. Hint: If you want to see a more comprehensive list of books available on a specific topic, search by call number.
- e. Other sources of book citations are
 - i. Google Books: <http://books.google.com/>
 - ii. www.Amazon.com

using zotero in writing

1. Open a word document.
2. Look for Zotero toolbar (Zotero)
Run cursor over the icons to get acquainted with what each one does.
3. Click on the gear-looking icon and make sure document is set to “APA or Harvard.”
Click the “insert citation” icon to insert an in-text citation.
4. Click the insert bibliography button to insert a bibliography (naturally).
 - a. If you have been inserting in-text citations throughout, Zotero will create a bibliography of all the works you have already cited.
 - b. From Zotero, you can select items and right click to create a bibliography from selected items.