

Zotero

Zotero is a free, open source, citation management extension for the Firefox web browser

Getting Started

1. Download the Firefox web browser if needed
2. Download the Zotero program from <http://www.zotero.org/>

Note: Zotero only works with the Firefox web-browser.

Opening Zotero

1. Open Firefox
2. Click "Zotero" to open, click again to minimize



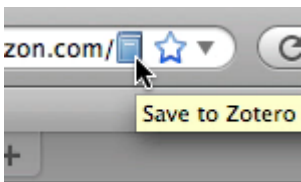
3. The screen should look like this after Zotero opens



Using Zotero

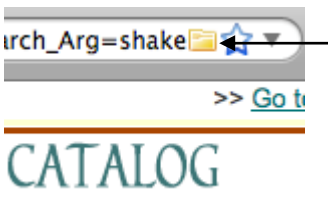
Capturing Single Citations

To import a single citation, click the icon in the navigation bar as shown below



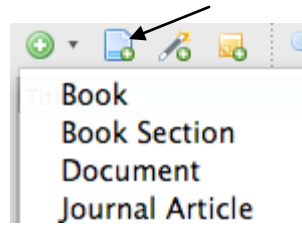
Capturing Multiple Citations

To capture multiple citations, click the folder icon in the navigation bar and choose the items you want from the dialog box.



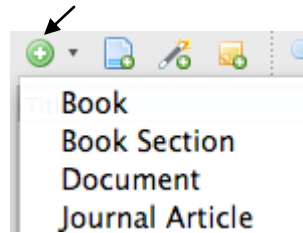
Capturing Web Pages

Click "create new item from current page" button as shown below



Manually Adding Items

Click the new item link and choose the type of item you are entering from the list presented. Then click each field and enter its Bibliographic data.



Creating Collections to Organize Citations

1. Click the button over the left column to create a new collection
2. Name the collection
3. Drag items from the center pane to the named folder to put them in the new collection

Adding Notes to citations

1. Choose the "notes" tab on the right side pane
 2. Click "Add"
 3. Add the note to the record
 4. Click anywhere and the note is saved
- Note:** Notes are saved below the associated citation

Creating Bibliographies with Zotero:

1. Click to highlight the references you want to include in your Bibliography
2. Right-Click (or Ctrl Click on a Mac) and select "Create Bibliography from Selected Items"
3. Select a style for the bibliography
4. Click the radio button next to the format for your bibliography.
3. Click "OK," to save or print your bibliography

Need Help?

Help is available at <http://www.zotero.org/support/> or visit the Reference Desk, call 545-0150, or email, IM, or chat with a UMass librarian www.library.umass.edu/ask