Zotero Tutorial

1. **Download Zotero:** https://www.zotero.org/download/
    a. Also download the browser extension (available for Chrome, Firefox, Edge, and Safari).

2. **The Zotero Interface**
    a. The left column displays your **collections and folders.**
        i. **My Publications** is a list of your own work that you can share on your profile page of Zotero.org
        ii. **Duplicate Items:** displays any duplicated references from your library.
        iii. **Unfiled items**: any references not placed in a collection
        iv. **Trash**: deleted items temporarily go to the trash bin.
    b. The **center window displays your reference list** in any given folder.
    c. **The right column displays the information of a selected item**.
    d. In the top options bar, view options for **creating a new folder and/or collection**, adding a **new item by type**, adding a **new item by identifier**, **adding a note**, and **searching** in your collection.

3. **Adding libraries, collections, and folders**
    a. In the upper left, you should see **icons for adding collections and folders** to Zotero.
    b. Alternatively, you can go to **file > New Collection** or **New Library**. To create a new library, you will have to log in on the browser-side of Zotero to create the library as a group that can be public and open.
    c. A collection is a top-level grouping of folders, whereas **folders (and subfolders) can be used to create smaller groupings of items**. Use a collection and folder structure that is clear and helpful to your research.

4. **How to Add References to Zotero**
    a. Three main ways to add references: manually, by identifier, or use the Zotero browser connector.
    b. **Manually add references**
        i. Use **the green plus button** to **add a new item** to your folder. Add the key information and metadata about your item.
        ii. You can also **add attachments of saved files** from your computer, or a **link to the item** if it exists on the web.

iii. Using the right column icons, you can **add notes and tags** for your item. This is helpful for adding observations about your research, or enabling the ability to organize your items by tag.

c. **Add a reference by identifier**
   i. Use this option to add a reference by ISBN, DOI, PMID, ArXiv ID, or ADS Bibcode to your collection. Simply copy and paste the code, and Zotero will automatically import the information about the source (including downloading attachments).

d. **Using the Zotero Connector**
   i. To save a webpage or source to Zotero from your browser, **select the Zotero icon from the top of your browser** (sometimes you need to first pin the extension by selecting the puzzle piece icon).
   ii. After selecting the Zotero icon, the item will be automatically synced and saved to Zotero on your computer, importing all information and attachments.

5. **How to remove duplicate items**
   a. When you have multiple copies of the same item in Zotero, they will appear in your **duplicate items folder.**
   b. **Select any copy of the items** in the folder, and the right window will display all file version and **prompt you to select which one you want to save** as the master copy.
   c. **Select the merge button** at the top.

6. **Using Zotero to create citations and bibliographies**
   a. After downloading Zotero, the app will likely prompt you to close and reopen Microsoft Word on your computer to add Zotero.
   b. Open a new Microsoft Word document
   c. In the top options bar, select **Zotero,** and you will see options to **add a citation** or **add a bibliography.** You must add citations first before creating a bibliography.
   d. Word will ask you to **select a citation manual** you would like to use for your citations, and then open Zotero and a search bar for finding and adding your item.
   e. **After selecting the item** you want to add, **Zotero will create the citation** directly in your document. ***Be sure to double check your citation for accuracy.***