Zotero Quick Guide

Zotero is a citation management tool. Manage your references & cite them easily!

- More at zotero.org/support/
- UR Zotero help: Samantha Guss, Social Sciences Librarian, sguss@richmond.edu

Getting started:

1. Download Zotero & install a browser plug-in
   - Visit zotero.org and click on Download Now
   - Download Zotero AND a “connector” for your browser of choice.

2. Make an account at Zotero.org & sync it
   - Visit zotero.org/user/register
   - Once you have a username and password, go back into Zotero and go to Preferences > Sync to enter them.
→ Now all your references will be backed up to the cloud.

Adding references to Zotero:

- Create a new folder/collection using this button: 📦
- As you’re searching, look for one of these Zotero icons in your browser’s toolbar:

→ When you click on one of these buttons, Zotero will scrape the info about the item on that page and make a citation for it. This works on almost any website and most library databases and tools. The information Zotero gathers isn’t always 100% correct (or formatted correctly), so you’ll want to spot-check things you gather.
- You can also add a citation by hand within Zotero with this button: ✉️ or by using a database’s Export feature (export to “RIS format”).
Creating Citations & Bibliographies

Option A: Copy-paste method

To add an in-text citation:
- In Zotero: Right click on an item and select “Create Bibliography from item...”
- Choose your citation style and the radio buttons that say “Citations” and “Copy to Clipboard”
- In your Word (or other) document: Choose Edit > Paste or hold down Ctrl+V on your keyboard to paste your in-text citation in the right spot.

To add a bibliography:
- In Zotero, select all of the items to include in your bibliography. Hold down the Ctrl key to select multiple items at once.
- Right click on the selected items and click on “Create Bibliography from item...”
- This time, choose your citation style and the radio buttons that say “Bibliography” and “Copy to Clipboard”
- In your Word (or other) document: Choose Edit > Paste or hold down Ctrl+V on your keyboard to paste your bibliography into the document.

Option B: Zotero Toolbar for Word method

Make sure Zotero is open before you start.

To add an in-text citation:
- Click on the Zotero tab in Word. It looks like this:
- Use the Add/Edit Citation button to insert an in-text reference from Zotero. Continue to add in-text citations throughout your document with this button.

To add a bibliography:
- In the Zotero Toolbar in Word, click on the Add/Edit Bibliography button. This will insert a bibliography made up of all the in-text citations you’ve already added.
- If you need to change the citation style (for example, your bibliography is in Chicago style, but you need it to be in APA), click on Document Preferences. This will allow you to select another style and then will automatically change your in-text citations and bibliography to that style.