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

To add an in-text citation:
- Find your Zotero Toolbar in Word (you may have to go to View > Toolbars > Zotero). It looks like this:

- Use the left-most 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 3rd button from the left: 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 the button that looks like a gear: This will allow you to select another style and then will automatically change your in-text citations and bibliography to that style.