Zotero Quick Guide

https://library.claremont.edu/zotero/

What is Zotero?

Zotero [zoh-TAIR-oh] is a free, easy-to-use tool to help you collect, organize, cite, and share your research sources. It integrates with your web browser and word processor, to integrate your research and citation making!

Installing Zotero

There are two steps to downloading Zotero. Go to Zotero.org and click Download Now. You will need to download two pieces of software: Zotero 5.0 and Zotero Connector.

Download Now
Available for Mac, Windows, and Linux

1. Download and Zotero 5.0 for your operating system from the link on the left hand side of the page. Install the software according to the prompts on your computer. This will install both Zotero and a plug in for Microsoft Word.
2. Install the "Zotero Connector" for your browser (Chrome, Firefox, or Safari). Restart both your browser and Word to ensure plug ins are installed correctly.
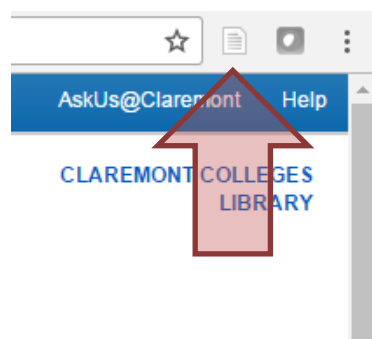
Zotero 5.0 for Windows
Your personal research assistant

Download

Other platforms
macOS · Linux 32-bit · Linux 64-bit

Looking for Zotero 4.0?

Zotero Connector
Save to Zotero from your browser

Install Chrome Connector

Zotero Connectors automatically sense content as you browse the web and allow you to save it to Zotero with a single click.

Zotero Connectors for other browsers

Saving Citations

Zotero "watches" the web pages you view to see if any of them contain citations to books, articles or other sources.

If Zotero detects that you're looking at a book or article on a catalog, database, or a website like Wikipedia or the *New York Times*, you'll see a book or page icon appear in the address bar of your browser.
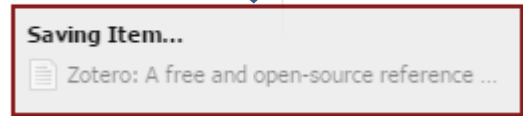
Just click the icon and Zotero will automatically save the citation.

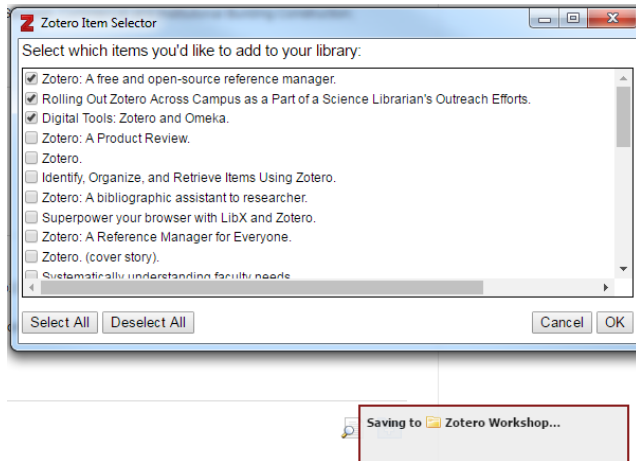You will need to have Zotero running in the background of your computer in order to save citations.

AskUs@Claremont   Help

CLAREMONT COLLEGES LIBRARY

Click this button in your browser…

…and Zotero saves the citation.

Saving Item…
Zotero: A free and open-source reference …

Saving multiple citations at once

If you're on a page of search results with many items, you'll see a folder icon instead. Click this to get a list of all the items on the page, and check off the ones you want to save.
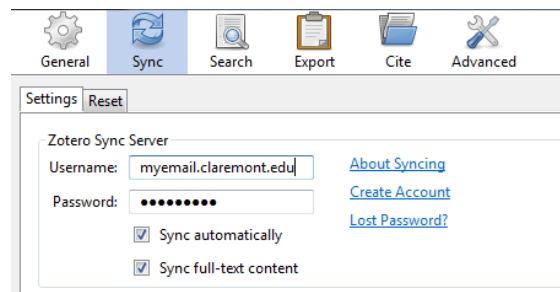

Sync Your Library

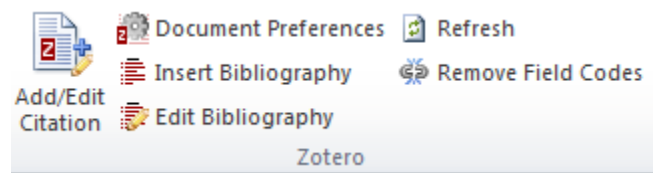If you use more than one computer, you can sync your Zotero Library through Zotero's sync feature.

Set up a free Zotero.org user account at https://www.zotero.org/user/register/

In your desktop installation of Zotero, open preferences and select the "Sync" tab. Enter your Zotero user name and password. Check the "sync automatically" box to have your Zotero account automatically update your Zotero library.

Writing with Zotero and Word

Click the Zotero tab in Word to see the Zotero menu. Depending on your computer and version of word, these tools will appear in different areas of the software.
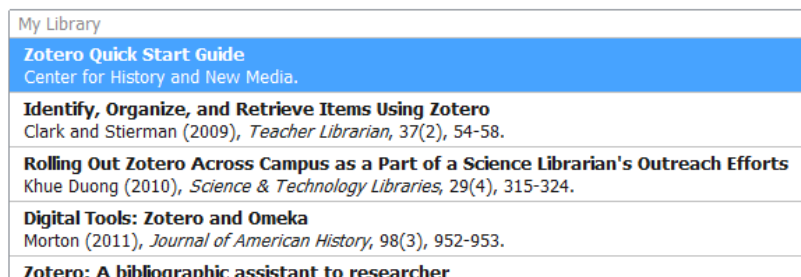
Place your cursor in your document where you want the citation to appear.

To add a citation, click the Add/Edit Citation button on the toolbar. The first time you do this, Zotero will offer you a choice of bibliographic styles.

When the red search bar appears, type an author name or title word to search your library.

Select the reference you want to cite, then press Enter. Zotero will add the citation at the location of your cursor.

At the end of your paper, click the Insert Bibliography button.

Your bibliography will appear, and new citations will be added automatically. Change bibliographic styles with the Document Preferences button.