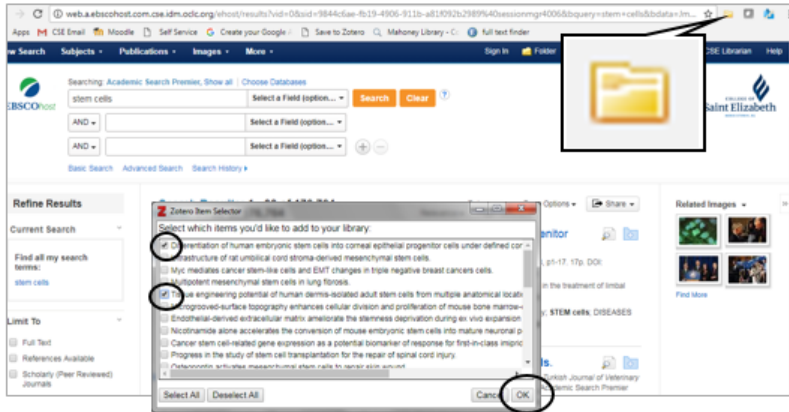
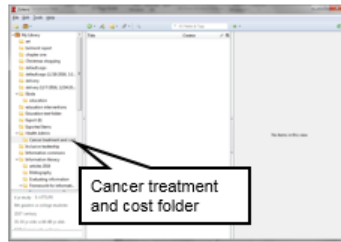


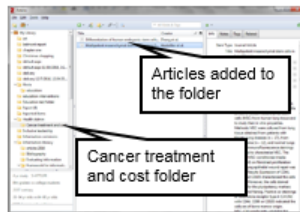
Exporting records to Zotero.

- Open up your Zotero App and select a folder you would like to move records to.
- Open up a browser (Chrome or Firefox) on which you already installed the Zotero connector, following the initial instructions found on the *Accessing and Installing Zotero Guide*.
 - Currently Zotero will **not** work on **Internet Explorer** though there are plans to change this in the future.
- Open a database and perform a search.
 - Locate the yellow folder in the upper right corner of the page and click on it.
 - If you are opening a single document, the icon will appear as a sheet of paper.



- The **Zotero Item Selector** screen will appear, listing all the titles that are first listed on your results page from your search.

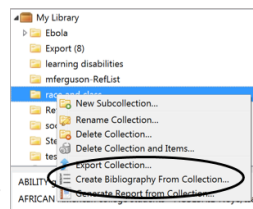
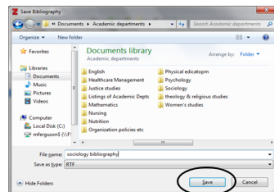
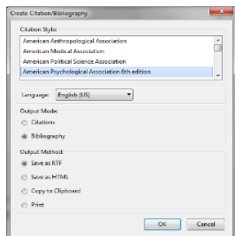
- Check off the items you want to export and click the **OK** button.
- Your records have now been exported to Zotero and will appear in the folder you selected on the App.



2017

Creating a bibliography (through the Zotero App on your desktop).

- Highlight a folder in the left column for your bibliography.
 - Right click on the folder and select **"Create Bibliography from Collection"**.
 - A new screen will appear to format your bibliography.
 - Select your citation style (APA, MLA etc.).
 - Output mode: **Bibliography**.
 - Select output method (Save as **RTF** for a Word doc.) and click **OK**.
 - In the next screen, create a title and select a location where you want your bibliography saved.



- When completed, click the **Save** button.
- Find the location where you saved the bibliography on your computer and open your document.

zotero

Zotero is a digital research organizer that provides an easy way to transfer and save records found through database and internet searching, organize those results into a series of folders, and generate bibliographies from those stored records.

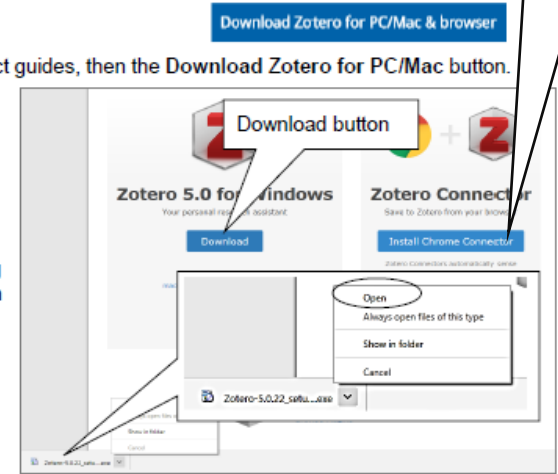
Zotero Connector (for Chrome, Firefox, and Safari) allows for easier sync and exporting across browsers and devices.

- Click on "Install Chrome connector"
- Follow directions to save the extension to your browser.

Install Zotero Connector

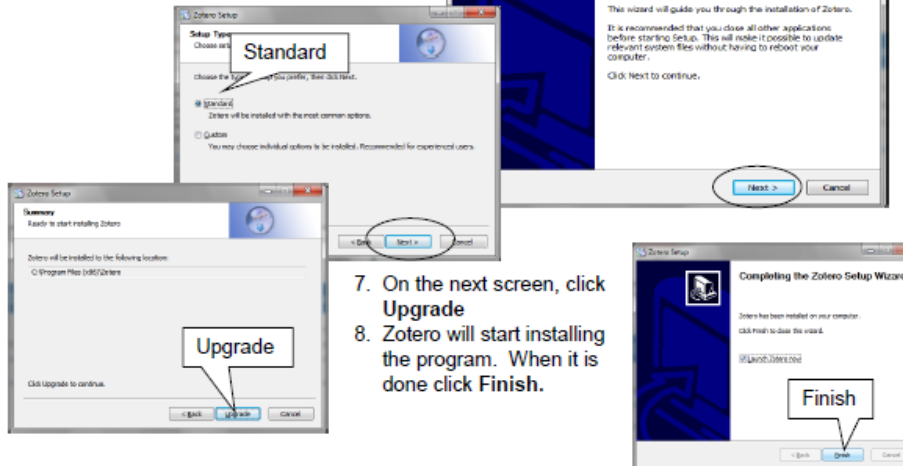
Downloading Zotero

- Click the Zotero link on the subject guides, then the **Download Zotero for PC/Mac & browser**.
- Click the **Download** button on the Zotero 5.0 page.
- A **Setup** link will appear in the bottom left corner of the page. Click on it.
- From the next menu screen click **Open**.
- A new window will appear asking if you want to run the file. Click **Run**.



- After the program has been extracted a **Setup Wizard** will appear. Click **Next** and follow the prompts.

- On the next screen click the **Standard** button, then **Next**.



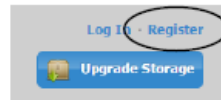
- On the next screen, click **Upgrade**.
- Zotero will start installing the program. When it is done click **Finish**.

Registering and Formatting Zotero.

Registering allows you to sync all your versions of Zotero together and save your records on the Zotero server for easy access.

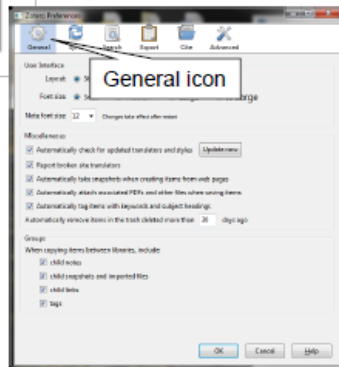
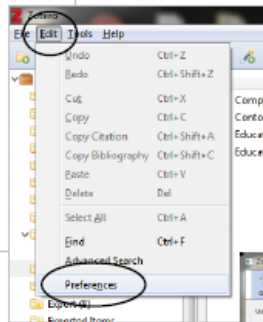
A. Registering for an account

1. Go to the Zotero home page (<https://www.zotero.org/>).
2. Click the link [Register](#) in the upper right of the page.
3. On the next screen, fill out the Register form and create a Username and Password.
 - a. Click the Register button.
4. Your records will now be stored, on the Zotero server.

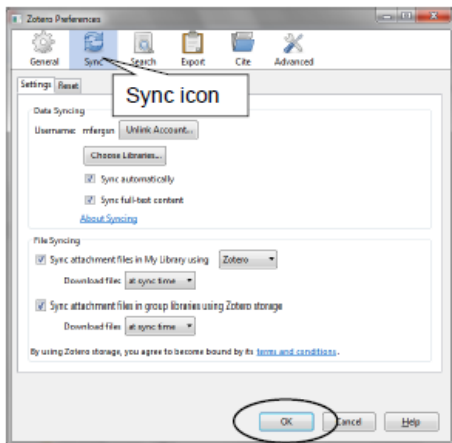


B. Syncing Zotero for your Account.

1. From the Zotero App click Edit at the top of the page.
2. From the dropdown menu Select **Preferences**
3. Click the **General** icon and make sure boxes are checked.



4. Click the **Sync** icon
 - a. Check that all boxes below are checked, especially, **Sync automatically**.
 - b. Click the **OK** button.



2017

My Library page

The Zotero app **Z** appears on your desktop once you have downloaded the program and gives you access to folders to store records, the records themselves and metadata.

Left Column: Folders

1. **My Library.** Zotero folder which stores all active individual records.
2. **Trash:** (found at bottom) unwanted records removed after a set period of time.
3. **Created folders.** (to create click *File > New Collection*) to organize records.
 - a. Export records into a selected folder by highlighting the folder prior to export.
 - b. Move records into folders by highlighting the record in the middle column and dragging it to the selected folder in the left column.
 - c. Right click on a folder for more options, including **creating a bibliography**.

Middle column: individual records.

1. Individual records in folders will appear in middle column. PDF full text records will be brought over when available from the source of the exported record.

Right column: Metadata (author, title, URL, abstract etc.) for the record.

2017