
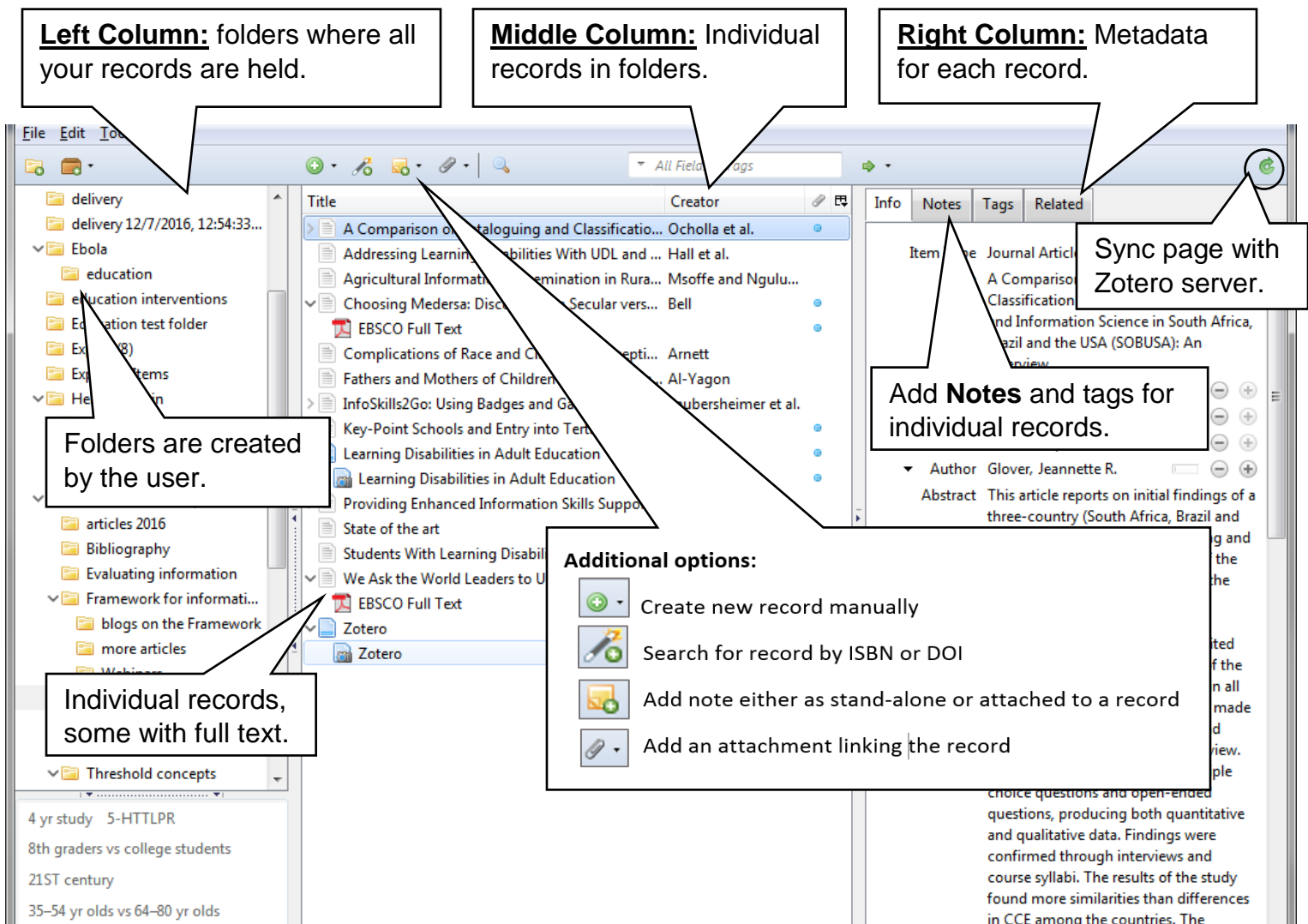


zotero

The Zotero app  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 where all your records are held.

Middle Column: Individual records in folders.

Right Column: Metadata for each record.

Sync page with Zotero server.

Add **Notes** and tags for individual records.

Additional options:

- Create new record manually
- Search for record by ISBN or DOI
- Add note either as stand-alone or attached to a record
- Add an attachment linking the record

Folders are created by the user.

Individual records, some with full text.

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.