Research into Zotero

For a **simple search**, use the field [All Fields & Tags]

Search terms are retrieved in all references of 'My library' or of the selected collection. Each reference field is retrievable, as well as tags and attached pdfs, if they are indexed.

For an **advanced search**, use the icon 🔍

Create an independant bibliography

1. Select a collection or some references.
2. Right-click on the mouse and select 'Create a bibliography from Collection/Items...'
3. Choose a **citation style** and an **output method**.

Insert references in text and create a bibliography (with Word)

With the Zotero software, you'll get automatically the plugin for **Word** and **OpenOffice**. Open **Word** and select the ribbon named 'Zotero':

Add/Edit Citation   Add/Edit Bibliography   ⚙️ Document Preferences   ↻ Refresh   ⛓ Unlink Citations
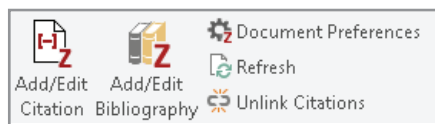
Insert references while you write:

1. Move the cursor in the text at the place you want to insert the reference.
2. Click on the icon '**Add/Edit Citation**'
3. It opens a window: select a citation style and click 'ok'.
4. A text area opens:
5. To insert a citation:
   • either input the name of an author or a keyword, then select a reference and press 'Enter'
   • or click on '**Z**' - '**Classic View**' and select a reference in the new window.

Z ▾
☑ Keep Sources Sorted
Classic View ⬅
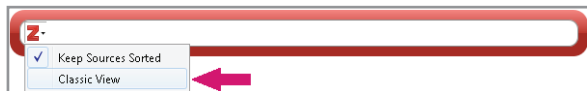
Be aware that you can choose several references for each citation.

Display the bibliography:

1. Move the cursor in the text at the place you want to insert the bibliography
2. Click on the icon '**Add/Edit Bibliography**'

If you add new references in your text, they will be automatically added in the bibliography.

To change for an other citation style, use the icon ⚙️Z

Create an account

With a Zotero account, you can access and use your library on several computers and benefit from group work.

To create an account, go on zotero.org website and click on '**Register**' (top right).

Save and synchronize references

The synchronization allows you to save data on Zotero servers.

Open the menu '**Edit**' - '**Preferences**' - '**Sync**'. Input your login and password. To manually launch the synchronization, use the icon with the green arrow.

The arrow will turn until the synchronization is completed.

To use Zotero on several computers, whatever their operating system (Windows, MacOS, Linux), you just have to follow the same steps as above on each computer.

Share your library

You can create group libraries to work with your colleagues on the same references. Click on the '**New Library**'-'**New Group...**'. Then, on zotero.org website, click on '**Groups**' - '**Create a new group**' and follow the indications.

New groups automatically appear with the next synchronization of your personal library in the left column under the category '**Group libraries**'.

Zotero Apps for smartphones

You will find several applications for smartphones on: zotero.org/support/mobile

Do you need help with Zotero?

Your librarians help you using Zotero to manage your references:
• At the library desks
• Through the online reference service: www.unige.ch/-/biblio/aide-recherche (form in French)
• Training tutorials (in French) are available at: mediaserver.unige.ch/Collections/view/71652

zotero

About

Zotero is a free software for bibliographic reference management. This software allows you to collect references from different bibliographic databases and to join full-text. With Zotero you can automatically insert bibliographies in word processor (Word, LibreOffice...) documents.

Installation

To install Zotero, go to: zotero.org.

Zotero is a software to install on your desktop. Besides the core software, Zotero will automatically install **a plugin in your word processor** in order to insert your references citations and your bibliography.

After installing the Zotero core software, you also need to install a **plugin for your web browser** which works with Firefox, Google Chrome or Safari (not updated anymore for the last one) in order to collect your document references found on the web. Be careful, Zotero doesn't work with Internet Explorer!

Zotero interface

Zotero counts 3 columns: the 1st shows your collections, the 2nd your reference list, the 3rd the reference details:
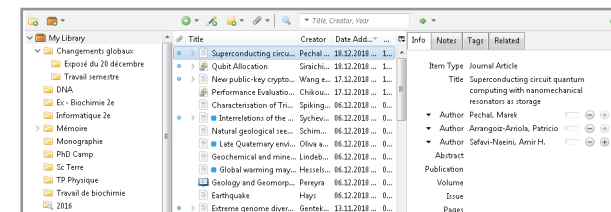
Zotero main toolbar

New Item: to create a new reference 'manually'. At first, select correct document type.

Add Item(s) by Identifier: to search for a document by ISBN (for a book) or by DOI (for an online publication) and add it to your library.

New Note: to add an annotation to a reference or to a reference list.

Add Attachment: to add a web page (as a link or a snapshot) and/or a document (e.g. PDF) to a reference.

Advanced Search: to perform advanced search into your Zotero collections.

Sync with Zotero Server: to synchronize your local library with your Zotero online account.
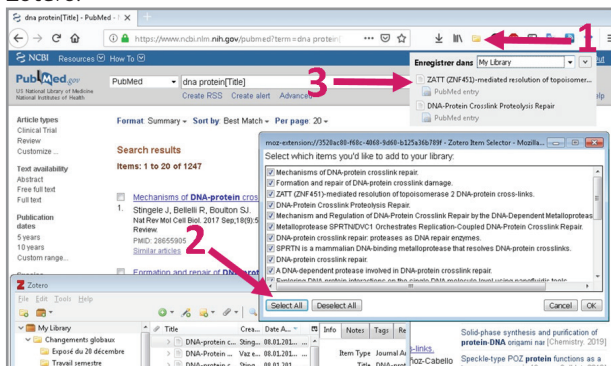
Collect references to Zotero

When you are researching on websites, catalogs or databases, Zotero detects information to capture into your personal collections. Depending on the references present on a web page, a capture icon appears in your **web browser toolbar**:

- for a **list of several bibliographic references**
- for a single **article**
- for a single **book**

When you click the capture icon in the toolbar **(1)**, a windows lets you select references. Check the titles you want to add to import into Zotero **(2)**.

A message confirms the import and references appear in your library or in the collection you have selected before **(3)**.

On some websites or databases, capture icons don't appear and you have to detect an **export** option and choose **RIS or BibTeX format**, which are compatible with Zotero.

## Collect PDF files (full-text)

Open the menu '**Edit**' - '**Preferences**' - '**General**' and verify whether the box '**Automatically attach associated PDFs...**' is checked.

The PDF associated to a reference will be automatically imported into Zotero when it is available on the same web page as the reference (mainly on publishers' websites).

If PDFs are not available directly (for example in a bibliographic database like Web of Science), you have to retrieve the full-text for each reference. The first option is to right click on your reference and chose '**Find available PDF**'. Zotero will find it automatically if your article is included in our subscriptions or is in Open Access.
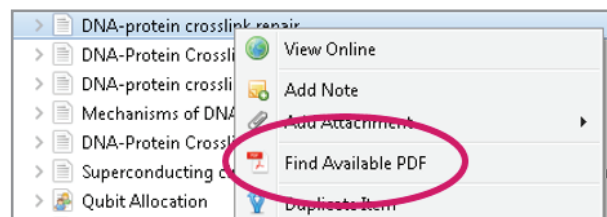
You can also double-click on a reference which will bring you automatically to the document web page. You can then drag and drop the link from the publisher website to the PDF on the right reference in your Zotero library.
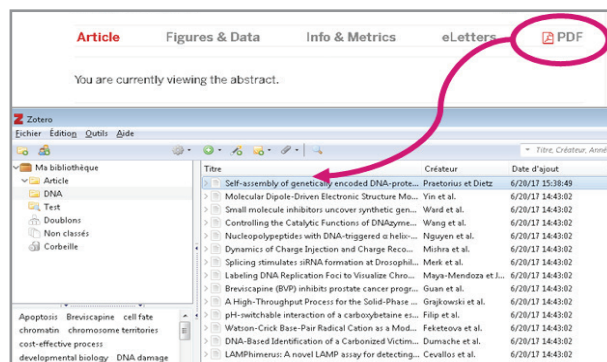
References with an attached file have a blue dot in Zotero. Click on the arrow on the left to display the file.
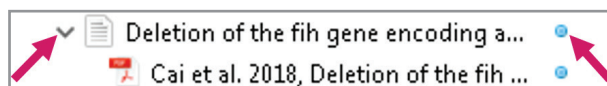
**Watch out:** your account allows you to store only 300 MB of documents for free on Zotero servers.

Organize your library (personal database)

The default category '**My Library**' in the left column contains all references of your database.

Create collections:

Click on the '**New collection**' icon or right click in the left column, then give a name to your collection. You can also have sub-collections.

To delete or rename a collection, select it, right-click and choose the correct option.
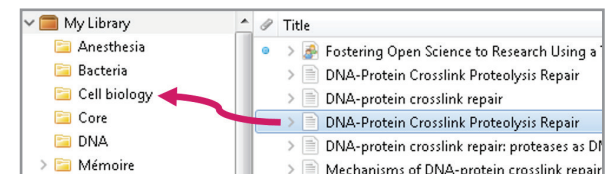
Add references into a collection:

From '**My Library**', select one or more reference(s) in the center column and drag and drop it into a collection. Items are copied and not moved from their original collection. They may appear in several collections.

Delete a reference:

Select a reference and right-click on it. Choose '**Remove Item from Collection**' or '**Move Item to Trash...**'. The second option will delete this reference from all your collections.

Sort references:

Click on the headers at the top of the center column in order to sort references. You can change which headers are shown by clicking the sort icon to the right of the column headers.

To rearrange the headers, you can 'drag and drop'.

Detail of a reference:

The detail of a reference is displayed in the right column:

Info: to see and modify all fields in a reference

Notes: to add personal annotations on an item

Tags: to add keywords for an item; keywords are automatically imported with the reference from some databases (e.g. MeSH terms from PubMed)

Related: to link several references, e.g. a document and its translation or several versions of a publication