

How to setup and use Zotero

1. Download and install [Zotero](#), a FREE citation management software.
2. You can also grab the zotero chrome extension that allows you to [integrate zotero with google docs](#) (super useful). You can also use it in [MS Word](#). You can easily grab papers from google scholar (or elsewhere if you prefer, but google scholar is easy), download them/ save them (using the zotero chrome extension) into zotero (and a specific folder within zotero if you'd like).
3. [Here is a tutorial on how to download pdfs](#) of your references and another on [how to annotate those pdfs](#). Maybe you want to do this, maybe you would prefer to make a google doc or a [spreadsheet/ matrix](#). Whatever you decide- send me a link to it! FYI - if you use the zotero connector chrome extension and a pdf of the reference is available it will auto download to Zotero! You can then click on the little adobe pdf symbol at the far right of the reference in your zotero library to open the pdf and annotate it! If there is not a pdf, you can right click the title of the paper and click "find full text" in the popup. It can find the pdf about 75% of the time (in my experience).
4. Make a group library on Zotero and share a link with me (jbaumann2@bates.edu) so I can be a collaborator on it and you and I can both upload papers and organize your references! You should add all of the papers you read to this. It is up to you if you want to download pdfs and stick them in zotero as well (some students love this, others hate it).
5. Find AT LEAST 5 papers relevant to your project. I recommend using [google scholar](#) for this! Add these to your group library on Zotero.
6. Read the papers you added to your zotero library and do a lit summary for each one. You can do this like the video from #3 above suggests (in a spreadsheet). I recommend this as it is easiest (Remember to share this doc/sheet with me!). You can also make a google doc with headers for each paper or whatever works for you!. If you do the spreadsheet: You will want to use columns for important grouping variables (location(s), authors, species, impacts, and anything else that is interesting. You might make a column for 'main findings' or you might make multiple columns for key or relevant findings. There are many ways to lay these out. I strongly encourage you to put every individual paper in a single row of columns, as you'll see in the video. This is the easiest for sorting.
7. When you are ready to cite papers in your proposal, it is super easy! Here is how you do that in [google docs](#) and on [MS word](#).