

Create a Collection

1. Click the folder icon on the top left and create a new collection
2. Name it "Zotero Demo."

Add an item from a known citation using Zotero magic wand with DOI

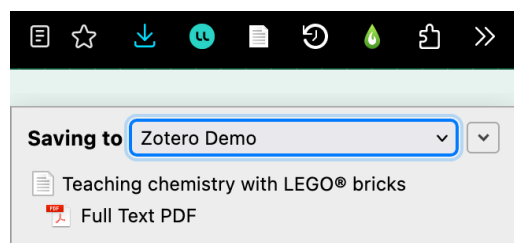
1. Open the collection you created above.
2. Copy and paste the DOI link from this article into Zotero using the Magic Wand tool, located over the center panel:



Lotts, M. (2016). Playing with LEGO®, Learning about the Library, and "Making" Campus Connections: The Rutgers University Art Library Lego Playing Station, Part One. *Journal of Library Administration*, 56(4), 359–380. <https://doi.org/10.1080/01930826.2016.1168252>

Add an item from your browser

1. Search for the article titled "Teaching chemistry with LEGO® bricks" in the Dartmouth Library search or via web search
2. Open the article in your browser and select the Zotero Connector in your browser, then select the collection you want it placed in. It should look like this:



Open an item in PDF Reader

1. Select an item in your library that has a PDF icon next to it and double-click.
2. In PDF reader:
 - a. Highlight a line, change colors, and highlight again
 - b. Create an annotation around a figure using the "Select Area" button
 - c. Add a note annotation
 - d. Create a new item note from annotations (right panel, yellow notepad)

Open a word processor: Create citations and a bibliography

1. Open Word, Google Docs or LibreOffice.
2. Type a sentence about LEGO® and chemistry. Leave your cursor where you want the citation to populate.
3. Click on "Zotero" in the menu bar or ribbon and select "Add/Edit Citation." Type Lego in the search menu, and select the Horikoshi article. Press "Enter."
 - a. If it asks for a citation style for the document, select APA 7.
4. Type another sentence about LEGO® and libraries and repeat step 3 with the Lotts article.
5. Type another sentence about doing chemistry in the library with LEGO® and repeat step 3, but add both Horikoshi and Lotts articles to the citation.
6. Hit enter a few times to create space between the body of your work and where your bibliography will be. Now select "Zotero" in the menu bar or ribbon and select "Add/Edit Bibliography."

7. Select “Zotero” in the menu bar and select “Document Preferences.” Change the citation style you are using to IEEE.

Use the Classic View to add citations

This can be useful when using many articles with similar titles or citation information.

1. In your word processing program, select “Zotero” from the menu
2. When the red search window appears, click the red “Z” drop-down menu and select “Classic View.” Then select multiple sources on the bottom left.
3. Add a citation that includes two items by double-clicking to move them to the right pane.

Add a citation style to Zotero

1. Under your Zotero settings, find the “Cite” tab.
2. Select the “Get citation styles” sign on the bottom left of the style list. Search for a citation style such as the American Psychological Association 7th edition (curriculum vitae, sorted by descending date).
3. Click and add the style to your library.

Create a bibliography in Zotero

Sometimes, you just need to cite something in a PowerPoint or other one-off space.

1. Open your Zotero library
2. Navigate to an item and right-click on it. Select “Create Bibliography from Item”
3. Select the citation style of choice (APA 7).
4. Select “Bibliography” under “Output Mode”
5. Select “Copy to Clipboard” under “Output Method.” Select “OK.”
6. Open a Word document and paste.

Turn off “Automatically Update Citations” when working with large documents

At times, research papers have dozens or even hundreds of citations. Working with these in Zotero is much easier than doing it by hand, but you will want to disable “Automatically Update Citations” on these large documents to keep Zotero from stalling or freezing. It will require you to manually refresh them, but it will also keep Zotero from reloading the citation data *every time* you add/edit a citation!

1. In your document, select “Zotero” from the menu. Select “Document Preferences.”
2. In the pop-up window, uncheck “Automatically Update Citations,” select “okay.”
3. Refresh your document manually by selecting “Zotero” from the menu and selecting “Refresh.” This might take a few moments depending on how long your document is and what changes you’ve made. Be patient, maybe take a 5 minute break.