

**icn**  
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# ZOTERO

Short tutorial

ICN Library  
Update September 2018



# Zotero Tutorial Content

Zotero is a free software and web browser plugin allowing you to save any document you read online and to automatically generate a bibliographic citation or final bibliography with the norm of your choice.

Here is a short tutorial of the main functions of Zotero.

- Install
- Create a collection
- Add content to collections
- Manage collections & content
- Synchronize
- Group libraries
- Create citations and bibliography
- Word processor



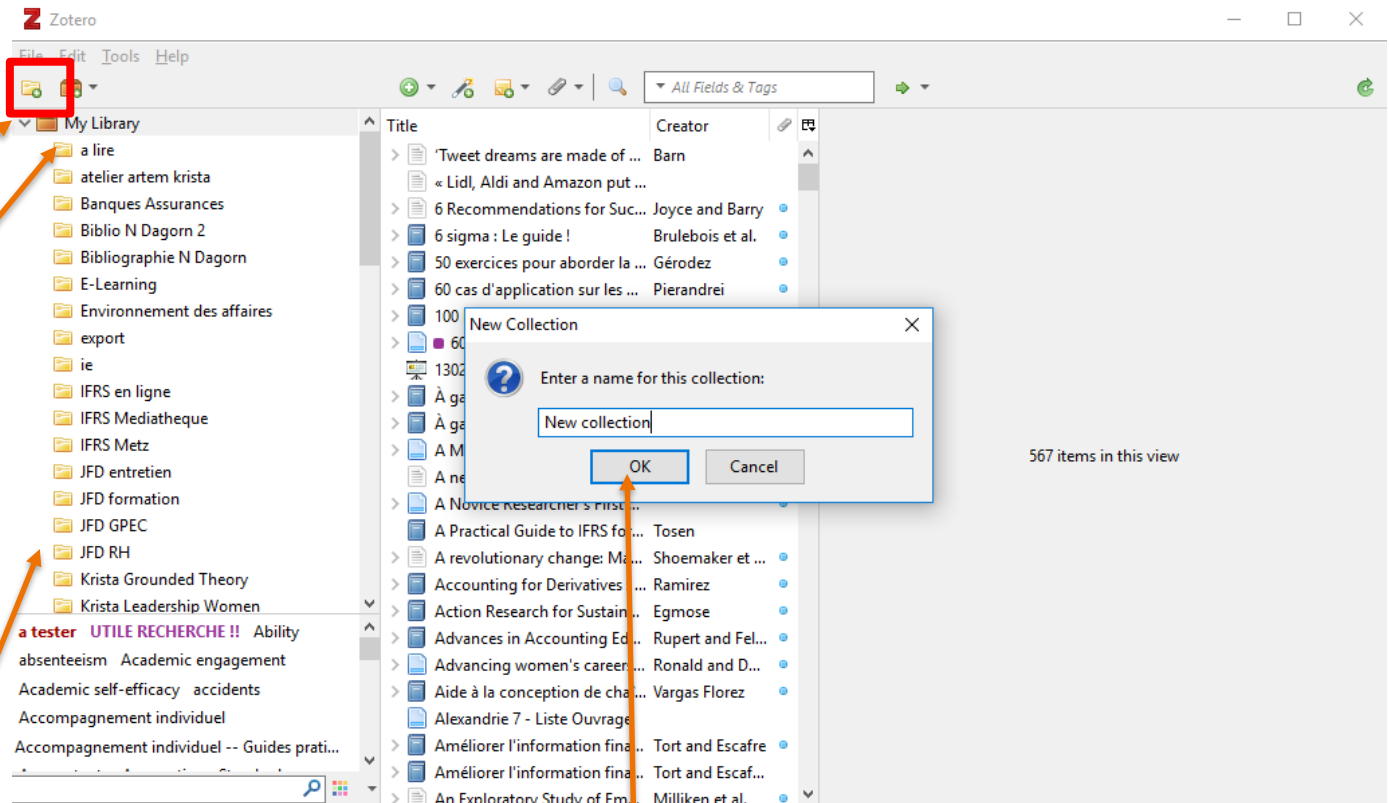
# Create a collection

Click this button to  
create a new collection

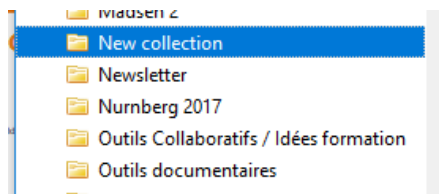
« My Library » shows all  
the content of all your  
Zotero collections at once.

Here are all your  
collections.


The documents you add to  
Zotero will be in your  
collections if you choose to  
when adding them.



When you click the button to create a collection, choose a  
name and click « ok »



First, **make sure you have selected the collection in which you want to add content** in Zotero. Otherwise, documents will be added to « My Library »

Then start your research online, and whenever you consult a document that you wish to save for later and/or add to your final bibliography, **just click the Zotero button**  **on your web browser !**

The button changes shape depending on the type of document you are consulting, for example :



**Academic article**



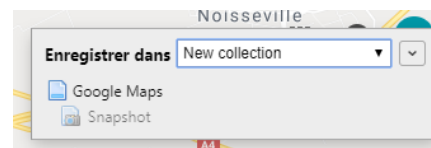
**Webpage**



**Book or ebook** – think about it for the paper copies you borrow from a library, so you don't have to write the references yourself in your bibliography !



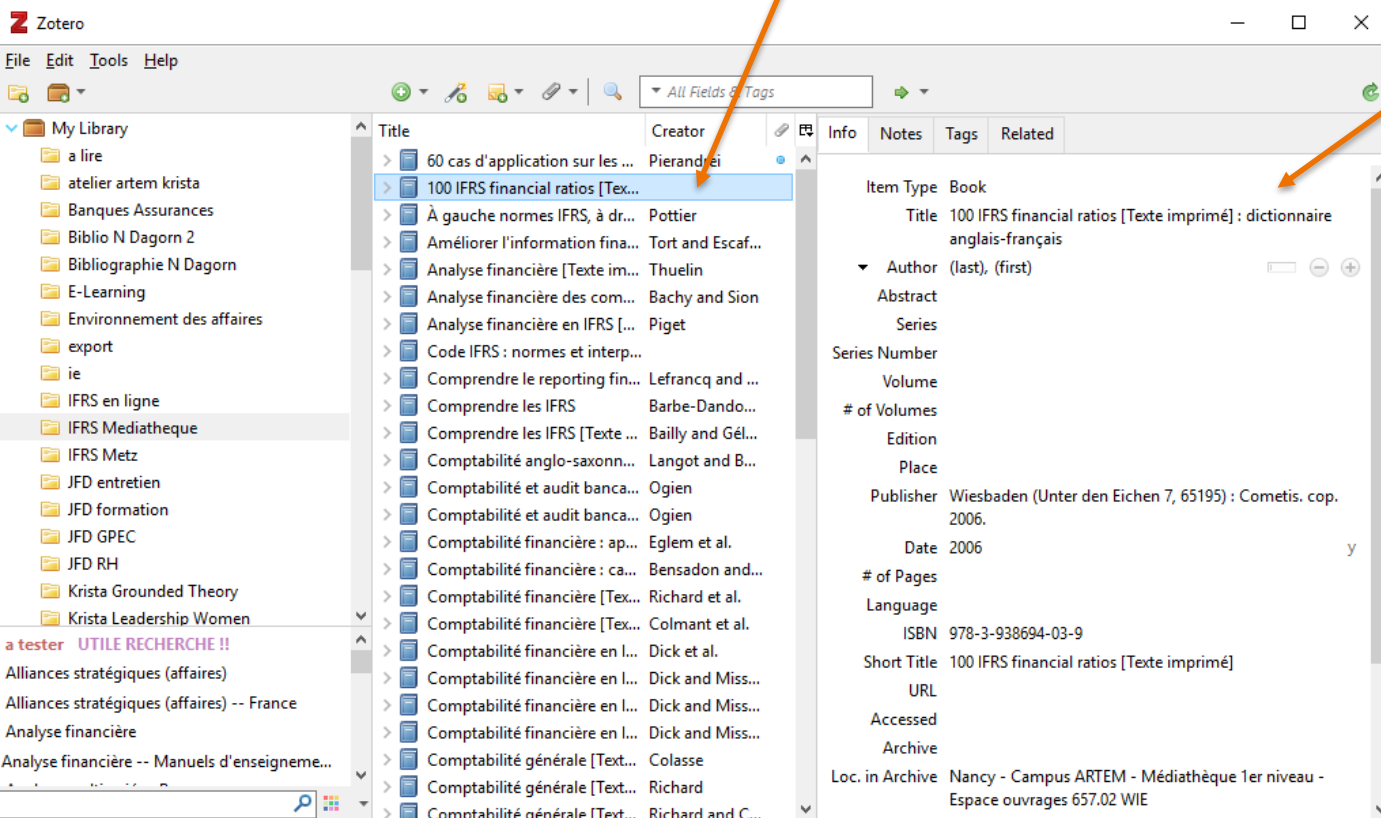
**File** : When on a research results list, you can add several items at once. Works on databases results pages.



Once you have clicked on the button on your navigator, you will see the document being saved in Zotero.

# Manage content & collections

The content you've just added to your collection is at the center of the Zotero screen



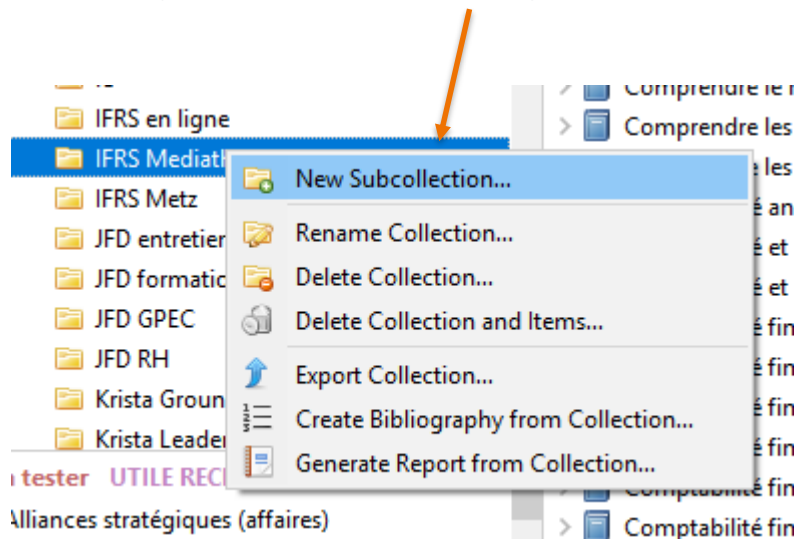
To the right, you have the full bibliographic references of the items added to your Zotero collection.

Remember to always double check them ! Sometimes they are incomplete or wrong, depending on the info sent (or not) by the website to Zotero.

Each field can be edited by yourself with a double click. Then you can type anything in them.

# Manage content & collections

To manage your collections, do a right click on one.



You can :

- **Create a subcollection**
- **Rename the collection**
- **Delete the collection:** this will only delete the collection but not its content, the content will be stored in « My Library »
- **Delete collection and items :** will delete the whole collection and its item. The items will be sent to the bin.
- **Export collection :** You can export the data from your collection to save it on a computer or USB key as a back-up.
- We will see « Create a bibliography from collection » later on.
- « **Generate report from collection** » generates a page that gathers all the information from the items of the collection (bibliographic references + summary + key words + attachments if any)

# Manage content & collections

To manage the items from your collection, do a right click on one :

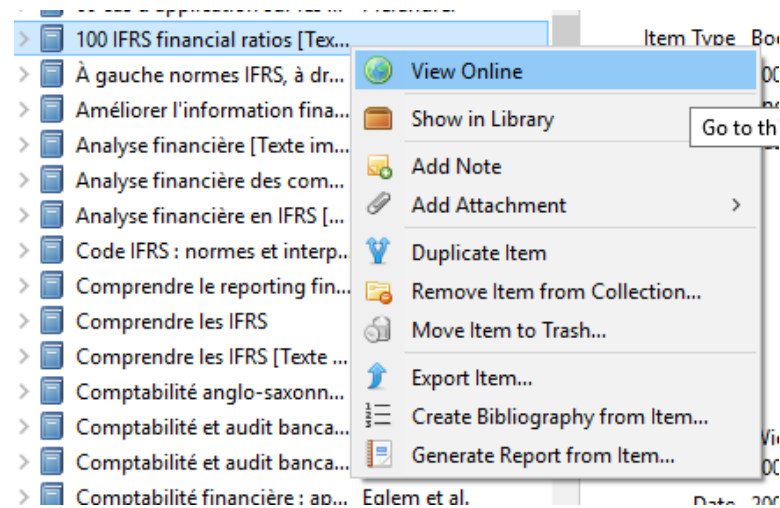
You can :

- **View online** : Will take you to the webpage of the document.  
May not work with documents found on ICN databases because of the MyICN identification.
- **Show in Library** : Will show you the document in the whole collection « My Library »
- **Add note** : You can add personal notes to items, they will not appear in your final bibliography or citations.
- **Duplicate item**
- **Remove item from collection** : Will remove item from the collection it is contained in but not from Zotero. It will still be stored in « My Library ».
- **Move item to trash** : Will remove the item from your library and your collection
- **Export item** : You can save data on a computer or USB key as back up
- **Generate report from item** : opens a page with a summary of all the data on the item

We will see

« Create a bibliography from item » later on.

You can also drag and drop items from one collection to another BUT this will not remove the item from its original collection, just duplicate it in the new one.



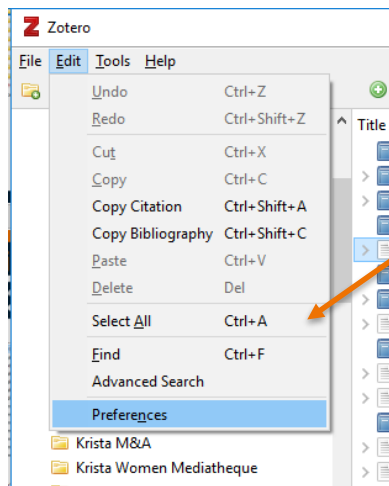


# Synchronize

Zotero offers the possibility to synchronize your account between several devices and online, so you can access your data anywhere, anytime.

Everytime you install Zotero on a new computer, go to Edit -> Preferences -> Sync And enter your account info, it will automatically download your library on the new Zotero you have just installed.

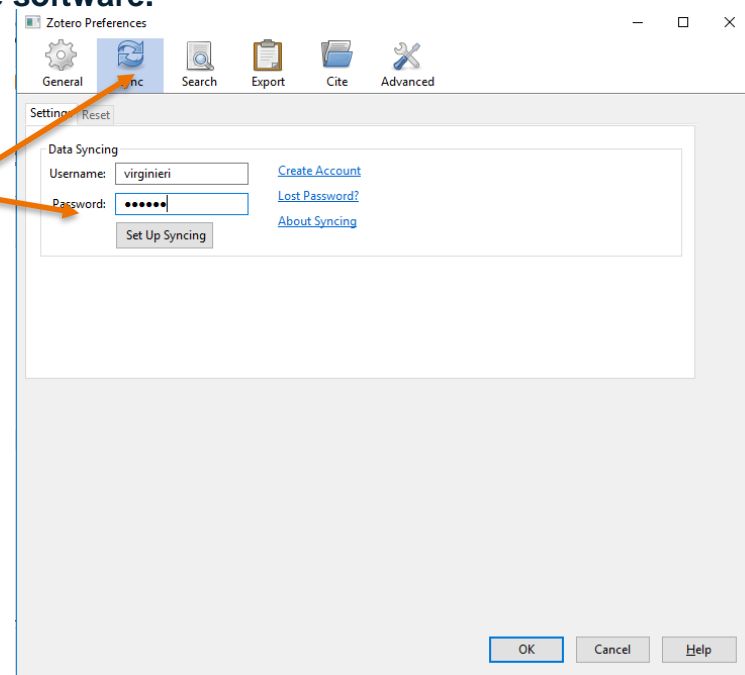
1 – First, create a free account on Zotero.org -> Login -> Register for free account; just follow the simple steps online.



2 – Then, enter your account information on the software.

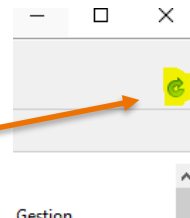
A. In Zotero, go to **Edit -> Preferences**

B. Then go to « **Sync** » and enter the **username and password** of the account you have just created and click « **OK** »

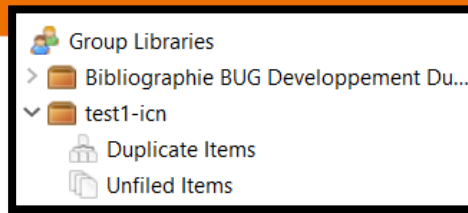


If it works, Zotero will synchronize with its online servers.

This icon will show a green arrow turning :



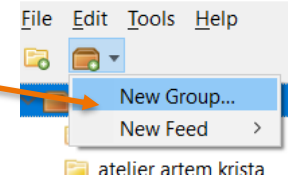
You can click on the arrow everytime you need to synchronize / save your data.



# Group Libraries

Group collections are collections that can be shared with other Zotero users so you can share and edit references together and synchronize the updates of data.

1 – First, create a new library with «  » and choose « New group »



[Home](#) > [Groups](#) > New group

## Create a New Group

[Search for Groups](#) · [Create a New Group](#)

### Group Name

Choose a name for your group

testICN-1

Group URL: <https://www.zotero.org/groups/testicn-1>

### Group Type

#### Public, Open Membership

Anyone can view your group online and join the group instantly.

Choose a Public, Open Membership

#### Public, Closed Membership

Anyone can view your group online, but members must apply or be invited.

Choose Public, Closed Membership

#### Private Membership

Only members can view your group online and must be invited to join.

Choose Private Membership

[Create Group](#)

2 – This takes you to Zotero.org to login. If you do not have an account, create one for free and log in. Once logged in, you will be taken to the « New Group » page. Fill in the field : give your group library a name and choose the group type, depending on the rights you want to give your members on the data you will add to the group library. Then click on « Create group », then you can be more precise on the members' rights.

3 – Go to « Members settings » (top menu under the title of the group).

There you can add the email addresses or Zotero login of the members you want to add to your group.

Once they set up their own Zotero account, the group library will appear in their own Zotero too, as well as the content you all add and edit together. You can also choose different roles for them (editor, owner, reader...)

## testICN-1: Members Settings

[Group Settings](#) · [Members Settings](#) · [Library Settings](#)

### Current Members

Username	Full Name	Member Since
<a href="#">virginieri</a>	virginieri	2013-11-25 17:22:36

[Update Roles](#)

### Member Invitations

No pending invitations.

[Send More Invitations](#)

# Create citations & bibliographies

## THE EASY WAY :

**1 – Do a right click on a collection & choose « Create bibliography from collection »**

**2 – It opens a new window : choose the style of your bibliography (A)**

[American Psychological Association is the recommended style at ICN]

**Output mode : choose « Bibliography »**

**Format : RTF creates a Word document** you can then copy and paste into your final document (open office & libreoffice compatible)

**3 – Click OK, save your RTF document and open it in Word to see your full bibliography**

Please note : this works only from collections, not from the full « My Library » file.

Output mode Citations give you only the citation format, which is (Author, 2018) for the APA style, and you have to copy/paste them in the body of your essay.

Create Citation/Bibliography

Citation Style:

- American Anthropological Association
- American Psychological Association 6th edition**
- Cell
- Chicago Manual of Style 17th edition (author-date)
- Chicago Manual of Style 17th edition (full note)
- Chicago Manual of Style 17th edition (note)
- Économie et Statistique (French)
- Elsevier - Harvard (with titles)
- IEEE
- Modern Humanities Research Association 3rd edition (note with bibliograp...
- Modern Language Association 8th edition

Manage Styles...

Language: Français (France)

Output Mode:

- Citations
- Bibliography

Output Method:

- Save as RTF
- Save as HTML
- Copy to Clipboard
- Print

OK Cancel

# Word Processor

A free plugin automatically added to Microsoft Word and Open Office / LibreOffice if you have a compatible version.

« Add citation » opens a Zotero search bar.

Search for the article, push enter, it creates the citation format.

« Add bibliography » creates a complete final bibliography based ONLY on the citations made using the « Add citation » button.

The screenshot shows the Microsoft Word interface with the Zotero plugin. The ribbon includes 'Zotero' with 'Add/Edit Citation' and 'Add/Edit Bibliography' buttons. A search bar contains 'Z food'. A list of search results is shown, including 'Dierksmeier & Seele, (2018)', 'Provost & Sibille, (2013)', and 'Dani Samir (2015)'. A 'My Library' sidebar is also visible.

Your citations and bibliographic references are linked to your Zotero content. If you need to change any information (i.e. author's name, title, publication date...) do it in Zotero and use the « Refresh » button instead of directly inside Word to avoid forgotten references or break the link with Zotero. Changing info in Zotero will change them in every instance where you cited the document. « Preferences » allows you to change the citation style.

## ICN Library Services

<https://knowledgehub.icn-artem.com/>

[Documentation@icn-artem.com](mailto:Documentation@icn-artem.com)



# THANK YOU FOR YOUR ATTENTION

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