A COMPREHENSIVE GUIDE ON HOW TO USE ZOTERO

Zotero is an open-access, easy-to-use reference management tool that serves as your personal research assistant and helps you collect, organise, cite, and share your research sources. Here are some key features and aspects of Zotero:

Reference Collection: Zotero allows users to collect references from various sources, including websites and online databases. It can automatically capture metadata, such as author names, publication titles, and publication dates, making it easier to organise and cite sources.

Browser Integration: Zotero offers browser connectors for popular web browsers like Chrome, Firefox, and Safari. These connectors enable users to save sources directly from their browser to their Zotero library with a single click.

Library Organisation: Users can organise their references into collections and subcollections within Zotero. This helps in categorising sources by project, topic, or any other preferred structure, making it easier to locate and manage references.

Citation Styles: Zotero supports a wide range of citation styles, including APA, MLA, Chicago, and more. Users can easily switch between citation styles, and Zotero will automatically format citations and bibliographies according to the selected style.
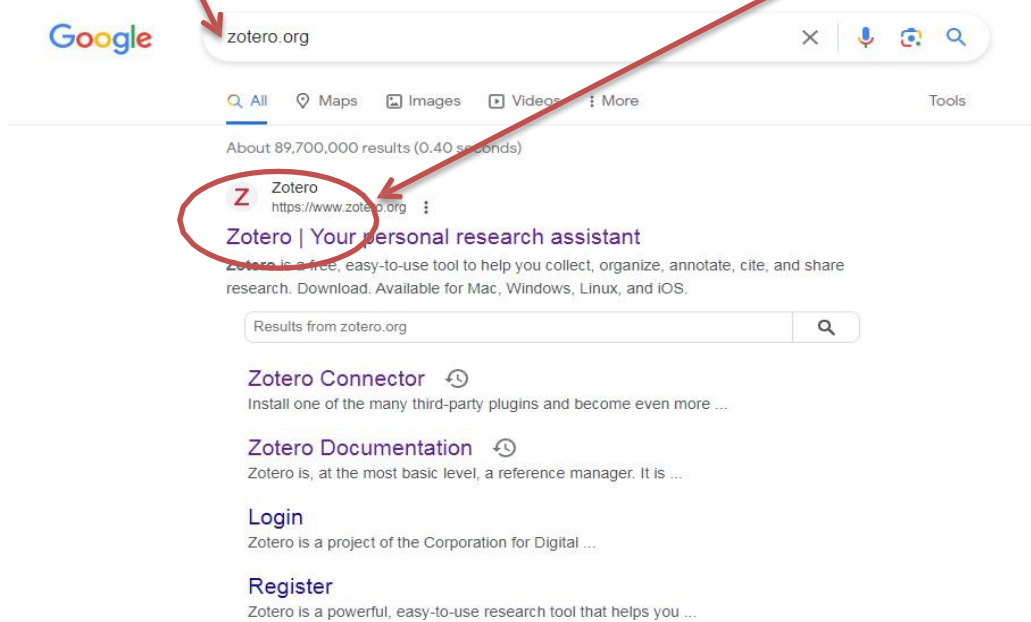
Word Processor Integration: Zotero seamlessly integrates with word processors like Microsoft Word, Google Docs, and LibreOffice. Users can insert citations directly into their documents and automatically generate bibliographies.
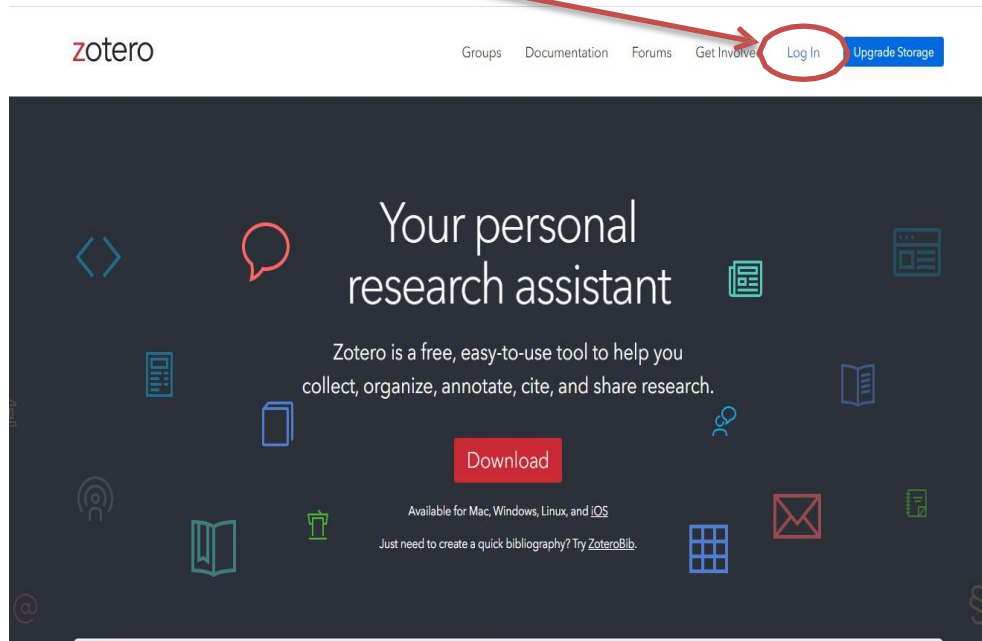
STEP – 1

REGISTRATION
    DOWNLOAD
        INSTALLATION

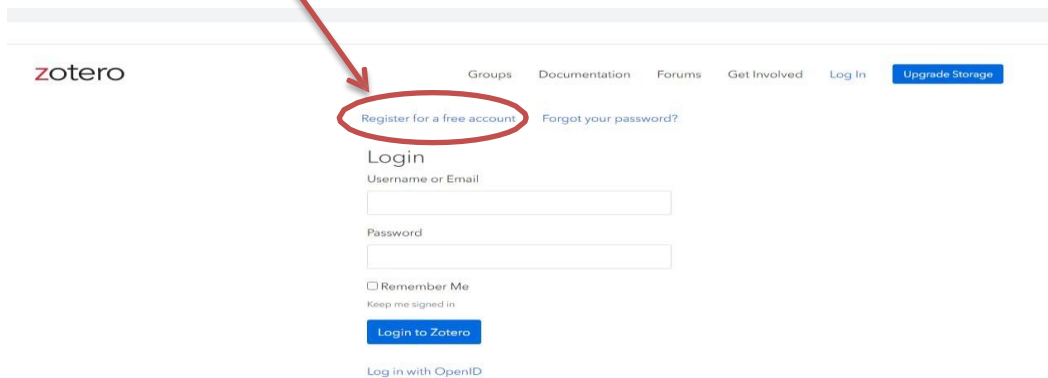Search "zotero.org" on a web browser and click on "Zotero | Your personal assistant"

➕ Select "Login" to establish a Zotero account. Having an account is crucial for synchronizing and accessing your library from any location.

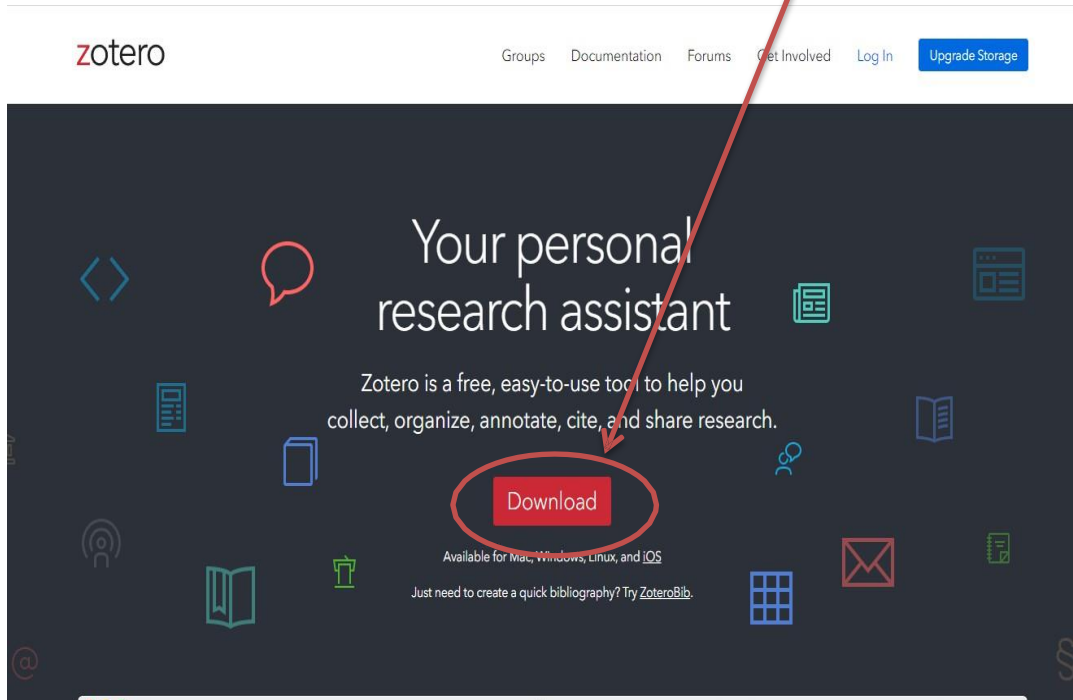➕ Click on "Register for a free account".

- Enter your email address and password, to create a username. The username must be at least 3 characters and may only use upper and lower case letters, numbers, ., _, or –
- A verification e-mail will be sent to your email by Zotero which you have already used at the time of registration. Activate your user account through your verification e-mail
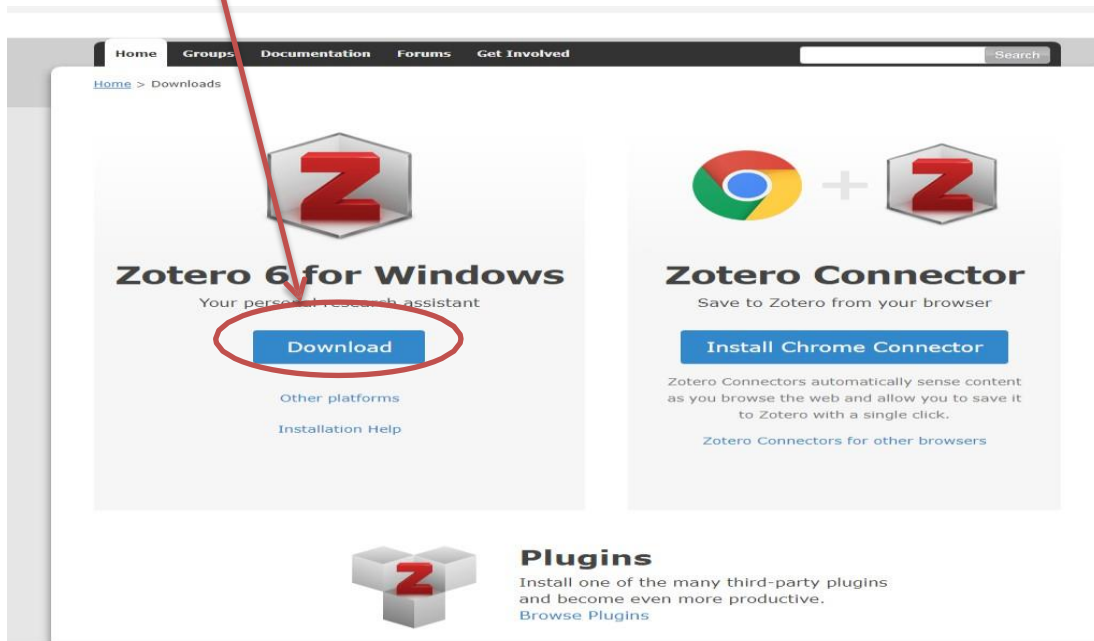
➕ After creating an account return to this page and click on "download".
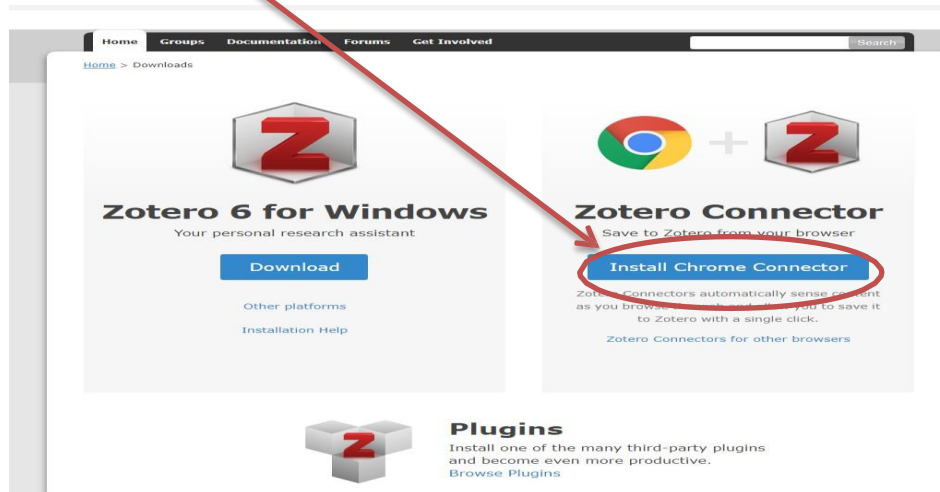
➕ Click on "download".
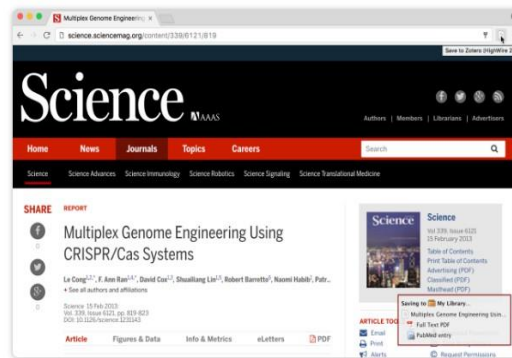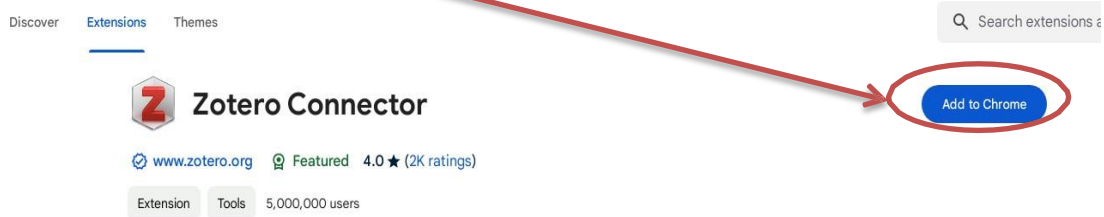

➕ Click "run" to install the Zotero software.

➕ Click on "Install Chrome Connector" to enable the importation of articles from your browser to the Zotero software.
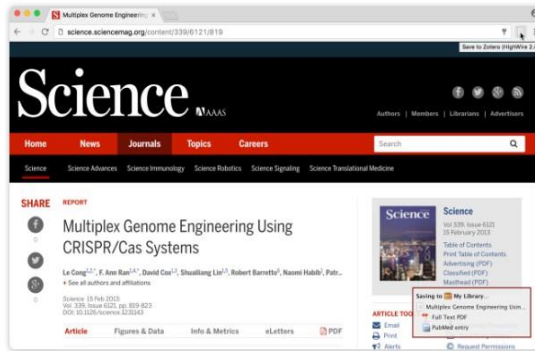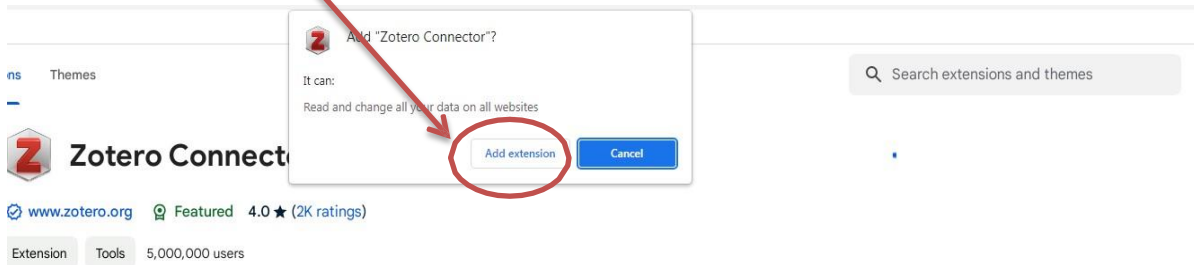

➕ Click on "Add to Chrome".
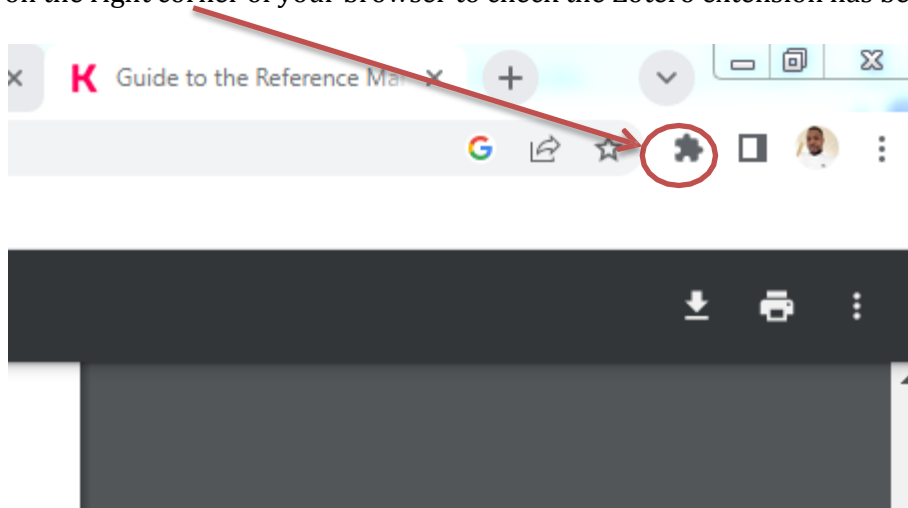
Zotero

- Click on "Add extension".

- Click on the right corner of your browser to check the Zotero extension has been added

STEP – 2

INTRODUCTION ZOTERO PANE OR COLOUMN

- Open the downloaded Zotero software. Zotero home screen consists of three panes or columns, the left pane, middle and right pane.
- The left column contains your full library ("My Library") and your collections, which are subsets of "My Library".
- The middle column shows the items in the collection that are highlighted in the left column; the right column shows information about the item that is selected in the middle column.
- "My Library" holds all references, files, and notes you have saved, uploaded, downloaded, or written. To place these items into a specific collection, drag and drop them into the folder icon for that collection. Any collection can have an unlimited number of sub-collections or folders.
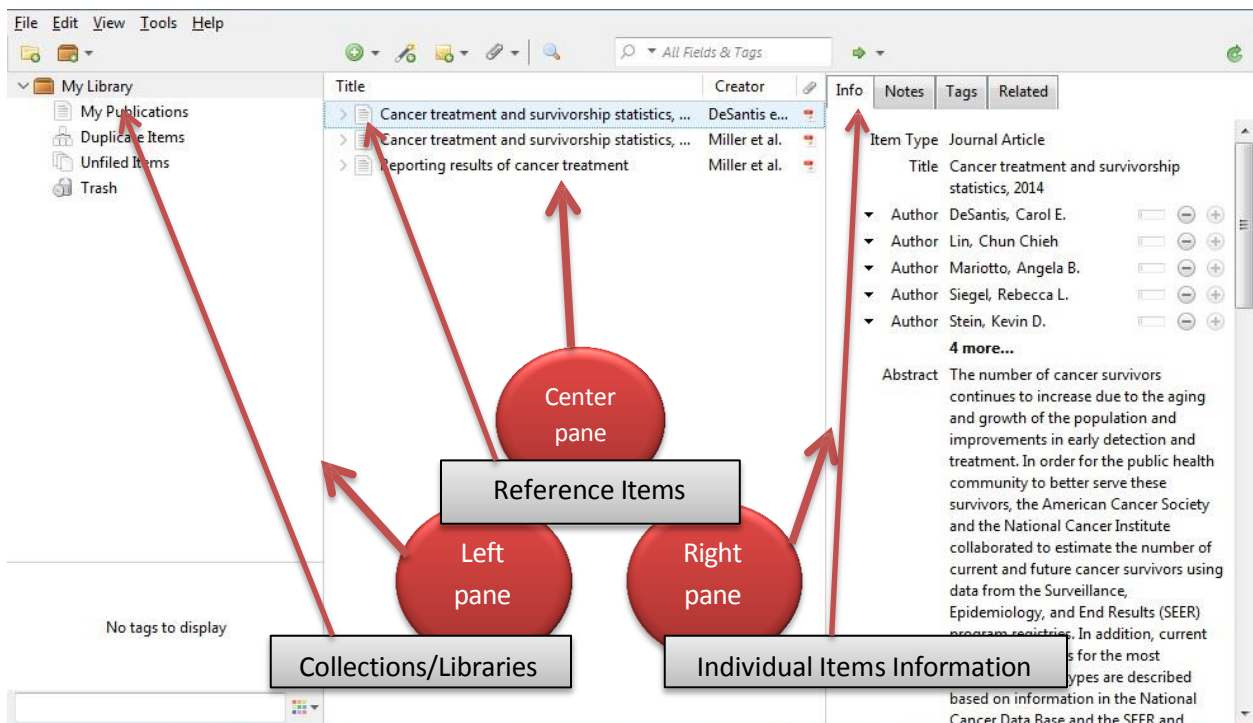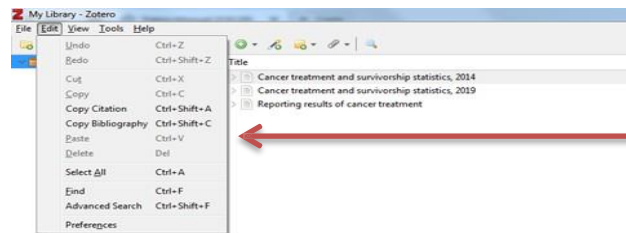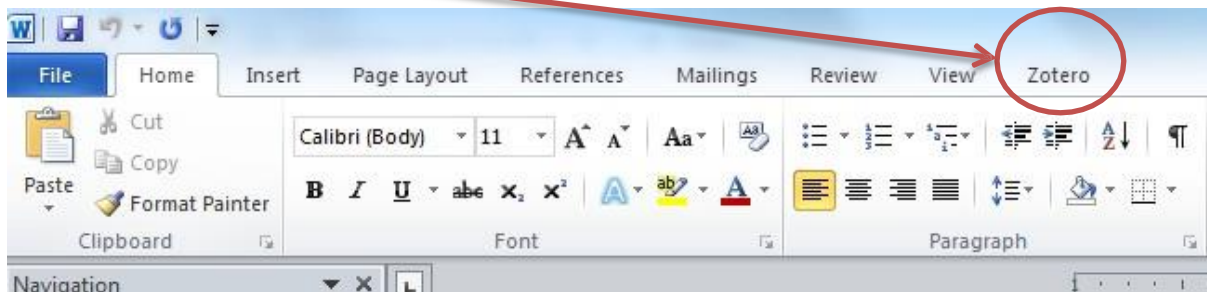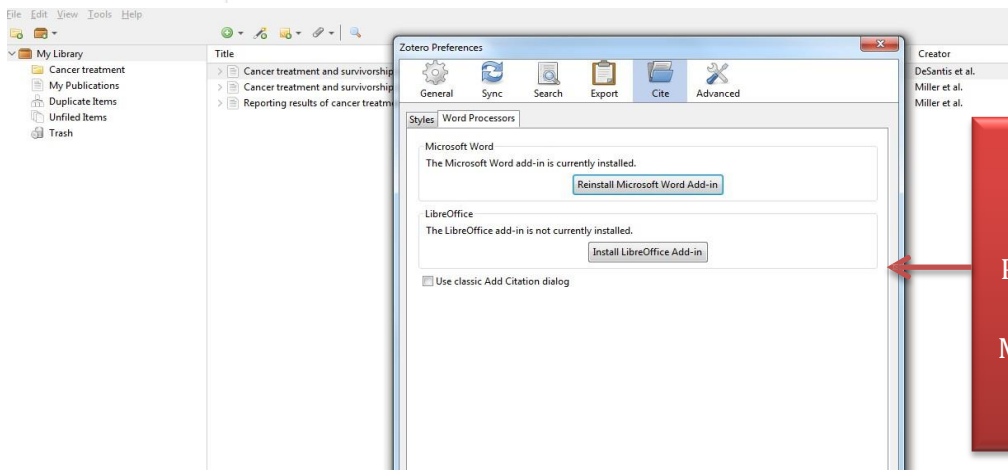
STEP - 3

PREFERENCE SETTING

INTRODUCING TOOLS

- Open your Microsoft Word. After installing Zotero, it will automatically download the Zotero plug-in to your Microsoft Word. Open your Word to verify. If there is no plug-in on your Zotero software, follow the simple steps below.
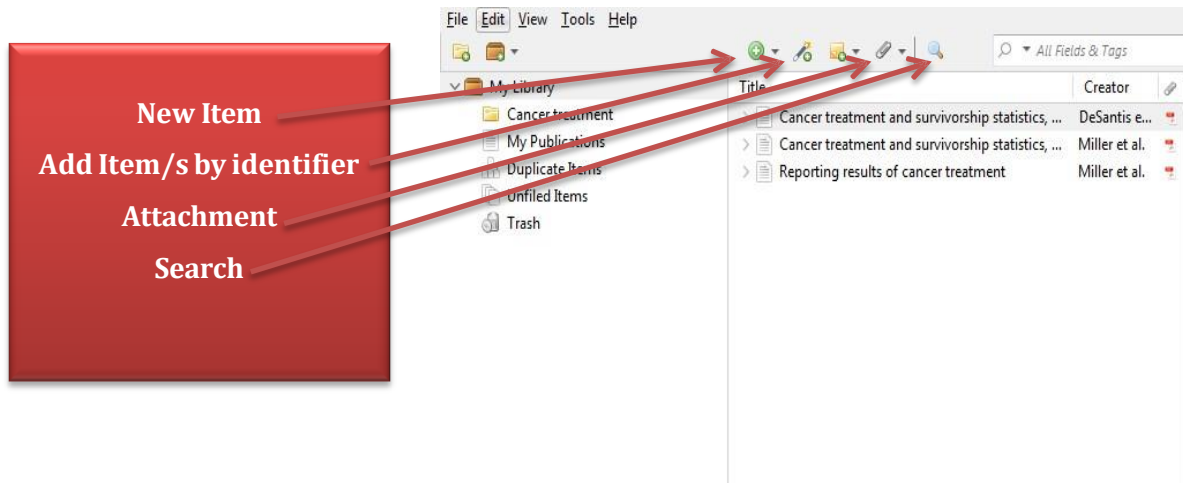

Step 1: Open the Zotero software, click on "Edit," and then click on "Preferences."

Step 2: Click on "Cite," then click on "Word Processors," and finally, click on "Install Microsoft Word Add-in."

➕ Four simple ways to add new items to your collections.

- **New Item**
- **Add Item/s by identifier**
- **Attachment**
- **Search**

➕ **Manually**
- ✓ Click on *New Item Icon*
- ✓ Select the required item type (Book, Journal etc.)
- ✓ Fill up the blank form in the Right Pane with item metadata

➕ **By Identifier**
- ✓ Click on *the Identifier Icon*
- ✓ Type your item Identifier (ISBN/DOI/PMID)
- ✓ Press Enter (The item will be added to your collections automatically) and you can see your item metadata in the Right Pane.

➕ **By Drugging:**
- ✓ An item can be added to the middle pane

➕ **Create Attachment**
- ✓ Click on the *Add Attachment* icon of the toolbar on top of the Middle Column select *Attach Copy to File* and then select the targeted file.

NB: Start by searching for the article on your browser or research databases. Once you've located the desired article, click on the extension icon in the upper right corner of your browser. A menu of added extensions will appear, and then select Zotero Connector. This action will seamlessly add the article to your Zotero library, streamlining the process of organizing and managing your references.

STEP - 4

Creating Citation

Creating Bibliography

- To create in-text citation, open your Word document and click on the Zotero and Click Add/Edit Citation. Place the cursor end of the text which you want to cite. A red search bar will emerge in your Word document; enter the authors' names, and the article details will be presented. Click on the relevant article, and the in-text citation will be seamlessly added.
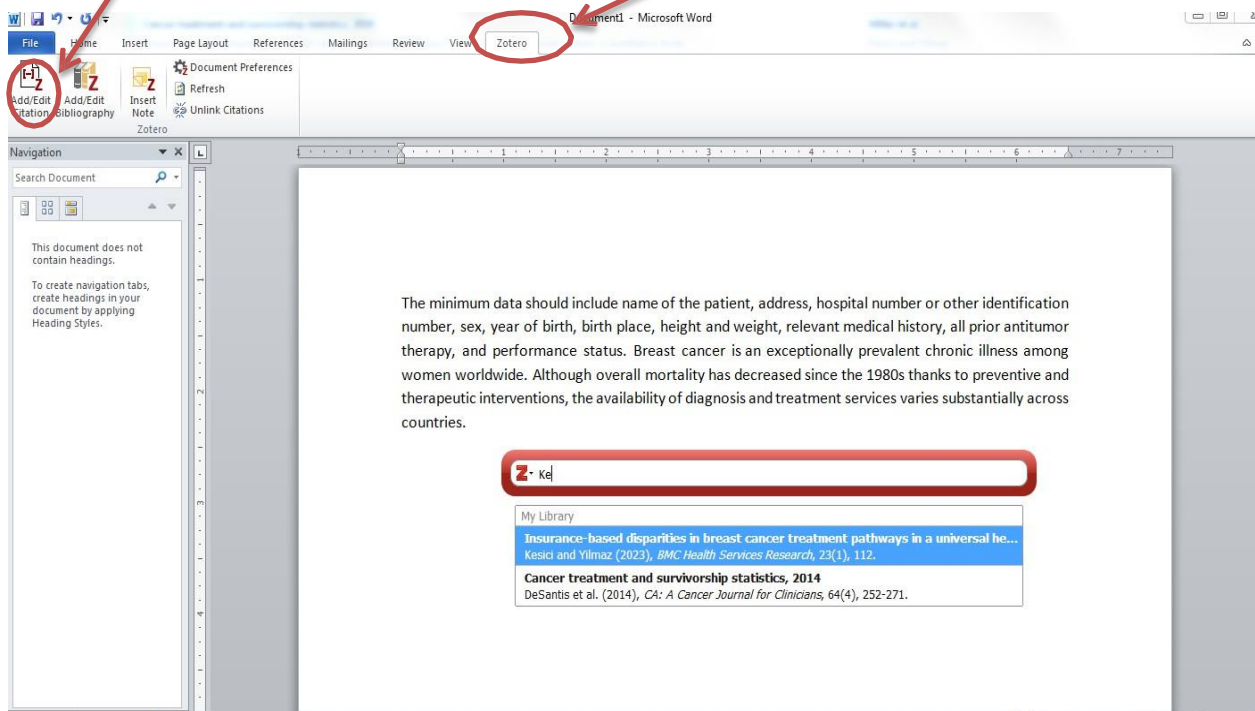
To create your references or bibliography, click "Add/Edit Bibliography," and the references will automatically appear depending on where you place the cursor.

THE END