How to Use Zotero?
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December 2016
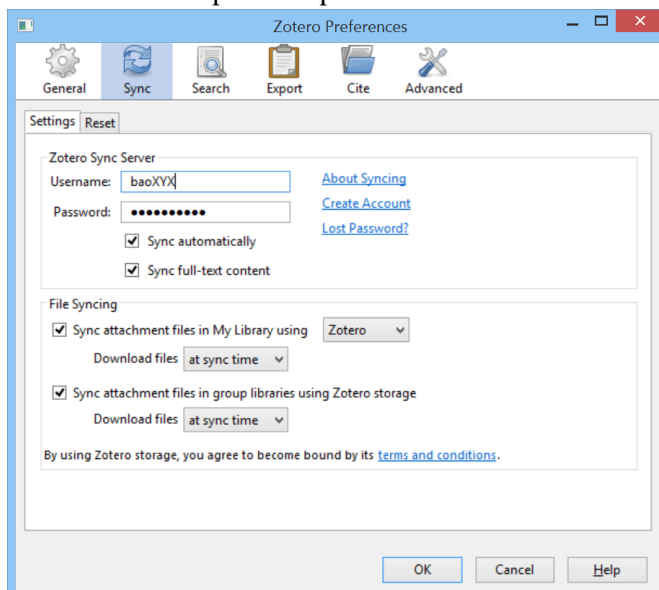
Contents

Zetero is bibliographic management tool. It helps a researcher to format their citations in a desired format, e.g. APA, MLA, and Chicago/Turabian styles.

Download, Install and Set up Zotero

1. Download Zotero from https://www.zotero.org/
2. Register an account with Zotero so that your save citations can be accessed anywhere in the world.

3. There is a Zotero standalone icon on the desktop after you install it.
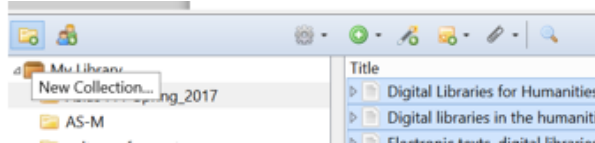4. You need to set up Zotero preferences as shown in the screenshot below:

<p style="text-align:center;color:blue">Capture Citations with Zotero in Firefox</p>
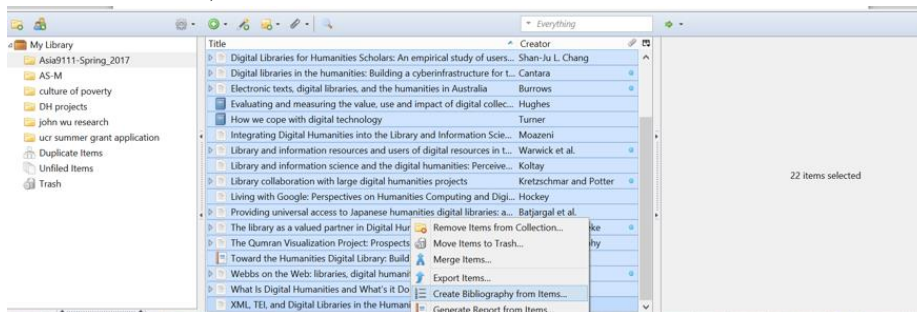
1. Zotero works best with Firefox https://www.mozilla.org/en-US/firefox/

2. Zotero icons are on the Firefox toolbar on the top

3. Click on [icon] to activate Zotero in Firefox.

4. Click on [icon] page or arrow to download citation to Zotero.

5. Click on "New Collection" icon to create a folder for each of your paper assignment
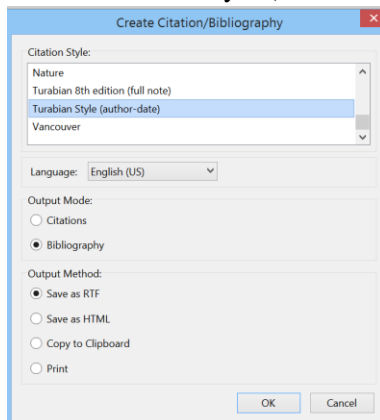
<p style="text-align:center;color:blue">Create a Bibliography List with Zotero</p>

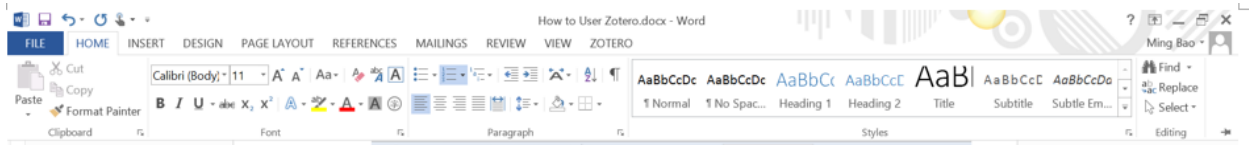1. To create a bibliography list, select the items in a folder and click on the right button, (see screenshot below)

2. Click on "Create Bibliography from Items…"

3. Select Turabian Style (author-date) (See screenshot below)

4. Click OK to give the file a name and destination.

5. Open the RTF file with MS Word, and save it in Word.

1. There should be a Zotero icon in Word's toolbar once it is install on your computer.
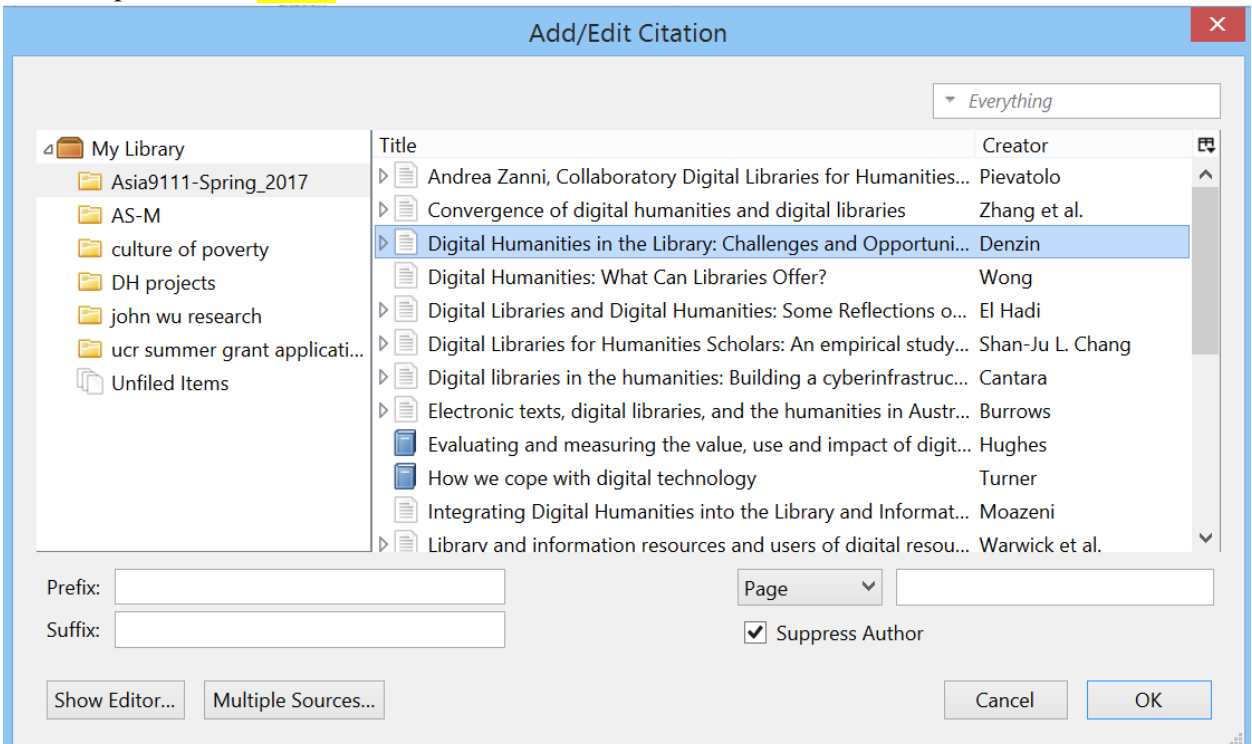

2. You type a quotation or paraphrase
3. Place cursor at the location where you want to insert a citation
4. To insert a citation here (Denzin 2016), click on Zotero icon on Word's toolbar, and click on "Add/Edit Citation" button but you will be asked to activate your Firefox.

5. Click Z-arrow to select "Classic View," and select the citation you want to insert.

6. If you already write author's name to introduce a quote, you can suppress the author's name.
7. For example, Denzin (2016) state: "…"

8. To create a reference list, move the cursor to the location where you want the reference to appear, and click on "Insert Bibliography" (see the above screenshot under point 4), for example below:
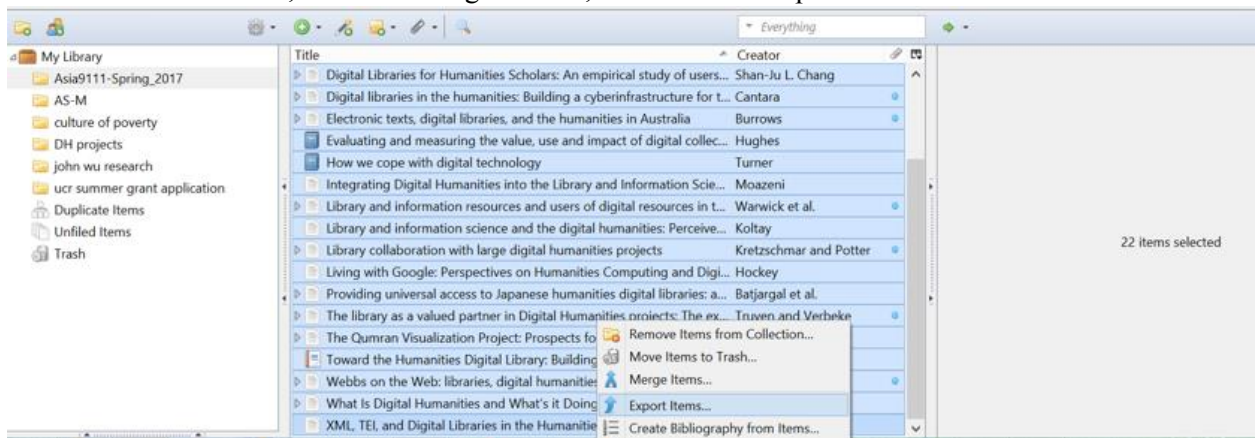
References

<mark>Denzin, Johanna. 2016. "Digital Humanities in the Library: Challenges and Opportunities for Subject Specialists." *College & Research Libraries* 77 (3): 394–97. doi:10.5860/crl.77.3.394.</mark>
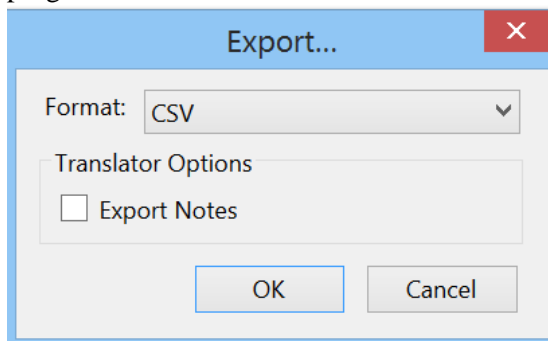
9. You can click on "Refresh" to update the reference list if you insert more parenthetical citations.

Export Zotero Citation Items to Excel

1. Select the citation items, click on the right button, and click on "Export Items…"

2. Select CSV format, click on OK to give a file name and destination. Open the CSV file Excel program.

3. The citation records in Excel can be used for data analysis and visualization on subject keywords, journal names, and year of publication and so on. Microsoft Power BI is a free data visualization tool https://powerbi.microsoft.com/en-us/.