Manage your citations with Zotero

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More info at http://pierce.eou.edu/home/services/software

Go to zotero.org to download and install Zotero Standalone with word processor plug-ins and a connector for your preferred web browser.

Resize panes by dragging borders between them, or use the "Fullscreen" button to maximize the Zotero window.

Choose “preferences” from the action icon to change Zotero settings, such as the default style.

Add items manually using the "New Item" button, or...
Right-mouse on a web page to add it to Zotero, or...
Watch for Zotero icons in the status bar when viewing library catalogs, databases, and other web sites.

Create collection folders within your Zotero library with the "New collection" button. Drag items from the center pane to add them to collections. Use the right pane to add notes and tags to items, and/or to indicate related items.
Create bibliographies manually with drag and drop or by using "Create Bibliography from Collection." Or use word processor plug-ins to generate citations and bibliographies automatically.

**Zotero Word Plugin**

Find the Zotero toolbar in Word under "Add-Ins".

Create a citation using the "Insert Citation" button. Edit a citation by selecting it then using the "Edit Citation" button.

Generate a bibliography including your cited sources with the "Insert Bibliography" button. If you add citations, the bibliography is updated automatically.

**Back up your Zotero library!**

See the Zotero web site to find out where the Zotero library is stored (it varies with the operating system). Make sure these files are included with your regular system backup!

**Zotero Sync**

Register an account at zotero.org to sync your Zotero library between your computers, and to view your library online and on mobile devices. **Note:** Don’t try to use sync on shared computers! Use export to copy sources gathered on shared computers.

**Give us your feedback!**

Once you have a chance to try Zotero out, let us know how it went! Did you run into a problem? Was there something we should have told you about in advance?

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