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Core 2: Research Methods for Writers, Spring 2010

Getting Started with Zotero

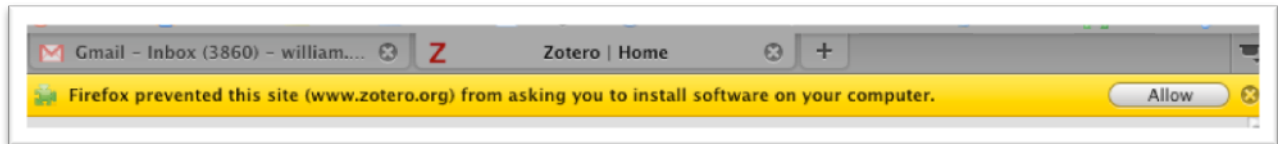
This tutorial will help you set up your Zotero account, join the course group, download and install Zotero on your computer, and show you how to add citations to the course group.

Before you begin, you will need to have the Firefox browser installed on your computer. If you do not already use Firefox, go to <http://www.mozilla.com/en-US/firefox/upgrade.html> and follow the instructions to install Firefox.

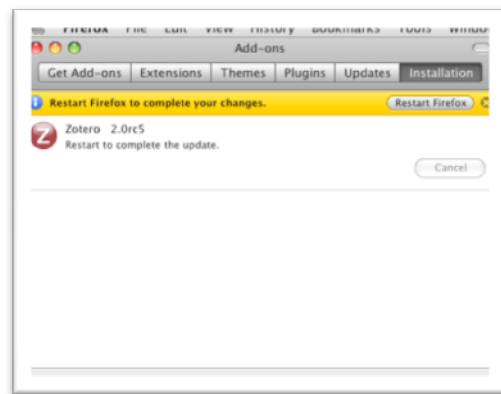
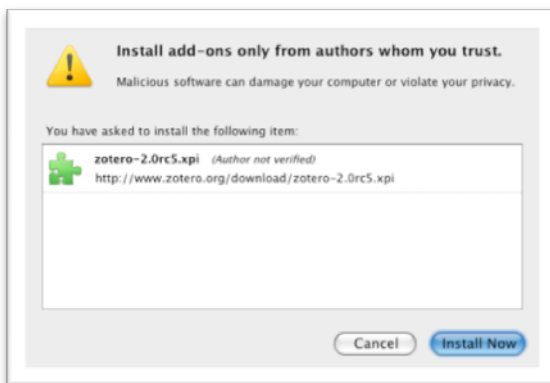
1. Go to <http://zotero.com> and watch the introductory video on the front page. This will give you an overview of what can be accomplished with Zotero.
2. In the top right, click on Register. Create a professional account by following the instructions.
3. Click on the Groups tab. Then click Search for Groups. In the search field enter: wolffcore2s10. Join this group.
4. Go back to the Zotero home page and click on the Download 2.0 button.



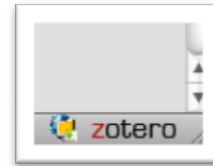
5. A yellow warning bar will appear at the top of the browser window notifying you that Firefox has prevented you from installing software. Click the Allow button.



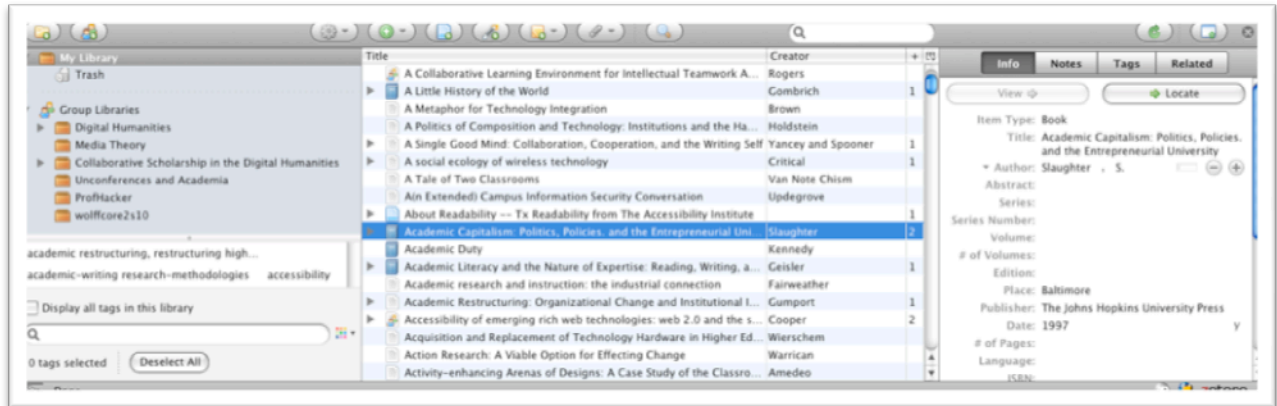
6. Repeat Step 4. An install add-ons window will appear. When prompted, click Install Now. Then, when prompted click Restart Firefox.



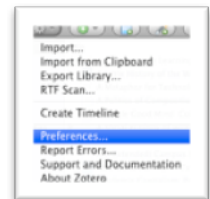
7. When Firefox restarts, you will see the Zotero icon in the bottom right of the browser.



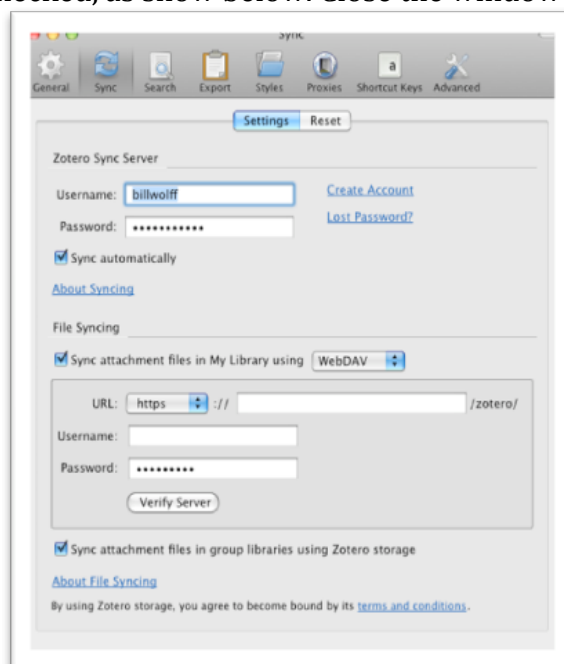
8. When you click on the Zotero icon, the 3-columned Zotero panel will appear. The Left column contains your Libraries, Group, and Search. The Center column contains the texts you have stored in Zotero. When a text is selected (as below) the Right column contains all citation information, notes, tags, and related citations.



9. To make sure you are logged in to your personal collections and will be able to synch with the server, click on the gear icon and select Preferences.



10. In the window that appears, click Synch. With the Settings screen selected, enter the username and password you used to create account. Make sure each of the check boxes is checked, as show below. Close the window when finished.



11. To synch your computer with the Zotero server, click the green circular arrow icon in the top right of the right Zotero panel. You must click the button whenever you want to synch. I recommend doing so whenever you start Zotero.



12. To learn how to add items you your collection, watch the video as suggested in Step 1.

13. Each of the areas in the Right column is editable. When you have selected an item in your collection, you can add or edit the information.

14. To add a note (such as, your annotated bibliography annotation), click on the Notes and then click Add. You do not need to save; save is done automatically.

15. To add an item in your collection to the course group, click on the item and drag it on top of the wolffcore2s10 folder. Click on the group folder and you should see the item in the Center column *along with all other items that people have added to the group*. You can click on these to see and edit the bibliographic info in the right column. This is how Zotero allows for collaborative research.