



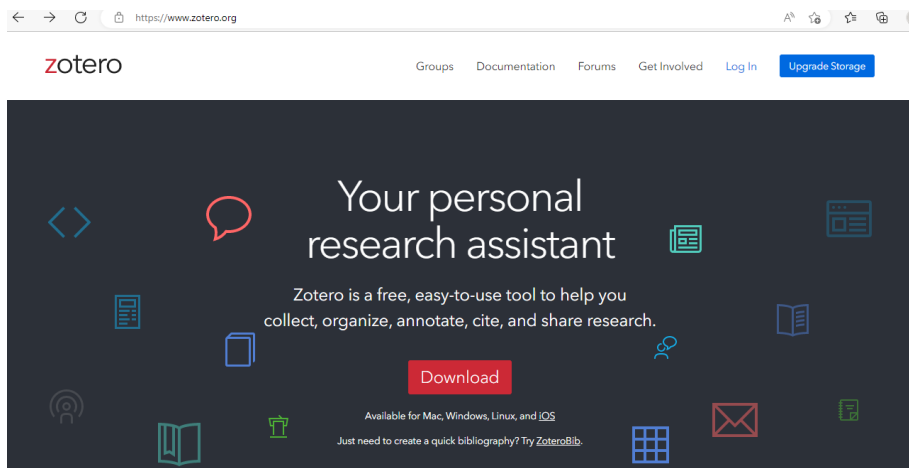
IMI Knowledge Centre

Guide to Zotero Research Assistant

Zotero is a free open-source reference-management software. It is used by researchers and students to store and organise and cite references.

Zotero Guide Part One – How to Install

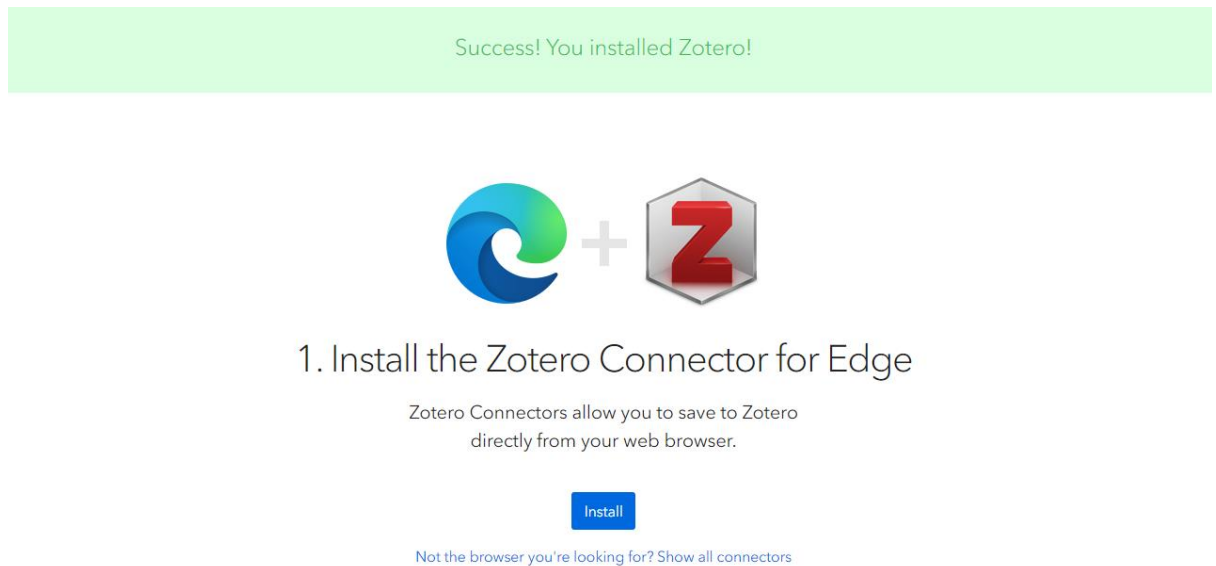
1. Go to the website <https://zotero.org> and select the download link



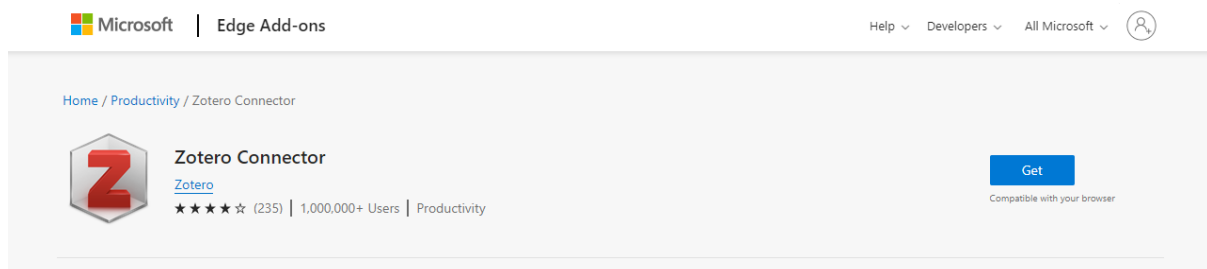
2. Select the download button for Windows or Mac or Linux and install the download file.



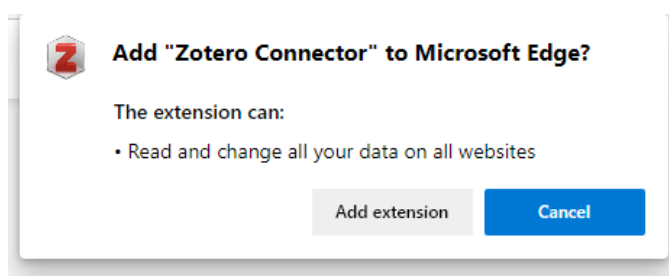
3. Once Zotero is installed the following page will appear saying "Success! You installed Zotero!". Next install Zotero Connector for Microsoft Edge by selecting the Install button.



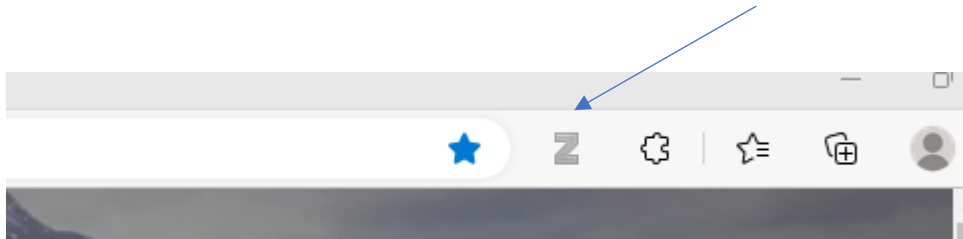
4. Select the Get button to add this extension to the Microsoft Edge Browser.



5. Select Add Extension



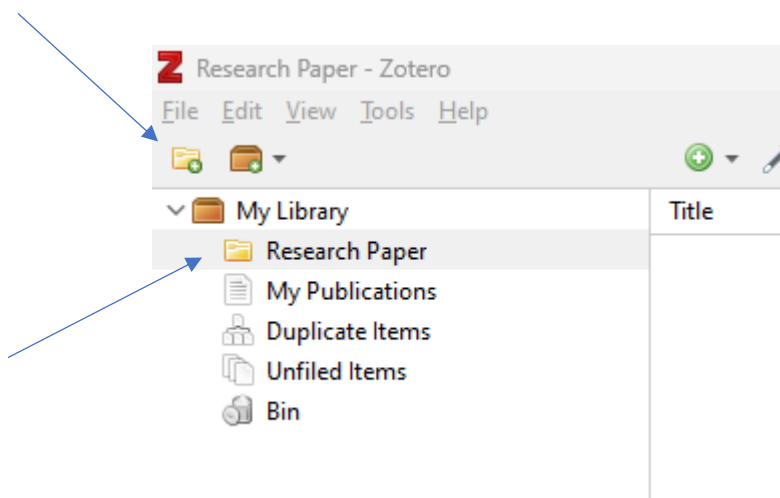
- The Zotero extension icon will appear in the Microsoft Edge Toolbar



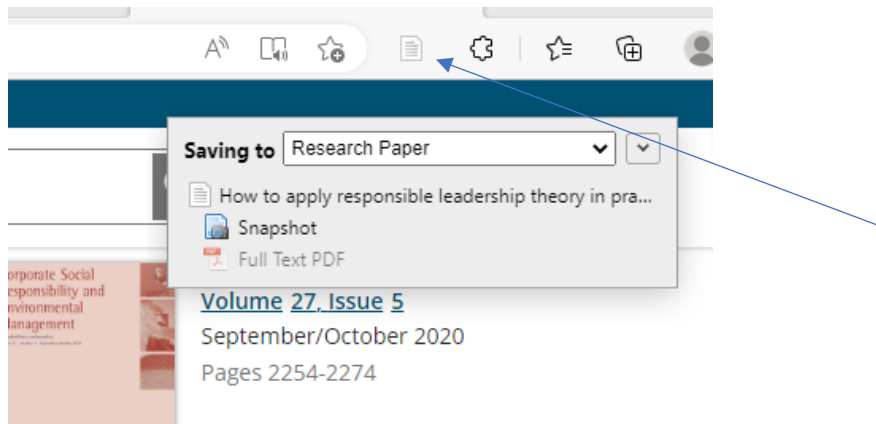
- Register for a Zotero Account <https://www.zotero.org/user/register> and create a username and password. Enable sync (Zotero - Edit – Preferences – Sync – Login). This will link the Zotero library on your computer with your online account which means you can access My Library on multiple devices.

Zotero Guide Part 2 – How to Create Folders and Import Documents

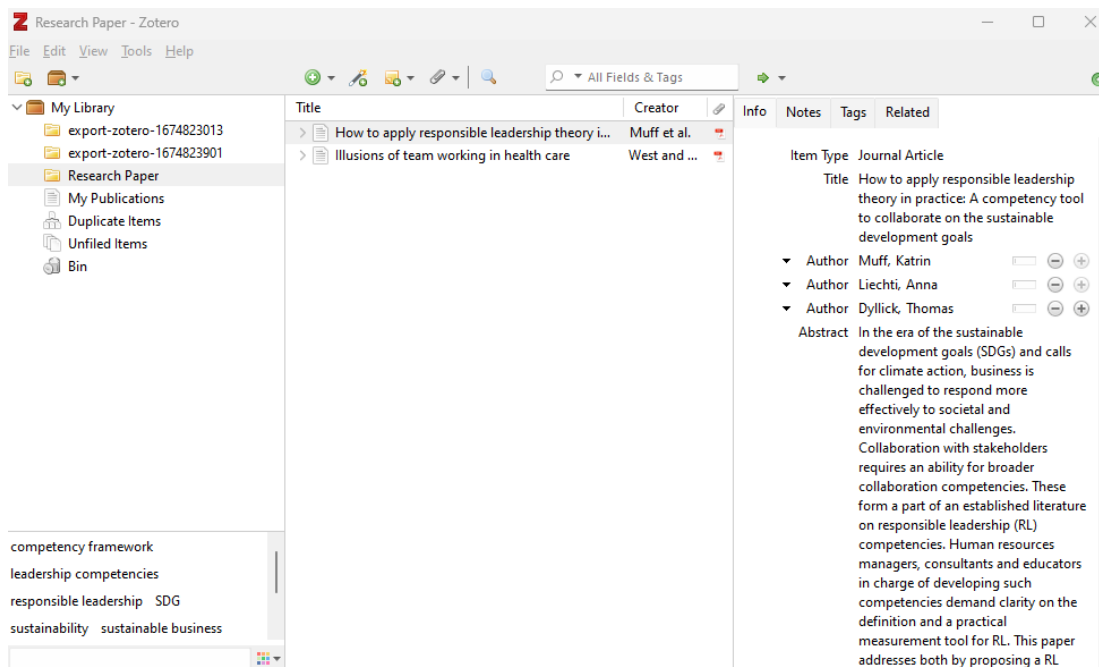
- Open Zotero on the desktop
- Select File – New Collection or select the file icon in the top left corner. Enter the name of the collection folder e.g “Research Paper”. This folder will appear as the first item of My Library.



3. To save references from documents that are already on your computer simply drag and drop them from their current location into the relevant collections folder.
4. To save directly into Zotero from a web browser open the document within the web browser and select the Zotero Connector icon on the toolbar. You can then choose which folder to save the document into.



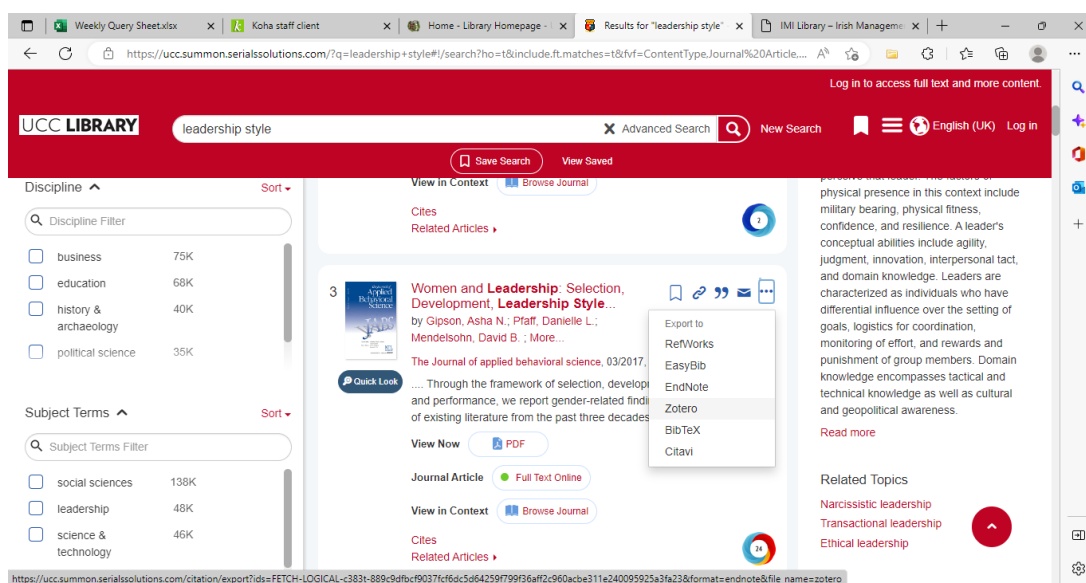
The document will then be saved in the named folder as below.



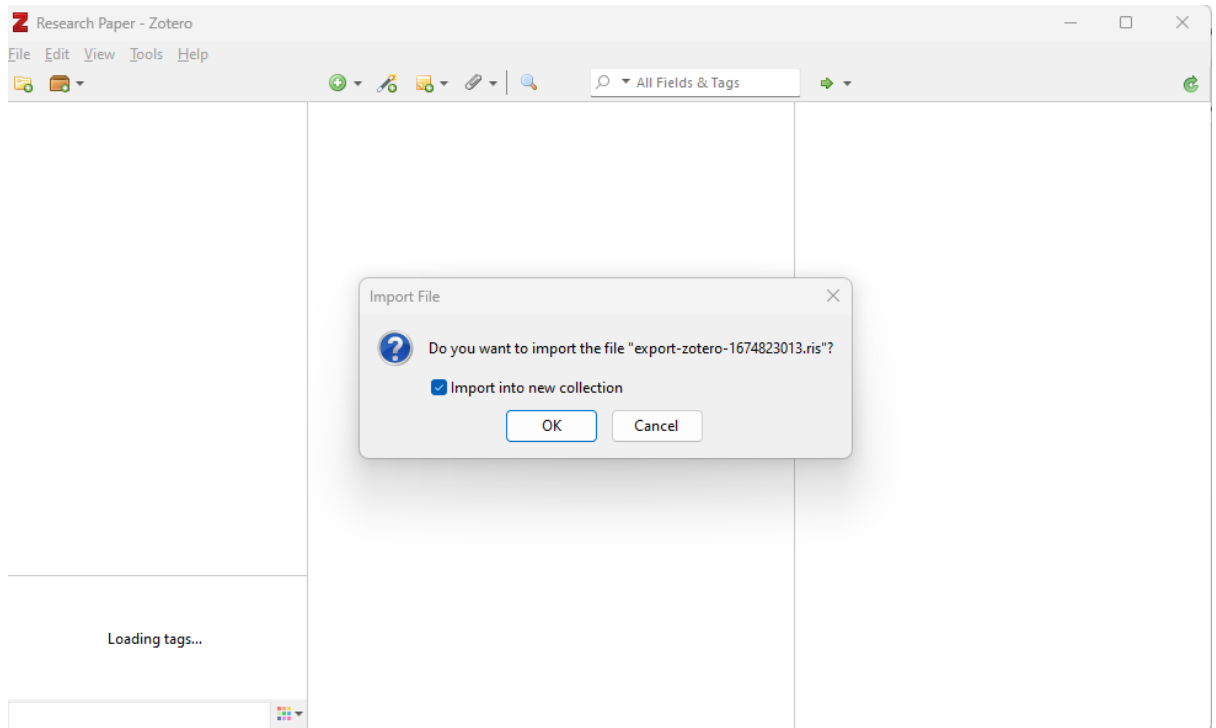
- To open the saved documents within Zotero either double click or right click and select file open.



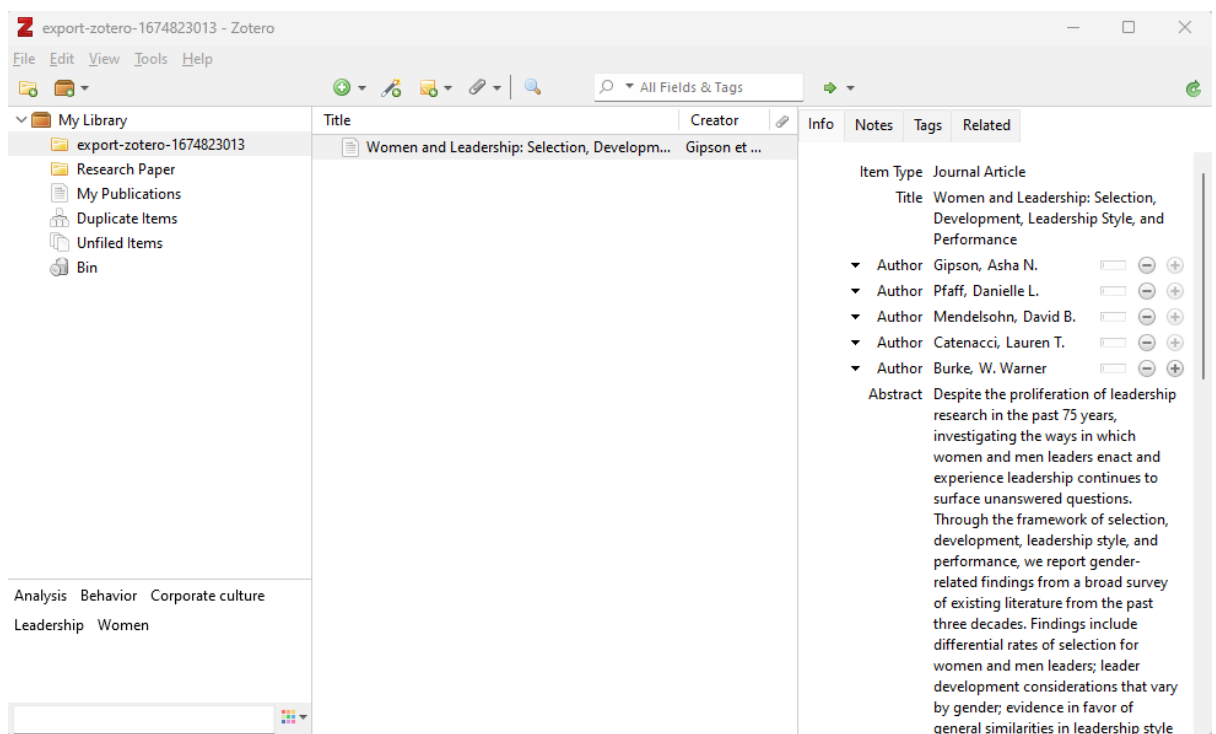
- To import references from the IMI Knowledge Centre or UCC Library Catalogues select More Actions ... Export to and Select Zotero from the drop-down menu.



A file is downloaded. Open the file and select OK to import the file into Zotero. Select Import into new collection to create a new folder.

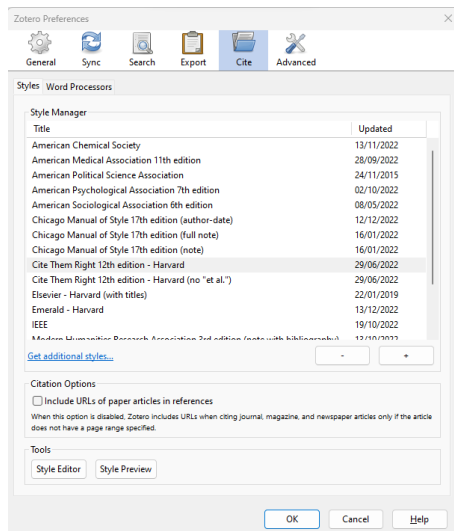


The folder will appear as a new collection in Zotero. Right click to rename the folder.

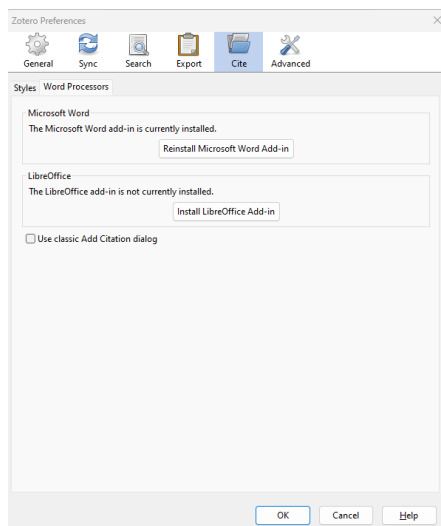


Zotero Guide Part 3 – How to Create In-Text Citations and Bibliographies

1. Firstly, add the Harvard Style to Zotero (Edit – Preferences – Cite – Get Additional Styles – Search Harvard – Select Cite Them Right 12th ed)

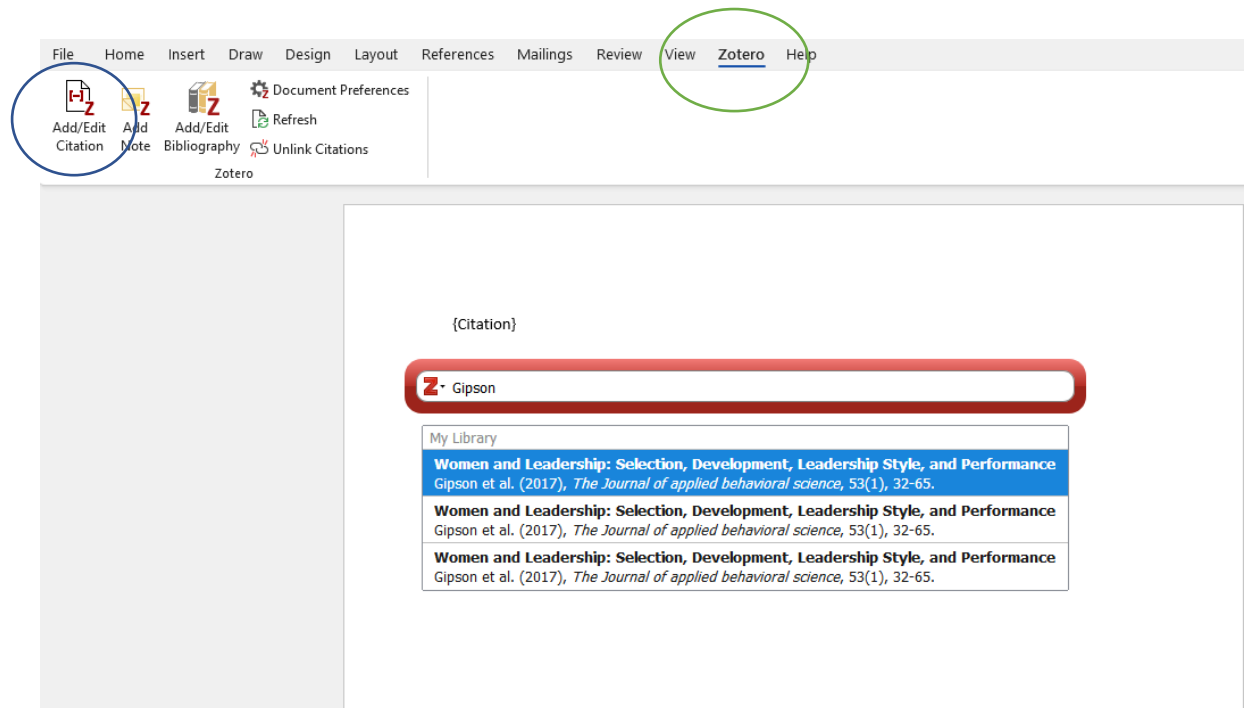


2. Also make sure that Zotero is linked to Microsoft Word.

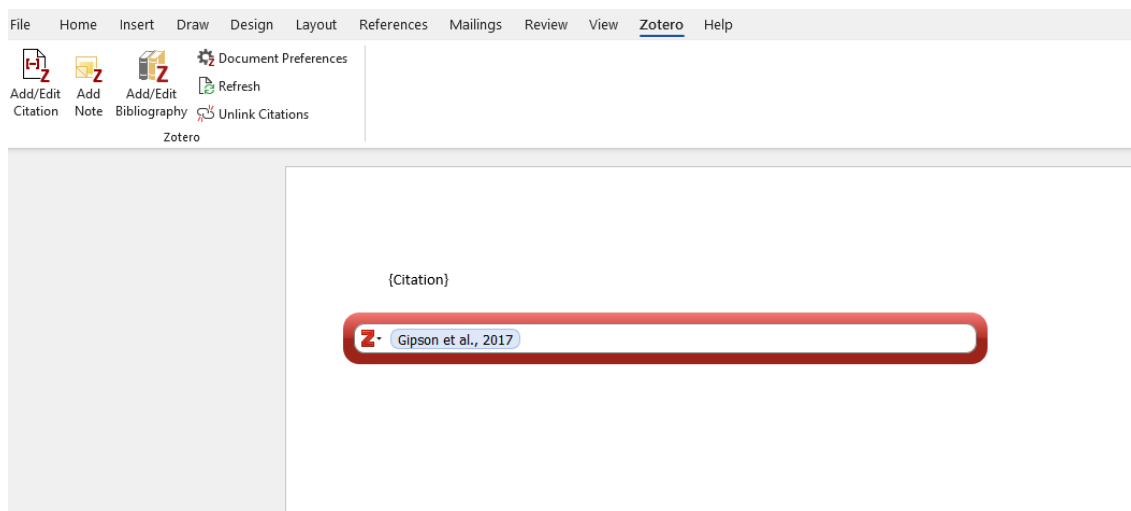


3. To add an in-text citation
 - Open the word document to which the citation will be added and click on Zotero in the top menu.
 - Select Add/Edit Citation – (Cite Them Right 12th ed).
{Citation} will appear on the document and a search box will appear

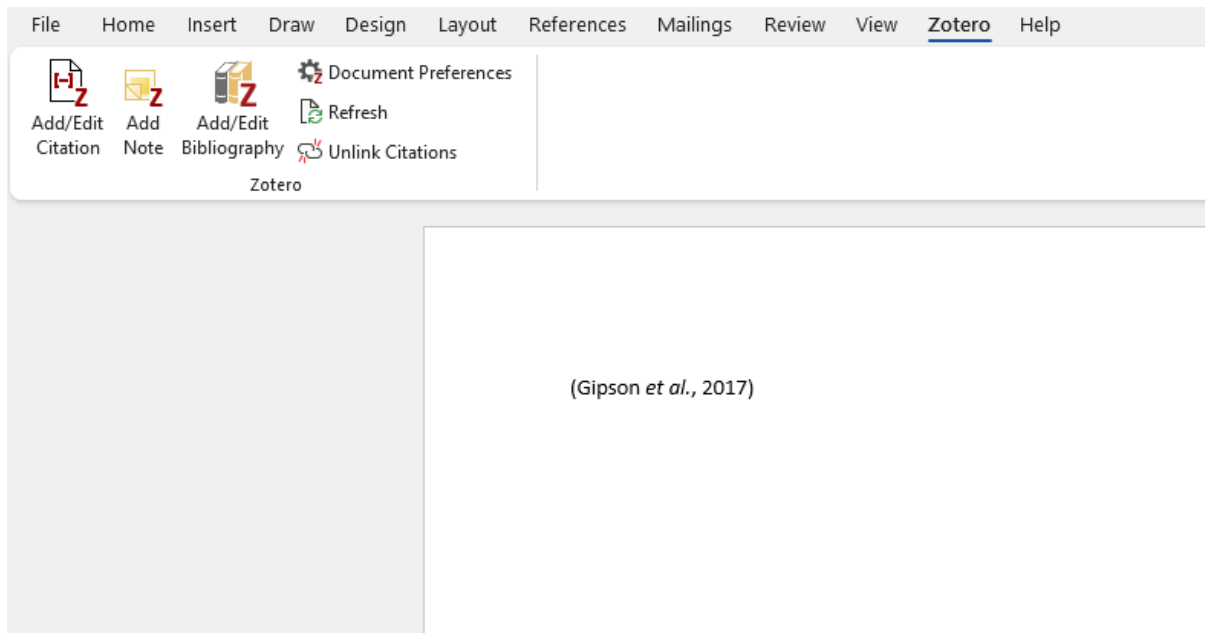
- Search for the author or title of the document you want to cite in the Zotero My Library. A list of titles will appear.



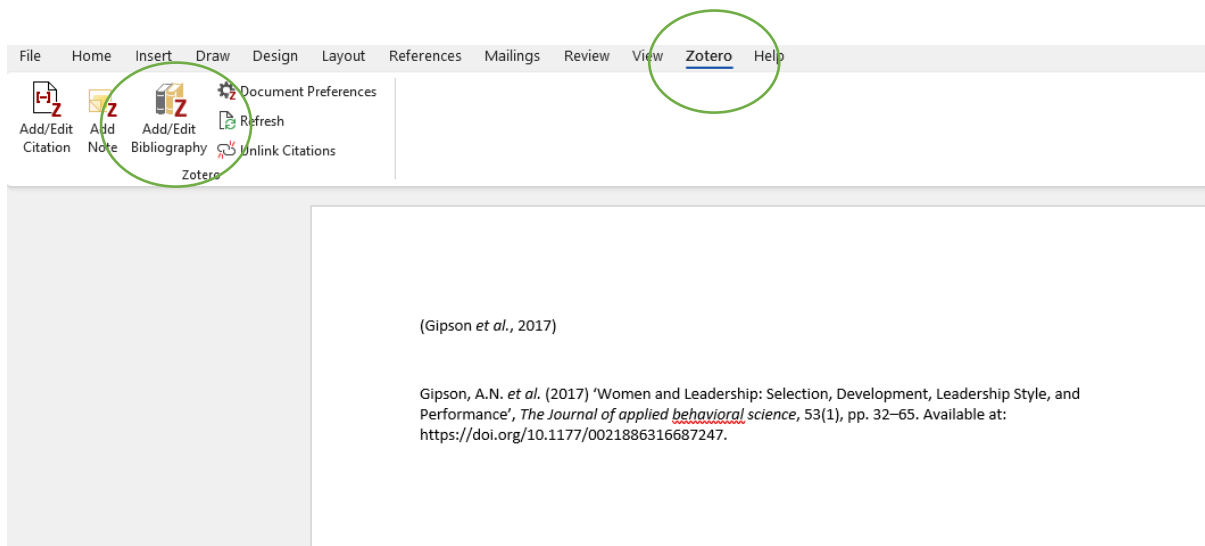
- Select one from the list



- Press return and the citation will be added to the cursor position in the word document.

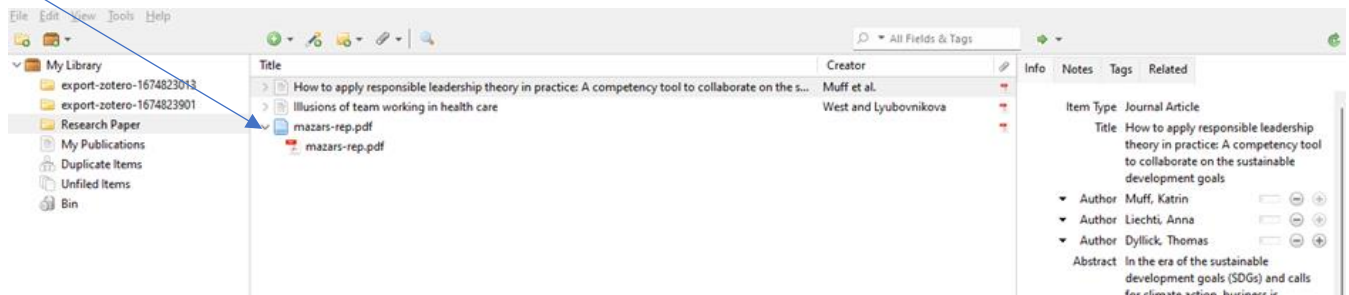


4. To add a bibliography at the end of the paper
 - Open the word document and move the cursor to where the references will be added
 - Select the Zotero icon from the top menu
 - Select the Add/Edit Bibliography Icon
 - The References will be added to the documents for all the Citations

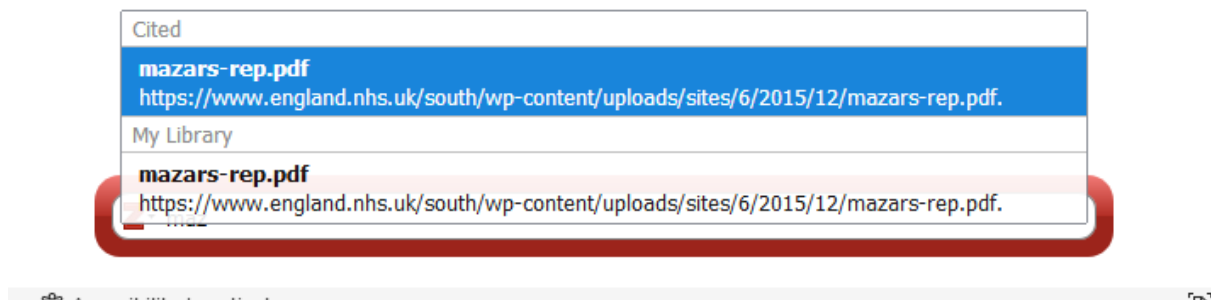


Zotero Guide Part 4 – How to create citations / bibliography from a PDF document

1. If you are citing a PDF select the document and right-click. Then select *Create Parent item* from the drop-down menu. Then select *Manual* from the dialogue box. This will place the PDF within the parent folder.



2. Open Zotero – Select Add/Edit Citation and search for the title



3. Add the citation to the Word Document at the citation point.

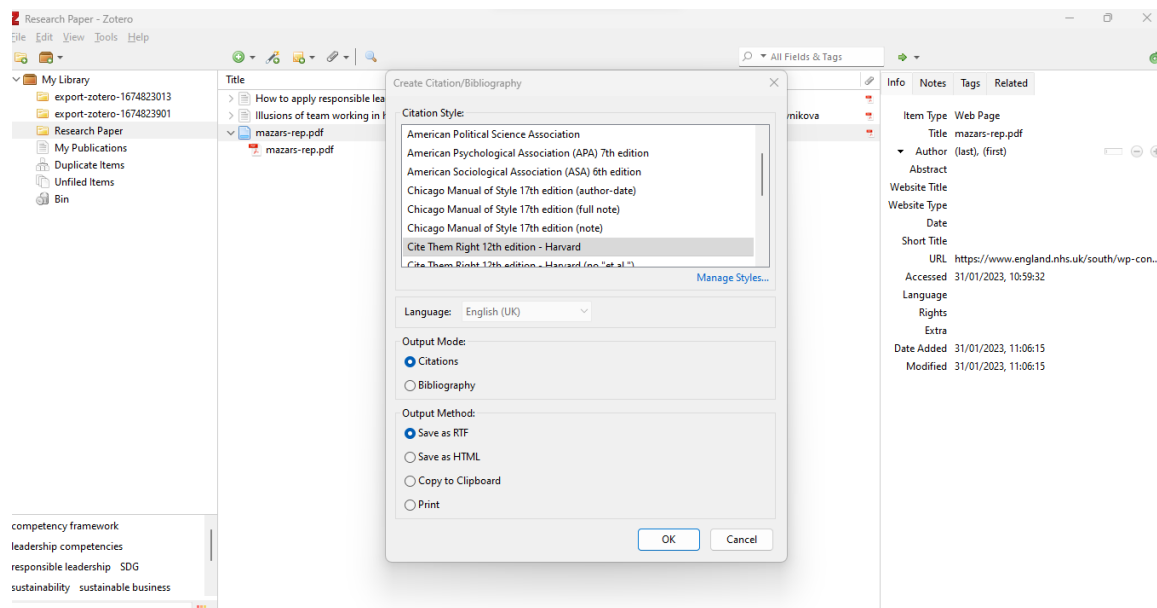
(mazars-rep.pdf, no date)

4. Select Add/Edit Bibliography and the bibliography will appear

mazars-rep.pdf (no date). Available at: <https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2015/12/mazars-rep.pdf> (Accessed: 31 January 2023).

You can also right click on the Parent folder and select *Create Bibliography from Item*. This will enable you to create citations and bibliographies in a

separate RTF file which you can save on the desktop and then copy and paste into your work document.



5. Finally, make sure to check all the references and citations for errors before submitting the assignment.