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# Zotero Quick Start

## A University of Michigan Taubman Health Sciences Library Guide


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### What is Zotero?

Zotero [zoh-TAIR-oh] is a free, easy-to-use Firefox add-on that allows you to save, manage, and cite your citations. It runs inside your Firefox web browser, which means it will work on any platform (Windows, Mac, Linux).

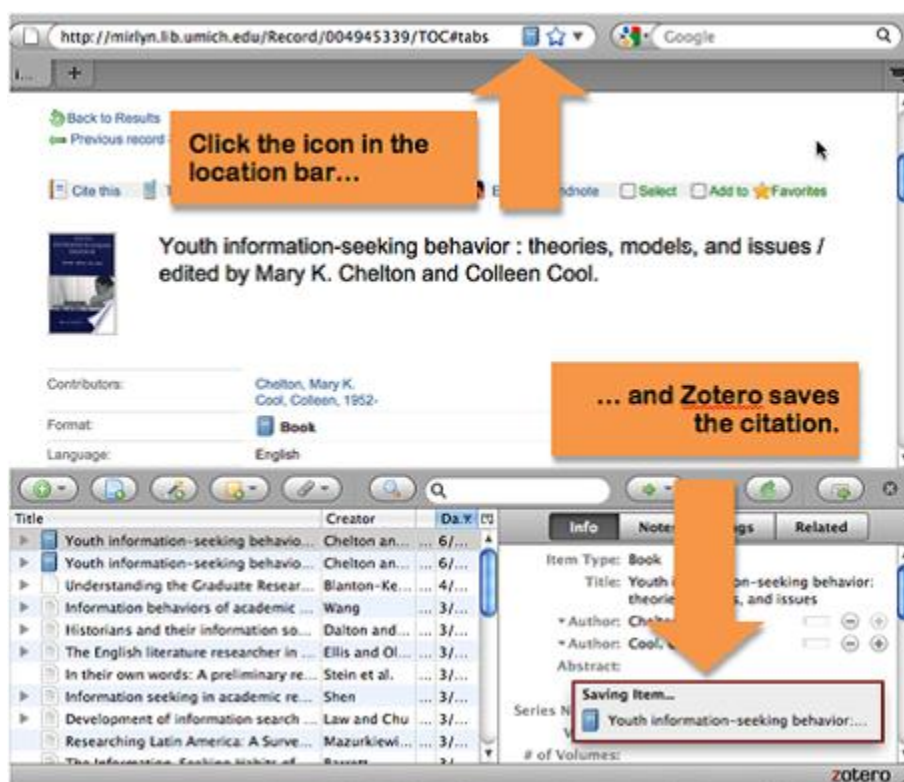
To download Zotero, go to <http://www.zotero.org> and click on the “Download Now” button.

### The Zotero Pane

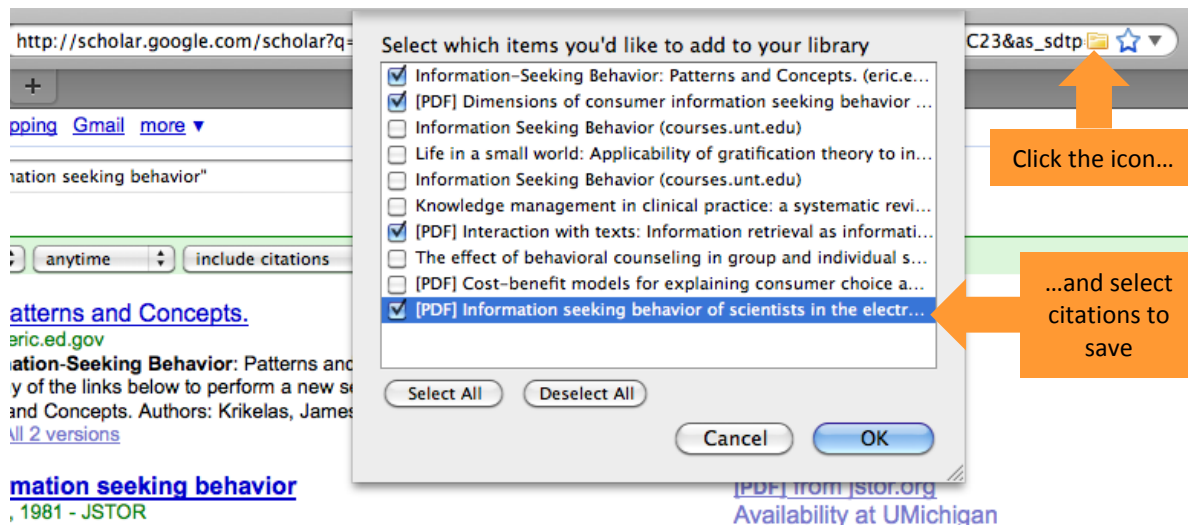
Once the program is installed, you should see the Zotero icon  in the bottom right of your Firefox window. Click on the icon to open the Zotero pane and view your citations.

### Saving Citations

Zotero has the ability to “sense” bibliographic information on many of the web pages you view. If Zotero detects this information, you will see a book or article icon in the location bar of your browser. To save the citation, simply click on the **Save to Zotero** icon.

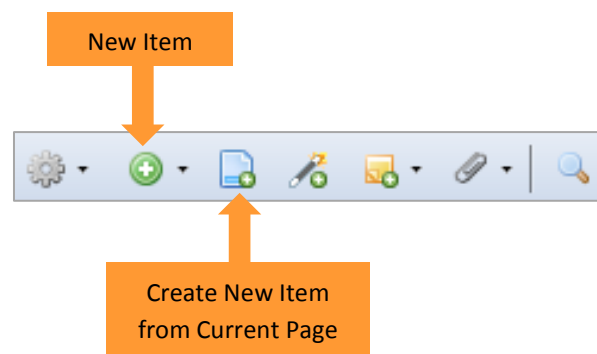


It is possible in Zotero to save multiple citations at one time. If you are viewing a page of search results, you will see a folder icon in the location bar. Click the **Save to Zotero** icon and select the citations you want to save.



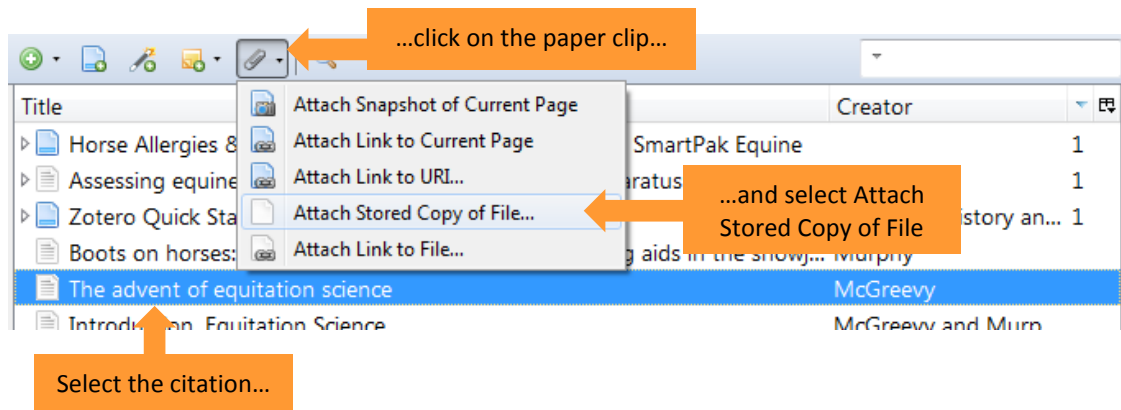
To manually enter a citation in Zotero, open the Zotero pane and click on the **New Item** icon on the toolbar. Select the correct format from the list and enter the citation information in the window on the left.

To save citation information for a web page, open the Zotero pane and click on the **Create New Item from Current Page** icon on the toolbar. Zotero will automatically save a snapshot of the page and attach it to the citation.

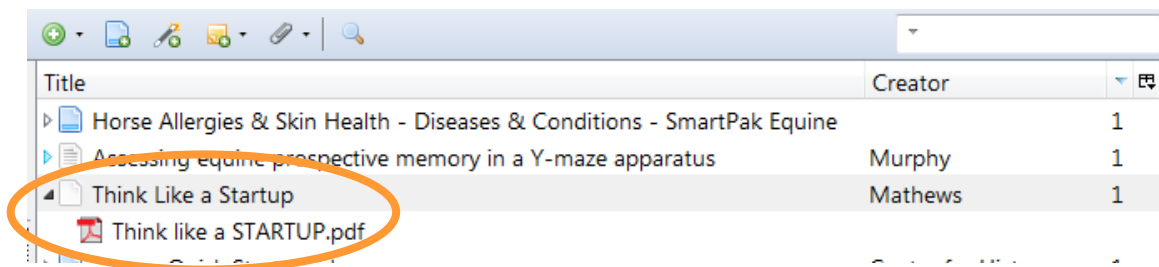


## Attaching a File to a Citation

To attach a PDF or other file to a citation, select the record you would like to attach the file to and click on the **Add Attachment** icon on the toolbar. Select Attach Stored Copy of File from the dropdown menu and choose the file that you would like to attach.



Once the file is attached, click on the arrow next to the item record to unhide and hide the file.

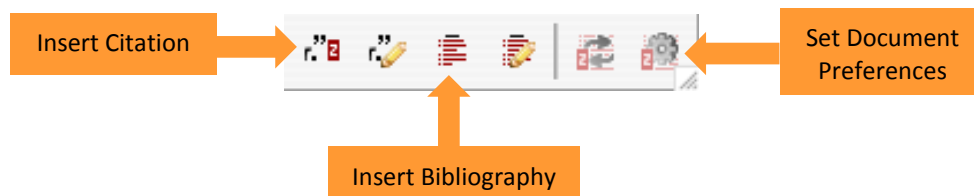


## Using Zotero with Microsoft Word

To download the Zotero plugin for Microsoft Word, go to <http://www.zotero.org> and click on **Download Now**.

To insert a citation, place the cursor exactly where you want the citation to appear in your document. From the Zotero toolbar in Windows click **Insert Citation** and select the correct source. Zotero will add the in-text citation in the style you have specified.

To create a bibliography, place the cursor at the end of your document and click the **Insert Bibliography** button. Zotero will insert a bibliography of all cited sources in the format you have specified and will automatically update the list if you add or remove citations. You can change the citation style by using the **Set Doc Prefs** button.



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## Need help?

THL Citation Management Guide – <http://guides.lib.umich.edu/citationmanagement>

Zotero Research Guide – <http://guides.lib.umich.edu/zotero>

Zotero Website – <http://www.zotero.org/support/>