How to Use Zotero:

1. Create a Zotero account (free) - https://www.zotero.org/ (This **video gives some highlights**)

2. Install Zotero on your computer (it will not work on a Chromebook):

>   https://www.zotero.org/support/installation

3. Open the Zotero app (the app needs to be open in your computer if you want to add papers to it!)

4. Install a web browser plug-in for Zotero to capture information from the web (choose among Chrome, Firefox, Edge, or Safari):

>   https://www.zotero.org/download/

>   https://www.zotero.org/start

- Now, you can navigate to any paper or book online and just click your little Zotero button in the top right corner of your browser and it will automatically add the entire citation (along with full-text if available) to your Zotero account!
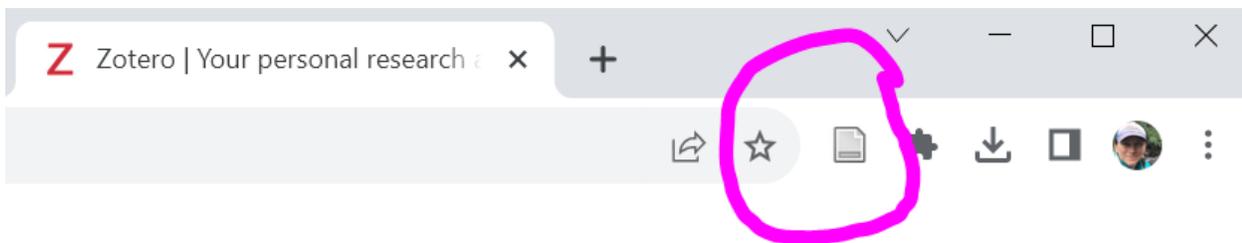
- Start adding citations to your Zotero account!
- Keep in mind you might want to check that things are uploading correctly as you go – it will save you time later! Here are some key tips:
    - Make sure the title is imported with only the first word capitalized (and any first words following a colon (:)
    - Make sure any italic words (species names) show up italicized by typing "<i>" before the words, and "</i>" after. For example, <i>Salix sitchensis</i>
    - Check the author names, journal name, volume number, page numbers, and year are all correct.
    - Make sure the DOI is included
    - Delete anything else, especially any text in the "Library Catalog" or "Extra" places that might be pulled into your reference list accidentally.

4. Install the Word plug-in to use Zotero within Word:
https://www.zotero.org/support/word_processor_plugin_usage
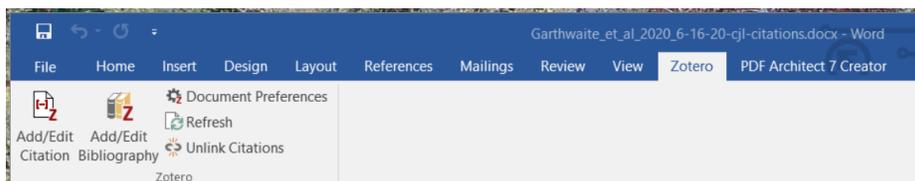
Now, you can work in WORD to add citations from your Zotero as you write.

1. When you get to a place in your WORD document where you want to add a citation, just click "Add/Edit Citation" and a red box will appear.
2. Start typing the first author's name and the citations you have saved by that author will appear. Click the one you want to add. You can keep adding other citations here if you want to cite more than one author!
3. When you have added the citations you want to add, click enter and the citation will appear in WORD already in parentheses.
4. Once you have finished adding citations for the day, navigate to the end of your paper and click "Add/Edit Bibliography" and Zotero will automatically create a Literature Cited section that includes only the citations you added to your paper - watch the magic happen!

Other Zotero options:

Citation/Bibliography Formatting

Zotero can use almost ANY citation format. You can change the format used by the Word connector in the Zotero app. Every journal has its own unique formatting requirements, so this is really helpful and will keep you from re-formatting a paper you are submitting for publication, especially if you get a rejection and need to submit to a different journal!

Citing R-packages

Download package citations (as software) directly from the CRAN into Zotero:

https://cran.r-project.org/web/packages/available_packages_by_name.html#available-packages-L

Annotations

Any PDFs saved into Zotero can be read and notated/highlighted in Zotero itself. This can create a list of annotations (direct quotes) with proper citations that could be used in an annotated bibliography. Figures and comments (with tags) can also be saved as annotations within Zotero.

Articles can be tagged in Zotero to help you find articles you have saved that cover particular topics.

Group Libraries: https://www.zotero.org/support/groups

Zotero has the capability of sharing a library/folder with multiple people that can add and contribute to a single shared folder with "Group Libraries." This is especially useful when working with multiple people in a group on a research project! All you need to do this is create an account (if you have not done so already) and follow the instructions above. You can choose the type of group you'd like to create, which varies with the editing and privacy settings. The bonus to creating an account is that it allows you to access the Zotero app on your phone, and it automatically syncs with the files on your computer.