

5 Helpful Features in Zotero

1. Synchronizing your library with your Zotero account gives you access to Zotero from any Internet-connected device through zotero.org and Zotero-friendly apps.
2. Organizing items into collections helps you keep track of sources for more than one project at a time
3. Add notes to items to keep track of quotes and thoughts
4. Attach stored copies of files onto items to sync with your Zotero account, providing access to your sources from all your devices
5. Attach links to files onto items to create a shortcut from your Zotero desktop software to where the file lives on your computer (saves space on your free Zotero account, which holds up to 300 MB of data)

Ways to Add Sources to Zotero

- Add manually
 - Click the green plus sign, select the type of source you are adding, then fill in the blanks.
- Add by identifier (usually ISBN)
 - Click the magic wand, type the ISBN number and hit “Enter”
- Import from browser
 - When you installed Zotero Standalone, a browser plugin for the browser you were using at that time was also installed. If you want the Zotero plugin installed on another browser, visit <http://www.zotero.org/download/>
 - After a webpage has finished loading, look for a page icon at the end of the address bar; hover over it to see “Save to Zotero.” Click this icon.
 - Go to Zotero and check the import. Make sure all the information recorded in the item is correct and complete.
- Import from library catalog
 - **Method for one or a few records:** Save individual records in RIS format and import one at a time into Zotero using File > Import...
 - **Method for a lot of records:**
 - Log in to your library account
 - As you search and find items to look at, save them to a list
 - When you are finished, go to your list and select “download list” to save in RIS format.
 - Go to Zotero, File > Import... , and select the RIS file you just downloaded
- Import from EBSCOhost
 - **Method for one full-text item:** load the full-text file in the browser, then click the page icon as you would to add a website.
 - **Method for a lot of records:**
 - Add search results to your folder as you are searching records
 - Click the folder when you are finished
 - Select the option for “Direct Export in RIS Format,” then click “Save”
 - Go to Zotero, File > Import... , and select the RIS file you just downloaded