

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 (requires Zotero Connector plugin to be installed in your browser)
 - 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, one at a time
 - **Discovery Search - Method for library catalog records:**
 - View individual records and save information using the Zotero Connector (book icon at end of browser address bar)
 - **Discovery Search - Method for EBSCO records:**
 - View individual records and select “Download citation”
 - Open the RIS file that downloads to your computer
 - Zotero will ask if you are sure you want to import the record; select Yes
 - Organize the record that is created in Zotero
- Import multiple items from catalog or database search results (library catalog searches, EBSCO (including Discovery interface), JSTOR, OCLC Worldcat)
 - From the search results page, click the folder icon at end of browser bar
 - A popup window allows you to select which records to import; use checkboxes to select then click “OK”