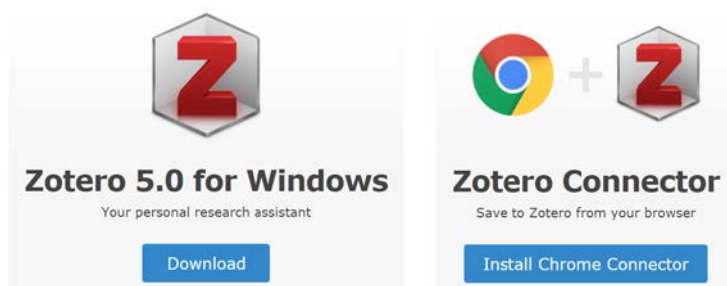# Quick Start Guide

What is Zotero?

Zotero [zoh-TAIR-oh] is a free, citation software tool that allows you to collect and organize references and easily create standard format citations and reference lists. It integrates with your browser so that you can easily download citation information from the web, and it automatically generates in-text citations and reference lists within MS Word or LibreOffice.

Installing Zotero

There are essentially two items needed to use Zotero: the Zotero 5.0 standalone application (for Windows, Mac or Linux) and a Zotero browser connector. You can download both from www.zotero.org/download.

Zotero 5.0 for Windows
Your personal research assistant
Download

Zotero Connector
Save to Zotero from your browser
Install Chrome Connector

The standalone application comes with many preinstalled citation styles, including APA, MLA, and Chicago. If you need to add AMA style, see the "Installing Style Add-ons" section below.

1. Download and run the Zotero installation file for your operating system (Windows, Mac or Linux). Be sure Word/Open Office is closed so that the installer can add the Zotero toolbar.
2. Choose the connector for the browser you will be using. Click install and follow the instructions. *Note: Zotero is not compatible with Internet Explorer/Edge browsers.*

Installing Style Add-ons (e.g., AMA style)

If you need to use AMA style or want the format for a specific journal, you will need to install an add-on style format.

1. In the Zotero application click Tools>Preferences>Cite>Styles.
2. Click "Get additional styles".
3. Select the style you need (e.g., American Medical Association) to download the .csl file.
4. In the Zotero Preferences window, click "+" and select the *.csl file you downloaded.
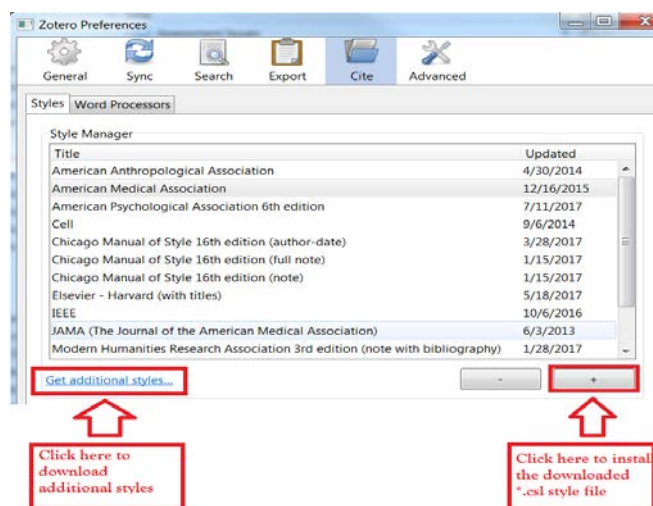
Retrieving Citation Information Online

Zotero runs in your browser and detects when you are viewing an article, book, or other resource.

If citation information is available to download, a small "Save to Zotero" icon will appear next to the address bar in the browser window. Click the icon to download the information into your Zotero library.
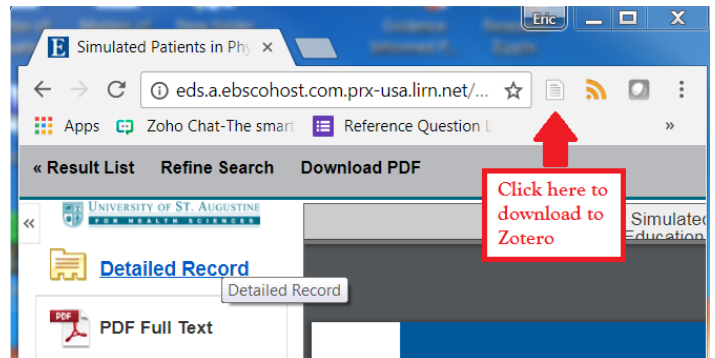
ALWAYS check downloaded data
You should be sure to proofread the information downloaded into your Zotero library to be sure it meets necessary standards, watching especially for capitalization issues or stray characters. We recommend dealing with this at the time of downloading the data. Once any errors are corrected in your Zotero library, they should be ready for citation in the future.

Adding Citations to a Paper

After you have installed Zotero, you can add and edit citations and create a reference list within Word or LibreOffice via the Zotero toolbar tab.

1. Click the "Zotero" tab in Word to see the Zotero menu.
2. Place the cursor where you would like your citation to appear, and click "Add/Edit Citation". The first time you do this, you will need to select a citation style: e.g., APA or AMA
3. Use the red search bar to locate the item you wish to cite, and select it by clicking it in the list. Zotero will add an in-text citation or superscript in the style you have selected.
4. After all your citations have been added, place the cursor at the end of your paper and click "Insert Bibliography" in the Zotero tools. Zotero will automatically generate a reference list from the citations you have used in your paper.
5. If you need to make changes to your citation data, it is best to make the changes within your Zotero library. Click "Refresh" on the Zotero toolbar in Word/LibreOffice, and Zotero will import the new changes into your document. Doing this will correct your data for use in future citations.
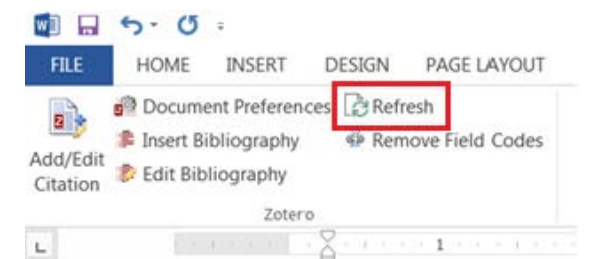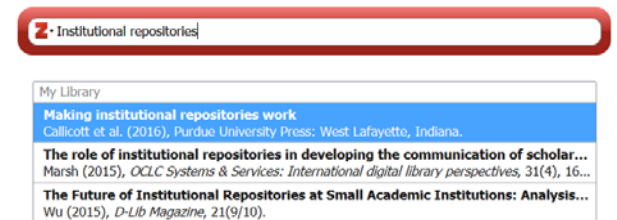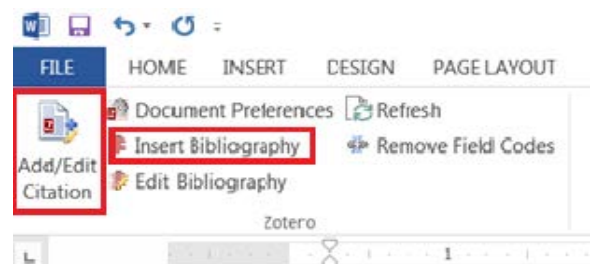
If you need to add additional citations to your document after you have created the bibliography, Zotero 5.0 will automatically update the list with the new references.

You can easily change between citation styles by clicking the "Document Preferences" button on the Zotero toolbar tab and choosing a different citation style.

Additional Questions

If you need assistance with installation or have any other questions about Zotero, please feel free to contact the USA library at library@usa.edu.