Exporting records to Zotero.
A. Open up your Zotero App and select a folder you would like to move records to.
B. Open up a browser (Chrome or Firefox) on which you already installed the Zotero connector, following the initial instructions found on the Accessing and installing Zotero Guide.
   • Currently, Zotero will not work on Internet Explorer, though there are plans to change this in the future.
C. Open a database and perform a search.
   1. Locate the yellow folder in the upper right corner of the page and click on it.
      a. If you are opening a single document, the icon will appear as a sheet of paper.
      b. Articles added to the folder.
   2. Your records have now been exported to Zotero and will appear in the folder you selected on the App.

Creating a bibliography (through the Zotero App on your desktop).
A. Highlight a folder in the left column for your bibliography.
   1. Right-click on the folder and select “Create Bibliography from Collection”.
   2. A new screen will appear to format your bibliography.
      a. Select your citation style (APA, MLA etc.).
      b. Output mode: Bibliography.
      c. Select output method (Save as RTF for a Word doc.) and click OK.
   3. In the next screen, create a title and select a location where you want your bibliography saved.
      a. When completed, click the Save button.
      b. Find the location where you saved the bibliography on your computer and open your document.

Zotero is a digital research organizer that provides an easy way to transfer and save records found through database and internet searching, organize those results into a series of folders, and generate bibliographies from those stored records.

Zotero Connector (for Chrome, Firefox, and Safari) allows for easier sync and exporting across browsers and devices.
1. Click on “Install Chrome connector”
2. Follow directions to save the extension to your browser.

Downloading Zotero
1. Click the Zotero link on the subject guides, then the Download button on the Zotero 5.0 page.
2. A Setup wizard will appear in the bottom left corner of the page.
   Click on it.
3. From the next menu screen click Open.
4. A new window will appear asking if you want to run the file. Click Run.
5. After the program has been extracted a Setup Wizard will appear. Click Next and follow the prompts.

7. On the next screen click the Standard button, then Next.
8. Zotero will start installing the program. When it is done click Finish.
Registering and Formatting Zotero.
Registering allows you to sync all your versions of Zotero together and save your records on the Zotero server for easy access.

A. Registering for an account
   1. Go to the Zotero home page (https://www.zotero.org/).
   2. Click the link Register in the upper right of the page.
   3. On the next screen, fill out the Register form and create a Username and Password.
      a. Click the Register button.
   4. Your records will now be stored, on the Zotero server.

B. Syncing Zotero for your Account.
   1. From the Zotero App click Edit at the top of the page.
   2. From the dropdown menu Select Preferences
   3. Click the General icon and make sure boxes are checked.

4. Click the Sync icon
   a. Check that all boxes below are checked, especially, Sync automatically.
   b. Click the OK button.

My Library page
The Zotero app appears on your desktop once you have downloaded the program and gives you access to folders to store records, the records themselves and metadata.

Left Column: folders where all your records are held.
Middle Column: Individual records in folders.
Right Column: Metadata for each record.

Additional options:
- Create new record manually
- Search for record by ISBN or DOI
- Add note either as stand-alone or attached to a record
- Add an attachment linking the record

Left column: Folders
1. My Library. Zotero folder which stores all active individual records.
2. Trash: (found at bottom) unwanted records removed after a set period of time.
3. Created folders, (to create click File > New Collection) to organize records.
   a. Export records into a selected folder by highlighting the folder prior to export.
   b. Move records into folders by highlighting the record in the middle column and dragging it to the selected folder in the left column.
   c. Right click on a folder for more options, including creating a bibliography.

Middle column: individual records.
1. Individual records in folders will appear in middle column. PDF full text records will be brought over when available from the source of the exported record.

Right column: Metadata (author, title, URL, abstract etc.) for the record.

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