Introduction to Zotero

Questions?

- yrl-ref@library.ucla.edu
- Drop in at A1540 Charles E. Young Research Library ("Drop-in Research Help")

1 Working on a CLICC computer

If you brought your own laptop, follow the instructions at the very end of this handout for “At home on your own computer.”

- Point your browser to <https://www.zotero.org/user/register>
- Create Your username and write it here so you don’t forget it: ________________________________
- Enter your Email address and Confirm Email. If you use more than one email account, write down the email address you’re going to be using for Zotero here: ___________________________________________
- Create a Password and write it here so you don’t forget it: ________________________________
- Verify Password
- Type the Captcha verification and click the Register button.

2 Sync the Zotero extension with your zotero.org account

- On your computer, open the Firefox browser.
- Click on the Zotero extension in the bottom right-hand corner of your browser window.
- Click the Actions button (looks like a gear, 3rd button from the left) and choose Preferences…
- Click Sync, enter your Username and Password, and close the Actions pane.
- Click the button with curved arrow (second button from the right) of your Zotero extension pane to sync what you add to your library today with the web copy of your library.

3 Get started!

Think about and choose some key words and/or subjects to search for (maybe for a paper you are working on, or for a particular interest you have): ________________________________

Task 1) Find a UCLA catalog record for one book (using key word or subject search) and add it to your Zotero library.

Task 2) Find a list of several books in the WorldCat catalog (key word or subject search) and add more than one of them simultaneously to your Zotero library.

Task 3) Find an article in JSTOR and add it to your Zotero library.

Task 4) Find a website/online resource and archive the page in your Zotero library.

Task 5) Find a youtube.com video and add the citation information to your Zotero library.

Task 6) Find a flickr.com image and add it to your Zotero library.

Task 7) Find an item on amazon.com and add it to your Zotero library.

Task 8) Find an article from the latimes.com or the nytimes.com or chronicle.com and add it to your Zotero library.
4 Make a collection

- In your Zotero extension pane, click on the icon on the far left, which looks like a manila folder with a plus sign.
- Enter a name for your collection, e.g., Zotero Workshop (in case you won’t need these later) or the topic that all of your records relate to.

5 Add more information to an individual item

- Choose any item in your collection and click on it. See what information is already provided (items you download from library catalogs and databases often have a lot of metadata embedded with them).
- Click on Notes and then Add.
- Type in some text about the item (or some sample text just to test out this feature). You can add as many notes to an item as you want, and this is a GREAT way to take notes on a book or article or other item so that you always have those notes connected to the source they came from.
- Click on your original item again and then click on Tags. Sometimes items already come with some tags, but you can delete ones you don’t need and customize your own.
- Make your own tag by clicking Add, typing a tag, and then hitting your Enter key.

6 Create an item “from scratch”

- Click the round green plus button in the menu bar for a new item and fill in some of the fields. You can delete this practice item later.
- Now try clicking on the blue icon that looks like a loading page with a small green plus sign in front of it to save a webpage from a site that Zotero doesn’t recognize. Add in any additional information to the item that the page capture doesn’t include.

7 Sort your items by Title and then try sorting by Date Added

QUESTIONS?

8 Evaluation

- Please help the Library help you better and take 5 minutes to fill out this evaluation: <bit.ly/library-eval>
- For What class or program…? write Intro to Zotero