**Zotero Essentials in 50 minutes or less**.

From <http://libguides.humboldt.edu/zotero>

1. [www.zotero.org](http://www.zotero.org) from Firefox/Mozilla
2. **Register for an account**. Verify your email.
3. **Install** Zotero 4.0 for Firefox
4. Add the **plugin for Word** (right below the big red box)
5. **Is the Z in the upper right hand corner?** If not: click on the3 lines in the upper right hand corner

**-> Add-Ons -> Extensions -> Enable**

1. Shut down Firefox and Word and open them up again
2. **Set-up** -- Click the Action icon action menu---> Preferences
3. **Sync** - Enter your Zotero **username and password**
4. **Search** -- "Check for Installer" (to retrieve PDF metadata in Step 4)
5. **Cite** ---> Styles tab - Is your required style pre-installed? If not, click on Get Additional Styles.
6. **Add references from databases** - use the icon that appears in the URL address bar of databases and catalogs.
7. Library Article Database of your choice in EBSCO (Academic Search Premier, Social Sciences Full Text, etc.)
8. Google Scholar

**Review each reference in the right panel as it is added (complete bibliographic information is critical)**

1. **Add web page snapshots**: (you may need to enter information that is on the web page for a complete reference)

* Click “Create Webpage Item from Current Page”
* Try your favorite news source (ex: New York Times)

**Page Two: Zotero Essentials in 50 minutes or less**.

From <http://libguides.humboldt.edu/zotero>

1. **Add PDF files**

If you already have a reference in Zotero for a PDF:

* Drag and drop PDF on top of reference in Zotero's middle panel.

If you don't have a reference in Zotero for a PDF:

* Google Scholar – retrieve metadata
* To create a bibliographic reference for the PDF you add to Zotero, right-click on the PDF and choose Retrieve Metadata for PDF. (Check Step 2B)

1. **Creating Bibliographies**
2. Refer to Step 1A – you need to have installed the plugin for Word
3. Insert Citation insert citation-- Click this icon in Word to add a new in-text citation, footnote or endnote.
4. Insert Bibliography insert bibliography-- Click this icon in Word to generate a bibliography from all references you have cited in your document. As you add new in-text references they will be added automatically to the bibliography.

**Sync (Green arrow on the right) to save all of your new library entries**

**Un-sync from shared computers: remove your username and password and restart the computer**

**Zotero Workshop: Wednesday February 18th at 3 p.m. in Library Lab 121**

**Sarah Fay Philips –** [**sp252@humboldt.edu**](mailto:sp252@humboldt.edu) **- HSU Library Workshops** [**http://humboldt.libcal.com**](http://humboldt.libcal.com)

For videos and step-by-step instructions see the *Zotero Research Guide* <http://libguides.humboldt.edu/zotero>