



ZOTERO USER MANUAL

ABSTRACT

This manual will take you through the process of acquiring and using Zotero for a more efficient reference management.

Website- Library.cuz.ac.zw

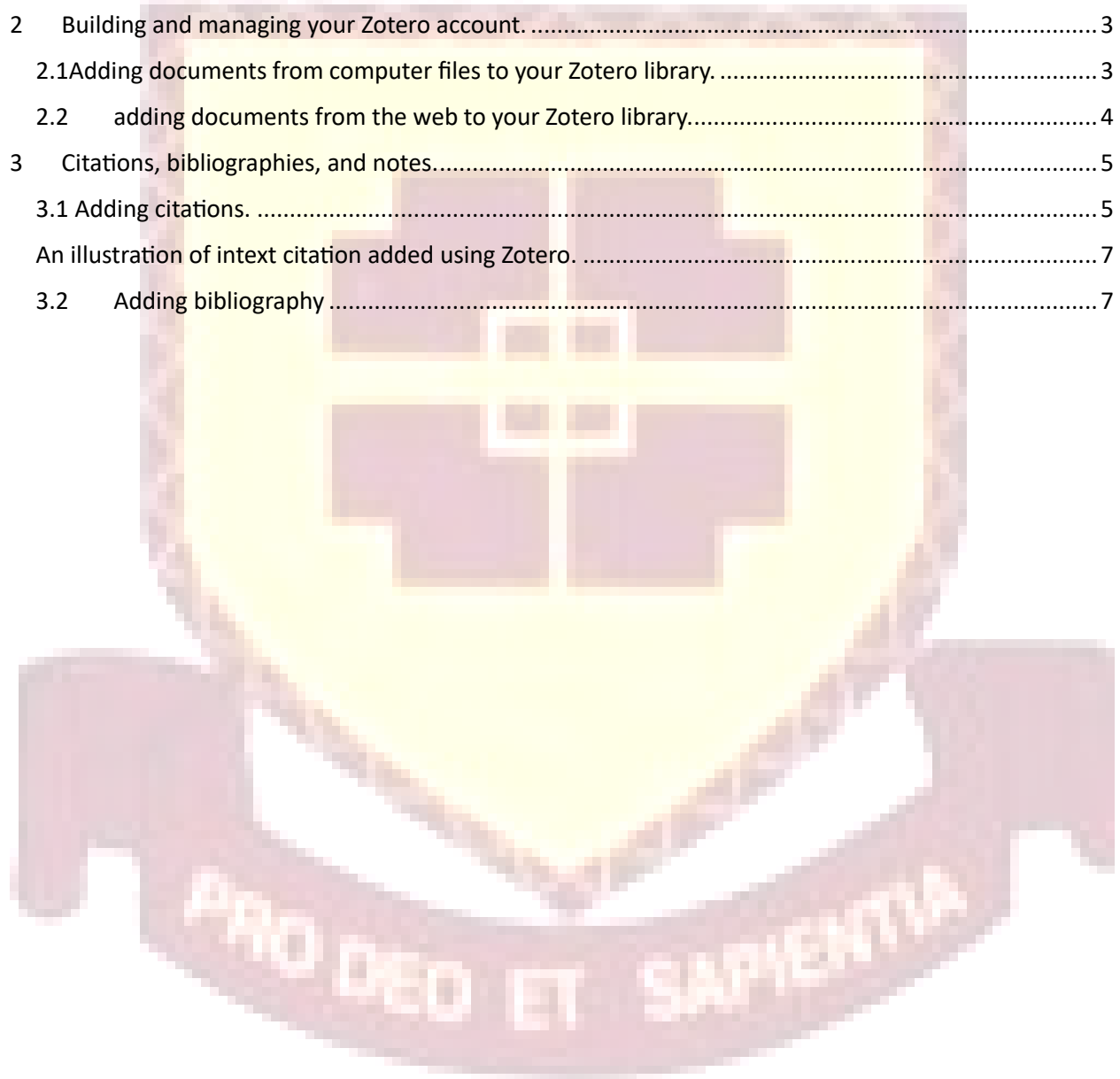
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Table of Contents

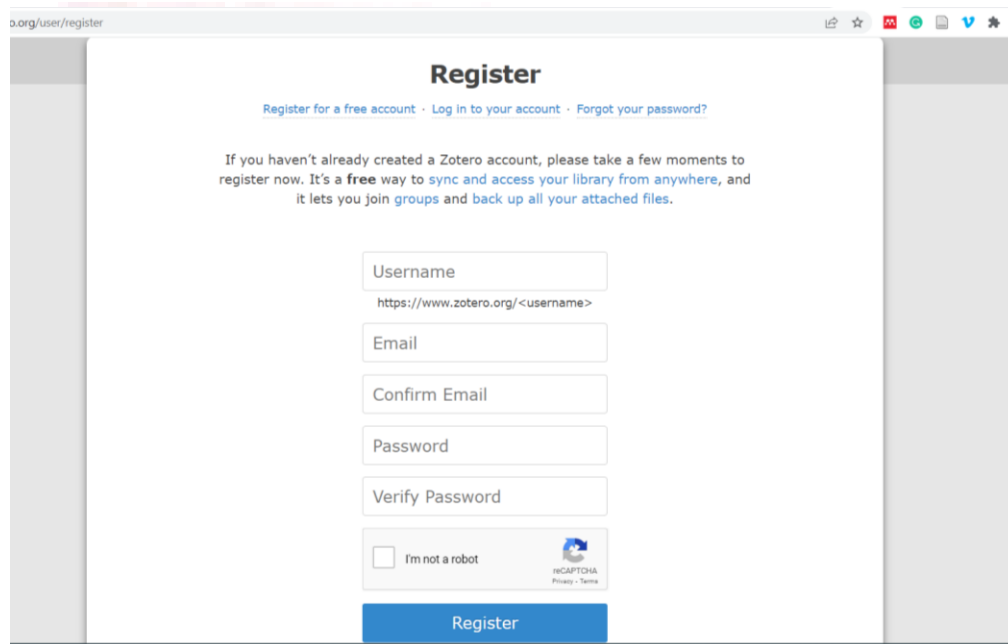
1. Registration and installations.....	2
1.1 Register for a Zotero account.....	2
1.2download the desktop application.	2
1.3Install the Zotero web connector.....	3
2 Building and managing your Zotero account.....	3
2.1Adding documents from computer files to your Zotero library.....	3
2.2 adding documents from the web to your Zotero library.....	4
3 Citations, bibliographies, and notes.....	5
3.1 Adding citations.	5
An illustration of intext citation added using Zotero.	7
3.2 Adding bibliography.....	7



1. Registration and installations

1.1 Register for a Zotero account.

Go to <https://www.zotero.org/user/register> and register for free using your personal email.

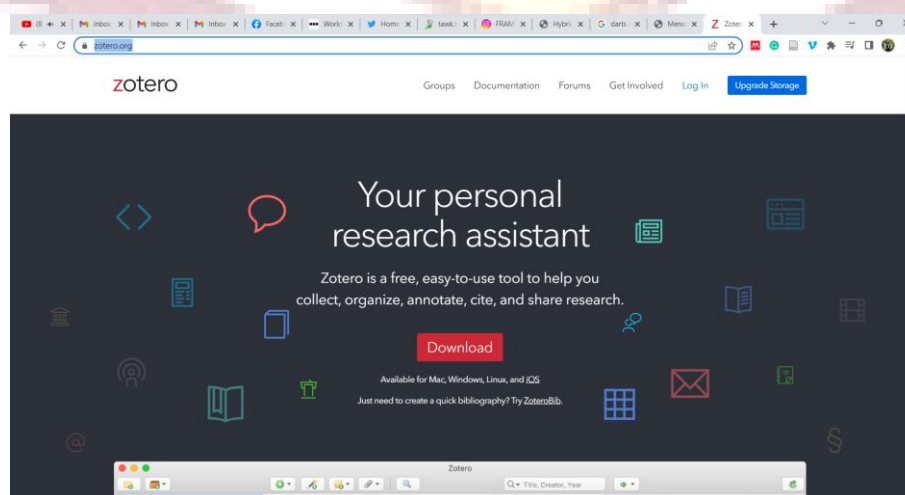


You will receive an email to activate your account.

1.2 download the desktop application.

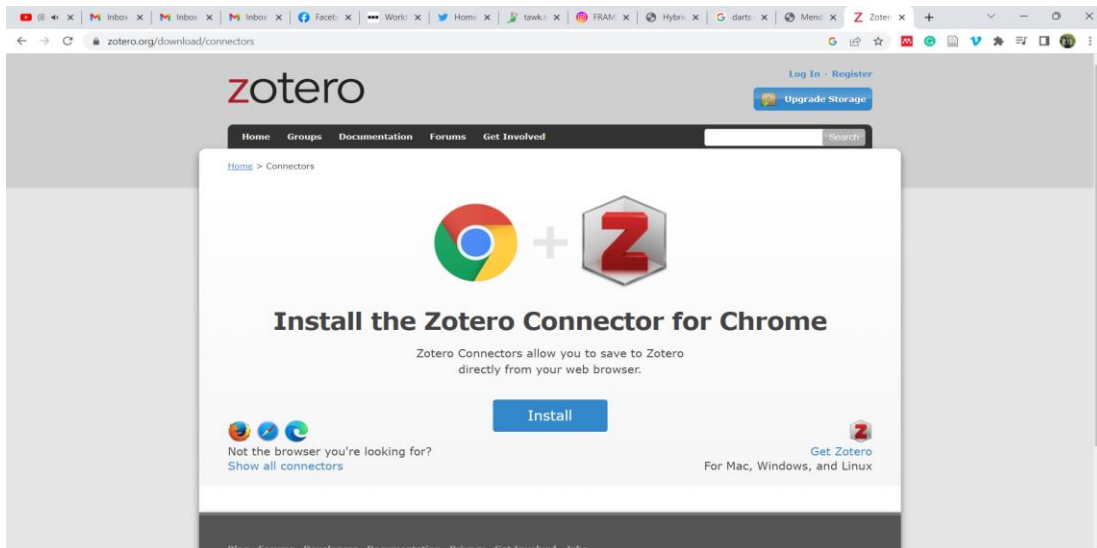
Go to the Zotero official website <https://www.zotero.org/>

Download the desktop application that is compatible with the operating system you are using.

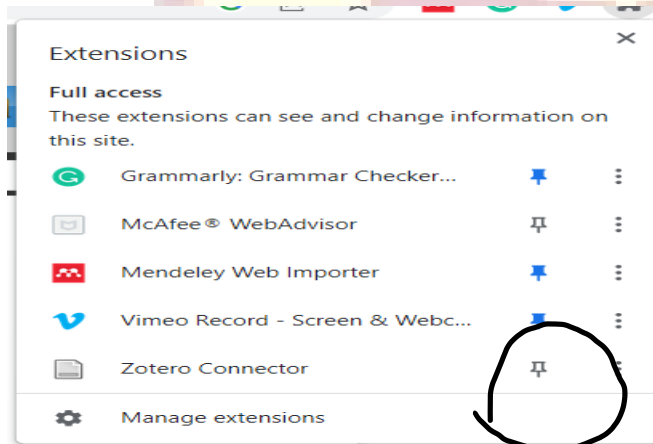


1.3 Install the Zotero web connector

Go to <https://www.zotero.org/download/connectors> and install the Zotero connector for the browser you are using.



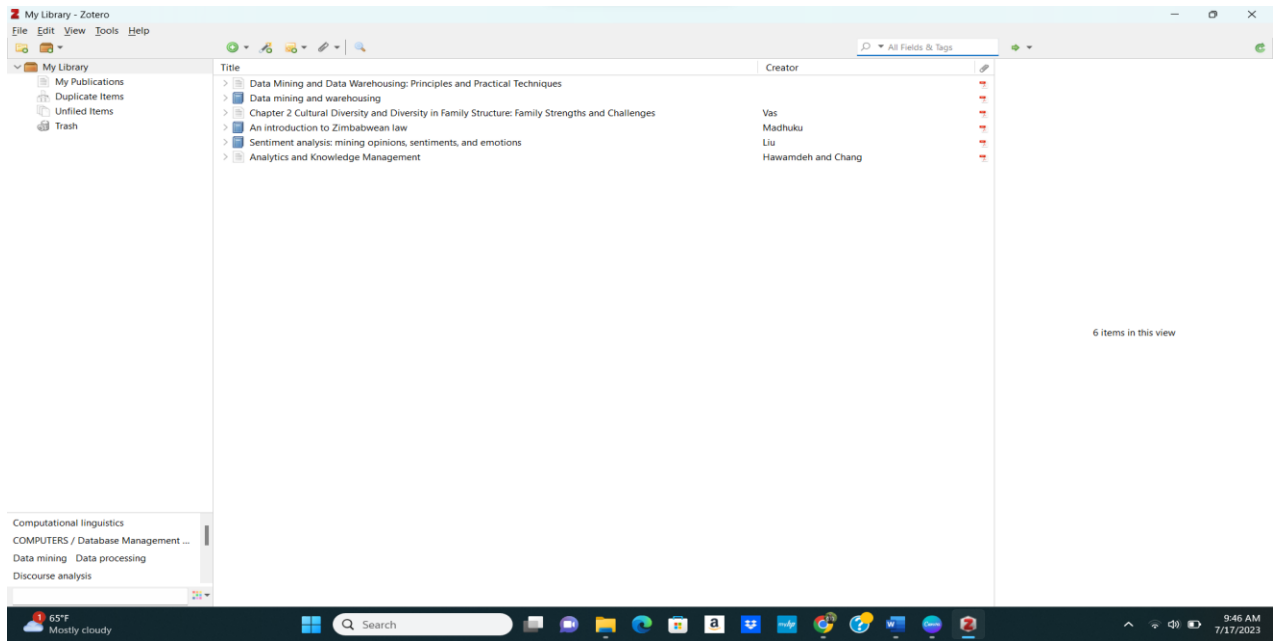
Go to your browser extensions and pin Zotero.



2 Building and managing your Zotero account.

2.1 Adding documents from computer files to your Zotero library.

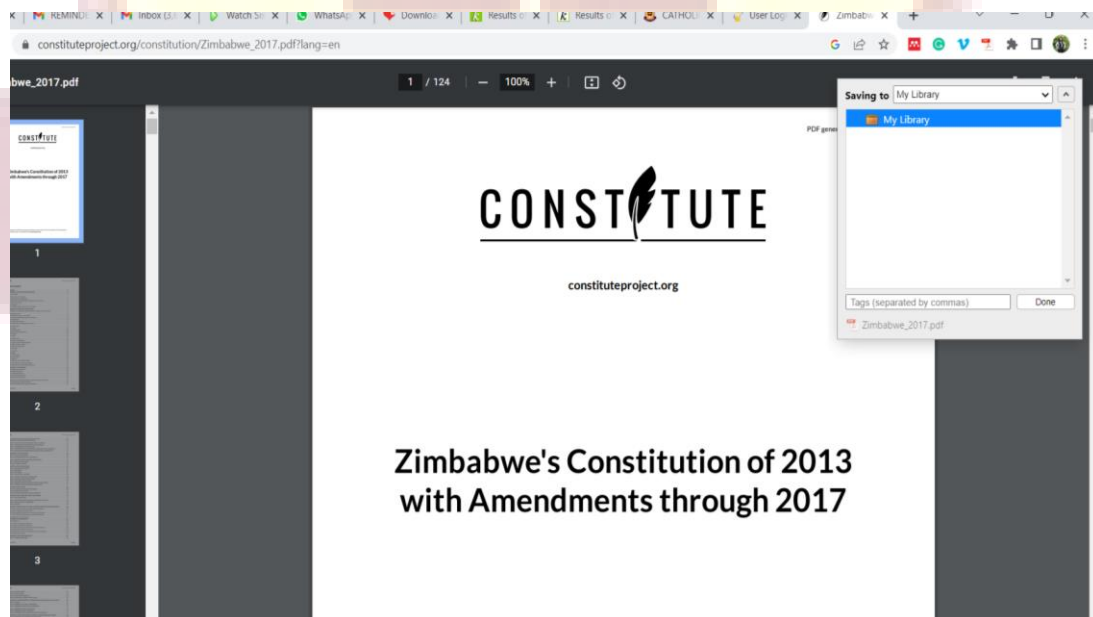
Drag the documents and folders to the Zotero library.



2.2 adding documents from the web to your Zotero library.

Open the document that you want to add to Zotero.

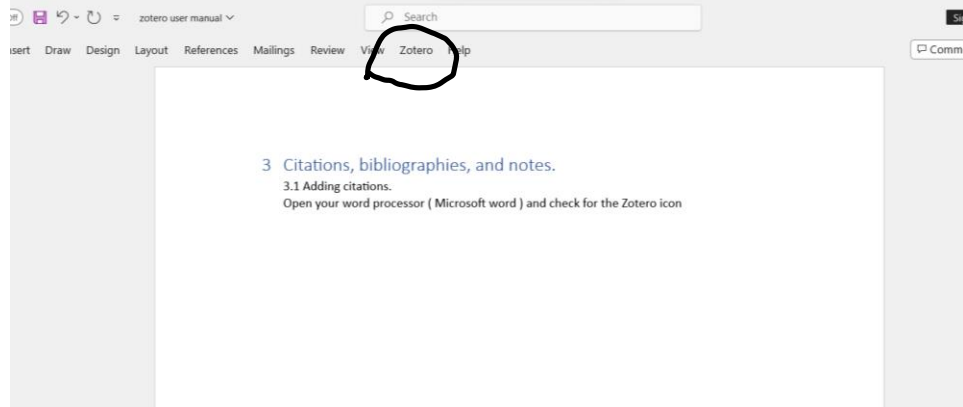
Click on the Zotero extension icon, select where you want to save your document within the desktop app and click DONE.



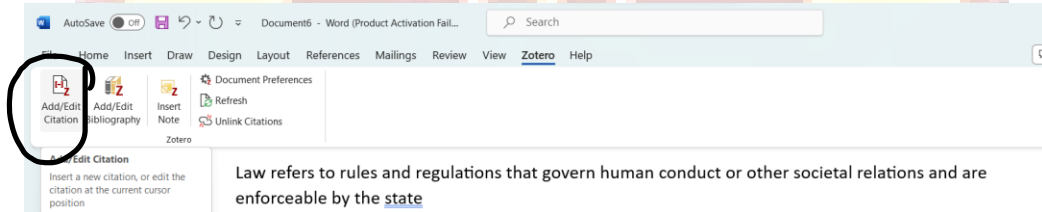
3 Citations, bibliographies, and notes.

3.1 Adding citations.

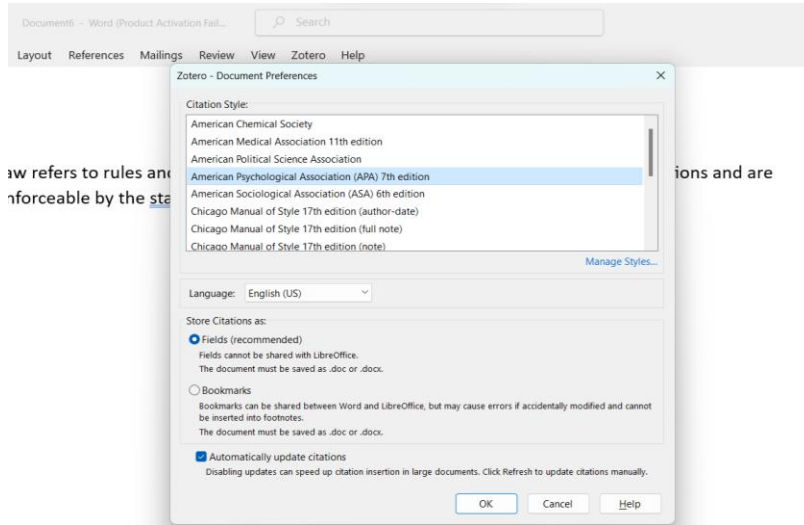
Open your word processor (Microsoft word) and check for the Zotero icon



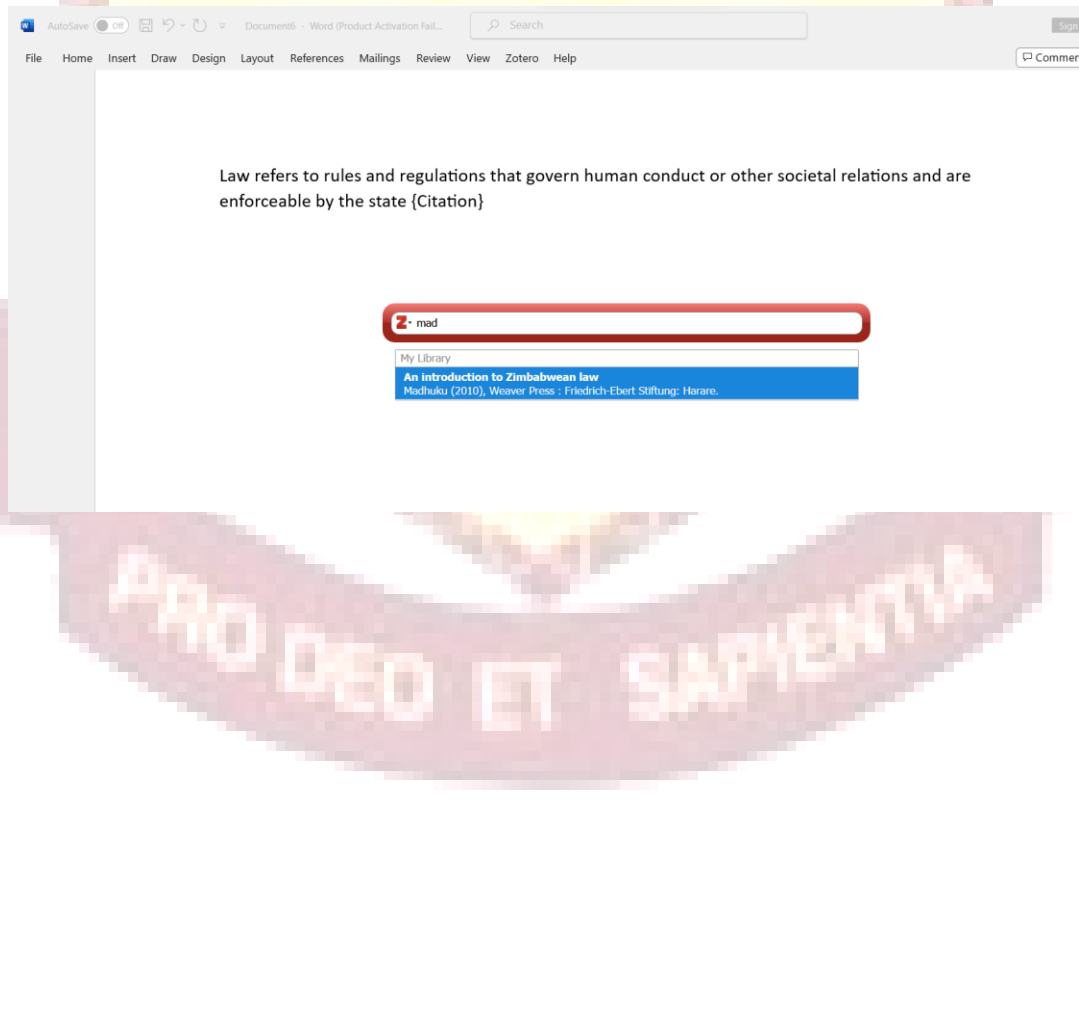
To add a citation, click on the Zotero icon and select add citation.



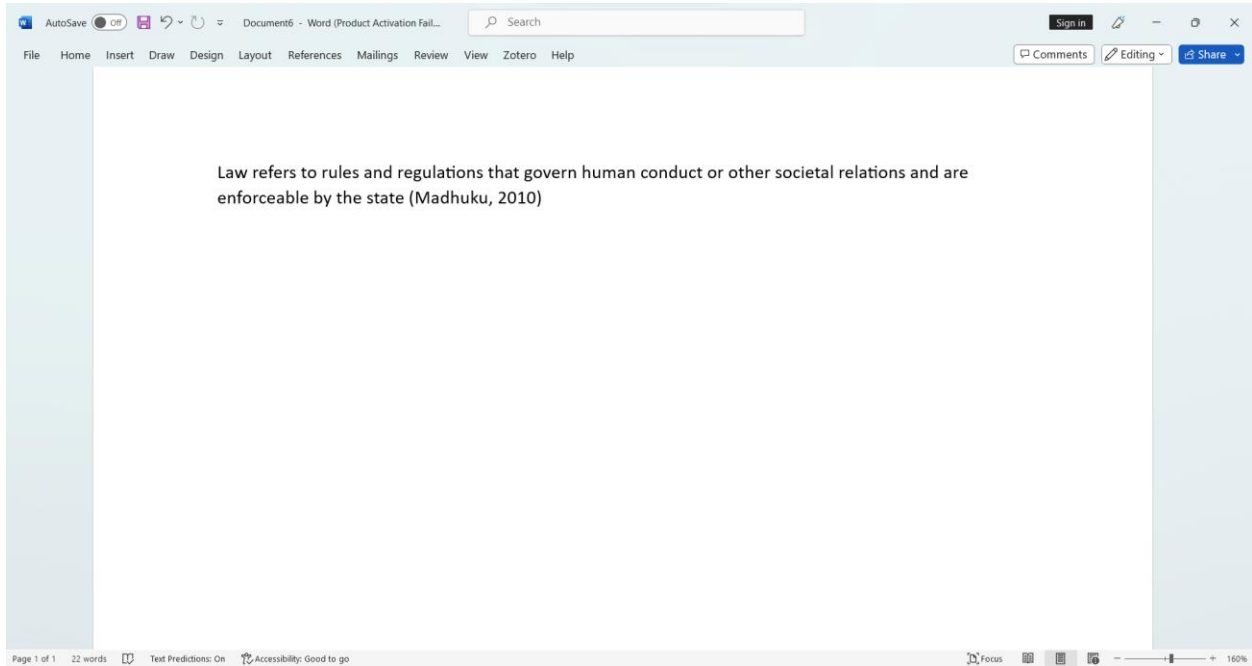
On the window that pops up select the citation style of your choice and click OK.



Type in the surname or name of author on the search bar, select the document you want and click enter.

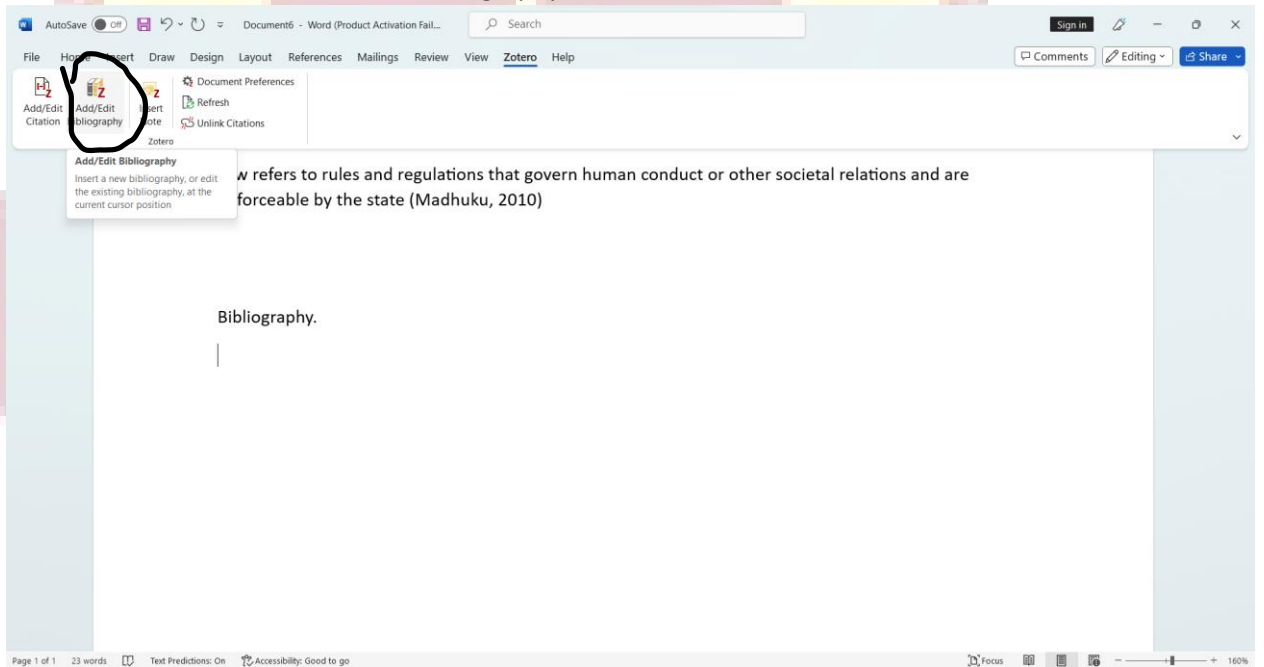


An illustration of intext citation added using Zotero.



3.2 Adding bibliography

Click the Zotero icon and select add bibliography.



Zotero will add all the documents you will have cited in text onto to your reference list as illustrated below.

