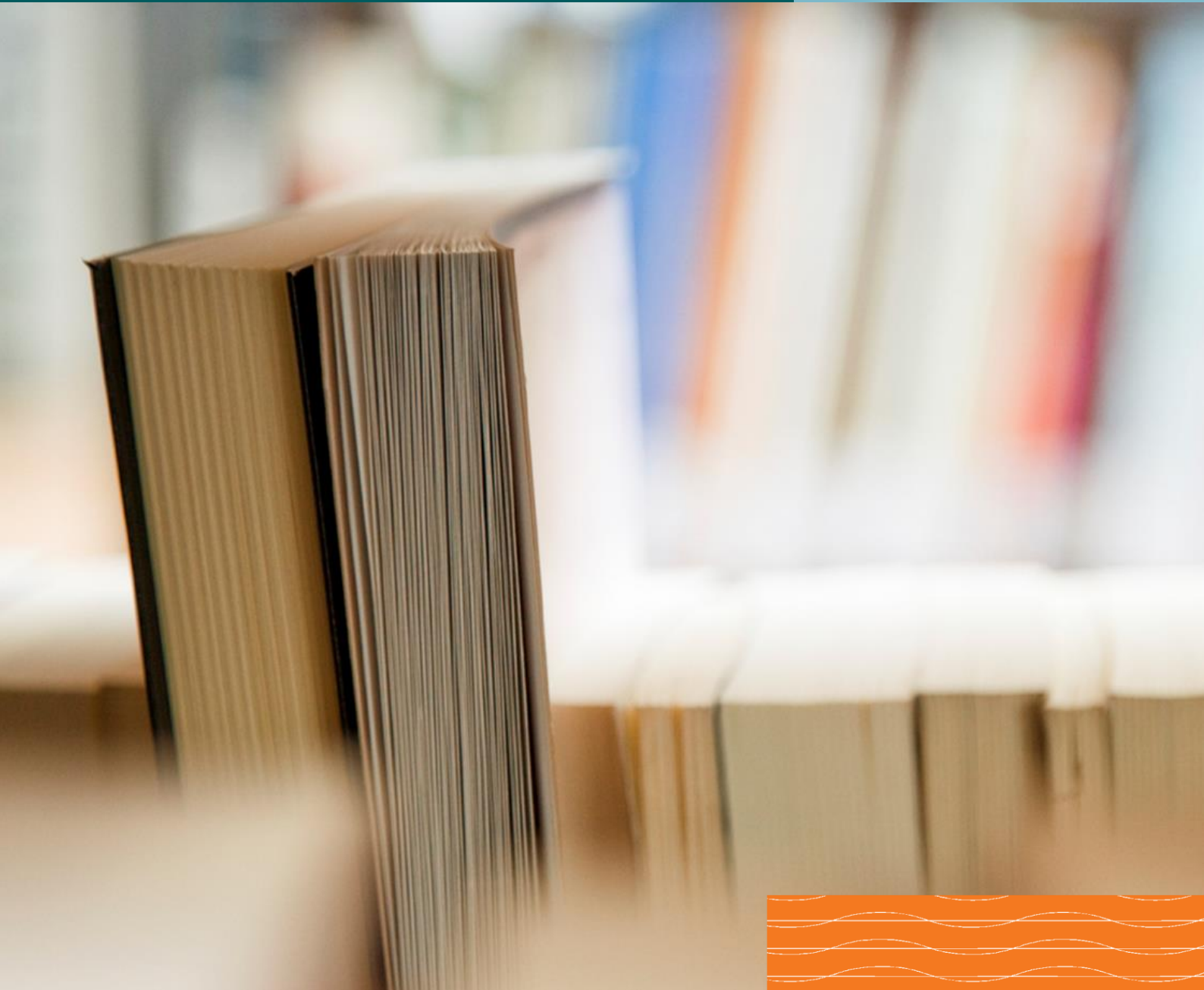


How to Install Zotero

Reference Management Software



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 **Library**

ATU How To: Install Zotero

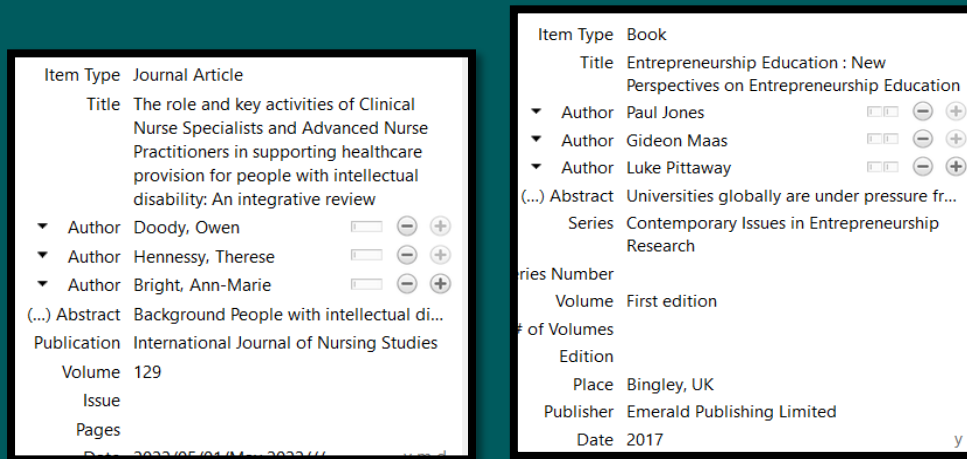
There are 6 main steps involved in installing and setting up Zotero. It can be a little time consuming and challenging, but it is worth spending the time doing them. You only need to do this process once.

What is Zotero?

Zotero is a reference management tool that helps you collect, organise, store and cite your research information and its sources.

Metadata

Every item contains different metadata, depending on what type of item it is. Metadata includes titles, creators, publishers, dates, page numbers, and any other data needed to cite the item. Items can be everything from books, articles, and reports to web pages, artwork, films, letters, manuscripts, sound recordings, bills, reports, dissertations etc.

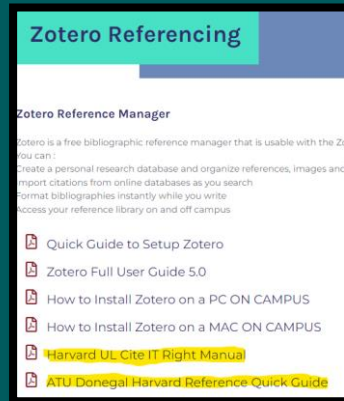


Metadata from an article and book

Before Setting up Zotero

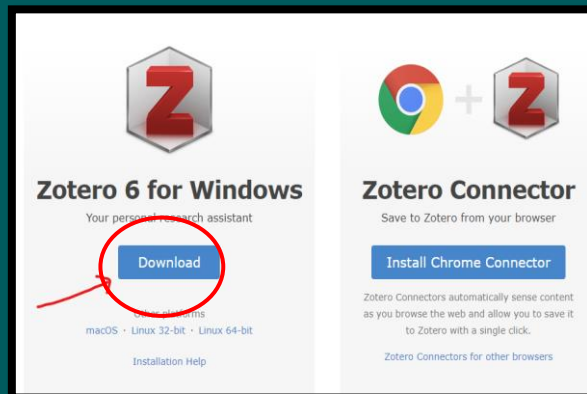
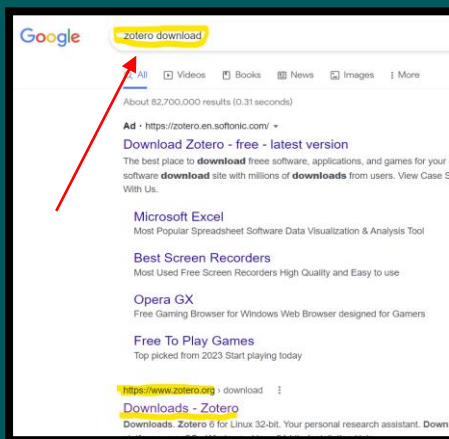
- Zotero is a *tool*, it takes in the metadata from your articles, books, dissertations etc. However, you need to check that all the metadata is there, relevant to the style of referencing you are using, as it may miss some pieces of information. No reference tool will be 100% perfect.
- Collect all your references *before* doing the bibliography. Leave the bibliography to the end, as it is a bit tricky to add in more references if you have already created the bibliography.
- Zotero needs to be set up on whatever internet browser you prefer to use e.g. Google, Edge, Firefox. It will not appear on another browser unless it is set up again. We recommend using Google, as that is most compatible with the Library website and its resources.

- Make sure you do not have any Microsoft word documents open when setting up Zotero.
- ATU uses 'CITE IT RIGHT' Harvard Referencing Style (certain courses use different reference styles) – have the 'Cite it Right' guide open when working with Zotero so you can be sure the metadata is in the correct format/style. A copy of this guide is available on the Library homepage in the Zotero tab.

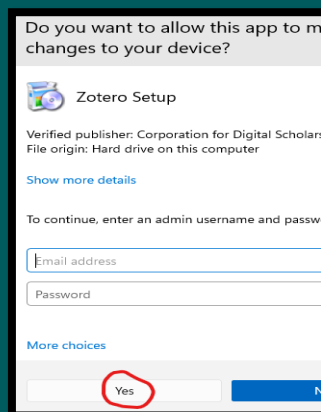


Cite it Right manual

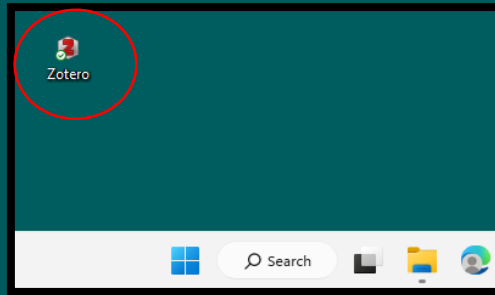
Step 1. Download Zotero package



[www.Zotero.org](https://www.zotero.org) (not the sponsored Ad one)



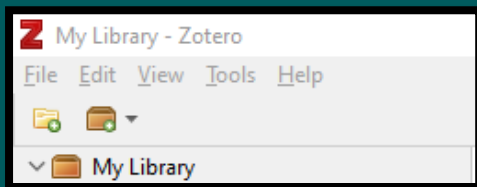
You will be asked to allow the app to make changes to your device – select 'Yes'



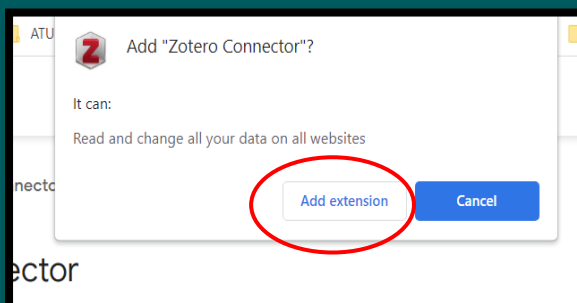
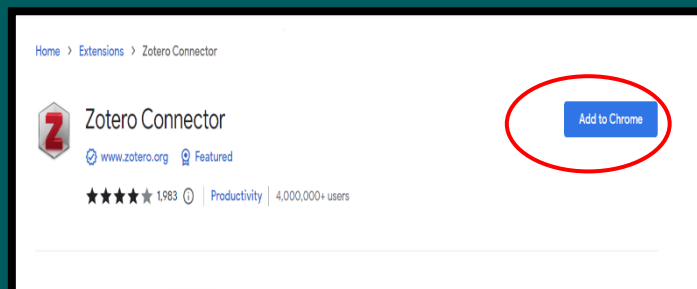
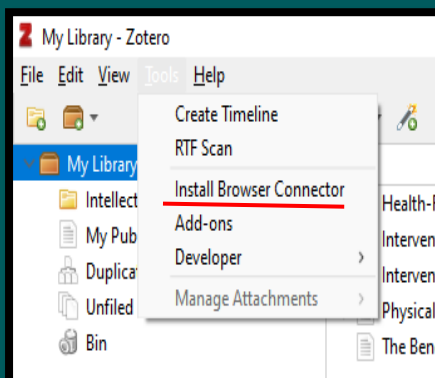
Zotero is now available for you to use. It has appeared on the desktop.

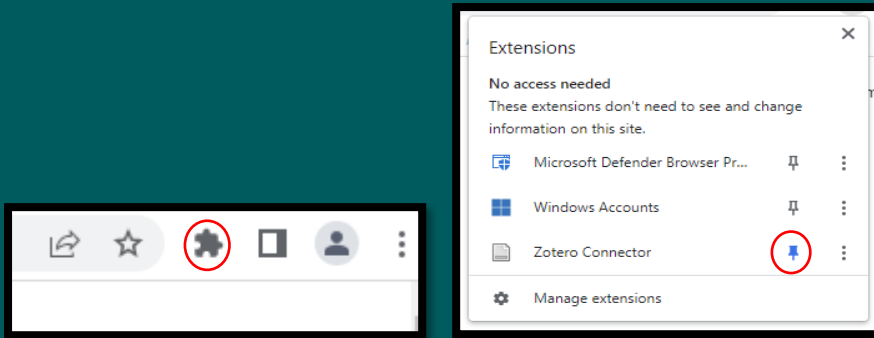
Step 2. Install Browser Connector (Chrome)

Open Zotero



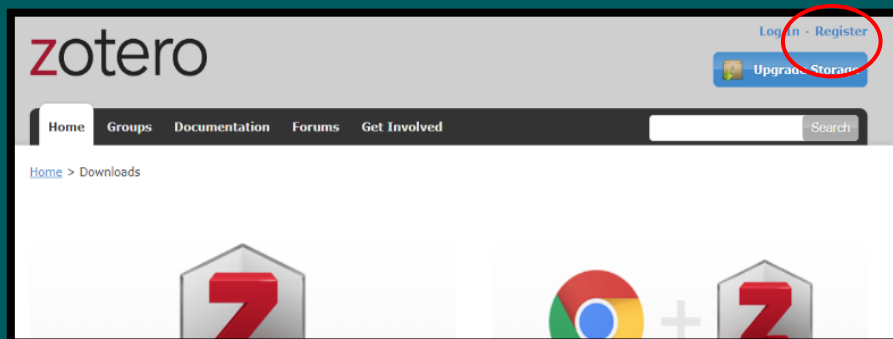
Go to 'Tools' and select 'Install Browser Connector'.
Select 'Add to Chrome' and 'Add extension'





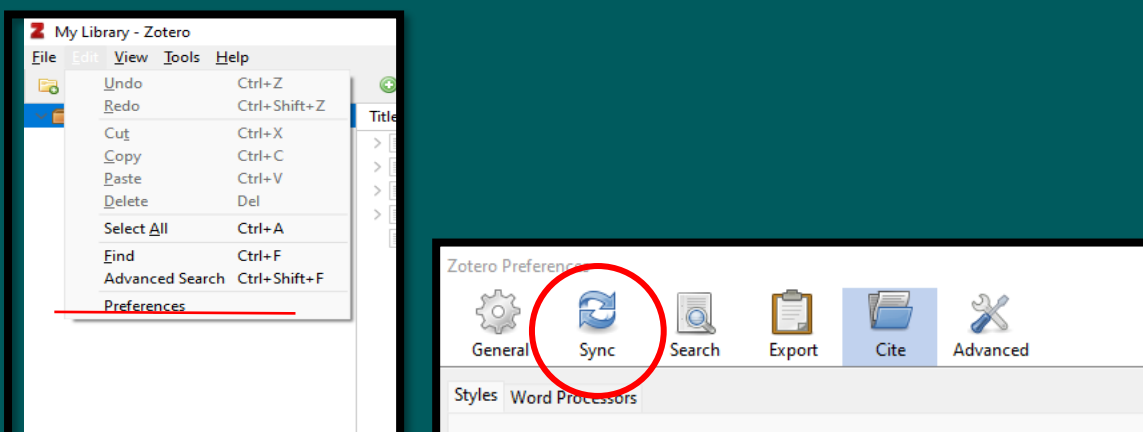
The Zotero 'shamrock' or 'jigsaw piece' is now visible in your Chrome toolbar. Pin the Zotero connector to the toolbar.

Step 3. Register your Zotero account



Registering your account means you can access your Zotero library on any machine; information is stored in the cloud. You will get an email to verify your account – check your junk mail.

Step 4. Sync your registration

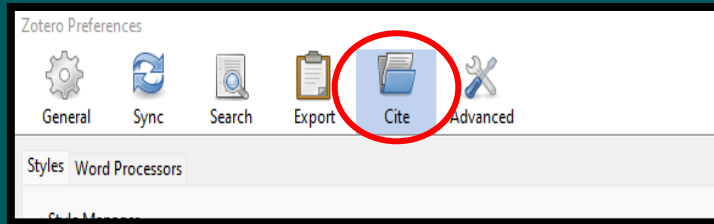
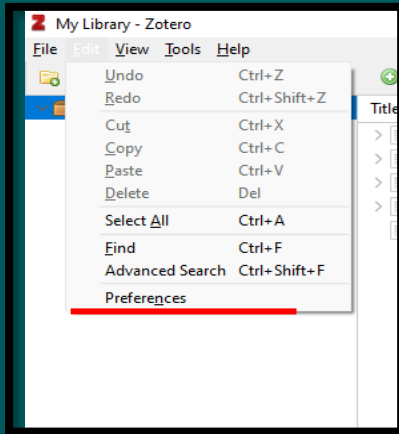


Zotero My Library – Edit – Preferences – Sync

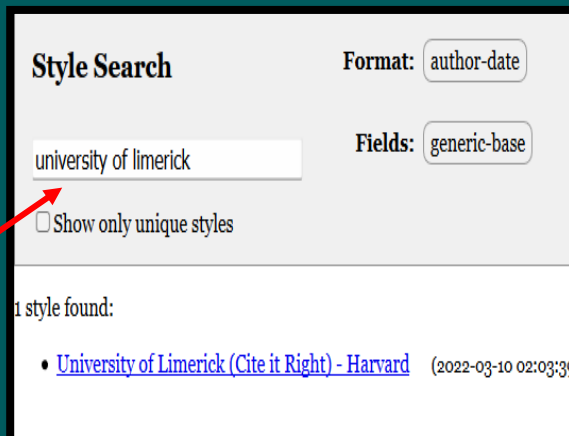
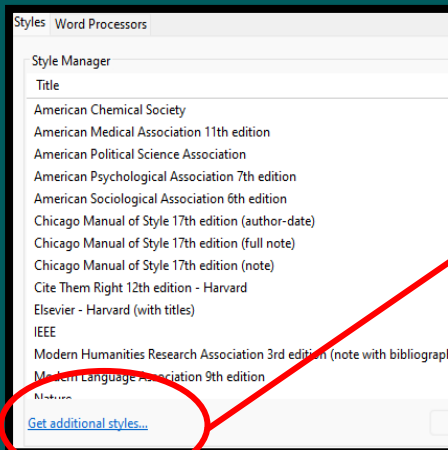
Step 5: Select citation style

The main referencing style used at ATU is **University of Limerick 'Cite it Right' – Harvard**. Zotero has numerous other reference styles to choose from such as OSCOLA for law.

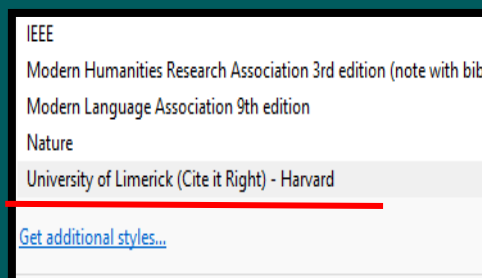
Zotero My Library – Edit – Preferences - Cite



The University of Limerick will not appear in the styles list that opens, so go to 'Get additional styles' and the bottom of the page.



Type 'University of Limerick' into the Style Search box. Click on the result to add it to the list page

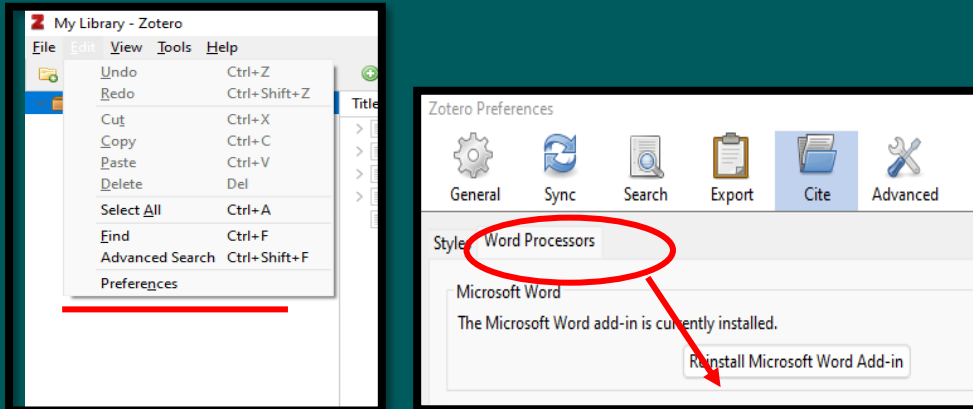


This process is the same for any reference style you wish to add that is not in the list page originally.

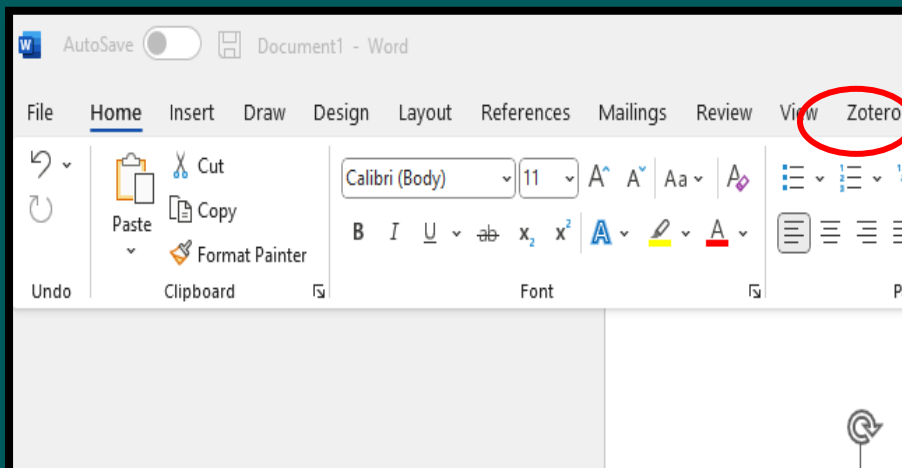
Step 6. Add Microsoft Add-In

This is the last step of the installation process. Make sure you have no Word documents open when installing the Add-On tool. The Add-On will appear on every blank Word document you open, so it enable you to insert citations as you work on your research.

My Library – Edit – Preferences – Word Processors



The image above already has the add-in installed, but initially it will ask you to 'Install Microsoft Word Add-in'



Zotero is now visible in the Microsoft Word tabs.

You have finished installing Zotero!