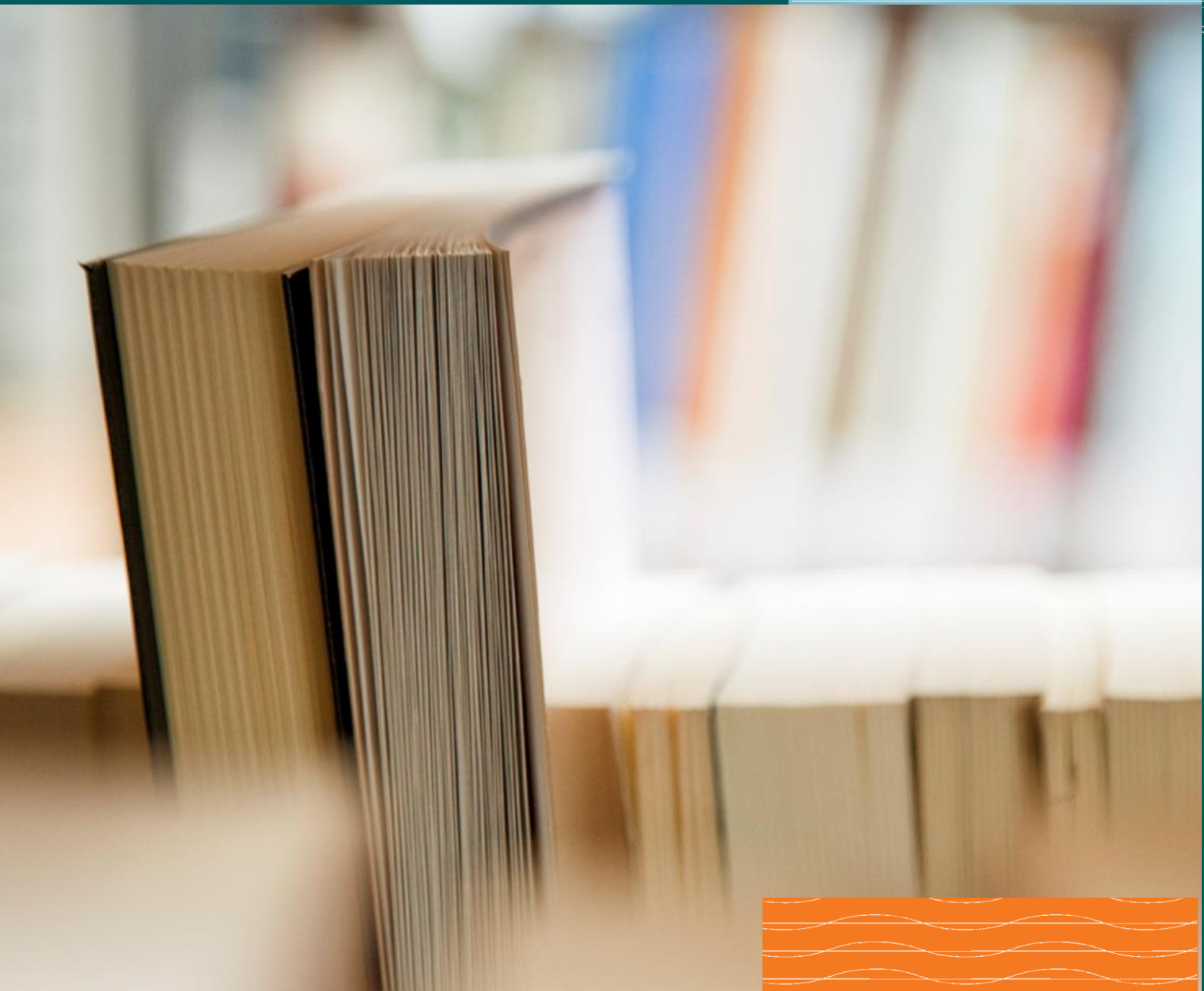# How to use Zotero with Books and eBooks

Reference Management Software

Ollscoil
Teicneolaíochta
an Atlantaigh

Atlantic
Technological
University
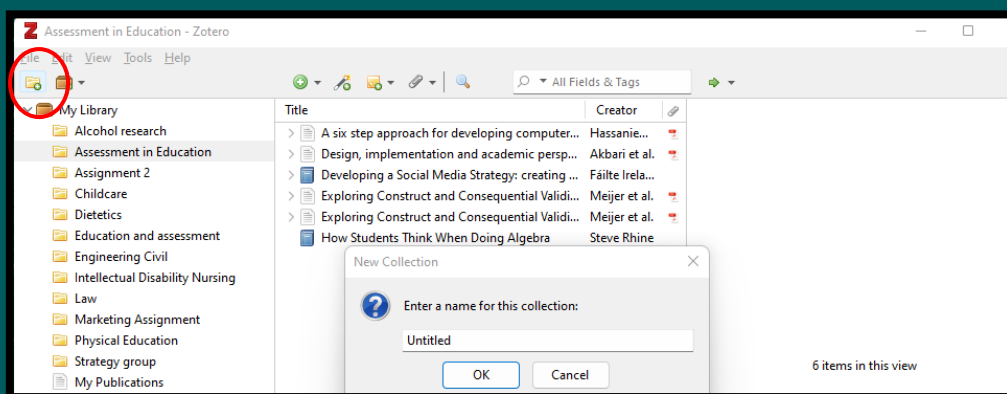
Library

ATU Library How To: Use Zotero for Books and eBooks references

Have Zotero open when carrying out your research, whether using a database, website, catalogue etc.

Before starting your research, it is very helpful to create a folder on Zotero to save your research into.
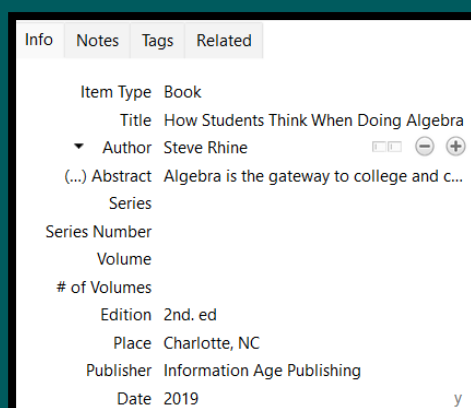
To set up a new folder simply click on the folder with a green + and it will ask you to name the folder.

Metadata

Metadata includes titles, creators, publishers, dates, page numbers, and any other data needed to cite the item.

Every item contains different metadata, depending on what type of item it is. Items can be everything from books, articles, and reports to web pages, artwork, films, eBooks, letters, manuscripts, sound recordings etc.
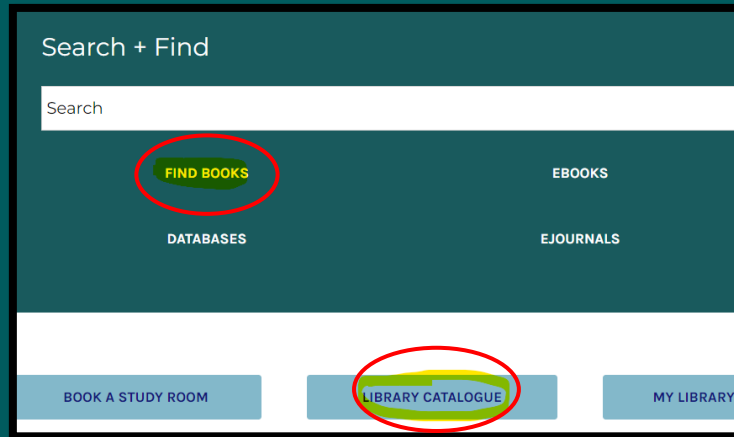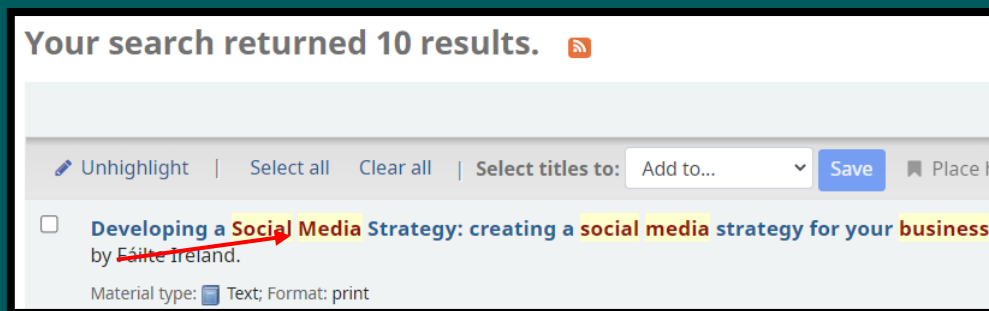

Metadata for a book

Researching your topic and adding relevant resources to Zotero
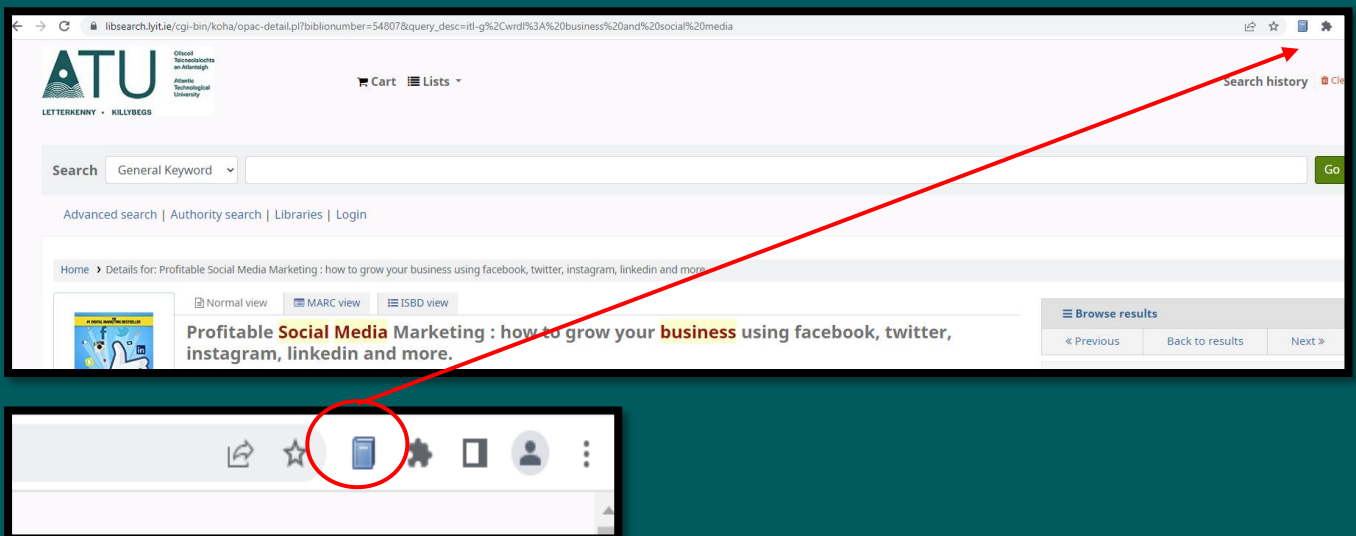
A. Print Books

To access the library catalogue, click on the 'Find Books' or 'Library Catalogue' button on the library homepage.
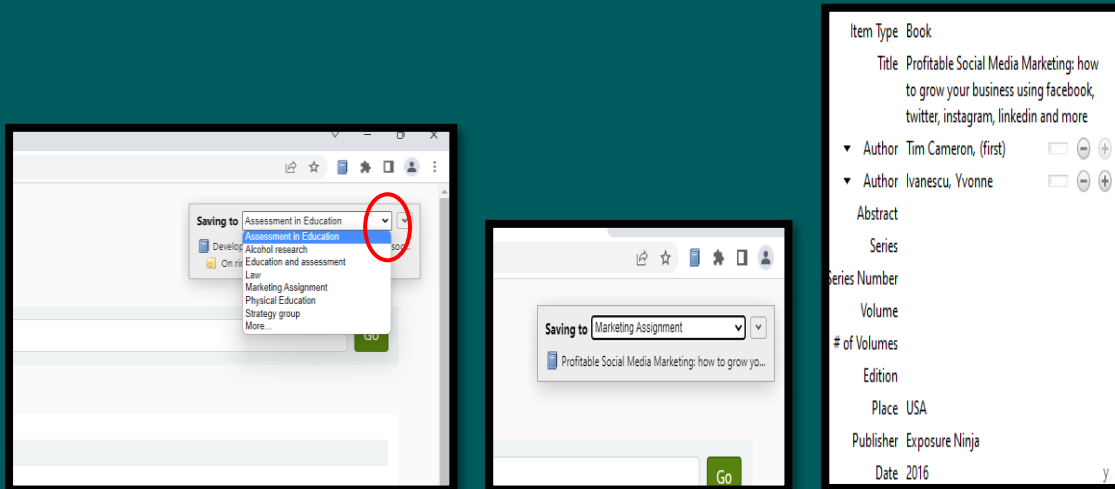

Click into the title of the book you are interested in.

When you are in the record for the book, the icon beside the Zotero icon, is a blue book, as opposed to a page, which would indicate the item is an article.
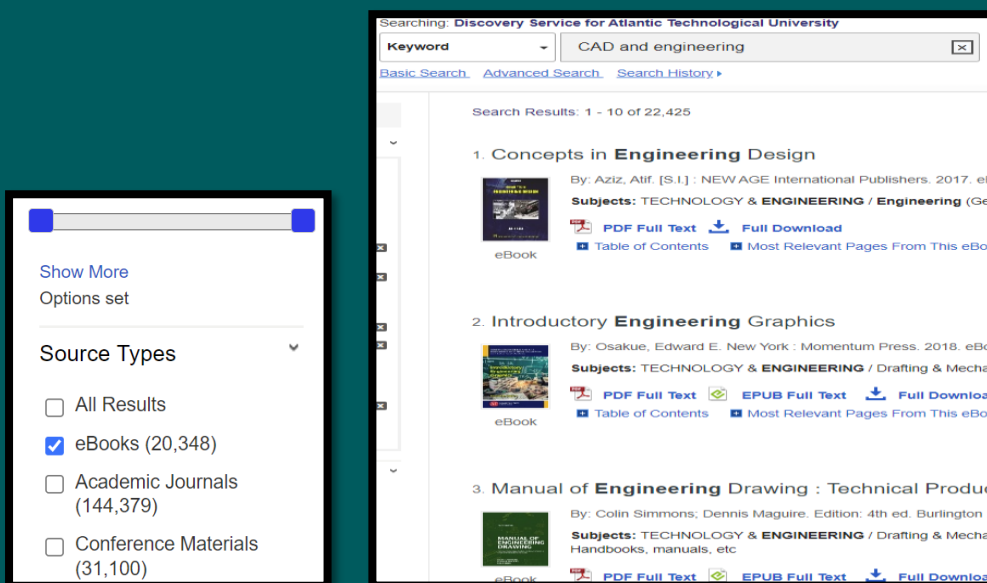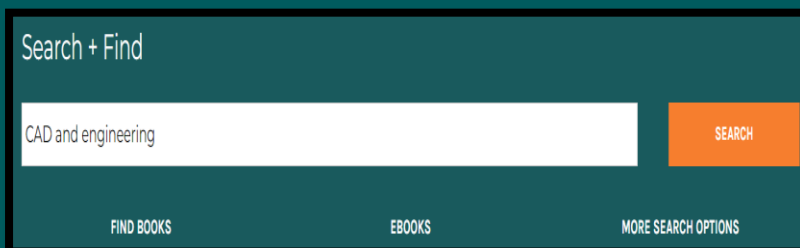
You will be asked what Zotero folder to want to save the item into. You can open up all your Zotero folders using the little dropdown arrow
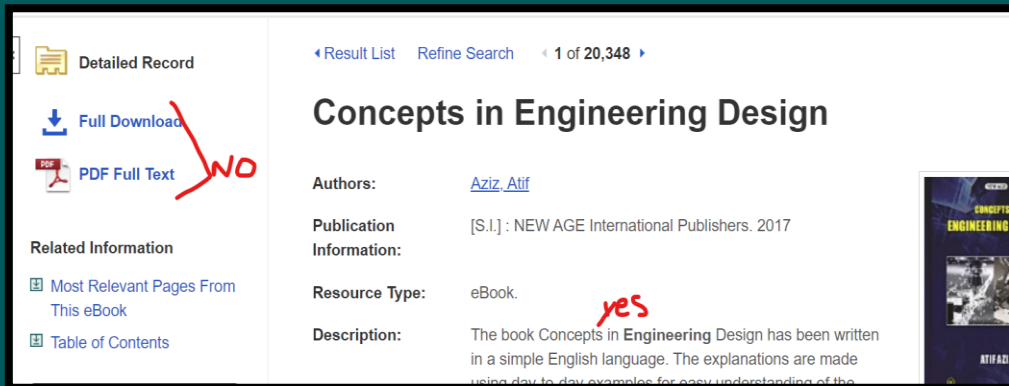

B. eBooks

Using the Search & Find tool on the library homepage, we have limited the search results to eBooks, underneath Source Types, on the topic of 'CAD and engineering'.
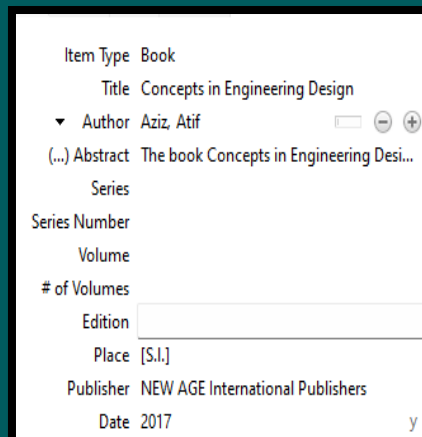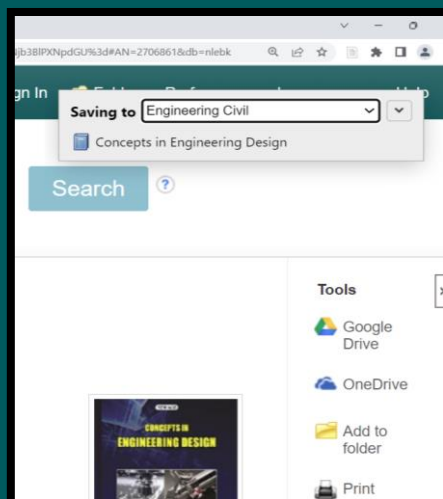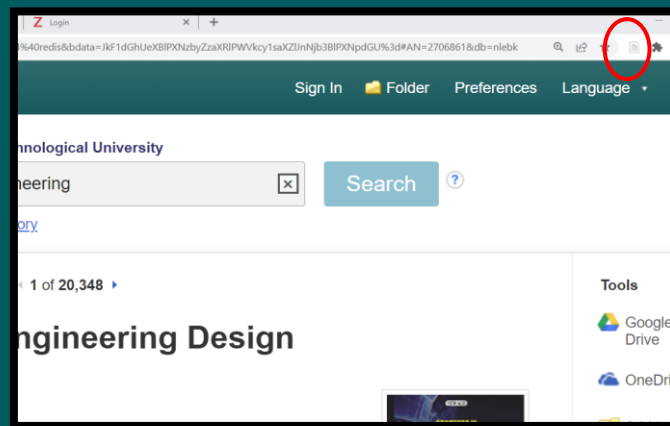

Click into the Title of the book you are interested in.

N.B. Use the Zotero icon on the descriptive page of the book to get the metadata.

If you go into the 'PDF Full Text' or 'Full Download', it will download as a webpage and will be missing the necessary metadata for a full bibliographic reference.

Click on the Zotero page icon in the toolbar to open up your Zotero folders

Zotero does not save eBooks from Bloomsbury Professional as a Book Item Type. It will only save as a webpage. You can change the Item Type to a book and then add in the metadata yourself.
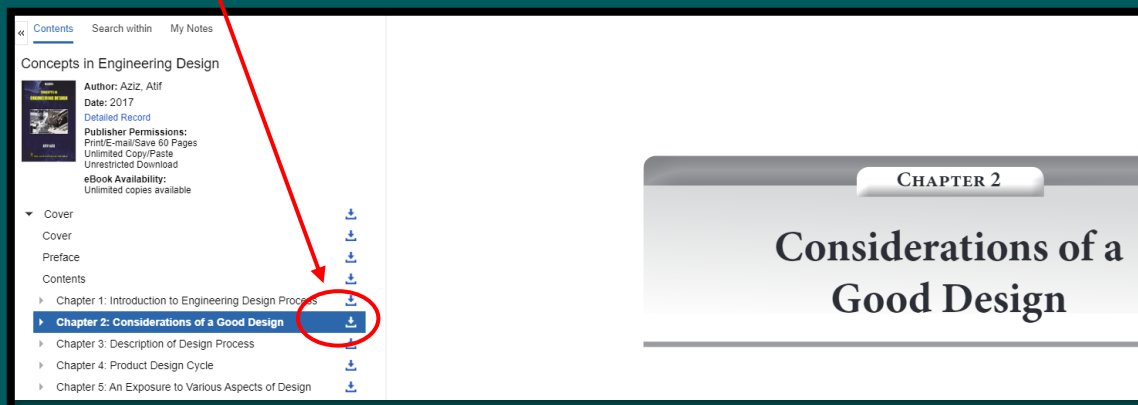
Saving references if there are different authors for different chapters.

A useful tip when saving eBooks on Zotero – if you are using a chapter from an eBook, and the author is different from the overall editor of the eBook, you can add a Note to the Zotero metadata. Zotero will only save the author of the entire eBook, not individual chapters.
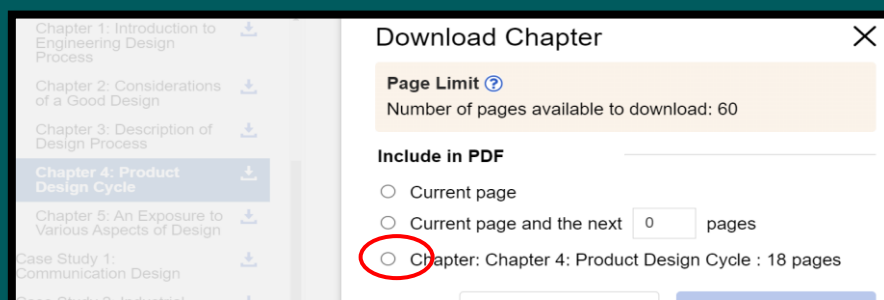
How to download a chapter from an eBook

You can download individual chapters for your research, but remember, Zotero will not take the metadata needed from an individual chapter.

To get a **chapter** from an eBook, click on the **'PDF Full text'** icon on the descriptive page of the book. It will open the book and list all the chapters.
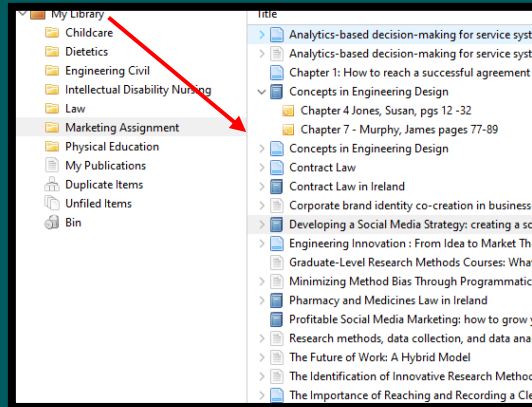

Press the download icon beside the chapter you are interested in. Select **'Chapter:'** Chapter 4 etc. from the options on screen, if you want the entire chapter, or you can select pages.

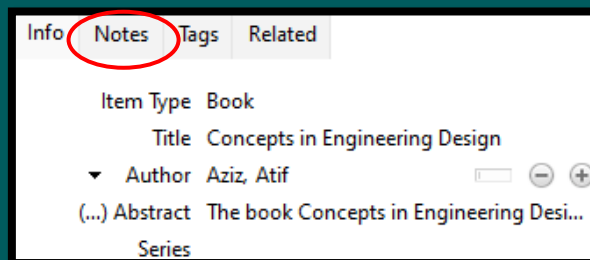# Managing your research information and its sources in Zotero

Zotero is a tool, and it requires some management by the user to ensure the records have all the relevant information.

When you go into your Zotero account, you can see all the resources you have added
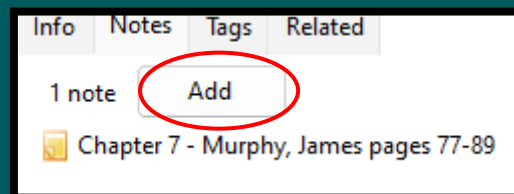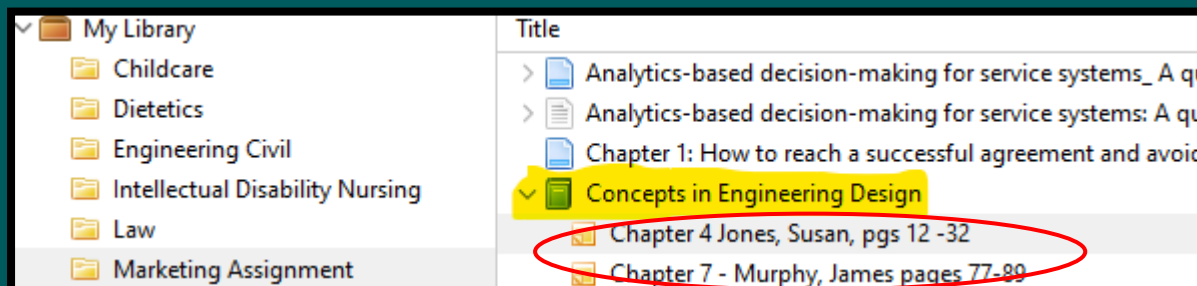

Adding a Note to a Zotero record

Click on the Notes tab, in the Zotero metadata record.

Add whatever information you want in the note, by pressing the 'Add' button.
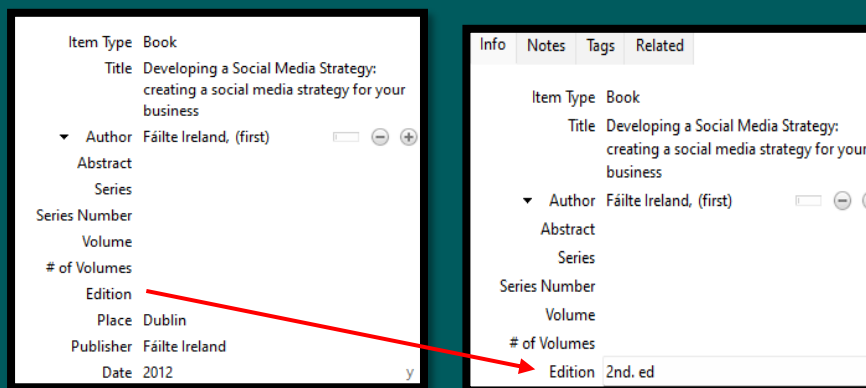

Your notes are now attached to the book record.
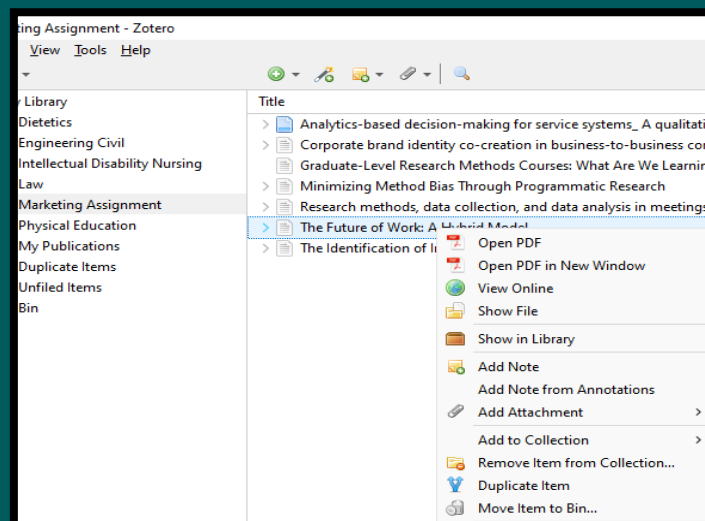
Editing the Metadata

Depending on what reference style you are using, when you click on any item in your Zotero Library, the metadata will appear on the right-hand side of the page.

If there is any metadata missing, that you will need for a citation, you can add it into the fields. It is good practice to fill in the metadata at this stage, rather than when doing the bibliography, as you might be missing important information for a complete reference.

To add in any missing information, just click on the field and type it in. In this example we will add the edition for the book
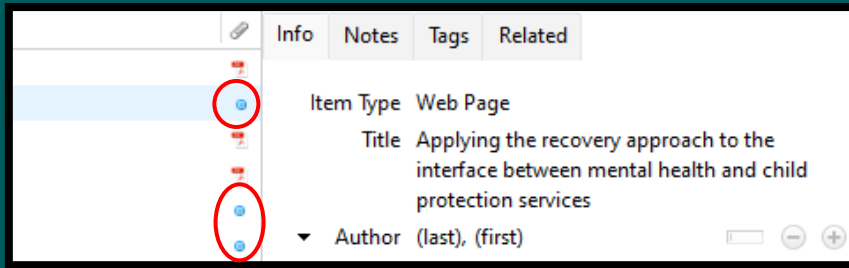

There are other features of Zotero that you can use if you right click on any of the titles in your folder; you can add notes, add attachments, open the pdf, add it to another collection etc.
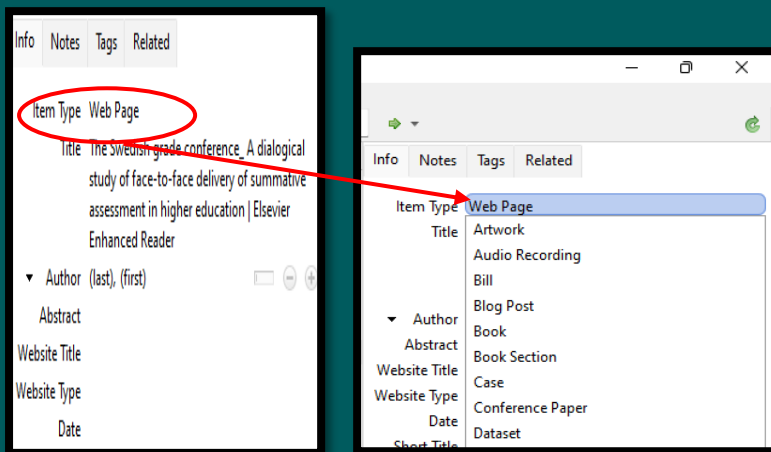

Changing the Item Type

If something has saved as a Webpage, and it does not have the necessary fields to fill in for a complete bibliographic reference, you can change the item type from a webpage to an article or book etc.

Blue circles indicate items saved as a webpage instead of a pdf; you can see it didn't record the metadata of the author.
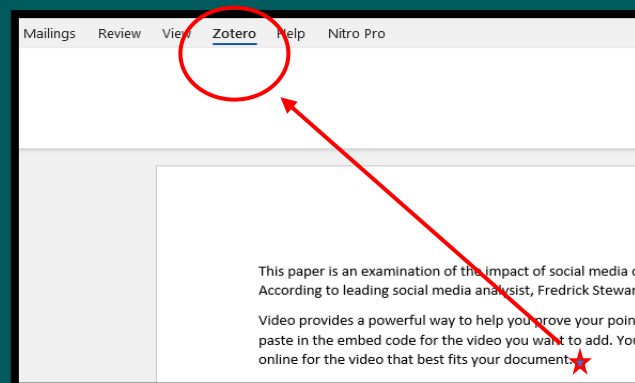
If you click on the words 'web page' beside Item Type – you can select Book (or any item type you are working from), and it will give you all the blank fields you need to fill in to complete the metadata for a book.
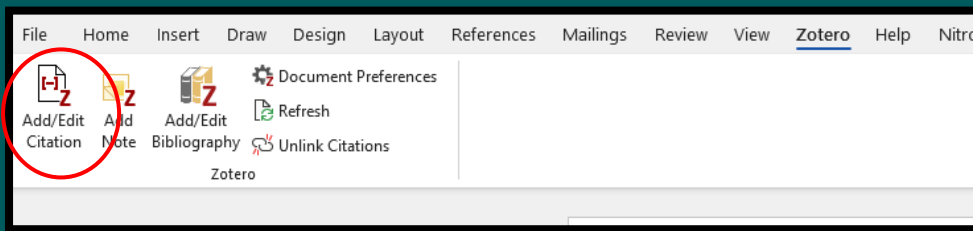

Adding citations to Microsoft Word using Zotero – and creating bibliography

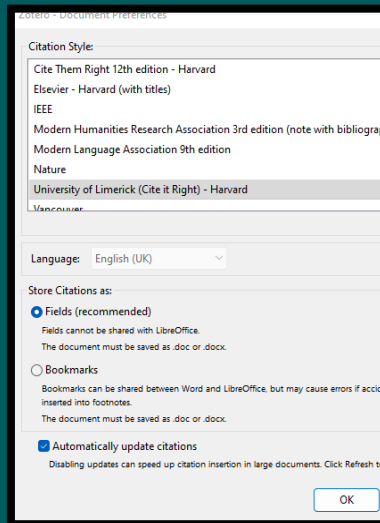Open up a blank Word document and start typing your assignment.

1. Click the cursor wherever in your text you want to include a citation.
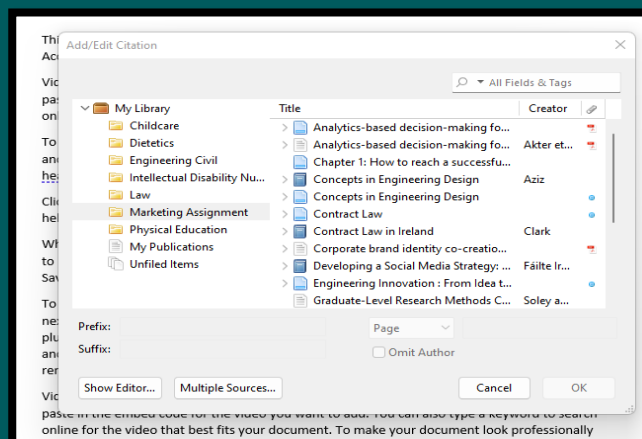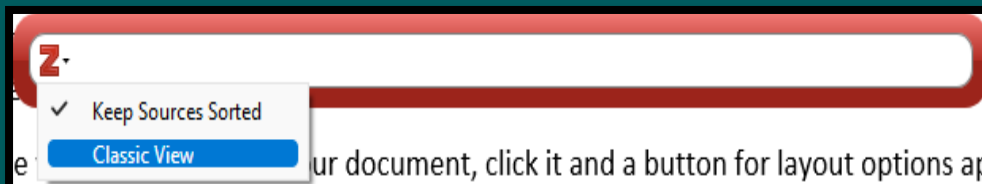
2. Then click on 'Zotero' in the toolbar.

3. Click on 'Add/Edit citation' to pull the citation from Zotero

The first time you do this it will ask you to confirm your reference style. Select OK
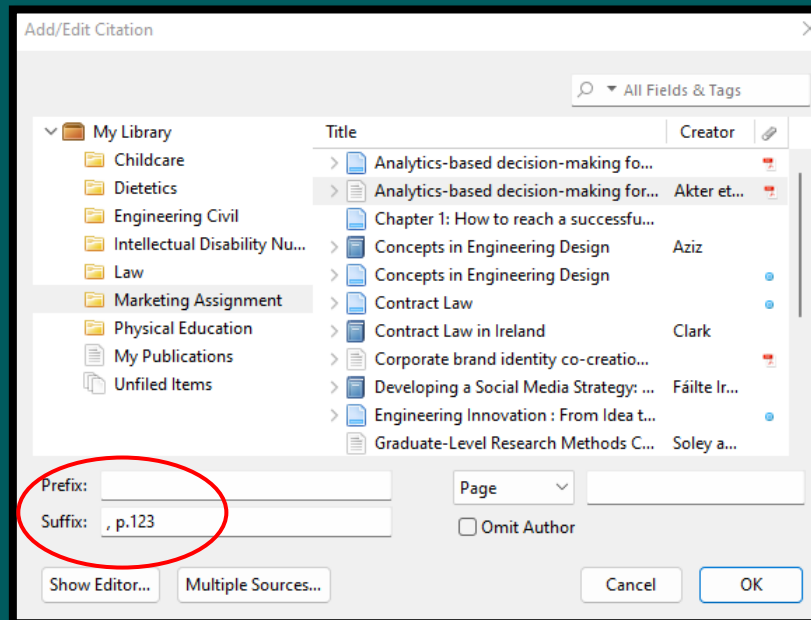
4. Select 'Classic View' from the dropdown, as this opens up your Library and you can select your article.

Classic View

Select the correct book to be referenced. Page numbers need to be added manually, use the Suffix field: , .p123

Press OK.

Repeat this process anywhere you want to add in another citation.

Bibliography

At the very end of your assignment, when all the references are in the Word document, go to Zotero in the tool bar and Add/Edit bibliography. This will add the full bibliography to your assignment.