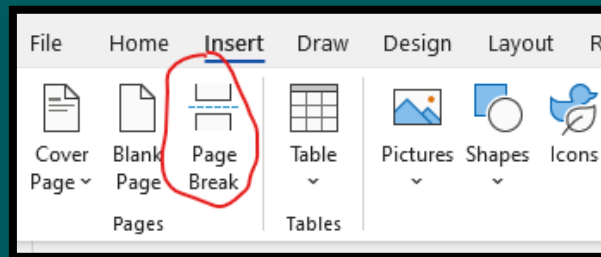


ATU How To: Create the Bibliography on Zotero

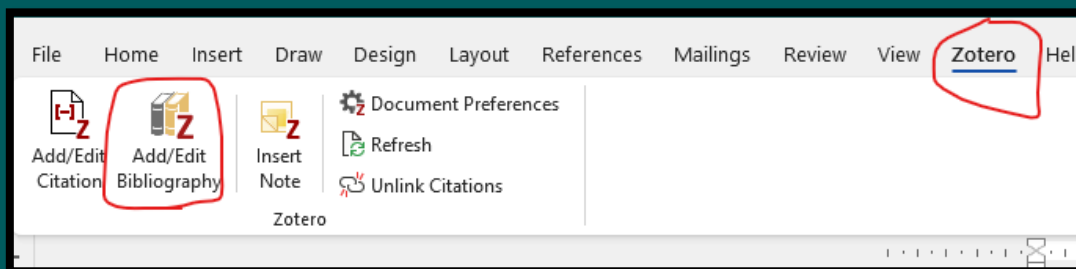
There are 3 ways to create the bibliography on Zotero:

1. Add a Page Break for the Bibliography

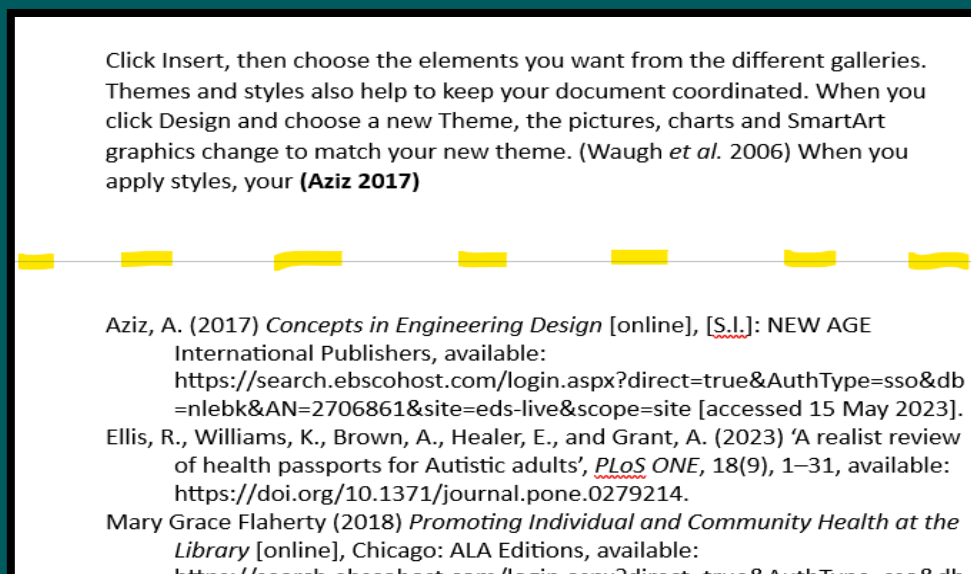
Type up your research/part of the research. Include your Zotero citations as you go along. Insert a Page break into your document. This is where the bibliography will go.



Press the Add/Edit Bibliography



The Bibliography appears below the page break.



As you type more content into your document, and add Zotero references, every time you press the Bibliography button thereafter, it will automatically update the Bibliography below the page break with the additional references.

graphics change to match your new theme. (Waugh *et al.* 2006) When you apply styles, your (Aziz 2017)

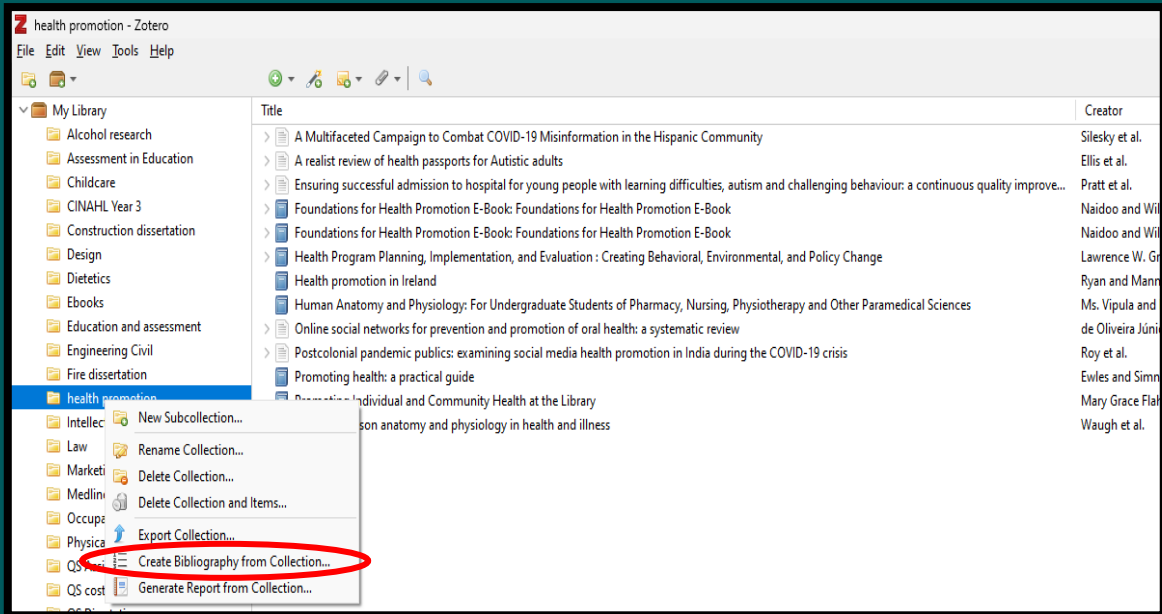
Click Insert, then choose the elements you want from the different galleries. Themes and styles also help to keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts and SmartArt graphics change to match your new theme. (Waugh *et al.* 2006) When you apply styles, your headings change to match the new theme. Save time in Word with new buttons that show up where you need them. (Waugh *et al.* 2006, p 125)

To make your document look professionally produced, Word provides header, footer, cover page and text box designs that complement each other. For example, you can add a matching cover page, header and sidebar. (Ellis *et al.* 2023 p.125)

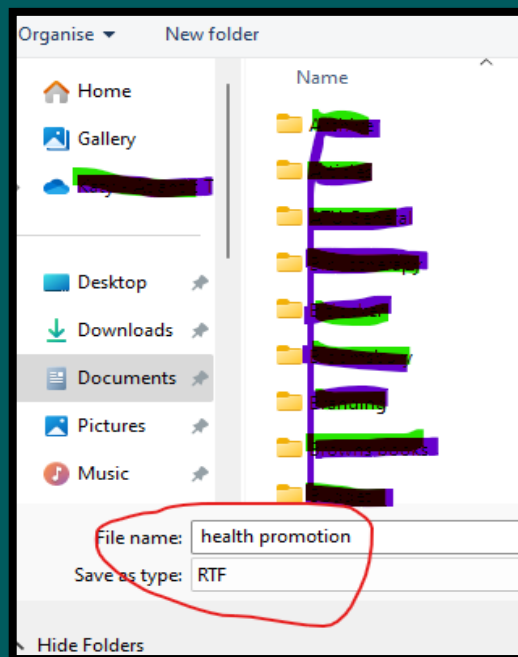
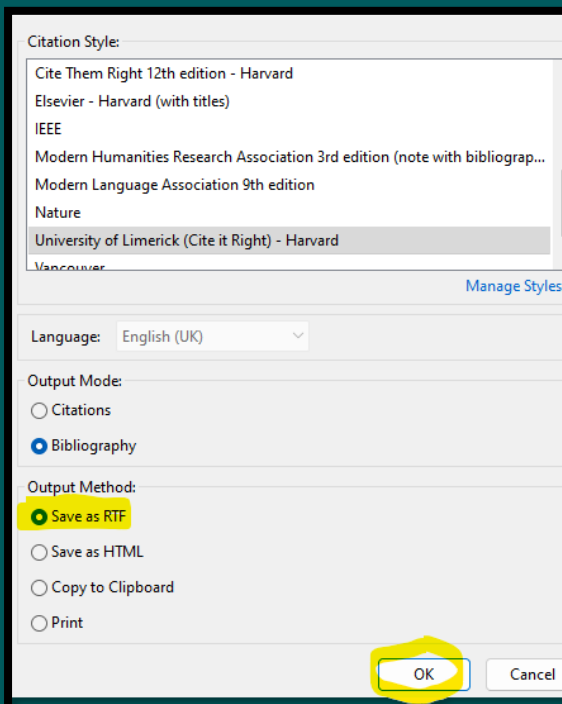
Aziz, A. (2017) *Concepts in Engineering Design* [online], [S.l.]: NEW AGE International Publishers, available:
<https://search.ebscohost.com/login.aspx?direct=true&AuthType=sso&db=nlebk&AN=2706861&site=eds-live&scope=site> [accessed 15 May 2023].
Ellis, R., Williams, K., Brown, A., Healer, E., and Grant, A. (2023) 'A realist review of health passports for Autistic adults', *PLoS ONE*, 18(9), 1–31, available:
<https://doi.org/10.1371/journal.pone.0279214>.
Mary Grace Elaberty (2018) *Promoting Individual and Community Health at the*

2. Create the Bibliography within Zotero and export as a Rich Text File

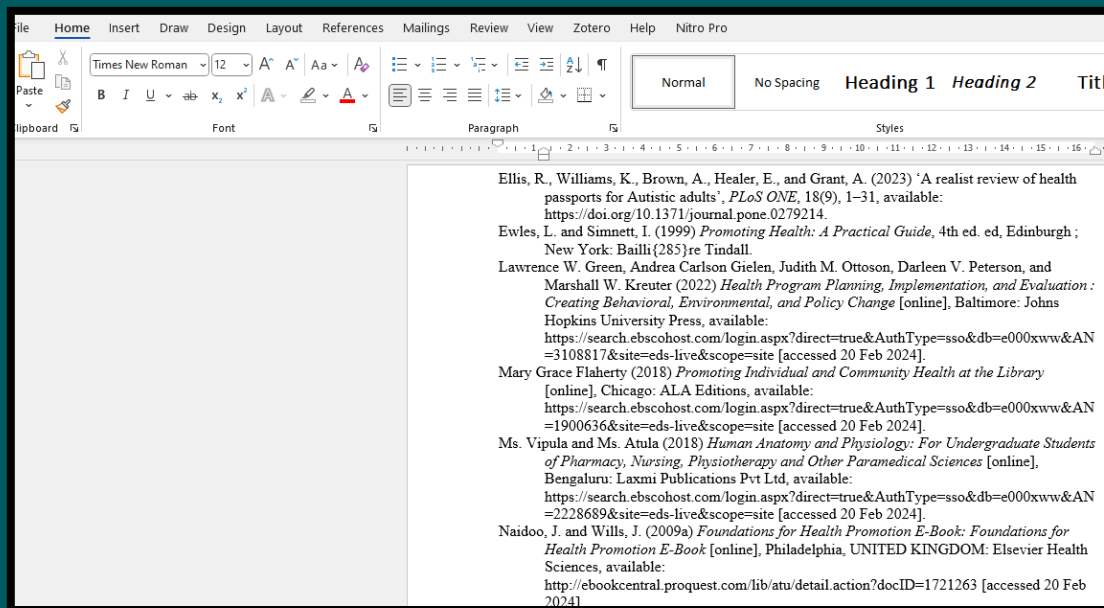
In Zotero, right click on the Zotero folder you want to create a bibliography for. Select 'Create Bibliography from Collection' from the dropdown.



Save as RTF file. It will ask you to then save it in your folders on your PC.

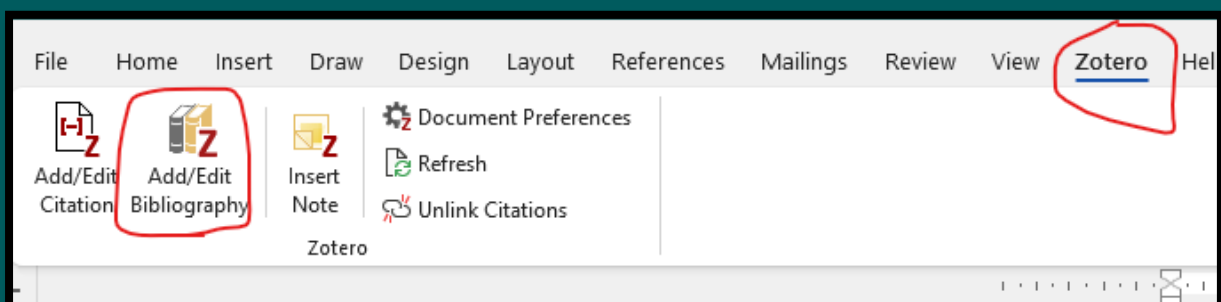


When you open the file it will open as an RTF on word, where you can make edits and then paste into your research document.



3. Add the Bibliography only when you have typed up all of your research.

Type up all of your research. Add your Zotero citations as you go along. After all your content is typed, click the cursor where you want the Bibliography to appear. Press the Add/Edit Bibliography.



The Bibliography appears at the bottom of the page where you placed your cursor.

footer, cover page and text box designs that complement each other. (Noy et al. 2022, p. 5) For example, you can add a matching cover page, header and sidebar.

Click Insert, then choose the elements you want from the different galleries. Themes and styles also help to keep your document coordinated. When you click Design and choose a new Theme, the pictures, charts and SmartArt graphics change to match your new theme. When you apply styles, your headings change to match the new theme. (McHenry and Donovan 2013)

Save time in Word with new buttons that show up where you need them. To change the way a picture fits in your document, click it and a button for layout options appears next to it.

When you work on a table, click where you want to add a row or a column, then click the plus sign. (Vince and Brown 1999, p.5) Reading is easier, too, in the new Reading view. You can collapse parts of the document and focus on the text you want. If you need to stop reading before you reach the end, Word remembers where you finished – even on another device. (Ar-yuwat et al. 2013)

Ar-yuwat, S., Clark, M.J., Hunter, A., and James, K.S. (2013) 'Determinants of physical activity in primary school students using the health belief model', *Journal of Multidisciplinary Healthcare*, 6, 119–126, available: <https://doi.org/10.2147/JMDH.S40876>.

Debra Burdick (2017) *Mindfulness for Teens with ADHD: A Skill-Building Workbook to Help You Focus and Succeed* [online], Instant Help Book for Teens, Oakland: Instant Help, available: <https://search.ebscohost.com/login.aspx?direct=true&AuthType=sso&db=e000xww&AN=1488492&site=eds-live&scope=site> [accessed 7 Nov 2023].

McHenry, J.A. and Donovan, R.J. (2013) 'Developing the Perth Charter for the promotion of mental health and wellbeing', *Advances in Mental Health*,