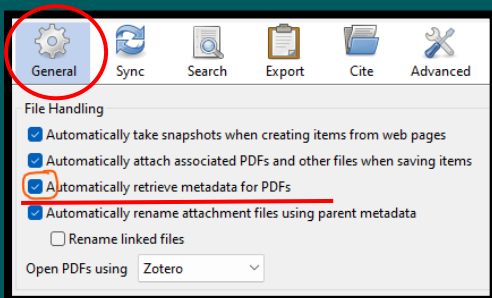
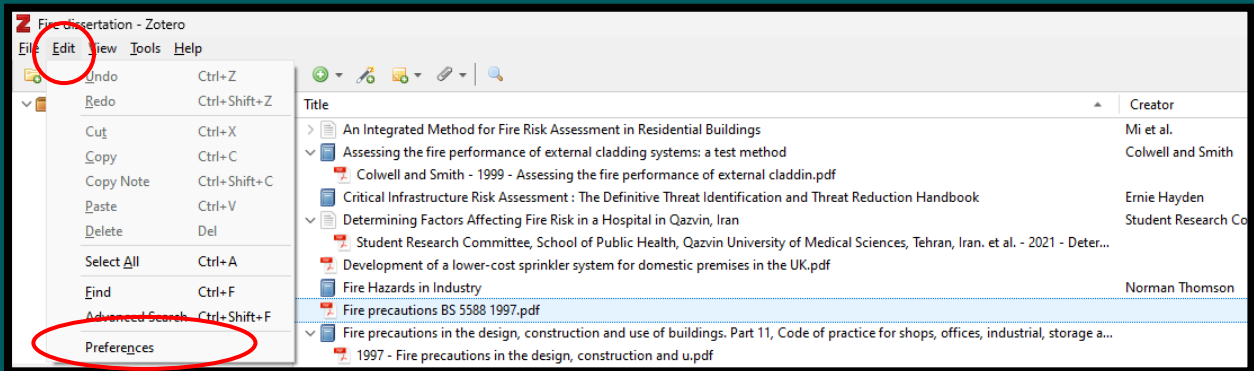


ATU How To: Move files from your Document Library to Zotero

Ensure you have 'Automatically retrieve metadata (for pdf's)' checked in Zotero's preferences.

To do this go to **Edit – Preferences** – then in the **'General'** tab



Simply drag your files from your document library into the Zotero folder you want them saved in. It will move across the metadata and the pdf (if there is one). You can move one file at a time, or a number of files.

