

# ATU How To: Install Zotero

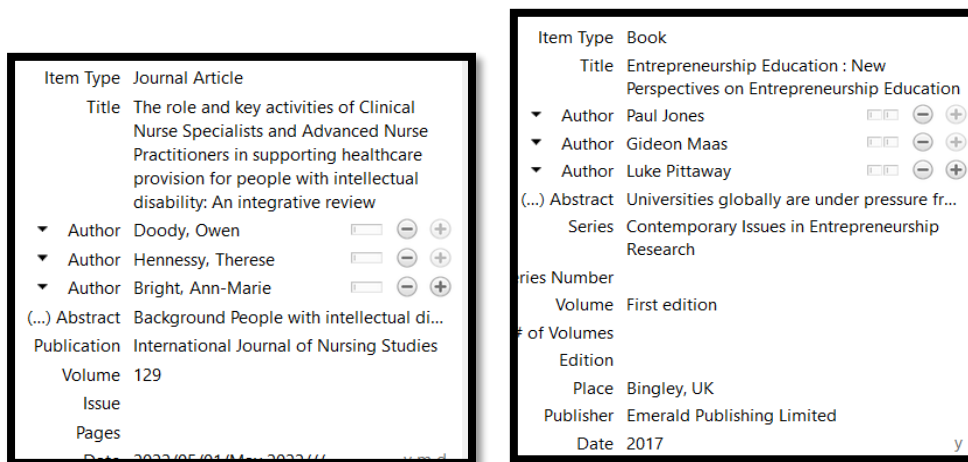
There are 6 main steps involved in installing and setting up Zotero. It can be a little time consuming and challenging, but it is worth spending the time doing them. You only need to do this process once.

## 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.

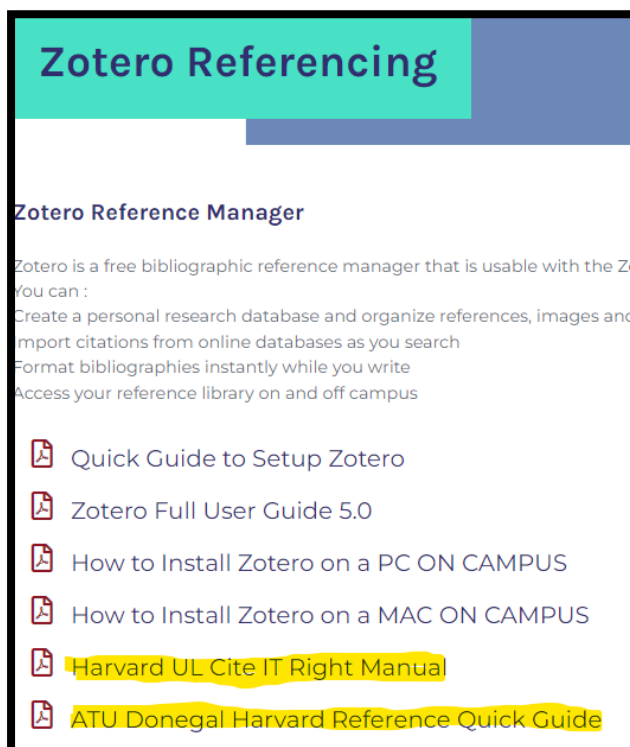


Metadata from an article and book

## 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.

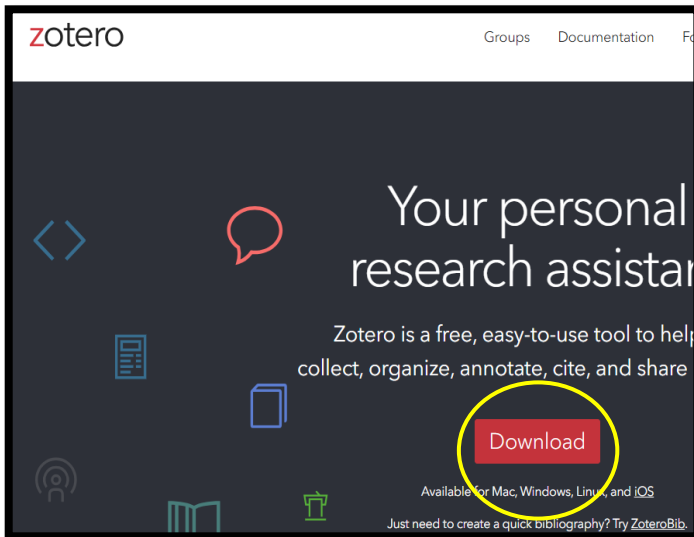
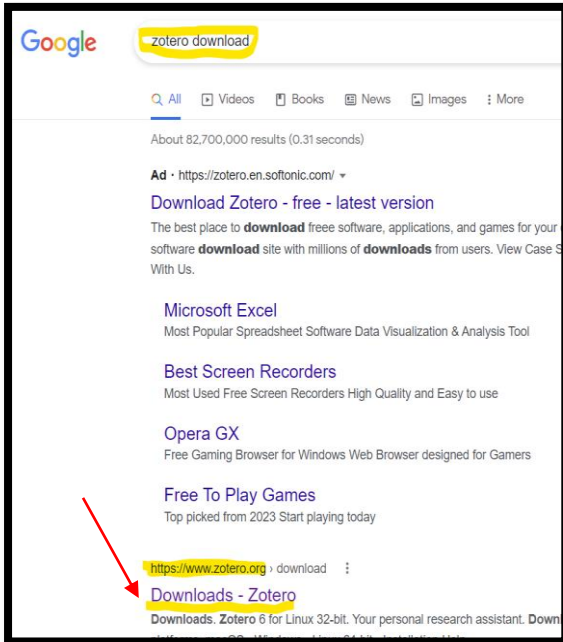
- Zotero needs to be set up on whatever internet browser you prefer to use e.g. Google, Edge, Firefox. It will not appear on another browser unless it is set up again. We recommend using Google, as that is most compatible with the Library website and its resources.
- Make sure you do not have any Microsoft 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.

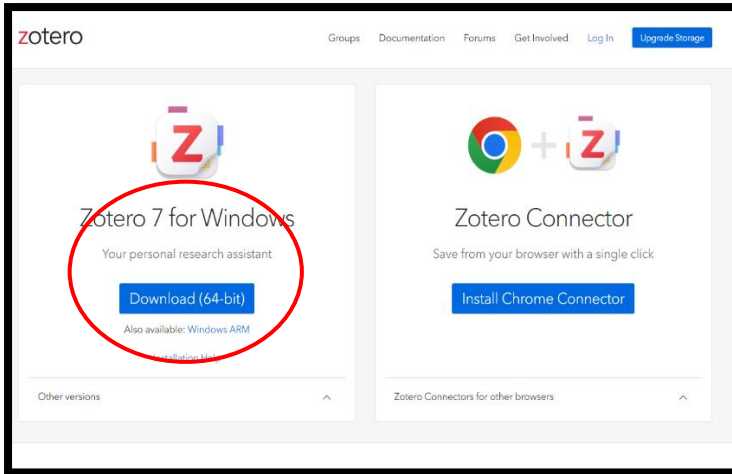


**Cite it Right manual**

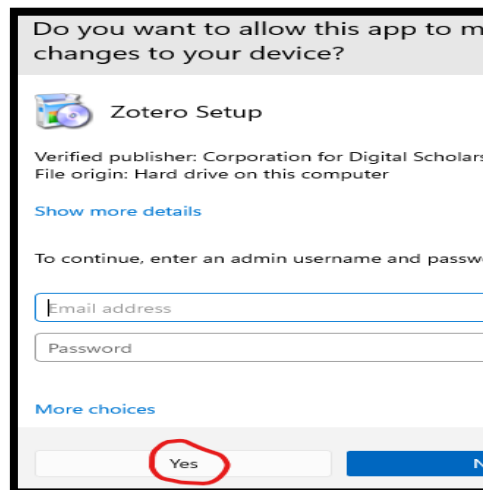
# Step 1. Download Zotero package

Put Zotero download into your search engine – you will see [www.zotero.org](http://www.zotero.org)



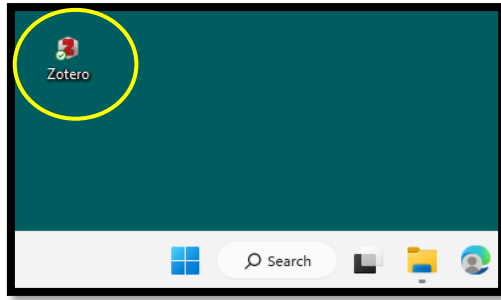


You will be asked to allow the app to make changes to your device – select 'Yes'



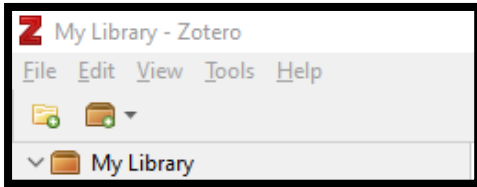
Sometimes it will ask you to fill out the email address and password in the lines above the 'Yes' option, but once you press the 'Yes' button, the wizard will start installing it on your device. Just Press next, next, Finish on the installation Wizard.

Once installed it will appear on your desktop. Pin to your taskbar for handiness.

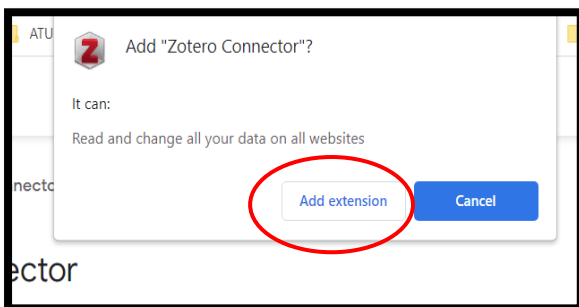
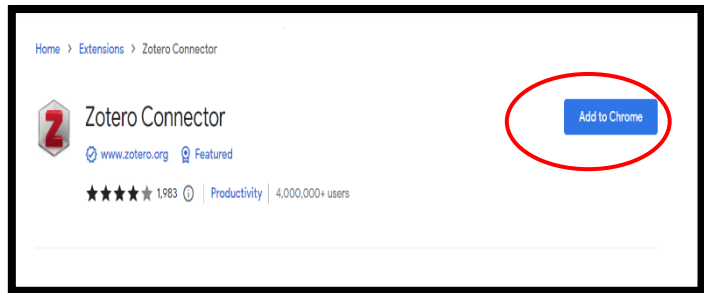
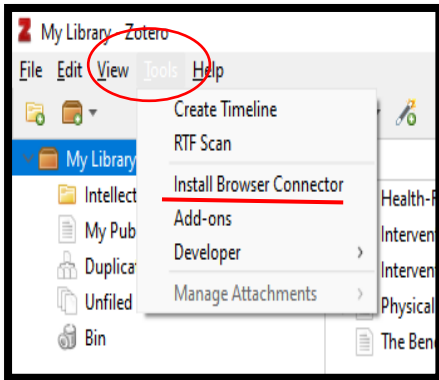


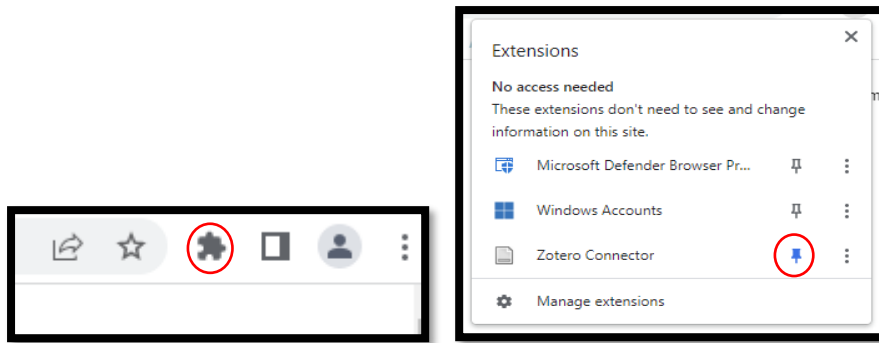
## Step 2. Install Browser Connector (Chrome)

Open Zotero



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

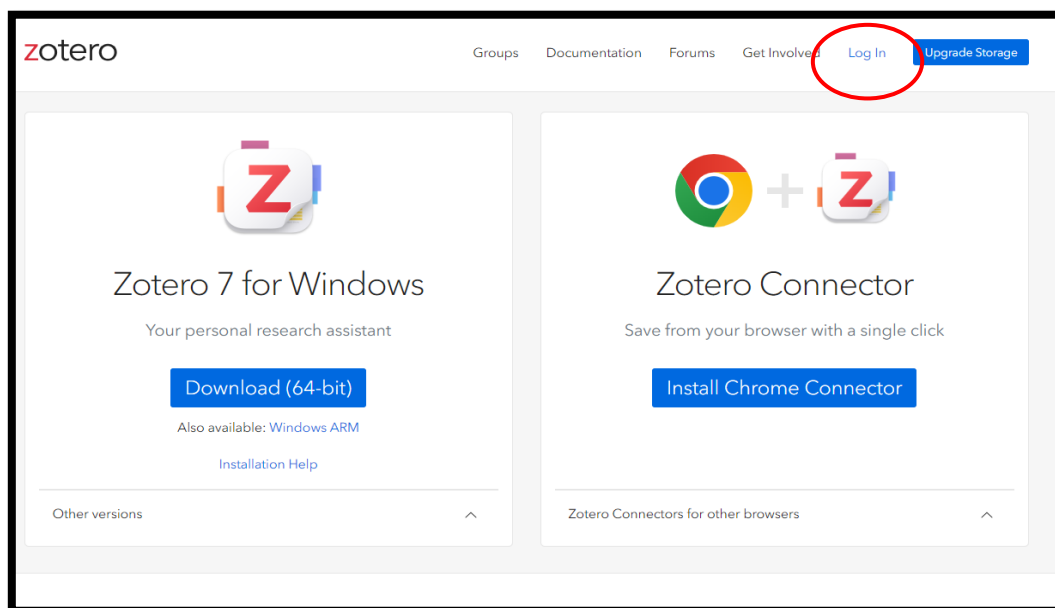


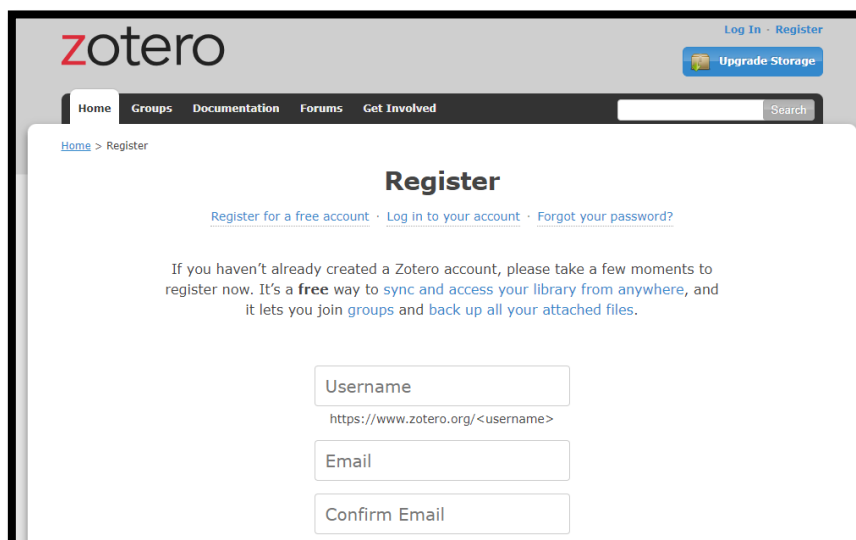
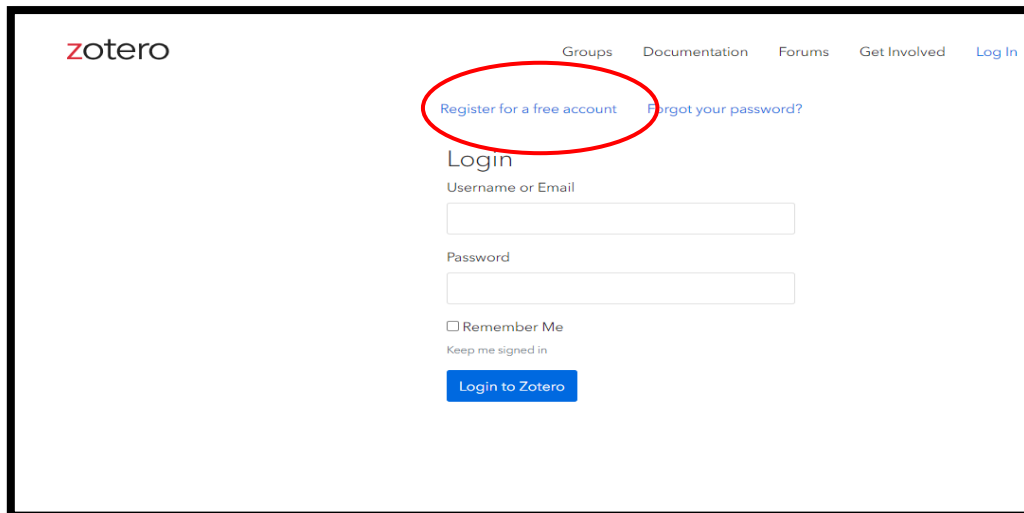


The Zotero 'shamrock' or 'jigsaw piece' is now visible in your Chrome toolbar. Pin the Zotero connector to the toolbar.

### Step 3. Register your Zotero account

Go back to the browser page where you got Zotero and click on 'Log In' in the top right hand corner. Go to 'Log in' – 'Register for a Free Account' – and enter your details.

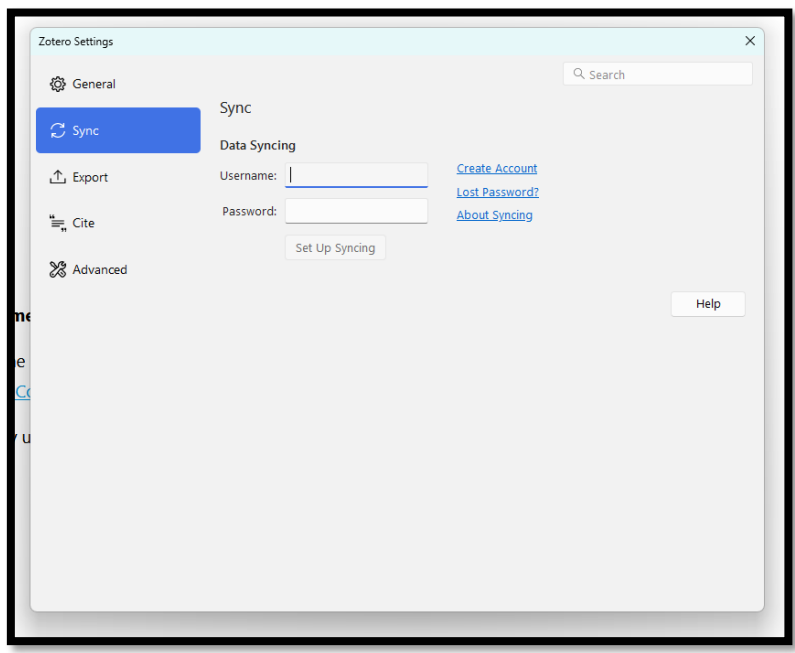
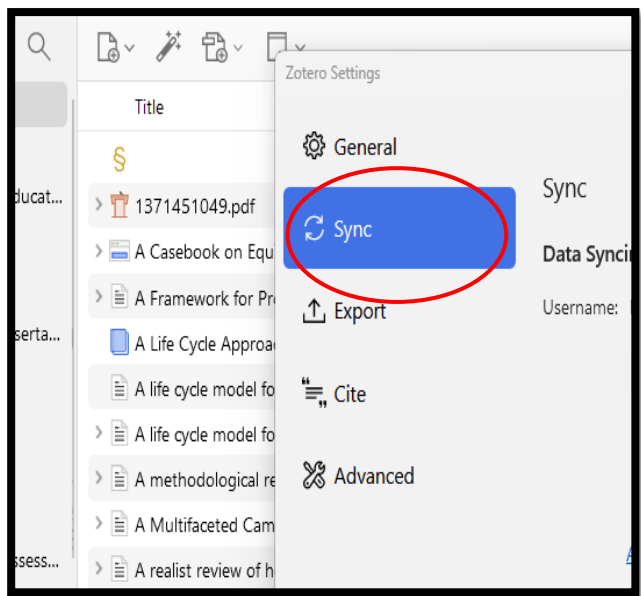
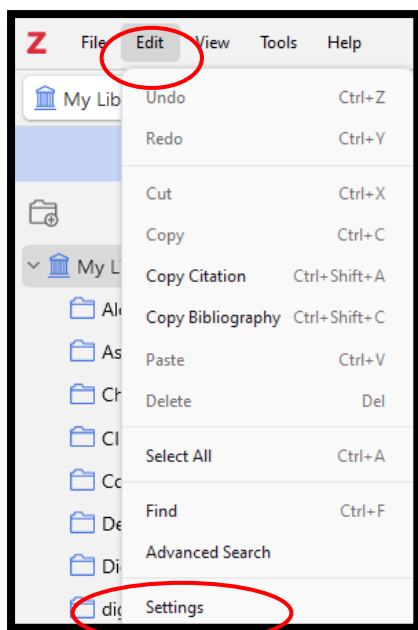




Registering your account means you can access your Zotero library on any machine that has Zotero installed; information is stored in the cloud. All the PC's on the second floor of the library at ATU Donegal Letterkenny campus have Zotero installed on them. You will get an email to verify your account – check your junk mail.

## Step 4. Sync your registration

Open up the Zotero icon that has now appeared on your desktop. Go to 'Edit' in the toolbar and from the dropdown options select 'Settings'. Then press the 'Sync' option



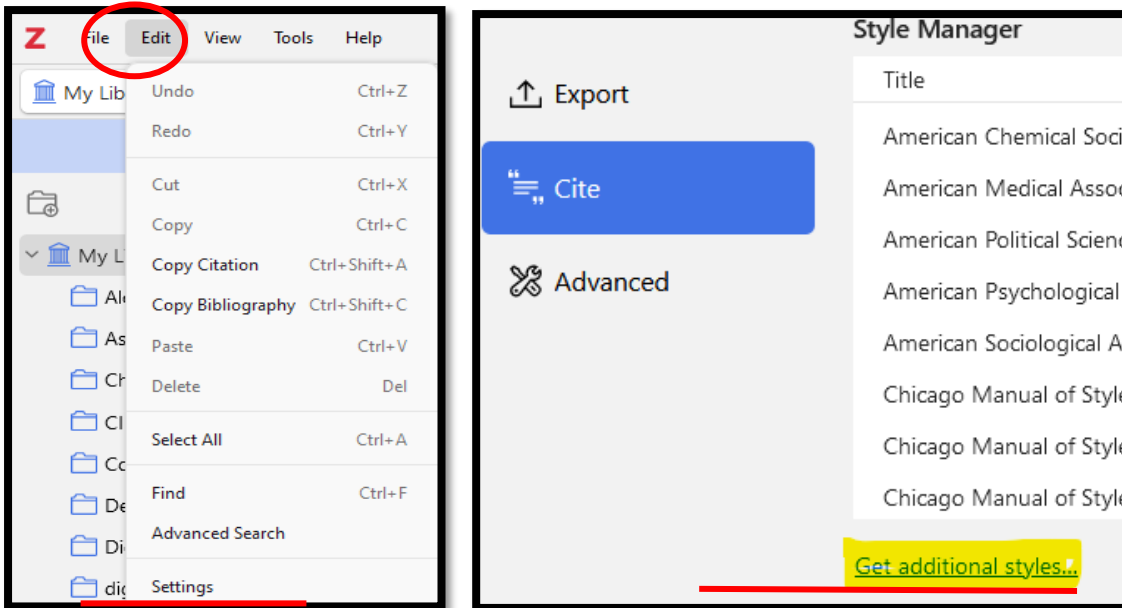
Put in your username and password that you registered your Zotero account with.

### Step 5: Select citation style

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

Go to ‘Edit’ in the toolbar and from the dropdown options select ‘Settings’.

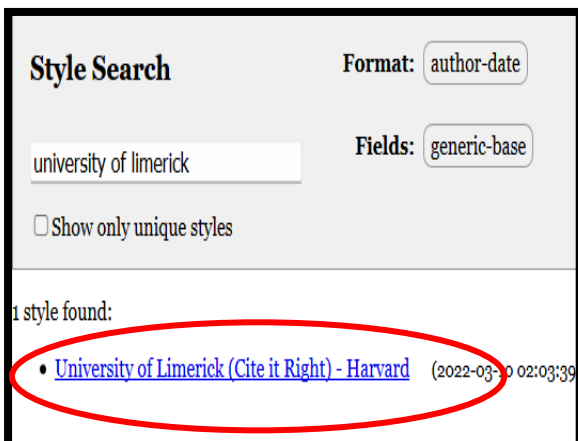


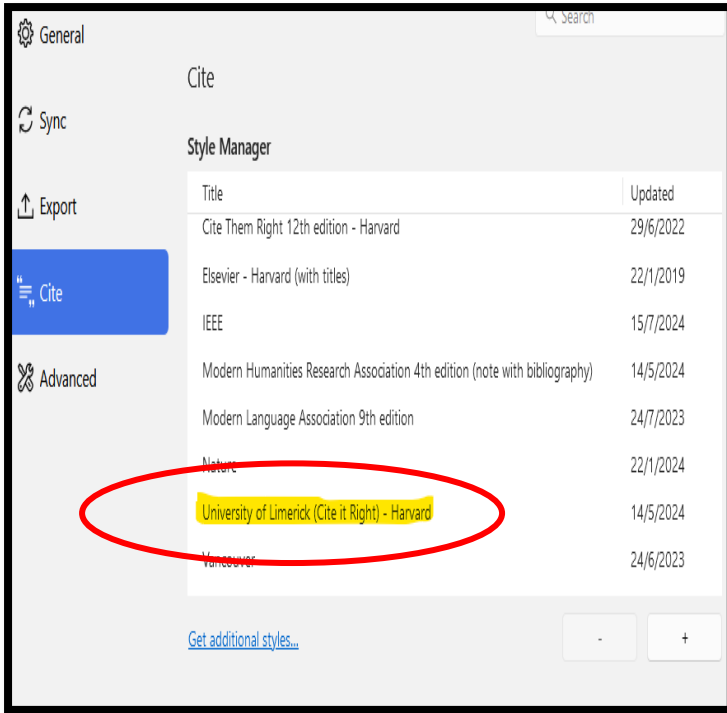


Then press the 'Cite' button. A list of different citation styles will appear. Select the citation style that you will be using for your research from the list.

**University of Limerick (Cite it Right) Harvard** is not in the list of options, it needs to be added into the list. Go to 'Get additional styles' at the bottom of the list

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



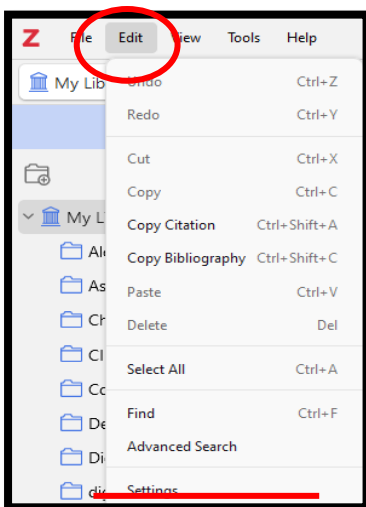


This process is the same for any reference style you wish to add that is not in the list page originally.

## Step 6. Add Microsoft Add-In

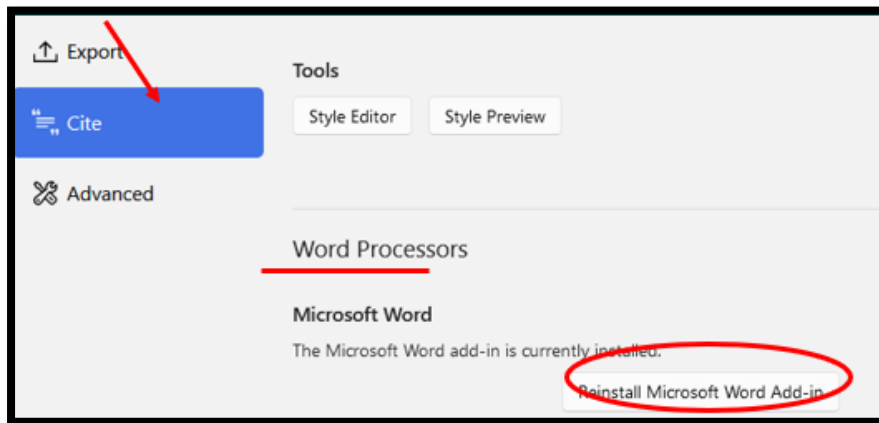
This is the last step of the installation process. NB\*\*\* Make sure you have no Word documents open when installing the Add-On tool.\*\*\* The Add-On will appear on every blank Word document you open, so it allows you to insert citations as you work on your research.

Go to 'Edit' in the toolbar and from the dropdown options select 'Settings'.



Select the 'Cite' option again. Scroll down the page to 'Word Processors' and press 'Install Microsoft Word Add-In'.

The Sync process you did earlier may have installed it already but double check that it is installed, otherwise Zotero won't work with MS Word.



Open a blank MS Word document. Zotero is now visible in the Microsoft Word tabs.

