



zotero

What is Zotero?

2023/2024



Servei de
Biblioteques UAB





What will I learn?



What is Zotero?



**Installation and
connection**



Your publications



Personal profile



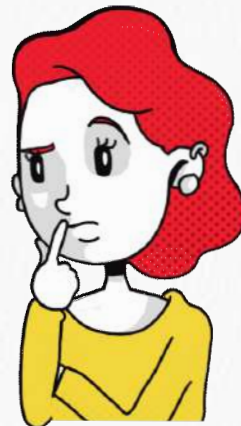
**Resources of
interest**



What will I learn?

zotero

Throughout the unit you will learn what Zotero is, how to install and customize the program (connectors, language, ...) as well as all its features (personal profile, your publications, ...)



What is Zotero?

It is a social
bibliographic manager,
open source, and
linked to a user
account in the cloud



It allows you to store
and manage references,
create bibliographies
and insert in-text
citations

For proper use, use Firefox or Chrome browsers and Word, GoogleDocs or LibreOffice.writter word processors



What can you do with Zotero?



Installation and connection



Find your personal account information?



<https://www.zotero.org/settings/account>

Do you work from multiple devices?

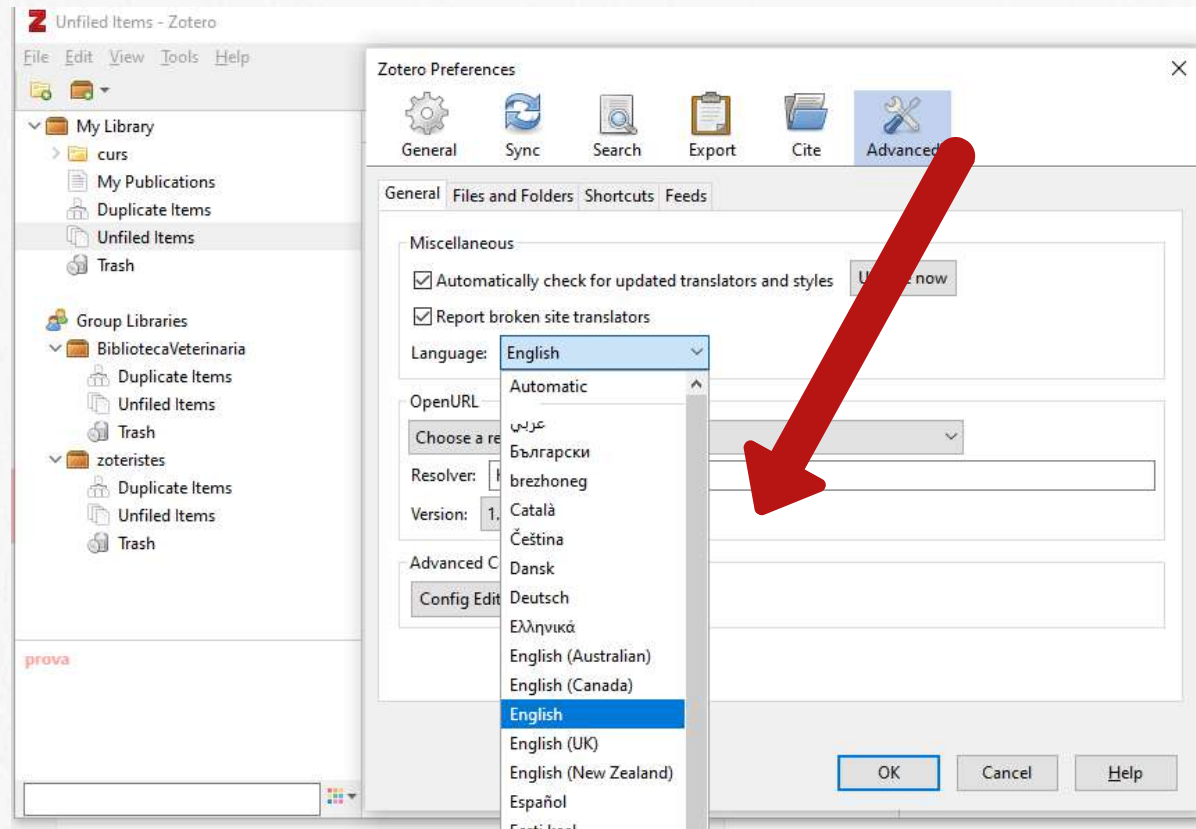


Sign in and create an account



Switching languages

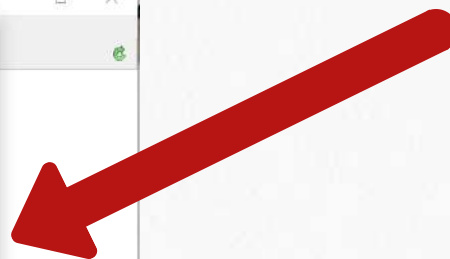
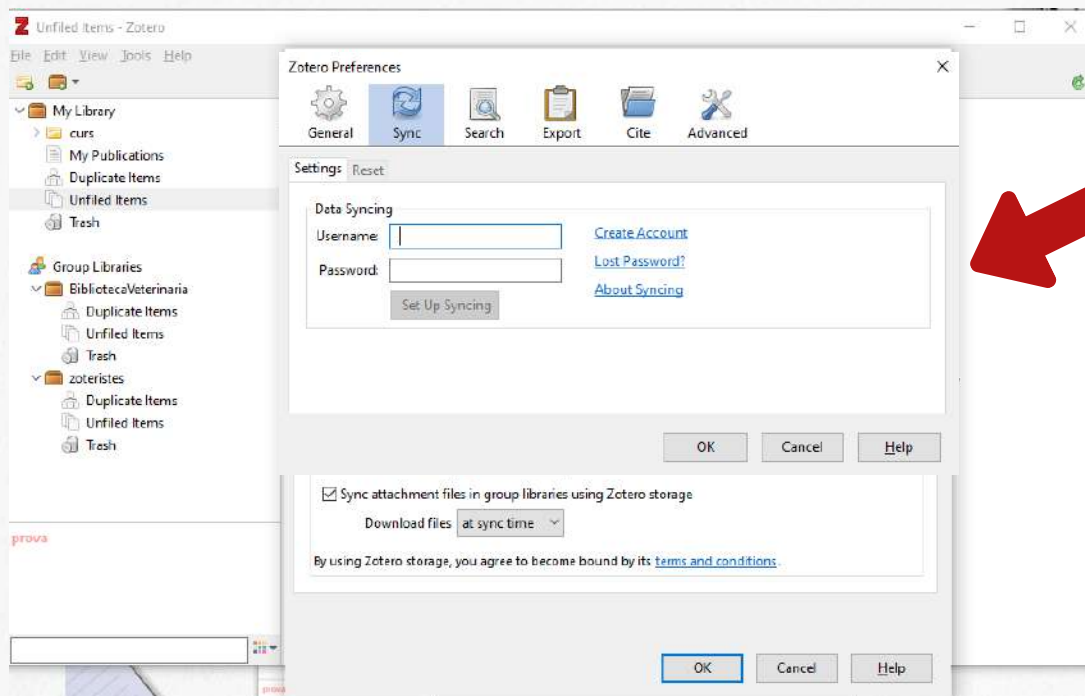
Edit → **Preferences** → **Advanced** → **General**



Link your account to the cloud

Edit → Preferences → Sync

Enter your username (or e-mail) and your password



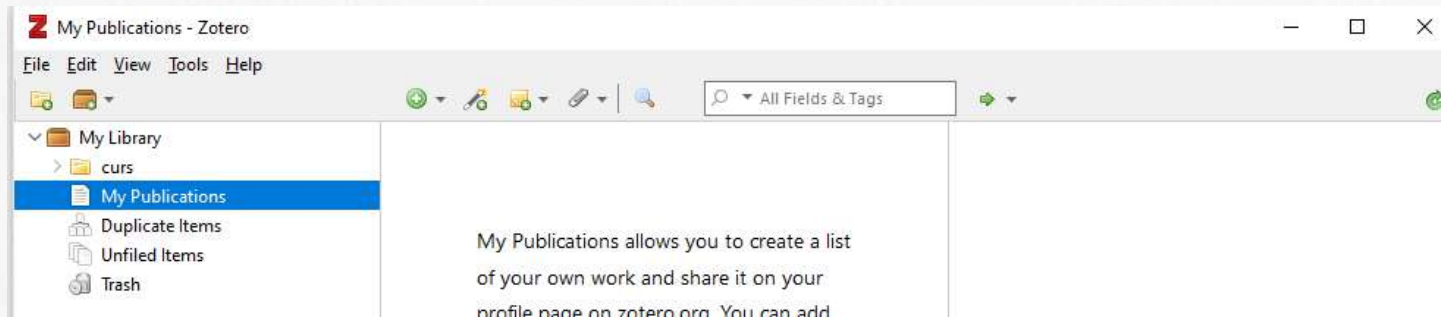
You must repeat the operation on all devices where Zotero is installed



Your publications

Go to the web version of Zotero and click on
My publications

You can upload all your works and share them in Zotero.org



You can add notes on each entry



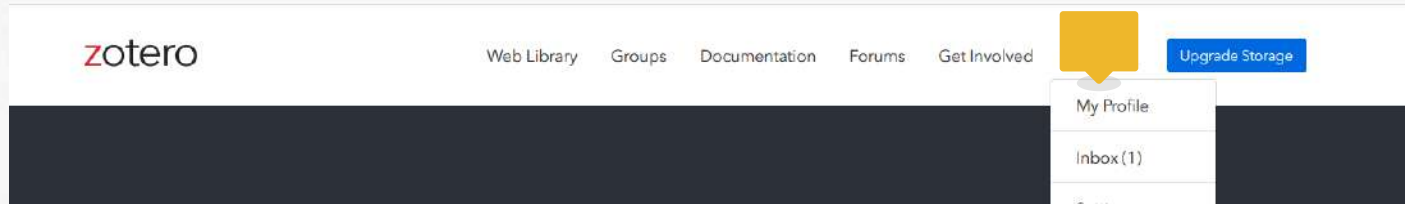
You can share the PDF files with the appropriate license.
They must be yours, and you must own the distribution rights



How to edit your profile



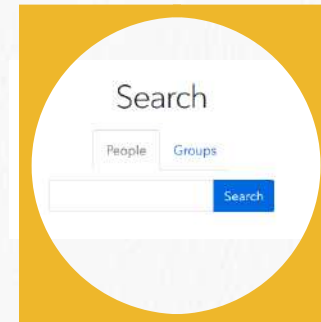
<https://www.zotero.org/settings/profile>



Searching other user's profiles?



<https://www.zotero.org/search/type/people>



Interesting resources

Zotero Support



Zotero users Forum



Mobile app



Comparative table of bibliographic managers



Zotero script (Servei de Biblioteques UAB)



Thank you!



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Personal library

2023/2024



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What will I learn?



**Zotero
connector**



By identifier



Dragging a file



**RIS and BibTex
format**



RSS Feeds



Manually



Web version

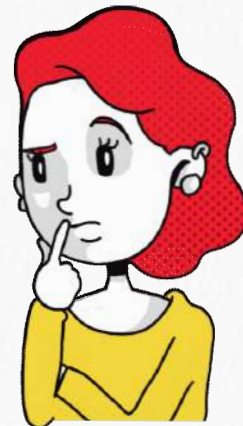


What will I learn?

6

ways to enter bibliographic records in your library from
desktop version

And what can I do
from the web version?



Zotero Connector

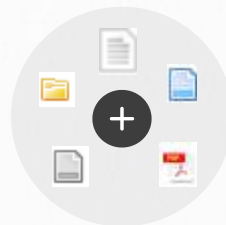
Installation

Install Zotero Connector in your browser from the Zotero download page



Detection of references

It detects bibliographic information on a website or in a database search, and allows you to save the references in your Zotero library

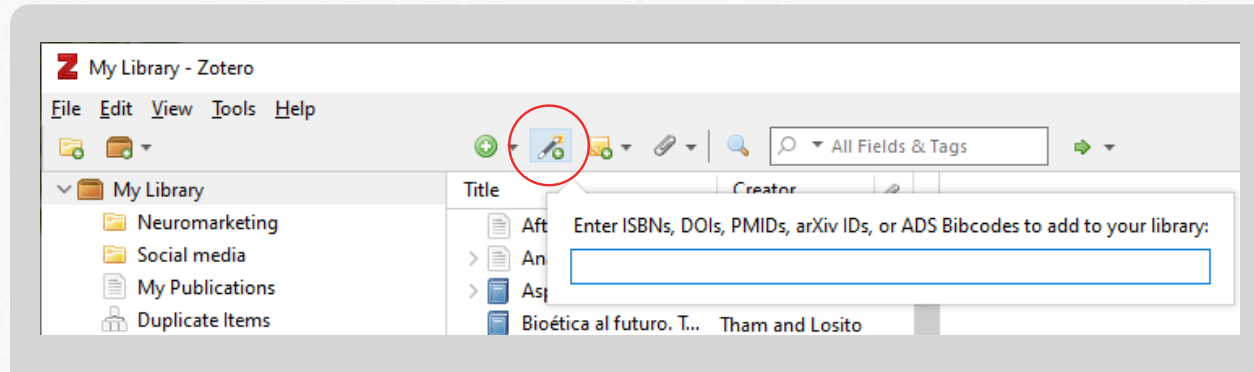


Zotero Connector



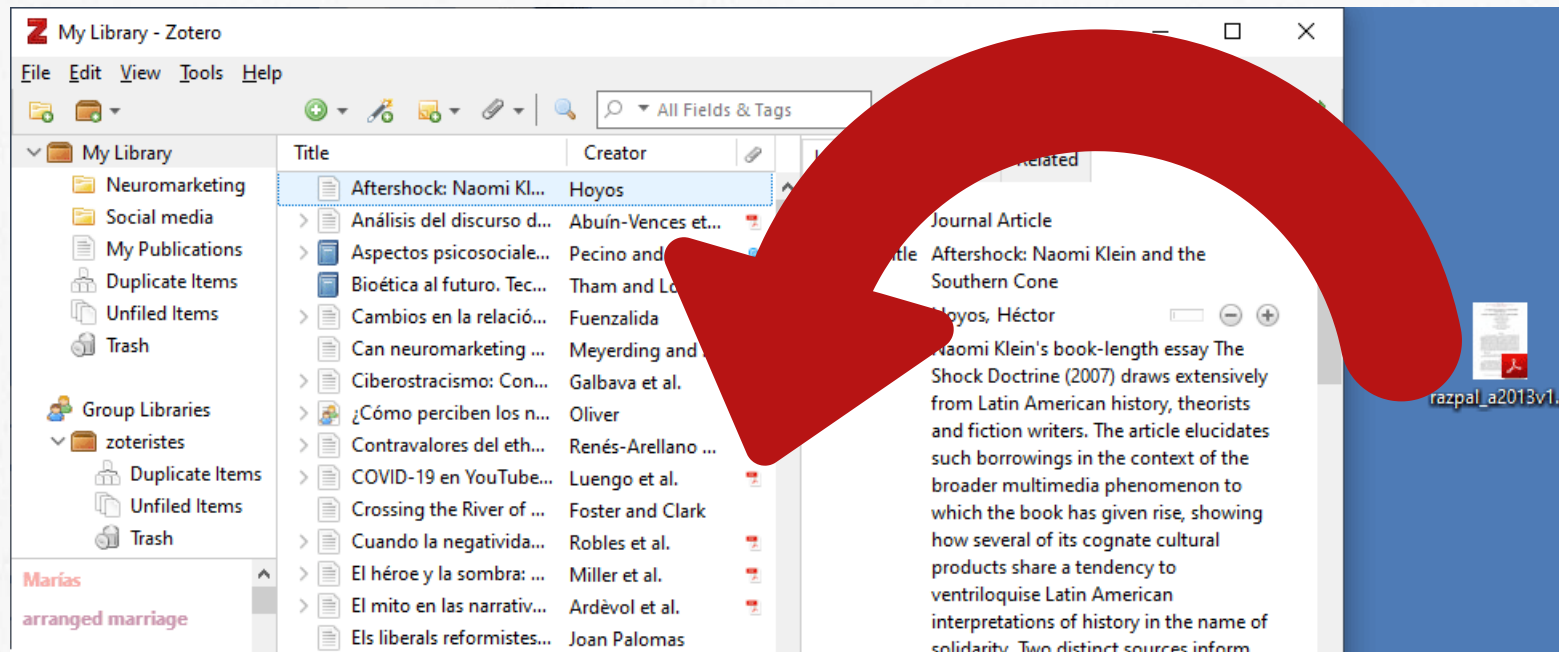
By identifier

You can add records (up to 6 simultaneously) as long as you know the identifier number of the documents: ISBN, DOI, PMID, etc.



Dragging a file

If you have the original PDFs of the articles on your computer, you can add them by dragging them to your Zotero library, either to the central column, or to one of the folders



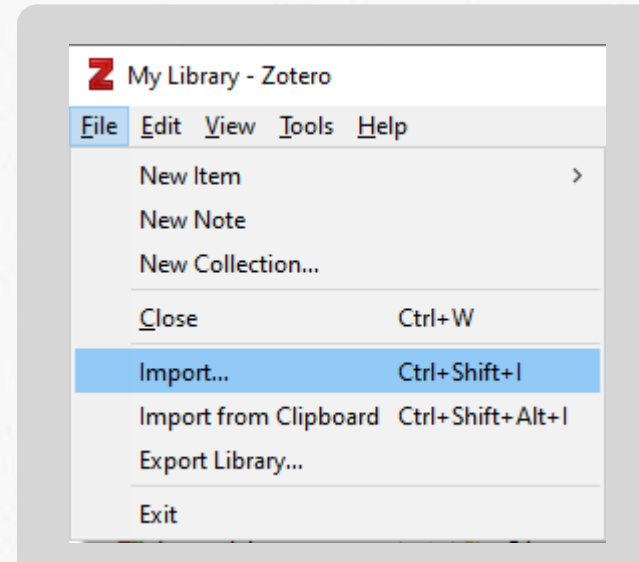
Ris and BibTex format

Some databases are not supported by Zotero Connector

Select and save the records **from the database** (look for the **save to** or **export** icons) preferably in RIS or BibTex format

Depending on the database and browser, sometimes these records are automatically imported into Zotero. If not, you must save the file to your computer, then open Zotero and go to:

File → Import




It can also be used to import records from other bibliographic managers



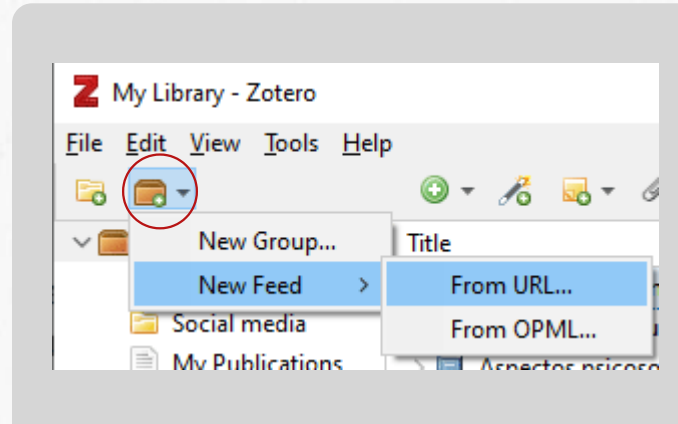
Ris and BibTex format



RSS feeds

Zotero can be used as an RSS feed reader. This tool is available, for example, in many electronic journals. It is recognized by the icon 

To subscribe to a feed, go to:



And write the URL of the RSS feed of the journal



RSS Feeds

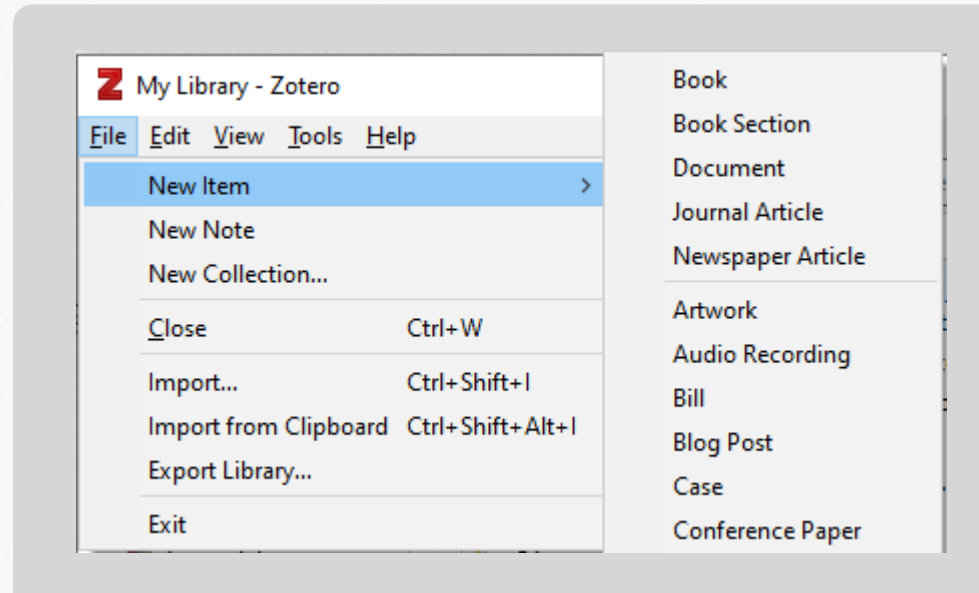


Manually

If you are unable to import the items, you can do it manually

Go to **File** → **New Item**

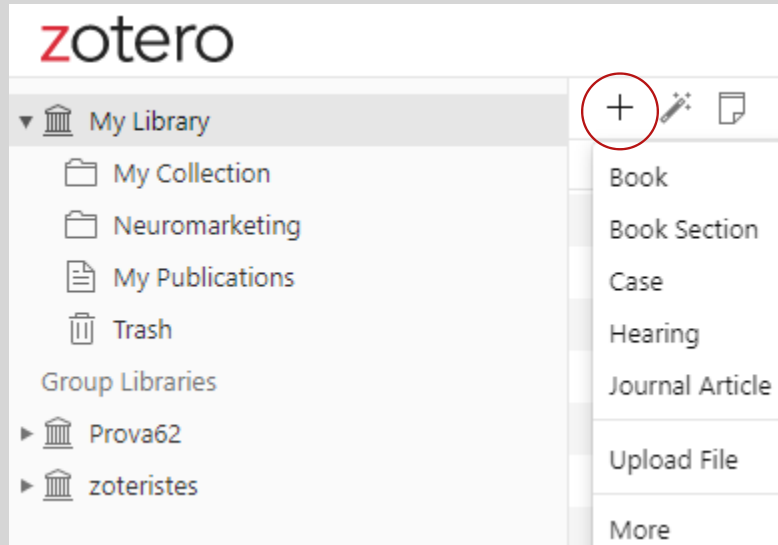
Depending on the type of file, different elements will appear to be filled out



Web version

From the web version you can enter records manually, using Zotero Connector or by Identifier

Manually

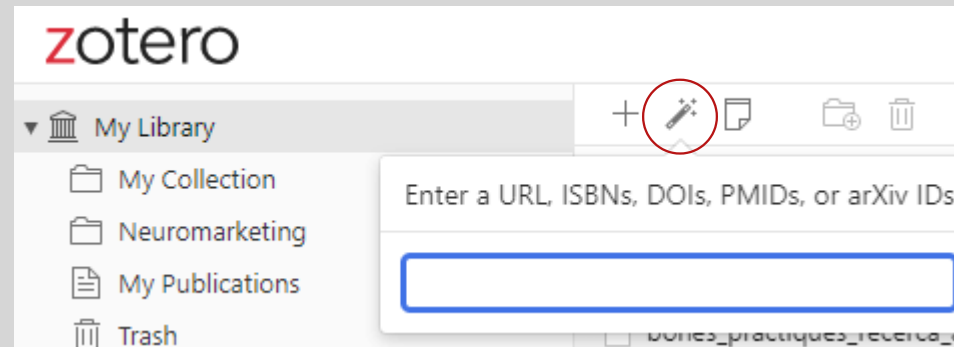


Zotero Connector

The records imported to the Desktop will be displayed on the web at the moment of synchronization (either automatically or manually). You can parameterize the synchronization on the Desktop version:

Edit  Preferences

Identifier



Thank you!



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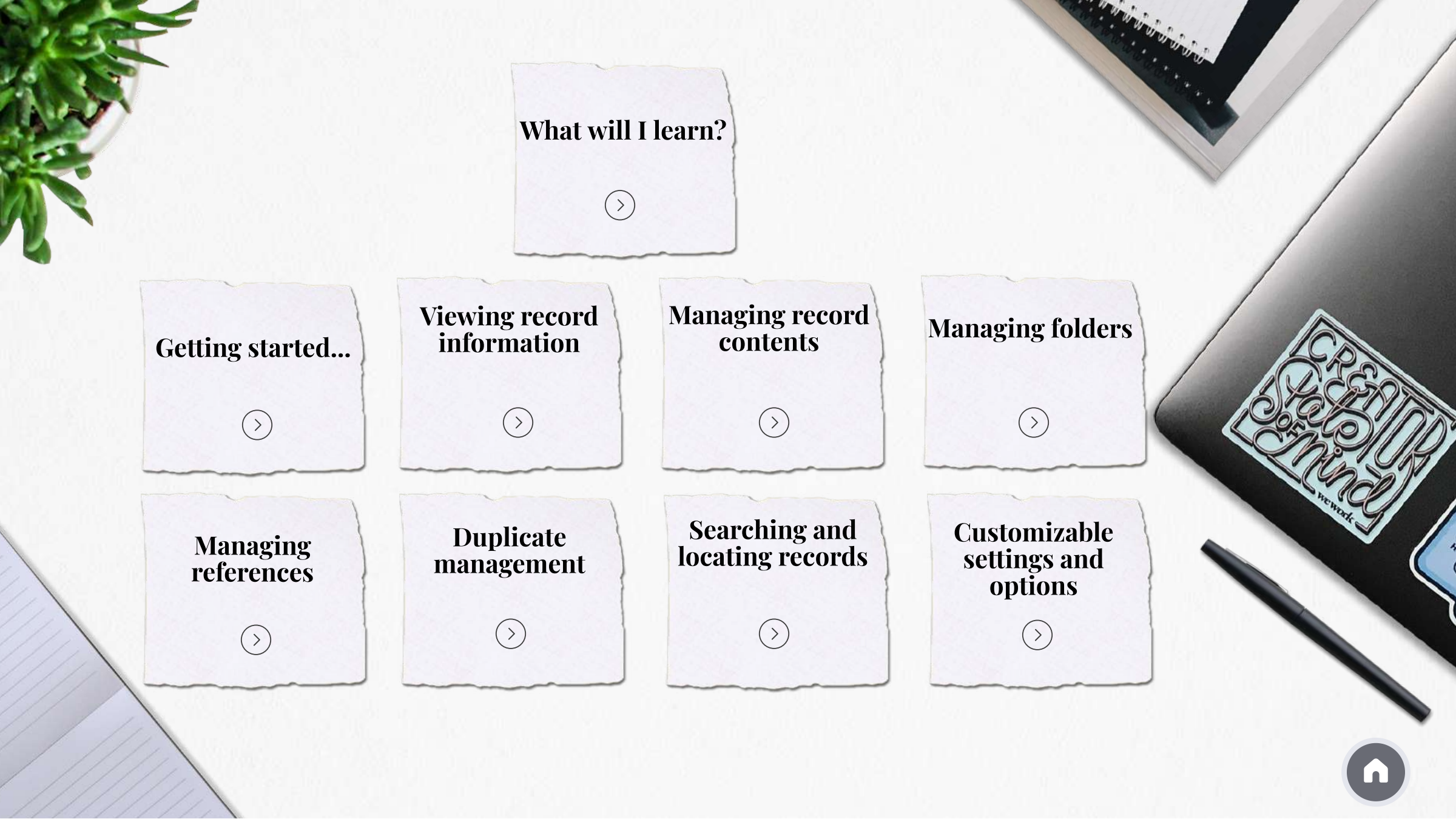
Organizing your personal library

2023/2024



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What will I learn?



Getting started...



**Viewing record
information**



**Managing record
contents**



Managing folders



**Managing
references**



**Duplicate
management**



**Searching and
locating records**



**Customizable
settings and
options**



What will I learn?

Tools offered by Zotero to organize your personal library

Troughout the unit, the information of the **Zotero desktop** version is shown. The web version also has these features



Getting started...

The information is organized in 3 columns

<div>My Library</div> <div>Biomedicine</div> <div>Màrius Torres</div> <div>My Publications</div> <div>Duplicate Items</div> <div>Unfiled Items</div> <div>Trash</div>	Title	Creator	Info Notes Tags Related			
	Antibiotics for exacerbations of asthma	Normansell et al.	<div>Item Type Journal Article</div> <div>Title Antibiotics for exacerbations of asthma</div> <div>▼ Author Normansell, Rebecca</div> <div>▼ Author Sayer, Ben</div> <div>▼ Author Waterson, Samuel</div> <div>▼ Author Dennett, Emma J.</div>			
	Biochemistry: the molecular basis of cell structure and function	Lehninger				
	Calcium enhances binding of Clostridium perfringens epsilon toxin to sulfatide	Gil et al.				
	Calcium enhances binding of Clostridium perfringens epsilon toxin to sulfatide	Gil et al.				
	Carbon storage in the seagrass meadows of Gazi Bay, Kenya	Githaiga et al.				
	Casein kinase TbCK1.2 regulates division of kinetoplast DNA, and movement of bas...	Sullenberger et al.				
	COVID-19, severe asthma, and biologics	García-Moguel et al.				



Viewing record information

In the central part, the information is displayed in columns. By default you see **Title**, **Creator** and a column with a paperclip icon, which indicates the record has an attached file

Title	Creator	
> Antibiotics for exacerbations of asthma	Normansell et al.	•
• Biochemistry: the molecular basis of cell structure and function	Lehninger	
> Calcium enhances binding of Clostridium perfringens epsilon toxin to sulfatide	Gil et al.	•
• Calcium enhances binding of Clostridium perfringens epsilon toxin to sulfatide	Gil et al.	
> Carbon storage in the seagrass meadows of Gazi Bay, Kenya	Githaiga et al.	•
> Casein kinase TbCK1.2 regulates division of kinetoplast DNA, and movement of bas...	Sullenberger et al.	•
> COVID-19, severe asthma, and biologics	García-Moguel et al.	•
> Direct oral amoxicillin challenge without preliminary skin testing in adult patients wi...	Kuruvilla et al.	

But this display can be modified, as shown in this video



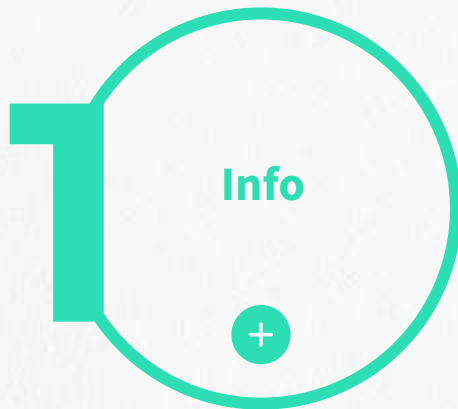
Managing the content of the records

In the right column there are several tabs with options that allow you to manage the contents of your personal library

Info

Notes

Tags



Managing folders

Zotero folders

Zotero has certain folders which cannot be modified or deleted. They are on the left column



My library



My publications



Duplicate items



Unfiled items



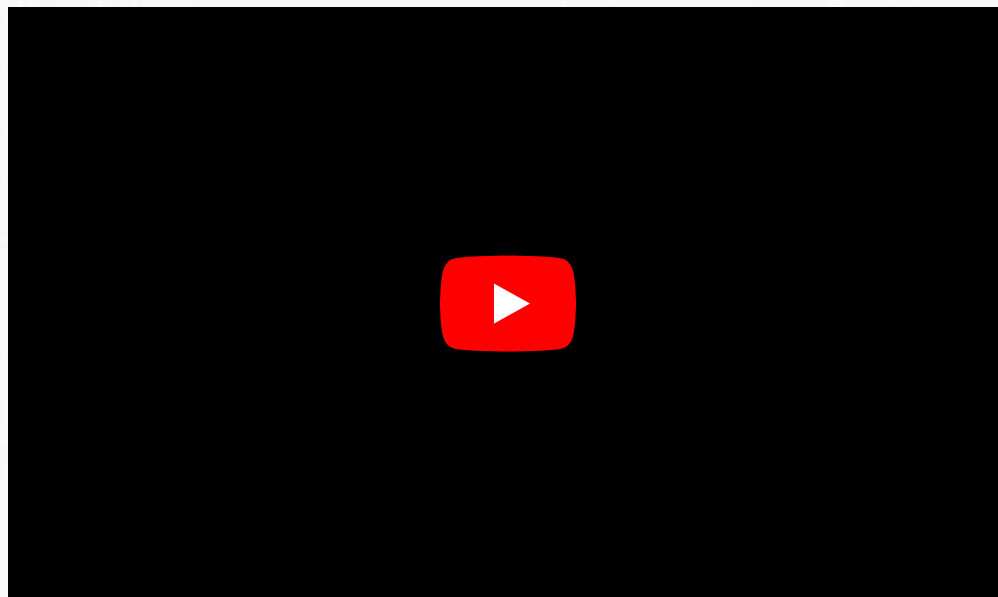
Trash



Managing folders

Personal folders

In ***My library*** you can group your records in personal folders and subfolders that Zotero names *collections* and *subcollections*



Managing references

- **Storing references to personal folders**




- **Removing references**



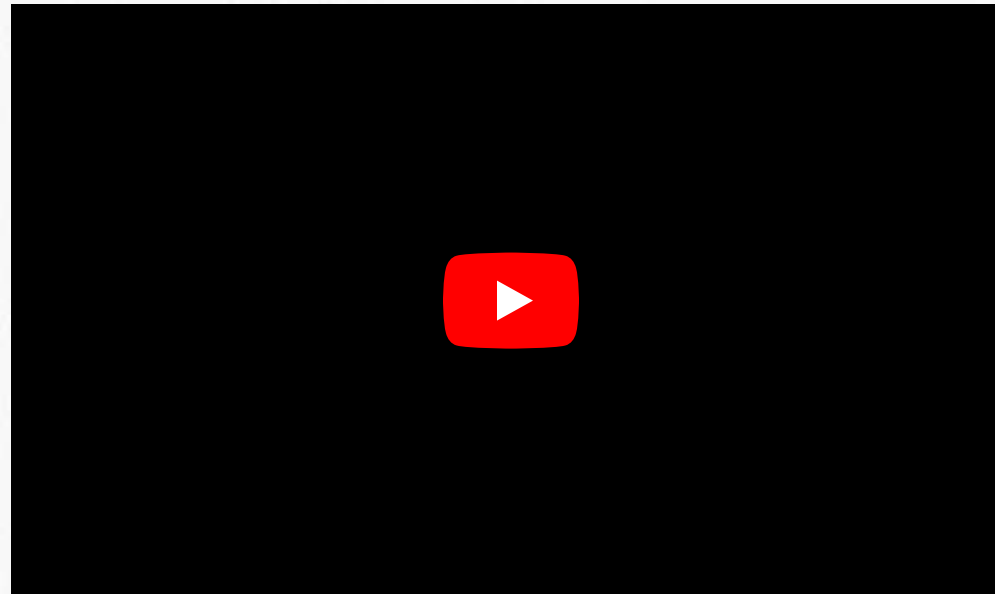
Do you need to know in which folders a reference is saved in?



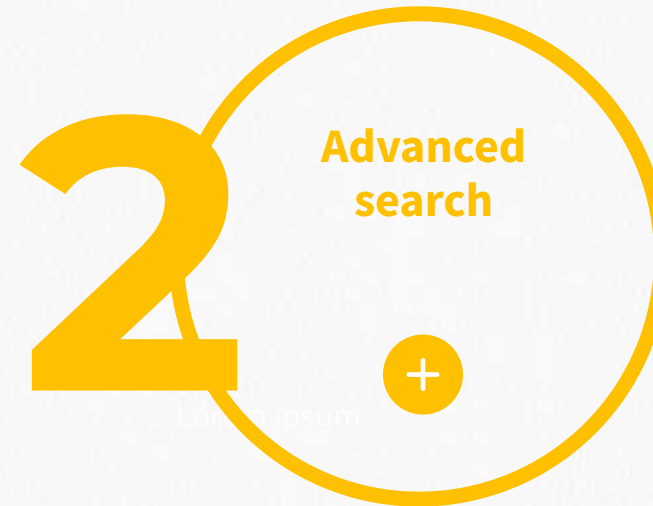
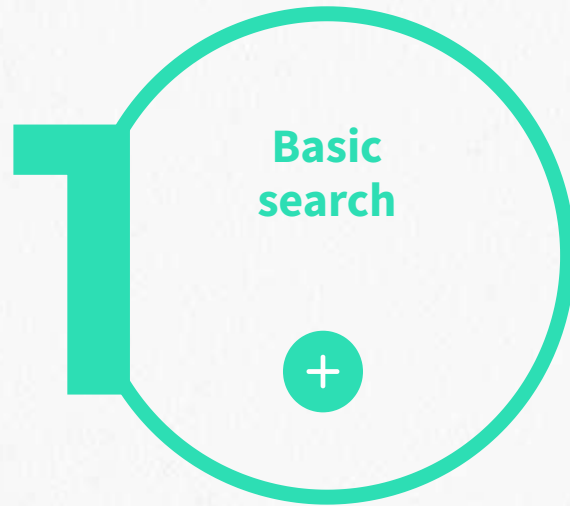
Duplicate management

Zotero automatically detects duplicate references, and moves them to the *Duplicate items* folder 

It is very important to check periodically the duplicate folder to delete them



Searching and locating registers



Customizable settings and options

Preferences is the last option of the **Edit** menu, it offers different customization options:



General



Sync



Search



Export



Cite



Advanced



Thank you!



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**Listing and inserting the
bibliography in the text**

2023/2024



What will I learn?



**Creating the
bibliography**



**Inserting the
bibliography**



**Editing the
bibliography and
in-text citations**



Quick citations



**Importing
citation styles**



Zoterobib



What will I learn?

zotero

- How to create a bibliography from the references in your personal Zotero library
- How to insert and edit the bibliography and in-text citations
- How to make quick citations by dragging references to the word processor
- How to add citation styles in Zotero
- What is ZoteroBib and how it works



Creating the bibliography



+ How to create a bibliography step by step (video content summary)



Inserting the bibliography



+ How to insert the bibliography (summary of the video content)



Editing in-text citations



Editing the bibliography



Quick citations



+ Quick citations with Zotero (summary of the video content)



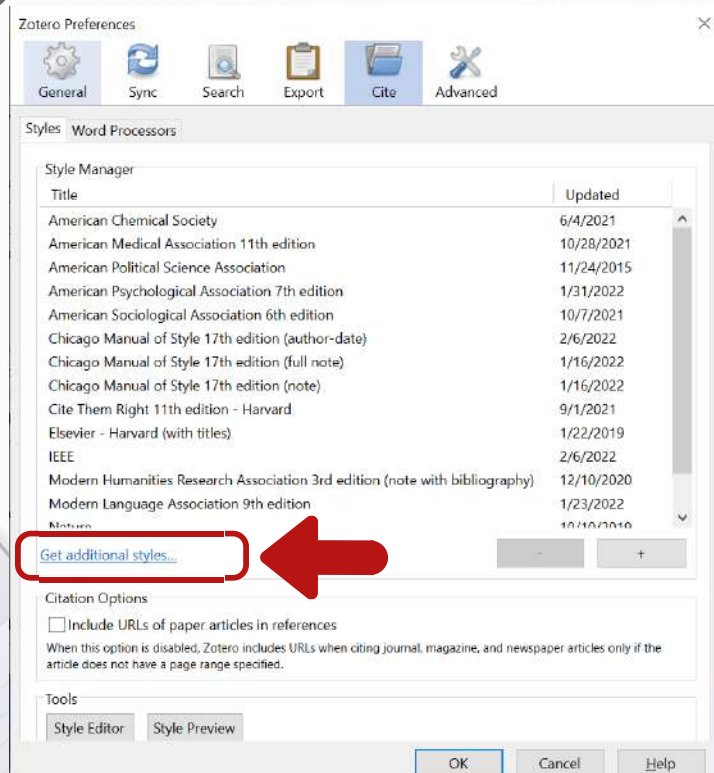
Importing citation styles

In Zotero you will find, by default, some citation styles.

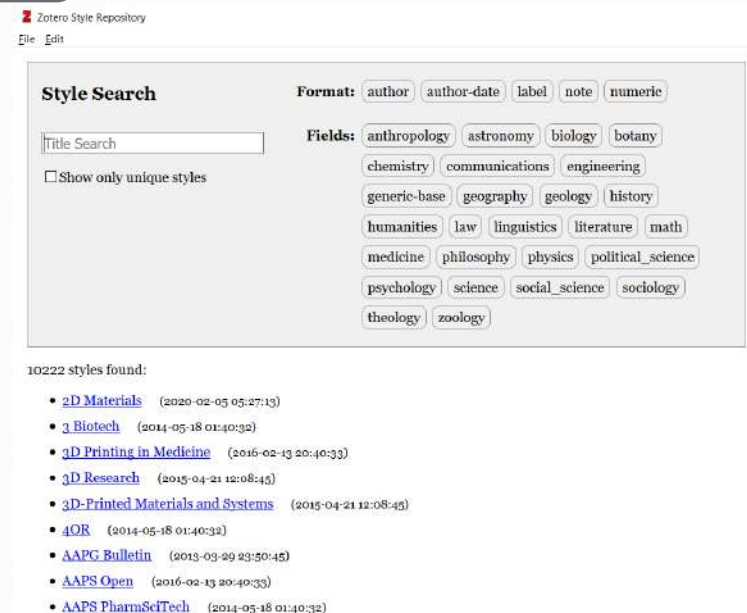
In case you don't find the style you need among them, you can search for it in the **Zotero style repository** and add it to your personal account.

The Zotero repository contains over **10,000** citation styles.

1 Edit → Preferences → Cite



2 Search for the citation style and install it



Click on the style you need and it will be installed in your personal account



Zoterobib
zbib.org



+ Zoterobib (summary of the video content)



Thank you!



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A large teal hand icon with fingers spread, positioned on the left side of the slide.The background features a white surface with a torn black paper edge at the bottom. In the top left corner, there is a small potted plant. In the top right, there is a spiral notebook. In the bottom right, there is a laptop with a 'CREATOR of Mind' sticker and a black pen.

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Working in group

2023/2024



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What will I learn?



**What are the
groups?**



Group types



Creating a group



**Configuring
group features**



**Entering files and
references**



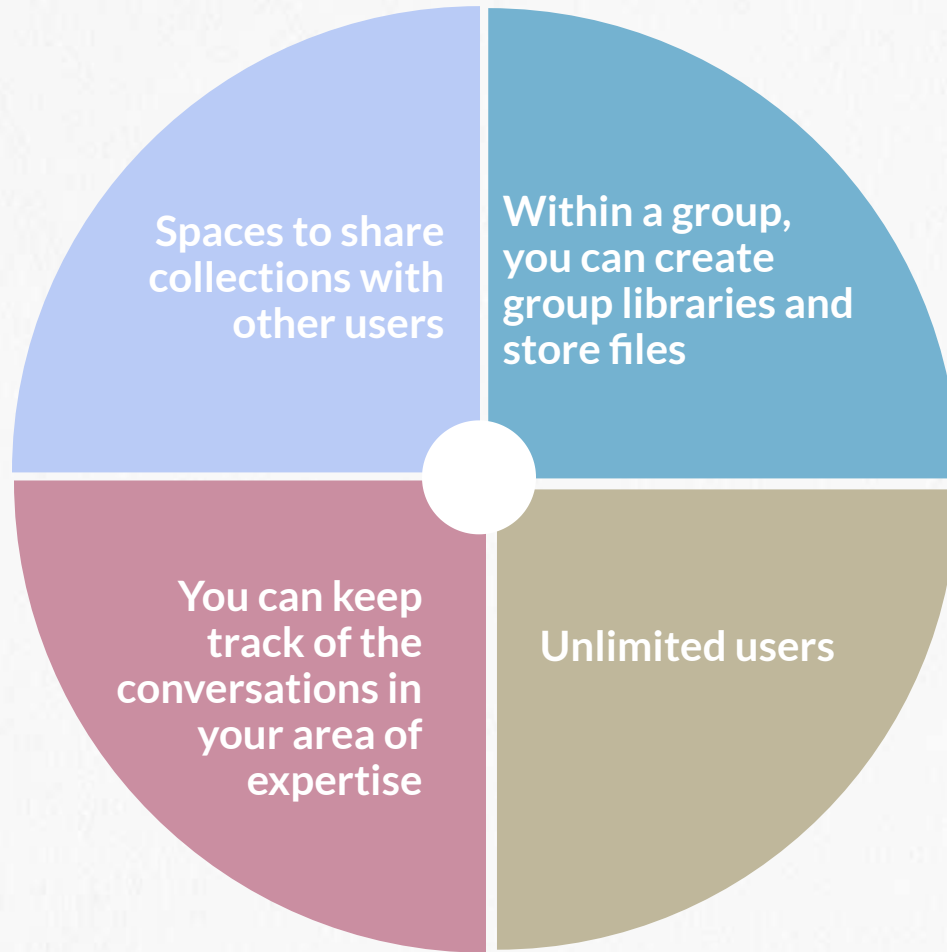
What will I learn?



- Creating groups with other users
- Creating a library within the group, independent of *Your personal library*
- Knowing group features (group types, user types, edit library, edit files, create folders, notes, tags...).



What are the groups?



You can search for groups of your interest



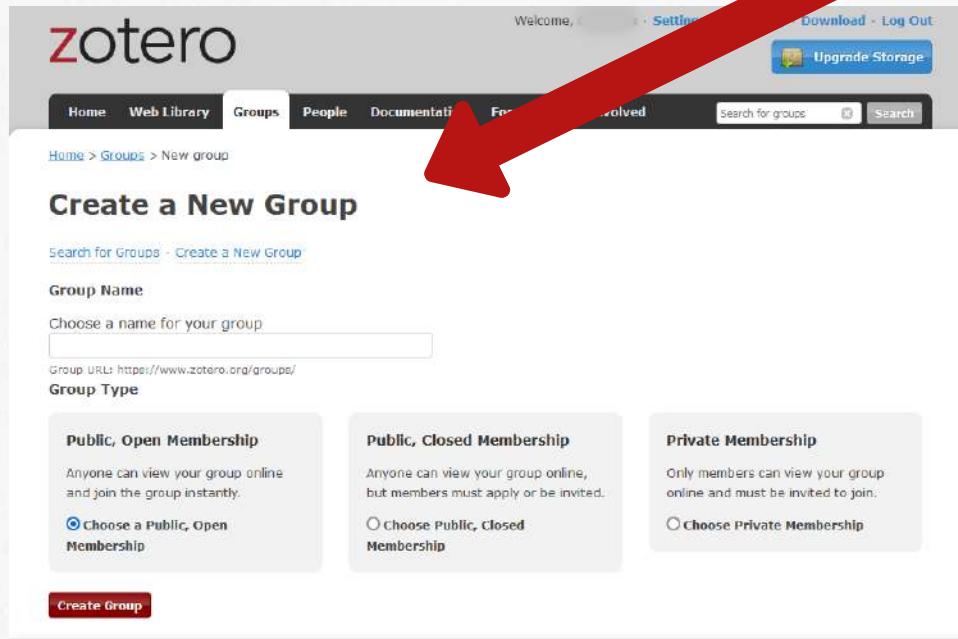
Group types

	Private Membership	Public, Closed Membership	Public, Open Membership
Who?	Invited users only	Invited users or users with invitation request	Any user
What?	The page is not visible in group searches, nor does it appear in search engines. It does not appear on members' public profile pages	The page is not visible in group searches, nor does it appear in search engines. It does not appear on members' public profile pages	The page is visible in group search and search engines. It is displayed on members' public profile pages
It allows	Members can share files and references, if allowed by the administrator	Members can share files and references, if the administrator allows it. The group library can be visible or hidden, the administrator decides	Files cannot be shared. The group library can be visible or hidden, the administrator decides
Suitable for	Controlled group	Controlled group with public presence	Wide ranging discussions and collaborations



Creating a group

On the web <https://www.zotero.org/groups/>
click on **Create a New Group**



The screenshot shows the Zotero website's 'Create a New Group' page. A red arrow points from the 'Groups' menu item in the top navigation bar to the 'Create a New Group' link in the breadcrumb trail. The page title is 'Create a New Group'. Below it, there is a search bar and a link to 'Create a New Group'. The 'Group Name' section has a text input field with the placeholder 'Choose a name for your group'. Below this, the 'Group Type' section offers three options: 'Public, Open Membership' (selected with a radio button), 'Public, Closed Membership', and 'Private Membership'. Each option has a brief description and a 'Choose' radio button. At the bottom left, there is a red 'Create Group' button.

Choose the group name and type.
In the **Groups** menu you will find the list of all the groups of which you are a member



Configuring group features




Depending on the group you will see these options

Manage Profile



- Change of name, type, description and group disciplines
- Group profile picture
- Group URL
- Enable and disable comments
- Transfer group ownership to another user
- Delete group

Manage Members

Group user roles:

- Owners 
- Regular members 
- Administrators 

Manage Library

- Change group type
- Who can read the group's library (a member or any person)
- Edit library 
- Edit files 



Enter files and references

Group Library



From the group name, you can add references and PDF



zotero

My Library

Group Libraries



Trash



You can create folders within the group

+ ✎ 📄 🗑️ 📁 📌 📄 ...			Info Notes Tags Attachments Related	
Title	Creator	Date		
The effect of donor human milk on the length of h...	Yang et al.	2020		
SUCCESSFUL TREATMENT OF 27 PATIENTS WITH ...	Pirkalani	2011		
Recent applications of covalent organic framewor...	Xin et al.	2020		
Nutritional inadequacies in commercial vegan food...	Zafalon et al.	2020		
Meta-analysis for milk fat and protein percentage u...	Berg et al.	2020		
Learning, trust, and technological collaboration	Dodgson	1993		

1 note Add Note

Solder joints in micro-electronic assemblies experien...
a multiaxial combination of extensional and shear load...



Notes and tags made by group members are visible to all members



You can move references between your personal library and the group library (select items and drag them to the destination, folder/group)

These actions can be done from Zotero Desktop and Zotero Web versions



Thank you!



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