

ZOTERO: WORKSHEET

INTRODUCTION

The following activities will introduce you to the main features of Zotero. The Laurier librarians can help you if you need assistance. Please contact libcitations@wlu.ca

WORKSHEET ACTIVITIES:

1. Create a free Zotero account at <http://www.zotero.org>
2. Download Zotero for Firefox from this page: <https://www.zotero.org/download/>
3. Click on the “Z” icon in your Firefox browser. Your Zotero interface will cover part of your browser screen. Enlarge it to cover the entire screen. Now reduce it again.
4. Go the Laurier Library website and find 3 books on a topic. Click on the folder icon in the URL bar, and select these books. They should appear in the Zotero screen.
5. On the right side of the screen, check that each of the bibliographic details is correct. Adjust as necessary. If you don’t do this, your bibliography will include errors.
6. Click on the wheel icon in Zotero, select “preferences” > “sync.” Enter your Zotero log-in credentials so that you can back-up your library to the cloud.
7. Sync your library.
8. Reorganize your references by date. Now reorganize alphabetically by author.
9. Create a folder for your references and drag your book titles into it.
10. Add a tag to each reference. Tags provide an alternative way of searching citations later.
11. Now search for those tags and check that your books appear.
12. Add a note to one of the books.
13. Select your books, right-click, and create a bibliography in APA style. Now create a second bibliography in MLA style.
14. Go to the Zotero site and check how much free storage you have left.
15. If you work on a second computer, download Zotero and sync your library.