

A photograph of a library interior. The room is filled with wooden bookshelves of various heights, densely packed with books. In the foreground, there is a wooden study table with a white lamp. In the background, a window lets in natural light, and another study table is visible. The overall atmosphere is quiet and studious.

Introduction to Zotero

MMLL – Skills for Effective Study Program

Session outline

1. What is Zotero and why should I use it?
2. What can Zotero do for me?
3. How to use Zotero – demonstration
 - Setting up Zotero on your computer: installation and preferences
 - Getting references into Zotero
 - Adding extra content (e.g. PDFs of articles)
 - Inserting formatted references into documents
4. Hints & Tips
5. Questions

1. What is Zotero and why should I use it?

- Helper programme:
 - Lets you store and organise references
 - Inserts references into your word processor document
- Can help you keep track of your research and save you time
- It's free!
- Don't be intimidated by the technical-looking interface – it's okay once you get to know it

2. What can Zotero do for me?

Zotero can help you:

- Find references online
- Organise references into collections
- Add tags, keywords, notes etc.
- Search your collection
- Insert citations into your document and create a bibliography
- Sync your reference library between devices

3. How to use Zotero – demonstration

- Installing Zotero
- Setting preferences
- Adding references
- Adding extra content
- Inserting references into a document
- Creating a bibliography



4. Hints & Tips

- Remember Zotero can't tell you when to cite – only how
- Always make sure to double check everything at the end
- Make sure you know *where* Zotero is storing your library, especially if you're using the sync function
- Back up your library!
- Have a look through the “Preferences” and set everything so it's useful to you
- Try it for a normal supervision essay first! That way you'll already be familiar with it when you use it for anything more important

5. Questions

