

Zotero 6



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This Quick Guide was created using: https://www.zotero.org/support/quick\_start\_guide

kim.uni-hohenheim.de | kim@uni-hohenheim.de

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# **The Basics**

## What is Zotero?

Zotero is a free reference management system: With it you can capture citations automatically; use pre-defined bibliographic styles; store PDFs, images, and webpages; take notes; search PDFs and notes; and cite your Zotero library in MS Word, LibreOffice or Google Docs.

#### How do I install Zotero?

Download Now Zotero can be downloaded and installed from the Zotero download page https://www.zotero.org/download.

Be sure to install Zotero 5.0 as well as the Zotero Connector for your browser (Mozilla (Firefox), Chrome, Safari). For more details, see <u>https://www.zotero.org/support/installation</u>

#### How do I open Zotero?



Zotero can be opened from your operating system's dock or file manager like any other program.

#### What does Zotero do?



Zotero is, at the most basic level, a reference manager. It is designed to store, manage, and cite bibliographic references, such as books and articles. In Zotero, each of these references constitutes an item. More broadly, Zotero is a powerful tool for collecting and organizing research information and sources.

#### What kind of items are there?



Every item contains different metadata, depending on what type it is. Items can be everything from books, articles, and reports to web pages, artwork, films, letters, manuscripts, sound recordings, bills, cases, or statutes, among many others



### What can I do with items?

Title:	India's Shakespe Interpretation, a
Author:	Trivedi , Poor
Author:	Bartholomeusz
Abstract:	
Series:	

Items appear in Zotero's center pane. The metadata for that item is shown in the right pane. This includes titles, creators, publishers, dates, page numbers, and any other data needed to cite the item.

# Organize

## Collections

Co	llections
	My Library
	🛅 Criticis 🖽 A. C. Brad
Þ.	Plays Anachroni
	50s-80s Criticism
	Trach

## Tags

	17th	cent
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Criticism D	rama	En
History and c	riticism	n (
<b>T</b> 1		

#### Searches



The left pane includes My Library, which contains all the items in your library. Right-click on "My Library" or click on the New Collection button ( above the left pane to create a new collection, a folder into which items relating to a specific project or topic can be placed. Think of collections like playlists in a music player: items in collections are aliases (or "links") to a single copy of the item in your library. The same item can belong to many collections at one time.

Items can be assigned tags. Tags are named by the user. An item can be assigned as many tags as is needed. Tags are added or removed with the tag selector at the bottom of the left column or through the Tags tab of any item in the right column. Up to 9 tags can be assigned colors. Colored tags are readily visible in the item list and can be quickly added or removed using the number keys on your keyboard.

Quick searches show items whose metadata, tags, or content match the search terms and are performed from the Zotero toolbar. Clicking the spyglass icon to the left of the search box opens the Advanced Search window, allowing for more complex or narrow searches.



## **Saved Searches**

🔻 🚞 My Library
📴 Criticism
🕨 🚞 Plays
🗟 Hamlet
🕤 Trash

Advanced searches can be saved in the left pane. They are similar to collections, but will update with new matching items automatically.

# Collect

## **Attachments**



#### **Notes**



#### **Files**



Items can have notes, files, and links attached to them. These attachments appear in the middle pane underneath their parent item. Attachments can be shown or hidden by clicking the arrow or plus sign next to their parent item.

Rich-text notes can be attached to any item through the Notes tab in the right column. They can be edited in the right column or in their own window. Click the New Standalone Note button (

Any type of file can be attached to an item. Attach files with the Add Attachment button ( ) in the Zotero toolbar, by right-clicking on an existing item, or by drag-and-dropping. File on not need to be attached to existing items. They can simply be added to your library. Files can also be downloaded automatically when you import items using the Zotero Connector in your browser.



### Links & Snapshots

	📜 JSTOR Full Text P
	📷 Was William Shakı
►	📕 William Shakespeare
•	William Shakespeare
	📄 Amazon.com Link

Web pages can be attached to any item as a link or a snapshot. A link simply opens the website online. Zotero can also save a snapshot of a web page. A snapshot is a locally stored copy of a web page in the same state as it was when it was saved. Snapshots are available without an internet connection.

## **Capturing Items**



With the Zotero Connector for Chrome, Firefox, or Safari, it's simple to create new items from information available on the internet. With the click of a button, Zotero can automatically create an item of the appropriate type and populate the metadata fields, download a full-text PDF if available, and attach useful links (e.g., to the PubMed entry) or Supplemental Data files.

## **Single or Multiple Captures**



If the save icon is a book, article, image or other single item, clicking on it will add the item to the current collection in Zotero. If the save icon is a folder, the webpage contains multiple items. Clicking it will open a dialog box from which items can be selected and saved to Zotero.

## **Translators**



## Saving a Web Page



Zotero uses bits of code called translators to recognize information on webpages. There are generic translators which work with many sites and translators written for individual sites. If a site you're using does not have a translator, feel free to request one in the forums.

If the Zotero Connector does not recognize data on the page, you can still click the save button in the browser toolbar to save the page as a Web Page item with an attached snapshot. While this will save basic metadata (title, URL, access date), you may need to fill in additional metadata from the page by hand.



## Add Item by Identifier

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Reg	a	
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Tre	insient PZA/ receptor.	namey et

Zotero can add items automatically using ISBN number, Digital Object Identifier (DOI), or Pub-Med ID. This is done by clicking the Add Item by Identifier button in the Zotero toolbar, typing in the ID number and clicking OK. You can even paste or enter (press Shift+Enter for a larger box) a list of such identifiers at once.

#### Manually Adding Items



Items can be added manually by clicking the green New Item (<sup>(C)</sup>) button in the Zotero toolbar, then selecting the appropriate item type. Metadata can then be added by hand in the right-hand pane. Apart from the versatility this provides, it is important for adding primary documents.

## Cite

#### **Citing Items**

Title American Psychologica Chicago Manual of Styl Modern Language Asso Nature Journal Zotero uses Citation Style Language (CSL) to properly format citations in many different bibliographic styles. Zotero supports all the major styles (Chicago, MLA, APA, Vancouver, etc.) as well as the specific styles for over 9,500 journals and publishers.

#### Word Processor Integration



Zotero's Word and LibreOffice plugins allow users to insert citations directly from their word processing software. This makes citing multiple pages, sources, or otherwise customizing citations a breeze. In-text citations, footnotes and endnotes are all supported.

Zotero can also be used with Google Docs. Google Docs support is part of the Zotero Connector for Chrome and Firefox and requires the Zotero program to function. (For further information on Google Docs integration, see <u>https://www.zotero.org/support/google\_docs</u>)



## **Automatic Bibliographies**

Shakespeare(Desmet & Sawyer 5
Bibliography Brandon, James R. "Kabuki and S
Desmet, Christy, and Robert Saw;
Godsalve, William H. L. Britten's

Using the word processor plugins makes it possible to automatically generate a bibliography from the items cited and to switch citation styles for the entire document with the click of a button.

### **Manual Bibliographies**

## 1. Katharine Cooke, A. Criticism (Oxford: C Britten's A Mid: Hamlet Harold Bloom's

Zotero can insert citations and bibliographies into any text field or program. Simply drag-anddrop items, use Quick Copy to send citations to the clipboard, or export them directly to a file.

# Collaborate

## Syncing



## **Zotero Servers**



Use Zotero at multiple computers with syncing. Library items are synced through the Zotero servers (unlimited storage for references), while attachment syncing can use the Zotero servers (free 300 MB) or your own WebDAV service to sync files such as PDFs, images or audio/video.

Items synced to the Zotero servers can be accessed online through your zotero.org account. Share your library with others or create a custom C.V. from selected items.

Make copies of your research readily available on zotero.org for readers, the public, and other researchers using "My Publications".



#### Groups

Group Library
🛅 Course Syllabus
Policies
🔤 Readings
Student Projects

Zotero users can create collaborative or interest groups. Shared group libraries make it possible to collaboratively manage research sources and materials, both online and through the Zotero client. Zotero.org can be the hub of all your project group's research, communication and organization.

## **PDF-Reader and Zotero Notes**

Double-clicking a reference in Zotero or a PDF file attachment opens another tab in Zotero with the PDF reader.

In the reader, standard highlighting and note functions for PDF editing are available in the center part of the three-part view (highlight, note, select area, hightlight color).

In the left column of the reader you can see the passages you marked and your notes in the text as annotations. You can further edit, annotate, and add tags here.

Alternatively, you can also preview the PDF pages or - if available - view a table of contents in the left column.

The right column of the reader has the same tabs as in the Zotero database: Info, Tags and Related.

You can get to the Zotero notes by clicking on the notepad icon in the upper right corner:

You then have the option to create notes related to the open PDF (Item Notes) or standalone notes: via the "plus" icon + either next to "Item Notes" (subordinate note to the open PDF) or next to "All Notes" (standalone note).

The annotations of the left column can be added to any note by drag&drop (open desired note before).

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			virus, which is able to propagate inside it (Sower-Weise, Meri 6 Gum, 1999) Reservirus, Aureaire, 6 Zingelmann, (2020) Wei et al., 2016) Yet, basilies the known DWV-mite interaction. I fectors leading to disease outbreaks and colory losses are a fectors leading.	ut during the brood-free period in December. No visible disease symp- toms were noted in the sampled colories and none of the long-term	^	📄 Seasonal dyr	amics and co	-occurr	ence p	atterns of ho	oney bee p	atho
Search Annotations			poorly understood. Most bee stientists agree that colony loss cannot be attributed to one single factor, but to the Internet of different blobs and ablots streamers (LeConte, Sitz, & Nit 2010), Interactions among visuas or other pathogens and pa	et <sup>20</sup> 2.2   Sampling		<	Αα 💉	<u></u> ×	${\mathscr S}$	[+] Q		
Seite 10242	÷	^	sites may feolitate eccessive virus proliferation and developme of disease. A recent study demonstrated that after experimen	nt ent plactic bags that were held in front of the hive entrance until al 15-20 bees hed flown into the bag. Samples of winter bees were								
The minimal distance between the			Infection with different mixed virus inocula, virus proliferati was strongly influenced by what other viruses were present in t mixed inoculum (Cerrille-Tripp et al., 2016). The authors conclud	te frozen in water ice covered with frozen thermal pecks (-15 to -51C)		"The minir	nal distance	betwe	en th	e regularly	sampled	
egularly sampled apiaries was 12 k	m.		that complex virus-virus interactions, such as competition for o luter resources or modulation of host defense systems, likely fect infection dynamics.			apiaries wa	as 12 km." (	D'Alvis	e et a	l., 2019, p.	10242)	
Seite 10242	÷ 1		The goals of this study were to identify typical co-occurrent patterns among pathogens and parasites, and to analyze their to ponel cookietion draminics in heathy colories, survive the one	- 25   Extraction								
iese Stellen sind wichtig:			objective of identifying synergistic interactions between pathogs and/or pensities that may be the cause of increased pathogen p Interaction and subsequent colony death. Taking adventage of i	RNA was extracted using a TRicol protocol. Complete single bees were placed in a 2-mi lysis tube with five 0.3-mm steel beeds, roughly								
Seite 10242	÷		proved maleoular methods and automation, we have establish a comprehensive set of assays for perelial quantification of path gans and peresities. Considering the individual as most immedia	<ul> <li>50 x After 5 min Insubation at room temperature (RT), 100 µl ship-</li> </ul>		Warum? (	Korhonen e	et al., 20	)22, J	p. 3)		
After 5 min incubation at room emperature (RT),			parts are parases. Cataloany are nervous at most measure level of pathogen/parasets interactions, we conduct the analyses includual bear. This is no context to many preveding studies to have mostly analysed collective samples constraing of multiple in violate, which does not provide information about the distudu- and collections on a datalogest and parasite within the individe	In Ing, followed by another 5 min incubation at 87. The two pheses at were reparated by 15 min centrifugation at 12,000 gand 440, 300 µl of the aqueous phase was transferred to a new tube with 250 µl to popposed and mbas by reparated investing. After another 30 min								
			beez. Therefore a single-bee approach with many replicates v	pernatant was removed, the pellet was washed with 50% ethanol,								

In the note editor (right column after selecting a note) you have various editing options for the note text: Aa 🖉 🕹 🖓 🕒 🔾



Using the [+] icon, you can, for example, add further references from your database to the note as a citation using the same citation dialog as in Word.

When writing your work in Word, LibreOffice or GoogleDocs, you can then automatically insert the texts, images and references from your notes into your document at the click of a button

# Backup

You should create a backup copy of your Zotero library on a regular basis.

### **Creating backup copies**

To create a backup copy, create a copy of the Zotero folder. The fastest way to get to the file storage location of Zotero is via the Files and Folders tab in the advanced preferences. (Edit (Mac: Zotero)  $\rightarrow$  Preferences  $\rightarrow$  Advanced  $\rightarrow$  Files and Folders)

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Gener	al Sync	Search	Export	Cite	Advanced			
General	Files and Folders	Shortcuts	Feeds					
Zote	ed Attachment Bas ro will use relative ss files on different	paths for li	nked file attac					
same	2.		nte\Zotero Vo				Choose	
	ert to Absolute Pat	-						
Data	Directory Location							
⊙ D	efault (C:\Users\m	weinelt\Zo	tero)					
00	astom:						Choose	
Sho	w Data Directory	)						

Use the Show Data Directory button to find to the exact location. The default setting is the Firefox profile directory. Alternatively, you can define your own file storage location under Custom.

After locating your Zotero library, close Zotero, and copy your Zotero data directory to a backup location (copy the entire directory, including "storage" and the other subdirectories).

## Restoring your Zotero library from backup

If you were not using Zotero syncing (or were but don't want to perform a full sync) and have a backup of your Zotero data directory, you can restore your library by replacing the contents of your active data directory with that of your backed-up data directory.

Open the Advanced pane of the Zotero preferences and click "Show Data Directory". This should reveal your active data directory containing zotero.sqlite and possibly a 'storage' subdirectory. Close Zotero and move zotero.sqlite and 'storage' from this



folder into a temporary folder on your desktop. Next, copy zotero.sqlite and 'storage' from your backup into the active data directory. When you now reopen Zotero, your Zotero library should be restored.

Once you've successfully restored your data, you can delete the temporary folder on your desktop.

Note that, if you were using Zotero syncing, any changes you made to your library since the backup and subsequently synced to the Zotero server will be applied to your restored database as soon as you sync.

## **Questions and request for changes?**

kim-literaturverwaltung@uni-hohenheim.de