

# Zotero: Using an Account

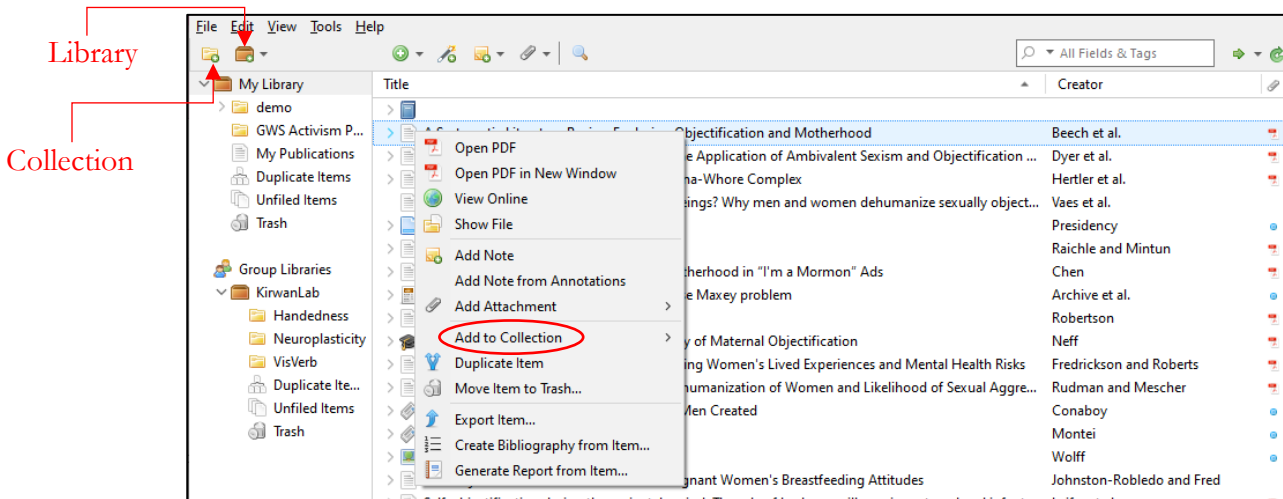
After creating an account and uploading database articles into Zotero, use these features to organize your research and generate a bibliography.

## Folders

You can create libraries and collections in Zotero.

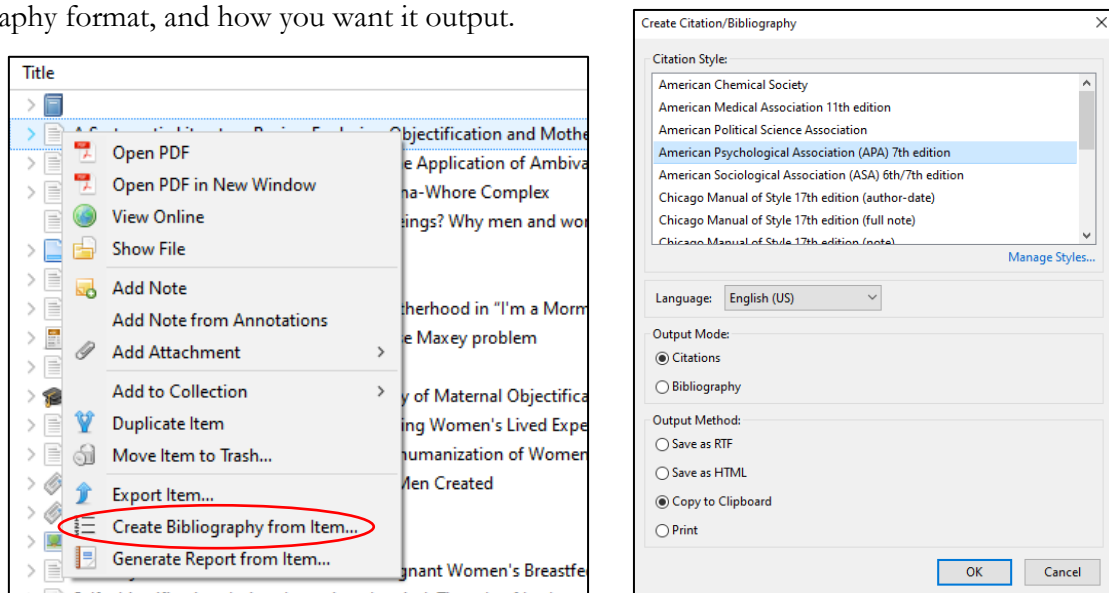
Libraries will contain all your items, no matter which collection they are assigned to. Libraries can also be shared and collaborated on with others.

Within libraries, collections can be made, which are like folders. Items can be assigned to specific collections. Deleting a library will delete all the items in them but deleting a collection will keep the items in your library. You can assign items into collections by right-clicking on the source and selecting “Add to Collection.”

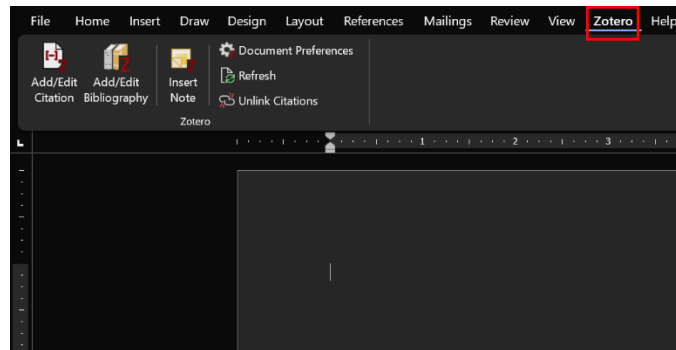
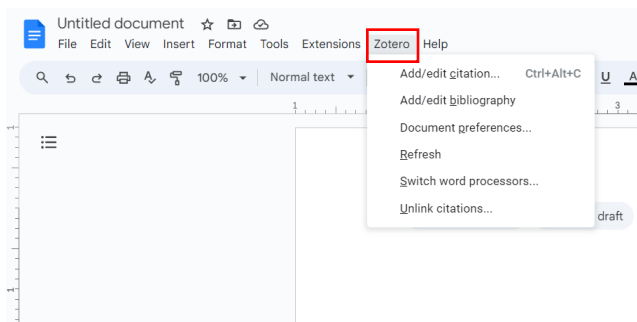


## Bibliography

To generate citations for your sources, right-click on an article and select “Create Bibliography from Item.” A pop-up will open where you can select the citation style, whether you want it in citation (in-text) or bibliography format, and how you want it output.



Once you click “OK” from the Create Citation/Bibliography pop-up, you can paste it into a document. Two other ways to create citations are to click and drag the item from Zotero into a document or to use the Zotero plug-in on Google Docs or Microsoft Word

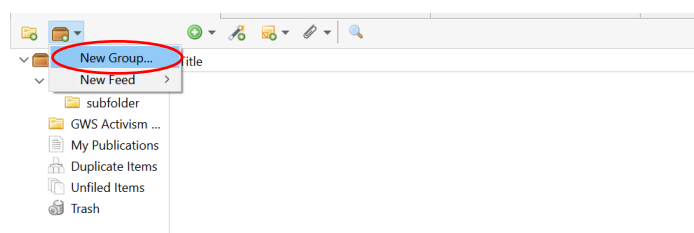


## Read Articles

To read an article you have uploaded to Zotero, double-click the article. It will take a moment to load, but once it does it will either open a new window in your browser or if the PDF is in Zotero, the PDF will open as a new tab in Zotero.

## Sharing Folders

You can only share libraries, not individual collections, with others. When creating a group library, all the collections and items within the library will be automatically shared. To create a shared library, select the drop-down arrow next to the library icon. Select “New Group.” A tab in your web browser will open prompting you to sign in. Follow the steps to create a new group. You can customize the name, membership, editing, and more. Once you create the group, go to [www.zotero.org/groups](http://www.zotero.org/groups). There you can manage your library and invite members.



## Zotero Groups

[Search for Groups](#) · [Create a New Group](#)

**cmckinn4**

Group Library

[Manage Profile](#) · [Manage Members](#) · [Manage Library](#)

Members 1

Group Type Public, Open Membership

Group Library Anyone can view, only members can edit

[Home](#) > [Groups](#) > New group

## Create a New Group

[Search for Groups](#) · [Create a New Group](#)

### Group Name

Choose a name for your group

Group URL: <https://www.zotero.org/groups/>

### Group Type

#### Public, Open Membership

Anyone can view your group online and join the group instantly.

Choose a Public, Open Membership

#### Public, Closed Membership

Anyone can view your group online, but members must apply or be invited.

Choose Public, Closed Membership

#### Private Membership

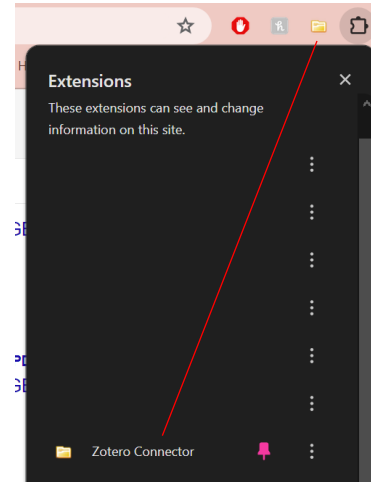
Only members can view your group online and must be invited to join.

Choose Private Membership

Create Group

## Install Zotero Connector

On [www.zotero.org/download](http://www.zotero.org/download) you can install a connector on your web browser to automatically save content as you browse the web. You can download it on Firefox, Chrome, Microsoft Edge, and/or Safari. With a single click, you can save academic articles, PDFs, and web content into Zotero.



## Google and Word Docs Integration

Upon download, a Zotero button will show up both in Google Docs and Microsoft Word. Clicking on this button will connect you to your Zotero library. Select whether you want a citation or bibliography entry and a Zotero search bar will come up where you can search for the article you want to insert.

