

Zotero

USER GUIDE FOR ZOTERO 10

Table of contents

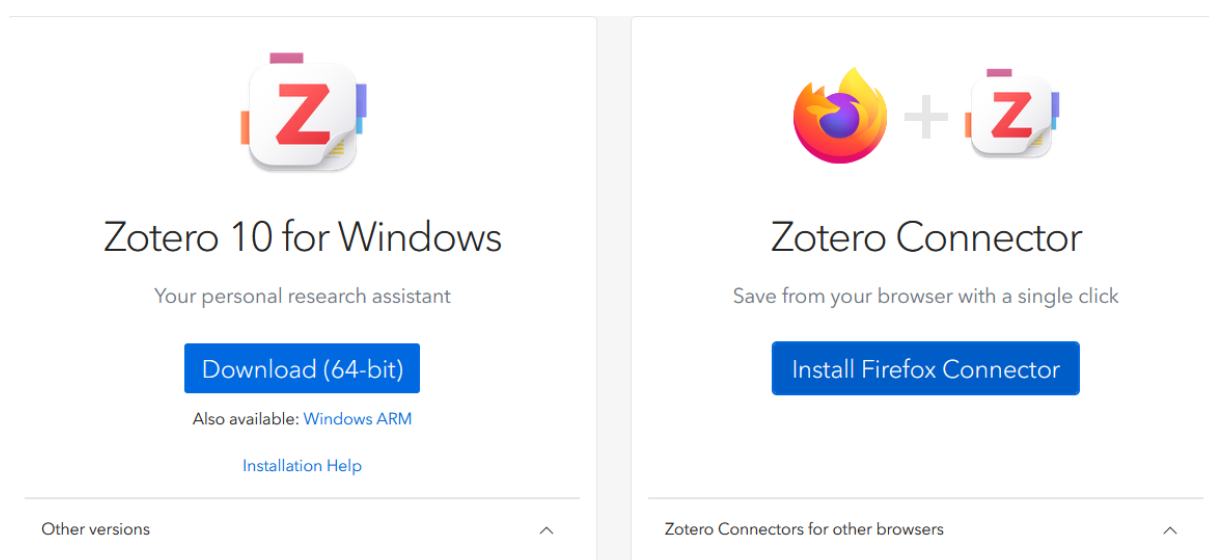
Zotero - Download.....	2
Storage	3
Basic functions.....	4
Zotero's platform	4
Downloading documents	6
Library Catalogue.....	6
SuperSearch.....	6
Alternative ways of downloading documents from SuperSearch.....	7
Troubleshooting	8
Creating a Bibliography	9
Cite-while-you-write plugin.....	10
Registration and Synchronisation	15
Additional functions	17
Colour coding	17
PDF editing	17
Uploading your publications - My publications.....	18
Creating Group Libraries	19
Open URL – link resolver	20
Retraction Watch	21

Zotero – Download

Zotero 10 is the latest version as of Sept 22, 2026. This document covers Zotero's basic features but does not track the relatively rapid changes in the software. For updates, check the [Zotero blog](#).

Zotero is a free, open-source reference management software. It helps you collect and organise documents, add citations, and create a bibliography.

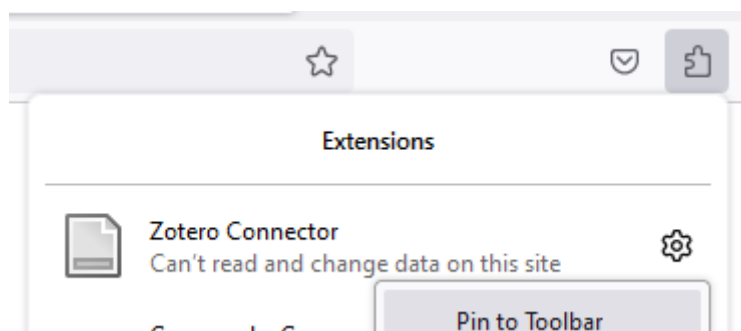
The first step is to download the software from [zotero.org](#) and add the connector. The software works well with various operating systems. The Connector helps you save documents with a single click and includes the Word plugin. The browser provides the appropriate connector.



MAC users:

The Zotero Connector for Safari is bundled with Zotero. You can enable it in the Extensions pane of Safari settings.

Once downloaded, the software icon appears on your desktop, while the Connector in the URL lane. If the icon does not appear in the URL lane, pin it to the toolbar:



The shape of the connector depends on the page's content: it can be a sheet of paper, a folder, a microphone, etc.

Zotero's interface language matches your browser's. If you want alternatives, choose from the available languages in Edit > Settings > General > Appearance and Language.

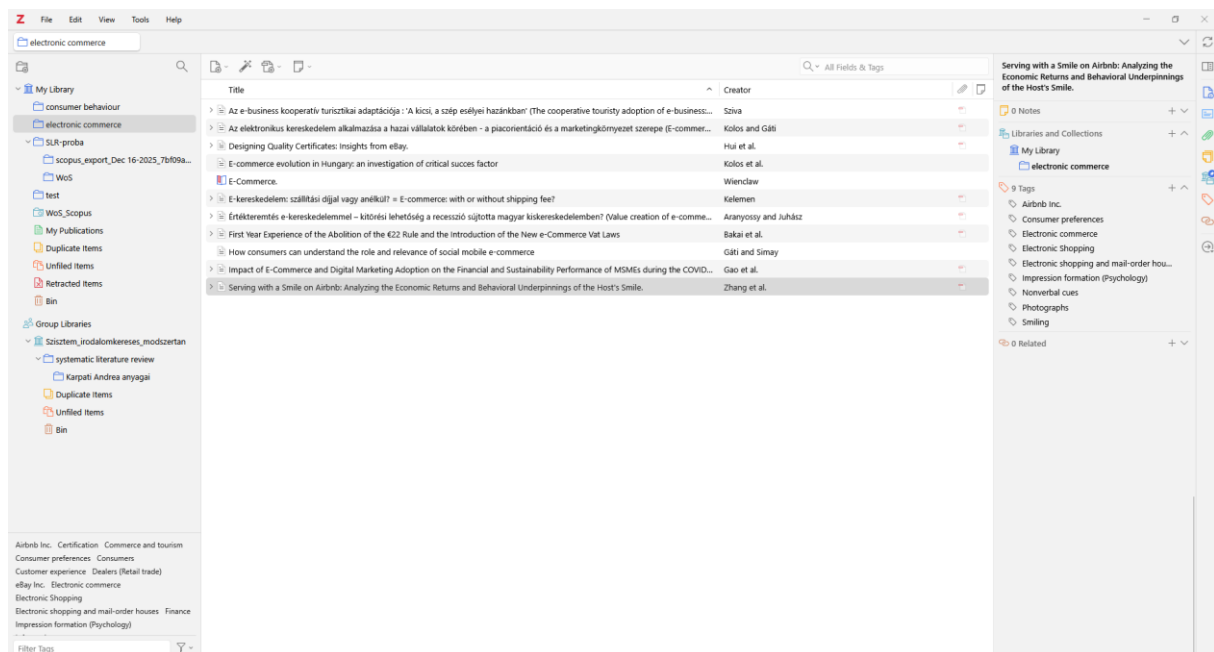
It is essential to note that the built-in translator also translates additional information related to bibliographic data (e.g., Eds., page, etc.). Check Hint 1 in the chapter [Cite-while-you-write plugin](#) to avoid anomalies.

Storage

Zotero comes with 300MB of free storage. This can be increased for an [additional fee](#). It is important to note that only full-text PDFs use storage, not the metadata. Full-text PDFs downloaded are stored on your PC for offline access. When synchronising, you can choose whether to upload PDFs to the cloud. For more information, see the [Registration and Synchronisation](#) chapter.

Basic functions

Zotero's platform



Left column: Basic folders appear under manually created ones:

- **My publications:** It allows you to create a list of your own and share it on your profile page on Zotero.org. For further information, check [My publications](#)-chapter.
- **Duplicate items:** Zotero collects multiple downloaded items here. To merge them, click the Merge x items - button in the right pane.
- **Unfiled Items:** documents not placed in separate folders are stored here.
- **Bin:** Anything you no longer need that has been placed here. By default, Zotero keeps removed items in the "Bin" folder for 30 days before automatically and permanently deleting them.

To create a new folder, click the first icon: (New Collection):  and give it a name. You can create sub-directories, rename existing ones, and delete unnecessary ones (right-click on folders).

Middle column: here, you will find the downloaded documents. You can see what is attached (full text, URL, annotations, etc.) by clicking on the small triangle in front of a document.

Right column:

- **Info:** Zotero's metadata (bibliographic data) to generate citations. All rows can be edited manually.
- **Abstract:** shows the abstract of a document (if available).
- **Attachments:** full text, links, annotations, anything that has been attached to the metadata
- **Notes:** Additional information was added to a document that Zotero stores.
- **Libraries and collections:** shows the location of the documents.
- **Tags** (keywords, subject headings): added by the search engine, publisher, author or privately. All are searchable in the lower left pane below the folders.

- **Related:** links documents that belong together: book-book chapter, conference volume-proceedings.
- **Locate:** several functions in one. Opens the full-text Pdf in a new window and searches the original document in CUB collection - [Library Lookup](#)-function - or in Google Scholar.

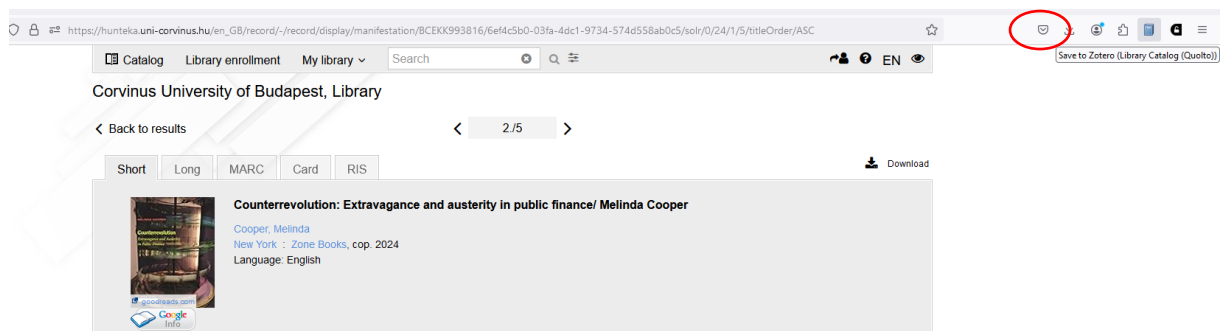
Downloading documents

You can download documents from almost any website, including library catalogues, SuperSearch, Google Scholar, databases, etc. Zotero must be open to save. If you want to save to a specific folder, highlight it.

Examples of saving:

Library Catalog

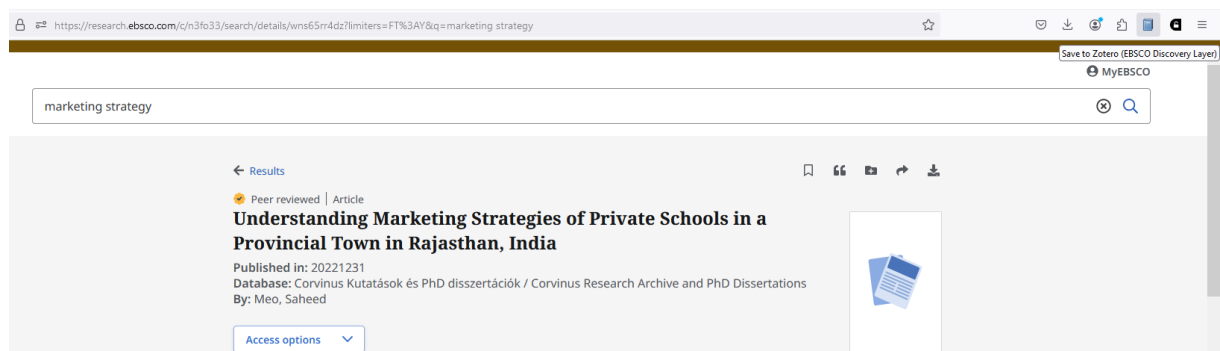
1. You can use the Connector to download records from the catalogue. Open the record and click on the Connector, which automatically saves the record to Zotero.



SuperSearch

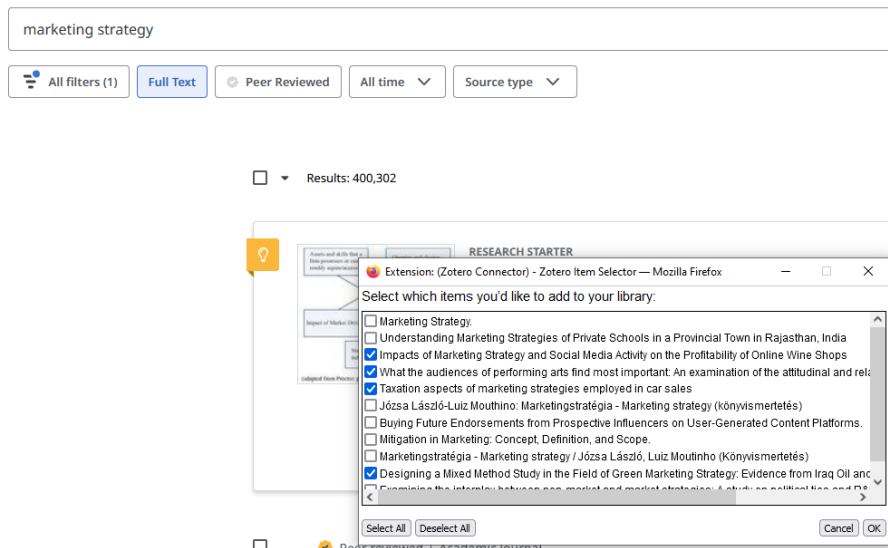
The connector works well from SuperSearch. One or more records can be downloaded simultaneously.

- A) Download one record: click on the document title, open it, then click on Connector (looks like a sheet of paper):



- B) Downloading multiple records at the same time:

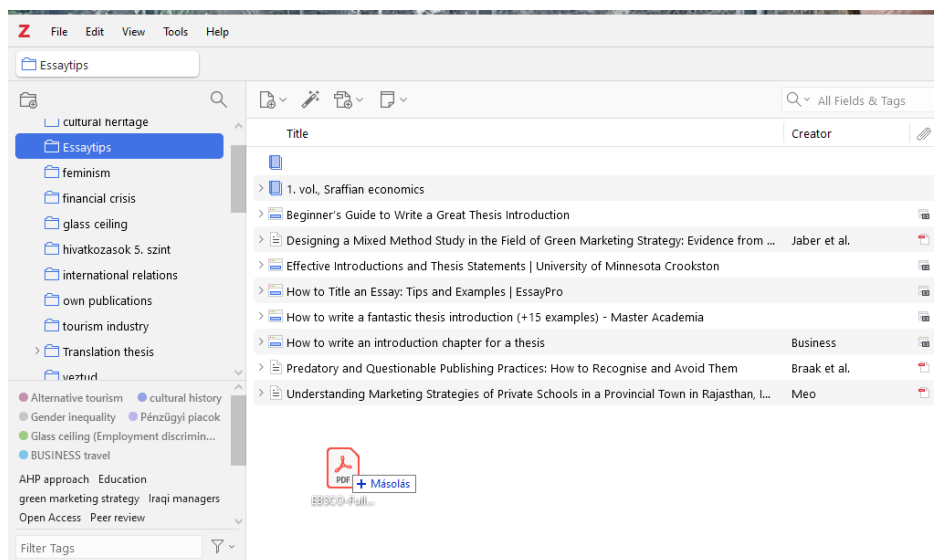
After a search in SuperSearch, click the Connector icon. Because several documents are on the page, the icon appears as a library folder. From the pop-up window, select the documents you wish to download:



Alternative ways of downloading documents from SuperSearch

A) Download PDF, retrieve metadata

Download the PDF to your desktop and drag and drop it into the centre column:

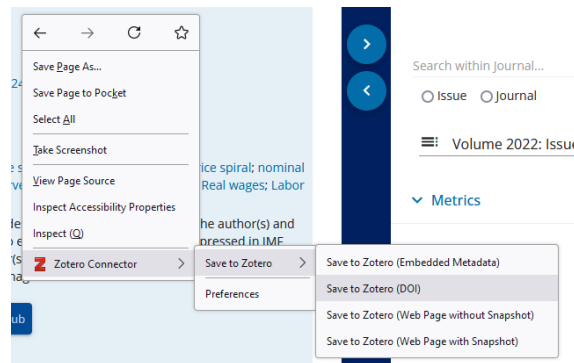


PDFs alone are insufficient for citation; you also need the bibliographic data (metadata). Zotero has a built-in metadata retriever that, in most cases, can extract the necessary data from PDF files. This only works for so-called double-layer PDFs (most PDFs on the web are of this type). If a PDF is created from a scanned book, it will not contain metadata. In this case, you must manually enter the data by right-clicking and selecting *"Create parent item..."*.

Troubleshooting

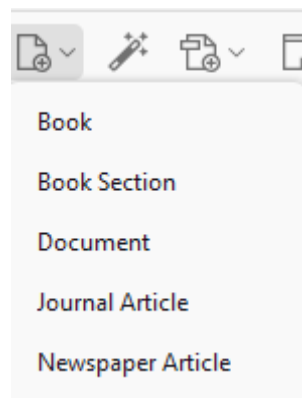
A) If the Connector fails:

1. right-click on the page, Zotero, and select the form you need:

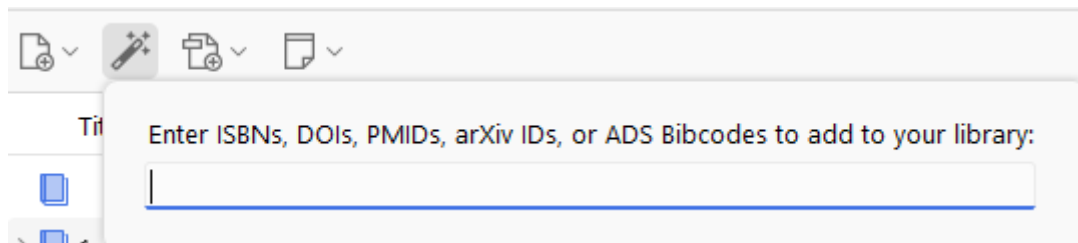


B) If all else fails, manual data entry

In Zotero, click on the first icon with a plus on it, select the document type you need and fill in the data in the right-hand column:



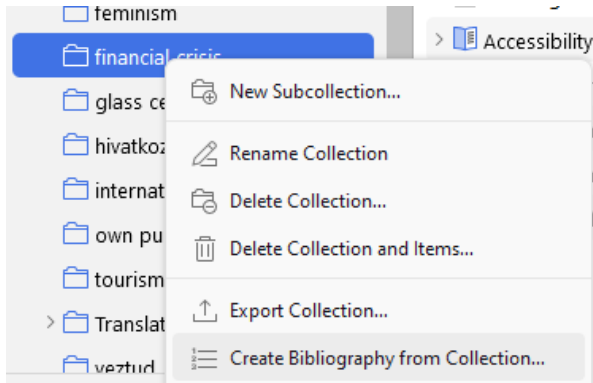
If you click on the next icon (Add item(s) by Identifier), Zotero will search for ISBN, DOI, or any other ID and, in most cases, finds the metadata and loads the required document:



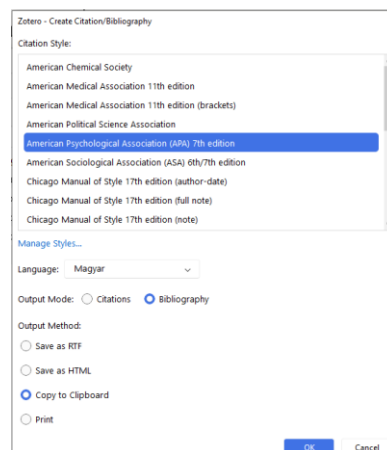
Creating a Bibliography

1. If you were making a bibliography of a collection:

Right-click on the collection's name, 'Create a bibliography from the collection':



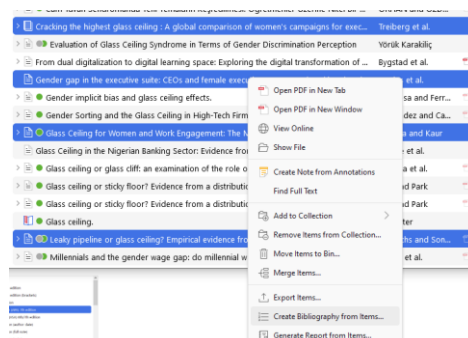
In the pop-up window, select the required reference style, tick the Copy to clipboard option and OK:



Open a word processor and CTRL+V to insert the bibliography.

2. If some of the items in the collection were to be made into a bibliography:

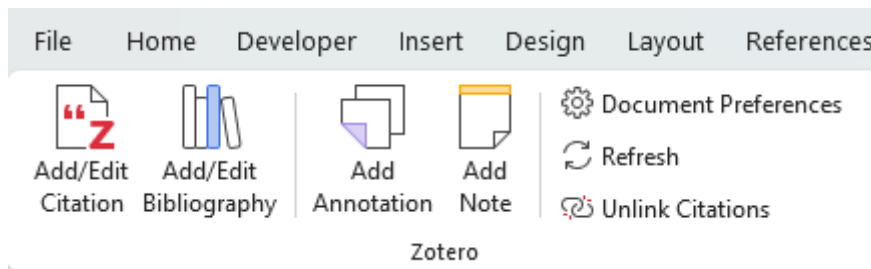
Select them (using CTRL), right-click, "Create a bibliography from items", then repeat the steps in point 1: style selection, copy to clipboard, CTRL+V.



Cite-while-you-write plugin

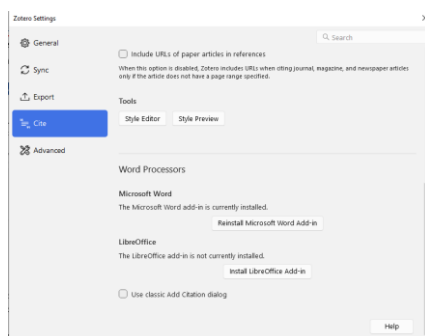
(Inserting citations while writing the text)

With this plugin, you can insert citations when writing your paper. First, check whether the word processor has the Zotero tab.



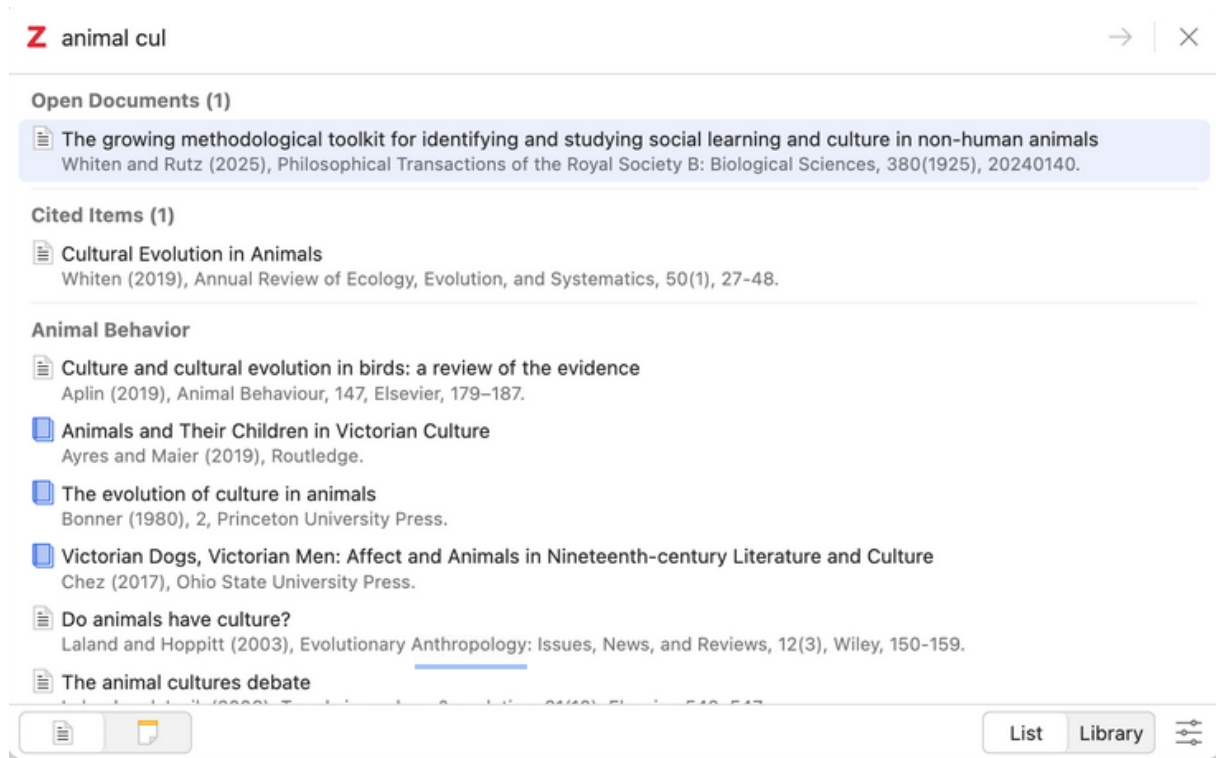
If not, reinstall it:

- Zotero, Edit/Settings/Cite
- scroll down until Word Processors/Reinstall Microsoft Word Add-in. **Close all Word documents before installing.**



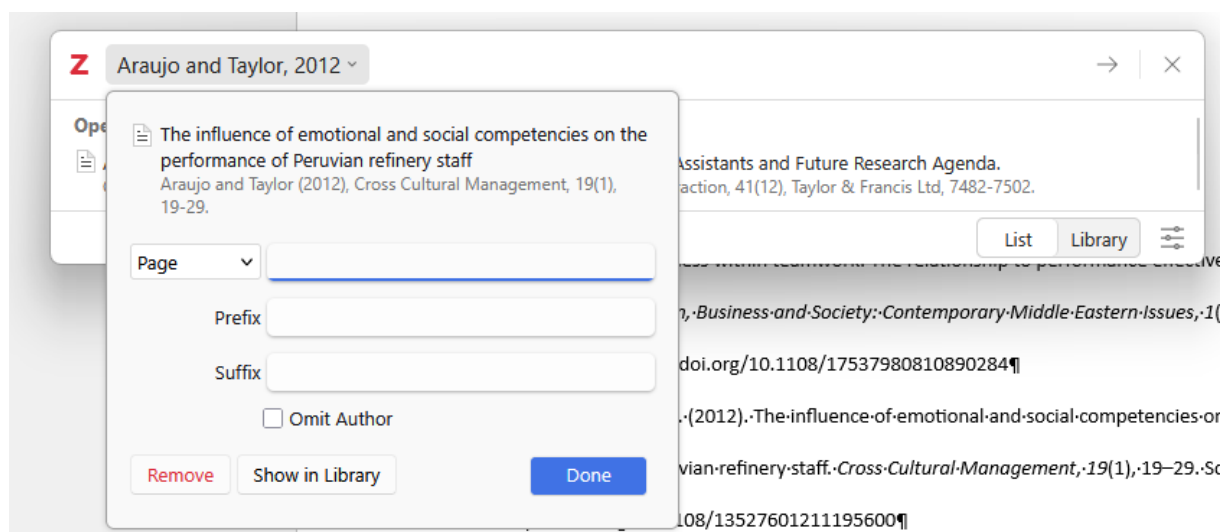
Start writing your paper; if you need a citation, click on the first icon (Add/Edit Citation), select the citation style, and then OK:

- a) A unified citation dialog box appears. It has two modes: List and Library. In the list mode, you can find documents by creator/title/year, while Library mode shows the collections.

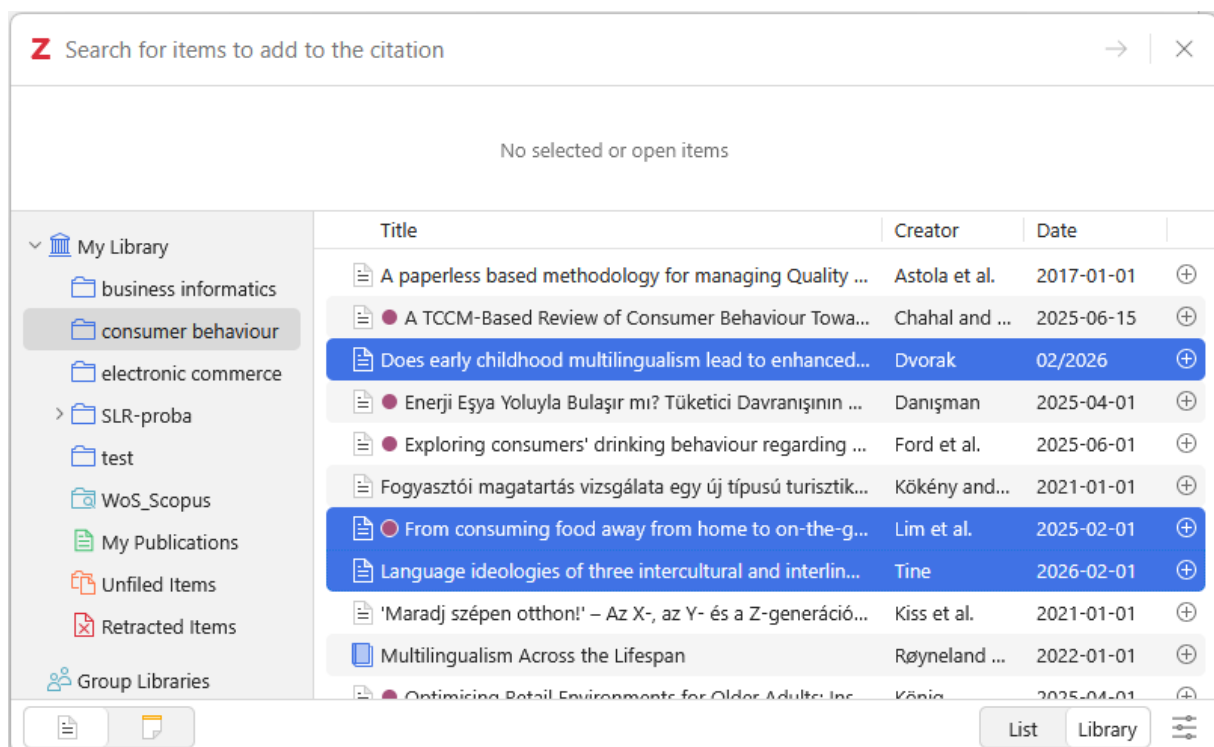


Please select the one you want to use, click on the arrow or press Enter; it is inserted. If you want more than one quote in the same place, do not press Enter after selecting the first one, but type another word, find the quote you want, and then click.

To insert a page number, click on the small triangle at the end of the reference before pressing Enter, and a pop-up window appears:

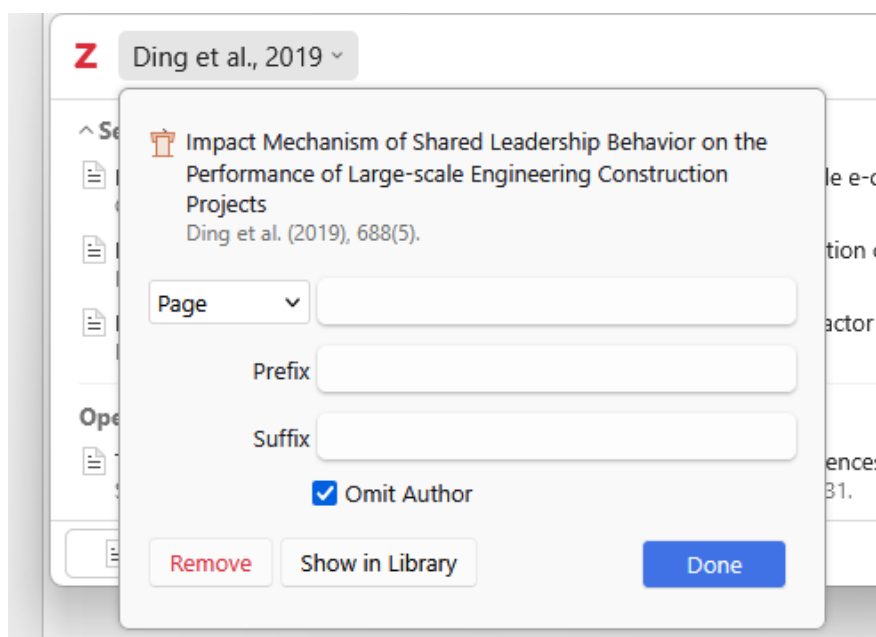


From the Library view, select multiple citations by using CTRL, then click Enter.



Click the 2nd icon - **Add/Edit bibliography** - to insert the bibliography. All references used in the text will be included; if new items are added, they will update automatically.

When you create a narrative citation, the author is embedded in the text, so the in-text citation needs to include only the year of publication, e.g. *Walters (2003) wrote that...* To get a correct citation, check the **Omit author** option. When you do this, Zotero will treat it as a proper citation and include it in the citation list.



Other icons:

Insert Note: Insert a new note at the current cursor position

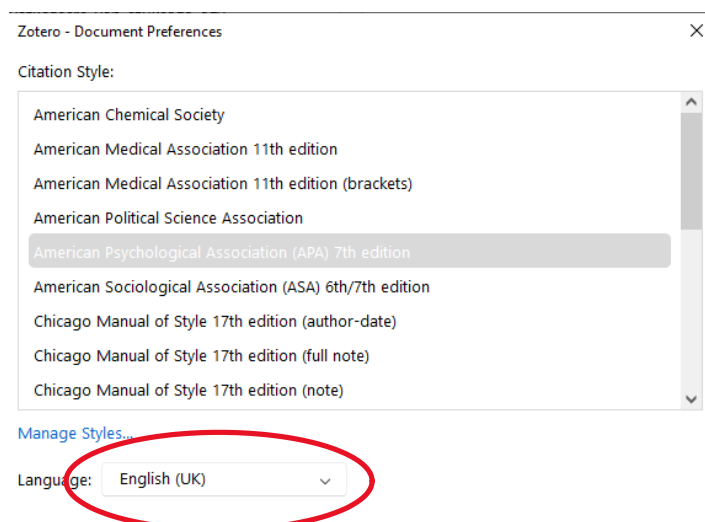
Document preferences: You can change the citation style during or after editing. Simply select *Document Preferences* and choose a New style. Here, you can also change the language of additional information about bibliographic data (eds, page, etc.).

Hint 1:

A function has been built into Zotero that automatically translates the additional information to a given language, causing a mixed bibliography record:

Aron, L., Botella, M., & Lubart, T. (2019). Culinary arts: Talent and its development. In R. F. Subotnik, Olszewski-Kubilius, P., & Worrell, F.C. (**Szerk.**), *The psychology of high performance: Developing human potential into domain-specific talent* (o. 345–359). American Psychological Association. <https://doi.org/10.1037/0000120-016>

To avoid problems like this, change the language in Word at Zotero/Document Preferences to the preferred one:



Refresh: If you change data in Zotero (e.g., adding more authors, changing the year of publication, etc.) and have already used this document, clicking the Refresh button will display those changes.

Unlink citations: Zotero uses codes to insert citations. Clicking this button will disconnect Zotero from the document. **Warning: this process is irreversible!** Only use it when you are finished. The best way to do this is to make a copy of the entire document and remove the codes from that copy. You can use the original version if you need to update it and you are 100% sure that you do not want to revise the document again.

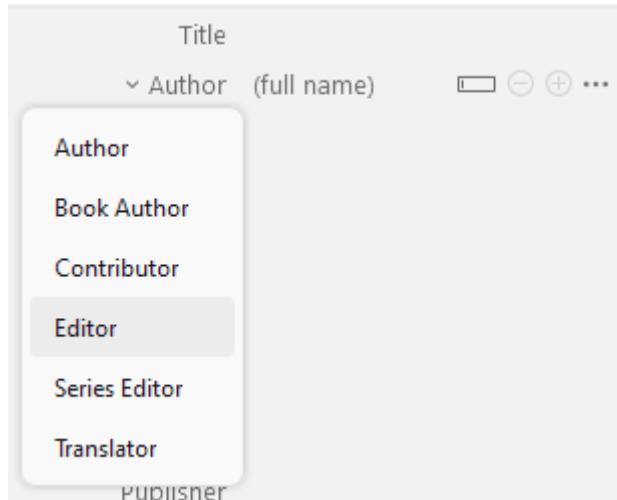
So, why is it there?

- If you want to change your bibliography manually, it is better to do so when there is no active connection between Zotero and your word processor.
- Many journal publishers either recommend or require the removal of Zotero codes before submitting a manuscript, as Zotero (and other) fields can interfere with publishing and manuscript management systems.

Hint 2:

For Zotero to correctly display the authority data (authors and editors) of an edited book chapter, do the following:

Enter all authors and editors into the Author field (you can add more lines by clicking on +), and change the necessary lines to Editor by clicking on Author:



Registration and Synchronisation

The benefits of registering are

1. You can create [group libraries](#) for collaborative work.
2. If you need technical help, developers and other users can help you in the [Forum](#).
3. Synchronisation: saved documents are also stored in the cloud, so your data won't be lost if you change your computer.

Registration and creation of group libraries must be done on Zotero.org.

Synchronisation: beneficial, if you use not only your PC but also a shared computer (e.g. PCs in reading halls).

Enter the data you have used at registration here: Edit/Settings/Account: after adding your e-mail, the software directs you to Zotero's website to log in and requires 2-step authentication.

Synchronisation is divided into two parts: Data Syncing and File Syncing

Data Syncing:

- If checked, Zotero will upload your newly downloaded data to the cloud almost immediately. If unchecked, you can still sync manually by clicking the little double arrow (top right corner):



- Sync full-text content: notes and annotations added to the document will also be synchronised

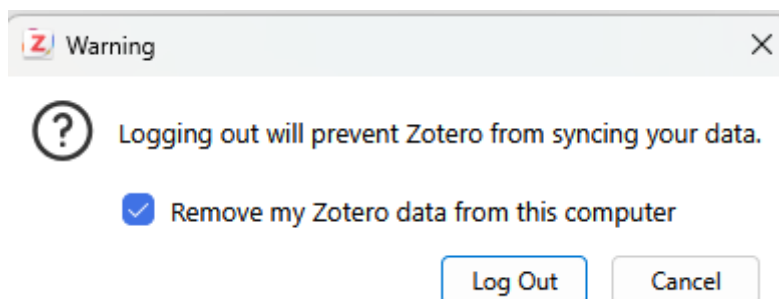
File syncing

This adjusts uploading PDFs:

- Sync attachment files in my Library...: PDF will be uploaded automatically if checked. As you may have read in the section [Storage](#), PDFs use the available storage space. If you want to save space, do not send PDFs to the cloud, as they will also be stored on your computer. However, if you have been using a different computer and have collected new PDFs, you can temporarily upload them to the cloud to download them later.
- Sync attachment files in Group Library: All members will use your storage space if you create a group library. You should upload PDFs during the collaborative work to give all members access to the full text and then delete them when the project is finished. This can be done in Zotero.org after logging in, under Settings/Storage, using the *Purge Storage in my Library* button. **Be careful: this will delete all uploaded PDFs, including any personal PDFs you may have uploaded.** Before deleting, uncheck the File Sync option in Zotero to turn off syncing.

Important: If you are using a machine that is shared with others (for example, a PC in the library reading room), after synchronising, disconnect your account and delete your documents from that machine:

- Edit/Settings/Account – Log out
- Tick the box in front of "Remove my Zotero data from this computer."



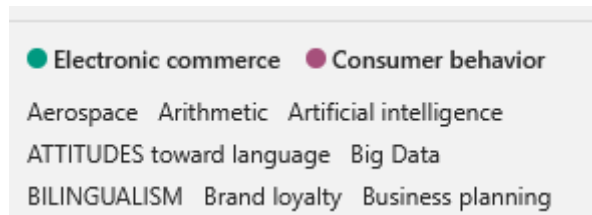
More information:

https://www.zotero.org/support/quick_start_guide

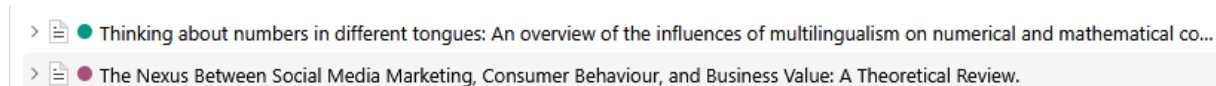
Additional functions

Colour coding

Colour coding is a categorisation method that makes it easy to quickly scan your library for documents with a specific tag. Coloured tags are shown at the top of the tag selector and are always visible (even if not assigned to any visible items).



If you categorise a document with a coloured tag, a small coloured dot will appear to the left of the title.



How to do it:

- Go to Tag selector (left bottom part)
- Right-click on a tag, assign a colour and then set the colour to 9 colours. Each coloured tag is also assigned a number corresponding to its position at the top of the tag selector. Zotero can handle up to 9 coloured tags.

To quickly add/remove a tag to/from a document, click on the document and press the tag's assigned number (position). If the document does not have it, it will be added; if it does, it will be removed.

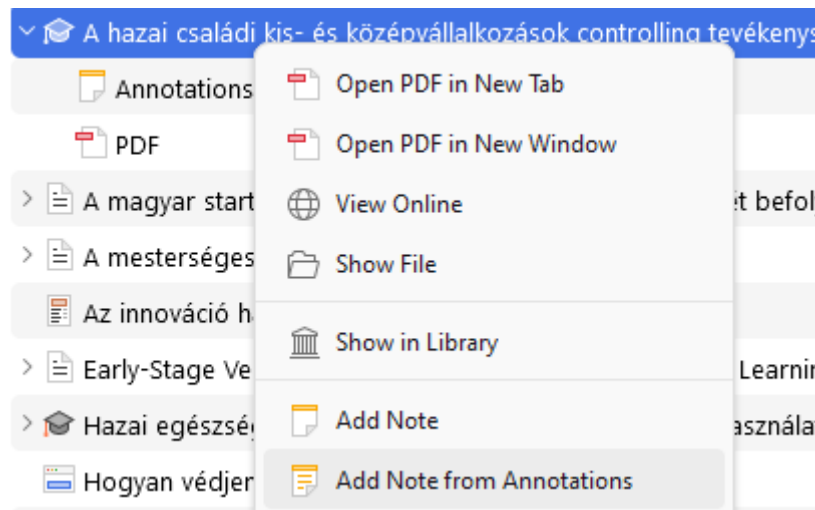
Colours and positions can be changed with a right click, such as Assign colour.

Pdf editing

Zotero has a built-in editor.

To create and extract an annotation, do the following:

Open a PDF in Zotero, highlight the necessary information, or make notes. It will be saved in the same place as the original file. Go back to Zotero, right-click on the PDF (centre part), choose Add Note from Annotations:



Uploading your publications - My publications

You can upload your publications to Zotero's platform, and Zotero will automatically create a Bibliography from them. To upload your publications, download them into a randomly selected folder and then drag them to My Publications. At this point, Zotero will ask whether the publications are yours and whether you want to upload the full text. If you missed attaching PDFs, delete the item and upload it again. Your bibliography will be openly available.

×

My Publications

Items you add to My Publications will be shown on your profile page on [zotero.org](https://www.zotero.org). If you choose to include attached files, they will be made publicly available under the licence you specify. Only add work you yourself have created, and only include files if you have the rights to distribute them and wish to do so.

☒ Include files

☐ Include notes

You can adjust what to show at any time from the My Publications collection.

☐ I created this work.

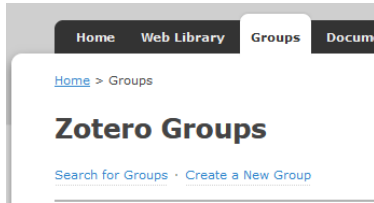
< Back

Add to My Publications

Cancel

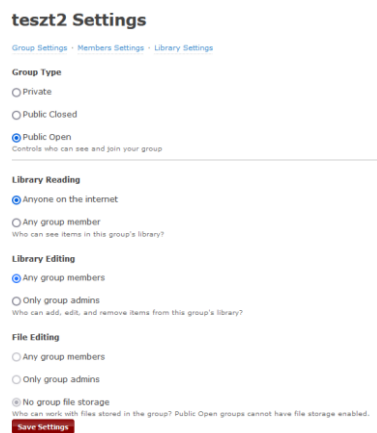
Creating Group Libraries

To create group libraries, log in to Zotero.org (online). After logging in, click Groups > Create a New Group.



Define what type of groups you want to create (open, closed, etc.)

You will be the group's administrator; you can grant members rights.



For a closed group, invite members one by one.

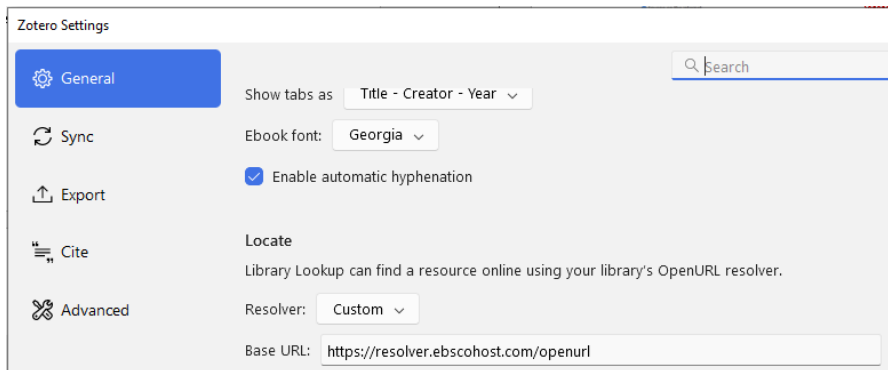
- After you have created the group, click on the Members setting and enter the e-mail addresses of the invited users into the empty box.
- Click on Invite members. Invited members will receive a notification; if they approve it, the group will also appear on their Zotero platform.
- It is essential to know that uploaded PDFs will use the Admin's storage. For details on [storage](#) and [synchronisation](#), check the appropriate chapters.

Open URL – link resolver

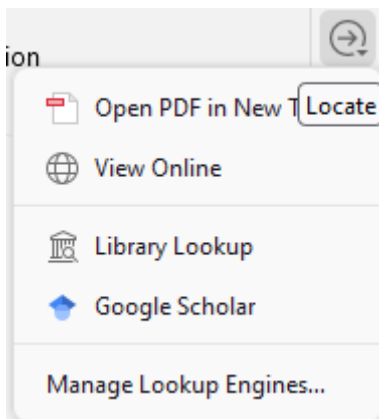
OpenURL is a link resolver; it helps you check whether a specific document's full text (if not available online) is available in the CUB Library's collection.

The resolver for our collection is <http://resolver.ebscohost.com/openurl>

Put it in Zotero: Edit/Settings/General/Locate– OK



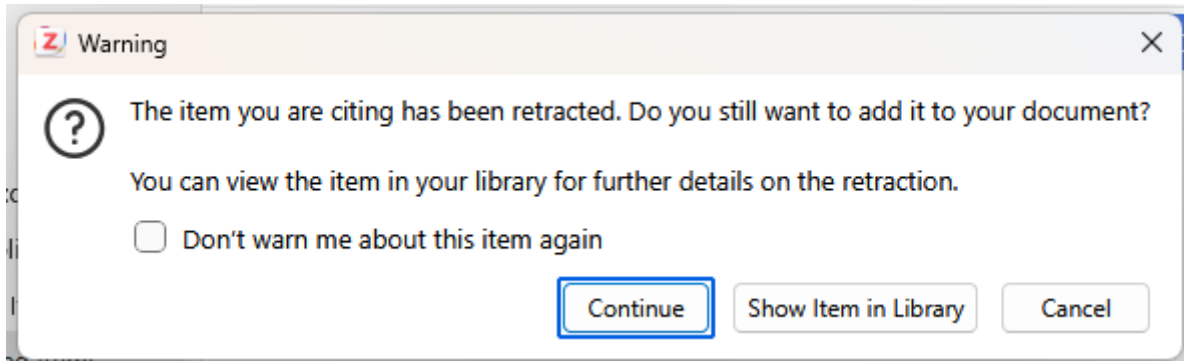
Usage: select a document, then Library lookup (small grey arrow at the bottom of icons in the right):



If you find the full text and want to add it to the title, right-click on an item and add it {Citation} as an attachment.

Retraction Watch

Automatically integrated plugin for tracking retracted articles in cooperation with the Retraction Watch initiative. If you happen to download retracted articles, they will get a 'red x', and if you want to insert them into your paper, it sends you a warning message:



When the first retracted article is added, a separate directory called *Retracted Items* is created and further retracted articles will be added to this directory over time.