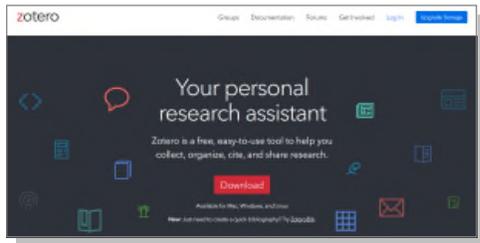


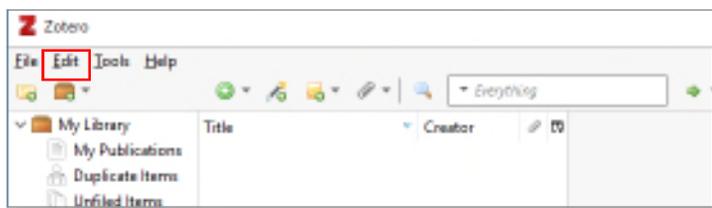
Zotero Denver Seminary User Guide



Zotero.org offers free research and citation management software.

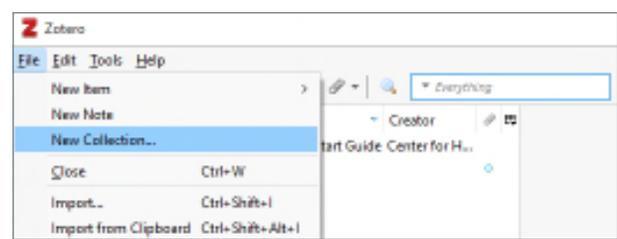
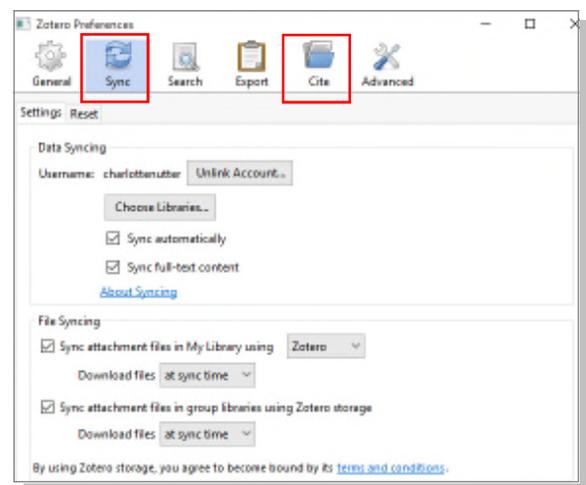
TO INSTALL

1. Register with Zotero to sync your work on the web, have real-time backup, and access your work from any device.
2. For Windows: choose download, and install the connector for the browser you are using. Zotero has connectors for Chrome, Firefox, Safari, and Edge. Run the setup program you downloaded.
3. For Macs: choose download for Mac, drag the Zotero icon into the Applications folder to install. Go to Finder, Applications, and Zotero will be at the end of the list. Install the connector for the browser you use.
4. Zotero should automatically install the plugin for your word processor.

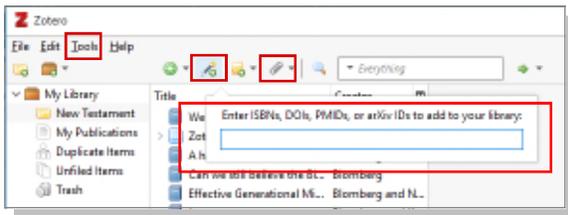
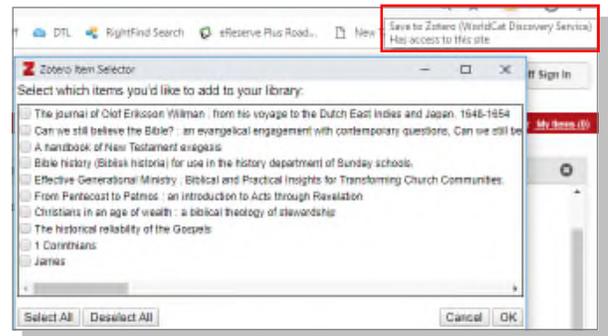


TO USE

1. Open Zotero from your applications. Choose Edit, Preferences, and Sync with the account you created.
2. Choose your citation style from the Cite folder dropdown: American Psychological Association 7th edition, or Chicago Manual of Style 17th edition (full note). Note that Chicago Manual of Style is the basis for Turabian, and CMOS renders dictionary and encyclopedia entries correctly, Turabian does not.
3. Right click in your Library and Create folders (New Collections) to organize your research.



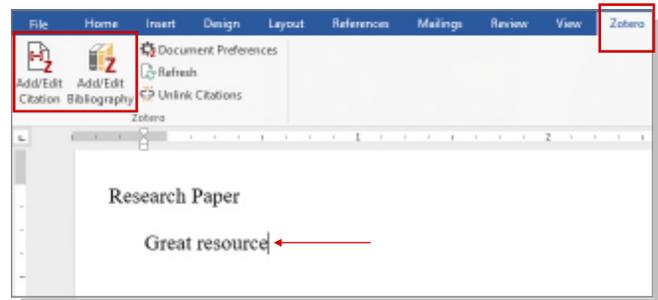
4. Import citations and articles by clicking on the Zotero icon in the upper right corner of your browser. Full Text PDFs will often be attached to the citation and open when you double-click the title in your Zotero library.
5. Searches allow you to select multiple items from the results page. Use the Zotero folder in the upper right corner of the browser and choose some or all; click OK. Opening a specific item allows you to import that item.
6. You can also import citations by entering the ISBN or DOI. You can attach PDFs, notes, or documents to a record by clicking on the paper clip.



TO EXPORT CITATIONS:

If the word processor plugin did not automatically install, follow the steps at https://www.zotero.org/support/word_processor_plugin_installation.

1. Put your cursor in the location of your note.
2. Choose Zotero from the menu bar at the top. Choose Add/Edit Citation from the left side.
3. The Zotero search box will pop up. Choose the citation title; when appropriate add the page number, or chapter or section for eBooks without page numbers. The note will be inserted at your cursor, and the citation will appear in the correct place on the page.
4. To create the reference list or bibliography page, insert your cursor at the beginning of the line of your first entry.
5. Choose Add/Edit Bibliography. Zotero will insert full reference or bibliography entries for all of your notes and alphabetize them. You may need to adjust citation indentations and line spacings.



TO EXPORT A BIBLIOGRAPHY ONLY:

Right click to copy an entire collection or selected titles to a clipboard and paste into a document.

ALWAYS PROOFREAD CITATIONS AND CORRECT THEM IN Zotero

The citation is only as accurate as the information imported or entered into the Zotero record.

