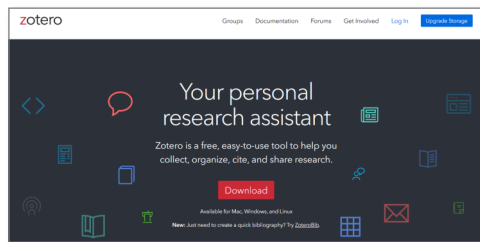


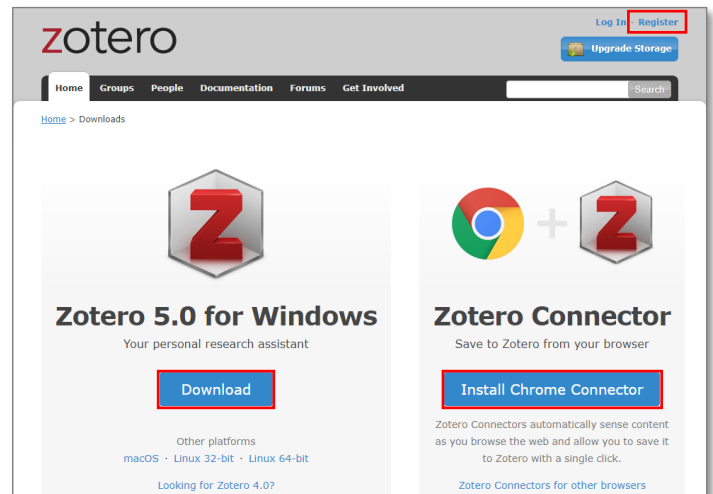
# Zotero Denver Seminary User Guide



Zotero.org offers free research and citation management software.

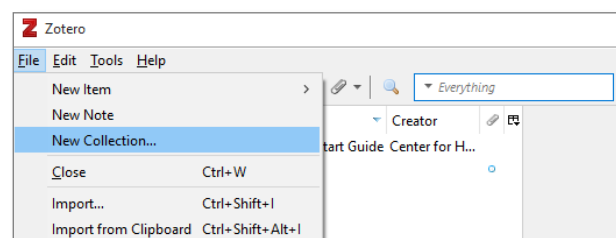
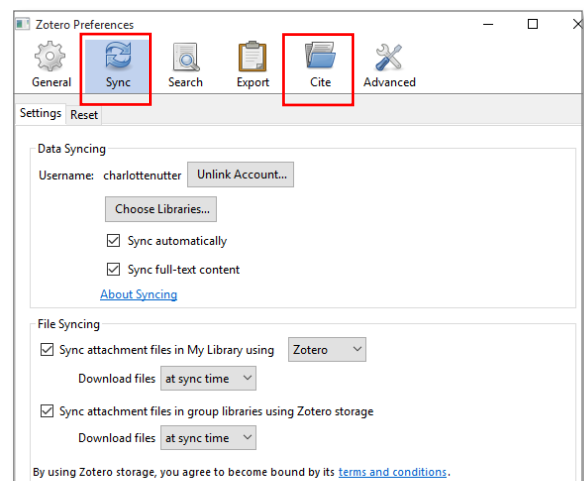
## TO INSTALL

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, but **not** Edge or Internet Explorer. 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.

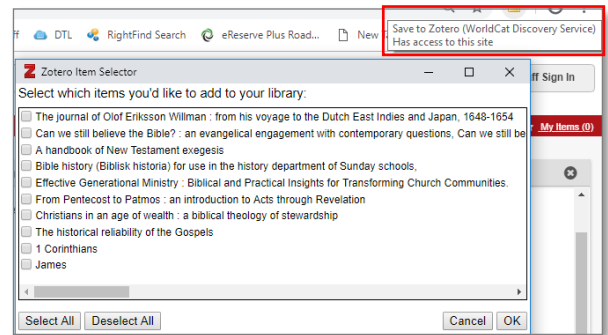
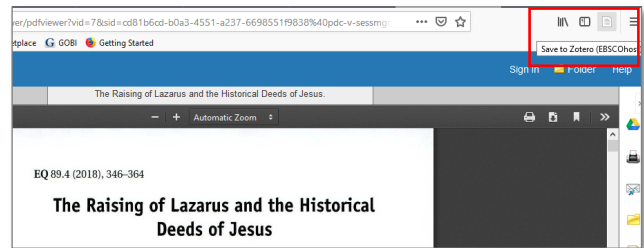
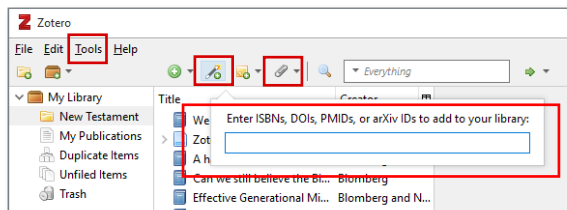


## TO USE

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 6th edition, Chicago Manual of Style 17th edition (full note), or click additional styles to find and add Turabian 8th edition (full note).
3. Create folders (New Collections) to organize your research.



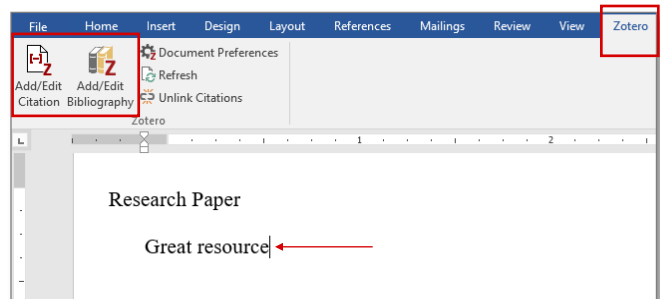
4. Import citations and articles by clicking on the Zotero icon in the upper right corner of your browser. Full Text PDFs will often be attached to the citation and open when you double-click the title in your Zotero library.
5. The DTL allows you to select multiple items from the results page when you choose the Zotero folder in the upper right corner of the browser. After you choose some or all, import them by clicking OK.
6. You can also import citations by entering the ISBN or DOI, and you can attach PDFs or notes 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](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. Type the citation title; add the page number(s). 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.



## 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.

