HOW TO USE ZOTERO



INTRODUCTION

• Zotero [zoh-TAIR-oh] is a free, easy-to-use tool to help you collect, organize, cite, and share your research sources.

A PERSONAL RESEARCH ASSISTANT

• Zotero is the only research tool that automatically senses content in your web browser, allowing you to add it to your personal library with a single click. Whether you're searching for a preprint on arXiv.org, a journal article from JSTOR, a news story from the *New York Times*, or a book from your university library catalog, Zotero has you covered with support for thousands of sites.

STORE ANYTHING

• Zotero collects all your research in a single, searchable interface. You can add PDFs, images, audio and video files, snapshots of web pages, and really anything else. Zotero automatically indexes the full-text content of your library, enabling you to find exactly what you're looking for with just a few keystrokes.

ORGANIZING BODY

• Zotero is a project of the Roy Rosenzweig Center for History and New Media, and was initially funded by the Andrew W. Mellon Foundation, the Institute of Museum and Library Services, and the Alfred P. Sloan Foundation.

TO DOWNLOAD ZOTERO

• Go to <u>https://www.zotero.org/</u> and click on "Download Now" (for Mac, Widows & Linux)

zotero	Log In · Register Upgrade Storage
Home Groups People Documentation Forums Get Involved	Search support 🙁 Search
Zotero [zoh-TAIR-oh] is a free, easy-to-use tool to help you collect, organize, cite, and share your research sources.	Download Now
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A personal research assistant.

Zotero is the only research tool that automatically senses content in your web browser, allowing you to add it to your personal library with a single click. Whether you're searching for a preprint on arXiv.org, a journal article from JSTOR, a news story from the *New York Times*, or a book from your university library catalog, Zotero has you covered with support for thousands of sites.





Store anything.

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ZOTERO STANDALONE

zotero	Log In · Register
Home Groups People Documentation Forums Get Involved	Search
Home > Downloads	
Zotero 5.0 for Windows	Zotero Connector
Your personal research assistant	Save to Zotero from your browser
Download	Install Chrome Connector

Zotero-5.0.23_setup.exe 9.1/39.7 MB, 8 mins left

INSTALLATION

• Simply Double Click on downloaded Software and follow the instructions

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Cancel



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Choose the type of setup you pref	fer, then click Next.	
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Zotero will be installed with th	e most common options.	•
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You may choose individual opt	ions to be installed. Recomn	mended for experienced users.
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FOR EXISTING ZOTERO DATA

• After successful installation of Zotero, the following dialogue box will appear



• If you are using Zotero for the first time on your computer, You should click to NO option

ZOTERO HOME SCREEN

• Zotero home screen consists of four panes as management, tags, references and edit panes

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ADD REFERENCES IN ZOTERO BY:

- 1- Manual Entry
- 2- Identifiers e.g. ISBNs, DOIs & PMIDs
- 3- Drag and Drop PDF files from Local Hard Disk
- 4- Importing RIS File(s)
- 5- Internet Browser Plugins

1- MANUAL ENTRY

• Click on + sign and choose your reference type

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Publication Place:	. Lahore						
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2- IDENTIFIERS e.g. ISBNs, DOIs & PMIDs

• Press "Identifier" button in tool bar and provide single or multiple ISBN, DOI or PMID as separately



2- IDENTIFIERS E.G. ISBNS, DOIS & PMIDS (CONT.)

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3- DRAG AND DROP PDF FILES FROM LOCAL HARD DISK

- Simply drag and drop various PDF files from computer hard disk in Zotero.
 - Select all the files, right click and choose "Retrieve Mestadata for PDFs"

3- Drag and Drop PDF files from Local Hard Disk (Cont.)

• Click on "Edit" and choose "Preferences"

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3- Drag and Drop PDF files from Local Hard Disk (Cont.)

You will prompt to install PDF tools, for this click on "Open Preferences" button and click on "Install" and then on OK

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3- DRAG AND DROP PDF FILES FROM LOCAL HARD DISK (CONT.)

- Now again select all the PDFs, right click and choose "Retrieve Metadata for PDFs"
- Zotero will search online for available biblographic details for PDFs and will display in Zotero references pan
- Zotero will leave any PDF(s) which have insufficient metadat to trace. Bibiographic data for such PDFs will have to search manually.

3- DRAG AND DROP PDF FILES FROM LOCAL HARD DISK (CONTD.)

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4- IMPORTING RIS FILES

- Different bibliographic databases e.g. Jstor, Worldcat, Elsevier, LOC, Google Scholar etc provide RIS files for their records to import into various citation softwares.
- Zotero supports RIS file format
- Any RIS file can be directly imported in Zotero by doing double click on it

4- IMPORTING RIS FILES (CONT.)

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5- INTERNET BROWSER EXTENSIONS

- To enable internet browser to sense and download your required citations directly into Zotero, You will first install browser extensions.
- For this go to <u>https://www.zotero.org/download/</u> and choose extension for your browser. We will take Chrome extension
- Click on "Chrome Button" and follow the instructions

5- INTERNET BROWSER EXTENSIONS (CONT.)



5- INTERNET BROWSER EXTENSIONS (CONT.)

• Search any database and click on Zotero extension, it will download directly into zotero. (e.g. www.worldcat.org)

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TO ATTACH FILES WITH REFERENCES

• Select the reference. Either Press "Add Attachment" button from tool bar Or right click and select "Attach Stored Copy of File"



RENAME ATTACHED FILE

• Select the attached file. Right click on it and choose "Rename File From Parent Metadata". This will rename attached file as per its reference

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RENAME ATTACHED FILE (Cont.)



INSERT REFERENCES

TO SELECT REFERENCE STYLE

- Click on "Edit" button in tool bar, then select "Preferences" and click on "Cite" tab. From here you can select your required writing style.
- If your required writing style is not listed here, then click on "Get additional styles". Browser window will search various writing style and will provide to you choose.

CITE WHILE YOU WRITE

• After installation, zotero creates a tab of itself in MS Word to insert references live while writing a research item.

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Cite While You Write (cont.)

- Click on "Zotero" tab and choose "Add/Edit Citations". A floating window will appear to search and insert references.
- To insert references, click on "Add/Edit Bibliography"
- Inserted references can be modified later at any stage



DRAG REFERENCES INTO WORD

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	Education of nurses and medical doctors is a sine qua non for improving pain management of hospitalized	. Breivik	extended study time before taking a test.
	Effectiveness of Disease-Specific Self-Management Education on Health Outcomes in Patients with Chronic	. Wang et al.	background knowledge and note-taking
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	📄 Strategic Human Resource Management in Higher Education Institutions: Empirical Evidence from Saudi	Allui and Sahni	Copyright 2003 by the American
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	Systematic review on the cost-effectiveness of self-management education programme for Type 2 diabetes	. Lian et al.	DOI: 10.1037/0022-0663.95.2.335 Stephen
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"Journal of Educational Psychology Copyright 2003 by the American Psychological Association, Inc. 2003, Vol. 95, No. 2, 335-346 0022-0663/03/\$12.00 DQI: 10.1037/0022-0663.95.2.335 Stephen T. <u>Peverly</u> and Ray Shaw, Program in Applied Educational Psychology, Teachers College, Columbia University; Karen E. <u>Brobst</u>, Graduate School of Education, <u>Fordham</u> University; Mark Graham, Program in Cognitive Studies in Education, Teachers College, Columbia University. Correspondence concerning this article should be addressed to Stephen T. <u>Peverly</u>, Program in Applied Educational Psychology, Teachers College, Columbia University, New York, New York, New York 10027-6696. E-mail: stp4@columbia.edu 335" (<u>Stenberg et al 2016: 1759</u>)

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Parent Item: A scoping review of the literature on benefits and challenges of participating in patient education programs aimed at promoting self-management for people living with chronic illness Related: [click here]

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