

## Install Zotero for Firefox. Install the Zotero for Firefox Word plugin. Create a Zotero Account



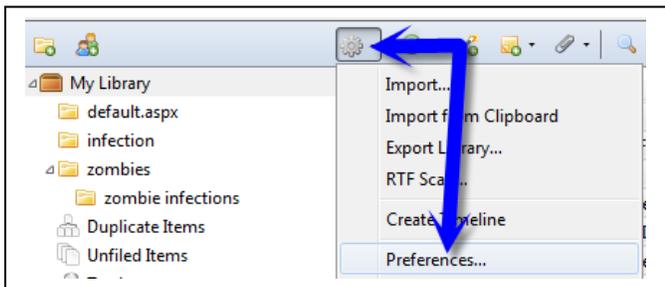
1. Go to <https://www.zotero.org/download/>
2. Click the “Install Zotero for Firefox” button. Follow the prompts.
3. Click the “Plugin for Word or LibreOffice.” Find the entry for your Word processor on the page that appears, click the relevant install link and follow the prompts.
4. Create a Zotero account when the option is offered or got to <https://www.zotero.org/user/register> to create an account.

## Open Zotero for Firefox

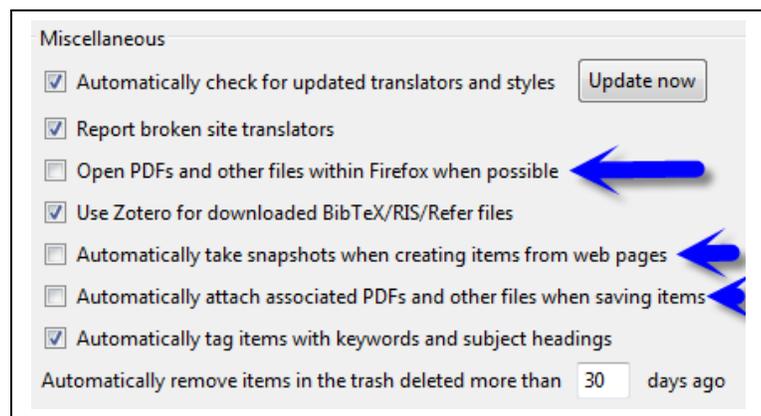


In the Firefox header, find and click on the Zotero “Z” icon.

## Set your Zotero preferences..



1. Click the Zotero “Cogwheel/Actions” icon.
2. Select the “Preferences” option.



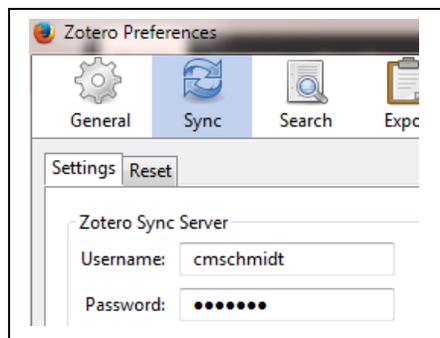
3. General Preferences:

You will probably want to de-check:

“Open PDFs and other files within Firefox”

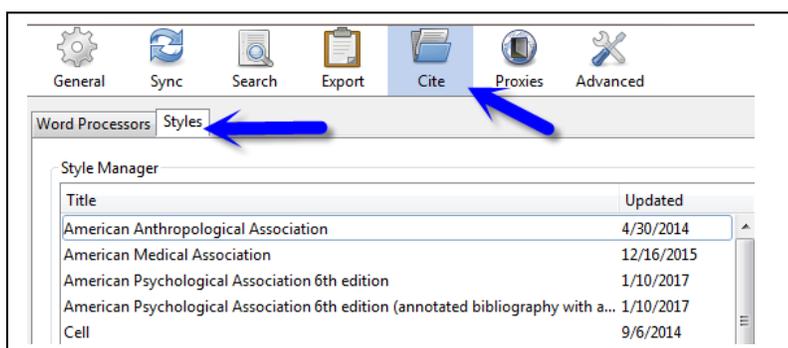
“Automatically take snapshots when ...”

“Automatically attach associated PDFs ...”



4. "Sync" Preferences:

Enter your Zotero login information.



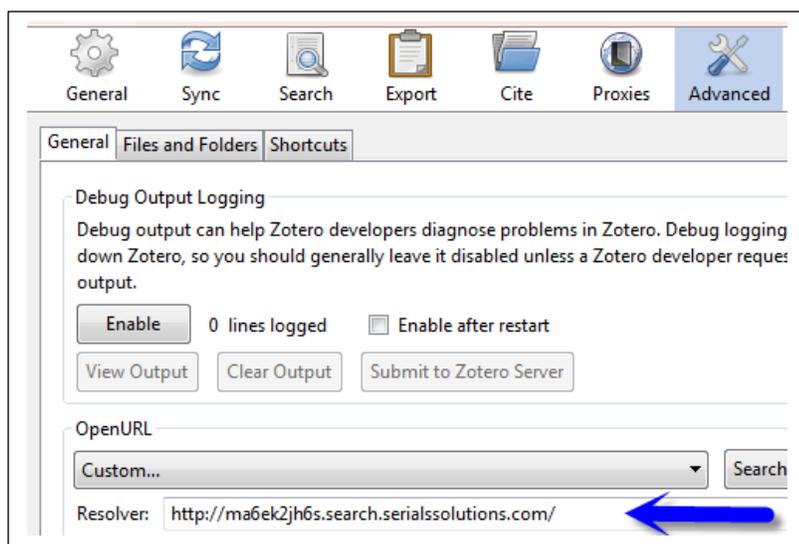
5. "Cite" Preferences:

Click the "Styles" tab.

Are the citation styles you need available?

If not:

- Go to the Zotero Style Repository at <https://www.zotero.org/styles>
- Search for the style you need.
- Click the link for the relevant style. If the style's csl file doesn't appear in your "Downloads" folder, you may need to right-click on the link and "Save link as"
- Drag the downloaded file onto a Firefox window and drop it there. The process of adding the style to your Zotero Styles list should begin automatically.



6. "Advanced" Preferences

In the "Open URL" section replace the current content of the "Resolver" box with:

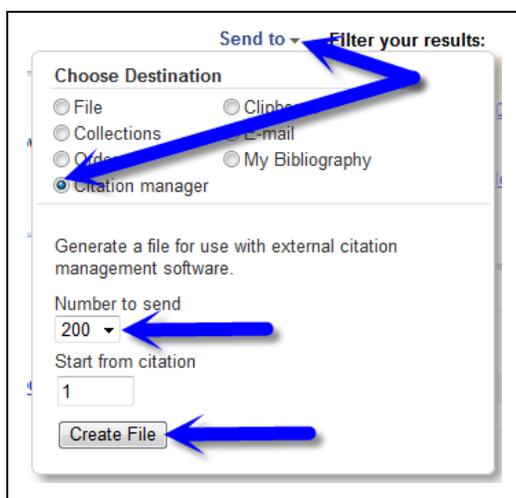
<http://ma6ek2jh6s.search.serialssolutions.com/>

### Create a Folder/Collection



1. Click Zotero's "Folder+" icon.
2. Enter a name for your collection.
3. Click the "OK" button.

### Export PubMed Records for Later Import Into Zotero Method 1

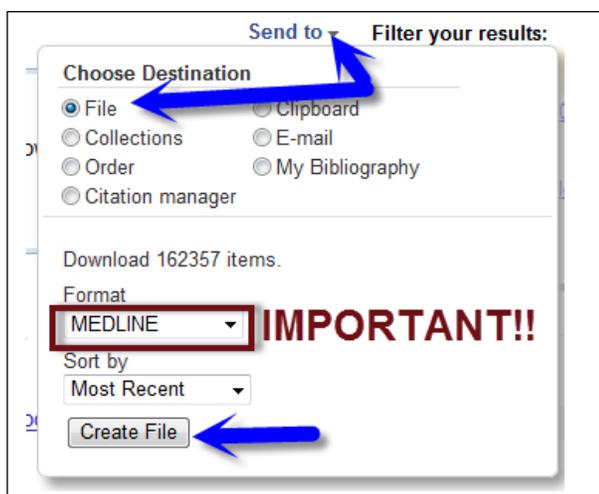


#### < 200 PubMed results

1. Use the PubMed "Send To" drop-down (above your result list) to select "Citation Manager."
2. Check to be sure a "Number to Send" higher than your result number has been selected.
3. Click the "Create File" button.
4. The "citations \_\_.nbib" file that is generated will probably be saved automatically in your "Downloads" folder.

If asked, "save" do not open your file.

Follow Zotero import steps on the next page.



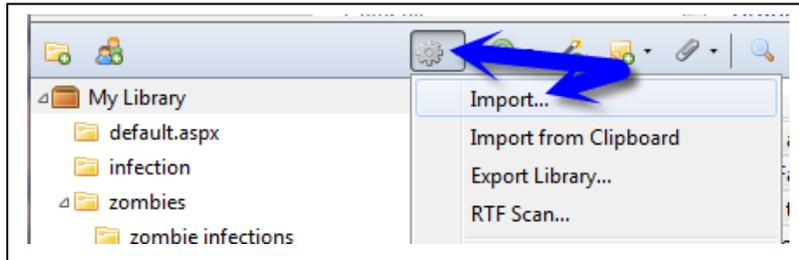
#### > 200 PubMed results

1. Use the PubMed "Send To" drop-down ( above your result list) to select "File."
2. Use the "Format" menu to select "MEDLINE" .
3. Click the "Create File" button.
4. The "pubmedresult \_\_.txt" file that is generated will probably be saved automatically in your "Downloads" folder.

If asked, "save" the file.

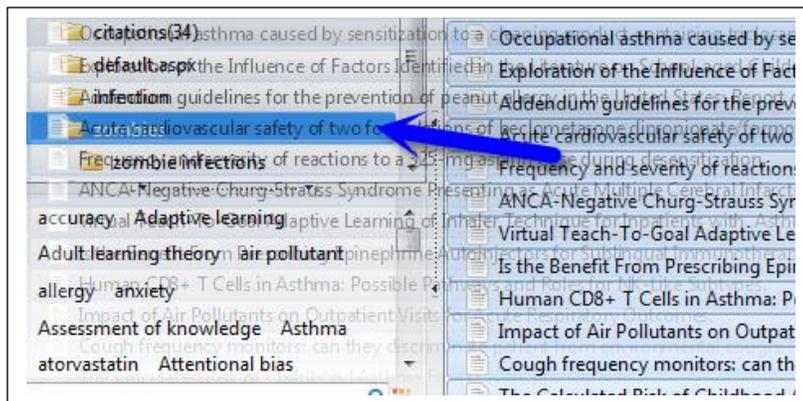
Follow Zotero import steps on the next page.

### Import a Previously Saved PubMed File into Zotero



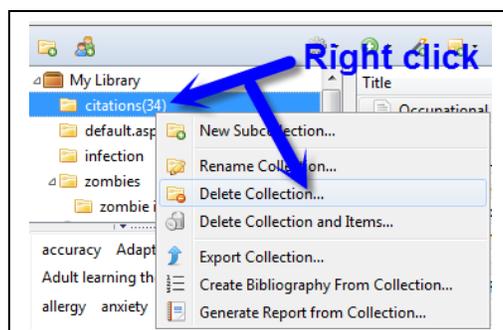
1. Click the Zotero “Cogwheel/Actions” drop-down and select “Import...”
2. An “Import” box will appear. Locate and select the “citations\_\_.nbib” or “pubmedresults\_\_.txt” file.
3. Click the “Open” button.
4. The results will automatically appear in Zotero in a folder named after the file you imported.

### Move the Imported Results Into Another Folder



1. To move the results to a different folder, select all of the results by clicking on the results and then hitting Ctl-a(Windows) or Command-a(Mac).
2. Click on the selected records and hold down to drag and drop the results in the desired folder.

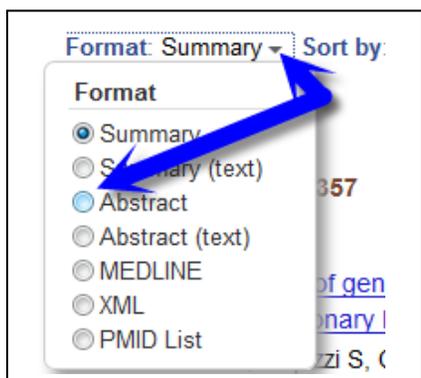
### Delete a Folder/Collection



1. Right click on the folder/collection named after the imported file
2. select “Delete Collection.”

**Do not** select “Delete Collection and Items” unless you want to remove the imported records from your account.

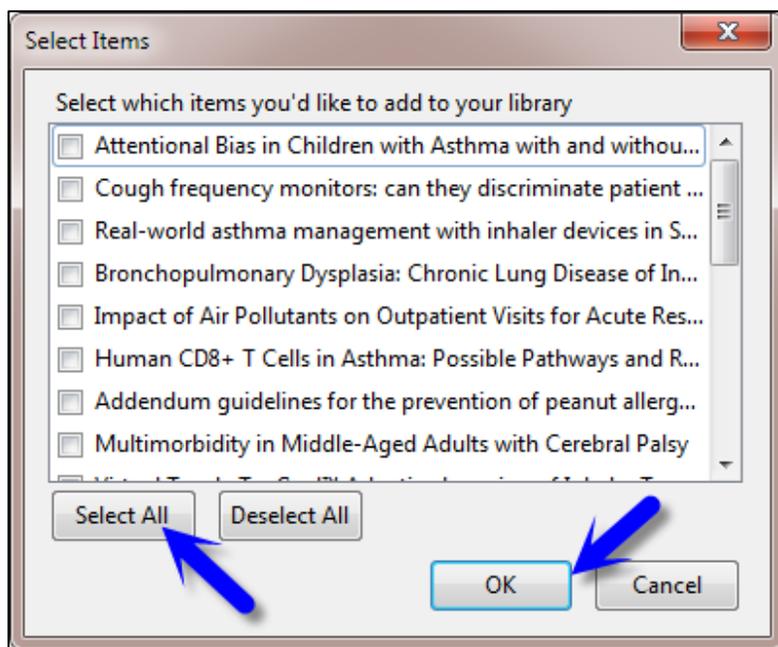
**Export PubMed Records for Later Import Into Zotero Method 2**



1. Use Firefox to go to PubMed.
2. Perform your search.
3. Use the “Format” menu above the result list to select “Abstract.”
4. Scroll to the bottom of the page and use the “Per Page” menu to a number higher than the number of results you wish to move to Zotero.



5. Look at the Firefox browser’s header.
6. Find and click on the Zotero “Folder” icon.

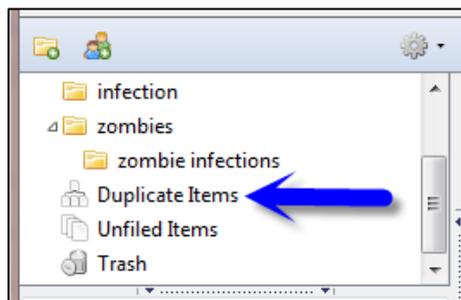


7. A Zotero “Select Items” box will appear.
8. Select individual articles or click the “Select All” button.
9. Click the “OK” button.

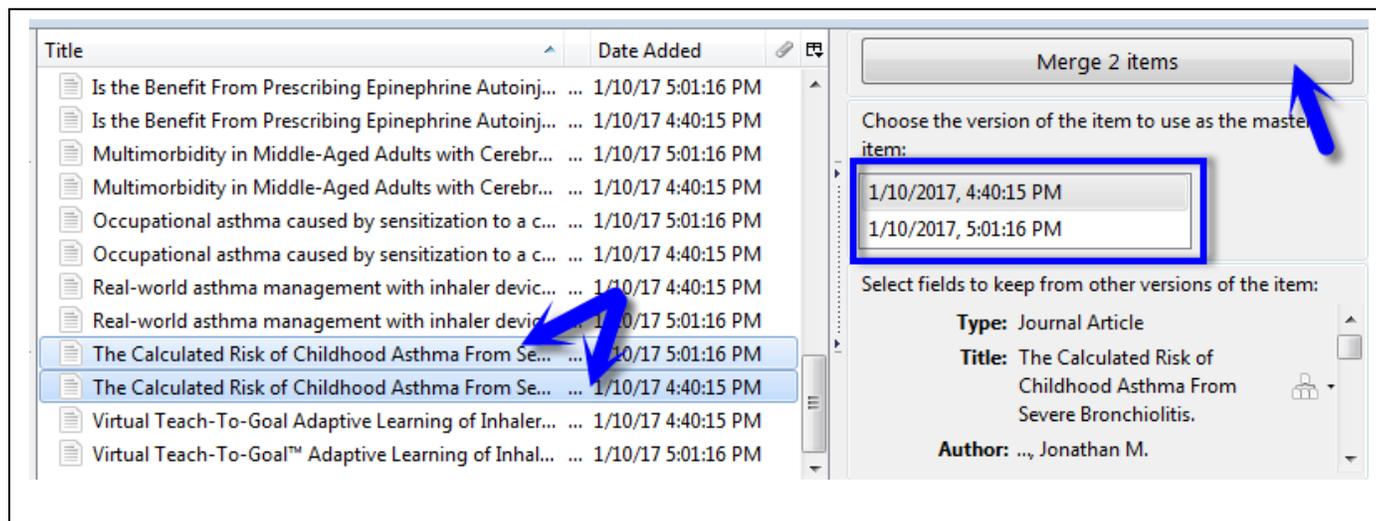
**Moving Google Scholar Search Results Into Zotero**

1. Perform a Google Scholar search.
2. Either
  - a. Follow steps 5-9 above of “Export PubMed Records for Later Import Into Zotero Method 2.”
  - or
  - a. Click on the “All \_\_ versions” link under an individual Google Scholar record of interest.
  - b. When you reach the “All \_\_ Versions” page, find a version of from ncbi.nlm.nih.gov (PubMed).
  - c. Click on the title of the ncbi.nlm.nih.gov version.
  - d. When you reach the page, look at the Firefox header. Find the Zotero “Page” icon. Click it.

**Check for Duplicate Items**

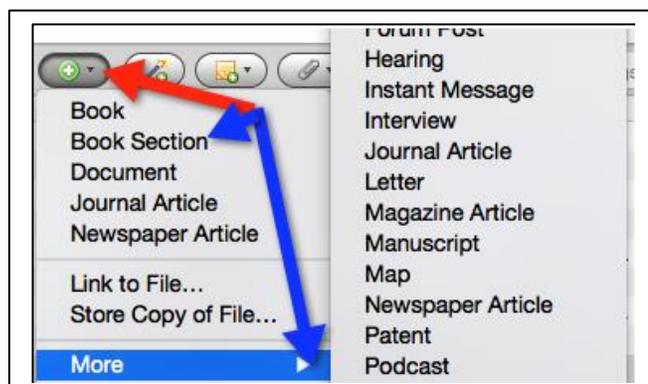


1. Under your Zotero folders/collections, you will find a “Duplicate Items” option. Click on this option.



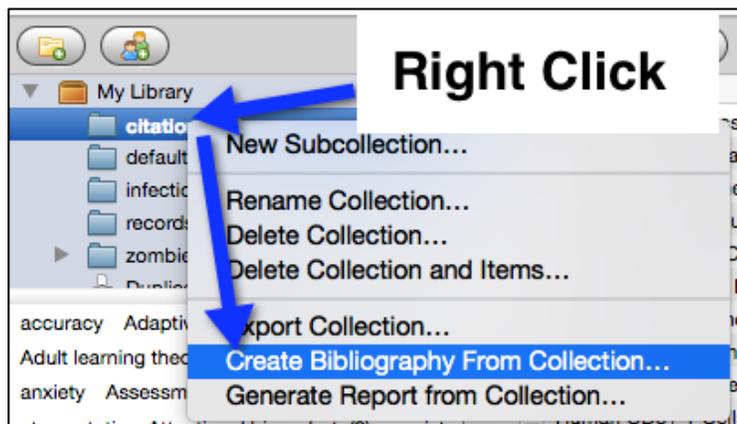
2. Select a duplicate pair/trio of records.
3. Select the older version of the record as you master
4. Icons appear next to the fields that have different information in the pair/trio. You can use the drop-down next to the field to choose the version you wish to keep
5. Click the “Merge \_\_ Items” button.

**Add a Reference Manually**



1. Use Zotero’s “+” drop-down to select the type of reference you wish to add.
2. If the type needed isn’t immediately visible, click on the “More” option to see other available options.
3. An empty reference will appear on the right hand side of the Zotero work area,
4. Simply fill in the fields as requested.

Create a Quick List of Formatted References

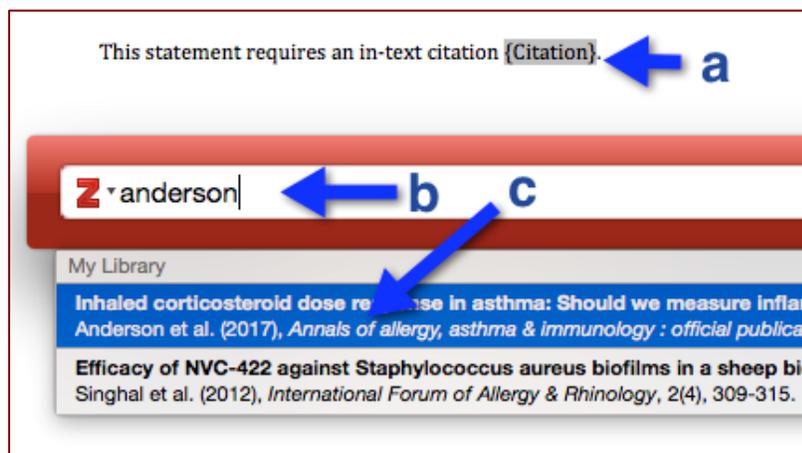


1. Right click on the collection that you want to turn into a formatted reference list.
2. Select the “Create Bibliography From Collection” option.
3. A “Citation Style” box will appear. Pick the style you wish to use and click the “OK” button.
4. A “Save Bibliography” box will appear. Pick a name and location for your bibliography.

Use the Zotero for Firefox Word Add-in to Insert Citations and Create a Bibliography



1. Open Word.
2. Depending on the version of Word and operating system you are using the Zotero icons may be in a separate toolbar/ribbon or in the Word “Add-ins” tab.
3. The icons are:
  - a. Insert citation
  - b. Edit citation
  - c. Insert bibliography
  - d. Edit Bibliography
  - e. Refresh
  - f. Set document preferences (pick style).
  - g. Remove field codes



4. To insert a citation, place your cursor in the text at a point where you want to place a citation and click the “Insert citation” icon.
  - a. A “(Citation)” place-holder will appear.
  - b. Type a word from the citation of interest into the “Z” box.
  - c. Click on the reference of interest.
  - d. If another reference is needed in the same spot , repeat steps b-c.
5. When you’ve finished inserting the references needed at the location, hit “return/Enter” key.

This statement requires an in-text citation (1,2).



1. Anderson WJ, Short PM, Jabbal S, Lipworth BJ. Inhaled corticosteroid dose response in asthma: Should we measure inflammation? *Ann Allergy Asthma Immunol Off Publ Am Coll Allergy Asthma Immunol*. 2017 Jan 3;
2. Singhal D, Jekle A, Debabov D, Wang L, Khosrovi B, Anderson M, et al. Efficacy of NVC-422 against *Staphylococcus aureus* biofilms in a sheep biofilm model of sinusitis. *Int Forum Allergy Rhinol*. 2012 Aug;2(4):309-15.

6. To see the bibliography based on your in-text citations:
  - a. Place your cursor in the position you would like to see the bibliography .
  - b. Click the “Insert Bibliography” button.
  
7. If, for any reason, you wish to remove the hidden Zotero field codes;
  - a. Save a second copy of your document with a new name.
  - b. “Remove Field Codes” from one copy only. Once you remove field codes, you will not be able to reformat the document.
  - c. Save the copy of the document that still contains field codes in a location where you will be able to find it later.