Zotero Chem 280/380

Installation

You will need a Zotero account so if you do not already have one, before class register at https://www.zotero.org/user/register/

If you plan on using your own computer, before class you should **download Zotero and install it** at https://www.zotero.org (Did you also download the browser plugin?)

Within the Zotero application, click on the gear and select preferences.
Select Cite tab and install the word processor add-in (if done the choice is Reinstall.)
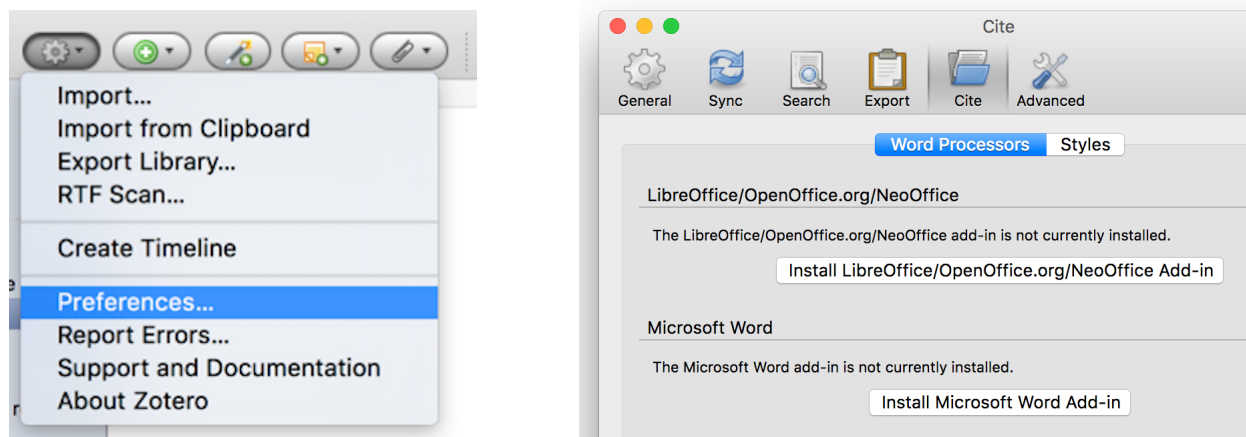
You may need to QUIT Word and re-open it to start the plug-in.
The Zotero commands will be located:
• on their own floating toolbar (OpenOffice, LibreOffice, NeoOffice, Word for Mac 2004, 2008, 2011). Select menu View/Toolbars/Zotero

• on a tab called Add-Ins (MS Word 2003, 2007, 2010)
• on a tab called Zotero (MS Word 2013+, Word for Mac 2016+)
• in the AppleScripts menu (scroll-shaped symbol) (Word for Mac 2004, 2008, 2011)

Use a web browser to search for "Zotero Style Repository". Within the style repository, search for "American Chemical Society" and select the one that includes titles and DOI. If you are asked to install after selecting this entry, do so. If the file only downloads, open Preferences within the Zotero program. Under the "Cite" tab select "Styles" and add the downloaded American Chemical Society style.

If you are working on a lab computer, **change the sync preferences to your account.**

Note: If something appears not to be working, it may just be taking a while. It can take a bit for Zotero to respond. Your other option is to close the programs and then reopen them.
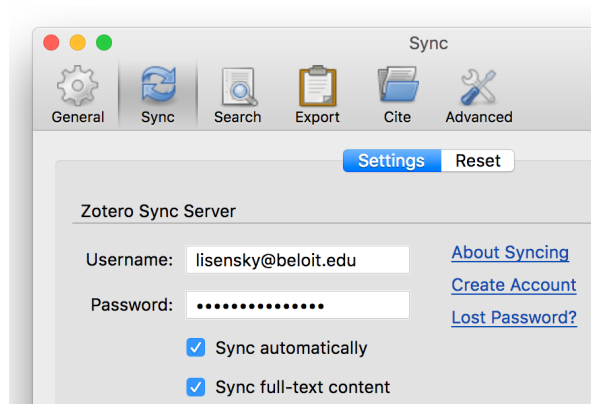
Bookmarking

Depending on the web page you are on, the browser Zotero icon changes shape. In Chrome the icon disappears after installation until you are on an article page. In Safari the icon is sometimes greyed out. Zotero will automatically sense when you are looking at a journal article or Google Scholar or a library card catalog or Lexus-Nexus or Amazon or the New York Times or databases, etc. **When you are on an article page** the Zotero icon will become a piece of paper (or a book or a newspaper, etc.)

In Firefox it is at the top right of the toolbar:

In Chrome it's at the right of the address bar:
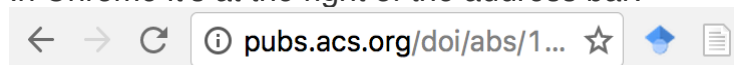
In Safari it's at the left of the address bar:

Go to an article page (for example at ACS) and **click on the Zotero page icon**. You should see a red popup window that says it is saving the citation to Zotero.

 (The screen shots above also show an icon for Google Scholar which is quite useful. Search for Google Scholar Button and download the one for your browser. Alternatively use scholar.google.com)

If you try to save an article before the page finishes loading, Zotero will save it as a webpage and not as an article. This messes up the formatting of the citations later on. You should check the citation metadata after you save it. Garbage in, garbage out.

Common problems: browser add-in not installed, Zotero app not open.

If you make a New Collection in the Zotero application (or select a collection rather than My Library) the references will be added to that collection as well as your overall library, just like playlists in iTunes. If you delete an entry in My Library, it will disappear from collections as well. You can also make Group Libraries that can be shared with more than one user.

If you already have a pdf, you can drag it into the middle panel in the Zotero application. Right-click (or control-click on Macs) on its line to Retrieve Metadata for PDFs. (Zotero/Preferences/Search/PDF indexing must be on.) Many files can be interpreted.

To create a quick bibliography in Zotero, highlight one or more references and drag to a text field or document or powerpoint or copy. You can also right-click (or control-click on Macs) to select "Create Bibliography from Selected Item(s)", then select a citation style for your bibliography format and a location to save the rtf file or Copy to Clipboard and paste in a Google doc.

Adding Citations in Word or OpenOffice
After you have bookmarks in your Zotero library, go to Word and **click where the footnote should be located**, for example at the end of the sentence where you need to acknowledge another's work. Use **Zotero Insert Citation** or Zotero Add Citation or click that tool in the floating toolbar. (If this is the first citation you have added to the document, then the Zotero Document Preferences window will open. Pick American Chemical Society with titles and DOI citation style.) **Type into the red box some search words** from the citation such as the author's last name or part of the title. You should get a drop-down menu with matches. Select the correct citation from the menu. **Press enter/return** to insert. A footnote marker should appear at the click location.

Go to Word and click where you want the list of bibliographic references to go, usually at the end of the document. Use **Zotero Insert Bibliography** or click that tool in the floating toolbar and the citations should appear in your bibliography using whatever style you set. You can change styles for the entire document by selecting another format in Zotero Document Preferences or Zotero Set Doc Prefs.

Google Docs does not work well. In Zotero, select the desired citations, right-click and choose "Create Bibliography from Selected Items," then "Export to Clipboard" and paste into Google Docs. Repeat the process for any changes (Zotero does not update a Google Docs bibliography as references are added.) To use a different style, change your Quick Copy settings in the Export pane of the Zotero preferences.

Assignment
- Go to http://pubs.acs.org/doi/abs/10.1021/jacs.6b10077
- **Add the first ten references to a Zotero collection**.
- Add a reference to a **New York Times** article.
- Add a reference found at **LexisNexis Academic Universe**.
- Type your name in a Word or OpenOffice document.
- Type some words (can be nonsense) and add the references as footnotes.
- Create a bibliography using ACS format with titles and DOI.
- Save a copy and change your work to MLA or APA format. Save again.
- Hand in both files (ACS style and MLA or APA style) in Google classroom.

Backup
To use your Zotero library from multiple computers, set Zotero/Preferences/Sync to automatically sync with your account on the Zotero server anytime a change is made. See page 1 of these notes. The button in the upper right of the application will manually sync and hovering over it will tell you when the files were last synced. (*Data* syncing merges library items except attachment files between your local computer and the Zotero servers. Data syncing is free and has no storage limit. *File* syncing also backs up pdfs of the articles and attachments. Each Zotero user is given 300 MB of file storage. Group files are counted for the person who created the group.

Zotero/Preferences/Advanced/Files and Folders/Show Data Directory will show the local folder that keeps all your Zotero files if you want to make your own backup copy.