

Zotero – top tips

7 top tips to make your use of Zotero more efficient.

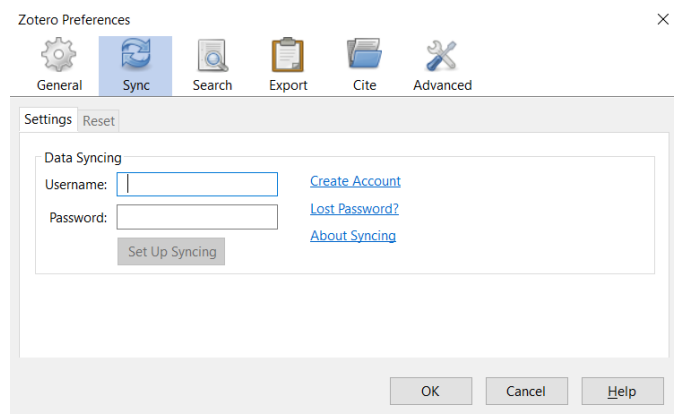
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Working between computers

Suppose you have Zotero desktop installed on your office computer. You want to be able to work at home. To do this you can use your Zotero online account (which can be accessed at <https://www.zotero.org/>) and then synchronise it with your Zotero desktop.

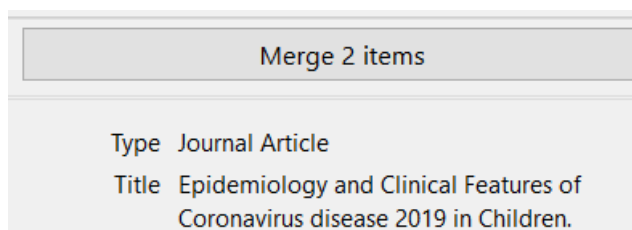
- Go to the Edit menu and select the Preferences option. This will open the window below.
- In the Sync tab enter your account email and password to link to your online account.



When you return to your office computer make sure you sync again to ensure that any changes made online are applied to your desktop Zotero.

Finding duplicates

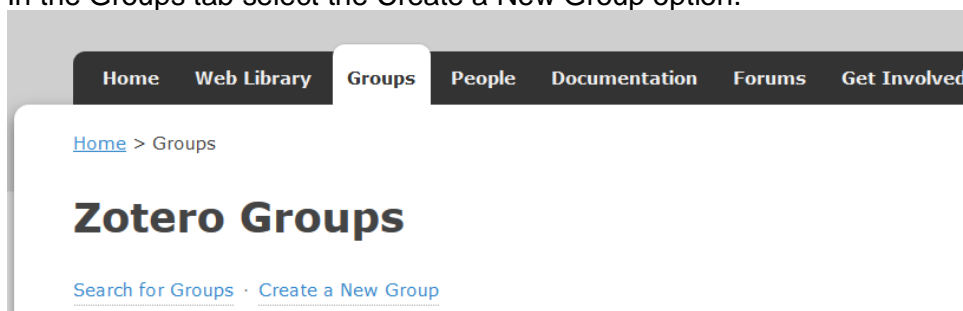
- Duplicate items appear in a folder under My Library.
 - Seminar collection
 - Training bibliography
 - My Publications
 - Duplicate Items
 - Unfiled Items
 - Trash
- Click on a reference in the centre of the screen to select the reference to be deduplicated
- On the right of the screen will be the option to merge references. Click on the Merge button to merge the references.



Sharing your references

If you need to share references with colleagues a Group Library can be created.






- Go to <http://www.zotero.org> and log in to your account.
- In the Groups tab select the Create a New Group option.



- Choose a name for your group and the option for your group – Public, Open Membership, Public, Closed Membership or Private Membership.
- You are then able to invite others to join your Group Library by entering their email address or Zotero username.

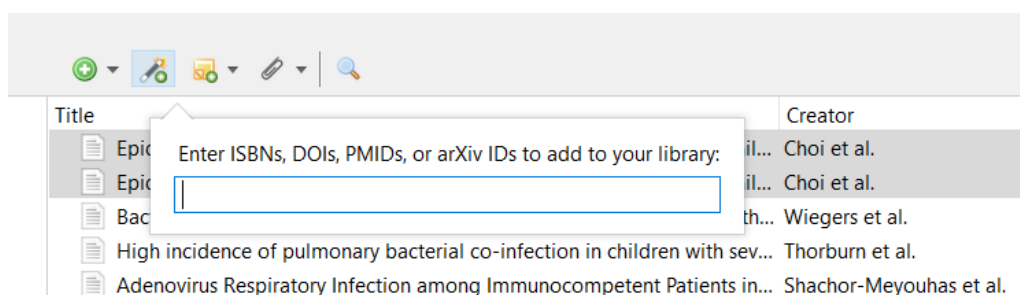
Adding webpages to your library

To add webpages use the Zotero browser plug-in. This will create a reference for your library. The icon will change depending on what you are viewing, below are some examples

Type of webpage	Zotero Icon
Generic webpage	
PDF	
Multiple results e.g. database search results	
Journal article online	
News page	

Adding items from ISBN or DOI

If you know the ISBN or the DOI of the item you want to add you can quickly find them and add the reference by using the Add Item by Identifier option in your Zotero desktop.



Change the referencing style in Word

To change referencing style e.g. from Vancouver to Harvard in the Zotero tab in Word select Document Preferences and select the required style from the list.

Ask the library training team

Always happy to help – just email librarytraining@medschl.cam.ac.uk