Mastering Zotero by 20 steps

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|  | 1. Download and Install a version of Zotero that will interface with your web browser (Safari, Firefox, or Chrome) from Zotero.org or download the standalone version of Zotero. 2. Download and Install the MS Word interface for Zotero. 3. Create your Zotero Account online. 4. Set your Zotero Account in Zotero interface on your PC to sync your library in different platforms (online space, pc, laptop) |
| 1. Search for a keyword using Google Scholar and capture 3 of the possible sources that show up in the Google search page. 2. Search for a specific book or article on the UBC Library website. 3. Manually add a citation for a book, movie, and journal article.    1. Change the author on any of the citations you have captured.    2. Add a second author to any of the citations you have captured. |
| 1. Organize your citations into at least 2 different collections. 2. Add a reference to your new collection (by drag & drop) or directly form an online database. 3. Add a note (standalone) into you collection and describe your collection. 4. Add (attach) a note to your reference (child note). 5. Add different tags to one of your references and relate the reference to another one 6. Add a highlight and insert a comment into one of your article with attached snapshot. 7. Add an attachment (pdf or image)form your computer (desktop) to your reference and then add a link to the file in your computer. |
| 1. In a Word document:    1. Insert a citation, including the page number.    2. Remove the parentheses from one of your citations (edit manually).    3. Insert a citation of multiple authors. 2. Choosing a citation you’ve already included in a document, change the citation in your Zotero library. 3. Generate a bibliography for the citations you’ve inserted in your document today.    1. Edit one of the entries of your bibliography using the Zotero Edit Bibliography button.    2. Insert another citation into your document and update the bibliography. 4. Insert a reference using a footnote.    1. Change the citation style from whatever you’re using to another style you might have to use. |
| 1. Create a group folder (public or private) and share your citations with others in your Zotero account. 2. Select a Discipline and “Enable” comments option for your group |