

# Zotero with MS Word



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## **INTRODUCTION:**

In this instruction manual, we'll teach you how to use the reference management software Zotero along with MS Word. Using step-by-steps instructions we'll teach you the following

- Adding citations in Zotero Library
- Using Zotero Plugin to add citations in MS Word
- Editing citations in MS Word
- Adding Bibliography in MS Word
- Editing Bibliography in MS Word

These step-by-step instructions will help you in adding new citations in your Zotero Library and then using these citations in your MS Word documents.

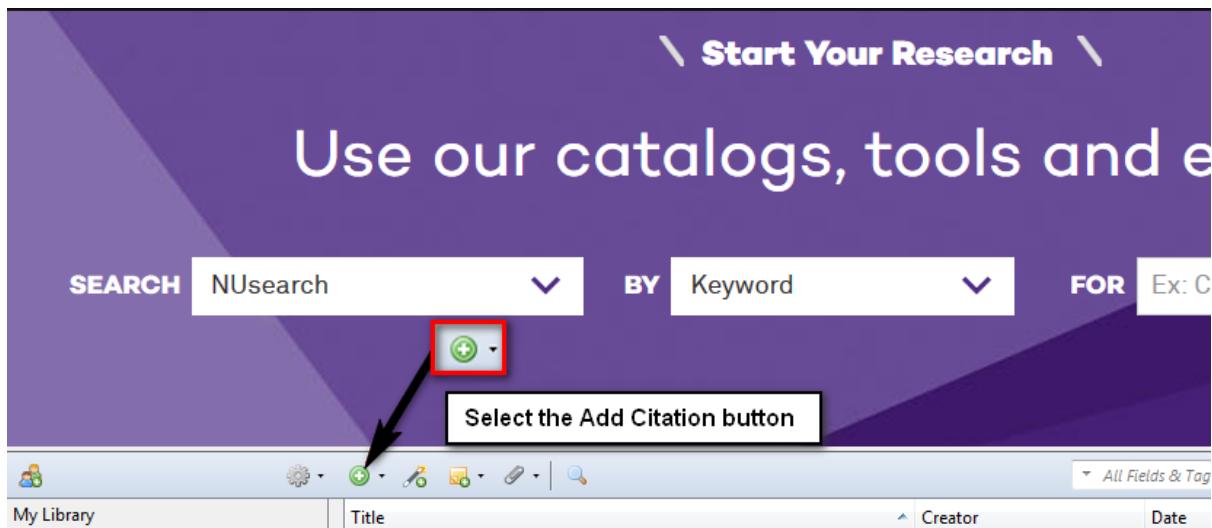
## **REQUIREMENTS:**

The following are the basic requirements for performing these instructions effectively.

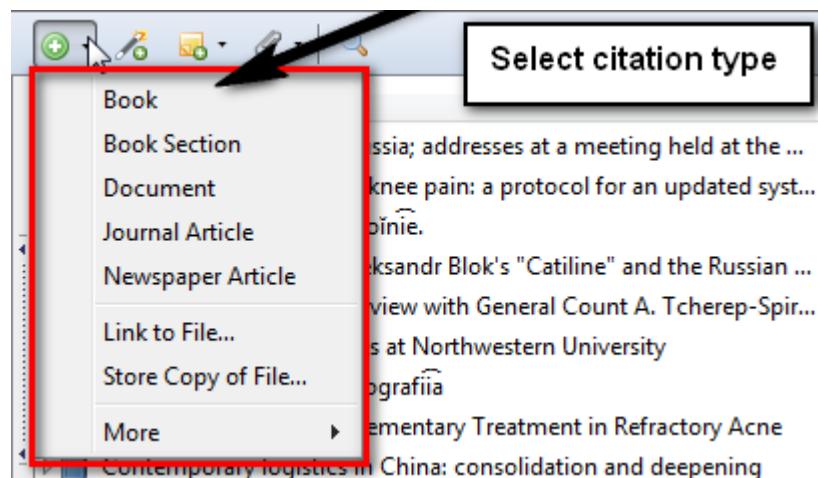
- MS Word
- Zotero Software

## ADDING CITATIONS MANUALLY IN ZOTERO:

1. Select the add button in the toolbar of your Zotero library.



2. Select the type of citation you want to enter in your Zotero library.

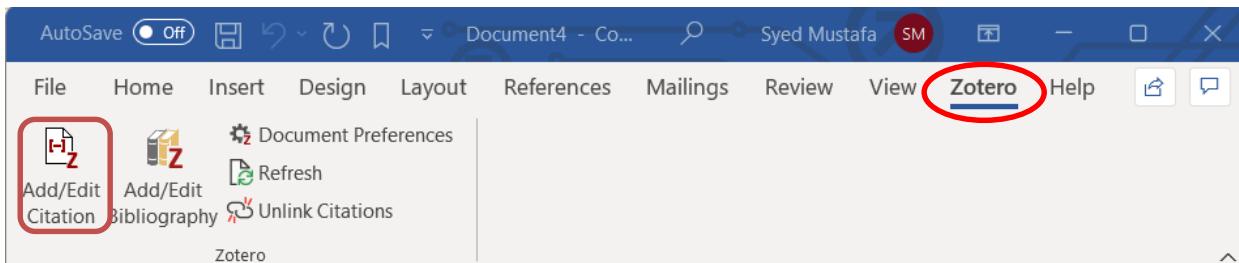


3. Enter the bibliographic information.

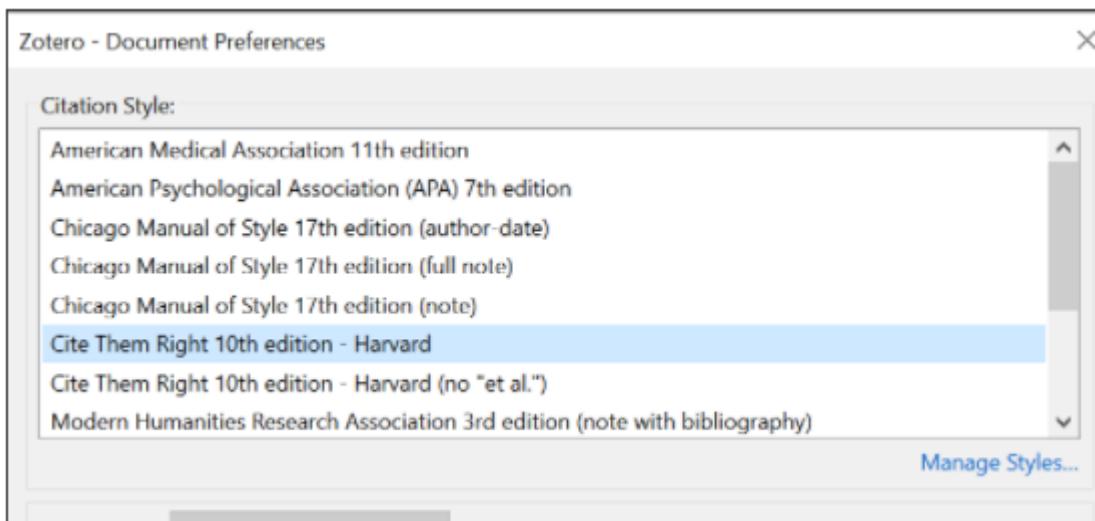
A screenshot of the Zotero item creation dialog box. The 'Item Type' is set to 'Book'. The 'Title' field contains 'A voice from |'. A large red box highlights the entire input area. Below the title, there are fields for 'Author', 'Abstract', 'Series', 'Series Number', and 'Volume'. A black arrow points from the previous 'Select citation type' callout to the 'Title' field in this dialog.

## ADDING CITATIONS IN MS WORD:

1. Open the MS Word document where you want to add citation.
2. Click on the Zotero tab from tabs ribbon.
3. Click on Add/Edit Citation in Zotero Toolbar to add or edit citation in document.



4. Select the appropriate style for the first time you use the Insert Citation button from the Document Preferences dialogue box.



5. Click on the Ok button, this will bring up a search box.

You can insert a particular citation from library in two ways.

6. Search for a keyword, author name or title in the search box. It will search for the reference in your library and suggest the appropriate reference.



(OR)

- 6.1. Click on **Z** to select **Classic View**, this will open Zotero Library to select a reference from library.



7. Select the particular reference you want to insert and click Ok to insert citation.

### **EDITING CITATIONS IN MS WORD:**

1. Click on the existing citation which you want to edit.
2. Click on an in-text citation to edit, then click on Edit citation icon from Add-on toolbar.
3. In the search box, click on the citation once, this will bring you the edit box.
4. Add the changes as required in page number or Suppress Author, then press Enter key.



### **ADDING BIBLIOGRAPHY IN MS WORD:**

Once you have inserted citation in your document.

1. Place the cursor at the last page of the document to add bibliography.
2. Click on Add/Edit Bibliography icon in Zotero Toolbar to add or edit bibliography in document. This will add all the reference in correct order.

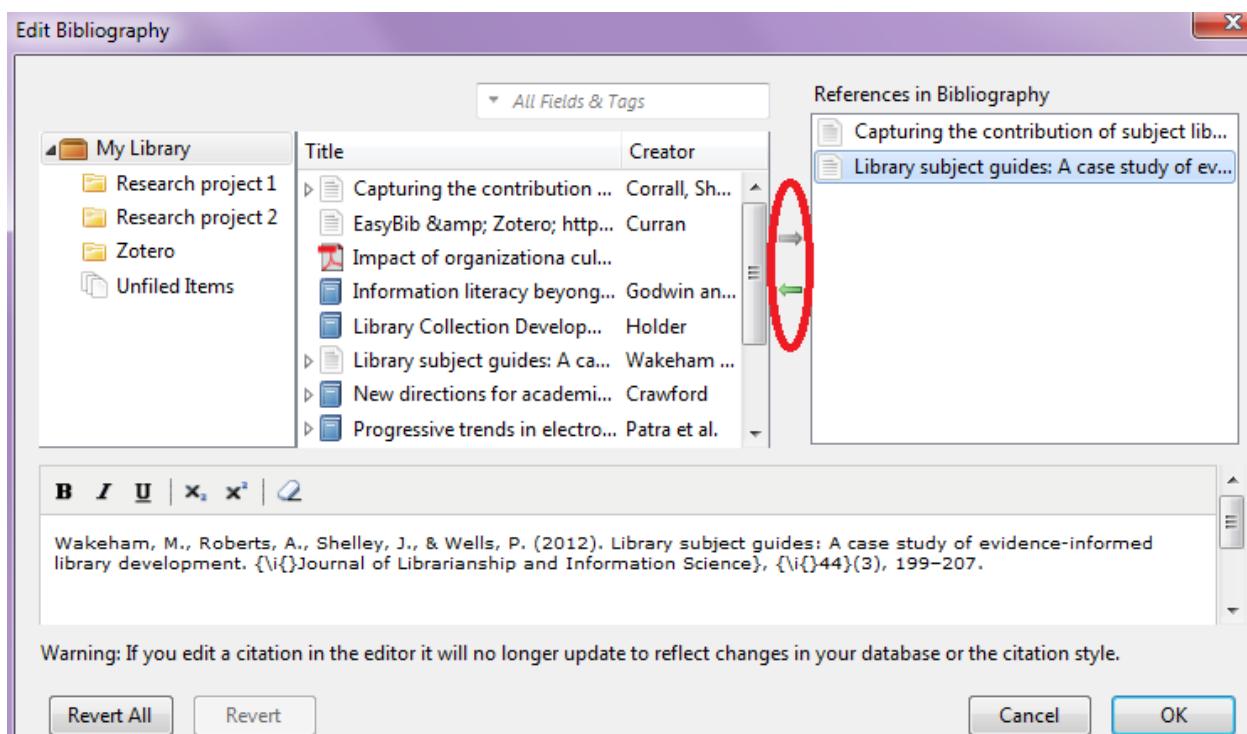
This has to be done once, after that, each time you insert a citation it will be added to your references list in the correct order.

## EDITING BIBLIOGRAPHY IN MS WORD:

1. Click on the Bibliography icon  after building bibliography.
2. Select the reference from the middle column of the window Edit Bibliography.
3. Use the arrows to move it in or out from the reference list. This will not add or delete the in-text citation from the document.
4. Edit the references from within your Zotero library, then click on the Add/ Edit Bibliography icon in your document.
5. Select the reference from the right column of the window, then click on Ok button. This will update the reference list.

OR

- 5.1. Select a reference from the right column and edit the reference in the text box at the bottom of the window. But this will not update the citation in your Zotero library.



## **ANALYSIS:**

A classmate tried these instructions to add citation and reference in Ms word using Zotero. While he was following the instructions, we observed that the main challenge was adding reference details in Zotero library as it provides so many fields to fill which could not be added to instruction manual. Apart from this, he was able to complete all other steps easily as all the tools and icons are correct and well defined. As, all the instructions were easy to understand he was able add 6 citations in 4-5 minutes and add bibliography as well.