

Getting started with Zotero

Aengus Bridgman

January 26, 2018

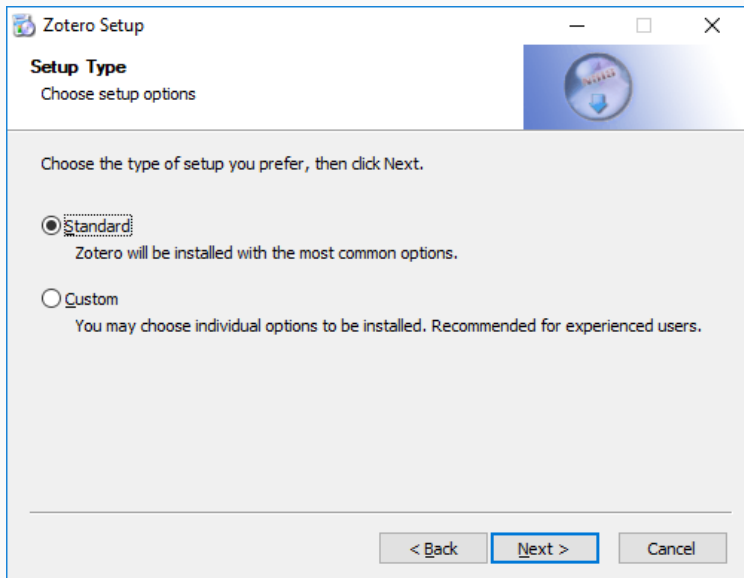
CSDC Winter School

Installation

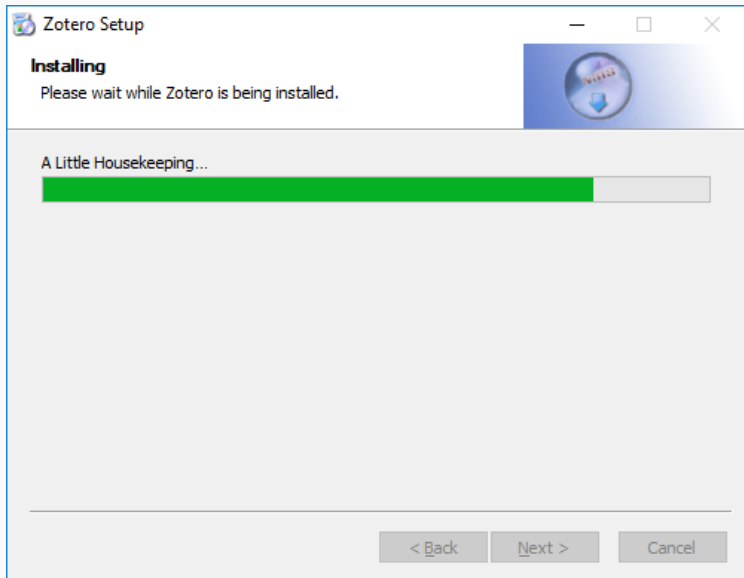
Installing 1: Download



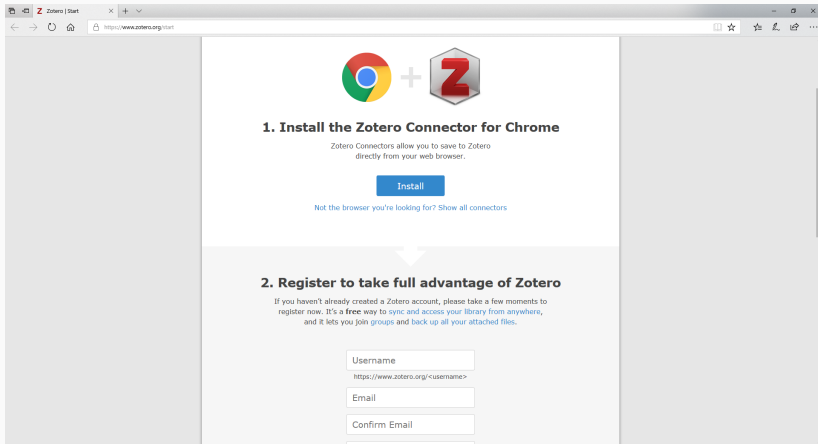
Installing 2: Setup type





Installing 3: Patience



Installing 4: Connect if you wish...



The screenshot shows a web browser window with the address bar displaying "http://www.zotero.org/start". The page content is as follows:

 + 

1. Install the Zotero Connector for Chrome

Zotero Connectors allow you to save to Zotero directly from your web browser.

[Install](#)

[Not the browser you're looking for? Show all connectors](#)

2. Register to take full advantage of Zotero

If you haven't already created a Zotero account, please take a few moments to register now. It's a **free** way to **sync and access your library from anywhere**, and it lets you join **groups** and **back up all your attached files**.

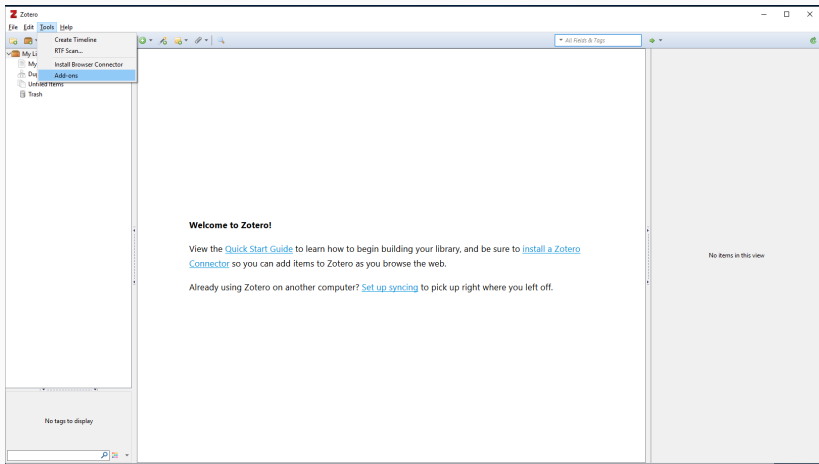
Username

<https://www.zotero.org/<username>>

Email

Confirm Email

Installing 5: Welcome



Installing Zotfile

ZotFile 1: Download

The screenshot shows a web browser window with the address bar displaying 'zotfile.com/'. The page title is 'ZotFile' and the subtitle is 'Advanced PDF management for Zotero'. The 'Download' link is circled in red. Below it is a 'Donate' button. On the left, there is a 'Content' menu with links to Features, Install: ZotFile, Renaming Rules, User-Defined Wildcards, Extract PDF Annotations, Hidden Options, Reporting a Bug, and Changelog. A Twitter icon is also present. The main content area is titled 'FEATURES' and lists several capabilities: attaching new files to Zotero items, batch renaming and moving attachments based on Zotero metadata, syncing PDFs with iPad or Android tablets, and extracting annotations from PDF files. At the bottom, there is a status bar indicating 'zotfile-5.0.6-buypi finished downloading.' and buttons for 'Open', 'Open folder', and 'View downloads'.

ZotFile
Advanced PDF management for Zotero

Download
[Download ZotFile](#)
[View releases on SourceForge](#)

Donate

Content
[Features](#)
[Install: ZotFile](#)
[Renaming Rules](#)
[User-Defined Wildcards](#)
[Extract PDF Annotations](#)
[Hidden Options](#)
[Reporting a Bug](#)
[Changelog](#)

[Twitter](#)

FEATURES

ZotFile is a Zotero plugin to manage your attachments: automatically rename, move, and attach PDFs (or other files) to Zotero items, sync PDFs from your Zotero library to your (mobile) PDF reader (e.g. an iPad, Android tablet, etc.) and extract annotations from PDF files.

- **Attach New Files to Zotero Items**

ZotFile can rename and add the most recently modified file from the Firefox download or a user specified folder as a new attachment to the currently selected Zotero item. It renames the file using metadata from the selected Zotero item (user configurable), and stores the file as a Zotero attachment to this item (or alternatively, moves it to a custom location).

- **(Batch) Rename and Move Attachments based on Zotero Metadata**

The user can also select any number of Zotero items and automatically rename and move all attachments of these items according to the user defined rules using metadata of the respective zotero item (batch processing).

- **Sync PDFs with your iPad or Android tablet**

To read and annotate PDF attachments on your mobile device, zotfile can sync PDFs from your Zotero library to your (mobile) PDF reader (e.g. an iPad, Android tablet, etc.). Zotfile sends files to a location on your PC or Mac that syncs with your PDF reader App (PDF Expert, iAnnotate, GoodReader etc.), allows you to configure custom subfolders for easy access, and even extracts the annotations and highlighted text to Zotero notes when you get the files back from your tablet. Instructions are below.

- **Extract Annotations from PDF Files**

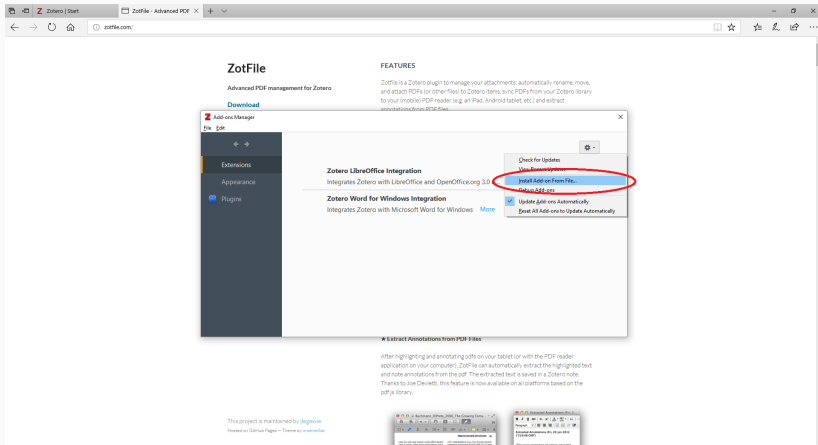
After highlighting and annotating pdfs on your tablet or with the PDF reader application on your computer, Zotfile can automatically extract the highlighted text and note annotations from the pdf. The extracted text is saved in a Zotero note. Thanks to Joe Devietti, this feature is now available on all platforms based on the pdf.js library.

This project is maintained by [Jessepi](#)

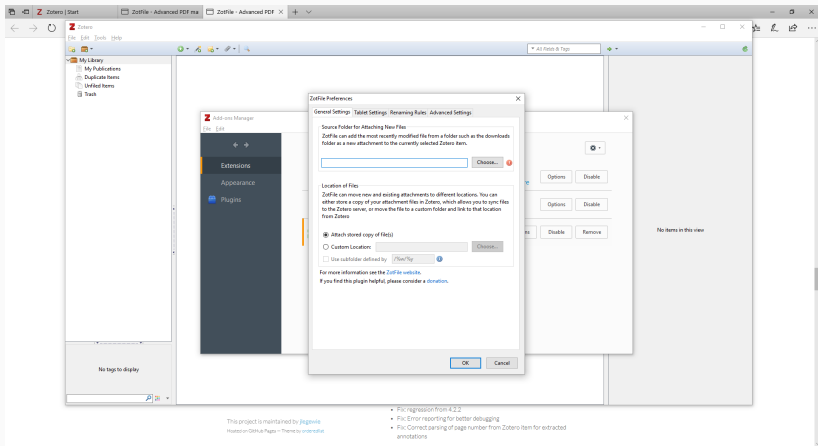
zotfile-5.0.6-buypi finished downloading.

Open Open folder View downloads

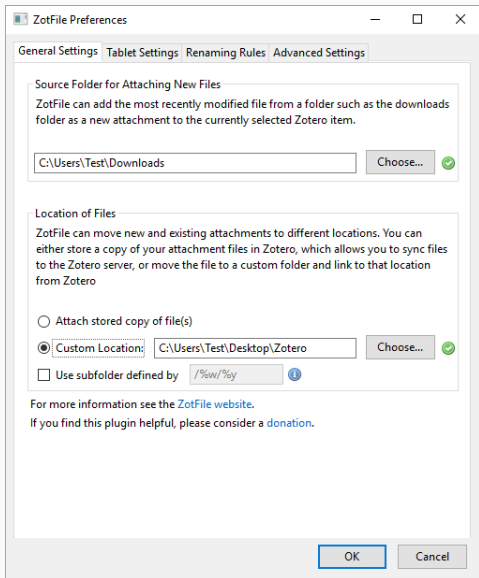
ZotFile 2: Install add-ins for Zotero



ZotFile 3: Download



ZotFile 4: Set up central document repository



ZotFile 5: File renaming

ZotFile Preferences

General Settings | **Renaming Rules** | Tablet Settings | Advanced Settings

Preview of Current Renaming Rules

Renaming Format

☒ Use Zotero to Rename

Format for all Item Types except Patents

Format for Patents

%a = author last name; %y = year; %t = title; %j = journal; use [...] for an optional group and | for exclusive matches
For a full list of place holder see the Zotfile website.

Additional Settings

Delimiter between multiple authors

☐ Add user input to filename. Default is

☒ Change to lower case

☐ Replace blanks

☒ Truncate title after . or : or ?

☒ Maximum length of title

☒ Maximum number of authors

Number of authors to display when authors are omitted

☒ Add suffix when authors are omitted

Importing Citations

Citation 1: Find something you want to cite

The screenshot shows the McGill University Library WorldCat interface. The main search results page displays the book "Should we change how we vote? evaluating Canada's electoral system" by OCLC. A red box highlights the "Cite/Export" button. A modal window titled "Cite/Export" is open, showing options to "Copy a citation" (APA, Chicago, Harvard, MLA, Turabian) and "Export a citation" (RefWorks, EndNote, EasyBib, etc.). The "Export a citation" section is circled in red. Below the modal, the "Find a copy online" section shows the book is available in the library. The "Find a copy in the library" section shows the book is available in the library, with a table of locations and status.

McGill University Library Search WorldCat

This site uses cookies. By continuing to use the site, you are agreeing to OCLC's placement of cookies on your device. [Find out more here.](#)

McGill

Libraries to search: **McGill University Library** Advanced Search

[Return to Search Results](#) Cite/Export Print E-mail Add to list Share Permalink

Should we change how we vote? evaluating Canada's electoral system

Author: **Should we change how we vote? evaluating Canada's electoral system**

Publisher: **Should we change how we vote? evaluating Canada's electoral system**

Edition/Format: **Should we change how we vote? evaluating Canada's electoral system**

Summary: **Should we change how we vote? evaluating Canada's electoral system**

Find a copy online

Links to this item

McGill University Library (1)

[View eBook](#)

Should we change how we vote? : evaluating Canada's electoral system / eBOUND / Scholars Portal (McGill)

Find a copy in the library

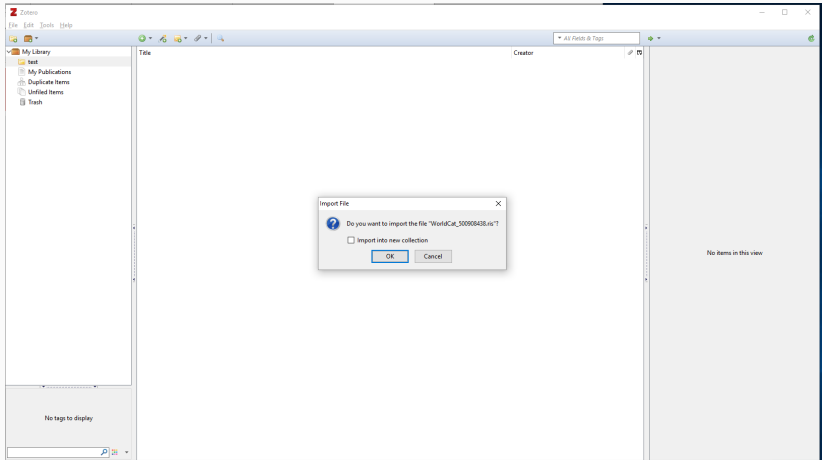
McGill University Library

Get it in the library **Request/Locate**

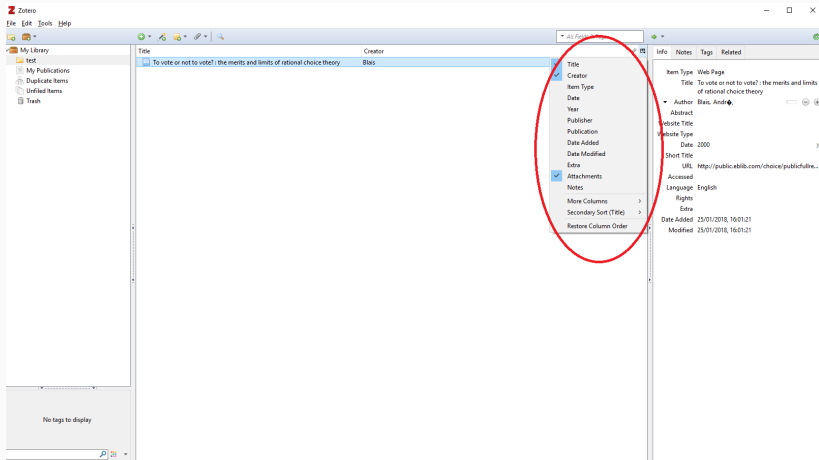
0 of 1 available

Location	Status	Call number	Notes
Humanities and Social Sciences - McLennan Bldg	15 May 2018	JL193 S5 2017	Regular Loan

Citation 2: Import into Zotero



Citation 3: Choose your fields



Citation 4: Use google scholar

The screenshot shows a web browser window with multiple tabs. The active tab is 'broockman - Google Sc'. The address bar shows the URL: https://scholar.google.ca/scholar?hl=en&as_sdt=0%2C5&q=broockman&btnG=. The Google Scholar logo is in the top left, and a search bar contains the text 'broockman'. A 'SIGN IN' link is in the top right.

Below the search bar, the text 'Articles' is followed by 'About 1,170 results (0.04 sec)'. On the right side of this section are links for 'My profile' and 'My library'.

On the left side, there are filters for 'Any time' (with sub-options: 'Since 2018', 'Since 2017', 'Since 2014', 'Custom range...') and 'Sort by relevance' (with sub-option: 'Sort by date'). Below these are checkboxes for 'Include patents' and 'Include citations', both of which are checked. At the bottom of the left sidebar is a 'Create alert' button.

The main content area displays several search results:

- User profiles for broockman**
 - David E. Broockman**
Assistant Professor, Stanford Graduate School of Business
Verified email at stanford.edu
Cited by 925
- Do politicians racially discriminate against constituents? A field experiment on state legislators** [PDF] [jstor.org](#)
[DM Butler](#), [DE Broockman](#) - *American Journal of Political Science*, 2011 - Wiley Online Library
Abstract We use a field experiment to investigate whether race affects how responsive state legislators are to requests for help with registering to vote. In an email sent to each legislator, we offered whether a putatively black or white alias was used and whether the email was answered.
☆ 99 Cited by 205 Related articles All 9 versions Web of Science: 70
- Do congressional candidates have reverse coattails? Evidence from a regression discontinuity design** [HTML] [oup.com](#)
Full View
[DE Broockman](#) - *Political Analysis*, 2009 - academic.oup.com
Abstract Although the presidential coattail effect has been an object of frequent study, the question of whether popular congressional candidates boost vote shares in return for their parties' presidential candidates remains unexplored. This article investigates whether so-
☆ 99 Cited by 60 Related articles All 13 versions Web of Science: 20
- Black politicians are more intrinsically motivated to advance Blacks' interests: A field experiment manipulating political incentives** [PDF] [jstor.org](#)
[DE Broockman](#) - *American Journal of Political Science*, 2013 - Wiley Online Library
Abstract Why are politicians more likely to advance the interests of those of their race? I present a field experiment demonstrating that black politicians are more intrinsically motivated to advance blacks' interests than are their counterparts. Guided by elite interviews,
☆ 99 Cited by 93 Related articles All 7 versions Web of Science: 36
- Holographic scanner having adjustable sampling rate**
EC Broockman, RT Cato, WD Gregory Jr. - US Patent ..., 1989 - Google Patents
An improved holographic scanner includes circuitry for adjusting the frequency with which an analog photodetector signal is sampled in accordance with the focal length of the scanning beam produced by the active holographic facet. Two embodiments are shown. In
☆ 99 Cited by 68 Related articles All 2 versions
- Optical scanner having multiple, simultaneous scan lines with different focal lengths**
EC Broockman, RT Cato, LRD Dickson - US Patent 4,591,242, 1986 - Google Patents

Citation 5: Always use RefMan to get the .ris file

The screenshot shows a web browser window with the Google Scholar search results for 'brookman'. The search results list several articles, including 'Do politicians racially discriminate against constituents? A field experiment on state legislators' by Butler, Daniel M., and David E. Brookman. A 'Cite' dropdown menu is open over the first article, showing citation formats (MLA, APA, Chicago, Harvard, Vancouver) and a 'RefMan' option, which is circled in red. The 'RefMan' option is the correct choice for downloading a .ris file.

Google Scholar search results for 'brookman' (About 1,170 results (0.04 sec)).

User profiles for brookman: David E. Brookman (Assistant Professor, Verified, Cited by 68).

Articles:

- Do politicians racially discriminate against constituents? A field experiment on state legislators. Butler, Daniel M., and David E. Brookman. 2011. *American Journal of Political Science* 55.3 (2011): 463-477. [PDF] jstor.org
- Do politicians racially discriminate against constituents? A field experiment on state legislators. Butler, D. M., & Brookman, D. E. (2011). *American Journal of Political Science*, 55 (3), 463-477. [HTML] oup.com Full View
- Do politicians racially discriminate against constituents? A field experiment on state legislators. Butler, Daniel M., and David E. Brookman. 2011. *American Journal of Political Science* 55, no. 3 (2011): 463-477. [PDF] jstor.org
- Do politicians racially discriminate against constituents? A field experiment on state legislators. Butler, D. M. and Brookman, D. E., 2011. *American Journal of Political Science*, 55 (3), pp.463-477. [PDF] jstor.org
- Do politicians racially discriminate against constituents? A field experiment on state legislators. Butler DM, Brookman DE. 2011 Jul 1;55(3):463-477. [PDF] jstor.org

Cite options: BibTeX, EndNote, **RefMan**, RefWorks.

Citation 6: Download the pdf

The screenshot shows a web browser window with the JSTOR website. The address bar displays www.jstor.org/stable/23024931. The page is titled "Do Politicians Racially Discriminate Against Constituents?" and is part of the "American Journal of Political Science". A modal dialog box is overlaid on the page, titled "Accept JSTOR's Terms and Conditions Below". The dialog contains the text: "Your use of JSTOR indicates your acceptance of JSTOR's Terms and Conditions. [Read the Terms and Conditions.](#)" and a button labeled "I accept, proceed to PDF". Below the button, it says "Use your MyJSTOR account to permanently save your acceptance." The background page shows the article's title, author (Daniel M. Butler), and a list of related articles. A green download icon is positioned above the dialog box.

Access provided by McGill Library Bibliothèque

Search JSTOR

JSTOR

MPSA
midwest political science association

[American Journal of Political Science](#) / Vol. 55, No. 3 (July 2011)

JOURNAL ARTICLE
Do Politicians Racially Discriminate Against Constituents?
Daniel M. Butler
American Journal of Political Science
Vol. 55, No. 3 (July 2011)

Published by: [Midwest Political Science Association](#)
Stable URL: <http://www.jstor.org/stable/23024931>
Page Count: 15

Topics: [Legislators](#), [Political partisanship](#), [Political parties](#), [Voter registration](#), [State legislators](#), [Voting](#), [Response rates](#), [Statistical discrimination](#), [Reelection](#), [Field experiments](#)

Were these topics helpful?
[See something inaccurate? Let us know!](#)

[Article](#) | [Thumbnails](#) | [References](#)

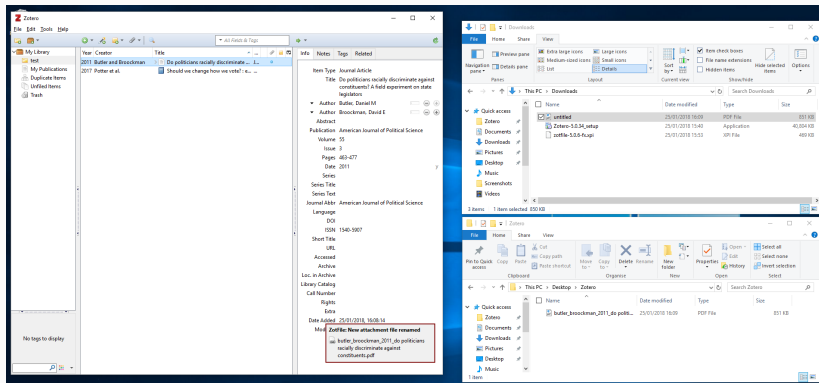
[« Previous Item](#) | [Next Item »](#)

[Serving Two Masters: Using Referenda to Assess Partisan versus Dyadic Legislative Representation](#)
Legislators [Gerrymandering](#)
Representative government

[Who benefits from gender quotas? Assessing the impact of election procedure reform on Members of Parliament's attributes in Uganda](#)
Legislators [Affirmative action](#)
Gerrymandering
Representative government

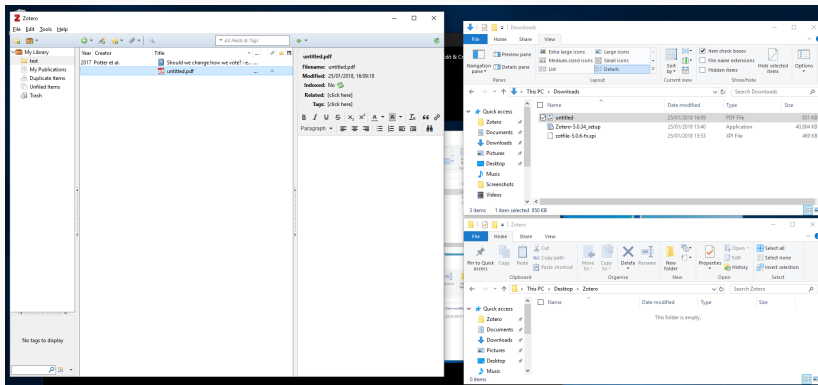
[Why Roll Calls? A Model of Position-Taking in Legislative Voting and Elections](#)
Legislators [Statistical discrimination](#)

Citation 7: Drag and drop

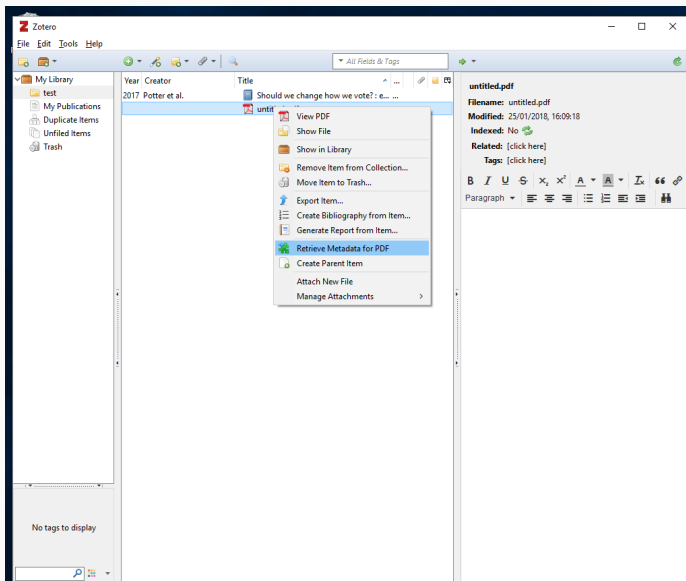


Extracting information from PDFs

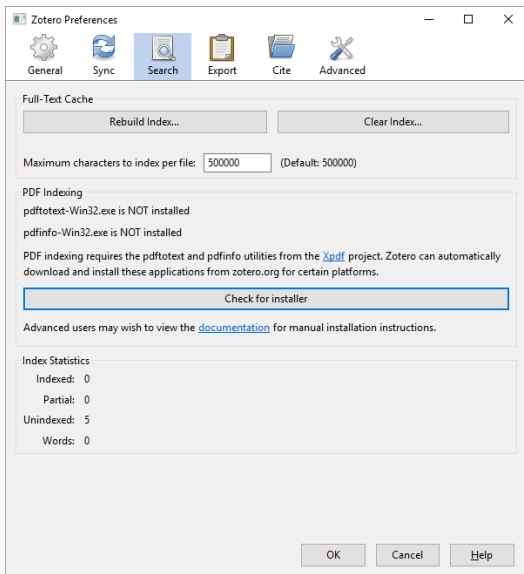
Extract 1: Put your pdf into Zotero



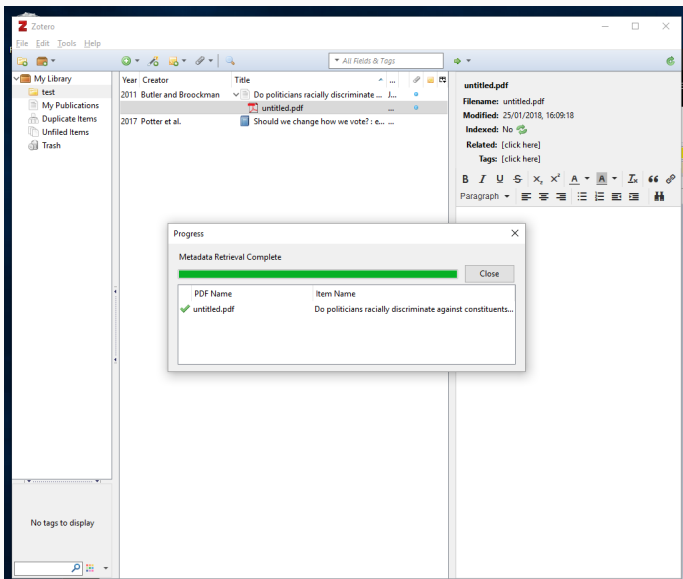
Extract 2: Retrieve metadata



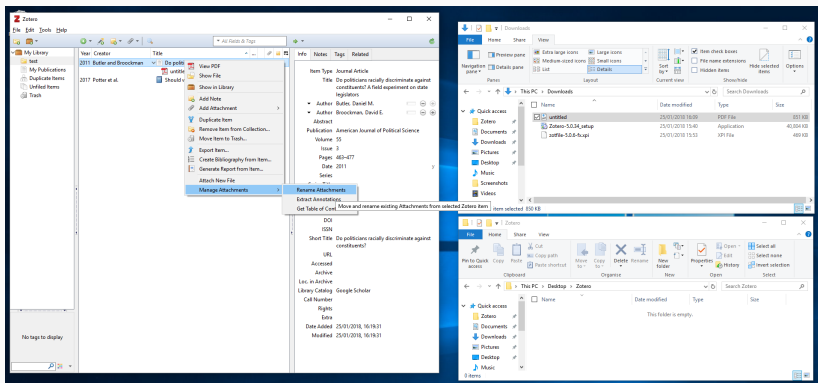
Extract 3: Install PDF Indexing



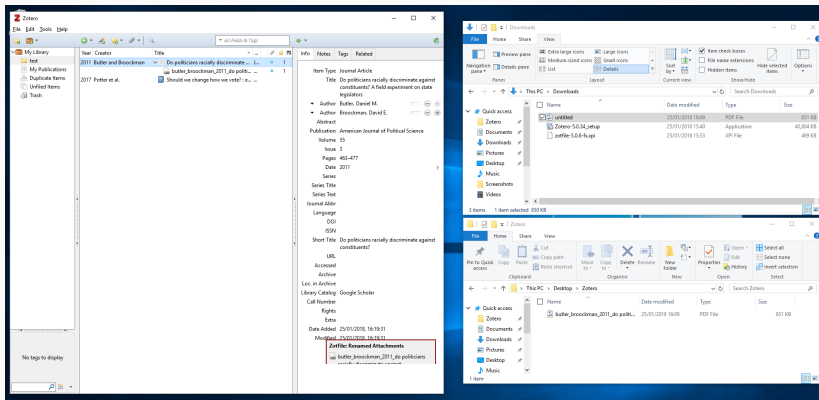
Extract 4: Success!



Extract 5: Rename Attachments

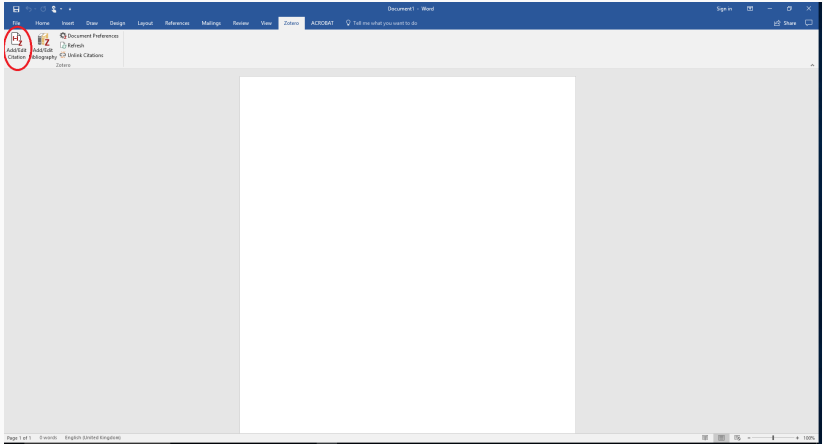


Extract 6: Now it is in your central location!

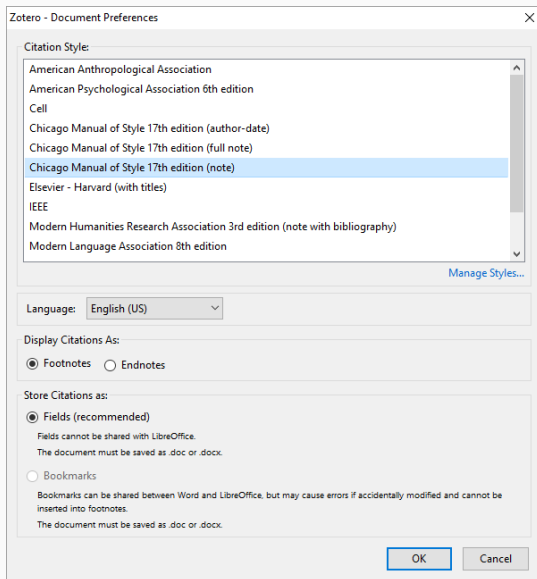


Time to integrate with Microsoft Word

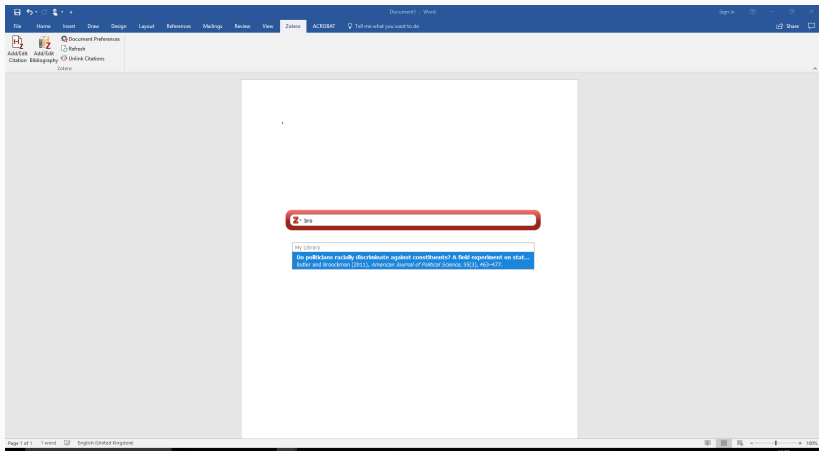
Word 1: Should have Zotero add-in already installed



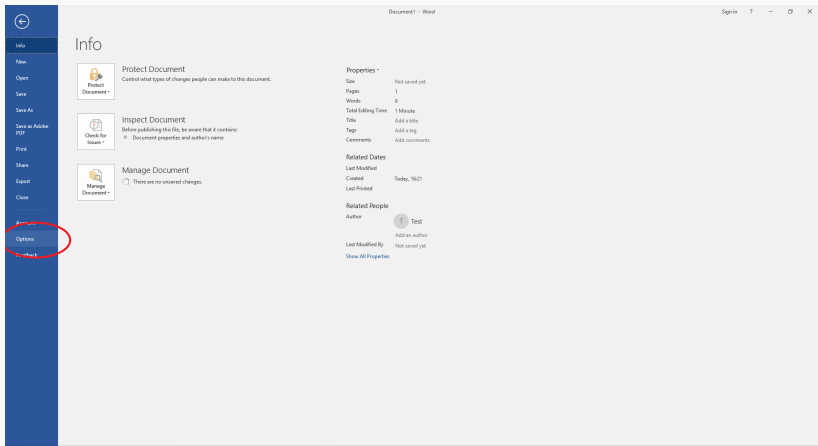
Word 2: Choose your citation style



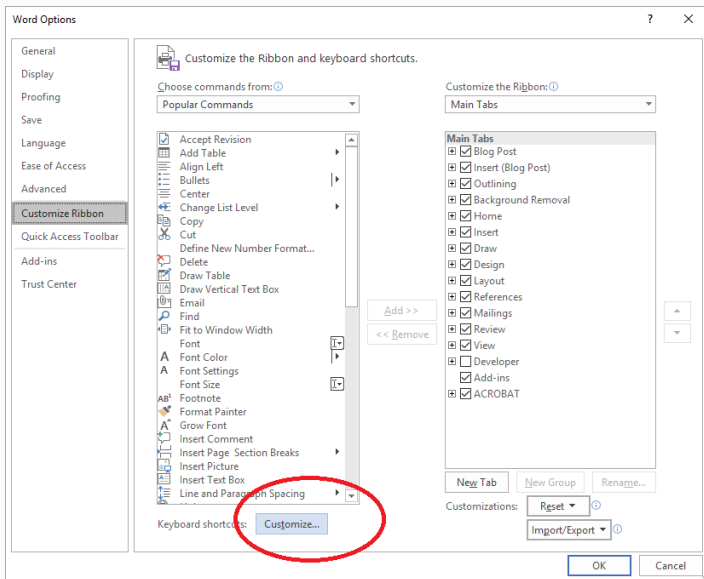
Word 3: Type of a few letters...



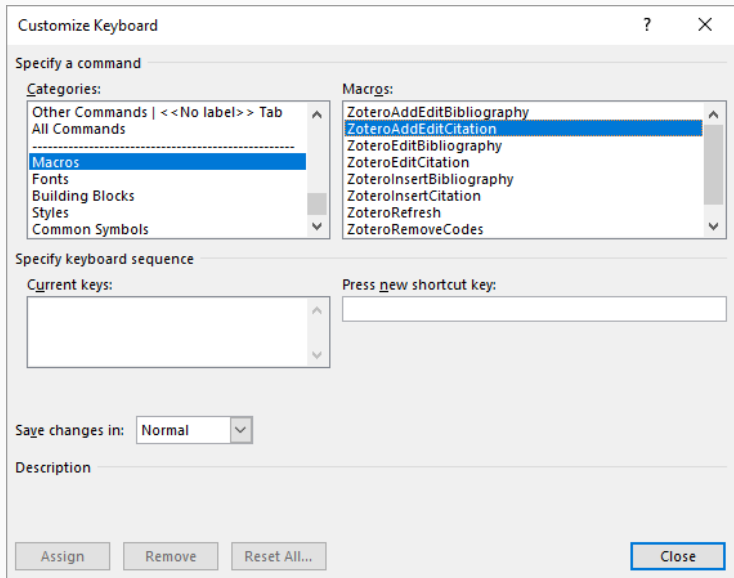
Word 4: Let's set a shortcut in Options



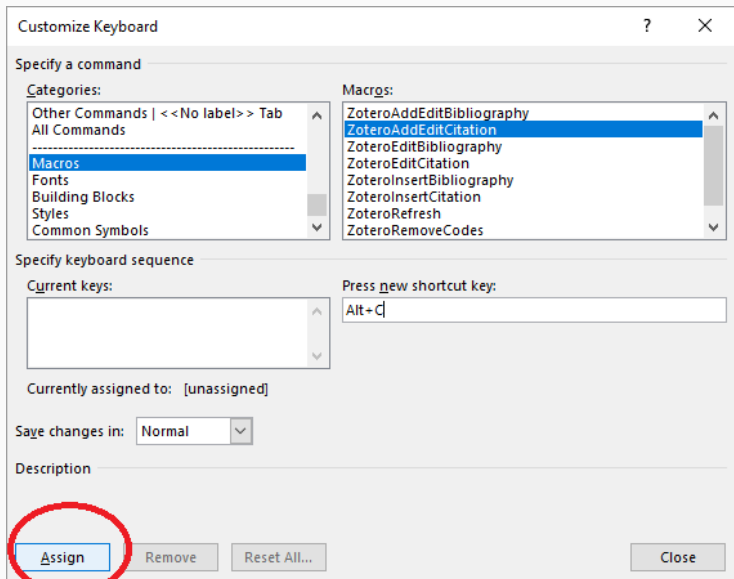
Word 5: Keyboard shortcut customize



Word 6: Find Macros



Word 7: Assign!



Time to create a .bib file with all the references

Bib 1: Install better bibtex

The screenshot shows a web browser window with the GitHub repository for `retorqueire/zotero-better-bibtex` open. The repository has 49 watches, 180 stars, and 19 forks. The 'Wiki' tab is selected, displaying the 'Installation' page, which was last edited 8 days ago. The installation instructions are as follows:

Install by downloading the [latest release](#), and then in Zotero:

1. In the main menu go to Tools > Add-ons
2. Select 'Extensions'
3. Click on the gear in the top-right corner and choose 'Install Add-on From File...'
4. Choose .xpi that you've just downloaded, click 'Install'
5. Restart Zotero

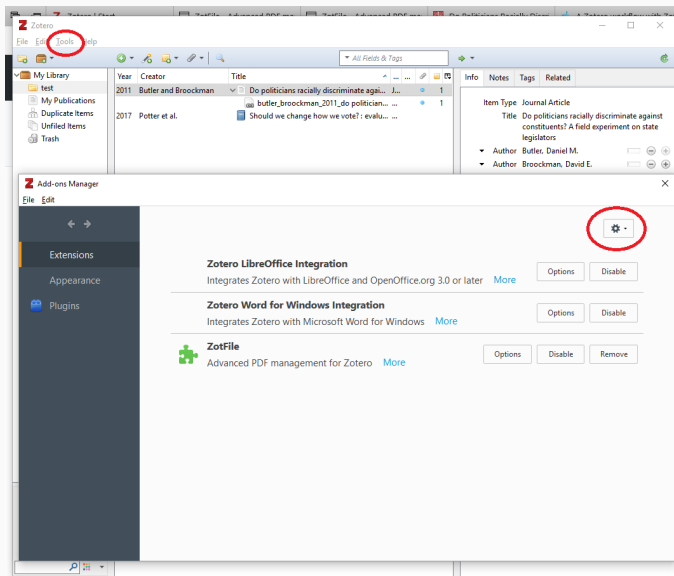
After the initial installation, the plugin will auto-update to newer releases, so you should need to perform the process described here only once.

Note that the default setting of BBT will generate different citekeys than Zotero would itself generate; the keys from Zotero are not always safe for use in biblatex/biber. If you want to get the stock zotero keys, set the pattern in the preferences to `[zotero]`.

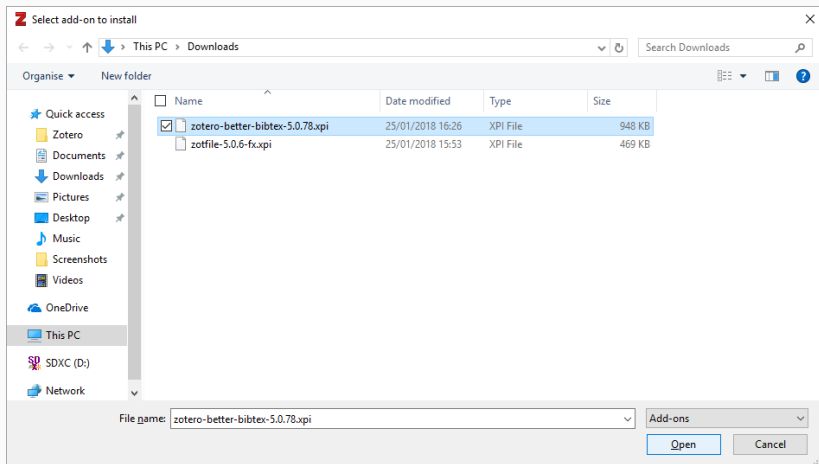
Note that BBT needs to be installed in Zotero, not Firefox. There used to be two versions of Zotero, one standalone, and one that was installed in Firefox. BBT is a Zotero extension and lives where Zotero lives; Zotero is [no longer available](#) as a Firefox plugin, only as standalone.

On the right side of the page, there is a 'Pages' sidebar with links to various sections: Home, Bundled translators, Changelog, Citation Keys, Cite as you Write, Configuration, Customized Exports, Debugging, Installation, Performance, Push and Pull Export, Scripting, Support, Unnecessarily complicated, and BibTeX output. At the bottom, there is a 'Clone this wiki locally' section with a text input field containing the URL `https://github.com/retorqueire/zotero-better-bibtex` and a 'Clone in Desktop' button.

Bib 2: Installing an add-in



Bib 3: Find your new file



Bib 4: Select your option, but can change later

Welcome to Better BibTeX for Zotero

×

Your citation keys

BBT will generate citation keys for your references. The citekey generation is highly configurable, and you can choose to override the generation, but you will need to select the default now. You can always go into the preferences and change this at any time.

☐ I have used BBT before

☒ I am new to BBT but have used Zotero-generated BibTeX before

☐ I have not used Zotero for BibTeX management before

Choose this option if you have documents that refer to keys generated by Zotero without the help of BBT; your citation keys will look like **goffman_forms_1981**.

< Back

Next >

Cancel

Bib 5: Aha! A citation key

The screenshot shows the Zotero application window. On the left is the 'My Library' sidebar with a tree view containing 'test', 'My Publications', 'Duplicate Items', 'Unfiled Items', and 'Trash'. The main pane displays a table of items with columns: Year, Creator, Title, Accessed, and Citekey. Two items are listed: one from 2011 by Butler and Broockman, and another from 2017 by Potter et al. The 'Citekey' column for the 2011 item shows a key '1' followed by 'butler_politicians_...' and a dropdown arrow. The right pane shows the 'Info' tab for the selected item, with a 'Citation Key: butler_politicians_2011' at the top. A red circle highlights the 'Citekey' column header and the citation key text in the right pane. Below the citation key, various metadata fields are listed, including Title, Author, Publication, Volume, Issue, Pages, Date, Series, and Short Title.

Year	Creator	Title	Accessed	Citekey
2011	Butler and Broockman	Do politicians racially discriminate against constituents? A field experiment on...		1 butler_politicians_...
2017	Potter et al.	Should we change how we vote? Evaluating Canada's electoral system		potter_should_201...

Info Notes Tags Related

Citation Key: butler_politicians_2011

Item Type: ...

Title: Do politicians racially discriminate against constituents? A field experiment on state legislators

Author: Butler, Daniel M.
Broockman, David E.

Publication: American Journal of Political Science

Volume: 55

Issue: 3

Pages: 463-477

Date: 2011

Series

Series Title

Series Text

Journal Abbr

Language

DOI

ISSN

Short Title: Do politicians racially discriminate against constituents?

URL

Accessed

Archive

Loc. in Archive

Library Catalog: Google Scholar

Call Number

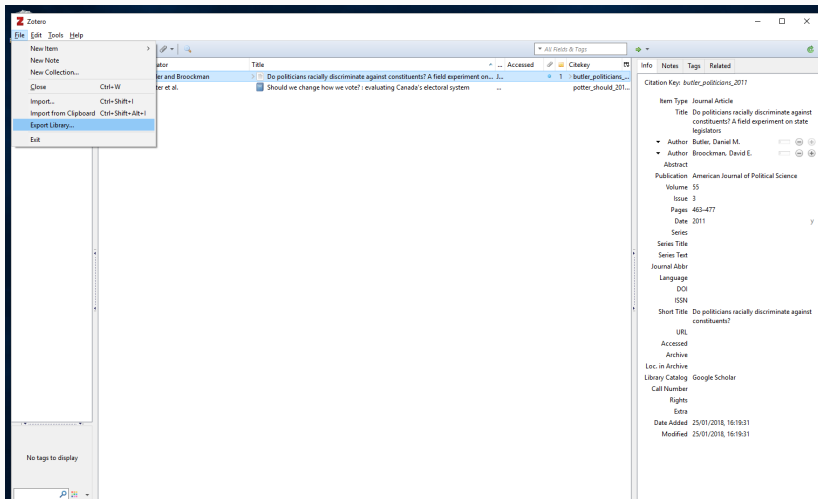
Rights

Extra

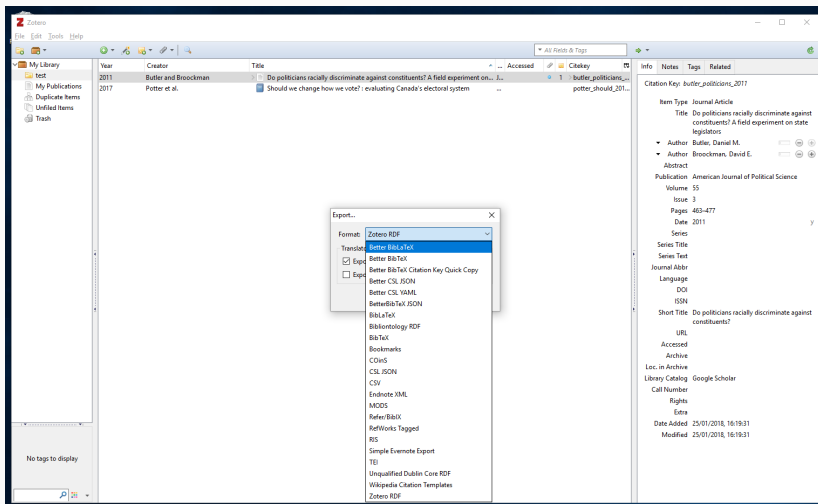
Date Added: 25/01/2018, 16:19:31

Modified: 25/01/2018, 16:19:31

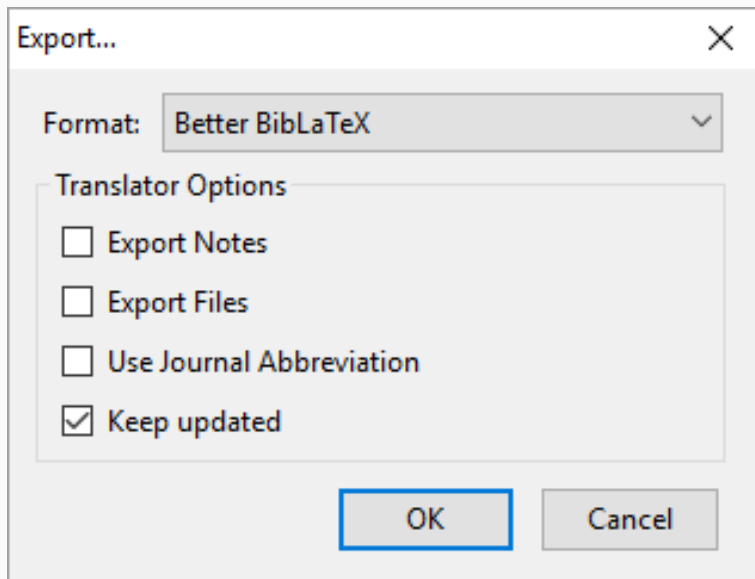
Bib 6: Export Library



Bib 7: We want a Better bibLaTeX



Bib 8: Make sure to keep it updated



Bib 9: Et voila! Try adding a citation

