

## Lab 3 Activity 2 - Add citation using Zotero

**Objective** - Students would learn to use citation utilizing Zotero application in MS Word 2016.

1. Install Zotero and set up a library with at least 3 references (books, articles, or websites).
2. Insert citations into the document using Zotero's Word plugin. Example citation style: APA.
3. Add an in-text citation at the end of a sentence discussing a specific fact

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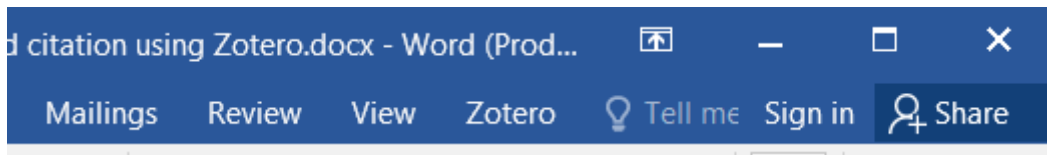
### Solutions:

#### Task 1:

- Install zotero.
- Go to <https://www.zotero.org/download/>

#### Task 2:

When you install Zotero, the **Zotero Word plugin** should be installed automatically. It adds a **Zotero tab** to your Word ribbon, making it easy to insert citations and create bibliographies.



- Open your Microsoft Word 2016 document.
  - Place your cursor where you want to insert the citation.
  - Go to the Zotero tab in the Word ribbon.
  - Click on the "Add/Edit Citation" button.
  - A pop-up box will appear, allowing you to search for the reference you want to cite.
- Type part of the reference's title, author's name, or keywords in the search box.
  - Select the appropriate reference from the list.
  - Zotero will insert the citation in your document in the APA format (or another style if specified).

#### Task 3:

This book was very nice until I try to read it. (Jail, n.d.)