Beginning Zotero Tutorial

101 Set-up Standalone and in the Cloud

jlynnkronk@gmail.com

J. Lynn Kronk, Master OL, Student of DPhil

Installing Zotero

- Download Standalone Zotero to Local Computer

- Install Zotero Connector to Browser (preferred Chrome for Mac and Chrome for PC)

- Create preferences of APA 6th Edition format for Bibliographies collected during research.

- Set-up Zotero in the Cloud to Synchronize and access from other computer locations.

Note: Visit Lynn's Blog at jlynnkronkscholar.wordpress.com for further information on one-on-one tutoring using join.me interactive tutoring and for future intermediate and advanced features.

Intermediate *create logical directory for library using DPhil Core 1 as example. Using Zotero connector in Chrome browser to move bibliography from Amazon, Books.Google.com, Scholar.Google.com, Library's (LOC, OGS, etc.) into Zotero.*

Advance *provides shortcuts in finding keyword search within Zotero, download alphabetized bibliography into assignment using word.*

Email jlynnkronk@gmail.com any questions you may have and if I cannot answer will direct you to Zotero YouTube for further info.

Standalone Zotero

① Download Zotero to local PC user computer
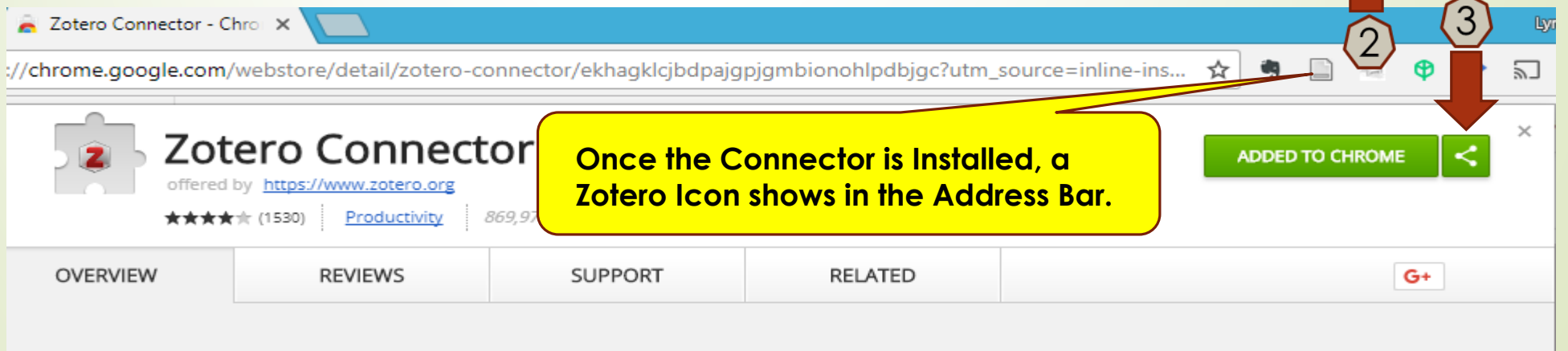
- Login to Internet with URL address:

www.zotero.org/download

Note: PC user can use Chrome or Foxfire for installing. Example uses Chrome since the connector is easier to install.

Install Connector with PC

2 • **Download Zotero connector to local PC user computer**

3 • **The CHROME CONNECTOR** *is a small book icon top right of screen which saves time in creating bibliography from selecting research from web-sites such as Amazon.com, books.google.com, Scholar, google.com, and OGS Library (your school library of books and journals).*

Secure | https://www.zotero.org/download/

zotero

Log In · Register

Upgrade Storage

Home | Groups | People | Documentation | Forums | Get Involved | Search

Home > Downloads

Zotero 5.0 for Windows
Your personal research assistant

Download

Zotero Connector
Save to Zotero from your browser

Install Chrome Connector

2 3

Zotero Connector - Chro... ×

://chrome.google.com/webstore/detail/zotero-connector/ekhagklcjbdpajgpjgmbionohlpdbjgc?utm_source=inline-ins...

Zotero Connector
offered by https://www.zotero.org
★★★★☆ (1530) | Productivity | 869,97

Once the Connector is Installed, a Zotero Icon shows in the Address Bar.

ADDED TO CHROME

OVERVIEW | REVIEWS | SUPPORT | RELATED | G+

Select APA Format Preferences in Zotero

- Click on Zotero Standalone Icon from your Taskbar to select APA 6th Edition format.

  ① Click: Tools   ② Click: Preferences   ③ Click: Export

  ④ Click: on dropdown menu until Default Output Format reads: **APA 6th Ed.**, Click OK

Note: Most important is the setup of preferences for APA 6th Edition formatting for Bibliographies that are selected for your research from Amazon.com, books.google.com, scholar.google.com, and OGS Library (or school library resources).
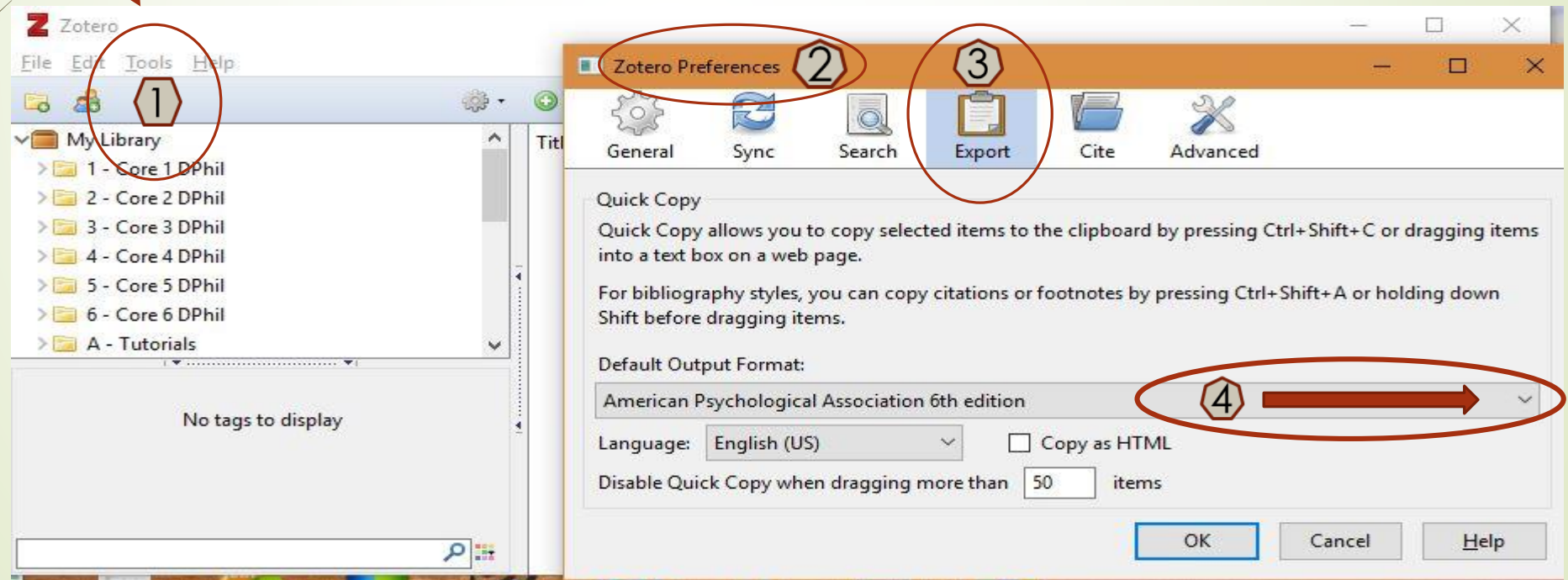
Create Zotero in the Cloud

- **Open Zotero App Icon from your**
  ① - **Taskbar or**
  ② - **Desktop on Local PC**
  ③ - **Click: Green Sync button for left to open Zotero web-site to create login and password**

②
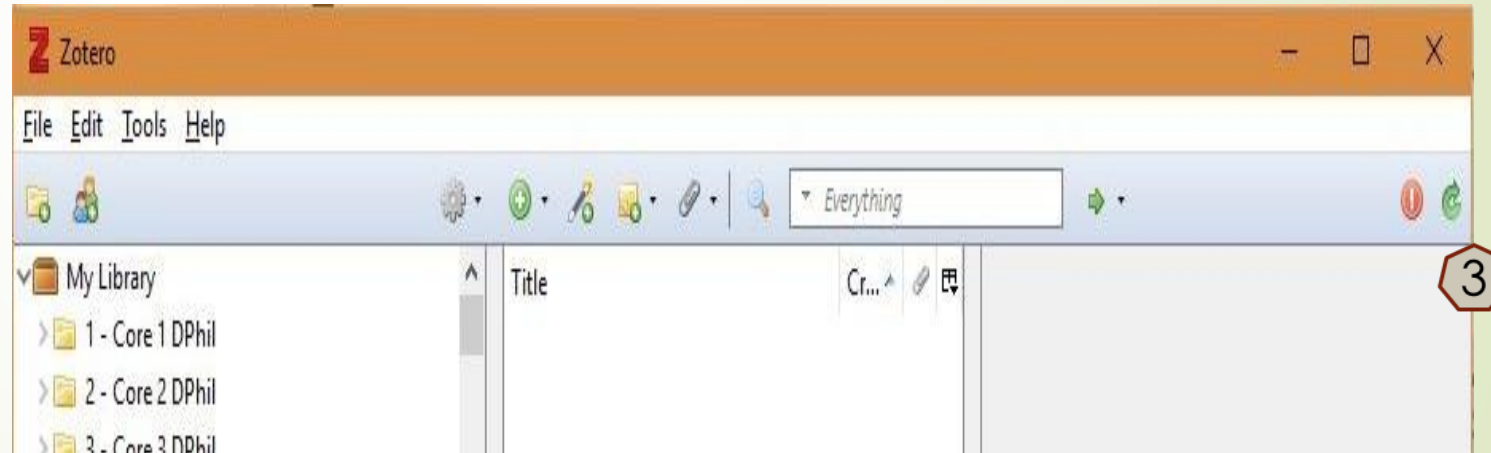
① ③

Create Zotero in the Cloud

- After clicking on Green Sync button to open Zotero on Standalone to access the web-site you are able to create a unique username and password (do not forget to write it down in a safe place). Login: www.zotero.org/user/login

Note: You can then access your Zotero from any computer with your personal Username and Password. Be sure to write it down in a safe place. This is also handy when upgrading your computer or drive crashes you can recover from Zotero in the cloud.

Beginning Zotero Tutorial

101 Set-up Standalone and in the Cloud

https://www.zotero.org/support/quick_start_guide

https://www.zotero.org/support/plugins

https://www.zotero.org/support/screencast_tutorials

https://www.zotero.org/static/download/zotero_user_guide.pdf

Stay tuned for the on-line join.me tutorials for one-on-one instruction

For this Zotero Tutorial, Intermediate, and Advanced features.

A tips and tricks with links to additional resource will also be posted.

jlynnkronk@gmail.com   *J. Lynn Kronk*, Master OL, Student of DPhil

Intermediate Zotero Tutorial

201 Organizing MY LIBRARY, Saving APA 6th Ed. Bibliography, Quotes/Paraphrases

jlynnkronk@gmail.com *J. Lynn Kronk*, Master OL, Student of DPhil

Intermediate Preview

- **Three logical areas of Zotero – Organize, Capture, and Record**

- **Create logical folders in MY LIBRARY area of Zotero (1ˢᵗ Column of Zotero, *Left side*)**

- **Install Chrome Connector to download TITLES (2ⁿᵈ Column of Zotero, *Center*) from books.google.com, scholar.google.com, and OGS library resources .**

- **Use Zotero (3ʳᵈ Column, *Right side*) of NOTES for collecting Quotes/Paraphrase to copy and past for Developmental Reading Assignment from Zotero.**

- **Create Multiple TAGS (3ʳᵈ Column, *Right side*) for use with multiple courses and for the dissertation.**

jlynnkronk@gmail.com   J. Lynn Kronk, Master OL, Student of DPhil

Note: Visit Lynn's Blog at jlynnkronkscholar.wordpress.com anytime and subscribe

Three Column Layout in Zotero

1 . Organize in MY LIBRARY

2 . Record in Books and Journals in the TITLE

3 . Capture in INFO: Doc Type,

4 . NOTES: Quote/Paraphrase, Analysis, Contextualization,

5 . TAGS: for use in multiple courses, and

6 . RELATED: Subject matter

Notes: When formatted according to **Developmental Reading** you can copy and paste directly to the Word Document.

Organize by Course Title
Assignment
Research
Syllabus

Capture Document, Book or Article TITLE with Zotero Chrome Connector

INFO: Captures bibliography in APA 6th Ed
NOTES: Enter Quote/Paraphrase, Analysis, Contextualization
TAGS: Enter multiple courses to utilize the resource
RELATED: Subject matter topics

Create Logical Folders in MY LIBRARY

Think of the MY LIBRARY section of Zotero like a file folder on your PC of MAC, and duplicated in the iCloud, Dropbox or on a flash drive (create multiple copies for backup purposes).
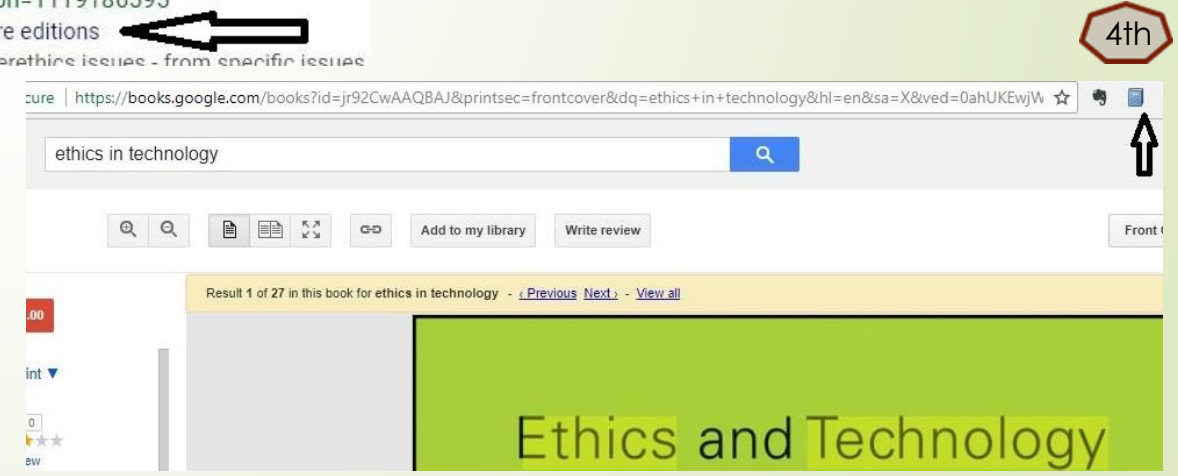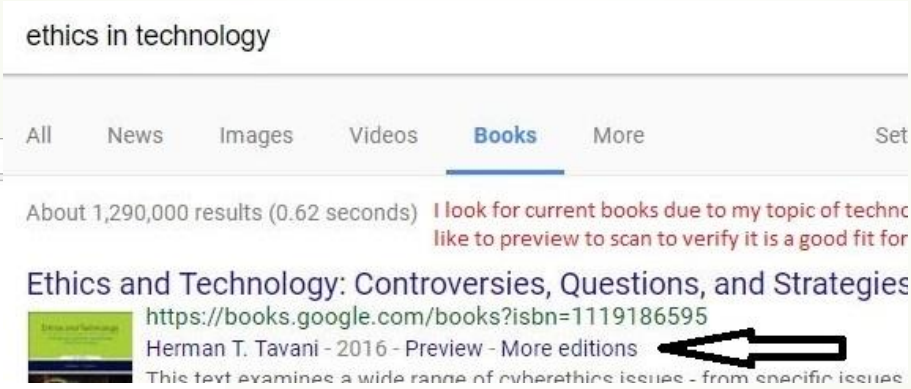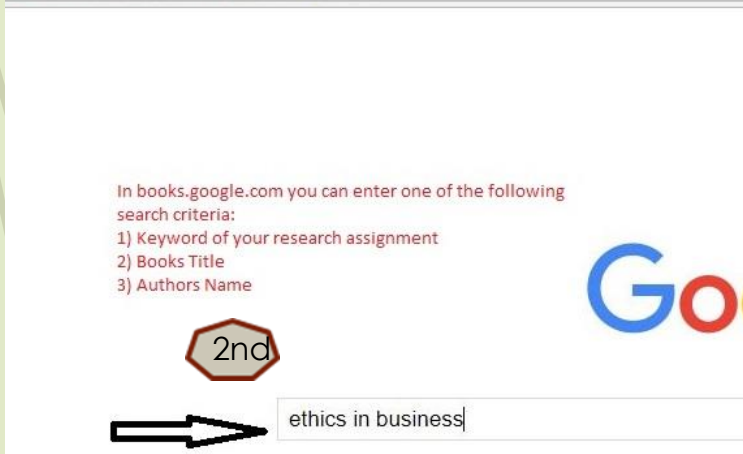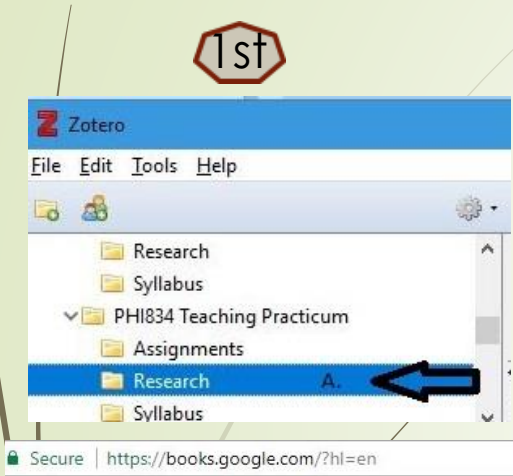
①   • Right Click PC mouse: to highlight to course to create sub collection

②   • Click: New Sub collection

③   • Type: Research then Click OK

J. Lynn Kronk, Master OL, Student of DPhil
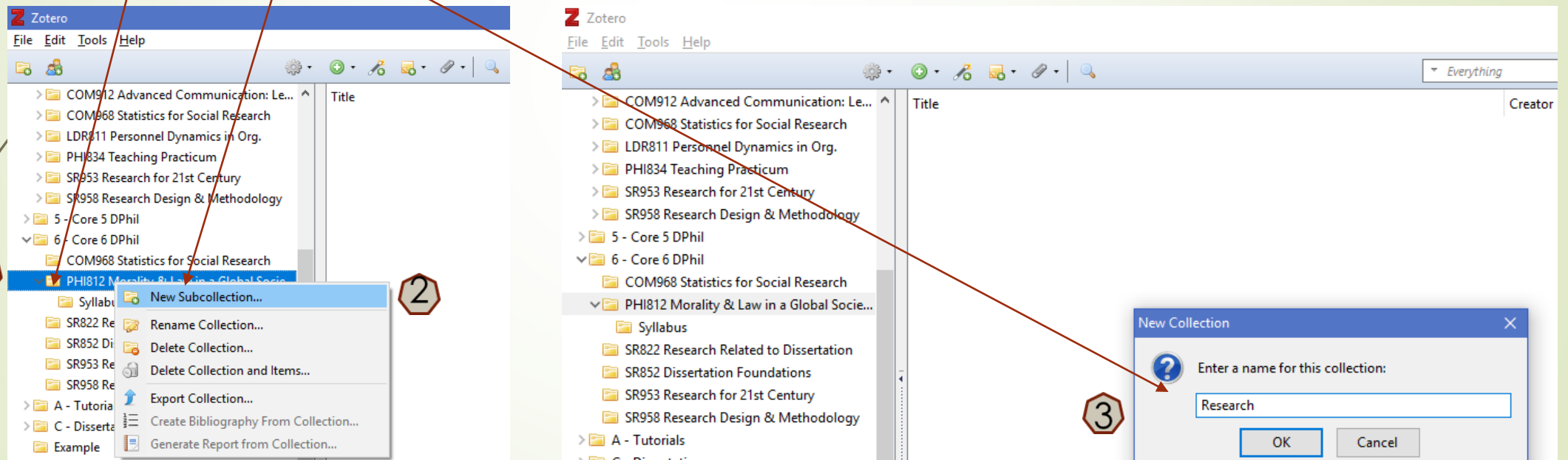
Books.Google.Com

It is a 4 step process to bring an APA formatted bibliography into Zotero.

1st • *Open Zotero and highlight the Course Name and RESEARCH to insert Title of Book*

2nd • *2nd Step: Open BOOKS.GOOGLE.COM, Enter Keyword, book title or author,*

3rd • *3rd Step: Click: Title,*

4th • *4th and final step: Click on CHROME Connector (see examples below).*

1st

Zotero
File Edit Tools Help

📁 Research
📁 Syllabus
📁 PHI834 Teaching Practicum
📁 Assignments
📁 Research   A. ←
📁 Syllabus

🔒 Secure | https://books.google.com/?hl=en

In books.google.com you can enter one of the following search criteria:
1) Keyword of your research assignment
2) Books Title
3) Authors Name

2nd

Google
Books

ethics in business

ethics in technology

| All | News | Images | Videos | **Books** | More | Set |

About 1,290,000 results (0.62 seconds)   I look for current books due to my topic of techno like to preview to scan to verify it is a good fit for

Ethics and Technology: Controversies, Questions, and Strategies   **3rd**
https://books.google.com/books?isbn=1119186595
Herman T. Tavani - 2016 - Preview - More editions ←
This text examines a wide range of cyberethics issues - from specific issues

4th

cure | https://books.google.com/books?id=jr92CwAAQBAJ&printsec=frontcover&dq=ethics+in+technology&hl=en&sa=X&ved=0ahUKEwjW

ethics in technology

🔍 🔍 | 📄 📖 ⛶ | 🔗 | Add to my library | Write review   Front

Result 1 of 27 in this book for ethics in technology - ‹ Previous Next › - View all
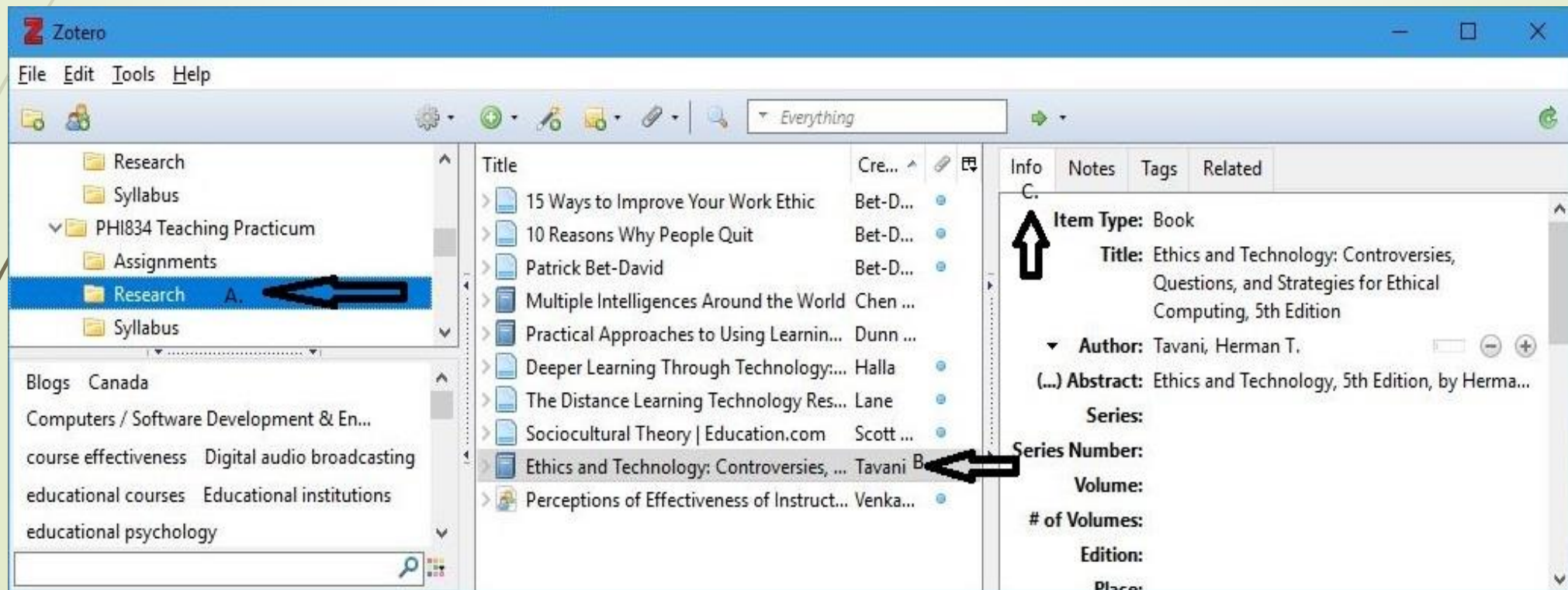
Ethics and Technology

Automagically Creates Title and Creator/Author

JUST A NOTE: As long as you remember to OPEN ZOTERO in the

A. RESEARCH area you want to CREATE the TITLE and BIBLIOGRAGRAPHY your on your way!!! It not only save the TITLE of the BOOK, Article, Document, Journal, Dissertation, Blogs, etc., but the

B. Author in the TITLE (2nd section of Zotero).

C. INFO (3rd Section) it RECORDS in APA (remember Beginning Tutorial to setup APA format) Bibliography.

Tips and Tricks

- INFO tip (thanks to Dr. Ward for sharing this one with me) remember we must share

- The title in APA format must be first word capitalized unless separated by (:) or (;) then must edit to capitalize as well.

  1. Right click on Title within INFO to highlight TRANSFORM TEXT

  2. Click on SENTENCE CASE to change all words to lower case except first word.

- Also the PLACE of the publishers location is not download and can be either googled or located behind the title page of the book or preview page on-line.

Intermediate Zotero Tutorial

201 Intermediate Zotero tutorial

Additional Resources to Visit:

https://www.zotero.org/support/quick_start_guide

https://www.zotero.org/support/plugins

https://www.zotero.org/support/screencast_tutorials

https://www.zotero.org/static/download/zotero_user_guide.pdf

To login to Zotero from another device to the cloud: http://www.Zotero.org/user/login

Stay tuned for the on-line join.me tutorials for one-on-one instruction

For this Zotero Tutorial, Intermediate, and Advanced features.

A tips and tricks with links to additional resource will also be posted.

jlynnkronk@gmail.com

J. Lynn Kronk, Master OL, Student of DPhil