

A technical guide to setting up Notero (Zotero + Notion plugin)

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For those who want more detailed instructions on how to set up Notero (a plugin that connects your Zotero reference manager to your Notion workspace), this article is for you!

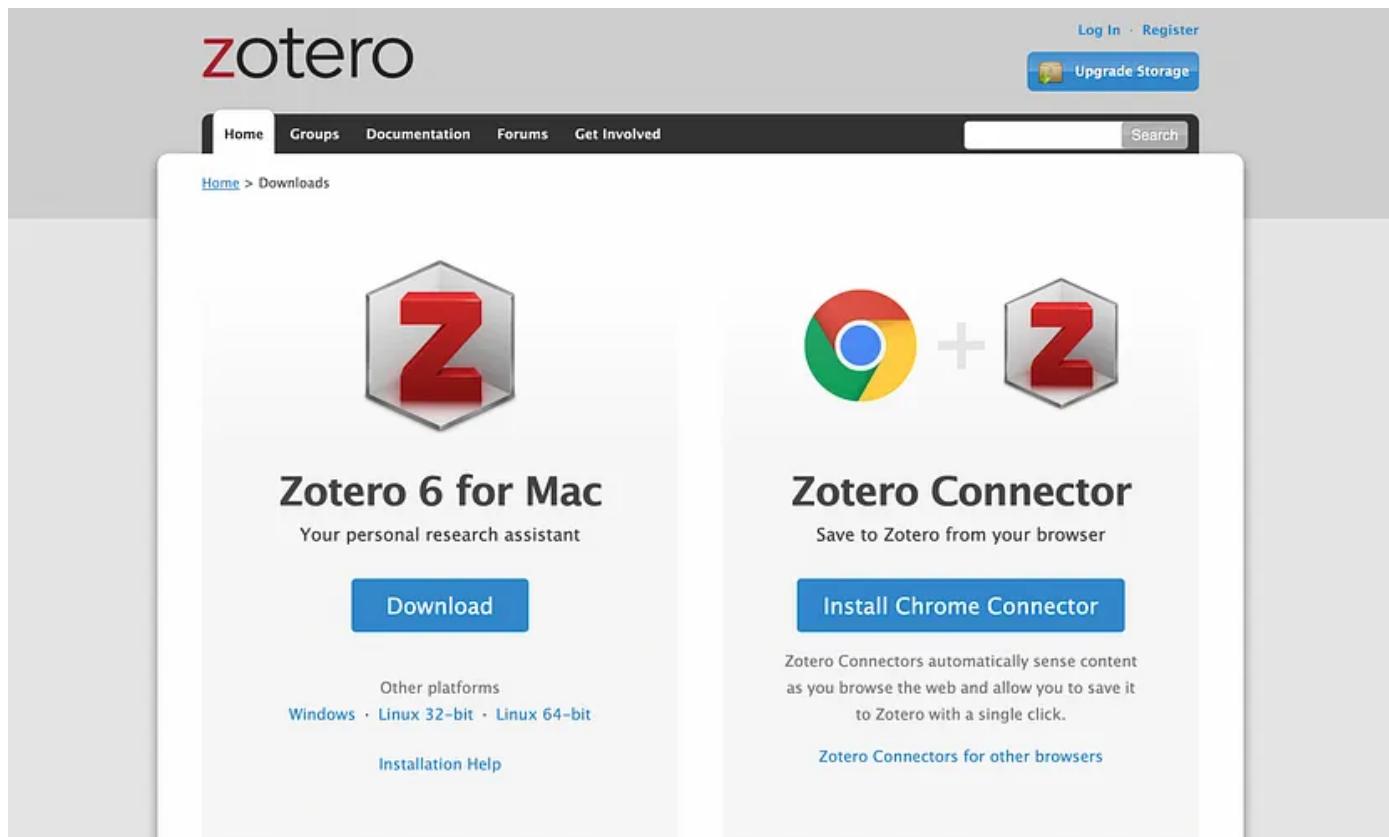
I already have a general article about this topic and why it's a great paper organization method: [How I read, annotate, & organize research papers using Zotero + Notion](#). Please check this out first if you haven't. In my original article, I also linked some resources from Maya Gosztyla who shared her workflow on Twitter back in April 2022.

The original GitHub guide for setting up Notero can be found [here](#). My article will walk through this guide step by step with screenshots and some minor additions for people who are less tech savvy (like me).

For people who want a video explanation of how to set everything up, Holly Jane has a great one that you can access [here](#).

Step 1: Download Zotero (if needed)

If you don't already have Zotero, you can download it [here](#). It's totally free. Make sure to create an account, so your desktop Zotero will sync your papers and notes to the online cloud storage. This will allow you to use Zotero on ALL your devices.



Screenshot of <https://www.zotero.org/download/?fullsite=0>

Step 2: Download Notion (if needed)

To download Notion for your desktop, click [here](#). Create an account. You can get a Personal Pro account for free if you use a .edu email (I highly recommend this). If you aren't a student/educator, you can still use the free version, but you will have a limit to the number of photos you can upload to your workspace.



Screenshot of notion.so/desktop

Step 3: Configure your Notion database (the hardest part IMO)

Once your Notion account is up and running, you need to make it so that Zotero can communicate with your Notion. To do this, Notion has this thing called “Integrations.” To set this up, you can go to [My Integrations](#).

The screenshot shows the 'My integrations' page in Notion. At the top left is a 'Developers' icon and a 'View documentation' link. On the right is a user profile picture. The main title is 'My integrations'. Below it is a subtitle: 'Create, review, and edit development info and credentials.' A large curly brace is positioned to the right of the subtitle. On the left, there's a sidebar with a '+ New integration' button, 'View all' link, and filters for 'Internal' and 'Public'. The main area displays one integration card for 'Notero', which is described as an 'Internal integration'. It has a 'View integration' button and a three-dot menu. To the right is a large empty box with a '+' button and the text 'Create new integration'.

Screenshot of my personal integrations, featuring an integration that I named “Notero”

If you haven’t set up Notero before or used any other integrations, this page will be empty. Now, click “New Integration” to make an internal integration (internal just means that it won’t be public for everyone to see).

[← My integrations](#)

Create a new integration

We'll walk you through how to setup a new integration.

[Basic Information](#)

Basic Information

Name

Name to identify your integration to users.

Logo

[Upload image](#)

512px x 512px in PNG format is recommended.



Screenshot of the page where you create your integration

You can name your integration whatever you want. I just called mine “Notero” since that is what I am using it for. Then, you need to select a Notion workspace, so that your integration will be linked to the correct Notion account. For most people, you will only have one Notion account, so this step will be easy.

Once your integration is approved, you will see an internal integration token when you click on the integration. Click “show”, copy the token, and put it somewhere safe for later.

[← My integrations](#)

Notero

Review and edit integration information.



Secrets

Basic Information

Internal Integration Token

```
..... Show
```

Only works with the Anna Everett's Notion workspace. To change workspace, [create another integration](#).

Screenshot of my internal integration token

Next, you will create a Notion database for your Zotero to sync into. This is where all of your papers in Zotero will be stored for notes! I highly recommend using Maya Gosztyla's [template](#). It is WAY better than the basic and advanced options on the Github website.



Papers Template

Created by Maya Gosztyla (Twitter @MayaGosztyla)

Papers to Read	Grouped by Project	Action Items	All Papers	Annotated	Skimmed	Filter	Sort	Search
Name	Title	Status	Type	Interesting?	Action Items			
 READ ME	How to use this template	Need to Read	  					
 Smith et al. 2022	Example paper	Need to Read	Manuscript	 				

Screenshot of Maya's template

Once you open this template up, you can click “Duplicate” in the upper righthand corner. This will duplicate the template to your Notion workspace (if you’re not logged in, it will prompt you to login first)! Once it’s duplicated, you can make any edits and adjustments that you want.

Now, we need to share the integration with this new database we just made. This means that when Zotero syncs with Notion, it will input information about the paper you downloaded directly into the database! Yay!

To do this, navigate to your Notion workspace and select the database you just created. In the upper lefthand corner, you will see a button that says “Share.” Click this!

Name	Title	Status	Type	Interesting?	Action Items
READ ME	How to use this template	Need to Read			
Smith et al. 2022	Example paper	Need to Read	Manuscript		

Screenshot of the Papers Template in my Notion Workspace

Then, you will see an option to “Add emails, people, integrations...” Once you click that, you will see the Integration that you just made pop up! Make sure to allow the Integration to edit your database.

The screenshot shows a Notion workspace titled "Papers Template". The left sidebar contains a navigation menu with sections like "Daily Dash", "Grad Schools", "Papers", "Projects", "Fellowships", "Yearly Reviews", "Journal", "Tasks", "Add a page", "Templates", "Import", and "Trash". The main content area is titled "Papers Template" and was created by Maya Gosztyla (@MayaGosztyla). It displays a database of papers with the following columns: Name, Title, Status, Type, Interesting?, and Action Items. Two entries are visible: "READ ME" (Status: Need to Read, Type: Manuscript) and "Smith et al. 2022" (Status: Need to Read, Type: Manuscript). There are also buttons for "Filter", "Sort", "New", and "Calculate".

Screenshot of the Papers Template in my Notion Workspace

You will also need to copy the database link by clicking the “Share to web” option. It will look something like this:

The screenshot shows the "Share to web" options in Notion. At the top, there is a text input field "Add emails, people, integrations..." with a blue "Invite" button. Below it, the "Notero" integration is listed as "Integration · Shared with workspace". To the right, there is a "Can edit" dropdown and a "Share to web" toggle switch which is turned on (blue). Below these, the generated web link is displayed: <https://anna-everett.notion.site/cea9428665284>. To the right of the link is a "Copy web link" button. At the bottom, there are two links: "Learn about sharing" and "Copy link".

Click “Copy web link” and save it with the Integration Token that we already saved.

Take special note of your “Database ID.” It is the random letters and numbers BEFORE the question mark.

```
https://www.notion.so/myworkspace/a8aec43384f447ed84390e8e42c2e089?v=...
|----- Database ID -----|
```

Source: [Notion Integration Guide](#)

Step 4: Download the Notero Plugin

For this, I actually think the Github instructions are pretty good! You can download the latest version of the .xpi file of Notero [here](#).

Install and Configure Notero Plugin

1. Download the [latest version](#) of the `.xpi` file.
 - Note for Firefox users: You'll need to right-click the `.xpi` file link and choose **Save Link As...** in order to properly download the file.
2. Open the Zotero Add-ons Manager via the **Tools → Add-ons** menu item.
3. Install the `.xpi` file by either:
 - dragging and dropping it into the Add-ons Manager window or
 - selecting it using the **Install Add-on From File...** option in the gear menu in the top-right corner of the window
4. Restart Zotero to activate the plugin.
5. Open the Notero preferences from the **Tools → Notero Preferences...** menu item, and enter the required preferences.

Screenshot of [Github instructions](#)

You will see a page with this information:

The screenshot shows a GitHub repository page for the Notero project. At the top, there's a section for 'Contributors' featuring a profile picture of a person named samirunni. Below this is a 'Assets' section with three items listed:

File	Size	Last Updated
notero-0.3.5.xpi	40.8 KB	May 22, 2022
Source code (zip)		May 22, 2022
Source code (tar.gz)		May 22, 2022

Screenshot of where you can download Notero

You can simply click “notero-0.3.5.xpi” and it will start the download process immediately. Easy! If this doesn’t work, clear your cache and try again. You can also right click the file and save it manually by clicking “Save File As...” I recommend using Google Chrome if you are having issues with your browser.

Now, open your Zotero and navigate to Tools → Add-ons.

You’ll be able to drop the Notero xpi file into this page, so it looks like this:



Now, you need to RESTART Zotero for this plugin to work.

Once you’ve restarted, go to Tools → Notero Preferences. Here, you will need to input the **Integration Token** and **Database ID** that we took note of in Step 3! You will also need to enable “Sync preferences” for your Zotero folders that you want to sync into Notion.

Notion Preferences

For instructions on obtaining these values, view the [README](#).

Integration Token

Database ID

Sync Preferences

Notero will monitor the collections enabled below.

Items in the enabled collections will sync to Notion when added to that collection and whenever the items are modified.

Sync Enabled Collection

- | | |
|-------------------------------------|-------------------|
| <input checked="" type="checkbox"/> | HH Project |
| <input type="checkbox"/> | Myelin Plasticity |
| <input checked="" type="checkbox"/> | Neuro 480 |
| <input checked="" type="checkbox"/> | Other |
| <input checked="" type="checkbox"/> | Social Memory/CA2 |

Sync when items are modified

And... YOU'RE DONE! That's it!

Now, when you put a paper into the Zotero folder, it will upload directly to your Notion database.

This process can be very confusing at first, but I hope this article helps!

Please comment with any questions.

Anna Everett earned her B.S. in Neuroscience in 2022. She is a researcher, mental health educator, and advocate for women and other marginalized groups. She writes about life, productivity, the brain, human behavior, & health.

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YNAB.

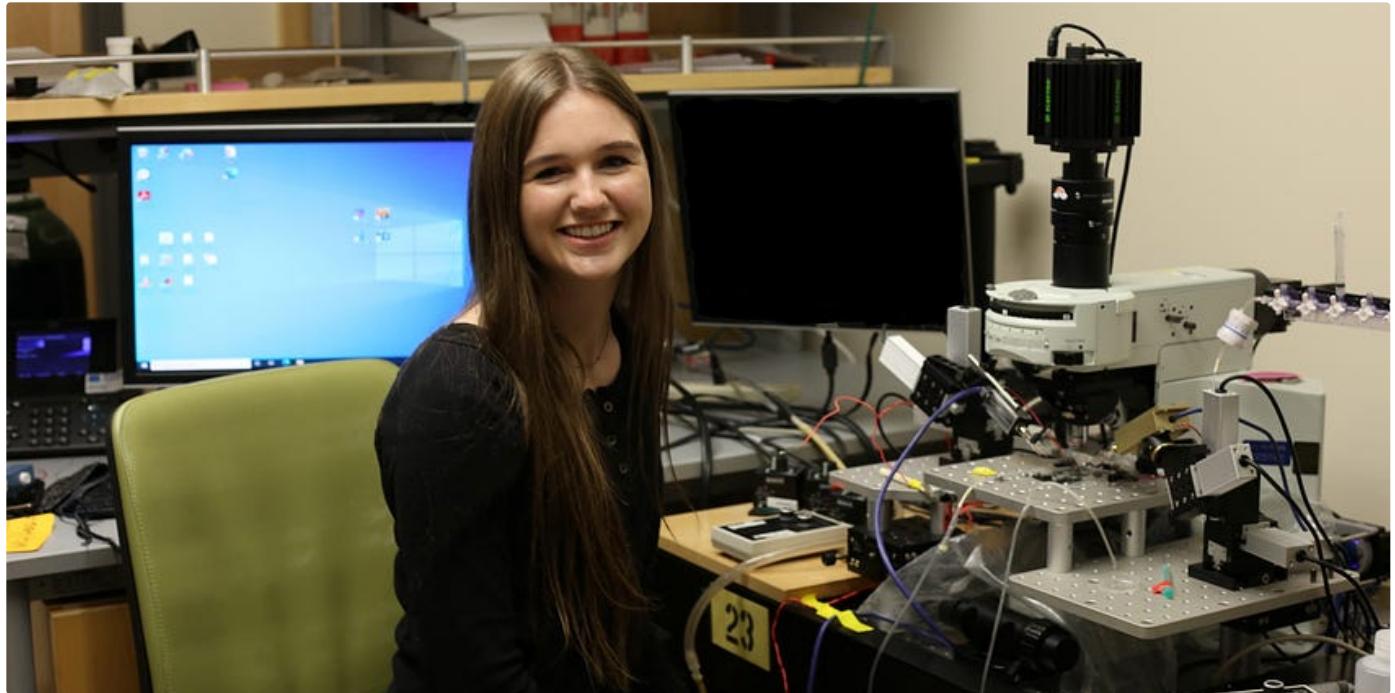
The logo for You Need A Budget (YNAB) features the acronym "YNAB." in a large, bold, white sans-serif font. A single blue dot is positioned at the end of the letter "B". The background is a solid dark navy blue.

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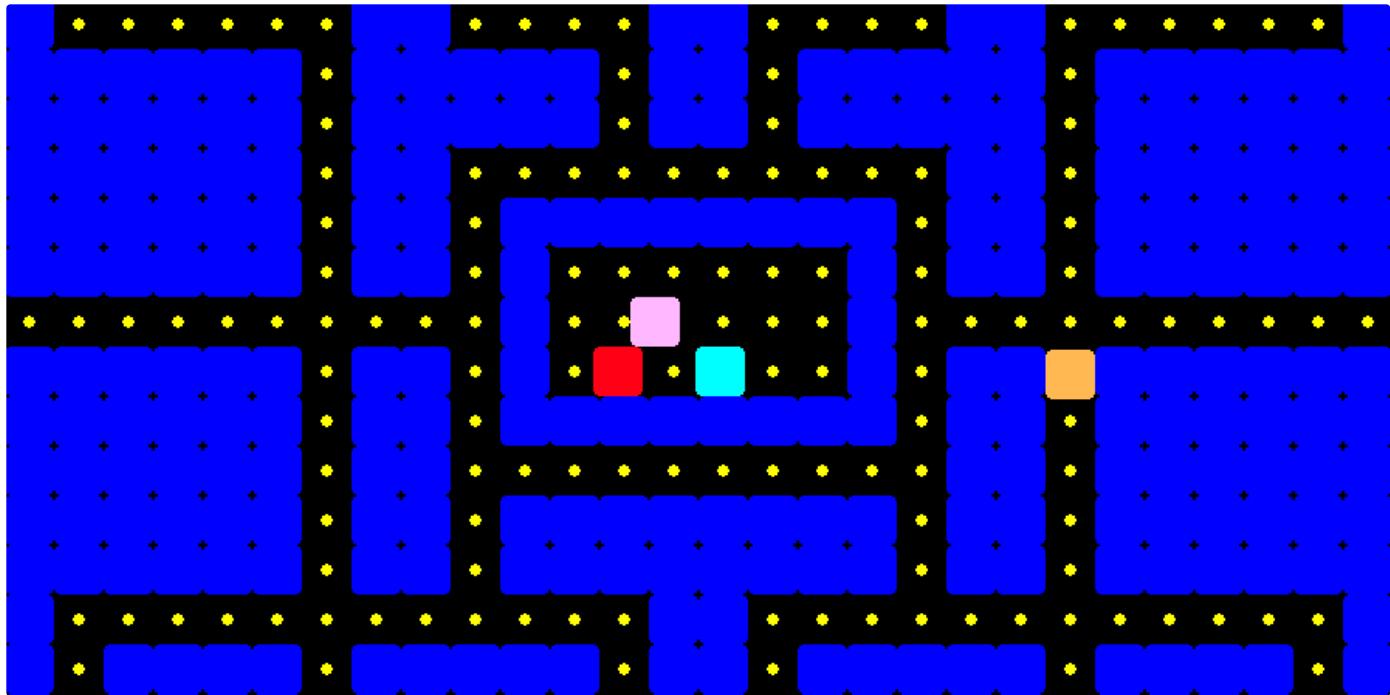
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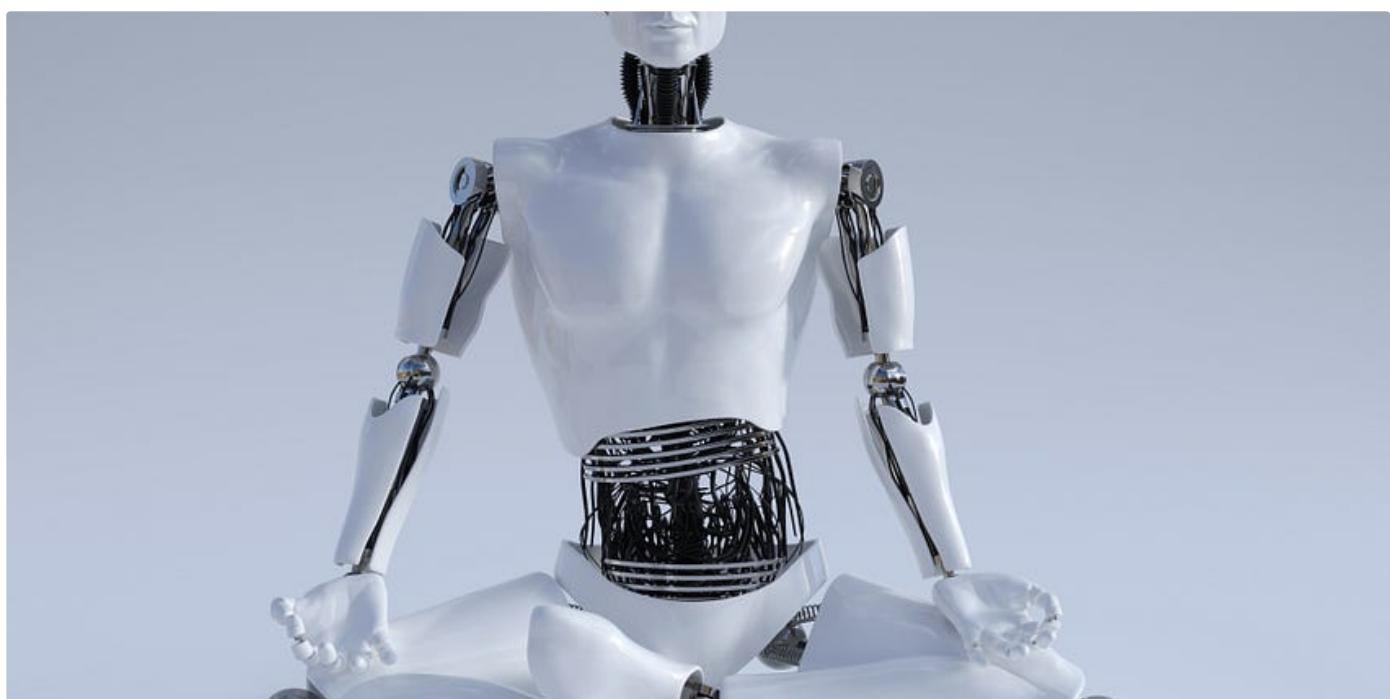
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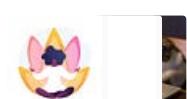
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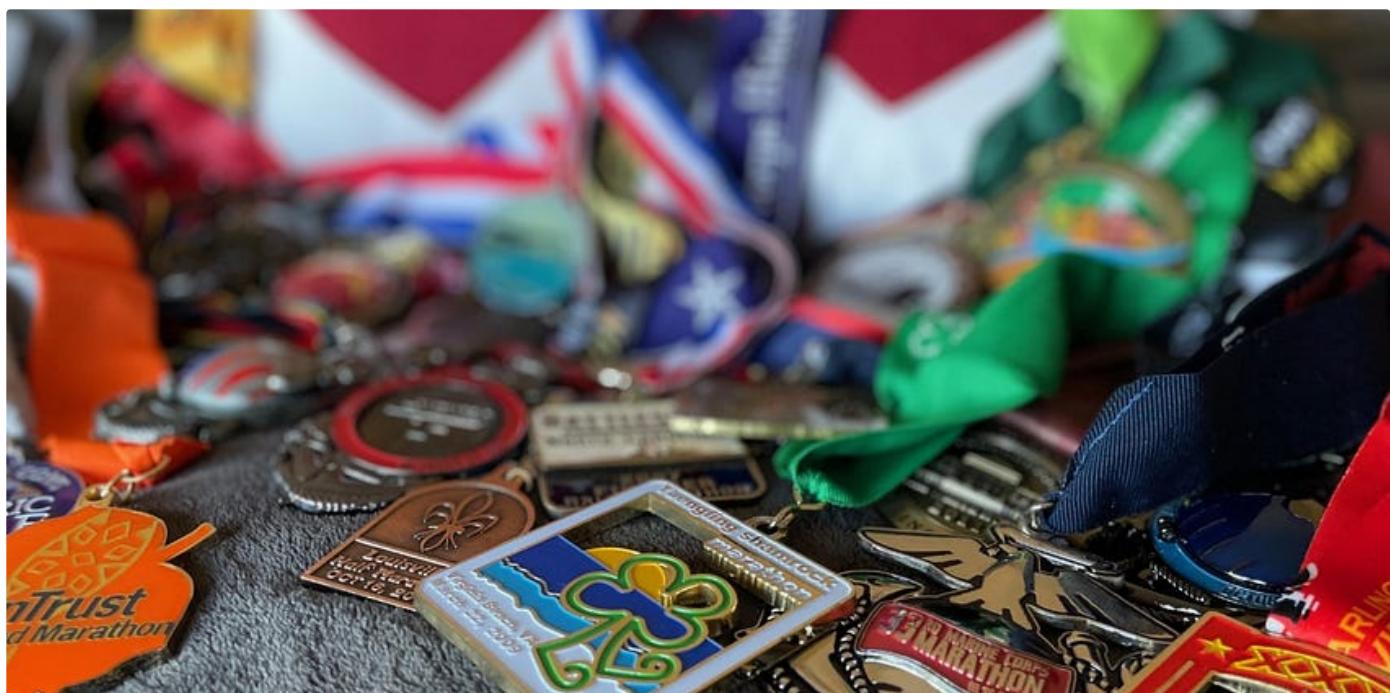
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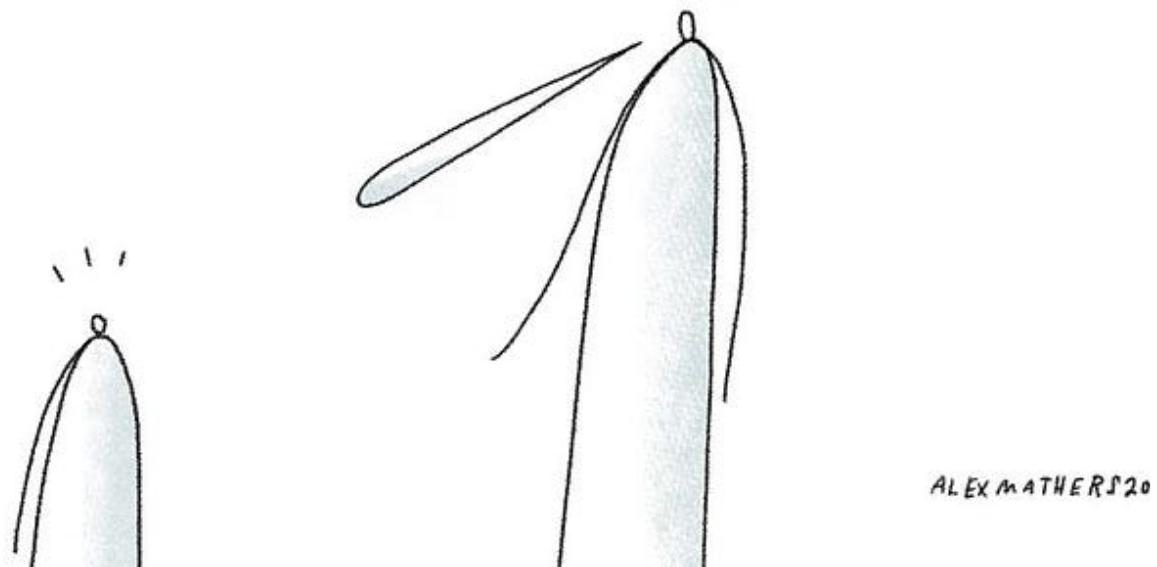
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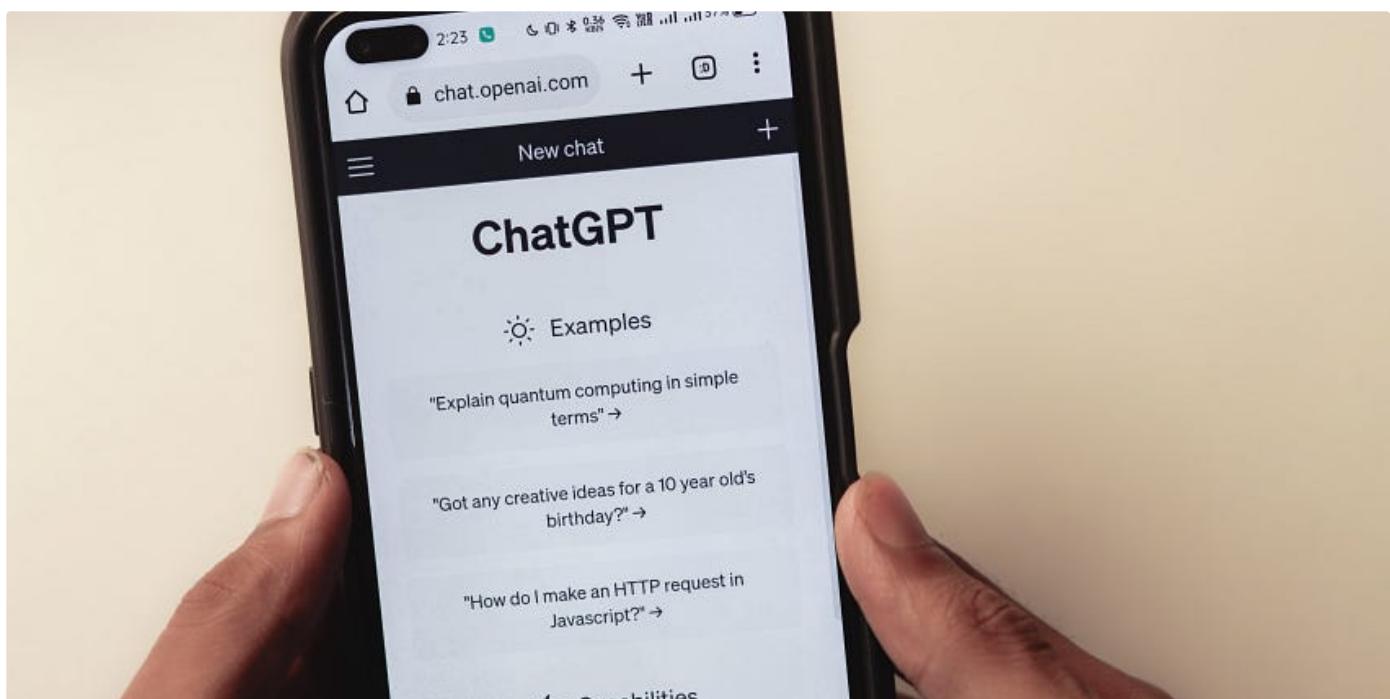
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