

Zotero Workshop Prerequisites

Managing References, Citations, and Preparing Bibliographies

Please **complete all of the following steps prior** to joining the online training session. We *cannot* troubleshoot setup questions during the workshop, which focuses on usage.

Zotero Desktop Application Setup

1. Download the Zotero desktop application from <https://www.zotero.org> and install it on your computer. After it is installed, launch the **desktop application** on your computer (*not* Zotero's web browser interface) for the next two steps.
2. Click the **Tools** menu and select **Install Browser Connector** to integrate Zotero with an up-to-date version of either the **Firefox** or **Chrome** web browsers. This will add a Zotero button to your browser's toolbar.
3. Install Zotero's Add-on for Microsoft Word or LibreOffice (depending on the word processor that you prefer). Click the **Tools** menu, then select **Add-ons** and make sure that the integration button is enabled

This will add a set of buttons in your word processor's toolbar. (*Office365 users, please see our guide: <https://library.concordia.ca/help/citing/zotero/index.php#365>*)

Create Your Zotero Account

1. Go to the Zotero web site ([zotero.org](https://www.zotero.org)) with your *web browser* and click the **Log In** link at the top. Then click **Register for a free account** to create your account.
2. Set up your **desktop application** to synchronize with your account. See instructions under the [Data Syncing section of this page](#). (i.e. in your **desktop Zotero application**, open the **Preferences** menu, click the **Sync** tab, then under the **Data Syncing** heading, link to your online Zotero account with the username and password you just created.)

Additional Help

- Ask a question via e-mail to the Library at lib-citation@concordia.ca.
- Library web page about Zotero (or ask at the desk / chat / your librarian of choice) <https://library.concordia.ca/help/citing/zotero/>
- Zotero documentation <https://www.zotero.org/support/>
- Zotero user forum (excellent for finding answers to specific questions) <https://forums.zotero.org/discussions>