Computers will be provided at in-person workshops. If you are bringing your own laptop or for online sessions, please **complete the following steps prior** to joining the workshop.

Workshop Zotero Prerequisite

Zotero <u>Desktop</u> 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 the Firefox, Chrome, or Safari web browers. 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.

Create Your Zotero Account

1. Go to the Zotero web site (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

- 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

- Use any Ask a Librarian service for additional support.