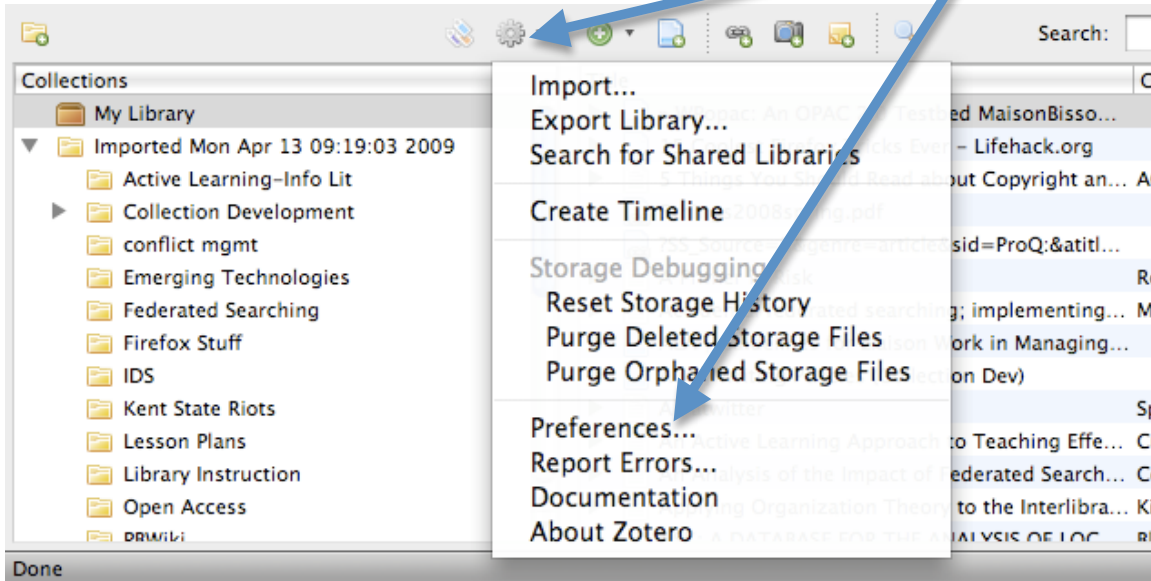


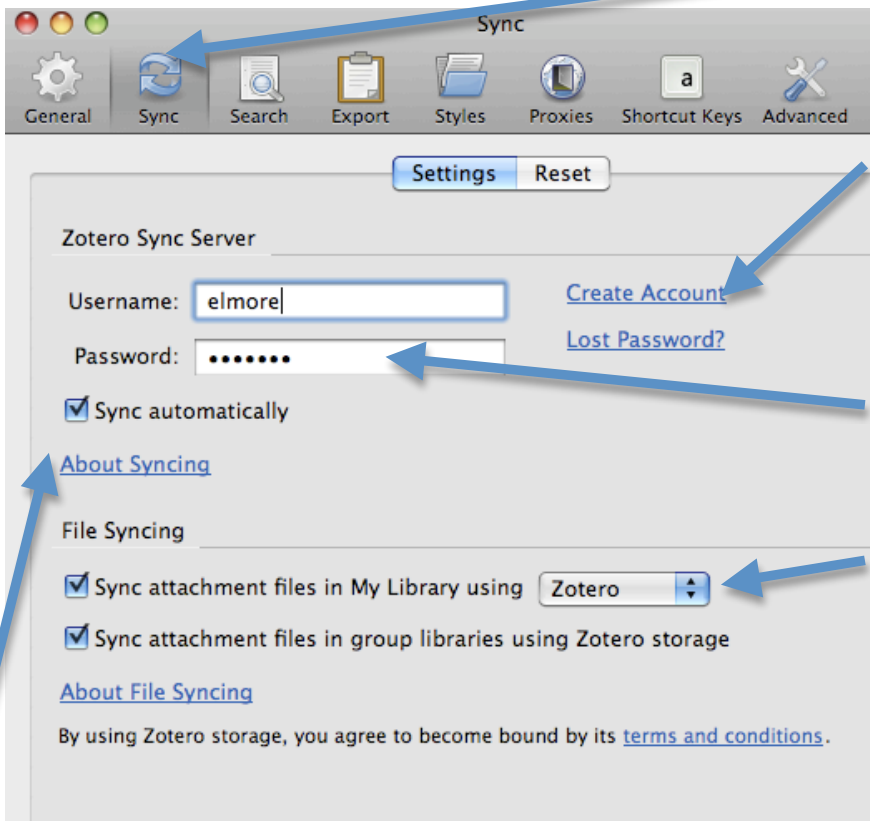
Get and Sync Zotero

1. download Zotero at <http://www.zotero.org/>

2. "Actions" then "Preferences"



3. Select "Sync"



4. Create a Zotero Username and password.

5. Enter your Zotero username and password.

6. Leave as Zotero (unless you have external server space where you save, then enter the url and the username and password for your server in the WebDAV section).

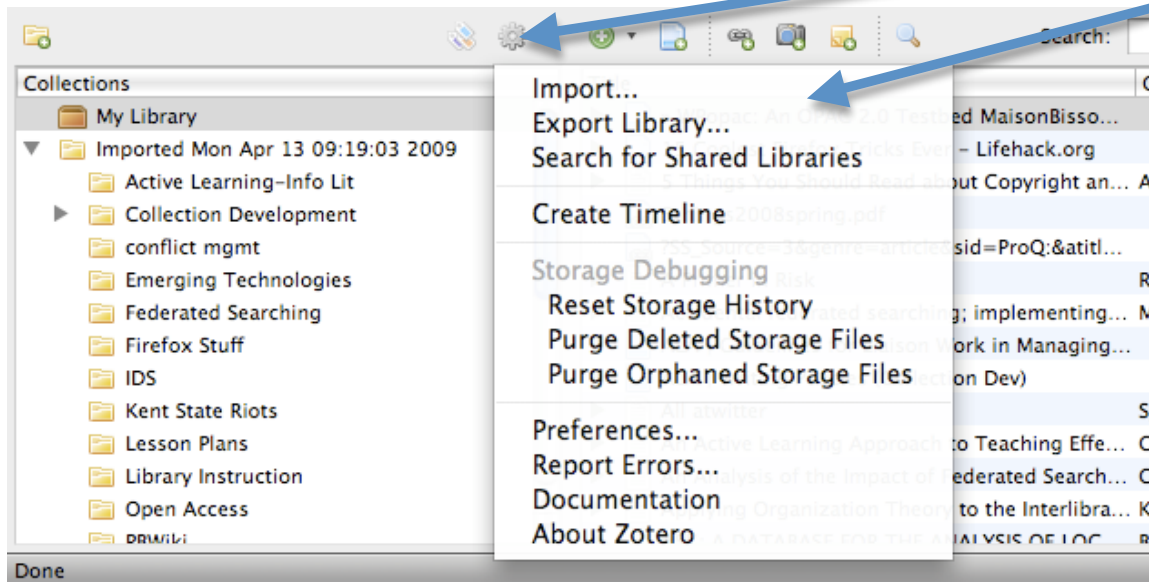
7. Check "Sync automatically" and then close your preference box.

For more info on syncing see <http://www.zotero.org/support/sync>

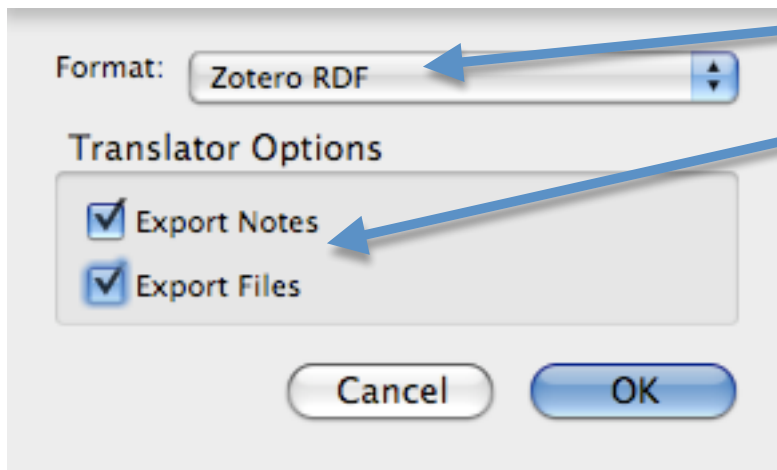
Back-up your Zotero library

1. Open zotero

2. "Actions" then "Export Library"



3. Select "Zotero RDF"



4. Check both export notes and export files (exporting files will take a lot of time but allows you to keep all attachments such pdf, video, images etc...)

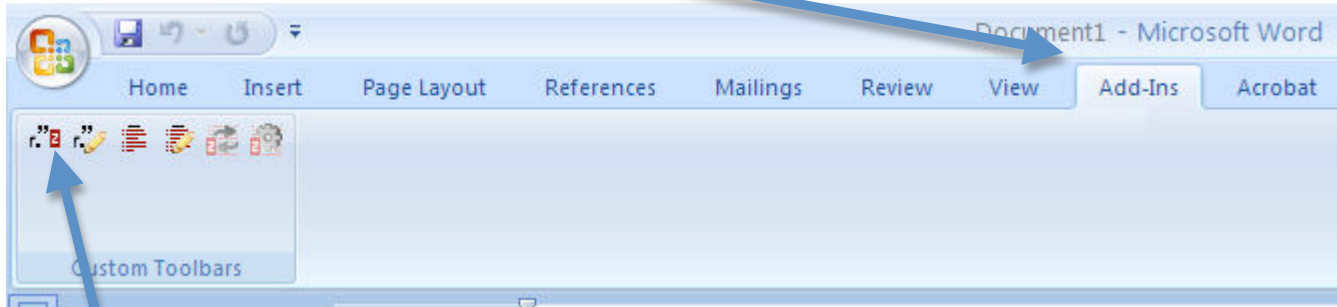
6. **To import your back-up:** Open "Actions" and select "Import" then select your saved back-up copy.

While Zotero is in Beta testing, it's a good idea to back-up your library periodically!

Getting the Word extension for PC (Microsoft Office Word 2007)

1. Download the word extension at http://www.zotero.org/support/word_processor_integration

2. Select the AppleScripts menu



3. Insert Citation

The screenshot shows the Zotero citation manager interface. On the left, the 'Collections' list is visible, with a blue arrow pointing to the 'Kent State Riots' folder. The main list shows various sources, with 'Kent State Riot - Ohio History Centra...' selected. Below the list, a dialog box for citation insertion is shown, with a blue arrow pointing to the 'Paragraph' dropdown menu. The dialog box also includes fields for 'Prefix' and 'Suffix', a 'Multiple Sources' button, and 'Cancel' and 'OK' buttons.

4. Select your folder

5. Select your source

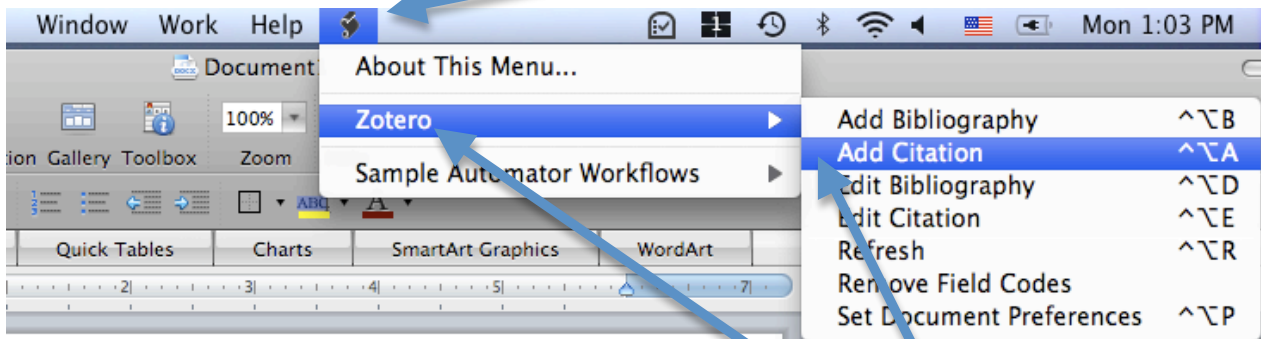
6. Select the paragraph, page etc...

7. Enter the page or paragraph number.

Getting the Word extension for Mac Word 2008

1. Download the word extension at http://www.zotero.org/support/word_processor_integration

2. Select the AppleScripts menu



3. Choose "Zotero" then "Add Citation"

Elmore 1
the Ohio Historical Society, the Kent State riot was one of the most
(Ohio Historical Society, n.d., para. 7). Another website alleges that
proof of the May 4, 1970, National Guard verbal command to shoot
t State students"

4. Select your folder

5. Select your source

6. Select the paragraph,
page etc...

7. Enter the page or
paragraph number.

