



USING ZOTERO : BASIC STEP BY STEP

<p>How to Export a Book title</p> <ol style="list-style-type: none"> 1. Open web browser of your choice e.g. Mozilla Firefox Zotero is also compatible with Google Chrome and Safari 2. Click on Zotero (Top right Z) 3. Zotero pops up – (we have two screens) that for Zotero and Firefox 4. E-Wits catalogue – looking for a book enter title 5. Click of the specific title e.g. housing policy and practice by Peter Malpass 6. Click book (Blue) icon (Top right) 7. Message ‘save to Zotero’ appears and will show confirmation that it’s saving on/to the folder <p>How to export a website reference Click icon Zotero Connector (Top right).</p>	<p>How to Export Journal Articles Ebscohost</p> <ol style="list-style-type: none"> 1. Access database you want to search from e.g. Ebscohost – Academic source complete 2. Do your search 3. Add your articles to the folder 4. Click on the folder 5. Select all 6. Export - make sure you have selected Zotero and save <p>Proquest</p> <ol style="list-style-type: none"> 1. Access database you want to search from e.g. Proquest – ABI/Inform complete 2. Do your search 3. Select required articles from the results 4. Click on  5. Click on  6. Scroll down and click on ‘continue’ 7. Open your download to complete exporting. 8. Open Zotero to confirm. 	<p>How to work with Folders or My library</p> <ol style="list-style-type: none"> 1. Right click on my library 2. Click on new collection (to create a subfolder) name it, i.e. M&E 3. Click on my library 4. In the middle panel select Reference (s) drag & drop in M&E Folder (or any folder of your choice) 5. Follow step 1-4 for each new folder you create 6 Click on the next icon to create New group, here you are able to share, collaborate and discover people sharing the same Research interest. It works the same way as WhatsApp group. It is free to create an account. <p>How to install ‘word plug-in’</p> <ol style="list-style-type: none"> 1. In Zotero – click 3rd icon dropdown arrow (gear symbol) 2. Select preferences 3. Click ‘Cite’ on top bar 4. Click ‘get word processor’ link 5. Click ‘install word for ‘windows plugin 3.1.20’ or ‘Mac plugin’ 6. Click on ‘install now’ 7. Click on ‘restart now’ 8 Open your saved word document. Add-in tab will appear on the tool bar 	<p>How to Write and Cite</p> <ol style="list-style-type: none"> 1. Open Word 2. Open your document 3. Place cursor where you want to put citation. 4. Click Zotero tab on top of screen 5. Click on Add/Edit Citation icon (Top left) 6. Select citation style (once off) <p>If your style is not listed go to: http://www.zotero.org/styles Click style of choice, APA, MLA, etc.</p> <ul style="list-style-type: none"> • Pop up window confirming installation • Repeat step 3 & 4 and choose style • Click OK • Place cursor for in text citation • Click Zotero insert citation icon <ol style="list-style-type: none"> 7. Z – symbol pops up 8. Click drop down arrow 9. Click Classic view 10. Select references. 11. To populate a reference list follow number 5 and select 'bibliography' (note that only references cited in-text will be added on the list)
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