# What is
Zotero?

Zotero is designed to store, manage and cite bibliographic references, such as books and articles

Installing Zotero?

Go to **www.zotero.org/download** to install Zotero on your device. When installing, make sure you do not have Microsoft Word open.
After installing Zotero, you will need to go back to the Zotero website and install a browser connector (Chrome, Safari or Firefox only).

*If using a NTschools imaged laptop, then you will need to have a staff member use their school login details to authorise your installation of Zotero.
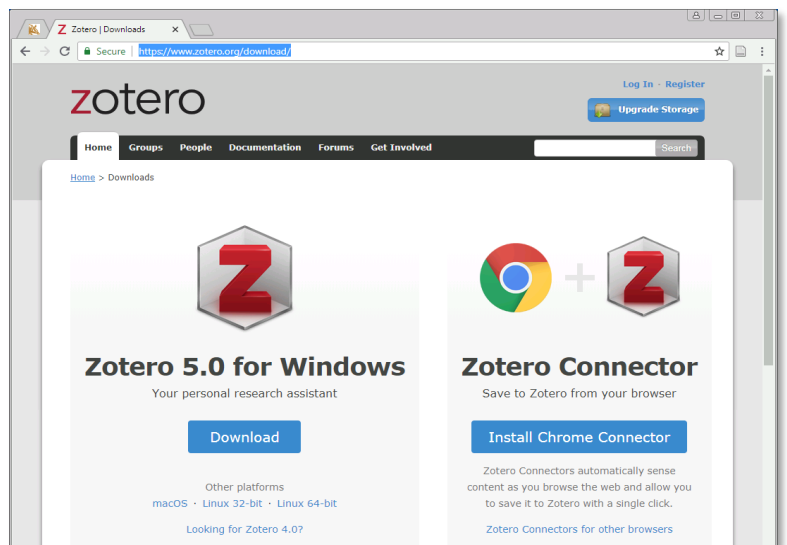

Zotero plugins for your browser

When you download Zotero, you should have already installed the browser connector to allow you connectivity with **your browser**. If you haven't, then you can download an extension for it by choosing **Tools** from the menu bar in **Zotero**, then select **install Browser Connector**. Click on **show all connectors** from bottom left of Zotero screen, then choose your required browser connector and install.
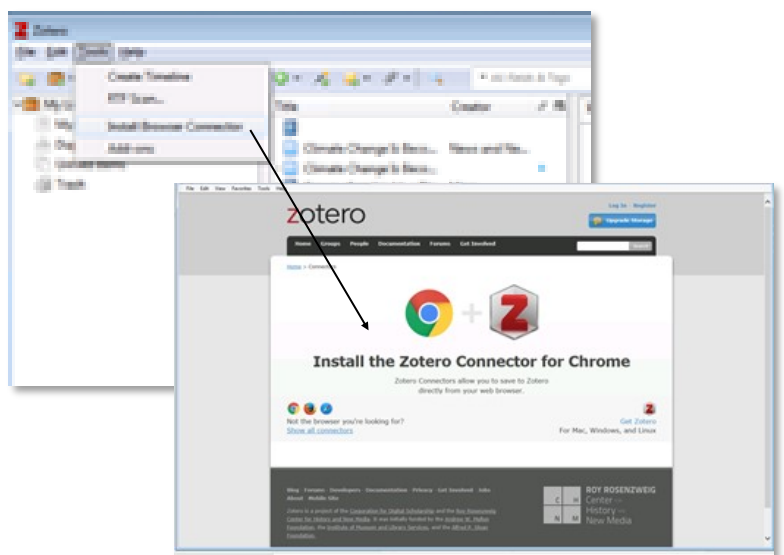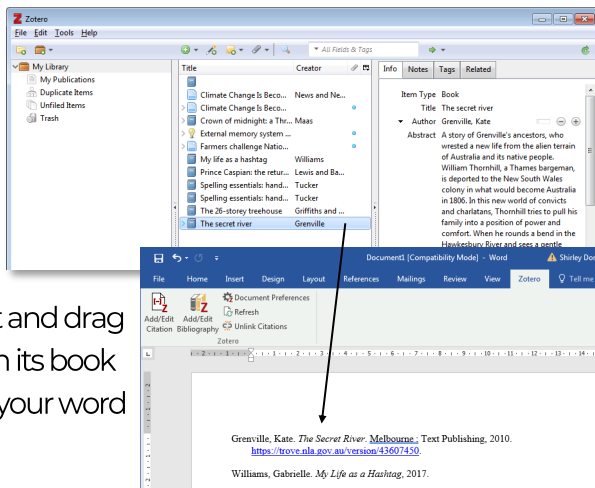
Adding book citation details
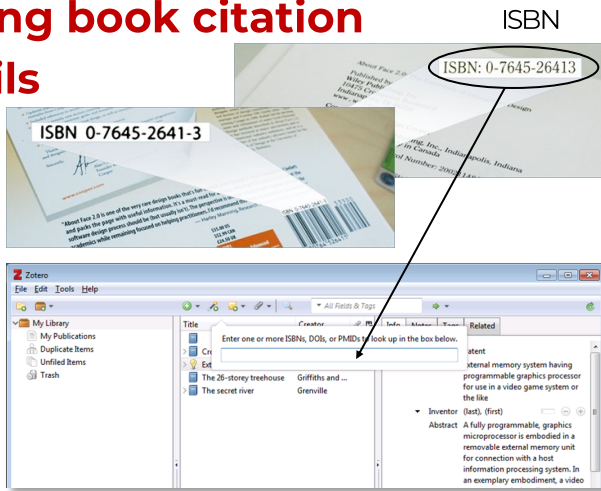
To include the bibliography details of a **book** you have referenced, select the 2nd left button (**wand with an addition symbol**) in middle panel of Zotero. In the pop-up window, type in the **ISBN** (numbers only, no gaps) located on the back cover or on the copyright page of the book.

The book should now be listed in the middle panel of your Zotero screen. Select and drag this entry with its book symbol onto your word document.


The citation details of your book should now appear on your word document.

Before adding, you may be requested to choose a bibliographic style. If so, choose or search for University of South Australia 2013 – Harvard, under **Document Preferences**.
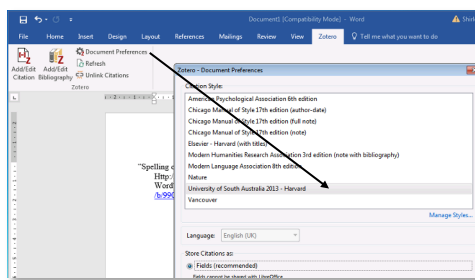
TIP Arrange your references into subject categories by right-clicking on **my library** in Zotero and selecting **new collection** to create new categories. You can drag and drop your references from the middle panel into your different categories.
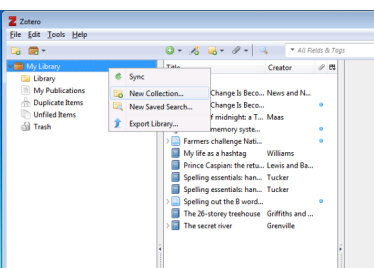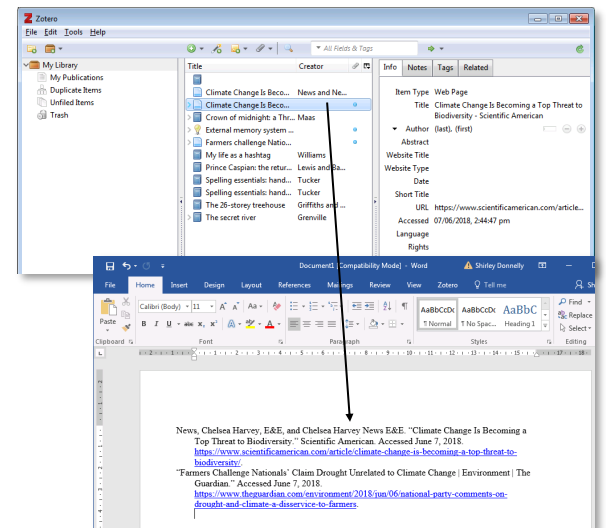

Adding Internet article citation details
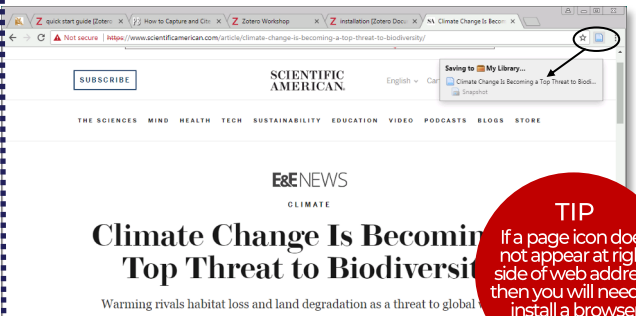
TIP If a page icon does not appear at right side of web address, then you will need to install a browser connector

To include the bibliography details of an **internet site article**, click the **page icon** to the right hand side of the web address. It will then be saved to your library in Zotero (which will need to be open).

The internet article should now be listed in the middle panel of your Zotero screen. Select and drag this entry with its page symbol onto your word document. The citation details of your internet article should now appear on your word document.

TIP By saving a website article reference, you are also able to return to it online later by double clicking on the page reference.