



Zotero tutorial

Zotero is an open-source reference management tool designed to build a relevant corpus by collecting bookmarks on bibliographic references. Zotero is directly integrated to your web browser and is available for Windows, OS X and Linux.

The aim of this tool is to reference and sort a substantial number of articles during the advanced exploration stage of the mapping controversy classes. All references gathered in Zotero will make up a bibliographic database.

1. Downloading Zotero

You can use Zotero either as an extension embedded in your browser (Firefox) which will be displayed as a “Z” button, or as a standalone application featuring a plug-in for your browser of choice (Safari, Chrome, Firefox, Opera).

To download Zotero:

1. Go to the [Zotero official website](#).
2. Click **Download now** at the top right corner of the Home page.
Depending on your operating system, Zotero directs you to the appropriate download file.
3. Select the version corresponding to your browser version and OS.
4. Double-click on the file in the **Downloads** folder of your finder.
5. Once the installation is complete, restart your browser.
6. A “Z” button appears at the top left corner of your browser window, next to the search bar. It shows that Zotero has been properly installed on your browser.



2. Registering

Once you have downloaded Zotero, you need to register yourself in order to sync your database with Zotero's server and use the group sharing options.

To do so:

1. Go to the [Zotero Home page](#).
2. Click **Register** at the top right corner of the page.
3. Enter your email address and password.
4. Click **Register**.

Your account has been created. Please share your user name with your tutor, who can then ensure that all class participants have access to a shared group folder for your case study.

3. Synchronizing

In order to update your Zotero library, you have to synchronize it with the server using your Zotero user ID. To do so:

1. Open Zotero's Sync preference tab.
2. Enter your login information in the Zotero Sync server section.
3. Open your Zotero library and click the Sync icon  at the top right of the window.

Each time you select your references, they will be automatically synchronized in your library.

4. Using Zotero

Let's start using Zotero with the following set of keywords: "Colony Collapse Disorder".

The research database used for the next steps is IEEE Xplore but you can also use other databases, like Factiva, Scopus, Web of Science, Google Scholar, and so on..

1. Go to the [IEEE Xplore](http://ieeexplore.ieee.org) home page.
2. Enter your search equation in the search bar (for example: "colony collapse disorder + 2012").
3. To gather the bibliographic references corresponding to your items, click on the Zotero button, which now looks like this:



4. Select the items you want to add in your library.
5. Click **Ok**.

Your references are now added to your library.



Zotero icons change according to the deliverable type stored in your library.

<i>Icon for a book</i>	
<i>Icon for a journal</i>	
<i>Icon for websites</i>	
<i>Icon for videos</i>	
<i>Icon for lists of references</i>	

5. Organizing your library: working with collections

In your library, you can organise items into meaningful collections or by tagging them individually. You can in turn create sub-collections in each collection or save searches based on tags you have created. These collections and saved searches can be renamed or removed at any time. Items can be placed in several collections.

a. Using Group libraries

There are two collections which you will be using: your individual library and the group library for your project. Once your tutor has sent you the invitation link and you have accepted this invitation, the

group library item appears at the bottom left of your screen.



You must place all documents that you want to share in your group library so that others can see your material.

b. Storage limitation for collections

The storage limitation per user and per group folder is 300 MB. If you need further space, contact your tutor and we can provide guidance. In any case, you can always create a folder on Google Drive for very large PDFs and other attachments (>20mb).

c. Creating your collections

To create your collections and sub-collections, and organize your library:

1. Click the **Create collection** button  at the top left corner.
2. Enter the name of your collection.
3. Click **Ok**.
4. Right-click on the newly-created collection and select **Create a sub-collection**.
5. Enter the name of your sub-collection.
6. Click **Ok**.
7. You can then drag and drop your items in the collection.



You can rename your collection by right-clicking and selecting **Rename collection**.

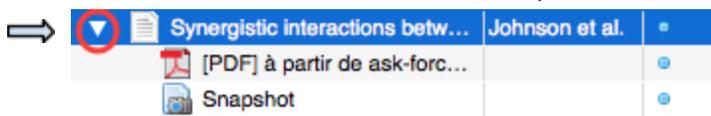
Deleting a collection does not delete the items themselves. They are deleted from your folder but still visible from the **My Library** item, or when conducting a search.

6. Renaming references

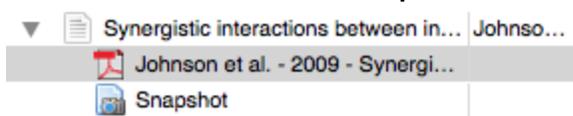
Zotero enables you to change the PDF filename without having to enter it manually.

To do so:

1. Click on the arrow before the file you want to rename.



2. Right-click on the PDF file.
3. Select **Rename file from parent metadata**.



The reference is renamed into <author-year-title>.

7. Exporting your database for your websites (.csv)

In order to share your database in Google Drive, you have to export it.

To do so:

1. Right-click on the collection you want to export.
2. Select **Export collection...**
3. Select CSV format and check **Export notes**.
4. Click **Ok**.
5. Select a location for this file.
6. Click **Save**.

You can also transform your csv file into a spreadsheet format using Excel or Google Drive.

Alternative 1: using Excel

Open a new spreadsheet file in Excel:

1. Import your csv file: **File > Import...**
2. Select **csv file**, then click **Import**.
3. Select your file, then click **Read data**.

In the **Text Import** wizard, choose the following settings:

1. **Delimited, Unicode 6.3 UTF-8**.
2. In the next dialog, click **Next**.
3. In the next dialog, select **Tabulation** and **Comma**, and finally **Standard** in the last dialog.
4. Click **End** when you have finished.

The **Import data** dialog opens.

5. Select **A new worksheet**, then click **Ok**.
6. Save your file.

Your file looks like the following:

	A	B	C	D	E	
1	"Key"	Item Type	Publication Year	Author	Title	Put
2	MSFXGWVR	conferencePaper	2014	El Halabi, N.; Achkar, R.; Haidar, G.A.	The effect of cell phone antennas' radiations on the life cycle of honeybees	201
3	2GZ77PB5	conferencePaper	2013	El Halabi, N.; Achkar, R.; Haidar, G.A.	The effect of cell phone radiations on the life cycle of honeybees	201
4	9SWB7P6H	journalArticle	2009	Naug, Dhruba	Nutritional stress due to habitat loss may explain recent honeybee colony collapses	Bio
5	WMQFJMWJF	journalArticle	2010	VanEngelsdorp, Dennis; Speybroeck, Niko; Evans, Jay D.; Nguyen, Bach Kim; Mullin, Chris; Frazier, N	Weighing risk factors associated with bee colony collapse disorder by classification and regression	Jou
6	7UJ39C9V	journalArticle	2009	Johnson, Reed M.; Pollock, Henry S.; Berenbaum, May R.	Synergistic interactions between in-hive miticides in Apis mellifera	Jou
7	FJ95EG5J	journalArticle	2013	Farooqui, Tahira	A potential link among biogenic amines-based pesticides, learning and memory, and colony collapse	Ne
8						

Alternative 2: using Google Drive

1. Create a new folder.
2. In the folder, create a new worksheet.
3. Select **File > Import**.

The file import window opens.

4. Click **Import** at the top center.
5. Drag and drop your csv file.
6. Select **Replace the current worksheet** and click **Import**.
7. Once your file is imported, select **File > Download the format > Microsoft Excel (XLSX)**.

The result is a clean and readable file. You can then move your file to the shared folder.

	A	B	C	D	E	F	G	H	I	J	K	L
1	Key	Item Type	Publication Year	Author	Title	Publication Title	ISBN	ISSN	DOI	Url	Abstract Note	Date
2	MSFXGWVR	conferencePaper	2014	El Halabi, N.; Achkar, R.; Haidar, G.A.	The effect of cell phone antennas' radiations on the life cycle of honeybees	2014 17th IEEE Mediterranean Electrotechnical Conference			10.1109/MELCON.2014.6820569		As many other scientific papers, this work is licensed under a Creative Commons Attribution 4.0 International License.	April 2014
3	2GZ77PB5	conferencePaper	2013	El Halabi, N.; Achkar, R.; Haidar, G.A.	The effect of cell phone radiations on the life cycle of honeybees	2013 IEEE EUROCON			10.1109/EUROCON.2013.6625032		As many other scientific papers, this work is licensed under a Creative Commons Attribution 4.0 International License.	July 2013
4	9SWB7P6H	journalArticle	2009	Naug, Dhruba	Nutritional stress	Biological Conservation				http://www.sciencedirect.com/science/article/pii/S0969130109000000		2009
5	WMQFJMWJF	journalArticle	2010	VanEngelsdorp, Dennis; Speybroeck, Niko; Evans, Jay D.; Nguyen, Bach Kim; Mullin, Chris; Frazier, N	Weighing risk factors associated with bee colony collapse disorder by classification and regression	Journal of economic entomology				http://www.bioone.org/doi/abs/10.1163/08908611001811111		2010
6	7UJ39C9V	journalArticle	2009	Johnson, Reed M.; Pollock, Henry S.; Berenbaum, May R.	Synergistic interactions between in-hive miticides in Apis mellifera	Journal of economic entomology				http://www.bioone.org/doi/abs/10.1163/08908610901811111		2009
7	FJ95EG5J	journalArticle	2013	Farooqui, Tahira	A potential link among biogenic amines-based pesticides, learning and memory, and colony collapse	Neurochemistry international				http://www.sciencedirect.com/science/article/pii/S0304394013000000		2013

8. Transferring your bibliographic database in Google Drive

If you imported your file in Excel, you need to export it to Google Drive to share it. This operation allows your teacher to review what you have done, determine whether your bibliographic references are relevant or not, and help you complete them if necessary.

The Google Drive folder which is available for this purpose is called **Exposition**.

To transfer your bibliography file to the Google Drive shared folder:

1. Log in to your Google account.
2. Go to the shared folder called **Exposition** in Google Drive.
3. Drag and drop your XLSX file in the folder.
4. Once your file is imported, right-click on it.
5. In **Open with**, select Google Sheets.

Your document is now a shared document in the Google Drive folder.