Installation
ZOTERO

- Zotero is a **free software** for **managing bibliographic references**

- It allows you to **import** references and automatically generate **citations** and **bibliographies** to insert into your documents

- Zotero facilitates **group work** through **reference sharing**

Install Zotero on your laptop : https://www.zotero.org/

Install Zotero **AND** the connector linked to your browser

Zotero does not work with Safari

✓ Zotero is functional on your computer
It is integrated into Word or LibreOffice

Activate an **online account** to enable **group work** (optional)

1. Create an account :
https://www.zotero.org/

Log In ⟶ *Register for a free account*

2. From your online account

Groups

Create a New Group

3. From the created group

Group Settings

Members Settings

Send More Invitations

@ Add group members' email addresses to share the folder

✓ The folder has been shared
Each member of the group can add to, correct or annotate the references

Consult the online documentation

If you have a doubt,
ask any question to the Library team : doc@mines-albi.fr
Visit the website : https://doc.imt-mines-albi.fr/fr

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■ Zotero allows you to **store** and **classify bibliographic references**

Collect references

Automatic collection

- Search for a reference online
- Click on the Zotero icon in the browser toolbar
- Press the enter key

Each type of document has its icon

pdf article book website video

Manual collection

From the Zotero toolbar

Manual entry
OR
Entry by identifier (e.g. DOI)

Open Zotero on your computer

⚠️ ✅ The references are stored in Zotero

Classify and complete the references

1 Create the «Zotero» folder via

2 Drag the references into the Zotero folder

Je vérifie/modifie le type de doc

3 Check bibliographic information. Here, the author's first and last name are missing.

Fill them in

✅ The references are complete and classified

Consult the online documentation

If you have a doubt, ask any question to the Library team : doc@mines-albi.fr
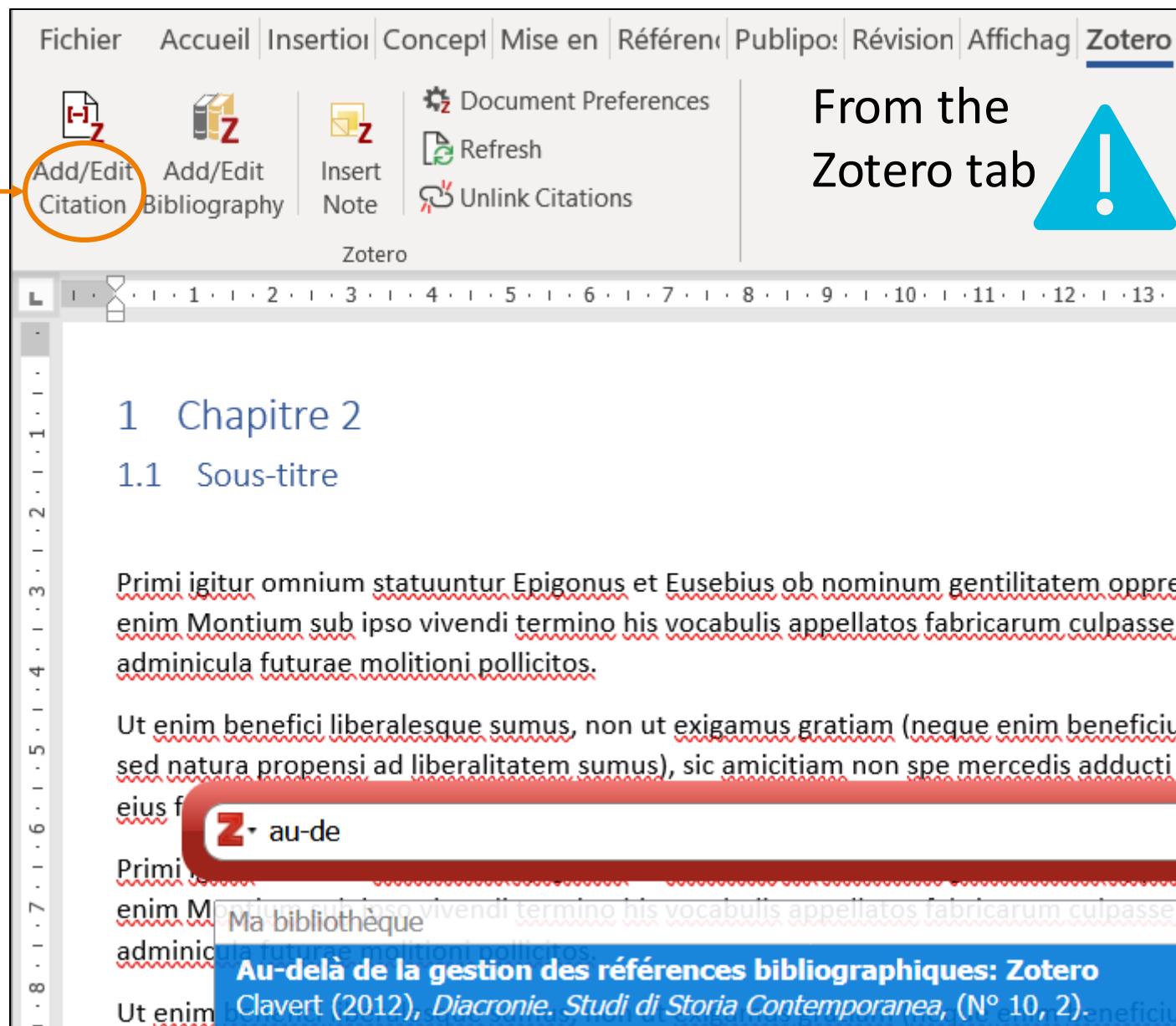Visit the website : https://doc.imt-mines-albi.fr/fr

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■ Zotero allows you to **generate citations** and **bibliography** in a document

Insert citations in a document

💡 Include citations to **cite sources** for graphs, images, figures, ideas, quotes (phrases within « »)

From the Zotero tab ⚠

1. Place the cursor at the desired location for the citation

2. *Add/Edit citation*

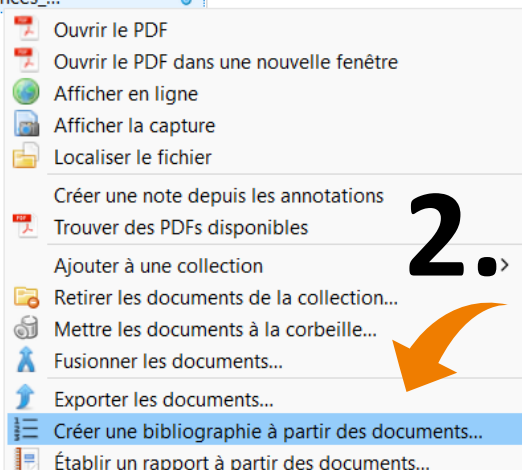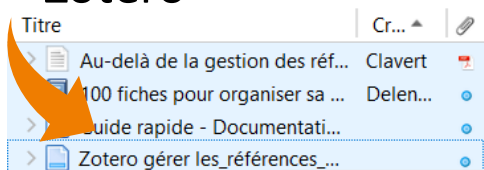**3.** After typing a few letters, choose the right reference

Is the document complete ?

👉 Click on *Add/Edit Bibliography* in the Zotero tab to generate the bibliography (Or else from Zotero, see below)

Edit a bibliography from Zotero

1. Select the references in Zotero

2. Right click on « Create a bibliography »

3. Configure the bibliography

✔ The bibliography has been copied, you just need to paste it into a document.

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