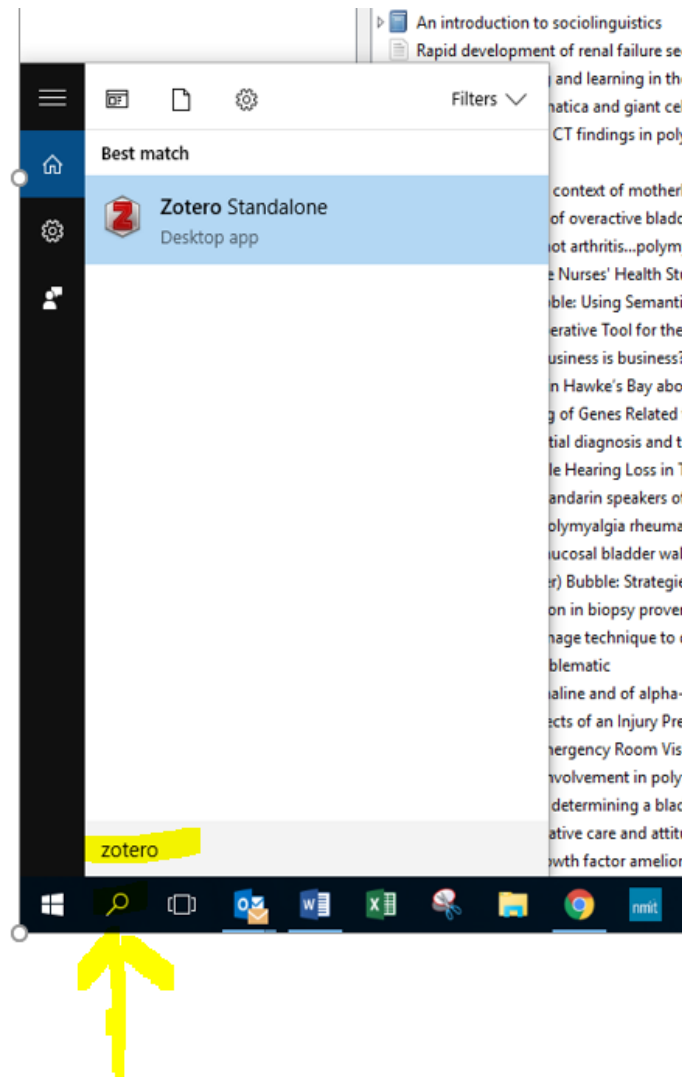


Zotero – how to launch on a campus pc



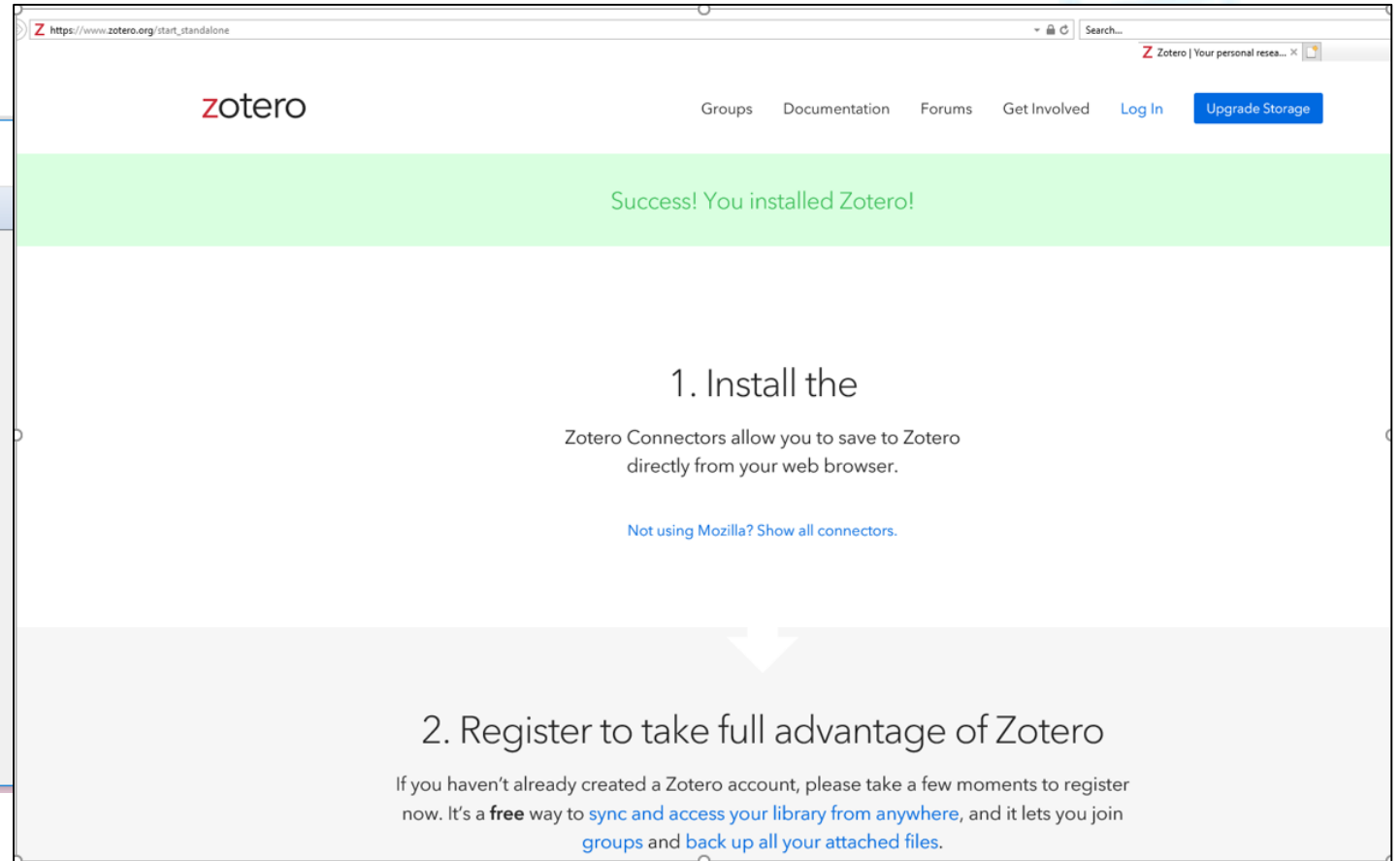
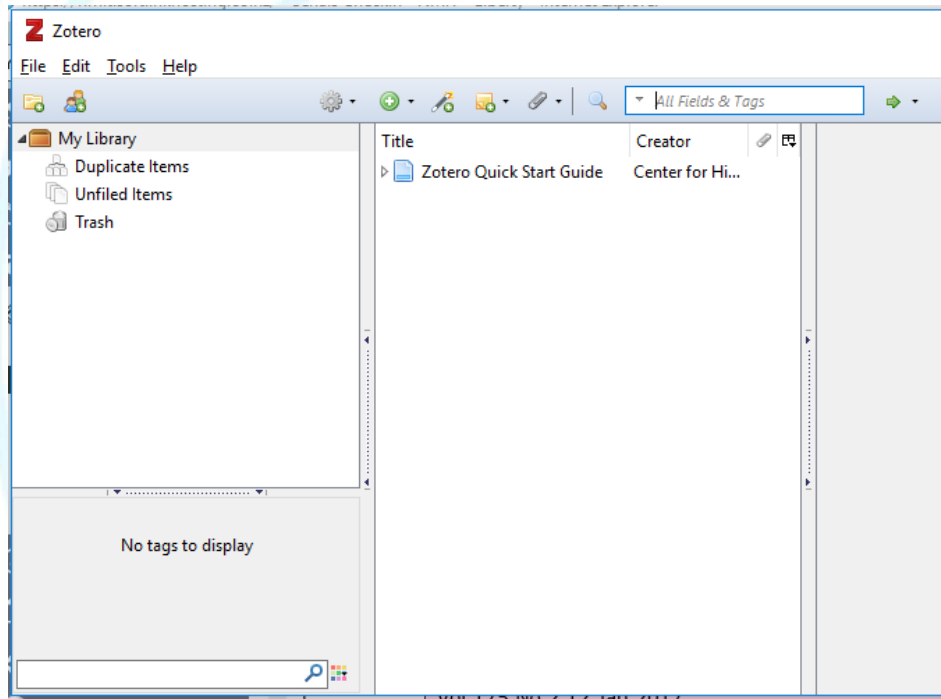
1. Launch Zotero

Search for Zotero from the Search icon at the bottom left of your screen and click on Zotero Standalone.



2. This will launch two windows - **Zotero Standalone**, and **Zotero website** via your default web browser*.

*Note, if your default web browser is Internet Explorer or Edge, copy the website url (https://www.zotero.org/start_standalone) and paste into **Chrome**.



4. On the Zotero website, scroll down to **Register**. Enter a username, email address and password. This will generate a confirmation email.


2. Register to take full advantage of Zotero

If you haven't already created a Zotero account, please take a few moments to register now. It's a **free** way to [sync and access your library from anywhere](#), and it lets you join [groups](#) and [back up all your attached files](#).

Username
https://www.zotero.org/<username>

Email

Password Show

I'm not a robot 
reCAPTCHA
Privacy - Terms

Register

By using Zotero, you agree to its [Terms of Service](#).

2. Register to take full advantage of Zotero

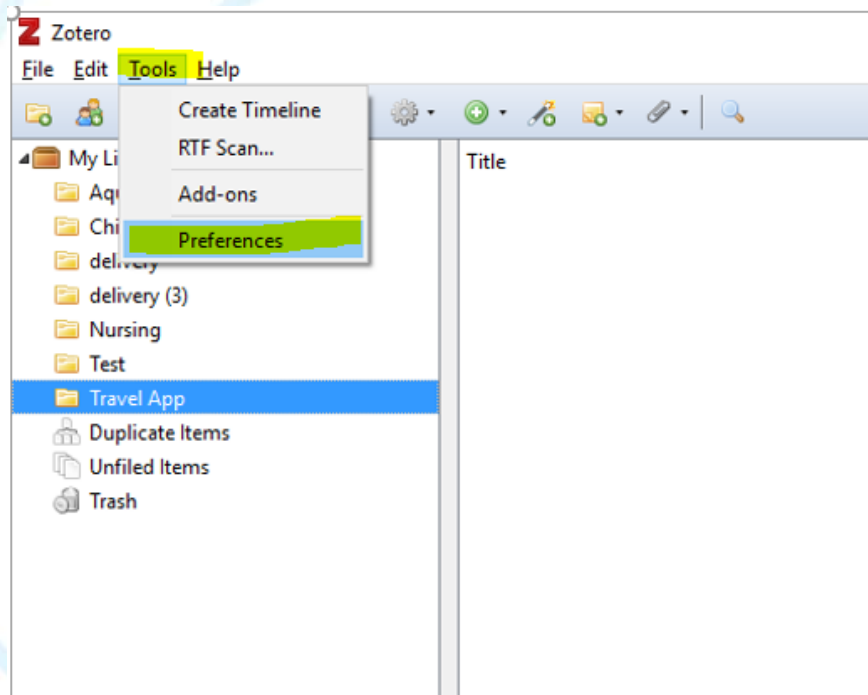
If you haven't already created a Zotero account, please take a few moments to register now. It's a **free** way to [sync and access your library from anywhere](#), and it lets you join [groups](#) and [back up all your attached files](#).

Thanks for registering. We've sent an email to activate your account.

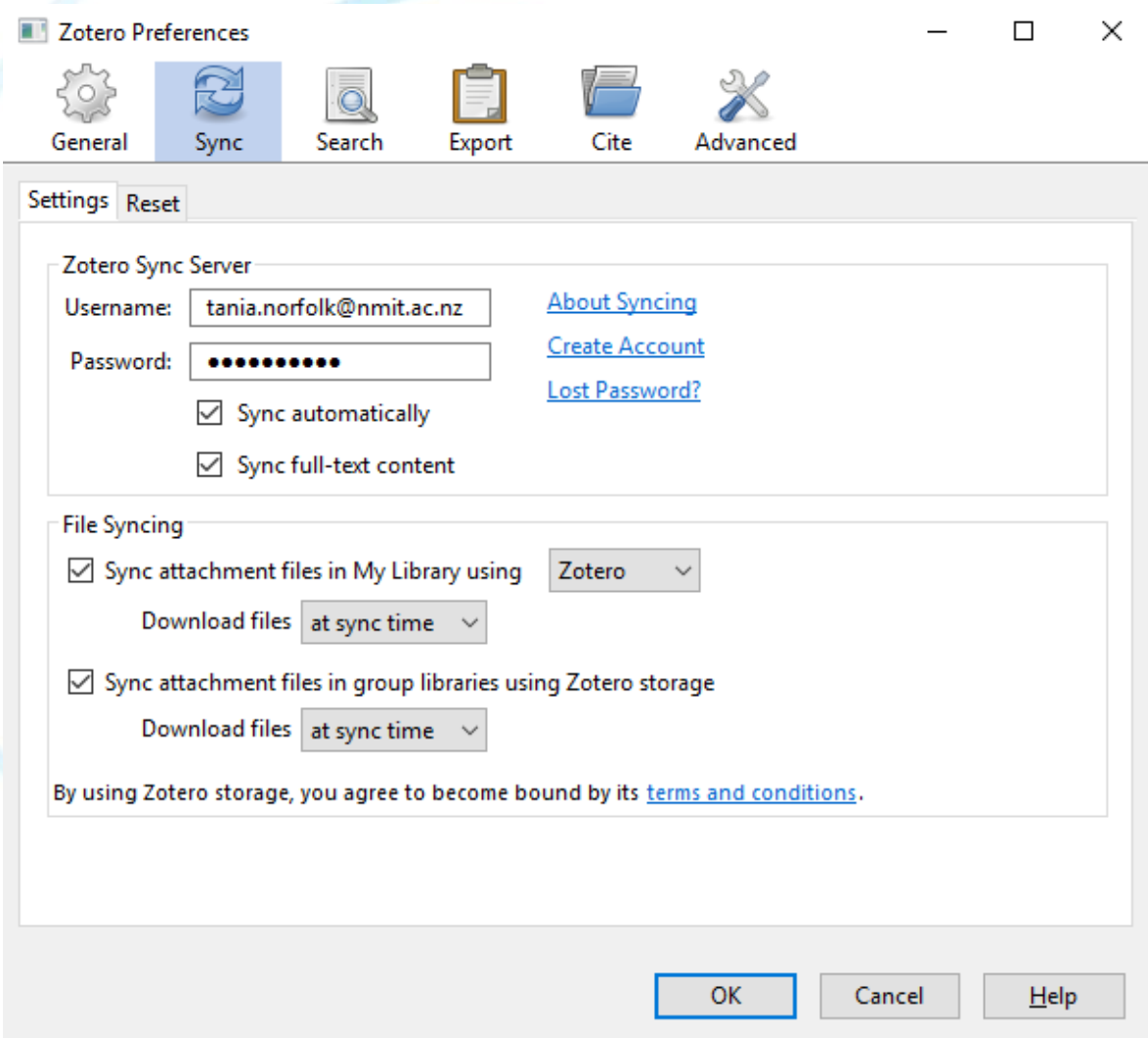
5. Check your email account and confirm your registration.

6. You will now want to **sync** your Zotero account.

Return to the Zotero Standalone window and click on **Tools** → **Preferences**.



7. Under *Sync*, fill in the username and password that you just created. Check all boxes are ticked for *Sync* and hit OK.



The screenshot shows the 'Zotero Preferences' dialog box with the 'Sync' tab selected. The 'Zotero Sync Server' section contains a 'Username' field with 'tania.norfolk@nmit.ac.nz', a 'Password' field with masked characters, and three checkboxes: 'Sync automatically' (checked), 'Sync full-text content' (checked), and 'Sync attachment files in My Library using Zotero' (checked). The 'File Syncing' section has two checkboxes: 'Sync attachment files in My Library using Zotero' (checked) and 'Sync attachment files in group libraries using Zotero storage' (checked). Both have 'Download files' dropdowns set to 'at sync time'. A note at the bottom states: 'By using Zotero storage, you agree to become bound by its [terms and conditions](#).' The 'OK' button is highlighted.

Zotero Preferences

General Sync Search Export Cite Advanced

Settings Reset

Zotero Sync Server

Username: [About Syncing](#)

Password: [Create Account](#)

Sync automatically [Lost Password?](#)

Sync full-text content

File Syncing

Sync attachment files in My Library using

Download files

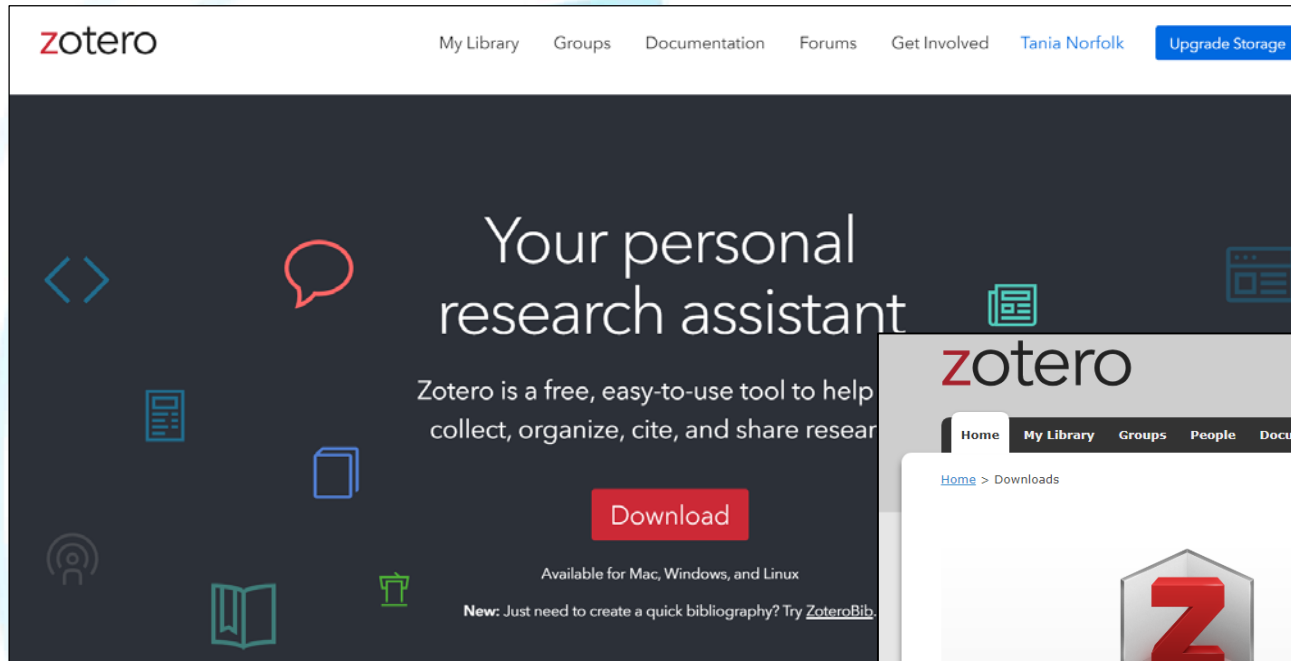
Sync attachment files in group libraries using Zotero storage

Download files

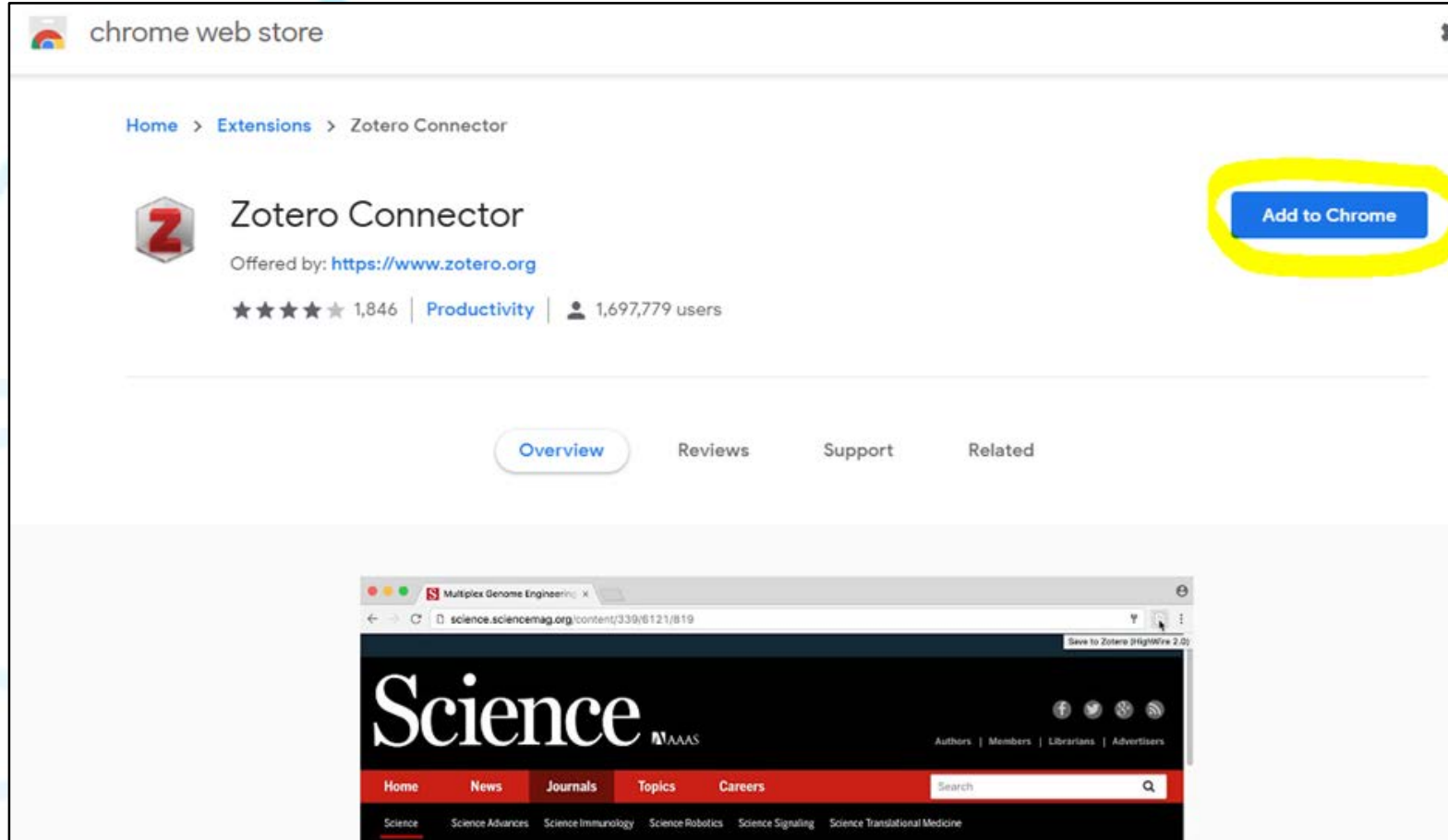
By using Zotero storage, you agree to become bound by its [terms and conditions](#).

OK Cancel Help

To install the Zotero connector for Chrome, return to the Zotero website window and click on Download, then **Install Chrome Connector**.

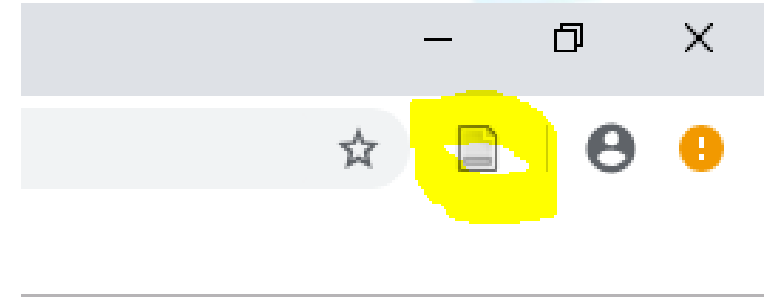
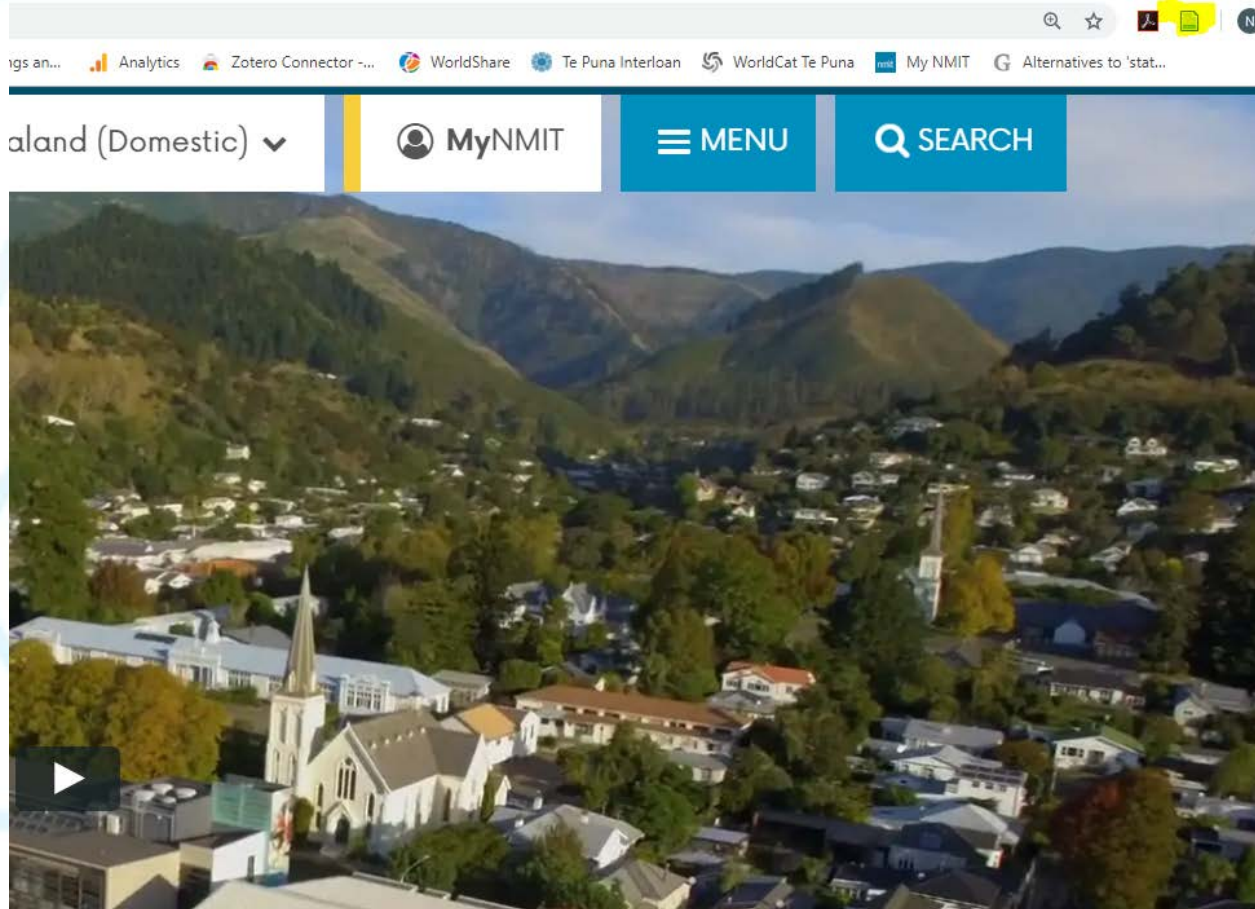


Then click **Add to Chrome**.



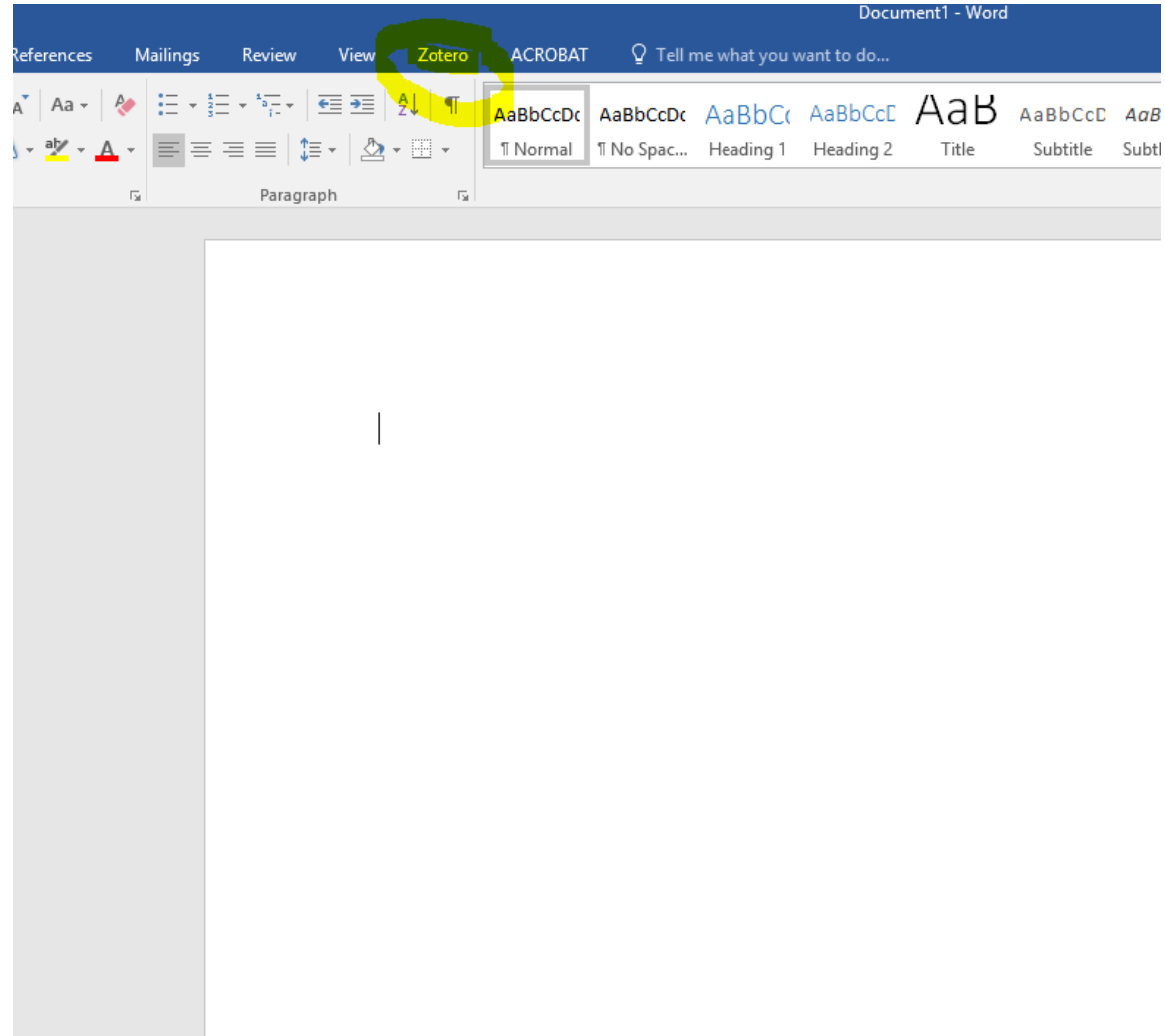
The screenshot shows the Chrome Web Store page for the Zotero Connector extension. The page title is "chrome web store" and the breadcrumb is "Home > Extensions > Zotero Connector". The extension is titled "Zotero Connector" and is offered by "https://www.zotero.org". It has a rating of 4.5 stars (1,846 reviews) and is categorized as "Productivity" with 1,697,779 users. A blue "Add to Chrome" button is highlighted with a yellow circle. Below the extension details are tabs for "Overview", "Reviews", "Support", and "Related". An inset image shows a browser window displaying the Science journal website with the Zotero Connector toolbar visible at the top right, including a "Save to Zotero (HighWire 2.0)" button.

You'll now see the Zotero Connector Extension at the top right of your browser. This allows you to import directly from the web into Zotero.



Zotero on Word

When you open Word, you should notice that the Zotero add in is showing.



Good to go!

You should now be all set up for using Zotero.

For an introduction to using Zotero, this video has some good tips: [Video Guide for Zotero](#)

The background is a gradient of blue, from a darker shade at the top to a lighter shade at the bottom. It features several abstract, light blue geometric shapes and lines, including a large curved arrow on the left, a spiral on the left, and a series of parallel lines on the right.

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