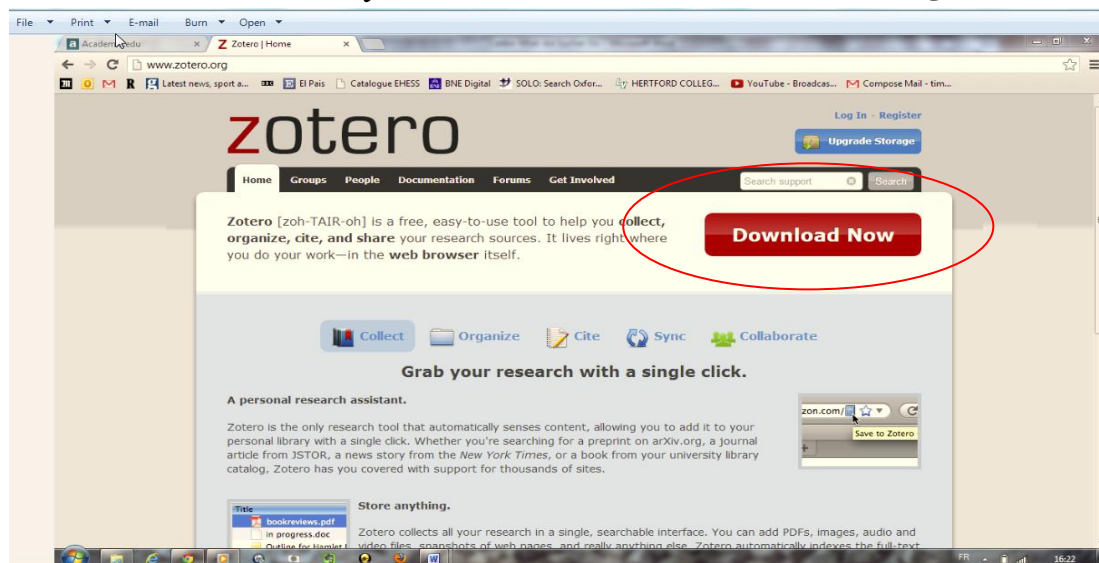# Re-imagining Democracy on Zotero
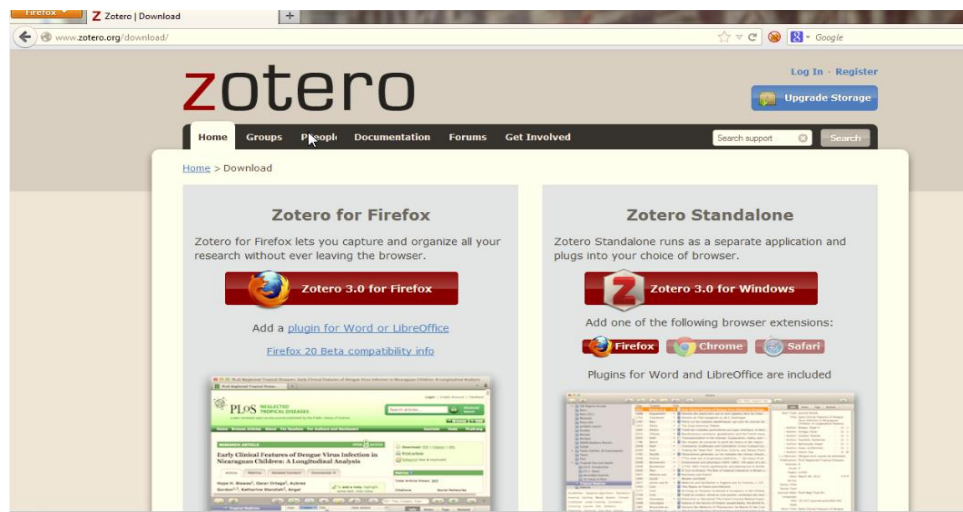
To gain access to the project 'Group Library' (2000+ items), first inform

joanna,innes@history.ox.ac.uk and she will send you an invitation to join the group

For those who already have Zotero installed: skip to step 4 below

For those who haven't yet installed it, **see instructions following.**

You can download

- either a version linked to the Firefox browser. This is quite straightforward to use. You can download the Firefox browser and use it just for this purpose: you don't have to make it your default browser.
- or a stand-alone version, that can be made to work with other browsers. If you follow the second method, you'll get further instructions about how to make it operational.
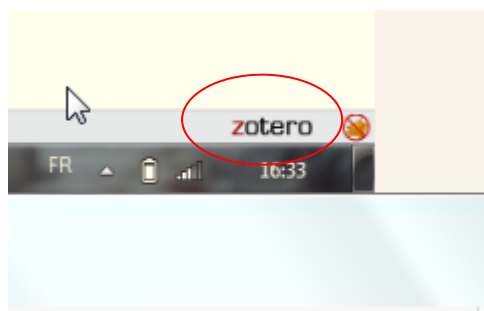
Welcome screen for Firefox version:

Welcome screen for standalone version:

**2. Follow instructions on the welcome screen to register**

3. Checking installation

Once it's installed, you should see the word 'Zotero' in the bottom right corner of your screen, like this:

It it doesn't appear, try closing down your browser and re-starting it. The software will only work when this icon is visible.

4. **Once you've registered and you're confident that Zotero is operating on your browser, turn to the invitation e-mail** that you should have received in response to your request, and click on the link, as circled below
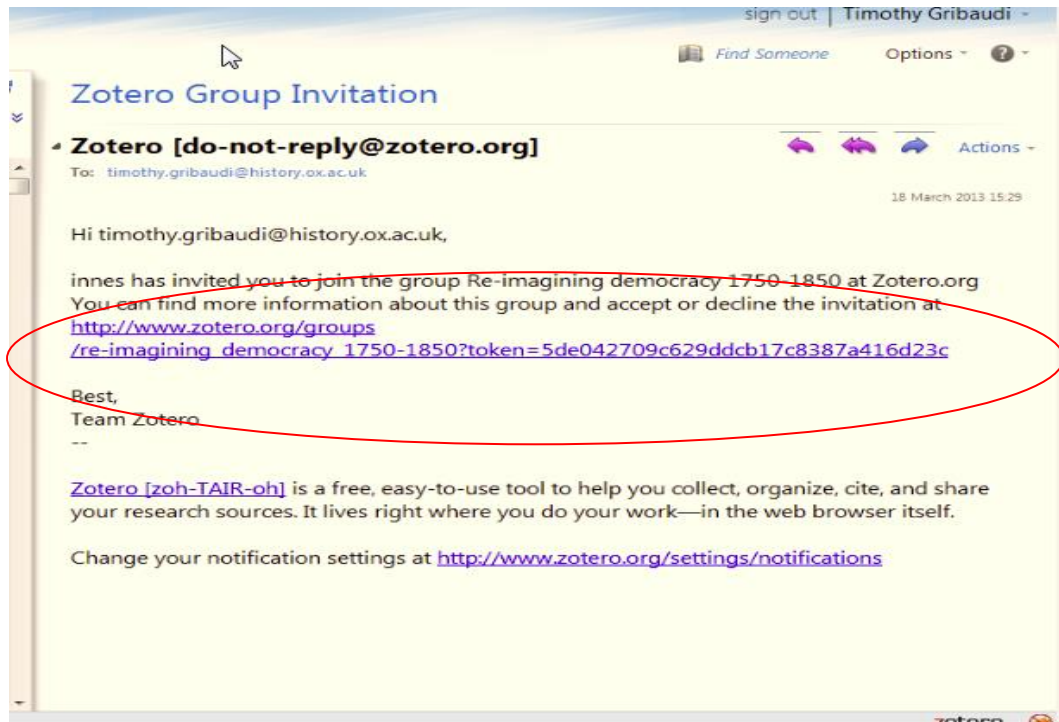

5. **This screen should appear. Click 'Join'**

6. **Now open up your Zotero window from within your browser.** Click on the word 'Zotero' in the bottom right-hand corner of your screen and a window should open up, filling the bottom half of the screen.
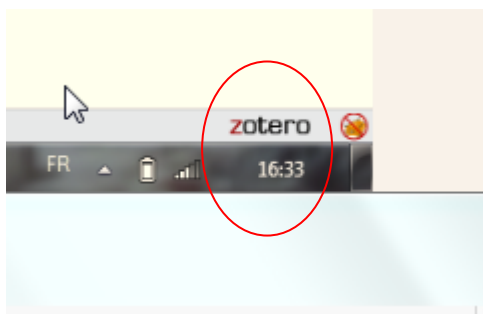
To get rid of this window at any point, **either** click on the X in the top-right hand corner of the half-window, **or** on the word 'Zotero' again.

To make the Zotero window fill the whole screen, click the icon circled below on the menu bar at the top right of your Zotero window. To reduce it to half size, click this icon again. (Or drag with the cursor to make it whatever size you like).
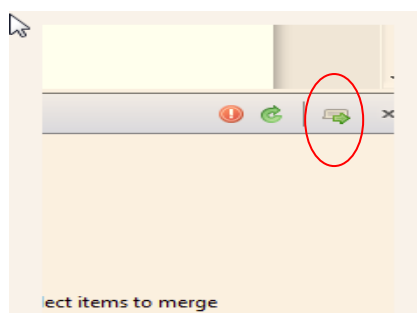
7. **Now 'sync' with the Zotero server**, by clicking on the green circular arrow, as shown below. When it starts to sync[hronise], it will revolve. This will load the Group Library into your Zotero window.
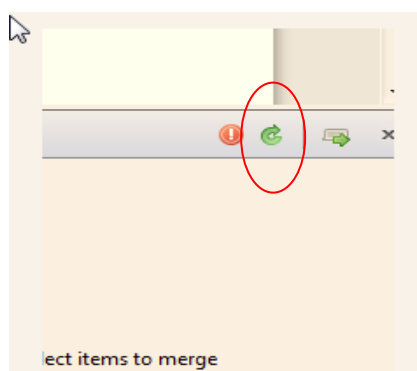
8. **Enter your sync preferences.** The first time you sync, this screen should open up automatically, but you can open it at any time by going to the cog item on the left hand side of the Zotero-window top menu-bar, clicking on that to release a drop-down menu, and then choosing Preferences.
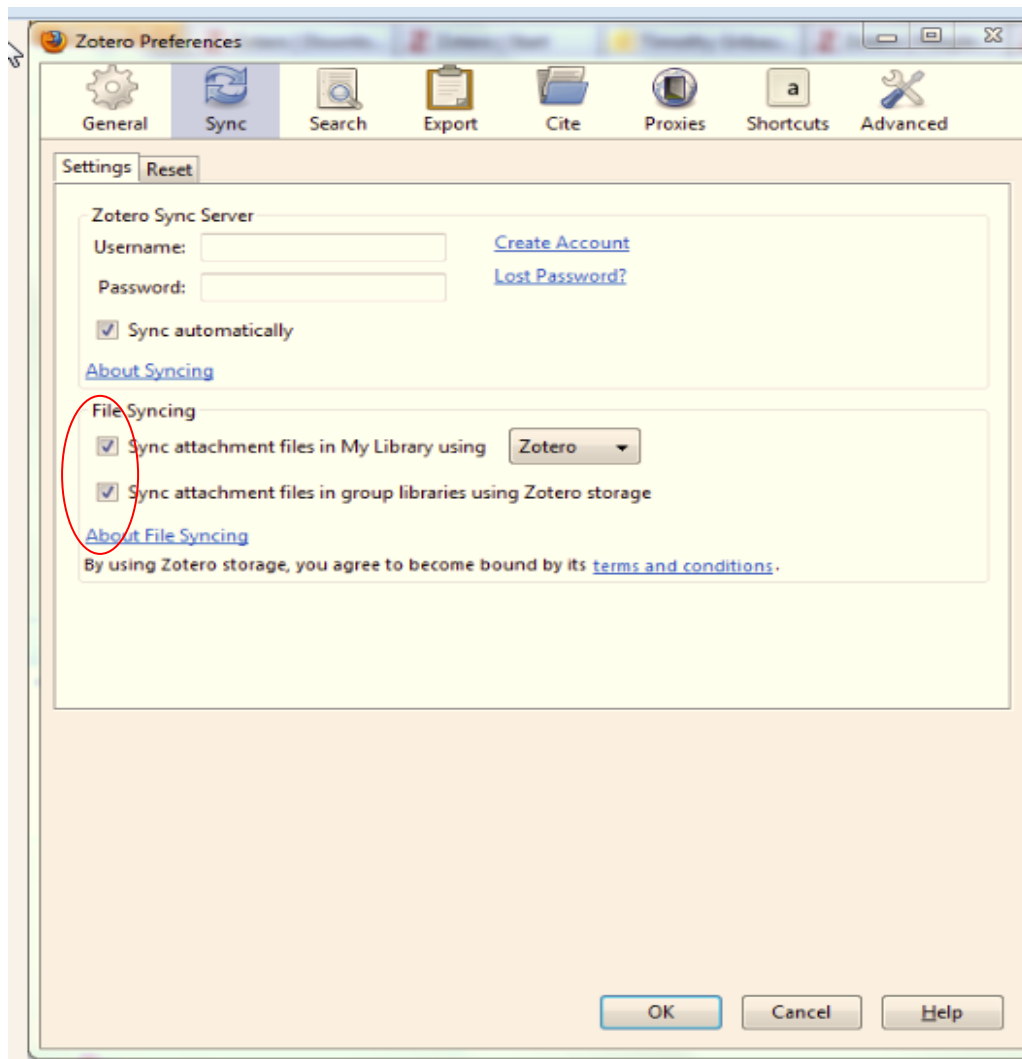
Enter the username and password that you used when registering with Zotero.

I recommend deselecting the two circled boxes (click on them to make the ticks disappear). This makes no difference in terms of joining the library, but will save you using up your storage space unintentionally if you go on to use Zotero for purposes of your own.

When you've finished click OK.

Because the Group Library is substantial, syncing will probably take some minutes. Wait till the little green arrow ceases to circle round.

9. **Open the Group Library.** Once syncing is complete, a link to the Group Library should appear in the box running down the left-hand side of your Zotero window:
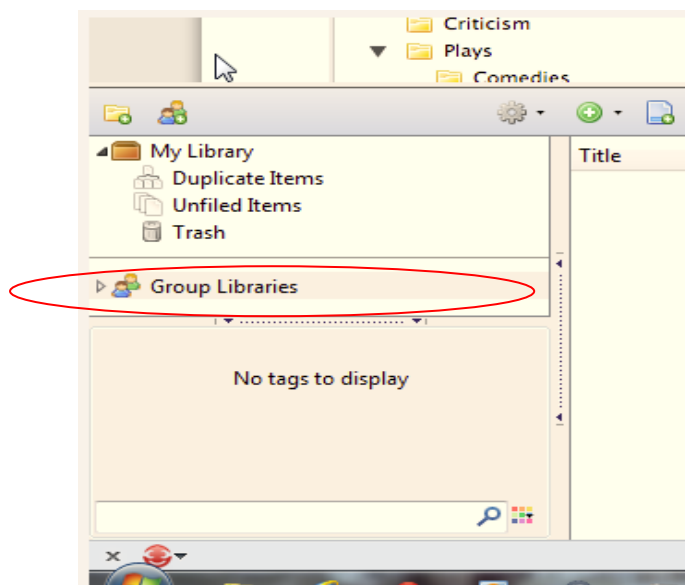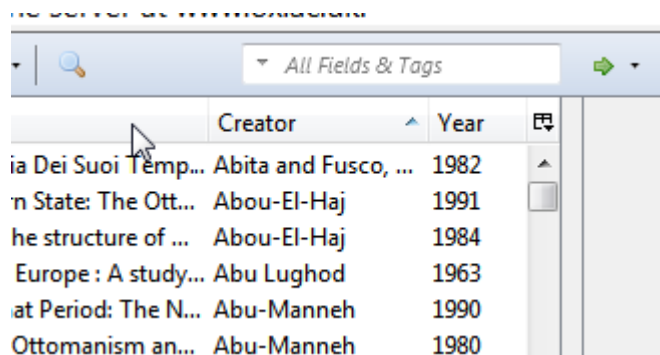

Click on the pointer to the left of the phrase 'Group Libraries', and a list of Group Libraries to which you belong will appear. Click on 'Re-imagining Democracy'. The items in the Group Library will then appear in the centre of your screen.
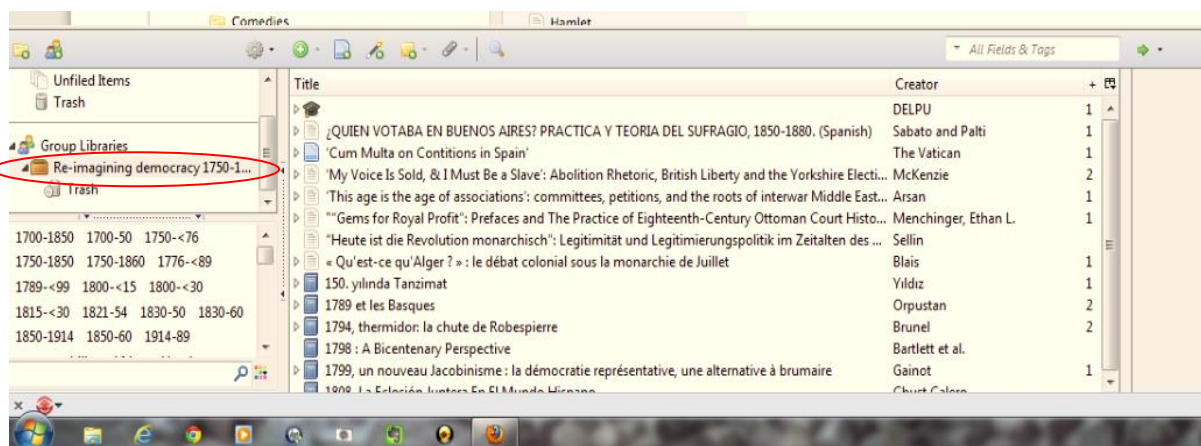
10. **Choose what columns display in the library listing.** Click on the tabular symbol in the top right-hand corner of the central screen, and a drop-down menu will offer choices.
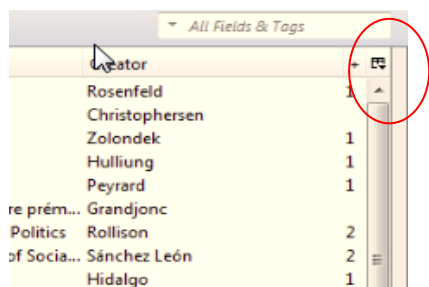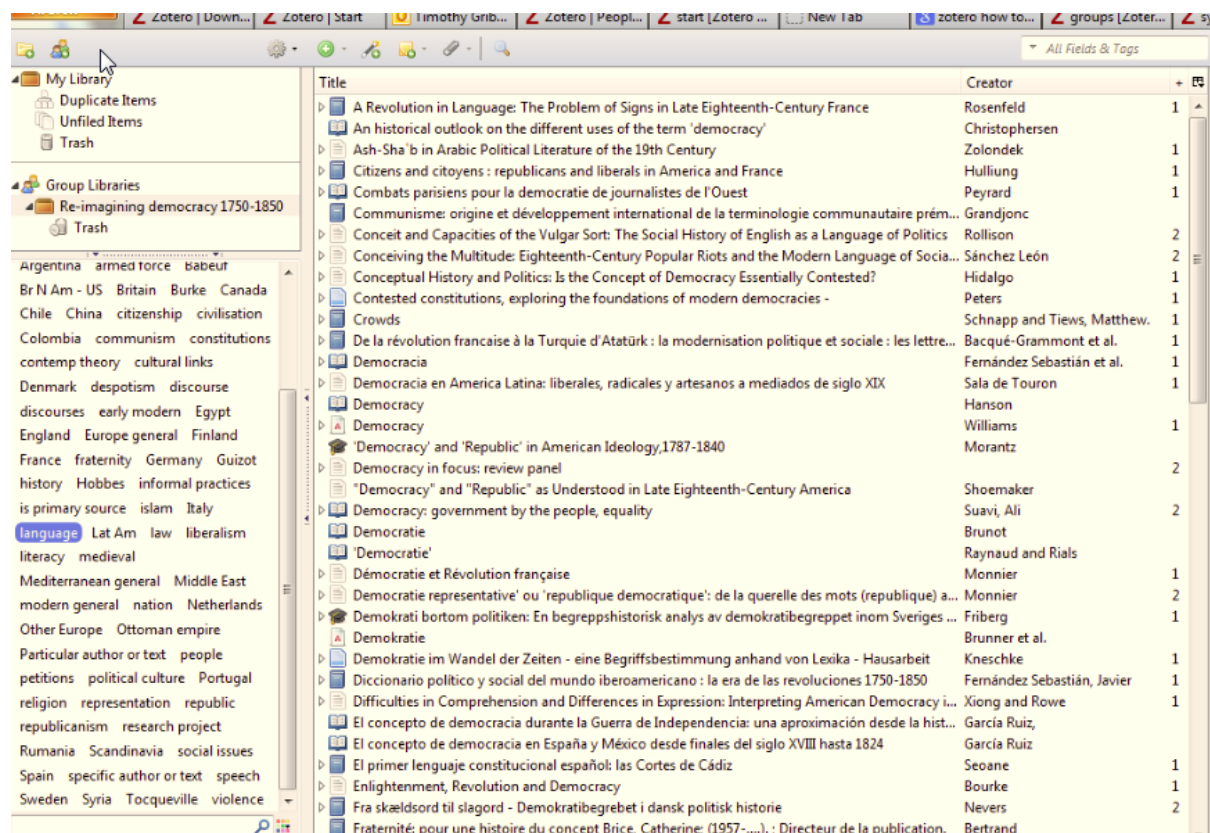
I display, apart from title 'Creator' and 'Year'. If you click on either of these titles, items in the list will be ordered on this basis, ie by alphabetical order of author name (as shown below), or by year of publication.


11. **Search within the list using tags.** Below you see the Zotero screen extended to full size. The tag 'language' has been selected in the left hand column. Only titles tagged 'language' are displayed: a subsection of the total. If you want to narrow your search further, you can click on another tag, eg Britain. To deselect one or more tags, click on the tag another time.

12. For further information about an item, click on that item, and information will appear in the right-hand part of your Zotero window:
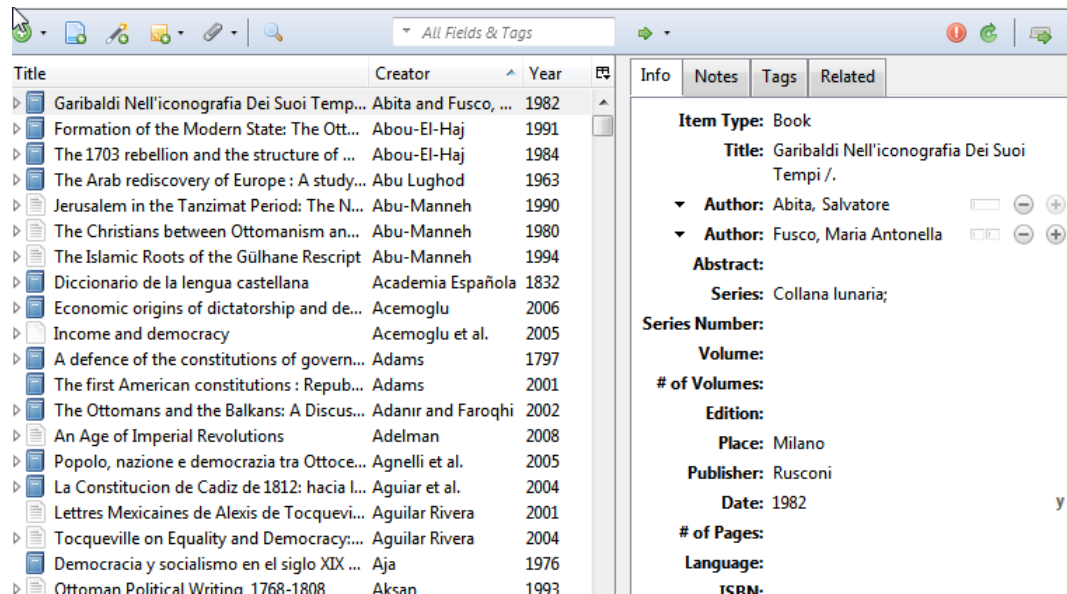

If you click on the 'Tags' tab, you will see all the tags that we have assigned to this item. If you click on 'Notes' you will sometimes find notes that we have added about its content.

If we have downloaded information from a website which also contains a copy of the full-text (eg Google books), then double-clicking on the item in the list will bring up the website and the full text (provided you are on-line). Sometimes you may find a link takes you to a subscription site to which you don't have access: sorry!

13. The bibliography will update automatically, whenever you sync to a server, if we have added new things (which we do all the time. If you have left your preferences set at the default 'Sync automatically', it will sync every time you open the Zotero window, so long as you are on-line. You will know this is happening if the little green arrow revolves.

14. **To download items from the bibliography into a text document**, first open the Zotero window to full size (instructions at step 5 above), then reduce the size of your browser, so that it covers part but only part of the page on to which you want to copy the item. Then just click on the item, hold and drag.
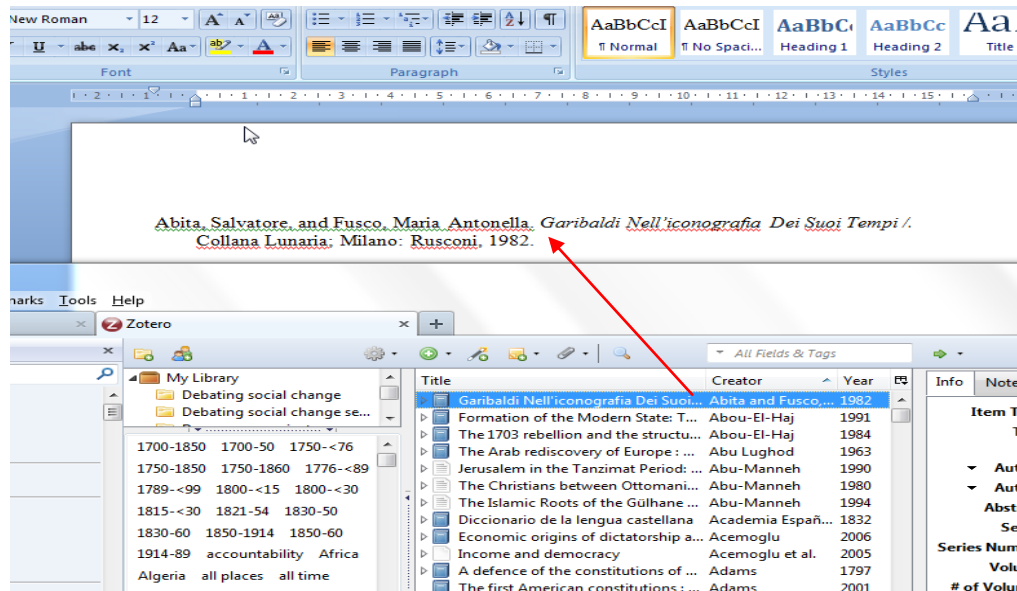
15. **Of course, you may also want to use Zotero to construct your own private library, or a Group Library of your own.** There's lots of on-line help to tell you how to use it. One of its really great features is that downloading information into it from a compliant website is really easy: just a matter of a single click on an icon that appears automatically on the url bar in, say Google Books. You can also move items from the Group Library into a folder in My Library by dragging and clicking (or highlight the whole lot – Ctrl-A – and drag it all into My Library, where you can tinker with it, add things etc. However, only the Group Library version will receive our updates.

Have fun.