

Zotero 7 Advanced

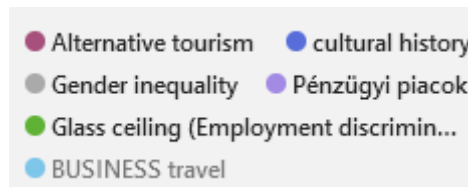
USER GUIDE

Table of Contents

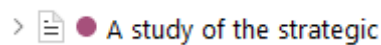
Colour coding	2
Searching and pdf-indexing.....	2
Pdf-editor	3
My publications	4
Creating Group Libraries	5
Open URL.....	5
Retraction Watch	7

Colour coding

Colour coding is a categorization method, that makes easy to quickly scan your library for documents that have a certain tag. Coloured tags are shown at the top of the tag selector and are always visible (even if not assigned to any visible items).



If you categorize a document with a coloured tag, a small coloured square will appear in front of the title.



How to do it:

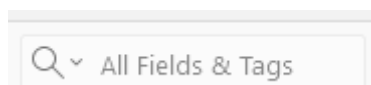
- Go to Tag selector (left bottom part)
- Right click on a tag, Assign color, then Set Colour up to 9 colours. Each coloured tag is also assigned a number, corresponding to its position at the top of the tag selector. Zotero can handle maximum 9 coloured tag/folder.

To add/remove a tag quickly to/from a document: click on the document and press the tags' assigned number (position). If the document does not have it, it will be added, if there is, it will be removed.

Colours and positions can be changed with right click, Assign color.

Searching and pdf-indexing

For simple search use this box:

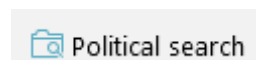


Clicking on the triangle lets you to define where to search.

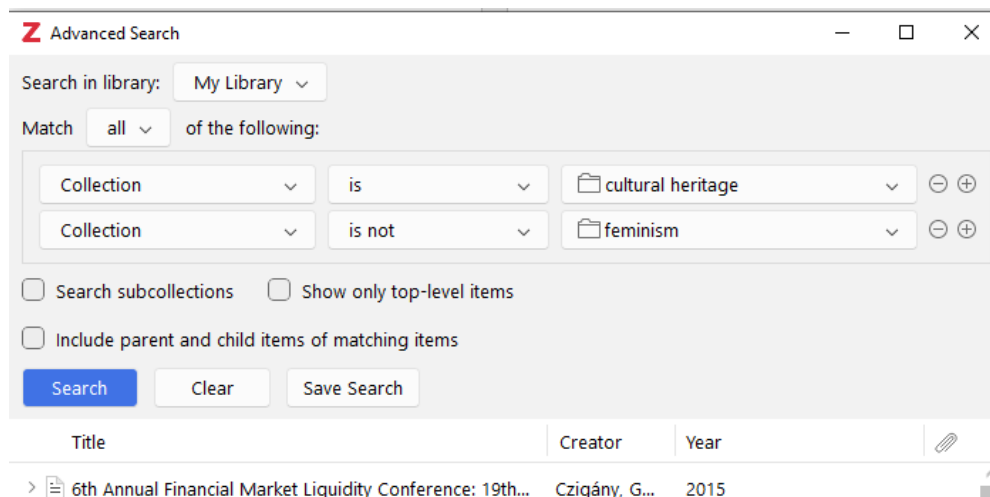
For Advanced search use the Magnifying glass, it searches in all libraries at the same time, alternatively you can choose group libraries as well. It can be defined for what element you want to search for or adding relations. To make searches simultaneously in selected libraries is not available.

If you tick *Show only top-level items* it will not search among child note/standalone note.

Searches can be saved, they will appear under the folders with a different icon:



If you want to compare the documents in two collections, choose *Collection*:



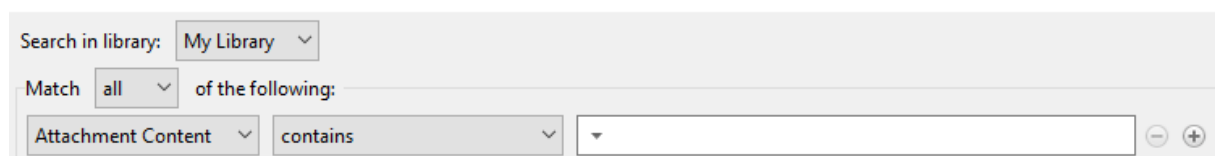
It will list all those documents that appear in the first collection but not in the 2nd.

Pdf-texts are also searchable if the Pdf is indexed. Checking: click on the pdf's metadata and check Indexed-field: If it is 'no', click on the double arrow, it will be changed to yes:



To make all your pdfs indexed go to Edit/Preferences/Advanced/Search – Rebuild Index.

To search for pdf-content choose Attachment content:

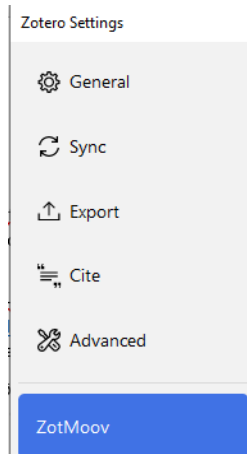


Pdf-editor

If you have already used Zotero, Zotfile might be familiar to you. This plugin was created for Zotero5, but has not been improved since then. For this reason, for version 7 ZotMoov is recommended.

ZotMoov-plugin is identical in functionality to Zotfile (automatic saving of pdf files, adding notes, renaming, etc.). To use it, [you need to download](#) the .xpi-file. If you use Zotero under Firefox, use the "save link as" function to download the .xpi-file.

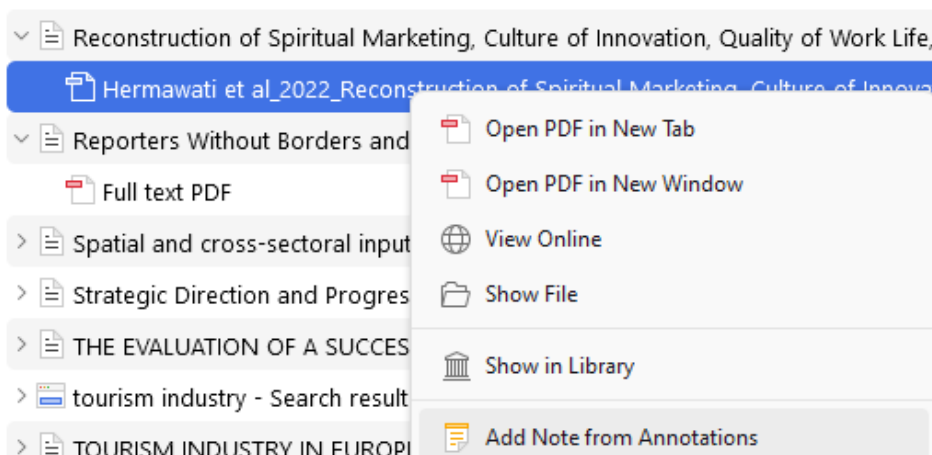
Once downloaded, paste it into Zotero as follows. If you did everything correctly, it will appear under Settings:



Important information and detailed description about moving pdf files formerly managed under ZotFile can be found on the [ZotMoov](#) page.

To create and extract an annotation:

Open a pdf in Zotero, highlight the necessary information, make notes. It will be saved in the same place where the original file was. Go back to Zotero, right-click on the pdf (center part), choose Add Note from Annotations:



My publications

You can upload your own publications to Zotero's platform, Zotero will create a Bibliography automatically from them. To upload your publications first download them into a randomly selected folder then drag them to My publications. At this point Zotero will ask whether the publications are

really belong to you and whether you want to upload the fulltext as well. If you missed attaching pdfs, delete the item and upload it again. Your bibliography will be openly available.

My Publications

Items you add to My Publications will be shown on your profile page on zotero.org. If you choose to include attached files, they will be made publicly available under the licence you specify. Only add work you yourself have created, and only include files if you have the rights to distribute them and wish to do so.

Include files

Include notes

You can adjust what to show at any time from the My Publications collection.

I created this work.

Creating Group Libraries

To create group libraries, login in Zotero.org (online). After logging in, click on Groups/Create a New Group.

Home Web Library Groups Documents

Home > Groups

Zotero Groups

[Search for Groups](#) · [Create a New Group](#)

Define what type of groups you want to create: (open, closed etc.)

You will be the administrator of the group, you can provide rights for the members.

teszt2 Settings

Group Settings · Members Settings · Library Settings

Group Type

Private

Public Closed

Public Open
Controls who can see and join your group

Library Reading

Anyone on the internet

Any group member
Who can see items in this group's library?

Library Editing

Any group members

Only group admins
Who can add, edit, and remove items from this group's library?

File Editing

Any group members

Only group admins

No group file storage
Who can see which files stored in the group? Public Open groups cannot have file storage enabled.

[Save Settings](#)

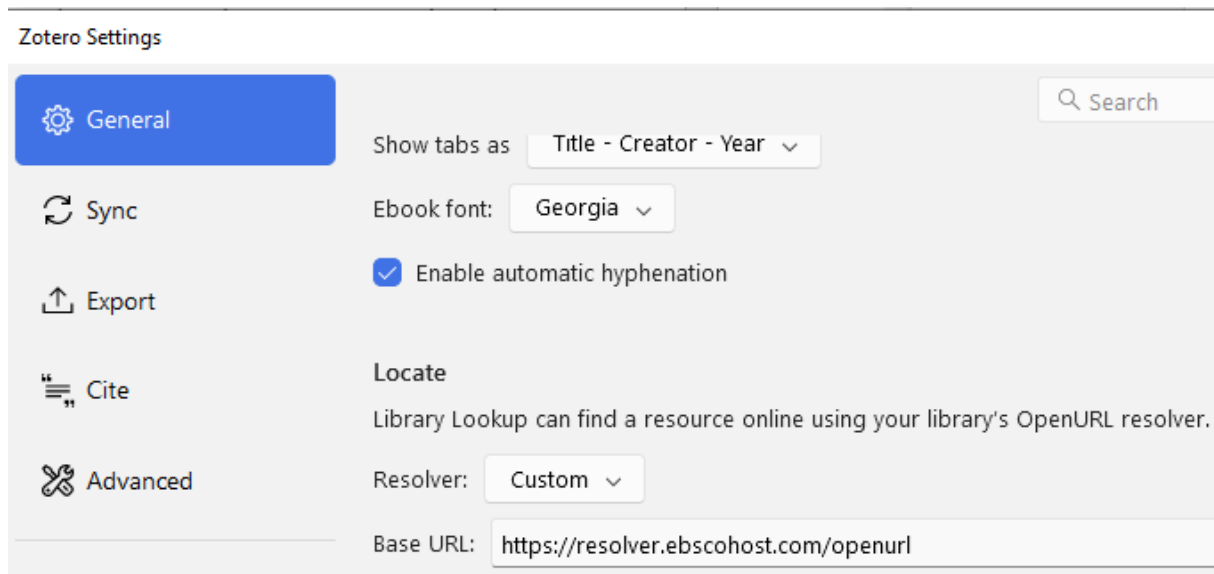
In case a of a closed group invite the members one by one. After you have created the group, click on *Members setting* and enter the e-mail address of the invited users into the empty box, then click on Invite members. Invited members will get a notification, they approve it and the group will appear also in their Zotero platform. It is important to know uploaded pdfs will use the Admin's storage. For details of storage and synchronisation check Zotero for Beginners guide.

Open URL

OpenURL is a link resolver, it helps you to check whether full-text of a specific document (if not found on the internet) is available in the CUB Library's collection.

The resolver to our collection is: <http://resolver.ebscohost.com/openurl>

Put it in Zotero: Edit – Preferences – General – Locate – OK



Usage: select a document, then Library lookup (small green arrow above note-section):

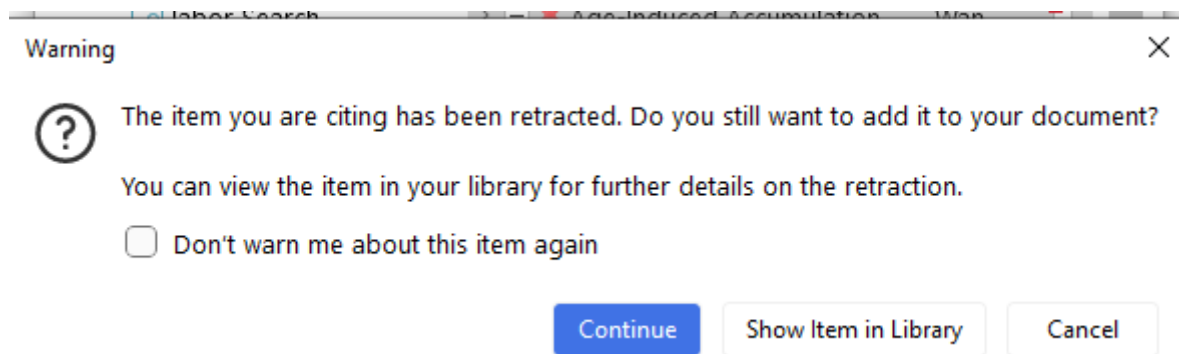


{Citation}

If you find the full text and you want to add it to the title: right click on an item, add attachment.

Retraction Watch

Automatically integrated plugin for tracking of retracted articles in cooperation with [Retraction Watch](#)-service. If you happen to download retracted articles, they will get a 'red x' and if you want to insert them into your paper it sends you an alert:



When the first retracted article is added, a separate directory called *Retracted items* is created, and further retracted articles will be added to this directory over time.