2024/25

Zotero 7 Advanced

USER GUIDE

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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.

E A study of the strategic

How to do it:

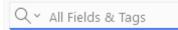
- Go to Tag selector (left bottom part)
- Right click on a tag, Assign color, then Set Colour up to 9 colours. Each coloured tag is also assigned a number, corresponding to its position at the top of the tag selector. Zotero can handle maximum 9 coloured tag/folder.

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:

遠 Political search

Z Advanced Search						_		×
Search in library: My	Library 🗸							
Match all \checkmark of th	e following:							
Collection	~	is	~	🗀 cultural	heritage		~	$\ominus \oplus$
Collection	~	is not	~	🗇 feminisn	n		~	\ominus \oplus
Search subcollection	ns 🗌 Sho	ow only top-level	items					
Include parent and of	child items of	matching items						
Search Clea	ar Sav	ve Search						
Title				Creator	Year			Ø
> 🖹 6th Annual Financia	al Market Liq	uidity Conference	: 19th	Czigány, G	2015			^

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:

https://di	scovery.ebsco.com/linkprocessor/v2
Title	Hermawati et al_2022_Reconstruction of Spiritual Marketing, Culture of Innovation, Quality of Work.pdf
Filename	Hermawati et al_2022_Reconstruction of Spiritual Marketing, Culture of Innovation, Quality of Work.pdf
Accessed	13/04/2023, 13:55:25
Indexed	No 💭

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

To search for pdf-content choose Attachment content:

Search in library: My Library ~	
Match all \checkmark of the following:	
Attachment Content \checkmark contains \checkmark	▼

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, <u>you need to download</u> 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:

Zotero Settings
ô General
🖁 Sync
⚠ Export
" ≕ , Cite
🔀 Advanced
ZotMoov

Important information and detailed description about moving pdf files formerly managed under ZotFile can be found on the <u>ZotMoov</u> 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 Annotiations:

Reconstruction of Spiritual Market	ting, Culture of Innovation, Quality of Work Life,
🕆 Hermawati et al_2022_Reconst	ruction of Spiritual Markating. Culture of Innovat
✓	Open PDF in New Tab
Tull text PDF	Open PDF in New Window
> 🖹 Spatial and cross-sectoral input	Wiew Online View O
> 🖹 Strategic Direction and Progres	🗁 Show File
> 💳 tourism industry - Search result	<u> </u>
	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.

blications
tems you add to My Publications will be shown on your profile page on zotero.org. If you hoose to include attached files, they will be made publicly available under the licence ou specify. Only add work you yourself have created, and only include files if you have he rights to distribute them and wish to do so.
Include files
Include notes
'ou 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	Docum
Home > Gro	oups		
Zoter	o Grou	ps	
Search for 0	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
O Private
O Public Closed
Public Open Controls who can see and join your group
Library Reading
Anyone on the internet
O 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 nork with files stored in the group? Public Open groups cannot have file storage enabl 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: <u>http://resolver.ebscohost.com/openurl</u>

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

Zotero Settings		
② General		Q Search
25 Ocheldi	Show tabs as 🛛 Title - Creator - Year 🗸	
💭 Sync	Ebook font: Georgia 🗸	
▲ Export	Enable automatic hyphenation	
"≕ Cite	Locate	
	Library Lookup can find a resource online using your library's O	penURL resolver.
💥 Advanced	Resolver: Custom ~	
	Base URL: https://resolver.ebscohost.com/openurl	

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

🖹 Desempeno laboral en mujeres ejecutivas del sector turistico: Uso de redes sociales y competencias digitales. (Women Executives Job P	Moyano-Castolo et al.		🔟 My Library	
Do Tourists Stand by the Tourism Industry? Examining Solidarity During and After a Pandemic.	Kock et al.	1	🚞 tourism industry	
Evolución de la investigación científica sobre electronic word of mouth en la industria del turismo: un análisis bibliométrico.	Osorio-Andrade et al.	•	🚫 18 Tags	+ ^
Eusion of Sustainability in the Tourism Industry for Improved Competitiveness: Investigation of Five-Star Hotels in Kuwait.	Abdelkader	۳	Acquisitions	
Gender equality and sustainability in the tourism industry: feminist perspectives.	Kaunda and Shereni	•	🛇 Corporate Governance	
Preventing Modern Slavery Through Corporate Social Responsibility Disclosure: An Analysis of the U.S. Hospitality and Tourism Industry.	Vaughan	1	Economics of Gender Gambling	窟 Library Lookup
Reconstruction of Spiritual Marketing, Culture of Innovation, Quality of Work Life, and Retainers for Tourism Industry SMEs in East Java.	Hermawati et al.	•	Gambling Human Capital	📁 CrossRef Lookup
THermawati et al_2022_Reconstruction of Spiritual Marketing, Culture of Innovation, Quality of Work.pdf			Labor Productivity	🔶 Google Scholar Sea
Reporters Without Borders and Tourism Industry in Southwest Asian Countries.	Ghaem Zabihi et al.	۳	S Mergers	Manage Lookup Engine

{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 <u>Retraction Watch</u>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:

Warning	g
(?)	The item you are citing has been retracted. Do you still want to add it to your document?
\smile	You can view the item in your library for further details on the retraction.
	Don't warn me about this item again
	Continue Show Item in Library Cancel

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.