

Gladyševa, A. (2026). Zotero 7 user guide
for researchers: Installation, library
management, and citation
workflows [Professional methodological
guide]. Mykolas Romeris University
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I. Instructions: Preparing to Work with Zotero7 for Academic Research Databases

Zotero is a reference management program that allows you to collect, organize, and manage sources from academic research databases, library catalogs, and scholarly search platforms such as Google Scholar.

Zotero users can save bibliographic information, PDFs, and entire web pages with a single click. The collected materials are stored in your personal Zotero library and can be accessed from any computer with an internet connection.

To install and use Zotero effectively, you should have the browser, for ex. : Mozilla Firefox or Microsoft Edge installed on your computer. For academic research, they are often recommended because they work very reliably with library databases, publisher websites, and PDF capture.

❖ If you do not have Mozilla Firefox, download and install it here:

<https://www.mozilla.org/lt/firefox/>

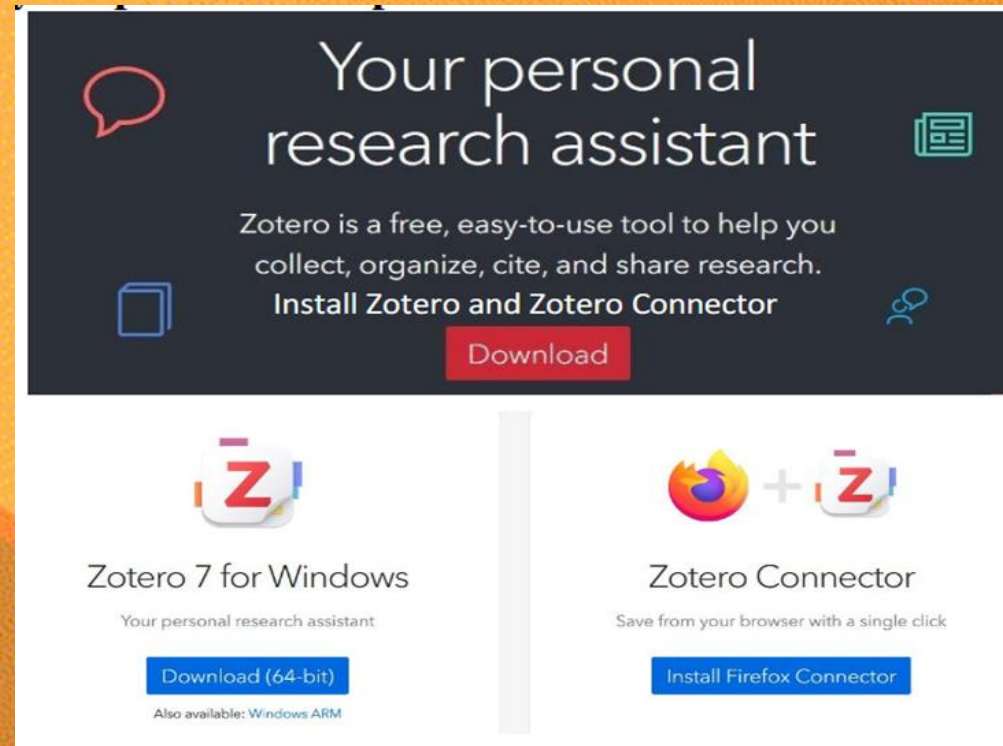
I. Instructions for Preparing to Work with Zotero 7:

1. Registration

- ❖ To use all the features of the Zotero7 program, you need to create a personal account, i.e., register on the Zotero website <https://www.zotero.org/user/register/>
- ❖ Go to www.zotero.org.
- ❖ Select Sign up at the top
- ❖ At the top, click Register for a free account.
- ❖ Enter your details and click Register.
- ❖ After registering, a confirmation email will be sent to your email address.
- ❖ Your Zotero account is accessible by logging in with the details you created during registration at www.zotero.org. Log in to the system by selecting Log In.

1. Instructions for Preparing to Work with Zotero 7:

2. Installing Zotero7 and Zotero Connector on your personal computer I



Installing Zotero 7 To use Zotero effectively, install both Zotero 7 (desktop application) and the Zotero Connector (browser extension).

Important: Close all Microsoft Office applications (especially Microsoft Word) before installing Zotero. This ensures that the Zotero Word Plugin is installed correctly.

I. Instructions for Preparing to Work with Zotero 7:

2. Installing Zotero7 on your personal computer II

Step 1. Download Zotero 7

Go to <https://www.zotero.org/download/> and download the version for your operating system:

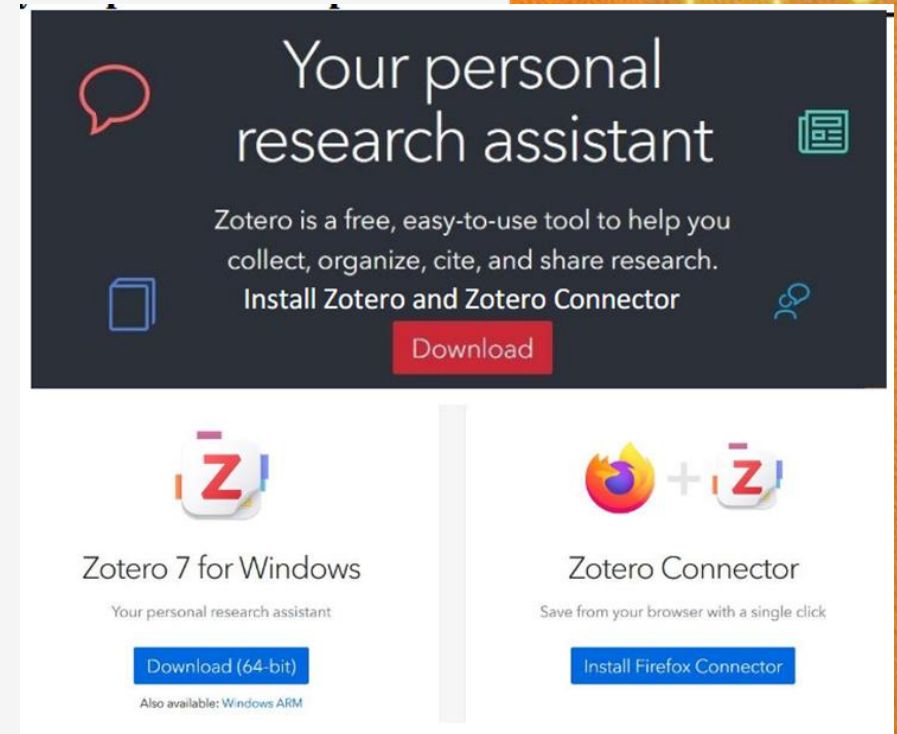
- **Windows** – *Zotero 7 for Windows*
- **macOS (Apple)** – *Zotero 7 for macOS*
- **Linux** – *Zotero 7 for Linux*

Run the installer and follow the installation wizard.

Step 2. Install Zotero Connector

Install the browser extension for the browser you use:

- **Mozilla Firefox** – Zotero Connector
- **Microsoft Edge** – Zotero Connector
- **Google Chrome** – Zotero Connector
- **Safari (macOS)** – Zotero Connector



I. Instructions for Preparing to Work with Zotero 7:

3. Launch Zotero7: Interface I

Left Pane – Library & Collections

My Library: all references in your Zotero database.

Collections: folders used to organize references.

Special folders:

Recently Read

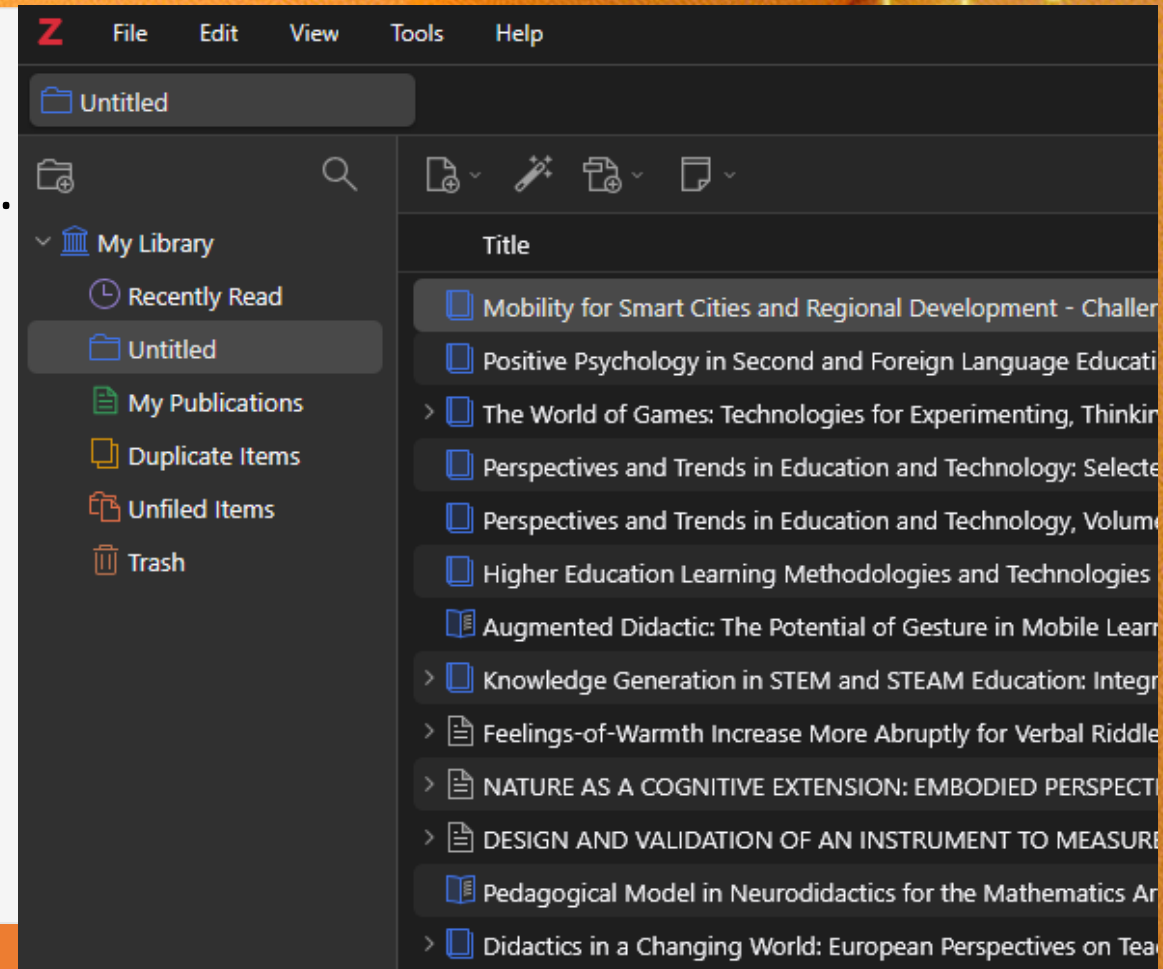
My Publications

Duplicate Items

Unfiled Items

Trash

Tags appear at the bottom for filtering items.



I. Instructions for Preparing to Work with Zotero 7:

3. Launch Zotero7: Interface II

Center Pane – Item List: Displays references in the selected collection. Columns such as **Title** and **Creator (Author)** help sort and browse items. Click an item to view its details.

❖ **Right Pane – Item Details.** Shows metadata for the selected item:

❖ Title

❖ Authors/Editors

❖ Publisher

❖ DOI, ISBN, URL

❖ Date, Pages, etc.

❖ Tabs/icons provide access to:

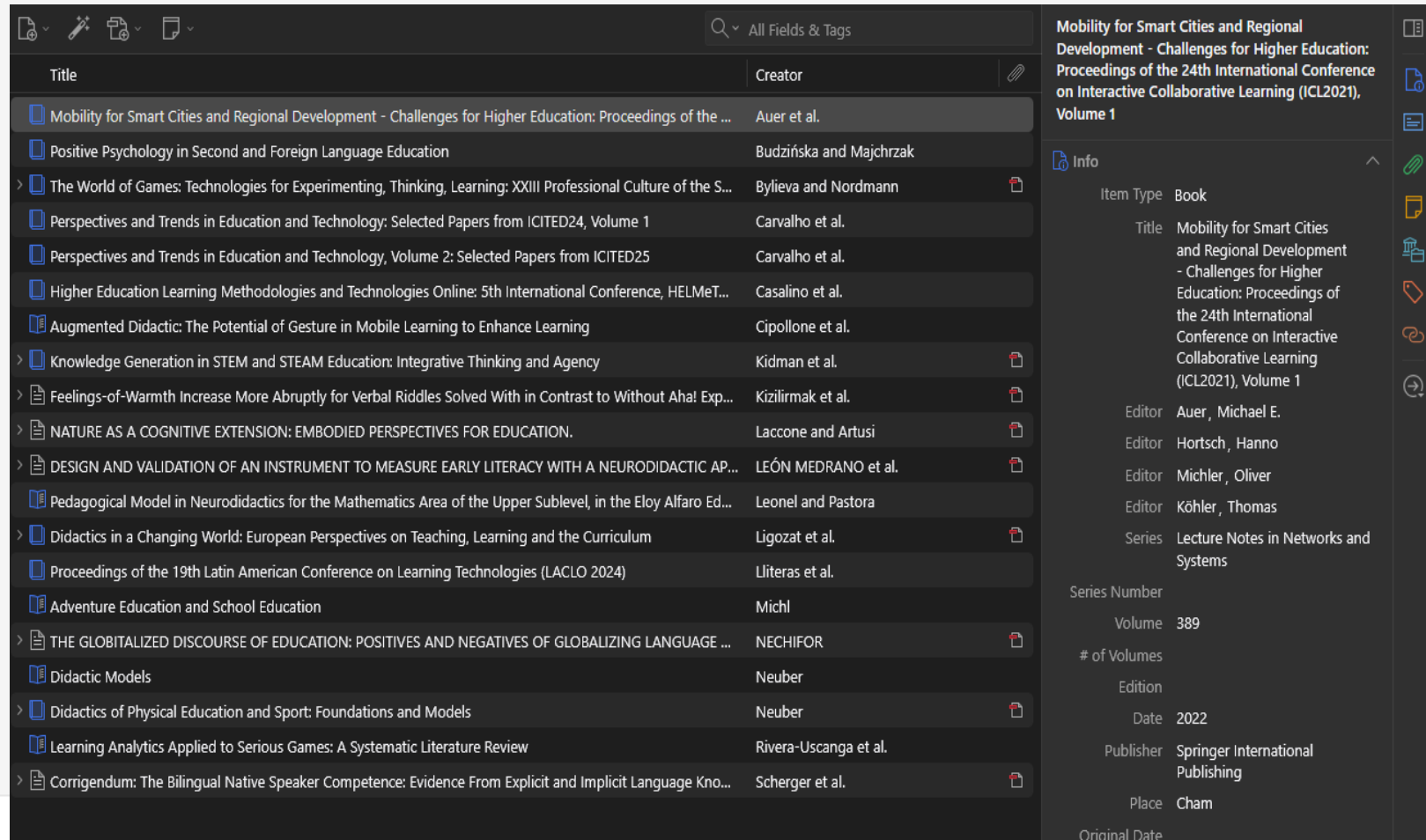
❖ Info

❖ Notes

❖ Attachments (PDFs)

❖ Tags

❖ Related items



The screenshot displays the Zotero 7 interface. The Center Pane shows a list of items with columns for Title and Creator. The Right Pane shows the details for the selected item, including Item Type, Title, Editor, Series, and Date.

Title	Creator
Mobility for Smart Cities and Regional Development - Challenges for Higher Education: Proceedings of the ...	Auer et al.
Positive Psychology in Second and Foreign Language Education	Budzińska and Majchrzak
The World of Games: Technologies for Experimenting, Thinking, Learning: XXIII Professional Culture of the S...	Bylieva and Nordmann
Perspectives and Trends in Education and Technology: Selected Papers from ICITED24, Volume 1	Carvalho et al.
Perspectives and Trends in Education and Technology, Volume 2: Selected Papers from ICITED25	Carvalho et al.
Higher Education Learning Methodologies and Technologies Online: 5th International Conference, HELMeT...	Casalino et al.
Augmented Didactic: The Potential of Gesture in Mobile Learning to Enhance Learning	Cipollone et al.
Knowledge Generation in STEM and STEAM Education: Integrative Thinking and Agency	Kidman et al.
Feelings-of-Warmth Increase More Abruptly for Verbal Riddles Solved With in Contrast to Without Aha! Exp...	Kizilirmak et al.
NATURE AS A COGNITIVE EXTENSION: EMBODIED PERSPECTIVES FOR EDUCATION.	Laccone and Artusi
DESIGN AND VALIDATION OF AN INSTRUMENT TO MEASURE EARLY LITERACY WITH A NEURODIDACTIC AP...	LEÓN MEDRANO et al.
Pedagogical Model in Neurodidactics for the Mathematics Area of the Upper Sublevel, in the Eloy Alfaro Ed...	Leonel and Pastora
Didactics in a Changing World: European Perspectives on Teaching, Learning and the Curriculum	Ligozat et al.
Proceedings of the 19th Latin American Conference on Learning Technologies (LACLO 2024)	Lliteras et al.
Adventure Education and School Education	Michl
THE GLOBALIZED DISCOURSE OF EDUCATION: POSITIVES AND NEGATIVES OF GLOBALIZING LANGUAGE ...	NECHIFOR
Didactic Models	Neuber
Didactics of Physical Education and Sport: Foundations and Models	Neuber
Learning Analytics Applied to Serious Games: A Systematic Literature Review	Rivera-Uscanga et al.
Corrigendum: The Bilingual Native Speaker Competence: Evidence From Explicit and Implicit Language Kno...	Scherger et al.

Item Details:

Item Type: Book

Title: Mobility for Smart Cities and Regional Development - Challenges for Higher Education: Proceedings of the 24th International Conference on Interactive Collaborative Learning (ICL2021), Volume 1

Editor: Auer, Michael E.

Editor: Hortsch, Hanno

Editor: Michler, Oliver

Editor: Köhler, Thomas

Series: Lecture Notes in Networks and Systems

Series Number: 389

Volume: 389

of Volumes: 1

Edition: 2022

Date: 2022

Publisher: Springer International Publishing

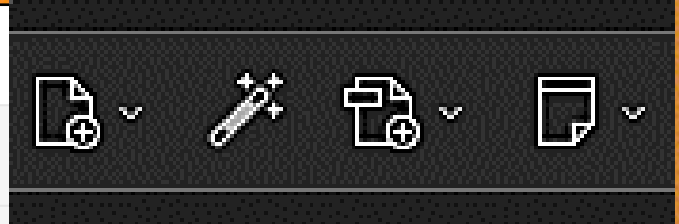
Place: Cham

Original Date: 2022

I. Instructions for Preparing to Work with Zotero 7:

3. Launch Zotero7. Interface III: Top Toolbar

In Zotero 7 , the top toolbar icons mean:	
Icon	Function
	New Item – Manually create a reference (book, journal article, thesis, webpage, etc.).
 (magic wand)	Add Item by Identifier – Enter a DOI, ISBN, PMID, arXiv ID, or other identifier, and Zotero retrieves the citation details automatically.
	Add Items from Bibliography – Paste one or more citations/references, and Zotero attempts to identify and import them.
 (page with folded corner)	New Note – Create a standalone note or a child note attached to a selected item.



I. Instructions for Preparing to Work with Zotero 7:

3. Launch Zotero7. Interface IV: Top Toolbar



Add Item by Identifier

Example inputs:

- DOI: 10.1038/nature12373
- ISBN: 9780262033848
- PMID: 12345678

Press **Enter**, and Zotero tries to download the metadata automatically.



New Note

Useful for:

- Literature summaries
- Reading notes
- Research ideas
- Quotations from sources

I. Instructions for Preparing to Work with Zotero 7:

3. Launch Zotero7: Duplicate Items



To remove the duplicate:

Click the duplicate group (the two identical entries).

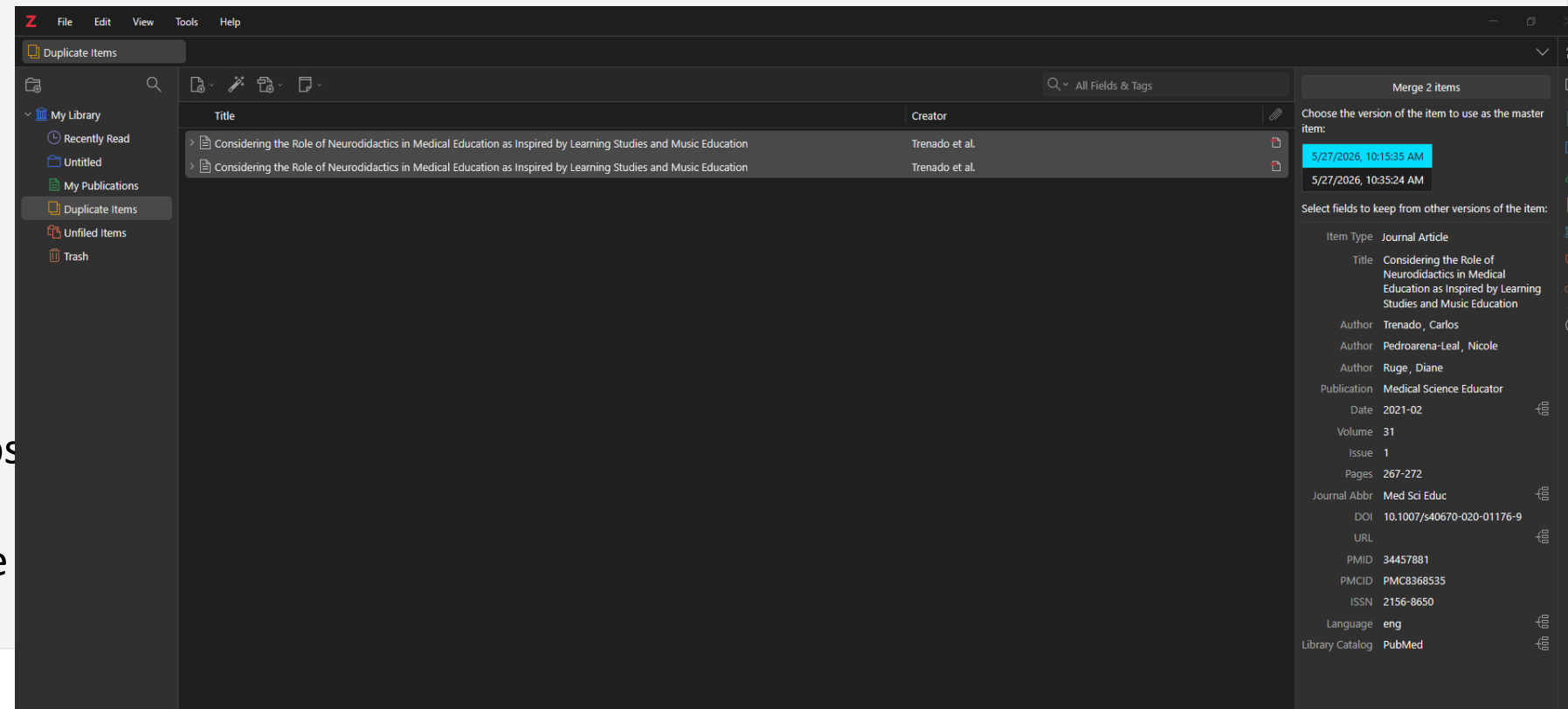
In the right panel, choose which version should be the **master item** (the highlighted date at the top).

Review the fields if needed.

Click **Merge 2 Items** at the top-right.

Zotero will:

- ❖ Keep one reference.
- ❖ Combine notes, tags,
- ❖ attachments,
- ❖ and collection memberships from both items.
- ❖ Remove the extra duplicate record.



I. Instructions for Preparing to Work with Zotero 7:

3. Launch Zotero7: Duplicate Items

For duplicate PDFs

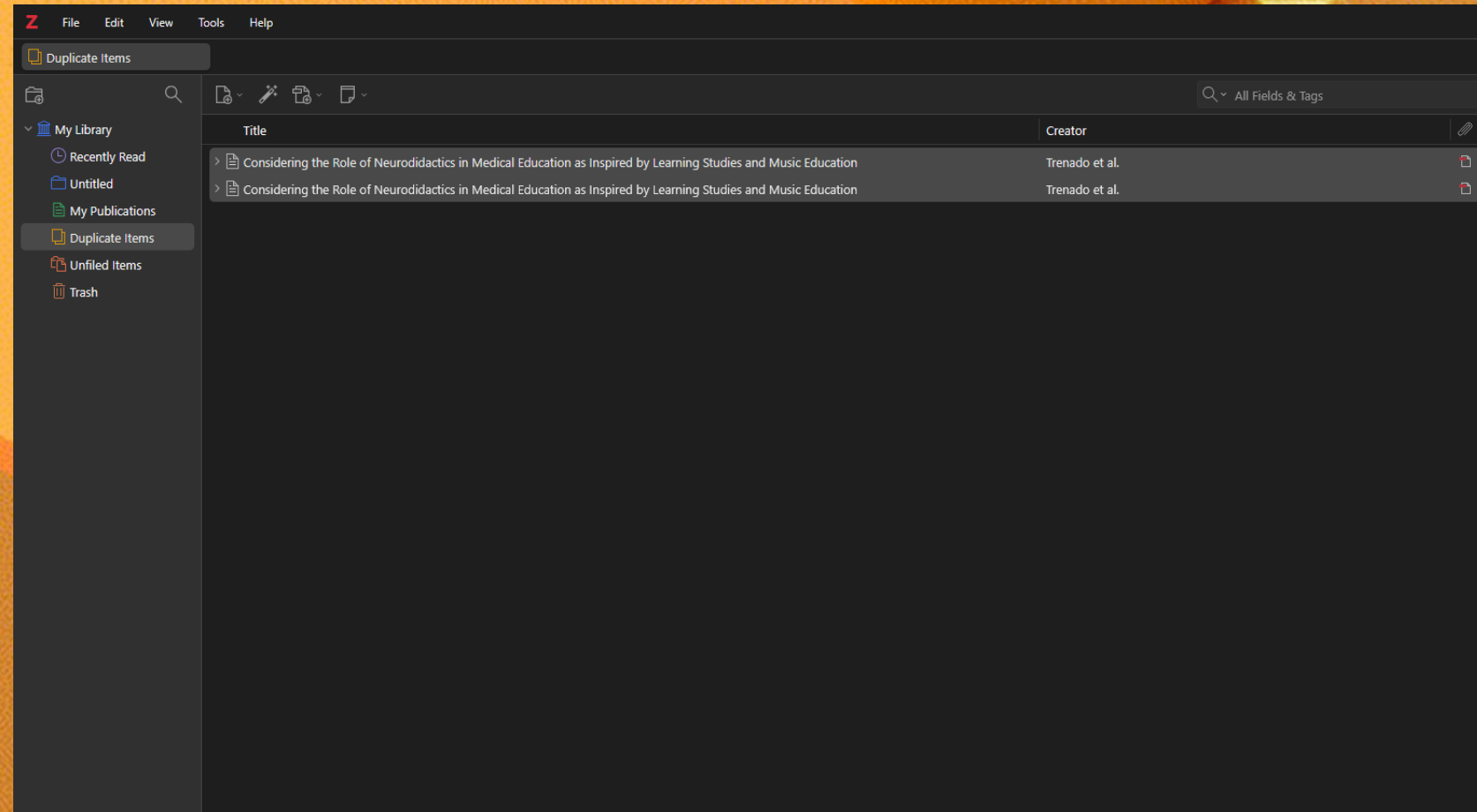
If both records have attached PDF files:

Expand each item by clicking the small triangle ► to the left of the title.

Check the attachments.

After merging, Zotero usually keeps all attachments.

If two identical PDFs remain attached, right-click the unwanted PDF attachment and choose **Move Item to Trash**.



I. Instructions for Preparing to Work with Zotero 7:

4. Launch MS Word I



Step 3. Verify Microsoft Word Integration

After installing Zotero:

1. Open Microsoft Word.
2. Look for the **Zotero** tab in the ribbon.
3. If the tab is visible, the Word Plugin has been installed successfully.

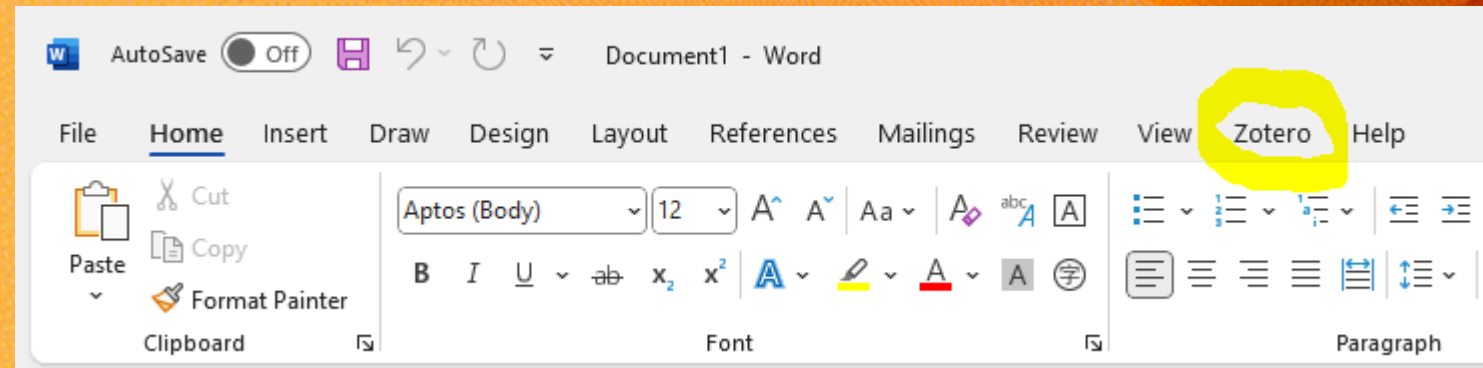
The Zotero tab allows you to:

- ❖ Insert citations
- ❖ Create bibliographies automatically
- ❖ Select citation styles (APA, Harvard, Chicago, IEEE, etc.)
- ❖ Refresh and edit citations

I. Instructions for Preparing to Work with Zotero 7:

4. Launch MS Word II

In MS Word:



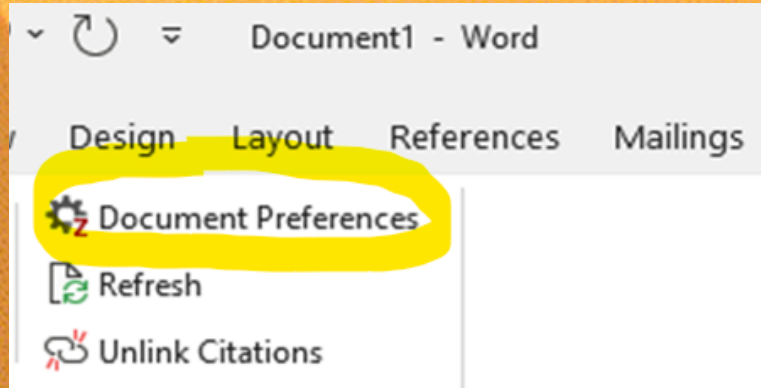
The circled **Zotero** tab in Microsoft Word is the **Zotero Word Plugin**. It allows you to use references stored in Zotero directly within a Word document.

Common functions in the Zotero tab:

- ❖ **Add/Edit Citation** – Insert an in-text citation.
- ❖ **Add/Edit Bibliography** – Automatically generate a reference list.
- ❖ **Document Preferences** – Choose a citation style (APA, Harvard, Chicago, IEEE, etc.).
- ❖ **Refresh** – Update citations and bibliography after changes.
- ❖ **Unlink Citations** – Convert Zotero citations to plain text (usually done before final submission).

I. Instructions for Preparing to Work with Zotero 7:

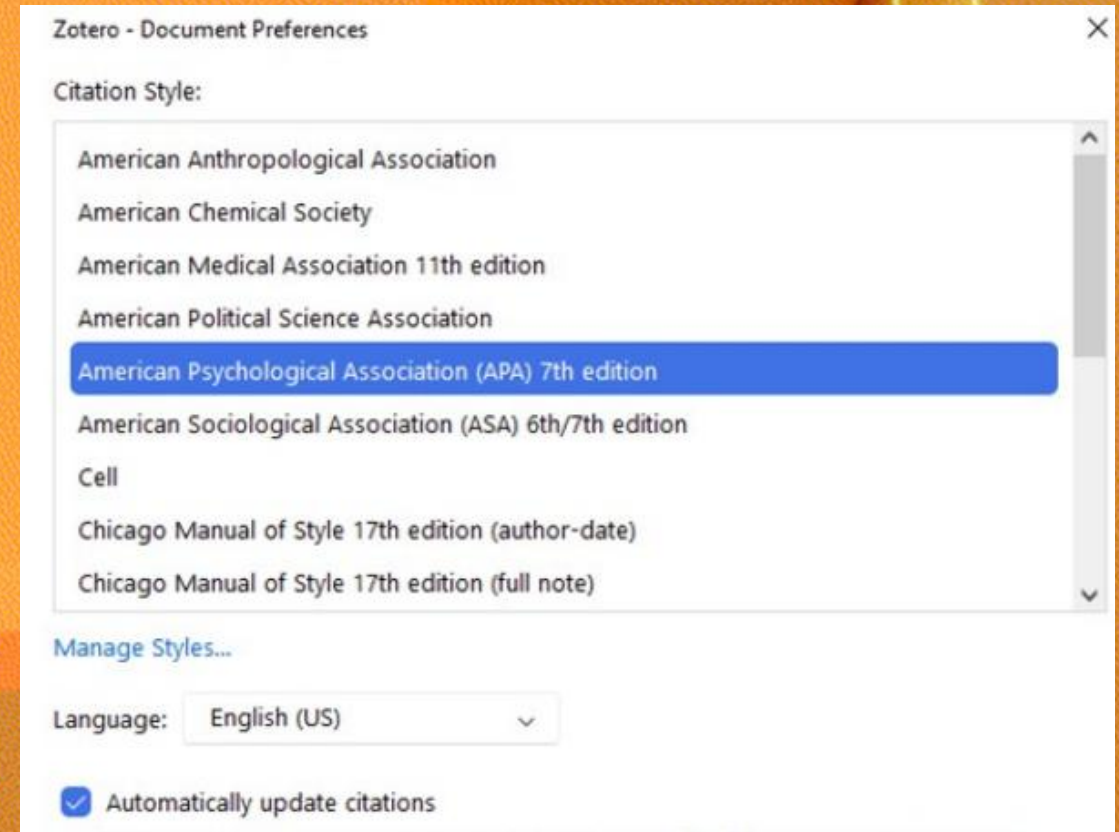
4.1 In MS Word:



In Zotero Document Preferences set the citation style according to your final work preparation and MRU defence methodological requirements

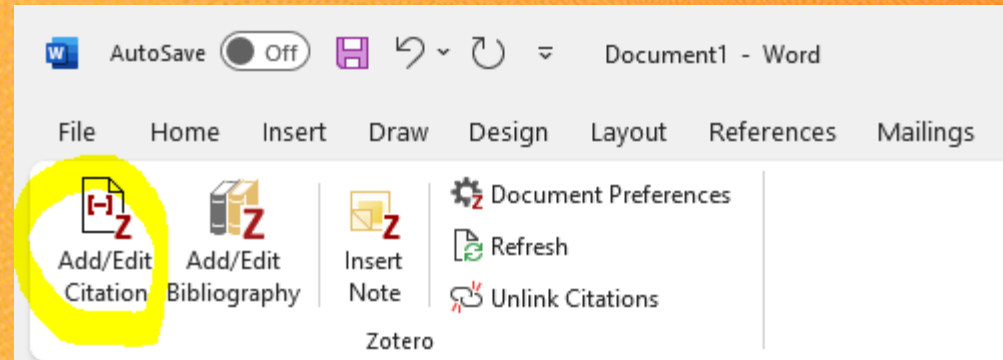
For ex. :

"Chicago Style 17TH: Author-Date" or APA7



I. Instructions for Preparing to Work with Zotero 7:

4.2 In MS Word :

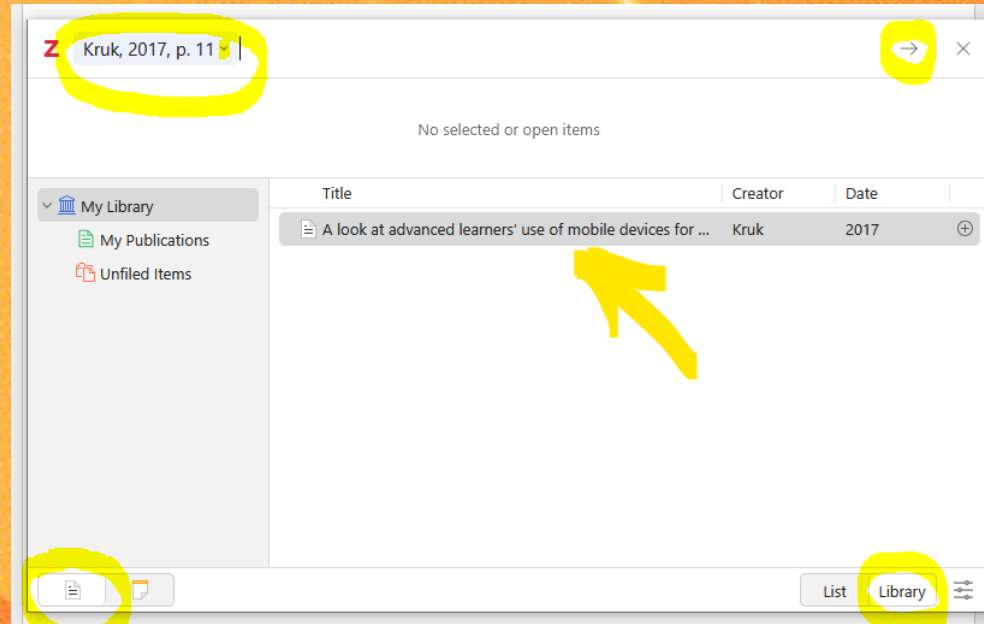


Typical workflow

1. Write your paper in Word.
2. Place the cursor where a citation is needed.
3. Click **Zotero → Add/Edit Citation**. Begin by selecting Add Citation from the upper-left corner of the Word toolbar and clicking the Zotero Library button in the lower-left corner to display your full collection of references.
4. Search for and select the reference from your Zotero library.

I. Instructions for Preparing to Work with Zotero 7:

4.3 In MS Word:



Once your library is visible, identify and **double-click** the desired article, which will appear in the **upper-left pane of the Word Zotero interface**.

By clicking **the drop-down arrow associated with the selected item**, additional options become available, allowing you to specify page numbers.

Finally, **confirm** your selection by clicking **the side arrow in the upper-right corner**, at which point Zotero will insert the formatted reference directly into your document.

I. Instructions for Preparing to Work with Zotero 7:

5. Test the Browser Connector

Step 4. Test the Browser Connector

Open a journal article, book record, or webpage.

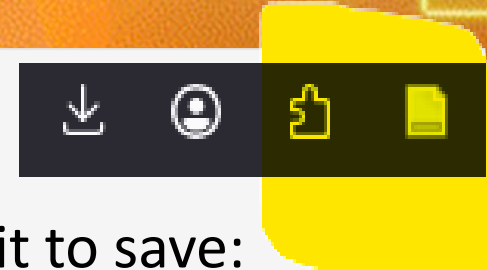
A Zotero icon should appear in the browser toolbar. Click it to save:

- ❖ Journal articles
- ❖ Books
- ❖ Webpages
- ❖ PDFs

directly to your Zotero library.

❖ **Benefits of Zotero Connector**

- ❖ One-click saving of references.
- ❖ Automatic capture of bibliographic metadata.
- ❖ Download and attachment of available PDFs.
- ❖ Import of multiple references from search results.
- ❖ Direct synchronization with the Zotero desktop application.



I. Instructions for Preparing to Work with Zotero 7:

6. Uploading bibliographic records to the Zotero program I



Best practice: Always start **Zotero 7** before searching and browsing online resources. This ensures smooth communication between the browser connector and the Zotero library and allows references and PDFs to be saved immediately.

Using the Zotero Connector

1. Launch **Zotero 7** and keep it running in the background.
2. Open your web browser (Firefox, Edge, Chrome, or Safari).
3. Search for articles, books, or other resources in library databases, publisher websites, or search engines.
4. Click the **Zotero Connector** icon in the browser toolbar.
5. Zotero will save the selected item and any available PDF to the active Zotero library and collection.

I. Instructions for Preparing to Work with Zotero 7:

6. Uploading bibliographic records to the Zotero program II



To import bibliographic records from web pages, databases, or library catalogs, select the icon catalogues, select the (Save to Zotero...) icon at the end of the web address field. There are different icons depending on the type of record. The icon changes depending on the type of content detected on the webpage:

- ❖ **Book icon**  – saves a book record.
- ❖ **Article icon**  – saves a journal or magazine article.
- ❖ **Webpage icon**  – saves a webpage.
- ❖ **PDF icon**  – saves a PDF document.
- ❖ **Folder icon**  – appears on search results pages (such as MRU library catalogs, Google Scholar, Scopus, Web of Science, or Primo). It allows you to select and save multiple records at once.

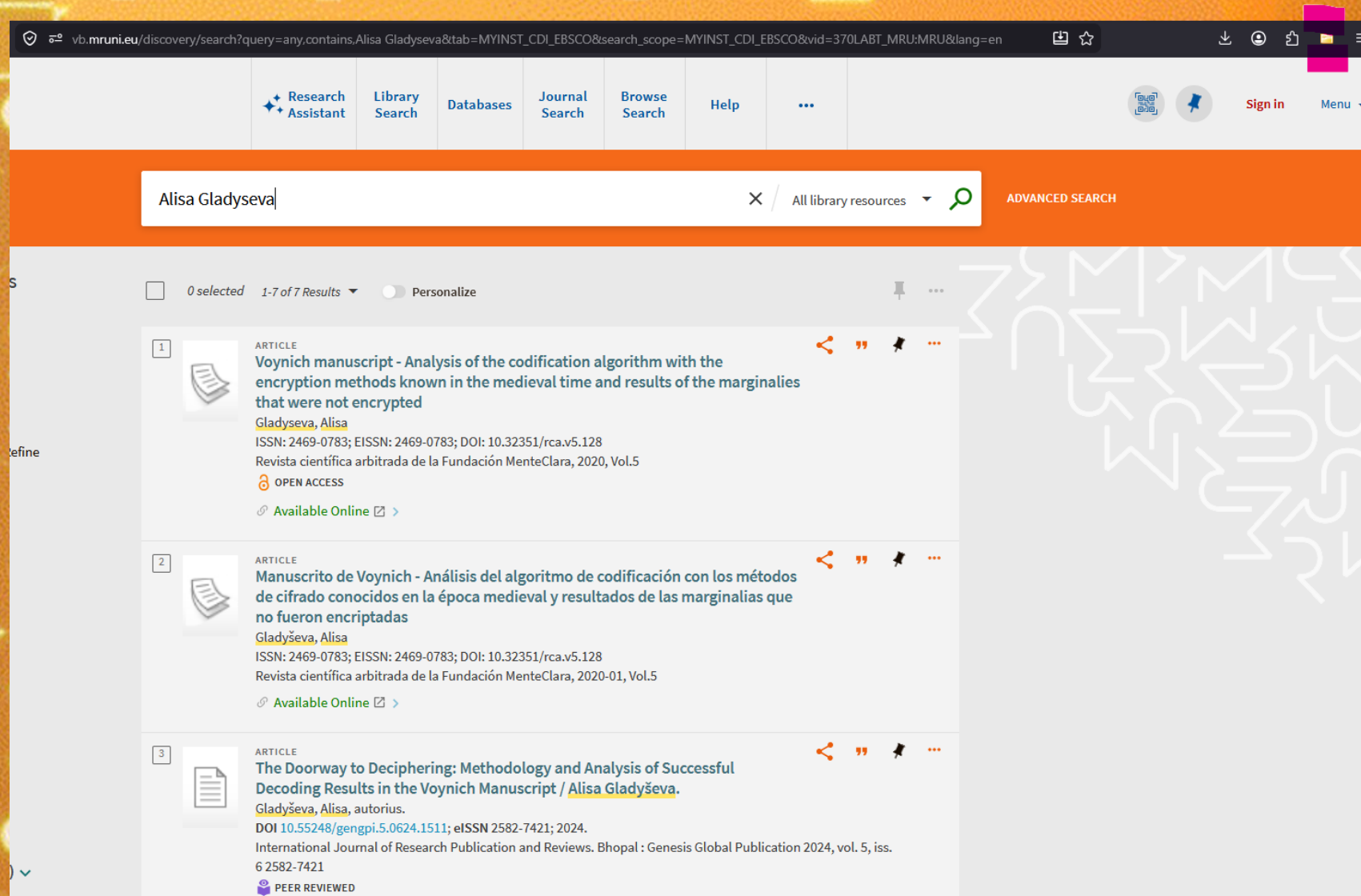
I. Instructions for Preparing to Work with Zotero 7:

6. Uploading bibliographic records to the Zotero program III



Saving Multiple References with the Zotero Connector

The screenshot shows a search results page in the library discovery system and the Zotero Connector's Item Selector window.



I. Instructions for Preparing to Work with Zotero 7:

6. Uploading bibliographic records to the Zotero program IV



vb.mruni.eu/discovery/search?query=any,contains,Alisa Gladysseva&tab=MYINST_CDI_EBSCO&search_scope=MYINST_CDI_EBSCO&vid=370LABT_MRU:MRU&lang=en

Research Assistant Library Search Databases Journal Search Browse Search Help ...

Saving to: Untitled

Alisa Gladysseva X All library resources ADVANCED SEARCH

0 selected 1-7 of 7 Results Personalize

1 **ARTICLE**
Voynich manuscript - Analysis of the codification algorithm with the encryption methods known in the medieval time and results of the marginalies that were not encrypted
Gladysseva, Alisa
ISSN: 2469-0783; EISSN: 2469-0783; DOI: 10.32351/rca.v5.128
Revista científica arbitrada de la Fundación MenteClara, 2020, Vol.5
OPEN ACCESS
Available Online >

2 **ARTICLE**
Manuscrito de Voynich - Análisis del algoritmo de codificación con los métodos de cifrado conocidos en la época medieval y resultados de las marginalias que no fueron encriptadas
Gladysseva, Alisa
ISSN: 2469-0783; EISSN: 2469-0783; DOI: 10.32351/rca.v5.128
Revista científica arbitrada de la Fundación MenteClara, 2020-01, Vol.5
Available Online >

3 **ARTICLE**
The Doorway to Deciphering: Methodology and Analysis of Successful Decoding Results in the Voynich Manuscript / Alisa Gladysseva.
Gladysseva, Alisa, autorius.
DOI 10.55248/gengpi.5.0624.1511; eISSN 2582-7421; 2024.
International Journal of Research Publication and Reviews. Bhopal : Genesis Global Publication 2024, vol. 5, iss. 6 2582-7421
PEER REVIEWED

Extensions (Zotero Connector) - Zotero Item Selector - Mozilla Firefox

Select which items you'd like to add to your library:

- ☒ Voynich manuscript - Analysis of the codification algorithm with the encryption methods known in the me
- ☒ Manuscrito de Voynich - Análisis del algoritmo de codificación con los métodos de cifrado conocidos en
- ☒ The Doorway to Deciphering: Methodology and Analysis of Successful Decoding Results in the Voynich
- ☒ Manuscrito de Voynich - Análisis del algoritmo de codificación con los métodos de cifrado conocidos en
- ☒ Análisis de la influencia filosófica hermética en La Gitanilla de Cervantes / Alisa Gladysseva.
- ☒ Artificial Intelligence and the Ethical Navigation of Knowledge: The Academic Library's Role in Safeguar
- ☒ Role of University Repositories in the Formation of Open Science Infrastructure and Strategy at the Insti

Pattern Select All Deselect All Cancel OK

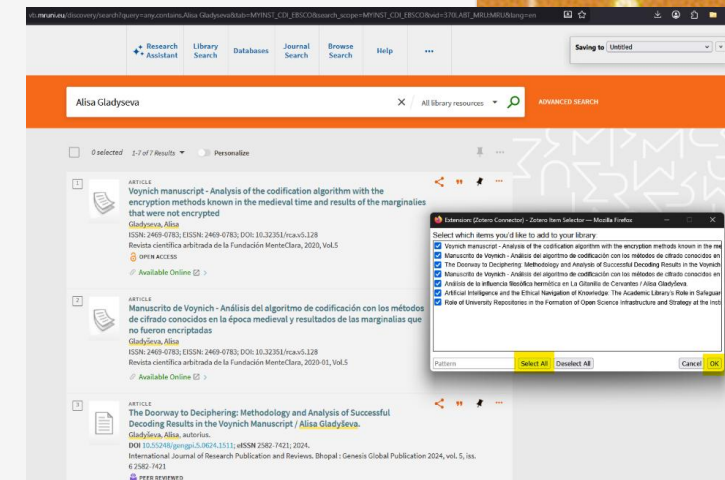
I. Instructions for Preparing to Work with Zotero 7:

6. Uploading bibliographic records to the Zotero program V



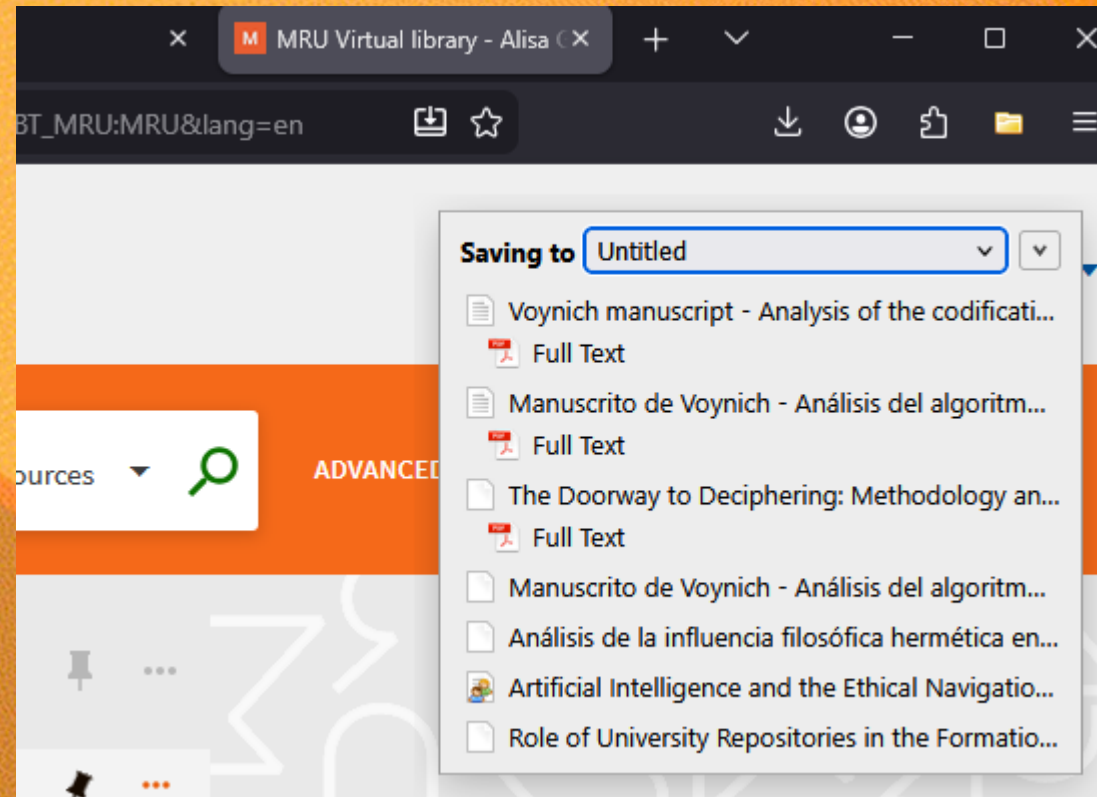
Saving Multiple References with the Zotero Connector

1. Zotero 7 is running in the background.
2. A search for "**Alisa Gladysheva**" has been performed in the library database.
3. The Zotero Connector detects **7 references** on the page.
4. When the folder icon is clicked, the **Zotero Item Selector** opens.
5. A list of available publications appears with checkboxes.
6. The user can:
 1. Select individual references.
 2. Click **Select All** to save all results.
 3. Click **Deselect All** to remove all selections.
7. Clicking **OK** imports the selected references into the Zotero collection shown at the top right ("**Saving to: Untitled**").



I. Instructions for Preparing to Work with Zotero 7:

6. Uploading bibliographic records to the Zotero program VI



Important: When saving references with attached Full Text PDFs, keep the webpage and browser open until Zotero finishes downloading the files. If you close the page, browser, or Zotero too quickly, some PDFs may not be downloaded successfully.
After the download is complete, you can safely close the webpage and continue working in Zotero.

I. Instructions for Preparing to Work with Zotero 7:

7. Data synchronization I



The Zotero information management program allows you to synchronize the information you have collected and use it not only from your main computer, but also from other computers.

To make the same information available from all computers, select the icon in the Zotero program and enter your www.zotero.org account login details in the new window that opens.

When connecting to Zotero from other computers, the data will be synchronized automatically.

Click to access your bibliography library.
Click (Home) in the upper left corner.

I. Instructions for Preparing to Work with Zotero 7:

7. Data synchronization II



Zotero Settings

General

Sync

Export

Cite

Advanced

Sync

Data Syncing

Username:

Password:

[Create Account](#)

[Lost Password?](#)

[About Syncing](#)

Set Up Syncing

Help

Bibliography

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<https://www.bath.ac.uk/library/gen/referencing/zotero-guide-2025.pdf> [\[cris.mruni.eu\]](https://cris.mruni.eu)

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<https://doi.org/10.1038/sdata.2016.18>



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Thank You for Your time.

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