Zotero and Word

The Zotero program and browser connector must be downloaded and installed before these steps.

Applying In-text Citations and Creating a Bibliography in Word:

1. Open a blank Word document and check for the Zotero tab at the top. Write a sentence you want to provide citations for. Click on the Zotero tab in the Word document to reveal the Zotero command icons. Select “Add/Edit Citation.” A dialog box will appear asking you to choose a citation style (Don’t see a citation style you want to use? Click “Manage Styles.”)

2. After choosing a citation style, another dialog box will pop up (Note: it may pop up behind the window you have open!). You can start typing the title or author of what you wish to cite, or click the small drop-down arrow on the “Z” and choose “Classic View” to see your folder contents:
3. You can select “Multiple Sources” at the bottom to cite more than one reference. Click OK, and your in-text citations will appear at the cursor in your Word doc. Once the in-text citations are in place, you can click the “Add/Edit Bibliography” Zotero icon in Word, and Zotero will automatically add the references in your chosen citation style!

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**Teaching with Technology**

Using technology in the classroom may lead to increased student success (Attard & Northcote, 2012; Viruru & Rackley, 2013).


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**Note:** Databases and citation managers make the job a lot easier, but they are not perfect. Be sure to check the in-text citations and bibliography!