

# VITAL Social Reading Circle – Zotero Group

<https://lanierlingvista.org/teacher-pd-projects/vital-social-reading-circle/>

## View the Group

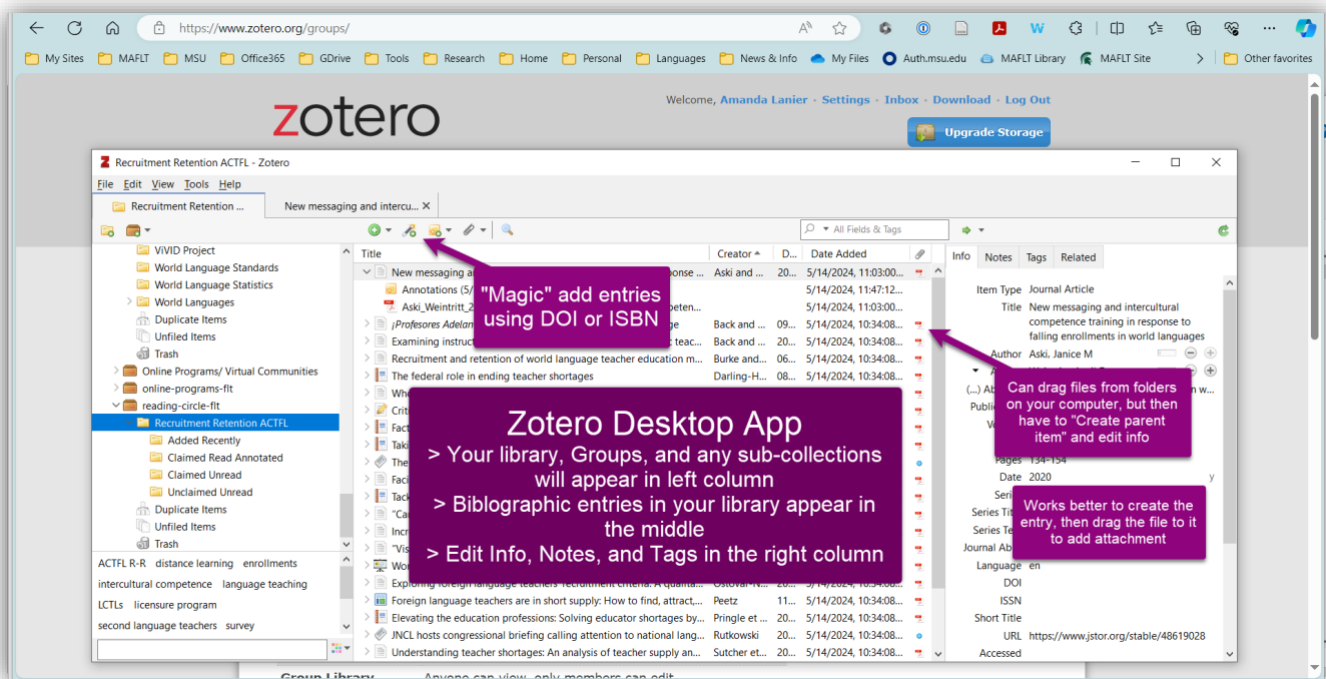
**Zotero Group:** <https://www.zotero.org/groups/4924348/reading-circle-flt>

**Group Library:** <https://www.zotero.org/groups/4924348/reading-circle-flt/library>

**Get Zotero >** <https://www.zotero.org/>

## Download the Desktop App and the Browser Extension

For full functionality: <https://www.zotero.org/download/>



## Adding Items to Zotero Libraries

[https://www.zotero.org/support/adding\\_items\\_to\\_zotero](https://www.zotero.org/support/adding_items_to_zotero)

You can add items manually or automatically. The browser extension and the “magic wand” method both work well. Dragging a PDF into your library sometimes works. Newer items usually have good metadata and import easily. Older items often require manual entry or corrections to the imported info.

Each entry in “My Library” or a Group Library can store the bibliographic info you need for your reference list in a paper as well as the abstract, links, identifiers such as DOI or ISBN, etc. You can attach PDFs, notes, and tags.

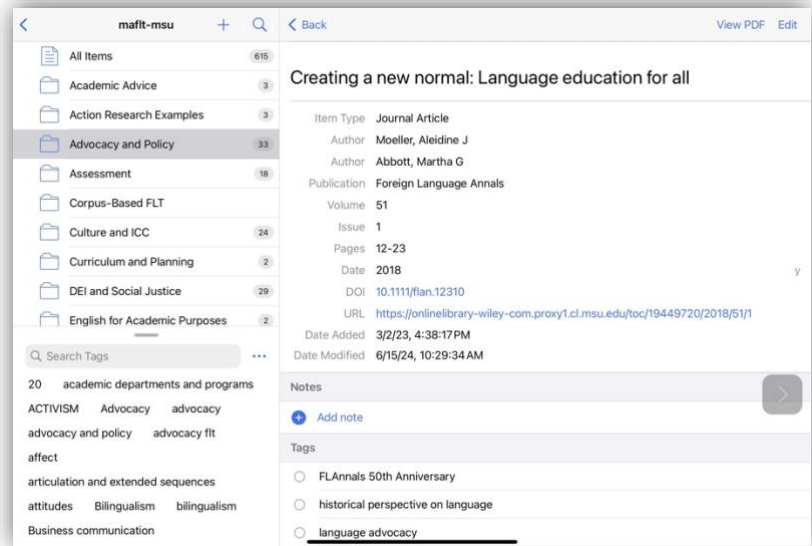
When you add entries manually or automatically, make sure the entry has the right item type (Book, Book Section, Journal Article, Blog Post, Report, Thesis, etc.) and, at minimum, the author(s) or editor(s), title, and year.

If you find an item in a Group Library and want to add it to your own items in My Library, just click and drag. This method will make a copy of the item where you can add your own notes and tags.

## Manage Your Sources

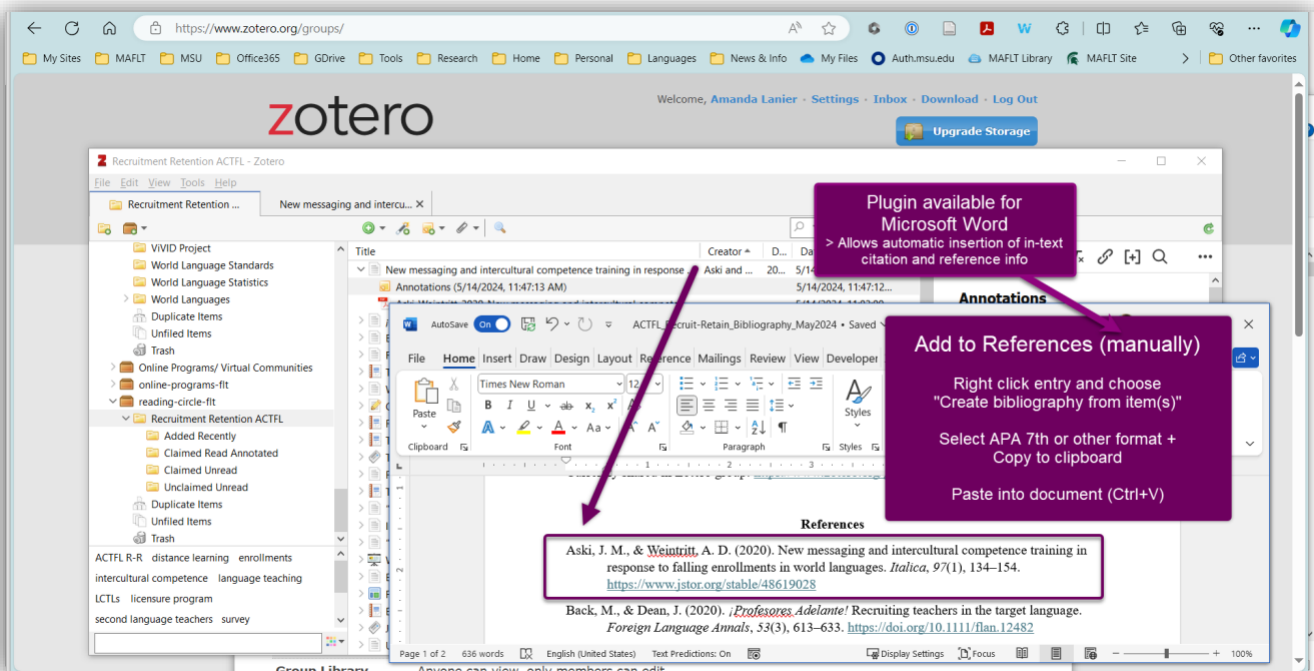
This screenshot shows one item in the MAFLT-MSU Group Library, via the iPad app. The fields will be different depending on the type of source. That is why you need to make sure the type of source has imported correctly.

In particular, remember that chapters in edited volumes, i.e., books with editors and then different authors for each chapter, should be listed individually as Book Section. Web-based materials are typically difficult to cite, but Blog Post or Web Page will provide fields to get close enough to an accurate reference list entry.



## Creating a Reference List from Your Zotero Library

When you are working on an assignment and want to add an accurate reference list entry in APA 7<sup>th</sup> format, you can basically copy and paste from Zotero or use the Microsoft Word plugin. Right click on the item and choose “Create bibliography from item” and “Copy to clipboard.” Then paste it into your file. You can do the same thing with multiple items if you hold down Ctrl or Cmd to click several items at once and then follow the same steps.



In this screenshot, you are seeing three windows: Zotero in the browser, Zotero desktop app, and Microsoft Word.

## Read and Take Notes within Zotero

Reading PDFs within Zotero is convenient and allows you to mark up the text. As you highlight or add comments to PDFs, your annotations will be saved in Zotero and will sync to your library on the web and in your desktop app.

## Generating Notes from Annotations

You can also create a Note that will automatically contain the quotations you have highlighted, with the in-text citation info and page number, and also include any comments you have added. After you have marked up the PDF in Zotero, right click on the item in your library and choose "Create Note from Annotations." Here is the guide: [https://www.zotero.org/support/pdf\\_reader](https://www.zotero.org/support/pdf_reader)

