

Irina had been using Zotero for a few weeks and now felt comfortable with most of its features. She was using the browser extension, saving to multiple collections, exporting to different citation formats, and synchronizing between her laptop and home computer.

Now she felt ready to learn even more of Zotero's features. So she asked her friend Malika for help — Malika was a wizard with Zotero!

The first feature Malika told her about was Notes. For each citation in Zotero, you can add a note. Just select a citation, switch to the Notes tab, then click Add Note. You'll get a screen where you can add any notes you like, so you can remember specific ideas about the source and why you're using it. You can even format your notes with bold, italic, lists, and hyperlinks. And you can add multiple notes for each citation.

Irina found this very handy as a way to keep track of detailed information for her paper. She was glad to learn about this, since she had been storing her notes elsewhere. Now everything could be found in one place — within Zotero.

The next feature Malika told her about was the ability to extract annotations from PDFs. Irina often read PDF articles in Adobe Acrobat or other PDF reader apps. There she would highlight certain passages and add annotations. In Zotero she could extract those annotations and save them as notes. This was super handy! Now even more important information could be stored in Zotero, making it easier to write her paper.

One problem Irina sometimes had was keeping track of all her citations for different parts of a paper. Some citations were for the introduction, others for the literature review, and others for the results or conclusion. So Malika told her how to make use of tags for that. Just click on a citation and switch to the tab called Tags. Click the Add button and make up a tag. After you have several tags created, you only need type the first letters of the tag and you'll see a list of your existing tags to choose from.

Malika even told Irina about a way to color-code her tags. Colors make it easy to quickly scan your whole library for a certain tag. Just find the tag in the tag selector, right click on it, and choose Assign Color. The colors show up as small squares next to each title.

One additional problem that Irina had was that one of her courses required a citation style that wasn't in Zotero's list of styles. Malika told her not to worry. Zotero has the ability to import other citation styles — in fact, over 10,000 additional styles! Just open Zotero's preferences, switch to the Cite tab, and click on "get additional styles." From there you can search for the name of the style, or browse by discipline, such as sociology. Click on the name of the style you need and it adds itself to the list of styles in Zotero. Irina was relieved because this would save her the work of manually formatting her citations for that particular paper.

Now that Irina was making use of all these features, she felt ready to effectively work on research papers for multiple courses. She thanked her friend Malika for all of her tips!