

Advanced Zotero

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Finding Full-Text

- Use the DOI: www.doi.org
- Be sure to download and attach supplementary information

Tags

- https://www.zotero.org/support/collections_and_tags
- Can create 9 color coded tags
- Drag and drop to existing tags
- Change all tags at once by selecting the tag in the lower left
- Tags will migrate if you move your library to another software (EndNote, Mendeley, etc.)

Collections

- https://www.zotero.org/support/collections_and_tags
- Does not duplicate the items; all items are from My Library
- Items can live in more than one collection (but contain the same information).
- To see all the collections an item is in, select the item and then hold down the "Option" key (Mac OS X), "Control" key (Windows), or "Alt" key (Linux). This will highlight all collections that contain the selected item.
- Collections DO NOT migrate if you move your library to another software (EndNote, Mendeley, etc.)
 - Suggest you tag items with collections titles before you migrate

Recursive Collections

- Recursive Collections: By default, items added to a subcollection do not automatically appear in the parent collection(s). This can be changed by setting the "recursiveCollections" hidden preference to 'true'. Click "Config Editor" in the Advanced pane of Zotero preferences and type "recursive" (without quotes) into the search box. Double-click on "extensions.zotero.recursiveCollections" to toggle it between 'true' and 'false'. The change will take effect the next time you select a collection, but it will not apply automatically to Zotero running on other computers. Recursive collections are not currently available for the online library at zotero.org.

Notes

- <https://www.zotero.org/support/notes>
- You can attach notes to items
- You can create standalone notes

Duplicate Detection

- https://www.zotero.org/support/duplicate_detection

Groups

- <https://www.zotero.org/support/groups>
- Create groups on the Zotero site through your account to choose settings, roles, invitations, etc.
- Groups are *separate* from My Library

Groups – Zotero’s advice

- “If group file storage is enabled, it will count against the owner's storage quota. Other group members' storage quotas will not be affected by the group files.”
- “If this is a group for a team, lab, or organization, we recommend setting up a separate account for the team to function as the owner of the group, with at least two people knowing the login information. This way, you will not be locked out of the group if the group owner were to leave the team or organization.”

Storage and Groups

Current Plan		Change Plan	
Quota	300 MB	Storage Amount	Annual Price (USD)
Expiration	Never	300 MB	Free
Current Usage	My Library - 37.5 MB	2 GB	\$20 Select Plan
	Adv Wrkshp - 4.1 MB	6 GB	\$60 Select Plan
	Total - 41.5 MB	Unlimited	\$120 Select Plan
	<div style="width: 13.8%; height: 10px; background-color: #4CAF50; margin-bottom: 2px;"></div> 13.8%		

Zotfile

- <http://zotfile.com>
- Rename files using metadata from the item
- Attach latest files from Downloads (or other Source) folder
- Extract annotations and notes from PDFs to create a note