Organizing Your Zotero Library

In this short video, you will learn how to organize your Zotero library by creating and using folders or collections.

Over the course of your academic career, you will be researching and writing about a variety of subjects, often working on multiple projects at the same time. Zotero can help you organize your research projects with the use of collections.

Instead of keeping your citation information for all your projects in the single default “My Library” folder, you can create new collections to store project or class specific research.
To create a new collection, simply click on the “New Collection” icon in the top-left corner of the Zotero window.

In the next window, name the new collection (Ottoman Empire Paper) and click “OK”.

You will now see your newly named collection within your Zotero library in the left panel.

To add items to a specific collection, first make sure that you have that collection or folder open in Zotero by clicking on the folder in the left panel. Now as you
research your project and use the Zotero Connector in your browser, the items will be added directly to that folder.

In addition, you can move items to other collections. Click on the item that you want to move in the central Zotero panel, and drag it to the desired collection in the left panel.
Organizing your resources in Zotero will simplify the citation and bibliography creation process when you are writing your papers.

If you have any further questions about using folders in Zotero, feel free to contact us at the library!