

Exercise sheet “Zotero Basics”

Exercise 1: Add titles in Zotero

- a) Enter the following ISBNs and DOI with the magic wand symbol: 9783662593714; 9789814327947; 9783037681749; 9783110309720; <https://doi.org/10.1108/BFJ-06-2016-0263>; 10.1186/s13023-024-03121-0
- b) Add the following title manually with the plus button: Kellner, A.W.A. und Campos, D.A. Brief review of dinosaur studies and perspectives in Brazil. In: Anais da Academia Brasileira de Ciencias Year: 2000, Volume 72, Issue 4, pp. 509 – 538

Exercise 2: Add titles from the OPAC or databases

Start a search in the OPAC of the University Library of the Technical University of Munich and search for titles on dinosaurs or your topic of choice.

- a) Add interesting titles with the Zotero Connector.

Switch to the database Scopus.

- b) Start a search on the same topic. Add the titles using the export function.

Exercise 3: Organize literature in Zotero

- a) Create a new collection and at least one subcollection. Add a few titles via drag-and-drop to the collection and the subcollection.
- b) Create at least three tags to assign to your items.

Exercise 4: Editing PDFs

- a) Open the PDF “Food scares: a comprehensive categorization” from exercise 1.
- b) Mark sentences and use the note function.
- c) Switch to the sidebar and edit your annotations by adding comments and tags.
- d) Mark a figure in the articles using the function “Select Area”.
- e) In the PDF viewer, click on the note icon in the right sidebar and create a new item note. Choose one of the marked sentences and add it to the note.

Exercise 5: Duplicate items

Check the folder “Duplicate items” and merge the titles.

Exercise 6: Citing with Zotero

- a) Open a Word document and write a random text or generate one using =lorem(5,5) and press enter.
- b) Add citations using the Zotero add-in.
- c) Add page numbers to a citation using “Add/Edit Citation”.
- d) Add a note from exercise 4 using “Insert Note”.
- e) Change the citation style in the “Document Preferences”.

Link to the lecture notes [Zotero Basics](#)

Link to the [TUM Citation Guide](#)

[Reference Management and Citation Consultation](#)

We look forward to your feedback!

This exercise sheet is being updated regularly. If you notice information missing or being out-of-date, please send an e-mail to workshop@ub.tum.de.

The current version of the exercise sheet can be found here: <https://mediatum.ub.tum.de/1771802>

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Updated: February 2025