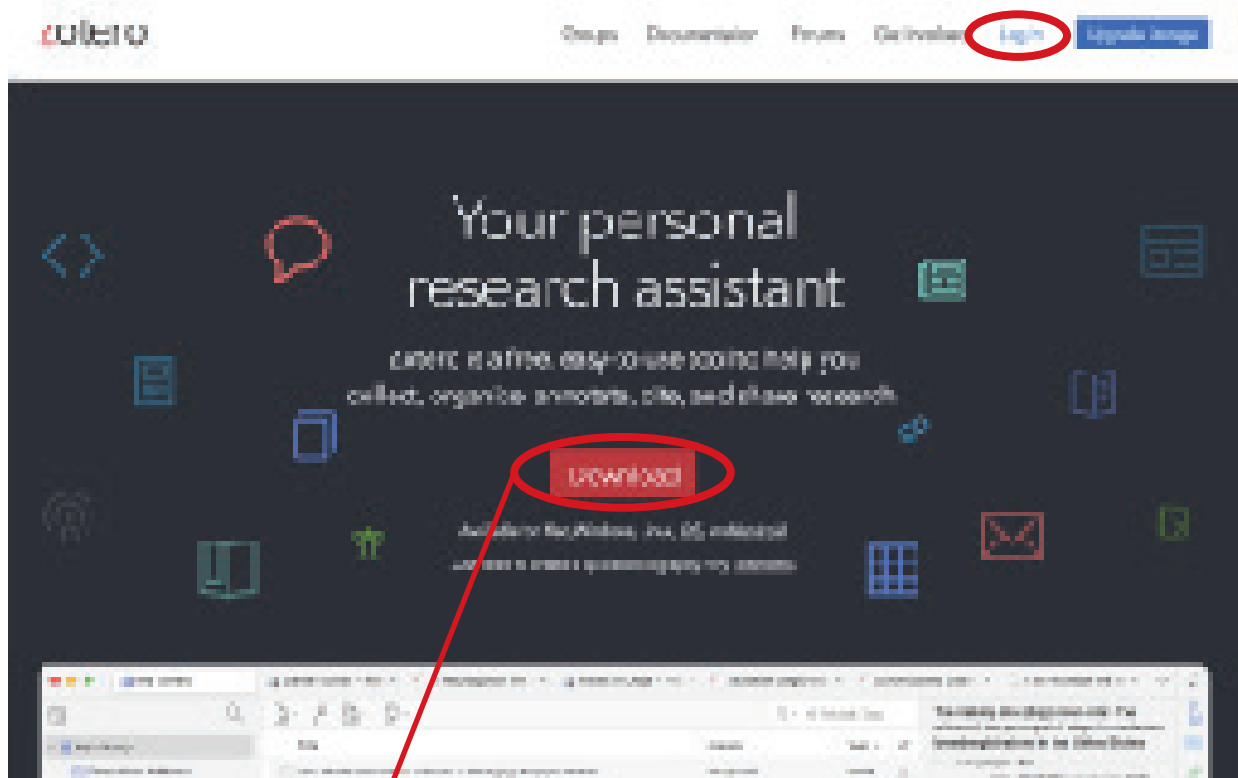# Instructions for Zotero reference management software
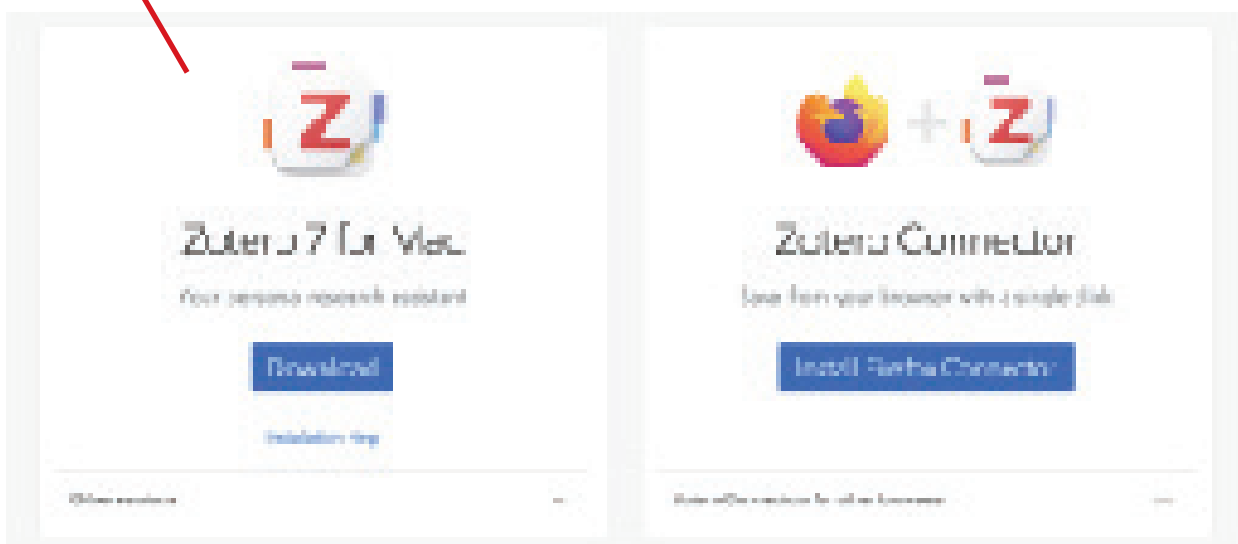
How to download Zotero:

We recommend that you use either **Chrome** or **Firefox** to download the app.
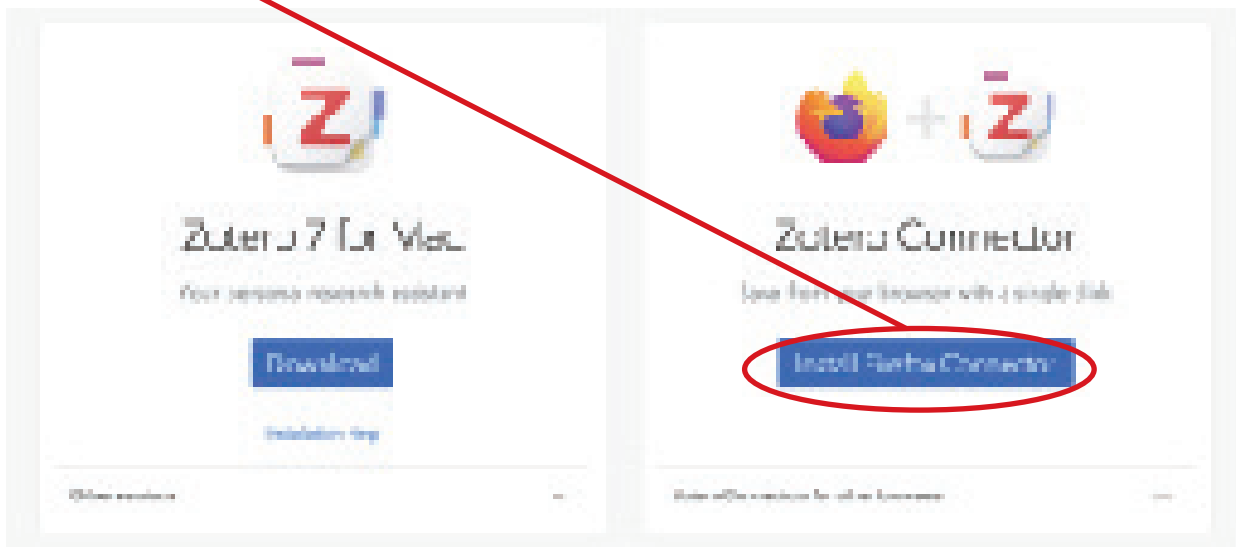
1 Go to **zotero.org**
It's a good idea to create your own account so you can switch between computers.

2 Find the Download button.

This image will appear for Mac, but for those with a PC, **Zotero for Windows** will appear. You install this like any other program.

3 Once you have downloaded it, go back to the same page and download Zotero Connector
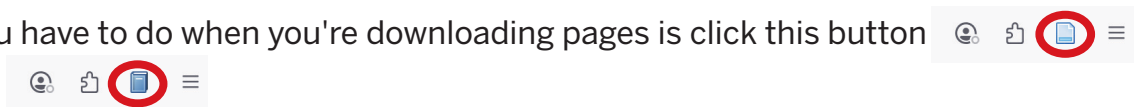

This window should appear.
Check **Pin extension to toolbar** and press **ok**
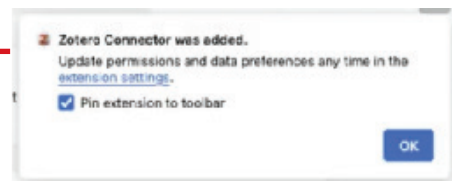
If this window does not appear, you need to go to your browser and in the top right corner you will see a puzzle icon Click on it and download the Connector.

Now, all you have to do when you're downloading pages is click this button or this one

It changes depending on what kind of page you are on, but you can always find the button again by hovering your mouse over it, and it will say "save to Zotero"

Saving data from the internet:

1 To start, it's best to create a folder for each project - we'll do that here
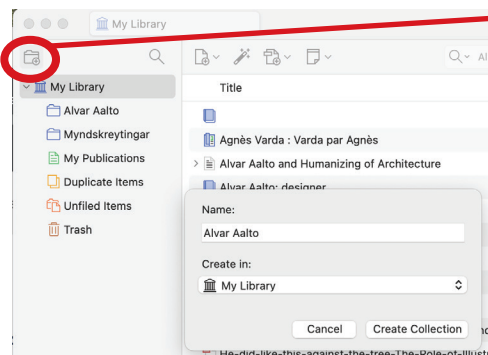
I've decided to do an essay about Alvar Aalto, so I'll name the folder that.

You can also register your data from scratch. Click here and select the applicable items and then fill in any information you have.

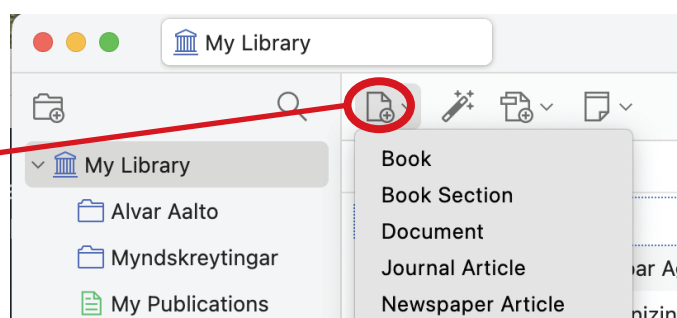**2** Here I have found a book that I plan to save to Zotero through **leitir.is**
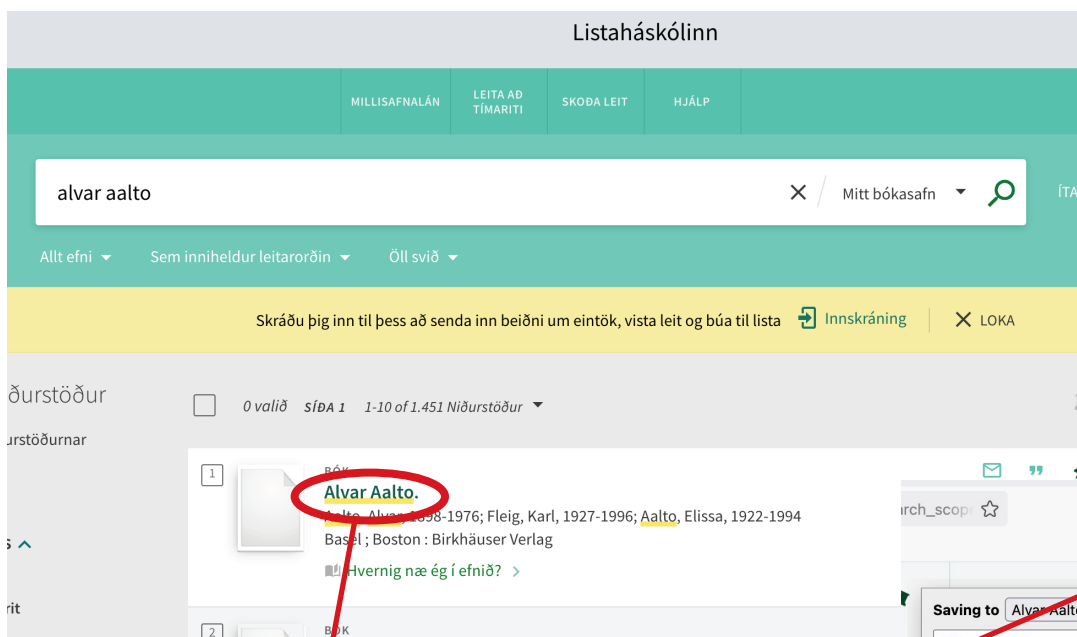
First I click on the book, then on the book icon top right,
then you should be able to save this to the Alvar Alto
folder.
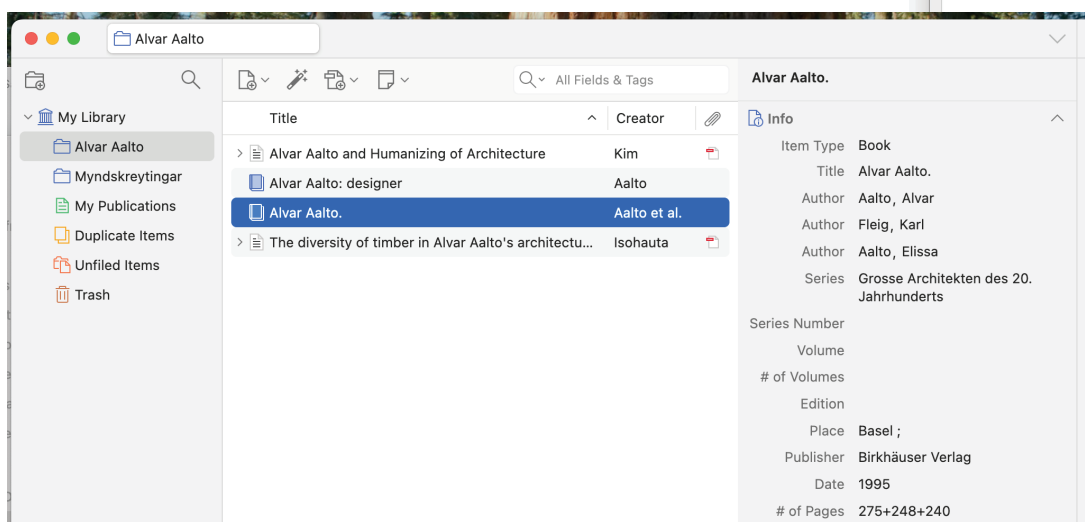
Making citations and bibliography in Word:

1 To insert a citation, simply place your cursor where you want the cition to appear,
then go to the Zotero tab

Then click **Add/edit citation**. In the online version of Word, this menu does not
appear, but a drop-down window.

2 The first time you do this, a selection window will appear where you can select a reference style. Here in our university, all departments except Art Education would select Chicago 18th edition (notes and bibliography):

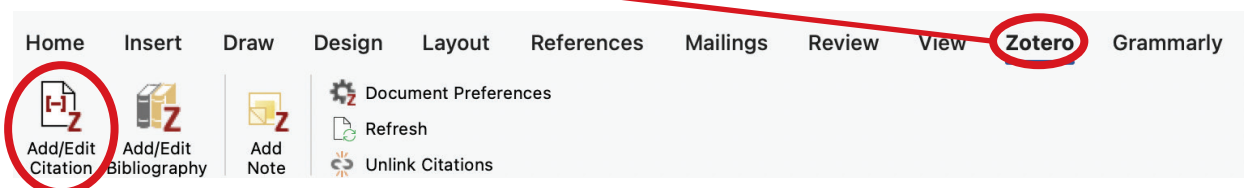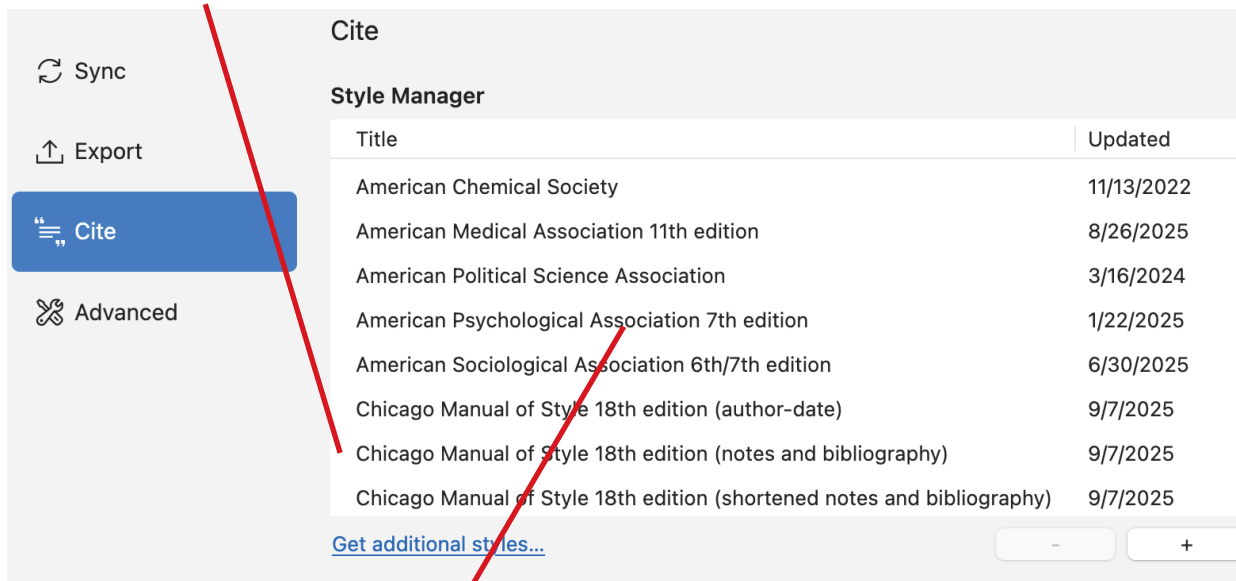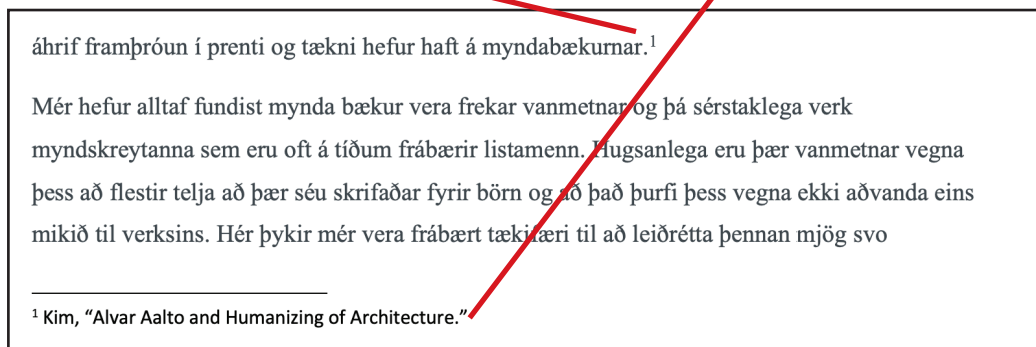| Cite		
Style Manager		
Title		Updated
American Chemical Society		11/13/2022
American Medical Association 11th edition		8/26/2025
American Political Science Association		3/16/2024
American Psychological Association 7th edition		1/22/2025
American Sociological Association 6th/7th edition		6/30/2025
Chicago Manual of Style 18th edition (author-date)		9/7/2025
Chicago Manual of Style 18th edition (notes and bibliography)		9/7/2025
Chicago Manual of Style 18th edition (shortened notes and bibliography)		9/7/2025

Sync · Export · Cite · Advanced

Get additional styles...   −   +

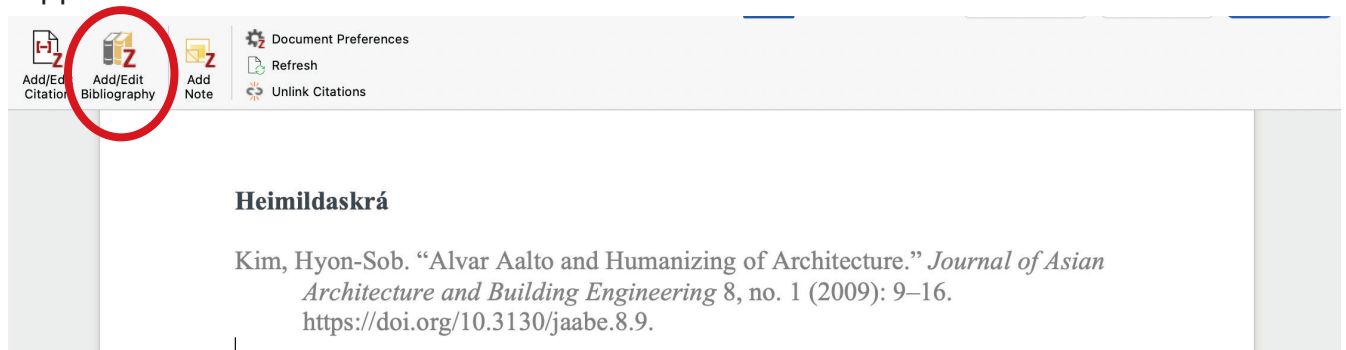but the Art Education chooses APA 7th edition.
If this dialog box does not appear automatically, you will need to go to Settings and Cite and find the style there.

3 Then number one is here and the citation is here

áhrif framþróun í prenti og tækni hefur haft á myndabækurnar.[1]

Mér hefur alltaf fundist mynda bækur vera frekar vanmetnar og þá sérstaklega verk myndskreytanna sem eru oft á tíðum frábærir listamenn. Hugsanlega eru þær vanmetnar vegna þess að flestir telja að þær séu skrifaðar fyrir börn og að það þurfi þess vegna ekki aðvanda eins mikið til verksins. Hér þykir mér vera frábært tækifæri til að leiðrétta þennan mjög svo

_____
[1] Kim, "Alvar Aalto and Humanizing of Architecture."

It is very important to check all citations because sometimes they don't come out correctly, especially if the author is Icelandic. In the example above, the citation is shortened and the page number is missing.

4 Now that I have inserted all the citations I want, it is time to insert the bibliography. We do this simply by placing the cursor where the bibliography should appear in the Word document, then going here to **Add/edit bibliography**, the bibliography will appear there

Add/Edit Citation · Add/Edit Bibliography · Add Note · Document Preferences · Refresh · Unlink Citations

Heimildaskrá

Kim, Hyon-Sob. "Alvar Aalto and Humanizing of Architecture." *Journal of Asian Architecture and Building Engineering* 8, no. 1 (2009): 9–16. https://doi.org/10.3130/jaabe.8.9.

But remember, you always have to doublecheck the references!