1. Open Zotero for desktop, and find the collection or group that has your items.
   a. If you haven’t put items into specific collections or folders, everything will be in My Library, and you can choose items from there.

2. You should see a list of the books & articles in that folder.
   a. Right-click on each article title to include only some, OR
   b. Right-click on a collection to make a bibliography from the whole collection

3. Select Create Bibliography from Items

4. In the next popup:
   a. Select your citation style from the list
   b. Select Bibliography
   c. Select Copy to Clipboard, and click OK
5. Open the document where you’d like to paste your reference list items. Right click & paste. Instant bibliography!

**Note:** For Word, click the **Keep Source Formatting** option on the left when pasting; the spacing, indents, etc, will comply with the style guide.

**Always check for formatting errors.** If you fix errors in Zotero, then it shouldn’t make the error in that citation the next time.