1. Open Zotero for desktop.

2. Open Word. Check for the word “Zotero” (top of the page, on the right of the ribbon).
   **Note:** if you have just installed Zotero, you may need to restart your computer before you see it.

3. Begin writing. When you need to insert an in-text citation, click the word Zotero:

4. Click **Add/Edit Citation**:
5. Choose the citation style you need to use, and click **OK**:

![Citation Style Selection](image)

6. A Zotero box should open in front of your Word document. Begin typing the name of the author or article, and press enter once Zotero finds the article:

![Zotero Box](image)
7. Zotero should insert an in-text citation.

8. Continue working on your assignment, adding in-text citations as needed.

9. When you’re ready to create a reference list, move your cursor to wherever on the page you want your reference list (or bibliography, etc).

10. Click **Add/Edit Bibliography**

![Add/Edit Bibliography](image)

11. Zotero should insert a bibliography at that place in your Word document. It will only include titles that you have as in-text citations.

   **Note** that you must check for formatting errors. You can fix it in your Word document.

   If you fix any errors in Zotero, then Zotero shouldn’t make the same mistake again with that reference.

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**References**

