Organize references with Zotero: Private Collections

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1. Why “Collections”? Organize your personal Zotero library.

Anything you add to Zotero goes into your personal Zotero “Library.” Use “Collections” to organize your Zotero library, for example by topic or by assignment. Access your collections on any computer with Zotero desktop, that’s synched to your Zotero account. Or access your collections online, by logging into Zotero using a web browser.

2. Create a new Zotero collection

1. Open Zotero for desktop. Click the folder icon on the top left of Zotero:

2. Create a name for your collection, type it in the popup, and click OK.

3. Your new folder should appear on the left, alphabetically under My Library.
3. **Add items to your Zotero collection**

If you have items in your Zotero library, you can organize them by dragging them into any of your Zotero collections.

1. Use your mouse to grab and drag an item into a Zotero collection (it stays in your main Zotero “My Library,” and is now also organized into that collection as well).

2. To put items directly into a collection, make sure Zotero desktop is open & you’ve clicked the folder icon for that collection.

3. Then do your web or library search. Anything you add to Zotero will go directly into the collection you have open:

4. A pop-up should tell you where it’s saving:

5. Your Zotero collection should now have the items you’ve added: