Zotero: Online Features

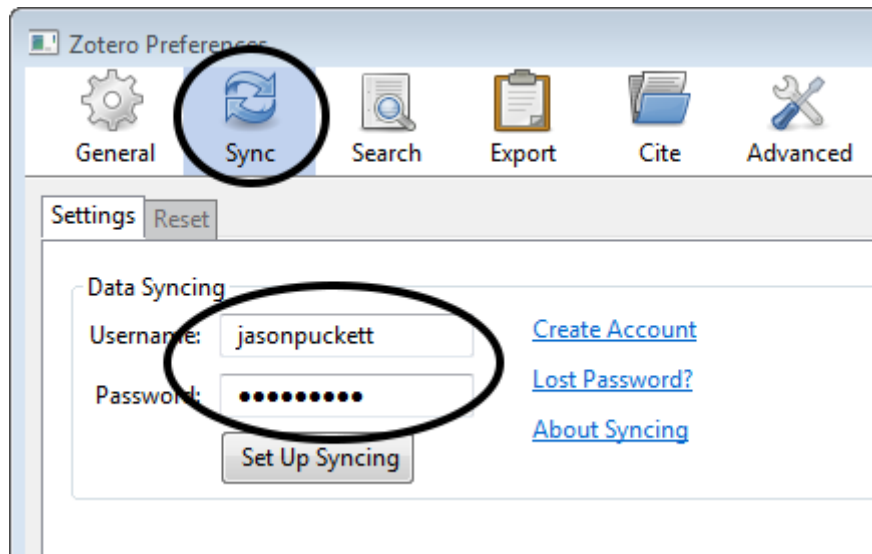## *Sync your library*

zotero.org/support/sync

If you're regularly using more than one computer in your research, Zotero's sync feature can keep your library up to date on all of them. Zotero stores a copy of your library on the Zotero.org server and check it for updates whenever you open your library on a different computer. All your computers must be running the same version of Zotero and be configured to sync to the server.

First, set up a (free, of course) Zotero.org user account at zotero.org/user/register.

Open Zotero preferences (via the gear menu) and select the Sync tab. Enter your Zotero user name and password, click OK, and then click the small green circular arrow button at the top right of the Zotero window to start syncing.

Repeat this configuration on each of your computers. Any updates you make on one of your computers will be reflected on the others. This even works to synchronize your library among Windows, Mac and Linux computers.

For more details and help troubleshooting sync problems, check zotero.org/support/sync.
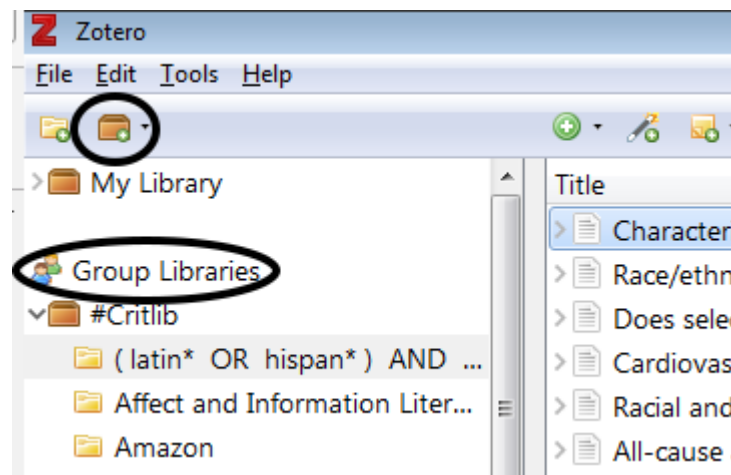
Zotero Groups

zotero.org/groups

Zotero's Groups feature allows you to share references with other Zotero users. It's a great way to work on collaborative research projects.

First, set up Zotero sync and synchronize your library. Then:

- To *create* a shared library, click the Groups button near the top left of your Zotero window (small brown box icon, second from the left). Select New Group and log in at the Zotero website.
- To *join* an existing Zotero library, search for it at zotero.org/groups or be invited by the group's owner.
- You must log in to the zotero.org website to create or join a group.

You now have two sections in your Zotero collections pane: My Library and Group Libraries.

Personal and group libraries are entirely separate, and changes made to items in one library do not affect the other. You can drag items back and forth libraries to copy items.

Groups may be public (searchable, and anyone can join) or private (users can only join if invited).