Exporting records into Zotero using Firefox.

A. Begin by going into Zotero and selecting or creating a folder for your exported records.
   1. Highlight that folder. All records exported will now be brought there (see example to the right).
      a. A secondary record will be brought to My Library Folder which holds all records exported into Zotero until moved to trash.

B. Firefox is the best browser to use with Zotero. All other browsers, though functional, are, to varying degrees, more cumbersome and limiting.

C. Exporting in Ebsco (and most other databases).
   1. Enter your search as you would normally do.
   2. Locate the yellow folder icon to the right of the Z and click on it.
   3. A second Select Items screen will now appear listing all the records that appear on the page.
   4. Click on the box to the left of records to export and click the OK button.
      A box, outlined in red, will appear with the text “Saving to” and the name of the folder (see below)

      The box also indicates which folder (here Race and class) is set to receive imported records.

   5. Your records have been exported to Zotero.

D. Exporting a single record to Zotero
   1. The yellow folder icon is replaced by a white page icon. Click on it.
      a. Same red box appears, indicating record has been transferred to Zotero.

   1. The same process can be used for the following catalogs and databases.
      1. ProQuest, OCLC, Sage, Science Direct, CoolCat, Google Scholar

E. Alternative method for export.
   1. Right click on the article, highlight Zotero, then Create Web Page Item from Current Page.
   2. The record will be added to Zotero.