Using the Word Processing Plug-in.

A. The plug-in can be used when a student needs to add either in-text citations or footnotes into their document.

1. If the student only needs a bibliography, then Zotera itself can create one more easily.
2. Not all citation styles allow for footnotes (at least not in Zotera). MLA does provide for footnotes. Most other citation styles do not.
3. The plug-in runs through Firefox which means those who wish to use it must have Firefox running.

B. Open up a document in which you wish to add either a footnote or an in-text citation.

1. Click on the ADD-INS tab to access the Zotero bibliographic tools.
2. Click on the Gear icon to open the Document Preferences screen.
   a. Select the citation style (APA, MLA etc.) to use.
   b. Select Footnotes (if available) or Endnotes.
      a. Click the OK button.
3. Back on the Word page with your document, find the location in your document where the first citation is to go, and click the Insert Citation icon.
4. A narrow window, outlined in red will appear.
5. Click on the tiny black arrow by the Z.
   a. A box with the words Classic View will appear. Click on this.
6. A new screen providing access to your Zotera records will appear.
   a. Highlight the folder you wish to use, then highlight the specific record.
   b. Click the OK button. Your citation (or footnote) will appear in your document.
   c. Repeat steps for additional citations.