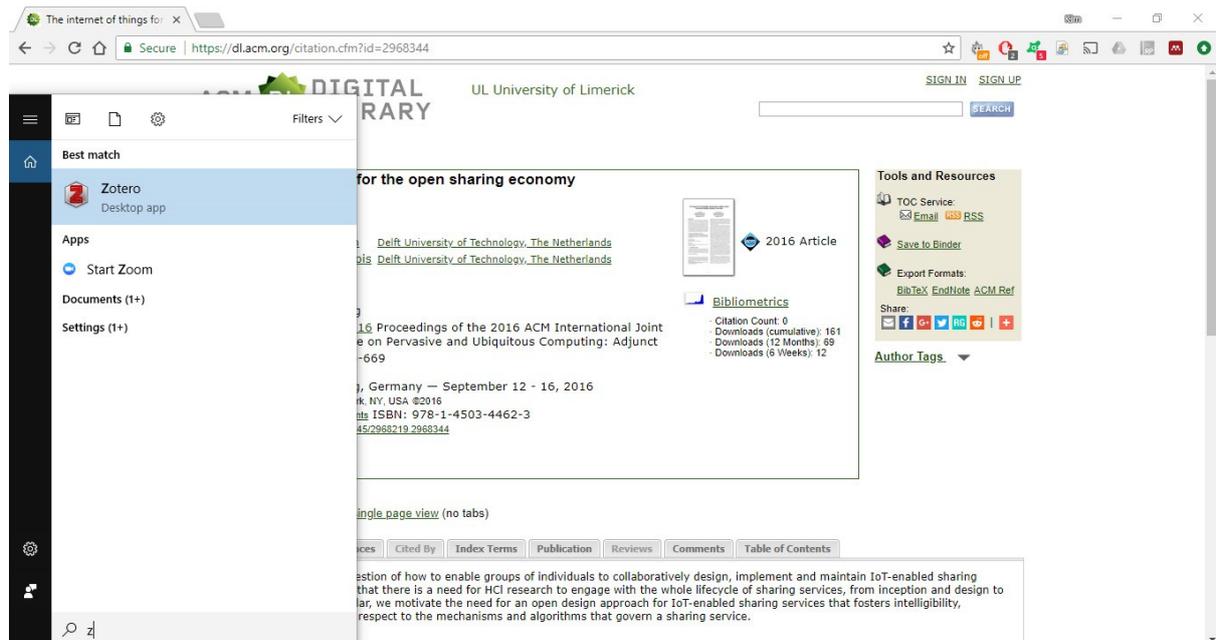**Using Zotero with Chrome on a PC**

Adding an item to the Zotero Library using the bookmarklet

(Note: this instruction guide assumes the user has already created an account on Zotero, downloaded the desktop app and bookmarklet from https://www.zotero.org/download/ , has logged in and has not changed any settings)
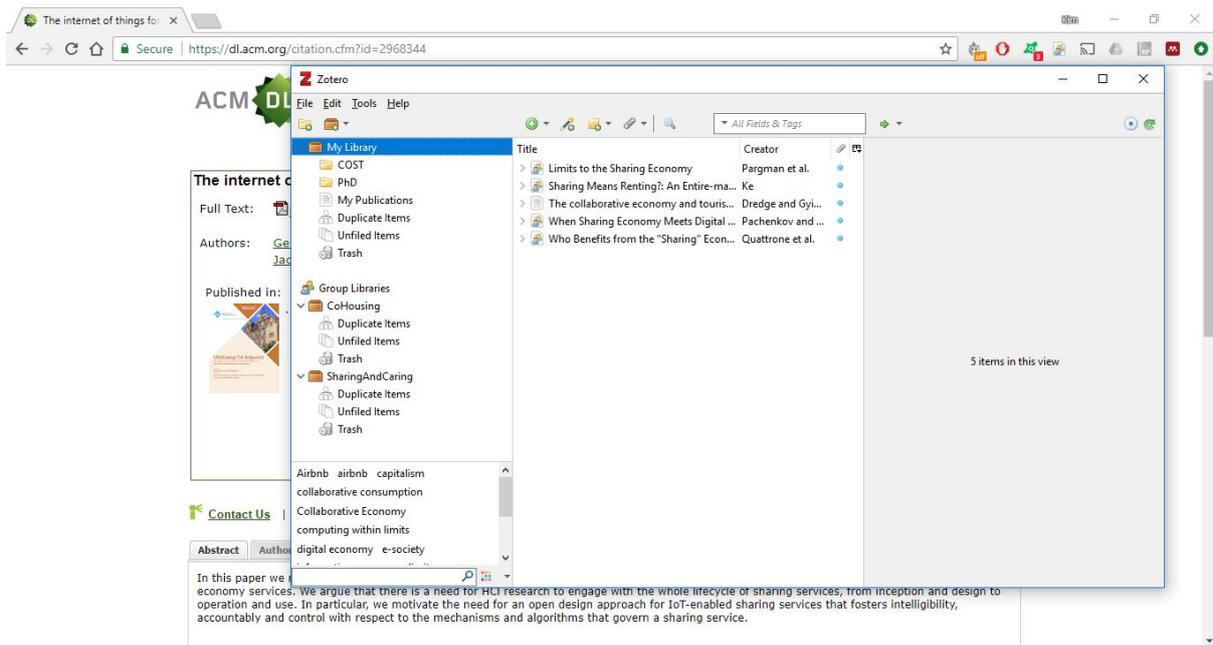
Open the Desktop Application

If you do not open the Desktop Application before attempting to add the source, you will be presented with the following error screen:
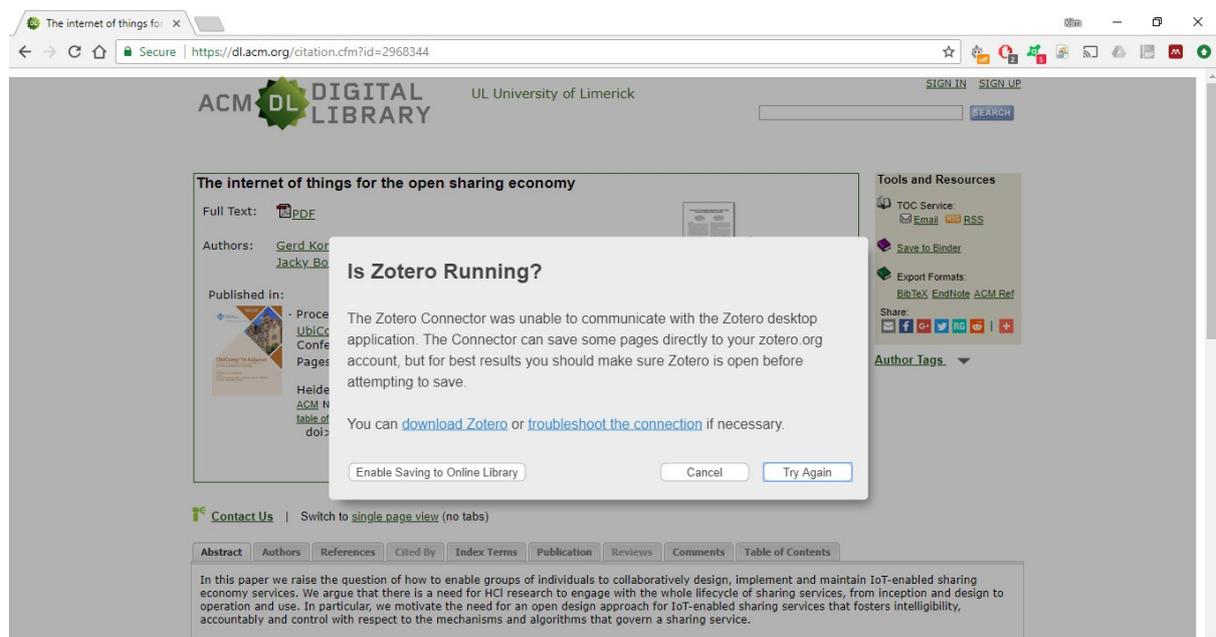
When the Desktop Application is opened, it will look something like this:

When you have found a source you wish to import into your Zotero library, click on the Zotero icon (circled in red in the below picture) in the toolbar. The icon can change depending on the source you are importing, but the tooltip is always available.
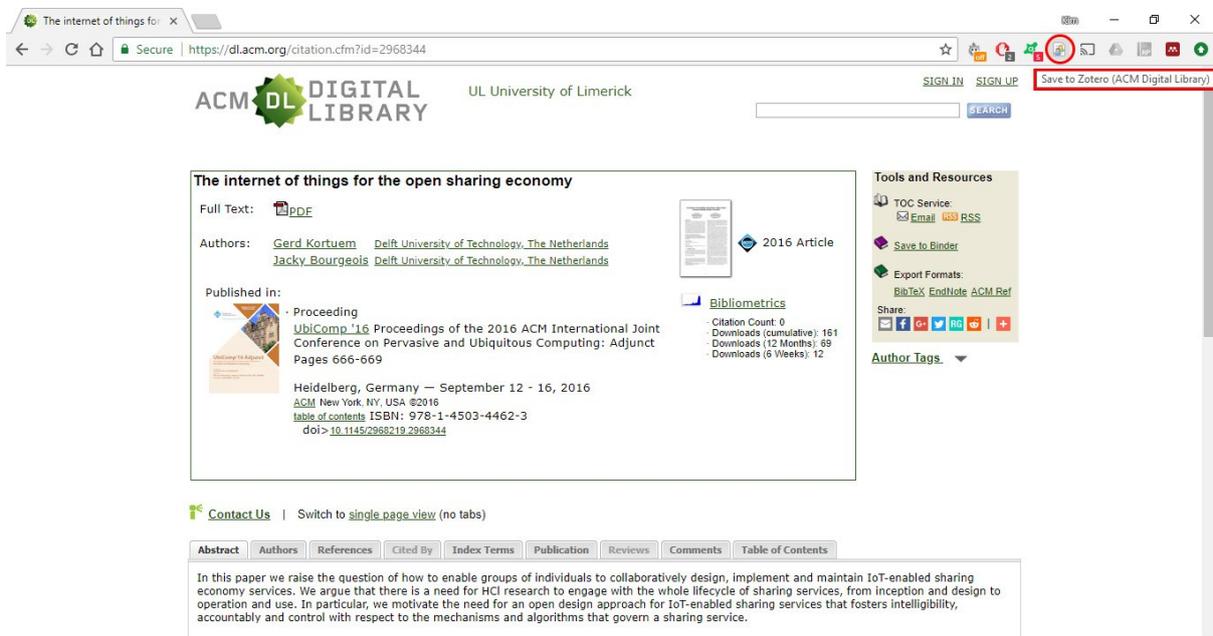
Having clicked on the Zotero icon, the following dialog box should appear:
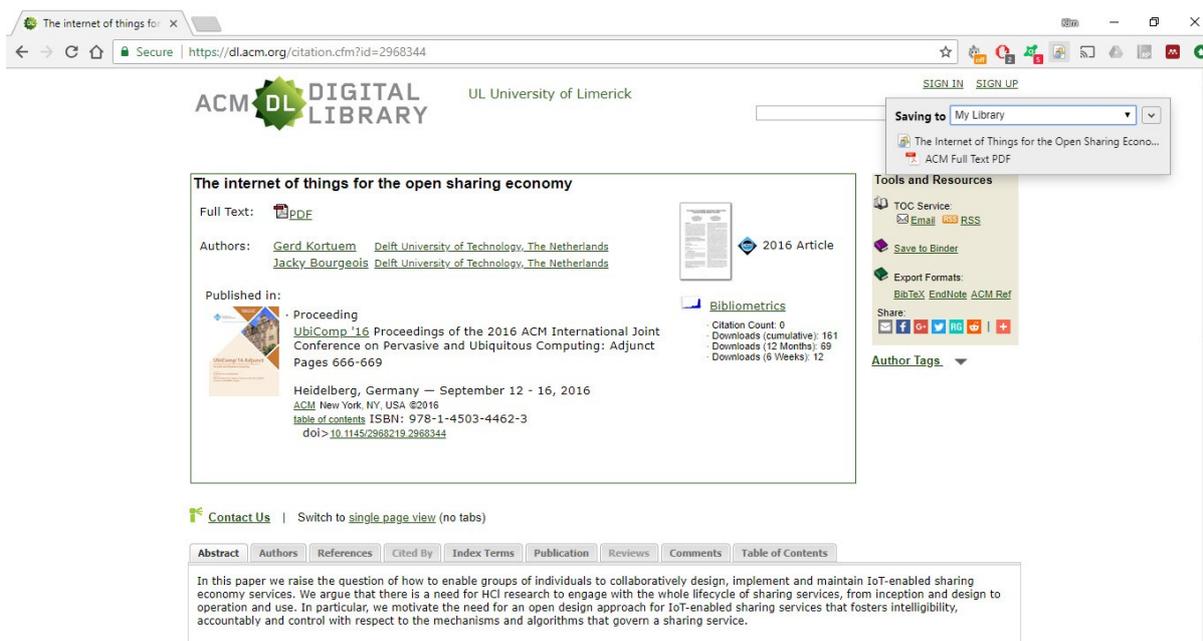
At this point you can select where you wish to save the source. If you do not wish to save it to the default library ("My Library" in the above illustration), you can choose another library using the dropdown menu.

The two options you are presented with, when the dropdown has been selected, are the default library ("My Library") and "More…"
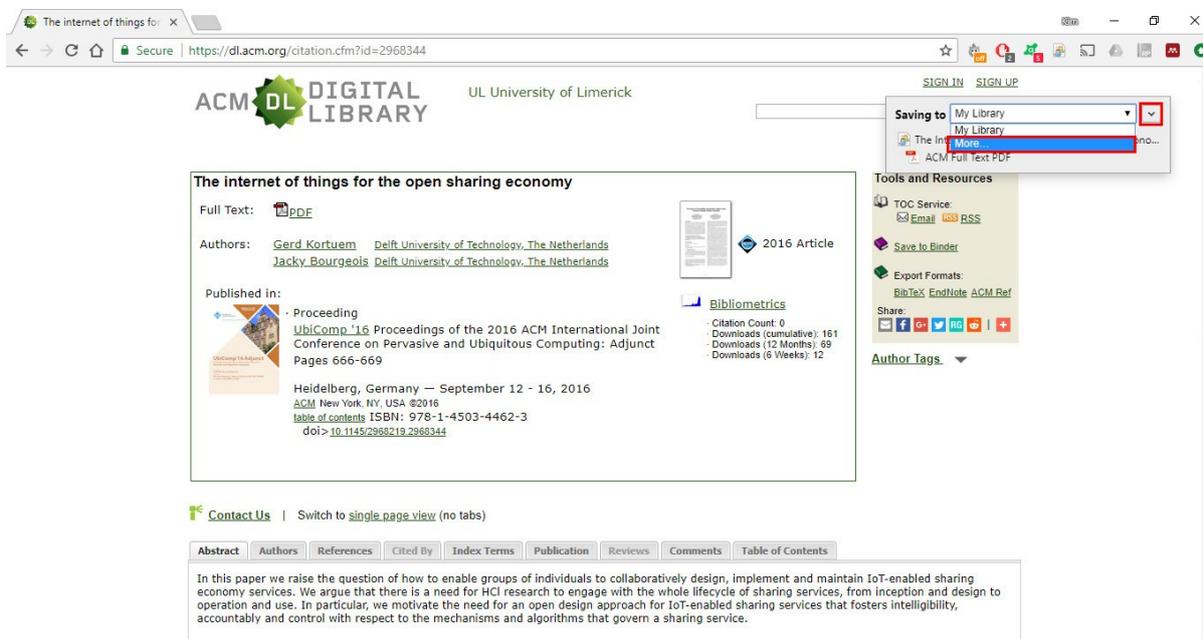
When either "More…" or the arrow beside the dropdown menu (highlighted above in red) are clicked, you will be presented with a larger dialog box, which can be seen below:
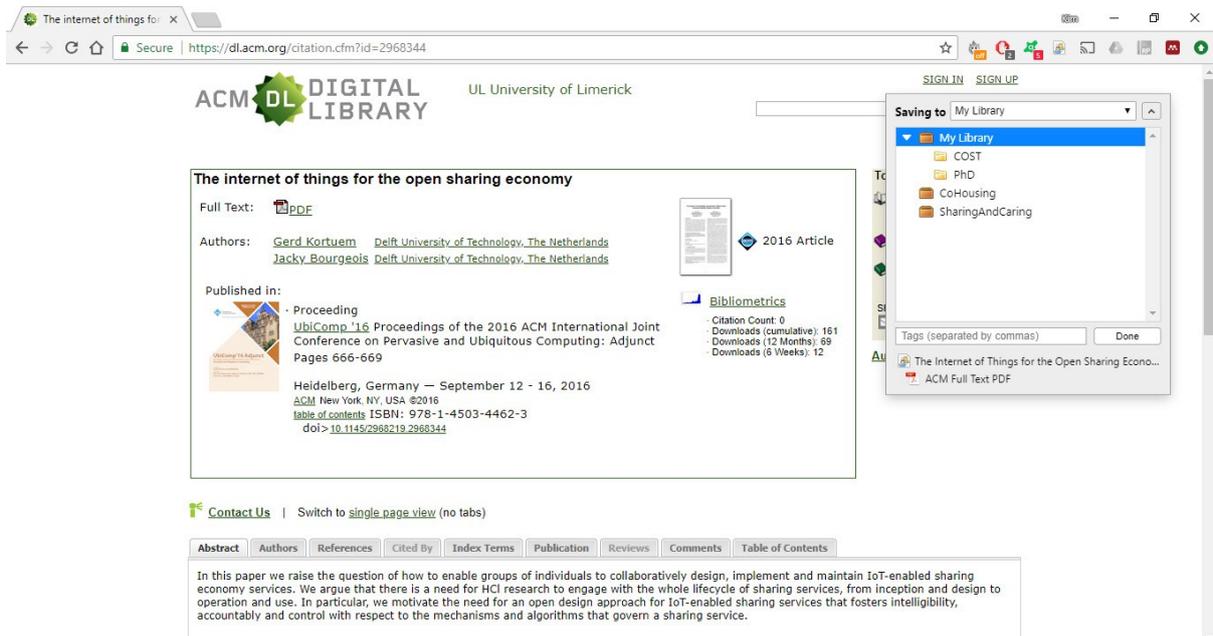

This dialog box allows you to choose where you want the source to be saved to and to add any relevant tags. Tags can be viewed, added and deleted later on in the desktop application.

Note: In the case where the source has been imported into the wrong library, the item can be dragged and dropped from one library to another. However, rather than the source being moved, it is duplicated so that there is a copy of the item in its original location and its new library. Tags are included when the item duplicated.
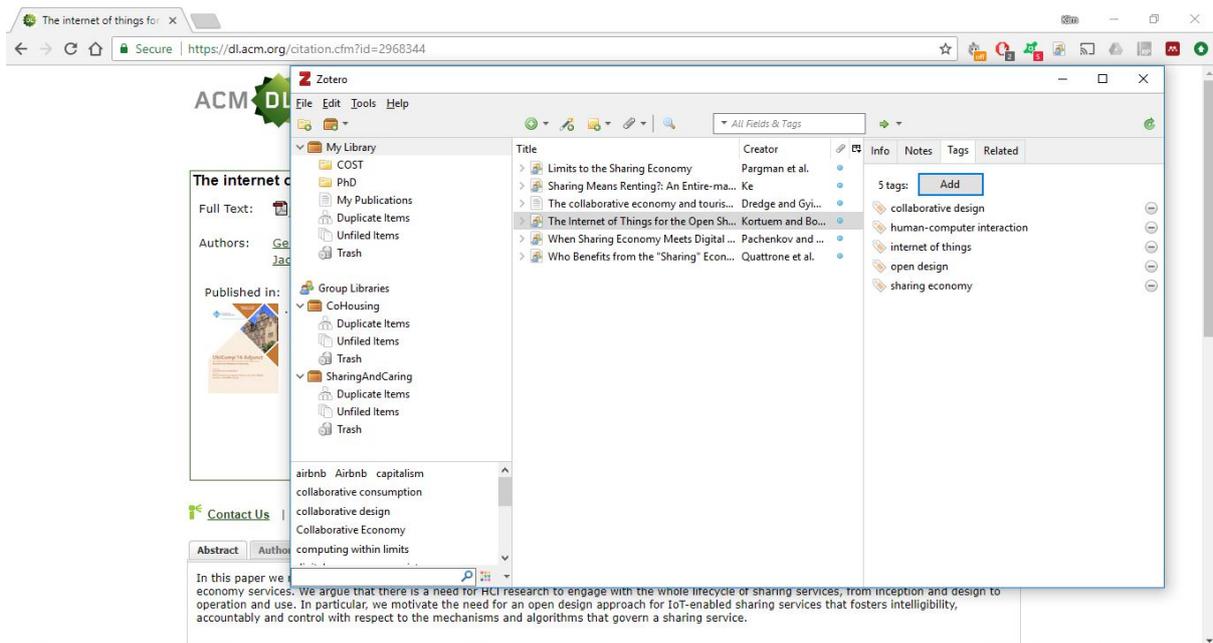
Reopen the desktop application. If the source you have imported is not immediately in the library, click the refresh button (circled in red below) and it should appear.
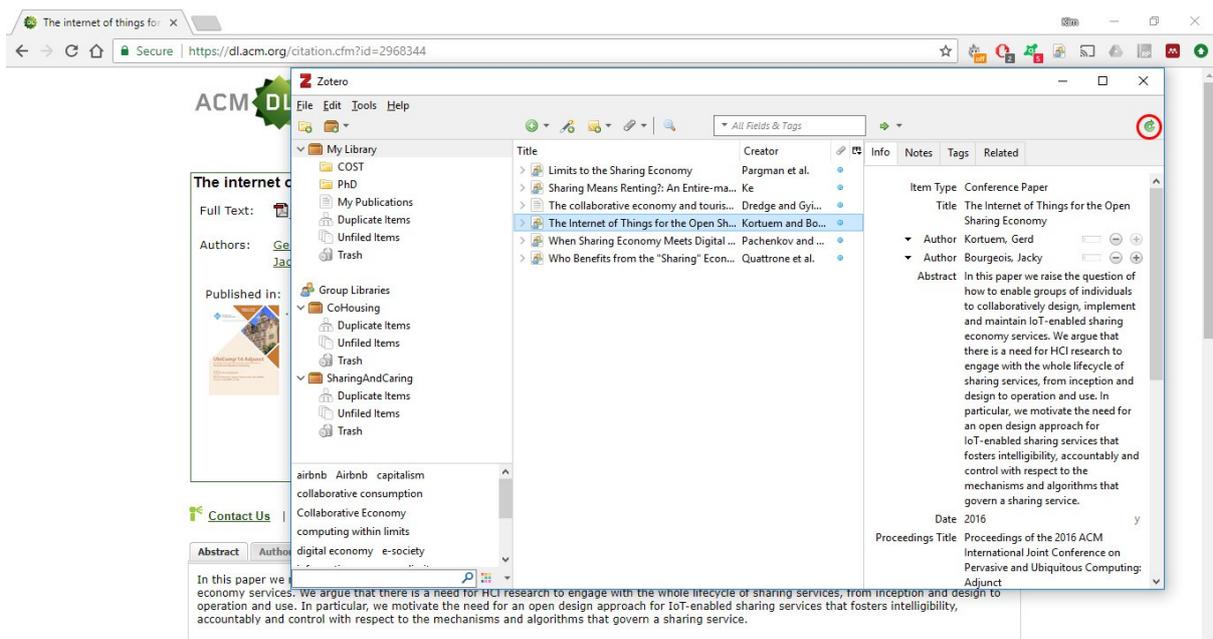
When adding tags through the desktop application, select the item in the library as shown below:
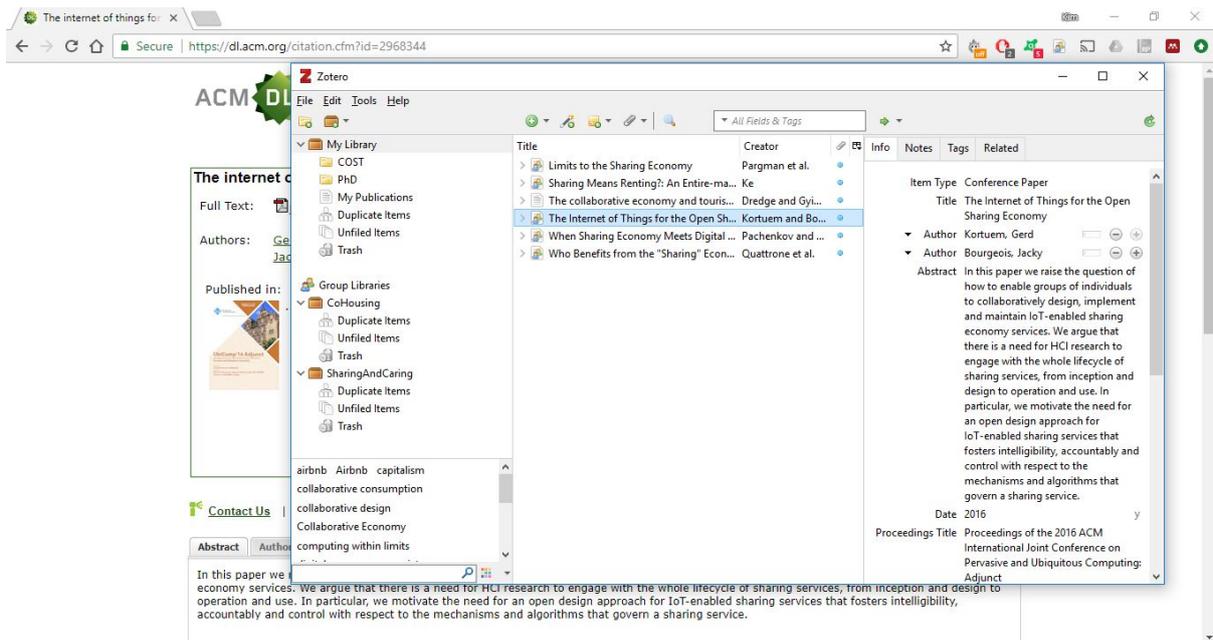

On the right hand side of the screen there are four tabs; Info, Notes, Tags and Related. Select the "Tags" tab.

The five tags listed in this tab were automatically imported when the source was imported (due to the settings in "Edit -> Preferences"). If these tags are not relevant, or you do not wish to have them in your library, they can be deleted using the circled minus sign to the right of each tag. Tags can be added using the "Add" button currently highlighted in blue.

In the below illustration I have added the tag "iot". The icon for this added tag is blue in colour, which differentiates it from the tags automatically imported, which are orange in colour.
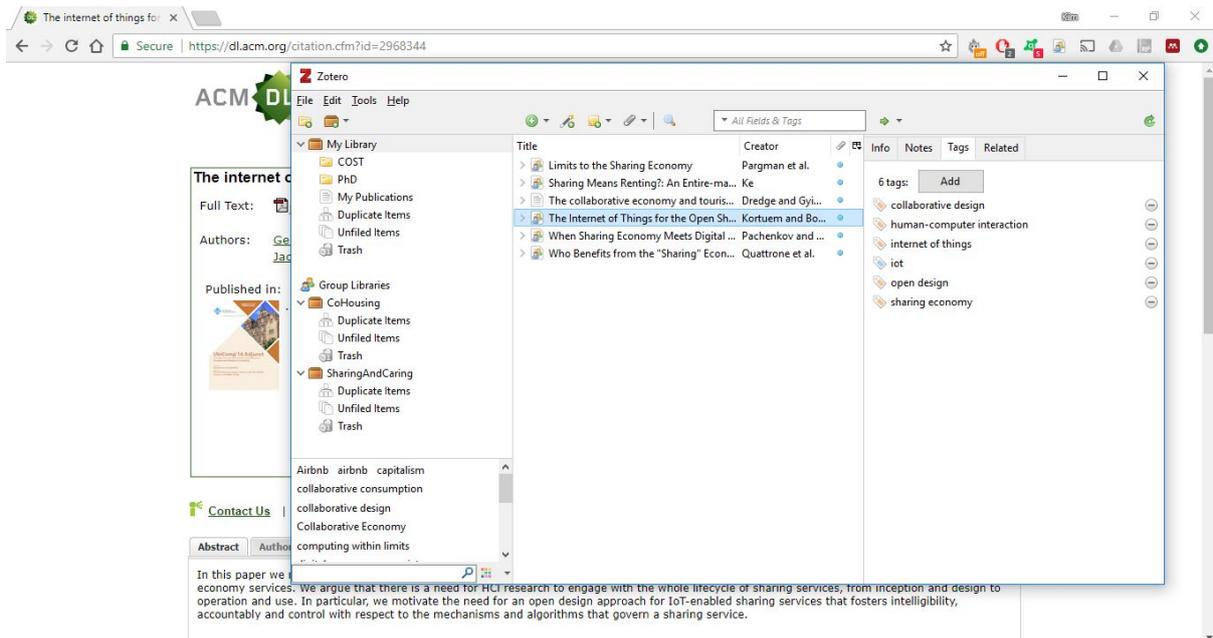
Tags are "case-sensitive", so be mindful of the cases used by other tags in your library. When creating new tags, suggested tags appear below as you type. Selecting the relevant suggested tag can reduce the amount of duplicate tags in the library. All tags in the chosen library can be seen in the bottom left corner of the Desktop Application, as highlighted below: