Using Zotero

1. To **research by topic** use the search box in the upper right corner of the window. Click the arrow to the left of the search box to access the drop-down menu, then select “Full Text”. This will expand the search to include all text from every item in the database. Enter the desired term and push enter.

2. To **research by name of author or department of author**, use the “Tags” search box on the left side of the window. Every entry has been tagged with at least two pieces of information: the name of the individual who created the item and the department to which they belong.

3. Results will appear below the “Tags” search box as text is entered. Click the tag that matches your search. Upon selecting a result the oval containing the text will turn yellow, signifying the tag to be active.

4. *VERY IMPORTANT* When using the “Tags” search field, searching additional terms or names will simply add to the original search word(s). If a tag is highlighted yellow, IT IS STILL ACTIVE AND CONSIDERED PART OF THE SEARCH. In order to search for a new word or term, click the highlighted tags, thus removing them from the search pool. Once no tags are highlighted in yellow, a new search can take place.