# Zotero

0

Reference Management Software

Layanan Pemanduan Pemustaka dan Humas UPT Perpustakaan ITB 2016



# Zotero dan Web Browser

- Zotero untuk Firefox
  - Perluasan untuk web-browser Firefox.
     Berjalan pada panel sendiri yang terpisah dari halaman web.
- Zotero Stand Alone.
  - Akses web browser untuk Chrome, Safari.

# **Zotero untuk Firefox**

- Download dan instal Firefox
- Download dan instal Zotero
  - Akses <u>https://www.zotero.org/download/</u>
  - Pilih Zotero for Firefox
  - Ketika diminta, klik **Ijinkan | Allow**
  - Install Now
  - Restart Now

# Instalasi Zotero untuk Firefox



# **Zotero Standalone**

- Dengan menggunakan Web Browser (Chrome, Safari) download dan instal Zotero Standalone beserta ekstensi untuk web browser.
- Akses <u>https://www.zotero.org/download/</u>
- Pilih Zotero 4.0 for
  Windows or Zotero 4.0 for Mac (Tergantung sistem operasi yang digunakan)
- Ikuti instruksi download dan instalasi

# Instalasi Zotero Standalone

![](_page_5_Figure_1.jpeg)

# Instalasi ekstensi untuk web browser

 Instalasi ekstensi Zotero dengan mengklik gambar ikon dibawah Zotero 4.0 for Windows

![](_page_6_Picture_2.jpeg)

## Tanda Ekstensi sudah berhasil terinstal

| nceDirect Journals Brooks  | Remote access D Sign in Help  |
|--|---|
| Image: Show full outline     Image: Show full outline       Advanced search       Advanced search       Journal of Cleaner Production  | ✓ Recommended articles<br>Unfolding the potential of the virtual water concept<br>2015. Environmental Science & Policy new  |
| in ction       ds and materials         cat application       slon         islon       edgments         cA. Supplementary material       M.Y. Hant <sup>1</sup> , G.Q. Obent <sup>1</sup> , | Stakeholder perceptions of risk in construction<br>2016. Safety Science more<br>Ferbodied water for urban economy: A three-scale i<br>2016, Ecological Modeling more<br>View more articles »<br>• Citing articles (0) |
| nd tables  | <ul> <li>Related book content</li> </ul>  |

# Membuat Akun dan Sinkronisasi

# Registrasi akun Zotero di link <u>https://www.zotero.org/user/register/</u>

| zotero   |   | Log In - Register  |
|--|---|--|
| Home Groups People Documentation   | Forums Get Involved   | Seathingpot Q Partie   |
| Hame > Register  |   |  |
| Register   |   |  |
| Register for a free account - Log in to your account                             | Forgot your password?   |  |
| Your username<br>Profile URL: https://www.zotaro.org/<br>Latter, numbers, spaces | Registering a user<br>participate in grou<br>previously had a f<br>converted into a 2 | account allows you to sync your library,<br>ips, or post to the support forums. If you<br>orum account, it was automatically<br>obtero account and you don't need to |
| Email  | register again.   |  |
| We won't tell anyone   |   |  |
| Confirm Email  |   |  |
| Password   |   |  |
| At least 6 characters  |   |  |

# Manfaat membuat akun

Mensinkronisasi data Zotero yang ada di komputer dengan penyimpanan akun Zotero di Internet.

- Membuat kelompok bersama untuk berkolaborasi dengan pengguna Zotero lain.
- Memantau kapasitas penggunaan penyimpanan.

# Penyimpanan data Zotero

- Akses direktori penyimpanan data
  - Preferences,
  - Advanced,
  - Files and Folders,
  - Show Data Directory.

| Zotero Pref                   | ferences         |                 |                 | (            | 1              |                 |               |
|-------------------------------|------------------|-----------------|-----------------|--------------|----------------|-----------------|---------------|
| 202                           |                  | Q               | Ē.              | B            | 0              |                 | ×             |
| General                       | Sync             | Search          | Export          | Cite         | Proxies        | Shortcuts       | Advanced      |
| ieneral File                  | s and Folders    | -               | - 4             |              |                |                 |               |
| ⊂ Linked At                   | tachment Ba      | se Directory    |                 |              |                |                 |               |
| Zotero w                      | ill use relative | e paths for lin | ked file attach | ments with   | nin the base d | irectory, allow | ving you to   |
| access fil                    | es on differei   | nt computers    | as long as the  | file structu | ire within the | base director   | y remains the |
| same.                         |                  |                 |                 |              |                |                 |               |
| Base dire                     | ctory:           |                 |                 |              |                |                 | Choose        |
| Revert t                      | o Absolute Pa    | aths            |                 |              |                |                 |               |
| O Use p O Custo Show Diagonal | orofile directo  |                 |                 |              |                |                 | Choose        |
| 0.1011 0.1                    | ata birectory    |                 |                 |              |                |                 |               |
| Database                      | Maintenanc       | e               |                 |              |                |                 |               |
| Check D                       | atabase Inte     | grity Rese      | et Translators  | Reset        | Styles         |                 |               |
|                               |                  |                 |                 |              |                |                 |               |
|                               |                  |                 |                 |              |                |                 |               |
|                               |                  |                 |                 |              |                |                 |               |
|                               |                  |                 |                 |              |                |                 |               |
|                               |                  |                 |                 |              |                |                 |               |

# Sinkronisasi Akun

Setelah akun terdaftar secara online dan diverifikasi melalui email, selanjutnya adalah mensinkronisasikan data lokal Zotero dengan akun online. Buka Zotero dan temukan Actions menu di tengah panel lalu pilih **Preferences** 

![](_page_11_Picture_2.jpeg)

# Sinkronisasi Akun

 Pada tab Sync, masukan username dan password untuk akun online Zotero
 Klik OK

| Zotero Prefe   | rences      |                 |                |                | -           |           |          | X |
|----------------|-------------|-----------------|----------------|----------------|-------------|-----------|----------|---|
| 203            |             |                 | Ē.             |                |             | а         | X        |   |
| General        | Sync        | Search          | Export         | Cite           | Proxies     | Shortcuts | Advanced |   |
| ettings Rese   | •           |                 |                |                |             |           |          |   |
|                |             |                 |                |                |             |           |          |   |
| Zotero Syn     | c Server —  |                 |                |                | <u> </u>    |           |          |   |
| Username:      | yournar     | me@yourema      | ail <u>~b</u>  | out Syncing    |             |           |          |   |
| Password       |             |                 | Cre            | eate Account   |             |           |          |   |
| 1 03500101     |             |                 | Los            | st Password?   |             |           |          |   |
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|                | 🔽 Sync      | full-text cont  | tent           |                |             |           |          |   |
| - Eile Suncing |             |                 |                |                |             |           |          |   |
| File Syncing   | 9           |                 |                |                |             |           |          |   |
| Sync at        | tachment f  | files in My Lib | orary using    | Zotero         | •           |           |          |   |
| Do             | wnload file | s at sync tim   | ne 🔻           |                |             |           |          |   |
| C              |             | ci              |                |                |             |           |          |   |
| I Sync at      | tachment    | riles in group  | libraries usin | g Zotero sto   | rage        |           |          |   |
| Dov            | wnload file | at sync tim     | ne 🔻           |                |             |           |          |   |
| By using Zot   | ero storage | e, vou agree to | o become boi   | und by its ter | ms and cond | litions.  |          |   |
| -,,            |             | ,,              |                |                |             |           |          |   |
|                |             |                 |                |                |             |           |          |   |
|                |             |                 |                |                |             |           |          |   |
|                |             |                 |                |                | -           |           |          |   |
|                |             |                 |                |                | OK          | Cancel    | Holp     |   |

# **PDF** Indexing

- Pada tab Search, klik Check for installer
- Klik Install
- Berguna untuk
   pencarian full text
   dari file PDF
   (PDFs searchable)

![](_page_13_Picture_4.jpeg)

# Word Processor Plugin (1)

- Pada tab Cite, klik
   Install Microsoft
   Word Add-in
- Apabila ada konfirmasi, klik Allow, Install Now, dan Restart Now
- Untuk kemudahan penggunaan, dapat menceklis kotak Use classic Add Citation dialog.

![](_page_14_Picture_4.jpeg)

![](_page_15_Picture_0.jpeg)

# Word Processor Plugin (2)

 Selanjutnya dapat membuka Word dan menemukan tab Zotero pada toolbar

| W   🛃                | ク・じ 速              | ₹   |                           |             | -        | -      | -    | _      |
|----------------------|--------------------|---|---------------------------|-------------|----------|--------|------|--------|
| File                 | Home               | Insert  | Page Layout               | References  | Mailings | Review | View | Zotero |
| Add/Edit<br>Citation | Docume 📄 Insert Bi | nt Preferen<br>bliography<br>liography<br>Zoter | oces 🗊 Refresh 🏟 Remove F | Field Codes |          |        |      |        |

# Pengumpulan data kutipan/sitasi (1)

### – Membuat Koleksi

- Klik ikon atau klik kanan di My Library,
   pilih New Collection
- Ketik topik yang akan dikelompokan.

| [   | New Colle | ection                                     | 83   |
|-----|-----------|--|------|
|     | ?         | Enter a name for this collection:          |      |
| ra  |           | Engineering                                |      |
|     |           | OK Cancel                                  |      |
| ess | on report | on space applications for water management | Lavo |

![](_page_16_Picture_5.jpeg)

# Pengumpulan data kutipan/sitasi (2)

Ketika koleksi dipilih, item yang disimpan secara otomatis akan dimasukan ke dalam koleksi yang dipilih.

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| or solline Socialisadare<br>Ingela<br>matei<br>matei<br>matei<br>matei<br>matei<br>anteros<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad<br>Socialisad | Image: Constant PDF       Image: Constant Science Direct       Image: Constant Science Direct         Image: Constant PDF       Journal of Cleaner Production       Image: Constant Science Direct         Image: Constant PDF       Volume 112: Part 5, 26 January 2016; Pages 4091–4100       Image: Constant Science Direct         Image: Constant PDF       Volume 112: Part 5, 26 January 2016; Pages 4091–4100       Image: Constant Science Direct         Image: Constant PDF       Volume 112: Part 5, 26 January 2016; Pages 4091–4100       Image: Constant Science Direct         Virtual water accounting for a building construction engineering project with nine sub-projects: a case in E-town, Beijing       Image: Constant Science Direct         MY Hon** CQ Oren** Image: Direct Ministry XD W/r* A Abasef: B Ahrant*       Share more         Image: Constant Science Direct       Constant Science Direct | Recommended atticles      Methoding the potential of the virtual water concept  |
|  | Highlights  The building construction ongineering in E-town, Beijing is selected as a case. This study is supported by more than 1000 first-hend data derived from EOQ. The virtual water consumption of the construction engineering is accounted. Building materials contribute to more than 3/4 the total water consumption.  Abstract  |   |
| 2 4<br>2 4   | Virtual water consumption accounting for an entire building construction engineering<br>project including nine sub-projects is presented in this study to reveal the full picture of<br>water consumption in building construction engineering. With the most comprehensive<br>first-hand project date, this study is the first ethempt to cuantify a whole engineering<br>project's virtual water consumption to the best of our knowledge. As nameous works  | Saving to Chapter view of the standard of the |

# Pengumpulan data kutipan/sitasi Koleksi Cetak

- Koleksi Cetak Asing:
  - Akses <u>https://www.worldcat.org/</u>
  - Akses <u>https://catalog.loc.gov/</u>
- Koleksi Cetak Indonesia
  - Akses <u>http://onesearch.id/</u>
  - Akses database perpustakaan
- Masukan kata kunci atau informasi terkait untuk pencarian koleksi cetak, contoh judul atau ISBN
- Pilih hasil pencarian yang sesuai

# Pengumpulan data kutipan/sitasi Koleksi Cetak Asing

![](_page_19_Picture_1.jpeg)

Line of the

# Pengumpulan data kutipan/sitasi Koleksi Cetak Indonesia (1) Umumnya metadata yang tersimpan ke Zotero, tipe itemnya masih berupa link.

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|-------------------------------|--------------|--------------------------|--|--|
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|                               | Books & More | honic Articles           |  |  |
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|                               | Di Ince      | Cite this O Text this Em | ail this Export Record + Add to Favorites + A          | dd to Book Bag<br>Similar frems<br>Penggerak mula turbin<br>by: Wranto Arismurandar<br>Dy Kinarto Arismurandar |
|                               |              | Format:<br>Language:     | book<br>Indonesian                                     | Penggerak MuNANDAR, Wiranto     Published. (1986)  |
|                               |              | Published:<br>Edition:   | Bandung: ITB 1968                                      | Penggenk h<br>by: ARISMUNA<br>Published. (19) Saving to Engineering  |
|                               |              | Subjects:                | Turbin   | Perggerak N<br>by: Arismunant<br>Published: (20)   |
|                               |              | Tags:                    | No Tags. Be the first to tag + Add Tag<br>this record! | Penggerak 1     by: Wiranto An   |

# Pengumpulan data kutipan/sitasi Koleksi Cetak Indonesia (2)

![](_page_21_Figure_1.jpeg)

# Penambahan File PDF yang sudah ada di komputer

 Simpan PDF sudah ada di komputer ke Zotero dengan menyeret dan menjatuhkan (dragging|dropping) file PDF ke koleksi.

![](_page_22_Picture_2.jpeg)

# Memasukan Kutipan/Sitasi

Buka Microsoft **Word**, **tempatkan kursor di mana Anda ingin menambahkan kutipan** pilih tab **Add-Ins**.

Klik Zotero InsertCitation

![](_page_23_Figure_3.jpeg)

# Pemilihan Gaya Penulisan Kutipan (1)

Pertama kali memasukkan kutipan dalam dokumen, maka akan diminta untuk memilih gaya kutipan.

| Document Preferences  | X        |
|---|----------|
| Citation Style:   |          |
| American Psychological Association 6th edition  | •        |
| Chicago Manual of Style 16th edition (author-date)  |          |
| Chicago Manual of Style 16th edition (full note)  | <b>.</b> |
| Display Citations As:   |          |
| Footnotes     O Endnotes  |          |
| Format Using:   |          |
| Fields  |          |
| Microsoft Word Fields are less likely to be accidentally modified, but cannot be shared with OpenOffice.  |          |
| The document must be saved in the .doc file format.   |          |
| Bookmarks   |          |
| Bookmarks are preserved across Microsoft Word and LibreOffice, but may be accidentally modified. For compatibility re-<br>citations cannot be inserted into footnotes or endnotes when this option is selected. | asons,   |
| The document must be saved in the .doc file format.   |          |
| Store references in document  |          |
| Storing references in your document slightly increases file size, but will allow you to . The your document with others with  | nout     |
| using a Zotero group. Zotero 3.0 or later is required to update documents created with the store.   | el       |

# Pemilihan Gaya Penulisan Kutipan (2)

📃 Jika tidak melihat gaya penulisan yang diinginkan terdaftar, maka dapat mengklik Cancel dan pergi ke Preferences Zotero. Di bawah Cite pilih Styles. Klik Get additional **Styles** 

| Zotero Preferences  |                 | 1             |          |             |          |
|---|-----------------|---------------|----------|-------------|----------|
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| Nord Processors Styles  |                 |               |          |             |          |
| Style Manager   |                 |               |          |             | _        |
| Title   |                 |               | Upda     | ted         |          |
| American Anthropological Association  |                 |               | 4/30/2   | 2014        | <b>^</b> |
| American Psychological Association 6th edition  |                 |               | 5/1/20   | )15         |          |
| Cell  |                 |               | 9/6/20   | )14         |          |
| Chicago Manual of Style 16th edition (author-date)  |                 |               | 5/19/2   | 2015        |          |
| Chicago Manual of Style 16th edition (full note)  |                 |               | 5/24/2   | 2015        | Ξ        |
| Chicago Manual of Style 16th edition (note)   |                 |               | 5/24/2   | 2015        |          |
| Elsevier Harvard (with titles)  |                 |               | 3/14/2   | 2015        |          |
| IEEE  |                 |               | 9/3/20   | )14         |          |
| Modern Humanities Research Association 3rd edition (  | ote with bibli  | iography)     | 3/2/20   | )15         |          |
| Modern Language Association 7th edition   |                 |               | 9/21/2   | 2014        |          |
| Nature 3  |                 |               | 9/10/2   | 2014        | Ŧ        |
| Get additional styles   |                 | -             |          | +           |          |
| Citation Options  |                 |               |          |             |          |
| Include URLs of paper articles in references  |                 |               |          |             |          |
| When this option is disabled, Zotero includes URLs when citing jou<br>article does not have a page range specified. | rnal, magazine, | and newspaper | articles | only if the |          |
|   | ОК              | Car           | ncel     | <u>H</u> e  | elp      |

# Pemilihan Gaya Penulisan Kutipan (3)

Hasil klik akan merujuk ke Link https://www.zotero.org/styles/

Temukan gaya penulisan yang diinginkan dan klik pada judul

| - | K | lik | Install |
|---|---|-----|---------|
|---|---|-----|---------|

| Z | Z Zotero Style Repository × +            |                  |             |
|---|--|------------------|-------------|
| 4 | A https://www.zotero.org/styles/?spalicy | ∀ C    Q, Search | ☆ ê ♥ ♣ ♠ ⋪ |

#### Zotero Style Repository

Here you can find Citation Style Language 1.0.1 citation styles for use with Zotero and other CSL 1.0.1-compatible software. For more information on using CSL styles with Zotero, see the Zotero wiki.

| Style Search            | Format: | author-d       | late numeric   |          |                   |            |         |
|-------------------------|---------|----------------|----------------|----------|-------------------|------------|---------|
| policy                  | Fields: | biology        | communications | medicine | political_science | psychology | science |
| Show only unique styles |         | social_science |                |          |                   |            |         |

69 styles found:

![](_page_26_Picture_9.jpeg)

# Memasukan Kutipan/Sitasi Klik Insert Citation (akan keluar menu pencarian)

Masukan informasi dan kata kunci yang merupakan sumber kutipan

![](_page_27_Picture_2.jpeg)

# Menambahkan Page Numbers dan informasi lainnya

![](_page_28_Figure_1.jpeg)

![](_page_29_Picture_0.jpeg)

#### Membuat Daftar Pustaka/Bibliography dari Kutipan

### – Klik Insert Bibliography

| File Home Insert Page Layout References Mailings             | Review View Add-Ins   |
|--|---|
| دی میں<br>Custom Toolbars                                    |   |
| Zotero Bibliographic Management : Zotero Insert Bibliography | <ul> <li>Dahlbäck, Nils, Arne Jönsson, and Lars Ahrenberg, "Wizard of Oz Studies: Why and<br/>How." In Proceedings of the 1st International Conference on Intelligent User<br/>Interfaces, 193–200, ACM, 1993, http://dl.acm.org/citation.cfm?id=169968.</li> <li>MacDonnell, Francis. "The Emerald City Was the New Deal': EY Harburg and The<br/>Wonderful Wizard of Oz." Journal of American Culture 13, no. 4 (1990): 71–<br/>75.</li> <li>Rumeana Jahangir. "Secrets of the Wizard of Oz." BBC, March 17, 2009, sec.<br/>Magazine, http://news.bbc.co.uk/2/hi/uk_news/magazine/7933175.stm.</li> </ul> |

# **Zotero Website**

 Zotero is not a commercial product, so there is not a dedicated support staff available by phone or e-mail.

![](_page_30_Picture_3.jpeg)

# Terima Kasih

### Referensi

- <u>https://www.zotero.org/support/</u>
- <u>https://forums.zotero.org/categories/</u>
- http://guides.library.harvard.edu/zotero