**Faculty of Education**

**ZOTERO WORKSHOPS IN 1S4 AND 1S7**

***Please follow these instructions carefully before you begin***

**INSTRUCTIONS FOR MCS UNIVERSITY PCs**

*Before you start on the tasks in the Zotero Workbook you* ***MUST*** *do the following:*

All MCS users need to run through this process once to install the Zotero plug in for Word (takes 2 minutes):

* Make sure Word is CLOSED!
* Go to: Start | All Programs | Database Packages | Install Zotero Plugin
* When prompted, click **Install** (for the plugin) then click button to

**Restart** Firefox

* Start Word 2007 (Start | All Programs | Word Processing)
  + Check that the Zotero plug-in is installed – see **Task 3, point 3** for help.
  + If you cannot see the Zotero add-on in Word, close Word and reinstall the plugin.
* Skip Task 1 in the workbook and Start Task 2 from bullet point 5: ‘When Zotero is installed . . .’
* Skip Task 3 in the workbook

**EVERYONE – MCS PCs AND PERSONAL LAPTOPS**

**DOWNLOAD THE PRACTICE TEXT IN ADVANCE**

You will need the practice text when you get to Tasks 15 – 17. To download it:

* Please go to <http://tinyurl.com/orbitwiki>
* Click on **Zotero**
* Scroll down the page to find **Files and resources to view and download**
* Click to download & save the Word file: **ZOTERO PRACTICE TEXT FOR TASK 15.docx**