



Installing Zotero

2024-10-17

Contents

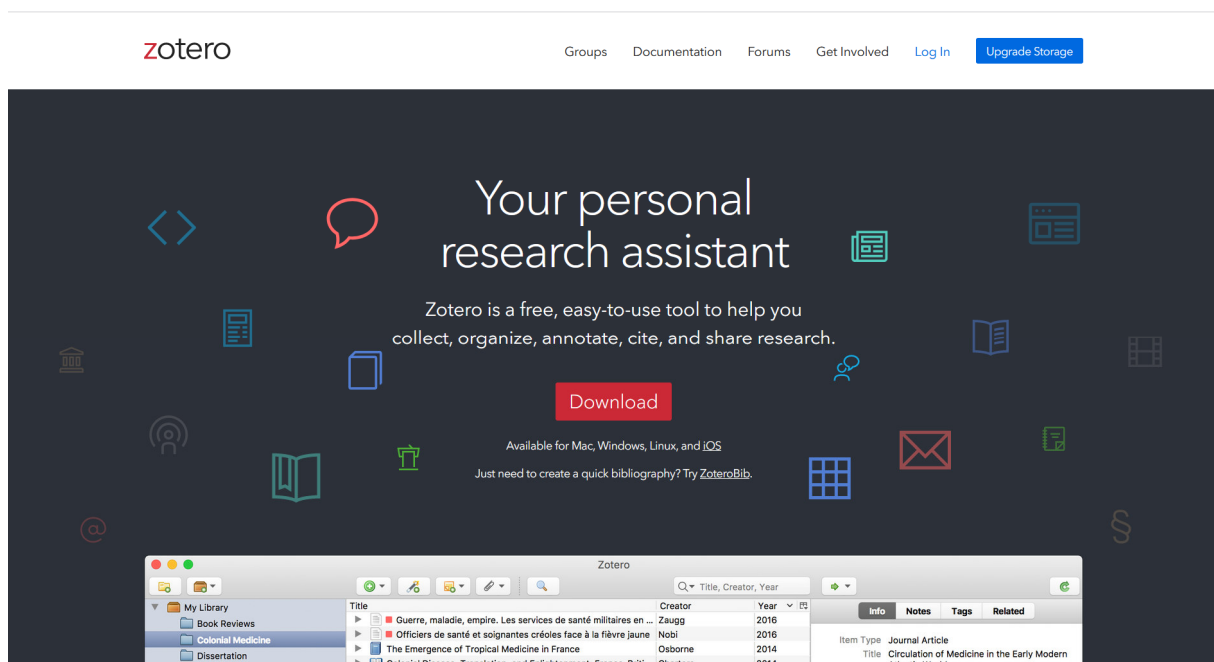
Used Configuration.....	2
1. Installation on MacBook	2
2. How to activate Zotero-Connector in Safari	3
3. Word Add-In Installation.....	4
3.1. <i>If the Word Add-In is not installed, proceed as follows</i>	5

Used Configuration

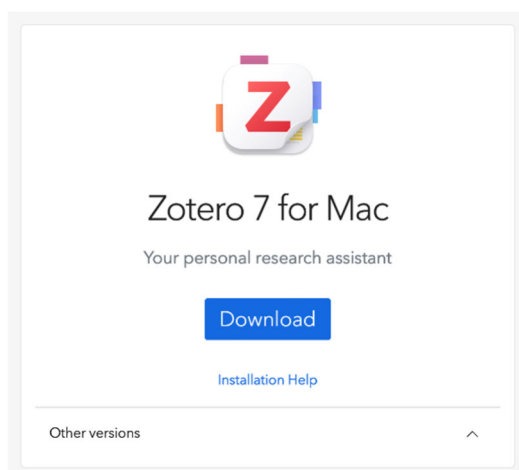
- macOS Ventura 13.7
- Microsoft Word für Mac - Version 16.90
- Safari - Version 18.0.1
- Zotero - Version 7.0.5

1. Installation on MacBook

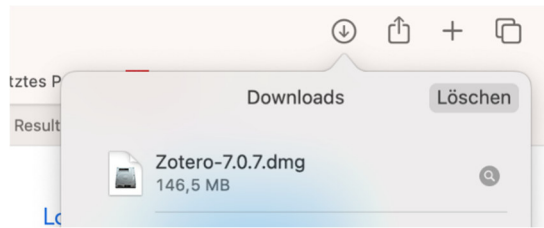
- Go to: <https://www.zotero.org/>
- Click on the red download button.



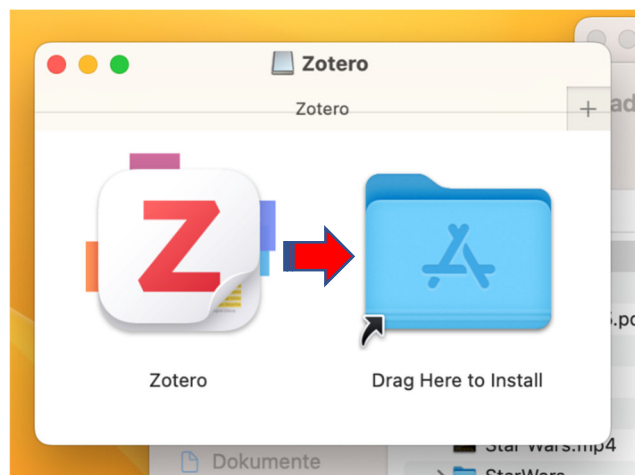
- Start the download.



- Double-click the .dmg file.



- Drag the Zotero icon to "Drag Here to install".



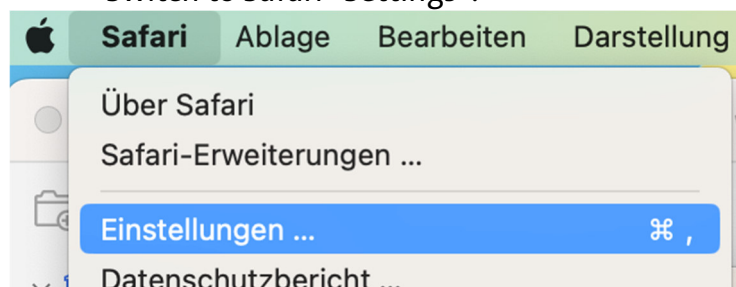
- The program will be installed to "Programs" (default).
- You can find it in the Launchpad afterwards.



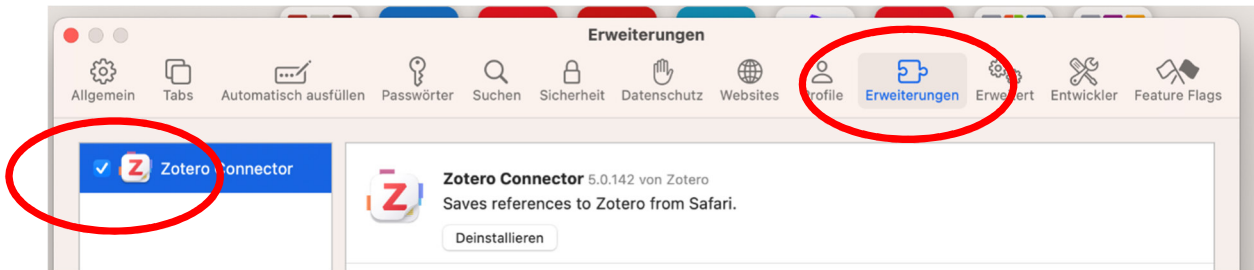
2. How to activate Zotero-Connector in Safari

The connector transfers references from the browser to Zotero.

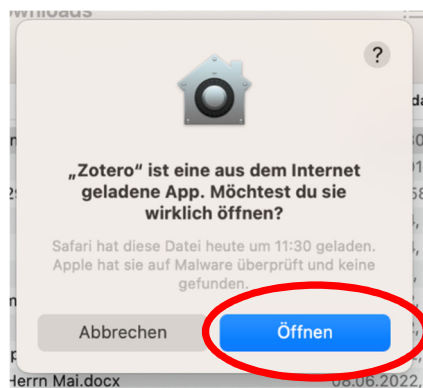
- Switch to Safari "Settings".



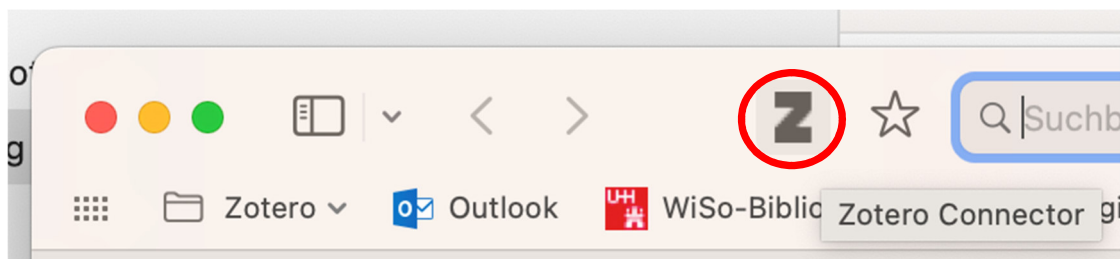
- Go to the "Extensions" tab there.
- Check the "Zotero Connector" entry on the left side.



- Confirm the activation ("Open").

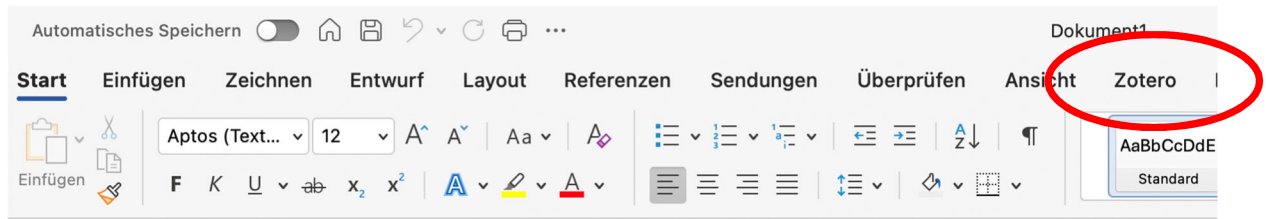


- The "Connector icon" is now available next to the address bar on the left.



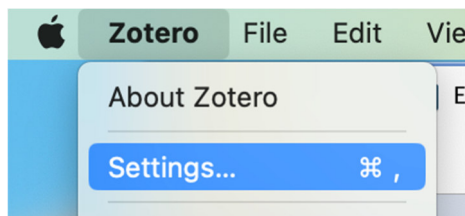
3. Word Add-In Installation

- The Word add-in should be installed automatically during the default installation of Zotero.
- When starting Word, you have an additional tab "Zotero" available for selection:

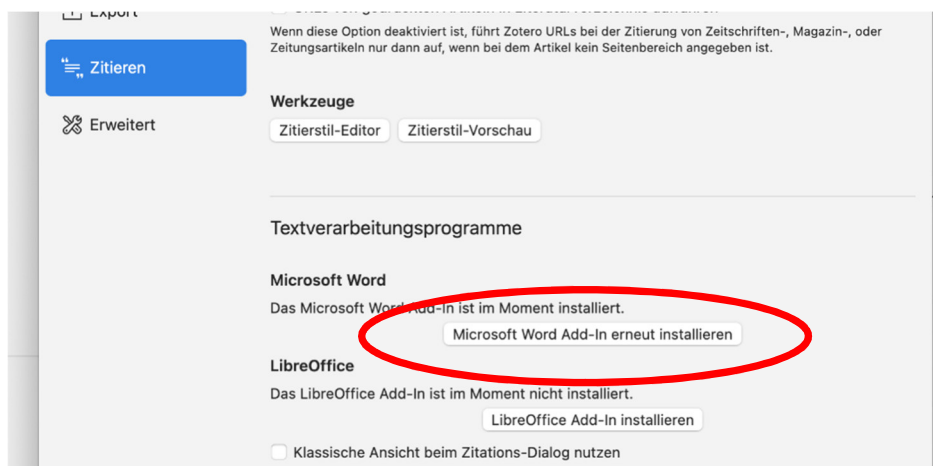


3.1. If Zotero does not appear in the ribbon

- Quit Word.
- Open Zotero.
- Go to Zotero "Settings".



- Go to "Cite".
- Scroll down to "Word Processors".
- Install the Word Add-in once again.



- Start Microsoft Word again.
- The Zotero tab should now be available in Word.

Library WISO/BWL

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