



UPSKILLING WORKSHOP

USING ZOTERO



Speaker:
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Time	Activity	Description
4:00 PM - 4:10 PM	Opening and Welcome	Brief introduction of the facilitator and an overview of the workshop.
4:10 PM - 4:20 PM	Introduction to Zotero	Explanation of what Zotero is, why it is useful, and a quick demonstration of automatic citations.
4:20 PM - 4:40 PM	Installation and Setup	Participants download Zotero, install the browser connector, and create or log in to their Zotero account.
4:40 PM - 4:55 PM	Exploring the Interface	Overview of Zotero's layout, collections, items, notes, and tags. Short activity: create a collection and add a note.
4:55 PM - 5:10 PM	Adding Sources	Demonstration and hands-on activity on saving sources using the browser connector, adding PDFs, and manual entry.
5:10 PM - 5:20 PM	Citing in Word or Google Docs	Insert citations, choose citation styles, and generate a bibliography. Includes a hands-on activity.
5:20 PM - 5:30 PM	Tips and Q&A	Final tips and an open forum for questions.