Zotero: Online Features

Sync your library

If you’re regularly using more than one computer in your research, Zotero’s sync feature can keep your library up to date on all of them. Zotero can store a copy of your library on the Zotero.org server and check it for updates whenever you open your library on a different computer. All your computers must be running the same version Zotero and be configured to sync to the server.

First, set up a (free, of course) Zotero.org user account at zotero.org/user/register. Open Zotero preferences (via the gear menu) and select the Sync tab. Enter your Zotero user name and password. Check the "sync automatically" box. Zotero will upload your library to the server.

Repeat this configuration on each of your computers. Any updates you make on one of your computers will be reflected on the others. This even works to synchronize your library among Windows, Mac and Linux computers.

For more details and help troubleshooting sync problems, check zotero.org/support/sync.
Zotero Groups
zotero.org/groups

Zotero's Groups feature allows you to share references with other Zotero users online. It's a great way to work on collaborative research projects.

First, set up Zotero sync as described above.

Next, log in at Zotero.org. There's a "Log In" link in the top right corner of the page.

You can search for existing public groups or create a new group at zotero.org/groups. Groups may be public (searchable, and anyone can join) or private (users can only join if invited).

You'll now have two sections in your Zotero collections pane: My Library and Group Libraries. You can drag items back and forth between them at will.