

Creating collections and organising information

Zotero allows you to use **collections and subcollections** to organise references and documents you add to your personal library.

To create a collection in the desktop version, click the *New Collection* icon and in the pop-up, add the collection name. Moreover, if you right-click with your mouse on one of the current collections, you can select different preference options such as changing the name, deleting it or adding a new subcollection. Add references to the new collection by dragging and dropping from *My Library*.

In the web version, create a collection by clicking on the plus icon next to *My Library*. Add the name of the new collection in the box and click *Enter*. Click on the three dots to rename or delete it, or add a new subcollection. You can also add references by dragging and dropping from *My Library*.

If you want to remove a document from a collection in the desktop version, select it, right-click and then select *Remove item from collection*. From then, the document remains in *My Library* but is no longer linked to that collection.

In turn, if you want to fully delete a reference from *My Library* or from a collection, simply hover the cursor over it, right-click and select *Move Item(s) to Trash*. The reference will remain in the *Trash* until you decide to delete it definitively.

To remove a document from a collection in the online version, select it and click on *Remove from Collection*. From then, the documents will remain in *My Library* but will not be linked to that collection.

To remove a reference from *My Library* or a collection, select it and click *Move to Trash*. The reference will remain in the *Trash* until you decide to delete it definitively.

If you want to **delete a collection** in the desktop version, hover the cursor over it, right-click and select *Delete Collection*. Nonetheless, you should bear in mind that you will only have removed the collection and its content remains in *My Library*. To delete the collection and documents, select *Delete Collection and Items*.

In turn, in the web version, click the three dots next to the collection and select *Delete*. Bear in mind that you will only delete the collection and the items remain in *My Library*.

Finally, **organise your list of references and documents**. These are displayed in the central column in Zotero.

This is organised in the desktop version into two fields by default: *author* and *title*. You can add fields to the central column to help sort your documents. To do this, right-click on any field in the column header and select the different options from the dropdown (year, publishers, attachments, etc.).

In the web version, documents are organised by default into the fields *Title* and *Creator*. You may also add new fields to the central column by clicking *Column Selector* from the option menu.

This is a summary of how to create collections and organise references in your personal library. If you would like more information, please see the Zotero user guide on the library website.

The next video looks at how to share information and collaborate with other Zotero group members.