



## Versions

Zotero works in two versions: the **desktop app** you install on your computer and the **web version**, which is accessible from any electronic device with an internet connection.

Both versions have similar interfaces, although the desktop version has more features. Both versions enable you to cite, manage references and view .pdf files.

### Structure

Both versions are structured in the same way:

- The options to organise and view collections and which groups you belong to are on the left-hand side
- All reference and documents in your library are in the central section
- You can view bibliographic information for a reference you select, as well as edit it if you like (by clicking on each of the fields), on the right-hand side.

### Synching

Your personal library is the same in both versions as synching is automatic.

### Log In

To access the Zotero library in the desktop version, just open the app on your computer. You need to log in by clicking *Edit* and *Settings*. If references do not automatically load, force an update by clicking on the update button. In turn, once you log in to the web version, your personal library is available in the *Web Library* option.

### Log Out

Exiting your Zotero library is done differently depending on the version. In the desktop version, click *File>Exit*. When you re-open the session, you will not need to log in. If you want to delete your log-in details and require a log-in the next time you open a session, you will need to exit by clicking *Edit>Settings* and selecting *Unlink Account* in the *Synch* tab. On the next screen, tick the *Remove by Zotero Data from this Computer* checkbox. In the Zotero web version, click on your profile and then select *Log Out*.

This is a summary of the main features in both Zotero versions. If you would like more information, please see the Zotero user guide on the library website.

The next video looks at how to add references and documents to your personal library.