ZOTERO

1) Go to zotero.org
2) Click on "register" in top right corner
3) Go to email and click link to direct you back to zotero
4) Create a collection in your library.
5) Find the "Z" zotero icon in the Firefox toolbar
6) Click on "Z" to open up pop-up library
7) Click on gear button for drop down menu
8) Select preferences
9) Add your username and password under the zotero sync server
10) Check to make sure the "sync automatically" is selected

11) Under "Export" choose whatever style as your Default Output Format
12) Go to https://www.zotero.org/styles to find styles to install into your zotero library. I've chosen APA 6th edition (annotated bibliography with abstract)

IF we were using zotero and exporting our citations to a word document, then we will right click (control click) on the citation. "Create bibliography from item" and then select our style, whether it's a citation/bibliography, etc.. then copy to clipboard and paste into document.

But! Zotpress does all of that for us, only we are using provided shortcode.

13) Start adding sources to collection. Create some annotations in the "abstract" form

ZOTPRESS

1.) Go to personal Wordpress blog.
2.) Click on Zotpress under your dashboard menu.
3.) You will be asked to validate your account
4.) Go back to zotero page to make "private key"
5.) Settings-feeds/api, give the account some nickname, maybe the same name as your library. Also collect user id from same page.
6.) Make sure students can see their collection under "Browse"Show the help page with all the short code
7.) Under "Options"- chooses apa or choose style apa-annotated bibliography
8.) For apa-annotated bibliography, we'll need to go to Zotero Style repository.
9.) Show the "Help" page with all the shortcode.

CREATING BIBLIOGRAPHY

1.) Copy/past collection id- this is going to be the first part of the short code. (find under "browse")
2.) Find the "Zotpress Reference" on the right hand side.
3.) Select "Style"
4.) Select "Sort by" maybe choose "author"
5.) Sort order: Ascending
6.) "Generate Shortcode"
7.) Copy entire blurb into post after our collection id in the brackets. Only need to have the word "zotpress" once or else it won't work

Making bibliographies:

[zotpress collection= "ZUZVFQFV" style="apa-annotated-bibliography" sortyby="author" sort=ASC"]

CREATING IN-TEXT CITATIONS

1.) Use "Zotpress Reference"
2.) "Type" in-text
3.) Search for your individual source you want to use.
4.) Select "style"
5.) "Generate Shortcode"
6.) Paste the first shortcode after your writing.
7.) Past the second shortcode at the end of your post with an in-post bibliography. For each source, you will need two separate shortcodes.

 Making in-text citations:

[zotpressInText item="{6P6C8C6M}"]   and make sure to include

[zotpressInTextBib style="apa-annotated-bibliography" sort="ASC"]