

Transcript: Organize Your Zotero Library

In this video, you will learn how to

- organize your Zotero library into collections and subcollections,
- move records between collections,
- delete collections and individual records, and
- search your library.

All of your Zotero records are stored in a root collection called “My Library.” These records can belong to many collections.

Organize Your Zotero Library into Collections and Subcollections

Collections in Zotero are represented by folders. Select the manila folder in the top-left of your Zotero desktop application or go to File and select “New Collection.” Right-click on the collection, to add a subcollection.

Move Records Between Collections

You can highlight multiple records and move them into new collections by dragging and dropping. Press and hold Shift (PC) or Cmd (Mac) and drag the items into your chosen folder.

Delete Individual Records and Collections

The “Remove Item from Collection” option removes the record only from the current collection. The record remains in your My Library and any other collections.

The “Move Item to Trash” option deletes the record from the root collection and moves it to the trash folder.

The “Delete Collection” option removes the folder but does not delete the records from your root collection or My Library.

The “Delete Collection and Items” option deletes the records from *all* your collections, not just this one, and sends them to the trash folder.

Trashed items remain in the trash folder for 30 days. Use the “Restore to Library” option to bring back deleted items. To adjust this period, go to Edit, Preferences, and change the settings in the General tab.

Search Your Zotero Collection

Your collection is fully searchable, in the top-right search box. The three search modes allow you to search by “Title, Creator, Year,” “All Fields & Tags,” or “Everything” (which includes indexed text in PDFs).

Use the Advanced Search looking glass icon for more detailed search options, such as searching specific collections, filtering content by specific fields, and saving your searches.

Explore the [UNB Libraries' Zotero Guide](#) and be sure to contact the Zotero team with any questions.