

GETTING ORGANIZED

LAW, GENDER & EQUALITY LW 2390.03

ZOTERO

What is Zotero? Zotero is free web based software that helps you to organize your research and readings. It is a Firefox add-in but it works with other operating systems.

How does it work? First you have to download this software on your computer. Go to <http://www.zotero.org/>, click the red button that says download now as shown in Figure 1 below and follow the instructions. Once you download, the Zotero icon will appear on the right hand corner of your computer.

Features of Zotero

- Collects, manages and cites research sources
- Integrates with your web browser
- Saves citations from multiple sources and computers
- Customizes to McGill Guide

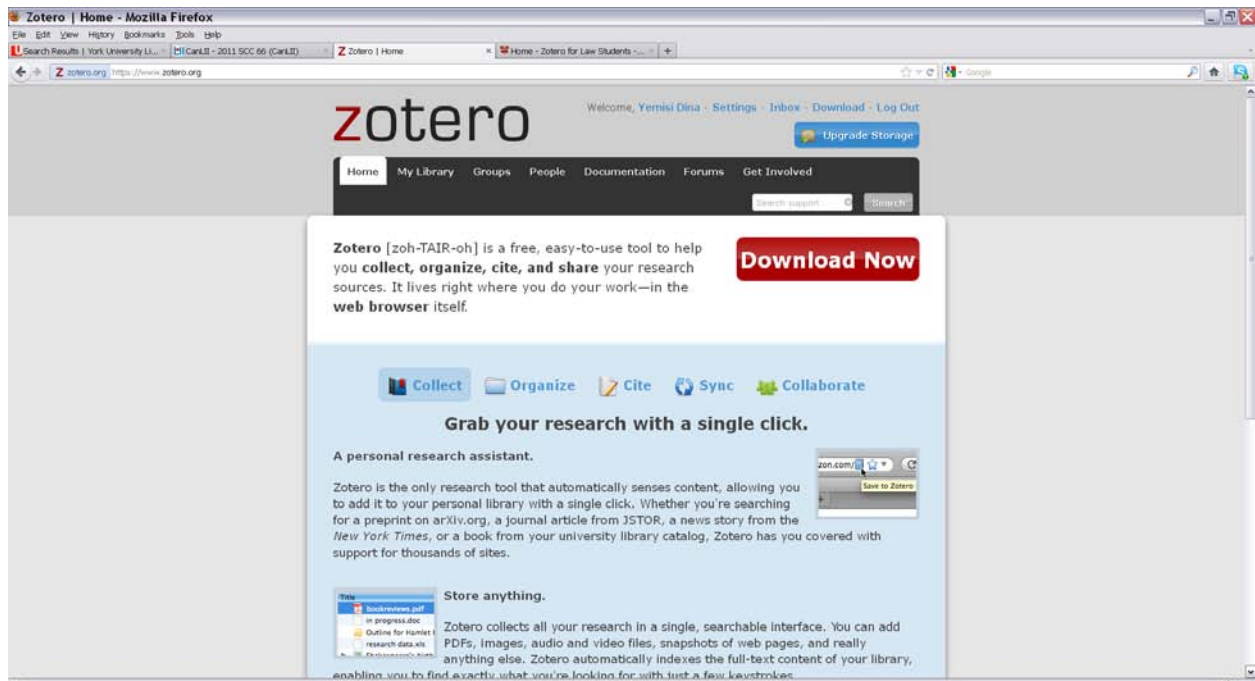


Figure 1 - Downloading Zotero

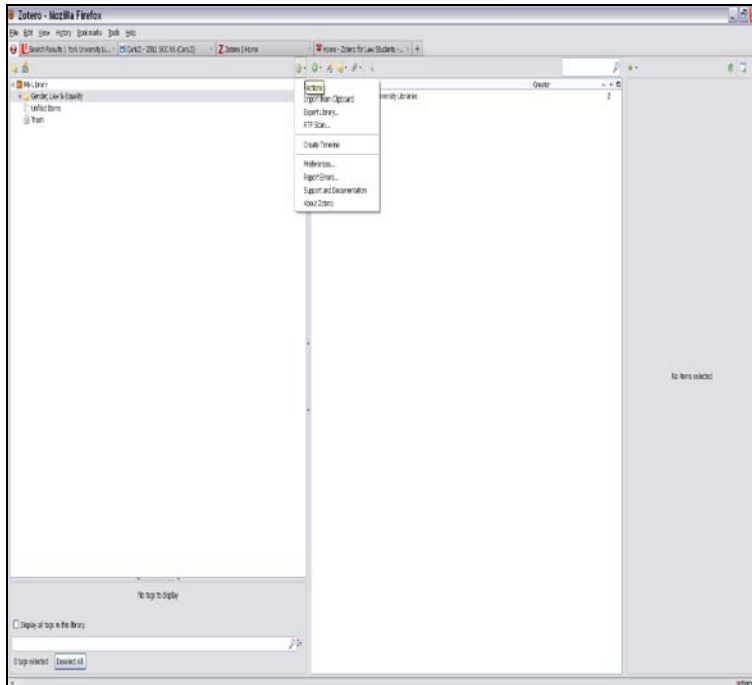


Figure 2 – Setting your Preferences

Select the gear button and click on **Preferences**.

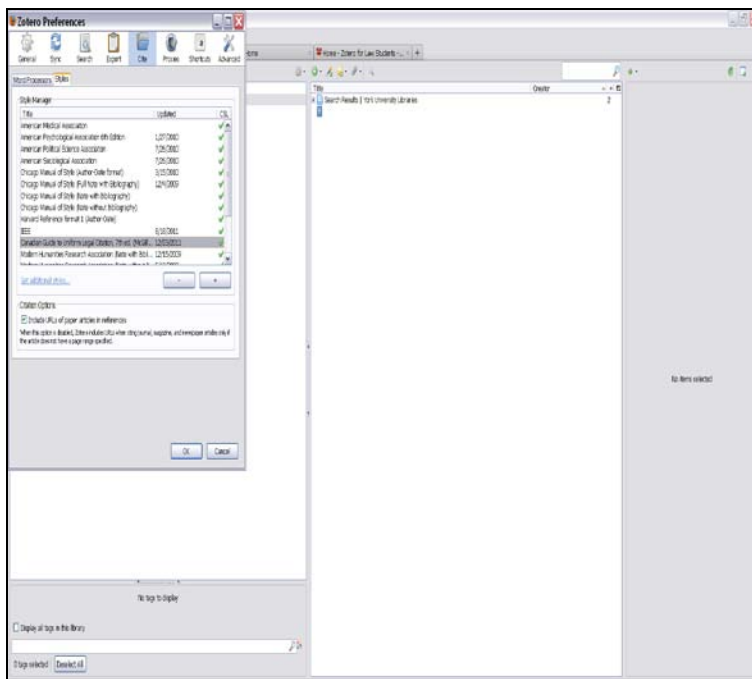


Figure 3 – Citing with Zotero

Click on the Styles tab and select the Canadian Guide to Uniform Legal Citation (7th ed.)

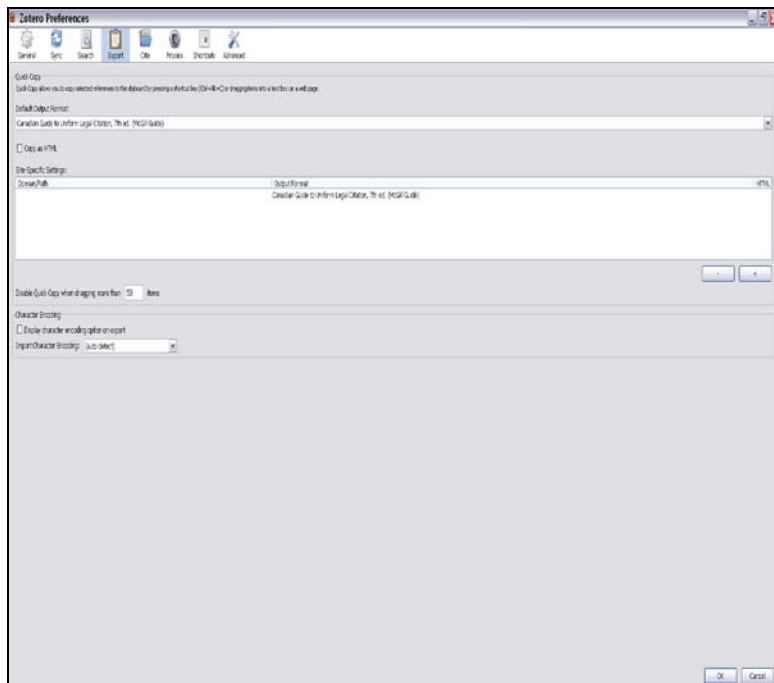


Figure 4

Select the export button which will enable you cite anything you save into RefWorks using the McGill Guide.



Figure 6 - Select Login to RefWorks

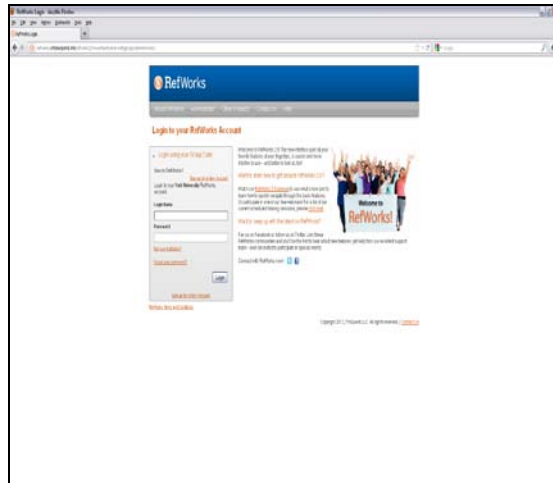


Figure 7 Create a new account.

SAVING YOUR SEARCHES IN DATABASES

Most of the databases allow you to save your searches, note the timelines.

LexisNexis Quicklaw

You are able to view the history of your searches in the last 7 days by selecting the History & Alerts tab when you log in. You can also create alerts and save your searches from the search result.

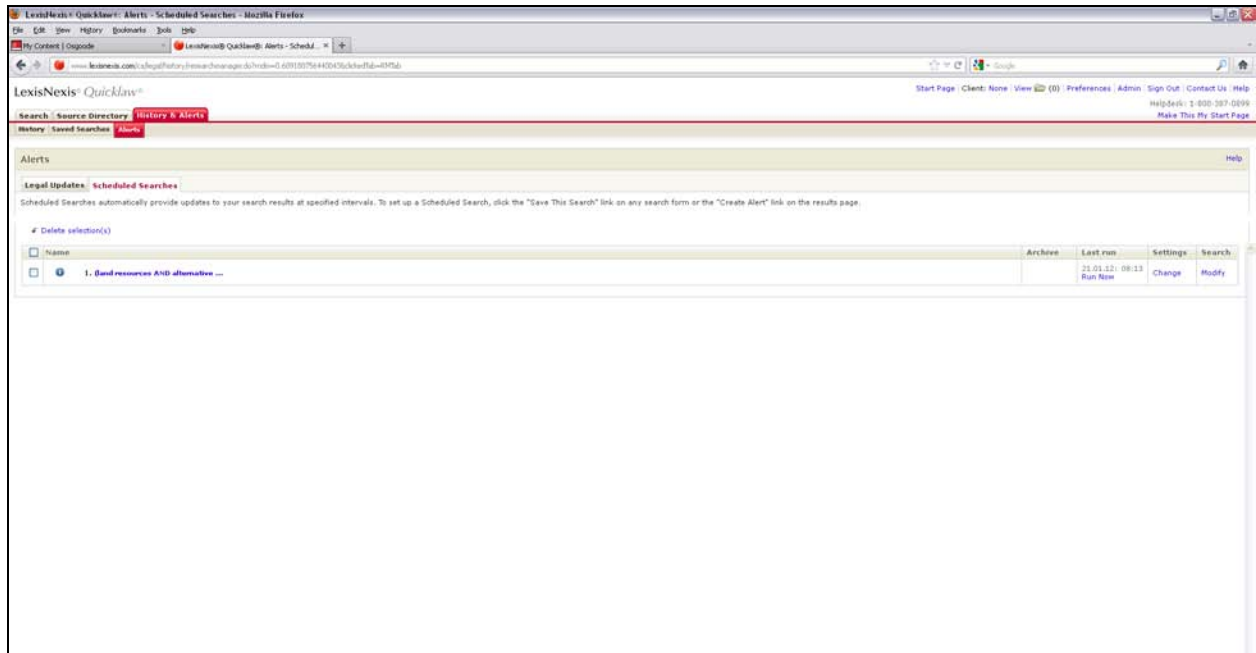


Figure 8 – Saving Searches in Quicklaw

Westlaw

You are able to create alerts in Westlaw using **WestClip** and **KeyCite**. These allow you to monitor updates in cases, legislation and journals.

When you sign on, on the right hand side click “**Alert Centre**” and you will see the image in Figure 9. Then go on create your alerts and set your preferences.

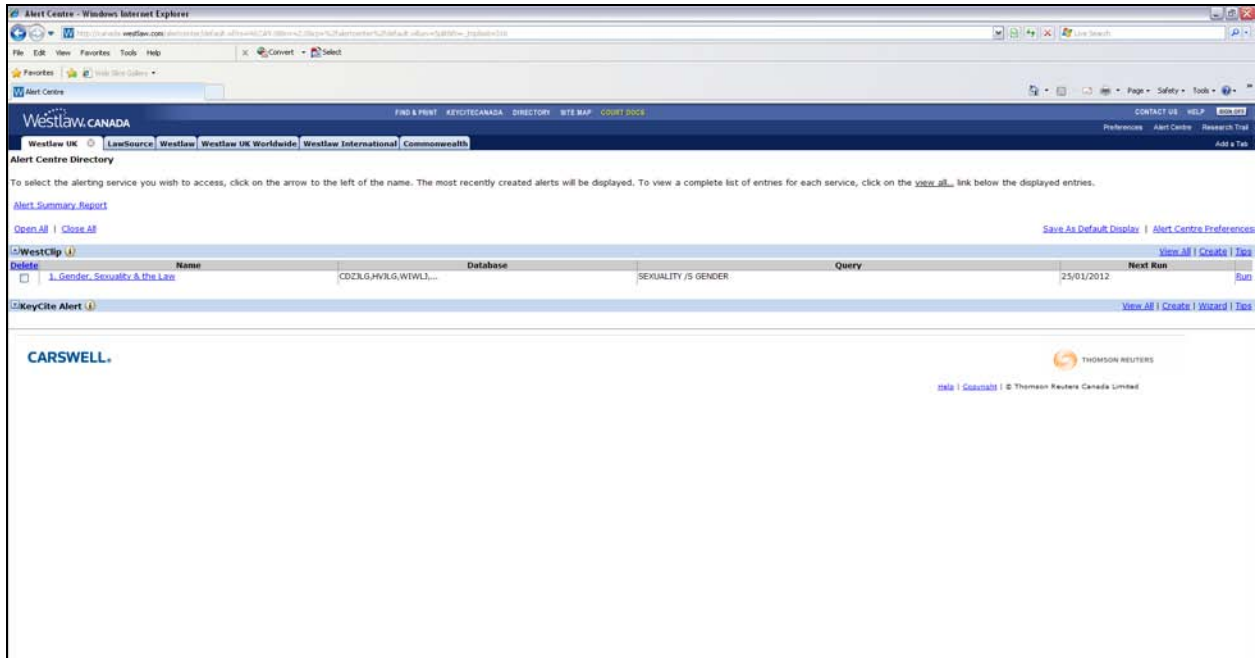


Figure 9 – Westlaw Alert Centre

LegalTrac

You need to create an account to save your searches in LegalTrac.

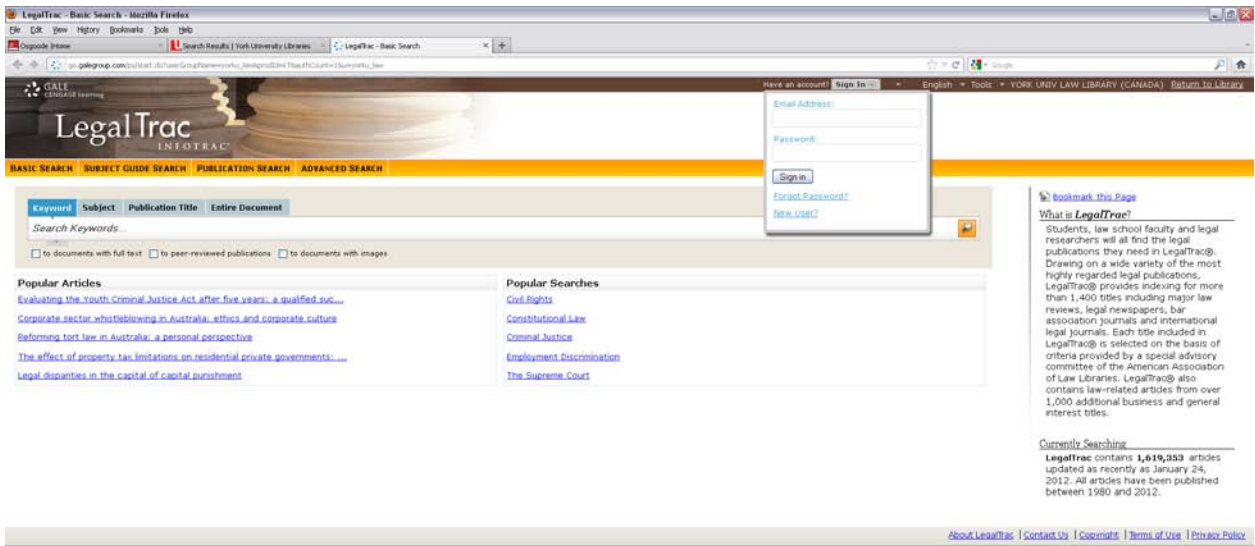


Figure 10 – Creating an account in LegalTrac

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