Working with Tags in Zotero

Zotero allows you to assign keyword tags, to assign color to up to six of these tags (per library) and to quickly access all articles with a given tag. Before you begin, however, you may want to prevent Zotero from downloading tags from outside sources. You can turn this function off by clicking the gray gear icon in your Zotero menu. Next, choose Preferences and in the General tab, uncheck the box that reads Automatically tag items with keywords and subject headings, then click OK.

1. Begin by clicking on the Tags tab for a citation in your Zotero library, then click Add.

2. Type in a name for your tag. If the tag is already in the system, it will pop up as you type. To remove a tag from an item, click the minus icon on the right-hand side of the tag listing.

3. The tag cloud is located on the left-hand Zotero pane and when closed, it appears as a small dotted line across the bottom of the pane with upward arrows on either side. Click here to open the tag cloud. (If you don’t see the dotted line, hover at the very top of your Zotero library and drag to enlarge it. The dotted line should appear.)

4. To add a color, hover over the tag in the tag cloud then right-click (Control-click in Mac) and choose Assign Color.

5. Click on the Color box to assign a color and click Set Color. The Color box will not change when you apply a new color.

6. Once a color is assigned, you can also assign a position by re-opening the Assign Color box and selecting a number from the Position box. (Assigning a position will enable one-click tagging by allowing you to click once in the inventory pane then type the number associated with the tag.)

7. In your library, you will notice a box to the right of the title that displays the tag color.
8. You can now apply the same tag to other items simply by clicking once on the item then typing the Position number (1 in this case).

9. You can also click on the tag in the tag cloud to see all items that contain that tag. All items do not have to contain colors to appear.

10. To delete a tag, right-click on it and then choose **Delete Tag**... from the pop-up menu of options.