To responsibly manage and back up your data, it is important to know where your Zotero files are kept on your computer. While Zotero works in the Firefox web browser, the data in your collections is stored on your computer’s hard drive. To see where Zotero stores your files, click on the “action” button on the Zotero toolbar. Then choose “preferences” from the drop-down menu. Go to the Advanced tab and click “show data directory.” This shows you where Zotero is saving the files on your computer. You can now use this navigation to back up your files as you would regularly back up any other important files – on an external hard drive, or using whatever other method you have in place.

One last note – if you would like to change where Zotero stores your files, you may do so by choosing a custom location. Zotero will now re-route your files to this new location.

To summarize, to see where Zotero stores your files, go to the Actions button on the Zotero toolbar, choose preferences, then go to the Advanced tab and choose show data directory to see where your files are located.