

Downloading records from the Library Catalogue

There are two methods you can use: download records from MultiSearch or Online Search within EndNote


Method 1. MultiSearch


After executing a search on [MultiSearch](#), refine your search with **Items in the library catalogue** and if appropriate also the content type **Book / eBook**.

[Follow these instructions to download records to EndNote.](#)


Method 2. Online Search

Open EndNote first

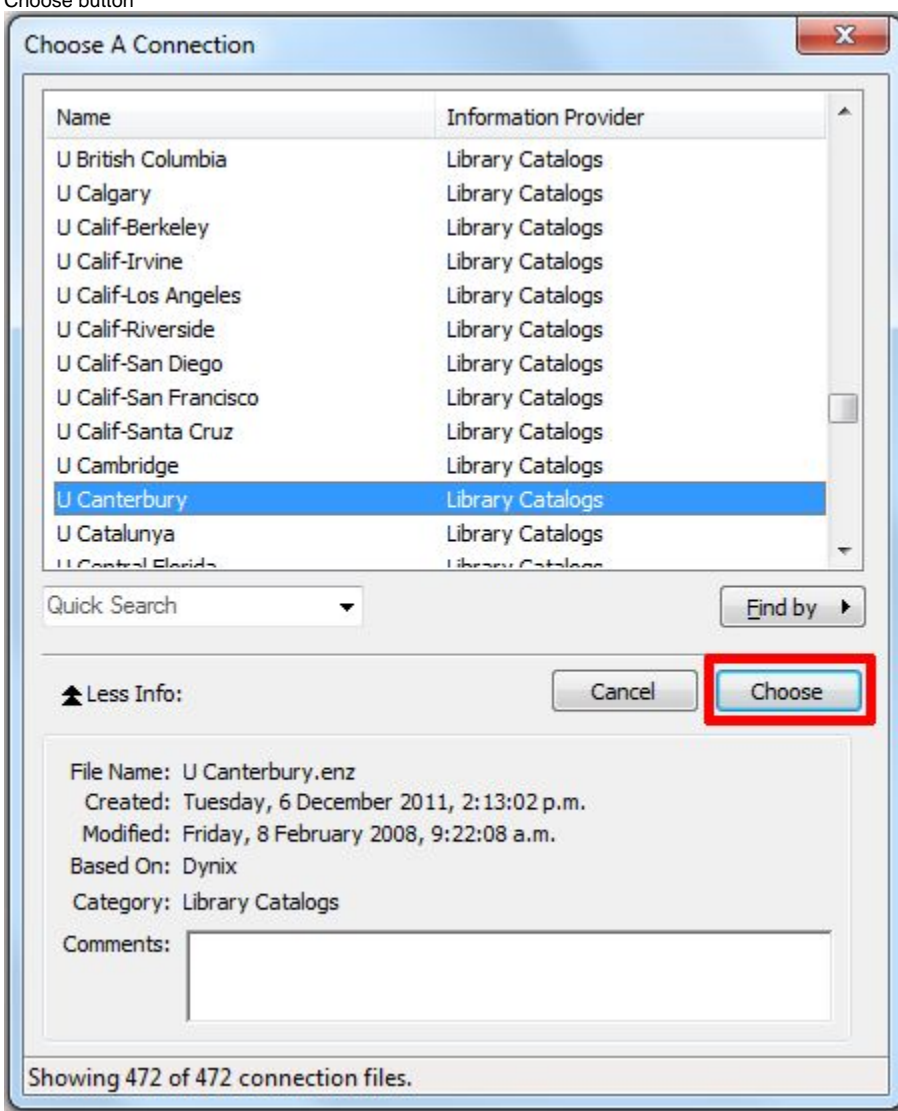
First-time users need to go to **Tools > Online Search** on the top toolbar. (It is recommended that **Online Search Mode** is chosen first; click the button at the top left of the screen )

Repeat users should click the **Online Search Mode** button at the top left of the screen , and will find a link to the University of Canterbury catalogue in the **Online Search** menu area on the left. You can access the catalogue from there

First time users

- In EndNote, select **Online Search Mode** mode by clicking the button at the top left of the screen 
 - Online Search Mode ensures downloaded references are stored temporarily, allowing you to view references without affecting your library
- Go to **Tools > Online Search** on the top toolbar

- A drop-down menu will appear. Click the **U Canterbury | Library Catalogs** or **Library Catalogue | University of Canterbury** and click the Choose button





- Note: do **not** choose "Canterbury Christ Church U" connection, as that is the catalogue of another university
- If you cannot find U Canterbury in the drop-down list, you can get the connection file from the **connections.zip** link in step 2 on [this page](#) and save it to your EndNote connections file folder (as detailed in the instructions on that page)

- A search screen will appear; enter your search terms

Search

	Any Field	Contains	frogs
And	Year	Contains	
And	Any Field	Contains	

- A Confirm Online Search dialogue appears. You can choose to download all records, just a subset, or Cancel and refine your search terms and parameters
- Select the records you want to import into your library (*Hint: use Ctrl+a to select all records*), then click the Copy to Local Library button at the top of screen  to import the records
- You can continue with further searches on the Library catalogue if you wish. When finished with searching the Library catalogue, click the  Integrated Mode button at the top of screen, and click OK to discard all the online references
- To remove the Search boxes, click the Hide Search Panel button at the top right of screen