

# 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

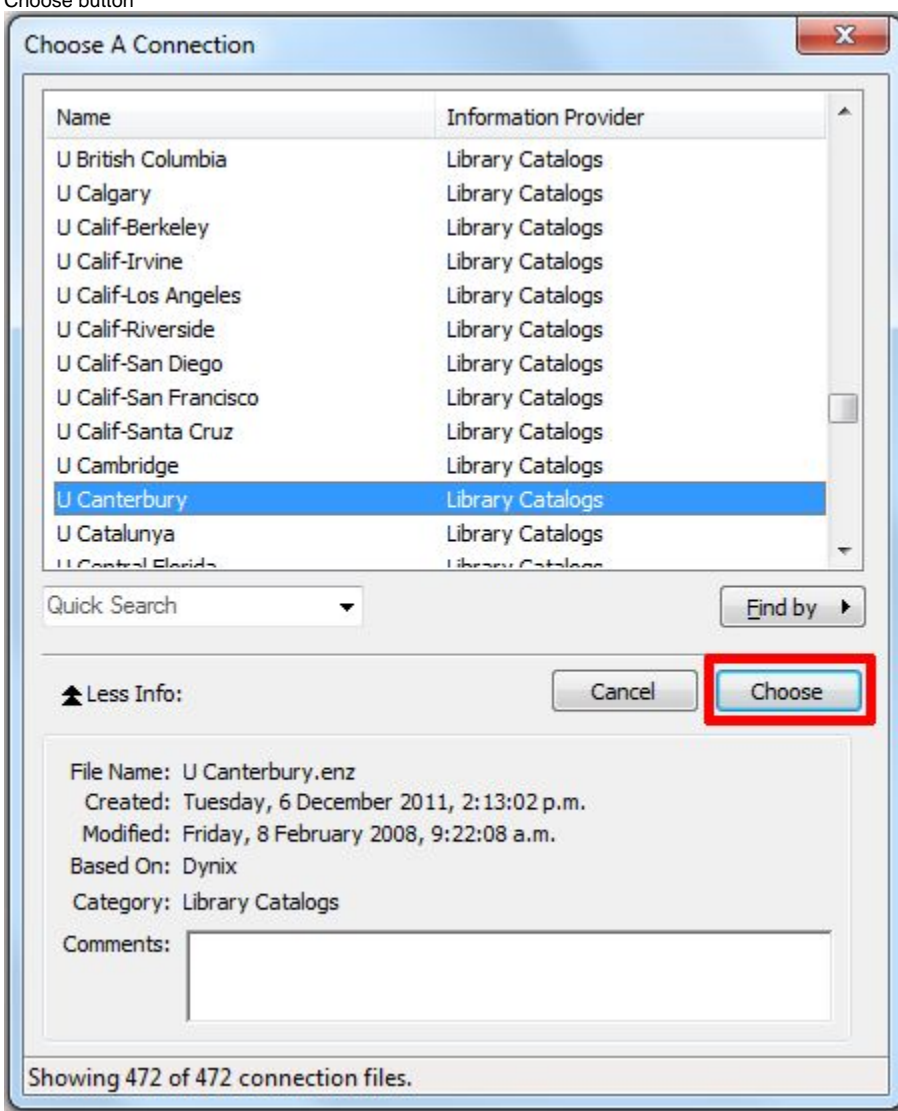
First-time users need to go to **Tools > Online Search** on the top toolbar. (It is recommended that **Online Search Mode** is chosen first; click the button at the top left of the screen )

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