Gale OneFile Databases & Endnote

Downloading the references

1. Access the database you wish to search.

2. Perform your search.
   - For help with searching the databases, ask at the library information desk.

4. Click the box on the left of each reference you wish to import

5. When you have finished click on View all, next to Saved documents on the top right.

6. Click on Citation tools icon on the right of the page

7. Click EndNote.

8. Click Export.

9. When the next box opens click Open.

10. When the import is complete, only the newly imported reference will show in the Library window. This is an ‘intermediary’ stage which gives you the opportunity to modify the reference as required before it is aggregated into the main library. You can check individual records to ensure the data has been imported into the correct fields, or add notes.

11. Once you have made all the changes you need, click on All References to see your complete library.