1.) To add references to your EndNote Web group through the Ikeda Library catalog, select the “Collect” tab on the main EndNote Web page:

2.) Now select “Online Search”:

3.) Use the scroll-down menu to locate the Ikeda Library catalog’s listing. The Ikeda Library catalog is listed as “Soka U America”:
4.) After selecting “Soka U America” as the catalog for your “Online Search” select “Connect”:

![Image of the Soka U America catalog selection screen.](image)

5.) The following screen will appear that confirms that you are connected to the Ikeda Library catalog. Now you can search the Ikeda Library catalog for references to add to a group:

![Image of the search screen in the reference management software.](image)
6.) In the search boxes seen below, you can search like you normally would in the Ikeda Library catalog as you search for references to add to you EndNote Web group. You can search for terms by Author, Title, Series, Subject, ISBN etc.

7.) For the purposes of this tutorial, let’s say you are writing a thesis paper on the works of author Lois Lowry and you need a list of all the books the Ikeda Library owns by her and their references. We will search books by Author Lois Lowry as an example for this tutorial. Enter “Lowry, Lois” in the search box and select “Author” from the scroll-down menu. Select the “Search” button to retrieve your results:

**PLEASE NOTE:** there is the option to either “retrieve all records” or “select a range of records to retrieve”. By selecting the “select a range of records to retrieve” button, EndNote Web allows to retrieve a certain number of records to be retrieved in your search. For example - you can select that EndNote Web retrieve between 1 and 50 records of a search that would normally retrieve 148 records.
8.) Once you select “Search”, a list of “Online Search Results” will appear. On this list you will see every book in the Ikeda Library catalog that has Lois Lowry as its author:

9.) Now you can select all or a select few of the books from this list to add them to one of your EndNote Web groups:
10.) Once the references on the “Online Search Results” page have been transported to your group, the following “Copied” confirmation check will appear on the list. This lets you know that the references you chose have successfully migrated to the group of your choice. You can also check to see if the references have migrated by opening up the group page you have selected by clicking on its hyperlink on the left hand side:
11.) A successful migration of the “Online Search Results” list to group list will look like this: