1.) On the “All My References Page”, you can add your references to one or more of your EndNote Web groups. To do this, first put a check-mark in the box to the left-hand side of the Author’s name. Then, from the scroll down menu, select the group you want to add this reference to. EndNote Web will automatically add this reference to your group:

2.) To double-check if this reference has been added to your group of choice, select the group name you added your reference to under “My Groups” on the left-hand column of the page:
3.) You will see that your newly added reference is now included in your group:

![Image of Creating a Group Tutorial]

4.) From the “All My References” page, you can also utilize the “Find full text here” button to find articles on your reference list in the Ikeda Library catalog:

![Image of All My References]

5.) The “All My References” page also allows you to sort your references by the following “Sort by” categories. This can be incredibly useful if you have long lists of EndNote Web references:

![Image of All My References with sorting options]
6.) If you have a long list of references and want to save certain references to a “Quick List” for a single EndNote Web session, you can add references to the EndNote Web “Quick List” function. This allows you to refer to particular references quickly. PLEASE NOTE: Quick lists are NOT PERMANENT and only last for a single log-in session on EndNote Web. To add references to the “Quick List”, put a check-mark in the left-hand box next to the author’s name and select the “Copy to Quick List” button. Your reference will be automatically added to the “Quick List”:

7.) To view the references on your “Quick List”, locate the “Quick List” hyperlink on the left hand column of the page:
8.) Your reference will now appear on the “Quick List” page for this EndNote Web session ONLY:

![Quick List page](image-url)