Export a citation from your Library Search to Endnote

1. Find your book title using **Primo Library Search** in **My Ara** box e.g.

```
nursing ethics in everyday practice
```

2. Click the citation icon. It looks like speech marks.

3. Click on **Endnote** in the options ribbon.

4. When prompted, log in to your “**Endnote Online**” account with your preferred email address and the password you set up when you registered for the first time.

   (If you haven’t registered yet click **Register** to set an account up. You will need an email address and a password that includes upper case, lower case, a number and a symbol in it.)

   Note: Do not use the “Sign in via your institution / Shibboleth login”.

5. You will get a **Primo Import Results** box
6. Go to My references / [Unfiled]

7. Then tick next to your unfiled citation and add it to a group of your choice e.g. Nursing ethics. Note: You can click on Organise to create a new group.

8. Open the Endnote installed on your device.

9. Click the sync icon in the Endnote installed on your device and you should see the item you added via the Library Search / Endnote Online.

Note: Always check your citations against the recommendations in APA Referencing: a guide for Ara Institute of Canterbury Students to ensure you get full marks for your referencing.

For further assistance

- Ring (03) 9408089 or 0800 24 24 76 extension 8809.
- Email: library@ara.ac.nz