1. You can access Academic Search Complete through the databases option located in the menu on the left hand side of the Library homepage. Make sure you have logged into UL’s e-resources in order to be able to access full texts.

3. This will bring you to a page where all databases run by EBSCO will be presented to you. This gives you the option to either switch from Academic Search Complete to a different database, or to search another database along with Academic Search Complete thus broadening your search. For the purposes of this guide, Academic Search Complete alone will be used.

4. Enter your search terms and select the field you wish to search in (for this search, the “TX All Text” field has been selected). Then click search.
5. The number of results your search has generated is displayed above the results. There are also a number of options available to filter your search displayed on the left hand side of the page.
6. Select the items you wish to export to Endnote Online by clicking on the folder to the right of the title. A temporary folder located at the top of the page should be highlighted in yellow, indicating that you have placed items in the folder.

7. To export the references to Endnote Online, click into the temporary folder at the top of the page. Here you will find the references you have selected to export. Select the references by ticking the boxes beside them and then click “Export”.
8. Next, select how you wish the references to be exported. Select the second option to export directly to Endnote Online and then click “Save”.

9. You will be brought to your Endnote Online account and informed of how many references you have imported.
10. You can click on “My References” to double-check the references you have imported.

Note: If some fields appear to be incorrect, you can click into the title of the record to change the relevant fields. ALWAYS MAKE SURE TO SAVE YOUR CHANGES.