

EndNote connection file update

Step-by-step guide

This update is required if you use the 'Online Search' function to directly check holdings within the University of Auckland Catalogue from within EndNote.

There are two steps to complete.

- In the first step, edit the University of Auckland connection file and save it with a new filename.
- In the second step, replace the old file with this new file.

Step 1

1. Open the "U Auckland" connection file. To do this:

For EndNote X8 or X9

- a. Open **EndNote > Edit > Connection Files > select Edit 'U Auckland'**
- b. If you do not see the 'Edit U Auckland' option, then follow this menu path:
 - i. Open **EndNote > Edit > Connection Files > Open Connection Manager**
 - ii. Scroll through the list of files until you find **'U Auckland'**.
 - iii. Right-click on **U Auckland** and select **Edit Connection**.

For Endnote 20

- a. Open **EndNote > Tools > Connection Files > select Edit 'U Auckland'**
- b. If you do not see the 'Edit U Auckland' option, then follow this menu path:
 - i. Open **EndNote > Tools > Connection Files > Open Connection Manager**
 - ii. Scroll through the list of files until you find **'U Auckland'**
 - iii. Right-click on **'U Auckland'** and select **Edit Connection**

2. A left-hand menu appears, from here select **'Connection Settings'**
3. In the Server Address field, you will see **ap01.alma.exlibrisgroup.com**
4. Replace **'ap01'** with **'auckland'** (and be careful not to remove the full stop in this edit).
The Server Address will now read: **auckland.alma.exlibrisgroup.com**
5. Go to **File > Save As** and save the file with the name **U Auckland New**

Step 2

1. Open the Connection Manager. To do this:

For EndNote X8 or X9

Open **EndNote > Edit > Connection Files > Open Connection Manager**

For Endnote 20

Open **EndNote > Tools > Connection Files > Open Connection Manager**

2. Scroll through the list of files until you find **U Auckland New**
3. Check the box next to this new file and uncheck the box next to the old 'U Auckland' file.
4. Click on the 'X' to close the pop-up window.
5. The new U Auckland New file is now set up and you can continue to search the Catalogue as needed from within EndNote.

Troubleshooting

The following information may help if you have completed **Steps 1** and **2** above but are still finding your connection file is not working and you cannot search the University of Auckland Catalogue within EndNote.

1. Open the Connection Manager, as above.
2. The server address will now show as: **auckland.alma.exlibrisgroup.com**
3. Check that the Database Name is entered as: **64UAUCK_INST**
4. If you are still having problems after this, then double-check the other connection file settings are entered as set out below.

Note: If you are on an older version of EndNote, you may find that some of these additional settings do differ and may need to be updated to enable searching to work.

Connection Settings			
Information Provider	University of Auckland		
Server Address	auckland.alma.exlibrisgroup.com		
Database	Library Catalogue		
Database Name	64UAUCK_INST		
Element Set	F	Port ID	1921
		Batch Download	<input type="checkbox"/>
Record Syntax	MARC21	Text	ANSEL

- Information Provider: University of Auckland
- Server Address: auckland.alma.exlibrisgroup.com
- Database: Library Catalogue
- Database Name: 64UAUCK_INST
- Element Set: F
- Port ID: 1921
- Record Syntax: MARC21
- Text: ANSEL