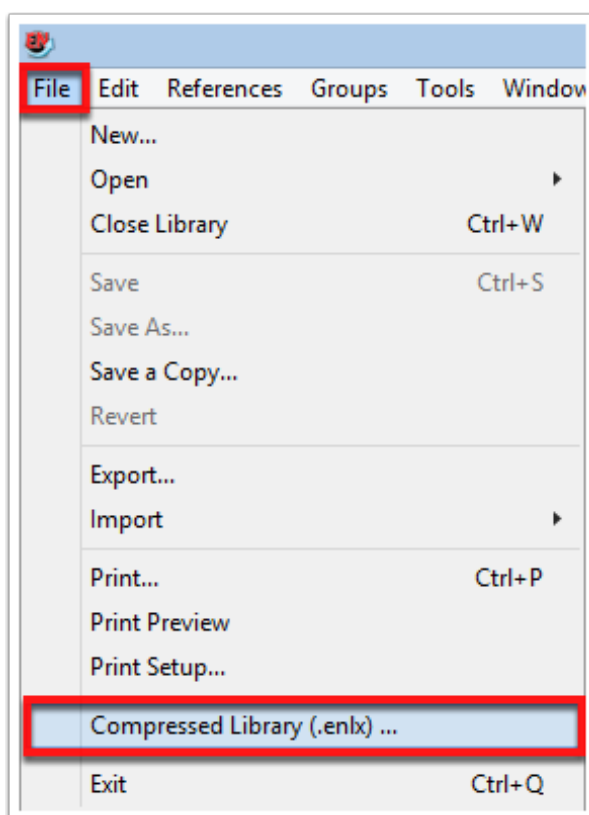


It is always a good idea to have a backup of your EndNote library and current Word document.

Compressed Library

The easiest way to save a library file is to use the compressed library feature inside the EndNote program. This will allow you to save a single file under a new name which can be easily transferred to your backup media, CD, USB or external hard drive. From the File menu select Compressed Library (.enlx)



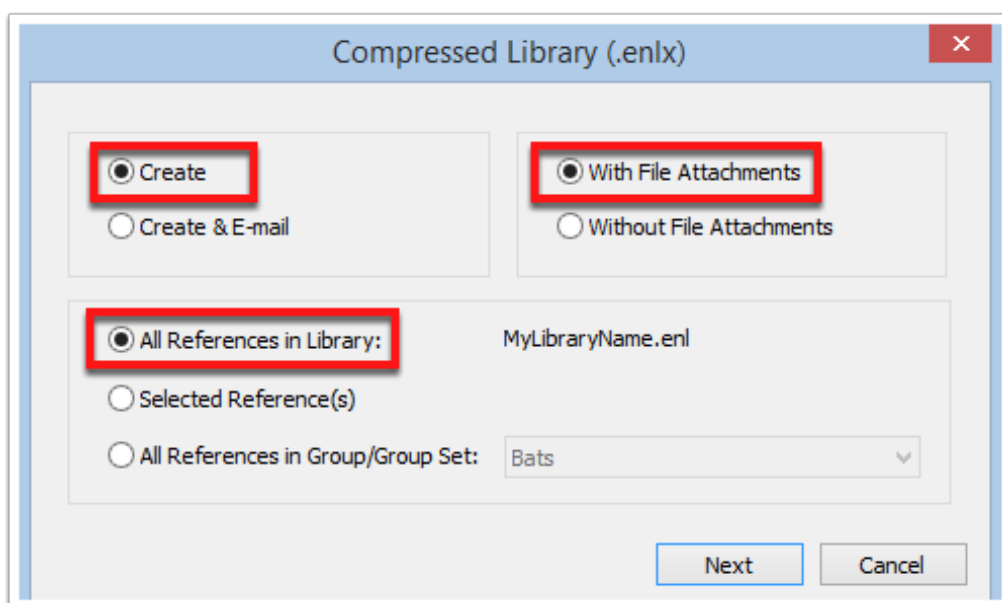
Compressed Library

This will open the Compressed Library (.enlx) window. The most complete options are selected by default.

Create

With File Attachments

All References in Library: Library_Name.enl

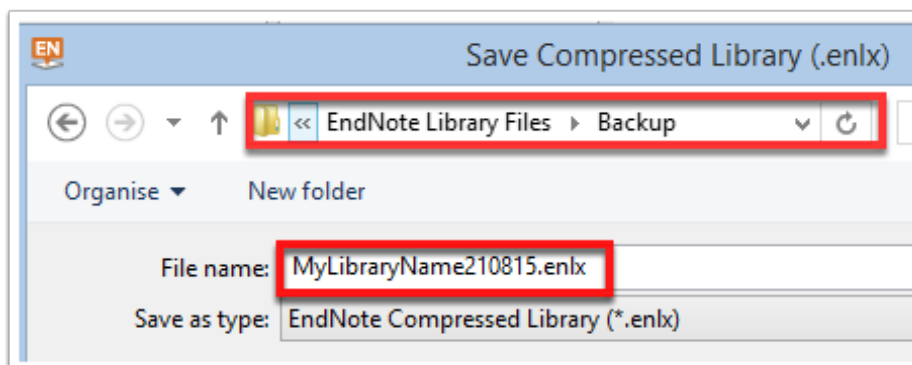


Save Compressed Library

Navigate to where you would like to save the backup file.

This could be your USB drive or external hard drive. If you wish to burn your file(s) to a CD or DVD you can save to your document folder and then cut / copy the file to your backup location.

In the File name: field enter a NEW name for your library. The best option is to use your original library name and append the date on the end. For example: MyLibraryName210815. This way you will know which library the backup refers to and when the backup was made. Using exactly the same name for a backup as the current library can mean that you may overwrite current data with old data!



Restore from back-up

The file will be saved at the required destination.

If you ever need to use the backup file:

Copy the file back to your computer to a location such as your documents folder.

Double click on the file or open EndNote and select File Menu>Open>Open Library and browse to the file.

2 files will be created at the same location as the backup file:

MyLibraryName.enl (This is the main library file)

MyLibraryName.Data (This folder contains the library data structure and attached files, groups, images, PDFs etc.)

If you ever decide to move the library file (.enl) away from this location you have to move the corresponding (.Data) folder along with it. The compressed library feature, compresses, zips, all the files into one which you can easily move to a new location.

