

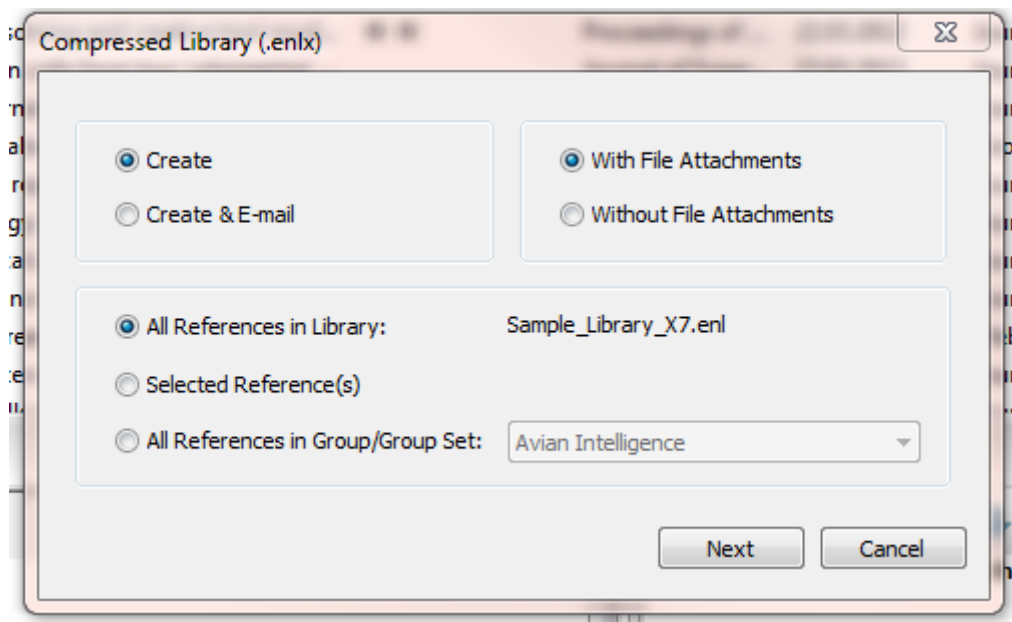
Back up/move your EndNote library

1. Option – Compressed Library

You can save an EndNote library, including the filename .ENL file, its associated .DATA folder, and all of its contents, to a single compressed file in order to back up your library to or to move or send a copy to a colleague. Later, you can restore the compressed library with EndNote.

Step 1 – Create a Compressed Library File

- Open the library in EndNote.
- From the File menu, select Compressed Library (.ENLX) to display a Compressed Library dialog.



- Set your preferences in the dialog
- Click Next to display a file dialog.
- Save the compressed library to a folder on your hard drive.
- Your file should end with .ENLX

Step 2 Restoring a Compressed Library File

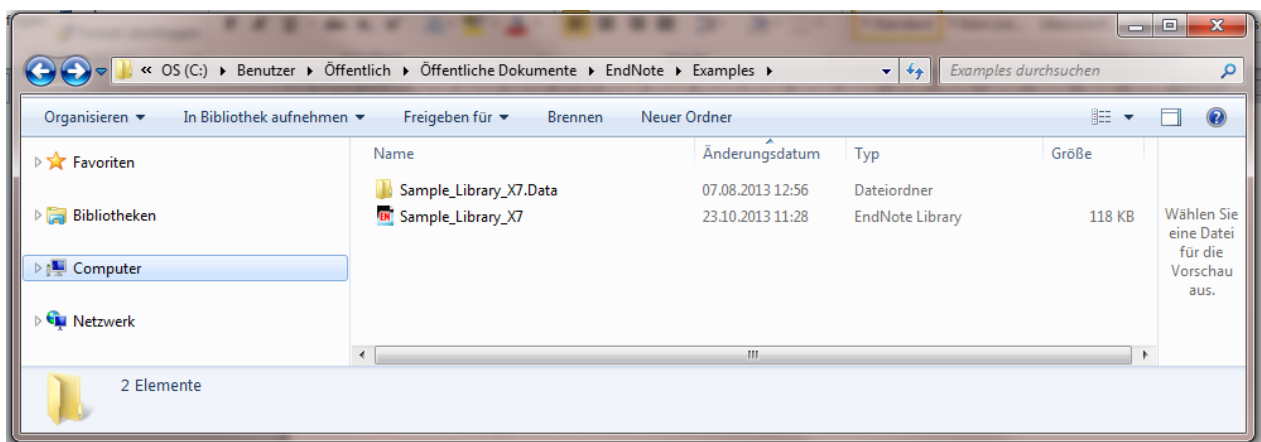
- Open EndNote
- Open the .ENLX file, which will extract the .ENL file and the .DATA folder to the same folder where the .ENLX file is located.
- Open the .ENL file as you normally would to use the library.

2. Option - Move ENL File and Data Folder

Each EndNote library can be independently moved using the Windows Explorer. When moving a library, move both the main .ENL file and the .DATA folder.¹

Step 1

- Locate the .ENL file and the .DATA folder
- The .Data folder was created in the same directory in which the EndNote library was originally created: C:\Users\Public\Documents\EndNote\Name of your library)
- Copy both the .ENL file and the .DATA folder



Step 2

- Paste the files in the new folder
- Open the .ENL file with the EndNote program

¹ If you move an .ENL file without moving the corresponding .DATA folder, EndNote will try to recreate the .DATA folder to accompany the .ENL file the next time you try to open the .ENL file. You may lose data, including PDF file attachments, term lists, and even reference information.