

Endnote – Saving and backing up libraries

KLS staff have found Endnote to be more stable and less likely to encounter errors when Endnote libraries are worked on locally on computer hard drives, rather than on the H drive (or any shared drives).

To securely store Endnote libraries, users can either:

1. Store Endnote Libraries on an H drive and/or shared folder(s) and move them onto a local computer folder or their desktop when they plan on using them, then move them back once finished.
2. Store Endnote libraries on their computer, and **regularly** create backups (compressed libraries) that are saved and stored on their H drive and/or shared folder(s).

Both methods are outlined below.

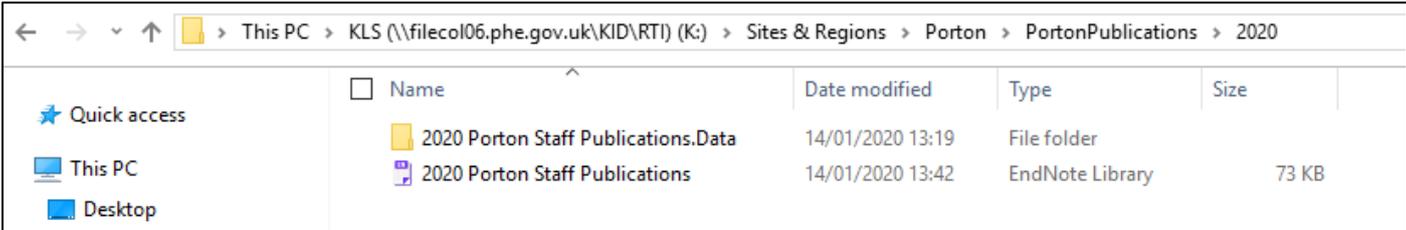
1. Manually backing up Endnote Libraries

Each EndNote library consists of two items:

- An .enl file (e.g., MyLibrary.enl). (displayed in Windows as an Endnote Library filetype)
- A .Data folder (e.g., MyLibrary.Data).

The .data folder consists of the (PDF) file attachments and the database files and subfolders.

Both the .enl file and .Data folder must be kept in the same folder location to ensure a fully functioning Endnote Library, for example:



The screenshot shows a Windows File Explorer window with the address bar displaying the path: This PC > KLS (\\filecol06.phe.gov.uk\KID\RTI) (K:) > Sites & Regions > Porton > PortonPublications > 2020. The main pane shows a table of files and folders:

Name	Date modified	Type	Size
2020 Porton Staff Publications.Data	14/01/2020 13:19	File folder	
2020 Porton Staff Publications	14/01/2020 13:42	EndNote Library	73 KB

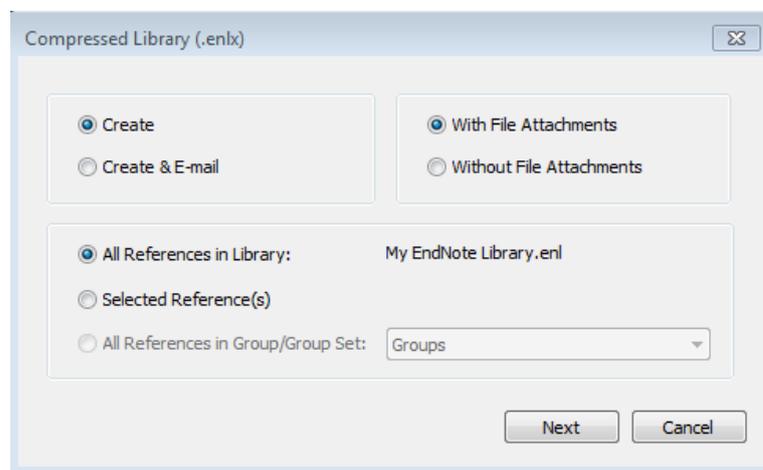
Both the .enl file and .Data folder can be copied into a local computer folder or your desktop, and then you can open the .enl file and use your Endnote library. When you are finished, you can move them both back on to your H drive or shared folder for storage.

2. Endnote Compressed Library

A compressed library consists of one .enlx file (displayed in Windows as an Archived Endnote Library filetype).

The Compressed Library command saves your library and .data folder as a single compressed .enlx file (e.g., MyLibrary.enlx):

1. Create an 'EndNote backup' folder (in your H drive).
2. Start EndNote and open your library.
3. Choose 'File > Compressed Library (.enlx)...'. The 'Compressed Library (.enlx)' screen will then be displayed.
4. Depending on the criteria you select with the 'Create' option, you can compress the entire library, or a group of references that you have selected in your library (with or without file attachments). You can also email your compressed library with the 'Create & Email' option. It is best is to back up the whole library including attachments:



5. Click 'Next' button to backup the compressed library.
6. Save the .enlx file (compressed EndNote library file, e.g. Mylibrary.enlx) to the 'EndNote backup' folder (step 1).

You should create a new compressed EndNote Library at the end of each usage session. For example, if you work on your EndNote Library each day, create a new compressed EndNote Library when you have finished working at the end of the day. This will ensure you will always have a current compressed EndNote Library as a backup.

Creating compressed Endnote libraries is also useful to do if you wish to send a copy of your Endnote Library to a colleague.

Restoring a Compressed Library File

1. Start EndNote and choose 'File > Open library' and browse to the .enlx file and click 'Open'.
2. When the .enlx file is opened, EndNote will extract the .enl file and the .Data folder to the same folder where the .enlx file has been opened. Therefore, you should copy the .enlx file to a folder where you want the library file and folder to be extracted, before opening the .enlx file.

If you have any further questions or require further help, please contact libraries@phe.gov.uk