

Emailing or Transferring EndNote Libraries

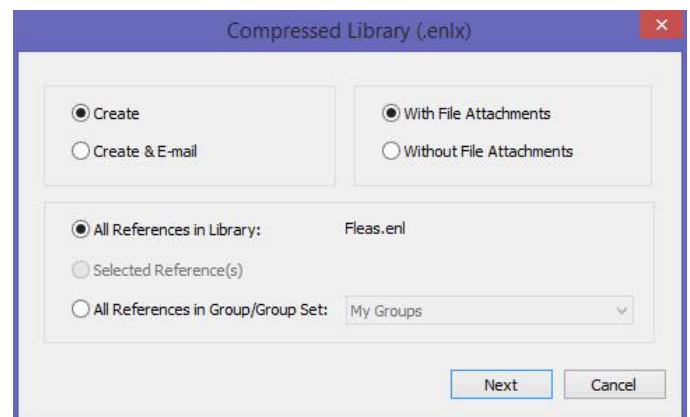
The following instructions will assist in the preparation of your EndNote library for emailing or moving a copy of your library onto another computer or uploading to a service such as UTAS MyLO. These instructions apply from the older EndNote X2 to the current version.

Instructions modified from the EndNote FAQs www site: <http://endnote.com/kb/82295>

You can copy your EndNote library which includes the yourfilename.enl file as well as its .Data folder to a single compressed .enlx file so you can easily email or transfer your library to a colleague or onto another computer or device. You can restore (unzip) a compressed library with EndNote back to the .enl file and its associated .Data folder. Compressing your EndNote library reduces the file size of your library.

Creating a compressed library file

1. Open the library in EndNote
2. From the **File** dropdown menu, select **Compressed Library (.enlx)...**
You are presented a Compressed Library (.enlx) window



From the Compressed Library (.enlx) window...

Create: This option allows the compressed library to be saved onto an alternative computer or storage device. Use Create if you are uploading your library into MyLO.

Create & Email: This option will open up your email software and attaches the compressed file to a new email message. If the computer does not know the email software to use, EndNote will default to the **Create** procedure.

Select the appropriate buttons for file attachments and the range of references to copy (such as *All References in Library*)

Restoring a compressed library file

1. Open (double click) the filename.enlx file, which will extract the .enl file and the .Data folder to the same folder on your computer or device where the .enlx file is located
2. The EndNote library should now be ready to use.