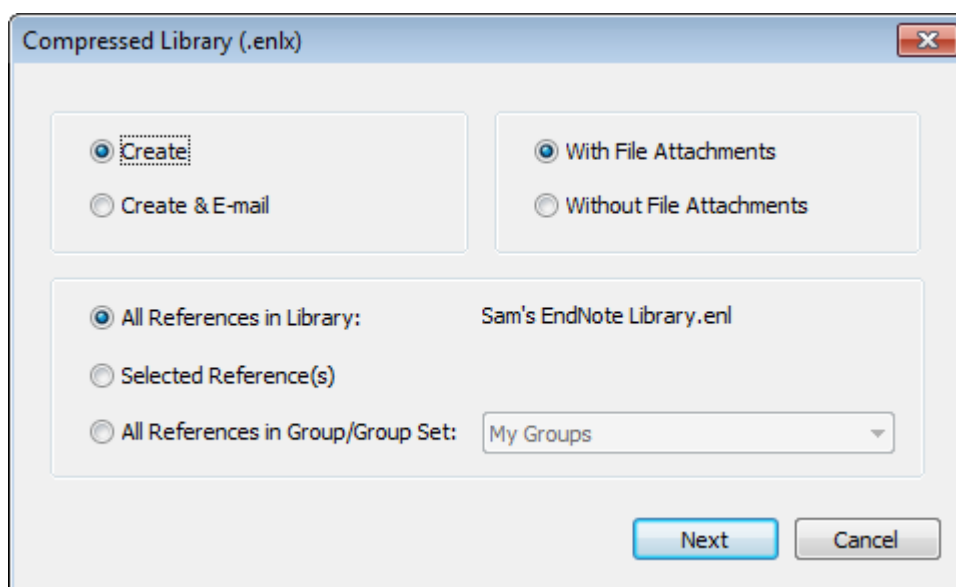


MAKE A BACK-UP COPY OF YOUR ENDNOTE LIBRARY

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You will spend hours developing and maintaining your EndNote library. This is where you keep all of your materials for your research so it is vital that you **regularly back your library up**. If something happens to your working library, you can resurrect it from a compressed copy.

1. Open your EndNote Library.
2. Open the File menu.
3. Select **Compressed Library (.enlx)**.
4. Select the formatting options that suit you in the Compressed Library window.



5. Click **Next** and save in a location of your choosing.

Always use the Compressed Library option. When EndNote creates the library, it will also create a .DATA folder which contains various files connected with the library (PDF's, Groups). When you compress the library, EndNote will include the .DATA folder. If you do not save the .DATA folder with you library .enl file you will not be able to open your pdf attachments or see your groups.

It is recommended that you keep at least **3 back-up copies** of your library and document. One copy of each should be in a separate location, e.g. another drive. At least one copy of each should be in a separate physical location from the original library and document, e.g. the originals at home and the copies at work.

CAUTION: Never open or use your library in cloud storage (e.g. OneDrive, Google Drive, CloudStor, Dropbox) or on a storage device such as a USB or an external drive. It will corrupt your library. Cloud storage is only for storage. Always save your working library to the hard drive of your computer. Work from that copy.