

Exercise 7—Saving a Compressed Copy of an EndNote X4 Library and Sharing a Library Using EndNote Web

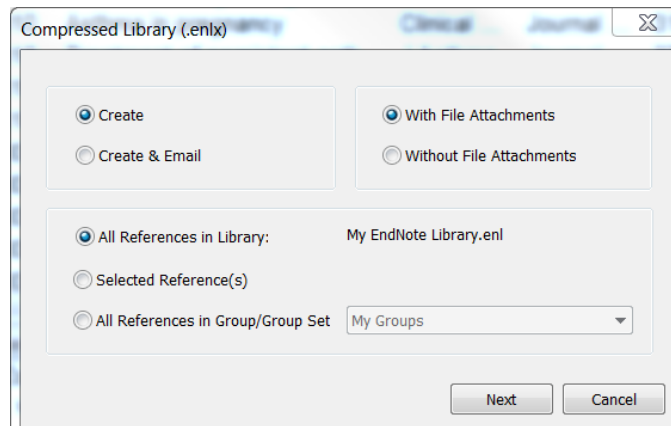
Saving a Compressed Copy of an EndNote X4 Library

You can save your complete library to a single compressed file in order to back up your library or share with a colleague. The pieces of this process are:

- the **.enl file** [<filename.enl>]
- the associated **.DATA folder** and all of its contents [<filename.DATA>]
- the **.enlx compressed file** [<filename.enlx>] that contains both the .enl file and the .data folder

In EndNote go to

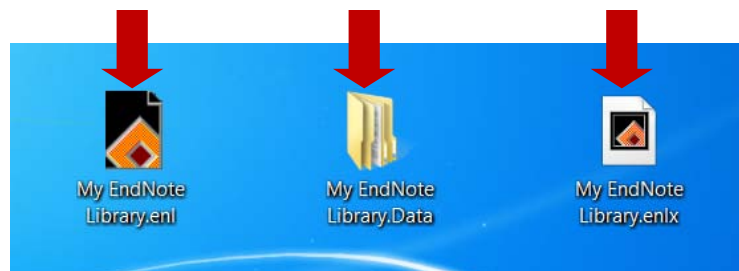
- **File > Compressed Library (.enlx)**
- From the **Compressed Library (.enlx)** window make appropriate selections
- Create or Create & Email – With or Without File Attachments
- All References, Selected Reference(s) or All References in Group/Group Set



- Click **Next**
- In the **Save Compressed Library (.enlx)** window, you can rename the file and navigate to the place where you want to save the file; click **Save**
- If you elected to **Create & Email** the library, EndNote will launch your default email system, create a new email and attach the compressed file to the email.

Restore the Compressed Library File

- Double-click on the .enlx file; the .enl file and .data folder will be extracted to the same folder where the enlx file is located. Open the .enl library to use.



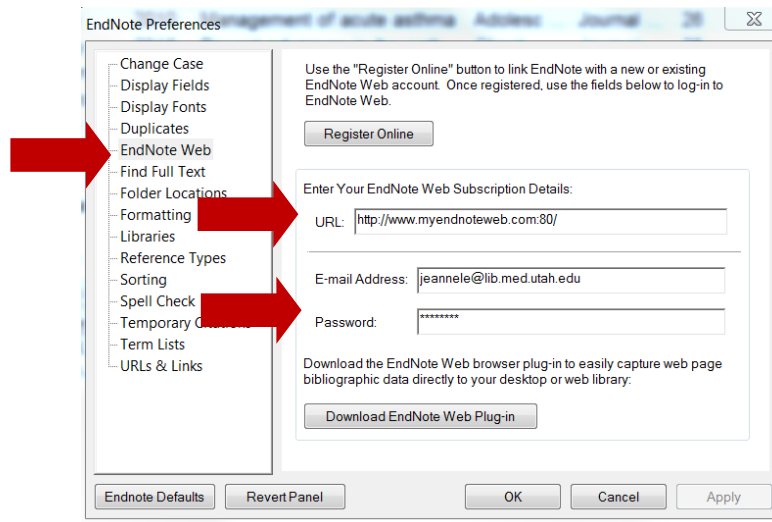
Sharing a Library Using EndNote Web

EndNote Web is available University of Utah students, staff and faculty. This web-based bibliographic management program allows the user to build a library with groups, create a paper and share a Library and/or a Group.

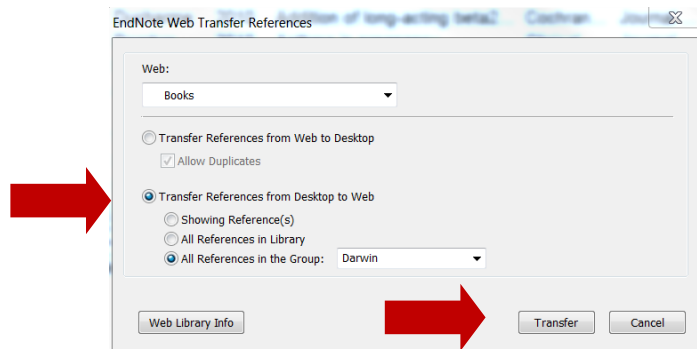
Sign Up for an account at the EndNote Web page. (From the library home page, click on Databases AtoZ, scroll of EndNote Web; Sign Up for an account; follow instructions)

To transfer references from EndNote to EndNote Web:

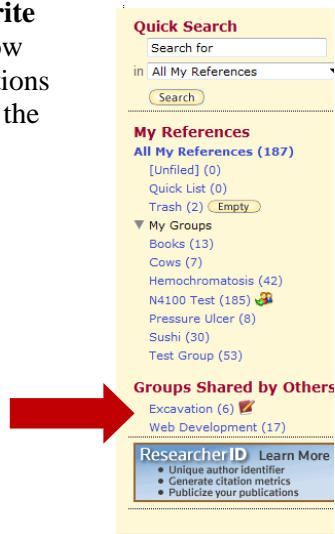
1. In **EndNote** go to **Edit > Preferences > EndNote Web**
2. Enter your EndNote Web Subscription Details:
 - a. URL > <http://www.myendnoteweb.com:80/>
 - b. Enter E-mail Address and Password
 - c. Click **OK** (this only has to be done once!)



3. Select **My Local Library > EndNote Web > transfer**
4. From the EndNote Web Transfer References window select **Transfer References from Desktop to Web**
5. The transfer of references from the Desktop to the Web begins



6. Log-in to your **EndNote Web** account
 - a. Select citations of interest
 - b. Use the **Add to group** pull down menu to create a **New Group**
 - c. Enter a New Group name and click **OK**
 - i. References are added to the **All My References > My Groups** pane on the left
 - d. Select the **Organize** tab at the top of the page
 - e. Select **Manage My Groups**
 - i. Under **Share**, put a checkmark next to the group you want to share and click **Manage Sharing**
 - ii. Click **Start sharing this group**.
 - iii. Enter e-mail addresses
 1. The person you are sharing with must have an EndNote Web account
 - iv. Select **Read only** or **Read & Write**
 - v. Click **Apply** and close the window
 - f. The person you share EndNote Web citations with views those citations by clicking on the group name under **My References > Groups Shared by Others**



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