You **MUST** know about <u>**COMPRESSING EndNote library files**</u>.

<u>Please understand</u>
- ➢ **If you don't follow these instructions, you risk losing data or corrupting your library**.
- ➢ When you are working in an EndNote library, the extension for the file is .enl. You may have noticed that when you open an *.enl file, a folder appears in the folder where your EndNote library is stored, with an extension '.Data.'
  So you see this:
  - mylibrary.enl [EndNote file]
  - mylibrary.Data [folder with same name as library file]

So here is what you MUST know [If you don't know this already, <u>now you must</u>.]**:**
- That .Data folder is <u>the most important part of your library</u>.
- If you separate the .enl file from that .Data folder by moving it to another folder, or onto a flash drive, or by emailing it to someone, critical information that connects to your library (from the .Data folder) will be lost.
- The .Data folder not only holds all the attachment files that are linked to your records, it contains the *Medical Terms List****** folder that makes your journal names appear properly according to what output style you use.
- And more.

Note: *****What '*Medical Terms List*?' Go to the following link (*after you finish reading this*) and scroll down to find 'Term Files [for Journal Names]'--my explanation for that and the SIMPLE *instructions* to set it up in your EndNote library. http://www.uthsc.edu/nursing/ORGS/Training.php

STEPS to follow to COMPRESS an EndNote library file with its associated Data folder
1. When you move a library—*ever, for any reason or by any means*—**you must <u>COMPRESS</u> your .enl file with your .Data folder**.
2. This is not hard: you click File > 'Compressed Library enlx' (as opposed to just saving or File > Save).
3. What happens then? Well, a new file is generated with an .enlx extension.
   - ➢ This .enlx file now holds both your .enl file and its corresponding .Data folder.
4. You can then move the .enlx file (intact) to another folder, put it on a flash drive, or store it on a shared drive.
   - ➢ I caution you not to attempt to transport the .enlx file through email because the size/density of the .enlx file will be immense (usually files larger than 10MB will not go through email).
5. When you (or a colleague) next use the library, click the .enlx file. It will 'explode' open and generate a new corresponding .enl file and .Data folder in the folder where your .enlx file is placed. You will then resume work by opening the new .enl file.
6. Just remember—when you next close the .enl (library) file—to compress it again; <u>make it a habit</u>.