

Saving a backup copy and/or sending a copy of your library by email

Once you have created a large EndNote library you can save a compressed copy of your original library and any associated files (such as PDFs) to another location as a **backup file**

You can also use this method to transfer your library and associated files to another computer

Open your EndNote library

- Click **File | Compressed Library (.enlx)**
- Choose appropriate options for your compressed library and click **Next**
- Save the compressed library where you wish to store your back up file - USB stick, portable hard drive, another computer...
- To uncompress the .enlx version of your EndNote library double click on it or in EndNote use **File | Open**

