

Protecting and Backing up Your EndNote Files

Jeff Muday, Department of Biology

At first, your EndNote library will be small and probably fit on a floppy disk. But over time, it may grow many megabytes especially if you include figures and illustrations in the library. To save yourself from general disasters, we recommend you follow a regular schedule of backing up your data to a CD-ROM.

It is highly important that you save your EndNote libraries to the C:\Userdata\EndNote hierarchy of your laptop. Just as important, you should always make a backup your EndNote library files. From past experience, we have observed that it is good idea to have multiple versions of your EndNote library. I recommend that you save EndNote with a new filename each time you make significant changes to the library. To keep your revisions organized, we suggest the filenames contain the current date.

Important Files to Backup

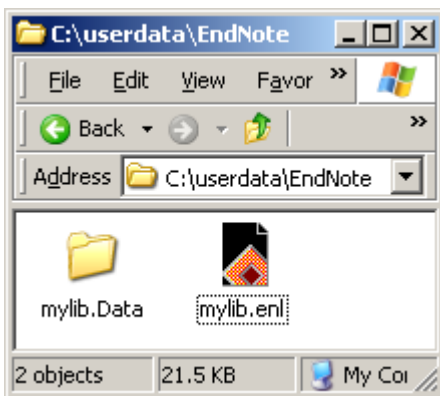
The following sections cover the important EndNote files/directories to backup:

Modified Styles, Filters, and Connection Files

Unfortunately, these files are stored in the C:\Program Files\EndNote directory hierarchy. These are much more difficult to locate as they are stored with many other files of the program. Please consult with your local computer support person for advice on how to best handle these files. If you devote a whole CDR disk to EndNote backup, you can backup the C:\Program Files\EndNote directory, though this is not recommended.

EndNote libraries and Image/Data Files

It is very easy to back up this data. EndNote Library database files have the (.enl) filename extension. These files are in a proprietary binary format, thus can be opened only by EndNote (we hope that you stored these files in your C:\Userdata\Endnote directory!). But, the entire library is MORE than just this database file. The library also has a “.Data” directory. For example, if my library was named “mylib”, the EndNote Library database is “mylib.enl” and its associated data directory is “mylib.Data”. See figure below:



Steps to Backup EndNote Libraries to CD-ROM:

1. Click **Start** -> Backup (its at the top of the menu)
2. Select **RecordNow**
3. In the IBM RecordNow Program Select “MAKE DATA DISK”.
4. Drag and drop the folder “C:\Userdata\EndNote” into the backup target list.
(see additional figures of actual IBM RecordNow dialogs)

That’s all there is!!

