

TRANSFERRING YOUR LIBRARY SAFELY TO DOWNLOADS ON YOUR WORK COMPUTER



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On CQUniversity staff computers everything on your Desktop or in your Documents folder will automatically sync to your CQUniversity OneDrive storage. This is a problem for EndNote because it relies on stable file paths to function properly. Files on OneDrive do not have stable file paths. You will get an error message if your EndNote Library ends up in OneDrive.

EndNote can still live in your Documents on your personal / home computers provided that they are not synced to OneDrive, but you'll need to relocate it to **Downloads** on your **work computer**.

You need to maintain the connection between the .enl file and the .data folder, so the safest way to move it is using a compressed copy.

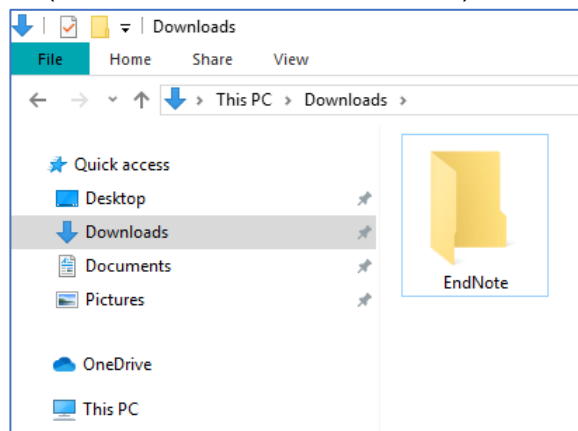
After transferring your library, you'll need to check a few things and update the connections.

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Part 1: Create a home to move your library to

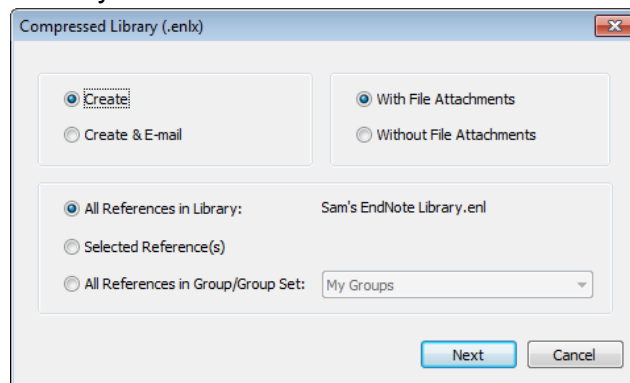
IT have advised that EndNote should be living in your Downloads folder because it won't be automatically uploaded to OneDrive from there. If you are not comfortable having your library in Downloads, the other option is a top level folder in C drive. (Never store an EndNote library the EndNote program folder.)

1. Open the Downloads folder on your university computer
2. Click the folder icon to create a new folder
3. Rename it EndNote (or whatever name it had before)

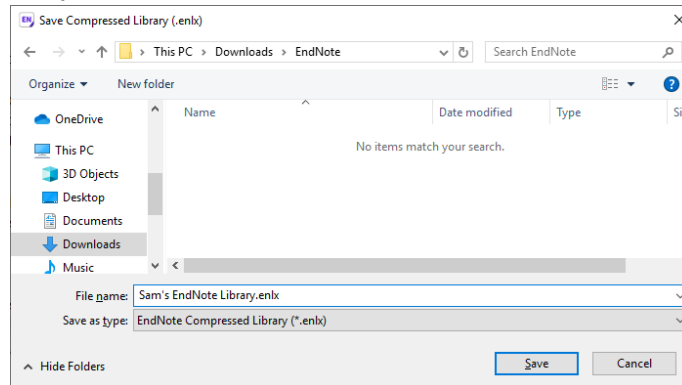


Part 2: Make a compressed copy to safely transfer all records, file attachments and groups

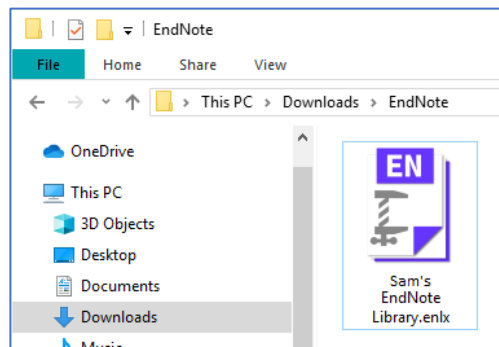
1. Open your current EndNote library
 - If you are doing this to prepare for your files to be migrated to OneDrive, it's your usual working copy, e.g. on U drive
 - If your files have already been migrated, it will be on OneDrive
2. Open the File menu and select Compressed Library (.enlx) ...
3. Check that Create, With File Attachments and All References in Library are selected in the Compressed library window. Click Next



4. A Save Compressed Library (.enlx) window will open. Navigate to the EndNote folder in Downloads on your computer. Open that folder.



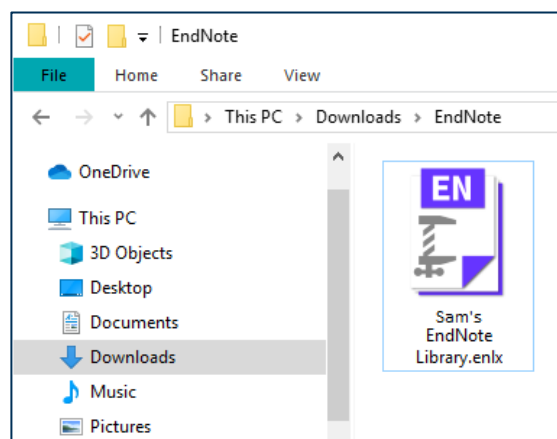
5. Click Save. The compressed copy of your library will appear in the Endnote folder as an .enlx file



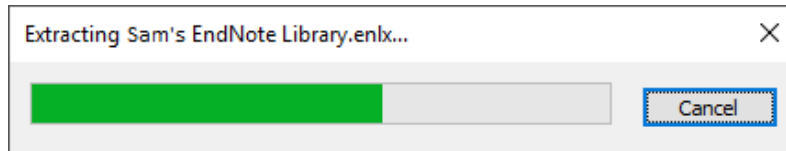
6. Close the original copy of your library.
7. *While we've got you thinking of compressed copies, make at least 2 copies of the compressed library you've just created and save them to 2 other locations. Then you'll have the 3 back-up copies we're always asking you to keep.*

Part 3: Open the compressed copy to set up a new working library

1. Go to the new EndNote folder in Downloads

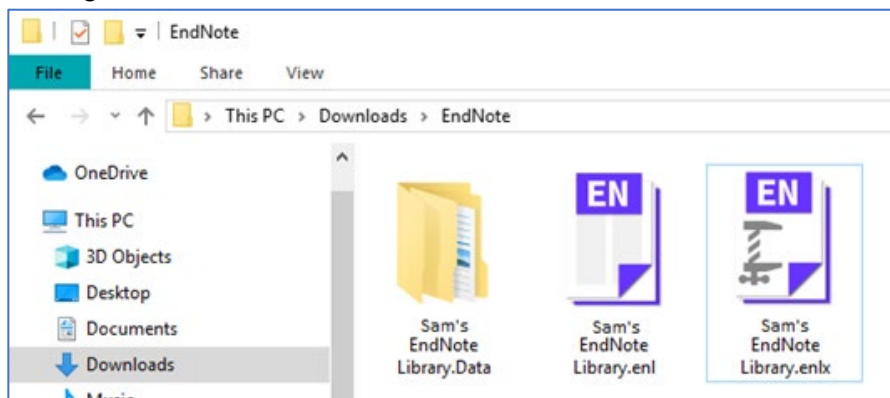


2. Double click on the compressed copy of your library to open it. EndNote will extract the library and index the pdfs.

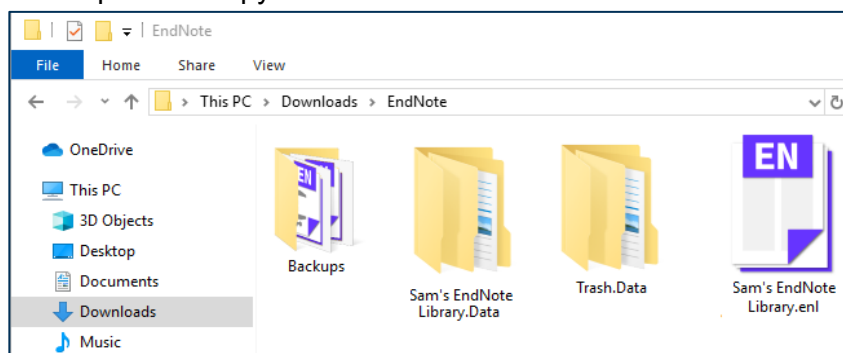


If you go back to the EndNote folder in downloads you will see that there are now 3 icons / files

- The .enlx file – the compressed copy will remain here even though you have opened a new copy of the library from it.
- The .enl file which is your new working library.
- The .Data folder which contains the file attachments and information about groups and other settings



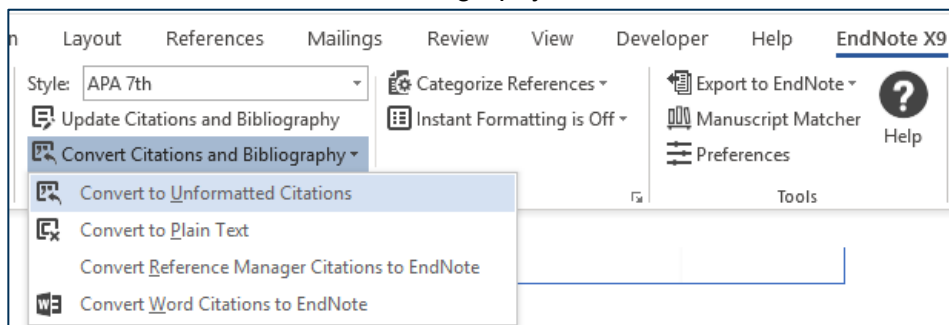
3. Open the .enl file and do a quick check to make sure that the library is working.
4. When you're done that, create a new subfolder called Back-ups. Move the compressed copy to it.



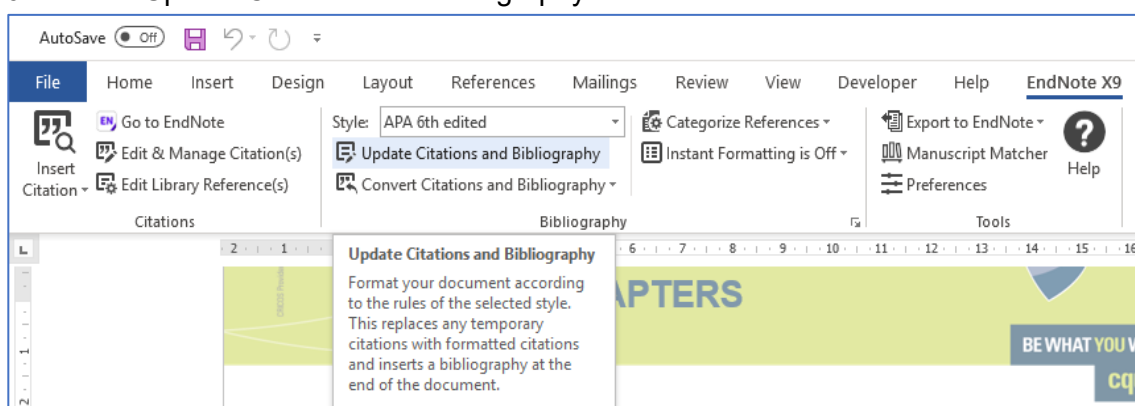
Part 4: Reset the connections between your working library and your Word documents

Now that you've transferred your library to its new home on the hard drive of your computer, the file paths have changed. It's a good idea to update the citations and bibliography in each of your working documents to make sure that the connections are still working. Work one document at a time.

1. Open your new working EndNote library
2. Open the document
3. Go to the EndNote toolbar in Word
4. Open the Convert Citations and Bibliography menu.



5. Select Convert to Unformatted Citations. Your bibliography will disappear, and the citations will look something like {Grey, 2010}. This is supposed to happen.
6. Select Update Citations and Bibliography in the EndNote toolbar.

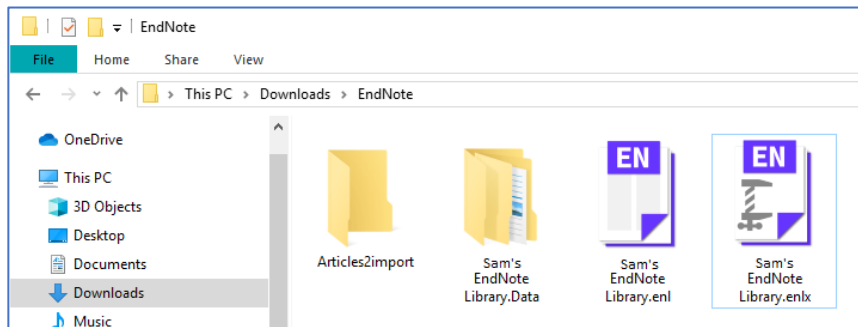


7. This will prompt EndNote to work through your citations and check that they all match the records in your library and refresh the connections between your library and that document. If there are any that don't match, EndNote will alert you of potential matches so you can correct them. It will rebuild your bibliography and return the citations to their normal format.

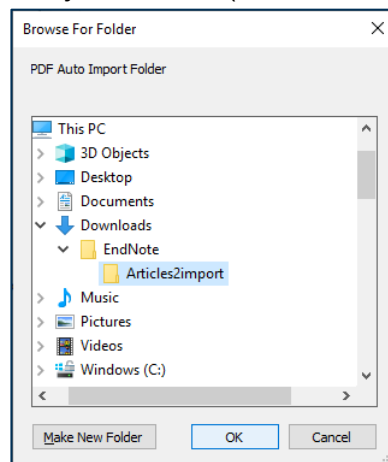
8. Save and close that document once the update is complete.
9. Open the next document, update the citations and bibliography, save and close.
10. Repeat until you've updated them all.

Part 5: Reset PDF auto-import options if you had set automatic import folder for PDFs

1. Create a new folder in the EndNote folder in downloads, e.g. Articles2import

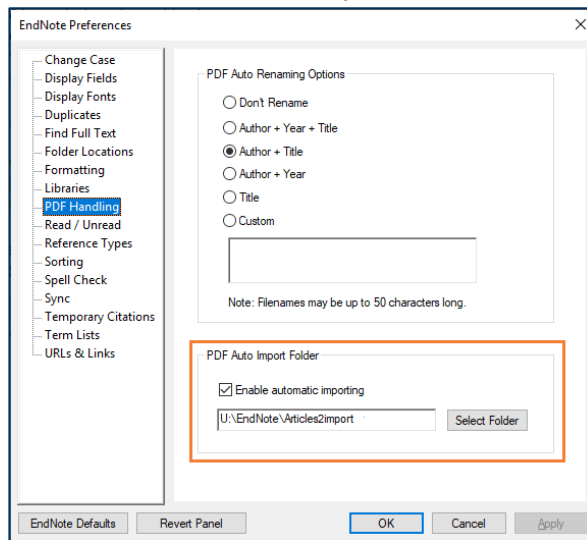


2. Open the Edit menu in EndNote
3. Select Preferences
4. Go to PDF Handling in the left-hand menu
5. Click the Select Folder button in the PDF Auto Import Folder section
6. Navigate to the folder you've just created (in EndNote in Downloads)



7. Select that folder and click OK.

8. Back in the Preferences window, click Apply, then OK.



9. The new folder will be set as the one to import articles from.

Part 6: Reset the sync if your original library was synced with EndNote Online

NOTE: You don't need to do this if your original library was not synced to EndNote online.

Your new working library is in a new location. The original sync settings will no longer work because the file path has changed. You've made a compressed copy of your library. Keep that as a back-up.

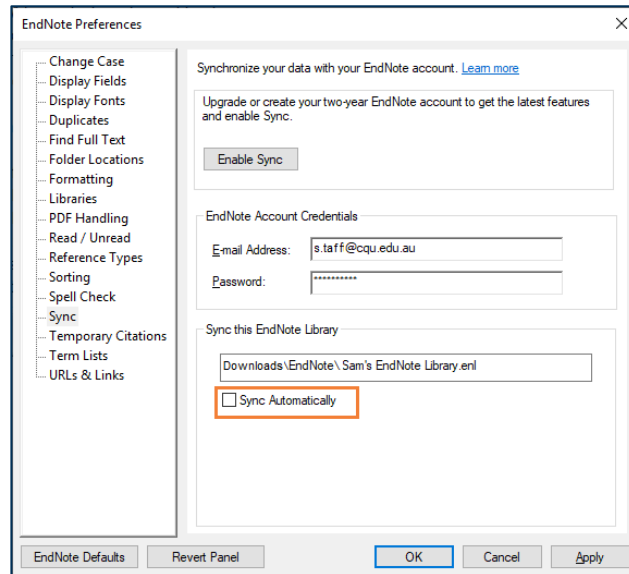
You will need to work with your EndNote on your computer and EndNote online for this process.

The time it takes for the new sync will depend on the size of your library. If you have a large library, it might be a good idea to start in the morning. Resetting the sync is not something to start just before you leave for the day.

Working in the desktop version of EndNote

1. Open the new working library
2. Open the Edit menu
3. Select Preferences
4. Go to Sync in the left-hand menu.

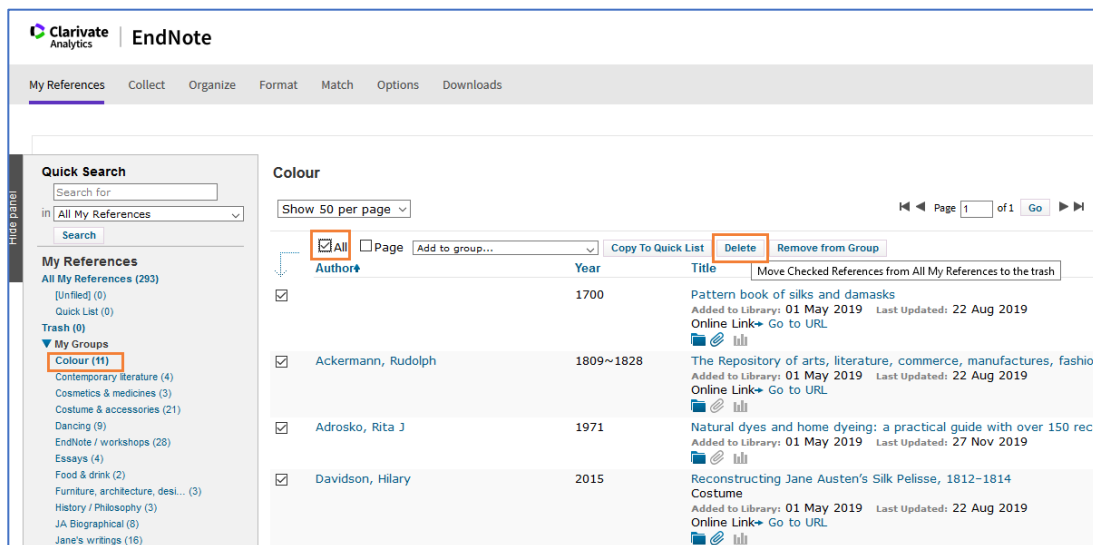
5. Untick the Sync Automatically box.



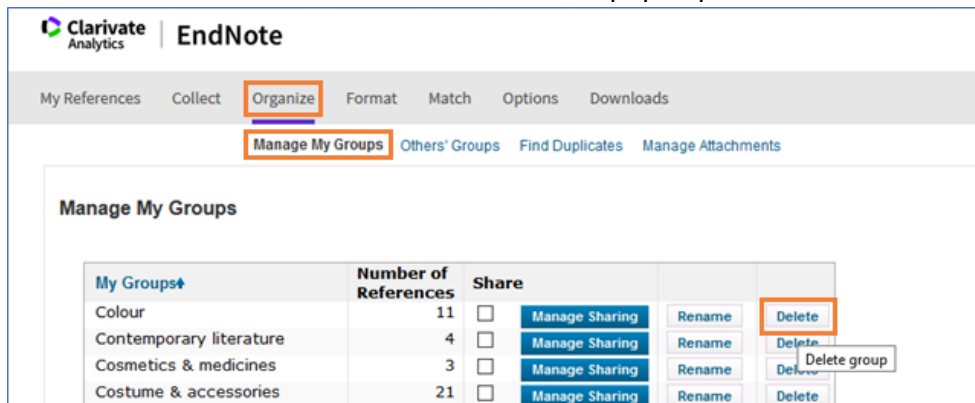
6. Click Apply then OK.
7. Close EndNote.

Working in EndNote Online

1. Log into your EndNote Online account.
2. It will open at My References
3. Delete all references **except** for those in shared groups and Researcher ID groups.
 - a. Select the group from the list on the left
 - b. Tick the All box
 - c. Click Delete



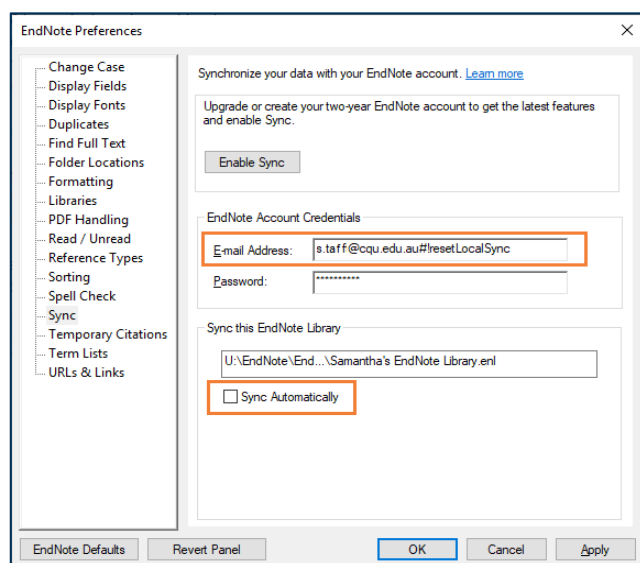
4. Delete all groups **except** for Groups Shared by Others and ResearcherID groups.
 - a. Open the Organise menu
 - b. Select Manage My Groups
 - c. Click the Delete button for each group name to delete the group.
 - d. Click OK in the confirmation window that pops up



5. Empty the Trash.
 - a. Select the Trash group.
 - b. Click Empty.
6. Your EndNote Online version is now clear and ready for you to reset your sync to.

Working in the desktop version of EndNote

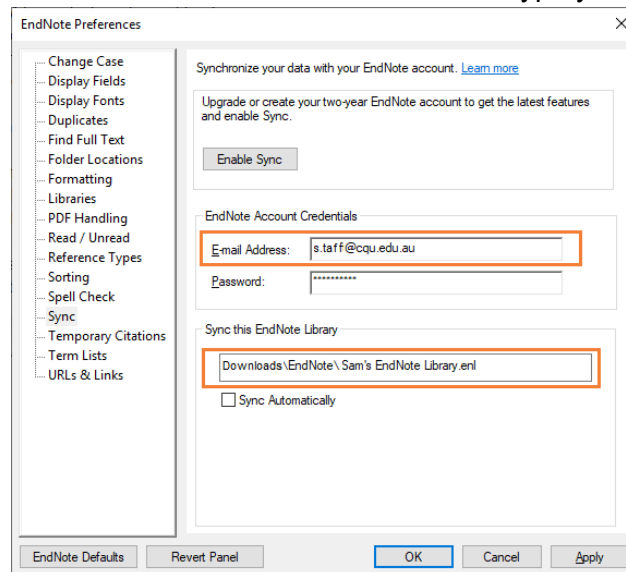
1. Open your new working library on your computer again.
2. Empty the Trash group. You don't want to waste time syncing records you don't want.
3. Open the Preferences window again and go to the Sync section (Edit → Preferences → Sync)
4. Add the following to the end of your email address #!resetLocalSync
5. It's case sensitive so it must match exactly
6. No spaces between the last character of your email address and the #
7. Click Apply then OK.



8. A message will appear
“A Sync library can be linked to only one account. Do not proceed unless you intend to break the link to the original account.”
Click OK
9. A second message will appear:
“Your local sync state has been reset. Please re-enter your E-Mail Address, restart EndNote, and sync again”.
Click OK.
10. Close EndNote.

Still in the desktop version of EndNote

1. Open EndNote again.
2. Open the Preferences window again and go to the Sync section (Edit → Preferences → Sync)
3. Clear all of the text from the Email Address box and retype your email address.



4. Check that that the new working library is selected in the Sync this EndNote Library box
5. Click OK. This closes the preferences window and saves this setting.
6. Close EndNote

Deep breath. The next few steps are the last ones. Still in the desktop version of EndNote

1. Click the Sync Library icon in the Tool bar in EndNote



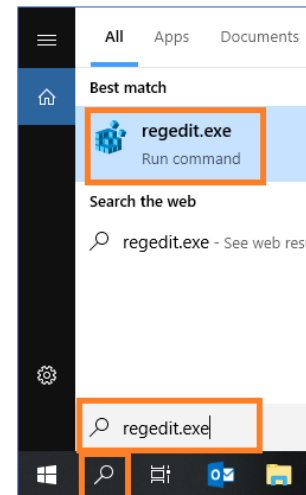
2. Go to Sync Configuration in the Groups panel and click Sync Now (Endnote 20). Click the Sync Library icon in the Tool bar in EndNote (EndNote X9)
3. Your new working library will now be prompted to sync to EndNote online. This message will appear again:
 “A Sync library can be linked to only one account. Do not proceed unless you intend to break the link to the original account.”
Click OK.
4. You will be prompted to create a back-up. You created a compressed copy at the beginning of this process, and possibly have 2 more copies of it if you took the earlier hint, but it won't hurt your library to create another compressed back up copy at this point if you want to.

EndNote will start syncing your new working library. If your library is large, this process could take some time.

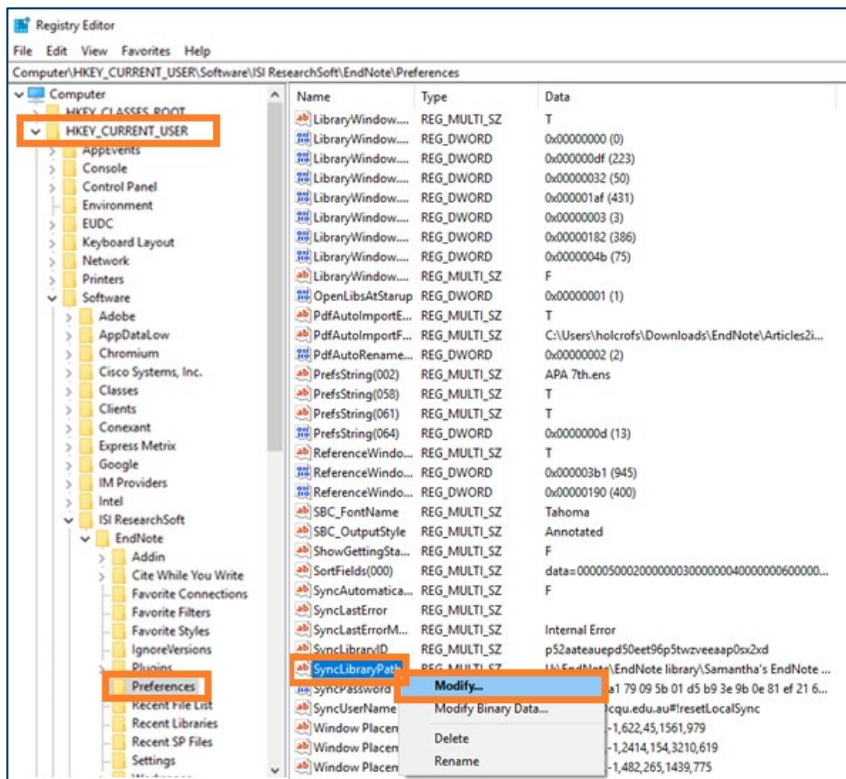
Change the sync library file path if EndNote is not updating automatically
When you change your sync library, the file path in preferences should update automatically. If it doesn't, you will need to edit the file path.

On a Windows PC

1. Close EndNote.
2. Click on the magnifying glass in the computer task bar and type regedit.exe into the search box. Hit Enter.
3. Click regedit.exe in the results

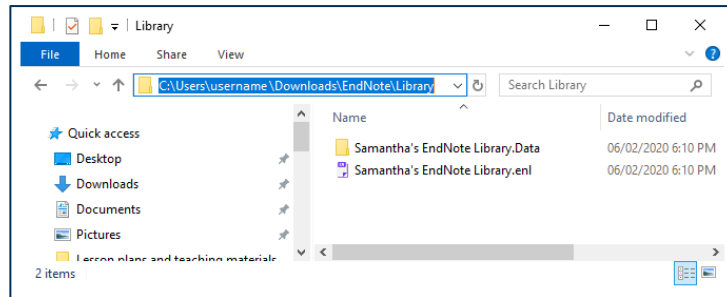


4. Click to expand the HKEY_CURRENT_USER to show subfolders. Continue opening folders to show subfolders as you navigate to Software >> ISI ResearchSoft >> EndNote >> Preferences

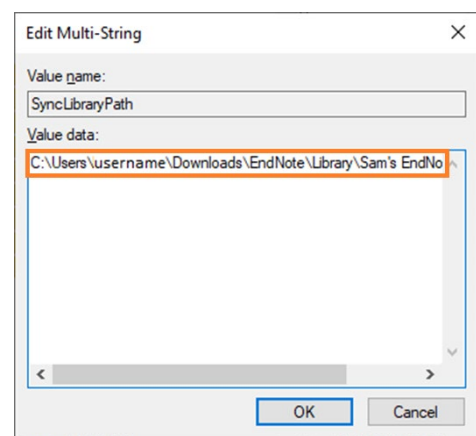


5. Right click on SyncLibraryPath to bring up the menu. Choose Modify. This opens an Edit Multi-String window so you can edit the file path to match the new library location.

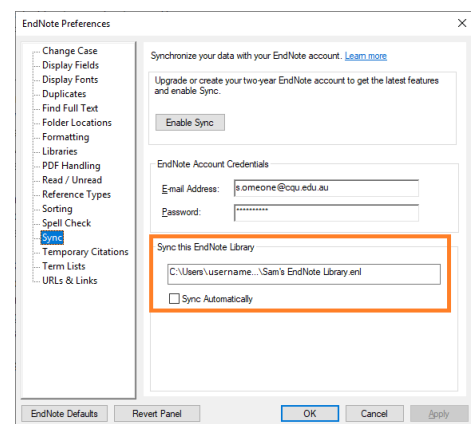
- Next you'll need the exact file path of the new location of your library. Open your Downloads folder and navigate to the folder that your EndNote library is now in.



- Click in the address bar to bring up the file path. Copy the file path from the file path for the folder from the address bar of the file explorer window.
- Paste this file path to the new folder into the Edit Multi-String window in place of the old path. Keep the library name and make sure that there is a backslash between the folder name and the library name. Click OK.



- Open EndNote
- Open the Edit menu and select Preferences.
- Go to Sync in the left-hand menu, and check that the file path has updated
- Go back to the Reset Sync instructions and try again from where you left off.



If something went wrong and you need help with one or more of the parts of this process:

- Book an online Ask a Librarian session online.
- Or contact the vendor's technical support staff if the library is closed and you need help before it opens again.
https://support.clarivate.com/Endnote/s/?language=en_US