

Share EndNote Libraries via Email

These instructions provide the steps to follow for preparing an EndNote library for email and incorporating emailed references into a different EndNote library. To practice, create a compressed library, attach and email the compressed library to yourself, then add the emailed references to another EndNote library:

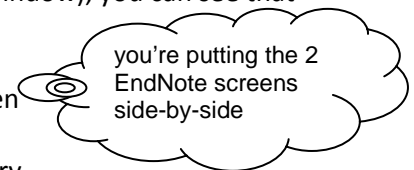
1. create a compressed library
2. email a compressed library
3. open a compressed library
4. drag or copy references from the compressed library to your own library (“home” library)

Email an EndNote library

1. Click **File**→**Compressed Library (.enlx)**
2. Make choices to create or create and email, with or without the file attachments
3. Select which references to send
 - a. Choose **All References**
 - b. Use the keyboard to select individual references
 - c. Use the **Group/Group Set** pull-down menu to select a Group
4. Click **Next**
 - a. **Create:** Save the file.
 - i. When you’re ready to email, you’ll attach the enlx file.
 - b. **Create & Email:** Save the file.
 - i. Select your email provider.
 - ii. Your email will be launched with the *enlx* file attached.

Open a Compressed Library and Combine References

1. From the email attachment, **right-click**→**Open**
 - a. For a few seconds, you’ll see a message indicating that EndNote is Extracting the references
2. Open your own EndNote library (“home” library)
3. If you minimize both libraries (click the horizontal line from the **inner** window), you can see that they are both open and available
4. Restore one library and re-size so that it takes up ½ of the screen
5. Restore the second library and re-size so that it takes up ½ of the screen
6. Click to select the references from the emailed library
7. Use your mouse to drag the highlighted references to the “home” library
8. If **All References** is selected when you drag in the new references, those references are automatically added to the **All References** group. But, they will be displayed as **Unfiled**. When the new references are added to a **Group**, the **Unfiled** designation will go away.
9. If a **Group** is selected when you drag the new references in, those new references will be added to that **Group**
10. When you close the inner window that contains the emailed references, that emailed library will not display, unless you retrieve it again from your email.



Save an Emailed Library

If you want to save an emailed library, instead of adding the references to an existing library:

1. Click **File**→**Save a Copy...**
2. Choose a destination for your saved library
3. Note the default File Name: *XXXX Copy*
4. Click **Save**