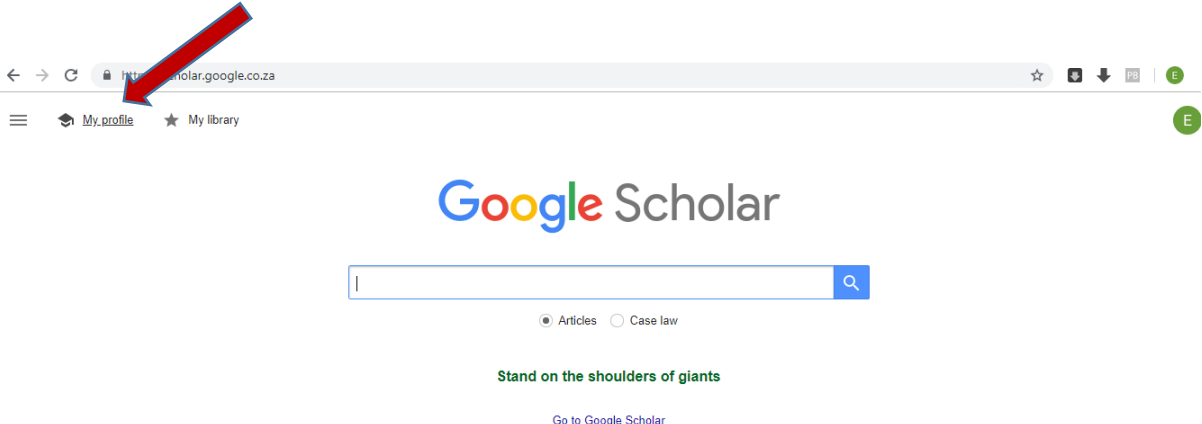# Importing and Exporting

N.B.When exporting and Importing data please ensure that the data source is reliable and contains all details needed (i.e. The publication date)

Exporting from Google Scholar

- Go to google scholar
- Select your profile
- Tick on *Title* to Select all articles
- Click *Export*, and select which format you want the articles to be exported ,Preferably *"Reference manager (RefMan)"*
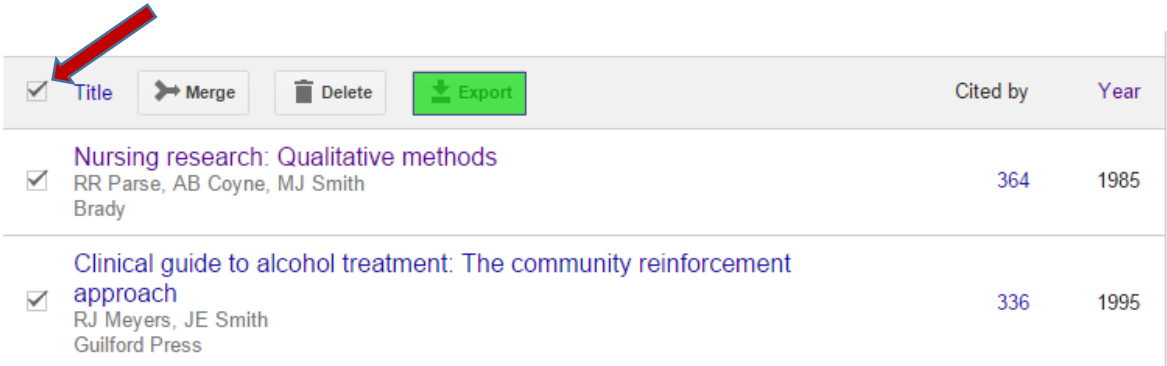- Choose the location you want the file to be saved and click Save.

My profile

Must be ticked to select all articles

Importing to Elements System.

You can import items from Google Scholar, Bibliographic Indexing services and Reference Management databases in in different formats (BibTex\ RefMan\ EndNote). These items are first checked against existing records in Elements, and will become manual records in your claimed (Mine) publications.

To Import Items:

1. Have the RefMan file containing that you saved from google scholar ready on your computer in a location that you can access.
2. Log in to Elements and navigate to **Menu-> Manage-> Import**
3. Browse for the file you have saved or want to upload then click on **Upload.**

The system will compare the new publications with your current publications list (including any declined publications) and look for it in other users' records as well. It will generate a list showing the new publications and any matches found with existing publications. For each publication that matches an existing record, you will be given a range of options.

For records that match an existing publication of yours, which has only online database records, you have three choices:

- ➢ **Import as new**: create a new record based on this data, separate to the existing record.
- ➢ **Supplement Existing**: add a manual source to the existing publication record and make this the preferred source.
- ➢ **Do not import**: skip this record in the import file.

For records that match an existing publication of yours, which does have a manual source, you have three choices:

- ➢ **Import as new**: create a new record based on this data, in addition to the existing manual publication
- ➢ **Overwrite existing**: overwrite the existing manual record with the new data
- ➢ **Do not import**: skip this record in the import file.

Exporting

To export data you go to **Menu-> publication** and click on **Export,** choose the type of format you want your publications to be downloaded and the file will start to download.

Data within Elements can be exported in the following formats:

- ➢ BibTeX format (for *MathSciNet* and other reference management services)

- ➢ RIS (Research Information Systems) format, for Reference Manager, *EndNote* and other reference management programs.

- ➢ PDF, suitable for print

- ➢ RTF, suitable for MS Word and other text-based programs

- ➢ CSV, for Excel and databases.

Click Export