

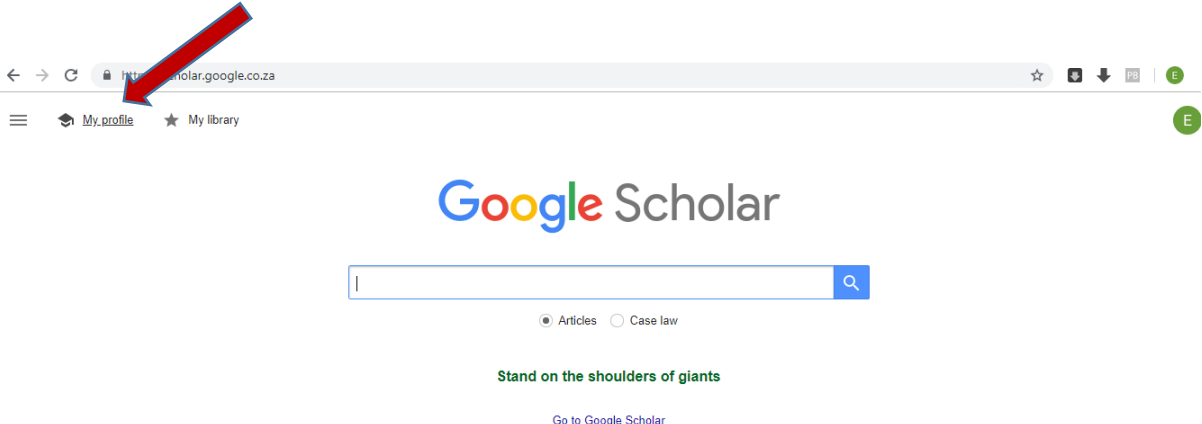
# Importing and Exporting

**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

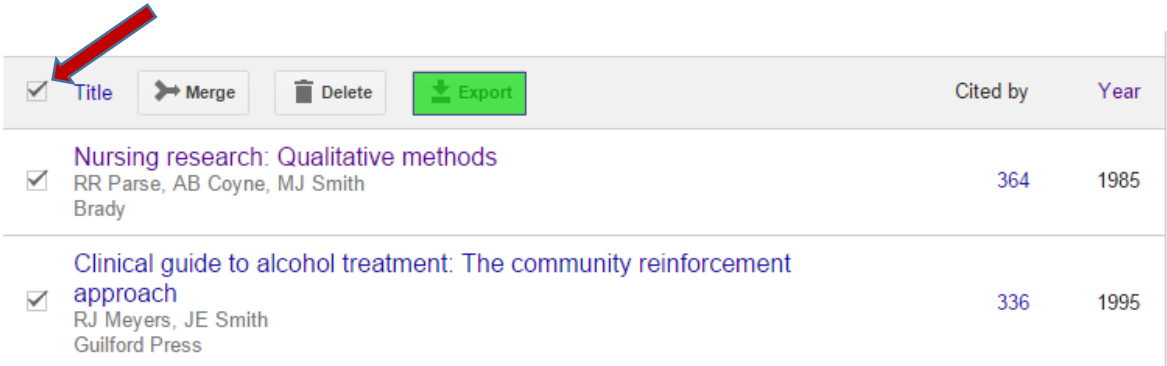


Google Scholar

Stand on the shoulders of giants

Go to Google Scholar

Must be ticked to select all articles



<input checked="" type="checkbox"/>	Title	Merge	Delete	Export	Cited by	Year
<input checked="" type="checkbox"/>	Nursing research: Qualitative methods RR Parse, AB Coyne, MJ Smith Brady				364	1985
<input checked="" type="checkbox"/>	Clinical guide to alcohol treatment: The community reinforcement approach RJ Meyers, JE Smith Guilford Press				336	1995



## Importing to Elements System.

You can import items from Google Scholar, Bibliographic Indexing services and Reference Management databases 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.

The screenshot shows a web interface titled "Records to import". At the top right is a "Key" button. Below the title, there are three sections:

- New records [0]**: This section is currently empty.
- Records matched to an existing publication [1]**: This section contains one record:
  - JOURNAL ARTICLE

Universal spectral behavior of  $\psi^2(ix)^{\epsilon}\psi$  potentials  
Bender, C. M.; Hook, D. W.  
This record has been matched with an existing publication

☐ Import as new

☒ Supplement existing

☐ Do not import

Relationships:

☒ AUTHOR
- Records matched to an existing publication with an editable record [0]**: This section is currently empty.

At the bottom right, there are two buttons: "Clear" and "Import".

# 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**

The screenshot displays the 'My publications' interface. At the top, there are tabs for 'Mine (132)', 'Pending (0)', and 'Not mine (8)'. Below these, a 'Sort by' dropdown is set to 'Reporting date (newest to oldest)'. A '10 results per page' selector and 'Page: 1 2 ... 14' are visible. A row of buttons includes 'Select all on page', 'Export' (highlighted with an arrow), 'Reject', and 'Compact view'. Below the buttons, a publication entry is shown: 'A novel organic dye-based approach to increase photon flux density for enhanced microalgal pigment production'. A modal window titled 'Export publications' is open, listing options: 'Export to BibTex', 'Export to ReferenceManager/EndNote', 'Export to PDF (APA6)', 'Export to Word (APA6)', and 'Export to Excel (CSV)'. The background interface also shows a 'Filters' section on the right and a 'Journal Rankings' section at the bottom.