Guide: Charting Radiographics Top 10 Articles into a Google Spreadsheet

This guide explains how to automatically chart and organize the top 10 Radiographics articles into a Google Spreadsheet. You will learn how to navigate the Radiographics website to extract details such as the article title, abstract, author list, DOI, publication year, residency year (R Year), and article level (e.g., Basic, Intermediate, Advanced). Once you have this information, you can enter it into a structured Google Sheet for later processing, such as using it in a Python project.

Step 1: Navigate to the Radiographics Top 10 Articles Page

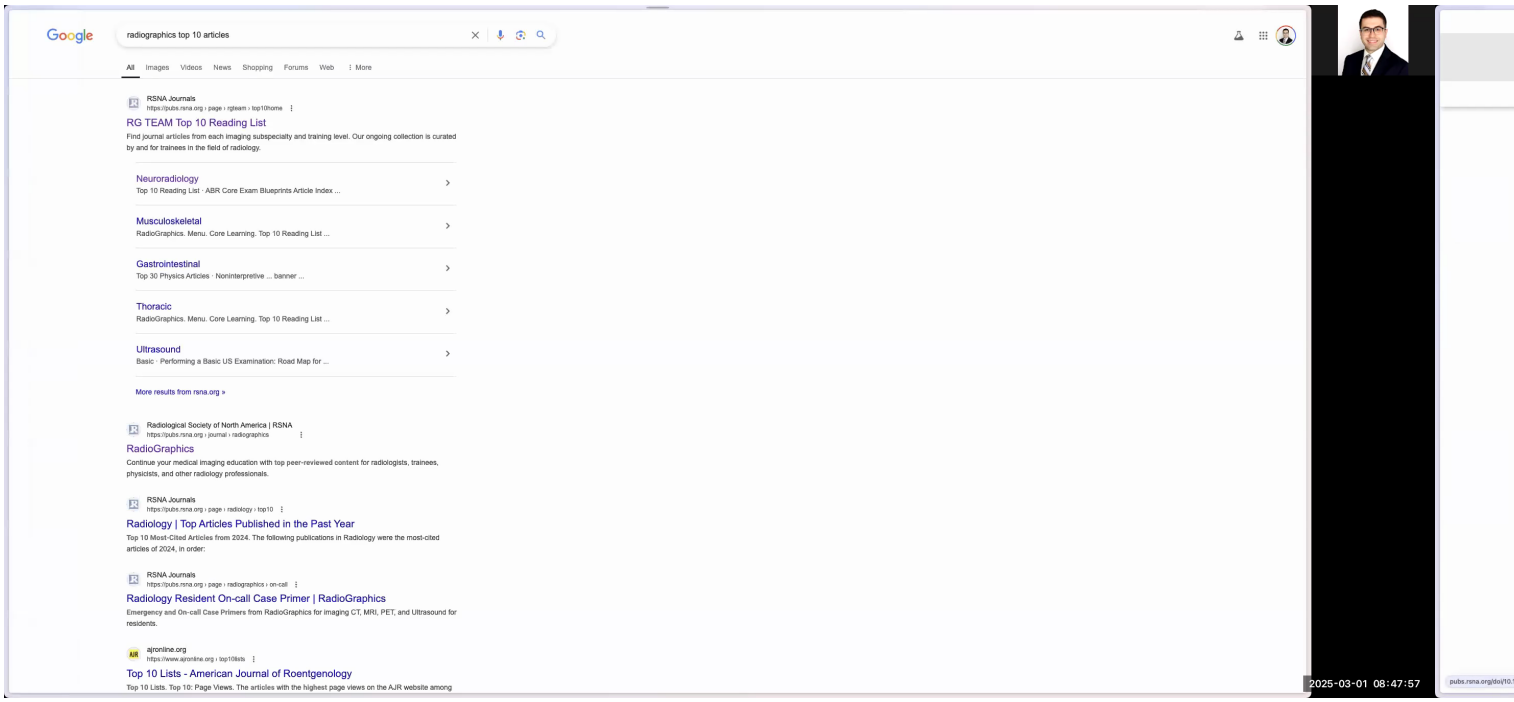
1. Open your web browser.
2. In the search bar, type "Radiographics top 10 articles" and press Enter.

From the Google search results, click on the link titled **RG TEAM Top 10 Reading List**.

Once the page loads, you will see several categories (e.g., Breast Imaging, Cardiac, Emergency) each containing articles organized by residency years (R1, R2, etc.).

Step 2: Select a Specific Category and Article

1. Zoom in on the page as needed for a clearer view of the categories.
2. Click on any category (for example, **Breast Imaging**) to reveal the available residency year lists and their corresponding articles.
3. Choose an article from one of the residency year groups (e.g., for Resident Year 1, select an article like "Digital Breast Tomosynthesis: Physics, Artifacts, and Quality Control Considerations").



1. **Returning to Main List:** After extracting the necessary information from an article, use your browser's back button or reopen the Radiographics Top 10 Reading List in a new tab so you can continue processing the next article.

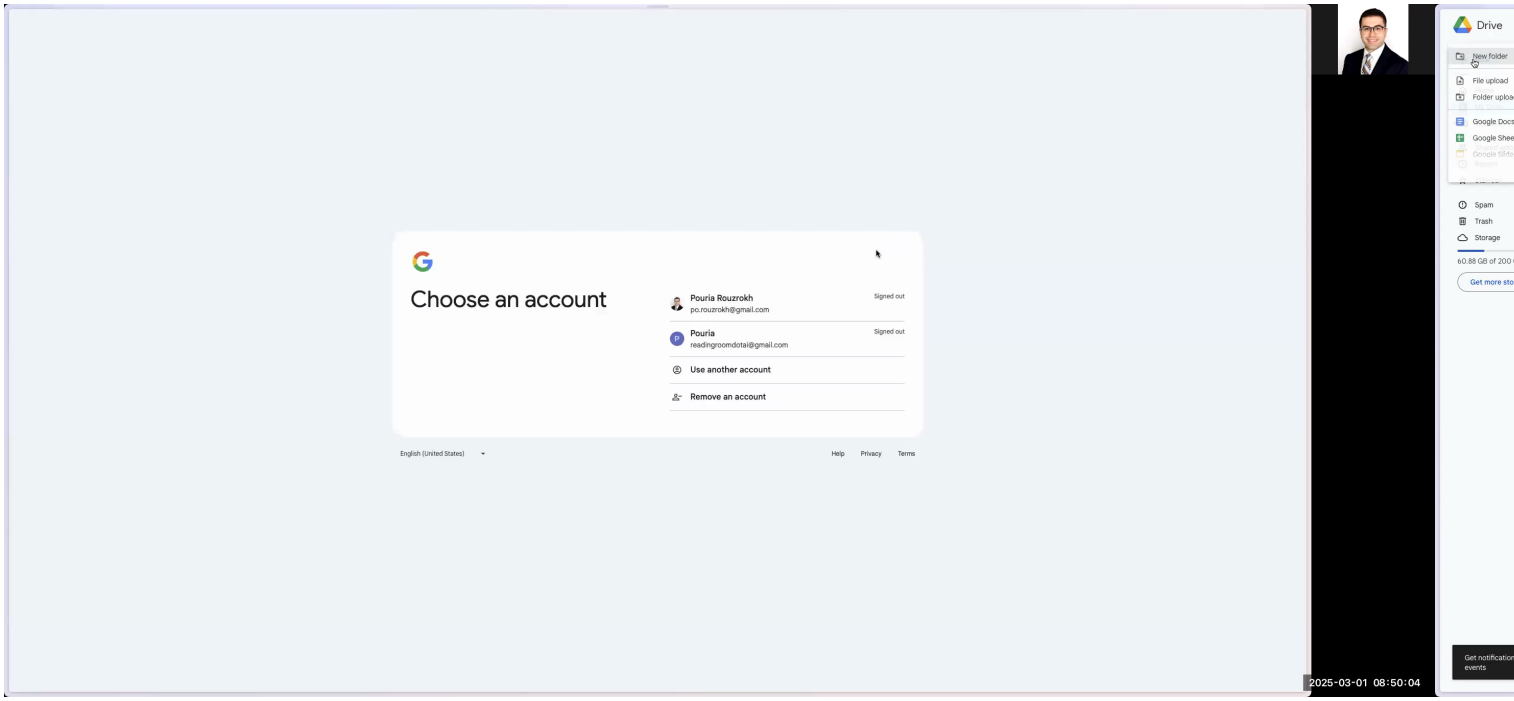
Step 3: Sign in to Google Drive and Create a New Folder

1. Open a new browser tab and navigate to drive.google.com.

Sign into your Google account. (Note: If you see a different login prompt or are using an alternate account, follow the onscreen instructions to log in.)

In Google Drive, create a new folder:

4. Right-click on an empty area of your drive and select **New folder**.
5. Name the folder `RG-Top10-Articles`.
6. Click **Create**.



1. Open the newly created `RG-Top10-Articles` folder.

Step 4: Create and Set Up a New Google Spreadsheet

1. Within your new folder, click the **+ New** button and select **Google Sheets** → **Blank spreadsheet**.
2. Once the spreadsheet opens, rename it to `Top 10 Articles`.
3. Set up the table by creating the following column headers, where each row will represent a single article:
4. Title
5. Author List
6. DOI
7. Year
8. R Year (Residency Year)
9. Level
10. Abstract
11. To keep the spreadsheet neat, delete any extra columns (e.g., columns G to Z):
12. Click on the column header (e.g., G), right-click, and choose **Delete column**. Repeat this for each extra column.

Step 5: Configure Drop-Down Menus for the 'Level' and 'R Year' Columns

1. For the **Level** column:
2. Select the cells you want to restrict (or click the column header).
3. Go to **Data** > **Data validation** in the menu.
4. Select **List of items** and enter: `Basic, Intermediate, Advanced`.

(Optionally) Use cell formatting to assign different colors for visual appeal.

For the **R Year** column:

7. Similarly, set up a drop-down menu with the options: `R1, R2, R3, R4`.
8. (Optionally) adjust the formatting of these cells to improve visibility.

Step 6: Populate the Spreadsheet with Article Data

For each article in the Radiographics Top 10 list, follow these detailed sub-steps:

1. **Copy the Article Title:**
2. Highlight and copy the title from the Radiographics article page.

Paste it into the `Title` column of the Google Sheet.

Extract and Clean the Abstract:

5. Highlight and copy the abstract text from the article page.
6. **Optional Cleaning Step:** Paste the abstract into your browser's address bar (or an alternative plain text editor such as Notepad) to remove any extra formatting or unwanted line breaks. Then, copy the cleaned text and paste it into the `Abstract` column.

Rationale: This step helps ensure that the text is free from unusual characters or formatting that might cause issues in later data processing.

Copy and Clean the Author List:

9. Highlight and copy the author list from the article page.

Use the same cleaning method (pasting into the browser's address bar or Notepad), then copy and paste the clean text into the `Author List` column.

Extract and Enter the DOI:

12. Highlight and copy the DOI (link) from the article page.

Paste the DOI into the `DOI` column of the spreadsheet.

Enter the Year:

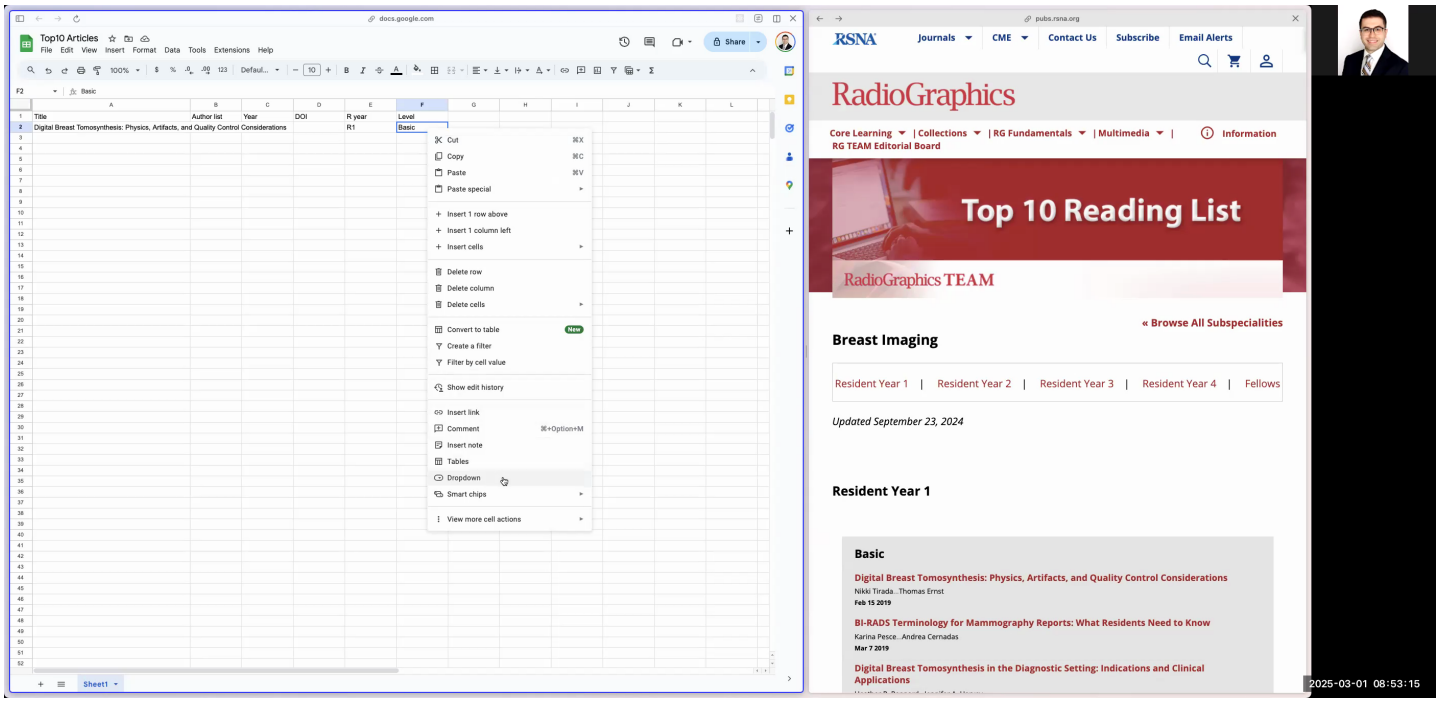
Manually type the publication year (for example, `2019`) into the `Year` column.

Select the Residency Year:

In the `R Year` column, choose the appropriate residency year (e.g., R1) from the drop-down menu.

Select the Article Level:

19. In the `Level` column, choose the corresponding level (e.g., `Basic`) from the drop-down menu.



1. Repeat the above sub-steps for each article in the list.

Step 7: Finalize and Beautify the Spreadsheet

1. After entering data for all articles, review the spreadsheet to ensure no extra rows or columns remain.
2. Delete any unnecessary rows or columns (e.g., any extra columns beyond the defined headers) by right-clicking on the column header and selecting **Delete column**.
3. Enhance the spreadsheet's visual appeal by:
4. Bolding the header row
5. Adjusting column widths for readability

Formatting cells to ensure text is aligned and wrapped as necessary

Once completed, notify yourself (or your team) that the Google Spreadsheet is fully prepared for further processing using your Python script or other applications.

Conclusion

You have now learned how to chart Radiographics' Top 10 Articles into a Google Spreadsheet. This process includes navigating the website, extracting and cleaning data, and setting up a clearly formatted and consistent spreadsheet for future use. Follow each step carefully—especially the data cleaning and navigation steps—to ensure smooth, error-free data collection.

Happy charting!