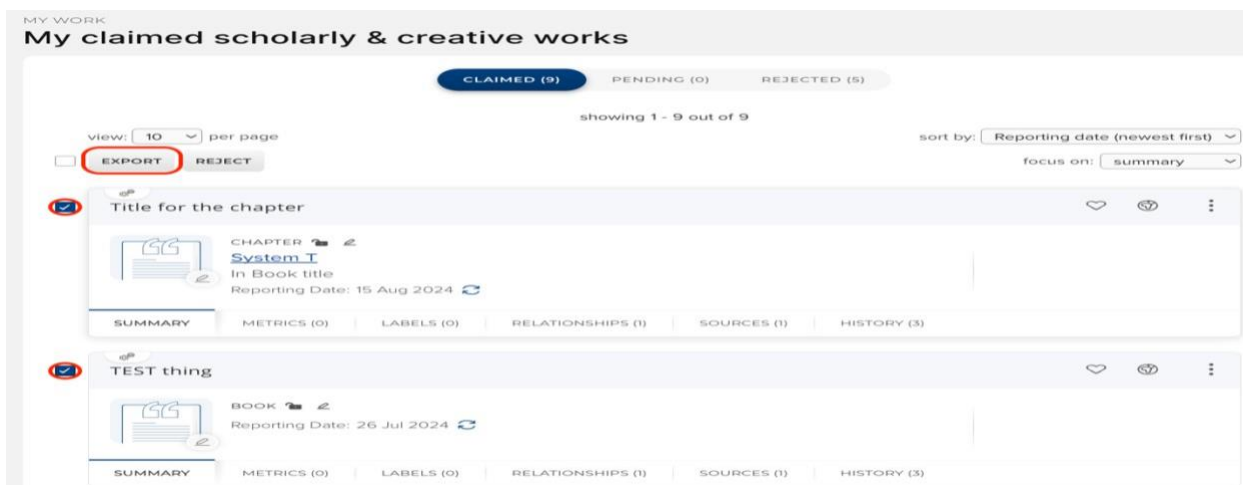**Elements: Exporting Your Records**

Users can download their own scholarly & creative works, Grants & Contracts, Service & Leadership and Teaching Activities data/records from Elements system to their computers for further use in documents such as CVs, websites, email communication, etc.

To export your records, go to Homepage and click on the "**VIEW ALL**" option in the record tile the user wants to export record(s) from:
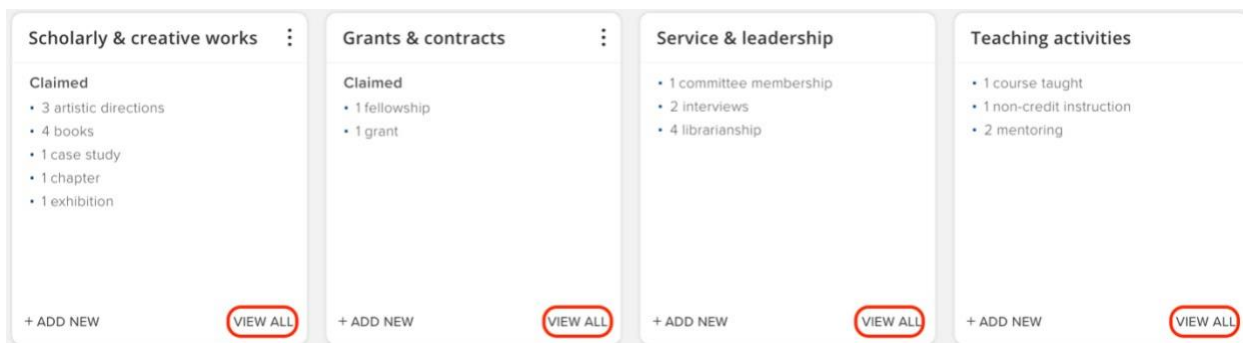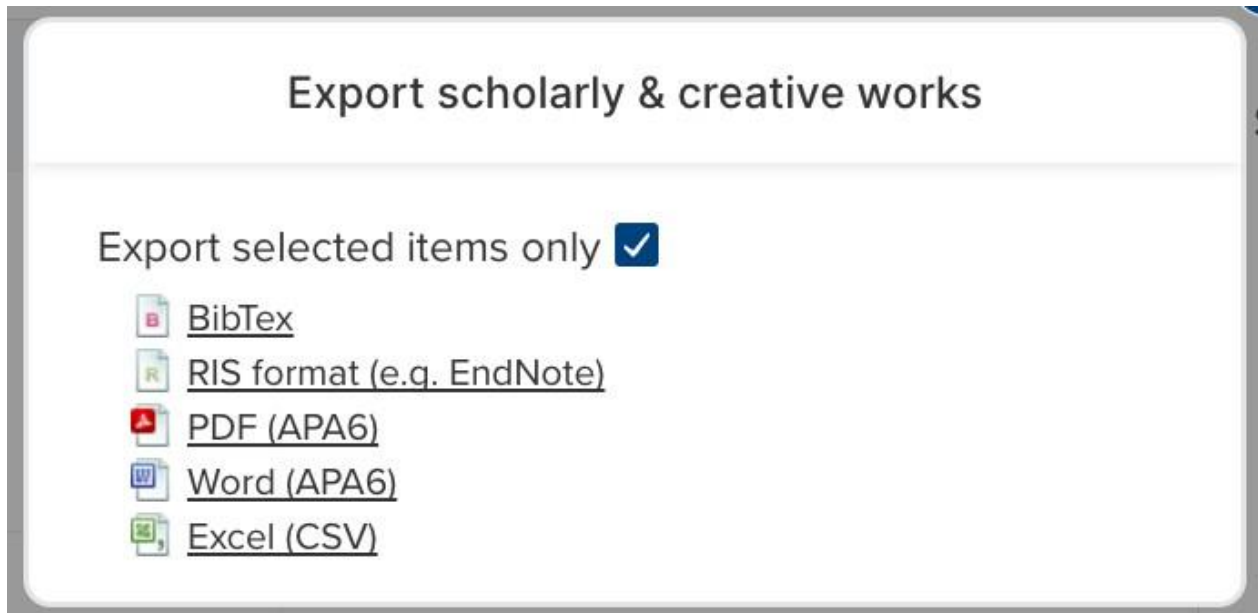

For example, open the Scholarly & Creative Works > VIEW ALL,
- Select the record/s to be exported by clicking on the corresponding checkmark.
- Click on the "EXPORT" button.

A pop-up window will open with a list of export formats (BibTex, RIS, PDF, Word, and Excel):

Export scholarly & creative works

Export selected items only ✓

- B BibTex
- R RIS format (e.g. EndNote)
- PDF (APA6)
- W Word (APA6)
- Excel (CSV)

Select desired format.
- PDF – best format if printing and emailing.
- Word – best format for text-based programs.
- Excel (CSV) – best format for databases. In an Excel export, a single record in Elements may display as multiple records due to it being harvested and/or imported from multiple sources.
  - For example, a journal article that is harvested from Dimensions, Scopus and Crossref will show as one record in Elements but as three records in an Excel export.

Exporting Multiple/All Records Simultaneously
- To export multiple records at a time, switch view number from 10 to 25, 50, or 100 - depending on the total number of records being retrieved, click on all corresponding checkmarks, and EXPORT button.
- To export all records on a currently displayed page, switch view number from 10 to 25, 50, or 100 - depending on the total number of records, click the checkmark next to the "EXPORT" button to select all, and then click the EXPORT button.

view: [100 ∨] per page

✓ EXPORT   REJECT

- To export more than 100 records at a time, switch view number to 100. Click on the checkmark next to the EXPORT button for <u>all pages (one page at a time)</u> and then click on the EXPORT button.

Download

Upon clicking the "**EXPORT**" button, the selected record(s) will be downloaded to the user's computer in a single file and placed in the browser's Downloads folder.