

## **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:

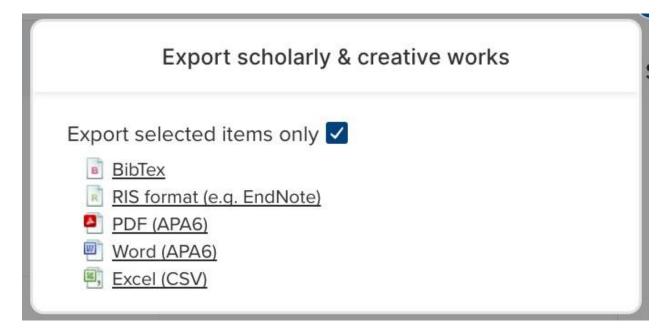
Scholarly & creative works	:	Grants & contracts	:	Service & leadership		Teaching activities	
Claimed • 3 artistic directions • 4 books • 1 case study • 1 chapter • 1 exhibition		Claimed • 1 fellowship • 1 grant		1 committee membership 2 interviews 4 librarianship		1 course taught 1 non-credit instruction 2 mentoring	
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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.

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



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 <u>multiple records</u> 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 <u>all records</u> 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.



• 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.