Instructions for PubMed Import into FEDS

Step 1

Navigate to PubMed and enter your search (such as a Faculty member's name) as shown below



Step 2

Click "Save" under the search bar and select "CSV" as the desired format. Select the results you would like to be included in the download. If you only want a subset, use the "Selection" option and select only the applicable results from the list.

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Step 3

Download the results using the "Create File" button. Note that the downloaded file is named as following:

csv-#{your search query without any spaces}-set.csv

Step 4

In FEDS under "Publications" click on "import publications from PubMed". Click the "browse" button and select the file that you saved in Step 2 and click on the "import publications" button, as illustrated below.

The publications will then be imported into FEDS. Verify that the data imported correctly by comparing the number of "publications inserted" with the number of publications that you selected in PubMed. If a publication has already been entered or imported, it will be counted as "publication not inserted due to duplicate entry.

NOTE When data is imported from PubMed, the publications will not be sorted into the appropriate publication categories in FEDS. You'll need to sort every publication in order to have it show up on the CV. You can either manually update the types of publications by going into each publication record, or you can use the *Publication Type Bulk Update* interface. There is a link to the bulk update interface on the import results page. The bulk update allows you to see all the unsorted publications on one page and sort them all from there.