Importing Publications into FARS from EBSCOhost
(Blindness and Low Vision Studies)

FARS Training
Access the Databases.

1. Navigate to WMU’s library homepage. Scroll down to the menu items and click **Collection**. Then, click **Databases and Guides By Subject**.
2. To the right of the menu items, such as Databases and Guides By Subjects, click on Blind and Low Vision Studies.
3. Click on **CINAHL Complete**.

Please note that the other databases on the list may also contain publications that CINAHL Complete has or does not have. For the purpose of demonstration, CINAHL is selected.
Extracting your Publications.

4. In the EBSCOhost website, click on “Choose Databases” just above the search section.

5. A list of 56 databases that can be simultaneously searched will appear. Select a database you think contain your publications or leave it the way it is and click OK.
6. Change the search field to Au Author and type in the author’s name in quotation marks. Usually, it is the last name, comma, and first name (eg. “Emerson, Robert”).

![Search field with quotation marks for author name in CINahl database]
A list of the publications available through the chosen databases will appear. Exact duplicates found in multiple databases should be excluded.

7. To have the page display 50 items per page, click **Page Options** and select number “50”.

8. There are two methods to select items to the folder for exporting the publications for FARS.

**Method 1.** A quick way to select all items to your folder is click (a) **Share** and (b) **Results**.

**Method 2.** Do a quick review of those publications and mark the ones you would like to import into FARS by (c) clicking on the folder icon on the right of the publication title.
9. Go to the folder by clicking on either
   (a). the **Folder** icon or
   (b). the "**Go to: Folder View**" on the right side of the page.
10. If you have more than 10 items, find the page options list and click on 50 results per page.
11. Select and delete the items of which you are not the author if you haven’t done so.
12. Click on the Select / deselect all box to select all of your publications to export.
13. Click on the Export button.
14. Select “Direct Export in RIS Format (e.g. CITAVI, EasyBib, EndNote, ProCite, Reference Manager, Zotero)”.
15. Click **Save** button.
16. Choose a location to save and click **Save**. Be sure to remember the file location so that you can upload the file into FARS.
Importing Your Publications.

17. Login to your FARS account, click **Activities**, and then **Professional Recognition**.

18. Click on the Add button.
19. In the Import box, click on **Generic (RIS / BibTex)**. Then click on **Continue**.

20. In the Format dropdown menu, select RIS (because the file to be imported is an RIS file).

21. Select **File**.

22. Click **Choose File**.
23. Navigate to the file to be imported and click Open.
24. Click Save.
25. Check the Select/Unselect box to select all items to be imported into FARS.
26. Scroll down to the bottom and click **Imported Selected**.
27. FARS will screen for duplicate activities (referred to as publications in this context) by comparing the imported publications to the existing publications in the system. FARS will not import the duplicate items unless you select an action.

a. To review duplicate activities, click the view icon.

b. Select Import As New, Replace Existing, or Discard Imported.
28. Click Save or Save and Go Back to save the review on duplicate activities. The imported items will be shown in your Professional Recognition. To view, click on Activities and Professional Recognition.

Thank You!