Importing Publications into FARS from Engineering Village

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 **Engineering and Applied Sciences**.
3. Click on “Engineering Village”
Search your publications.

4. In the “Search in” box, select “Author”.

5. Type your name in the search box by using the “Lastname, Firstname” format.

6. Click the search button.

7. The results in the example shows the number of records found and the number of records displayed per page.
Extracting your Publications.

8. In case there are two people or more with the same name, click only your name to display your publications. For example, if “Butt, Steven E.” and “Butt, Steven” are different authors, then select only your name. Otherwise, leave it unchecked or check them both.

9. The arrow points to how many results were found in the database. Click the down arrow sign to select “results per page” limit that exceeds that number.

10. Click the box on the top of records to select all records per page.
Extracting your Publications.

11. If you have records on more than one page, click the forward arrow to go to the next page.

12. Then, click the box on top of records to select records on the page.

13. Click the dropdown arrow sign.

14. Select “My PC”, “BibTeX” and “Remove selected records after download”. Then, click “Download record(s)”.

15. Select a location to save the file. Then, click Save.
Importing your Publications.

Login to your FARS account and navigate to the Professional Recognition page listed under Activities. Click on the add button.

16. In the Import box, click on Generic (RIS / BibTeX). Then click on Continue.

17. From the Format dropdown menu, select BibTex.

18. Leave the Import option on file and click on the Browse button.
Importing your Publications.

19. In the file upload window navigate to the location in which you saved the file Then click on **Open**.

20. Once the file is uploaded click on **Save**.
21. Click on the Select/Unselect checkbox at the top of the screen then click on the Import Selected button. All of your publications found in the database(s) you searched will be imported into your account.

22. The Import Results window will appear to warn you if any duplicates were found between the activities already uploaded on your behalf from the Elsevier database and the publications you just uploaded. Not all duplicates may be caught for any number of reasons. Please review your publications list after the import is complete.