

## Importing Activities from Google Scholar and BibTeX

It is possible to import several records from [Google Scholar](#) into UNLV Folio, although the Google Scholar interface does not make this immediately obvious.

To get the "Import into BibTeX" link that used to appear under the individual search results you do the following:

1. From your profile page on Google Scholar, click the top three lines next to "GOOGLE SCHOLAR" to open the drop down menu
2. Select SETTINGS
3. Under BIBLIOGRAPHY MANAGER, change or click the option to "Show Links To Import Citations Into - BibTeX"
4. Save your settings and you should now see the "Import into BibTeX" link on every search result

To download a large BibTeX file from everything on Google Scholar you do the following:

1. From your profile page on Google Scholar, click on the "select all" outlined box in the main header bar beneath your name. It is similar to your email option and is located next to "TITLE"
2. After you click it, the main bar will give you the new options to DELETE or EXPORT
3. Hit EXPORT and another drop down menu will appear with the "BibTeX" option
4. The page will reload and provide you with the details of the publication/s you selected in a code format. Set this webpage aside, as you will need to return to it when uploading your data in UNLV Folio.

To quickly upload BibTeX data into UNLV Folio you do the following:

1. In "Activities", under "SCHOLARSHIP: Scholarly And Creative Work" click the blue ADD button
2. At the "Activity Input" page, select GENERIC (RIS / BibTeX), listed as the first option within the Import box
3. Click CONTINUE
4. Click the CITATION FORMAT drop down arrow and select "BibTeX"
5. Under "Citation Data", the system will automatically select the "Import" option as FILE. Change this to COPIED TEXT. Once you do this a blank text box will appear.
6. Go back to the webpage with your publications in code format
7. Copy the entire text from the webpage
8. Paste it into the textbox in UNLV Folio
9. Click SAVE
10. Review and select the citations you wish to upload
11. Click IMPORT SELECTED