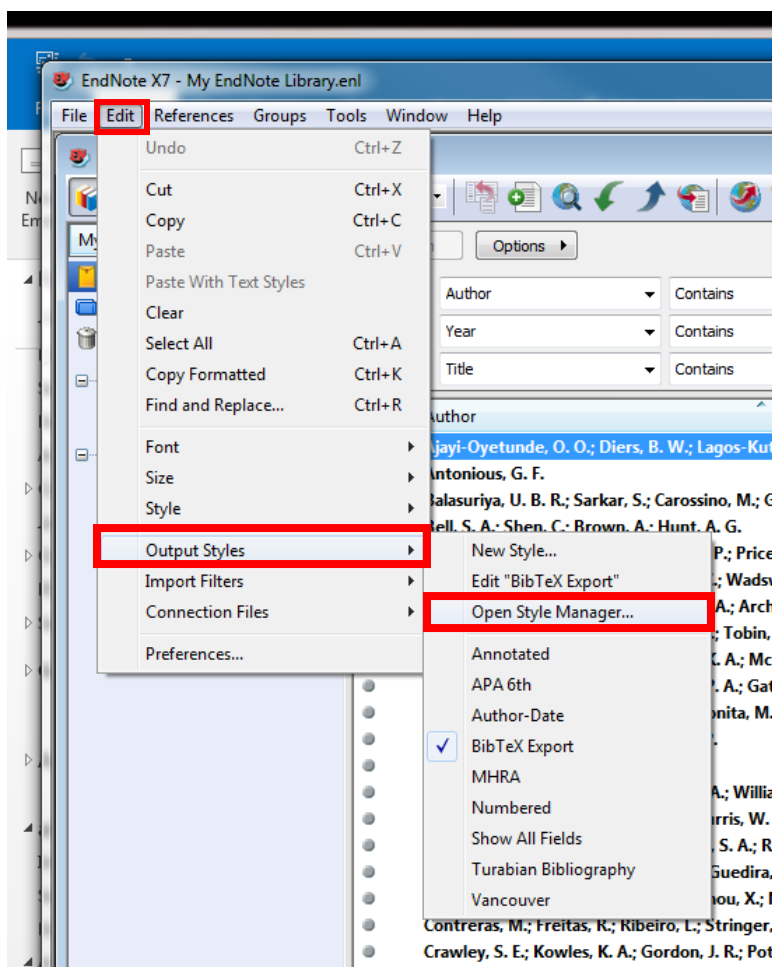


How to Import Publication Information from EndNote into Digital Measures

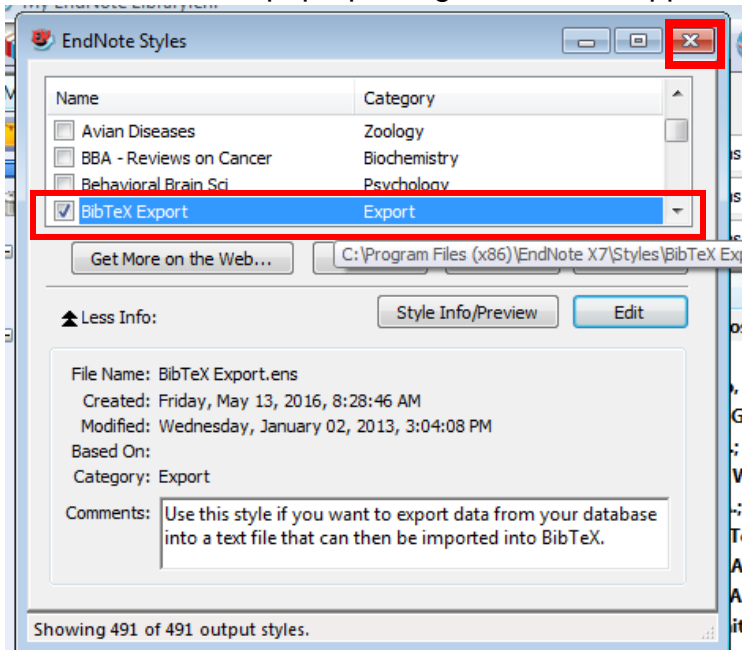
This tutorial will show you how to import citation information for publications from the EndNote to Digital Measures using a BibTeX file. A similar process may be used to import citation information from any other academic database or citation management system that exports data in a BibTeX format.

1. To begin with, you should already be signed in to Digital Measures. If you do not know how to sign in to Digital Measures, please see our earlier [tutorial on signing in](#).
2. In a separate window, open EndNote.
3. Select the Edit tab in the upper left section of the EndNote toolbar.
4. From the Edit Menu, select “Output Styles” and then “Open Style Manager.”

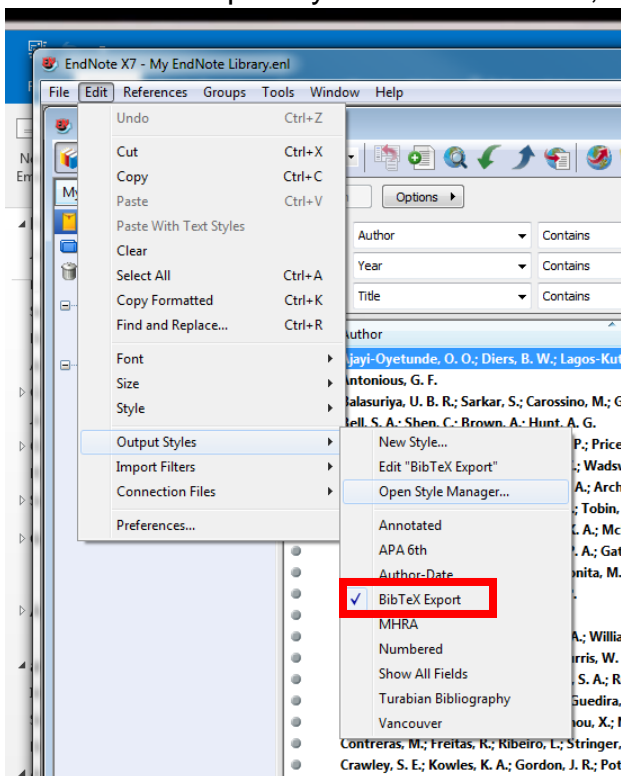


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5. In the Style Manager pop-up. Select BibTeX Export by checking the box next to it. Then, close the pop-up using the X in the upper right corner.

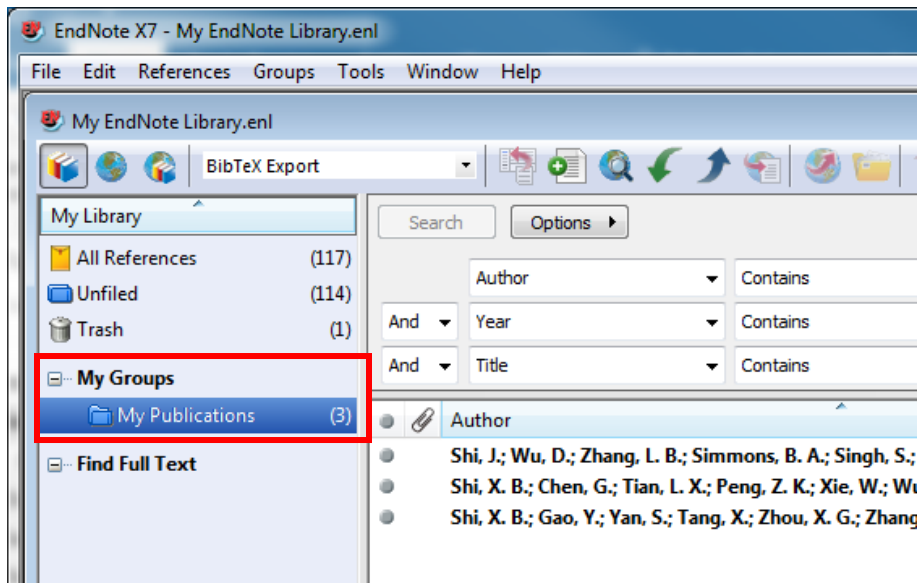


6. Once again, select the Edit tab, and then "Output Styles." Select "BibTeX Export" in the list of Output Styles. Once selected, it will have a check mark next to it.

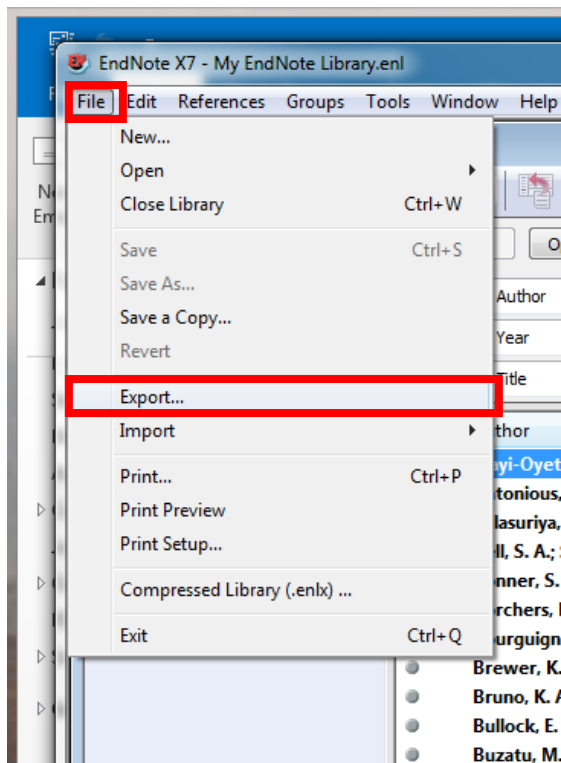


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7. Select the group of publications you wish to export from the Library menu in EndNote.

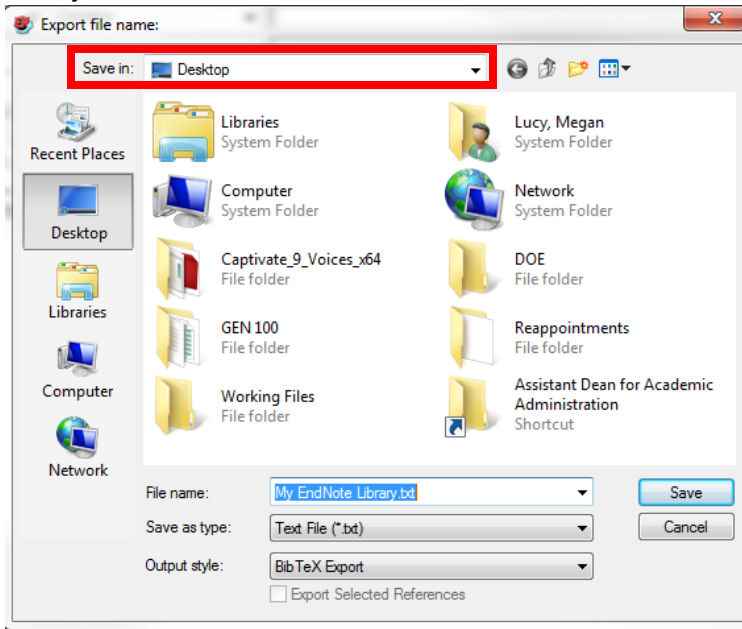


8. Select the "File" tab in the upper left corner of EndNote. From the "File" menu, select, "Export." A pop-up should appear giving you the opportunity to save the file.

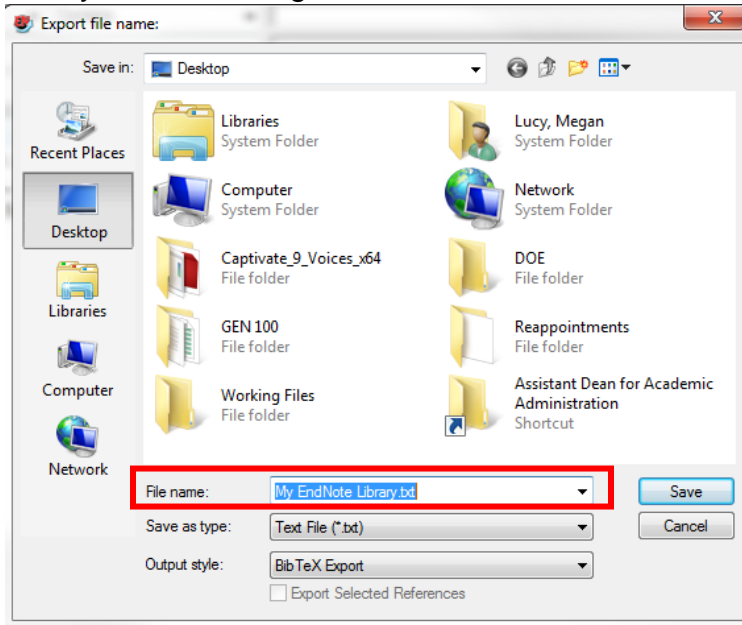


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9. In the Save pop-up, choose a location from the “Save in” menu where you will easily be able to find the file.

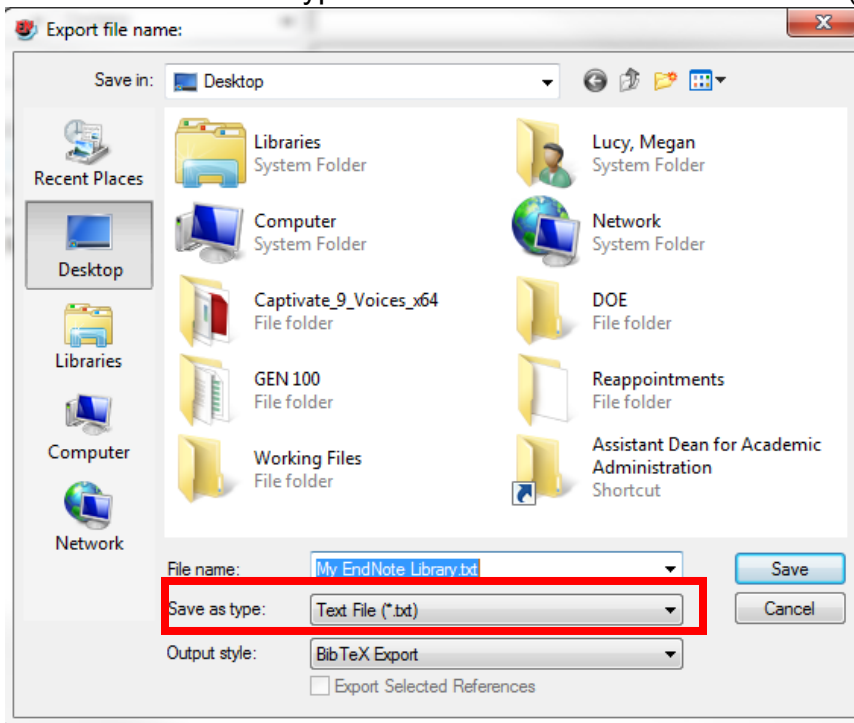


10. Give your file a recognizable name in the File Name menu.

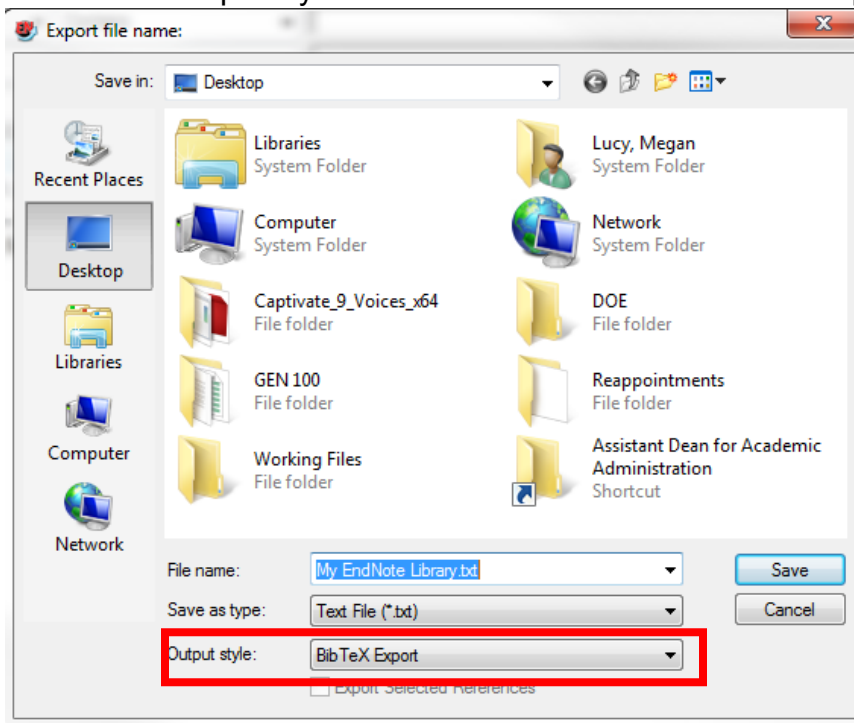


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11. Check the “Save as type” box. It should be set to “Text File (*.txt).”

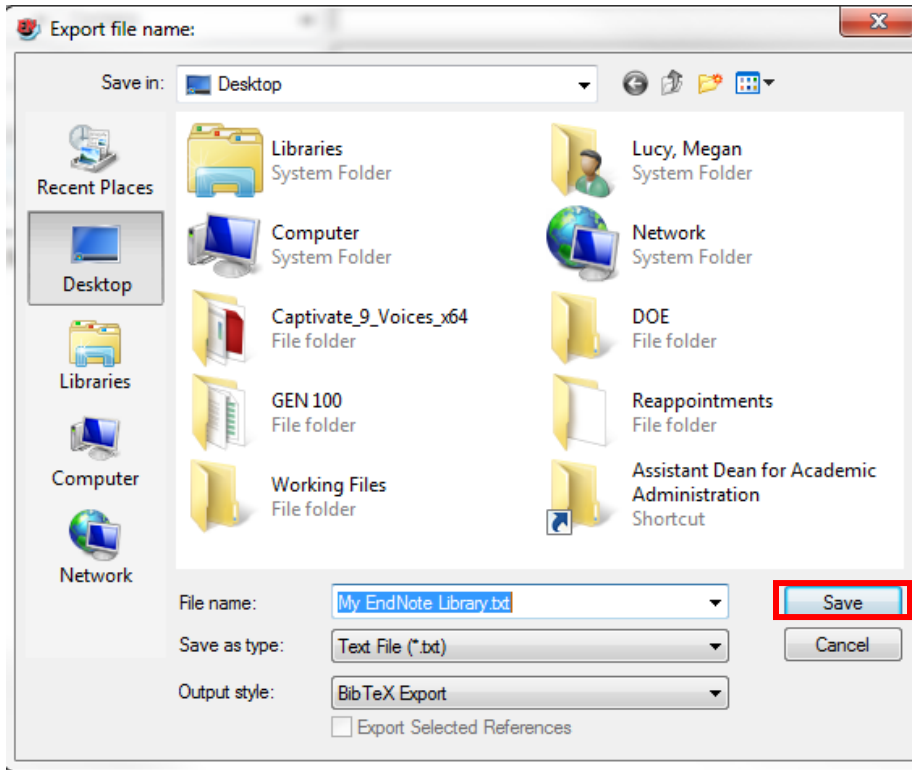


12. Check the “Output style” box. It should be set to “BibTeX Export.”

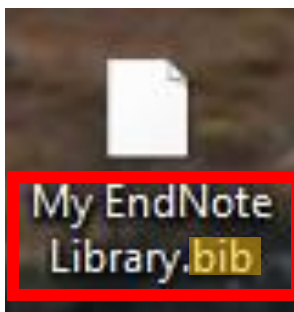


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13. Select “Save”



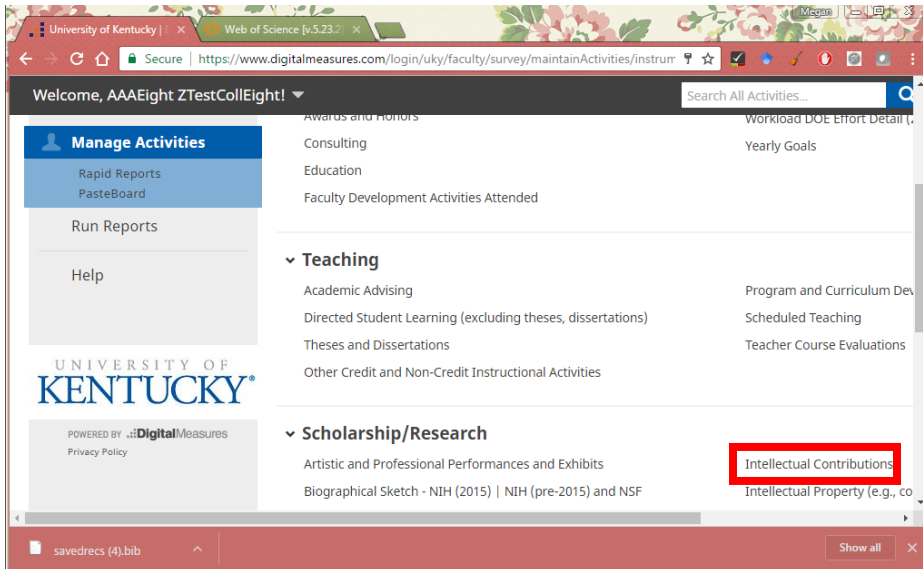
14. Find your file where you saved it. Right click the file and select “Rename.” Delete the “.txt” from the end of the file name, and replace it with “.bib”



15. Navigate back to Digital Measures, in your browser.

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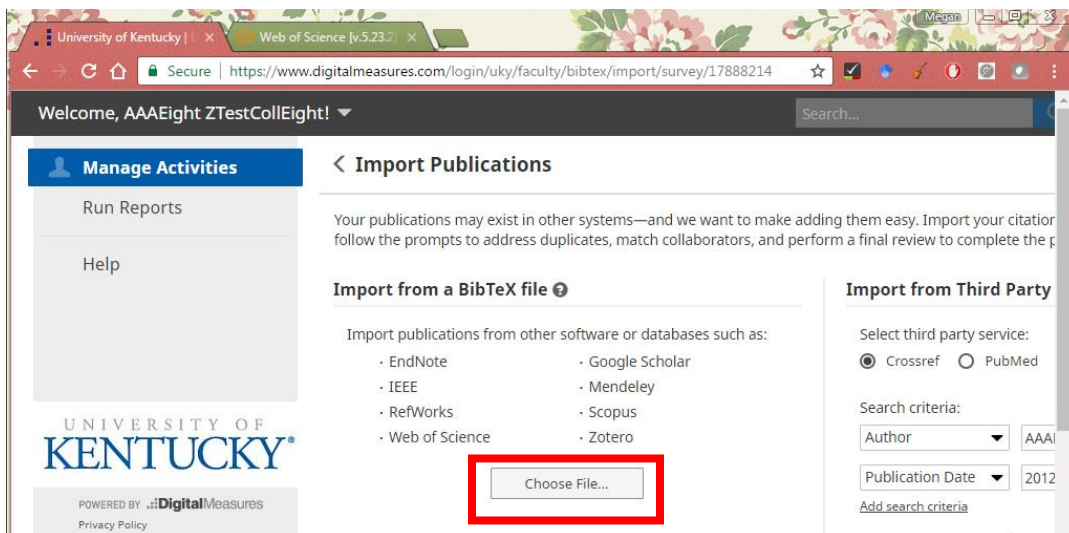
16. Select Intellectual Contributions from the screen menu.



17. Select the import button.



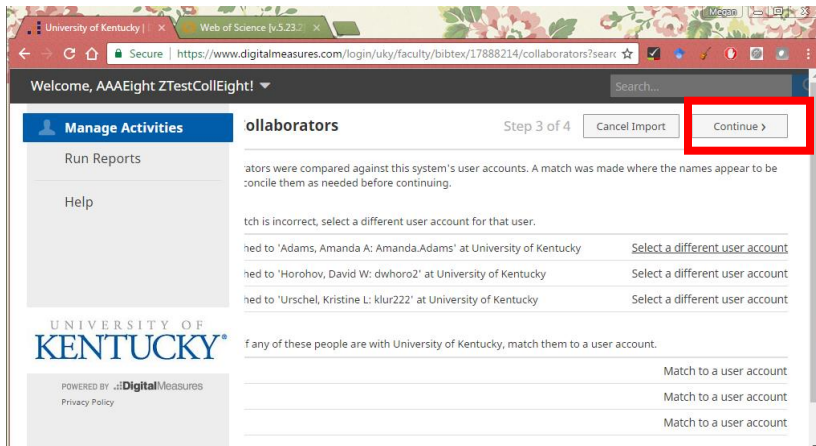
18. Under Import from a BibTeX File, select the choose file button.



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19. Select your previously saved file from your desktop. Select Open. It may take a few moments for the file to be imported.

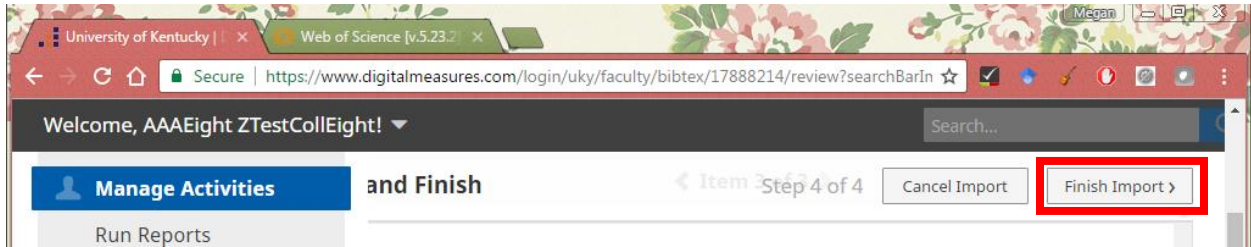
20. Next, you are asked to verify the other authors. Other University of Kentucky faculty members who are authors will be recognized by Digital Measures, and the imported data will be shared with their Digital Measures profile. Because of this, only one author on a paper should have to import that paper. You may want to coordinate with your coauthors. Check the names in both sections of this screen. If any of the authors listed in the second list are, in fact, University of Kentucky faculty, you may look for their profile to add the paper to their profile, but this is not a step required by the College of Agriculture, Food and Environment. If all of the authors appear to be correct, select continue.



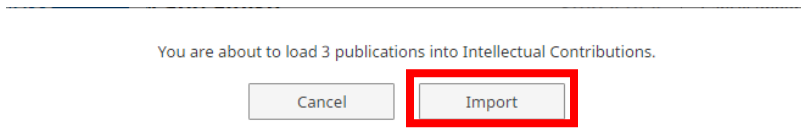
21. The next slides give you a preview of the data you are importing. Notice that not all of the data fields in Digital Measures will be filled by the import, and we will go back and fill a few of these fields later. Review all of your imported publications. If one of your co-authors has already imported a publication you are trying to import, you may be alerted that it is a duplicate, and can choose to not import that publication.

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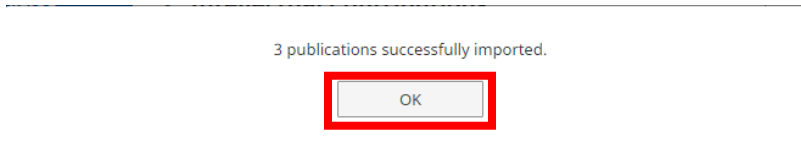
22. Select finish import.



23. Select import.

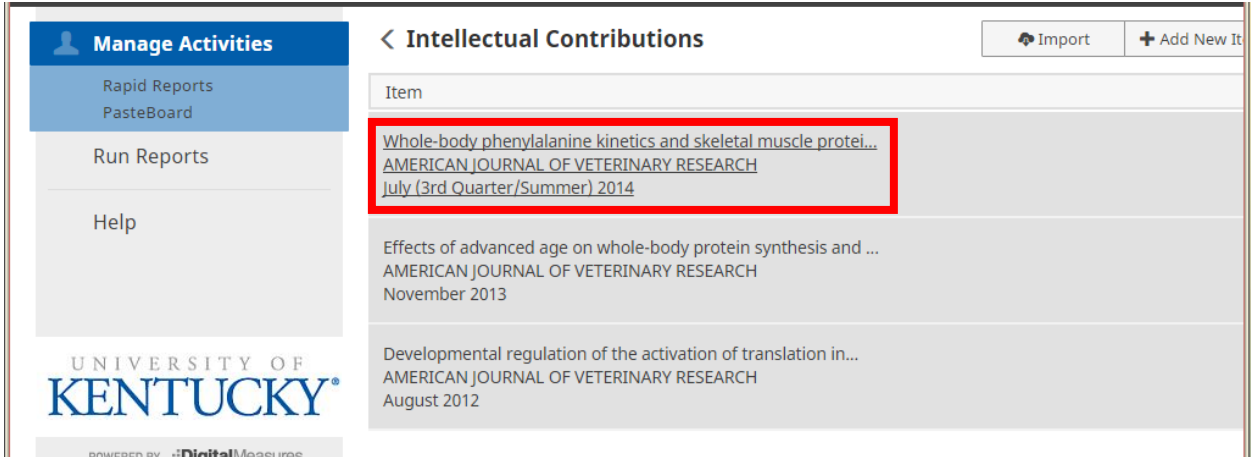


24. Select OK.



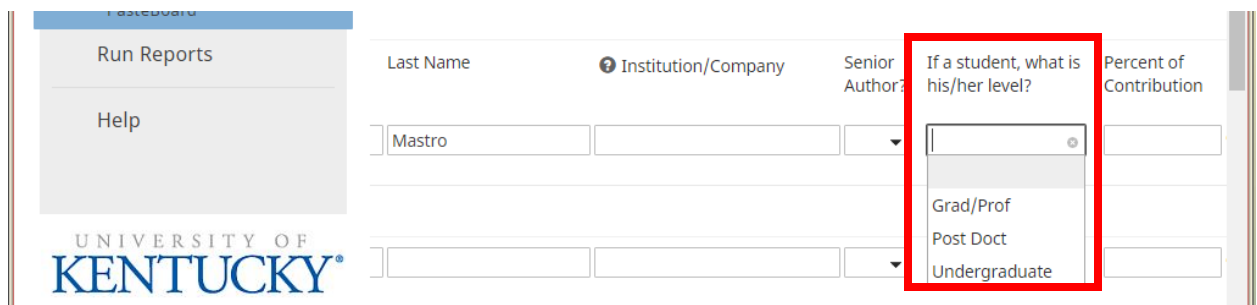
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25. You will now see the list of imported publications in your Digital Measures Intellectual Contributions screen. Select a publication by clicking on the title.



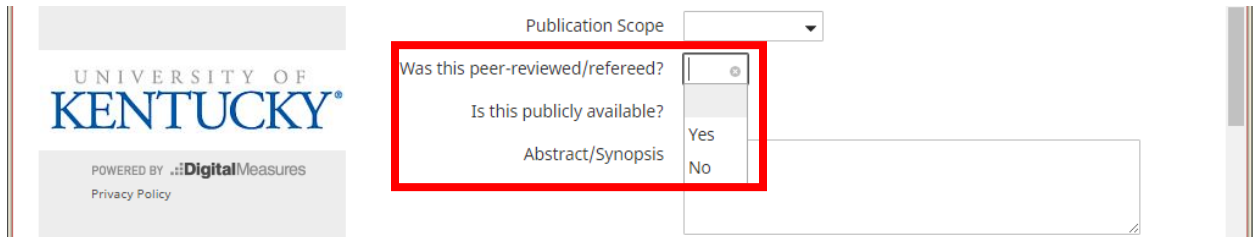
26. This will open the publication's data entry screen so you may edit the imported data. Take a few minutes to review the data and look for mistakes to correct. Not all of the data fields available in Digital Measures are required by CAFE. In the next few moments we will highlight the few data fields that you need to populate yourself.

27. For each author, there is a box to indicate if they are a student, and if so, what level of student they are. Please identify your student collaborators by their level in school. The choices are graduate, post-doctorate, and undergraduate students.



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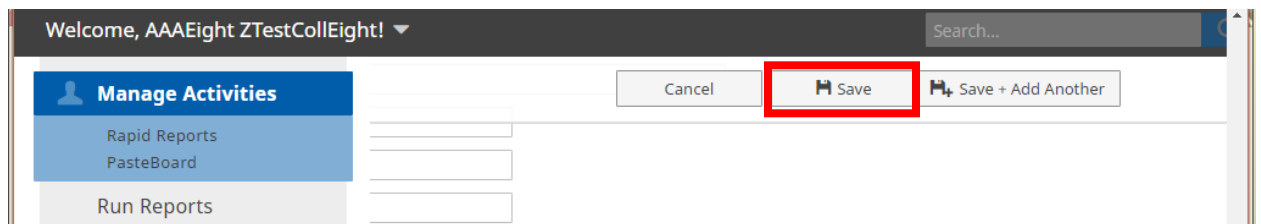
28. Scroll down to the peer-reviewed or refereed box, and select Yes for peer-reviewed and refereed works.



The screenshot shows a web form for the University of Kentucky. On the left is the university logo and text: "UNIVERSITY OF KENTUCKY", "POWERED BY DigitalMeasures", and "Privacy Policy". The main form area has a "Publication Scope" dropdown menu. Below it, a red box highlights a section with two questions: "Was this peer-reviewed/refereed?" and "Is this publicly available?". The "Was this peer-reviewed/refereed?" question has a dropdown menu with "Yes" and "No" options. The "Is this publicly available?" question has a text input field. Below these questions is an "Abstract/Synopsis" text area.

29. The final piece of information you need to populate is the Impact Factor. If you do not know how to find Impact Factors, see [“How to Look up Journal Impact Factors.”](#)

30. Once you are satisfied with the data for your publication, scroll back to the top of the page and select Save. This will return you to the list of your publications and you may begin work on another publication or import additional publications.



The screenshot shows the top of the Digital Measures interface. At the top left, it says "Welcome, AAAEight ZTestCollEight!". To the right is a search bar. Below the search bar is a navigation menu with "Manage Activities" highlighted in blue. Under "Manage Activities" are "Rapid Reports", "PasteBoard", and "Run Reports". To the right of the navigation menu are three buttons: "Cancel", "Save", and "Save + Add Another". The "Save" button is highlighted with a red box.

If you have questions about Digital Measures, you may call the Office of the Assistant Dean for Academic Administration at 859-257-7249.