

1. Log in to Pure with your University Login (formerly EASE) at https://www.pure.ed.ac.uk

2. From the personal overview screen, click the large green Add new button.



3. Click on Research output and then Import from file.

Click on BibTeX or RIS, depending on the type of file that you have.

Note: Some publishers provide a downloadable citation from the publisher website. The best type of file to use for an import is an RIS file with BibTeX as a close second.





4. To add records from the clipboard, paste the contents of the file into the **Paste text** field.

To add records directly from file, drag the file to the **Upload file** area or click **Browse** to locate and select the file on your computer.

5. Click Import.

Pure

Cł	oose submission	
		RIS
Ð	Submission guide	Import from RIS
D.A	Research output	Paste text
	Create from template Import from online source	PY - 2021 DO - 10.1109/ACCESS.2021.3114212 JO - IEEE Access
	Import from file	IS
	Activity	
Ŧ	Prize	IA - IEEE Access
	Press/Media	
Û	Project	Import
0	Impact	or
	Dataset	Upload file
\$	Student thesis	Drag file or browse your computer.
0	Facility/Equipment	
0	Curriculum Vitae	Import



6. Check the import list for the publication you wish to import.

Note: There may be a notice against some records in your import list that they are already in Pure or have been imported into Pure before. You should not import these records again.

If these outputs do not already appear in your profile, please contact your <u>College/School Pure administrator</u> or email Pure support at <u>pure@ed.ac.uk</u>.

7. Click **Import** next to the publication you wish to import.

The import and review screen will then display the publication's authors and possible matches of internal authors in Pure.

Note: If your file includes information for multiple outputs, these should all appear in the import list. However, they must be imported individually, there is no bulk import function.



l result 🔍			
Use of a 3-D Wireless Power Transfer Technique as a Method for Ca	er Technique as a Method for Capsule		
Localization S. R. Khan, S. Mitra, M. P. Y. Desmulliez, 2021, 2021, p. 1. IEEE Access DOI.			
			Article
Marce data	Remove		





8. In the import and review screen, select the correct internal authors from the drop down lists or select the last option to add that author as an external person.

Where there is no match in Pure, an external person record will be created.

9. After checking, click the **Import and review** button at the bottom of the screen.



10. A template populated with information from your file will appear.

Check that all mandatory fields have been completed and all the information is correct.



11. Apply the correct status at the foot of the Research output template, choosing either **Entry in progress** or **For validation**.

Entry in Progress means you are still working on inputting this record and it is not yet ready to be validated or be viewed publicly.

For validation means the output is ready to go to the local Pure editor (your School or College support staff).

Note: Only validated records are visible on Edinburgh Research Explorer.

12. Remember to click **Save** at the bottom of the Research output template screen.