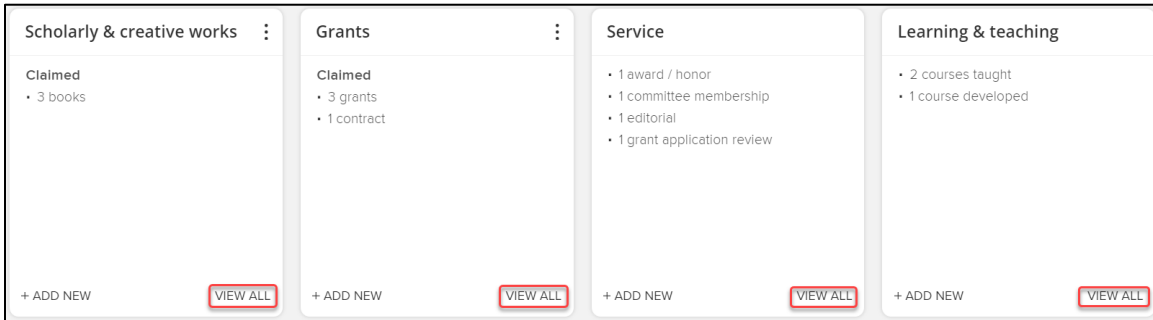## #8 - Purdue Elements: Exporting Your Records

Users can download scholarly and creative works, grants, service, or learning and teaching records from Purdue Elements to their computers for further use in documents such as CVs, websites, email communication, etc.

On the Homepage, click on "View all" option in the record tile the user wants to export record(s) from:
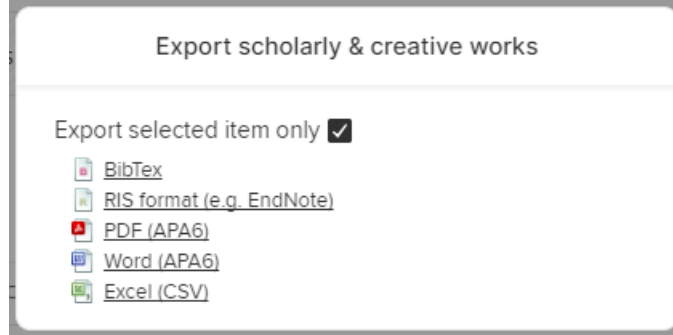

For example, open the Scholarly & Creative Works,

- Select the record to be exported by clicking on the corresponding checkmark.
- Click on the "Export" button.
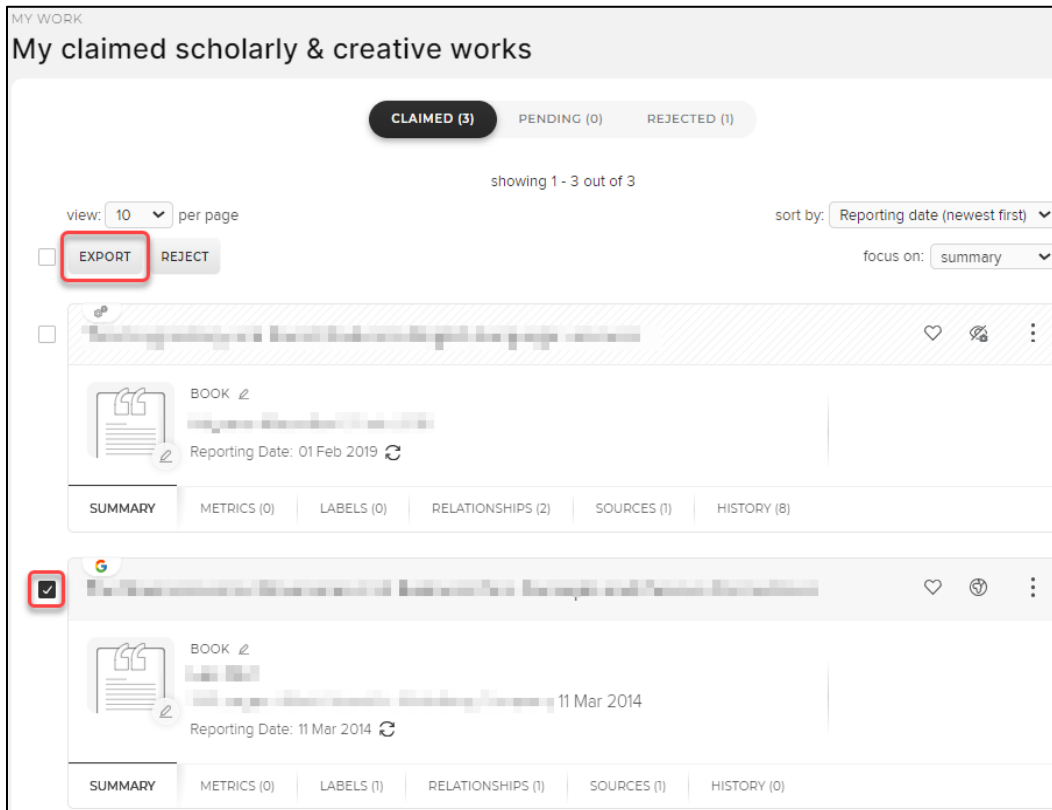
A pop-up window will open with a list of export formats (BibTex, RIS, PDF, Word, and Excel):


Select desired format.
- PDF – best format if printing and emailing.
- Word – best format for text-based programs.
- Excel (CSV) – best format for databases. In an Excel export, a single record in Elements may display as multiple records due to it being harvested and/or imported from multiple sources.
  – For example, a journal article that is harvested from Dimensions, Scopus and Crossref will show as one record in Elements but as three records in an Excel export.

Exporting Multiple/All Records Simultaneously
- To export multiple records at a time, switch view number from 10 to 25, 50, or 100 - depending on the total number of records being retrieved, click on all corresponding checkmarks, and Export.
- To export all records on a currently displayed page, switch view number from 10 to 25, 50, or 100 - depending on the total number of records, click the checkmark next to the "Export" button to select all, and Export.

- To export more than 100 records at a time, switch view number to 100. Click on the checkmark next to the Export button for all pages (one page at a time) and Export.
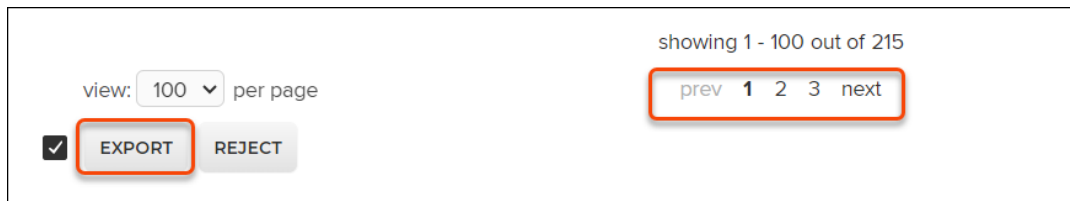
Download
Upon clicking the "Export" button, the selected record(s) will be downloaded to the user's computer in a single file and placed in the browser's Downloads folder.