# Populating ORCID using Web of Science exports
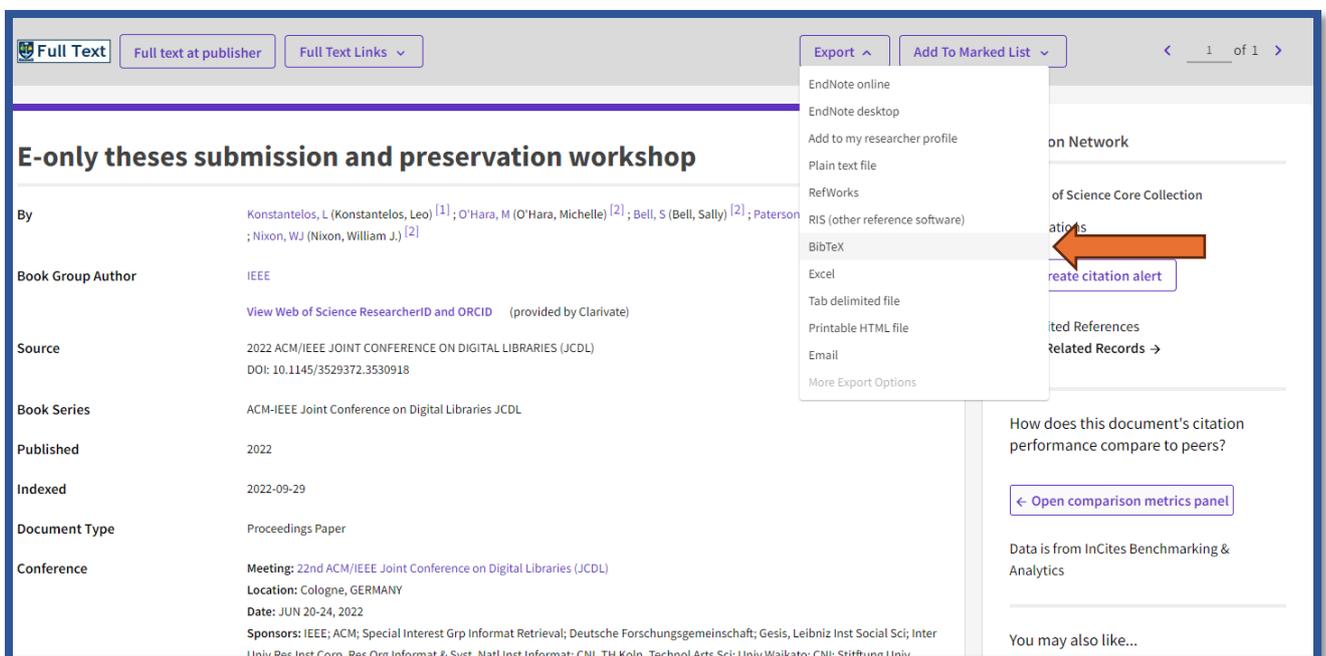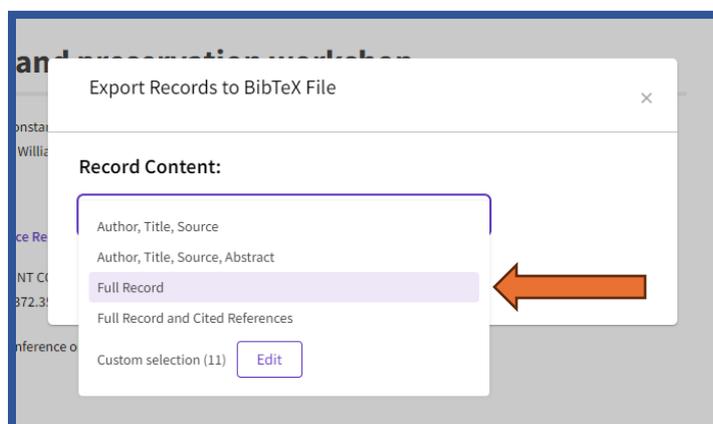
1) Log into Web of Science using your university credentials.

2) Under your name in the top-right hand corner, click the drop-down arrow and look for 'My profile'.

3) Once in your profile, scroll down to the documents area, then click on the publication you wish to export. Unfortunately, there is no option to fully export BibTeX files lists of your publications, which is why we recommend connecting the systems when possible.

4) Once you have selected the publication you wish to export, click on the drop-down arrow of the Export box, and select the BibTeX option:
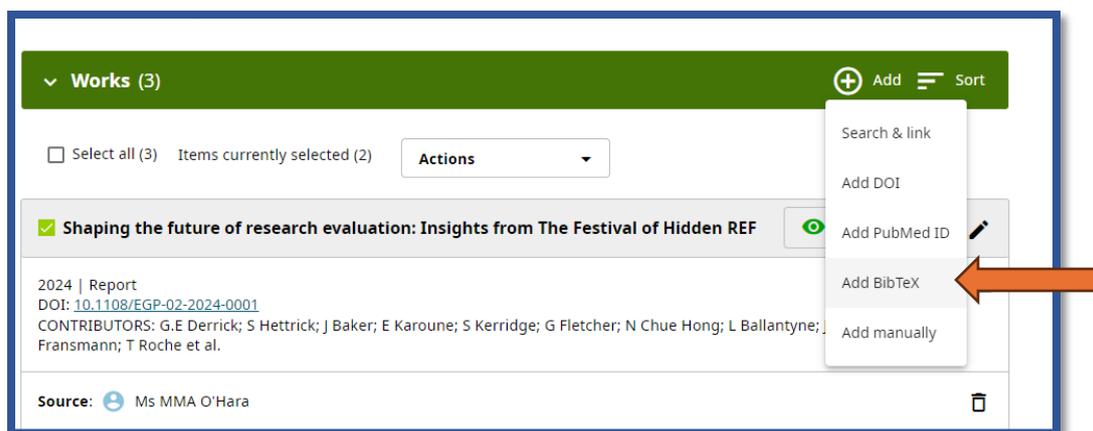


5) This will lead you to a pop-up page with a menu that asks what record you want to select. We would recommend at least the full record as its best to have as much bibliographic information as possible be included.
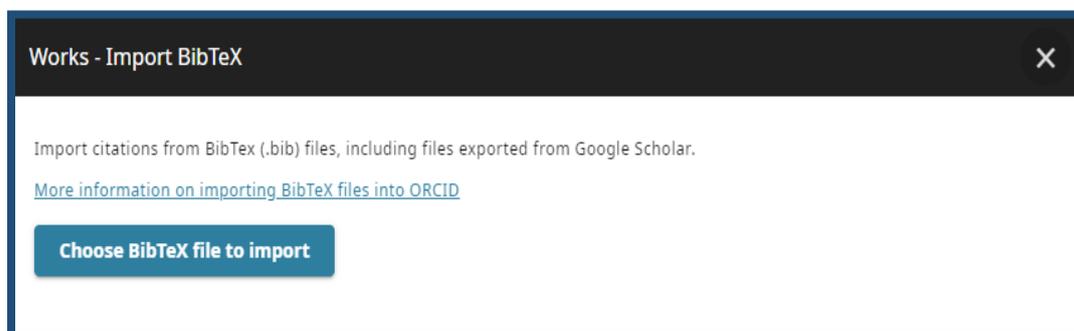
6) You should now have a BibTeX file in your download folder and may wish to save this into a separate drive. You can rename this if you want but you should ensure that the .bib file extension remains, or the file will not work.

7) You then log into your ORCID profile, Start from the 'Works' section on your profile, select +Add, then Add BibTeX.



8. Click 'Choose BibTeX file to import' to open the file menu, then select the BibTeX (.bib) file you have just downloaded.



9. The publications from the file will appear in a list. Select those works which you would like to import, then click 'Import work to your record' at the bottom of the page to import the selected works.

10. The imported publications will appear listed under 'Works' in your record with your name listed as the source.

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