Instructions for Medline Import

Preparation

Be careful not to take long pauses between the steps below as Medline will time out after 20 minutes of inactivity as illustrated below. If you are timed-out, click on the “Library Home” link which is located at the top of your screen.

Step 1

Click on the link http://www.library.upenn.edu/biomed/ which will direct you to Penn’s Biomedical Library as illustrated below:
Step 2
Locate and click on Ovid Medline.
Step 3

Once you are in Ovid Medline, click on “Author” as illustrated below. Enter the faculty member’s last name, a space and first initial in the search box, and then click “Search.”
Step 4
From the Author’s Index Display, search for the faculty member’s name then click on the box next to the name. Once you have selected the faculty member’s name, click on “Search.” Do not be alarmed if the faculty member’s name does not appear on the first screen; simply use the back and forward index arrows located at the bottom-right of the screen to search through additional names.
Step 5

Scroll down slightly until you see “Results” as illustrated below, you must check the box next to professional publications that the faculty member has authored or co-authored. This may include:

- Research publications (both peer-reviewed & non-peer reviewed)
- Contributions to peer-reviewed clinical research publications where your participation was cited
- Peer-reviewed reviews
- Abstracts
- Editorials
- Reviews
- Chapters
- Published committee reports
- Letters
- Books (list title, not chapter name)
- Any other alternative media
Step 6

After you have selected the faculty member’s publications, click “export” as shown below:
A box will pop up, as shown below. Make sure to select “BRS/Tagged” in the first box, then select “Citation (Title, Author, Source)” under “Select fields to display.” Then click “export citation(s).”
A window will pop up asking you what to do with the file. Select “save file” and save tagged.txt to your computer as illustrated below:
Step 8
In FEDS, under “Publications,” click on “import publications from Medline” as illustrated below.

Click the “Browse” button and select the **tagged.txt** file that you saved in Step 7 and click on the “Import Publications” button, as illustrated below.
The publications will then be imported into FEDS. Verify that the data imported correctly be comparing the number of “Publications inserted” with the number of publications that you selected in Ovid Medline. If a publication has already been entered or imported, it will be counted as Publication not inserted due to duplicate entry.

NOTE: When data is imported from Medline with the cites.txt file, publications types are not specified. You must set the types before the publications will be included on the CV.

You can either manually update the types by going into each publication, or you can use the Publication Type Bulk Update interface. There is a link to the Bulk Update interface on the import results. See the Red circle, above.