

# Pure Outputs: Importing from a File

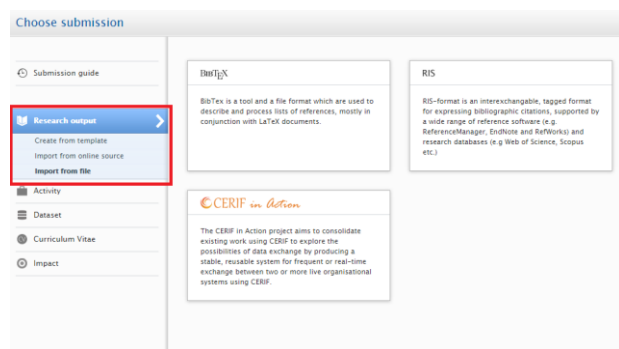
If you have recently joined the University you may wish to add your previous publications to Pure. To do this you will first need to request your publication data from your previous institution in either a Bibtext or RIS format.

Once you have the file then you can use this to import your outputs into Pure

**Step 1:** Click [Add New](#)



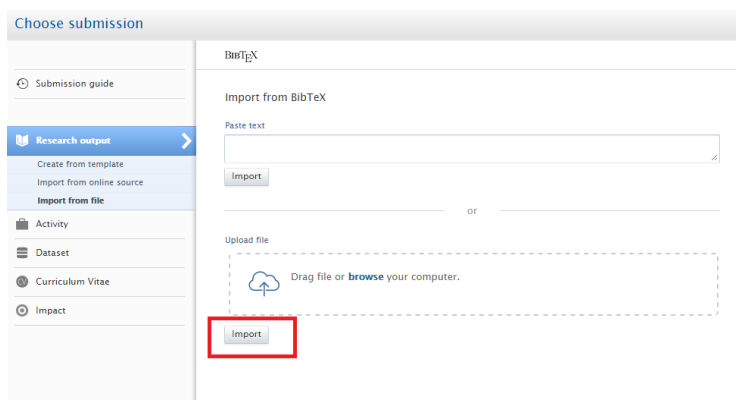
**Step2:** Click [Research Output](#) and [Import from File](#)



**Step 3:** Choose the file type you would like to import and select the file. It's also possible to paste the text from the file into the 'Paste text' box.

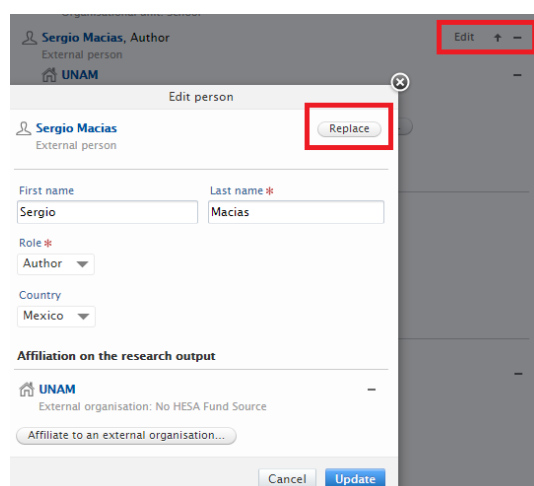
**Step 4:** Once all files are uploaded or text added, Click [Import](#). This will bring up all publications listed in the file or text.

**Step 5:** Click [Import](#) below each title, check all internal authors are matched to the correct member of staff and click [Import and review](#).



**Step 6:** Check the records to ensure that all mandatory fields are complete and any additional information required has been added.

To make sure that the record is linked to your Pure profile it needs to be linked to your internal staff record. If you are showing as an external person select [Edit](#) next to your name and then [Replace](#). It will now be possible to search for the correct name and internal affiliation.



**Remember to save the record!**