

ORCA: Exporting and highlighting your publications

This guide will show you how to quickly and easily export and select your publications from Cardiff University's institutional repository **ORCA** using our quick deposit tool **Manage My Publications**.

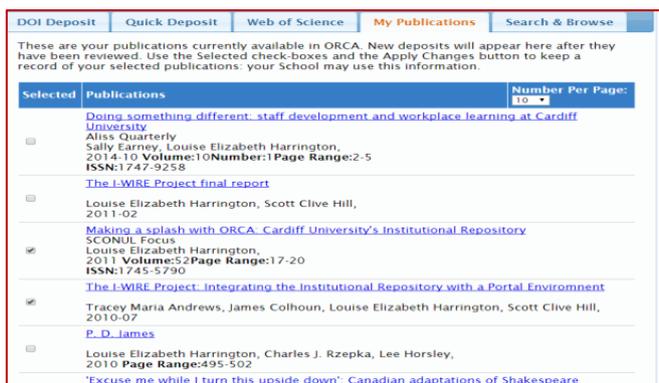
If this is your first time using ORCA and Manage My Publications, please check ORCA for your publications before you begin as some may have already been added. To see a complete list of the publications you have in ORCA use the **Browse** option on the left hand menu on the ORCA home page, choose the **Current Cardiff Authors** link and select your name from the alphabetical list. If your name is not listed there it should mean that you have no publications currently in ORCA.

Logging in

- Login to the staff intranet at <https://intranet.cardiff.ac.uk/> -
- Go to the **Research Support** section, then to **Open Access** and then **Manage My Publications**.

Exporting your publications data

- Click on the **My Publications** tab to see a list of all the publications you have in ORCA.
- You can change the number of items viewed on the page by using the drop down menu on the right hand side of the blue tool bar.



Selected	Publications	Number Per Page:
<input type="checkbox"/>	Doing something different: staff development and workplace learning at Cardiff University Aliss Quarterly Sally Earney, Louise Elizabeth Harrington, 2014-10 Volume:10 Number:1 Page Range:2-5 ISSN:1747-9258	10
<input type="checkbox"/>	The I-WIRE Project final report Louise Elizabeth Harrington, Scott Clive Hill, 2011-02	
<input checked="" type="checkbox"/>	Making a splash with ORCA: Cardiff University's Institutional Repository SCONUL Focus Louise Elizabeth Harrington, 2011 Volume:52 Page Range:17-20 ISSN:1745-5790	
<input checked="" type="checkbox"/>	The I-WIRE Project: Integrating the Institutional Repository with a Portal Environment Tracey Maria Andrews, James Colhoun, Louise Elizabeth Harrington, Scott Clive Hill, 2010-07 P. D. James	
<input type="checkbox"/>	Louise Elizabeth Harrington, Charles J. Rzepka, Lee Horsley, 2010 Page Range:495-502 "Excuse me while I turn this upside down": Canadian adaptations of Shakespeare	

- At the bottom right of the panel you can choose to export this list in a variety of formats.
- Click the drop down menu and select the format you wish to export the data into. Endnote is particularly useful.
- NOTE: Use the Cardiff Endnote Export if you wish to include School internal fields in your library. The Endnote Export option works best from a networked computer on campus. If the Endnote file doesn't automatically open, right click on the downloaded file and select 'Open with', then select Endnote from the list of

programmes and choose the library you wish to use.

How to highlight selected publications

The My Publications tab allows you to view all of your publications in ORCA, to export records and to highlight some of your outputs. This feature can be used, for example, to select selected publications for your webpage.



Selected	Publications	Number Per Page:
<input checked="" type="checkbox"/>	"Excuse me while I turn this upside down": Canadian adaptations of Shakespeare British Journal of Canadian Studies Louise Elizabeth Harrington, 2007-05 Volume:20 Number:1 Page Range:123-142 ISSN:0269-9222	5
<input checked="" type="checkbox"/>	Gender, empire and the English country house in 'Howards End' and 'Rebecca' English Louise Elizabeth Harrington, 2007 Volume:56 Number:2 Page Range:283-298	

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[Apply Changes](#)

- Click on the checkboxes to the left of the title of the publications you wish to select.
- Now click on the **Apply Changes** button at the bottom of the form. This will save your changes.
- If you wish to change your selections, simply un-tick the checkboxes and **Apply Changes** again.

For help in using Manage My Publications and ORCA, please email orca@cf.ac.uk or call us on (029) 2087 6123.

