

## HOW TO ADD PUBMED ITEMS TO YOUR CV

### Background

Publications of many UCSF faculty appear online as part of PubMed. The UCSF Profiles application (a service of CTSI at UCSF) automatically pulls publications from PubMed and makes them available on the web. Advance has created a “widget” in coordination with the UCSF Profiles application to enable an Advance user to grab their publications from Profiles and drop them into the Peer Reviewed Publications section of the Advance My CV. This process also will enable a user of Advance to click a PubMed link for those publications pulled from UCSF Profiles to view the PubMed version of that publication.

### Step-by-step process

1. Navigate to your My CV page
2. Scroll down to the Peer Reviewed Publications section of the CV
3. Click the link, [Add from UCSF Profiles \(## remaining found from Pubmed\)](#)
4. Within the resulting window, select items you want to pull from Profiles
  - a. Check the box on the left of each item to select (or click the box in the header to select all)
5. Click the Add button
6. IMPORTANT: Within the Peer Reviewed Publications section of My CV, delete duplicates (preferably NOT the items pulled from Profiles/PubMed)
  - a. Open the Edit window and scroll through the section to identify duplications
  - b. Delete duplicates
7. Click Save

### Key Issues

- UCSF Profile uses a complex algorithm to find your publications in PubMed. For most people it will find only your publications. But for some people it will pull publications for people with names similar to yours. It is up to you to log into UCSF Profiles and modify the publication list to ensure that it is only finding your publications.
- The widget does not compare your My CV text to items in UCSF Profiles. If you already have 150 publications listed in My CV, the widget could tell you that it has found 163 publications, but of those, 150 may already be in My CV. In this case you can do one of two things:
  - Copy all of the items into My CV and then delete the duplicates that were already there
    - This will cause the widget to display “0 remaining” until new publications are found in PubMed
  - Copy only those items that supplement what is already in My CV
    - This will cause the widget to display “150 remaining” until new publications are found in PubMed. UCSF Profiles does not know that the 150 you already added to My CV are related to the ones it has found in PubMed
- If you export your My CV and then re-import it, you will lose the PubMed hyperlink on the publication you have added using the widget, and the widget will not be able to compare the items in My CV to the items in UCSF Profiles (it will again say it has found 163 items)