

How to Manually Enter

CV Data

Note: before manually entering all citations it is worth trying the methods outlined in the “PubMed, Scopus, Web of Science, CrossRef” section.

- If your CV is saved as an editable text document, such as Word (.doc or .docx) or plain text (.txt) you can use a tool in Digital Measures called the PasteBoard to make copying your data over a little simpler.
- Open the PasteBoard
 - Login to UTHSC Digital Measures and navigate to Activities and Manage Activities
 - At the top right of the screen you will see a button labeled PasteBoard
 - Clicking this button will open a yellow notepad at the bottom of your screen from which you can copy and paste sections from your CV
 - This notepad will follow you as you navigate to different screens

