

Importing Lists & Sections

If you already have a list of your desired reading list citations, then there's no need to manually build your content! You can import specific file types into the system and they will automatically populate your list.

Lists can be imported as: .lgn, RIS, Bib Tex, References

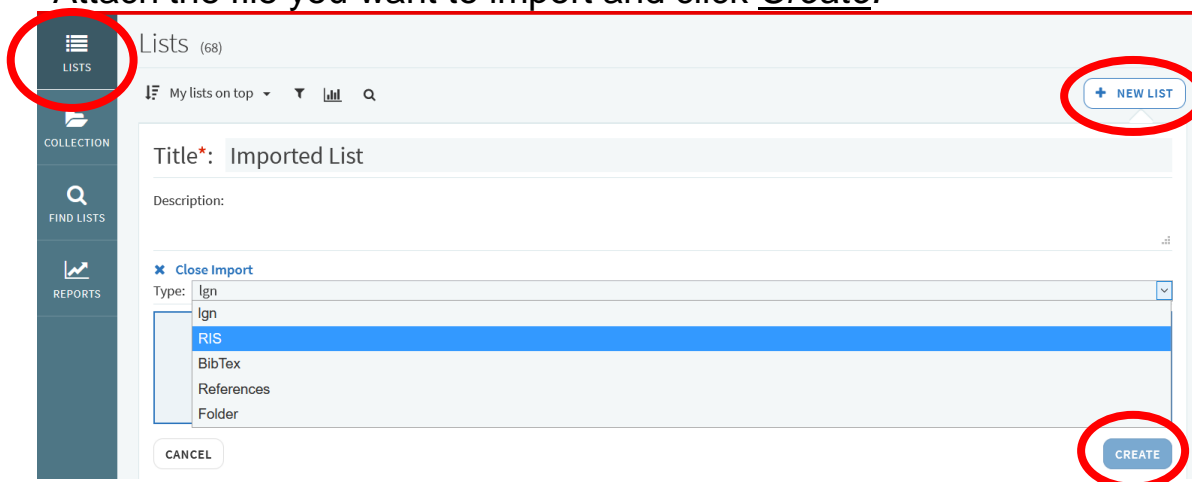
Sections can be imported as: RIS, Bib Text, References

References allows you to import a pdf of references.

.lgn allows you to import a previously exported list with all sections & items intact.

To import a list:

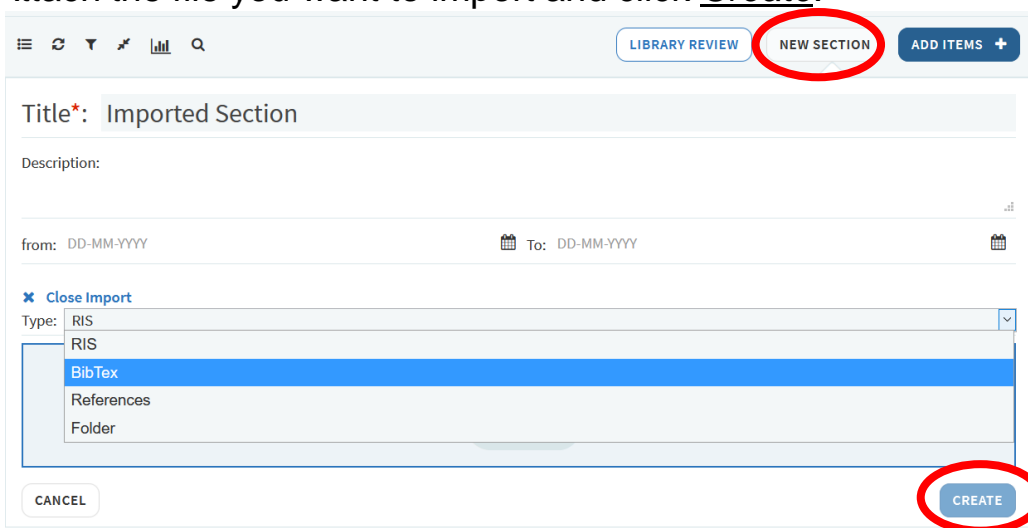
- On the *Lists* screen, click New List.
- Click Import, and use the drop down to select the type of file you are importing.
- Attach the file you want to import and click Create.



The screenshot shows the 'Lists' interface. On the left sidebar, the 'LISTS' menu item is circled in red. In the top right corner, the '+ NEW LIST' button is circled in red. The main form has a 'Title*' field containing 'Imported List'. Below it is a 'Description' field. A dropdown menu titled 'Close Import' is open, showing 'Type: lgn' and a list of options: 'lgn', 'RIS', 'BibTex', 'References', and 'Folder'. The 'RIS' option is highlighted in blue. At the bottom left is a 'CANCEL' button, and at the bottom right is a 'CREATE' button, both circled in red.

To import a section:

- Go into your list, and click New Section.
- Give your section a name.
- Click Import, and use the drop down to select the type of file you are importing.
- Attach the file you want to import and click Create.



The screenshot shows the 'New Section' interface. At the top right, the 'NEW SECTION' button is circled in red. The main form has a 'Title*' field containing 'Imported Section'. Below it is a 'Description' field. There are 'from:' and 'To:' date fields. A dropdown menu titled 'Close Import' is open, showing 'Type: RIS' and a list of options: 'RIS', 'BibTex', 'References', and 'Folder'. The 'BibTex' option is highlighted in blue. At the bottom left is a 'CANCEL' button, and at the bottom right is a 'CREATE' button, both circled in red.