



## STN® Viewer™ Tutorial 3

Working with Records: Highlighting and  
annotating records in STN Viewer

### Agenda

- How to use highlighting
- How to apply notes to records
- How to use settings

## Using the **STN Viewer** involves 5 easy steps

- Step 1. Use STN Express to select the records to be evaluated from STN patent files
- Step 2. Set up projects in the STN Viewer and move desired records to a project from the Patent Queue
- Step 3. Arrange, highlight, and annotate the records as needed in the project
- Step 4. Conduct in-depth evaluation of the full-text of patent records
- Step 5. Share evaluated results with your client

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## Search Question

### **Search Question:**

What has been reported in the patent arena in 2007-2008 concerning nanotechnology in cosmetics?

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## Use STN Viewer's robust highlighting capabilities to find passages of interest within your project's records

The screenshot shows the STN Viewer interface. On the left is a 'Project List' sidebar with categories like 'Patent Queue (3)', 'Add Project', 'Benzothiazepine Project (9)', 'Golf Ball Cover Polymers Project (204)', 'Gene Clonality Process (22)', 'Nano? (3) Cosme? (59)', 'Shared Projects (5)', and 'Trash (7)'. The main area displays a list of records under the heading 'Nano? (3) Cosme?'. A callout box with a blue border highlights the title of a record: 'PREPARATION OF NANOPARTICLES OF SILICA AND POLYETHYLENE GLYCOL AS A SYSTEM FOR THE ADMINISTRATION OF BIOLOGICALLY ACTIVE MOLECULES'. The callout box contains the text: 'The title is a hyperlink to view the full text record.'

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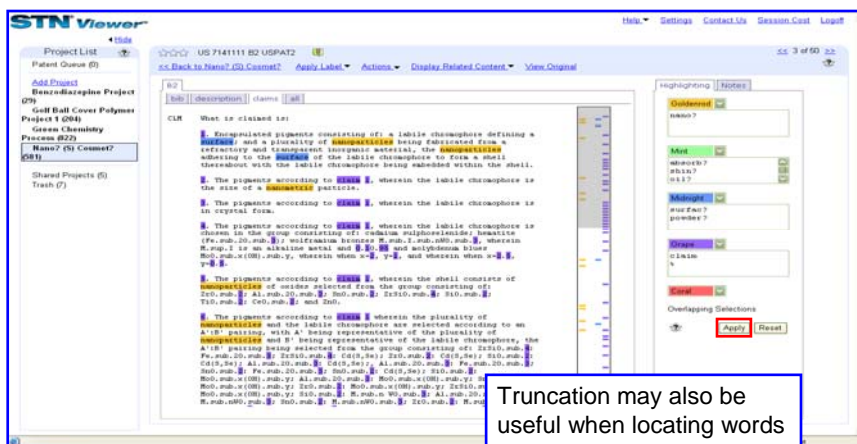
## The Settings option defines your default highlighting colors

The screenshot shows the 'Settings' dialog box in STN Viewer. The 'Labels' tab is selected. Under 'Default highlighting colors:', there are four color selection buttons: Orange, Red, Green, and Blue. A callout box with a blue border points to these buttons and contains the text: '20 different colors are available.' To the right of the dialog is a vertical list of 20 color options: Red, Orange, Goldenrod, Tan, Yellow, Olive, Green, Lime, Mint, Aqua, Powder, Cornflower, Blue, Midnight, Purple, Grape, Orchid, Magenta, Coral, and Gray.

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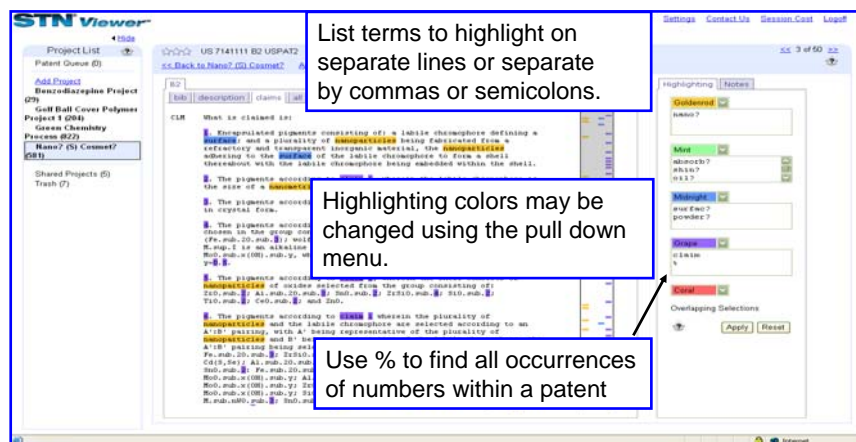
Click the Apply button to generate highlighting



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Highlighting terms are defined by typing words, phrases, or % into the text boxes



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## Several truncation options are available for highlighted terms

Character	Definition	Example	Data Highlighted
? or *	Any number of characters to the right, left, or within a term.	steroid?	steroid steroids steroidal
		?methane	methane trihalomethane nitromethane
		*per*benz*	perhalobenzenes perchlorobenzoate aminoperchlorbenzoic
#	One or zero characters to the right, left, or within a term. Multiple symbols may be used.	vap##r?	vapor vapour vaporizer vaporiser
!	One character to the right, left, or within a term. Multiple symbols may be used.	t!lth	teeth tooth
%	One or more numeric characters.	example %	example 1 example 25 example 200

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## Highlighting quickly shows where the terms of interest lie in a record

The screenshot shows the STN Viewer interface. On the left, there is a sidebar with navigation options like 'Project List', 'Patent Queue', and 'Green Chemistry'. The main window displays a patent record for 'US 7141111 B2 USPAT2'. A search window is open, showing the search criteria and results. A highlighting tool is active, and a gray scroll bar is visible on the right side of the text window, indicating the current position of the highlighted text.

The gray scroll bar indicates what portion of the text is being displayed in the text window. The bar may be dragged up or down to quickly move to other parts of the document.

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## Highlighting is easy to modify or fine-tune

The screenshot shows the STN Viewer interface with a patent document open. The text in the center is partially highlighted in yellow. On the right side, there is a 'Highlighting' panel with several options: 'Default', 'None?', 'All', 'None?', 'Multiple', 'None?', 'None?', and 'None?'. Below these options are 'Apply' and 'Reset' buttons. A red box highlights the 'Apply' button, and an arrow points from this box to the 'Apply' button in the highlighting panel.

Click the Apply button to implement changes to your highlighting.

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## Use the Highlighting map to find desired terms in full-text of the patent

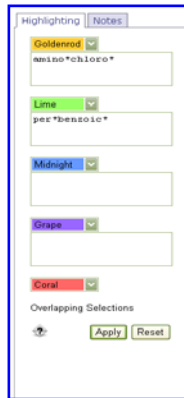
The screenshot shows the STN Viewer interface with a patent document open. A vertical 'Highlighting Map' is visible on the right side of the text area, showing a vertical bar with colored segments corresponding to highlighted text. A red box highlights the 'Highlighting Map' area, and an arrow points from this box to the 'Highlighting Map' area.

Drag the scroll bar in the highlighting map to move through the text.

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## Understanding overlapping words in the highlighting text

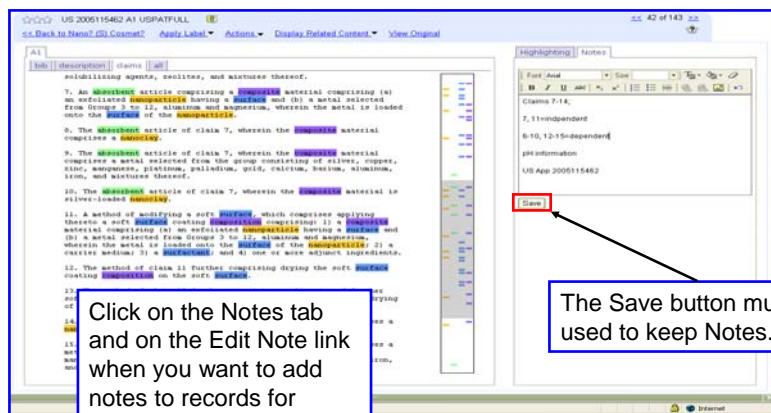


- How else do you highlight the term “aminoperchlorobenzoic”?
- Goldenrod highlighting applies to this term.
- But Lime highlighting also applies to this term!
- Solution: this term will be highlighted in Coral (the color for Overlapping Selections).

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## The Notes tab offers a means to add comments to records in your projects



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## Text may be added and viewed to help others see information quickly

The screenshot shows the STN Viewer interface. A yellow box highlights a message at the top: "Your note has been saved." The main content area displays a patent record for US 2005115462 A1 US PAT FULL. A text box on the right side of the record is used for adding notes. The text in the box is formatted with various colors and sizes. A yellow paper icon is visible in the top right corner of the text box, indicating that a note has been added.

The text box content is easily formatted using the font, size, style and color options.

The screenshot shows a list of records in the STN Viewer interface. A red box highlights a record with a yellow paper icon in the top right corner, indicating that a note has been added to this record.

Records with Notes appended to them show the yellow paper icon.

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## The ability to add Notes is controlled in Settings

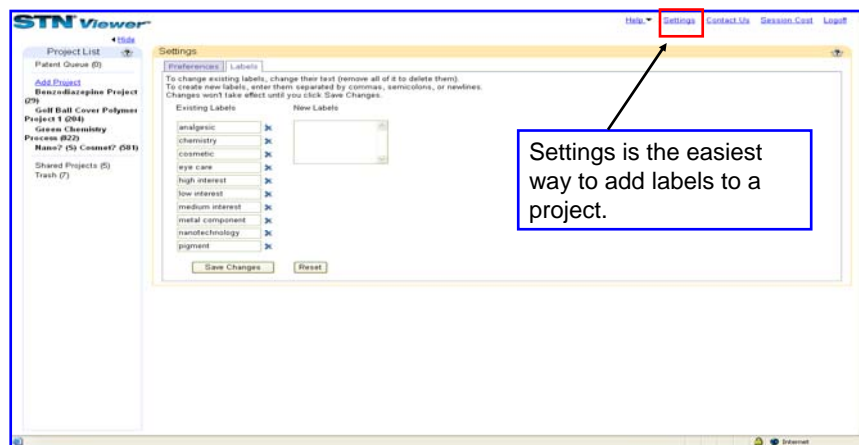
The screenshot shows the Settings dialog box in the STN Viewer interface. The "Labels" tab is selected. The "Record notes allowed" checkbox is checked. A yellow box highlights the "Record notes allowed" checkbox and the "Save Changes" button. A callout box points to the "Record notes allowed" checkbox with the text: "Uncheck this box to disable the Notes feature". The "Save Changes" button is also highlighted with a red box.

Uncheck this box to disable the Notes feature

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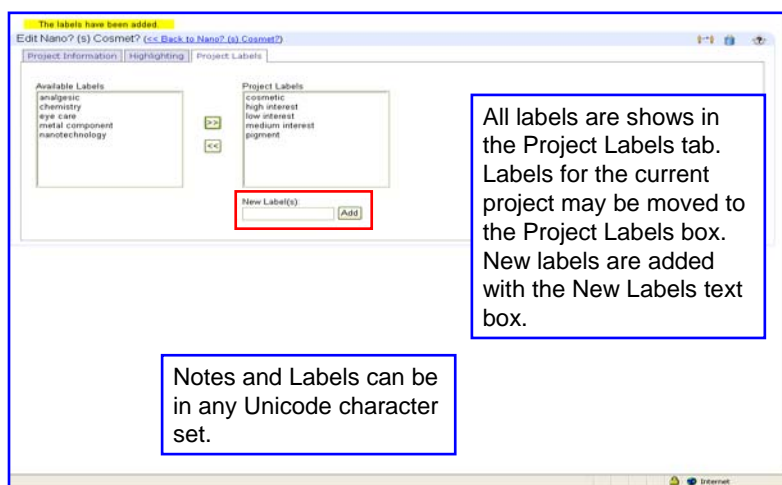
## Use Settings to add and manage labels



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## Record labels can be selected when creating the project



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## The labels are applied to records using the Apply Label dropdown

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Nano? (5) Cosmet?

Filter by: Labels

Apply Label Actions Sort by

Refresh

Refresh is needed if the filter is changed.

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## Multiple labels may be applied

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Label was applied to selected records.

Nano? (5) Cosmet?

Filter by: Labels

Apply Label Actions Sort by

Labels will be shown in green text below the hyperlink title of the patent document.

However, only one label may be applied at a time.

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## STN Viewer provides a better way to manage patent records

- STN Viewer offers highlighting and truncation as a means to find key terms and/or passages within patent records
- Notes are easy to add to records and the Notes icon provides easy identification of records with notes; useful when sharing projects
- Customized document labels provide a means for you to label and retrieve records with attributes of interest



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## See additional tutorials for more information

For more information on how to use STN Viewer, please view the following tutorials:

- Managing Projects: creating and managing a project in STN Viewer
- Evaluating Records: using filter and sort options in STN Viewer
- Sharing Results: delivering shared projects and user IDs



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