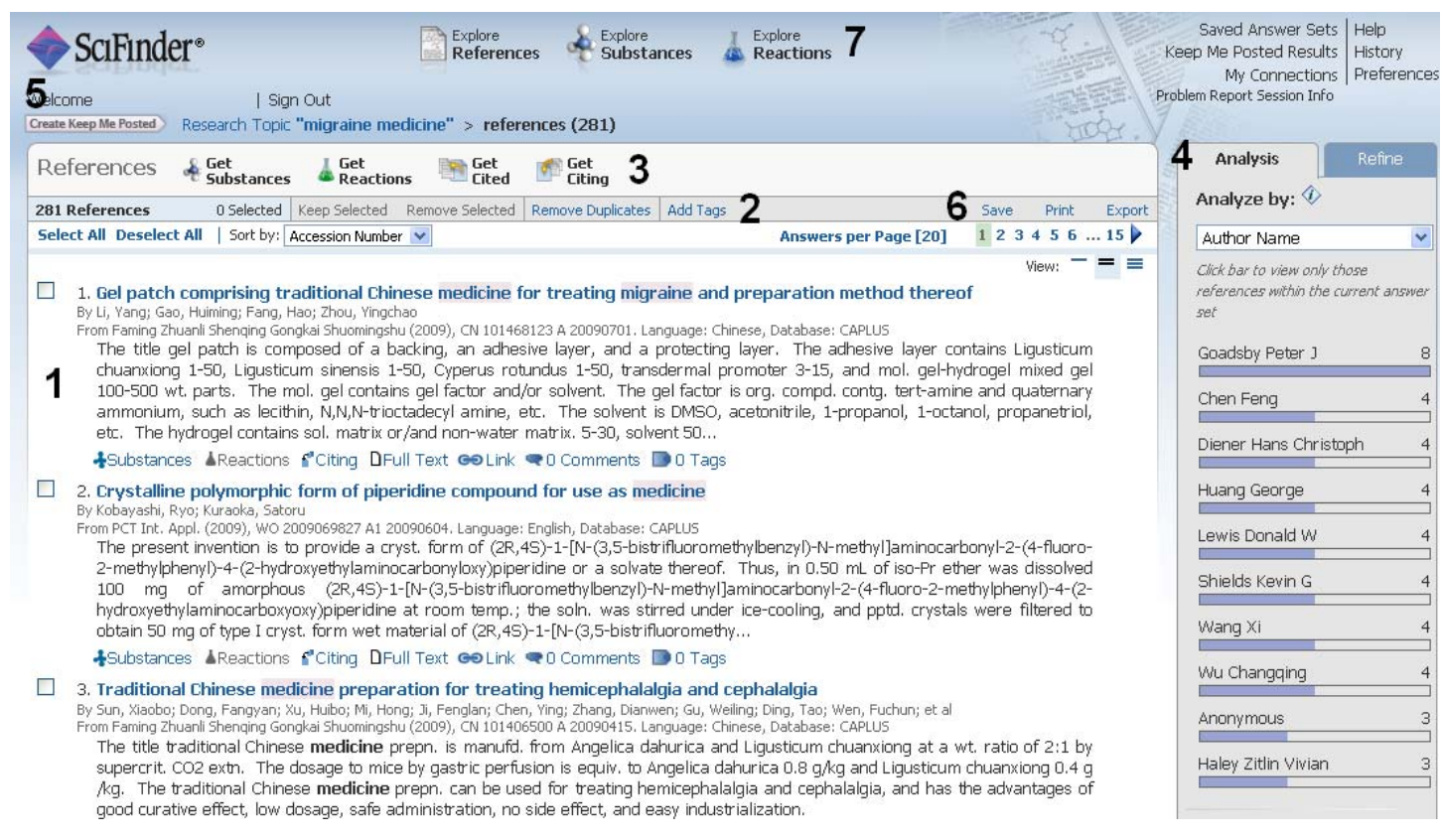


HOW TO

Work with References



SciFinder® offers many tools that allow you to explore, evaluate, and review your reference answer sets. The following screen highlights those tools.



The screenshot shows the SciFinder interface with the following annotations:

- 5**: Welcome and Sign Out buttons.
- 6**: Explore References, Explore Substances, and Explore Reactions navigation buttons.
- 7**: Saved Answer Sets, Keep Me Posted Results, My Connections, Problem Report Session Info, Help, History, and Preferences sidebar.
- 4**: Analysis and Refine tabs.
- 3**: Get Substances, Get Reactions, Get Cited, and Get Citing buttons.
- 2**: 281 References, 0 Selected, Keep Selected, Remove Selected, Remove Duplicates, Add Tags, Save, Print, Export, and Answers per Page [20] options.
- 1**: Action icons for Substances, Reactions, Citing, Full Text, Link, Comments, and Tags for individual references.




1. Get related information for an individual reference.

[+Substances](#) [▲Reactions](#) [fCiting](#) [□Full Text](#) [🔗Link](#) [💬1 Comment](#) [📁1 Tag](#)

Click...	When you want to...
The reference title	Display detailed information for the reference
+Substances	Retrieve substance information related to a reference
▲Reactions	Retrieve reaction information related to a reference
fCiting	Retrieve references that cite the reference
□Full Text	View full-text options for the reference
🔗Link	Save or e-mail a link to the reference
💬1 Comment	Save your thought, remark, or project information with the reference
📁1 Tag	Add descriptive term(s) or keyword(s) to the reference, to facilitate grouping, recall, and sharing





2. Keep or remove references from your answer set.





281 References 2 Selected [Keep Selected](#) [Remove Selected](#) [Remove Duplicates](#) [Add Tags](#)
[Select All](#) [Deselect All](#) | Sort by: [Accession Number](#) ▾

Click...	When you want to...
Keep Selected	Retain only those references that have been selected <input checked="" type="checkbox"/> . All others will be removed from the answer set.
Remove Selected	Eliminate the selected <input checked="" type="checkbox"/> references from the answer set. Only unselected references will be retained in the answer set.
Remove Duplicates	Eliminate duplicate records that were retrieved from different databases.
Add Tags	Add descriptive term(s) or keyword(s) to one or more references, to facilitate grouping, recall, and sharing.
Sort by: Accession Number ▾ <div style="border: 1px solid black; padding: 2px;"> Accession Number Author Name Publication Year Title </div>	Rearrange references in order of accession number, author name, publication year, or document title.
Answers per Page [20]	Change the number of reference answers displayed per page.
View:   	Change the amount of abstract you want to view, either: <ul style="list-style-type: none"> • None • Partial (default) • Full

Tip: Use **Select All** and **Deselect All** to help you quickly select or deselect many references at once.

3. Get related information for your answer set.

References  [Get Substances](#)  [Get Reactions](#)  [Get Cited](#)  [Get Citing](#)

Click...	When you want to...
 Get Substances	Retrieve substance information related to the references
 Get Reactions	Retrieve reaction information related to the references
 Get Cited	Retrieve references cited in the references
 Get Citing	Retrieve references that cite the references

Tip: To get related information for only a subset of the answers, select the references of interest before clicking one of the above four options. If no references are selected, related information is retrieved for the entire answer set.

4. Analyze or refine your answer set.
- Use the drop-down menu and bars on the Analysis tab to view various subsets of your answer set.
 - Use the Refine tab to narrow your answer set according to a variety of attributes.
5. Set up a current-awareness profile.
- Click [Create Keep Me Posted](#).

6. Save, print, or export your answer set.


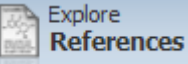
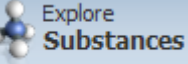
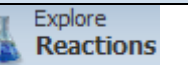
Save Print Export

Click...	When you want to...
Save	Save your answer set to the CAS server
Print	Print your answer set
Export	Save your answer set to your desktop or another local folder

Tip: To save, print, or export only a subset of the answers, select the references of interest before clicking one of the above three options. If no references are selected, the entire answer set will be included.

7. Begin a new task.



Click...	When you want to...
	Go to your default SciFinder start page, as set in your preferences
 Explore References	Go to the Explore References page, where you can begin a new search or retrieve a saved answer set
 Explore Substances	Go to the Explore Substances page, where you can begin a new search or retrieve a saved answer set
 Explore Reactions	Go the Explore Reactions page, where you can begin a new search or retrieve a saved answer set

Note: Clicking any of the above four options will start a new task. The breadcrumb trail from your previous task remains available until your next search has been conducted. If you decide to return to the previous task, click on the desired step in the breadcrumb trail.