



## Managing STN<sup>®</sup> on the Web<sup>SM</sup> Transcripts Using Macintosh

STN on the Web transcripts are handled the same way on all computers and operating systems. Macintosh operating system examples are used here. Also, Safari is shown, but the concepts apply to any supported web browser and version.

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## Managing STN on the Web Transcripts Using Macintosh

### What is a transcript and why would I want one?

An STN on the Web transcript is a record of the STN commands you type and all of STN's responses. The transcript includes all your answer displays, including any chemical structure diagrams and other graphics or images. STN on the Web transcripts are stored for four days on the STN on the Web server. You probably want to download transcripts to your PC and save them because they contain the information for which you searched. Transcripts may be downloaded in several different transcript formats.

### How do I download a transcript?

To use an STN on the Web transcript, first download it from the STN on the Web server to your Macintosh. There are two ways to download a transcript:

- Retrieve Transcript after log off
- Transcript Assistant (To protect the privacy of your transcripts, you must be logged on to STN on the Web to view or download your transcripts through the Transcript Assistant.)

### Retrieve transcript after log off

The following examples use Macintosh operating system and Safari web browser. The appearance of some windows may be different in other web browsers, but the Retrieve Transcript after log off works the same way in all supported web browsers.

### Step A

The screenshot shows a web browser window titled "STN on the Web Session" with the URL "http://stnweb.cas.org/cgi-bin/sdcgi?SID=128653-1437598359-200&A...". The main content area displays a search result for "AN 2007:1393700 CAPLUS" with a title "Anemia management and treatment response in patients on hemodialysis: the MAR study". The author is listed as "Portoles, Jose; Lopez-Gomez, Juan Manuel; Aljama, Pedro" and the journal as "Journal of Nephrology (2006), 19(3), 352-360". A "Retrieve Transcript" link is visible in the bottom left corner of the page, highlighted with a red circle and the number 1. The page also features a "Thank You For Using STN On The Web" message at the bottom.

Immediately after you log off STN on the Web, you have the opportunity to download the transcript you just created.

Click the **Retrieve Transcript** link to open the Transcript Assistant.

Your transcript is available in multiple formats and file types.

## Step B

The screenshot shows the 'Transcript Assistant' page. It includes a navigation menu on the left with items like 'About', 'What's New?', 'Customer Support', 'Get Structure Plug-in', 'Get Sequence Plug-in', 'Standard Login', 'Academic Login', 'Secure Session', 'STN Links', and 'Feedback'. The main content area contains instructions on how to download transcripts and a table of available transcripts.

Transcripts are available for 4 days	Capture Status	Format (all formats include images)		
STNweb20080204X112440 <a href="#">Rename</a> 2008 02/04 11:24	CLOSED	HTML EXE or ZIP	RTF EXE or ZIP or RTF	Adobe PDF

The **Transcript Assistant** includes important information about STN on the Web transcripts.

## Step C

The screenshot shows the 'Transcript Assistant' page with annotations. A blue circle with the number 3 points to the 'Back to Session' link. A blue circle with the number 1 points to the first row of the transcript table. A blue circle with the number 2 points to the 'Format' column headers. A blue circle with the number 4 points to the 'RTF' link in the second row of the table.

Transcripts are available for 4 days	Capture Status	Format (all formats include images)		
STNweb20080204X114447 <a href="#">Rename</a> 2008 02/04 11:44	ON	HTML EXE or ZIP	RTF EXE or ZIP or RTF	Adobe PDF
STNweb20080204X114217 <a href="#">Rename</a> 2008 02/04 11:42	CLOSED	HTML EXE or ZIP	RTF EXE or ZIP or RTF	Adobe PDF
STNweb20080204X113937 <a href="#">Rename</a> 2008 02/04 11:39	CLOSED	HTML EXE or ZIP	RTF EXE or ZIP or RTF	Adobe PDF
STNweb20080204X112440 <a href="#">Rename</a> 2008 02/04 11:24	CLOSED	HTML EXE or ZIP	RTF EXE or ZIP or RTF	Adobe PDF

Scroll down in your web browser to see the list of available transcripts.

The transcript for your most recent STN on the Web session is listed first (1). Each transcript is identified by the date and time of your logon.

Each transcript is available in several different file formats (2).

The **Transcript Capture Notes** contain important information about transcripts and what you can do with them (3).

We will download the RTF format in Step D (4).



## Step D

1. If necessary, navigate to the folder where you want to save the transcript.
2. STN on the Web provides a default file name based on the date and time of your login.  
Change the name if you wish.
3. Click **Save** to save the RTF transcript on your Macintosh. Open the transcript in your word processor.

## Transcript Assistant

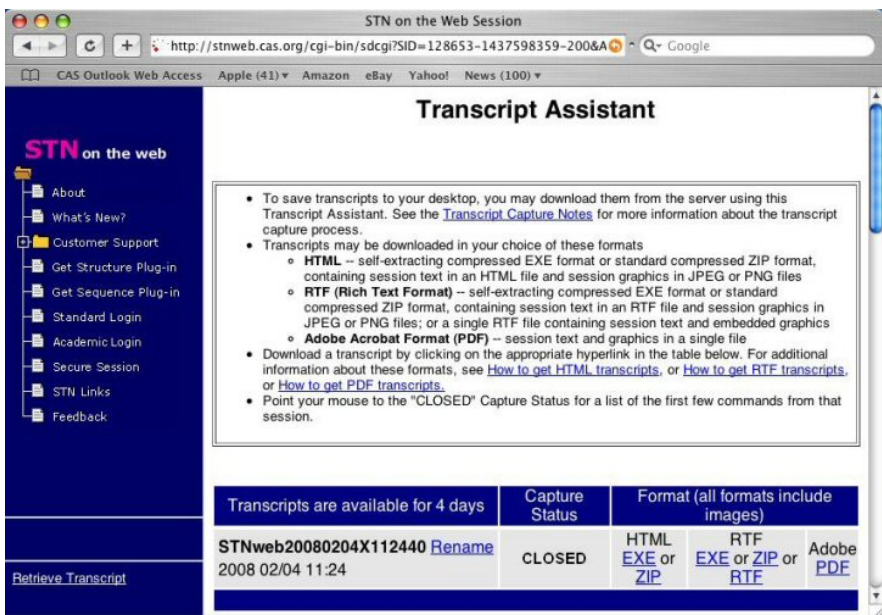
STN on the Web saves your transcripts for four (4) days after you log off. The Transcript Assistant keeps track of your transcripts and lets you download them in a variety of formats. To preserve the security and privacy of your transcripts, you must log on to STN on the Web to use the Transcript Assistant.

The following examples use Macintosh operating system and Safari web browser. The appearance of some windows may be different in your web browser, but the Transcript Assistant works the same way in all supported web browsers.



Log on to STN on the Web. Transcript capture is turned on automatically.

### Step A: Open the Transcript Assistant



To reduce your online cost while downloading a transcript, go to **FILE STNGUIDE**. (There are no connect-hour charges in this file.)

Click **Transcript Assistant**.



## Step B

**Transcript Assistant**

- To save transcripts to your desktop, you may download them from the server using this Transcript Assistant. See the [Transcript Capture Notes](#) for more information about the transcript capture process.
- Transcripts may be downloaded in your choice of these formats
  - HTML** -- self-extracting compressed EXE format or standard compressed ZIP format, containing session text in an HTML file and session graphics in JPEG or PNG files
  - RTF (Rich Text Format)** -- self-extracting compressed EXE format or standard compressed ZIP format, containing session text in an RTF file and session graphics in JPEG or PNG files; or a single RTF file containing session text and embedded graphics
  - Adobe Acrobat Format (PDF)** -- session text and graphics in a single file
- Download a transcript by clicking on the appropriate hyperlink in the table below. For additional information about these formats, see [How to get HTML transcripts](#), or [How to get RTF transcripts](#), or [How to get PDF transcripts](#).
- Point your mouse to the "CLOSED" Capture Status for a list of the first few commands from that session.

Transcripts are available for 4 days	Capture Status	Format (all formats include images)		
STNweb20080204X112440 <a href="#">Rename</a>	CLOSED	HTML <a href="#">EXE</a> or <a href="#">ZIP</a>	RTF <a href="#">EXE</a> or <a href="#">ZIP</a> or <a href="#">RTF</a>	Adobe <a href="#">PDF</a>
2008 02/04 11:24				

[Retrieve Transcript](#)

The **Transcript Assistant** includes explanations of how transcripts work and what options are available.

Read this important information!

## Step C: Download the transcript

**Transcript Assistant**

[Back to Session](#)

- To save transcripts to your desktop, you may download them from the server using this Transcript Assistant. See the [Transcript Capture Notes](#) for more information about the transcript capture process.
- Transcripts may be downloaded in your choice of these formats
  - HTML** – self-extracting compressed EXE format or standard compressed ZIP format, containing session text in an HTML file and session graphics in JPEG or PNG files
  - RTF (Rich Text Format)** – self-extracting compressed EXE format or standard compressed ZIP format, containing session text in an RTF file and session graphics in JPEG or PNG files; or a single RTF file containing session text and embedded graphics
  - Adobe Acrobat Format (PDF)** – session text and graphics in a single file
- Download a transcript by clicking on the appropriate hyperlink in the table below. For additional information about these formats, see [How to get HTML transcripts](#), or [How to get RTF transcripts](#), or [How to get PDF transcripts](#).
- Point your mouse to the "CLOSED" Capture Status for a list of the first few commands from that session.

Transcripts are available for 4 days	Capture Status	Format (all formats include images)
<a href="#">STNweb20080204X114447</a> <a href="#">Rename</a> 2008 02/04 11:44	ON	HTML EXE or ZIP      RTF EXE or ZIP or RTF      Adobe PDF
<a href="#">STNweb20080204X114217</a> <a href="#">Rename</a> 2008 02/04 11:42	CLOSED	HTML EXE or ZIP      RTF EXE or ZIP or RTF      Adobe PDF
<a href="#">STNweb20080204X113937</a> <a href="#">Rename</a> 2008 02/04 11:39	CLOSED	HTML EXE or ZIP      RTF EXE or ZIP or RTF      Adobe PDF
<a href="#">STNweb20080204X112440</a> <a href="#">Rename</a> 2008 02/04 11:24	CLOSED	HTML EXE or ZIP      RTF EXE or ZIP or RTF      Adobe PDF

Scroll down a bit to see the list of your available transcripts.

1. The **Capture Status** of the transcript for your current session is **ON**; transcripts from prior sessions are marked as **CLOSED**. Each transcript is identified by the date and time of your log in to STN on the Web.

Other recent transcripts are listed.

2. Use the Transcript Capture Notes link to jump to that section or scroll down the page.
3. A variety of Transcript Formats are available
4. For purposes of this example, let's download RTF format of the 11:44 transcript. Click **RTF** in the RTF column in the row for the 2008 02/04 11:44 transcript. Downloading should start.

## Step D

1. If necessary, navigate to the folder where you want to save the transcript.
2. STN on the Web provides a default file name based on the date and time of your login. Change the name if you wish.
3. If necessary, click **Save** to save the RTF transcript on your Macintosh. Open the transcript in your word processor.



## Transcript Options for Downloaded Transcripts

STN on the Web transcripts are available in several formats. Each format has advantages and disadvantages, and the format you should choose depends on what you intend to do with the transcript. Also, some of the formats are available in different file types.

Transcript format	Available file type
HTML	.zip
RTF	.zip and .rtf
PDF	.pdf

### HTML transcript files

HTML (HyperText Markup Language) is one of the languages of the web, and if you have an HTML document, you have a web page. You can open your .html transcript in your web browser to view and print it. If your browser has a web page creation function, you might be able to edit the document. Several word processors can open HTML files, and you can edit your HTML transcripts there.

It is important to know that your HTML transcript may consist of more than one file on your hard drive. The .html file contains the text of your transcript. If you displayed chemical structure diagrams or other graphic images, there is a .jpg or .png file for each diagram or image.

Your word processor may be able to open and convert HTML documents. CAS does not recommend one word processor over another, but the following information is provided: Microsoft Word for Macintosh can convert your HTML transcript to a single Word document that includes all of the text and images. To convert your HTML transcript, follow these steps:

1. Launch Word.
2. Open the unzipped HTML file by going to the **File** menu, clicking **Open**, and navigating to the folder that contains the unzipped HTML file and images.
3. Drop down the **Edit** menu and select **Links...** to open the *Links* dialog.
4. Highlight the names of all files of type **Graphic** that appear in the **Source file** list.
5. Check the **Save picture in document** box.
6. Click **OK**.
7. Click the **File** menu and select **Save As**.
8. Use the pop-up list at the top of the Save As dialog to choose the folder in which to save the new document.
9. Change the **Save File as Type** selection to **Word Document**.
10. Click the **Save** button.

## RTF transcript files

Many word processing programs can open an RTF (Rich Text Format) file, and you can view, print and edit your transcript. The .rtf type of RTF transcript contains all the text and graphics in a single file, like an ordinary word processor document.

To download the .rtf file, right-click the RTF hyperlink and choose **Save Target As** (Internet Explorer). When you left-click an RTF link in the Transcript Assistant, the transcript might be displayed within your web browser, or a separate program might open the transcript. For example, in Microsoft Internet Explorer, if you left-click an RTF transcript it may well open inside Internet Explorer in a Word plug-in.

It is important to know that the .zip and .exe types of RTF transcript may consist of more than one file on your hard drive. The .rtf file contains the text of your transcript. If you displayed chemical structure diagrams or other images, there is a .jpg or .png file for each diagram or image. Because the graphic files are separate from the .rtf file, if you send only the .rtf file in email, the recipient will not see any of the images.

CAS does not recommend one word processor over another, but offers following information about Microsoft Word for Macintosh: Word can convert an RTF transcript into one Word document that includes text and images. Follow these steps:

1. Launch Word.
2. Open the unzipped RTF file by going to the **File** menu, clicking **Open**, and navigating to the folder that contains the unzipped RTF file and images.
3. Drop down the **Edit** menu and select **Links...** to open the *Links* dialog.
4. Highlight the names of all files of type **Graphic** that appear in the **Source file** list.
5. Check the **Save picture in document** box.
6. Click **OK**.
7. Drop down the **File** menu and select **Save As**.
8. Use the pop-up list at the top of the Save As dialog to choose the folder in which to save the new document.
9. Keep the default file name or type a new one in the **Save Current Document as:** box.
10. Change the **Save File as Type** selection to **Word Document**.
11. Click the **Save** button.

## PDF transcript files (.pdf)

A PDF (.pdf) is a Portable Document Format file that can be opened in Adobe Acrobat Reader(TM). Note that Adobe Acrobat Reader lets you view and print a PDF file but does not let you edit the file. To edit the file, you must have Adobe Acrobat.

When you left-click a PDF link in the **Transcript Assistant**, the transcript likely will be displayed within your web browser in an Adobe Acrobat Reader plug-in. Sometimes the transcript will be hold down the **control** key while clicking the PDF link sand choose **Download Link to Disk** (Internet Explorer 5) or **Download Linked File** or **Download Linked File As** (Safari).



## **Zip transcript files**

*Zip* is the three-letter file name extension that denotes a zip or zipped file. A zip file may be compressed compared to the unzipped version of the file, and a zip file may actually contain multiple files. Zip files are sometimes called archives. To "unzip" a zip file, you must have software that is capable of that function. Examples of such software include PKZIP, Stuffit Expander and WinZip. MAC OS X has a built in compression and decompression program. There are other examples, and CAS does not endorse one over another.

## **.exe transcript files**

An .exe transcript file is like a Zip transcript except that no unzip software is needed on a Windows PC. STN on the Web EXE transcripts are not available on a Macintosh. You will see the option; however, an informational window will appear telling you that this file type is for Windows OS only.