



Managing STN[®] on the WebSM Transcripts Using Windows or UNIX

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

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Step B

The screenshot shows a Netscape browser window titled "Netscape: STN on the Web Session". The main content area is titled "Transcript Assistant" and contains a list of instructions for downloading transcripts. Below the instructions is a table with three columns: "Transcripts are available for 4 days", "Capture Status", and "Format (all formats include images)". The table has one row with the date "2002 03/12 11:03", the status "CLOSED", and three format options: "HTML EXE or ZIP", "RTF EXE or ZIP or PDF", and "Adobe PDF".

STN on the web

- About
- First Time User
- Free Search Preview
- Customer Support
- Get Structure Plug-in
- Get Sequence Plug-in
- Standard Login
- Academic Login
- Secure Session
- STN Links
- Feedback

Transcript Assistant

- Transcripts are automatically captured by the STN on the Web server. 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)
2002 03/12 11:03	CLOSED	HTML EXE or ZIP RTF EXE or ZIP or PDF Adobe PDF

Retrieve Transcript

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

Step C

STN on the web

- About
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Transcripts are available for 4 days	Capture Status	Format (all formats include images)
2002 03/12 11:03	CLOSED	HTML EXE or ZIP RTF EXE or ZIP or RTF Adobe PDF
2002 03/11 12:47	CLOSED	HTML EXE or ZIP RTF EXE or ZIP or RTF Adobe PDF
2002 03/08 19:07	CLOSED	HTML EXE or ZIP RTF EXE or ZIP or RTF Adobe PDF
2002 03/08 12:05	CLOSED	HTML EXE or ZIP RTF EXE or ZIP or RTF Adobe PDF

Transcript Capture Notes

- Transcript capture is **ON** by default. If you toggle capture **OFF** and later **ON** again, the new transcript is automatically appended to the previous one.
- A new transcript is started each time you login to STN on the Web. Any previous transcript is **CLOSED**. However, if the session is a reconnect, for example, resuming the session after a LOGOFF HOLD, the session is added to the original session transcript.
- STN on the Web cannot append to a transcript once it is **CLOSED**.

How to get HTML transcripts

- Click on the EXE or ZIP hyperlink for a session in the table to download the transcript. The EXE file is a self-extracting compressed file and the ZIP file is standard compressed.

Retrieve Transcript

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 login.

Each transcript is available in several different file formats (2). We will download the RTF format in Step D (4).

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

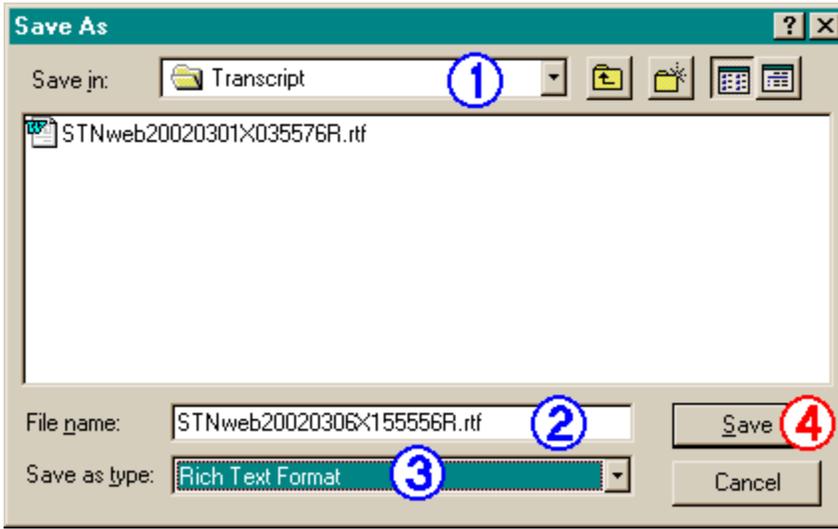
Step D

Transcripts are available for 4 days	Capture Status	Format (all formats include images)
2002 03/06 15:55	CLOSED	HTML EXE or ZIP RTF EXE or ZIP or RTF Adobe PDF
2002 03/06 13:52	CLOSED	HTML EXE or ZIP RTF EXE or ZIP or RTF Adobe PDF
2002 03/05 11:10	CLOSED	HTML EXE or ZIP RTF EXE or ZIP or RTF Adobe PDF

- Open
- Open in New Window
- Save Target As... (2)
- Print Target
- Cut
- Copy
- Copy Shortcut
- Paste
- Add to Favorites...
- Properties

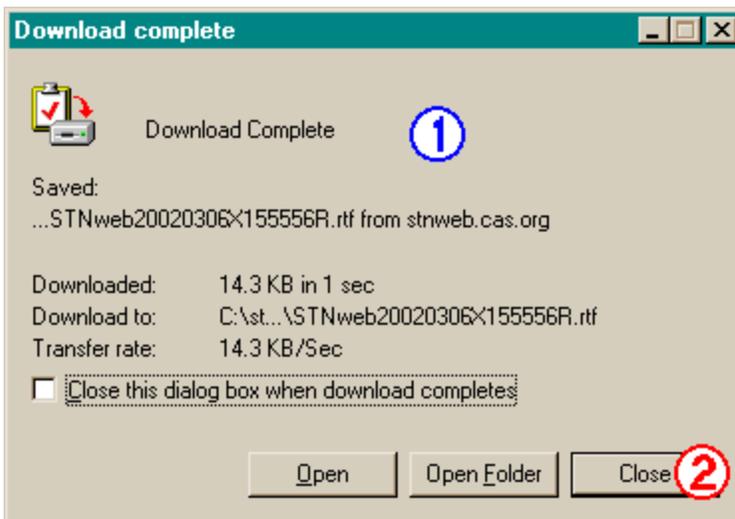
1. Right-click (Alternate Select) the **RTF** link.
2. Select **Save Target As** to open a Save As dialog box.

Step E



1. Choose the folder in which you want to save the transcript.
2. STN on the Web gives the file a name that includes the logon date and time. Accept the default name or type a new one.
3. Note that the **Save as type** is Rich Text Format.
4. Click **Save** to download the file to your computer.

Step F



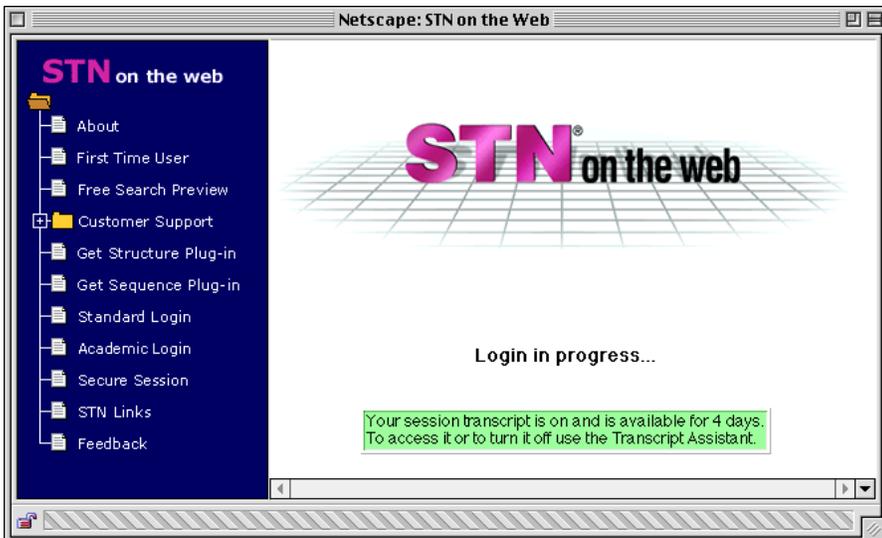
A pop-up message may appear when the download has finished (1).

Acknowledge the message by clicking **Close** (2).

Transcript Assistant

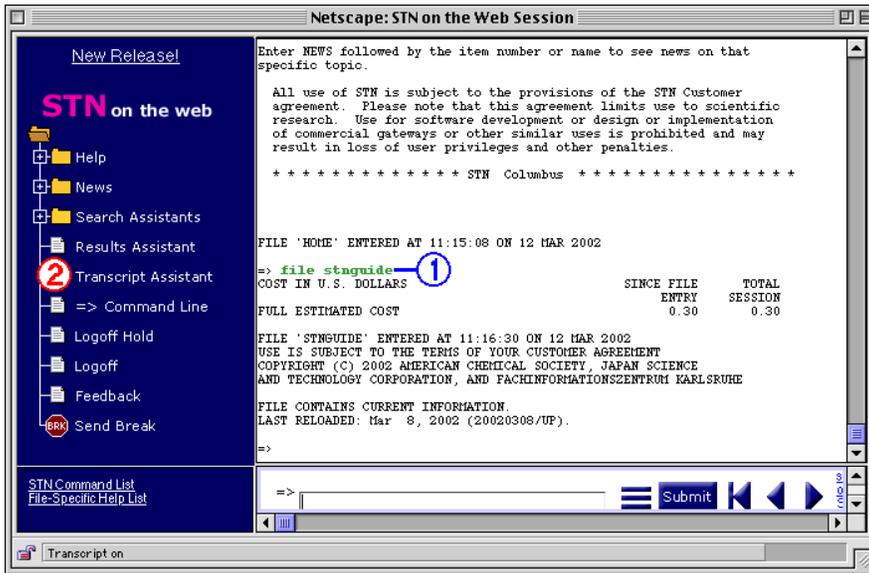
STN on the Web saves your transcripts for four days after you log off. The Transcript Assistant keeps track of your transcripts and lets you download them in a variety of formats. To preserve the security and privacy of your transcripts, you must log on to STN on the Web to use the Transcript Assistant.

The following examples use Microsoft Windows operating system and web browser. The appearance of some windows may be different in other web browsers, 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

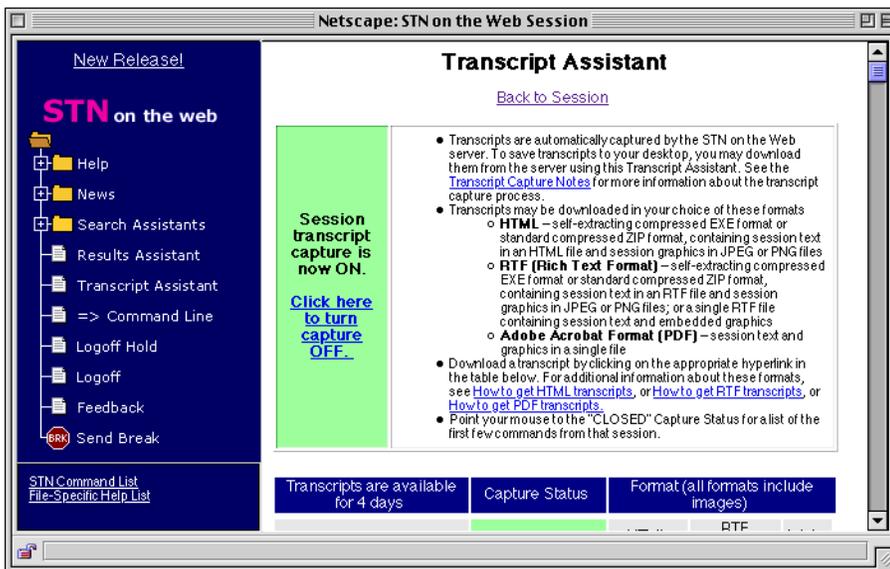


To reduce your online cost while downloading a transcript, go to **FILE STNGUIDE (1)**.

(There are no connect-hour charges in this file.)

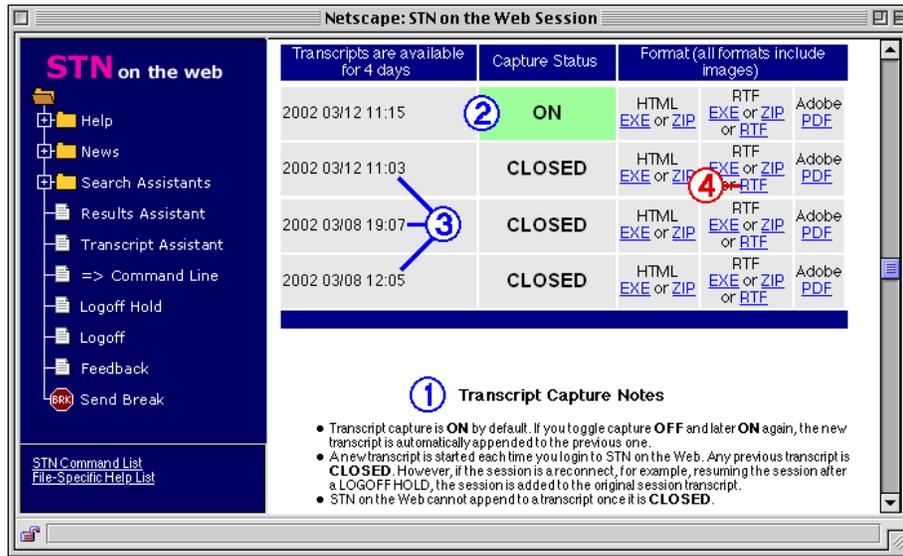
Click **Transcript Assistant**.

Step B



The **Transcript Assistant** includes explanations of how transcripts work and what options are available. Read this important information!

Step C



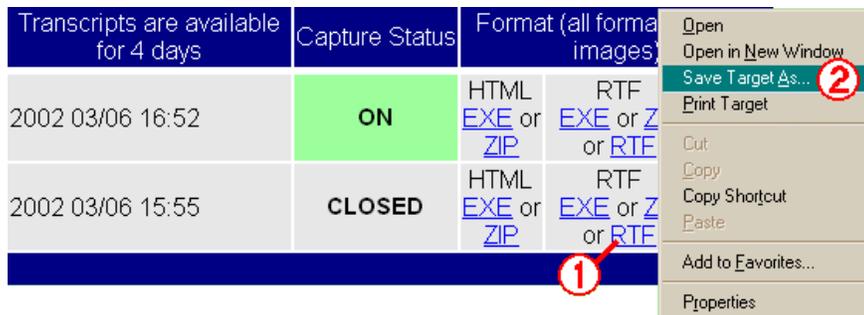
Scroll down a bit to see the list of your available transcripts.

Scroll down even more to read the **Transcript Capture Notes (1)**.

The **Capture Status** of the transcript for your current session is **ON (2)**. Other recent transcripts are listed in addition to the transcript for your current session (3). Each transcript is available in a variety of file formats. For purposes of this example, let's work with the RTF format of the March 6, 2002, 15:55 transcript.

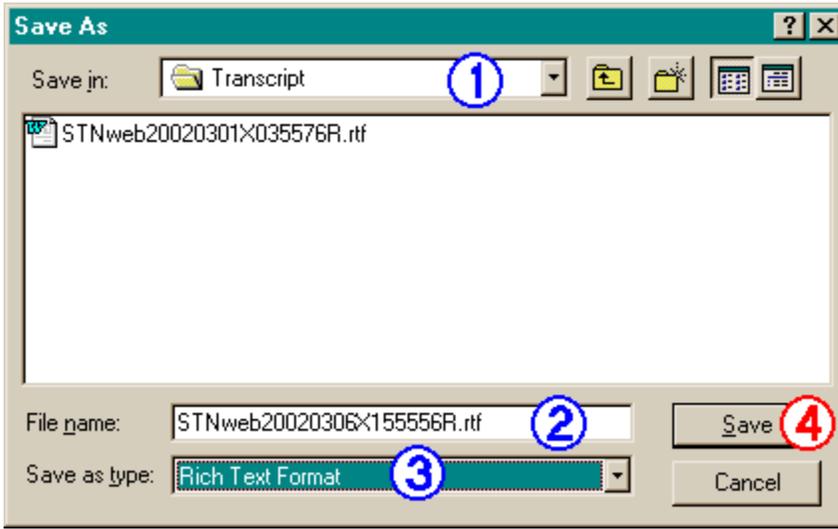
Click the blue **RTF** link in the RTF column next to the transcript (4). Depending on your web browser and the application associated with .rtf files, the transcript might open within your web browser or in a separate word processor window. Continue with **Step D** to Download.

Step D - Download a Transcript



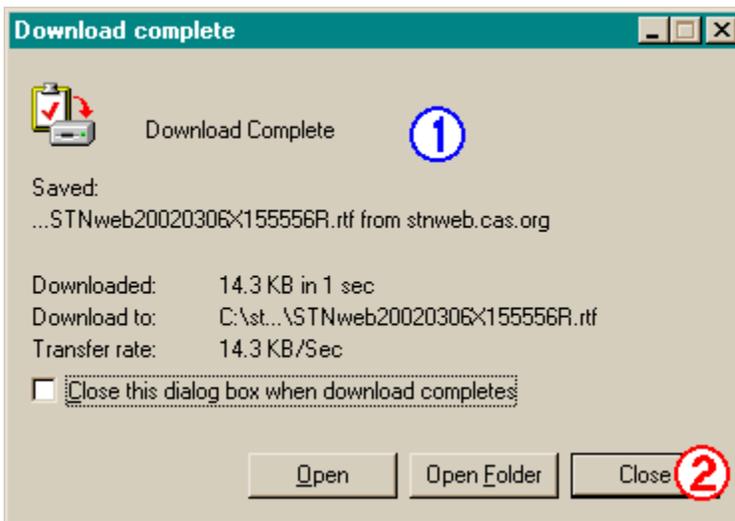
1. Right-click the **RTF** link.
2. Select **Save Target As**

Step E



1. If necessary, navigate to the folder where you want to save the file.
2. Accept the default **File name** or type your own. Be sure to use a ".rtf" extension. (Note that the file name includes the date and time of your log in to STN on the Web.)
3. Note the **Save as type** is Rich Text Format.
4. Click **Save**.

Step F



A pop-up message appears when the download has finished (1).

Click **Close** to dismiss the message (2).

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 and .exe
RTF	.zip, .exe 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 97 or newer can convert your HTML transcript to a Word document (.doc file) that includes all of the text and images in one .doc file. 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. Click 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 Word Document**.
8. Use the **Save in** list to choose the folder in which to save the new document.
9. Keep the default file name or type a new one in the **File name** box.
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 the following information is important for Microsoft Word 97 and Word 2000 users. Word can combine all the separate files of your RTF transcript into one Word document (.doc file) that includes graphics. 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. Click 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 **Save in** list to choose the folder in which to save the new document.
9. Keep the default file name or type a new one in the **File name** box.
10. Select Word Document (*.doc) in the **Files of type** box. (Do not select any other .doc option.)
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 displayed in a separate Adobe Acrobat Reader window. To download the PDF file without viewing it, right-click the PDF link and choose **Save Target As** (Internet Explorer).

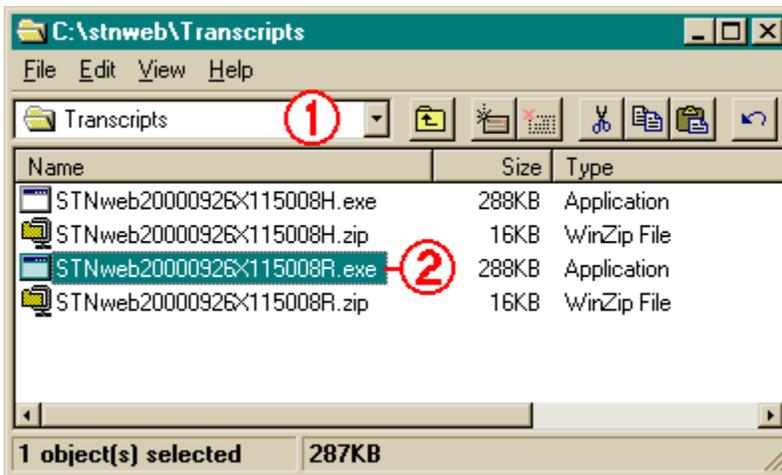
Zip transcript files

Zip is the three-letter file name extension that denotes a zip or zipped file. When you left-click a ZIP link in the Transcript Assistant, your web browser asks if you want to download the 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. There are many others, and CAS does not endorse one over another.

.exe transcript files

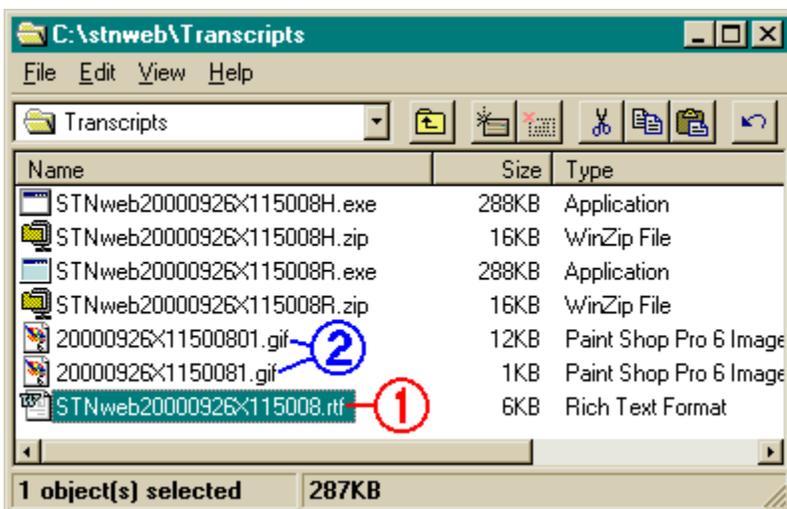
An .exe transcript file is like a Zip transcript except that no unzip software is needed because it is a *self-extracting archive*. When you left-click an EXE link in the Transcript Assistant, your web browser may ask if you want to save the file or run the program. (We recommend that you save the file.) An .exe is an executable program under the Windows operating system, and by double-clicking a self-extracting .exe after you download it, you unzip the archive's contents. **Note:** *Not every .exe is a self-extracting archive.*



First, open My Computer or Windows Explorer.

Navigate to the folder that contains the .exe transcript that you downloaded (1).

Double-click the self-extracting archive to unzip it (2). A Command ("DOS") window will open briefly as the archive extracts itself.



The extracted files are placed in the same folder as the archive.

The .rtf file is the main document for your transcript (1). Double-click it to open it.

The .gif (or .jpg or .png) files contain the structure diagrams or other graphics from your transcript (2).

For more help with STN on the Web transcripts, open the **Transcript Assistant** or contact CAS Customer Center.