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INTRODUCTION

About This Guide

This Quick Start Guide provides an overview of the basic capabilities of STN® AnaVist™. It assumes that you have installed the STN AnaVist software and can connect to one of the STN AnaVist Centers. If you have problems installing or connecting, contact your STN Service Center.

Additional information about STN AnaVist features is also available:

- STN AnaVist Help topics – Use the Help menu within STN AnaVist or press the F1 key.
- Context-sensitive Help – Click any icon within STN AnaVist to view information about a specific feature.

In many places, this guide includes references to online Help topics where you can find more details and related information.

Login Access

You can access STN AnaVist with a:

- Regular, full-access STN® login ID
- STN Login ID for Shared Projects

With a regular STN login ID, you have access to all the capabilities of STN AnaVist and STN Express. STN Login IDs for Shared Projects are designed for viewing and customizing projects created by a holder of a full-access STN login ID. Holders of STN Login IDs for Shared Projects cannot perform any tasks that require access to STN Express such as creating search results in STN and importing them into STN AnaVist for visualization. However, Shared Projects Login IDs should be used to download the STN AnaVist software.

For details about what tasks can and cannot be performed with an STN Login ID for Shared Projects, visit www.cas.org.

If you have a full-access STN login ID and would like to request free STN Login IDs for Shared Projects for one or more colleagues, contact your STN Service Center.

Note for holders of STN Login IDs for Shared Projects:

This Guide presents a quick overview of the capabilities of STN AnaVist. However, please ignore the sections on Collecting Documents, using STN Express to save documents for STN AnaVist, and importing the saved documents into STN AnaVist because those functions are not available to holders of STN Login IDs for Shared Projects.

Help Topics

- STN AnaVist Overview
- How to Find Answers with STN AnaVist
- Login Access
Overview of Using STN AnaVist

STN AnaVist is an interactive analysis and visualization software product that provides unique insights into trends and patterns in scientific and patent information.

Before you log into STN AnaVist, you need to use STN Express® or STN® on the WebSM to search for and save documents for visualization in STN AnaVist.

Using STN AnaVist involves the following main steps:

1. **Collect** a set of documents relevant to the question(s) you are trying to answer.
2. **Import** the Saved Answers into STN AnaVist
3. **Visualize** the information in those documents.
4. **Explore** the visualizations to discover trends and relationships and find answers to your question(s).

This guide covers information on the main steps, as well as additional features for working with documents or projects and tracking costs.
COLLECTING DOCUMENTS

There are two steps in the process of collecting documents:

1. Search and save documents with STN Express, or STN on the Web
2. Import the saved documents into STN AnaVist.

One or more of these databases may be searched together or separately, before saving and importing documents into STN AnaVist:

- CAplus℠ family of databases
- EPFULL
- PCTFULL
- USPATFULL and USPAT2
- Derwent World Patents Index® (DWPI℠) database (WPINDEX/WPIDS/WPIX files on STN with access to WPIDS and WPIX for subscribers only)
- 2ANAVIST cluster – includes CAplus, EPFULL, PCTFULL, USPATFULL/USPAT2 and WPINDEX/WPIDS/WPIX
- 2HANAVIST cluster – includes HCAplus, EPFULL, PCTFULL, USPATFULL/USPAT2 and WPINDEX/WPIDS/WPIX

Searching and Saving Documents in STN Express

1. Create an L-number for search results in supported databases by using standard STN search features, e.g., proximity operators, FSEARCH, duplicate removal.

2. Use the Save for STN AnaVist Wizard. For example, click the L-number with search results you want to save, select the Save for STN AnaVist Wizard, and follow the instructions.
3. Enter a file name. Note the folder where the documents will be saved. Click **Save**.

![Save for STN AnaVist(TM) Wizard](image1)

- **File name**: ZINCPROTEINS
- **Save to**: \cas\cr\desktopFR\mcs89\Documents\STN Express 8.5\AnaVist

4. Confirm that documents should be saved. A confirmation message displays. Click **OK**.

![STN Online and Results](image2)

5. Exit STN Express
Importing Documents into STN AnaVist

1. Log on to STN AnaVist.

2. Click on the STN AnaVist toolbar.

3. Locate your saved file in the STN Express Trnscpt folder or another folder, if you changed the default. Note that in STN Express the file extension for a file saved for STN AnaVist is *.xta, e.g., “ZINCPROTEINS.xta.”

4. Click Open.
Reviewing Imported Documents (Optional)

When the import completes:

- The titles of imported documents display in the Documents section, listed by database collection, in alphabetical order:
  - CAplus
  - EPFULL
  - PCTFULL
  - USPATFULL
  - USPAT2
  - WPINDEX (WPIDS and WPIX subscribers will see the WPINDEX content within STN AnaVist.)

- The total number of documents displays in the Documents section and on the status bar. By default, the Documents section displays 50 titles per page. Use Tools > Preferences > Documents to change the default.

For additional information about imported documents, click Import Summary.
To review the details for a particular document, double-click on any title. A display charge will be incurred.

Help Topics

- Searching with STN Express
- Import a Document Set from STN Express
- Errors During Import
- Review the Imported Document Set
VISUALIZING INFORMATION

Creating Charts
To create charts that help you visualize the information in a set of documents:

1. Click the Visualize... button in the lower right corner of the screen.
2. Select an option for the clustering fields to be used for the Research Landscape. The default choice is Title/Abstract.

   a. Custom options for clustering fields are also available. You may choose both Text Fields for clustering.

   b. Click on Start.
3. A charge notice is displayed. View pricing or click **OK**.

The following three default charts are created:

- Key Researchers by Publication Year Trends
- Key Organizations/Assignees
- Research Landscape

In addition, a Documents window is available for working with documents.
You can minimize or maximize each chart, or select either the Tile (default) or Cascade viewing option from the Window menu.

**Help Topics**
- Visualize Document Information
- Visualize with Standard Clustering Options
- Visualize with Custom Clustering Options

**Key Organizations/Assignees**

Content of the Key Organizations/Assignees chart:
- This bar chart displays organizations or patent assignees. Hover on the name to see the document count.
- The name of each organization or assignee is extracted from the Corporate Source/Patent Assignee field of the documents.
- Names are algorithmically grouped.
- The top 50 terms are shown by default. (To change the number of terms displayed right-click on the chart to access the Properties.)
- By default, names are sorted by descending document count. Other Sort options are available, right-click anywhere on the chart and click on Sort to see options.
Working with the Key Organizations/Assignees chart:

<table>
<thead>
<tr>
<th>To...</th>
<th>Do...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase the number of shown bars</td>
<td>Use the density slider in the right lower corner</td>
</tr>
<tr>
<td>View and select from options such as Print, Save As, Sort, Edit Terms, or Properties</td>
<td>Right-click in the chart, and select one of the options</td>
</tr>
<tr>
<td>Show highlighted bars only, sort, edit terms, or view properties</td>
<td>Use selections from the floating toolbar</td>
</tr>
</tbody>
</table>

Help Topics
- Visualize Document Information
- Use Bar Charts
- Navigate Charts
**Key Researchers by Publication Year Trends**

Content of the Key Researchers by Publication Year Trends chart:

- This matrix chart displays key researchers with the corresponding document counts for the years of publication of documents.
- By default, the researchers are sorted by co-occurrence frequency.

### Working with the Key Researchers by Publication Year Trends chart:

<table>
<thead>
<tr>
<th>To…</th>
<th>Do…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increase the number of shown bars</td>
<td>Use horizontal or vertical density sliders</td>
</tr>
<tr>
<td>View and select from options such as Print, Save As, Sort, Edit Terms or Properties</td>
<td>Right-click in the chart, and select one of the options</td>
</tr>
<tr>
<td>Show highlighted bars only, sort, edit terms, or view properties</td>
<td>Use selections from the floating toolbar</td>
</tr>
</tbody>
</table>

### Help Topics

- Visualize Document Information
- Use Matrix Charts
- Navigate Charts
Research Landscape
Content of the Research Landscape:

- Clusters of documents with similar content indicate possible research fronts
- Each document is represented once on the landscape by a dot
- The two most frequently occurring concepts in each cluster are displayed in the landscape
## Working with the Research Landscape:

<table>
<thead>
<tr>
<th>To…</th>
<th>Do this…</th>
</tr>
</thead>
<tbody>
<tr>
<td>View the most frequent concepts in the research front</td>
<td>Hover over a peak.</td>
</tr>
<tr>
<td>Change the colors of the map</td>
<td>From the <strong>Tools</strong> menu, select <strong>Preferences</strong> and then <strong>Visualization Workspace</strong>.</td>
</tr>
<tr>
<td>Change the maximum frequency of occurrence of terms before they are included</td>
<td>From the <strong>Tools</strong> menu, select <strong>Preferences</strong> and then <strong>Research Landscape</strong>.</td>
</tr>
</tbody>
</table>
### Working with the Research Landscape toolbar:

With the Research Landscape toolbar, you may change the appearance of the Research Landscape. Hover over each tool to view the tooltip describing its function. Some examples are:

<table>
<thead>
<tr>
<th>Tool</th>
<th>Functions</th>
</tr>
</thead>
</table>
| **Select Cursor**     | • Highlight a set of documents  
                         • Tilt the Research Landscape  
                         • Zoom in on the Research Landscape |

with these options:

- Highlight Cursor
- Tilt Cursor
- Zoom Cursor

| Show Landscape Navigator | Adjust how much of the landscape to display in the window.  
                          NOTE: If you no longer want to use the Landscape Navigator, click the red . |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="landscape_navigator.png" alt="Landscape Navigator" /></td>
</tr>
</tbody>
</table>

| Select Landscape View    | Change Landscape View to:  
                          • 3D View (emphasizing the document densities)  
                          • 2D View (light background)  
                          • 2D View (dark background) |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="landscape_view_options.png" alt="Landscape View Options" /></td>
</tr>
</tbody>
</table>
An example of a 2D View on a white background:

Help Topics
- Visualize Document Information
- How the Research Landscape is Created
- Navigate the Research Landscape
Adding Charts

To create additional charts, select from options within the Add Chart drop-down menu located on the toolbar.

<table>
<thead>
<tr>
<th>This chart…</th>
<th>Displays document counts for…</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clustering Concepts</td>
<td>Cluster labels</td>
</tr>
<tr>
<td>Derwent Class</td>
<td>Patent codes from the DC field of WPINDEX</td>
</tr>
<tr>
<td>Derwent Manual Code</td>
<td>Patent codes from the MC field of WPINDEX</td>
</tr>
<tr>
<td>Document Distribution</td>
<td>Document type, e.g., patent and non-patent</td>
</tr>
<tr>
<td>Key Researchers</td>
<td>Authors, editors, or inventors</td>
</tr>
<tr>
<td>Labels</td>
<td>User-assigned labels applied to documents</td>
</tr>
<tr>
<td>Patent Classifications</td>
<td>International Patent Classification (IPC) codes</td>
</tr>
<tr>
<td>Patent Countries</td>
<td>Patent-issuing countries/authorities</td>
</tr>
<tr>
<td>Priority Application Years/Dates</td>
<td>Date the priority application was filed (The oldest date is chosen in cases of multiple priorities.)</td>
</tr>
<tr>
<td>Publication Year Trends</td>
<td>Years of publication</td>
</tr>
<tr>
<td>Technology Indicators</td>
<td>CAS controlled indexing terms standardized across indexing periods. These terms occur in CAplus, USPATFULL and USPAT2. CAS Registry Numbers® are not included.</td>
</tr>
<tr>
<td>Add Matrix Chart</td>
<td>Customized co-occurrences (You specify the fields for rows and columns.)</td>
</tr>
</tbody>
</table>

Help Topics

- Visualize Document Information
- Use Bar Charts
- Use Matrix Charts
- Navigate Charts
Editing Terms within Charts

STN AnaVist is designed to minimize scattering and produce “clean” charts the first time.

In addition, you may edit the terms within the charts by:

- Combining related terms
- Renaming term groups
- Deleting terms

To edit terms or groupings within a chart, right-click anywhere on the chart and select Edit Terms. You can drag and drop terms for grouping, or use the options on the screen.

To easily combine terms that appear far apart in your list, click the Show Split Pane ( ) button on the Term Editor to view the terms in two separate panes.

You can drag terms across the panes or within either pane.

Help Topics

- Edit Terms and Clean Up Data
- Group Terms Automatically
- Use Split View
EXPLORING RELATIONSHIPS

STN AnaVist makes it possible to explore relationships among data in your documents so that you can quickly and easily answer questions such as:

- In what areas of research is a particular company engaged? Who are the key researchers? (See Example 1.)
- Who are the organizations and researchers for a given area of research? (See Example 2.)
- How do two or more companies compare in terms of areas of research and key researchers? (See Example 3.)

To explore relationships:

1. Use the Highlight Manager to select one or more highlighting colors.
2. Highlight a portion of a chart or the Research Landscape.

With the STN AnaVist Highlight Manager, you can use multiple colors to compare as many as eight sets of documents and their relationships.

Using the Highlight Manager

To use the Highlight Manager, click the Highlight Color Selector and select

Highlight Manager

Within the Highlight Manager, rows represent individual highlight sets and columns represent information about those highlight sets. Click in the Color column to display a color palette. To change the color of the highlight set, click on your color of choice in the palette.
## Highlighting Charts

<table>
<thead>
<tr>
<th>To highlight…</th>
<th>Do this…</th>
</tr>
</thead>
</table>
| Bars or cells in charts              | 1. Click a bar or cell.  
2. Use the `<Ctrl>` key to select nonconsecutive bars or cells. Use the `<Shift>` key to select consecutive bars or cells. |
| An area of the Research Landscape    | 1. Select the **Highlight Cursor** from the drop-down menu of the **Select Cursor**.  
2. Draw a box around an area of interest. (Use the `<Ctrl>` key to select multiple areas.) |
Example 1

Find information on a company of interest. Who are the main researchers? What is the main research area? What documents or patents have been recently published by that company?

In the Key Organizations/Assignees chart, highlight the company of interest by clicking on its bar. The bar becomes highlighted in the currently active highlighting color (green in this example) shown on the Highlight Color Selector ( ).
In the Researchers by Publication Year Trends chart, the cells for the documents by researchers from that company automatically become highlighted. The numbers in each highlighted cell indicate the number of documents published by a particular researcher for that year.

For example, 1/6 means that this researcher authored 1 out of 6 documents published with the selected company as the organization or patent assignee.
Dots for the documents by that company also become highlighted (in green) in the Research Landscape.

In addition, in the Documents window, green is applied to the boxes for the titles of the documents by that company.
Example 2

What organizations and researchers are involved in a particular area of research?

Use the Highlight Manager to choose another color ( ) for this set of documents.

In the Research Landscape, select a research area of interest. Dots for the documents become highlighted (in red in this example).

lymph, b cell

In the Key Organizations/Assignees chart, bars for key organizations/assignees involved in that area automatically become highlighted. The portion of the bar that is highlighted in red reflects the portion of documents related to the area of research represented by this peak in the Research Landscape.
In the Key Researchers by Publication Year Trends chart, the cells for the corresponding documents automatically become highlighted. The numbers in the highlighted cells indicate the numbers of documents by a particular researcher. For example, 1/4 means that 1 out of 4 documents authored by the researcher deal with the research area selected in the Research Landscape.

In addition, the documents corresponding to the highlighted areas of the charts display in the Documents window.
Example 3
How do two companies compare in terms of areas of research and key researchers?

1) Use the Highlight Manager to choose the colors for the two sets of documents you want to compare:
   
a) Click the **Highlight Color Selector**. Select **Clear All Highlighting** if you want to remove all previously used highlighting sets.

b) Select **Highlight Manager**. In the Highlight Manager table, click the Color column to display a color palette. Select the color you want to use to highlight the documents for the first company.

c) To add another highlight set, click **New Highlight Set**. Click the **Highlight Manager** to select another color for this set from the color palette.

2) Highlight the two companies with different colors.
   
a) Click the first color in the Highlight Manager. On the Key Organizations/Assignees chart, click the bar for the first company.

b) Select the second color. Click the bar for the second company. The two companies that you are comparing are now highlighted in two different colors.
Data on the other charts are also appropriately highlighted in two colors.

In addition, the documents corresponding to the highlighted areas of the charts display in the Documents window.

Help Topics
- Use Bar Charts
- Use Matrix Charts
- Navigate Charts
- Navigate the Research Landscape
- Highlight Documents
- Use Comparison Highlighting
- Highlight Manager
WORKING WITH DOCUMENTS

Using Labels

You can use labels to identify a group of documents within a visualized answer set. Labeling is especially useful for creating document subsets for subsequent saving, printing, or sharing.

Labels can consist of up to 30 characters and contain multiple words. Multiple labels may be applied per document.

You can label documents from:

- Charts in the visualization workspace
- Documents window

To label documents from a bar or matrix chart:

1. Select a bar or cell.
2. Right-click and select **Apply Label**.
3. Type a new label in the New Label(s) field to create a new label. Or, check the label(s) to be used in the Select Label(s) list drop-down menu.
4. Click **OK** to apply the labels.

To label documents from a Documents window:

1. Select documents to be labeled.
   Note: If no documents are selected, all documents displayed in the Documents window will be labeled.
2. To create a new label, Select New Label from Select Label drop-down menu and enter the text of the label.
3. Click **Apply**.

The label is displayed in the Label column associated with the appropriate records.
Managing Labels
A bar chart is automatically generated when you create your first label within a project. Right-click on the bar chart for each label to rename or delete the label.

Using Filters
Filtering provides a convenient way to create subsets of documents to be displayed, printed, or saved.

To filter documents, select from the options associated with the Filter icon.

Help Topics
- Label Documents
- Labels Chart
- Documents Viewer
Visualizing a Subset

To create visualization charts for a subset of documents:

1. Create a highlighted document subset either by highlighting a portion of a visualization chart or by using the Filter option.

2. Click the Visualize Subset button on the toolbar, or select Visualize Subset from the File menu.

3. Click Start.

Visualization charts are created for the selected subset of documents. Each subset will be saved as a project and appear in the Projects List.

Help Topics

- Visualize a Subset

Viewing Document Details

You have three options for viewing document details:

- View details in STN AnaVist
- View details in STN Express
- Get copies or view options for obtaining original documents via CAS Full Text Options
Viewing documents in STN AnaVist

STN AnaVist provides access to document data in a condensed format for quick and convenient display. You can display details for a document by clicking on its title either before or after visualization. The document is displayed in the Details window.

Viewing documents in STN Express:

To display document information in one of a number of STN database-specific display formats, you need to first export documents to STN Express.

To export documents to STN Express:

1. Access one or more documents in STN AnaVist.
2. Click the Save As ( ) toolbar button.
3. From the Files of type field on the Save As dialog box, select eXpress to AnaVist (.xta).
4. Browse to a folder location and specify a file name.
5. Click Save to save to the specified location.
To view exported documents in STN Express:

1. Log on to STN Express.

Getting Originals

To access the CAS Full Text Options connection, click the **Full Text** icon in the Details window. A separate browser window opens to the CAS Full Text Options and shows, depending on any customizations for your company:

- Default CAS Full Text Options for obtaining your document.
- The requested document.
- Your company link-resolver.

Saving and Printing

**To save a chart:**

1. Access the chart.
2. Right-click and select **Save As**.
3. In the Save As dialog box, enter the location for the saved chart and the format. Bar and matrix charts can be saved in .csv (Comma-separated values), and image file formats can be saved in .jpg (JPEG Image Format) and .png (PNG Image Format). The Research Landscape may be saved only in image file formats.

**To save documents:**

1. In the Documents window, select the documents to be saved.
2. Click the **Save As** toolbar button, or right-click and select **Save As**.
3. In the Save As dialog box, select the type of file (.pdf, .rtf) and specify a file name and location. You may also save documents in .xta (eXpress To AnaVist) format for displaying and printing documents in STN Express or in STN® on the Web.

**To print documents and charts:**

1. Click the printer icon, or -
2. Right-click and select **Print**.

Help Topics

- Documents Viewer
- Save Charts and Documents
- Print Charts and Document Records
- View and Use Document Details
WORKING WITH PROJECTS

Managing Projects

Each visualization project is automatically labeled and numbered, e.g., Project 1. Projects are automatically saved for you and are available for further exploration in subsequent STN AnaVist sessions.

To access visualization charts that you have created, click on the project name.

To name, rename, delete, or add notes to the project, right-click on the project name and select the appropriate option.

Saving Projects for Sharing

You can save a project for sharing with a colleague in your company. The project is saved in Shared AnaVist eXchange format (.shx) as a small file (less than 10 KB) that can be easily stored or sent by e-mail.

To save a project for sharing:

a) Open the project and select *Save Copy of “<project name>”* from the File menu, or
   i) Right-click on the name of the project listed in the project area and select *Save Copy*, or
   ii) Right-click on the project tab and select *Save Copy*.

b) In the Save As window, specify a file location and a file name for the saved project.

c) Click *Save*.

The resulting .shx file may be saved to a shared file location or e-mailed to a colleague.
Opening Shared Projects

To open and work with shared projects, you must have:

- STN AnaVist installed.
- A full-access STN login ID or an STN Login ID for Shared Projects

To open a shared project from an e-mail attachment:

- Double-click the .shx file attachment.

STN AnaVist launches automatically. After you log in, the mailed project is available for you to use in the STN AnaVist workspace. Double-click the project name to view the visualizations. NOTE: Any customizations made in a shared STN AnaVist project are not automatically shared with the project originator. Share the edited project with the originator to keep in synch. Delete interim project copies to avoid confusion.

To open a project that is saved to your computer or a shared file location:

1. Select Open Project Copy from the File menu.
2. Locate the *.shx file.
3. Click Open, or Click and Drag the *.shx file into the STN AnaVist workspace.

Help Topics

- Share Results
- Save a Project Copy
- Open a Project Copy
Creating Reports

You can create two types of reports for your own use or for sharing with colleagues.

A Summary Report is a one-page overview that includes:
- Information about the project, e.g., creation date, number of documents
- Charts of publication trends, top organizations, and top authors/inventors
- Research Landscape
- A short list of selected documents from the project

A Detailed Report is a multiple-page document that contains:

Summary of the project, e.g., databases and types of documents searched, total number of documents, overall publication trends
- Research Landscape
- Top organizations, including publication trends
Collaboration charts, indicating documents that were co-authored by researchers at more than one organization
- Top researchers, including numbers of documents
- List of selected documents from the project

Reports are generated using predefined layouts. They may be saved in either .rtf or .pdf formats.

To create a report:

Before you begin: If you have not worked with your project in the current session, ensure that it is active by double-clicking the project name listed in the project area.

1. Select Create Report from the File menu, or
   a. Right-click on the name of the project listed in the project area and select Create Report, or
   b. Right-click on the project tab and select Create Report.
2. Select Summary or Detailed.
3. In the Save As window, specify a file location and a file name for the report. Select .rtf or .pdf format.
4. Click Save.

Help Topics
- Create a Report
Tracking Costs

To keep track of the costs, select **Session Summary** from the **View** menu. The session summary includes:

- Session cost summary
- Cost details
- Chronological session log

**STN AnaVist Session Summary**
03 March 2014 14:27 to 03 March 2014 14:27

**Contents**
- Session Cost Summary
- Session Cost Details

### Session Cost Summary

<table>
<thead>
<tr>
<th>Description</th>
<th>Estimated Cost (US Dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STN AnaVist-CAPLUS</td>
<td>3.50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>3.50</strong></td>
</tr>
</tbody>
</table>

### Session Cost Details

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost Center</th>
<th>Quantity</th>
<th>List Price</th>
<th>Estimated Cost (US Dollars)</th>
</tr>
</thead>
<tbody>
<tr>
<td>STN AnaVist-CAPLUS</td>
<td></td>
<td></td>
<td></td>
<td>3.50</td>
</tr>
<tr>
<td>Displays in Condensed Format</td>
<td></td>
<td>1</td>
<td>3.50</td>
<td>3.50</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>3.50</strong></td>
</tr>
</tbody>
</table>

**Chronological Session Log**

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**Zinc Finger Proteins**

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**Help Topics**

- Project Workspace
- View Session Details
- Manage Cost Centers

**Logging Off**

To log off, either:

- Select Exit from the File menu
- Close the STN AnaVist application by clicking the Close button

By default, the session summary displays automatically at logoff. Your visualization project(s) are automatically saved.

**Help Topics**

- End a Session