

## Selected Search Fields

Field Name	Field Code	Special Features	Examples
Basic Index (contains single words)	None /BI	<ul style="list-style-type: none"> <li>Left and right truncation</li> <li>EXPAND LEFT</li> <li>Implied (W) proximity</li> <li>(S) to restrict to subfields (TI, AB sentence, ST unit, IT unit)</li> </ul>	S ?THERM? E LEFT THERM S CRYSTAL STRUCTURE S ?STRUCTUR? S TITANIUM
Author Name	/AU	<ul style="list-style-type: none"> <li>No punctuation in EXPAND or SEARCH</li> <li>(S) to search names of editors</li> </ul>	S HINZ DIRK?/AU S HINZ DIRK J/AU S (DUCHEYNE P? (S) EDITOR#)/AU
Corporate Source (includes name and location)	/CS	<ul style="list-style-type: none"> <li>All data searched as single words</li> <li>Implied (S) proximity</li> <li>Bound phrases searched using quotes</li> </ul>	S GERMANY/CS  S UNIV HANNOVER/CS S "INST ANORG"/CS
Source (includes all publication data)	/SO	<ul style="list-style-type: none"> <li>Single terms</li> <li>Implied (W) proximity</li> </ul>	S 1994/SO S J CHEM SOC CHEM/SO
Journal Title	/JT	<ul style="list-style-type: none"> <li>Complete name searched as bound phrase</li> </ul>	S J CHEM SOC CHEM COMMUN/JT
Index Term	/IT	<ul style="list-style-type: none"> <li>Implied (W) proximity</li> <li>(S) to restrict to same index entry</li> <li>No stopwords</li> </ul>	S CRYSTAL STRUCTURE/IT S (7705-07-9 (S) REDN OF)/IT  S REDN OF TITANIUM/IT
Controlled Term	/CT	<ul style="list-style-type: none"> <li>Controlled heading searched as bound phrase</li> </ul>	S MOLECULAR STRUCTURE/CT S CLUSTER COMPOUNDS/CT
Roles	/RL	<ul style="list-style-type: none"> <li>Follows a CAS Registry Number® or an index heading for a class of compounds by a slash and a role code</li> </ul>	S 7705-07-09/RCT S CLUSTER COMPOUNDS/RCT
Publication Year	/PY	<ul style="list-style-type: none"> <li>Contains the publication year of the source</li> </ul>	S 2005-2007/PY S CRYSTAL STRUCTURE AND PY>=2006

You have many options for searching on STN. Check specific STN Database Summary Sheets for detailed search and display fields and formats.

If you need search assistance contact your instructor or the CAS Help Desk at 1-800-753-4227 – which is available at no cost to STN LIS participants.

## Selected Display Formats

The following formats may be used to display fields of data. In addition, you may DISPLAY any of the individual fields from records in any order, for example, D L1 TI AU.

Description	Format Code	Content
Abstract	AB	Abstract content
Accession Number	AN	Record accession number
Bibliographic Information	BIB IBIB	AN, TI, AU, IN, CS, PA, SO, PI, DS, AI, PRAI, DT, LA, RE.CNT BIB, indented with text labels
Complete Record	ALL (or MAX) IALL	BIB, ABS, IND ALL, indented with text labels
Indented Formats	IALL IBIB	ALL, indented with text labels BIB, indented with text labels
Free format for browsing	SCAN or TRIAL SCAN	Varies by database—check Database Summary Sheets Random display of answers, without answer numbers
Highlighted Formats (low-cost browsing format)	HIT HITIND HITRN HITSTR  KWIC OCC	Fields containing hit terms Index fields (ST and IT) containing hit terms Hit CAS Registry Number, its role, and text modification Hit CAS Registry Number, its role, its CA index name, and the structure diagram Hit terms plus 20 words on either side (Key Word-in-Context) Number of occurrences of hit terms and fields in which they occur
Patent Formats	APPS IPC PATS STD	AI, PRAI ICM, ICS, ICA, ICI PI, SO Standard format for patents (BIB, IPC, NCL)
Sample	SAM	IC, ICA, ICI, NCL, CC, TI, ST, IT (answers are numbered)

## Helpful Links

**STN LIS access to STN on the Web:**  
[stnweb.cas.org/?USERTYPE=LIS](http://stnweb.cas.org/?USERTYPE=LIS)

**STN Database Summary Sheets:**  
[www.cas.org/products/stn/dbss](http://www.cas.org/products/stn/dbss)

**STN LIS Training Program:**  
[www.cas.org/training/stn/stnlis](http://www.cas.org/training/stn/stnlis)

**STN Support Information:**  
[www.cas.org/training/stn](http://www.cas.org/training/stn)

## CAS Customer Center

Phone: 800-753-4227 (North America)  
614-447-3700 (worldwide)  
Fax: 614-447-3751  
E-mail: [help@cas.org](mailto:help@cas.org)  
Internet: [www.cas.org/contact-us/cas-customer-center](http://www.cas.org/contact-us/cas-customer-center)

Hours: 8 AM - 6 PM U.S. Eastern time (Monday-Friday)



## STN® LIS Quick Reference Card

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STN commands may be entered in a NOVICE or EXPERT mode. Commands entered in the NOVICE mode must include at least the first four letters of the command and will prompt you for all information necessary to process the command. Commands entered in the EXPERT mode usually include three letters, or in some cases just one letter, and do not prompt you for additional information. In EXPERT mode, defaults are automatically assumed. To override the default, enter the option on the same line as the EXPERT mode of the command.

The command table identifies both the NOVICE (shown in blue) and EXPERT (shown in black) versions of the commands. The commands are ordered as you might use them in an online session. Additional information about commands is available in the STN User Documentation at [www.cas.org](http://www.cas.org).

## STN Commands

Use this command	When you want to	Examples
<b>INDEX</b> IND	Scan two or more databases (files) or a cluster of databases for topics before you search them.	=> INDEX CAPLUS EMBASE => IND GOVREGS
<b>FILE</b> FIL	Enter a database or cluster to search or display answers.	=> FILE REGISTRY => FIL PATENTS
<b>EXPAND</b> E	Look at the index around a term in a search field to verify that it is a valid search term. Twelve terms are shown by default. To continue down the same index, enter E <RETURN>. If you do not append a search code, the Basic Index is used.	=> EXPAND BATES C/AU => E GLYCERIN
<b>SEARCH</b> S	Perform a search. If you do not append a search code, the search is performed in the Basic Index.	=> SEARCH BATES C/AU => S TSCA
<b>TRANSFER</b> TRA	Extract terms and search them in a single step.	=> TRANSFER L1 1- AU => TRA L2 PN, APPS 1-10
<b>DUPLICATE</b> DUP	Remove or identify duplicate records from one or more answer sets.	=> DUPLICATE REM L5 => DUP IDE L1 L2
<b>DISPLAY</b> D	Display answers. Non-consecutive answer numbers must be separated by commas or spaces. For a list of fields that may be displayed, enter HELP DFIELDS at an arrow prompt (=>) in the file.	=> DISPLAY 1-5,8 => D L2 1 4 TI AU
<b>SELECT</b> SEL	Extract terms from display fields that can then be used as search terms. For a list of fields that may be used, enter HELP EFIELDS at an arrow prompt (=>) in the file.	=> SELECT L1 1-5 RN => SEL L1 1-5 HIT RN
<b>ANALYZE</b> ANA	Extract terms from display fields and provide statistical analysis. For a list of fields that may be used, enter HELP EFIELDS at an arrow prompt (=>) in the file.	=> ANALYZE L3 1- PA => ANA HIT L1 AU
<b>FOCUS</b> FOC	Rearrange records to bring most relevant to the top.	=> FOCUS L7 1-100 => FOC L4 1-
<b>SAVE</b> SAV	Save an L-number query, answer set, or list in your long-term storage. A monthly fee is charged for saved items. You must enter an L-number and a name ending in /Q for a query, /A for an answer set, or /L for an L-number list.	=> SAVE L6 VISION/Q => SAV L1 COMIC/A => SAV ALL C6H6/L
<b>SET</b>	Set various terminal parameters and options. When you SET a parameter, it remains in effect until you log off or modify the SET parameter. For a list of SET commands, enter HELP SET at an arrow prompt (=>).	=> SET PLURALS ON PERM => SET DFORMAT HIT => SET PATENTS DERWENT => SET DUPORDER FILE => SET ABB ON
<b>NEWS</b>	Display current news headlines on STN. To see a specific news item, enter NEWS followed by the number or name of the news item at the arrow prompt (=>). To see current content information for a database, enter NEWS FILE at an arrow prompt (=>) in the file.	=> NEWS => NEWS 8 => NEWS HOURS

## Use this command

Use this command	When you want to	Examples
<b>HELP</b> ?	Request online help. Enter HELP and a command name for help on how to use a specific command. Enter HELP MESSAGES for a list of all online help messages available. Enter HELP DIRECTORY for a list of helps for the database. Enter HELP COST for pricing details for the database. Enter HELP PRICE for STN pricing information.	=> HELP INDEX => ? DIS BROWSE
<b>LOGOFF</b> LOG Y	End your online session.	=> LOGOFF => LOG Y
<b>LOGOFF HOLD</b> LOG H	Temporarily end your online session and hold the entire session for 120 minutes at no charge.	=> LOGOFF HOLD => LOG H

## Truncation

**Truncation symbols (or wild cards)** can be used to allow for various forms of a word:

- Singular and plural word forms
- Prefixes and suffixes
- Spelling variations within a word (e.g., British/American spellings)
- Truncation symbols can be combined within the same term
- Multiple uses of # and ! are allowed
- Combinations of ? and # or ? and ! are not allowed
- Many databases on STN (e.g., CAPLUS<sup>SM</sup>) have SLART (simultaneous left and right truncation) using the ? symbol

=> HELP TRUNCATION

Symbol	Function	Examples	Retrieval Possibilities
<b>?</b>	Any number of characters (including zero) at the beginning or at the end of a term Left- or right-hand truncation	BACTERICID? ?ICID?	BACTERICIDE BACTERICIDAL  BACTERICIDE PESTICIDES
<b>#</b>	Zero or one character at the end of a term	BACTERICIDE#	BACTERICIDE BACTERICIDES
<b>!</b>	Exactly one character within or at the end of a term	T!!TH AMIN!	TEETH TOOTH TRUTH  AMINE AMINO
		ORGANI!ATION	ORGANIZATION ORGANISATION
<b>!!#</b>	Multiple uses of symbols # and ! are allowed	T!!TH#	TEETH TOOTH TRUTHS

## Boolean Logic

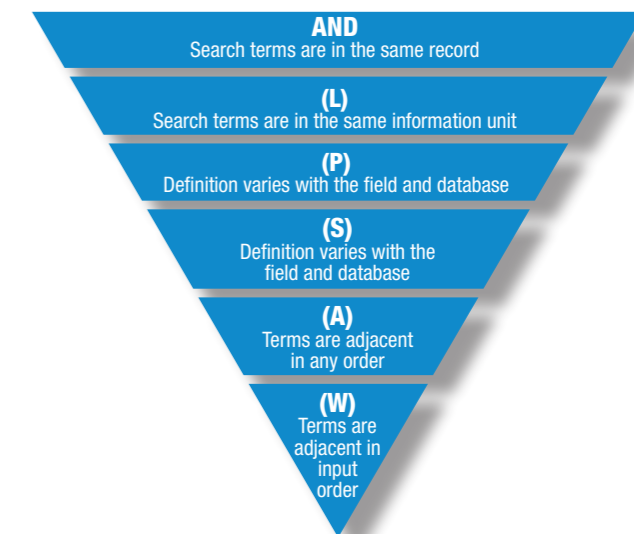
Boolean logic is used between terms to specify search precision.

Use this operator	To retrieve records that contain	Examples
AND	Both of the search terms	KUDZU AND ALCOHOLISM
OR	Either of the two search terms or both of them	CARE OR TREATMENT
NOT*	One search term but not the other	ALCOHOLISM NOT TREATMENT

\* The NOT operator should be used with caution to ensure that you are not accidentally eliminating useful results.

## Proximity Operators

Proximity operators are used to specify the desired proximity of search terms with respect to one another within records. The assumption is that the closer the terms are in the record, the more directly related they are to each other.



- Use HELP (S) or HELP (P) to see definitions and how to apply proximity connectors in different databases  
(P) usually means within the same paragraph  
(S) usually means within the same sentence  
HELP commands are at no cost
- (nA) or (nW) are used to specify that terms are "n" or fewer terms apart
- (xW) is used to specify direction with any number of intervening words

## NOT Proximity Operators

Some NOT operators that can be used:

- (NOTL)
- (NOTP)
- (NOTS)
- (NOTA)
- (NOTW)