Easily identify and isolate references of interest
Quickly retrieve relevant information from the world’s largest, publicly available reference database for chemistry related sciences. This guide provides an overview of some of the sort, refine, and analyze tools for confidently evaluating and narrowing even a large answer set. From there, a single click retrieves substances or reactions associated with your references. For more detailed information and additional training resources, consult the online help or visit www.cas.org/training/scifinder

Reference Search Results

1. By default, references in your answer set are sorted by **Accession Number**. Click the drop-down arrow for other sort options.
   - The blue arrow indicates the sort order (e.g., newest to oldest or alphabetical). Click the arrow to reverse the order.

2. Below the **Sort by** options, the number of references in the answer set and the number that have been selected are displayed.
   - To select individual answers, click the box to the left of an answer number.
   - Click the blue drop-down arrow for select options.

Tip
An **Accession Number** is a unique identifier given to a record when it is entered in the database. In the CPlus™ database, it begins with the year in which the record is put into the database, followed by a colon and sequential numbering (e.g., 2011:792373).
Click **Display Options** to select:

- **Answers per Page**
- **Layout Options**
  - **No Abstract**
  - **Partial Abstract**
  - **Full Abstract**

Use the page controls to navigate your answer set.

The magnifying glass is a link to a “Quick View.” Click it to open a new window that contains the reference details. Close the window to return to your active session.

Click the **Other Sources** link to launch the **CAS Full Text Options** page (not shown).

Click the molecule icon to see the **Substances** indexed for a document (not shown). CAS analysts identified these substances as being important to the science reported in the document.

Click the **Citings** icon to retrieve the documents that have cited this reference.

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**Tip**

If your company purchases journal subscriptions, your Knowledge Center or SciFinder Administrator can set up the CAS Full Text Options page, available when you click Other Sources, to let you immediately access those journal articles from your desktop.
Narrow an Answer Set with Refine Options

1. Click the **Refine** tab and click a radio button to select a **Refine by** option.

2. Specify additional criteria below the refine options.
   - Here, the answer set is refined to include answers with two additional concepts.
   - A synonym is included in parentheses.

3. Click **Refine**.

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**Tips**

- SciFinder automatically searches for both singular and plural forms of a word (**method**; **methods**), alternate word endings and forms (**clean**; **cleaning**), and common synonyms (**ocean**; **sea**; **marine**) to save you time and increase comprehensiveness.

- When searching or refining by **Research Topic**, you can include up to three synonyms, separated by commas and enclosed in one set of parentheses.

- When you refine by **Research Topic**, both the original and new hit terms are highlighted in the title and are bolded in the abstract.
Evaluate Answers with Analyze Options

1. Click the Analyze tab. By default, the answer set is analyzed by Author Name.
2. Click the drop-down arrow to see the available Analyze by: options.
3. Click Show More to see additional data when it is available (see inset), or to select more than one analysis subset.
   - E.g., Use Show More to select several variations of an author’s name.

Tip
Some document types are listed in all capital letters. These subsets are unique to MEDLINE® (aka PubMed). The 40 JOURNAL ARTICLE(s) in MEDLINE are also included in the Journal subset which contains the documents from both MEDLINE and CAplus.
Use Analyze to Narrow an Answer Set

Click an analysis bar to display that subset of answers.
- Parts of other analysis bars turn yellow if any records fall into more than one subset.

The yellow status bar indicates the answers that are currently displayed.
- Click Keep Analysis to make these answers your new answer set.
- Click Clear Analysis to return to your original answer set.

Or, select a different subset on the Analyze tab to view those records.

Tip
PatentPak™ offers immediate access to full text PDFs for indexed patents and their patent families from 11 major patent offices and includes page numbers for substances from covered patents. Learn more about this add-on product at http://www.cas.org/products/scifinder/patentpak.
When you click the blue title of a reference, the **Reference Detail** is displayed.

1. At the top, the title, authors, and abstract are shown.

2. For patents, below the abstract you will see the **Patent Information** table.
   - The first patent in the table is called the basic patent and was used for indexing the document.
   - WIPO patents will always list the WO patent application number as well as the first country where the patent application was filed.

3. On the right side are details about the publication **Source**, the associated **Company/Organization**, the **Accession Number**, the **Publisher** and the original **Language** (after 1967).

*Continued*
CAS scientists extract key scientific terms and concepts from each document. This **Indexing** is added to each reference.

- Each of the 80 Chemical Abstracts **Section** codes covers one broad scientific discipline.
- The **Concepts** are standardized, uniform index terms (controlled vocabulary).
- **Substances** are the chemical compounds important to the science of the document.
- **Supplementary Terms** are relevant keywords for that document. They are not controlled vocabulary.

Below the **Indexing** are the **Citations** for the document.

- If the citation is blue, you can click it to see the database record for that reference.

You can apply or **Edit Tags** to documents here.

- You can search **Tags**. This feature allows you to combine records from many answer sets into one answer set.
- You can also add a tag (up to 500 records) under the **Tools** button on the toolbar.

You can add **Comments** to individual records as reminders about important information or as project identifiers.
Use Categorize to Identify Specific Records

CAS scientists identify key terms and concepts that they include in the indexing of each database record. These index terms are standardized and uniform to describe the science in the original document.

**Categorize** lets you find the references associated with selected indexing.

Click the **Categorize** button to launch the **Categorize** window.

1. **Select a Category Heading**.
2. **Select a Category of interest**.
3. To select one or more **Index Terms**, click the box to the left of a term.
4. In the **Selected Terms** summary box, click the blue circle with the white “X” to delete a term.
5. Click **OK** to narrow your search based on the selected index terms.

**Tip**

Add **Index Terms** to your search query. Begin with a broad research topic search. In the answer set, find a couple records that are very relevant. Look at the index terms for those documents. Then, re-run the search with these index terms added to your search query.
Manage Your Searching

2. Click the Explore drop down arrow to start a new references, substances or reactions search.
3. Click the Saved Searches drop-down arrow to access Saved Answer Sets, Keep Me Posted answer sets and your search History.
4. Click SciPlanner to open the SciPlanner workspace.
   - SciPlanner is an interactive window where you can store and organize reference, substance and reaction search results.
5. Click Save, Print or Export to open a dialog window and initiate each of these processes.
   - See “How to... Print, Save and Export” for more information.
6. The breadcrumb trail shows each step in your current search history. Mouse over a step to see more information about it. Click a step to return to that part of the search.
7. Click Get Substances to retrieve substances for part or all of your answer set.
8. Click Get Reactions to retrieve reactions for part or all of your answer set.
9. Click Get Related Citations to Get Citing or Get Cited references.
10. Click the Tools drop-down arrow to access Remove Duplicates, Combine Answer Sets and Add Tags.
11. Create Keep Me Posted Alert, when active, allows you to create an automated alert based on the current search strategy.
   - See “How to... Create and Manage KMP Alerts” for more information.
12. Click Send to SciPlanner to send selected answers to the SciPlanner workspace.
   - Use it to gather information for a project, create a report or export research to share with colleagues.