Use academic login during these hours:
Monday-Thursday: 5pm-5am
Friday 5pm-Monday 5am

1) Create a folder on the desktop with your username, for saving documents in steps 19-22
2) Use Internet Explorer
4) Enter Login: XXXXXXXXX You will get this information after meeting with the Chemistry Research Assistant KEEP THIS INFO. CONFIDENTIAL!!
5) Enter Password: XXXXXXXXX KEEP THIS INFO. CONFIDENTIAL!!
6) Click on “Start your session”
7) Accept the agreement (you’re promising that this research is for school purposes, that you’re not employed by a company and using this discounted account to search for articles)

**General note:** DON’T use the back button on your browser when beginning a search; use the buttons within STN Easy. You CAN use the back button later, if you want to print lists of article titles, after you’ve made selections.

8) The default should be

**Chemical References** (to search for articles) if not change to this category

[May also use Chemical Substances to get the CAS registry number (a unique identifier for a specific compound) and molecular formula.]
9) Type your **most important search term**, then click on Browse, to check your spelling and see variations on the term.

10) To select more than one term, you have two options. Hold down Shift to select all terms in a block. Or, hold down Ctrl. to select individual terms from the whole list.

To search for multiple endings of a root word, use the wildcard symbol `?`.

For example, `bioluminesce?` Will yield results including `bioluminesced` `bioluminescent` `bioluminescence` `bioluminescences`, etc.
Selecting multiple terms from the “Browse index” is the same as using **OR** in your search. Do this to capture misspellings and British-English spellings.

Use **AND** when you refine to combine two different ideas, to get a smaller set of results.

Use **NOT** when you refine to exclude non-relevant terms.

Recognize that you *might* miss a few relevant results. Therefore, use **NOT** sparingly.

11) Once you click on the green SEARCH button, ONU is charged ($0.20 per search).

12) You’ll see how many articles contain the word(s) you searched for. For the initial search fee, we only get **article titles**. To get a complete citation, abstract (and sometimes a chemical structure) you have to choose individual titles. We’re charged about $0.40 per title. So, **first, refine** your search. **Refining is free. 😊**
13) Enter your next search term and browse the index, look for additional terms you want to include.
Your new search will look something like this:

14) If necessary, continue to refine by language and document type....
15) Now that you have a more manageable number of results, scroll through the list of article titles. Add a check mark to all articles that interest you. Use <next> or the page numbers to view additional article titles.

16) Once you’ve marked all of the articles that seem relevant, click on Display. Choose Standard Display. The Display Style should be STN Easy. Reminder: We’re charged $0.40 for each title, so please make reasonable choices.

Want to print this list? In Internet Explorer, choose Print-Preview, then “only the selected frame”
Want double or single-sided printing?

When printing to the Yokohama printer (the copier/printer behind the Circulation Desk), it’s an option under Preferences → Finishing.

17) Each record that you display will have complete citation information and an abstract. Some include molecular structures. If your article is a few years old, you maybe be able to click on the link to **Find documents citing this reference.** This is an excellent way to discover more recent articles written about your topic.
18) While you’re looking at each displayed record, click on Full-Text Options

   (3) CLONTECH Laboratories: Living Color GFP Application Notes 1995

19) Use the “Email reference” link to send each citation to yourself. (NOTE: the abstract will NOT be included). That way, if we don’t have the print article or online access to it through the ACS journal search, you can copy and paste the citation into the ILL form (http://library.olivet.edu/forms/interlibrary-loan-request/index.php)
20) Look around the page above to see if there are links to the actual fulltext (.pdf, html)

21) When you are done searching, refining and displaying article citations, click on Search History.

22) Print everything that’s displayed here or choose to “save as RTF.” Then, you can save the info as a MS Word document, on the desktop.

23) Remember to Log Off.

24) Email saved files from desktop (articles, search history, etc.) to yourself before the training session is over.
25) Once you’ve logged off, you’ll get a summary of the charges for your session (if we had to pay the full rate—but don’t panic, we only pay 10% of this amount and it’s worth it, to help you with your research).