

# HOW TO

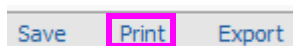
## Print, Save, and Export Answers



SciFinder® allows you to print reference, substance, and reaction answers, save answers to the SciFinder server, and export answers to a local or shared file location.

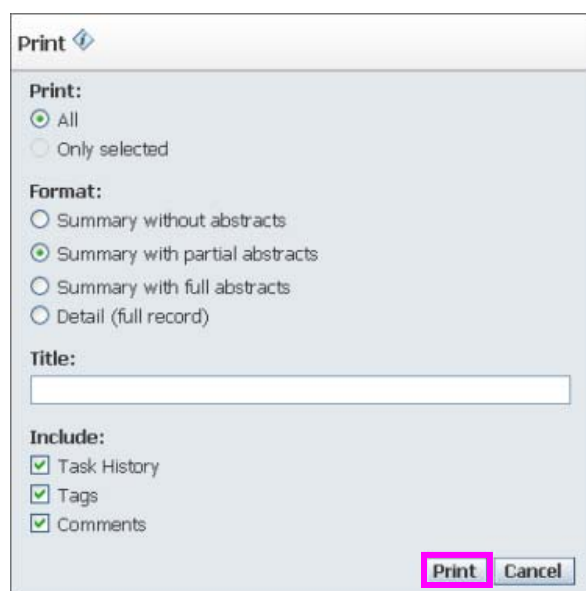
### Print Answers

1. When an answer set is displayed, select the answers you would like to print. Then click **Print**.



**Note:** If no answers are selected, the entire answer set will be printed.

2. Select the appropriate options, and click **Print**.



The Print dialog box contains the following options:

- Print:**
  - All
  - Only selected
- Format:**
  - Summary without abstracts
  - Summary with partial abstracts
  - Summary with full abstracts
  - Detail (full record)
- Title:**
- Include:**
  - Task History
  - Tags
  - Comments

Buttons: **Print** (highlighted with a pink box), Cancel

#### Tips:

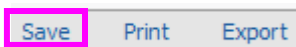
- **Summary** format prints an abbreviated set of information for up to 500 answers. For reference answer sets, you can specify the amount of the abstract you want to print.
- **Detail** format prints a comprehensive set of information for up to 100 answers.
- **Task History**, **Tags**, and **Comments** can be included with reference answer sets.
- To print the details for a single answer, display the Reference/Substance/Reaction Detail. Then click **Print**.

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## Save Answers

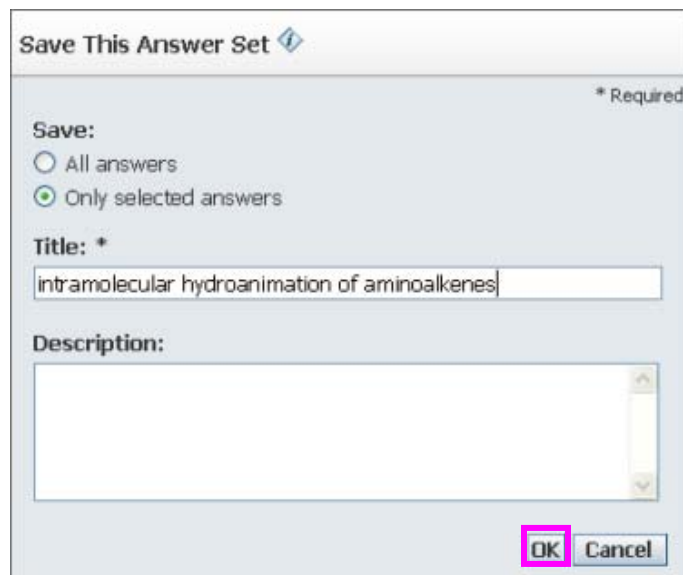
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1. When an answer set is displayed, select the answers you would like to save to the SciFinder server. Then click **Save**.



**Note:** If no answers are selected, the entire answer set will be saved.

2. Specify the appropriate information, and click **OK**.



**Tips:**

- A maximum of 20,000 answers can be saved.
  - To retrieve your saved answer set at any time, click **Saved Answer Sets** in the upper-right corner of the SciFinder application.
  - To save the details for a single answer, display the Reference/Substance/Reaction Detail. Then click **Save**.
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## Export Answers

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1. When an answer set is displayed, select the answers you want to export to a local or shared file location. Then click **Export**.

Save Print **Export**

**Note:** If no answers are selected, the entire answer set will be exported.

2. Specify the appropriate information, and click **Export**.

Export ⓘ

\* Required

**Export:**

All answers  
 Only selected answers

**File Name: \***

**File Type:**

Portable Document Format (\*.pdf) ▼

**Format:**

Summary without abstracts  
 Summary with partial abstracts  
 Summary with full abstracts  
 Detail (full record)

**Include:**

Task History  
 Tags  
 Comments

**Export** Cancel

### Tips:

- To export the properties for one or more substances, select **Microsoft Excel Worksheet (\*.xls)** from the File Type list, specify the property values to export, and then click **Export**.
- **Summary (three abstract options)** exports an abbreviated set of information for up to 500 answers.
- **Detail** exports a comprehensive set of information for up to 100 answers.
- **Task History**, **Tags**, and **Comments** can be included.
- To export the details for a single answer, display the Reference/Substance/Reaction Detail. Then click **Export**.