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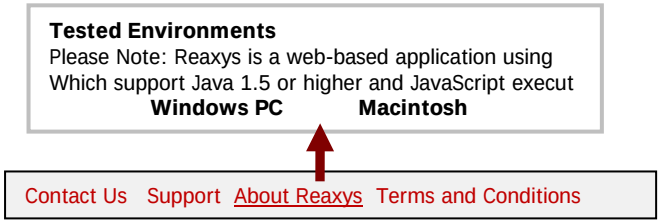
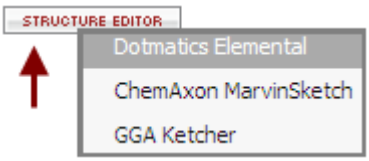
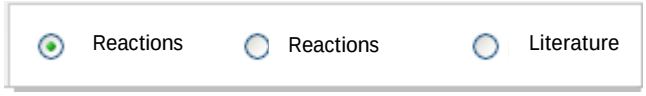
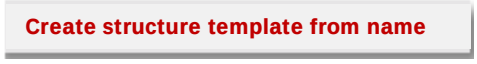
How do I…..	Instructions
Register for a **password**	 Click the **Register** button in the upper right part of the screen.
Change **password**	 Click the **My Settings** button. Then click the **Change Password** link
Find out about tested environments involving Windows, Mac, and Java	 Click the **About Reaxys** link located at the bottom of the Query page.
Find info about the databases included in a Reaxys search.	 Click on one of the hyperlinks towards the top of the **Query** page to display the info sites for those databases.
Select a Structure Editor	 Click the **Structure Editor** button located in the lower right side of the structure box on the **Query** page. Click the structure box to open the Structure Editor. If you are on the **Start** page, you will first have to click the box on the far left labeled **Substances/Reactions** to open the structure box.
Use these external structure editors: **-Accelrys ISIS/Draw** **- ChemDraw** **- Accelrys Draw** **- ICEdit** **-CrossFire SE**	 1. Install the external structure editor 2. Download the **Reaxys Structure Editor Plug-in** from http://www.reaxys.com/info/support_downloads and install it (Download **ChemDraw/Reaxys Plug-in**: http://scistore.cambridgesoft.com/ScistoreProductPage.aspx?ItemID=5943 and install.) (Download the **ICEdit/Reaxys Plug-in** from http://www.infochem.de/content/downloads/iceditinreaxys.pdf) 3. Click the **My Settings** button. Then click the **Modify Application Settings** link, select your structure editor and click **Save**.
Select **Substances** or **Reactions** as the type of search	 Click the appropriate selection, **Substances** or **Reactions**, located above the structure box on the **Standard** and **Advanced** tab. If you are on the **Start** page, you will first have to click the box on the far left labeled **Substances/Reactions** to view the structure box.
Create a structure from a name CAS#, InChIkey, or smiles string	 Click the **Create structure template from name** link under the Structure box, type in the query and click **Submit**. (Use the operator dropdown menu, if needed). If several structures share the same name, a list of structures will appear with the most relevant first.

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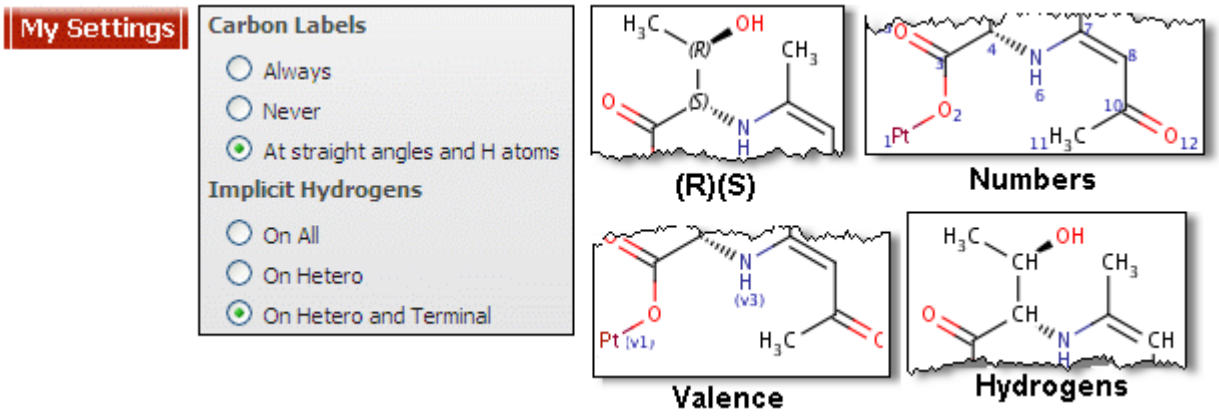
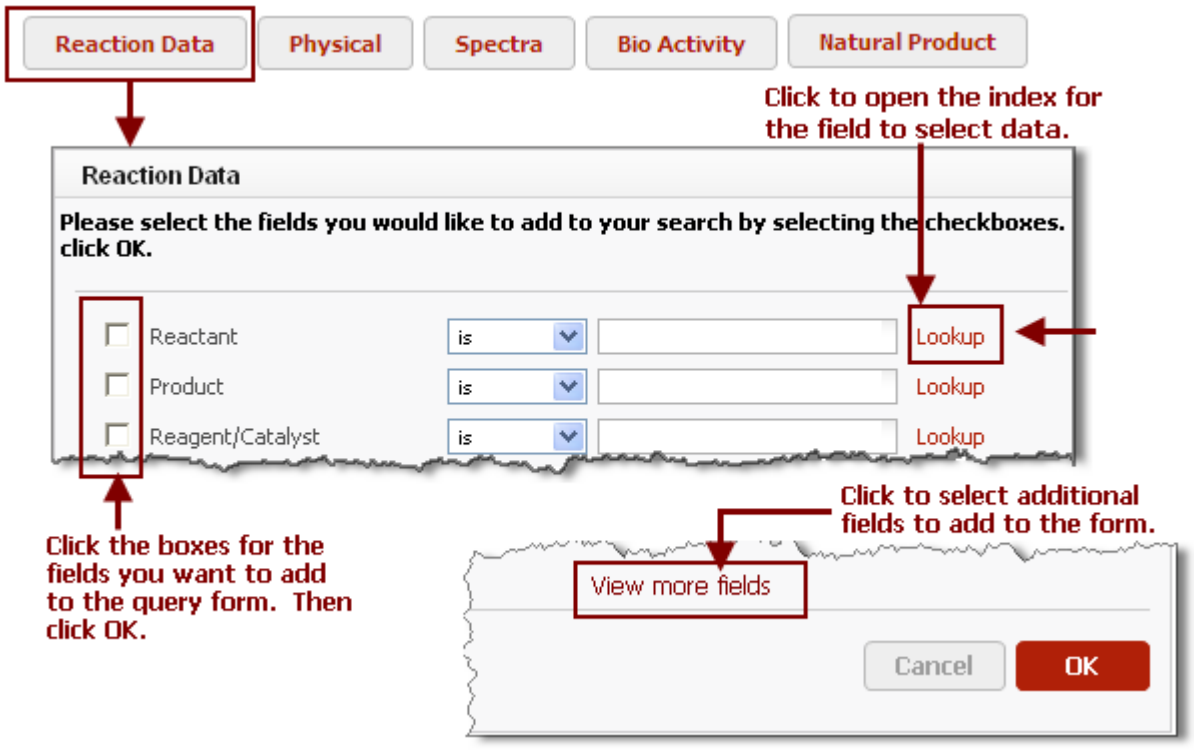
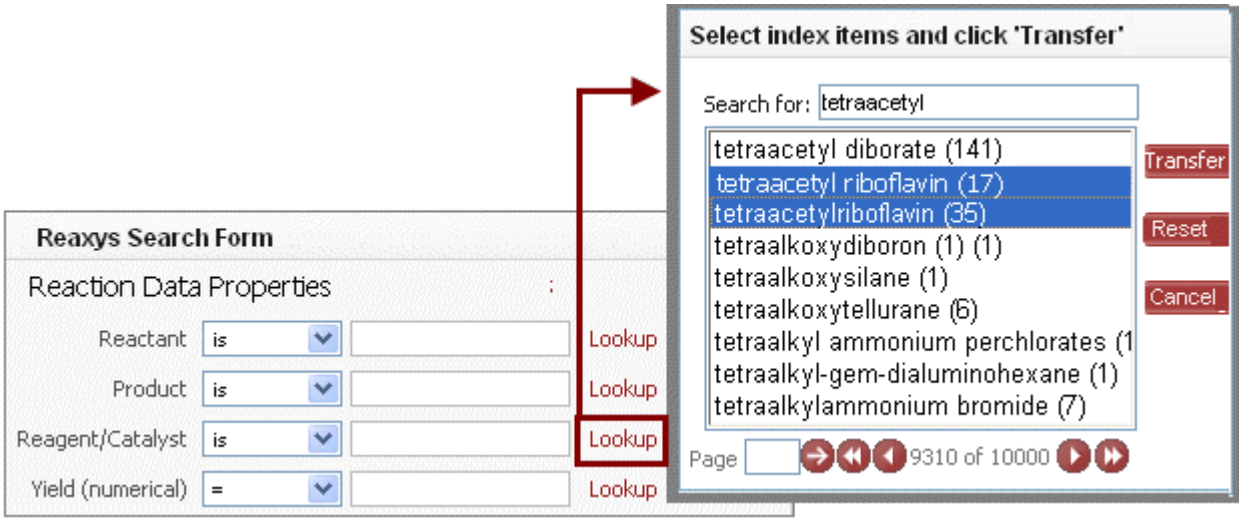
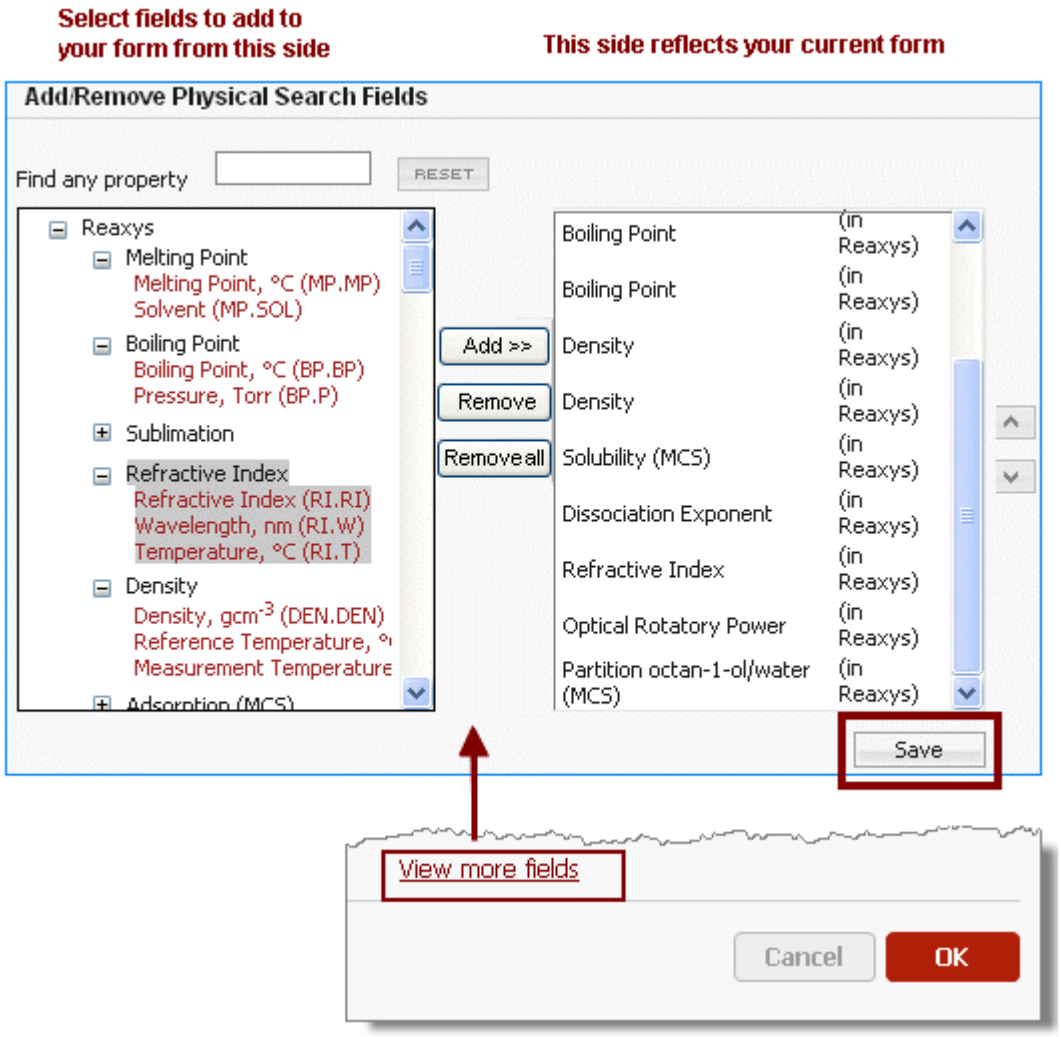
Customize the settings for **reaction** or **substance search options**	 Click the **My Settings** button. Then click the **Modify Application Settings** link and look for **Reaction** or **Structure Search Options.**
Customize the settings for **structure display** options	 Click the **My Settings** button. Then click the **Modify Application Settings** link and look for **Structure Display Options.**
Display a form so that I can use **data** in my query.	 Select a category and click to display the corresponding form. Type in a query or use the **Lookup** table to select an entry. If you'd like to add more fields to the form, click the **View more fields** link. Click in the checkboxes near the fields that you want to add to the query page. Searching the **Literature** fields together with a structure or reaction will retrieve a list of all substances and all reactions from documents that fit the bibliographic search criteria. If, instead, you wish to do a **Literature search** you can find information here.

Use the **Lookup** tables in the **Data forms.**

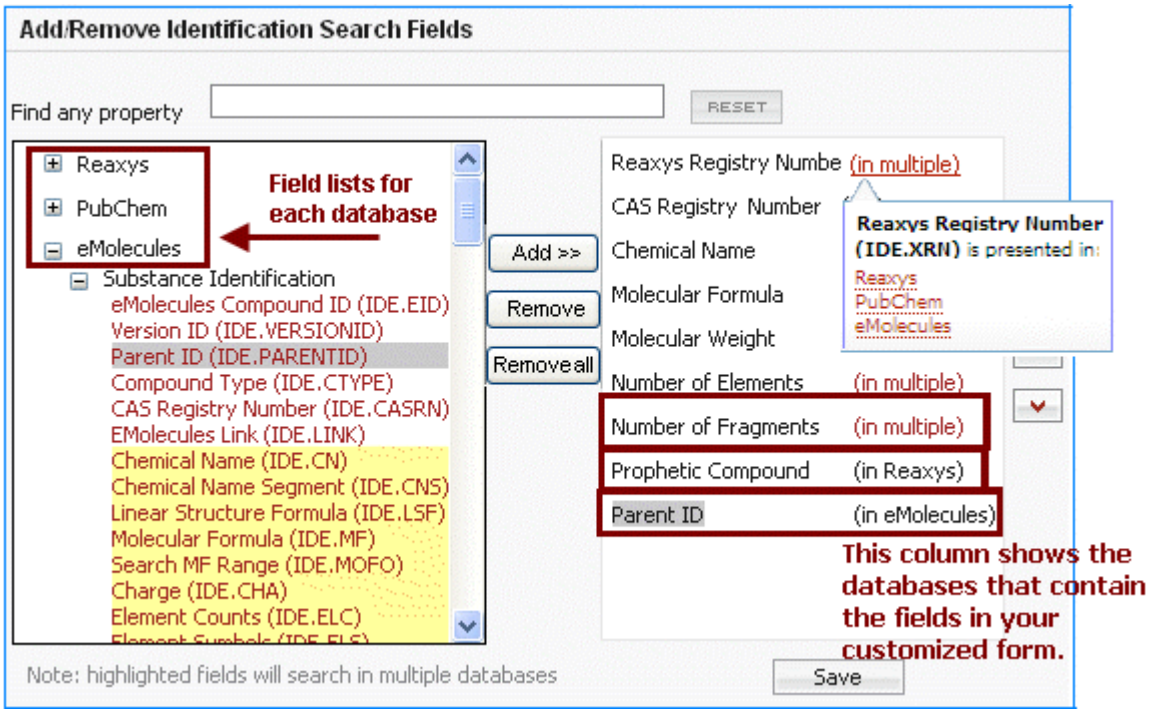


Click the appropriate **Lookup** link to open the index to select specific data. In the index, type in your data. Click to select your data from the list. Use the **Shift** and **Control** keys to make multiple selections. Then click the **Transfer** button to add the data to your form. Check the boxes for the datafields you want to add to the **Query** page. Click **OK.**

Customize a **Data form.**



Select a form from the buttons labeled *Reaction*, *Physical*, etc. and click to open it. Then click the **View more fields** link at the bottom of the form. The **Add/Remove** box is displayed with all of the available fields shown on the left and the fields chosen in your current form on the right. Select a field from the left (use the **Shift** or **Ctrl** keys for multiple selections) and then click the **Add** button (between the left and right columns) to move your selection to the right. (Adjust the placement of the fields in your new list by clicking the arrows on the far right). Click the **Save** button. The new fields will now appear on your form. Fields can be removed in a similar way: click **View more fields** and select the fields you want to remove from the right column, click the **Remove button**, and then click **Save**. Please note: If you cannot find the field you need on the left, begin typing part of the field name into the entry box at the top of the form and the relevant fields will be displayed at the top of the list.



Many fields in **Reaxys** have been mapped to fields in **PubChem** and **eMolecules** and those results appear automatically when you do a substance search. There are also many fields that are unique to **PubChem** and **eMolecules** that can be searched from within **Reaxys**. For example eMolecules has a unique field for the parent compound identification. This field can be added to your customized form. Notice that in the example above you can hover over a hyperlink on the right side to see which databases contain that field. When the field appears in only one database, the name of the database is shown.

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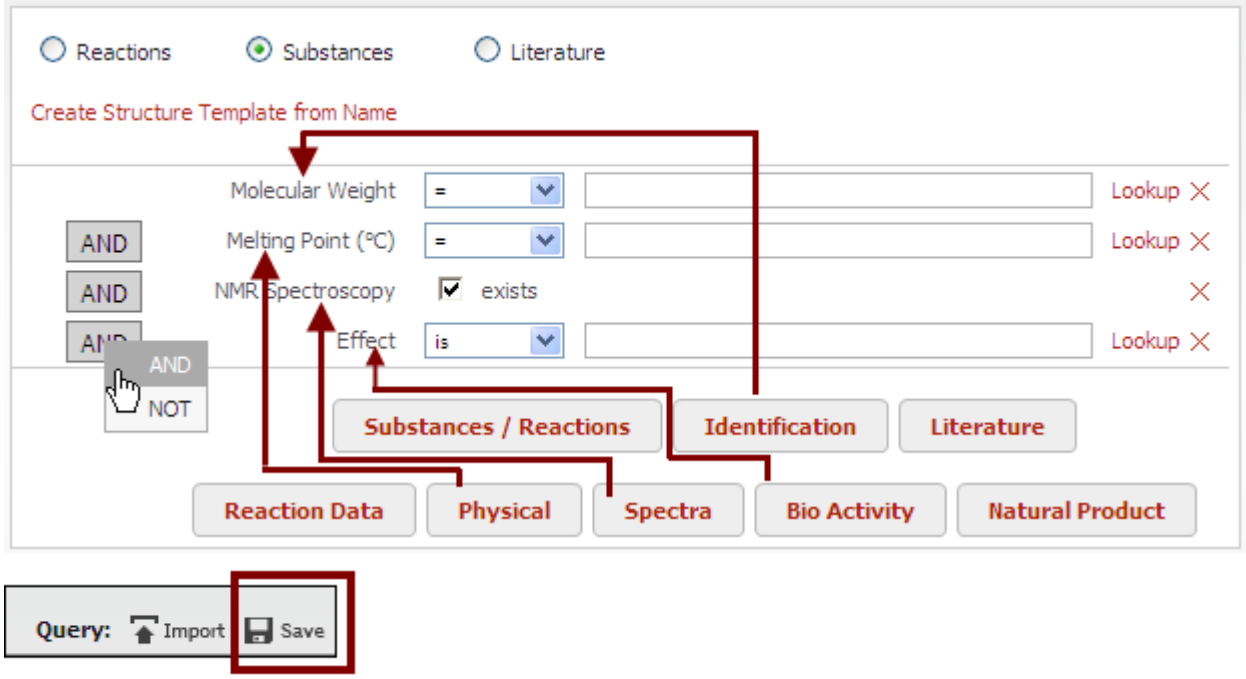
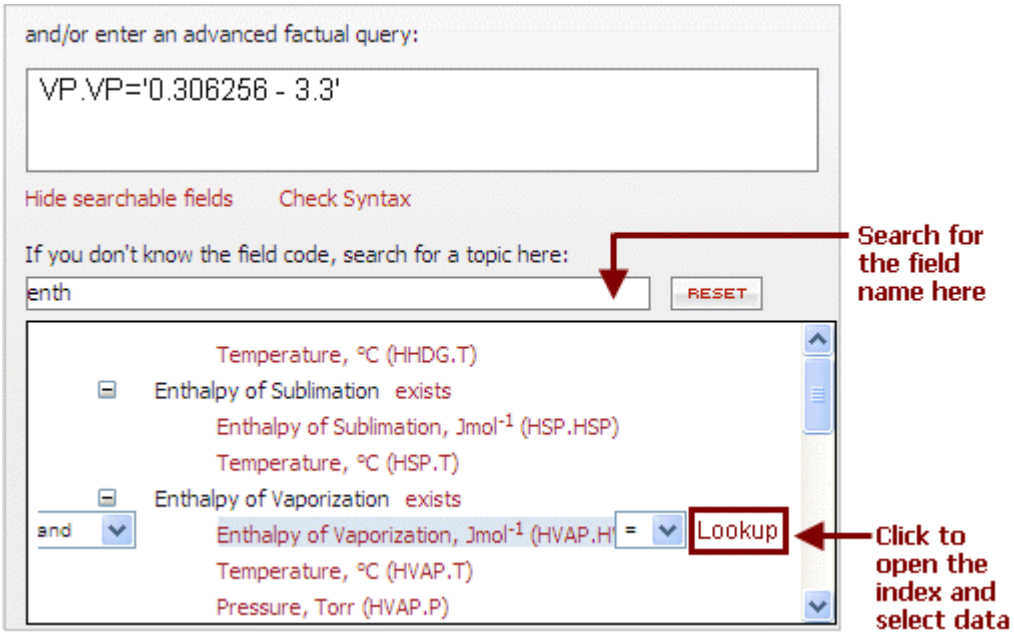
Save a **Data Form** for future use

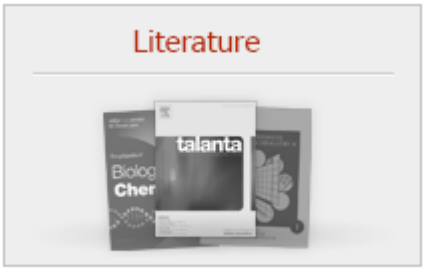
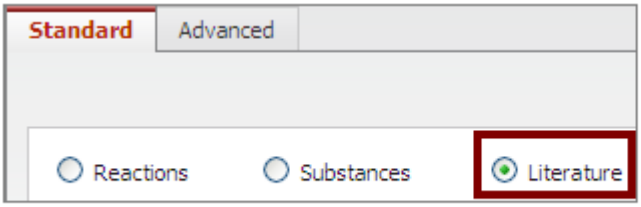
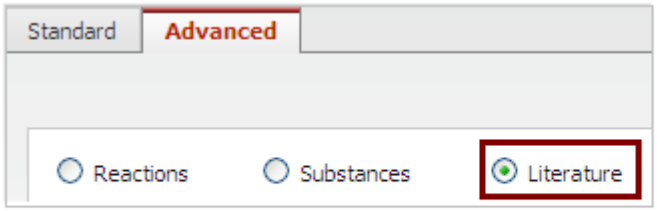
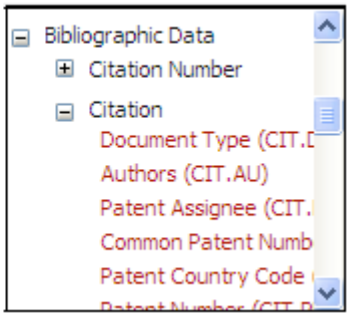


Select the appropriate radio button (Reactions, Substances, Literature). Select the desired fields by clicking any of the buttons on the bottom of the **Standard tab** and then clicking the appropriate checkboxes near each field. If a field you need does not already appear on the form, click **View more fields** (see above), and then select the needed fields. Click OK.You can mix fields from any of the categories (*Physical, Identification, etc*.). Then click the **Save** button in the top right corner to save the form to your computer. Retrieve the form by clicking the **Import** button (next to the **Save** button.)

Add a **keyword** or **data** to your query using the **Advanced** form



The **Advanced** form gives you access to the data structure so that you can create complex queries using different fields and data operators. Click the **Advanced** tab. Then click the **Show Searchable Fields** link towards the bottom of the page. Find the appropriate field by typing a partial field name into the box under the words **If you don't know the field code search for a topic here.** Relevent field names will appear as you type**.** Select the field from the list that appears. Select **exists** for a general search of that field, or click the field name and then click the **Lookup** link to open the index to select specific data. In the index, type in your data. Click to select your data from the list. Use the **Shift** and **Control** keys to make multiple selections. Then click the **Transfer** button. Please note: If several subfields are listed under a field name, e. g., *boiling point* and *b.p. pressure,* you can use the operator **Proximity** when building your query with these fields. This will ensure that your results are aligned.

	The Basic Index fields are for keyword searching. The other fields are for data searching.
Perform **Literature Searching**	 **From Start page**  **From the Standard tab**  **From the Advanced tab**  To find a list of specific citations *with their associated substances and reactions (if any)*, do any of the following: • Click the **Literature** picture on the **Start** page to open the **default Literature form**. • Click the **Literature** radio button on the **Standard tab** and then click the **Literature button** at the bottom to open the **default Literature form.** • Click the **Literature** radio button on the **Advanced tab** and then click the **Show Searchable Fields** link at the bottom of the page. Scroll to **bibliographic Data.** Use the **field at the top of the page** on the **default Literature form** to find keywords or phrases that may be contained in titles, abstracts, or author names. Use wildcards (*) and operators like *and*, *or*, *near* (within a few words), and *next* (adjacent words). Use the **Lookup** link next to each field to search the index. Click here for information on using the **Advanced tab**. Please Note: Clicking the **Substances** or **Reactions** radio button will allow for **bibliographic searching**, but the results will be structure/ reaction lists *with their associated citations* and most likely will include additional citations that were not in your query.
Save a query	 Click the **Save** button in the upper right corner of the **Query** tab.

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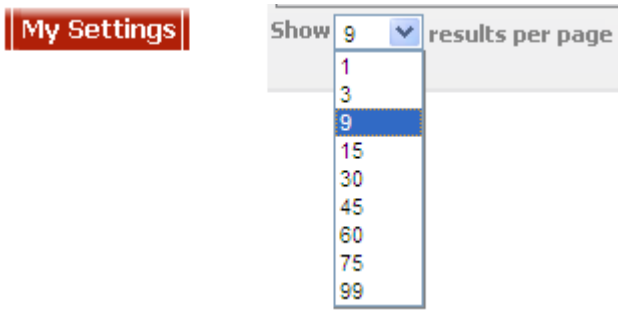
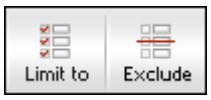
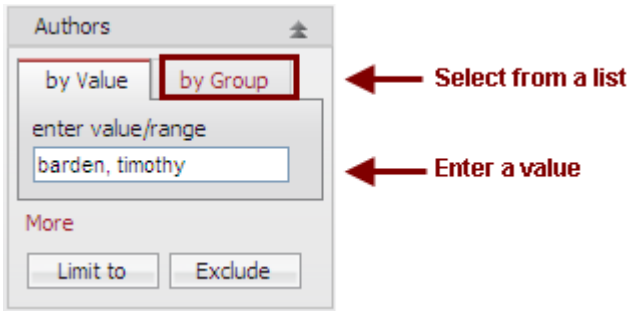
Set the number of hits per page	 Click the **My Settings** button. Then click the **Modify Application Settings** link. To temporarily change the number of hits per page, select the appropriate number from the drop-down menu in the lower left side of the **Results** page.
Change the structure and text highlight colors	 Click the **My Settings** button. Then click the **Modify Application Settings** link.
Change the **size** of **substances** or **reactions**	 Use the **zoom** buttons on the toolbar on the results page.
Show/ Hide reaction or **Substance** details	 Click the appropriate button on the tool bar on the results page.
Generate a list of associated **reactions** from a **substance** list	 From the **Substances (Table)** results tab, select the link for **All Preps** (substances in the list are products in the reactions) or **All Reactions** (substances in the list can be products or reactants).
Limit results to specific hits	 Click the check-boxes (left side of hit) to select the hits, and then click the **Limit to Selection** button.
Limit results to hits with specific properties	 Find the appropriate filter on the left side of the results screen, select properties and click the **Limit to** button. If the word **more** appears at the bottom of the filter, click the **more** link and specify property data in the pop-up box. After filtering, the available data for the hit will include a link called **Hit Data**.
Limit results to a specific author	 Some filters give you the choice of entering the value or selecting the value from a list. For example, to filter by author, find the appropriate filter on the left side of the results screen, click to select author(s). If the list is very long, clicking the **more** link will not display the complete list. In this case, click the **By Value** tab in the filter and type in the name (wildcards can be used).

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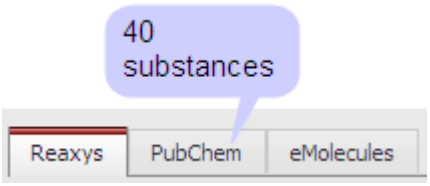
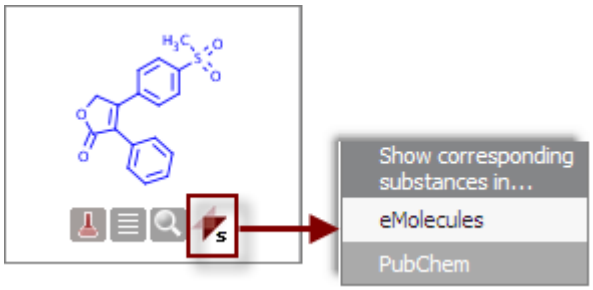
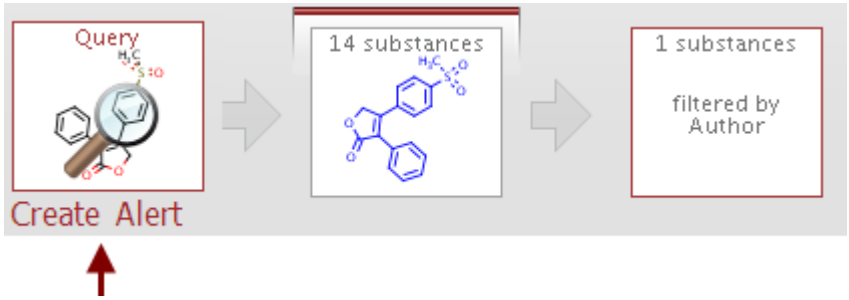
View the results from different databases.	 By default, the Reaxys results will be displayed on the **Results** page. You can hover over the tab for other databases to see the number of results and then click the tab to view the results from within Reaxys. If no results were found in Reaxys, the tab for the database with the largest number of hits will automatically be selected.
View a single substance in multiple data-bases	 Click the Reaxys logo under a structure and select a database.
View supplier availability and pricing info	 **eMolecules** pricing and availability information is displayed by clicking the **eMolecules** tab. Click the **flask** icon under a substance to find options for linking to **eMolecules**, a free website, **Accelrys ACD** database (requires a license), and **CambridgeSoft's ACX** (requires a license).
Create an **Alert**	 Click the **Create Alert** link under the first breadcrumb in the upper left corner of the results screen or click the **History** button and then click the **Create Alert** link under the query.
Save Results	 Click the **History** button from the **Results** page. Then click the **Store** link on the right side of the screen.

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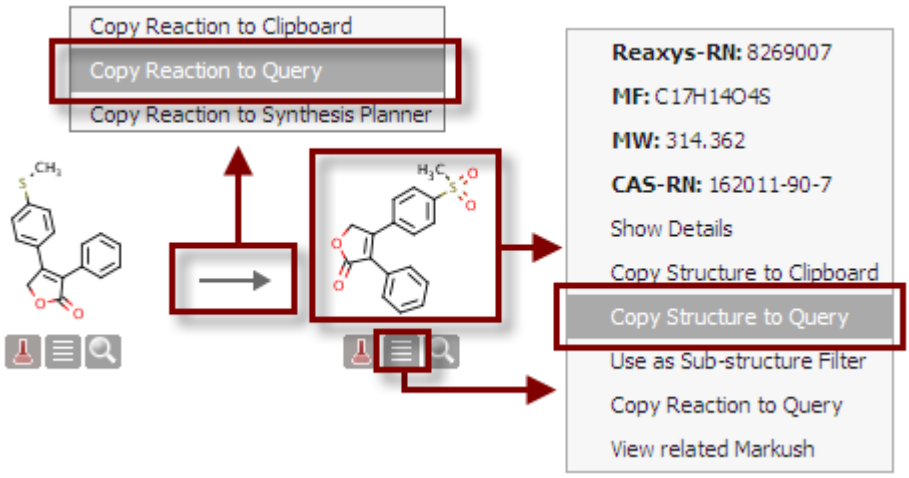
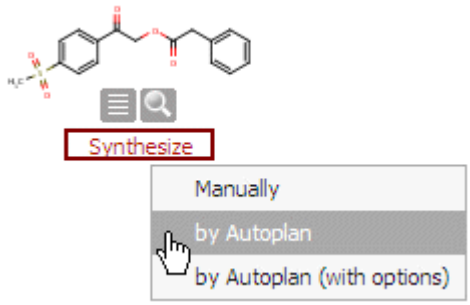
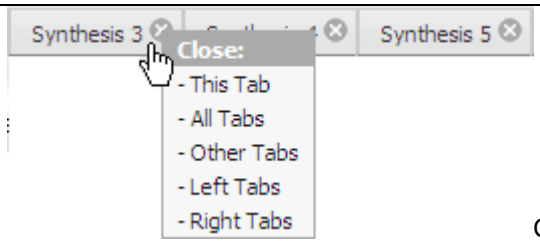
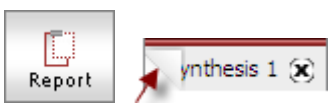
Copy a **substance** or **reaction** from the **Results** screen	 Display the **Options Menu** by clicking the grey box below a substance (or below any substance in a reaction), or click directly on a substance, and select the appropriate option. You can also click the **arrow** in the reaction and then select an option.
Start an **AutoPlan**	 Click the **Synthesize** link under a structure in the results or in the **Synthesis Planner** and select **by Autoplan**.
Select the settings for **Autoplan**	 From the **My Settings page**, click **Modify Application Settings>Autoplan options.**
Close tabs in the **Synthesis Planner**	 Click the **Close X** to reveal the options.
Copy a **synthesis plan** to the **Reaxys Report**	 Click the **Report button** on the **Synthesis Planner tool bar** or click the page curl on one of the tabs.
Filter using **histograms**	 From the **Results** page, select the **Open Analysis View** button. Select a category from the dropdown menu of **Histogram A** and then click the desired bins. Analyze the data by comparing it to other categories and bins in **Histogram B**.

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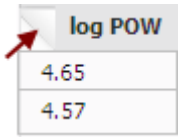
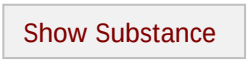
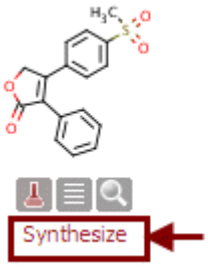
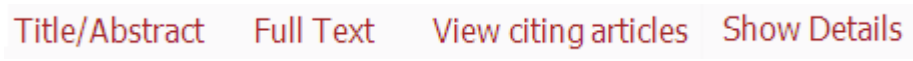
Select specific details to copy to the **Reaxys Report**	 To select a detail, look for a page curl image as you hover over details. Click the page curl to see the options specific to that detail and click to select.
Select a whole list of details to copy to the **Reaxys Report**	 A whole list of facts can be copied by clicking the header on the list of facts.
View your selected facts in the **Report**	 After making your selections, click the **Report button** on the button bar to open your **Reaxys Report**.
Add notes to selected facts in the **Report**	 Click the **Annotation** link on the upper right side of an item to add notes to the selected fact.
Display the structure for a selected fact in the **Report**	 Click the **Show Substance** link to display the substance that goes with the selected fact. The substance will display even though it was not selected with the fact on the results page.
Regroup selected facts in the **Reaxys Report**	 Click the **Regroup** button to reconstruct your report by collecting individual items that were derived from the same record and combining them into one item.
Email the selected facts to a colleague	 Click the **Send** button to email your comments to colleagues along with your **Reaxys Report** as an attachment to an email.
Export	 Click the **Output** button and select from several options.
Start a **Synthesis Plan**	  Click the **Synthesize** link below a substance to start a plan using that substance. Alternatively, you can click the **Synthesis Plans** button from the button bar and then click the **New** button in the upper left side of the screen to begin a search from within the **Synthesis Planner**.
Link to external docs	 Links to **Title/Abstract**, **Full Text**, and **View Citing Articles** appear with references when available.

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