11 Creating Reports and Tables

Overview

This chapter provides step-by-step instructions for creating reports or tables with the following STN Express tools:

Tool	**Function**
Predefined Report Tool	Creates patent reports from transcripts
Custom Report Tool	Prepares reports including only desired transcript data and formatting
Table Tool	Creates a table of selected data from Search results

The following topics are included in this chapter

- Creating patent reports
- Creating custom reports
- Saving reports
- Creating tables
- Saving tables

Creating Patent Reports

Use the Predefined Report Tool to quickly create a formatted patent report from a transcript (.trn or .rtf) file.

Only answers from the patent files or patent-containing files, e.g., CAplus, with the PI (Patent Information) field are included in a patent report generated by the Predefined Report Tool.

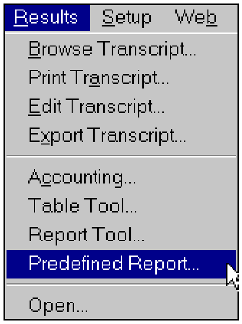
The content and format of the predefined report may not be modified. To create a customized report, use the Custom Report Tool.

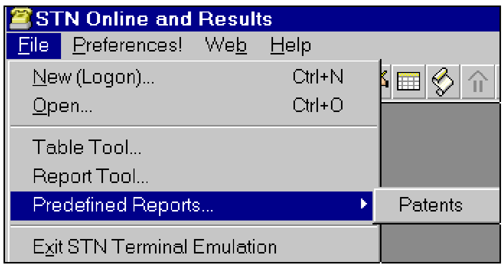
After creating a transcript, follow these steps to create a predefined patent report.

Selecting the Predefined Report Tool

Click the Predefined Report Tool  button on the toolbar of the STN Express Main Menu and the STN Online and Results window.

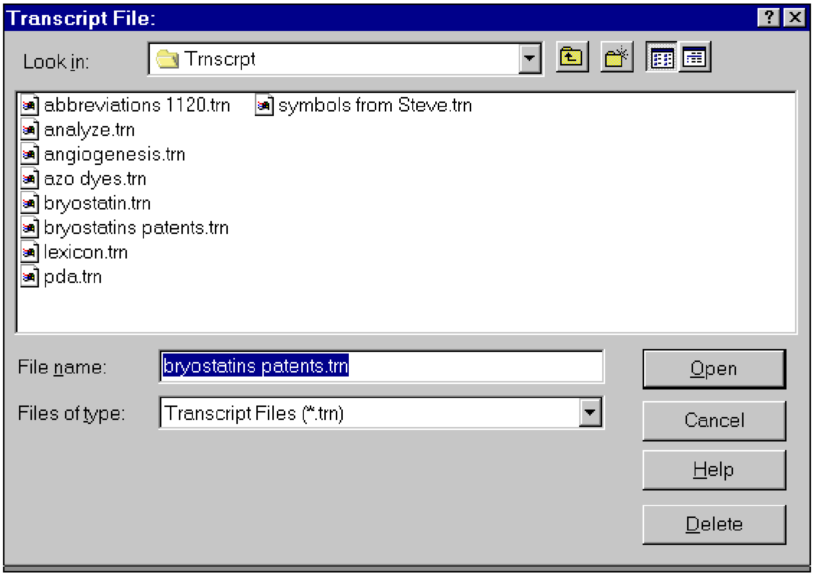
You may also access the tool from the **Results** menu on the STN Express Main Menu or from the **File** menu of the STN Online and Results window.





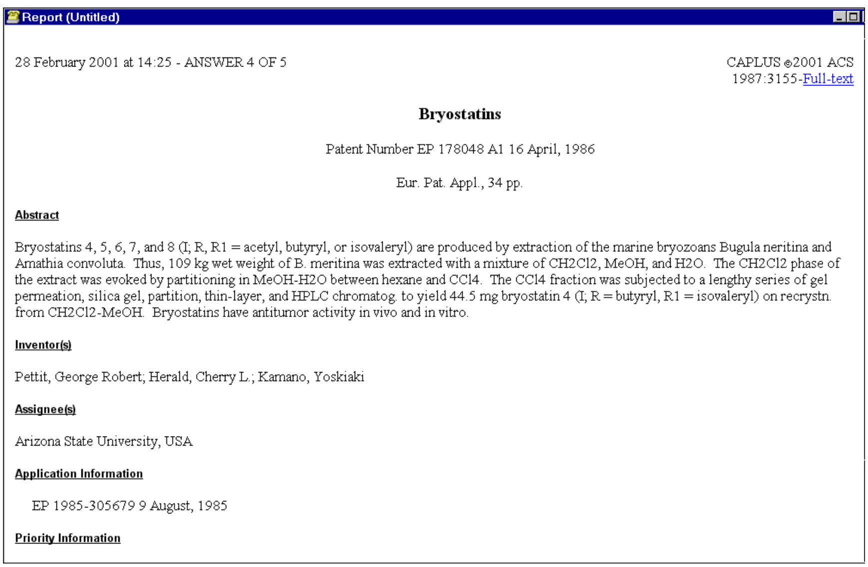
Selecting transcript

In the Transcript File dialog box, select the transcript file for your patent report. Click **Open**.



Patent report

A predefined report is automatically displayed with patent records from your transcript.



Report (Untitled)

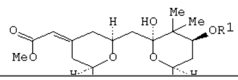
Priority Information

US 1984-639898 10 August, 1984

Patent Family Information

Number	Kind	Date	Application	Date
EP 178048	A1	16 April, 1986	EP 1985-305679	9 August, 1985
(1) EP 178048	B1	12 October, 1994		
US 4611066	A	9 September, 1986	US 1984-639898	10 August, 1984
JP 61197585	A2	1 September, 1986	JP 1985-174418	9 August, 1985

(1) - R: BE, CH, DE, FR, GB, IT, LI, NL, SE



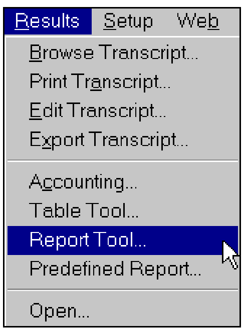
Creating Custom Reports

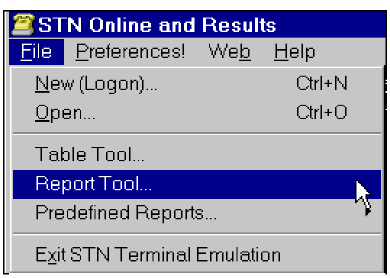
Selecting the Custom Report Tool

Click the Custom Report Tool 

button on the toolbar of the STN Express Main Menu and the STN Online and Results window.

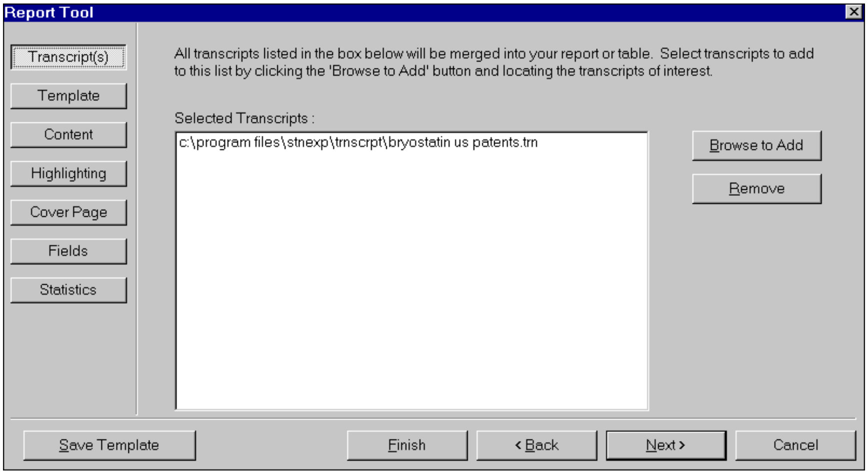
You may also access the tool from **Results** on the STN Express Main Menu or from the **File** menu of the STN Online and Results window.





Report Tool window

Custom Report Tool opens the Report Tool window.



Select from the buttons on the left side of the Report Tool window.

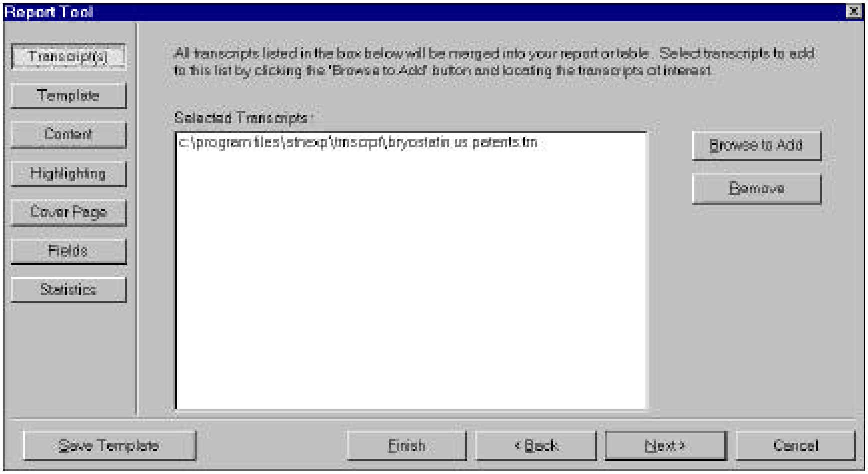
Alternatively, use the **Next** and **Back** buttons to move sequentially between screens. When selected, each button displays a screen with options for you to choose. Once the transcripts are chosen, you can click buttons for different screens in any order.

Button	**Function**
Transcript(s)	To select one or more transcripts for the report
Template	To select a template for the report
Content	To define the content of the report
Highlighting	To define highlighting in the report
Cover Page	To define the content and format of the cover page
Fields	To select the fields from answers
Statistics	To define the charts for the report

The Report Tool window also includes the following buttons on the bottom of the window:

Button	**Function**
Save Template	To save a custom template for reports
Finish	To produce the report once all selections for content and style have been made
Back	To go back to a previous screen
Next	To select the next screen
Cancel	To cancel the report-generation process

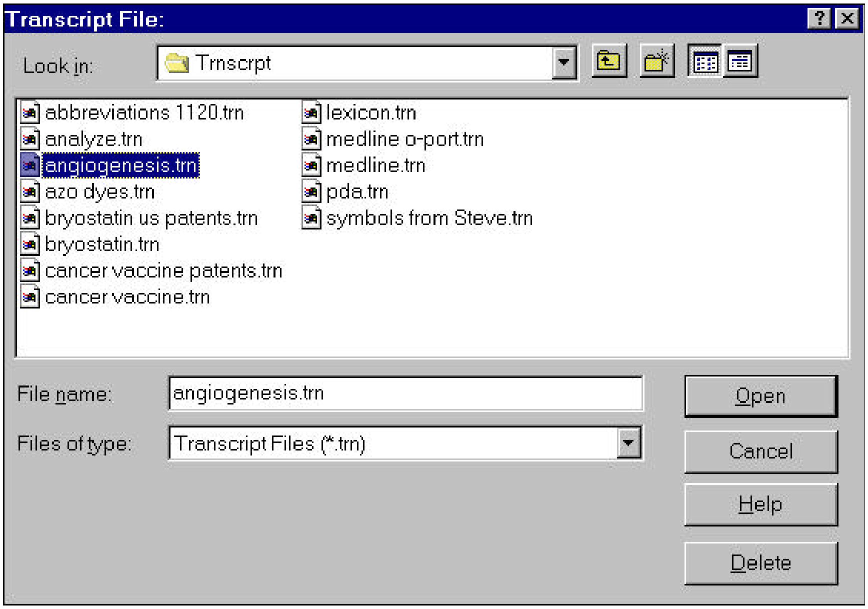
Transcript(s)



This window is displayed when you select the **Report Tool** or when you click the **Transcript(s)** button in the Report Tool Window.

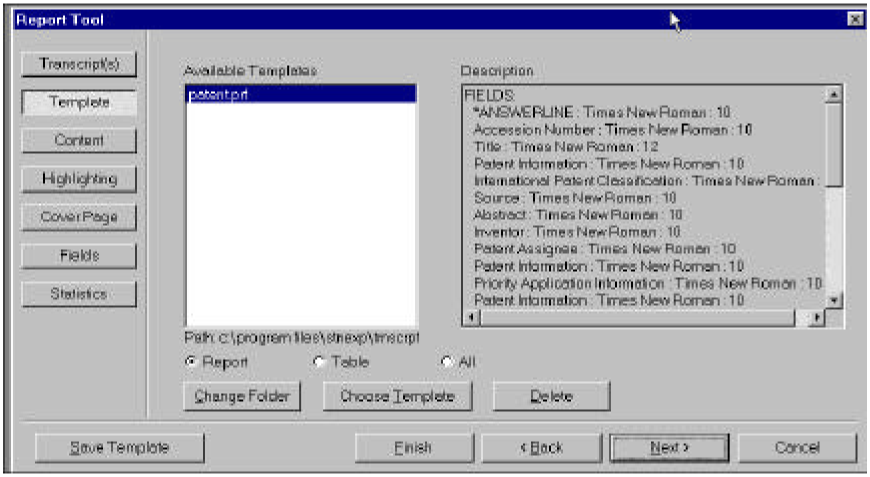
The path for the most recently used transcript is displayed by default. Click on the **Remove** button on the right if you do not want to select this transcript for your report.

Click on the **Browse to Add** button on the right to locate other transcripts. The Transcript File folder opens with a list of transcripts for you to choose. Select the desired transcript and click **Open** or browse for other file locations.



Once you select another transcript, you are returned to the **Transcript(s)** window for the Report Tool. You may select multiple transcripts for a single report.

Template



When you click on the **Template** button of the Report Tool, a list of the currently available templates (.prf files) is displayed. Only one predefined template - the patent template - is currently available. If you have defined and saved other report templates, their names are also displayed in this window.

The Description box shows a summary of the attributes of the selected template.

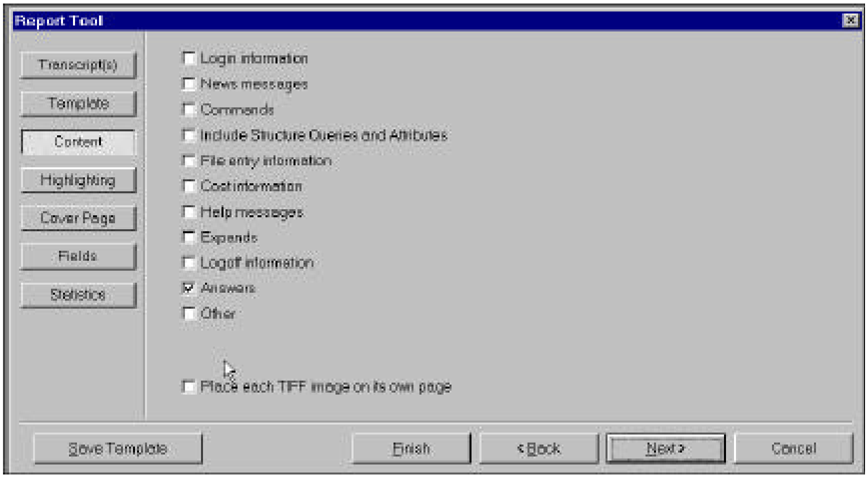
Report and Table templates display separately. To view both report and table templates, choose the **All** radio button. A Table template may be used for a report and vice versa, but attributes that are not applicable will be ignored.

To locate templates that are not in the default Transcripts folder, clock the **Change Folder** button and navigate to that location.

Click **Choose Template** to select the highlighted template for this report.

If no template is chosen, STN Express sends a prompt for verification. Click **Ignore** to continue to define a custom report.

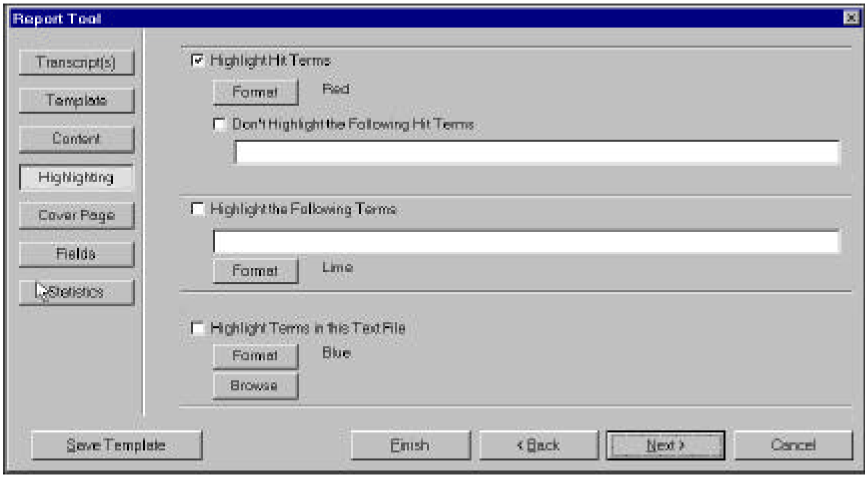
Content



In the Content window you may select parts of the transcript for your report. Click in the appropriate boxes to include this content in your report.

When the Report Tool is used again, the previous content selections will be recalled.

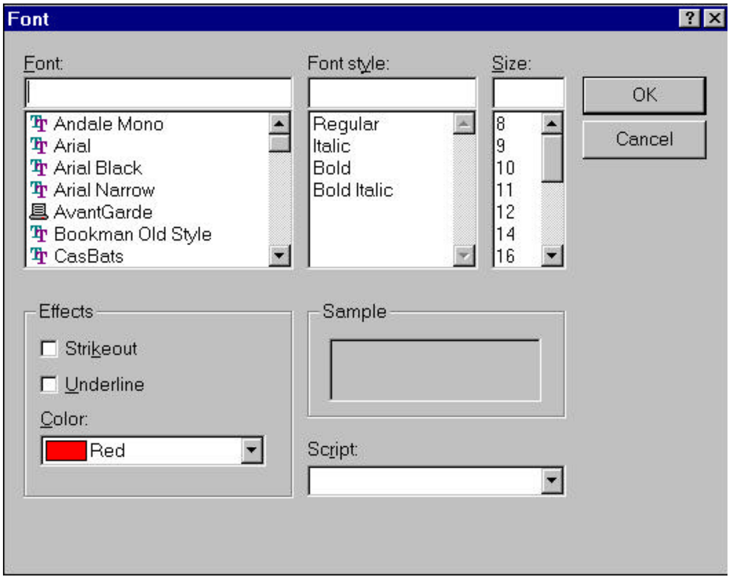
Highlighting



The Highlighting screen shows the following options:

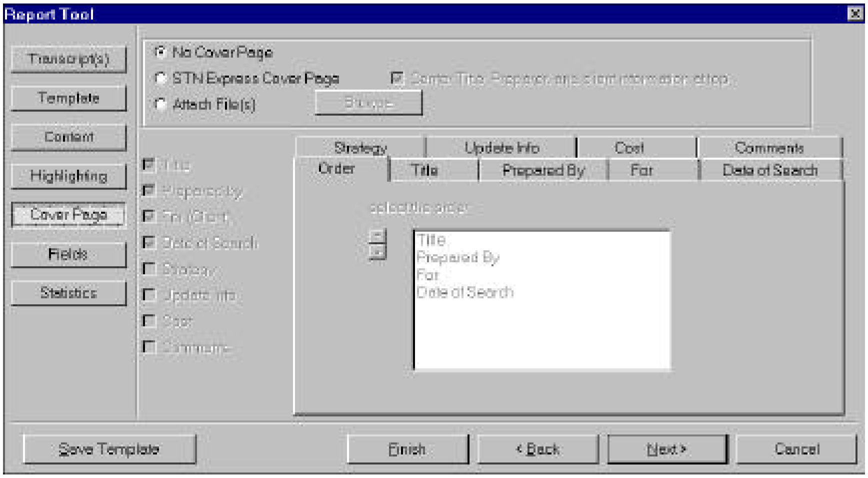
Highlighting option	Result if selected
Highlight Hit Terms	Hit-terms are highlighted in red. Select the **Format** button to change the font and/or the color of highlighting. To remove any hit-term highlighting, deselect this option.
Highlight the Following Terms	Type the terms to be highlighted. Choose **Format** to change the font and/or color of highlighting. The highlighted terms may be any terms in your answers. Terms should be separated with commas. Multiword terms between commas will be highlighted only when the entire phrase is present. This feature is case-insensitive.
Highlight Terms in this Text File	Highlight a list of terms saved in a text file. **Browse** for a saved file. Choose **Format** to change the font and/or color of highlighting. Each line of the text file is treated as a phrase. This feature is case-insensitive.

When you select **Format**, the following options are displayed. If you leave blanks in the Font menus, the highlighted text will follow the font definitions from the **Fields** screen for the field in which it occurs.

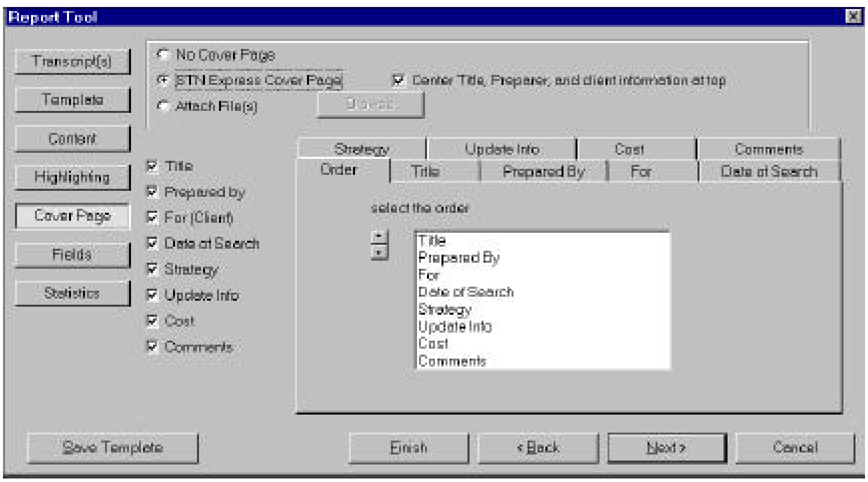


Cover page

1. Select **STN Express Cover Page** if you want to create a cover page for your report.



1. Choose the content of your cover page by selecting from the options on the left, e.g., **Title**. Note that Title, Prepared By, and For may not be de-selected.
2. Choose if you want to center the Title, Prepared By, and For. If you do not select this option, all elements of the cover page are left-justified.

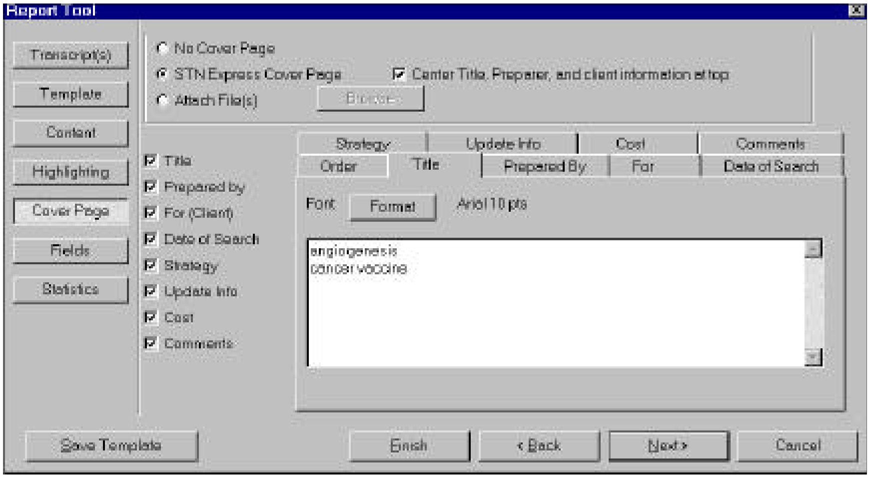


3. Select the order of appearance of the selected items on the cover page by highlighting the item and moving it with the up and down buttons.

If the centered option, e.g., Title, is selected, you cannot change the order of the Title, Prepared By, and For.

4. Click on the tab for each desired selection, e.g., **Title**, to enter or modify the existing information and default format for the selection.

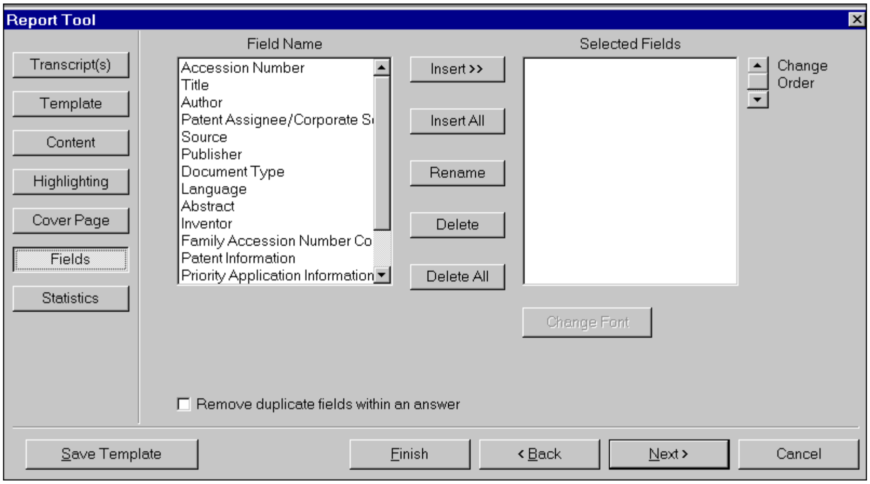
For example, when you click on the **Title** tab, the default title, consisting of the names of the transcripts, is displayed in the default font and size. You may modify or replace the text and select the **Format** button to change the font.



Other items that are automatically filled include:

- Prepared by (from User Data in Preferences)
- Date of Search (from the file-creation date)
- Strategy (from last DISPLAY HISTORY in transcript)
- Update Information (from databases entered in transcript)
- Cost (last cost display in transcript).

Fields



When you select the **Fields** button on the left, you are guided in selecting the fields for your report.

The available fields are those found in the transcripts. The fields are listed alphabetically in the Field Name window on the left. A blank Selected Fields window is displayed on the right.

Use the buttons in the middle of the screen for selecting the fields:

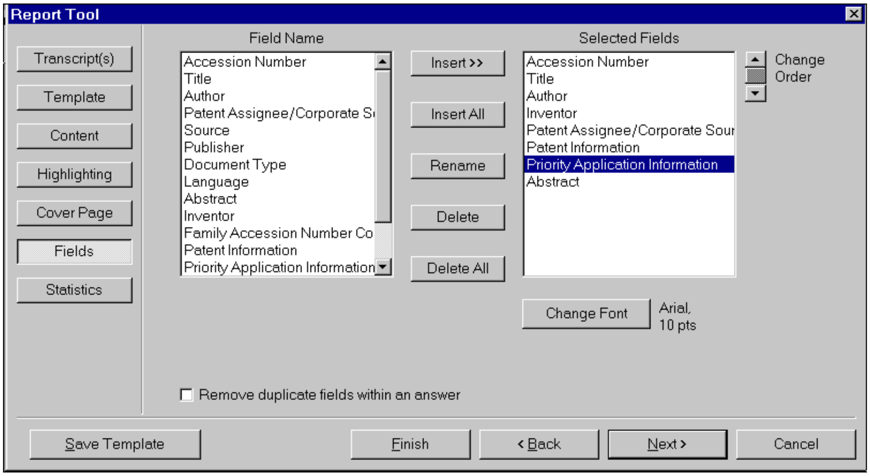
Button	**Function**
Insert	Insert any highlighted fields from the Field Name list into the Selected Fields list
Insert All	Insert all the fields from the Field Name list into the Selected Fields list
Rename	Rename a highlighted field from the Field Name list
Delete	Delete any highlighted fields from the Selected Fields list
Delete All	Delete all the fields from the Selected Fields list

For example, you might want to use the **Insert All** button to select all fields, and then use the **Delete** button to delete any fields that are not desired. You may select multiple fields using the **Shift** and **Ctrl** keys.

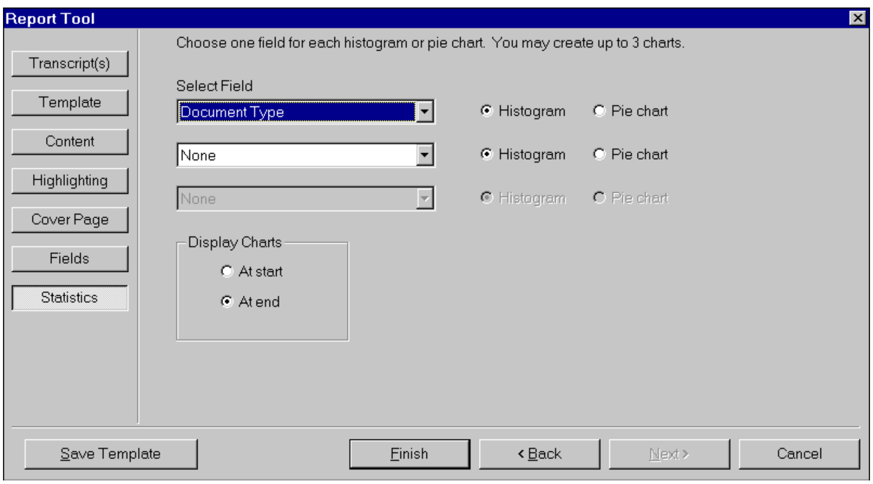
You may also change the order of selected fields by using the **Change Order** buttons on the right.

You may change the format of any highlighted fields on the right by clicking on the **Change Font** button. The information that displays to the right of the **Change Font** button reflects the properties of the fields in the Selected Fields box.

An example of the final selection for a report is shown.



Statistics

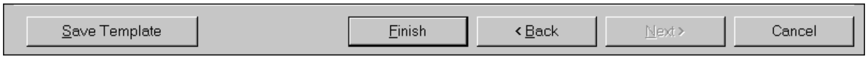


This window is used for defining histograms or pie charts in your report. You may create up to 3 histograms or pie charts from the transcript as part of the report.

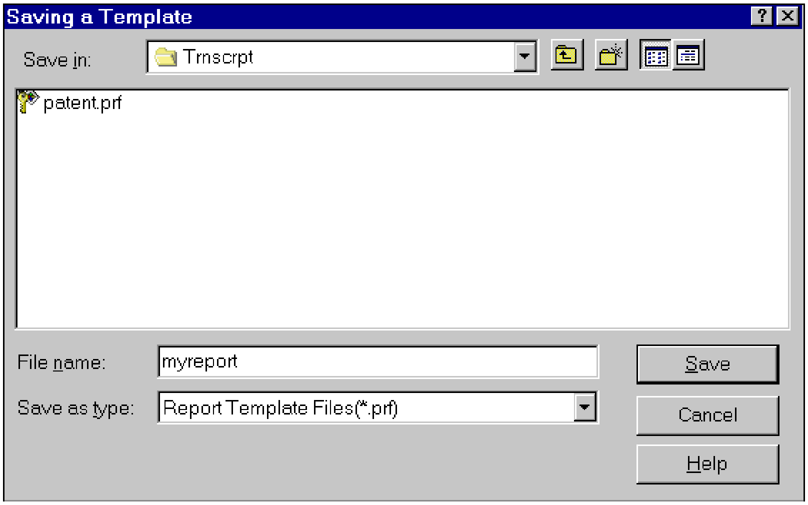
Choose one field for each histogram or pie chart. You may also choose to display the graphs at the beginning or at the end of your report.

Saving template

Click the **Save Template** button when you want to save the attributes of the current report as a template for future use.

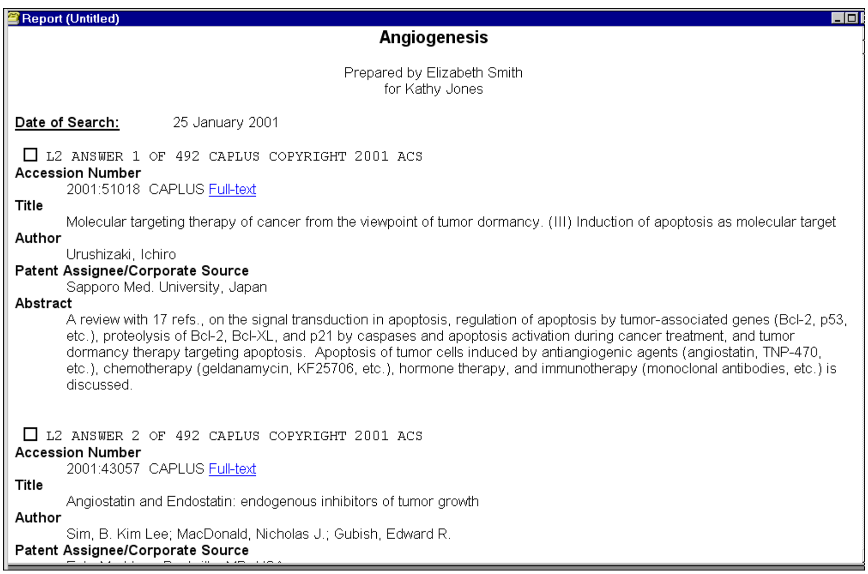


In the Saving a Template dialog box enter the name for your template and click **Save.**



Generating report

To generate a custom report, click **Finish**. The report is displayed.



Angiogenesis

Prepared by Elizabeth Smith
for Kathy Jones

Date of Search: 25 January 2001

L2 ANSWER 1 OF 492 CAPLUS COPYRIGHT 2001 ACS

Accession Number
2001:51018 CAPLUS Full-text

Title
Molecular targeting therapy of cancer from the viewpoint of tumor dormancy. (III) Induction of apoptosis as molecular target

Author
Urushizaki, Ichiro

Patent Assignee/Corporate Source
Sapporo Med. University, Japan

Abstract
A review with 17 refs., on the signal transduction in apoptosis, regulation of apoptosis by tumor-associated genes (Bcl-2, p53, etc.), proteolysis of Bcl-2, Bcl-XL, and p21 by caspases and apoptosis activation during cancer treatment, and tumor dormancy therapy targeting apoptosis. Apoptosis of tumor cells induced by antiangiogenic agents (angiostatin, TNP-470, etc.), chemotherapy (geldanamycin, KF25706, etc.), hormone therapy, and immunotherapy (monoclonal antibodies, etc.) is discussed.

L2 ANSWER 2 OF 492 CAPLUS COPYRIGHT 2001 ACS

Accession Number
2001:43057 CAPLUS Full-text

Title
Angiostatin and Endostatin: endogenous inhibitors of tumor growth

Author
Sim, B. Kim Lee; MacDonald, Nicholas J.; Gubish, Edward R.

Patent Assignee/Corporate Source

Editing reports

To edit a field in a report, follow these steps:

1. Right-click on the field.
2. Choose **Edit Field**
3. Make the changes
4. Click **OK**.

Inserting comments in reports

To insert a comment for an answer, follow these steps:

1. Right-click on the answer.
2. Choose **Edit Record Comments**
3. Type the comment.
4. Click **OK**.

Comments are visible on .rep files only, and appear when the mouse is passed over the Answer Selection Box.

Saving Reports

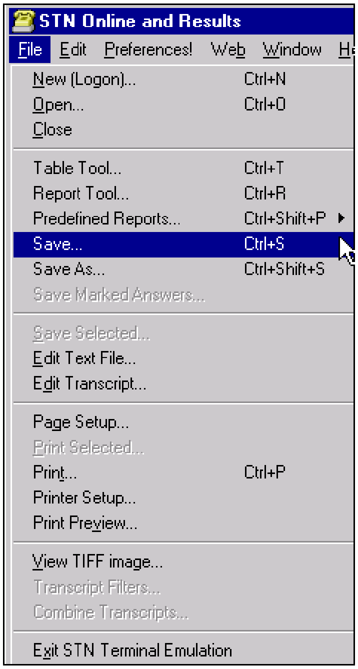
You may save a report as the following types of files:

- STN Express report (.rep) file
- Rich Text Format (.rtf) file
- HTML (.htm) file
- Microsoft Excel (.xls) file
- ASCII (.txt) file.

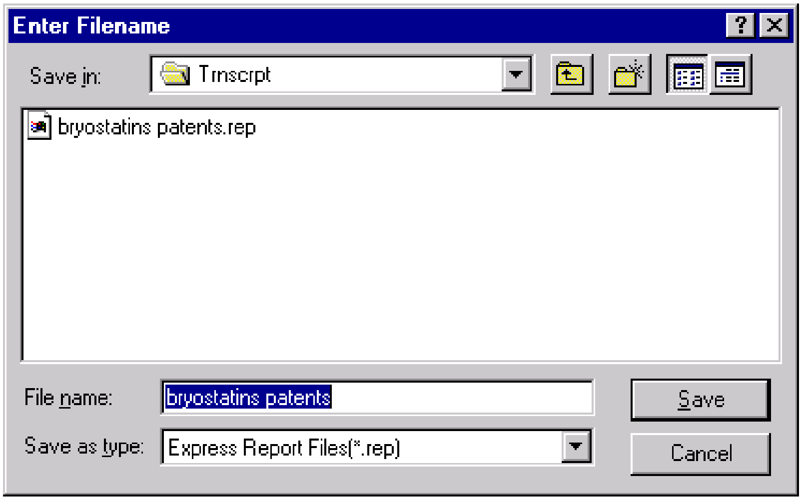
Saving as STN Report files

To save a report as an STN Express Report (.rep file), follow these steps:

1. Select **Save** from the **File** menu in the STN Online and Results window.

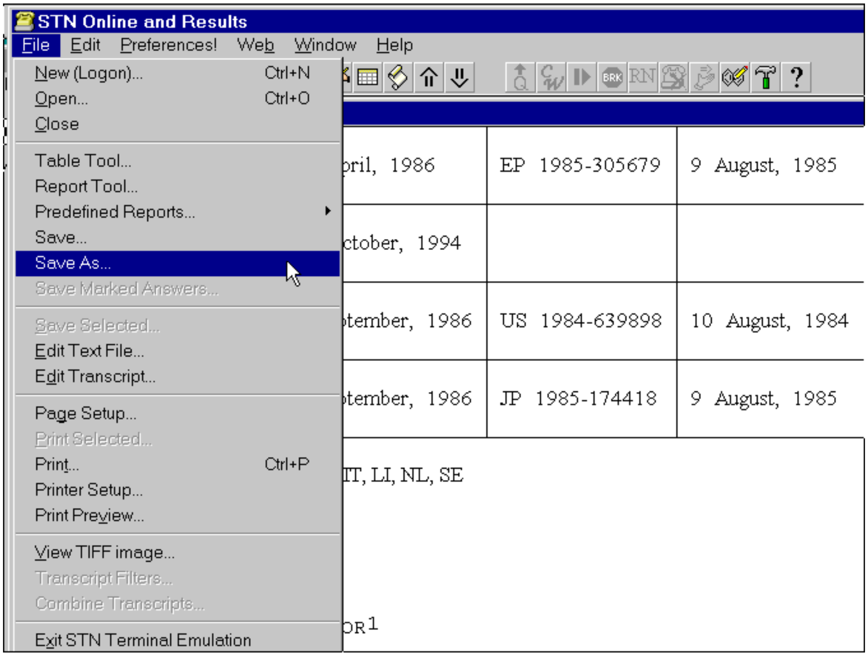


2. In the Enter Filename dialog box, select the transcript and choose the .rep format for the saved file (.rep is the only type of format available when you use the **Save** option).

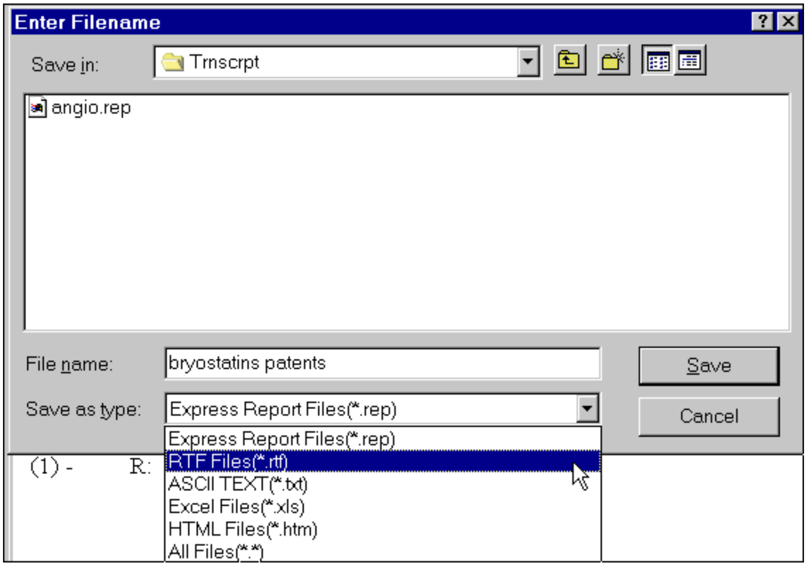


Saving reports in RTF, HTML, and XLS formats

1. Select **Save As** from the **File** menu to save the report in standard formats: RTF, HTML, or XLS.



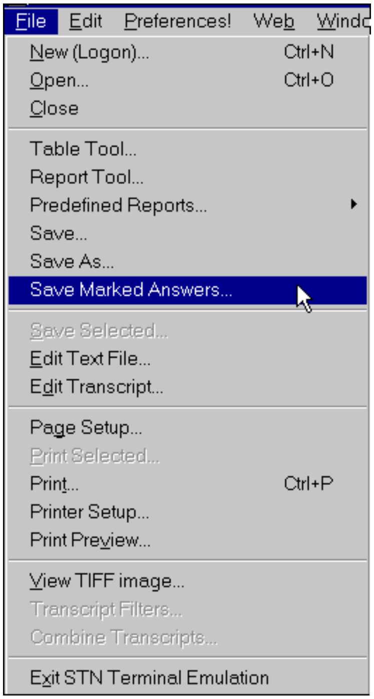
2. In the Enter Filename dialog box, choose the format for the saved file and enter or modify the file name.



Saving marked answers in custom reports

1. Each record in the custom report is preceded by a selection box. Click on the selection box to mark this record for saving.

2. Select **Save Marked Answers** from the **File** menu.



3. Another Report window opens, showing only the selected answers. Once you are certain that it contains the answers you desire, save the report by selecting **Save As** from the **File** menu and choosing the file format.

Creating Tables

To create tables of data from answers in your transcripts, use the Table Tool. For example, you may create tables with:

- substance names, molecular formulas, and structures from the Registry file
- titles, patent assignees, and IPCs from patent records
- patent numbers, titles, and graphics
- trademarks and related data from the trademark files EUMAS and DEMAS.

Selecting the Table Tool

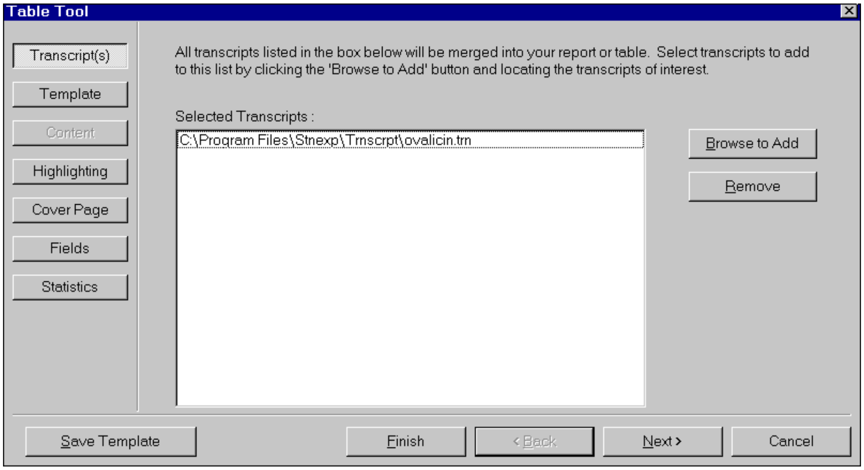
To use the Table Tool, follow this procedure.

1. Click on the Table Tool button . This button is available on the toolbar of the STN Express Main Menu and the STN Online and Results window.

You may also access the Table Tool from the **Results** menu of the STN Express Main Menu or from the **File** menu of the STN Online and Results window.

Table Tool window

The Table Tool window is displayed. To create a table from answers in your transcript, select from the buttons on the left side panel of the Table Tool window. When selected, each button displays a window with options for you to choose.



The Table Tool window contains the following buttons for your use:

Button	**Function**
Transcript(s)	To select transcripts for the table
Template	To select a template for the table
Highlighting	To define highlighting in the table
Cover Page	To define the content and format of the cover page
Fields	To select the fields (from answers displayed) to include in the table
Statistics	To define the charts

The Table Tool window also includes the following buttons (on the bottom of the window):

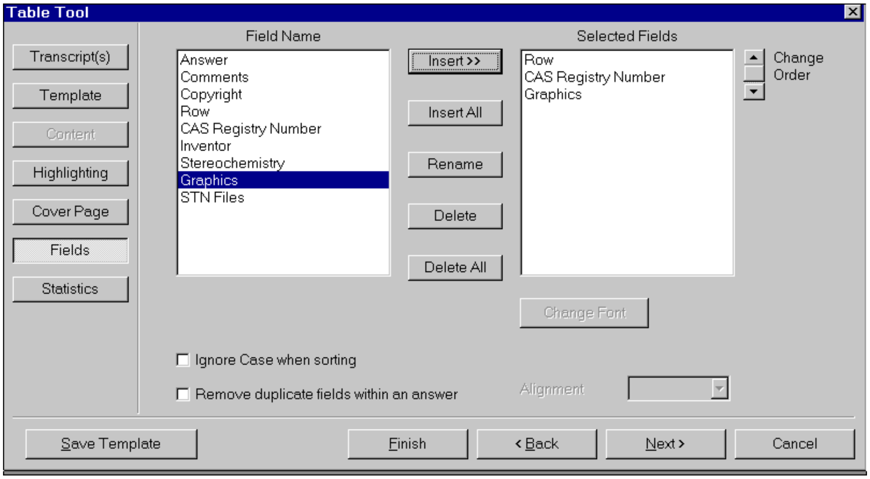
Button	**Function**
Save Template	To save a template for tables
Finish	To product the table once all selections for content and style have been made
Back	To go back to a previous screen
Next	To select the next screen
Cancel	To cancel the selections on a screen

Selecting Table Tool buttons

Selecting any of the Table Tool buttons results in the same type of interaction as that produced by the same button of the Report Tool. Refer to the section on *Creating Custom Reports* in this chapter for details.

Fields

The following example shows only the Fields screen of the Table Tool followed by an example of a table that was created.



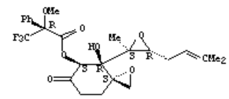
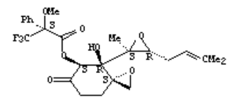
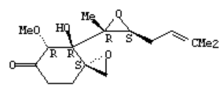
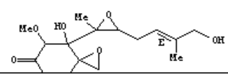
Selecting the Row field results in each row being numbered.

If you choose Answer for the Selected Fields, answer numbers from search results will be included in the table.

Generating Table

Click **Finish** when you are done. The table is displayed for you to use.

Table (Untitled)

Row	CAS Registry Number	Graphics
1	256391-67-0 REGISTRY	
2	256391-66-9 REGISTRY	
3	220509-38-6 REGISTRY	
4	207567-62-2 REGISTRY	

Editing tables

You may edit tables by

- editing cells
- copying cells
- deleting rows
- sorting columns

Right-click on the cell, row, or column that you want to modify. Select the operation from the displayed menu of options. For example, select **Delete row** to delete the row.

Resizing the columns

To resize the columns in the table

- place your cursor on a column separator
- when your cursor changes to resemble a ladder, with left-right pointing arrows, hold down the left mouse key and drag the column separator to the desired position
- release your mouse button

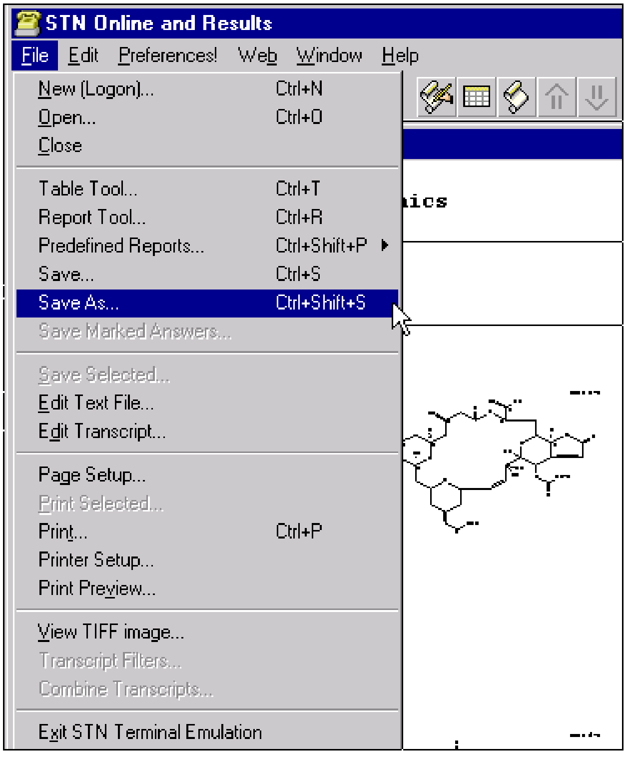
Saving Tables

You may save tables as the following types of files:

- Excel Files (*.xls)
- Express Table Files (*.tbl)
- RTF Files (*rtf)
- ASCII Text (*.txt)
- HTML Files (*.htm)

Follow these steps:

1. Select **Save As** from the **File** menu.



2. The Enter Filename dialog box is displayed. Enter the name of the file in the File name box. In the Save as type box, choose the type of file for saving.