


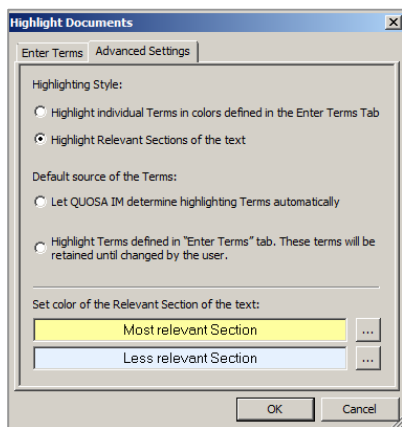
Use these tips for effective Highlighting within QUOSA Information Manager (version 8.04, preliminary).

In addition to the automatic highlighting performed by QUOSA based on your search terms, you can use QUOSA to highlight additional terms. Sometimes called manual highlighting, this feature enables you to expedite the review and analysis of your result set.

QUOSA offers two types of highlighting: Highlighting of specific terms, and highlighting sections of the full-text which contain your terms of interest.

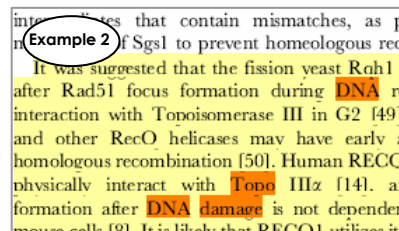
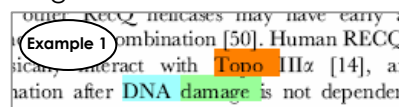
1. Make sure the set of articles you want to highlight is open in the **Results Pane**.
2. Click on the 'Highlight icon'  in the menu bar above the **Browser Pane**. The 'Highlight Documents' dialogue box will appear.
3. In the "**Advanced Settings**" tab, specify what type of highlighting you would like to perform, and whether you would like to define you own terms.

Note: Your selection will become the default setting for subsequent *highlighting* and *search-in-results* operations. You may change them anytime using the same dialog.



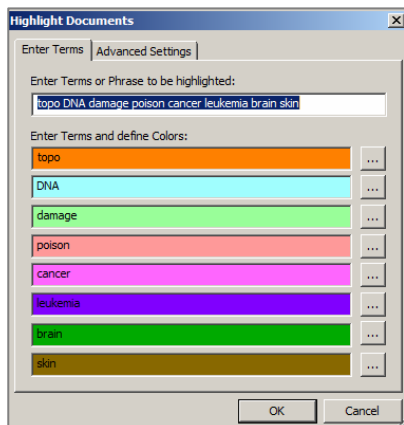
Under **Highlighting Style**, choose one of the following:

- **Highlight individual Terms in colors defined in the Enter Term Tab**
Each term will be highlighted in different color.
- **Highlight Relevant sections of the text**
Several lines of the text will be highlighted, if they contain some or all of your terms. Sections containing most of your terms will be considered the "Most relevant sections". Specify section highlight colors in the lower part of this dialogue, by clicking on the dotted buttons.



Under **Default source of the Terms**, choose one of the following:

- **Let QUOSA IM determine highlighting terms automatically**
QUOSA will highlight terms that were used in your original retrievals, search-in-results operations, or previous highlighting of perspective sets.
- **Highlight Terms defined in the "Enter Terms" tab. These terms will be retained until changed by the user.**
QUOSA will highlight terms you enter manually in the "Enter Terms" tab.



In the "**Enter Terms**" tab, enter your keywords or phrase of interest in the top field. You may enter up eight terms or phrases. Each term or phrase will be automatically displayed in the fields below, with the default highlighting color in the background. To choose a different color, click on the dotted button to the right of the field.

If you chose **Highlight Relevant sections of the text**, all individual terms or phrases will be highlighted in the same color (see above).

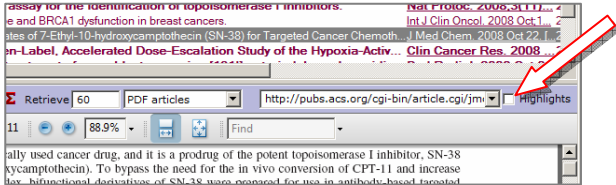
Note:

- Enter only the terms you wish to highlight. Terms are words; Phrases are terms in quotes (e.g. receptor, neuron, "knockout mouse").
- Boolean operators (AND, NOT, OR etc.) are not considered terms, and will not be highlighted.
- Do not use the asterisk (wildcard) in the "Enter Terms..." field.

4. Click OK. To view the highlights in the articles, open the articles. A progress meter may appear above the Results pane.
5. To quickly view all highlights within a document, open the “**document summary**” tab at the bottom left of the QUOSA IM window. Sections of the document containing the highlighted term will be shown on the left of the screen.

To turn highlights on or off:


check / uncheck to checkbox on the far right of the browser pane tool bar.



Troubleshooting Highlighting:

If a document does not appear to highlight, it is likely one of three cases:

- The term(s) you entered are not in the document
- The document is locked and QUOSA cannot highlight it.

Locked documents usually show a gold lock in the bottom left corner of Adobe Reader , but not always. Sometimes publishers lock their documents but they do not show the gold lock. We have seen a number of “open access” articles from PubMed Central, for example, which QUOSA is unable to highlight.

- The “Highlights” box to the far right in the Browser Pane tool bar is not checked.

For more information about QUOSA products and services, please contact QUOSA at sales@quosa.com , support@quosa.com, or visit our website at www.QUOSA.com.