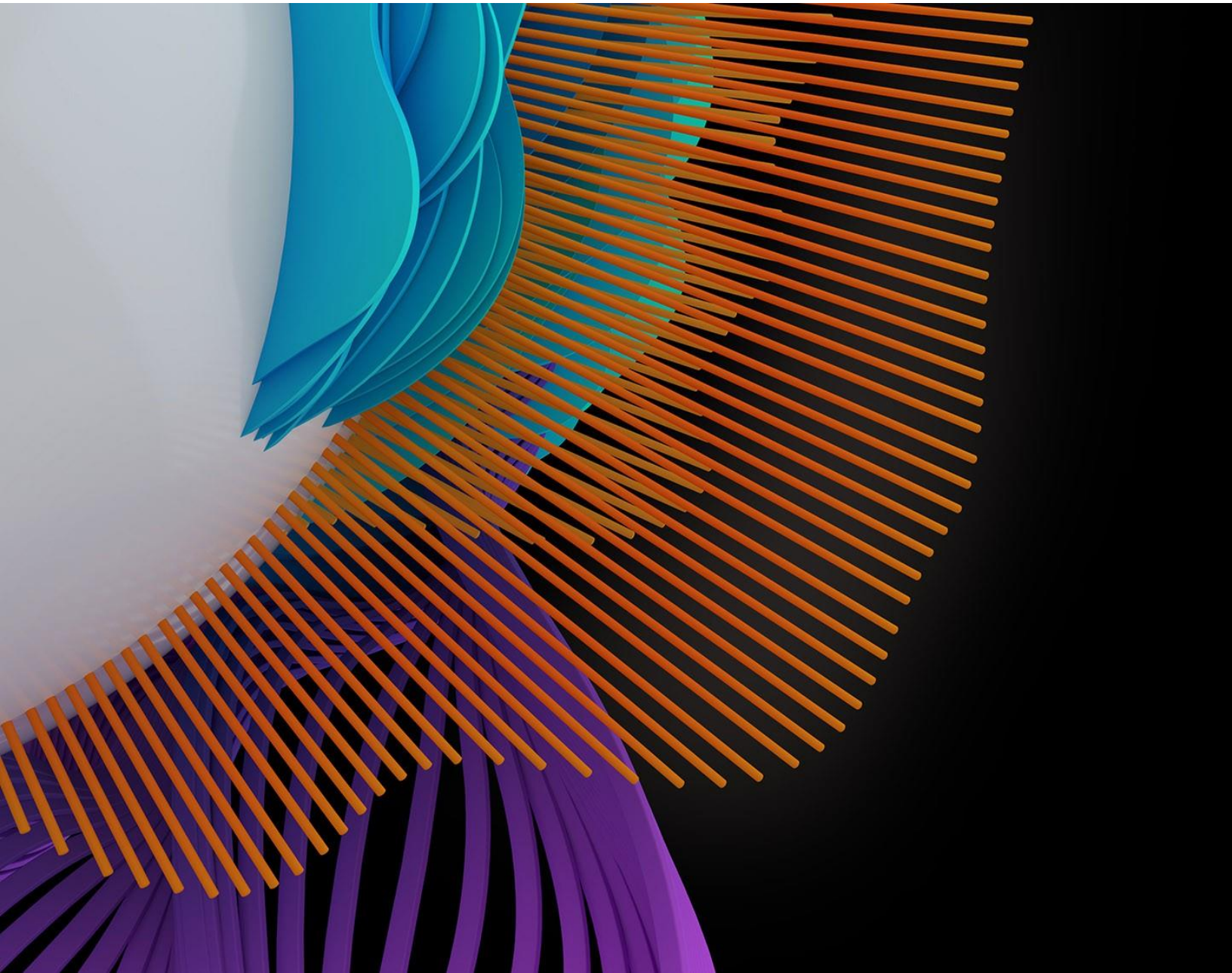**Quick Reference Guide**

Web of Science Platform

Personalization

Web of Science: Register an email

With a registration on the *Web of Science* platform users can customize the *Web of Science* platform accordingly to their preferences and gain access to many useful features that are not available to anonymous users.
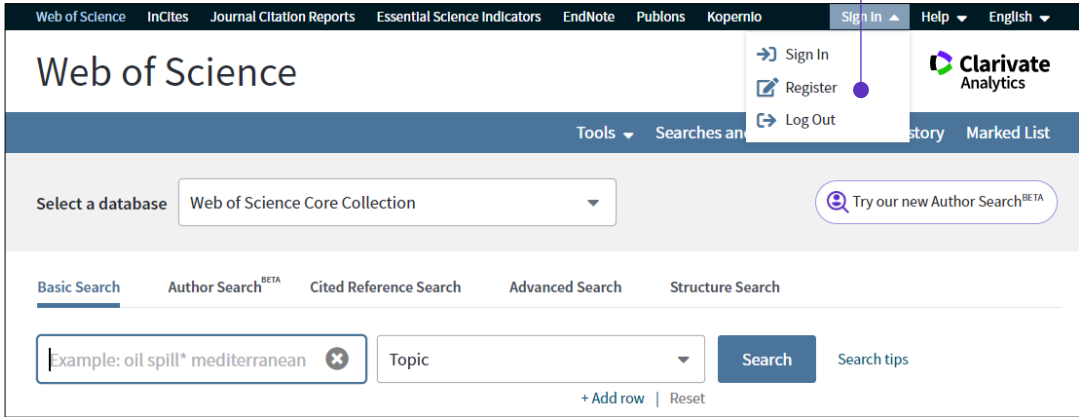
As a registered user, you can take advantage of these convenient features:
- Automatically sign in every time you access *Web of Science*.
- Update your personal information including username and password.
- Select a starting application that enables you to start your session in a specific database.
- Save Settings of your search.
- Save searches to our server that you can later open when you resume your research.
- Set up search history alerts. The alert automatically searches the last update to the database, and then sends the results to you by e-mail.
- Set up citation alerts whereby you are notified by e-mail whenever an article on your Citation Alerts list has been cited by a new article.
- Save up to 50 lists of publications as a Marked Lists.
- Create and maintain custom journal lists that you frequently read. This feature requires a subscription to the *Current Contents Connect*.
- Set up Journal Alerts to get notifications about latest Table of Contents via e-mail.
- Add references to your *EndNote online* library directly from the *Web of Science* and other product databases.
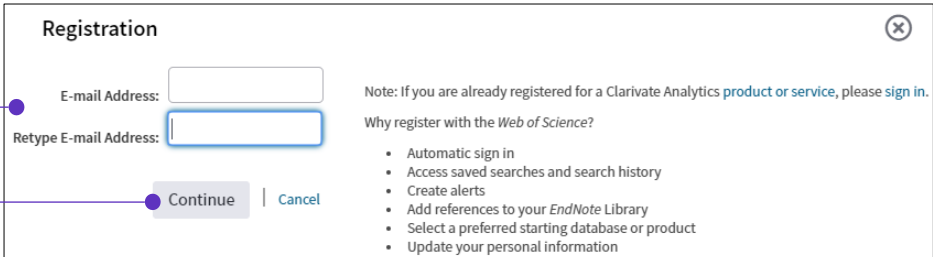
Use the same username and password to register for the *Web of Science*, *EndNote* online and *Publons*. It will connect all the applications
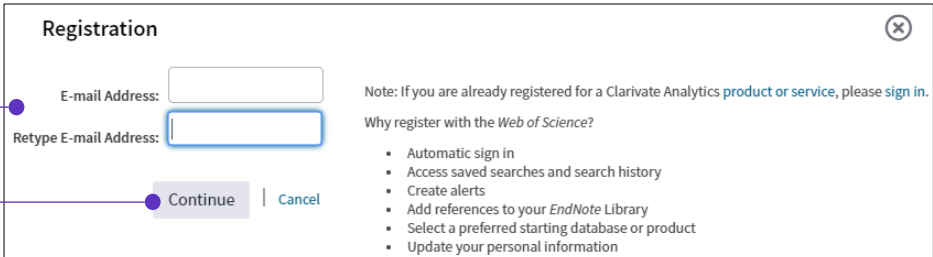
Register as a new user

1. Click **Register** from the Sign In menu that appear at the top of the page.

2. On the Registration form, enter your e-mail address in the **E-mail Address** and **Retype E-mail Address** fields.

3. Click **Continue**.

WoS Registration Verification Code

noreply noreply@webofscience.com
do mnie (więcej)

6 gru 2019 13:12 (przed chwilą)   Odpowiedz

Web of Science   Clarivate Analytics

Welcome to Web of Science!

To continue the registration process, please verify your email address by copying and pasting the following code in the text box on the registration page:

SimtDC

If you have received this email in error, you do not need to take any action to cancel the registration process. The email account will not be verified and you will not receive any further emails.

Thank you,
The Clarivate Analytics Team

© 2017 Clarivate Analytics | Terms Of Use | Privacy Policy

4

Email Verification   ⊗

We need to verify your email address. An email has been sent to: **livia5@o2.pl**. If you do not receive an email within 5 minutes, please check your spam folder or **click here to resend the email.**

Please copy and paste the code enclosed in the email in the box below:

SimtDC

Continue

4. A verification message will be sent to the email address you entered. That message contains a code that you must copy and paste into the verification box.

5. After your email address has been verified, complete the User Registration form.

Registration   ⊗

5A

* E-mail Address: ▮@▮.pl
* First Name:
* Last Name:
Middle Initial: (optional)
*Password:

5B

Password Guidelines
Must be 8 or more characters (no spaces) and contain:
 - at least 1 numeral: 0 - 9
 - at least 1 alpha character, case-sensitive
 - at least 1 symbol: ! @ # $ % ^ * ( ) ~ ` { } [ ] | & _
Example: 1sun%moon

* Retype New Password:
* Primary Role: Select a Primary Role ▼
* Subject Area: Select a Subject Area ▼
Bibliographic Software Used: Select Bibliographic Software Used ▼

5C

* Opt In/Opt Out:
○ Receive training materials, notifications, announcements, and other materials by e-mail.
◉ Do not receive training materials, notifications, announcements, and other materials by e-mail.

5D

Automatic Sign In:
○ Sign me in automatically. (Select this if you want to be signed in automatically each time you access Web of Science. This feature uses cookie technology.)
◉ I am using a public computer or do not wish to be signed in automatically (Users of public computers should select this option.)

* Terms and Conditions:
WEB OF SCIENCE TERMS OF USE: You are entitled to access the product, download or extract reasonable amounts of data from the product that are required for the activities you carry out individually or as part of your employment, and include insubstantial portions of extracted data in your work documents and reports, provided that such documents or reports are for the benefit of (and belong to) your organization, or where such documents or reports are intended for the benefit of third parties (not your organization), extracted data is immaterial in the context of such documents or reports and used only for illustrative/demo purposes.
 - Clarivate Analytics determines a "reasonable amount" of data to download by comparing

5E

☐ I have read and agree to these terms and conditions.

Submit Changes | Cancel

A. Required fields are marked by the asterisk (*) character.

B. Choose **password** that follows the guidelines.

C. Decide if you want to receive training materials, notifications, announcements, and other materials by e-mail.

D. Select the option **Sign me in automatically**, if you want to be signed in automatically to your account each time you access *Web of Science*. If you are registering on a public computer, don't select this option.

E. Agree to the **Web of Science terms and conditions of use**.

6. Click the **Submit Changes** button to complete the registration process.
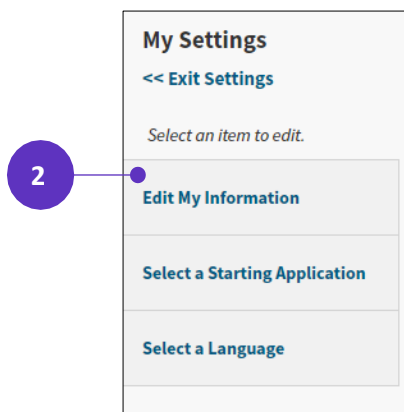
All personal information might be changed after registration in the **Settings**.

Update your personal information

Update your contact information (e-mail address, password, and name), change your preference for automatic sign-in.
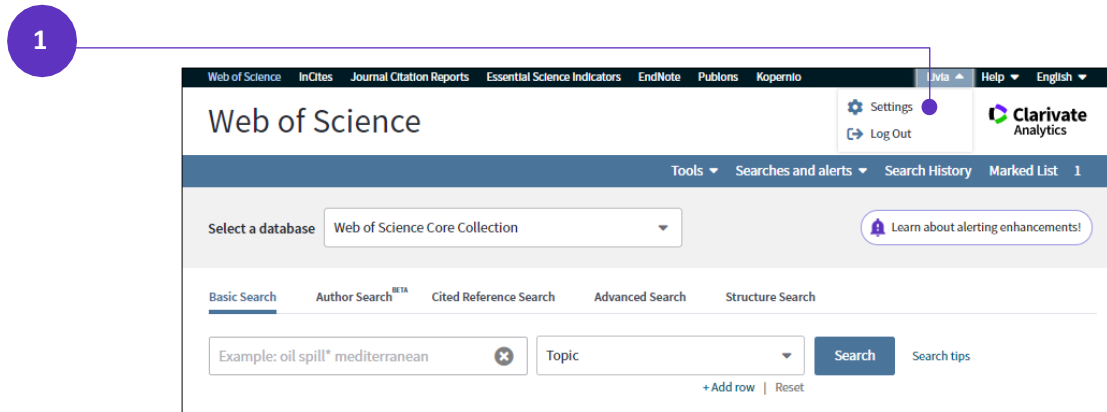
1. Click on your **name** that appear at the top of the page after you **signed in** into your account and choose the option **Settings**.

2. Choose the option **Edit My Information** on the left.

Edit My Information

Use this form to change your sign-in e-mail, password, or name.

Enter your Current Password.
Only complete the fields of items you wish to change. Fields with an asterisk are required.
Click "Submit Changes" or "Cancel" below when done.

Current Password: [   ] (Required to submit changes)

Current E-mail: "klementyna.karlinska-batres@clarivate.com"

New E-mail: [   ]

This will be your user ID and used for correspondence.
Example: johndoe@isinet.com

Retype New E-mail: [   ]

New Password: [   ]

Password Guidelines
Must be 8 or more characters (no spaces) and contain:
 - at least 1 numeral: 0 - 9
 - at least 1 alpha character, case-sensitive
 - at least 1 symbol: ! @ # $ % ^ * ( ) ~ ` { } [ ] | & _
 Example: 1sun%moon

Retype New Password: [   ]

* First Name: Livia

* Last Name: Wang

Middle Initial: [   ] (optional)

---

3. Enter your current password in the **Current Password field** (required to save the changes).

4. Enter the new or corrected information for only those items you want to change.

---

* Opt In/Opt Out:
○ Receive training materials, notifications, announcements, and other materials by e-mail.
◉ Do not receive training materials, notifications, announcements, and other materials by e-mail.

Automatic Sign In
Sign me in automatically.
○ (Select this if you want to be signed in automatically each time you access Web of Science. This feature uses cookie technology.)
◉ I am using a public computer or do not wish to be signed in automatically (Users of public computers should select this option.)

[Submit Changes] [Cancel]

---

5. If you require, change the **Opt In/Opt Out** preferences regarding the training materials and notifications.

6. If you require, change the **Automatic Sign In** preferences.

7. Click **Submit Changes** or **Cancel**, if don't want to save the changes.
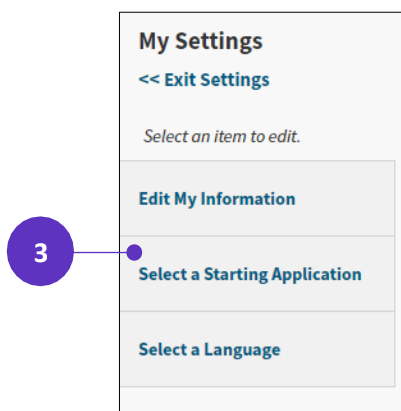
Select a starting application

As a registered user you can pick a starting application in your product subscription that will immediately appear each time you begin a new search session.
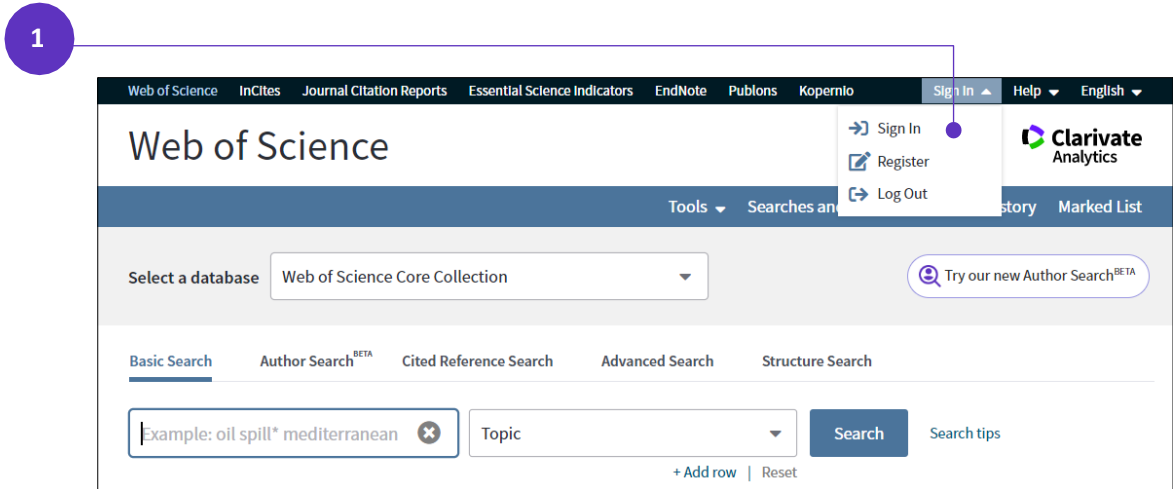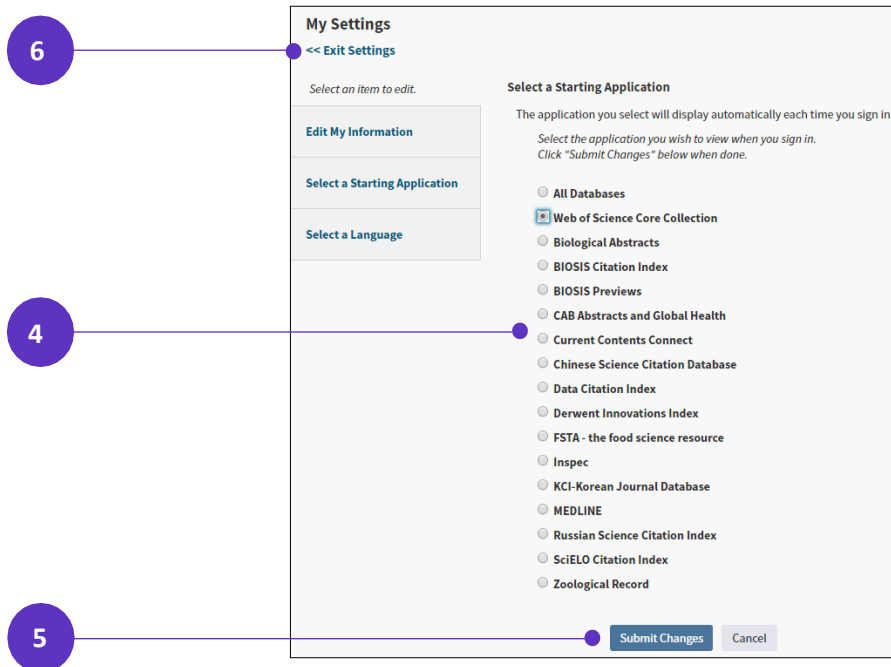

1. Click the **Sign In** link that appears in the menu bar at the top of any Web page in *Web of Science*. Enter your e-mail address and password on the Sign In page.
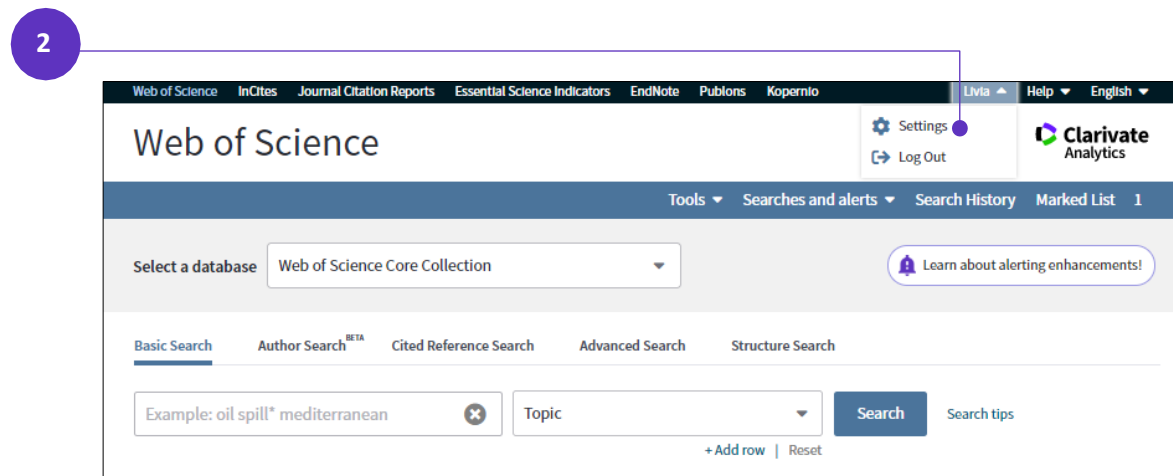
2. Return to the Search page and click the **My Settings** link that appears in the right column.

3. Click the **Select a Starting Application** link.

6

My Settings

<< Exit Settings

Select an item to edit.

Edit My Information

Select a Starting Application

Select a Language

Select a Starting Application

The application you select will display automatically each time you sign in.

Select the application you wish to view when you sign in.
Click "Submit Changes" below when done.

4

- ○ All Databases
- ◉ Web of Science Core Collection
- ○ Biological Abstracts
- ○ BIOSIS Citation Index
- ○ BIOSIS Previews
- ○ CAB Abstracts and Global Health
- ○ Current Contents Connect
- ○ Chinese Science Citation Database
- ○ Data Citation Index
- ○ Derwent Innovations Index
- ○ FSTA - the food science resource
- ○ Inspec
- ○ KCI-Korean Journal Database
- ○ MEDLINE
- ○ Russian Science Citation Index
- ○ SciELO Citation Index
- ○ Zoological Record

5

Submit Changes   Cancel

4. In the table click the **radio button** next to the product database, which you wish to make the starting application. *Web of Science Core Collection* is chosen from the default.

5. Click the **Submit Changes** button.

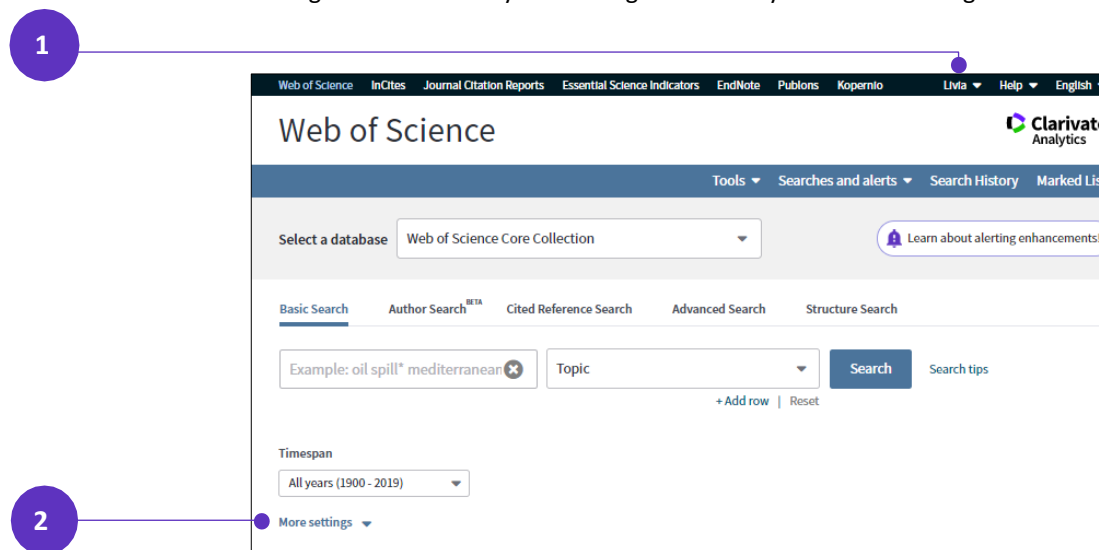6. Click the **Exit Settings** link to come back to the Search page.

The next time you start a new search session, the system will automatically take you to the selected product database.

## Save settings of your search

The product allows you to save your settings. These settings are found under the **More Settings** section on any Search page. You can save these settings so that they are available each time you begin a search session.

For example, you can set your timespan settings to search All Years or Year to Date.

You must be a registered user and you must sign in to save your search settings.

1

Web of Science   InCites   Journal Citation Reports   Essential Science Indicators   EndNote   Publons   Kopernio   Livia ▾   Help ▾   English ▾

Web of Science

Clarivate Analytics

Tools ▾   Searches and alerts ▾   Search History   Marked List

Select a database   Web of Science Core Collection   ▾   🔔 Learn about alerting enhancements!

Basic Search   Author Search^BETA   Cited Reference Search   Advanced Search   Structure Search

Example: oil spill* mediterranean ⊗   Topic ▾   Search   Search tips

+ Add row | Reset

Timespan

All years (1900 - 2019) ▾

2

More settings ▾

1. **Sign in** to your account on the *Web of Science* platform. You can sign in also after you choose your settings.

2. Open the **More Settings** section on any Search page.
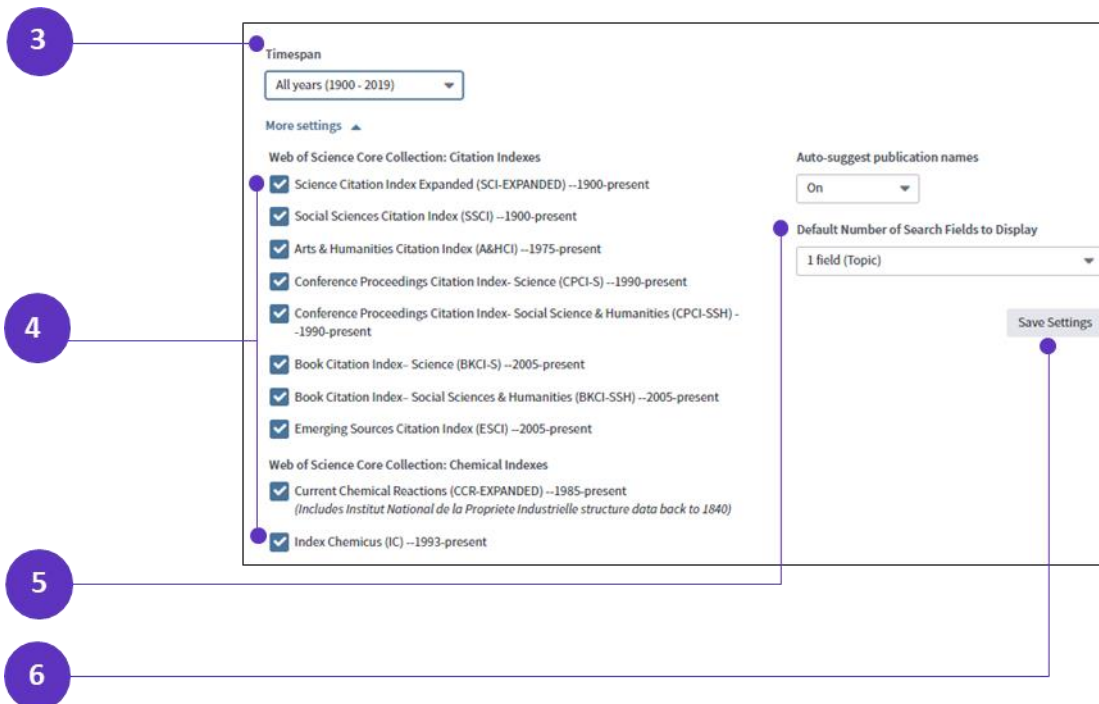
3. Set your desired **Timespan** settings to search **All years** (from your subscription), **Last 5 years**, **Year to date**, **Last 4 weeks**, **Last 2 weeks**, **Current week**, or **Custom year range**.

4. Select the desired indexes in the *Web of Science Core Collection* database, or databases in the All Databases search that you want to include in future searches.

5. Set the **Default Number of Search Fields to Display** when you begin a new search. You can select: **1 field** to search (the default field is always Topic) or **3 fields** (the default fields are always Topic, Author, Publication Name). You can always select different fields to search.

6. Click the **Save Settings** button. The next time you sign into a new session, the product remembers your settings so you can immediately begin your research.

Each time you begin a new session, the product remembers these settings, displays selected number of fields, and only searches for records added to the product within the specified timespan and/or indexes.

Save your search history and create an alert

A search history is a search query or multiple search queries that you save to our server or to the hard drive of your computer, except for the Author Search BETA. There is no limit to the number of search histories you can save. To save a search history to our server, you must be a registered user and you must sign in.

1. From the Web of Science homepage click **Search history**.
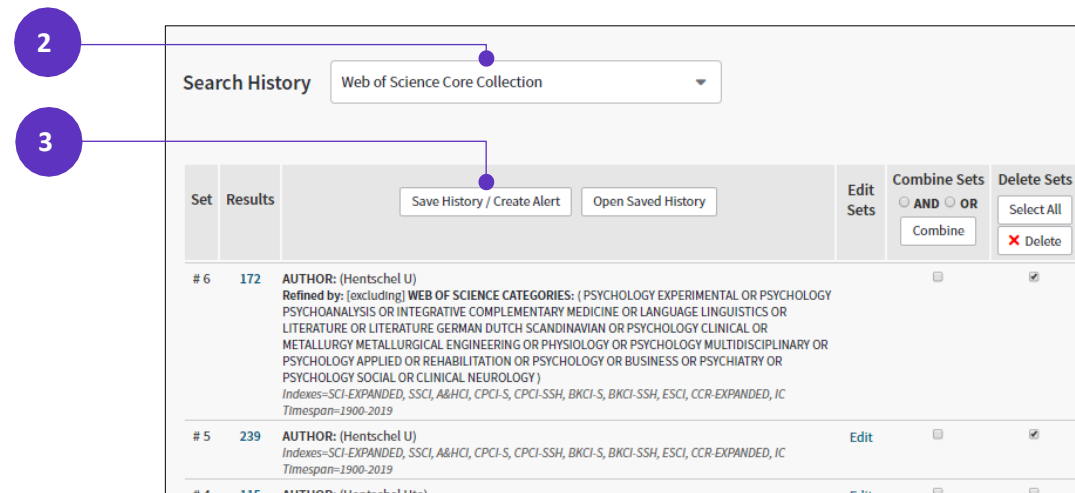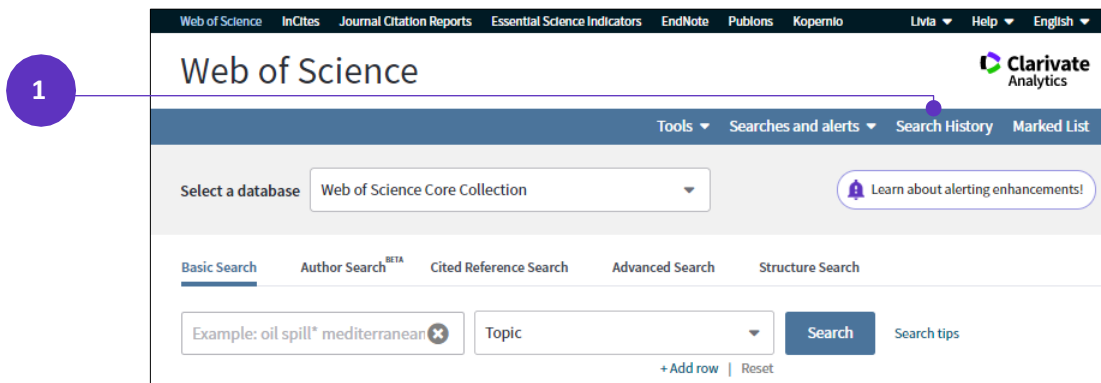
2. Choose the application to see the searches you performed during the current session in the database.

3. Click **Save History / Create Alert** button to save the search.
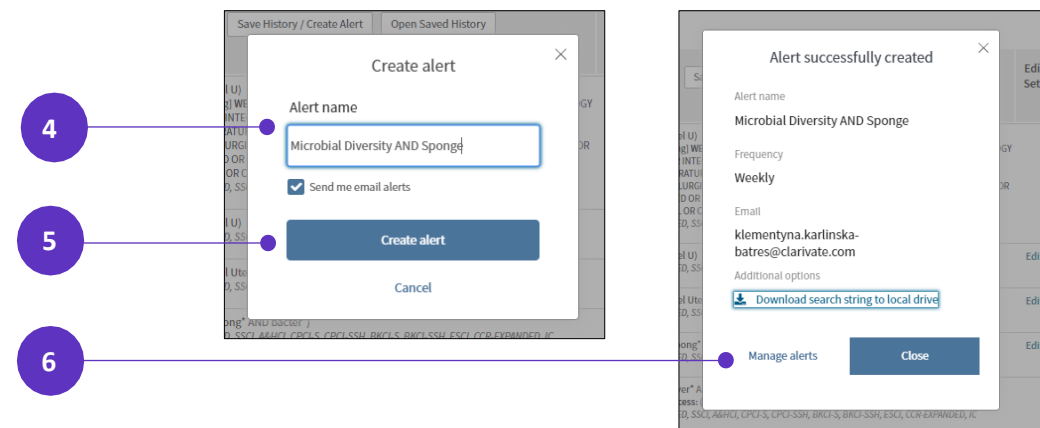
4. In the **Create alert** window type a name for your search.

- **Send me email alerts** is selected automatically. If you want to save the search without receiving alerts, uncheck **Send me email alerts**. If you decide you want to receive alerts after you save the search, you can turn them on from the **Searches and Alerts** page.

- If you select **Send me email alerts**, you only receive alerts when our system adds new results to your search.

5. Click **Create alert** button to save the search.

6. You will see an **Alert successfully created** confirmation window with an **Alert Name**, **Frequency** of the alert, and your email address. Click **Manage Alerts** to go to your **Saved searches and alerts** to change the settings of your alerts.

Access saved searches and manage your search history

You can always rerun saved searches and change their settings. **Saved searches** are ordered in the table in descending order, so the newest searches appear first on the list.
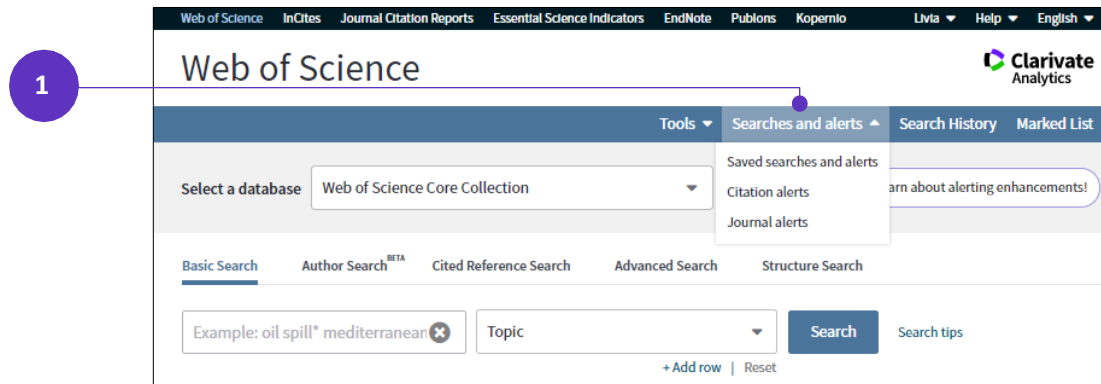
1. Access your saved searches and alerts from the *Web of Science* homepage by clicking **Searches and alerts** and choosing **Saved searches and alerts**.
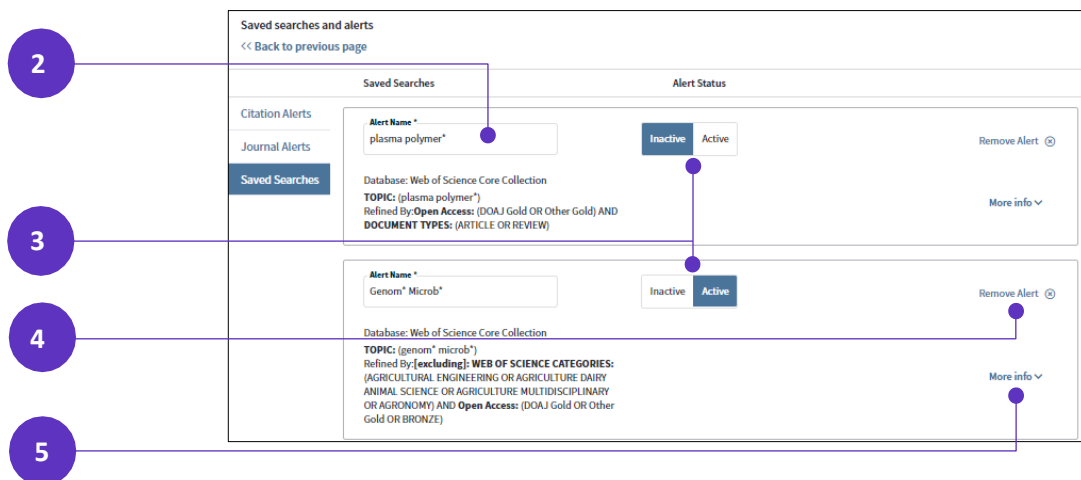
2. You can change the name of the search.

3. For any saved search, you can activate an alert by changing the status to **Active**, and at any time you can turn off alerts by changing the status to **Inactive**.

4. Saved searches don't expire, but you can delete them at any time by clicking **Remove alert**. You will see a confirmation message, and then you can click **Remove**. Remember, you can only remove one search at a time, and you can't recall a saved search after you remove it.

5. Click **More info** to see additional details and options.
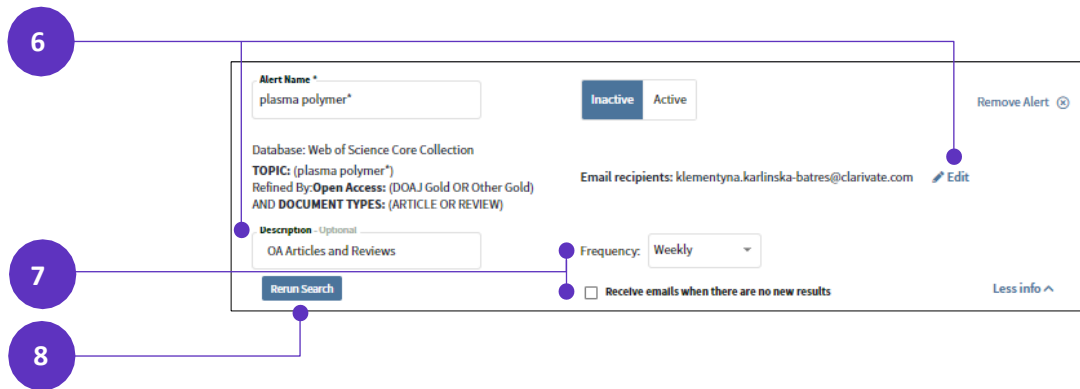
6. You can change the email by clicking on **Edit** and add an optional **Description**.

7. If necessary, change how often you want to receive alerts by selecting from the **Frequency** drop-down box options between **Daily**, **Weekly** and **Monthly**. You only receive alerts when our system adds new results to your search. You can select **Send me emails when there are no results**, if you rather receive alerts more frequently.

8. Click **Rerun Search** to see the list of publications for this search.

You can **exit** the Saved searches and alerts by clicking **<< Back to previous page** at the top of the table.

Set up a search alert

From each **Result page** you can save search to your profile as a **Saved Search** alert.
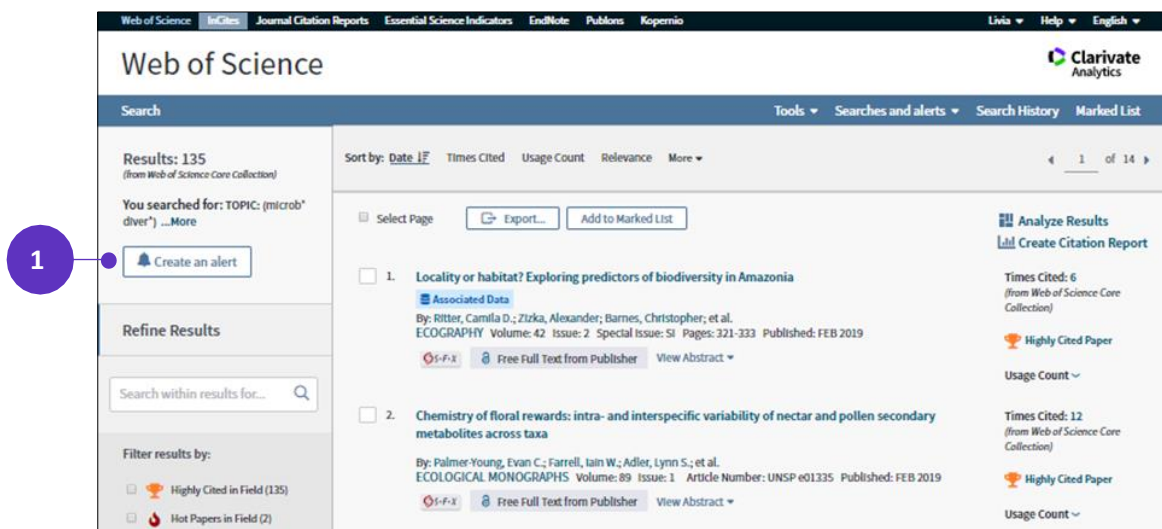
1. Click the **Create Alert** button to save the search.

2. In the **Create alert** window type a name for your search.

   • **Send me email alerts** is selected automatically. If you want to save the search without receiving alerts, uncheck **Send me email alerts**. If you decide you want to receive alerts after you save the search, you can turn them on from the **Searches and Alerts** page.

   • If you select **Send me email alerts**, you only receive alerts when our system adds new results to your search.
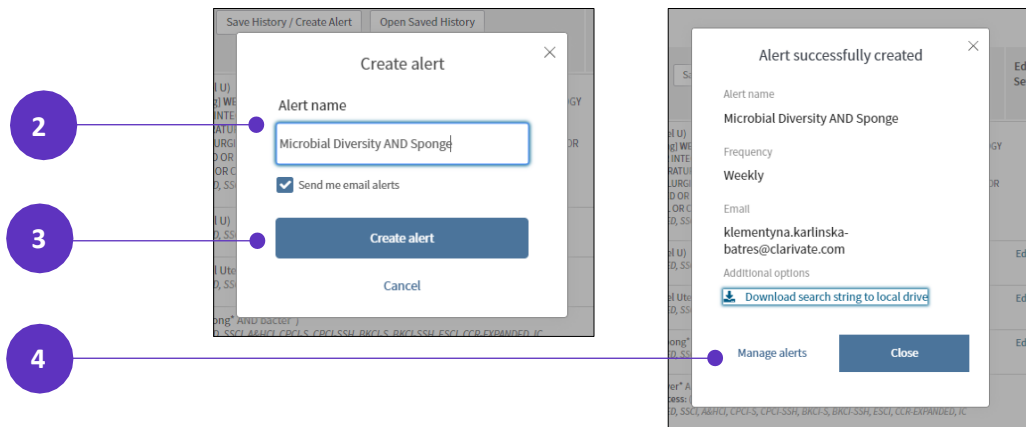
3. Click **Create alert** button to save the search.

4. You will see an **Alert successfully created** confirmation window with an **Alert Name**, **Frequency** of the alert, and your email address. Click **Manage Alerts** to go to your **Saved searches and alerts** to change the settings of your alerts (showed above).
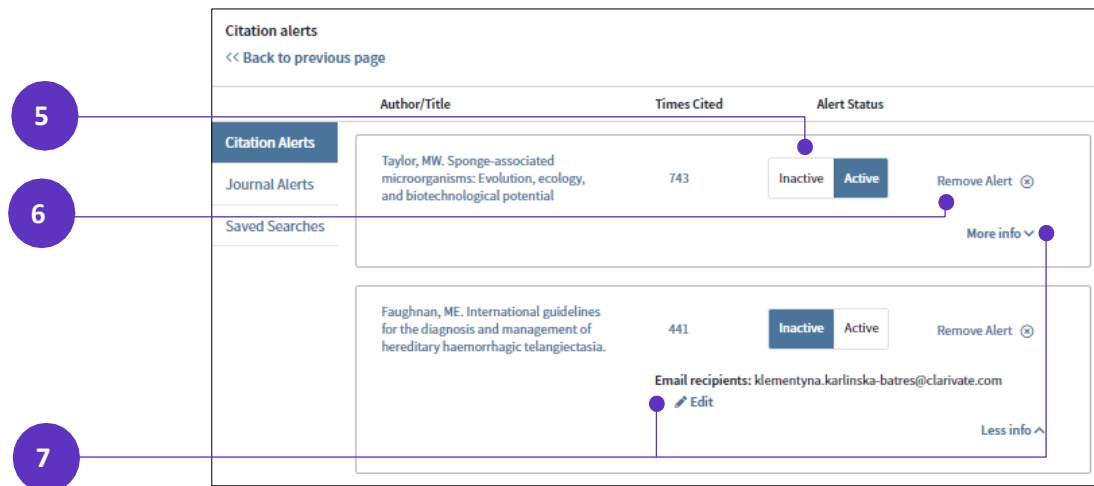
Set up a citation alert

You can stay informed about recently published research and see who is citing your work. For each publication in the *Web of Science Core Collection* you can set a citation alert from the Full Record page. A citation alert emails you whenever a document you specify is cited by a new article added to the database. This feature may not be available at your institution. It requires a subscription to *Web of Science Core Collection*.

1. On the full record, in the **Citation Network** on the right click the **Create Alert** button.

2. Click **Save** to set up the alert or **Cancel**, if don't want to save the alert.

3. You will see an **Create Citation Alert** confirmation window. Click **Close** to exit.
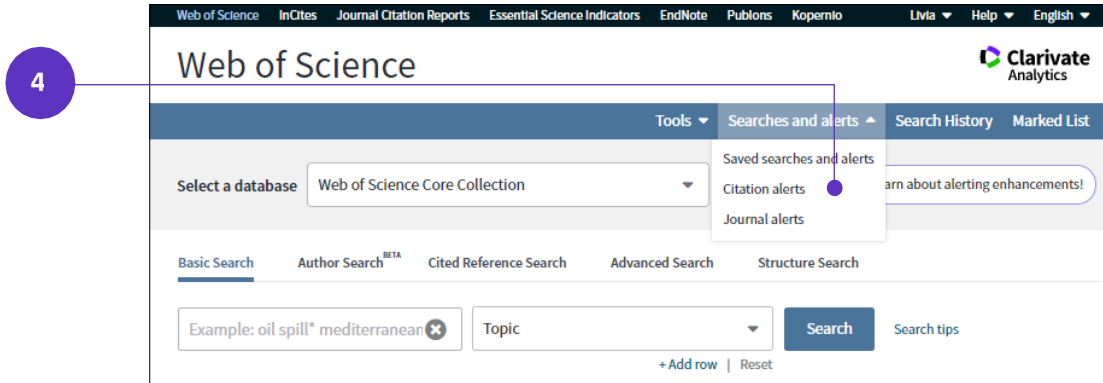
4. Access your saved **Citation Alerts** from the *Web of Science* homepage by clicking **Searches and alerts** and choosing **Citation alerts**.

5. You turn alerts off and on by toggling between **Inactive** and **Active.**

6. **Citation Alerts** don't expire, but you can delete them at any time by clicking **Remove alert**. You will see a confirmation message, and then you can click **Remove**. You can only remove one alert at a time.

7. Click **More info** to edit the email address.

You can **exit** the Saved searches and alerts page by clicking **<< Back to previous page** at the top of the table.

Save a Marked list

Users who are registered and signed in can save **up to 50 marked lists**, each containing **up to 50,000 records**. Marked lists that contain 50,000 publications must be saved and cleared before additional records can be added.

A Marked List cannot be saved unless you sign in. Search the database and select records that you wish to add to the Marked List. Building a saved Marked List is no different from building a Marked List that is active only during a session.

1. Access the Marked List page from the *Web of Science* homepage by clicking **Marked List** or checkbox next a record that was previously added to the Mark List.
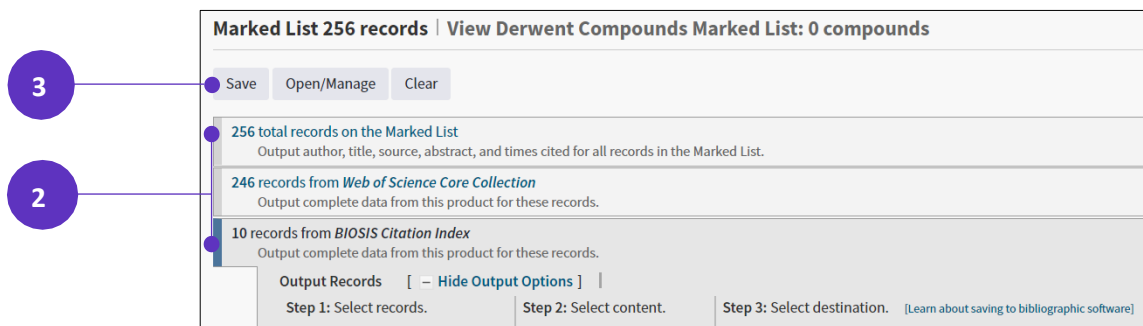
2. Select the Marked List you wish to save. Remember that there is a single, aggregate Marked List consisting of all marked records from all databases. In addition, separate Marked Lists are created for each database. You may save the aggregate Marked List, the database-specific Marked List or both Marked Lists

3. To save the viewed/chosen Marked List click on the **Save** button below the number of records.

4. In the Save Marked List window type the name for the list.

5. You can add an optional description.

6. Click **Save** or **Cancel**, if don't want to save the list.

7. Click **Open/Manage** to access your saved Marked Lists.

8. To **change the details of a Marked List**, click **Edit** by the list you wish to change.

   a. You can edit the **Name** or **Description.**

   b. Click **Save** or **Cancel**, if don't want to save the changes.

9. To **open a saved Marked List**, click the name of the Marked List you wish to open. If you have records on the current Marked List, a second window will ask whether you wish to replace the records on the list with new records or whether you wish to add records to the saved list.

   a. Click **Replace** and you will open the selected Marked List.

b. Click **Add** and you will see a merged Marked List.

10. To **remove Marked List**, select the check box next to the Marked List or Marked Lists you wish to delete. Or select the **Select All** check box. And click the **Delete** button.

Journal list and alerts

If your institution subscribes to **Current Contents Connect**, you may use the **Create Alert** feature to create and maintain a list of journals that you frequently read. You can also use this list to create and maintain the latest Table of Contents via e-mail alerts.
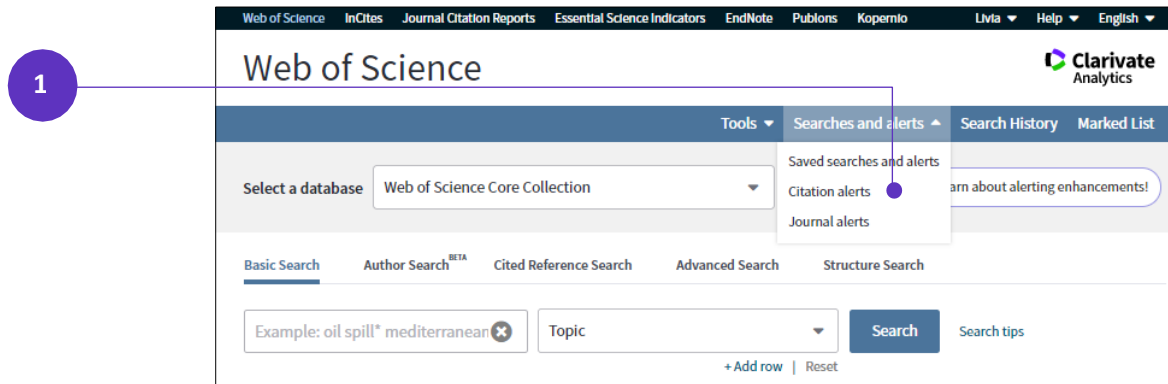
1. Access **List of your Journal** from the *Web of Science* homepage by clicking Searches and alerts and choosing **Journal alerts**.
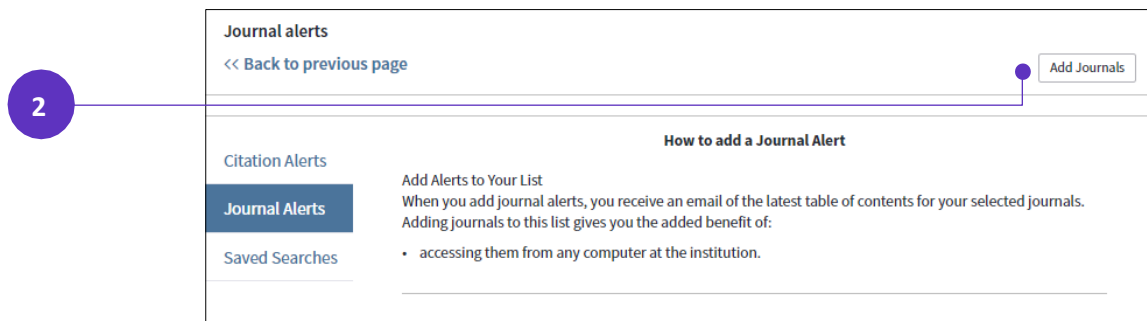
2. To add journals to your list, click **the Add Journals** button.
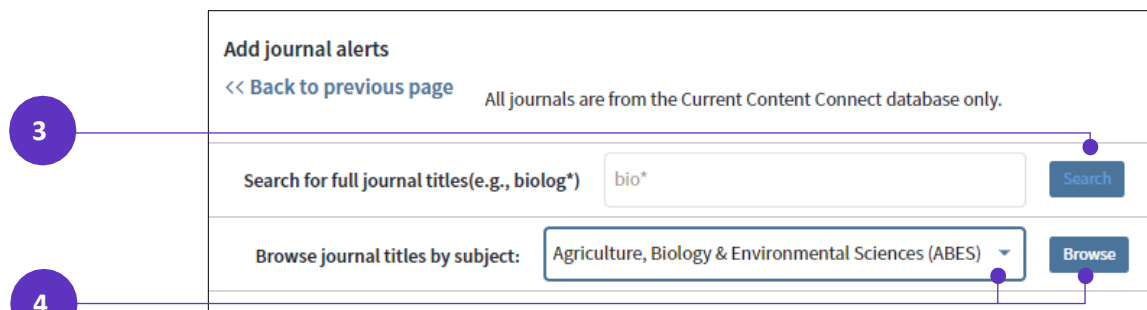
3. To find the titles that you want to add to your journal list, you can **Search Full Journal Titles**. Enter a word or truncated word (for example, Microb* ecolog*) in the field, and then click **Search**. Or,

4. **Browse Journal Titles by Subject** - Select a Current Contents edition from the list, and then click **Browse**. Click the name of a subject category to see a list of journals in that category.

5. On the result list mark the checkboxes next to journals you want to add to your list.

6. Our system automatically saves your selections and you will see a notification at the top of the page.

You can always view your journal alerts from the *Web of Science* homepage by clicking **Searches and Alerts** and choosing **Journal Alerts**.

7. Each title on the list is linked to the table of contents of the most recent issue. Click a **journal title** link to go to the *Current Contents Connect* Browse Journals page.

8. To turn alerts off or on, toggle between **Inactive** and **Active**. If set to Inactive, you will not receive email alerts.

9. Click **More info** to edit the email address.

10. Alerts never expire, but if you want to remove a citation alert, click **Remove Alert**. You will see a message confirming you want to remove it; click **Remove**. You cannot recall a saved journal after you remove it.

Save references to your EndNote online library

This feature allows you to export records to your *EndNote* library. To use this feature, you must be a registered user of *Web of Science* and you must sign in.

1. Select the record(s) to include in the output. You can select single record or choose the **Select Page** option.

2. Click **Export** and select **Save to EndNote Online** from the menu to save selected records to your online library in *EndNote*. If you have not yet created a library, clicking this button will automatically create one for you.
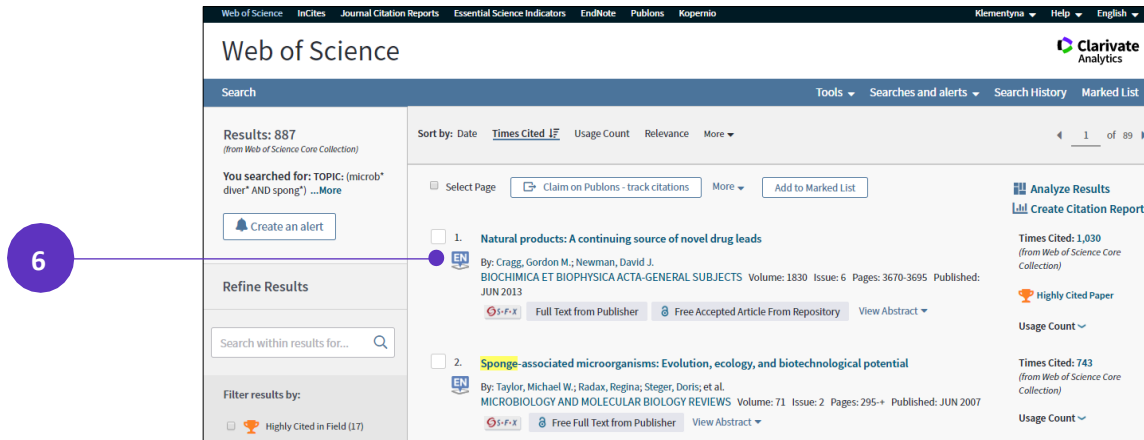

3. You can add also record to the *EndNote* online from the full record.

4. Select the data to include in each record.

5. Click **Export** button to your *EndNote* online library.

6. After the record were exported, the result page will reload, and you will see *EndNote* icons next to the records added to the *EndNote* library. You will see the *EndNote* icon also in the full record. Every time when you are sign in, you will see the *EndNote* icons for the records added to your *EndNote* library.

## Claim on Publons - track citations

This feature allows you to claim published works on your *Publons* profile. Claiming your publications simultaneously attributes them to you in the Web of Science. It also updates your publication list and citation counts on your *Publons* profile so others can see your publications next to your peer review and journal editing history.
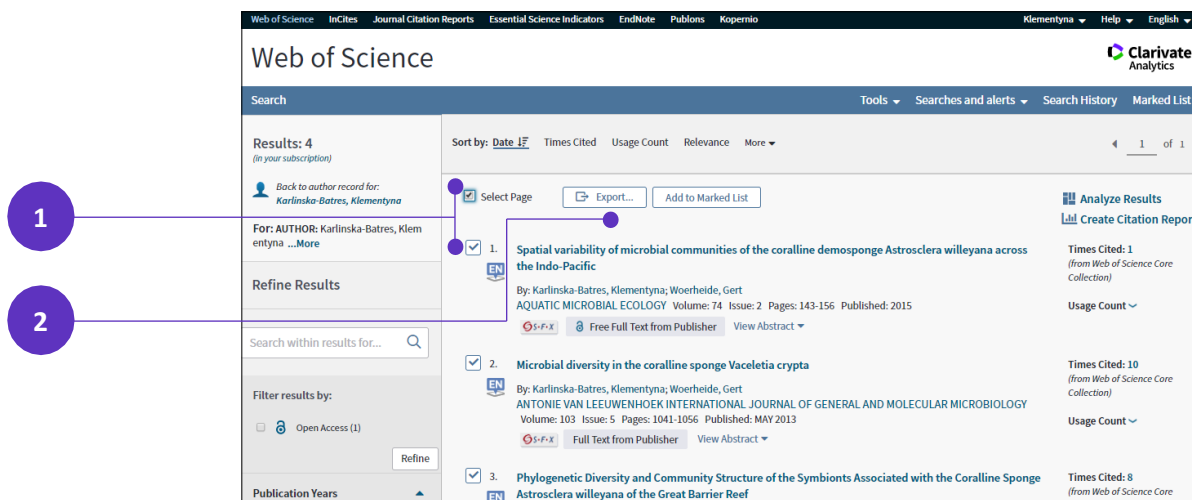
1. To claim your publication(s), select the record(s) you want to include on your *Publons* publication list. You can select single record or choose the **Select Page** option.

2. Click **Export** to see the options.
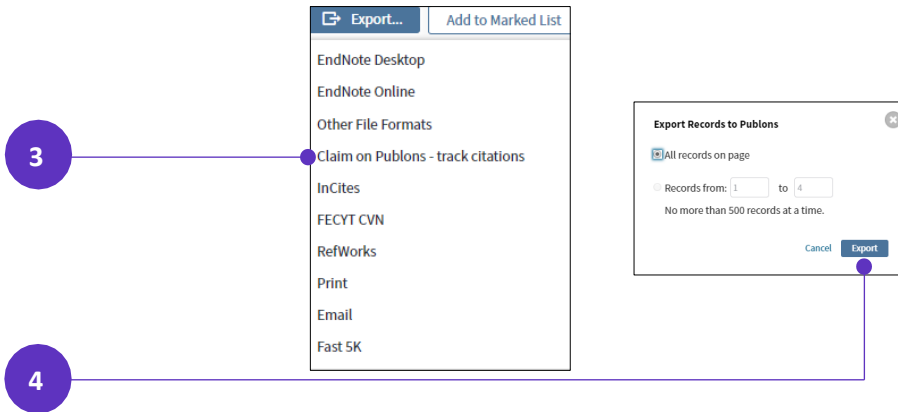
3. Select **Claim on Publons - Track Citations** from the dropdown menu.

4. Click **Export**.
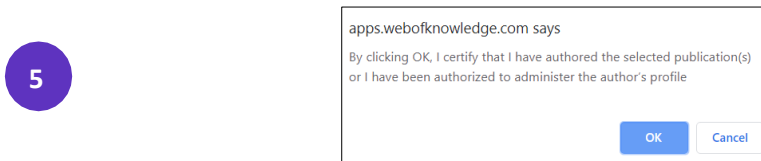
5. A message appears asking you to certify you are the author of the selected document(s).

If you're currently signed in, the system takes you to your *Publons* dashboard. There, you can confirm the publications you want to claim.

If you're not signed in, click Sign into *Publons*. Type your username and password and click Continue. *Publons* will prompt you to confirm the publications you're claiming and adding to your profile.

If you're not a registered *Publons* member, click Register with *Publons* to create a free account. Type your email address and click Continue to complete registration.

Use the same username and password to register for *Web of Science*, *EndNote* online and *Publons*. The same username and password will connect all the applications.

For more information for the *Web of Science Group* applications see **LibGuides**.

For Video Tutorials see the **videos here**.

Contact our experts today:

+1 215 386 0100 (U.S.)
+44 (0) 20 7433 4000 (Europe)

webofsciencegroup.com