

# Quick-Start Guide on Organizing, Reviewing and Sharing Abstracts with Co-Organizers

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- Access your Pacifichem Abstract System Account at: <http://pacifichem.abstractcentral.com>
- Enter your User ID and Password and remember that they are CASE SENSITIVE.
- When you enter the Pacifichem Abstract System, you land on the Welcome Tab. There are four other tabs (see below):
  1. **Submission:** Submit abstracts to Pacifichem 2010 here.
  2. **Review:** Review abstracts that have been submitted to your symposium.
  3. **Session:** Add Abstracts to your sessions (opens April 5)
  4. **Viewer:** See abstracts that have placed in other symposia.



PACIFICHEM 2010  
Honolulu, Hawaii, USA December 15-20, 2010

Welcome Submission Review Session Viewer

Welcome  
Modify Your Account  
Log Out

日本語の操作説明は、ここをクリックしてください。

## Abstract Submission for the Pacifichem 2010 Conference

## ***Review abstracts submitted to your symposium***

- Click on the Review Tab, then click the Review Abstract link on the left side:



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Instructions  
Review Abstract  
Log Out

### Review Instructions

- Only those abstracts which have been submitted to your symposium are available for you to review and session.
- To begin reviewing abstracts click on "Review Abstract" in the left sidebar menu.

The instructions on the Review Abstract page lets you review the abstracts by presentation type or by control ID as indicated in the instructions on the page. Scroll down to the bottom of the page and click on each control ID to review an individual submission.

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**Reviewing Abstracts**

- Submitted abstracts are listed directly below these instructions.
- Sorting by Presentation Type:** This sort option on the left side bar filters the submitted abstracts as invited/contributed papers and by preferred oral or poster presentations. It is recommended that you use this option when you first begin reviewing the abstracts. Each presentation type is a live link. Clicking on the presentation type name (link) will display only those abstracts of that presentation type. Clicking on the "Show all" link will display all abstracts that have been submitted. Abstracts are listed in Control ID number order within each presentation type.
- Sorting by Control ID:** This sort option on the left side bar lists the submitted abstracts by control ID. It is recommended that you use this option when searching for a particular abstract. Each control ID is a live link. Clicking on the control ID brings up a separate window with the submitted abstract.
- Short View:** This view option shows columns for the Control ID, Wrong Subject Area, Newsworthy paper, and Recommendation:

### ***How to organize the submitted abstracts***

One of the best ways to get a listing for all of the submitted papers is to use the abstract score report link on the left side of the page (see red arrow above). Clicking on this link will allow you to download\* a listing of the abstracts in CSV format and to keep notes on which session or poster session they will be placed.

### ***How to print the abstracts and review the abstracts off-line***

One of the best ways to see all of the submitted abstracts in detail is to print them in HTML or PDF format: click on the by presentation type or by control ID (see red circles above) and scroll down to the bottom of the review page, where you will see the options for printing:

**Score Card Options**

Print with Scorecard  
 Print without Scorecard

**Printing Options**

HTML options:  Print all on this page  
 Print all assigned abstracts

PDF options:  Print all on this page  
 Print all assigned abstracts

Print

Printing the abstracts in PDF format will allow you to share the abstracts with your co-organizers.

\* Many Internet browsers may block downloads because of a security setting. If you find that your browser blocks file downloads, check the Security Settings to allow file downloads. You may need to ask your IT department how to do this action, however, because most browsers are set according to company security policies.