Contents

OVERVIEW .................................................................................................................................................. 5

ACS ChemWorx Desktop App ......................................................................................................................... 5
HOW TO INSTALL THE DESKTOP ................................................................................................................. 5
ACS ChemWorx Web App ............................................................................................................................... 5
ACS ChemWorx Mobile App .......................................................................................................................... 5

SETTING UP YOUR PERSONAL PROFILE .................................................................................................... 6

Edit Your Personal Profile ............................................................................................................................. 6
Add Your Articles to Your Profile .................................................................................................................... 6
Add Contacts.................................................................................................................................................. 6
View Contacts ................................................................................................................................................ 7
Delete a Contact .......................................................................................................................................... 7
Invite non-ACS ChemWorx Users ................................................................................................................... 7
Change Email Notification Settings .............................................................................................................. 7
Change/Remove Your Profile Picture ........................................................................................................... 8

BUILD/IMPORT YOUR LIBRARY .................................................................................................................. 9

Add References to ACS ChemWorx ................................................................................................................ 9
Drag and Drop ............................................................................................................................................... 9
Import Folders of PDFs .................................................................................................................................... 9
Import from Mendeley .................................................................................................................................... 9
Import from Zotero ....................................................................................................................................... 10
Import from EndNote ..................................................................................................................................... 10
Import from RefWorks .................................................................................................................................. 10
Import from BibTeX, RIS and PDF .................................................................................................................. 10
Import Articles from ACS ChemWorx Desktop Search ............................................................................... 10
Import Articles from the Web ........................................................................................................................ 11
Install the Web Importer ................................................................................................................................. 11
Use the Web Importer .................................................................................................................................... 11
Edit Article Details/Add Tags ........................................................................................................................ 12
Delete an Article.......................................................................................................................................... 12
Manually Add References (Articles, Patents, Websites, etc.) into Your Library .............................................. 12
Working Offline ........................................................................................................................................... 12

EXPORT REFERENCES (RIS, ENDNOTE, BIBTEX) .................................................................................. 13

SYNC LIBRARIES AND PDFS/FETCH AND DOWNLOAD PDFS IN ACS CHEMWORX ......................... 14

Fetch PDFs .................................................................................................................................................... 14
Attach from Your Computer ........................................................................................................................... 14
Download Files for Offline Access ............................................................................................................... 15
<table>
<thead>
<tr>
<th>Manage your PDFs and references</th>
<th>Cite references</th>
<th>Collaborate with Individuals and Groups</th>
<th>Share your library</th>
<th>Share files using the drive</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enable/Disable Syncing for an Article</td>
<td>Select Citation Styles</td>
<td>About Groups</td>
<td>Share Citations</td>
<td>Upload a File to Drive</td>
</tr>
<tr>
<td>Update Syncing Settings for the Desktop App</td>
<td>Citation Plugins</td>
<td>Create a Group</td>
<td>Share a Citation with Selected Contacts</td>
<td>Upload an Update to an Existing File</td>
</tr>
<tr>
<td>MANAGE YOUR PDFS AND REFERENCES</td>
<td>Installing the MS Word Plugin</td>
<td>Edit Group Privacy Settings</td>
<td>Share Folders with Selected Contacts</td>
<td>View File Versions</td>
</tr>
<tr>
<td>Add New Folders/File Your PDFs</td>
<td>Change Citation Style in MS Word</td>
<td>Edit Group Details</td>
<td>Add New Contacts to a Shared Folder</td>
<td>Download a File from the Drive</td>
</tr>
<tr>
<td>Add Smart Folders</td>
<td>Cite an article using MS Word</td>
<td>Add Members to a Group</td>
<td>Share Citations with a Group</td>
<td>Restore/Delete/Download a Previous Version of a File</td>
</tr>
</tbody>
</table>
A \textbf{DD} ACS \textbf{ACTIVEVIEW PDF} .......................................................................................................................... 38
\begin{itemize}
  \item \textbf{ADD ACS ACTIVEVIEW PDFs TO YOUR ACS CHEMWORKS LIBRARY} .......................................................... 38
  \item \textbf{PREVIEW CITED REFERENCE ABSTRACTS} .................................................................................................. 38
\end{itemize}

\textbf{MOBILE APPLICATIONS} .......................................................................................................................... 39
\begin{itemize}
  \item \textbf{MOBILE REQUIREMENTS TO VIEW ARTICLES AND ANNOTATIONS} .......................................................... 39
  \item \textbf{VIEW NOTES/SEARCH ARTICLE TEXT} .................................................................................................. 40
\end{itemize}

\textbf{SUPPORT} ............................................................................................................................................. 42
Overview

ACS ChemWorx enables users to work across three different applications that serve different functions.

Those apps are:

**ACS ChemWorx Desktop App**
This app is focused on:
- Managing your reference library
- Attaching and annotating PDFs
- Automating citation and bibliography generation for manuscripts
- Providing summary statistics of your references

**How to Install the Desktop**
You can install the Desktop app by going to the Library and go to Import Publications, select Download Desktop app, and then the Download Now button.

**ACS ChemWorx Web App**
This app is focused on:
- Managing groups
- Sharing files via the drive
- Viewing personal ACS article-level metrics
- Accessing the ACS Style Guide
- Personal profile and networking

**ACS ChemWorx Mobile App**
This app is focused on:
- Enabling access to annotated articles
- Searching for additional articles
Setting Up Your Personal Profile

**Edit Your Personal Profile**
You can edit your personal profile by going to the ACS ChemWorx Web app.

1. Click on Profile in the left navigation bar. There you can update your Research Interests, Contact Details, Education Details, Experience, Awards and Additional Information.

**Add Your Articles to Your Profile**
You can add articles to your list of publications by filing articles into your Authored by Me folder in your Library via the Desktop app or Web app. Right-click on an article listing in your Library and select Authored By Me or drag and drop the articles into your Authored by Me folder.

**Add Contacts**
You can add contacts from the web application.

1. Go to the top search bar and enter the name of the contact you wish to add.
2. On the search results, select People.
3. Scroll to find the person you are looking for, and select Add to Contacts. An email will be sent to that person letting him/her know you wish to add him/her as a contact.
View Contacts

You can view your Contacts in the web app by selecting More on the left sidebar and then the Contacts button. You can also view you or your colleagues’ contacts by going to your/his/her profiles and selecting the Contacts tab.

Delete a Contact

To delete a Contact, go to Contacts under the More menu. Select the x to remove the contact.

Invite non-ACS ChemWorx Users

If a colleague is not already an ACS ChemWorx user, you can invite them to join. Go to the dropdown next to your profile picture, and select Invite. Then type in the email addresses of those you would like to invite.

Change Email Notification Settings

1. You can edit your email notification settings by going to the ACS ChemWorx web app. Go to the dropdown next to your profile picture.
2. Select Account Settings. Go the Email Notifications tab to update the email address you receive correspondence at, as well as which notifications you wish to receive.
Change/Remove Your Profile Picture

1. Go to the Profile tab on the left hand navigation bar.
2. Hover over the current profile picture, until Edit Picture appears, and select it.
3. Opt to Change Picture or Remove Picture. Profile pictures can be up to 1MB.
Build/Import your Library

Note: Your ACS ChemWorx Library is limited to 5,000 references currently; the import of files containing more than 5,000 references is not supported.

Add References to ACS ChemWorx

There are multiple ways to add references to ACS ChemWorx.

Drag and Drop

Open the ACS ChemWorx Desktop app. Drag and drop PDFs from your computer into the window. They will appear in the All Publications folder. ACS ChemWorx will automatically populate the citation information (title, author, journal name, volume and page number) when available.

File articles by dragging them to the appropriate folder or right-clicking on the article(s) and selecting Copy or Move.

Import Folders of PDFs

Import folders of PDFs using the Import Wizard in the Desktop app.

1. Select the ACS ChemWorx menu in the upper left corner, Import wizard and select Articles in a folder.
2. Select Import Folder, and navigate to the folder you’d like to add.

Once your folder is imported, it will be displayed in All Publications, categorized by the name of the folder you selected. ACS ChemWorx will automatically populate the citation information (title, author, journal name, volume and page number) when available.

Import from Mendeley

1. In the Desktop app, go to the ACS ChemWorx menu in the upper left, and then Import Wizard.
2. Select Mendeley and enter your Mendeley login information. You will be provided with a code to paste into the Desktop app.
3. The import process will begin automatically. This process may take several minutes depending on the size of your library.
4. When the process is complete, you will see a folder labeled Mendeley in your Library with all your references, and folders. Attachments and annotations will not be imported.
Import from Zotero

1. In the Desktop app, go to the ACS ChemWorx menu in the upper left, and then Import Wizard.
2. Select Zotero and enter your Zotero login information.
3. The import process will begin automatically. This process may take several minutes depending on the size of your library.
4. When the process is complete, you will see a folder labeled Zotero in your Library with all your references, attachments, and folders. Annotations will not be imported.

Import from EndNote

To import publications from EndNote you’ll need to manually export them from the EndNote desktop application into an XML file and then import the XML file into ACS ChemWorx.

Learn how to export references in an EndNote XML at:
http://support.mekentosj.com/kb/how-to/migrating-your-references-to-and-from-endnote

To import:
1. In the Desktop, go to the ACS ChemWorx menu in the upper left, and then Import Wizard. Select EndNote XML. Then, click Select File and navigate to the exported XML file.
2. The import process will begin automatically. This process may take several minutes depending on the size of your library.
3. When the process is complete, your references will be in the Library. However, they will not contain your annotations or groups.

Import from RefWorks

Learn how to export your references from RefWorks at:
http://www.refworks.com/refworks2/help/Exporting_or_Backing_Up_a_Database.htm
Export the references in the RIS format. Then proceed with importing the RIS file.

Import from BibTeX, RIS and PDF

You can also import references from reference files present on your computer system.

1. In the Desktop app, go to the ACS ChemWorx menu in the upper left, and then Import Wizard. Select RIS BibTeX, PDF, etc.
2. Click Select File and locate the file. The references will be added to your All Publications folder.

Import Articles from ACS ChemWorx Desktop Search

If you want to search for articles to add to your Library, select Search Online in the Desktop app, select the search engine of your choice and type in your search terms. When you have found a publication of interest, select the article, and in the right sidebar select the + sign.
Import Articles from the Web

Install the Web Importer
Import references from your web browser with a few clicks using the Web Importer. You can install the Web Importer by going to ACS ChemWorx on the web and going to the Library tab and clicking Import Publications. There you can click and drag the Web Importer into your web browser bookmarks bar.

The Web Importer will allow you to add publications from a variety of publications and sites to your Library.

Use the Web Importer
1. When you are on an article of interest, Table of Contents, or search database (such as Google Scholar), click the Import to ACS ChemWorx button in your bookmark bar.

2. A sidebar will pop up on the side and will display all available references on the page. Select the ones you would like to add, and click Add to ACS ChemWorx. These references will appear in your All Publications folder in your Library.
Edit Article Details/Add Tags
If you need to update an article’s details, such as author name, title, citation, or add tags, you can edit an article’s details. Right-click on the article of interest and select Edit Details to make updates.

Delete an Article
Right-click on an article and select Delete. This will remove the article from your Library. Deleted articles will be moved to the Trash folder.

If you want to remove it completely, check the box next to the reference in the Trash and select Purge. You can select Restore to undelete the article; it will reappear in the Folder/Collections where it was filed in previously.

Manually Add References (Articles, Patents, Websites, etc.) into Your Library
1. In the Desktop app, go to the ACS ChemWorx dropdown, and select New > Publication.
2. Using the top dropdown, select the type of Reference you would like to add to your Library.
3. If you are adding an item with a DOI (Digital Object Identifier), you can enter it into the DOI field, and select the to help auto fill the other fields.

Working Offline
To view articles offline in your Desktop app, when prompted to log in, close the log in box. This will enable you to still access your Library and cite references without an internet connection.

To learn more about ensuring offline access to your articles, read Download Articles for Offline Access.
Export References (RIS, EndNote, BibTeX)

You can export your references in RIS, EndNote, BibTeX, and Formatted files in the Desktop app. To export your references:

1. Go to your Library in the Desktop app and select the references you would like to export.
2. Right click on the references you’ve selected, and click Export.
3. The right panel will preview all the references that you have selected to export. There you can select which format you wish to have the references exported in.
4. Select Save As to download the file, or Copy to Clipboard to paste it to a document.
Sync Libraries and PDFs/Fetch and Download PDFs in ACS ChemWorx

Fetching and downloading files will enable you to access an article from ACS ChemWorx Web, Desktop, iOS and Android devices. Syncing articles will enable you to access your annotations from anywhere using your ACS ChemWorx Mobile app.

**Fetch PDFs**

1. In the ACS ChemWorx Desktop app, select the articles you want to fetch by checking the box next to the article. At the top a button will appear that says “Fetch PDFs from the web.” ACS ChemWorx will automatically seek and attach PDFs from the journals you or your institution are subscribed to. (You may need to manually attach missing PDFs if they cannot be found. See [Attach from Your Computer.](#))

2. If a PDF has been attached to a reference, a file icon will appear.

**Attach from your Computer**

You can also attach a PDF file from your Computer. Click on the article, and select the Files button. Then choose Attach files. A window will pop up so you can select the file you want to attach. You can open it in ACS ChemWorx Reader by clicking on the file icon.
Download Files for Offline Access
To view articles offline, you will need to download them after you have found and attached the PDFs (see above).

1. Go to Settings in the dropdown next to your profile image.
2. Select the File Sync tab.
3. Select the button Download all files on this computer. A window will pop up indicating the progress of downloading the PDF files for offline access.
4. If at some point wish to delete the PDFs from your local drive, return to this tab to delete all files. However, your annotations and library will still be synced with your account.

Enable/Disable Syncing for an Article
You may wish to disable syncing of your annotations to an article. To do so, right-click on an article and select Disable File Sync. A thin red bar will appear on the left of the reference listing. You can right-click and select Enable File Sync to sync your annotations across devices.

Update Syncing Settings for the Desktop App
To change the frequency of automatic syncing for the Desktop, go to the dropdown next to your profile image on the top right. Select Settings and go to the General tab. At the bottom select how frequently you would like your Library synced or opt to sync it manually.
Manage Your PDFs and References

Add New Folders/File Your PDFs
You can add new folders to your Library in the Desktop or Web App by right-clicking on the folder under which you would to add a new folder. Then select Add Collection.

To file your PDFs, you can drag and drop them between folders or right click on them, select Copy or Move and then choose which folders you want to copy or move them to.

Add Smart Folders
Use Smart Folders to automatically filter existing and new references into their own folder.

1. Go to your Library, and select Smart Folders.
2. Select Create a new Smart Folder.
3. Then, name your Smart Folder, and enter the criteria for your filter, including keyword, journal title, author, and other terms. Then hit Create.
4. To view your Smart Folder, expand Smart Folders and find your folder. (A folder will be created regardless of whether or not any reference in your Library match your criteria.)

Remove/Delete an Article from a Folder
If you want to remove an article from a folder, right-click and select Remove from here. The article will remain in your Library, but will no longer be filed.

ACS ChemWorx Search
To search for articles in your ACS ChemWorx Library, simply type a keyword, article title or author name in the search bar. The Desktop app will enable you to search within a specific folder.

Web App
Desktop App

Annotate PDFs

The ACS ChemWorx Reader in the ACS ChemWorx Desktop allows you to read and annotate PDF files. To annotate an article, first ensure that the PDF is attached to the reference. (Read more in Fetch and Downloads PDFs in ACS ChemWorx)

To annotate an article, go to the reference in your Library. Double-click the reference, and the ACS ChemWorx Reader will open in the new window. In that window you will be able to make comments, highlight text, and draw shapes on an article.

Note: These annotations are not stored in the actual PDF file, but as part of your ACS ChemWorx account. At this time you will not be able to print or share annotations.

Access Annotations and Articles from ACS ChemWorx Mobile

Using the ACS ChemWorx Mobile app for iOS or Android devices, you’ll be able to view articles and annotations from your Library. At this time you will not be able to add annotations via mobile devices.

ACS ActiveView PDF

ACS Publications allows you to directly add article reference citations to your ACS ChemWorx account for all ACS journal content. If you utilize the ACS ActiveView PDF viewing format on ACS Publications, any annotations you make will be synced automatically with your ACS ChemWorx account when logged in. You will also be able to take advantage of Reference QuickView, which allows you to preview the abstracts of cited references in a new layer without losing your place in the article.
Cite references

Select Citation Styles

Pick from a library of citation styles for your bibliographies.

1. Go to the ACS ChemWorx dropdown on the Desktop app.
2. Select Citation Styles
3. In the window on the right search for your desired style. Select your desired style and use the arrow to add it to your options.
4. At the bottom, you can select the style you use most frequently as the default.

Citation Plugins

When you are ready to write your manuscript and cite your references, you can do so with the MS Word or OpenOffice plugin.

Installing the MS Word Plugin

1. Download the plugin by going to the ACS ChemWorx drop down in the desktop app and selecting Plugins and then Configure MS Word. Then select the Install button. Note: you will need administrative rights to your machine to perform this installation.
2. On a Mac you can confirm the plugin has been installed by selecting the menu to see if ACS ChemWorx is one of the options. On a PC, you will see ACS ChemWorx as a tab in your menu options.

Change Citation Style in MS Word

To change the citation style, go to the menu on your Mac and select Style or go to the ACS ChemWorx tab on your PC and select Change Style. Then pick the desired citation style. If you don’t see your desired style, read Select Citation Styles.
Cite an article using MS Word

1. You will need to have the ACS ChemWorx Desktop app open to begin citing.
2. Go to your Word document and select the location where you wish to place the citation.
3. Go to the \( \text{\text{citation}} \) menu on a Mac or ACS ChemWorx tab on a PC, and choose Insert Citation.
4. A window will pop up displaying the articles you can choose to cite. You can use the dropdown next to All Publications to select a specific folder to cite from. You can also use keywords or author names to search for a reference within a folder.
5. Use the arrows to the right of the article to select the articles you wish to cite. (You can select more than one at a time.)
6. To add additional information, such as page numbers or paragraphs, select the \( \text{\text{citation}} \) button on the desired article.
7. When you have finished making your selections, select Insert.

Generate a bibliography in MS Word

Go to the \( \text{\text{citation}} \) menu on Mac or the ACS ChemWorx tab on PC and choose Insert Bibliography. This will insert a formatted bibliography into your document.

Add New Citations in MS Word

If you need to insert additional citations, the numbering of the citations will be updated automatically. When you are ready to update the bibliography go to the citation tool menu option and select Refresh. The new references will be added automatically.

Installing OpenOffice plugin

1. Download the plugin by going to the ACS ChemWorx drop down in the desktop and selecting Configure OpenOffice. Then select Get Plugin. Choose the location you would like to save the plugin installer on your system.
2. Open the plugin installer. It will install the ACS ChemWorx plugin on Open Office, Star Office, Neo Office, and Libre Office.

Change Citation Styles in Open Office

To change the citation style, go to the ACS ChemWorx menu and select Style or click the \( \text{\text{citation}} \) button. Then pick the desired citation style. If you don’t see your desired style, read Selecting Citation Styles.
Cite an article in Open Office

1. You will need to have the ACS ChemWorx Desktop app open to begin citing.
2. Go to your document and select the location where you wish to place the citation.
3. Go to the ACS ChemWorx menu and choose Insert Selected or the button in the ACS ChemWorx add-on window.
4. A window will pop up displaying the articles you can choose to cite. You can use the dropdown next to All Publications to select a specific folder to cite from. You can also use keywords or author names to search for a reference within a folder.
5. Use the arrows to the right of the article to select the articles you wish to cite. (You can select more than one article to cite.)
6. To add additional information, such as page numbers or paragraphs, select the button on the desired article.

Generate a Bibliography in OpenOffice

Go to the ACS ChemWorx menu and choose Insert Bibliography or the button in the ACS ChemWorx add-on window.

Add New Citations in OpenOffice

If you need to insert additional citations, the numbering of the citations will be updated automatically. When you are ready to update the bibliography go to the citation tool menu option and select Refresh or the button. The new references will be added automatically.

Transferring Documents with Bibliographies Between Operating Systems

To transfer your document between operating systems, put your document in compatibility mode.

1. In the document you are transferring, go to the ACS ChemWorx menu and select Style.
2. Select Compatibility Mode. Your reference will transfer into code that looks like \cite{AuthorLastName} and your bibliography will appear as \{bibliography\}.
3. When you are ready to complete your manuscript, go back and select your final citation style, and the citations and bibliography will be formatted accordingly.
Set up ACS ChemWorx for LaTeX citations

1. Open the ACS ChemWorx Desktop.
2. Go to your LaTeX settings by going to the ACS ChemWorx dropdown, and selecting Citation Styles.
3. Go to the tab LaTeX Options, select Enable LaTeX and choose your settings.

Cite using LaTeX

1. Open the ACS ChemWorx Desktop.
2. Check off the references you wish to cite. Hit Ctrl-L on your keyboard or the LaTeX button. A confirmation message will pop up indicating which references you have copied.
3. Paste the references into your manuscript where needed.

Export a BibTeX Bibliography File

1. Go to your LaTeX settings by going to the ACS ChemWorx dropdown in the Desktop app, and selecting Citation Styles.
2. Go to the tab LaTeX Options, and select Export Now to export a BibTeX file when you are ready.
   - OR -
   Opt to have your BibTeX file automatically exported when updates are made by selecting Automatically save BibTeX file every [x] minutes. Then choose Browse to indicate which file to update.
Collaborate with Individuals and Groups

About Groups

Groups are designed to make it easy to share publications and files with other people in the Group.

Create a Group

1. Go to Groups on the Web app, and select Create Group. (You can also initiate creating a new Group from the Group folder in your Library.)
2. In the prompt, name the group, and any other information you wish to include. Then select which resources you want the group to be able to share.
3. Select the Group Privacy Level:
   - Public: Any user can join and invite others.
   - Private: The Group will appear in searches. Only administrators and moderators can invite and approve members.
   - Hidden: The group will NOT appear in searches. Only administrators and moderators can invite members.

Edit Group Privacy Settings

To edit the privacy settings of the group, go to the Options dropdown on the top, and select Edit Settings. There you’ll be able to change the privacy level of the group, and choose the common resources available for the group.

Edit Group Details

You can edit group details by going to the Options dropdown and select View Group Details.
Add Members to a Group

1. Go to the Group page on the Web app, and select Invite People at the top.
2. Begin typing a name, and ACS ChemWorx will auto suggest invitees. You can also add members by email address. If you enter an email address for someone who is not a user of ACS ChemWorx, they will receive an email notification inviting them to join.

View Group Members

You can view the list of Group Members by selecting Group Members on the right column of the Group’s page.

Change a Member’s Role

1. Administrators can change a member’s role by selecting Group Members on the right column of the Group’s page.
2. Go to the Group Member’s listing, and use the dropdown to change between Admin, Moderator or Member.

Remove a Group Member

When a Member is removed from a Group they will no longer have access to the related materials. However, any of his/her historical activities in the Group WILL NOT be deleted. The creator of the Group CAN delete individual posts.

1. An Administrator can go to the Group Member’s listing on the Group Member page, and select the X to remove.
Share Your Library

Share Citations

Share a Citation with Selected Contacts

1. If you would like to share citations with selected Contacts, check the boxes next to the references you would like to share with them in your Library on the Web app.
2. Then select the Share Citations button.
3. Enter the names of your contacts or email addresses of those you would like to share the references with.
4. The citations will be displayed in the Shared With Me folder in their Library.

Share Folders with Selected Contacts

1. Go to the Library, go to Shared Folders, and select create a new shared folder on the Web app.
2. You’ll be prompted to name the Folder, and input the names of your ACS ChemWorx contacts that you would like to share the Folder with.
3. To add citations you would like to share, drag and drop them from your Library to your newly created folder.

Add New Contacts to a Shared Folder

1. Right-click on the Folder that you would like to share with additional Contacts, and select Edit Shared Collection.
2. Enter the names of Contacts that you would like to be able to view the Shared Collection.

Share Citations with a Group

To share citations with a Group you have set up, drag citations from your Library to the corresponding folder with the Group name in the Groups section of your Library.
Share Files Using the Drive

Upload a File to Drive
1. Select the folder where you want to upload the file on the Web app Drive.
2. Select the **Upload** button. In the Drive window, click on a folder in the left panel to which you are allowed to upload files (Note: Your ability to upload files into shared folders depends on your membership role for the shared folder).
3. The file(s) should begin uploading into your Drive.

Upload an Update to an Existing File
1. In the Drive on the Web app, select the file that you want to update.
2. To upload a new version of a file, right-click on the target file, and select **Update File**.
3. You'll be prompted to upload a new file, and it will become the Current Version of the file.

View File Versions
1. To view the versions of a file, right-click on the target file, and select **Version History**. A window will display the versions of a file, when it was uploaded, and who uploaded it.
2. Click on the version name to download it.
Download a File from the Drive

To download a file from the Drive on the Web app, you can do so one of two ways:

1. Download the file by clicking on the file name.
2. Checking a box next to the file you want to download and selecting the Download button. (Only one file can be selected for at a time.)

Restore/Delete/Download a Previous Version of a File

1. In the Drive on the Web app, select the file you want to restore/delete/download.
2. Go to the right sidebar and select the Versions tab.
3. Hover on the version you wish to restore/delete/download and select the corresponding icon.

Copy/Move Files to a New Folder

1. In the Drive, select the file(s) that you want to copy or move using the check boxes. Go to the top and choose the Cut or Copy buttons. Note: The Cut feature is only available for My Drive.

2. Find the target folder for the file(s), then click the Paste button.

Note: You will not be able to move or copy files TO a folder if you are not an Administrator or Moderator of the Group. You can copy files FROM a folder if you are not an Administrator or Moderator.

Share Drive Files with Selected Contacts

1. In the Drive, select the file(s) that you want to copy or move using the check boxes.
2. Go to the top of the page and choose the Share button.
3. Enter the names of ACS ChemWorx contacts or email address of the individuals you want to share files with.

Note: If you share a File using the Selected Contacts method, the users will be able to upload new versions of the File.
Share Folders of Files with Selected Contacts

1. Go to My Drive, and select the checkbox and select Add Shared Folder.
2. You’ll be prompted to name the Shared Folder, and input the names or email addresses of the contacts that you would like to share the Folder with and hit Tab or Enter.
3. Select whether the contact can edit or only view the Shared Folder.
4. To add files you would like to share you will need to copy and paste them from your Drive to your newly created folder.

Add New Contacts to a Shared Folder

1. Right-click on the Shared Folder that you would like to share with additional Contacts, then select Edit Shared Folder.
2. Enter the names of Contacts that you would like to be able to view the Shared Folder.
3. Select whether they can edit or only view the Shared Folder.

Share Files with a Group

To share Files with a Group you have set up, drag Files from your Drive to the corresponding folder with the Group name in the Groups section of your Drive. (Read how to set up a Group under Create a Group.) You can also select the files and use the Copy and Paste buttons.

Note: You will not be able to move or copy files TO a Group folder if you are not an Administrator or Moderator of the Group. You can copy files FROM a folder if you are not an Administrator or Moderator.
Privileges for Group Roles

There are four different roles that a group member can be assigned. Those roles are owner (the creator of the group), admin, moderator, and member. Each role has different privileges for what they can share and post.

### Group Stream Post Privileges

<table>
<thead>
<tr>
<th>Privilege</th>
<th>Owner (Creator)</th>
<th>Admin</th>
<th>Moderator</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create polls, share citation, attach links/files on Group Activity stream</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Delete own posts/comments</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Delete others’ posts and comments</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

### Group Administration Privileges

<table>
<thead>
<tr>
<th>Privilege</th>
<th>Owner (Creator)</th>
<th>Admin</th>
<th>Moderator</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invite new members to Secret/Closed Group</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Add article to Group page</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Edit Group Details</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Delete member from Group</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Edit Group Resources</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Edit Privacy Settings</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Change member status</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Upload/Change Group Picture (Avatar)</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Delete Group</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Create Related Project</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

### Drive Privileges

<table>
<thead>
<tr>
<th>Privilege</th>
<th>Owner (Creator)</th>
<th>Admin</th>
<th>Moderator</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Download shared files from Drive</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Upload files to shared Group to the Drive</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Upload new version of shared files to Drive</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Delete files in Drive</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Delete own files in Drive</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

### Library Privileges

<table>
<thead>
<tr>
<th>Privilege</th>
<th>Owner (Creator)</th>
<th>Admin</th>
<th>Moderator</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transfer shared citations to personal Library</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Add new citation to shared Library</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Remove own shared citation in shared Library</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Remove citation in shared Library</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Tasks

Navigate to Tasks

Go to More -> Tasks to find the Tasks section.

Create/Assign Tasks

1. In the Tasks window on the Web app, enter a Task name into the + ‘Quick Add’ text box, and hit Enter. You can utilize shortcuts to assign tasks, due dates and other details.
   - @ - Delegates the task
   - & - Adds a follower who can track the task
   - % - Provides a completion status
   - ! – Assigns a due date (a dropdown will appear with a limited set of options)
   - * - Assigns a priority to the task (high, medium, or low)
   - # - Assigns the task to a Group/Project/Event

2. To add or edit details of the task, select the task and make updates in the right panel. You can attach files, add subtasks, add labels, and post comments.

Search, Filter and Sort Tasks

Search

You can search, filter, and sort tasks. You can enter title keywords, labels, and people involved with the task.

Filter

You can also utilize the filter to filter by who the task is delegated to, followed by, created by, labels, related to, progress, priority, and due date.

Sort

You can also opt to sort by priority, completion, due date, title, recent activity, and creation date.
**Editing/Updating Tasks**

**Change Task Due Date**
You can update the due date of the task, by clicking on the task. Then, in the right panel, change the due date.

**Change Task Progress**
To update the progress on a task, go to the task and click on the circle. You can choose from Not Started, Started, Half Done, Almost Done, and Done.

**Change Task Priority**
To update the priority of a task, go to the task and click on the star. Gray is low, blue is medium and red is high priority.

**Attach a File to a Task**
To attach a file to a task, select the task and make updates in the right panel. Select **Attach Files**.

**Create and Manage a Sub-Task**
To create and manage a sub-task, select the primary task and make updates in the right panel. You can add subtasks there.

**Post a Comment or Note to a Task**
To post a comment or note to a task, select the task and make updates in the right panel. You can post comments there.
Accept or Reject an Assigned Task
To accept or reject a task, select the task and make updates in the right panel. When accepting, you can choose to assign it to yourself to do Immediately, Soon or Later.

Delete a Task
To delete a task, select the task and go to the button in the right panel. In the drop down select Delete Task.
Calendar

View Your Calendar
Select More > Calendar in the Web App from the left side bar to view your Calendars. By default you will have three calendars – Important, Personal, and Research.

Add a New Personal Calendar
1. In the Calendar window, click on Add Personal Calendar in the left sidebar.
2. By default it will be called “New Calendar”. Double-click on the name to edit it.

Add an Appointment
There are two ways to add an appointment:
1. Go to the + Quick Add box, and type in the name of the appointment. Hit Enter. You’ll be prompted to enter the date, time, Calendar you wish to assign it to, and add other details.

2. Go to the date on the calendar, and click in the grid corresponding to the time of your appointment and you’ll be prompted to enter additional details and assign it to a Calendar.

Search for an Appointment
Search for an Appointment by clicking on the magnifying glass next to the + Quick Add. The + will be pushed to the right of the box. Enter your search term in the box and hit Enter.
Set Default Calendar

The default Calendar is the Calendar that is automatically selected from the Calendar drop-down menu when you create a new appointment.

To change the default Calendar, right-click on the Personal Calendar in the left sidebar that you want to make the default, and click Set As Default.

Show/Hide Calendars

To select the Calendars you would like to see in the main Calendar window, check the box next to the Calendar. Uncheck the box if you would like to Hide a Calendar.

Change Calendar Views

Use in the top to change calendar views between today, daily, weekly, and monthly.

Use to switch between agenda and calendar views.

Change Calendar Colors

On the Calendar page, click the colored square next to the calendar. It will bring up a selection of color options, or you can create your own color by entering an HTML hex color code in the box at the top. This will update the color of the appointments in the Calendar view.
Messages

View Messages
In the left side bar, go to More > Messages to view your Inbox.

Send Messages
In the top navigation, select Compose Message. Enter the name of your contact and your message. When you are done composing, select Send Now.

View Sent Messages
In the top navigation, select Sent Items.

Delete Messages
Select the check box(es) next to the message(s) you wish to delete, and selecting the button. If you want to delete all messages, select the dropdown and select All before selecting the button.
**Publishing Center**

Visit the Publishing Center in the ACS ChemWorx web app by selecting the icon next to your profile picture. A new window should appear.

**Select Apps to Display in the Publishing Center**

In the upper right click on your profile icon, and select **Customize Display**. A window will pop up that allows you to select the apps you would like displayed in the Publishing Center. Select Back if you prefer to view a series of questions related to the tasks performed by each app.

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Tap the article you’re interested in, and scroll down to Files. Tap the file and your annotated PDF will be displayed.

View Notes/Search Article Text

There are two ways to view notes:

1. Tap on the pins in the article.
2. Tap at the bottom of the screen to bring up a menu that allows you to view a list of notes or search the text of the article.
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