RightFind™ Professional User Guide

Copyright
Clearance
Center

Table of Contents

# Accessing RightFind Professional

To access RightFind Professional, visit www.rightfind.copyright.com.

Set up in RightFind is based on your organization's IP address(s) or with individual usernames passwords.

For IP Access: If connected to your organization's network, you will be presented with the RightFind homepage. If you would like to sign in, click the **'SIGN IN NOW'** button in the top right corner.
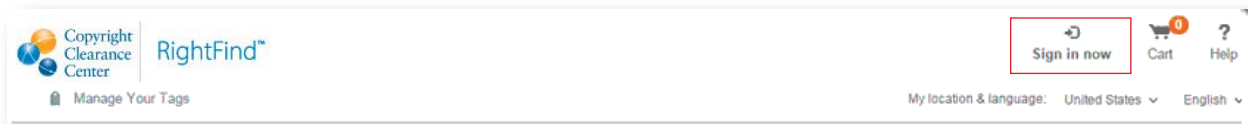
For username and password access: If not connected to your organization's network, users will be presented with a **'Welcome to RightFind'** page. To sign in, click the **'SIGN IN NOW'** box.
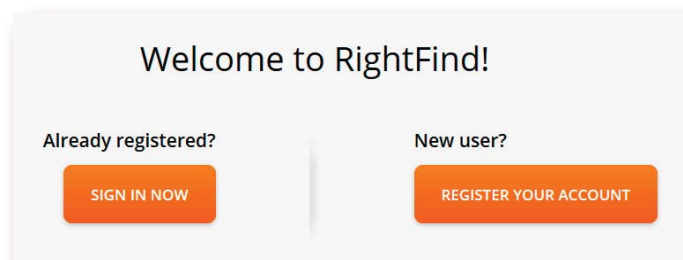
Searching

The RightFind index contains 80M+ articles.

RightFind enables you to search across articles, publications, authors, or publishers.

RightFind allows you to search through a basic search, as well as advanced search. Some useful tips when using the basic search:

1. **Searching for specific article:** Be sure to use quotations when searching for a specific article (Ex. "breast cancer"). This will only retrieve results with the exact phrase "breast cancer."

   a. If you do not use quotations, RightFind will return results with all your search terms. So in that case, RightFind would retrieve results with the terms "breast" AND "cancer."

2. **Searching by PMID:** When searching by a PMID, RightFind will search for that specific PMID and only return the article which has this identifier.

3. Searching by DOI: When searching by a DOI, RightFind will search for that specific DOI and only return the article which has this identifier.
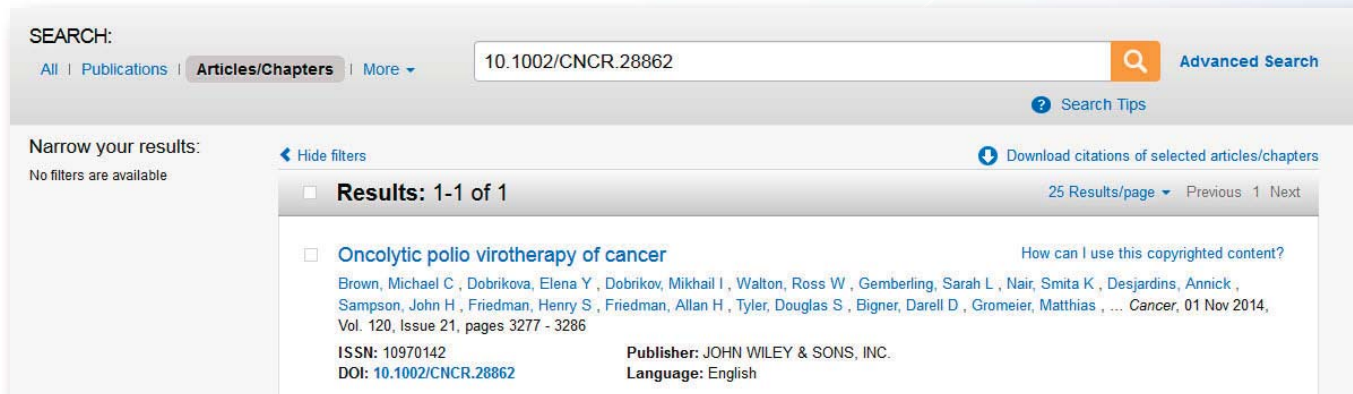
For advanced search, the same searching logic is applied. However you can run a Boolean or limiter search.

When searching for articles, you will likely be presented an "action button." Action buttons include:

**1. VIEW ARTICLE:** This button will be displayed in three scenarios:
      a. The article is part of your enterprise subscription(s)
      b. The article is in your organization's digital library
      c. The article is from an Open Access source

By clicking '**VIEW ARTICLE**' a user will be presented with full access to the article.

      i. The digital library is comprised of articles which your organization previously purchased legally (see '**Ordering Articles**' section for more details) and are covered by your CCC Annual Copyright License..

2. ORDER ARTICLE: This button is displayed for articles which are not part of your organization's subscription(s), or contained within the digital library. Note: Some articles may not be available for purchase in RightFind.
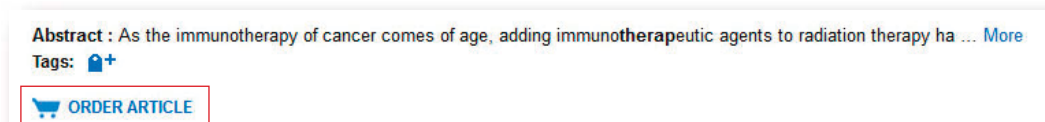
Using Copyrighted Content

Next to every article in RightFind there is a link: "**How can I use this copyrighted content?**"

Clicking on this link provides you with rights information about how you may use a specific article based on the rights covered by your CCC Annual Copyright License.. Rights are grouped into three main categories:

1. Digital sharing
2. Photocopy sharing
3. Responsive rights

RightFind displays easy-to-view icons letting you know if an article is covered under the license:

✔ Covered under your license

⚠ Covered under your license with additional information or conditions provided by publisher

🚫 Not covered under your license

To obtain additional permissions, click the "**View more uses**" link.

In addition, by clicking either the 'Digital Sharing,' 'Photocopy Sharing' or 'Digital responsive rights' links you can view common scenarios which fall under each category of rights clearance.

Ordering Articles

Articles which are available for purchase in RightFind will have an **'ORDER ARTICLE'** button. These buttons will only appear if the article is not part of your organization's subscription holdings, or contained within your digital library.

If a desired article is not available for purchase within RightFind you are encouraged to order the article from an alternative source, such as the publisher's website, for example.. If you have an 'Administrator' role, articles purchased from other sources can be uploaded via the **'Upload'** button to your digital library.

Any article which is ordered directly through RightFind will automatically be added to your organization's digital library. By automatically adding to your digital library this will ensure that the article is not inadvertently purchased multiple times. Articles purchased in RightFind will display a **'VIEW ARTICLE'** button allowing licensed users to access the article.

Tagging

Tagging in RightFind allows you to group articles. Tagging can be effective for project or product work where collaboration is necessary.

Clicking the 'tag' icon next an article will display a pop-up box. In the text field, type in the desired tag name, then click 'ADD.'
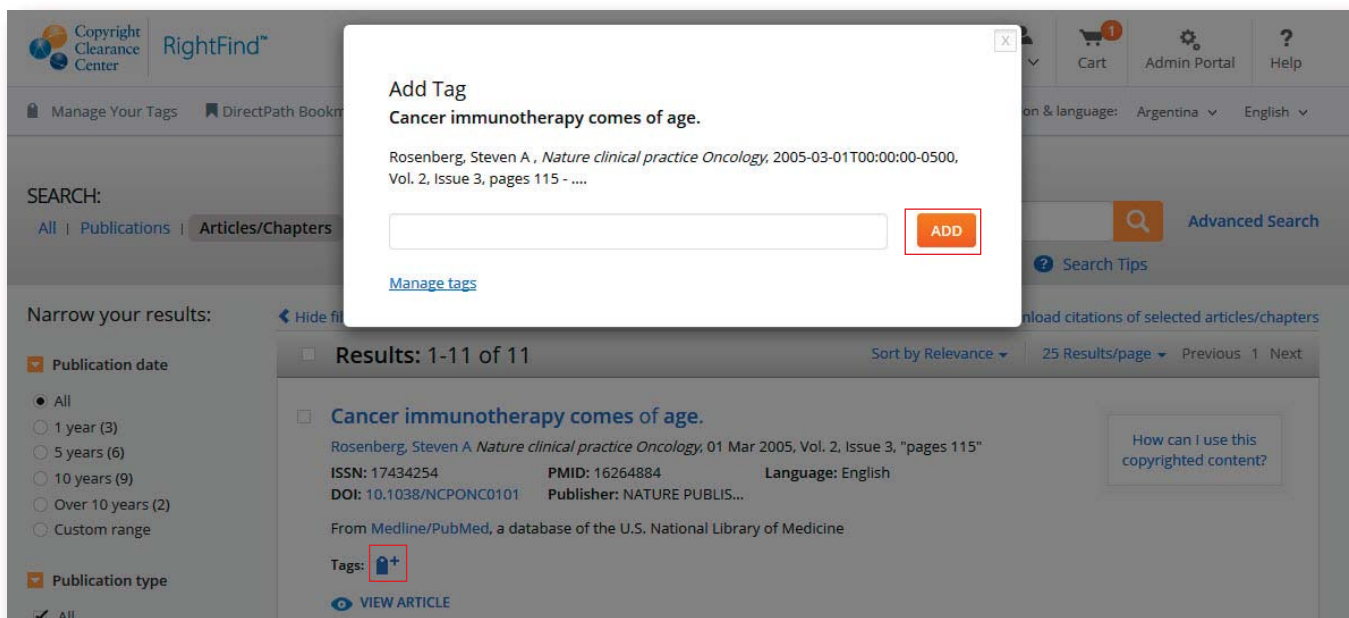
Citation Manager

After searching RightFind, you can download citation information from the article(s). To do this, select the check box next to each of the article(s) you wish to export and then click "**Download citations of selected articles/chapters.**"

This will download the citation information which can then be uploaded into EndNote, RefWorks, and other citation managers.

Bookmarklet

If your organization is familiar and/or more comfortable using PubMed, RightFind has a bookmarklet to allow for the continued use of PubMed, while also taking advantage of the RightFind features. To begin using, install the RightFind bookmarklet, click the '**RightFind Bookmarklet**' icon on the RightFind toolbar . To install the bookmarklet, simply drag and drop the bookmarklet into your browser's toolbar.
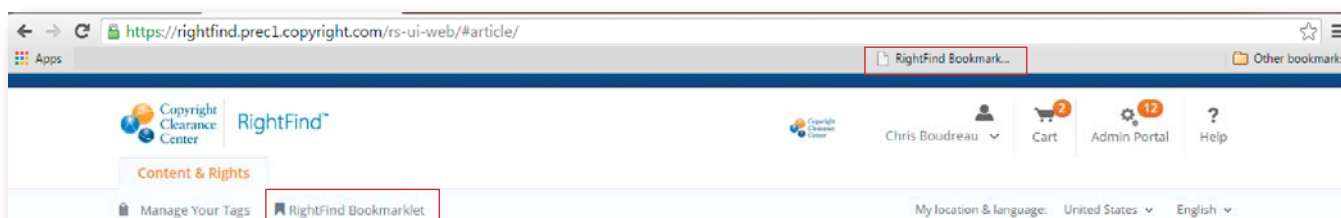
To use the bookmarklet, run a search in PubMed, Ovid or other online publication site. If interested in a single article, highlight any of the following metadata: PMID, DOI, Article name. Then click on the RightFind bookmarklet and the article will be bring results into RightFind. You can also highlight a larger list of results and RightFind will pull out the reagent metadata to search directly within the RightFind platform.
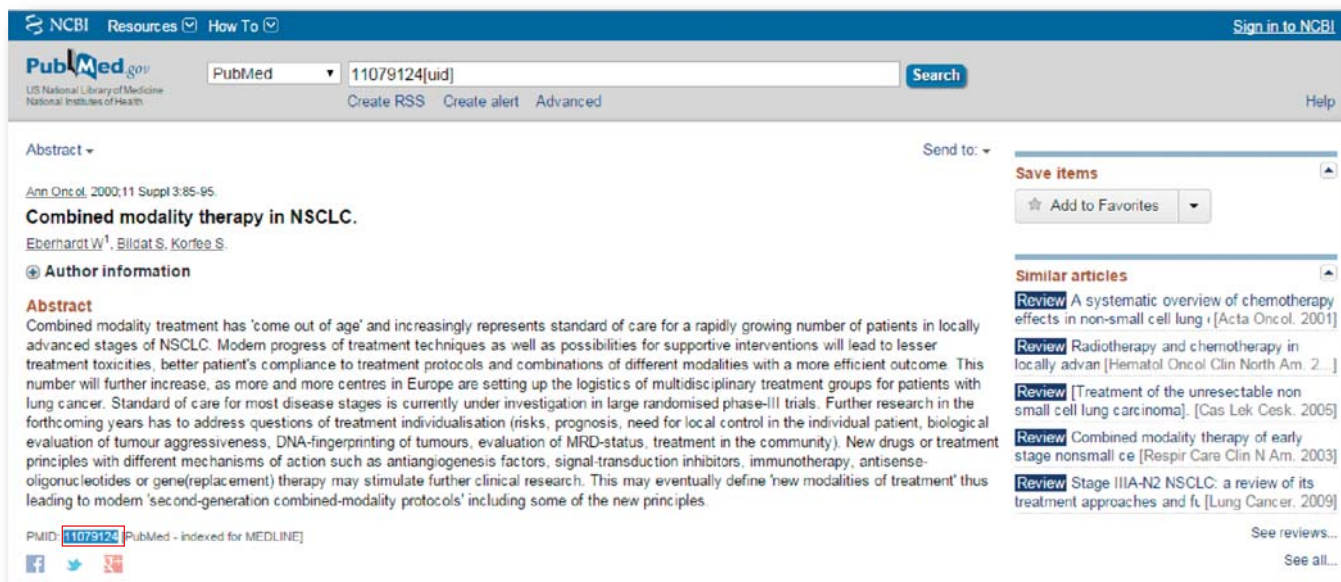
Then click on the RightFind bookmarklet and the article will be bring results into RightFind. Where you can view the full-text article, see what rights you have for sharing or have the ability to purchase the article if you don't already have access.

You can also highlight a larger list of results and RightFind will pull out the reagent metadata to search directly within the RightFind platform.

Need Help?

If you have any questions or need further assistance, please contact us by phone at 855.239.3415 or email accountmanagement@copyright.com.