

# Using The Publisher Center

A quick-reference to features and procedures

## Logging In

1. Type your username and your password.
2. Select an option:
  - **Auto login until logout** – remembers both your user name and password until you log out of Windows.
  - **Save my user name** – remembers your user name, but doesn't remember your password.
  - **Always ask for my user name and password** -- doesn't remember your name and password.
3. Click Login. The Publisher Center logs you in and displays The Publisher Center Detailed screen.

## Detailed vs. Summary screens

The Detailed screen is the default. Click Summary to see that screen.

The Detailed screen displays all the information about an article, while the summary screen shows less information. Each display lists information about the articles in columns. The columns are:

Publisher DOI	Journal Article Type	Volume Companion Article*	Issue Section*	Article ID Subsection*
Corresponding Author	Authors*	Total # Figs	Total # Color Figs	Supplemental Data*
Ms Received Date	Accepted	AoP to DataPages	Copy Edited Date	Ms to Comp
Proof to Author	First Pages ACTReturn	Author CX	RP1	RP2
Approved	Folio Start	Folio End	Remarks*	

Columns listed with an asterisk only appear on the Detailed screen.

## The Filter Panel

The Filter panel contains many of the items and commands you use to search for or print the results.



Click the **Export** button to display a **Printer Friendly** format, **Export to Excel**, or **Export to PDF**.



Click the **Toggle** button to display or hide the search tools.



Click the Save Filters button to save the current filter or clear the filter.

## Using the Filter Panel



### Journal, Issue, Volume

The Filter panel has three interrelated controls: **Journal**, **Volume**, and **Issue**. You can't select an **Issue** without first selecting a **Volume** and **Journal**, and you can't select a **Volume** without first selecting a **Journal**.

Each control is a drop-down list, and it only displays choices that are available to you. That is, you can only select the Journals that have articles in the database.

You don't need to select all three items. You can select a Journal and click **Search**. The Publisher

Center then displays all matching Journal entries. Click **Reset** to reset search parameters.

### Article ID and Corresponding Author

Both of these controls work in the same way. Type the full or partial Article ID or Corresponding Author name into these controls. As you type, The Publisher Center begins to display matching entries. Pick an entry from the list or continue typing, narrowing down your choices.



Once you set the filters, click **Search** to find matching results. Click **Reset** to reset search parameters.

## Retrieving Articles

Once you've found the desired article, navigate to a column. If the entry is blue, you can click to view or download the file. The Publisher Center supplies the files in Word or PDF formats.

Page	Records	Journal	Volume	Issue	Article ID	Corresponding Author	DOI	Article Type	Copy	Edited Date	Ms. to Comp	Proof to Author	Author CX	RP1	RP2	Approved	Folio Start	Folio End
1	1	AAPG	BLTN	0	0	BLTN14004	Guanghui Yuan	NOT SUPPLIED	Article									
		AAPG	BLTN	0	0	BLTN14186	Brad D Wolaver	NOT SUPPLIED	Article									
		AAPG	EG	999	99	EG15005	Ian J Duncan	NOT SUPPLIED	Article									
		AAPG	EG	999	99	EG13008		NOT SUPPLIED	Article									
		AAPG	BLTN	0	0	BLTN14205	Jan H Norblisroth	NOT SUPPLIED	Article									
		AAPG	BLTN	0	0	BLTN14025	Gabriela I Keeton	NOT SUPPLIED	Article									
		AAPG	BLTN	0	0	BLTN14240	Changan Shan	NOT SUPPLIED	Article									
		AAPG	BLTN	0	0	BLTN14050	Norelis D Rodriguez	10.1306/06191514050	Article									
		AAPG	EG	0	0	EG13003	Tina L Roberts-Ashby	NOT SUPPLIED	Article									
		AAPG	BLTN	0	0	BLTN13195	Lianbo Zeng	NOT SUPPLIED	Article									
		AAPG	BLTN	0	0	BLTN14104		NOT SUPPLIED	Article									
		AAPG	BLTN	0	0	BLTN14201	Eduard Kosa	NOT SUPPLIED	Article									
		AAPG	BLTN	0	0	BLTN15068	Kenneth E Peters	10.1306/08031515068	Article									
		AAPG	BLTN	0	0	BLTN14152	Benedikt Lerch	10.1306/08101514152	Article									
		AAPG	BLTN	0	0	BLTN14030	Changyu Fan	10.1306/08031514030	Article									
		AAPG	BLTN	0	0	BLTN15059	Frank J Peel	10.1306/08101515059	E&P Note									
		AAPG	BLTN	0	0	BLTN14224	Joseph M English	10.1306/07271514224	Geohorizon									
		AAPG	BLTN	0	0	BLTN14211	Mohammed M Al-Fahmi	10.1306/08171514211	Geohorizon									
		AAPG	BLTN	0	0	BLTN14173	Zhuoheng Chen	10.1306/08261514173	Article									
		AAPG	BLTN	0	0	BLTN14095	Qisheng Liu	10.1306/09141514095	Article									