ELSEVIER

ClinicalKey®

User Guide

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Overview

Welcome to ClinicalKey! This document provides step-by-step instructions on how to access and use the ClinicalKey for Physicians application.

Getting Started

Get started by utilizing information contained in the following sections:

- Browser Requirements

- Accessing ClinicalKey

- Accessing ClinicalKey (*OpenAthens Users*)

- Change Language Settings

- Mobile Access

- Mobile Access (*OpenAthens Users*)

- Remote Access

- Help & Support

Browser Requirements

ClinicalKey is supported across all major browsers:

- **Google Chrome** - Desktop: OSX and Windows; App: iOS 7+ and Android 4.0+
- **Internet Explorer** - 8+*****
- **Mozilla Firefox** - Desktop: OSX and Windows
- **Safari****** - Desktop: Mac 5.1.10+; App: iOS 7+

*Please note the following compatibility notices regarding specific versions of Internet Explorer (IE):
   - ClinicalKey does not work completely with Compatibility Mode enabled in IE 8 or 9. (Refer to the ClinicalKey Help topic entitled "*How do I switch off Internet Explorer's "Compatibility Mode"?*" for more information.)

   - As of January 2016, Microsoft no longer provides security updates or technical support for versions prior to the latest version of IE. As such, Elsevier highly recommends using the latest version of IE.

   - Although ClinicalKey is functional in IE8, Elsevier does not recommend its use due to the aforementioned security issues. IE8 use may also result in minor aesthetic and functional limitations; however these will not prevent effective use of ClinicalKey.

**ClinicalKey does not require a particular version of OSX or Windows to run on Safari; it will run on any desktop OS version that is able to run Safari as stated.

Accessing ClinicalKey

When using ClinicalKey through your institution's account via its network or VPN, you have direct access to content subscribed to by your institution without having to log in. However, if you would like access to Book PDFs (if applicable), earn CME credit, or further customize your experience, you will need to **create a Personal Account** and **log in** using those credentials.

In contrast, to access your institution's account while not on its network or VPN, please contact your institution's Administrator to request Remote Access.

This section provides step-by-step instructions on doing the following:

- Activating Your User Profile/Personal Account

- Logging in to ClinicalKey

- Retrieving a Forgotten User Name or Password

Note: For **OpenAthens** users: Please refer to the "Accessing ClinicalKey (Open Athens Users)" section on Page 8 for detailed instructions.

Create a User Profile/Personal Account

1. Navigate to the ClinicalKey application at www.clinicalkey.com.
2. Access the Registration functionality one of the following ways:
   - Click the **Register** link, located in the upper right corner of the screen.
   - Click the **Register now** link on the **LOGIN** screen.
3. The **REGISTER** screen displays.
4. Enter the following information in the fields provided as necessary:

    Note: The asterisk (*) indicates a required field.

   - **First Name**
   - **Family Name**
   - **Email Address**
   - **Password**

    Note: Your email address and password will be your login credentials.

   - **Additional Profile Details** fields
5. Enable the **checkbox** acknowledging that you have read the Registered User Agreement.
6. Click [**Register**] when done.
7. The following occurs:
   - A success confirmation message displays at the top of the screen.
   - An email is sent confirming your registration.

Login to ClinicalKey

Note: If you have ClinicalKey access through your institution, you must be connected to your institution's network to login.

1. Navigate to the ClinicalKey application at www.clinicalkey.com.
2. Click the **Login** link, located in the upper right corner of the screen.
3. The **LOG IN** screen displays.
4. Enter your User Name and Password in the fields provided.
5. Click [**Login**].

    Note: If you have access to ClinicalKey through multiple organizations, the **CHOOSE ORGANIZATION** screen displays after you log in or are IP authenticated. Enable the **radio button** next to the appropriate organization name and click [**Continue**] to proceed.

6. The **CLINICALKEY HOME** page displays.

    Note: ClinicalKey automatically logs you out after 30 minutes of inactivity. You can also logout manually by clicking the **Logout** link, located in the upper right corner of the screen.

Retrieve Forgotten User Name or Password

1. Navigate to the ClinicalKey application at www.clinicalkey.com.
2. Click the **Login** link on the **CLINICALKEY HOME** page.
3. The **LOG IN** screen displays.
4. Click the **Forgotten username or password?** link.
5. Do one of the following :
   - To retrieve your user name: Contact Elsevier ClinicalKey Support. Refer to the "Help & Support" section on Page 12 for more information.
   - To reset your password:
     a) Enter the email address associated with the site in the **Email address** field.
     b) Click [**Submit**].
     c) An email will be sent containing instructions and a link to reset your password.

     Note: The reset password link in the email will expire 30 minutes after the time requested.

Accessing ClinicalKey (OpenAthens Users)

When using ClinicalKey through OpenAthens, you have direct access to content subscribed to by your institution without having to go through the activation or login process. However, if you would like access to Book PDFs (if applicable), earn CME credit, or further customize your experience, you will need to **activate your Personal Account Profile**. Once activated, your personal profile will automatically be available whenever you access ClinicalKey using your OpenAthens login credentials.

In contrast, to access your institution's account while not on its network or VPN, please contact your institution's Administrator to request Remote Access.

This section provides step-by-step instructions on doing the following:

- Activating Your User Profile/Personal Account

- Logging in to ClinicalKey

- Retrieving a Forgotten User Name or Password

Activate Your User Profile/Personal Account (OpenAthens)

1. Navigate to the ClinicalKey application at www.clinicalkey.com.
2. Click the **Login** link, located in the upper right corner of the screen.
3. The **LOG IN** screen displays.
4. Click the **OpenAthens login** link.
5. The **OPENATHENS** interface displays.
6. Enter your regular OpenAthens Username and Password in the fields provided.
7. Click [**Sign in**].
8. The **CLINICALKEY HOME** page displays.
9. Click the **Activate** link, located in the upper right corner of the screen.
10. The **ACTIVATION** screen displays.
11. Enter the following information in the fields provided as necessary:
 	
    📄 **Note:** The asterisk (*) indicates a required field.
 	
    - **First Name**
    - **Family Name**
    - **Email Address**
 	
    📄 **Note:** The email address entered does not need to match the email address in your OpenAthens profile. Your OpenAthens username and password will continue to be your login credentials.
 	
    - **Additional Profile Details** fields
12. Enable the **checkbox** acknowledging that you have read the Registered User Agreement.
13. Click [**Register**] when done.
14. The following occurs:
    - A success confirmation message displays at the top of the screen.
    - An email is sent confirming your activation.

Login to ClinicalKey (OpenAthens)

1. Navigate to the ClinicalKey application at www.clinicalkey.com.
2. Click the **Login** link, located in the upper right corner of the screen.
3. The **LOG IN** screen displays.
4. Click the **OpenAthens login** link.
5. The **OPENATHENS** interface displays.
6. Enter your regular OpenAthens Username and Password in the fields provided.
7. Click [**Sign in**].
8. The **CLINICALKEY HOME** page displays.

   Note: ClinicalKey automatically logs you out after 30 minutes of inactivity. You can also logout manually by clicking the **Logout** link, located in the upper right corner of the screen.

Retrieve Forgotten User Name or Password (OpenAthens)

   Note: Elsevier does not maintain OpenAthens username and password administration. Please contact your Institutional Administrator for more information about retrieving a forgotten OpenAthens user name or password.

Change Language Settings

You have the ability in ClinicalKey to select your preferred language for displaying navigation menus and entering search terms. Furthermore, ClinicalKey remembers your language selection for future visits.

1. Click the **globe** ⊕ icon, located in the upper right corner of any ClinicalKey page.
2. The **LANGUAGE SELECTOR** popup window displays.
3. Enable the radio button next to the preferred language.
4. Click [**Done**].
5. The ClinicalKey application refreshes and displays in the selected language.

Mobile Access

ClinicalKey is optimized for all mobile devices, meaning it will adapt to the screen of any mobile device or tablet. You can use your device's internet browser to visit www.ClinicalKey.com and access content on the go. However, for the best experience using a mobile device, Elsevier recommends that you use the **ClinicalKey Mobile App**. The App is available in both Android and iOS formats for mobile phone and tablet. Simply open the App Store on your mobile device, search for "ClinicalKey," and install the App at no charge.

> 📄 **Note:** You will need a **personal account with remote access** in order to search and view content from your mobile device. Please refer to the "Remote Access" section on Page 11 for details.

Download and Install the ClinicalKey Mobile App
1. Open the **App Store** on your mobile device. 2. Search for "**ClinicalKey**" and install at no charge. 3. Open the **ClinicalKey Mobile App**. 4. Click the appropriate ClinicalKey subscription *edition* from the options provided. 5. Click the *ClinicalKey* option to access the CLINICALKEY LOGIN screen. 6. Enter your ClinicalKey Remote Access **Username** and **Password** in the fields provided. 7. Click **[Login**] to start using the ClinicalKey Mobile App.

Mobile Access (OpenAthens Users)

Click the following **ClinicalKey Resource Center link** to get OpenAthens personal account mobile access activation instructions: Mobile App Flyer for Athens Users

If you are unable to access the instructions by using the above link, you can download the instructions from within ClinicalKey using the following method.

Download ClinicalKey Mobile Access Instructions (OpenAthens)

1. Log in to the ClinicalKey application as detailed in the "Login to ClinicalKey (OpenAthens)" section on Page 9.
2. Click the **Resource Center** link, located in the **footer bar** of any ClinicalKey page.
3. The CLINICALKEY RESOURCE CENTER page displays in a new browser window.
4. Click the **User Awareness** link to display the USER AWARENESS page.
5. Do the following to access OpenAthens personal account activation instructions:
    a. Click the "**Download the Mobile App Flyer for Athens users**" link, located in the *Flyers* section of the USER AWARENESS page.
    b. The CLINICALKEY MOBILE APP ATHENS FLYER PDF displays.

Remote Access

You have the ability to access your ClinicalKey account remotely while not on your institution's network using one of the following ways

- Self-Managed Remote Access

- A Registration ID and Password*****

  **Please contact your institution's ClinicalKey Administrator to request a Remote Access Registration ID and Password.*

Remote Access Instructions

Click the following **ClinicalKey Resource Center link** to get Self-Managed Remote Access registration and activation instructions: ClinicalKey Self-Managed Remote Access Flyer

If you are unable to access the instructions by using the above link, you can download the instructions from within ClinicalKey using the following method.

Download ClinicalKey Remote Access Instructions

1. Log in to the ClinicalKey application one of the following ways:
   • As detailed in the "Login to ClinicalKey" section on Page 6.
   • As detailed in the "Login to ClinicalKey (OpenAthens)" section on Page 9.
2. Click the **Resource Center** link, located in the **footer bar** of any ClinicalKey page.
3. The CLINICALKEY RESOURCE CENTER page displays in a new browser window.
4. Click the **User Awareness** link to display the USER AWARENESS page.
5. Do the following to access Self-Managed Remote Access instructions:
   a. Click the "**Download the Self-Managed Remote Access Flyer**" link, located in the *Flyers* section of the USER AWARENESS page.
   b. The CLINICALKEY REMOTE ACCESS FLYER PDF displays.

Help & Support

We are always happy to help you with your questions. The following **links** are available from the ClinicalKey application:

- **Contact Us** – appears at the bottom of every ClinicalKey screen.

- **Leave Feedback** – drop-down menu option located at the top right corner of every screen.

- **Help** – provides access to ClinicalKey's Frequently Asked Questions and Answers.

- **General Information** – Click the **links** located in the **footer bar** of any ClinicalKey page to view the following:

  o ClinicalKey Privacy Policy

  o Registered User Agreement

  o Terms and Conditions

- **Resource Center** – provides access to the Elsevier ClinicalKey Product Resource Center.

Access the ClinicalKey Resource Center

1. Log in to the ClinicalKey application one of the following ways:
   • As detailed in the "Login to ClinicalKey" section on Page 6.
   • As detailed in the "Login to ClinicalKey (OpenAthens)" section on Page 9.
2. Click the **Resource Center** link, located in the **footer bar** of any ClinicalKey page.
3. The CLINICALKEY RESOURCE CENTER page displays in a new browser window.
4. Click any of the **links** in the *Left pane* to access specific content. For example:
   • Clicking the **User Awareness** link displays the USER AWARENESS page, which provides access to educational flyers, quick reference cards, and other useful information.
   • Clicking the **Implementation** link displays the IMPLEMENTATION page, which provides access to User Guides, EHR integration information, and much more.

Customer Service & Support Contacts

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	Website:	japan.elsevier.com
	Phone:	+81 (3) 5561 5035
	Hours:	9:30 am–5:30 pm JST (Tokyo office) Monday–Friday, excluding national holidays

Your User Profile

The User Profile allows you to personalize your account information. The profile is available whenever you are logged in to ClinicalKey and can be edited by you during that time.

The following sections detail step-by-step instructions on how to manage your User Profile:

- Edit User Profile Settings***** – Allows you to edit your name, update your email address, and change your password. You can also update work credentials and contact information, as well as modify organization details and selected areas of interest.

    *Note: For OpenAthens users: Please refer to the "*Retrieve Forgotten User Name or Password (for OpenAthens users)*" section on Page 9.

- Change Organization – If you have access to ClinicalKey through multiple organizations, you can change your organization path choice.

Edit User Profile Settings
1. Log in to the ClinicalKey application one of the following ways: • As detailed in the "Login to ClinicalKey" section on Page 6.   • As detailed in the "Login to ClinicalKey (OpenAthens)" section on Page 9.   2. Click either the **User Name** link or **Profile** ⚇ icon, located in the upper right corner of the screen.   3. Select *Profile Settings* from the drop down menu options.   4. The SETTINGS page displays.   5. Modify the account information in the fields provided, as necessary.   📄 **Note:** The asterisk (*) indicates a required field.   6. Click [**Submit**] when done.   7. A success confirmation message displays at the top of the page.

Change Password
📄 **Note:** For OpenAthens users: Please refer to the "Retrieve Forgotten User Name or Password (for OpenAthens users)" section on Page 9.

1. Log in to the ClinicalKey application one of the following ways:
   • As detailed in the "Login to ClinicalKey" section on Page 6.
   • As detailed in the "Login to ClinicalKey (OpenAthens)" section on Page 9.
2. Click either the **User Name** link or **Profile** 👤 icon, located in the upper right corner of the screen.
3. Select *Profile Settings* from the drop down menu options.
4. The **SETTINGS** page displays.
5. Click the **Change password** link.
6. The **CHANGE PASSWORD** page displays.
7. Enter the current password in the **Current password** field.
8. Enter the new password in the **New password** field.
9. Re-enter the new password in the **Confirm new passwor**d field.
10. Click [**Continue**] when done.
11. A success message displays at the top of the page.

Change Organization
If you have access to ClinicalKey through multiple organizations, the **CHOOSE ORGANIZATION** path screen will appear after you log in or are IP authenticated.

1. Log in to the ClinicalKey application one of the following ways:
   • As detailed in the "Login to ClinicalKey" section on Page 6.
   • As detailed in the "Login to ClinicalKey (OpenAthens)" section on Page 9.
2. Click either the **User Name** link or **Profile** 👤 icon, located in the upper right corner of the screen.
3. Select *Change Organization* from the drop down menu options.
4. The **CHOOSE ORGANIZATION** popup window displays.
5. Enable the radio button next to the appropriate organization name.
6. (*Optional*) Enable or Disable the **Remember this organization** checkbox, depending on whether you want to default to the selected organization each time you access the site.
7. Click [**Continue**] when done.
8. The following occurs:
   • The **CHOOSE ORGANIZATION** popup window closes.
   • The ClinicalKey application refreshes.

Searching & Browsing Content

You can access ClinicalKey content by using either the **Search bar** or the **Browse menu** options. Both options are always available from anywhere within ClinicalKey. The **Search Bar** allows you to enter full or partial terms to easily search for content. In addition, several filters are available to help narrow your search. Alternatively, if you already know the source you're looking for, you can use the **Browse** feature. The **Browse menu** gives you access to books, journals, videos and more. Finally, **filter** options on the search results page allow you to further customize and narrow your search or browse results.

This section provides step-by-step instructions on doing the following:

- Searching for Content
- Browsing for Content

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Search for Content

1. Access the ClinicalKey **Search Bar** one of the following ways:
   - From the **HOME** page.
   - At the top of the screen from any other page within ClinicalKey.
2. Select a *content source* from the **CONTENT TYPE** drop down menu options.
3. Enter a full or partial search term in the **Search** field.

    📄 **Note:** As you type, ClinicalKey uses "smart search" functionality to automatically display suggestions.

4. Click a **link** from the *Suggestions* drop down options.
5. The **SEARCH RESULTS** page displays with the following sections:
   - *Filter By menu* on the left that allows you to customize and narrow search results.
     - Enable the **checkbox(es)** or select the **radio button(s)** next to desired options from the following filter type categories:
       - **Source Type** (such as MEDLINE abstracts, full-text articles, journals, images, or videos)
       - **Specialties**
       - **Date**
     - Use the up or down **arrows** to open and close the options for each filter type category.
     - As you select filter options, the screen refreshes to display results.
     - A **toggle-style button** at the bottom of the menu allows you to filter results by either Subscribed Content or All Content.
   - *Results List* in the middle.
   - *Summary* section on the right that provides **links** to view clinical answers and additional information on each topic. If appropriate and based on your search, one of the following displays:
     - *Disease Overview*
     - *Drug Overview*
     - *Selected Answers*
6. Locate the desired content item using any combination of the following:
   - Enable **checkboxes** in the **FILTER BY** menu to narrow search results.

    📄 **Note:** Results can be filtered by Source Type (such as images or books), Journal Articles, Specialties, and Date. In addition, a **toggle button** at the bottom of the section allows you to filter results by either Subscribed Content or All Content.

   - Click the **SORT BY** option located at the top of the *Results List* section to sort the list either by Relevance or by Date Published.
   - Use the **scroll bars** to navigate through the results list.
7. Click the **title** link of the desired item to view its full content.

    📄 **Note:** You can return to the **SEARCH RESULTS** page by clicking the **Back to results** link, located in the right side of the **Search** field at the top of the screen.

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Browse for Content

1. Access the ClinicalKey BROWSE menu one of the following ways:
   - From the HOME page: just below the Search box.
   - From any other page within ClinicalKey: Click the Browse link located at the top of the screen to display options.
2. Select the desired *Browse* content type option.
3. The BROWSE RESULTS page displays for the selected content type.
4. Locate the desired content item using any combination of the following:
   - Enable checkboxes in the FILTER BY menu, located on the left side of the page. Filter by options vary, depending on the content type.
   - Enter a full or partial title in the Find List by Title field. As you type, ClinicalKey uses "smart search" functionality to automatically display suggestions.
   - Click an alphabet letter link to filter the list alphabetically.
   - Use the scroll bars to navigate through the list.
5. Click the title link of the desired item to view its full content.

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Search History & Saved Searches

When logged in, ClinicalKey automatically tracks your searches. You can review this information in the **Search History** feature. Each time you open a saved search, ClinicalKey automatically refreshes the page and displays a list of the most recent and relevant results. In addition, you can save specific searches from your Search History to the **Saved Searches** feature for quick access. Finally, you can remove some or all search history items that you no longer want.

This section provides step-by-step instructions on doing the following:

- Viewing Search History

- Removing Search History Items

- Saving a Search Item to Saved Searches

- Viewing Saved Searches

- Removing a Search Item from Saved Searches

View Search History
📄 **Note:** You must be logged in to ClinicalKey with a personal user account to use this feature.

1. Log in to the ClinicalKey application one of the following ways:
   • As detailed in the "Login to ClinicalKey" section on Page 6.
   • As detailed in the "Login to ClinicalKey (OpenAthens)" section on Page 9.
2. Click the **Search History** link, located either next to or just below the **Search bar**.
3. The **S**EARCH **H**ISTORY page displays.
4. Use the **scroll bars** to navigate through the list.
5. Click a search history **link** to open the item.
 	
   📄 **Note:** The **S**EARCH **H**ISTORY page displays a maximum of 100 of your most recent searches.

Remove Search History Items

1. Log in to the ClinicalKey application one of the following ways:
    *   As detailed in the "Login to ClinicalKey" section on Page 6.
    *   As detailed in the "Login to ClinicalKey (OpenAthens)" section on Page 9.
2. Click the **Search History** link, located either next to or just below the **Search bar**.
3. The **SEARCH HISTORY** page displays.
4. Do one of the following:
    *   To remove a single search history item:
        a) Hover your cursor over the search term to remove.
        b) Click the **Delete** 🗑 icon.
        c) The item no longer displays.
    *   To clear all past search history:
        a) Click the **Clear All History** link.
        b) All past search history is removed.

Save a Search Item to Saved Searches

1. Log in to the ClinicalKey application one of the following ways:
    *   As detailed in the "Login to ClinicalKey" section on Page 6.
    *   As detailed in the "Login to ClinicalKey (OpenAthens)" section on Page 9.
2. Click the **Search History** link, located either next to or just below the **Search bar**.
3. The **SEARCH HISTORY** page displays.
4. Hover your cursor over the search term to save.
5. Click the **Save** ☆ icon.
6. The item is saved to your **Saved Searches**.
7. Click the **Saved Searches** tab to view your saved searches.

View Saved Searches

📖 **Note:** You must be logged in to ClinicalKey with a personal user account to use this feature.

1. Log in to the ClinicalKey application one of the following ways:
    *   As detailed in the "Login to ClinicalKey" section on Page 6.
    *   As detailed in the "Login to ClinicalKey (OpenAthens)" section on Page 9.
2. Click the **Saved Searches** link, located either next to or just below the **Search bar**.
3. The **SAVED SEARCHES** page displays.
4. Use the **scroll bars** to navigate through the list.
5. Click a search history **link** to open the item.

Remove a Search Item from Saved Searches

1. Log in to the ClinicalKey application one of the following ways:
   - As detailed in the "Login to ClinicalKey" section on Page 6.
   - As detailed in the "Login to ClinicalKey (OpenAthens)" section on Page 9.
2. Click the **Saved Searches** link, located either next to or just below the **Search bar**.
3. The SAVED SEARCHES page displays.
4. Hover your cursor over the search term to remove.
5. Click the **Delete** 🗑 icon.
6. The item is removed from the SAVED SEARCHES page.

   📋 **Note:** The search item is still available from the **Search History** tab.

Viewing & Sharing Content

You can display and read ClinicalKey content items from either a Search or Browse Results Page by clicking the title of your desired search result. In addition, you have the ability to email or print content, as well as download any material that has a PDF icon. Content can be printed or downloaded from the site for your own personal, noncommercial use, provided you keep intact all copyright and other proprietary notices. Be aware that you cannot engage in systematic retrieval of content from the site to create or compile, directly or indirectly, a collection, compilation, database, or directory without prior written permission from Elsevier.

Citations Guidelines

All articles and books from ClinicalKey must be cited according to the *American Medical Association Manual of Style*, 10th Edition.

- For **drug monographs**, **images**, **Procedures Consult**, and **Patient Education materials**: The citation should include the copyright holder, the title of the material, the type of material it is, the date it was published or updated, a reference to ClinicalKey with the appropriate URL, and the date it was viewed.

- For material original to **First Consult**: The citation should include the title of the material, the type of article it is, a reference to ClinicalKey with the appropriate URL, and the date it was posted and viewed.

Please note that submission guidelines for references may vary slightly from publication to publication. Consult the specific guidelines for submission.

Sharing ClinicalKey Handouts with Patients

You may share Patient Education handouts with patients for personal, noncommercial use. You can share Patient Education information either by printing it and giving patients a hard copy or by downloading it as a PDF. ClinicalKey also lets you personalize Patient Education handouts and include comments.

This section provides step-by-step instructions on doing the following:

- Viewing a Content Item

- Emailing Content

- Printing Content

- Downloading PDF Content

- Customizing and Printing Patient Education Handouts

View a Content Item

1. Search and filter for content using either of the following methods:
   - As detailed in the "Search for Content" section on Page 17.
   - As detailed in the "Browse for Content" section on Page 18.
2. Click the **title** link of the desired item.
3. The full version of the content item displays.

Email Content

1. Search and filter for content using either of the following methods:
   - As detailed in the "Search for Content" section on Page 17.
   - As detailed in the "Browse for Content" section on Page 18.
2. Do one of the following:
   - To email a single content item:
     a) Hover your cursor over the item.
     b) **Icons** display to the right of the item.
     c) Click the **Email** ✉ icon.
   - To email multiple content items at one time:
     a) Enable the **checkbox** next to each item to email.
     b) The **Select Multiple Items checkbox** at the top of the page tracks the total number of items selected.

        📄 **Note:** You can email a maximum of 25 content items in a single message at one time.

     c) Click the **Email** ✉ icon, located at the top of the page.
3. The **EMAIL** popup window displays.
4. Complete the fields as follows:
   - **To:** Enter the recipient's email address.
   - **CC:** Enter additional recipient email addresses as needed.
   - **Message:** Enter a text message as needed.
5. Click [**Send**] when done.
6. The following occurs:
   - The **EMAIL** popup window closes.
   - A confirmation message displays at the top of the page.
   - The system sends an email to the recipient(s).

   📄 **Note:** You also have the ability to email while viewing the full version of a content item.

Print Content

1. Search and filter for content using either of the following methods:
    -   As detailed in the "Search for Content" section on Page 17.
    -   As detailed in the "Browse for Content" section on Page 18.
2. Do one of the following:
    -   To print a single content item:
        a) Hover your cursor over the item.
        b) **Icons** display to the right of the item.
        c) Click the **Print** 🖶 icon.
    -   To print multiple content items at one time:
        a) Enable the **checkbox** next to each item to print.

            📄 **Note:** The **Select Multiple Items checkbox** located at the top of the page tracks the total number of items selected.

        b) Click the **Print** 🖶 icon, located at the top of the page.
3. The PRINT PREVIEW dialog window displays in a new browser window.
4. Make changes as needed.
5. Click [**Print**] when done.
6. The PRINT PREVIEW window closes.

    📄 **Note:** You also have the ability to print while viewing the full version of a content item.

Download PDF Content

📄 **Note:** A **PDF** 📄 icon must display next to the title of the item in order to download content. Be aware that not all content items have PDF icons.

1. Search and filter for content using either of the following methods:
2. As detailed in the "Search for Content" section on Page 17.
3. As detailed in the "Browse for Content" section on Page 18.
4. Click the **title** link of the desired item.
5. The full version of the content item displays.
6. Click the **PDF** 📄 icon located to the right of the topic name.
7. The PDF displays in a new browser window.
8. To view, print, or download a Certificate:

    📄 **Note:** You have the ability to manipulate the pdf as normal using the menu bar at the top of the form.

Customize and Print Patient Education Handouts

Authorized Users of ClinicalKey have permission to print copies of Patient Education handouts for personal, non-commercial use in educating patients.

1. Search and filter for Patient Education handouts using either of the following methods:
   - As detailed in the "Search for Content" section on Page 17.
   - As detailed in the "Browse for Content" section on Page 18.
2. Click the **title** link of the desired item.
3. The Patient Education handout displays.
4. Click [**Print**].
5. The **PRINT SELECTED PATIENT EDUCATION** page displays.
6. Do the following to customize and print:
   - Select the *preferred language(s)* from the drop-down menu field.

     📄 **Note:** All available language options for the handout display in the drop down menu. English is the default language. You can remove languages from the field by clicking the 'X' next to the language name.

   - Enter special instructions in **text box** as needed, using the formatting tools to bold, italicize, or underline text.
   - **Contact Information**: Enter **Contact Name**, **Phone**, and **Contact Email** address in the fields provided.

     📄 **Note:** To add additional contacts: Click the **Add Another Contact** link.

   - **Text Size**: Click a **radio button** next to the options to adjust the Patient Education Handout text size (Medium is the default selection.)
7. Click [**Create Printable PDF**] when done.
8. The following occurs:
   - A "generating PDF" message displays at the top of the screen.
   - A PDF containing the Patient Education handout in all selected languages downloads to your computer.

Saving Content

The **Save Content** Library feature allows you to save search result items to your personal library in ClinicalKey for access at a later time. Furthermore, you can use **Tags** to categorize and organize your saved content. In addition, you can print and email selected content directly from the Save Content list.

> 📄 **Note:** Because this is a personalization feature, you must be logged in to ClinicalKey with a personal user account in order to save content.

This section provides step-by-step instructions on doing the following:

- Saving a Content Item

- Viewing Saved Content

- Managing Saved Content

Save a Content Item

📄 **Note:** You must be logged in to ClinicalKey with a personal user account to use this feature.

1. Search and filter for content as detailed in the "Search for Content" section on Page 17.
2. The SEARCH RESULTS page displays.
3. Do one of the following:
   - To save a single content item:
     a) Hover your cursor over the item.
     b) **Icons** display to the right of the item.
     c) Click the **Save** ☆ icon.
   - To save multiple content items at one time:
     a) Enable the **checkbox** next to each item to save.
     b) The **Select Multiple Items checkbox** at the top of the page tracks the total number of items selected.
     c) Click the **Save** ☆ icon, located at the top of the page.
4. The SAVE popup window displays.
5. Do one or more of the following:
   - To save the content without categorizing: Click [**Done**].
   - To categorize the content using an existing Tag:
     a) Click the **APPLY TAG** menu.
     b) Select a tag from the drop down menu options.
     c) A *Current Tags* section displays containing the selected tag.
     d) Repeat Steps a-c as needed to select additional tags.
     e) Click [**Done**].
   - To categorize the content by creating a new Tag:
     a) Click the **+ Create new tag** link.
     b) Enter a tag name in the **field** provided.
     c) Click [**Add**].
     d) A *Current Tags* section displays containing the new tag.
     e) Repeat Steps a-c as needed to create additional new tags.
     f) Click [**Done**].
6. The SAVE popup window closes and the content is saved to your personal library.

📄 **Note:** You also have the ability to save content while viewing the full version of a content item.

View Saved Content

📄 **Note:** You must be logged in to ClinicalKey with a personal user account to use this feature.

1. Log in to the ClinicalKey application one of the following ways:
   - As detailed in the "Login to ClinicalKey" section on Page 6.
   - As detailed in the "Login to ClinicalKey (OpenAthens)" section on Page 9.
2. Click either the **User Name** link or **Profile** 👤 icon, located in the upper right corner of the screen.
3. Select *Saved Content* from the drop down menu options.
4. The SAVED CONTENT page displays:
   - A *list* of all your saved content items displays on the left side of the page.
   - The *My Tags* section on the right side of the page displays your tags.
5. Do either of the following:
   - To view a content item:
     a) Click the **title** link of the desired item.
     b) The full version of the content item displays.
   - To view a list of content items for a particular tag:
     a) Click a **tag name** in the *My Tags* section.
     b) The following occurs:
        o The SAVED CONTENT page refreshes.
        o The *list* section displays only the content that was added to the selected tag.

        📄 **Note:** Click the **tag name** again to deselect the tab.

Manage Saved Content

In addition to viewing saved content, the **Saved Content** library feature allows you to organize and manage your saved content items. For example, you can use **Tags** to categorize and organize saved content. Furthermore, you can add or remove content from tags, edit tag names, or delete tags. You can even share tags with colleagues, as well as print and email selected content directly from the Save Content list. Finally, you can remove content items from your saved history altogether.

This section provides step-by-step instructions on doing the following:

- Emailing Saved Content
- Printing Saved Content
- Adding a Saved Content Item to a Tag
- Sharing a Tag
- Renaming a Tag
- Removing a Saved Content Item from a Tag
- Deleting a Tag
- Removing Content Items from Saved Content

Email Saved Content

1. Access your **SAVED CONTENT LIBRARY** as detailed in the "View Saved Content" section on Page 28.
2. The **SAVED CONTENT** page displays:
   - A *list* of all your saved content items displays on the left side of the page.
   - The *My Tags* section on the right side of the page displays your tags.
3. Do one of the following:
   - To email a single content item:
     a) Hover your cursor over the item.
     b) **Icons** display to the right of the item.
     c) Click the **Email** ✉ icon.
   - To email multiple content items at one time:
     a) Enable the **checkbox** next to each item to email.
     b) The **Select Multiple Items checkbox** at the top of the page tracks the total number of items selected.

        📄 **Note:** You can email a maximum of 25 content items in a single message at one time.

     c) Click the **Email** ✉ icon, located at the top of the page.
4. The **EMAIL** popup window displays.
5. Complete the fields as follows:
   - **To:** Enter the recipient's email address.
   - **CC:** Enter additional recipient email addresses as needed.
   - **Message:** Enter a text message as needed.
6. Click [**Send**] when done.
7. The following occurs:
   - The **EMAIL** popup window closes.
   - A confirmation message displays at the top of the page.
   - The system sends an email to the recipient(s).

   📄 **Note:** You also have the ability to email while viewing the full version of a content item.

Print Saved Content

1. Access your SAVED CONTENT LIBRARY as detailed in the "View Saved Content" section on Page 28.
2. The SAVED CONTENT page displays:
   - A *list* of all your saved content items displays on the left side of the page.
   - The *My Tags* section on the right side of the page displays your tags.
3. Do one of the following:
   - To print a single content item:
     a) Hover your cursor over the item.
     b) **Icons** display to the right of the item.
     c) Click the **Print** 🖨 icon.
   - To print multiple content items at one time:
     a) Enable the **checkbox** next to each item to print.

        📄 **Note:** The **Select Multiple Items checkbox** located at the top of the page tracks the total number of items selected.

     b) Click the **Print** 🖨 icon, located at the top of the page.
4. The PRINT PREVIEW dialog window displays in a new browser window.
5. Make changes as needed.
6. Click [**Print**] when done.
7. The PRINT PREVIEW window closes.

   📄 **Note:** You also have the ability to print while viewing the full version of a content item.

Add a Saved Content Item to a Tag

1. Access your **SAVED CONTENT LIBRARY** as detailed in the "View Saved Content" section on Page 28.
2. The **SAVED CONTENT** page displays:
3. Locate the saved content item to add to a tag.
4. Click the **+Add/Edit Tags** link.
5. The **ADD/EDIT TAGS** popup window displays.
6. Do one or more of the following:
   - To add the content to an existing Tag:
     a) Click the **APPLY TAG** menu.
     b) Select a tag from the drop down menu options.
     c) The *Current Tags* section displays the selected tag.
     d) Repeat Steps a-c as needed to select additional tags.
     e) Click [**Done**].
   - To create a new Tag:
     a) Click the **+ Create new tag** link.
     b) Enter a tag name in the **field** provided.
     c) Click [**Add**].
     d) The *Current Tags* section displays the new tag.
     e) Repeat Steps a-c as needed to create additional new tags.
     f) Click [**Done**].
7. The following occurs:
   - The **ADD/EDIT TAGS** popup window closes.
   - The content is added to the selected Tag(s).

Share a Tag

1. Access your **SAVED CONTENT LIBRARY** as detailed in the "View Saved Content" section on Page 28.
2. The **SAVED CONTENT** page displays:
3. Click the ⟨ **Share** link, located in the right corner of the *My Tags* section.
4. The **SHARE TAG** popup window displays.
5. Complete the fields as follows:
   - Select a tag to share from the **CHOOSE A TAG TO SHARE** drop down menu options.
   - Enter the recipient's email address in the **To:** field.

     📄 **Note:** If sending to multiple recipients, separate email addresses with commas.

   - Enter a text message as needed in the **Notes:** field.
6. Click [**Send**] when done.
7. The following occurs:
   - The **SHARE TAG** popup window closes.
   - A confirmation message displays at the top of the page.
   - The system sends an email to the recipient(s).

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Rename a Tag

1. Access your **SAVED CONTENT LIBRARY** as detailed in the "View Saved Content" section on Page 28.
2. The **SAVED CONTENT** page displays:
3. Click the **Edit** link, located in the right corner of the *My Tags* section.
4. The *My Tags* section refreshes to display an editable list of tag names.
5. Locate the tag to rename from the list.
6. Place your cursor in the **tag name field** to edit.
7. Enter changes as needed.
8. Repeat Steps 5-7 for each tag to rename.
9. Click the **Save Changes** link when done.
10. The following occurs:
    - A confirmation message displays at the top of the page.
    - The **SAVED CONTENT** page refreshes to display the tag changes.

Remove a Saved Content Item from a Tag

1. Access your **SAVED CONTENT LIBRARY** as detailed in the "View Saved Content" section on Page 28.
2. The **SAVED CONTENT** page displays:
3. Click a **tag name** in the *My Tags* section.
4. The following occurs:
    - The **SAVED CONTENT** page refreshes.
    - The *list* section displays only the content for the selected Tag.
5. Locate the saved content item.
6. Locate the **Tag name** to remove.
7. Click the **Remove** '**X**' next to the Tag name.
8. The following occurs:
    - The **SAVED CONTENT** page refreshes.
    - A confirmation message displays at the top of the page.
    - The saved content item is removed from the Tag.

        Note: The saved content item is still available from the Saved Content list.

Delete a Tag

1. Access your **SAVED CONTENT LIBRARY** as detailed in the "View Saved Content" section on Page 28.
2. The **SAVED CONTENT** page displays:
3. Click the **Edit** link, located in the right corner of the *My Tags* section.
4. The *My Tags* section refreshes to display an editable list of tag names.
5. Locate the tag to delete from the list.
6. Click the **Delete Tag** 🗑 icon next to the tag.
7. The following occurs:
   - A confirmation message displays at the top of the page.
   - The **SAVED CONTENT** page refreshes.
   - The tag is removed from the page.

Remove Content Items from Saved Content

📘 **Note:** You must be logged in to ClinicalKey with a personal user account to use this feature.

1. Access your **SAVED CONTENT LIBRARY** as detailed in the "View Saved Content" section on Page 28.
2. The **SAVED CONTENT** page displays:
   - A *list* of all your saved content items displays on the left side of the page.
   - The *My Tags* section on the right side of the page displays your tags.
3. Locate the item(s) to remove.
4. Do one of the following:
   - To remove a single content item:
     a) Hover your cursor over the item to remove.
     b) Click the **Delete** 🗑 icon.
     c) The following occurs:
        o The **SAVED CONTENT** page refreshes.
        o A confirmation message displays at the top of the page.
        o The item is removed from the **SAVED CONTENT** page.
   - To remove multiple content items at one time:
     a) Enable the **checkbox** next to each item to remove.
     b) The **Select Multiple Items checkbox** at the top of the page tracks the total number of items selected.
     c) Click the **Delete** 🗑 icon, located at the top of the page.
     d) The following occurs:
        o The **SAVED CONTENT** page refreshes.
        o A confirmation message displays at the top of the page.
        o The items are removed from the **SAVED CONTENT** page.

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Creating & Managing Presentations

You can use the **Presentation Maker** to share the latest evidence based information with colleagues and care teams by exporting text and images to PowerPoint or Keynote. ClinicalKey provides the ability to build, name and manage presentations, and will also automatically insert citations onto your slides.

📄 **Note:** You must be logged in to ClinicalKey with a personal user account to use this feature.

Permissions Guidelines

Authorized Users of ClinicalKey have permission to use content from the site in presentations for non-commercial use. You must keep intact all copyright and other proprietary notices. However, for any commercial or republication use, you must obtain rights and consent. A **"Get Rights and Content" link** displays on content pages for which Elsevier holds or manages the copyright. Clicking the link takes you to the **Copyright Clearance Center**, where you may request permission.

This section provides step-by-step instructions on doing the following:

- Creating a New Presentation

- Editing a Presentation Name

- Adding Images to a Presentation

- Removing Images from a Presentation

- Exporting a Presentation to PowerPoint or Keynote

- Deleting a Presentation

Create a New Presentation

📄 **Note:** You must be logged in to ClinicalKey with a personal user account to use this feature.

1. Log in to the ClinicalKey application one of the following ways:
   - As detailed in the "Login to ClinicalKey" section on Page 6.
   - As detailed in the "Login to ClinicalKey (OpenAthens)" section on Page 9.
2. Click either the **User Name** link or **Profile** 👤 icon, located in the upper right corner of the screen.
3. Select *Presentations* from the drop down menu options.
4. The PRESENTATION MAKER page displays.
5. Click [**+ Create New Presentation**].
6. The CREATE NEW PRESENTATION popup window displays.
7. Enter a name in the **Name of Presentation** field.
8. Click [**Save**].
9. The following occurs:
   - The CREATE NEW PRESENTATION popup window closes.
   - A confirmation message displays at the top of the page.
   - The presentation is added to the *My Presentations* list on the PRESENTATION MAKER page.

Edit a Presentation Name

1. Log in to the ClinicalKey application one of the following ways:
   - As detailed in the "Login to ClinicalKey" section on Page 6.
   - As detailed in the "Login to ClinicalKey (OpenAthens)" section on Page 9.
2. Click either the **User Name** link or **Profile** 👤 icon, located in the upper right corner of the screen.
3. Select *Presentations* from the drop down menu options.
4. The PRESENTATION MAKER page displays.
5. Click the **Edit Presentations** ✏ icon.
6. Edit the presentation name in the field provided.
7. Click [**Save**] when done.
8. The following occurs:
   - A confirmation message displays at the top of the page.
   - The new presentation name displays.

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Add Images to a Presentation

📄 **Note:** You must be logged in to ClinicalKey with a personal user account to use this feature.

1. Search and filter for images as detailed in the "Search for Content" section on Page 17.

   📄 **Note:** You can use the FILTER BY menu on the left side of the SEARCH RESULTS page to filter by images.

2. The SEARCH RESULTS page displays.

   📄 **Note:** Images display in a grid format by default. You can display the images as a list by clicking the VIEW: ⌄ icon located at the top of the *Results List* section and then selecting the *List* option.

3. Locate the image(s) to add to the presentation.
4. Do one of the following:
   - To add a single image:
     a) Click the image to open it (or hover your cursor over the image).
     b) Click the **Add to Presentation** 🖼 icon.
   - To add multiple images at the same time:
     a) Enable the checkbox for each image to add.
     b) Click the **Add to Presentation** 🖼 icon located at the top of the search results.
5. The ADD TO PRESENTATION popup window displays.
6. Do one of the following:
   - To add images to an existing presentation:
     a) Click the **Select Presentation** ⌄ icon
     b) Click the desired presentation from the drop down list.
   - To create a new presentation:
     a) Click the **+ Create New** link.
     b) Enter a name for the presentation in the field provided.
     c) Click [**Save**].
     d) The new presentation now contains the selected image(s).
7. Do one of the following:
   - To save changes only:
     a) Click [**Add**].
     b) The ADD TO PRESENTATION popup window closes and the SEARCH RESULTS page displays.
   - To save changes and go to the Presentation Maker page:
     a) Click the **Save and go to Presentations Page** link.
     b) The ADD TO PRESENTATION popup window closes and the PRESENTATION MAKER page displays.
     c) The presentation now contains the selected image(s).
8. To view details for an image:
   a) Click an image.
   b) The IMAGE DETAILS window displays just below the presentation images.
   c) To close the IMAGE DETAILS window: Click the **Close X** icon, located in the upper right corner of the window.

Remove Images from a Presentation

1. Log in to the ClinicalKey application one of the following ways:
   - As detailed in the "Login to ClinicalKey" section on Page 6.
   - As detailed in the "Login to ClinicalKey (OpenAthens)" section on Page 9.
2. Click either the **User Name** link or **Profile** 👤 icon, located in the upper right corner of the screen.
3. Select *Presentations* from the drop down menu options.
4. The **PRESENTATION MAKER** page displays.
5. Click the desired presentation from the list.
6. The presentation images display in the right side of the page.
7. Click the image to remove.
8. The **IMAGE DETAILS** window displays below the presentation images.
9. Click the **Delete** 🗑 icon.
10. The following occurs:
    - A confirmation message displays at the top of the page.
    - The image is removed from the presentation.

Export a Presentation to PowerPoint or Keynote

Once you've added all the images you want for your presentation to the ClinicalKey Presentation Maker, you can share the images by creating a PowerPoint or Keynote presentation.

1. Log in to the ClinicalKey application one of the following ways:
   - As detailed in the "Login to ClinicalKey" section on Page 6.
   - As detailed in the "Login to ClinicalKey (OpenAthens)" section on Page 9.
2. Click either the **User Name** link or **Profile** 👤 icon, located in the upper right corner of the screen.
3. Select *Presentations* from the drop down menu options.
4. The **PRESENTATION MAKER** page displays.
5. Select the presentation to export from the list.
6. Click the **Export** 📤 link or icon located next to the presentation name.
7. ClinicalKey downloads the presentation as a PowerPoint or Keynote file.
8. View your presentation in PowerPoint, Keynote, or other applications that support PowerPoint files.

Delete a Presentation

1. Log in to the ClinicalKey application one of the following ways:
   - As detailed in the "Login to ClinicalKey" section on Page 6.
   - As detailed in the "Login to ClinicalKey (OpenAthens)" section on Page 9.
2. Click either the **User Name** link or **Profile** icon, located in the upper right corner of the screen.
3. Select *Presentations* from the drop down menu options.
4. The PRESENTATION MAKER page displays.
5. Click the **Edit Presentations** icon.
6. Click the **Delete** icon next to each presentation to delete.
7. The following occurs:
   - A confirmation message displays at the top of the page.
   - The presentation is removed from the list.

CME Credits

You can earn Continuing Medical Education (CME) credit in ClinicalKey. No matter your focus, ClinicalKey supports your learning needs all in one platform.

What content is eligible for CME credit?

CME credit is available for the following content types: Books, First Consult, and published Journal articles.

> 📄 **Note:** Journal Articles in Press (ePub Ahead of Print) are not eligible for CME credit.

When do CME credits expire?

As long as a your ClinicalKey subscription remains active, credits or contact hours may be claimed and redeemed for up to 2 years from the time they were accrued. Furthermore, all redeemed credits are saved for as long as you have access to your ClinicalKey subscription.

ClinicalKey Mobile App Users

You can earn CME credits while using the Mobile App. This quantity is displayed on both the Mobile App (on the right side of the CME Credits bar) and on the desktop version of ClinicalKey (next to "CME" in the upper-right corner). However, you can view and claim CME credit only on the desktop version of ClinicalKey.

This section provides step-by-step instructions on doing the following:

- Accessing the CME Dashboard
- Earning CME Credits
- Claiming CME Credits
- Viewing Your CME Transcript & Printing a Certificate

Access the CME Dashboard

1. Log in to the ClinicalKey application one of the following ways:
   - As detailed in the "Login to ClinicalKey" section on Page 6.
   - As detailed in the "Login to ClinicalKey (OpenAthens)" section on Page 9.
2. Click either the **User Name** link or **Profile** 👤 icon, located in the upper right corner of the screen.
3. Select *CME* from the drop down menu options.
4. The **CME CREDITS DASHBOARD** page displays.

   📄 **Note:** For more information regarding CME credits in ClinicalKey, click the **More information** link locate at the top of the page just below the page heading.

Earn CME Credits

Potential CME Credit is earned for each CME-eligible search result you review while logged in to ClinicalKey. Each time you view CME-eligible content, this activity is recorded and added to your total of Potential CME Credits.

📄 **Note:** ClinicalKey Mobile App Users can view and claim CME credit only on the desktop version of ClinicalKey.

1. Log in to the ClinicalKey application one of the following ways:
   - As detailed in the "Login to ClinicalKey" section on Page 6.
   - As detailed in the "Login to ClinicalKey (OpenAthens)" section on Page 9.
2. Perform a search to answer a clinical question as detailed in the "Search for Content" section on Page 17.
3. Click a full text article, book, or First Consult search result to access the item.
4. The following occurs:
   - The search is automatically recorded as Potential CME Credit.
   - The **Potential CME Credits** number increases.

   📄 **Note:** The **Potential CME Credits** number displays next to the **CME** link and is located in the upper right corner of the screen. This number indicates the total *Potential* CME Credits you have earned.

5. To view your list of potential CME credits:

   📄 **Note:** Mobile App Users must log in to the desktop version of ClinicalKey to view and claim CME credits.

   a) Click the **CME** CME icon, located in the upper right corner of the screen.
   b) The **CME CREDITS DASHBOARD** page displays.
   c) Click the **Potential Credit** link.
   d) The **POTENTIAL CREDITS** page displays.

Claim CME Credits

> **Note:** You must be logged in to ClinicalKey with a personal user account to use this feature. In addition, Mobile App Users must log in to the desktop version of ClinicalKey to view and claim CME credit.

1. Access the **CME DASHBOARD** as detailed in the "Access the CME Dashboard" section on Page 41.
2. The **CME CREDITS DASHBOARD** page displays.
3. Click [**Claim Credit**].
4. The **CME CREDIT SUBMISSION** page displays.
5. Locate the item to claim using any of the following methods:
   - Enable the appropriate **Timeframe radio button.**
   - Use the **scroll bar** located on the right side of the screen.
6. Hover your cursor over the **Claim** ⌄ box, located on the right side of the desired item.
7. The **CLAIM CHECKLISTS** drop-down window displays containing two checklists: *Searched for* and *Applied Use*.
8. Complete the checklists as follows:
   - *Searched for*: Enable the **radio button** indicating the type of information you were seeking: Clinical Manifestation, Diagnosis, Treatment, Prognosis, Prevention, or Other.
   - *Applied Use:* Enable the **radio button** indicating how you applied the information gained in your search:
     o **Modified Plan**—the information led you to modify your diagnostic or treatment plan.
     o **Reinforced Plan**—the information reinforced your diagnosis or treatment plan.
     o **More Info Needed**—the information was insufficient to apply in practice, and more searching and information gathering will be needed.
9. Move your cursor out of the **Claim** box when done.
10. The **Claim** box name changes to **Selected**.
11. Repeat Steps 5-10 until all CME items to claim have been selected.
12. Scroll to the bottom of the screen.
13. Click [**Submit**].
14. The **CME CREDIT SUBMISSION** page displays.
15. Do the following:
    a) Review your credit submission(s) in the *Credit Details* section.
    b) Complete the evaluation form in the *CME Evaluation* section.
16. Click [**Submit**].
17. The following occurs:
    - A CME Claim confirmation message displays, along with a View/Print Certificate PDF link.
    - Your Potential CME Credits total decreases by the number of CME credits claimed.
18. To view, print, or download a Certificate:
    a) Click the **View/Print Certificate** 📄 link next to the CME Transcript item.
    b) The Certificate displays as a PDF in a new browser window.

    > **Note:** You have the ability to manipulate the pdf as normal using the menu bar at the top of the form.

View Your CME Transcript & Print a Certificate

Note: You must be logged in to ClinicalKey with a personal user account to use this feature. In addition, Mobile App Users must log in to the desktop version of ClinicalKey to view and claim CME credits.

1. Access the **CME DASHBOARD** as detailed in the "Access the CME Dashboard" section on Page 41.
2. The **CME CREDITS DASHBOARD** page displays.
3. Click the **Claimed Credits** link.
4. The **CLAIMED CREDITS** page your CME Transcript.
5. To view, print, or download a Certificate:

   a) Click the **View/Print** link next to the CME Transcript item.
   b) The Certificate displays as a PDF in a new browser window.

   Note: You have the ability to manipulate the pdf as normal using the menu bar at the top of the form.