# *Official Methods of Analysis*

This document includes instructions for activating a new token and, instructions for searching and printing on the online site at: <u>https://academic.oup.com/book/45491</u>

If you are unable to log in after following the instructions send screenshots of the login error to Jennifer Diatz, jdiatz@aoac.org

If you already have an account on the Oxford Academic platform, follow these instructions. Your login will be your company email address <u>xxxxxx@xxxx.xxx.com</u>

If you have never set up an account at OUP

If you get an error when trying to set up the initial account:

• Go to <a href="https://academic.oup.com/book/45491">https://academic.oup.com/book/45491</a> click on the icon of the person in the upper right corner and login.

- Once logged in click on the person again and click on Activate Purchases and Trials, and enter your Access Token (make sure you check off that you agree to the Terms and Conditions) Your access code is: **xxxxxxxxxxxxxxxxxxxxxxxxxx**.
- To verify that the code was activated Click on My Subscriptions and you should see Official Methods of Analysis of AOAC INTERNATIONAL 22ed.
- Navigate back to <u>https://academic.oup.com/book/45491</u>.
- Scroll down to Chapter 1 subchapter 1 and check to see if there is a green unlock button. If you do not see the green unlock button please reach out to me.
- The next time you access OMA you will need to login with your email and password. You will not be required to use the access token again.
- Navigate to <a href="https://academic.oup.com/book/45491">https://academic.oup.com/book/45491</a> click on the icon
- Click register, enter your information (password and login are case sensitive the password must be 10 characters in length, contain 1 uppercase letter, 1 lowercase letter, 1 number, and 1 special character.
- Once you have set up the account click on Activate Purchases and Trials, and enter your Access Token **xxxxxxxxxxxxxxxxxx**.
- Click on My subscriptions, and you should see Official Methods of Analysis of AOAC INTERNATIONAL 22ed.
- You can now navigate back to the OMA <u>https://academic.oup.com/book/45491</u>...
- Very Important Note if you are setting up a new account, and you receive an error message "Please Enter a Valid Email address" that error code means you may have had a previous account already set up. Click on the icon again, put in your email, click on "Forgot Password." You will get an email from noreply to reset your password check your junk email if, you don't receive an email please reach out to me.
- Once you have reset your password, click on the icon again, log in, click on Activate purchases and trails put in the code **xxxxxxxxxxxxxx**.
- Click on My Subscriptions, you should see Official Methods of Analysis of AOAC INTERNATIONAL 22ed.
- <u>Navigate</u> to <u>https://academic.oup.com/book/45491</u>

## TIPS AND TRICKS FOR SEARCHING OMA

Note: these functions only work if you are signed into your OMA online account

#### Method Number Index

• Click on the Method Number Index then use Ctrl F (PC) or Command F (Mac) key in the number. The numbers are hyperlinked and will take you directly to the method. **Note**: when you first click on the hyperlink it will take you to the first method in the chapter, the site hesitates for a few seconds and then jumps you to the method. You may need to scroll up or down slightly to the top of the method.

#### Subject Index

• Click on the Subject Index then Ctrl F or Command F (Mac), enter in your search term (example: amino acids) all examples of amino acids will be highlighted. Once you find the method you want click on the hyperlink (see note above).

### SMPR Index

• Follow the same instructions as above to search for your term using Ctrl F or Command F.

## Printing Methods in OMA

Highlight the method, right-click, select print, and print to a PDFor print to the printer.

Another option would be to open the PDF once you are in the chapter, however, this could take time depending on the size of the chapter. Again, use ctrl F or Comm F to find the method you need (take note of the page numbers see screenshot 2), right-click, select print, and key in the page numbers you want to print (print to the printer or to a pdf).

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