



Visual Abstract

Entering the platform

Instruction Manual

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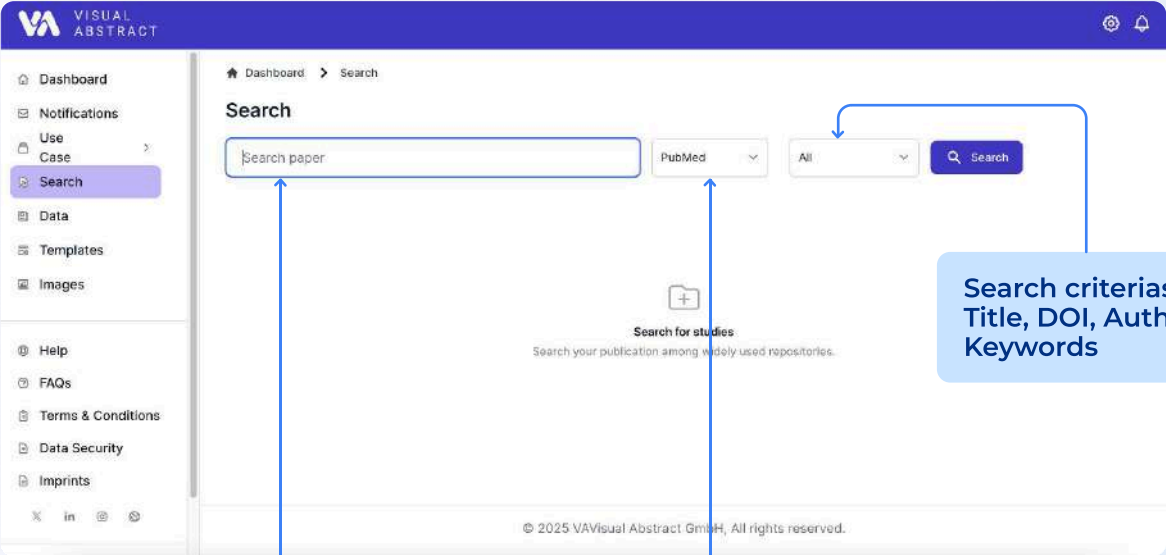
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01. Features

1.1. Search

The **Search** panel allows users to find papers published on Springer Nature and PubMed by entering a title, DOI number, author name, paper title, or relevant keywords. Simply input the required information into the appropriate fields and select the desired search criteria to refine your results.

1



Search

Search paper

PubMed

All

Search

Search for studies

Search your publication among widely used repositories.

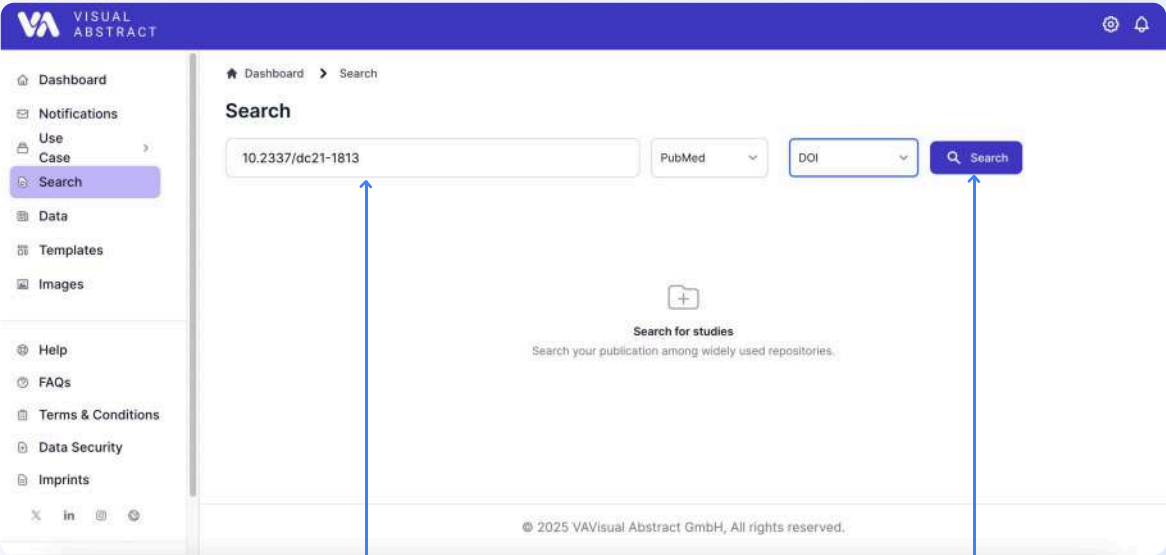
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Search criteria:
Title, DOI, Author,
Keywords

Search input

Published on Springer
Nature or PubMed

2



Search

10.2337/dc21-1813

PubMed

DOI

Search

Search for studies

Search your publication among widely used repositories.

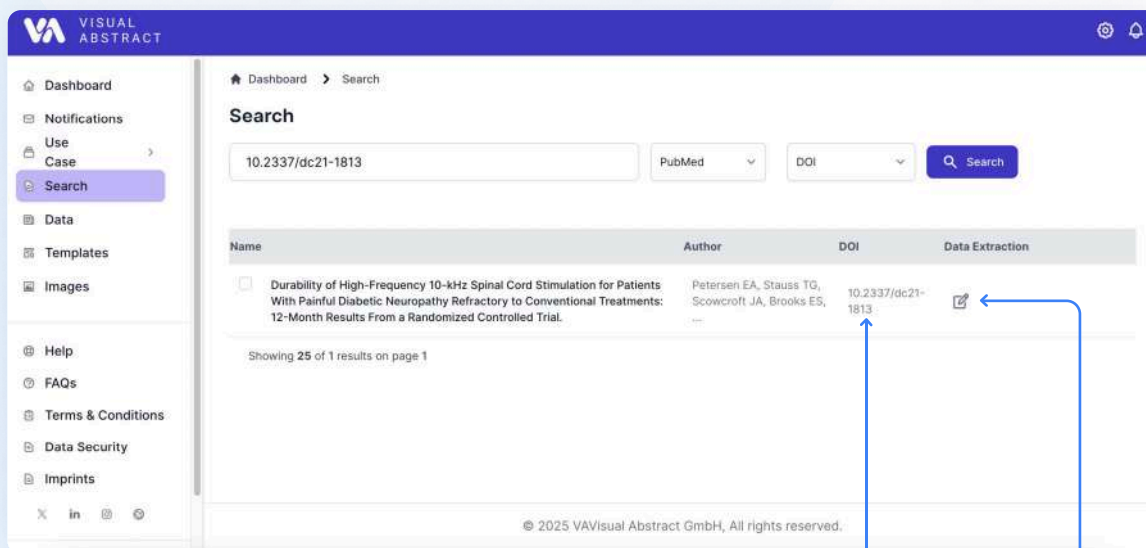
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1. Enter the DOI number of the paper,
or title, or the name of the author

2. Click on search

3

Once you have found the relevant paper, click on the DOI number section to access the full article online for further verification. Then, click on "Data Extraction" to initiate the segmentation process.

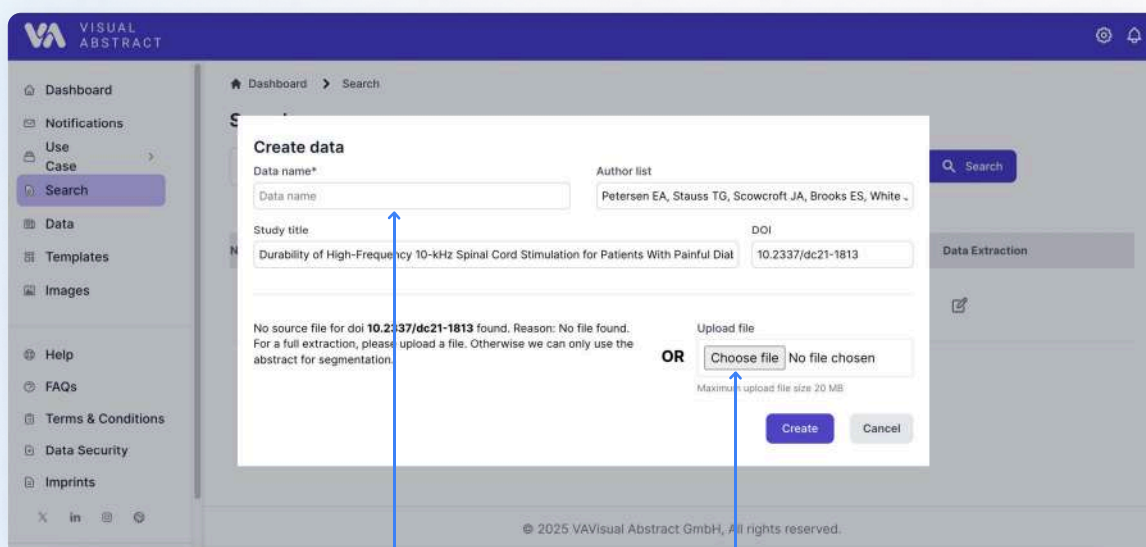


1. Link to the article

2. Start extraction

4

If the paper does not have full access, you can upload the article for processing. To extract data, first, upload the downloaded PDF file in the field below. Then, enter a name for your data in the "Data name" field. Finally, click the "Create" button to begin the extraction.



1. Create the name

2. Upload the PDF

5

The data segmentation process will begin and may take a few minutes. Please refresh the browser page once it's complete. You will be directed to the Data panel, where you can check the segmentation status.

1.2 Data Segmentation

Users can segment data directly from the search page (see the previous section) or upload their own documents for data segmentation via the Data panel, as outlined below. To begin, click on “Create New,” then enter the required information in the designated fields.

1

1. Click on create new

2. Fill in all required fields

3. Upload file

4. Click on Segment button

2

The data segmentation process will begin. It may take a few minutes. Please refresh the browser page during this time. Segmentation status changes from "In Process" to "Segmented" to indicate readiness for review.

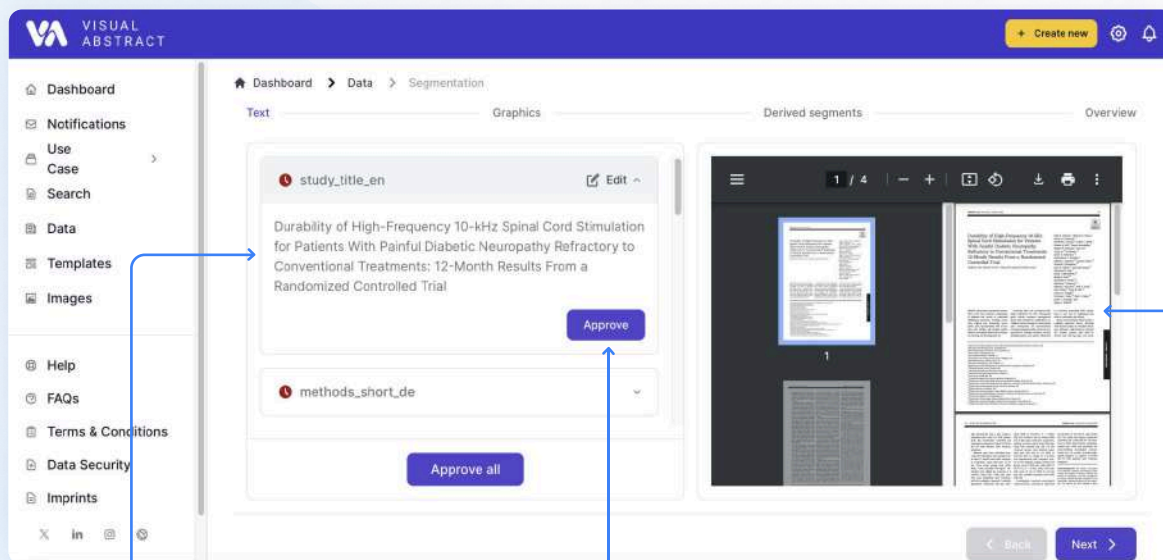
Status field

5. Click here to edit and review segments

3

After selecting the segmented paper, users can thoroughly review each extracted text block and graphic element, making any necessary adjustments. Begin by carefully examining and approving the final version of the text segments before proceeding to the next step.

View the paper as pdf



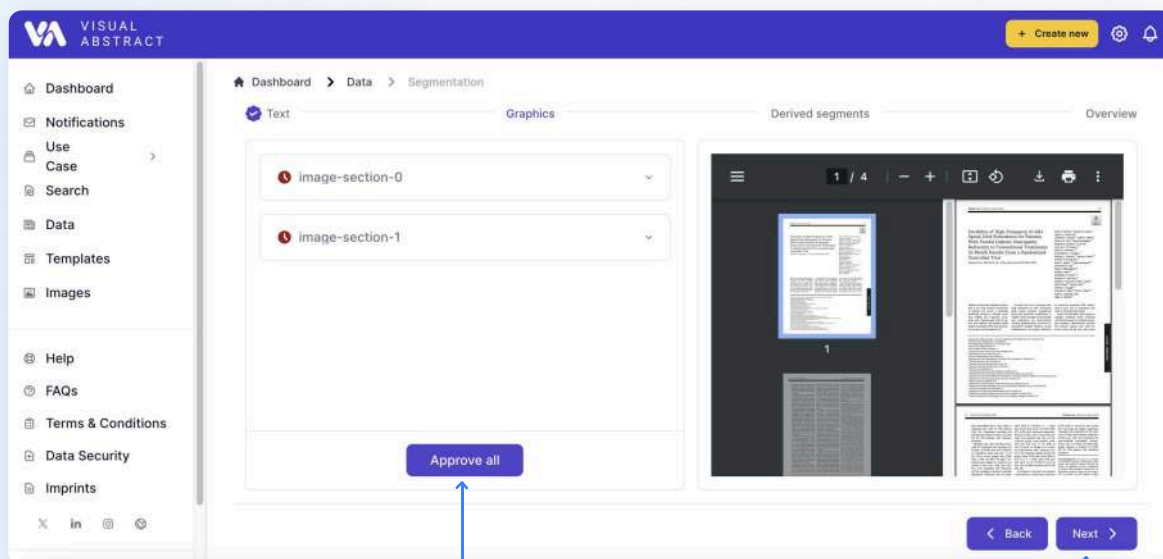
1. Review / edit the segmented text

2. Approve each segment status

3. Click here to go to the next section

4

Once the text revisions are complete, please approve the final version of the graphics from the article and go to the next step. You can replace the images in each section by clicking on the arrow behind.

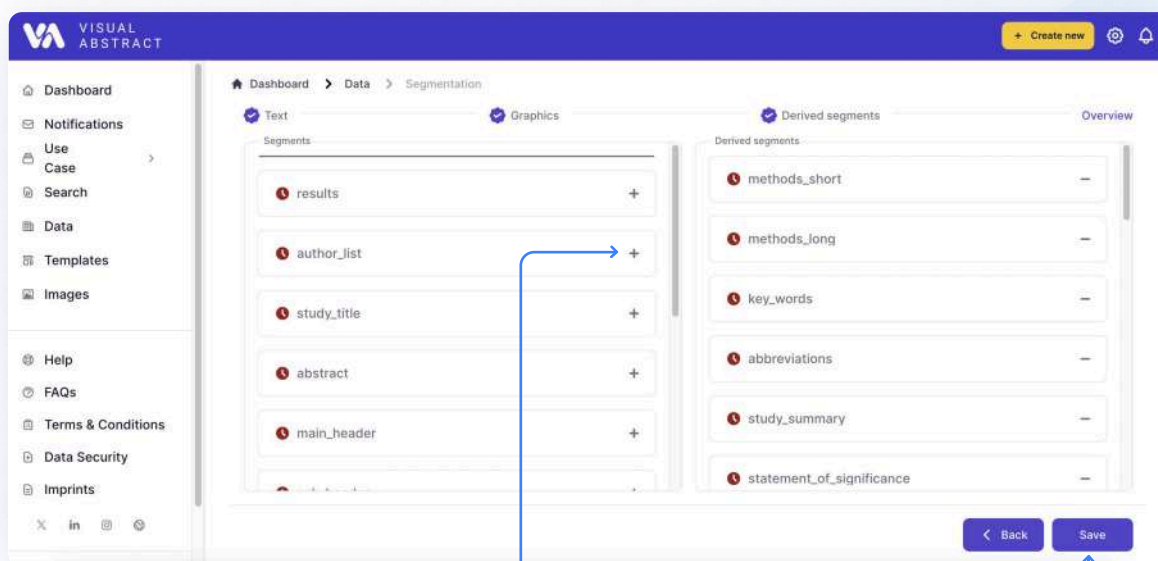


4. Approve or change the images

5. Click next button

5

With segment selection, you can choose specific data segments, review any changes, and save them. If needed, simply click the "Add" icon to move selected segments to the derived section.

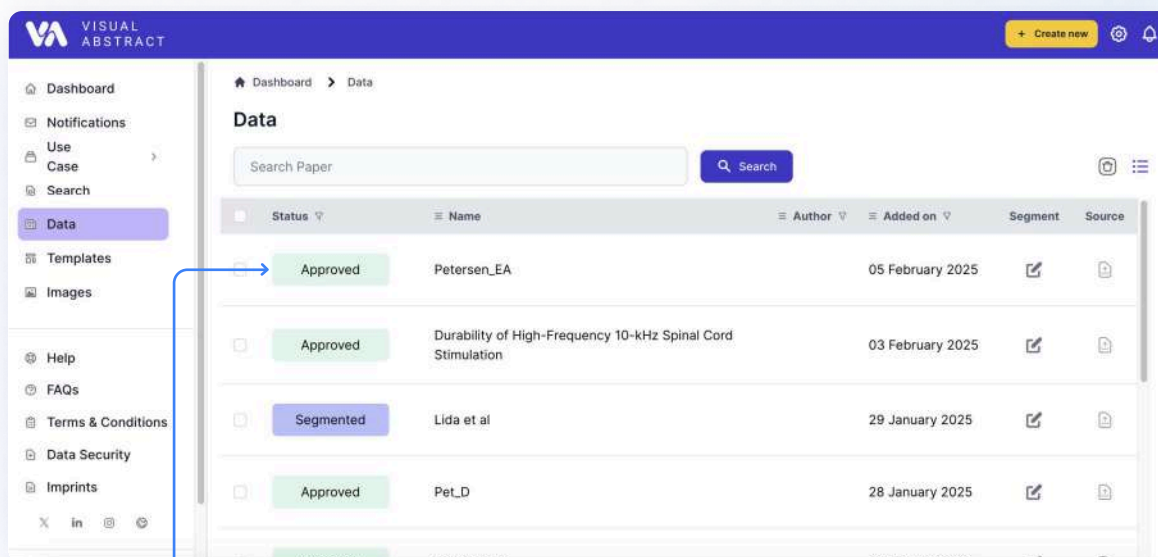


Select derived segments

Click save button

6

By clicking on "Save" you will move to data overview page. Please refresh the browser page here. Segmentation status should change from "Segmented" to "Approved" to indicate readiness for use.



Status field

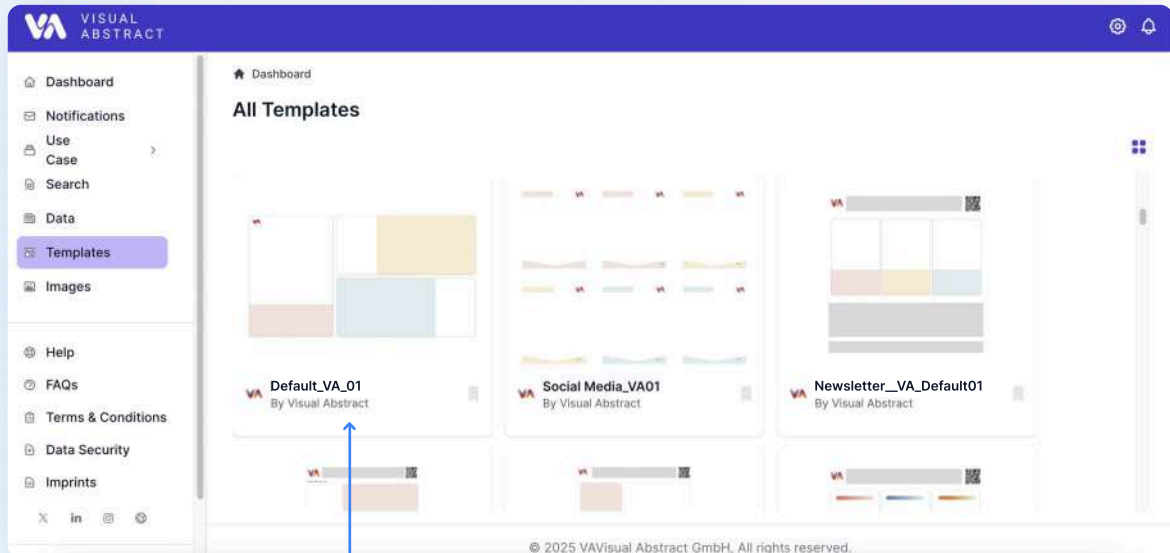
7

Once the segmentation status is changed to "Approved," the data segmentation process is complete. You can now move on to the next step of material creation (see Page 14).

1.4 Templates

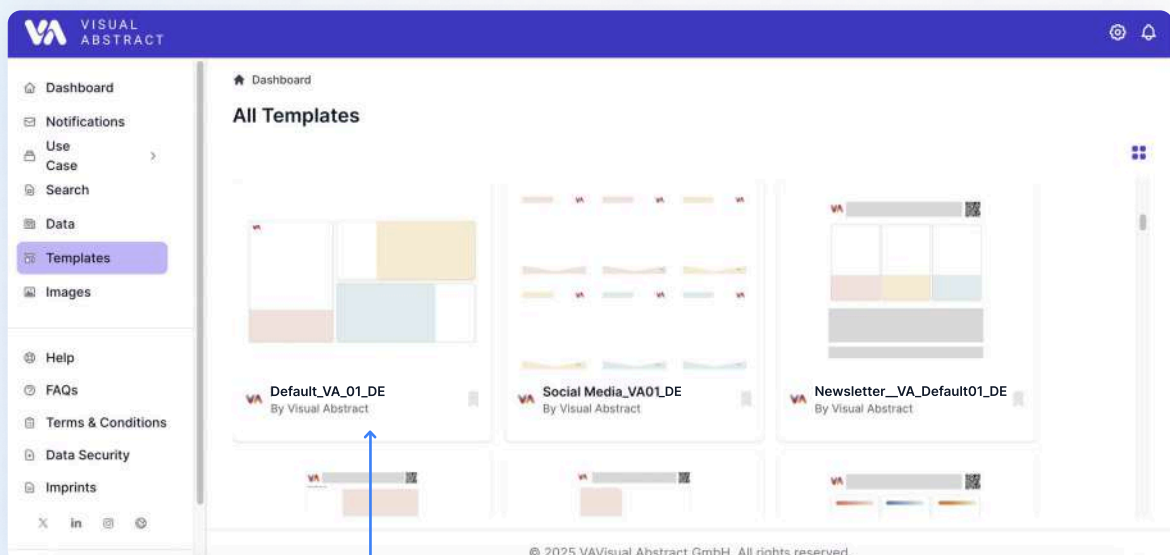
Users can access the Templates section to explore a variety of pre-designed templates for their materials. The section displays a grid of template previews, catering to different use cases such as presentations, prints, newsletters, and social media. The Template Panel not only provides various template options but also allows users to create materials directly from this panel once the data segmentation process is complete.

English templates



English version of the template

German templates

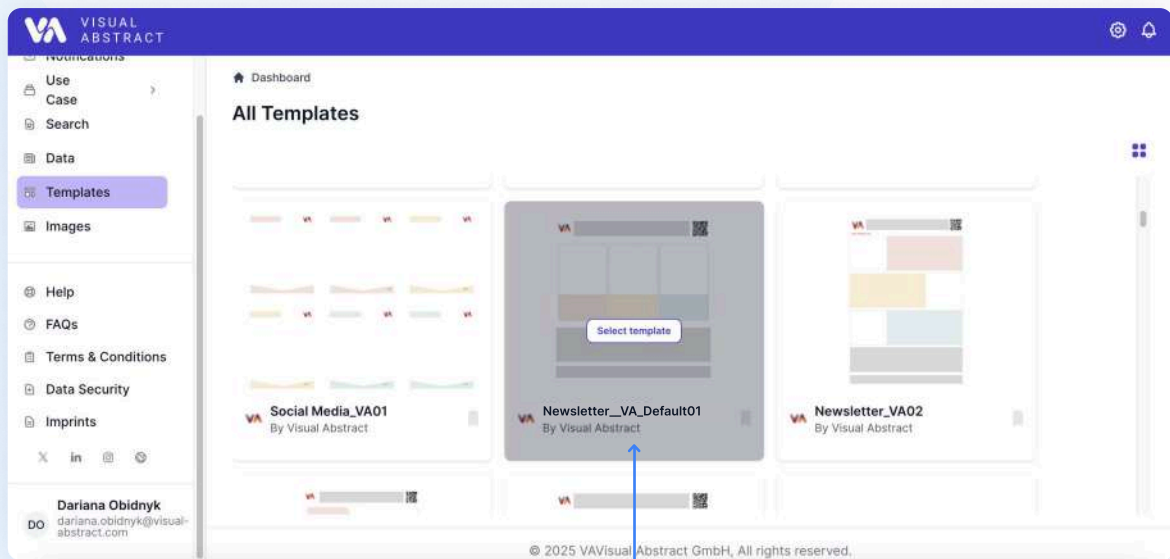


German version of the template

! Templates designed for German-language materials have "DE" in their names. When you want to have your material created in German language, please make sure to select the one with "DE" in the template name.

1

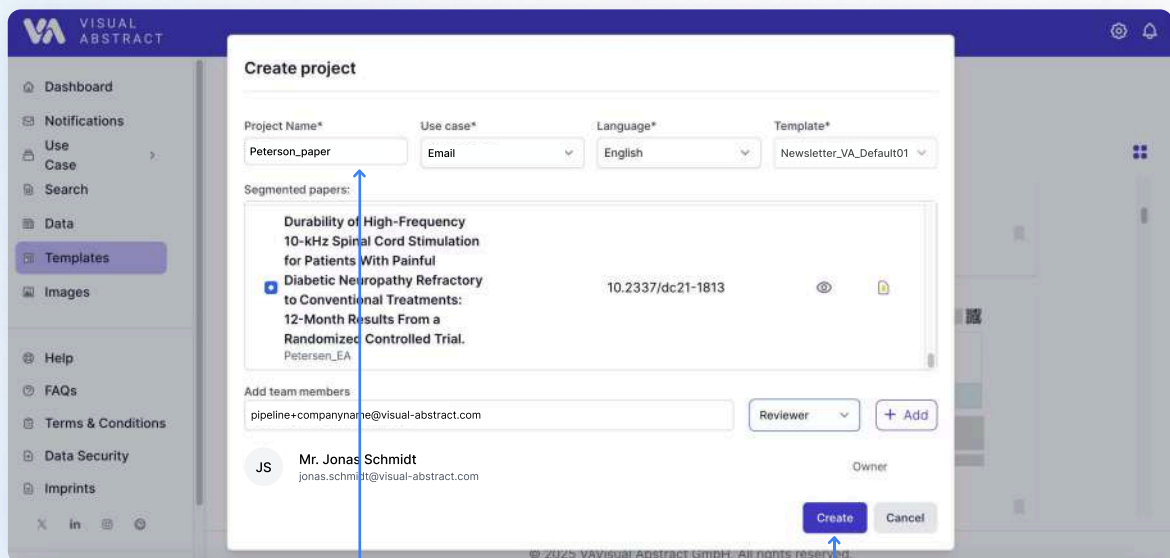
Scroll through the displayed template options. Look at the design and layout to find one that fits your needs. Once you found the appropriate template, click on "Select template" to start the material creation process.



1. Select template

2

To create material through the templates panel, ensure that you have filled in all the required fields, including the project name, use case, and team members. After that, click on create.



2. Fill in all of the fields

3. Click on create button

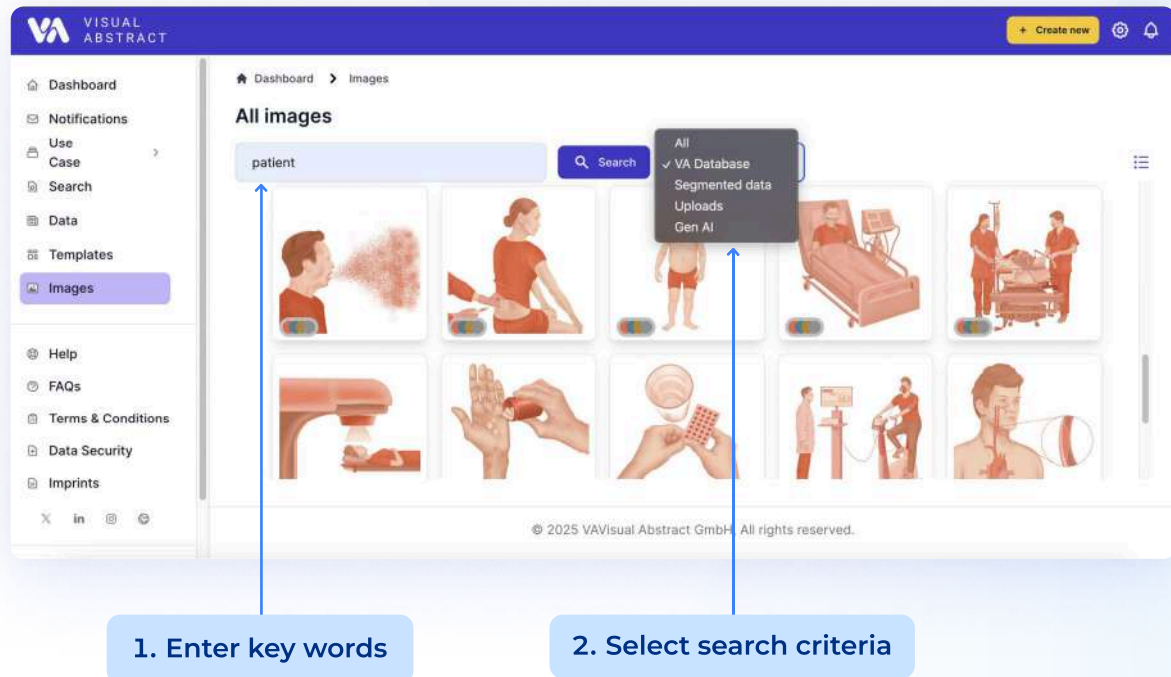
3

Make sure that you choose the right segmented papers, and after you have filled in all the required fields, you are ready to go to the editor (see Page 16) to continue material creation.

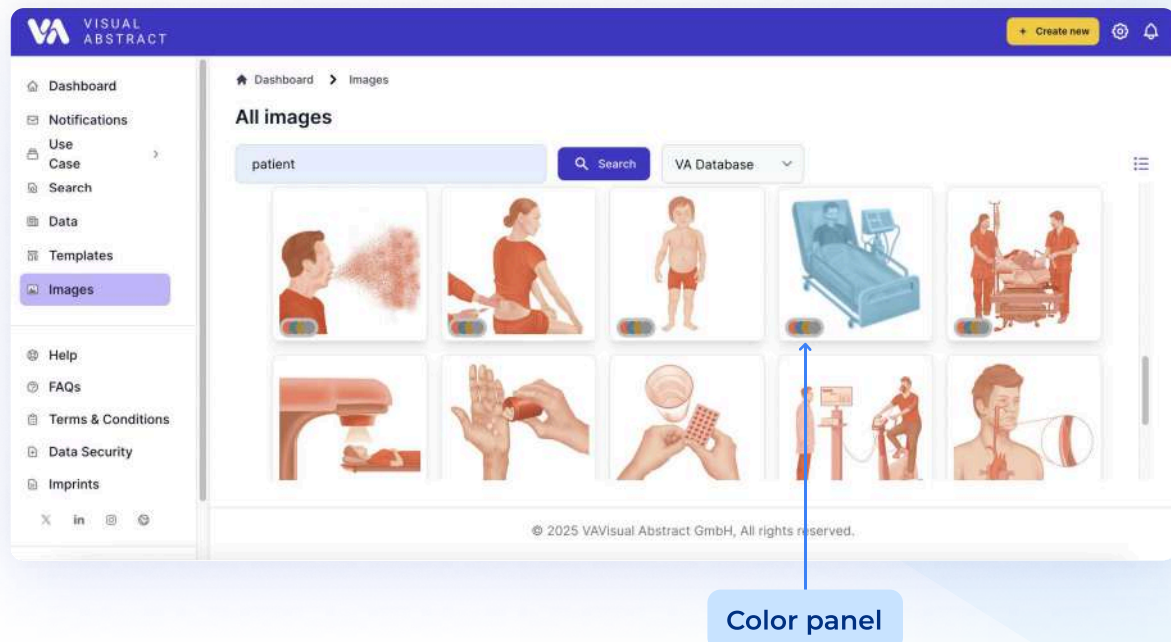
1.5 Images

The **Image Panel** allows users to search for and create images for their materials. By simply entering keywords, users can access various icon options from the VA platform database. In addition to the VA database, users can create images using GEN AI or upload their own images to seamlessly incorporate into their materials.

Option 1



Users can adjust the color options for images from the VA database to match their visual preferences. Currently, available image filters include red, blue, yellow, and gray.



If you would like to use images from any other papers or need a new icon, provide our support team with the details in the Editor chat. We will create the image for you and upload it to our database. Additionally, be sure to add pipeline+companyname@visual-abstract.com as a reviewer for your project to ensure your image request is processed.

The Image Panel also allows users to upload images directly to the database based on their needs. These uploaded images can be accessed in the Editor panel while working on a project.

1. Click on create new

Option 2

2. Upload file, description, and tags of image

3. Click on Save button

Users can generate images for their projects using the built-in Gen AI system. Simply fill in all required fields, including prompts, tags, and a description of the desired image. Once completed, click “Generate” to create the image, then click the “Save” button to store it.

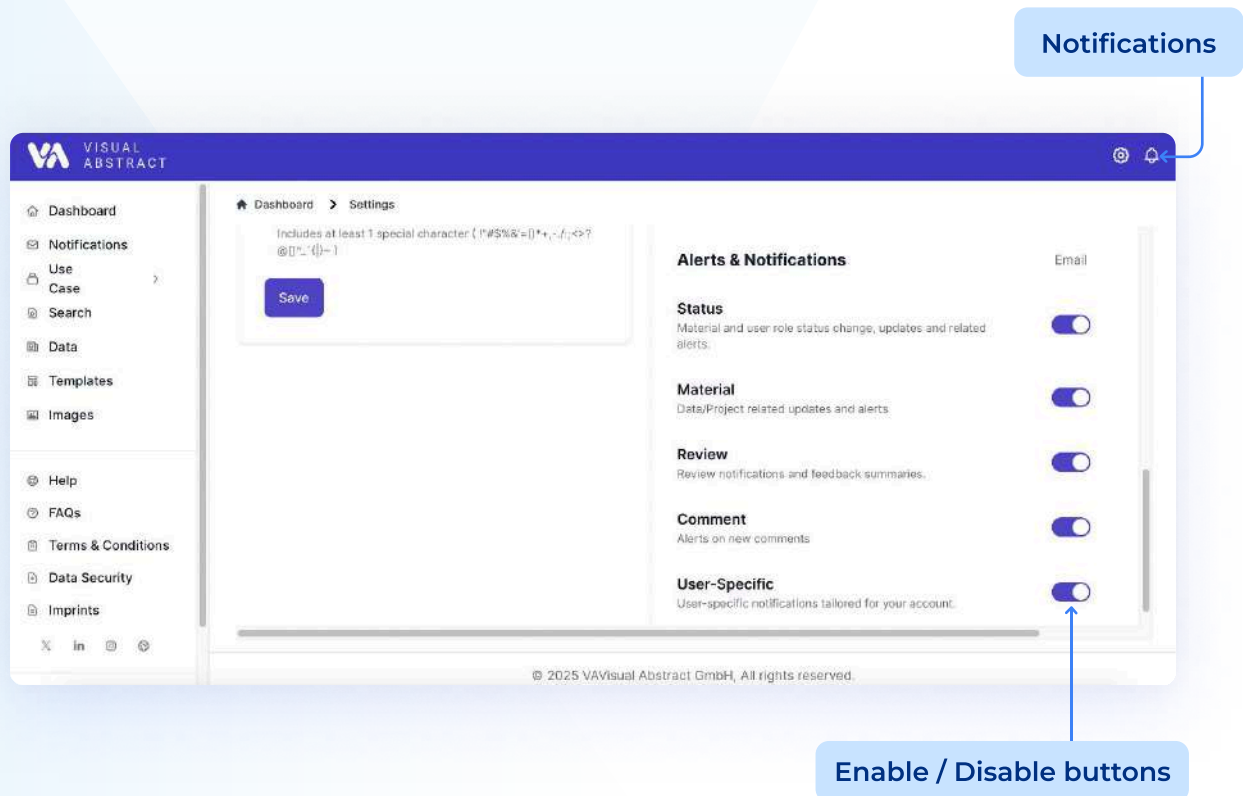
Option 3

Enter prompt, tags, and description of image

Click Generate

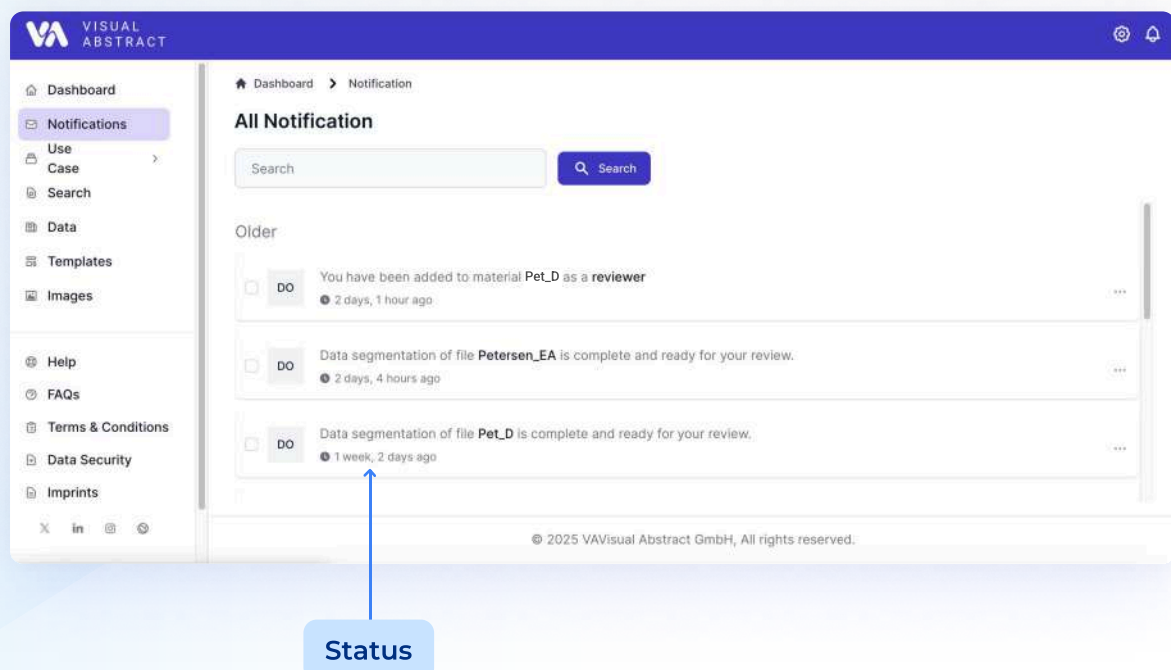
1.6 Notifications

The **Notification Panel** allows users to receive notifications for various actions on the platform and via email. You can enable and disable notifications based on your preferences from the settings page.



2

Users receive notifications about project assignments, such as being added as a reviewer. They are also notified when tasks like data segmentation are completed and ready for review. Additionally, time-based updates help users track progress and stay informed about recent activities.



1.7 Settings

The **Settings Panel** allows users to manage their personal information, account details, and security settings. Users can update their name, title, email, address, and other general information.

1. Go to settings

Visual Abstract Settings page. The page shows a sidebar with navigation links (Dashboard, Notifications, Use Case, Search, Data, Templates, Images, Help, FAQs, Terms & Conditions, Data Security, Imprints) and a main content area. The main content area is titled 'Settings' and contains sections for 'General information' and 'Password information'. The 'General information' section includes fields for First Name, Last Name, Title, Email, Zip/Postal code, City, Address, and Country. The 'Password information' section includes fields for Current password and New password. A 'Sign out' button is also visible.

2. Fill in all required fields

The **User Role Panel** allows users to search for and add collaborators to their project by entering a name or email address. This feature ensures that the right team members have access to the project and can contribute efficiently. Users can assign roles, manage permissions, and streamline teamwork within the platform.

Visual Abstract User Role panel. The panel shows a search bar for adding team members, a 'Save' button, and a 'User role' section. The 'User role' section includes a table with columns for 'Alerts & Notifications' (Status, Material, Review, Comment, User-Specific) and 'Email' (In app, In app). The 'Add team members' section includes a search bar and an 'Add' button. A dropdown menu for selecting a role is also visible.

Add team members

Select a role

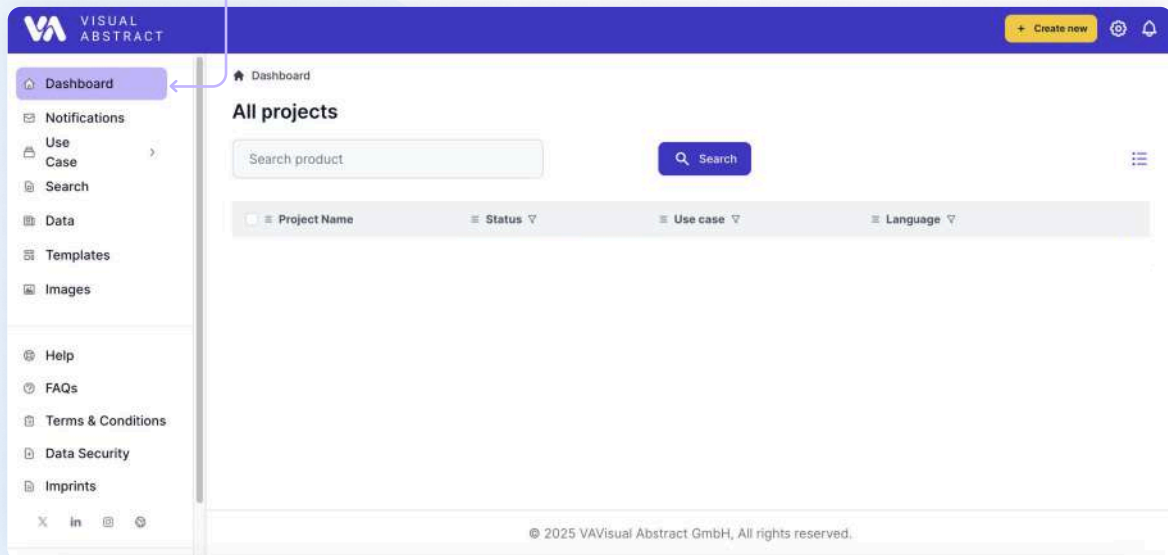
Click on "Add"

1.3 Material Creation

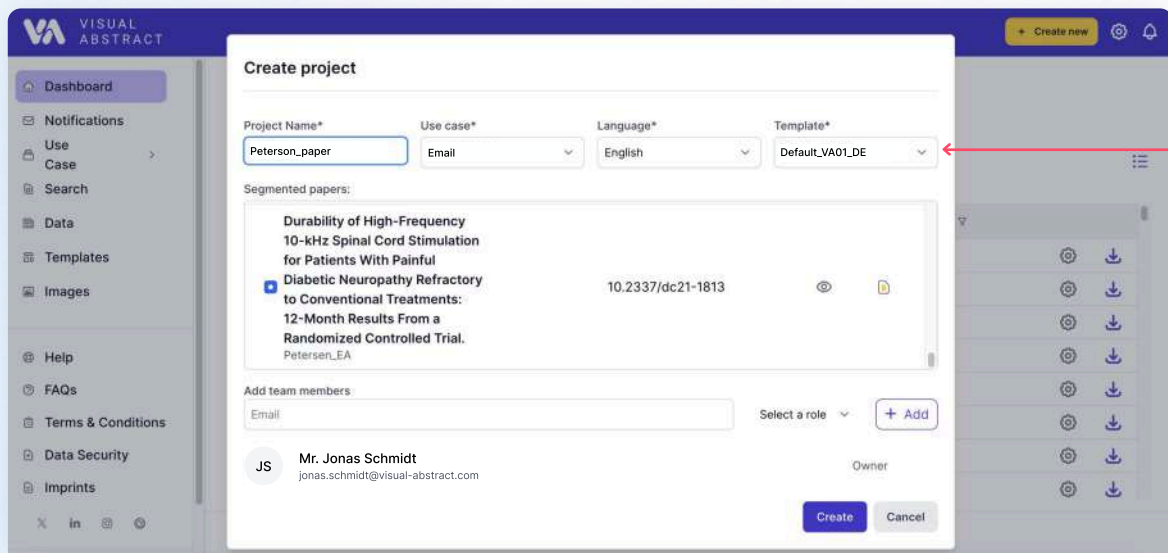
Once data segmentation is complete, go to the Dashboard and click "Create New" in the top-right corner to initiate the material creation process.

1. Go to dashboard

2. Click on create new



Fill in all required fields, including Project Name, Use Case, Language, and Template. Be sure to select your segmented paper as well. Choosing the right template is crucial, as it determines the structure and layout of the material.



Creating Material in German: When creating new material, the language is determined by the template selection, not the language selection option. To create content in German, please choose a template with "DE" in its name, as shown in the image above.

3 When creating new material, kindly add a new team member with the email "pipeline+companyname@visual-abstract.com". Please choose the role as a "reviewer". This will allow us to assist you throughout the material creation process.

Visual Abstract interface showing the 'Create project' form. The form includes fields for Project Name, Use case, Language, and Template. Below these is a 'Segmented papers' section. At the bottom, there is an 'Add team members' section with an email input field and a role dropdown menu. A blue arrow points from the email input field to a callout box labeled 'Add team member email'. Another blue arrow points from the role dropdown menu to a callout box labeled 'Select a role'.

Add team member email

Select a role

4 Make sure that you fill in all the required fields, including the project name, use case, language, and team members. Choosing the right template is essential, as it defines the structure and layout of the material.

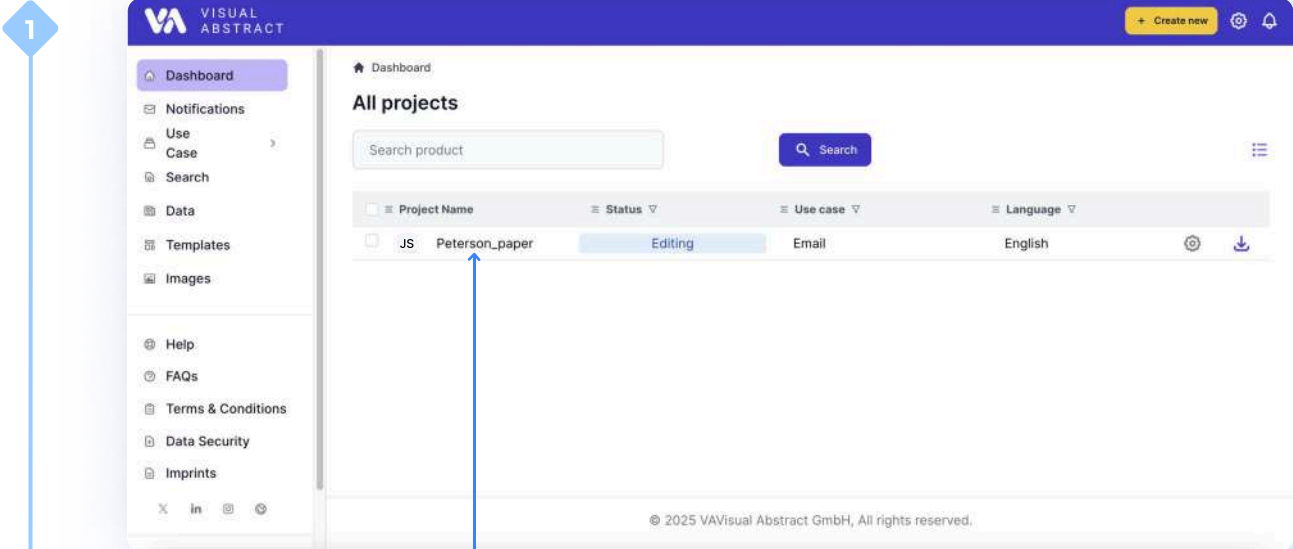
Visual Abstract interface showing the 'Create project' form. The form includes fields for Project Name, Use case, Language, and Template. Below these is a 'Segmented papers' section. At the bottom, there is an 'Add team members' section with an email input field and a role dropdown menu. A blue arrow points from the 'Create' button to a callout box labeled 'Click on create button'.

Click on create button

5 Make sure that you choose the right segmented papers, and after you have filled in all the required fields, the material creation process is finished and you are ready to go to the editor.

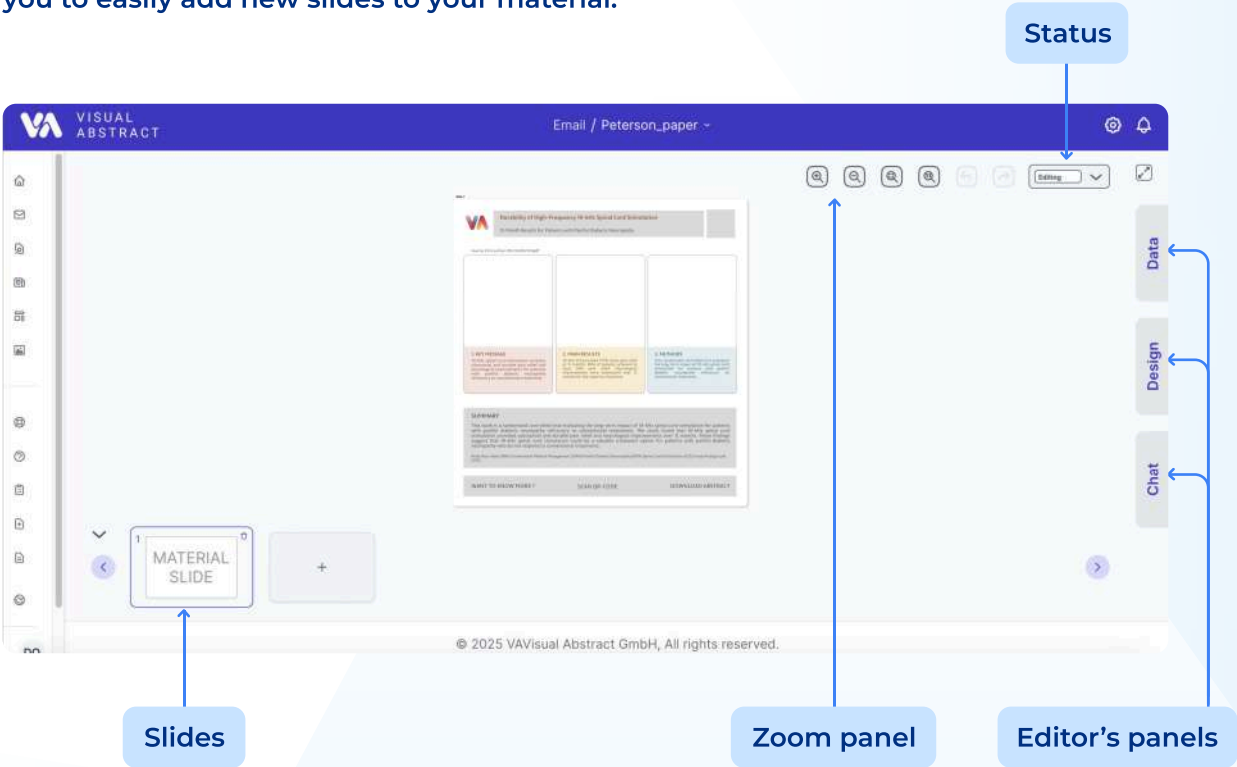
03. Editor

The Editor enables users to edit and organize segmented data within templates. Once you are done with material creation and have selected the appropriate template, go to Dashboard and click on your project name.

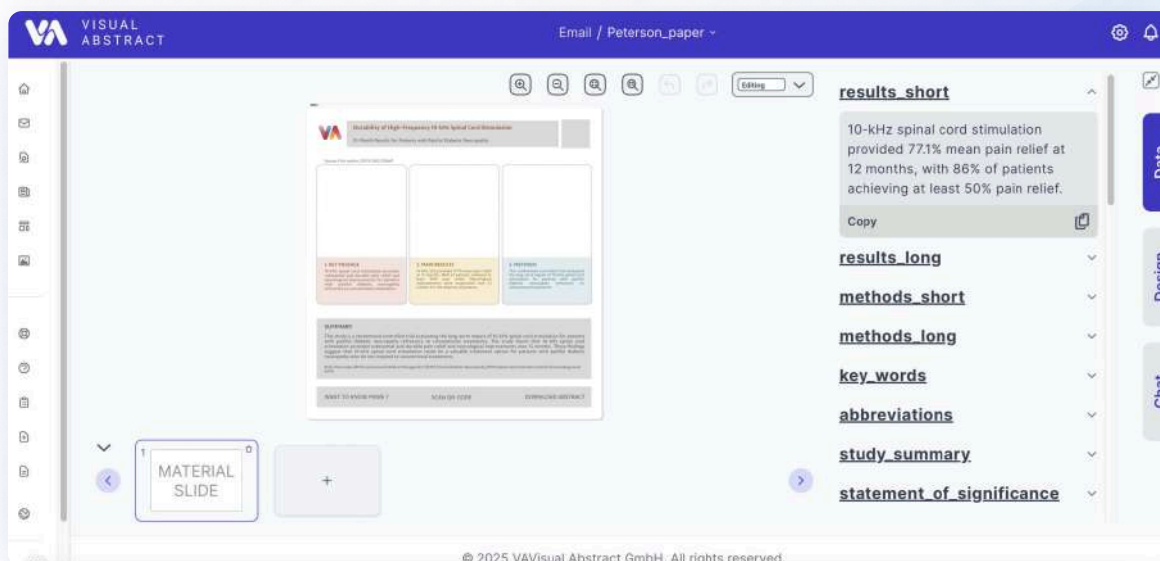


2

The editor interface is divided into sections on the right, each serving a distinct purpose, such as Data, Design, and Chat for seamless collaboration. These sections optimize your workflow and elevate your project. The top bar allows you to update your project's status and access the zoom panel, while the bottom section enables you to easily add new slides to your material.



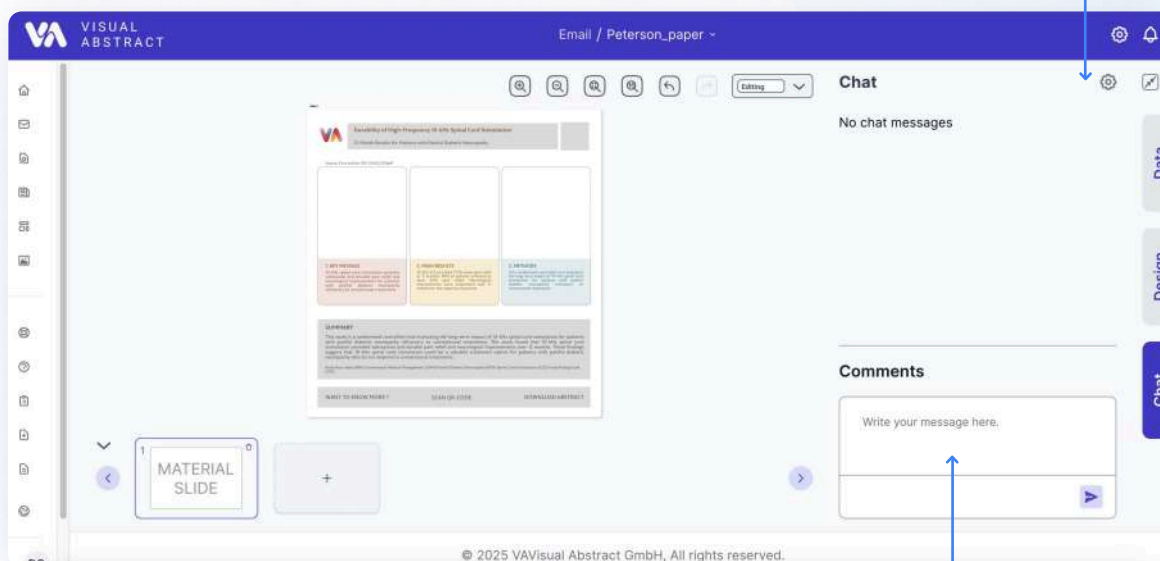
3 **Data Tab** allows users to check, copy, and review segmented information. Users can copy specific data segments for easy transfer or editing. They can also modify and add text to segmented data within the template.



4 **The Chat function** enables seamless collaboration among team members during the material creation process while also offering direct communication with the support team. Users can easily ask questions, report issues, or request assistance.

To enable **Chat support** with the VA team, add 'pipeline+companyname@visual-abstract.com' as a team member with the 'Reviewer' role. Click the gear icon next to the chat to add them. Once added, simply click the chat icon, type your message, and send it. The support team is available to provide timely responses during working hours.

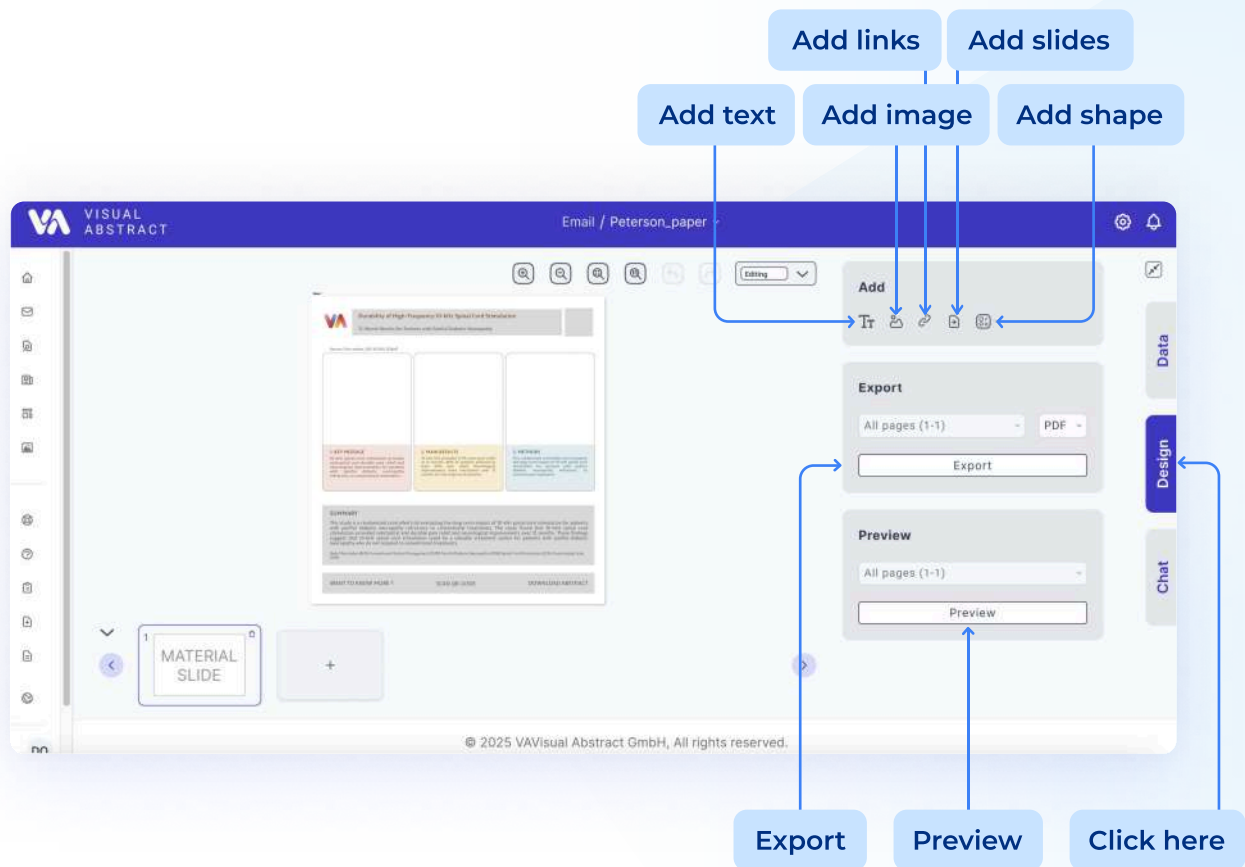
Chat settings to add VA support



Write your request here

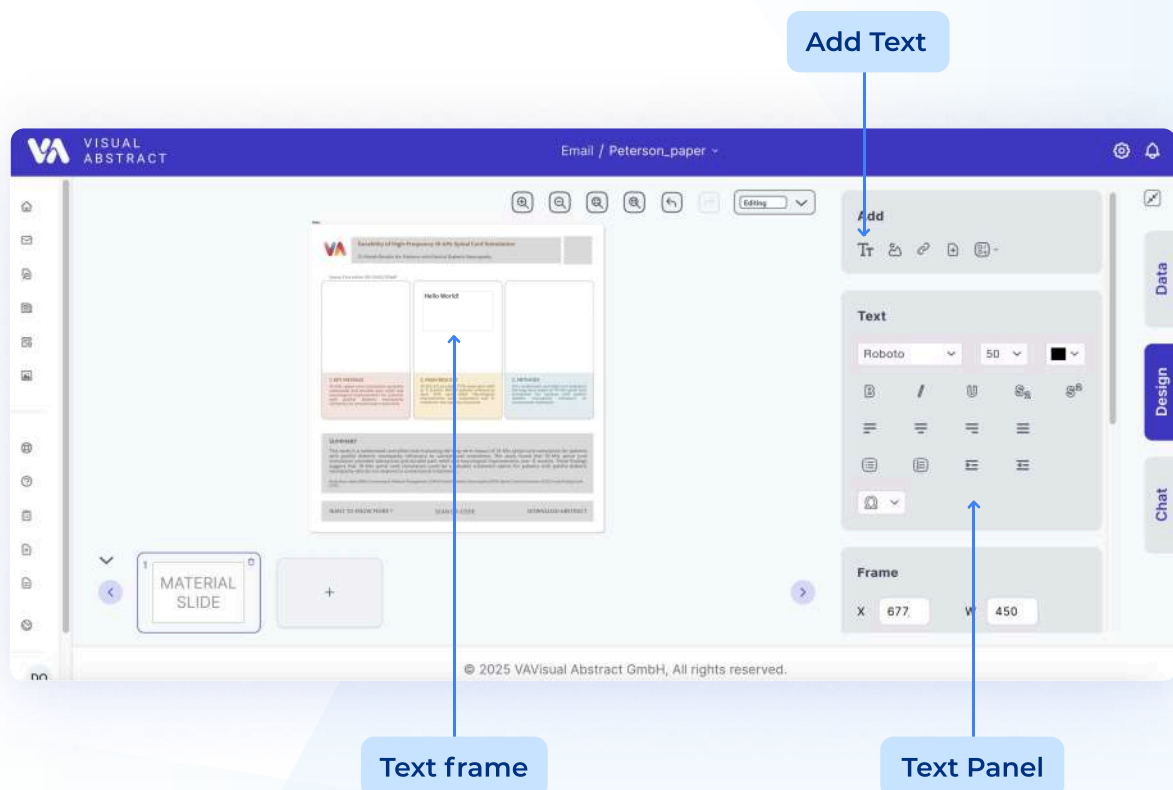
5

Design Tab provides options for modifying the visual layout of the template. Users here can add new elements, export pages in different formats, preview the final output before exporting.



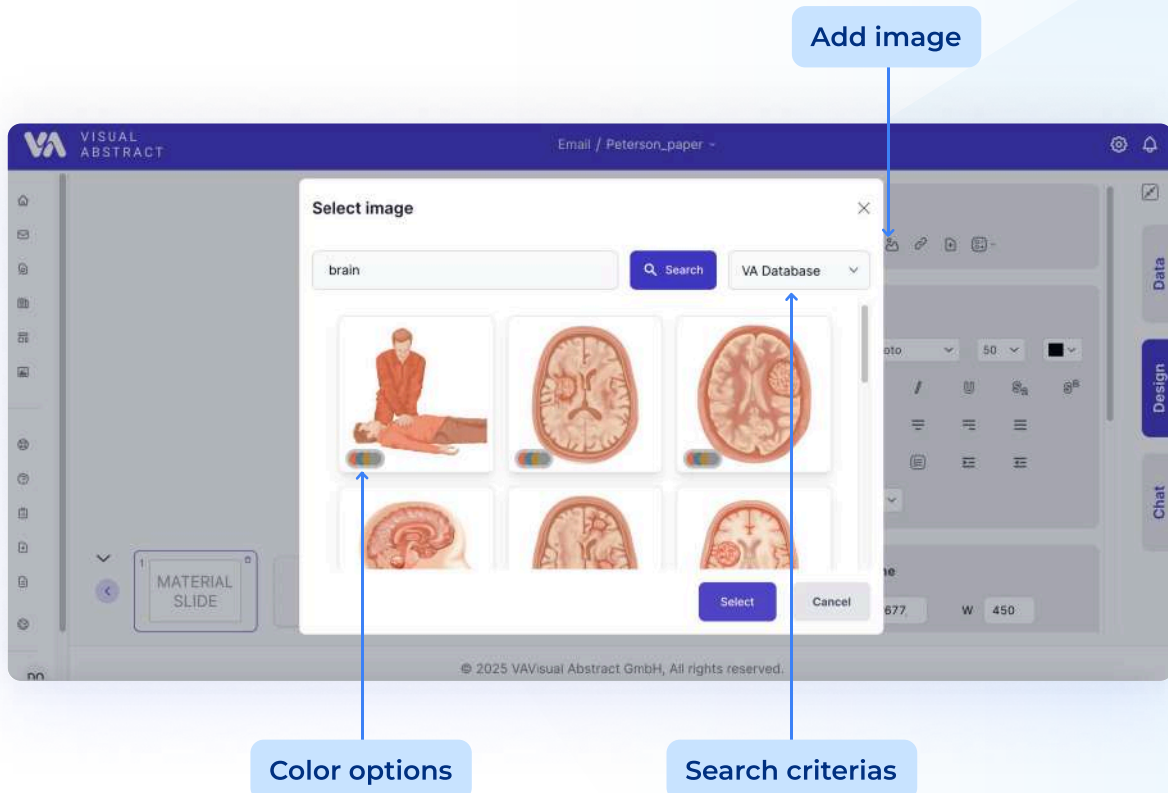
6

The Text Button allows users to add and modify text elements within the template. It provides various customization options for adjusting text appearance and placement. Users can insert new text blocks and make frame customization.



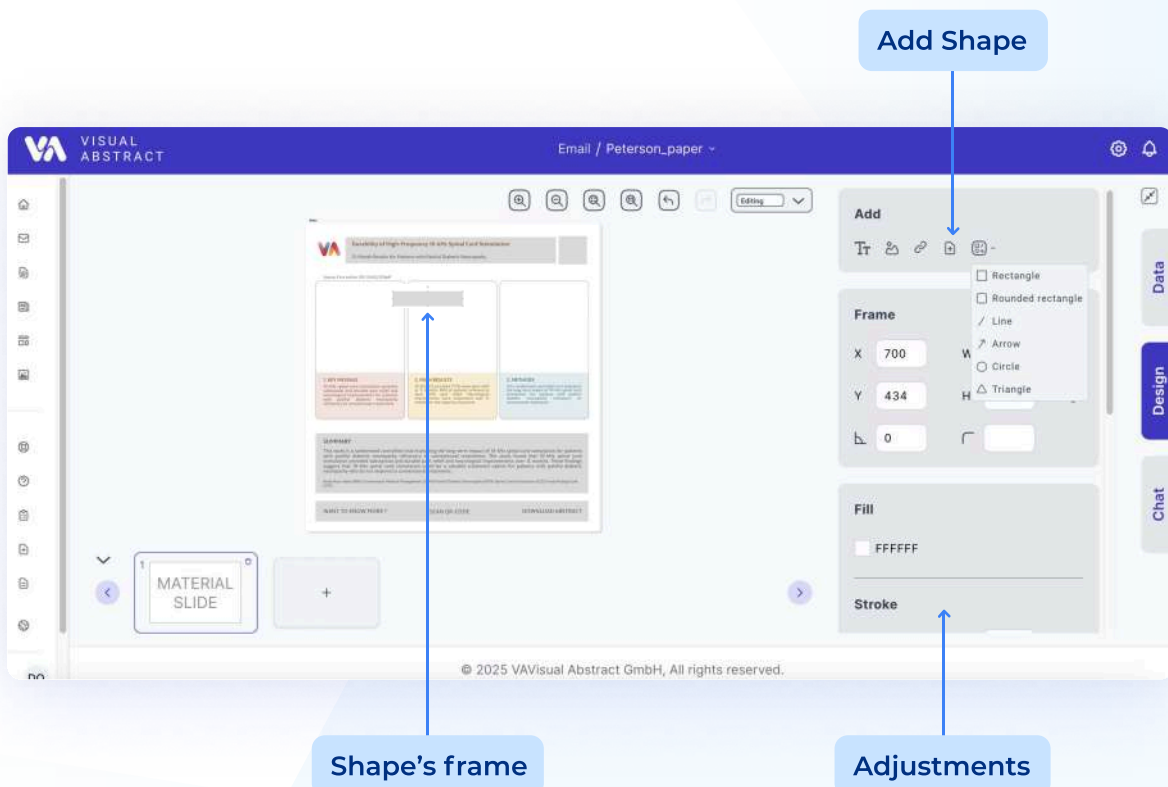
7

The Image Button allows users to search and add images within the template. It provides various icons options from preferable places. Users can find their pre-uploaded and generated images here or use images from VA database. To remove or edit an image, simply right-click on it and select the delete option.



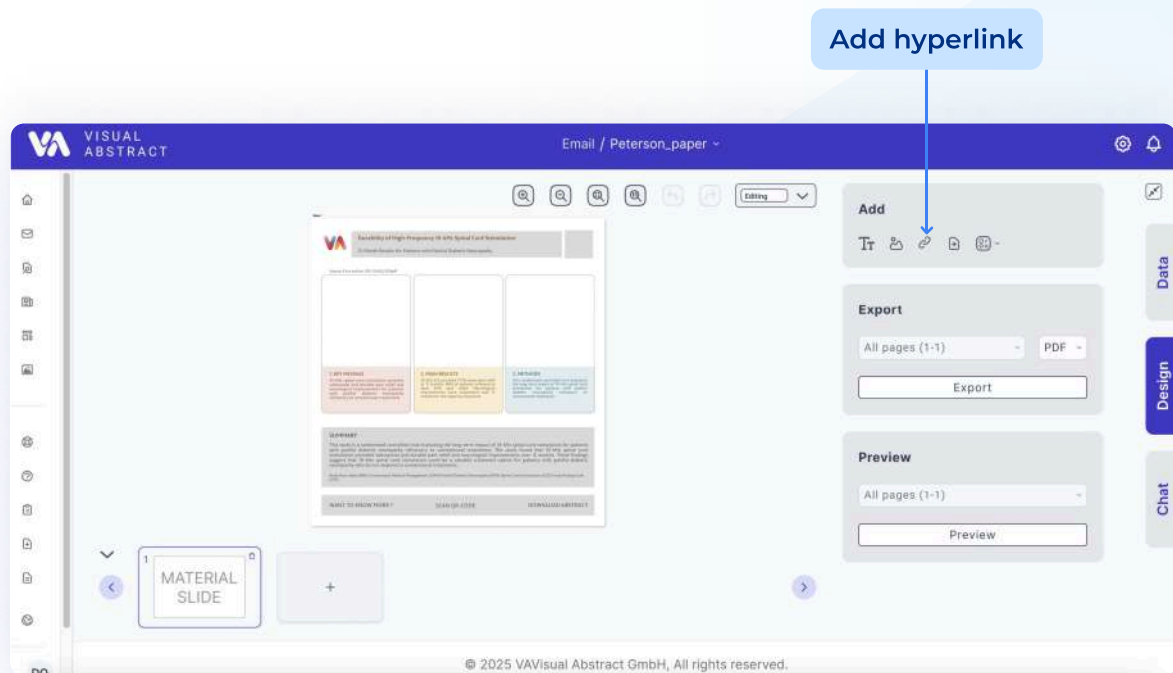
8

The Shapes Button allows users to add and modify shapes within the template. It provides various customization options for adjusting size appearance and placement of shapes. The shape can be freely moved within the slide. To remove or add a shape, simply right-click on it and select the delete option.



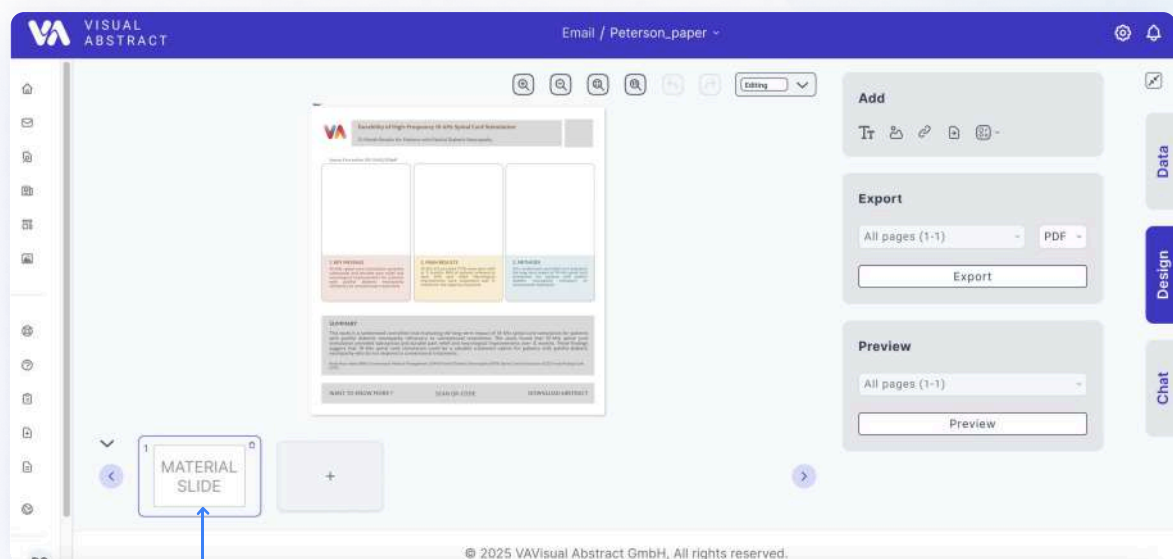
9

The **Hyperlink Button** enables users to add external links to their material, making it simple to reference sources or provide additional information. To use it, select the text you want to link, click the Hyperlink Button, enter the desired URL, and confirm. The linked text will become clickable, directing users to the specified webpage. This feature enhances navigation and accessibility by seamlessly integrating external resources within the platform.



10

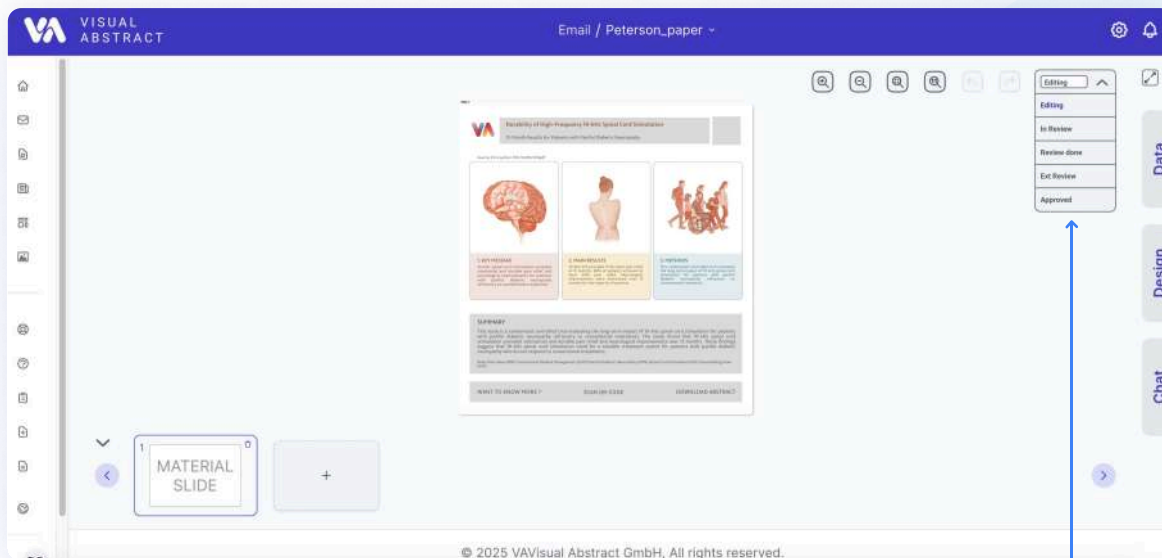
The **Slides Button** allows users to organize and navigate different sections of their material in a structured, slide-based format. By clicking the Slides Button, users can create new slides, rearrange their order, and edit content within each slide. Users can easily switch between slides to review or modify their content before finalizing the material.



Material slides

11

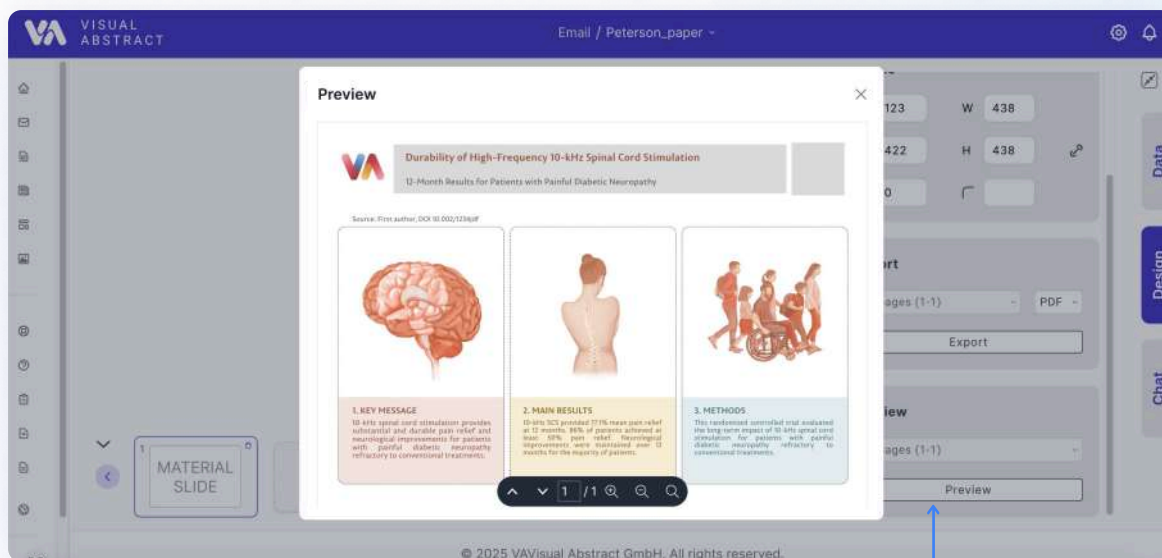
The **Status Panel** allows users to track and update the progress of their project by selecting the appropriate status from a dropdown menu. Users can switch between different stages, ensuring clear workflow management. This feature helps teams stay organized and monitor the material's progress until final approval.



Change status

12

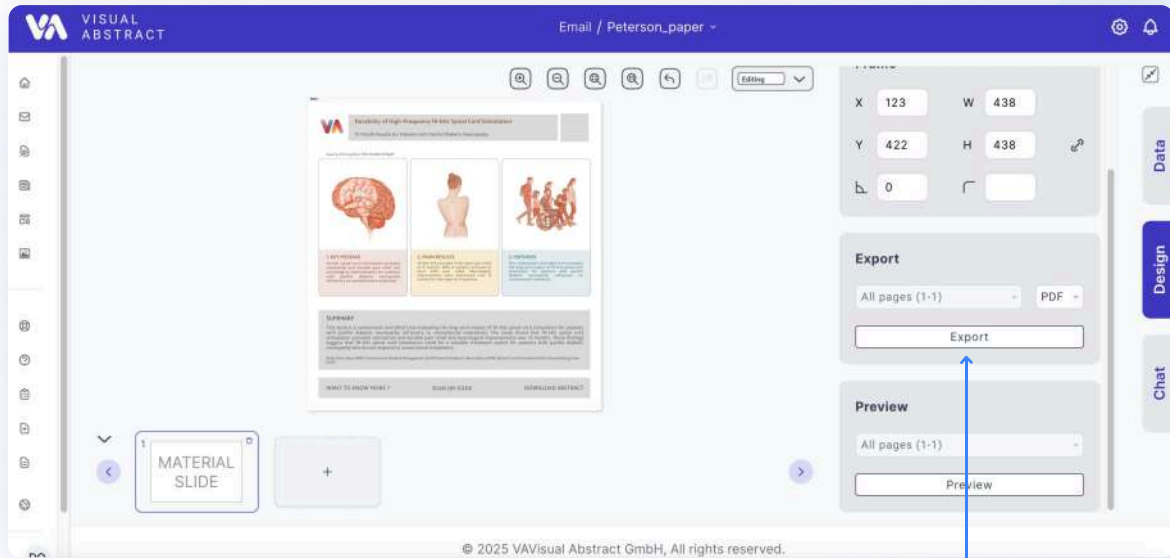
The **Preview Panel** allows users to spot potential errors and enhance the visual quality of the final export. It ensures that all elements are accurately placed and properly formatted, helping to achieve the intended result.



Click preview button

13

When all the edits and polishing work are finished, users can export the paper in PDF and PNG formats through the Export Panel from the design tab. This allows for easy sharing and distribution of the finalized material.



Click export button



Congratulations! Your material is now ready to be shared with the world. We hope you had a smooth and enjoyable experience using the platform.