

Medical Book Card



THE SANFORD



GUIDE TO
ANTIMICROBIAL
THERAPY

User's Guide

Quick Reference Guide

To Start Using a Book Card

1. Install the book card in a slot in the back of the Medical Book System platform.
2. Turn the platform on.
3. If needed, press **CARD** and then use the \Rightarrow or \Leftarrow to highlight its icon.
4. Press **ENTER** to select it.

To Use the Menus

1. Press **MENU** and highlight the Outline menu or the Index menu.
2. Highlight an entry by typing its name or pressing \uparrow or \downarrow .
3. Press **ENTER**.
4. Select subitems, if needed, by highlighting them and pressing **ENTER**.
5. Use \downarrow , **DN**, or **SPACE** to scroll.

To Search for Words

1. Press **SEARCH**.
2. Type one or more words.
3. Press **ENTER**.
4. Hold **☆** and press **DN** to see the locations of matches.
5. Press **ENTER** to see a match or **MENU** to see the matches listed on the menus.
6. To expand a search, press **MORE**.

To Use Notes

1. When the text of the book is on screen, press **LIST**.
2. Press **ENTER** to select *Add note*.
3. Press **ENTER** or type your own note title and then press **ENTER**.
4. To find a note in the text, press **LIST**, highlight a note title, and then press **ENTER**.

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► About Book Card Compatibility

IMPORTANT This book card can be used *only* with the Medical Book System™ platform and will not function in any other Franklin BOOKMAN® platform.

The Medical Book System platform can use Franklin BOOKMAN book cards as well as Medical Book System book cards. However, Franklin BOOKMAN platforms cannot use Medical Book System book cards.

► For More Information

To learn more about the Medical Book System or other products from Franklin Electronic Publishers, call 800-665-5450 or visit the Franklin Web site at www.franklin.com.

► About Screen Illustrations

Some screen illustrations in this User's Guide may differ from what you see on screen. This does not mean that your Medical Book System is malfunctioning.

Notice

IN MEMORIAM
Jay P. Sanford, M.D.
1928-1996

Note: It is with sadness that we note the death of Jay P. Sanford, M.D., on October 23, 1996. We wish to assure you that the *Sanford Guides* will continue to be updated and published on an annual basis and that we are firmly committed to maintaining the same high standards of excellence that typified Dr. Sanford's efforts over the last 26 years.

Some of the recommendations in the *Sanford Guide* suggest use of agents for purposes or in dosages other than recommended in product labeling. Such recommendations are based on reports in peer-reviewed publications; they are not based on direct input from any pharmaceutical manufacturer. They are made only with due consideration of the concerns by the Food and Drug Administration about recommendations for "off-label" uses. We have attempted to identify such as "not FDA-approved for this indication."

In accordance with American Medical Association guidelines and FDA regulations, you, the user, should know that the *Sanford Guide* is not prepared for any single pharmaceutical company or distributor; though it is distributed by multiple companies in the health care field, the *Sanford Guide* is independently prepared and published. It is not subject to any form of approval prior to publication.

We acknowledge Carolyn Wickwire for her continued commitment to preparing this complex manuscript, Gateway Graphics for its efficient printing and Fox Bindery for accurate binding of the *Sanford Guides*.

The Publishers
The Editors
February 1997

Key Guide


Color Keys

- MORE** (red) Expands a word search.
- SPEC** (green) Displays the Outline location of the current text.
- SEARCH** (yellow) Displays the word search screen.
- LIST** (blue) Lets you add, find, or remove a note.








Function Keys

- BACK** Erases typed letters, or backs up to the previous screen.
- CAP** Shifts keys to type capitals or punctuation.
- CARD** Exits the currently selected book.
- CLEAR** Clears an entry or search and goes to the default state.
- ENTER** Enters a word, selects a menu item, or starts the highlight in text.
- HELP** Displays help messages.
- MENU** Displays the main menus.
- ON/OFF** Turns the platform on or off.
- SPACE** At entry screens, types a space. At menus and text, pages down.
- ? *** At menus, displays the title of a highlighted item. With **CAP**, types an asterisk (*) to stand for letters in a word. At text, displays the current Outline location of the text.

Direction Keys

- UP** **DN** Pages up or down.
-  Moves the cursor, text, or highlight.

Key Combinations*

-  + **BACK** Goes to the top level of a menu from a lower level.
-  + **CARD** Transfers a highlighted word between installed book cards.
-  + **ENTER** At a highlighted menu item, displays the related text. At text, highlights special markers (e.g., footnotes, cross-references, etc.).
-  + **Q-P** Types numbers.
-  + **DN**
or **UP** At text, displays the next or previous paragraph, table row, or search match.
- CAP** + 
or  Goes to the top or bottom of a menu or list. At text, goes to the next or previous Outline title.

► Understanding the Keys

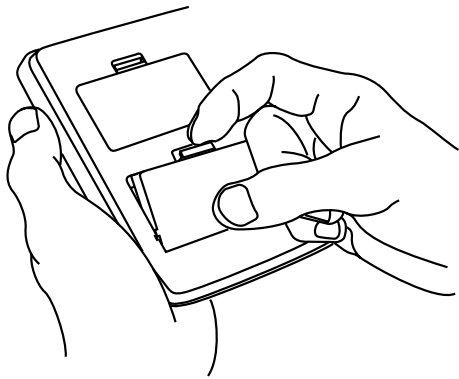
The functions of the keys may vary according to which book card is installed and selected in the platform. To learn how to use a particular book card, read its User's Guide.

* Hold the first key while pressing the second.

Installing Book Cards

CAUTION Never install or remove a book card when the platform is turned on. If you do, information entered in any installed book cards may be erased.

1. Turn the platform off.
2. Turn the platform over.
3. Align the book card tabs with the notches in a card slot.



4. Press the book card until it snaps into the slot.

► Removing Book Cards

CAUTION When you remove a book card from a platform, information entered in that book card may be erased.

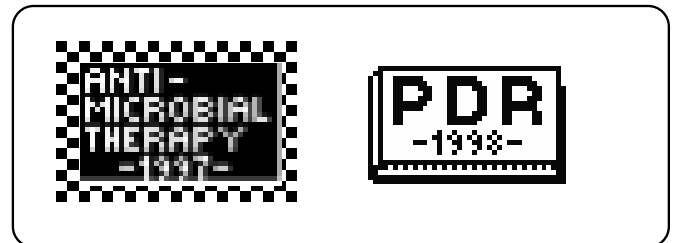
Selecting a Book

If you have installed two book cards in the platform, you can select which book you want to read.

1. Turn the platform on.
2. Press **CARD**.



3. Use **←** or **→** to highlight the book you want to use.



4. Press **ENTER** to select it.

► Resuming Where You Left Off

You can turn off the platform at any screen. When you turn it on again, the last screen that you viewed appears.

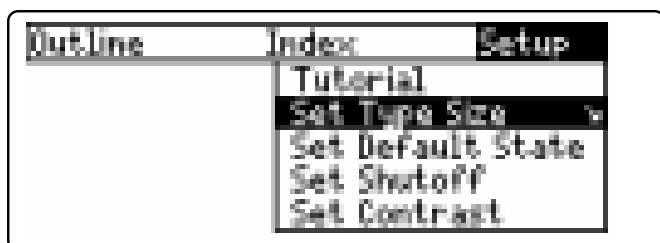
Changing the Settings

Using the Setup menu, you can adjust the type size, default state, shutoff time, and screen contrast of this book.

The type size sets how large the characters appear on screen. The shutoff time sets how long your Medical Book System stays on if you forget to turn it off.

The default state sets the screen that appears when you press **CLEAR**.

1. Press **MENU**.
2. Highlight **Set Type Size**, **Set Default State**, **Set Shutoff**, or **Set Contrast** on the Setup menu.

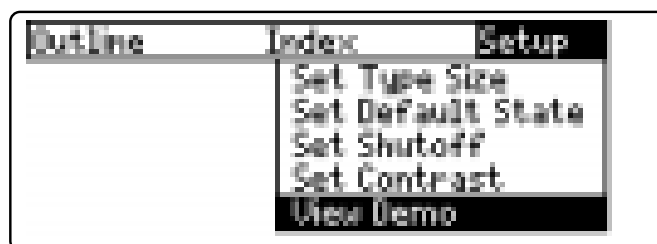


3. Press **ENTER**.
4. Use **↓** or **↑** to change the setting.
Or press **BACK** to leave the setting unchanged.
5. Press **ENTER** to select it.

Viewing a Demonstration

Before you start using this book, you may want to see a brief demonstration of what it can do.

Press **MENU** and then use the arrow keys to highlight *View Demo* on the Setup menu.



Press **ENTER** to select it. To stop the demonstration, press **CLEAR**.

► Help is Always at Hand

You can view a help message at virtually any screen by pressing **HELP**. To exit help, press **BACK**.

To read a tutorial about this book, select *Tutorial* from the Setup menu.

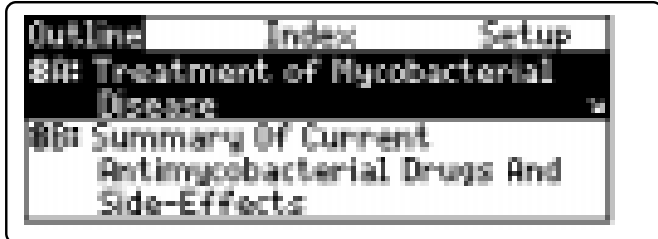
► Follow the Arrows

The flashing arrows at the right of the screen show which arrow keys you can press to move through menus or view more text.

Using the Outline

The tables of the *Guide to Antimicrobial Therapy* are listed in the Outline as chapters, sections and subsections. Using the Outline, you can view any row of any table.

1. Press **CLEAR**.
2. If needed, press **MENU** and highlight the Outline menu.
3. Highlight a chapter by typing its number or using the arrow keys. For example, highlight *8A Treatment of Mycobacterial Disease*.



To type a number, hold **☆** and press a numbered key.

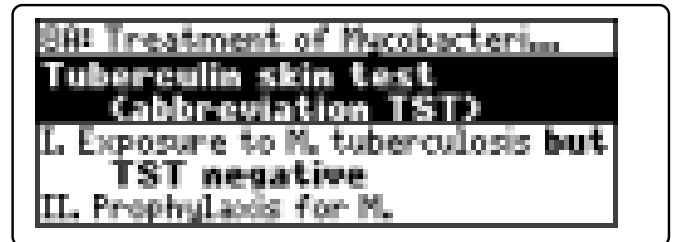
To delete a letter or number, press **BACK**.

The slanted arrow indicates that the menu item has a submenu.

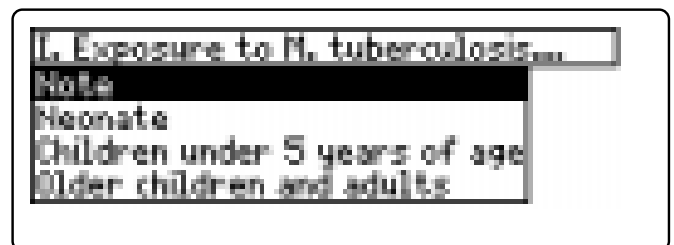
4. When the chapter is highlighted, press **ENTER** to select it.

Note: You can go directly to the text by holding **☆** and pressing **ENTER**.

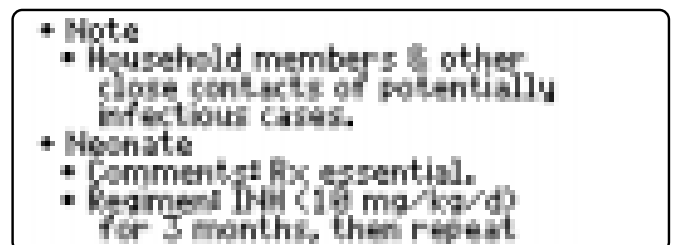
Using the Outline



5. Highlight a section and press **ENTER**. For example, select *Exposure to M. tuberculosis...*



6. If needed, highlight subsection(s) and press **ENTER**.



7. Use **↓**, **(DN)**, or **SPACE** to scroll.
8. To go to the next or previous subsection, hold **CAP** and use **↓** or **↑**.
9. Press **CLEAR** when finished.

Using the Outline

► Understanding the Outline

The tables listed in the Outline generally correspond to the tables in the printed *Guide to Antimicrobial Therapy* (1997 ed.). However, some tables (e.g., Table 4) have been divided.

The submenus in the Outline usually list the row headings and subheadings of a table. Some row headings have been alphabetized or rearranged for easier reference. The information in each column is presented as text.

► Finding Drug Equivalents

Tables 20A and 20B list generic drugs and their common trade names, and vice versa. To find an equivalent, first select Table 20A or 20B.



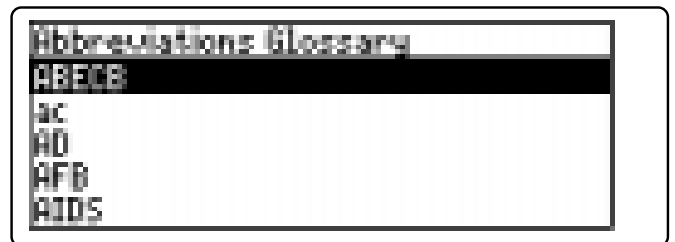
Then type a generic or trade name and press **ENTER**. To go back to the Outline, press **BACK**.

Using the Outline

► Finding Abbreviation Meanings

The last item listed on the Outline is the Abbreviations Glossary.

To use this glossary, highlight the Outline menu and then hold **CAP** and press \downarrow . Next, press **ENTER** and type an abbreviation.



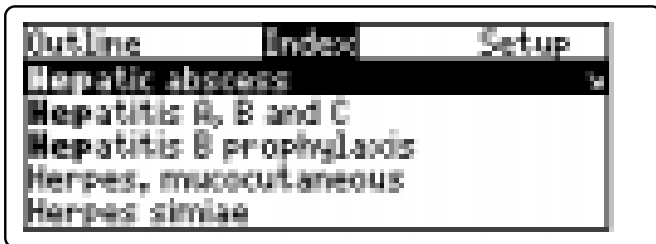
Finally, press **ENTER** to view its meaning.

You can also view the Abbreviations Glossary by selecting *Abbreviations* from the Index.

Using the Index

You can quickly find a specific topic (e.g., an infection or drug) by selecting it from the Index.

1. Press **CLEAR**.
2. If needed, press **MENU** and highlight the Index menu.
3. Start typing the name of a topic. For example, type *Hepatic abscess*.

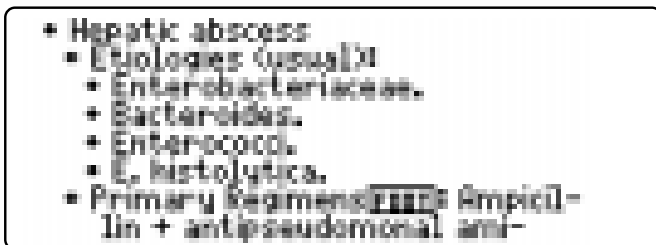


To delete a letter, use **BACK**.

A slanted arrow indicates multiple references.

You can also use **↓** or **↑** to highlight a topic.

4. When a topic is highlighted, press **ENTER**.
5. If needed, highlight a reference and press **ENTER**.

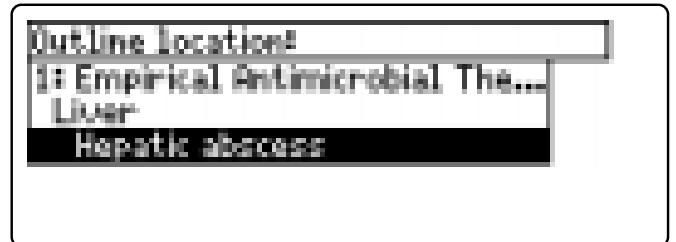


Using the Index

6. To go to the next or previous paragraph, hold **☆** and press **DN** or **UP**.
7. To go back, press **BACK**.
8. Press **CLEAR** when finished.

► Where in the Book Am I?

When you are reading the text of a table, you can see the Outline location of the current text by pressing **SPEC** (green) or **?***.



To scroll up to a higher level of the Outline, use **↑**.

To display the full title of an item, press **?***. This is especially useful when the title ends in ellipses.

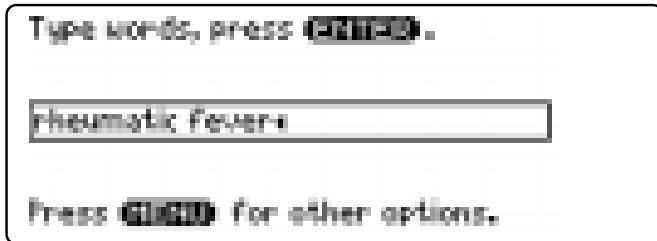
Press **BACK** to go back to the text that you were reading. Or press **ENTER** to go to the text of the highlighted item.

Searching for Words

Word searches find all the occurrences, or matches, of a word or word phrase in this book.

You can type up to 24 characters in a single search. But you cannot search for short, common words such as *the* and *is*.

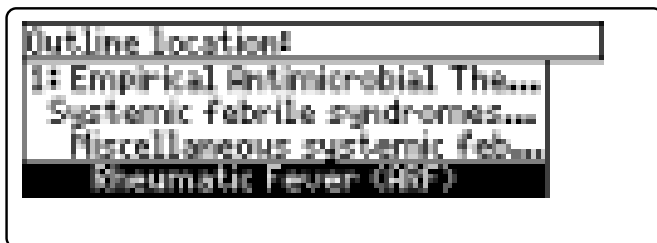
1. Press **SEARCH** (yellow).
2. Type your search words. For example, type *rheumatic fever*.



To delete a letter, use **BACK**.

You do not need to type capitals or punctuation to find matches.

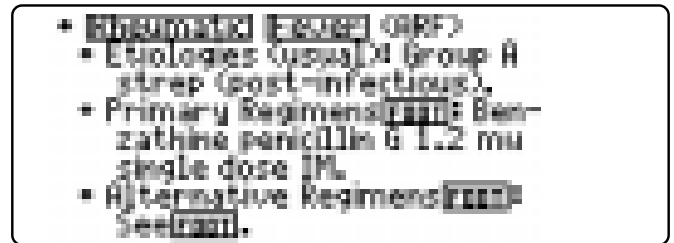
3. Press **ENTER** to search.



This is the Outline location of the first match of your search words.

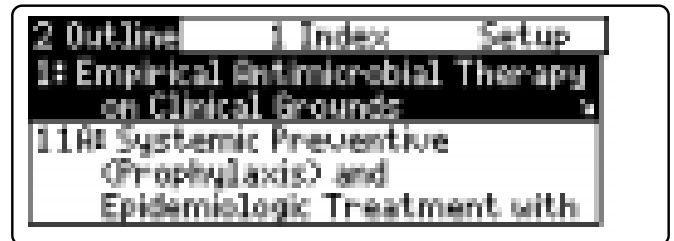
Searching for Words

4. Press **ENTER** to see the match.



Your search words are boxed.

5. To see the Outline location of the next or previous matches, if any, hold **STAR** and press **DN** or **UP**.
6. Press **MENU** to see the matches listed on the menus.



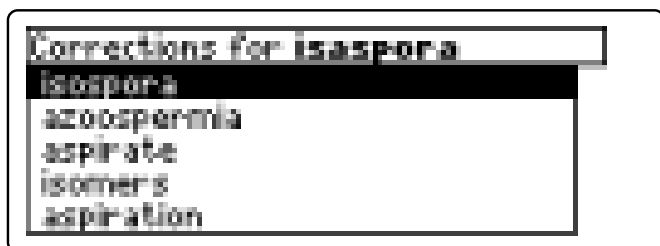
After a word search, only matching entries are listed on the menus.

7. Use the arrow keys to highlight a menu item and then press **ENTER**. If needed, select a subitem.
8. Press **SEARCH** (yellow) or **CLEAR** to clear your search.

Searching for Words

► If You Misspell a Search Word

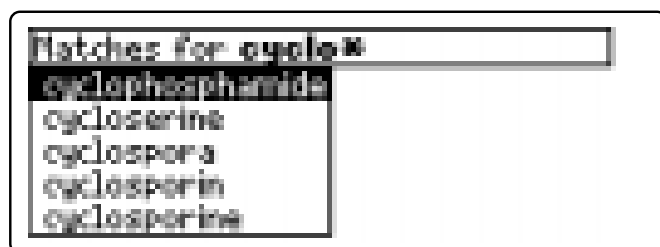
If you enter a misspelled search word, a list of corrections appears.



Use \downarrow to highlight a correction and then press **ENTER**.

► Searching for Parts of Words

If you want to find prefixes, suffixes, or other parts of words, type an asterisk (*) in place of the missing letters. For example, type *cyclo** and then press **ENTER**. To type an asterisk, hold **CAP** and press **?***.

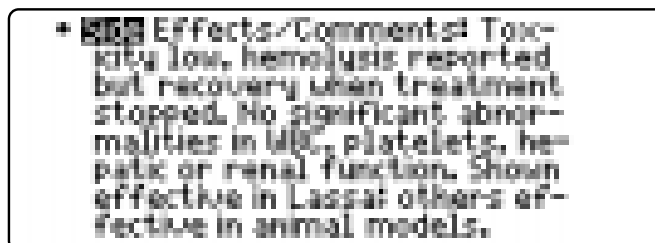


Use \downarrow to highlight a match and then press **ENTER**.

Highlighting Search Words

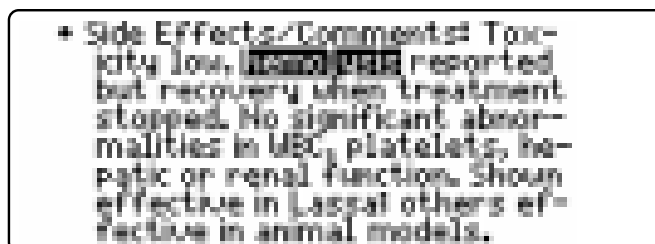
You can also search for a word by highlighting it in text.

1. At the text, press **ENTER**.



To turn off the highlight, press **BACK**.

2. Use the arrow keys to highlight a word.



3. Press **ENTER** to search for it.

4. Press **ENTER** again to see the first match.

5. Hold **☆** and press **DN** repeatedly to see the Outline locations of the next matches, if any.

To see the location of previous matches, if any, hold **☆** and use **UP**.

6. Press **MENU** to see the menu items with matches.

7. Press **CLEAR** when finished.

Expanding Your Searches

You can expand a word search up to three times to find inflected forms of words, synonyms, and similar words.

1. Press **SEARCH** (yellow).
2. Type a word and then press **ENTER**.
For example, enter *diabetes*.



3. Press **MORE** (red) to expand the search.



4. Hold **☆** and use **DN** to see the **Outline locations of the next matches, if any.**
To see the location of previous matches, if any, hold **☆** and use **UP**.
5. Press **MENU** to see the matches listed on the menu.
6. Press **CLEAR** when finished.

Expanding Your Searches

► Understanding Word Searches and Expansions

When you search for a word, either by entering it at the word search screen or by highlighting it in text, headings and subheadings (in bold type) are searched first for exact matches. If no exact matches are found in the headings, then the text is searched for exact matches.

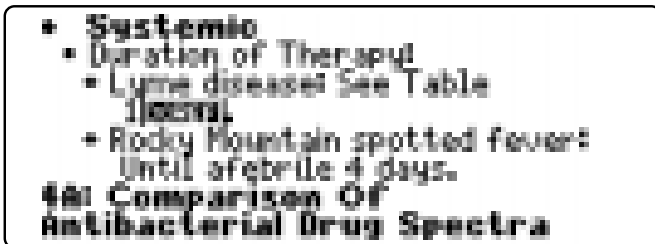
If no exact matches are found, then the headings are searched for inexact matches, such as inflections and synonyms. If no inexact matches are found in the headings, then the text is searched for them.

A word search stops as soon as matches are found at a level described above. Pressing **MORE** (red) continues the search to the next level and finds additional matches, if any. Note: The number of matches found at a given search level may be less than at the previous level.

Reading Special Markers

Throughout this book, you will find cross-references (indicated by **WREF**'s), footnotes (indicated by **FOOT**'s), and bibliographic references (indicated by **BIB**'s). Cross-references take you directly to related material in the book. Tables, footnotes, and bibliographic references provide additional information.

1. When you see a **WREF**, **FOOT**, or **BIB** in the text, hold **☆** and press **ENTER**.



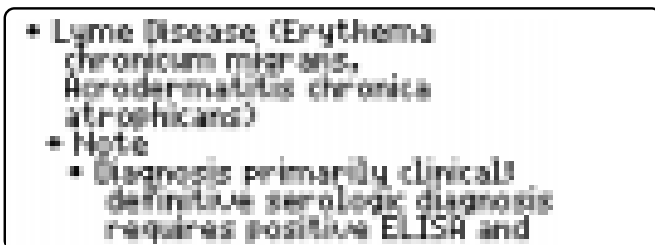
A screenshot of a text box with a highlighted section. The text is as follows:

- Systemic
 - Duration of Therapy:
 - Lyme disease: See Table 1000a.
 - Rocky Mountain spotted fever: Until afebrile 4 days.

441 Comparison Of Antibacterial Drug Spectra

Notice the highlight. To undo the highlight, press **BACK**.

2. Press **ENTER**.



A screenshot of a text box with a highlighted section. The text is as follows:

- Lyme Disease (Erythema chronicum migrans, Acrodermatitis chronica atrophicans)
- Note
 - Diagnosis primarily clinical; definitive serologic diagnosis requires positive ELISA and

3. Press **BACK** repeatedly to go back.

Reading Special Markers

► Reading Multiple Special Markers

Sometimes more than one special marker appears on screen at one time.

To highlight the first special marker, hold **☆** and press **ENTER**. To highlight subsequent cross-references, footnotes, and bibliographic references, continue holding **☆** and press **ENTER** again.

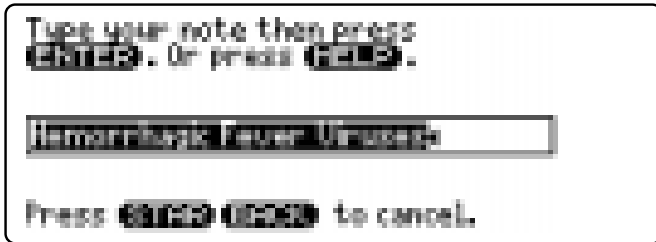
When you have highlighted the special marker that you want, press **ENTER** to read it. Then press **BACK** to return to the highlighted item.

Using Notes

To Add a Note

You can add up to 10 notes to the text of this book to quickly find the sections that you most often use.

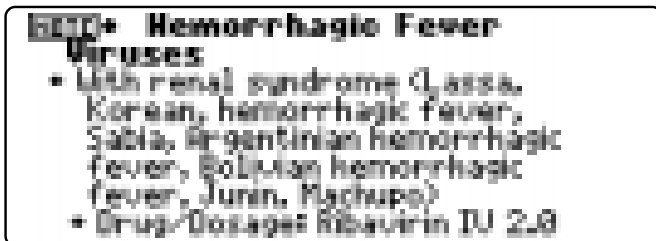
1. When text is on screen, press **LIST** (blue).
2. Press **ENTER** to select *Add note*.



3. Do one of the following:
 - To accept the note title, press **ENTER**.
 - To change the note title, type your changes and then press **ENTER**.

Note titles can contain up to 24 characters.

- To cancel, hold **☆** and press **BACK**.



The **[NOTE]** marker is added to the text when you add a note.

Using Notes

To Find a Note

Once you have added notes to this book, you can easily find them.

1. Press **LIST** (blue).
2. Use **↓** to highlight a note title. Your notes are listed by recency.
3. Press **ENTER** to go to that note.

To Remove a Note

1. Find a **[NOTE]** in the text of this book. To learn how, read “To Find a Note” above.
2. Press **LIST** (blue).
3. To see the full title of the note to be removed, press **?***.
4. Press **ENTER** to select *Remove note...* Or press **BACK** to exit without removing the note.

► Removing All Your Notes

You can remove all your notes at one time by resetting the Medical Book System. To learn how, read “Resetting the Medical Book System.”




WARNING Resetting the Medical Book System may erase other information that you have entered in other installed book cards.


Looking Up Words in Other Books

The Medical Book System platform enables you to look up a word from one installed book card in the other installed book card.

This book card can send words to and receive words from other book cards. Some book cards are not able to transfer words. To learn if a book card can send or receive words, read its User's Guide.

- 1. Install two book cards in the platform.**
- 2. Select a book to read.**
- 3. Highlight a word in that book.**



You can highlight words in menus, lists, entries, and other text. To learn how to highlight a word in this book, read "Highlighting Search Words."
- 4. Hold  and press .**
- 5. Highlight the icon of the other book card and then press .**

The word that you highlighted appears in the other book.
- 6. Press  again, if needed, to search for the word in the other book.**

Resetting the Medical Book System™

If the keyboard fails to respond or the screen performs erratically due to electrostatic discharge or other cause, try the steps below to reset the platform. Perform only as many steps as required to restore normal operation.

CAUTION Resetting the platform when book cards are installed may erase settings and information entered in those book cards. Remove all book cards before resetting.

- 1. Hold  and press  twice.**

If nothing happens, try Step 2.
- 2. Use the end of an opened paper clip to gently press the reset button on the back of the platform.**

The reset button is recessed in a pin-sized hole located near the book card slots.

CAUTION Pressing the reset button with more than light pressure may permanently disable it.

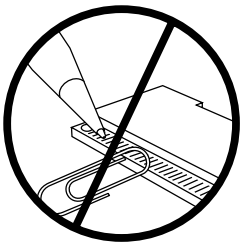
If nothing happens, try Step 3.
- 3. Remove and reinstall the batteries.**

To learn how, read the Medical Book System platform's User's Guide.

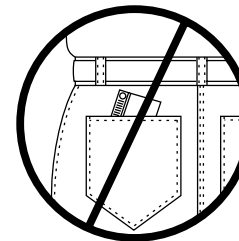
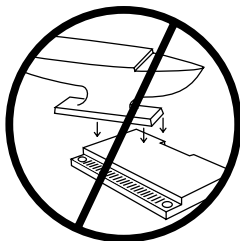
Book Card Care

- **Do not touch the metal contacts on the book cards.**

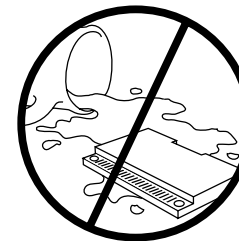
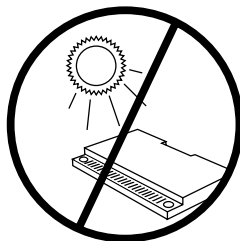
CAUTION Touching the electrical contacts with statically charged objects, including your fingers, could erase information entered in a book card.



- **Do not put excessive pressure on the book cards.**



- **Do not expose the book cards to heat, cold, or liquids.**



Specifications and Patents

Model AMT-3006

- size: 13.6 x 9.2 x 2 cm
- weight: 0.4 oz

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U.S. Patents 4,490,811; 4,830,618;
5,113,340; 5,218,536; 5,321,609;
5,396,606; 5,627,726;

Euro. Patent 0 136 379.

German Pats. M9409743.7, M9409744.5.
PATENTS PENDING.

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This unit may change operating modes due to Electrostatic Discharge. Normal operation of this unit can be re-established by pressing the reset key, **ON/OFF**, or by removing/replacing batteries.

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