

# The PDR<sup>®</sup>Family Guide to WOMEN'S HEALTH and Prescription Drugs<sup>™</sup>

# **USER'S GUIDE**

GWH-2055

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# Contents

Using your new *PDR*<sup>®</sup> *Family Guide to Women's Health and Prescription Drugs*<sup>™</sup> book card, you can read more than 40 chapters dealing with women and their specific health issues. You can also learn about more than 350 brand and generic drugs that are often prescribed to women.

In addition, this electronic book has powerful features that let you search for any word and instantly go to cross-references.

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# Key Guide

### **Color Keys**

- (HEALTH) (red) Displays the Health menu.
- **DRUG)** (green) Displays the Drugs menu.
- (INDEX) (yellow) Displays the Index.
- **(blue)** Displays and clears the word search screen.

## Function Keys



- Backs up to the previous screen.
- **CAP** Shifts keys to type capitals and punctuation.



Exits the selected book.



Clears a word search and highlights the Contents menu.



Selects a menu item, starts a word search, or highlights a word in the text.



Displays help messages.



<u>(?\*</u>)

Toggles between the main menus and text.

**ON/OFF** Turns your BOOKMAN on or off.

At a menu, displays the full title

of an item. At text, displays the Outline location. Shifted, types an asterisk to stand for a series of letters in a search word.

### **Direction Keys**

- ☆ ♪ Scroll line by line.
- Wire Scroll screen by screen.
- (SPACE) Page down.

## Key Combinations<sup>1</sup>

 $\therefore$  +  $\overline{W}$  or  $\underline{W}$  At text, go the next or previous section.

**CAP** +  $\bigcirc$  or  $\bigcirc$  At a menu, go to the top or bottom item. At text, go the next or previous section.

+ MACK From a submenu, go back to the main menus.

- + CARD Send a highlighted word between books.
- From the Health or Drugs menu, go directly to the related text. At text, highlight the first visible cross-reference (INTER).

 $^{1}$ Hold s while pressing the other key

## Quick Keys<sup>2</sup>

- D Go to the *Dosage* section.
- (E) Go to the *Side Effects* section.
- (F) Go to the Most Important Fact section.
- G Go to the <u>General</u> section.
- Go to the Food and Drug Interactions section.
- N Go to the Do Not Take If section.
- O Go to the *Overdosage* section.
- (P) Go to the <u>Prescribed For</u> section.
- (5) Go to the Use in Pregnancy or Breastfeeding section.
- Go to the *How to <u>Take</u>* section.
- W Go to the Special Warnings section.

<sup>2</sup>The Quick keys perform these functions only when you're reading a drug profile.

### About Screen Illustrations

Some screen illustrations in this User's Guide may differ from what you see on screen. This doesn't mean that your BOOKMAN is malfunctioning.

# Installing a Book Card

**Warning:** Never install or remove a book card when your BOOKMAN is turned on. If you do, information that you've entered in its built-in book, as well as in any other installed book cards, will be erased.

- 1. Turn off your BOOKMAN.
- 2. Turn your BOOKMAN over.
- 3. Align the tabs of the book card with the notches in a slot.



4. Press the book card down until it snaps into place.

#### > Removing a Book Card

**Warning:** When you remove a book card to install another, information that you entered in the removed book card will be erased.

Once you have installed the book card in your BOOKMAN, you can select which book you want to use.

- 1. Turn on your BOOKMAN.
- 2. Press CARD.



3. Press ⇔ or ⇔ to highlight a book symbol.



4. Press (ENTER) to select it.

#### Resuming Where You Left Off

You can turn off your BOOKMAN at any time. When you turn on your BOOKMAN again, the screen that you last viewed appears. The red, green, yellow, and blue keys on the top row of the BOOKMAN keyboard change their functions according to which book you're currently using.

If you're using the built-in book, the color keys function as labeled on the BOOKMAN keyboard. If you're using an installed book card, the color keys function as labeled on that card.



Remember, when you're using a book card, the color keys function as labeled on that card, not as on the keyboard.

# **Viewing a Demonstration**

Before you begin, you may want to see a brief demonstration of how to use this book. Simply install the book card and then follow these steps.

- 1. Press CLEAR).
- 2. Use the arrow keys to highlight the Setup menu.
- 3. Press 🕂 to highlight View Demo.



- 4. Press (ENTER) to start the demonstration.
- 5. To stop the demonstration, press (CLEAR).

#### > Help is Always at Hand

You can read a help message at virtually any screen by pressing (HEP). Press  $\mathcal{L}$  or  $\mathcal{P}$  to read the message. Press (BACK) to exit it.

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

# **Changing the Settings**

Using the Setup menu, you can adjust the type size, shutoff time, and screen contrast.

The type size sets how large the characters appear on screen. The shutoff time sets how long your BOOKMAN stays on if you forget to turn it off. The screen contrast sets how light or dark the screen appears.

- 1. Press CLEAR).
- 2. Use the arrow keys to highlight Set Type Size, Set Shutoff, or Set Contrast on the Setup menu.



A slanted arrow indicates a submenu.

- 3. Press (ENTER).
- 4. Press 介 or ↓ to highlight a new setting.

To leave the setting unchanged, press (BACK).

5. Press ENTER to select it.

It's easy to read about women's health topics. Here's how.

1. Press (HEALTH) (the red key). Or press (CLEAR), highlight Health, and then press (ENTER).



2. Highlight a chapter title. For example, highlight *3 PMS: Sorting Fact from Fiction*.



To highlight a chapter title, scroll down to it or type its number.

To type a chapter number, hold (x) and press the numbered keys. To undo a number, press (BACK).

To go to the bottom or top of a menu, hold  $\bigcirc$  and press  $\bigcirc$  or  $\bigcirc$ .

To see the full title of any menu item, highlight the item and then press (?).

3. Press (ENTER).



4. Highlight a section title and then press (ENTER) to select it. For example, select Deciding Whether You Have It.

To highlight a section title, scroll to it or type its first few letters.

Note: Some sections have subsections. If needed, select a subsection title in the same way that you selected a section title.

Deciding Whether You Have It The first step toward ef-

- 5. Use  $\mathcal{I}$ ,  $\overline{\mathbb{W}}$ , or  $\underline{\mathbb{SPACE}}$  to scroll.
- 6. To go to the next or previous section, hold ☆ and press w or ŵ.
- 7. To go back to the menu, press (BACK).
- 8. Press (CLEAR) when finished.

#### > Where in the Book Are You?

When you're reading the text of a health topic or drug profile, you can see the Outline location of the current text by pressing ?.

OUTLINE LOCATION: 3 PMS: SORTING FACT FRO DECENDING WHENHER YOU....

To scroll to the higher levels of the Outline, use  $\hat{T}$ .

To display the full title of an item, which is especially useful when the title ends in ellipses, press ⑦.

Press (BACK) to go back to the text you were just reading. Or press (ENTER) to go to the text of the highlighted item.

#### Follow the Arrows

The flashing arrows at the right of the screen show which arrow keys you can press to scroll through the menus or text. If you know the brand or generic name of a drug, here's how to find its drug profile.

- **1. Press** (DRUG) (the green key). Or press (CLEAR), highlight *Drugs*, and then press (ENTER).
- 2. Press (ENTER) to select Drug Profiles.
- 3. Type a brand or generic drug name. For example, type *Tylenol*<sup>®</sup>.



To undo a letter, press (BACK).

4. When the drug is highlighted, press CENTER.



5. Highlight a section (for example, *Most Important Fact*) and then press (ENTER).

> Most Important Fact Do not use Tylenol to relieve pain for more than 10

To highlight a section, scroll down or type its first few letters.

- 6. Use  $\mathcal{I}$ ,  $\overline{\mathbb{W}}$ , or  $\overline{\mathbb{SPACE}}$  to scroll.
- 7. To go to the next or previous section, hold and press or .

Or use the Quick keys. To learn how, read "Using the Quick Keys" in the next column.

8. Press (CLEAR) when finished.

#### > If You Misspell a Drug Name

If you misspell a drug name while typing at the Drugs menu, the spelling correction mode appears.

Type the remainder of the name to the best of your knowledge. Then press **ENTER** to see the corrections.

CORRECTIO	DHS	FOF	TIL	EIN O	L
WORDS ST				I TI.	T
TYLENOL					

Then highlight a correction and press (ENTER) to see its drug profile.

#### > Using the Quick Keys

When you're reading a drug profile, you can quickly go to any section of the profile by using these keys.

To go to... Press.... General G Prescribed For P F T Most Important Fact How to Take Ē Side Effects Do Not Take If Special Warnings W Food and Drug Interactions Use in Pregnancy or Breastfeeding S ▣ <u>Dosage</u> Overdosage ത

#### > A Shortcut to Drug Profiles

To go directly from a drug name on the Drugs menu to its drug profile, hold ☆ and press **ENTER**. Word searches let you look up all the occurrences of a word or phrase in this book. A word search is often the way to find the most information about a topic.

You can search for up to six words at a time. But you cannot search for short, common words such as *the* and *is*.

- 1. Press (EARCH) (the blue key).
- 2. Type your search words. For example, type *tension headache*.

Type words, then **(2013)**. tension headache

You don't need to type capitals or punctuation. To erase a letter, press (BACK). To move the cursor, press  $( \Rightarrow or \Rightarrow )$ .

3. Press (ENTER) to search.



This is the Outline location of the first occurrence, or match, of the word(s).

#### 4. Press (ENTER) to see the first match.

which is sometimes accompanied by nausea, vomiting, diarrhea, dizziness, <u>lhead-</u>

- 5. Hold 💮 and use 🐨 to see the Outline locations of the next matches.
- 6. Press (ENTER) to see a match.
- 7. Press (MENU).



Note: After a word search, only chapters and sections with matches are shown on the menus and submenus. If *Remaining matches in Index* appears, you must press (MENU) to see the matches in the Index.

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

#### > If You Misspell a Search Word

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



Use  $\mathbf{J}$  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, *meta* and then press (ENTER). To type an asterisk, hold (CAP) and press (?).



Then highlight a match and press (ENTER) to search for it.

# **Highlighting Search Words**

You can also search for words by highlighting a word in a health topic or drug profile.

# 1. At the text of any health topic or drug profile, press (ENTER).

**WING** her doctors. It was 1986, and AIDS had become a widely publicized

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

#### 2. Use the arrow keys to highlight a word.

could her doctors. It was 1986, and <mark>MOS</mark> had become a widely publicized

- 3. Press (ENTER) to search for it.
- 4. Press (ENTER) again to see the first match.
- 5. Hold 💮 and press 🖤 repeatedly to see the Outline locations of the next matches.
- 6. Press (MENU) to see the menu items with matches.
- 7. Press (CLEAR) when done.

Throughout the text of this book, you'll see cross-references, indicated by an weer. Cross-references take you to related material.

# 1. When you see a keef in text, hold ☆ and press (ENTER).

wall of the uterus on which the endometrium**(stag**)lies. For many years both condi-

Notice that the **WREF** is highlighted.

# 2. Press (ENTER) to go to the cross-reference.

Endometrium The lining of the uterus, shed each month during

- 3. If needed, use  $\[mathcal{L}\]$  to scroll down.
- 4. To go back to the **EFF**, press **BACK**.
- 5. Press (BACK) again to turn off the highlight.

#### Reading Multiple Cross-references

Sometimes more than one **EFFF** appears on screen at one time.

transmitt<u>ed di</u>seases[<u>XREF</u>] as suppilis[<u>XREF</u>] and AIDS[<u>XREF</u>], and perhaps for

To read the cross-reference for the first **ETET**, follow the steps in the previous column. To read the subsequent cross-references, follow these steps.

First, press (ENTER) to start the highlight. Then use the arrow keys to highlight the cross-reference you want to read.

Then press (ENTER) to go to the cross-reference.

Using the Index, you can look up symptoms, diseases, treatments, drugs, and other medical terms and topics, listed from A to Z.

- 1. Press (NDEX) (the yellow key). Or press (MENU) and then highlight *Index*.
- 2. Start typing an index entry. For example, type cervical cancer.



To undo a letter, press (BACK).

- 3. When the entry is highlighted, press (ENTER).
- Highlight a subentry (for example, General) and then press (ENTER).

Symptoms of CIN and Cervical Cancer Cervical dysplasia

- 5. Use  $\mathcal{J}$  or  $\overline{\mathbb{W}}$  to scroll down.
- 6. To go back to the Index, press (BACK).
- 7. Press (CLEAR) when done.

## Sending Words Between Books

This book card can transfer words between certain other BOOKMAN books.

To send or receive words between books, you must install the book card in your BOOKMAN. In addition, the installed book card(s) and/or its built-in book must be able to send or receive words. To learn if a book can send or receive words, read its User's Guide.

### 1. Highlight a word in this book.

To highlight a word in the text, press (ENTER) and then press the arrow keys. (Read "Highlighting Search Words.")

- 2. Hold 🖾 and press CARD.
- 3. Highlight the symbol of another book.
- 4. Press (ENTER).

The word that you highlighted appears in the other book.

5. Press (ENTER) to look up the word in the other book.

#### • Do not touch the metal contacts on your book cards.

**Caution:** Touching these electrical contacts with statically charged objects, including your fingers, could erase information entered in a book card or built-in book.





 Do not put excessive weight on your book cards.





• Do not expose your book cards to heat, cold, or liquids.





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