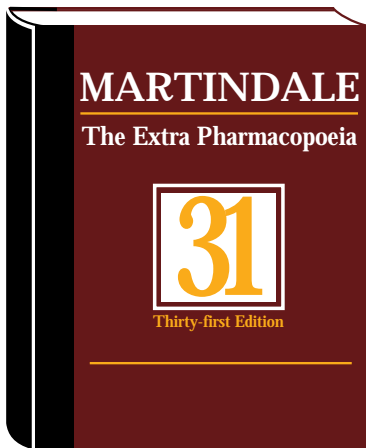


# *Medical Book Card*



User's Guide

## License Agreement

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## Notes

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### ► About Book Card Compatibility

**WARNING** 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](http://www.franklin.com).

### ► 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.

# Key Guide

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## Color Keys

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

## Function Keys

- BACK** Erases typed letters, or displays the previous screen.
- CAP** Shifts keys to type capitals or punctuation.
- CARD** Exits the currently selected book.
- CLEAR** Clears to the default state.
- ENTER** Enters a word, selects a menu item, or starts the highlight in text.
- HELP** Displays help messages.
- MENU** Highlights the Outline menu.
- ON/OFF** Turns the Medical Book System platform on or off.
- SPACE** At entry screens, types a space. At menus and text, pages down.

- ?** At menus, displays the full title of a highlighted item. At text, displays the Outline location.

## Direction Keys



Moves the cursor, text, or highlight.

Pages up or down.

## Key Combinations\*

- ☆** + **BACK** Displays the top level of a menu from a lower level.
- ☆** + **CARD** Lets you look up a word from or in another installed book card.
- ☆** + **ENTER** At a highlighted menu item, displays the related text. At text, highlights a special marker (e.g., footnote).
- ☆** + At text, displays the next or previous section or subsection.
- CAP** + **↑** or **↓** At text, displays the next or previous section or subsection. At a menu, goes to the first or last item.

\* Hold the first key while pressing the second.

# Foreword

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*NOTE: This foreword of the 16th Edition of THE MERCK MANUAL contains page references not applicable to the book card.*

It has been 93 years since THE MERCK MANUAL first appeared in 1899 as a slender 262-page text titled MERCK'S MANUAL OF THE MATERIA MEDICA. It was expressly designed to meet the needs of general practitioners in selecting medications, noting that "memory is treacherous" and that even the most thoroughly informed physician needs a reminder "to make him at once master of the situation and enable him to prescribe exactly what his judgment tells him is needed for the occasion." It was well received and, by the 6th Edition (1934), THE MERCK MANUAL had become highly valued by medical students and house staff as well; by the end of World War II the pocket-sized manual was an established favorite ready—reference book. Today THE MANUAL is the most widely used medical text in the world. While the book has grown to about 2800 pages, its primary purpose remains the same—to provide useful clinical information to practicing physicians, medical students, interns, residents, and other health care professionals.

Fewer physicians now attempt to manage the whole range of medical disorders that can occur in infants, children, and adults, but those who do must have available a broad spectrum of current and accurate information. Specialists require precise information about subjects outside their areas of expertise. All physicians need more and more information for study and examination purposes, as well as for patient care. Keeping up with the rapid and extraordinary advances in cellular and molecular biology, molecular genetics, and medical technology is more challenging than ever, but THE MERCK MANUAL continues to try to meet these needs, excluding only details of surgical procedures.

Precisely how do we attempt to meet these needs? First, from a disease orientation, THE MANUAL covers all but the most obscure disorders of mankind, not only

those that a general internist might expect to encounter but also problems associated with pregnancy and delivery; common and serious disorders of neonates, infants, and children; and many special situations. Disorders are organized mainly according to the organ systems primarily affected, on the basis of their etiology (as with most of the infectious diseases and disorders due to physical agents), or on the basis of disciplines (e.g., gynecology, obstetrics, pediatrics, genetics, psychiatry). In addition, THE MANUAL contains information for special circumstances, such as radiation reactions and injuries, problems encountered in deep-sea diving, and dental emergencies. The entire book is updated for each new edition, and new subjects are added, such as discussions of genetic evaluation and counseling, human immunodeficiency virus (HIV) infection in children, sports medicine, hospice medicine, cross-cultural issues in medicine, anabolic steroid abuse, and special considerations in performing cardiopulmonary resuscitation on infants and children. This edition has 140 more pages of text (approximately 5%) than the preceding edition. We therefore urge you to check the Index whenever you need information, even on unusual subjects or those not commonly found in other texts.

A completely disease-oriented compendium, however, would have serious limitations. Since patients usually present with complaints or concerns that must be meticulously described, sorted, and deciphered, many chapters are devoted to discussions of symptoms and signs and of how to elicit the historical and physical data required for diagnosis. Common clinical procedures and laboratory tests used as diagnostic and management aids are described, with emphasis on their indications, contraindications, and possible complications. New and sophisticated laboratory and technologic procedures are also described, with comments on their uses, interpretations, and limitations.

Current therapy is presented for each disorder and supplemented with a separate section on clinical pharmacology that describes general principles, new advances,

## Foreword

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(e.g., the role of drug receptors, plasma concentration monitoring), and details of pharmacologic groups and specific agents; it even discusses the uses of placebos. The use of complex equipment (e.g., respirators) is also described. Prophylaxis is emphasized wherever possible. Finally, reference guides are provided for checking normal values, for calculating dosages, and for converting weights, measures, and volumes to metric equivalents.

Can so many subjects be adequately covered in a single book? You, the reader, must be the ultimate judge, but we believe the answer is in the affirmative. This edition required a concerted effort by many people, beginning with an internal analysis and critique of the previous edition, even though it enjoyed highly favorable reviews and outstanding reader acceptance. Sections of that book were then sent to outside experts who had had nothing to do with its preparation, to solicit their most candid criticism. Published reviews and letters from readers were analyzed. Next, the Editorial Board met to compare reviews and critiques and to plan this 16th Edition. Distinguished special consultants were enlisted to provide additional expertise. Then, 290 authors with outstanding qualifications, experience, and knowledge were engaged. Their manuscripts were painstakingly edited by our in-house staff to retain every valuable morsel of knowledge while eliminating sometimes elegant but unneeded words. Each manuscript was then reviewed by a member of the Editorial Board or a consultant. In many cases, additional special reviewers were invited to comment. Every mention of a drug and its dosage was reviewed by still another outside consultant. The objective of all these reviews was to ensure accuracy, adequate and relevant coverage of each subject, and simple and clean exposition. The authors then reworked, modified, and polished their manuscripts. Almost all of the manuscripts were revised at least 6 times; 15 to 20 revisions were not uncommon. We believe that no other medical text undergoes as many reviews and revisions as THE MERCK MANUAL does.

## Foreword

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Owing to the extensive subject matter covered and to a successful tradition, the style and organization of **THE MANUAL** have some unique characteristics. Readers are urged to spend a few minutes reviewing the Guide for Readers (p. viii), the Table of Contents at the beginning of each section (indicated by a thumb tab), and the Index (p. 2717). Scrutiny of the arrangement of subject headings within each section, of internal headings within a subject discussion, and of boldfaced terms in the text will reveal a pattern of outlining intended to aid study of the text.

The foregoing description is a simplified review of the complex and arduous but rewarding 5-year enterprise that culminated in the presentation of the 16th Edition of **THE MERCK MANUAL**. The members of the Editorial Board, special consultants, contributing authors, and in-house staff and their affiliations are listed on the pages that follow. They deserve a degree of gratitude that cannot adequately be expressed here, but we know they will feel sufficiently rewarded if their efforts serve your needs.

We hope this edition of **THE MERCK MANUAL** will be a welcome aid to you, our readers—compatible with your needs and worthy of frequent use. Suggestions for improvements will be warmly welcomed and carefully considered

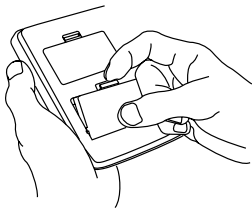
Robert Berkow, M.D., Editor-in-Chief  
**MERCK RESEARCH LABORATORIES**  
West Point, Pa. 19486



## Installing Book Cards

**CAUTION** Never install or remove a book card when the platform is turned on. If you do, information entered in the installed book card(s) 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, user-entered information in that book card will 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 that you want to use.



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

### ▶ Resuming Where You Left Off

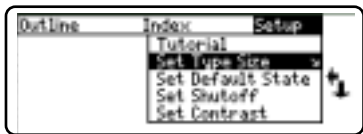
You can turn off the platform at any screen. When you turn it on again, the last screen that you viewed appears.

## 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 default state sets the screen that appears when you press **CLEAR**. The shutoff time sets how long the Medical Book System platform stays on if you forget to turn it off.

1. Press **MENU** until the main menus appear.
2. Use the arrow keys to 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 and then press **ENTER**.  
Or press **BACK** to leave the setting unchanged.

## Viewing a Demonstration

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

1. Press **MENU** until the main menus appear.
2. Use the arrow keys to highlight *View Demo* on the Setup menu.
3. Press **ENTER** to start the demonstration.
4. 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 scroll through menus or text.

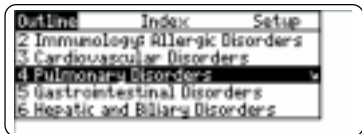
# Using the Outline

The Outline contains the sections, chapters, and subchapters of the printed book.

1. Press **MENU** until the Outline menu is highlighted.

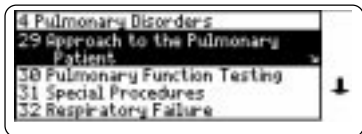
To learn how to make the Outline menu the default state, read “Changing the Settings.”

2. Use **↓**, **↑**, **(UP)**, **(DN)**, or **(SPACE)** to highlight a section of the Outline.



You can also highlight a section by typing its number. To type a number, hold down **(\*)** and press a numbered key. The slanted arrow indicates a submenu.

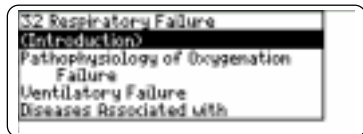
3. Press **(ENTER)**.



# Using the Outline

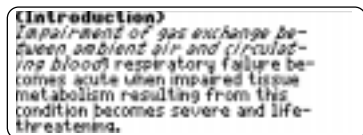
You can also go directly to the text by holding **(\*)** and pressing **(ENTER)**.

4. Highlight a chapter (e.g., **32 Respiratory Failure**) and then press **(ENTER)**.



To see the full title of any menu item, press **(?\*)**.

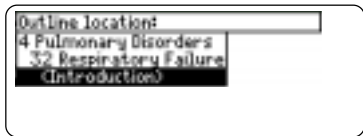
5. Highlight a subchapter (e.g., **Introduction**) and then press **(ENTER)**.



6. Use **↓**, **(DN)**, or **(SPACE)** to scroll down the text.
7. To go to the next or previous subchapter, hold **(\*)** and press **(DN)** or **(UP)**.
8. Press **(CLEAR)** when finished.

### ► Where in the Book Am I?

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



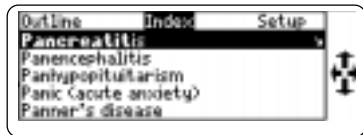
To display the full title of a highlighted item, press **(?\*)**. This is useful when a title ends in ellipses.

To go to the text associated with a highlighted item, press **(ENTER)**. To go back to the text that you were reading, press **(BACK)**.

1. Press **(MENU)** until the main menus appear.
2. Use **⇒** or **⇐** to highlight the **Index** menu.

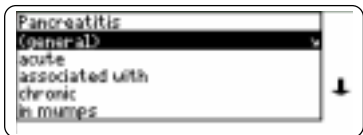
To learn how to make the Index menu the default state, read “Changing the Settings.”

3. Start typing an index entry (e.g., *pancreatitis*).



To undo a letter, use **(BACK)**. You can also use **⇩** or **⇧** to highlight an index entry.

4. When the entry is highlighted, press **(ENTER)**.



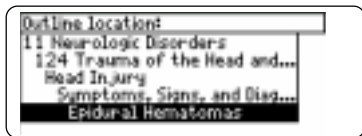
5. If needed, highlight a subentry (e.g., *acute*) or reference number and then press **ENTER**.

**Acute pancreatitis** is the term usually reserved for an acute inflammation that resolves both clinically and histologically (e.g., pancreatitis associated with biliary tract calculi). The term **chronic pancreatitis** indicates that histologic changes persist even af-

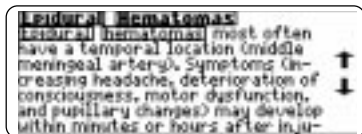
6. Use **↓**, **DN**, or **SPACE** to scroll down the text.
7. To go to the next or previous subsection, hold **☆** and press **DN** or **UP**.
8. To return to the Index, press **BACK**.
9. Press **CLEAR** when finished.

Word searches let you find the occurrences, or matches, of words and phrases in this book. You can type up to 34 characters in a single word search, but you cannot search for short, common words such as *the* and *is*.

1. Press **SEARCH** (yellow).
2. Type your search word or words (e.g., *epidural hematomas*). To delete a letter, use **BACK**. You do not need to type capitals or punctuation in search words.
3. Press **ENTER** to see the Outline location of the first match.






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





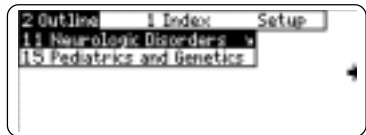
## Searching for Words

The search words are boxed. You may need to scroll down to see them.



- To see the Outline location of the next or previous matches, if any, hold  and press  or .**

If “Remaining matches in Index” appears, go to Step 7 below.

- Press  to see a match.**
- Press  to see the matches listed on the menus.**



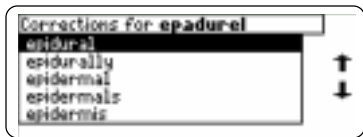
After a word search, only items with matches appear on the Outline and Index menus.



- Select menu items and subitems.**
- Press  (yellow) or  to clear the search.**

## Searching for Words




### ► If You Misspell a Search Word

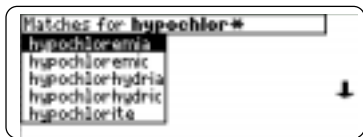
If you enter a misspelled search word, a list of corrections appears.





Use  to highlight a correction and then press .

### ► Searching for Parts of Words

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

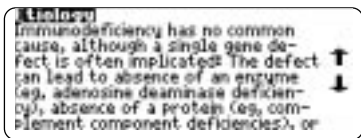


Use  to highlight a match and then press .

## Highlighting Search Words

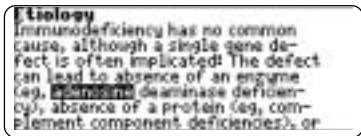
You can also search for a word by highlighting it in the text of this book.

1. At any text, press **ENTER** to start the highlight.



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

2. Use the arrow keys to highlight a word.

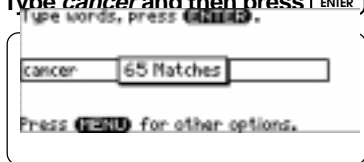


3. Press **ENTER** to search for it.
4. Press **ENTER** again to see the first match.
5. Hold **☆** and press **DN** repeatedly to see the Outline locations of the next matches, if any.
6. Press **MENU** to see the menu items with matches.
7. Press **CLEAR** when finished.

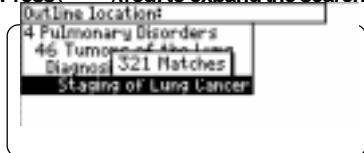
## Expanding Your Searches

You can expand each word search up to three times to search for inflections, synonyms, and similar words. Try this example.

1. Press **SEARCH** (yellow).
2. Type *cancer* and then press **ENTER**.



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 menu items with matches.
6. Press **CLEAR** when finished.

### ► Understanding Word Searches and Expansions

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

If no exact matches are found, 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.

The number of matches found at a given search level may be less than at the previous level.

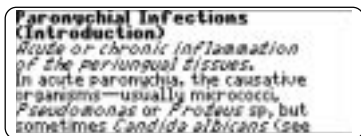
This book contains cross-references (indicated by **WREF**'s), footnotes (indicated by **FOOT**'s), and bibliographic references (indicated by **BIB**'s). Cross-references take you directly to related material in the book. Footnotes and bibliographic references provide additional information.

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



To highlight a subsequent special marker, if any, on the screen, hold **☆** and press **ENTER** again.

2. Press **ENTER**.





3. Press **BACK** to return to the special marker.
4. Press **BACK** again to turn off the highlight.

### ▶ Abbreviation Meanings

When you see an abbreviation that you do not know in the text of this book, first press **ENTER** to start the highlight. Then use the arrow keys to highlight the abbreviation.

tures vary, most of these abscesses cause fever, leukocytosis, and an increased **ESR**. Pain, if present, usually occurs near the abscess. Paralytic ileus, either generalized or localized near the infection, may develop, and nonspecific GI symptoms, such as anorexi-

Then press **ENTER** to see its meaning.

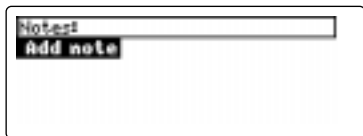
ESR = erythrocyte sedimentation rate

Press **BACK** to return to the text. Then press **BACK** again to turn off the highlight.

## To Add a Note

You can place up to 10 notes in the text of this book to mark and 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 use the default note title, press **ENTER**;
- to use your own note title, type up to 24 characters and then press **ENTER**;
- to cancel, hold **☆** and press **BACK**.



A **NOTE** marks the note in the text.

### To Find a Note

Once you have added notes, it's easy to find them.

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

### To Remove a Note

1. Find a **HIT** in the text of this book.
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 the Notes

You can remove all the notes at one time by resetting the Medical Book System platform. To learn how, read "Resetting the Platform." **WARNING** Resetting the platform may erase information that you have entered in any installed book cards.

## Looking up Words in Other Book Cards

The Medical Book System platform enables you to look up a word from one installed book card in another 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.  
To learn how, read "Selecting a Book."
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 **CARD**.
5. Highlight the icon of the other book card and then press **ENTER**.  
The word that you highlighted appears in the other book.
6. Press **ENTER** again, if needed, to search for the word in that book.

## Resetting the Platform

If due to electrostatic discharge or other causes, the keyboard fails to respond or the screen performs erratically, 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 user-entered settings and information in those book cards. So always 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.

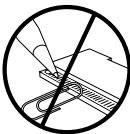
**3. Remove and reinstall the batteries.**

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

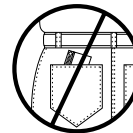
## Book Card Care

- **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.**



### Model MAR-3005

- size: 5.9 x 4.2 x 0.6 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.

ISBN 1-56712-416-X.

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