Franklin®

BOOKMAN®

ELECTRONIC BOOK CARD

Nursing97® Drug Handbook

USER'S GUIDE

NDH-2062

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Using the *Nursing97 Drug Handbook*, you can quickly and conveniently find monographs of hundreds of drugs. You can find drugs by their therapeutic class, by their names, or by searching for words in their monographs. You can even place bookmarks to quickly find the drugs that you use most often.

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Key Guide

Color Keys

MORE **(red)** Expands a word search.

SPEC **(green)** Displays the Outline location of the current text.

SEARCH **(yellow)** Lets you type one or more search words.

LIST **(blue)** Lets you add, find, or remove a bookmark.

Function Keys

BACK Backs up (e.g., erases letters).

CAP Shifts keys to type capitals and punctuation.

CARD Exits the book you're reading.

CLEAR Displays the Drugs menu and clears your search word(s).

ENTER Selects a menu item, enters your search word(s), or starts the highlight in text.

HELP Displays help messages.

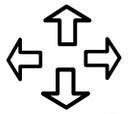
MENU Displays the Class menu.

ON/OFF Turns your BOOKMAN on or off.

SPACE Types a space or pages down.

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

Direction Keys



Moves cursor, highlight, or text.

UP DN Pages up or down.

Key Combinations*

☆+CARD Sends a word between books.

☆+ENTER At the Drugs menu, goes directly to a monograph. At the text, highlights a superscript footnote, cross-reference, or bookmark.

☆ +**DN** or **UP** Goes to the next or previous monograph in a subclass or Outline location of a word search match.

☆ +**Q-P** Type numbers.

CAP+⇩ or ⇧ In a menu, goes to the last or first item. At text, goes to the next or previous heading.

CAP+? * Types an asterisk to stand for letters in search words.

**Hold the first key while pressing the other key.*

Quick Keys*

Note: You can use the Quick Keys only when a drug monograph is on screen.

A Goes to the Action section.

C Goes to the Contraindications section.

D Goes to the Indications & Dosage section.

I Goes to the Interactions section.

N Goes to the Nursing Considerations section.

O Goes to the Onset, Peak, Duration section.

P Goes to the Patient Teaching section.

R Goes to the Adverse Reactions section.

S Goes to the How Supplied section.

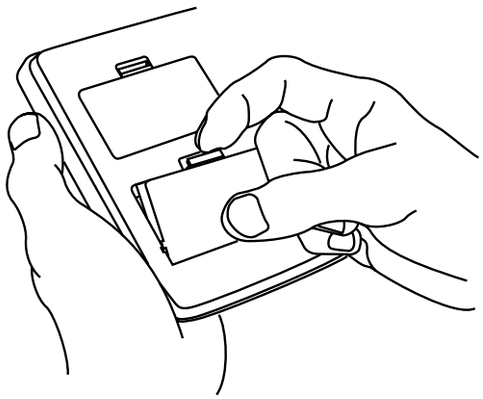
➤ About the Screen Illustrations

Some screen illustrations in this User's Guide may differ slightly from what you see on screen. This does not 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 entered in its built-in book and in any installed book cards will be erased.

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



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

➤ Removing a Book Card

Warning: When you remove a book card that does not have a built-in battery of its own, information that you entered in that book card will be erased.

Selecting a Book

If one or more book cards are installed in your BOOKMAN, you can select which book you want to use.

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

3. **Press ⇦ or ⇨ to highlight the book you want to use.**

For best results, press the BOOKMAN keys firmly and slowly.

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

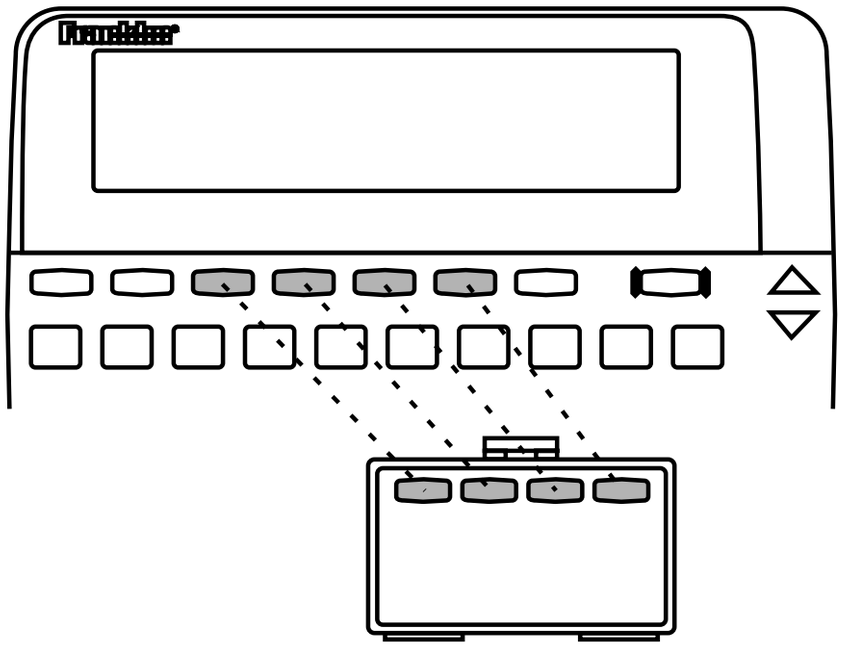
➤ Resuming Where You Left Off

When using the book described in this User's Guide, you can turn off your BOOKMAN at any time. When you turn on your BOOKMAN again, the screen that you last viewed appears.

Using the Color Keys

The red, green, yellow, and blue keys on your BOOKMAN change their functions according to which book you are using.

When you are using the built-in book, the color keys function as labelled on the BOOKMAN keyboard. When you are using a book card, the color keys function as labelled on that book card.



Remember, the color keys for book cards function as labelled on their cards, not as labelled on the BOOKMAN keyboard.

Viewing a Demonstration

Before you use this book, you may want to see a brief demonstration.

First be certain that this book card is installed in your BOOKMAN and that you have selected it. To learn how, read "Installing a Book Card" and "Selecting a Book." Then follow these steps.

1. **Press CLEAR.**
2. **Use the arrow keys to highlight *View Demo* on the Setup menu.**
3. **Press ENTER to start the demo.**
4. **To stop the demo, 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

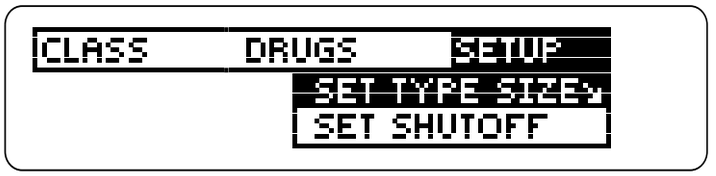
The flashing arrows at the right of the screen show which arrow keys you can press to move through menus or view more text.

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 text on 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.**



3. **Press ENTER.**
4. **Use ⇧ or ⇩ to change the setting.**

   Or press BACK to leave the setting unchanged.
5. **Press ENTER to select it.**

Finding Drugs by Name

The simplest way to find a generic or brand name drug is to type its name at the Drugs menu.

Note: Selecting any brand name will retrieve comprehensive generic drug information. Some generic drug monographs may cover more than one generic drug and multiple brand names.

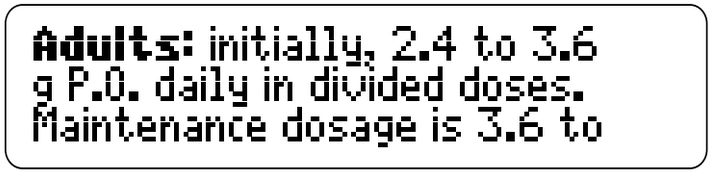
1. **Press CLEAR.**
2. **Start typing a drug name. For example, type *aspirin*.**

To type a number, hold ☆ and press a numbered key. To undo a typed letter, press BACK. You can also use ⇩ or ⇧ to scroll.

3. **When the drug that you want is highlighted, press ENTER.**

4. **Highlight a section by scrolling to it or by typing its first few letters. For example, highlight *Indications and Dosage*.**
5. **Press ENTER.**

6. **Use ⇩, DN, or SPACE to scroll down.**



To learn more, see "Reading Drug monographs."

7. **Press CLEAR when finished.**

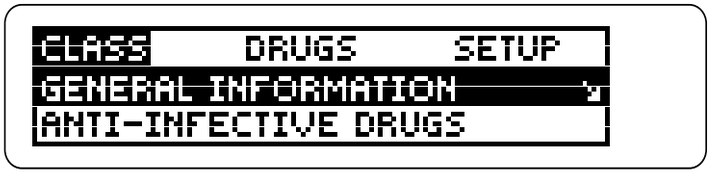
➤ Cross-references and Footnotes

Many drug monographs have cross-references and footnotes. To learn how to read them, see "Reading Cross-references and Footnotes."

Finding Drugs by Class

Using the Class menu, you can find drugs by their therapeutic classes and subclasses, such as gastrointestinal tract drugs that are laxatives.

1. Press MENU to highlight the Class menu.



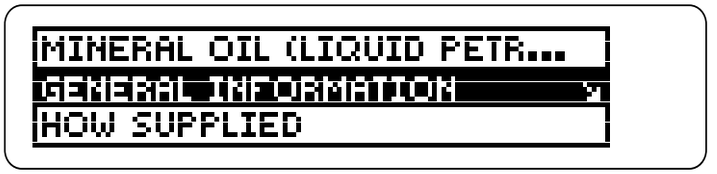
2. Highlight a class by scrolling to it or by typing its first few letters. For example, highlight *Gastrointestinal Tract Drugs*.

3. Press ENTER.

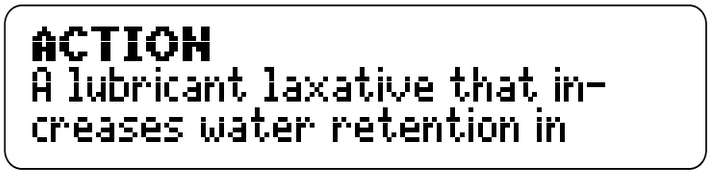
4. Highlight a subclass and then press ENTER to select it. For example, select *Laxatives*.

Remember, you can highlight a menu item by scrolling to it or by typing its first few letters.

5. Select a drug. For example, select *Mineral Oil*.



6. Highlight a section and then press ENTER to select it. For example, select *Action*.



7. Use ⇩, DN, or SPACE to scroll down.

To learn more, see "Reading Drug Monographs."

8. To back up through the levels of the Class menu, use BACK.

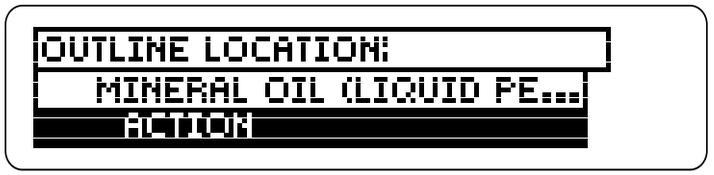
9. Press CLEAR when finished.

➤ About Combination Products

The first item listed in each subclass is *Combination Products*. If you select *Combination Products* and there a no combination products in that subclass, you should press BACK to go back to the menu to select another item.

➤ Viewing the Outline Location

Whenever you are reading a drug monograph or other part of this book, you can see the location of that text by pressing SPEC (the green key) or ?*.



The Outline location is the location of the text on the Class menu.

You can use ⇧ or ⇩ to highlight items on the Outline location. To view the full title of a highlighted item, press ?*. To go back to the text you were reading, press BACK. Or press ENTER to go to the text of a highlighted item.

➤ Using the Appendices

The appendices are listed at the bottom of the Class menu. To go to the appendices, highlight the Class menu and then hold CAP and press ⇩.

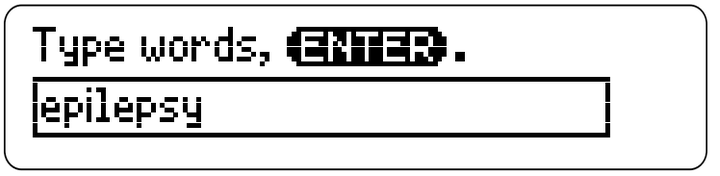
Searching for Words

Another way to find a drug, or any word or phrase occurring in this book, is to enter it at the Search screen. Please note that you cannot search for short, common words such as *the* and *is*.

1. Press SEARCH (the yellow key).

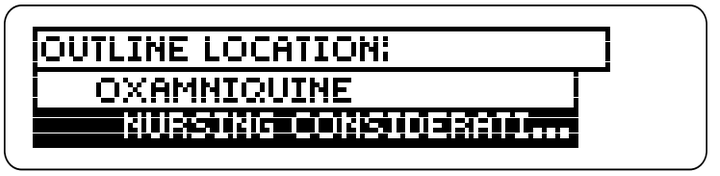
The Search screen appears.

2. Type up to six search words. For example, type *epilepsy*.



You do not need to type capital letters or punctuation marks. To erase a letter, press BACK. To move the cursor, press ⇦ or ⇨.

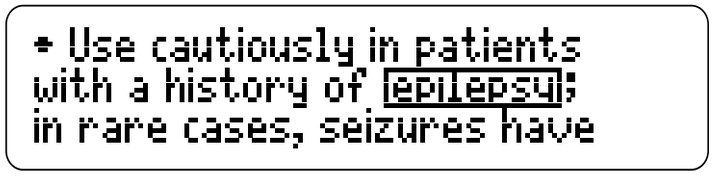
3. Press ENTER to search.



This is the Outline location of the first occurrence, or match, of your search word(s). To see the full title of a high-

lighted item, press SPEC or ?*.

4. Press ENTER to see the first match.



5. Hold ☆ and use DN or UP to see the Outline locations of the next or previous matches.

6. Press ENTER to see a match.

7. Press MENU to see the items with matches listed on the Class menu.

After a word search, only drug classes and subclasses with matches are listed on the Class menu.

8. Select a class and submenu items to view a match.

Checks mark the menu items with matches.

9. To clear your search, press SEARCH or CLEAR.

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 ENTER to search. Or select the top item to search for words starting with the letters you entered.

➤ Searching for Partial Words

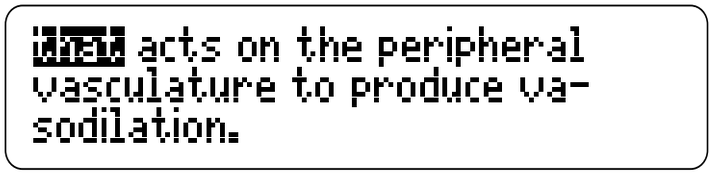
To find a part of a word, type an asterisk in place of the missing letters. For example, press SEARCH (the yellow key) and then enter *epi** at the Search screen. (To type an asterisk, hold CAP and press ?*.)

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

Highlighting Search Words

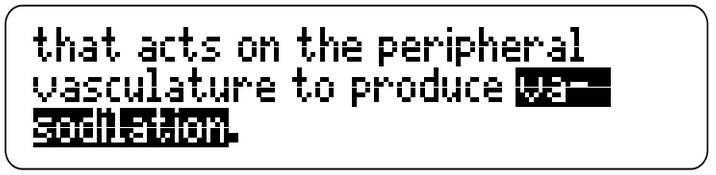
You can also search for a word by highlighting it in drug monograph or other text in this book.

1. **When a monograph or other text is on screen, press ENTER to start the highlight.**



   You can turn off the highlight by pressing BACK.

2. **Use the arrow keys to highlight another word.**



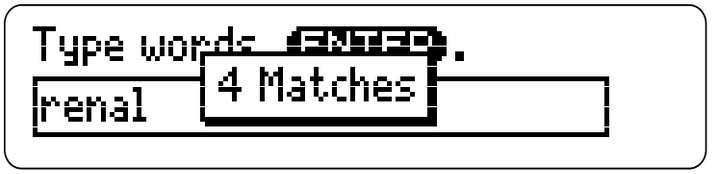
3. **Press ENTER to search for it.**
4. **Press ENTER again to see the first match.**
5. **Hold ☆ and use DN or UP to see the Outline locations of the next or previous matches.**
6. **Press MENU to view the matches listed on the Class menu.**
7. **Press CLEAR when finished.**

Expanding Your Searches

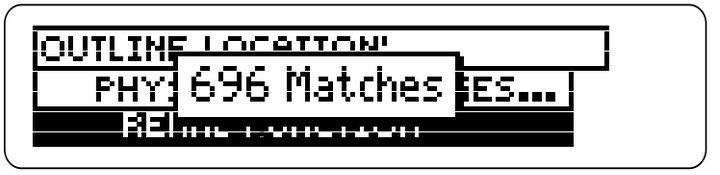
After you have entered a word search, you can expand your search to find additional matches.

Note: Some word searches can be expanded up to three times. To learn more, read "Understanding Searches and Expansions" on the next page.

1. **Press SEARCH.**
2. **Type a word and press ENTER. For example, enter *renal.***



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



4. **Hold ☆ and use DN or UP to see the Outline locations of the next or previous matches.**
5. **Press MENU to view the matches listed on the Class menu.**
6. **Press CLEAR when finished.**

➤ Understanding Searches and Expansions

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

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

A word search stops as soon as matches are found at a level described above. Pressing MORE (the red key) 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.

Reading Drug Monographs

Once you have found a drug monograph, there are many ways to read it. Try this example.

1. **Press CLEAR.**
2. **Hold ☆ and press ENTER to go to the start of the monograph for *1,25-dihydroxy-cholecalciferol*.**

```
calcitriol
(1,25-dihydroxycholec-
alciferol)
```

3. **Use the Quick keys to move to sections of the monograph:**

To go to the...	Press...
Action section	**A**
Contraindications section	**C**
Indications & Dosage section	**D**
Interactions section	**I**
Nursing Considerations	**N**
Onset, Peak, Duration	**O**
Patient Teaching	**P**
Adverse Reactions	**R**
How Supplied	**S**

4. Use these keys to read the monograph:

To...	Press...
scroll line by line	⇩ or ⇧
scroll page by page	DN or UP
page down	SPACE
go to the next or previous heading	CAP + ⇩ or ⇧

5. To go to the next or previous drug monograph in a subclass, hold ☆ and press DN or UP.

Note: Using ☆ plus DN or UP lets you go to drug monographs only within a subclass. At the first and last drug in a subclass, "No more" appears.

6. To see the Outline location of the section of the current monograph, press SPEC or ? *.

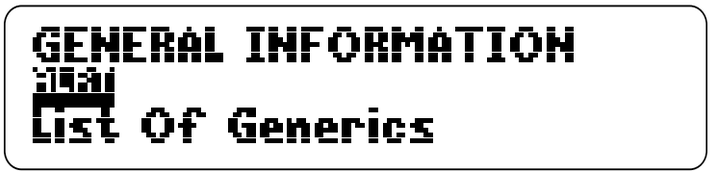
7. Press BACK to go back to the monograph.

8. Press CLEAR when finished.

Reading Cross-references and Footnotes

Throughout this book, cross-references and footnotes appear. Cross-references are indicated by XREF icons. Footnotes are indicated by superscript abbreviations such as CND (for *Canada*), AUS (for *Australia*), and ALRT (for *Alert*).

1. When you see a XREF or a superscript abbreviation on screen, hold ☆ and press ENTER to highlight it.



Note: To highlight a subsequent cross-reference icon or footnote abbreviation, use the arrow keys.

2. Press ENTER.

3. Press BACK to go back to the highlight.

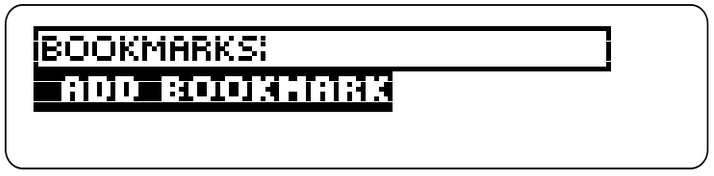
4. Press BACK again to turn off the highlight.

Using Bookmarks

Adding a Bookmark

You can add up to ten bookmarks to the text of this book to quickly find the drug monographs that you most often use.

1. **When a monograph or other part of the text is on screen, press LIST (the blue key).**



2. **Press ENTER to select *Add Bookmark*.**

   Notice that a bookmark (BKM) has been added to the text.

Finding a Bookmark

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

1. **Press LIST (blue).**
2. **Use ⇩ to highlight a bookmark.**

   Your bookmarks are listed by recency.
3. **Press ENTER to go to the bookmarked text.**

Removing a Bookmark

1. **Find a bookmark icon (BKM) in the text of this book.**

   To learn how, read "Finding a Bookmark."
2. **Press LIST (blue).**
3. **To see the full title of the bookmark to be removed, press ?*.**
4. **Press ENTER to select *Remove Bookmark*. Or press BACK to exit without removing the bookmark.**

➤ Removing All Your Bookmarks

You can remove all your bookmarks at one time by resetting your BOOKMAN. To reset your BOOKMAN, hold CLEAR and press ON/OFF.

Warning: Resetting your BOOKMAN may erase information that you have entered in the built-in book as well as in other installed book cards. Read "Resetting Your BOOKMAN" in the User's Guide that came with your BOOKMAN.

Sending Words Between Books

This book 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.**

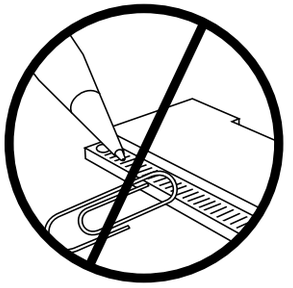
   The word that you highlighted appears in the other book.

5. **If needed, press ENTER to look up the word in the other book.**

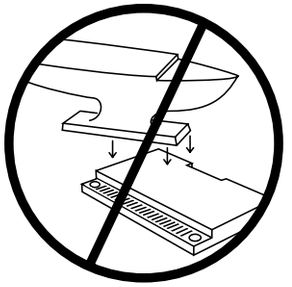
Book Card Care

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

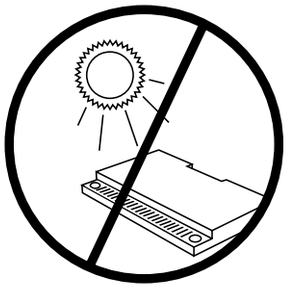
  Caution: Touching these electrical contacts with statically charged objects, including your fingers, could erase information entered in a book card or built-in book.

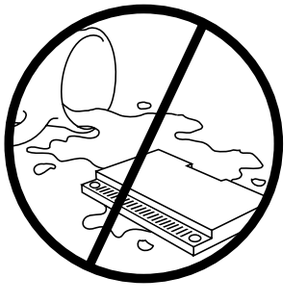


- **Do not put excessive pressure on the book cards.**



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





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Nursing97 Drug Handbook
BOOKMAN Model NDH-2062

Size: 5.9 x 4.2 x 0.6 cm

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U.S. Patents 4,490,811; 4,830,618; 5,113,340; 5,218,536; 5,229,936; 5,396,606. German Pats. M9409743.7; M9409744.5. Euro. Patent 0136 379. Patents Pending. ISBN 1-56712-341-4

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