

Franklin®

BOOKMAN®

ELECTRONIC BOOK CARD

NANDA
Nursing Diagnoses:
Definitions and Classification

USER'S GUIDE

NND-2063

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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)** Clears your menu selection(s) or search word(s) and then displays the Outline menu.
- (ENTER)** Selects a menu item, enters your search word(s), or starts the highlight in text.
- (HELP)** Displays help messages.
- (MENU)** Displays the main menus.
- (ON/OFF)** Turns 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*

- (☆) + (BACK)** Goes to the top level of the Outline from a lower level.
- (☆) + (CARD)** Sends a word between books.
- (☆) + (ENTER)** At the Outline, goes to the text. At the text, highlights a footnote, cross-reference, or bookmark.
- (☆) + (DN)** Goes to the next or previous paragraph or Outline location of a word search match.
- or **(UP)**
- (☆) + Q-P** Type numbers.
- (CAP) + ** In a menu, goes to the last or first item. At text, goes to the next or previous section.
- (CAP) + (?*)** Types an asterisk to stand for letters in search words.

* Hold the first key while pressing the other key.

Introduction

Welcome to the world of BOOKMAN! Your new BOOKMAN book card is a powerful, portable electronic reference that you can use anywhere. Simply install it into your BOOKMAN and you're ready to go.

Using *NANDA Nursing Diagnoses: Definitions and Classification*, you can find more than 120 NANDA nursing diagnoses that include a definition, defining characteristics, and related factors. Cross-references and footnotes provide additional information.

You can find this information in one of three ways: (1) using the Outline, (2) using the Index, or (3) by searching for words. Plus, you can place bookmarks in the text to quickly go to the diagnoses that you use most often.

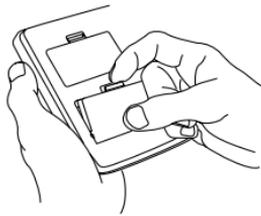
► About the Screen Illustrations

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.**



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

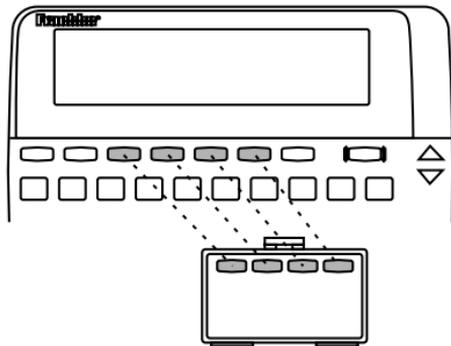
► Resuming Where You Left Off

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 the book card is installed in your BOOKMAN. Then follow these steps.

1. Press **(CLEAR)**.
2. Use the arrow keys to highlight the Setup menu.
3. Use **↓** until you highlight *View Demo*.
4. Press **(ENTER)** to start the demo.
5. 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 screen appears.

1. Press **(MENU)**.
2. Use the arrow keys to highlight *Set Type Size, Set Shutoff, or Set Contrast* on the Setup menu.
3. Press **(ENTER)**.

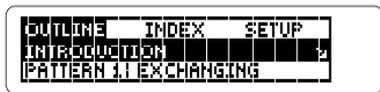


4. Use **↑** or **↓** to change the setting.
Or press **(BACK)** to leave the setting unchanged.
5. Press **(ENTER)** to select it.

Using the Outline

The Outline lists the NANDA-approved nursing diagnoses by their nine patterns, or main categories.

1. Press **(CLEAR)**.



2. Type the number of a pattern (e.g., 8 for *Knowing*).



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

3. Press **(ENTER)**.

You can also select a pattern by scrolling to it and then pressing **(ENTER)**.

To go directly to the text from any Outline item, hold **(☆)** and press **(ENTER)**.

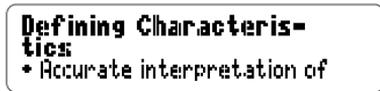
4. Type the number of a diagnosis (e.g., 83 for *Altered Thought Processes*).

Using the Outline



Do not type a period between numbers.

5. Press **(ENTER)**.
6. Use **↓** to highlight a section (e.g., *Defining Characteristics*) and then press **(ENTER)**.



7. Use **↓**, **DN**, or **(SPACE)** to scroll down.
To learn more, read "Reading Diagnoses."
8. To back up through the levels of the Outline, use **(BACK)**.
To go from any lower Outline level to the level of patterns on the Outline, hold **(☆)** and press **(BACK)**.
9. Press **(CLEAR)** to go to the top of the Outline.

Using the Outline

► Viewing the Outline Location

Whenever you are reading a nursing diagnosis or other part of this book, you can see its location in the Outline, by pressing **(SPEC)** or **(?*)**.



Use **↑** or **↓** to highlight items listed on the Outline location.

To view the full title of a highlighted item, press **(SPEC)** or **(?*)**. To go back to the text you were at, press **(BACK)**. Or press **(ENTER)** to go to the text of a highlighted item.

Note: The Outline location is not the full Outline menu.

► Using the Appendices

To use the appendices, first press **(CLEAR)** and then hold **(CAP)** and press **↓**. Then press **(ENTER)**, scroll to highlight an appendix, and press **(ENTER)** to start reading it.

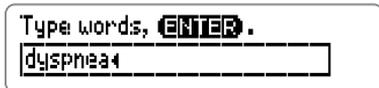
Searching for Words

It's easy to search for the occurrences, or matches, of words and phrases in this book. 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 **(SEARCH)** (the yellow key).

The Search screen appears.

2. Type your search words. For example, type *dyspnea*.



You do not need to type capitals or punctuation. To erase a letter, press **(BACK)**. To move the cursor, press **←** or **→**.

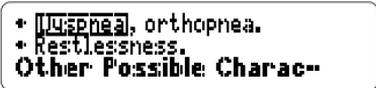
3. Press **(ENTER)** to search.



This is the Outline location of the first occurrence, or match, of your search word(s). To see the full title of a highlighted item, press **(SPEC)** or **(?*)**.

Searching for Words

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



* **Dyspnea**, orthopnea.
* Restlessness.
Other Possible Charac-

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 **Outline and Index**.



4 OUTLINE 0 INDEX SETUP
▼ PATTERN 1: EXCHANGING ▼
PATTERN 2: COMMUNICATING

After a word search, only the Outline chapters and Index entries with matches are listed on the menus.

Note: If *Remaining matches in Index* appears, you must press **(MENU)** to go to the Index.

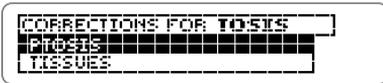
8. Select a menu item and sub-menu items to view a match.
9. To clear your search, press **(SEARCH)** to return to the Search

Searching for Words

screen or **(CLEAR)** to go to the **Outline** menu.

► If You Misspell a Search Word

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



CORRECTIONS FOR TOSIS
PTOSIS
TISSUES

Use **↓** to highlight a correction and then press **(ENTER)** to search.

► Searching for Partial Words

If you cannot remember the prefix, suffix, or other part of a word, type an asterisk in place of the missing letters. To type an asterisk, hold **(CAP)** and press **(?>)**.

For example, enter *physio** at the Search screen.



MATCHES FOR PHYSIO*
PHYSIOLOGIC
PHYSIOLOGICAL

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 a nursing diagnosis or other text.

1. When a diagnosis or other text is on screen, press **(ENTER)**.



* **Insomnia.**
* Fatigue.
* Anorexia.

Notice the highlight. You can turn off the highlight by pressing **(BACK)**.

2. Use the arrow keys to highlight another word.



* Insomnia.
* Fatigue.
* **Anorexia.**

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

Expanding Your Searches

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

1. Press **(CLEAR)**.
2. Type a word and press **(ENTER)**. For example, enter *distress*.



Type word: **(ENTER)**
distress 2 Matches

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



OUTLINE LOCATION
PATTERN 10 Matches
4.1.1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11. 12. 13. 14. 15. 16. 17. 18. 19. 20. 21. 22. 23. 24. 25. 26. 27. 28. 29. 30. 31. 32. 33. 34. 35. 36. 37. 38. 39. 40. 41. 42. 43. 44. 45. 46. 47. 48. 49. 50. 51. 52. 53. 54. 55. 56. 57. 58. 59. 60. 61. 62. 63. 64. 65. 66. 67. 68. 69. 70. 71. 72. 73. 74. 75. 76. 77. 78. 79. 80. 81. 82. 83. 84. 85. 86. 87. 88. 89. 90. 91. 92. 93. 94. 95. 96. 97. 98. 99. 100. 101. 102. 103. 104. 105. 106. 107. 108. 109. 110. 111. 112. 113. 114. 115. 116. 117. 118. 119. 120. 121. 122. 123. 124. 125. 126. 127. 128. 129. 130. 131. 132. 133. 134. 135. 136. 137. 138. 139. 140. 141. 142. 143. 144. 145. 146. 147. 148. 149. 150. 151. 152. 153. 154. 155. 156. 157. 158. 159. 160. 161. 162. 163. 164. 165. 166. 167. 168. 169. 170. 171. 172. 173. 174. 175. 176. 177. 178. 179. 180. 181. 182. 183. 184. 185. 186. 187. 188. 189. 190. 191. 192. 193. 194. 195. 196. 197. 198. 199. 200. 201. 202. 203. 204. 205. 206. 207. 208. 209. 210. 211. 212. 213. 214. 215. 216. 217. 218. 219. 220. 221. 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Expanding Your Searches

► Understanding Word 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 them.

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

Using the Index

From A to Z, the Index lists diagnoses, nursing terms, and other words that occur in this book.

1. Press (CLEAR).
2. Press ⇨ to highlight the Index.
3. Start typing an Index entry. For example, type *self esteem*.



OUTLINE INDEX SETUP
SELF ESTEEM, CHRONIC LOW
SELF ESTEEM, SITUATIONAL

To undo a letter, press (BACK).

4. When the Index entry is highlighted, press (ENTER). Or scroll to another Index entry and then press (ENTER).



7.1.2.1 Chronic Low
Self-Esteem (1988)
Definition

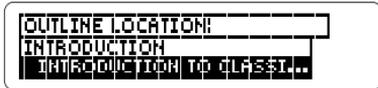
5. Use ↓ or DN to scroll down.
6. To go back to the Index, press (BACK).
7. Press (CLEAR) when finished.

Reading Diagnoses

Once you have found a diagnoses or other text in this book, there are many ways to read it. You can also find the Outline location of the text you are reading. Try this example.

1. Press **(CLEAR)**.
2. Hold **(☆)** and press **(ENTER)** to go to the start of the Introduction.
3. Use these keys to read:

To...	Press...
scroll line by line	↓ or ↑
scroll page by page	DN or UP
page down	(SPACE)
go to the next or previous paragraph	(☆) + DN/UP
go to the next or previous section	(CAP) + ↓ / ↑
4. Press **(SPEC)** or **(?>)** to see the Outline location of the text.



5. Press **(BACK)** to go back to the text.

Reading Cross-references and Footnotes

Throughout this book, cross-references (indicated by **[XREF]**'s) and footnotes (indicated by **[FOOT]**'s) appear. Cross-references take you directly to related material in the book. Footnotes provide additional information.

1. When you see a **[XREF]** or **[FOOT]** in the text, hold **(☆)** and press **(ENTER)**.

classified at level 1.4 using
new Criteria for Staging
(see reference [XREF]).

Notice the highlight.

2. Press **(ENTER)**.

**MANDA: Criteria For
Staging Nursing Diag-
noses:**

This is a sample cross-reference.

3. If needed, use ↓ to scroll down.
4. Press **(BACK)** to go back to the highlight.
5. Press **(BACK)** again to turn off the highlight.

Reading Cross-references and Footnotes

► Reading Multiple Cross-references or Footnotes

Sometimes more than one **REF** or **FOOT** appears on screen at one time.

To highlight the first cross-reference or footnote, hold (☆) and press (ENTER). To highlight subsequent cross-references or footnotes, continue holding (☆) and press (ENTER) again.

When you have highlighted the cross-reference or footnote that you want, press (ENTER) to read it. Then press (BACK) to return to the highlighted item.

Using Bookmarks

Adding a Bookmark

You can add up to ten bookmarks to the text of this book to quickly find the nursing diagnoses you most often use.

1. **When a nursing diagnosis 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 (EKMI) 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 bookmarked heading or title.**
Your bookmarks are listed by recency.
3. **Press (ENTER) to go to that bookmark.**

Removing a Bookmark

1. Find a bookmark (EKM1) 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 (SPEC) or (?').

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 learn how, read "Resetting Your BOOKMAN" on the next page.

Warning: Resetting your BOOKMAN may erase other information that you have entered in the built-in book as well as in other installed book cards.

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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NANDA Nursing Diagnoses: Definitions and Classification **BOOKMAN Model NND-2063**

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U.S. Patents 4,490,811; 4,830,618;

5,113,340; 5,218,536; 5,229,936;

5,295,070; 5,396,606.

German Pats. M9409743.7; M9409744.5.

Euro. Patent 0136 379. Patents Pending.

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