

IC-160



DIGITAL BOOK

SANFORD GUIDE



GUIDE TO
ANTIMICROBIAL
THERAPY

1995

User's Manual

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This digital book was developed for use by medical professionals. No other use of this digital book can substitute for consultation with your physician.

Contents

| | |
|---|-----------|
| Notice | 4 |
| Key Guide | 5 |
| Installing the Digital Book | 7 |
| Resuming Where You Left Off | 7 |
| Changing the Settings | 8 |
| Viewing a Demonstration | 8 |
| Follow the Arrows | 8 |
| Using the Outline | 9 |
| Using the Outline Shortcuts | 10 |
| Help is Always at Hand | 10 |
| Understanding the Outline | 11 |
| Finding Drug Equivalents | 11 |
| Using the Abbreviations Glossary | 11 |
| Using the Index | 12 |
| Viewing Complete Menu Items | 12 |
| Reading the Text | 13 |
| Where in the Book Am I? | 13 |
| Going to the Outline from the Text | 13 |
| Reading Footnotes and References | 14 |
| A Footnote and Reference Shortcut | 15 |
| Using Cross-References | 15 |
| Viewing Abbrev. Meanings in the Text | 15 |
| Searching for Words | 16 |
| If You Misspell a Word | 17 |
| Expanding Your Searches | 18 |

Contents

| | |
|--|-----------|
| Changing Your Searches | 18 |
| Searching for Parts of a Word | 18 |
| Highlighting Search Words | 19 |
| Using Notes | 20 |
| Adding a Note | 20 |
| A Quick Way to Add Notes | 20 |
| Finding a Note | 21 |
| Removing a Note | 21 |
| Viewing Notes in the Text | 22 |
| Saving Your Notes | 22 |
| Removing All Your Notes | 22 |
| Looking Up Words in Other Books | 23 |
| Using the Digital Book System® | 24 |
| Specifications | 25 |
| Limited Warranty | 26 |
| Index | 27 |

✓ About the Illustrations

Some screen illustrations in this User's Manual may vary slightly from what you see on screen. These variations don't mean that this digital book or your Digital Book System is malfunctioning.

Notice

Some of the recommendations in the *Guide* suggest use of agents for purposes or in dosages other than recommended in product labeling. Such recommendations are based upon reports in peer-reviewed publications, usually more recent, and/or common usage. They are made only with due consideration of the concerns by the Food and Drug Administration about recommendations for “off-label” indications. They are made without direct input from any of the pharmaceutical manufacturers. We have attempted to identify such as “not FDA-approved for this indication.”

In accordance with American Medical Association guidelines and Food and Drug Administration Regulations, as a user you need to know that the *Guide* is not prepared for any single pharmaceutical company or distributor. In the United States and Canada it is distributed by multiple pharmaceutical companies and others in the health care field. The *Guide* is not subject to any form of approval prior to publication. Neither Antimicrobial Therapy, Inc. nor JPS receives reimbursement related to the *Guide* other than from sales. Further, JPS is not and has not been a funded investigator for any antimicrobial agents since 1974.

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February 1995

Key Guide

Function Keys


- CARD** Exit the digital book.
- CLEAR** Clear to the default state.
- GAMES** No effect.
- LIST** From the text, display your note list.
- MENU** Display the main menus.
- MORE** Expand a word search to find more matches.
- ON/OFF** Turn the Digital Book System on or off.
- SPEC** From the text, go to the nearest Outline level.

Other Keys

- ACNT** No effect. (This key found on DBS-2D.)
- BACK** Back up to the previous screen (e.g., erase typed letters, back up through the Outline, turn off the highlight in the text, etc.).
- ENTER** Select a menu item, enter a word search, or start the highlight in the text.
- HELP** Display a contextual help message.
- SAY** No effect. (This key found on DBS-2D.)
- SHIFT** Shift the keys to type capitals, asterisks, etc.
- SPACE** At the Word Search screen, type a space. In the menus or text, page down.
- ?*** In the text, display the current Outline location. At the Word Search screen, type an asterisk as a wild card to stand for missing letters. (To type an asterisk, hold **SHIFT** and press **?***.)

Key Guide



Direction Keys



  Scroll down or up.







  Move left or right.



  Page down or up.




Gold Key Combinations*





 +  At any level of the Outline, go to the top level (i.e., table headings). At the Note Entry screen, exit without adding a note.


 +  Transfer a word to or from certain installed digital books.

 +  From any heading in the Outline, go directly to the corresponding text. In the text, highlight an icon ( , , or ) on screen.

 +  Add a note to a section of the text.

 +   In a menu, highlight the last or first item. In the text, go to the next or previous row heading.


 +   In the text, go to the next or previous row heading or subheading. After entering a word search, display the Outline location of the next or previous match. In a menu,  + DN highlights the next item starting with the letters you've typed.

*To use a key combination, hold the first key while pressing the second.  represents the gold key at the bottom left of the keyboard.

Installing the Digital Book

You must install this digital book before you can use it in your Digital Book System®.

WARNING: Never install a digital book when your Digital Book System is turned on. If you do, information entered in other currently installed digital books may be erased.

1. **Turn off the Digital Book System.**
2. **Install the digital book into a slot on the back.**
3. **Press .**
4. **If needed, adjust the screen contrast of your Digital Book System.**

If the screen is still blank, check the batteries.

5. **Press .**
6. **Press  or  to highlight the appropriate icon.**



7. **Press .**

✓ Resuming Where You Left Off

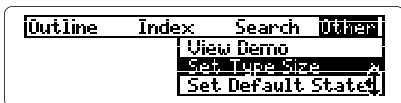
When using this digital book, you can turn off your Digital Book System at any time. When you turn it on again, the screen that you last viewed appears.

Changing the Settings

You can change the type size, the default state, and the shutoff time of this digital book.

The default state is the screen that appears whenever you press **CLEAR**. The shutoff time is how long your Digital Book System stays on if you forget to turn it off.

1. Press **CLEAR**.
2. Press **MENU**.
3. Use the arrow keys to highlight *Set Type Size*, *Set Default State*, or *Set Shutoff* on the Other menu.



4. Press **ENTER** to view its settings.
A check marks the current setting.
5. Highlight a new setting and then press **ENTER**.
Or press **BACK** to keep the current setting.

✓ Viewing a Demonstration

You can see a brief demonstration of what this digital book can do by highlighting *View Demo* on the Other menu and pressing **ENTER**. To stop the demonstration, press **CLEAR**.

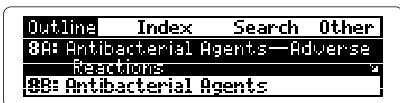
✓ Just Follow the Arrows

The flashing arrows at the bottom of the screen show which arrow keys you can press.

Using the Outline

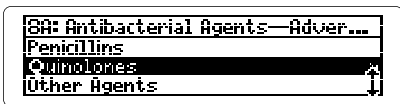
The tables of the *Guide to Antimicrobial Therapy* are listed in the Outline. Using the Outline, you can view any row of any table. Here is how.

1. Press **(MENU)**.
2. Use the arrow keys to highlight the Outline.
Or press **(CLEAR)** if *Outline menu* is the default state.
3. Press **(↓)** or the DN key to highlight a table (e.g., **8A: Antibacterial Agents—Adverse Reactions**).
Or simply type its number (e.g., 8A).

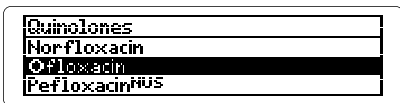


The **↓** indicates a lower level of the Outline.

4. Press **(ENTER)**.
5. Highlight a row heading (e.g., **Quinolones**).
Type its first letters or scroll to it.



6. Press **(ENTER)**.
7. Highlight a subheading (e.g., **Ofloxacin**).



Using the Outline

8. Press **ENTER**.

- **Ofloxacin**
 - Overall: Occurs, 3% frequency.
 - Hypersensitivity:
 - Rash: Occurs, 2% frequency.
 - Photosensitivity: Occurs,

9. Press **↓** or the DN key to read the text.

10. Press **SPEC** to go back to the Outline.

✓ Using the Outline Shortcuts

Use these keys and gold key combinations to quickly move through the Outline:

To...

Go to the last or first heading in an Outline level

Go back to the previous level

Go to the top level from any level

Go to the text from any heading

Go to the Outline from the text

Press...

○ + **↓** or **↑**

BACK

○ + **BACK**

○ + **ENTER**

SPEC

✓ Help is Always at Hand

You can read a help message at virtually any screen by pressing **HELP**. Press **↓** or the DN key to read it. To exit help, press **BACK**.

✓ Understanding the Outline

The tables listed on the Outline generally correspond to the tables in the printed *Guide to Anti-microbial Therapy* (1995 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 the text.

✓ Finding Drug Equivalents

Table 25 in the Outline lists generic drugs and their common trade names, and vice versa. To find an equivalent, first select Table 25A or 25B. Then type a generic or trade name and press **ENTER**. To go back to the Outline, press **BACK**.

✓ Finding Abbreviation Meanings

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

To use this glossary, highlight the Outline and then hold **○** and press **↓**. Next, press **ENTER** and type an abbreviation. Finally, press **ENTER** to view its meaning.

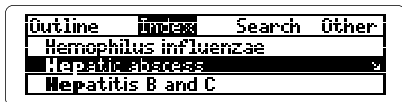
You can also view the Abbreviations Glossary by selecting *Abbreviations* from the Index.


Using the Index

An easy way to find a specific topic (e.g., an infection or drug) is to select it from the Index. Usually you need to type only the first few letters of a topic to find it. Try this example.

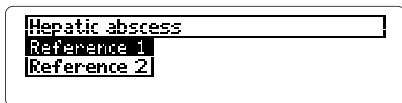
1. Highlight the Index.
2. Start typing a word or phrase (e.g., *hepatic*).


To undo a letter, press **BACK**.



The  indicates multiple references.

3. When the entry is highlighted, press **ENTER**.



4. Highlight a reference and then press **ENTER**.
5. Press  or the DN key to read.
6. Press **BACK** to go back to the Index.
7. Press **CLEAR** when you're done.

✓ Viewing Complete Menu Items

Some Index entries and other menu items are too long to fit on one line. To view a full menu item, highlight it and then press **?***.

Searching for Words

You can quickly find the occurrences, or “matches,” of nearly any word or phrase in this book. For example, you can look up an anatomic site, organism, or drug.

Your word searches can contain up to five words. You can't search for certain names and for very common words such as *the* and *and*. And you don't need to type capitals.

NOTE: After entering a word search, only those tables and Index entries with matches are listed on the Outline and Index.

1. Highlight *Word Search* on the Search menu

2. Press **ENTER**.

Or simply press **CLEAR** if *Word Search* is the default state.

3. Type one or more words (e.g., *isospora belli*).

Type words to find then press **ENTER**. Or press **HELP**.

isospora belli

Press **MENU** for other options.

4. Press **ENTER**.

Outline location:

Culture or stool microscop...

HIV-1 infected (AIDS) & >...

Acid-fast organisms: Org...

This is the Outline location of the first match.

5. Press **ENTER** to view the first match.

Searching for Words

• Acid-fast organisms:
Cryptosporidium,
Isospora belli,
Mycobacterium avium
complex, Cyclospora sp.

The matching words are boxed.

6. Press **○** plus the DN key to view the Outline locations of the next matches.

To view a previous match, hold **○** and press UP.

7. When *Remaining matches in Index* appears, press **(MENU)**.



The number of matches in each menu is indicated.

8. Select an item from the Outline or Index.
9. When done, press **(CLEAR)** to clear your search.

✓ If You Misspell a Word

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



Highlight a correction and then press **(ENTER)** to search. Or press **(BACK)** to edit your search word(s).

✓ Expanding Your Searches

You can expand a word search by pressing **(MORE)** up to five times after you have entered search word(s). Each time that you press **(MORE)**, the previous matches are discarded and new matches, if any, of synonyms and similar words are found.

For example, enter *kidney* at the Word Search screen. Then press **(MORE)** repeatedly. The search expands to find the matches *forrenal* and *nephritis*.

✓ Changing Your Searches

After entering a word search, you can change your search word(s) by pressing **(MENU)** and then selecting *Change Search Query* from the Search menu. Then type your changes.

For example, you may want to add search words to a search that finds too many matches.

✓ Searching for Parts of a Word

If you're not sure which form of a word to search for, enter a word with one or more asterisks in place of missing letters (e.g., *cyclo**). To type an asterisk, hold **(SHIFT)** and press **(?*)**.

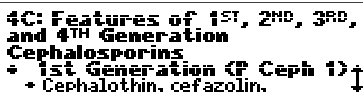


Then select a completion to search for.

Highlighting Search Words

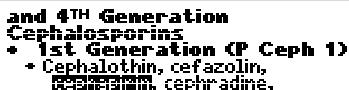
You can also search for words by highlighting them in the text. Remember, words such as *the* and *of* are too common to search for. Try this example.

1. Highlight **4C: Features of 1st, 2nd, 3rd, and 4th Generation Cephalosporins** on the Outline.
2. Hold **○** and press **ENTER** to go to the text.



**4C: Features of 1ST, 2ND, 3RD,
and 4TH Generation
Cephalosporins**
• **1ST Generation (P Ceph 1)** ↓
• Cephalothin, cefazolin,

3. Press **ENTER** to start the highlight.
You can turn off the highlight by pressing **BACK**.
4. Press the arrow keys to highlight *cephapirin*.



**and 4TH Generation
Cephalosporins**
• **1ST Generation (P Ceph 1)**
• Cephalothin, cefazolin,
cephapirin, cephradine,

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



Outline location:
Cephalosporins
1st Generation
Cephapirin

6. Hold **○** and press the DN key to view the Outline locations of the next matches.
7. Press **MENU** and select an item from the menus.
8. Press **CLEAR** when done.

Reading the Text

The tables of the printed *Guide to Antimicrobial Therapy* (1995 ed.) are presented in this digital book as indented and bulleted text. In the text, table titles are boldfaced and row headings and subheadings are bulleted and indented.

Once you've found the text using the Outline or the Index, or by searching for words, you can read it by using the Direction keys and gold key combinations described in the Key Guide.

✓ Where in the Book Am I?

When you're reading the text, you can view the Outline location of the current section by pressing (?*).



Then press (BACK) to go back to the text.

NOTE: When you press (?*) at the text, you don't go to the Outline itself but a snapshot of your current Outline location.

✓ Going to the Outline from the Text

The quickest way to use the Outline when you're reading the text is to press (SPEC).

You'll go to the corresponding heading in the nearest level of the Outline. Then you can use (SPEC) and the Direction keys to move through the Outline.

Reading Footnotes and References

Throughout the text of this digital book, you'll see these icons:

BIB

bibliographic references,

FOOT

footnotes,

XREF

cross-references.

To learn how to read them, try this example.

1. Select 4A: Comparison of Antibacterial Drug Spectra from the Outline.

To learn how, read "Using the Outline."

2. Hold **ENTER and press **ENTER** to go to the text.**

3. Hold **○ and press **ENTER** to highlight the **FOOT**.**

Or press **ENTER** and use the arrow keys.

**4A: Comparison of
Antibacterial Drug
Spectra**
• Gram-positive
• Streptococcus



4. Press **ENTER to view its footnote.**

Antimicrobials such as azithromycin have high tissue penetration and some such as clarithromycin are metabolized to more active compounds, hence in vitro activity ↓

5. Press **↓ or the DN key to read it.**

You can highlight and read references in footnotes by following Steps 3 and 5 above.

6. Press **BACK to go back to the text.**

✓ A Footnote and Reference Shortcut

Rather than pressing **ENTER** and using the arrow keys to highlight icons in the text, simply hold **○** and press **ENTER**. The icon nearest the top of the screen will be highlighted.

To highlight other icons on screen, if any, continue holding **○** and pressing **ENTER**. Then press **ENTER** to read its footnote or reference.

✓ Understanding Cross-References

When you highlight and select an **XREF** in the text, the cross-referenced text appears. To go back to the highlighted **XREF**, press **BACK**.

✓ Viewing Abbreviation Meanings

Here is a quick way to find the meaning of an abbreviation that you see when reading the text.

First, start the highlight in the text by pressing **ENTER**. Then use the arrow keys to highlight an abbreviation. Finally, press **ENTER** to view its meaning, if one is available. To go back to the text, press **BACK**.

You can also find abbreviation meanings in the Abbreviations Glossary, the last item on the Outline. To learn how, read “Using the Abbreviations Glossary.”

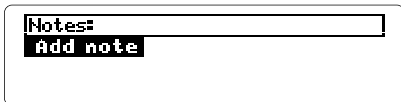
Using Notes

For personalized quick reference, you can add your own notes in the text of this digital book. Your notes act as annotated bookmarks.

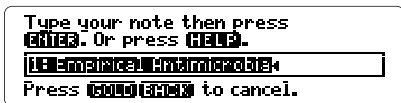
► Adding a Note

You can place only one note per section of the text. Each note can contain up to 23 characters. The number of notes you can place depends on the length of each note.

1. When the text is on screen, press **(LIST)**.



2. Press **(ENTER)** to select *Add note*.



3. Press **(ENTER)** to add the already typed note.

Or type your own note and press **(ENTER)**.

To exit without adding a note, hold **(O)** and press **(BACK)**.

✓ A Quick Way to Add a Note

You can quickly add a note to the section of the text you're reading by holding **(O)** and pressing **(N)**. Then enter your note.

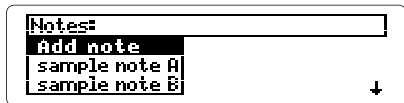
► Finding a Note

Once you've added notes, use your note list to find them. Your notes are listed alphanumerically.

1. When the text is on screen, press **LIST**.

2. Press **↓** to highlight a note.

Type its first few letters or scroll to it.



3. Press **ENTER** to go to the **NOTE** in the text.

4. Press **ENTER** twice to view the note.

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

✓ Reading Notes in the Text

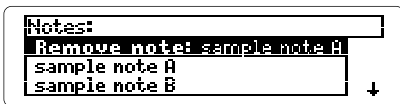
When you see a **NOTE** in the text, you can quickly read it by highlighting the **NOTE** and then pressing **ENTER**. If you like, you can hold **○** and press **ENTER** to highlight a **NOTE**.

► Removing a Note

1. Find a **NOTE** in the text.

To learn how, read “Finding a Note.”

2. Press **(LIST)**.



3. Press **(ENTER)** to select *Remove note*.

✓ Saving Your Notes

Your notes will be saved until:

- You remove this digital book and install another;
- You reset the Digital Book System;
- You remove one or more batteries; or
- The batteries lose all power.

✓ Removing All Your Notes


When this digital book is installed, you can remove all your notes at one time by resetting the Digital Book System. To learn how, read “Resetting” in “Using the Digital Book System.”



WARNING: Resetting the Digital Book System erases information that you have entered in any currently installed digital books.



Looking Up Words in Other Books

In order to look up words in another digital book, you can transfer a word between this digital book and certain other installed digital books. For example, you might notice a condition listed in the *Pocket PDR™* that you want to look up in this digital book.

To look up words from or in another installed digital book, the other book must be able to transfer words. To learn if it can, read its User's Manual.

- 1. Install both books in your Digital Book System.**
- 2. Press  and select the sending digital book.**
- 3. Highlight a word in the sending digital book.**

To learn how, read the appropriate section of its User's Manual.
- 4. Hold  and press .**
- 5. Select the receiving digital book.**

The word that you highlighted appears in the initial screen of the receiving digital book.
- 6. Press  to search for the word.**
- 7. To return to the sending digital book, press  and then select its icon.**

Using the Digital Book System®

Resetting

If the keyboard fails to respond or the screen performs erratically, press **CLEAR** and then press **ON/OFF**. If nothing happens, hold **CLEAR** while pressing **ON/OFF**. If still nothing happens, press the recessed reset button on the back of the Digital Book System using a paper clip.

WARNING: Resetting the Digital Book System will erase information, such as notes, you may have entered in the installed digital books.

Protecting and Cleaning

- Do not touch the metal contacts on the back of digital books or the rubber contacts on the Digital Book System with statically charged objects such as your fingers. **CAUTION:** touching your digital books with statically charged objects may erase information that you entered in them.
- Do not put excessive weight on digital books or the Digital Book System or expose them to extreme or prolonged heat, cold, or other adverse conditions.
- To clean digital books, apply isopropyl alcohol with a cotton swab. To clean the Digital Book System, apply a mild household cleaner with a soft cloth. **CAUTION:** Spraying liquids on digital books or the Digital Book System may damage them.
- When not using the Digital Book System, store digital books in its slots to prevent dust buildup.

Specifications

***Guide to Antimicrobial Therapy*, 1995 ed. (Model IC-160)**

- Multilevel Outline and Index
- Word search by entering or highlighting words
- Search expansion
- Abbreviations meanings
- Spelling correction with * wild card
- User-entered notes
- Footnotes, bibliographic, and cross-references
- Transfers words from other books
- Context-sensitive help messages
- Self-demonstration
- Adjustable type size, default state, & shutoff time
- Size: 2-1/4" x 1-1/4" x 1/4"

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U.S. Patents: 4,490,811; 4,830,618; 5,113,340;
5,218,536; 5,396,606; DES 348,439; DES 349,281.

European Patent: 0 136 379.

Patents Pending.

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Index

?* key

- finding spellings 12
- finding where in the book you are 9
- viewing complete menu items 10

Abbreviations, viewing 16

Adding notes 17

Arrow, slanted 7, 10

BACK key 10, 15

BIB marker 16

Chapters

- understanding 8, 9
- viewing 7

Copyrights 21

Correcting

misspellings 12

Default state

- changing 6
- defined 6

Digital Book System

- protecting and cleaning 20
- resetting 20

Digital books

- installing 5
- resuming use of 5
- sending/receiving words 19

Drug names, finding 9

Erasing letters 10

Expanding searches 12

FOOT marker 16

Help messages 6

Highlighting

- digital book symbols 5
- index entries 10
- outline items 7
- words in text 15

Index menu 10

Menus, using 8

MORE key 12

Note Entry screen 17

NOTE marker 17-18

Notes

- adding
 - using GOLD+N 17
 - using LIST 17
- removing 18
- saving 18
- viewing 18

Ordered searches 13

Outline menu

- shortcuts 8
- using 8
- viewing 7

Outline titles,

understanding 8

Patents 21

Product specifications 21

Index

Resetting 18

Resuming 5

Saving notes 18

Search width

defined 13

options 14

Searches

expanding 12

ordered 13

phrases 13

picking search words 15

too common words 11

Sections

placing notes in 17

understanding 8, 9

viewing 7

Sending/receiving

words 19

Shutoff time, changing 6

SPEC key 8, 9

Spelling correction 12

Subsections

placing notes in 17

understanding 8, 9

viewing 7

Titles

bolded 9

bulleted 9

Trademarks 21

Using the outline 7

Viewing

complete menu items 10

footnotes 16

help messages 6

Index menu 10

matches after

searches 14

next/previous matches 11

notes 18

Warranty 22

XREF marker 16

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