On-Disc User's Guide
Mosby's Medical Encyclopedia

Contents

For details on how to use Help, press F1.

Path Buttons

Use the path buttons on the Path Bar on the left of your screen to find the information you need. Each button represents a path into Mosby's collection of medical information and offers a different way to look at the program's contents.   Move your cursor over a path button to see a description of it.   Click on a button to open a path into the program's contents.

Use **Search** to conduct a search for a medical topic, concept, or question when you are unsure of where to find it.   Choose the types of information you want to search—from everything in the encyclopedia to subsets of it—and type a word or phrase in the text box.   The program searches the selected resources for the key words in your request and creates a list of related items.

Use **Encyclopedia** to search an alphabetical list by topic and title of all the text articles contained in the encyclopedia.   Type a topic or title in the text box or browse the alphabetical list.

Use **Drug Guide** to search an alphabetical list of drug names to find the trade and generic names of specific drugs and their descriptions.   Type the name of a drug in the text box or browse the alphabetical list.

Use **Handbook of Diseases** to search an alphabetical list of diseases to find descriptions of specific diseases.   Type the name of a disease in the text box or browse the alphabetical list.

Use **Multimedia** to view pictures, videos, animations, or tables, or to hear a medical term pronounced.   Browse through the alphabetical list of multimedia, ordered by type of media, or type the name of the item you want to display.

Use **Body Atlas** to explore 12 major systems of the human body and how they function.   Click on one of the body systems on the right, then click on the illustration you want from the list that appears to display an illustration of that part of the human body.   Click on a label to display a related text article or multimedia item.

Use **Resource Lists** to search an alphabetical list of topics from medical resource and reference texts.   Type a topic in the text box or browse the alphabetical list.

Use **Online** to connect directly to Health On-Call, Medical Library's Web page, which in turn connects you to some of the best health-related sites on the Web, or anywhere else you want to go.   The Online path lets you launch your commercial online service or any Internet access software you have on your system.

The Information Icons

As you explore the medical data in *Mosby's Medical Encyclopedia,* you'll encounter many kinds of information—text, videos, pictures, animations, tables, and more.   Every piece of information in the program can be found through the paths—Search and Multimedia, for example.   Or you can access the multimedia from within the text articles as you read them.   Here is a list of icons that appear in the Article Viewer that lead to different types of data:

Animation opens an animated sequence related to the text.

Handbook of Diseases opens a description from the handbook related to the text.

Online connects you to a Web site related to the text.

Picture leads to an illustration or photograph related to the text.   Use the scroll bars to read through the caption.

Pronunciation lets you hear a word in the article pronounced.

Table opens a table or graph related to the text.

Video shows a video related to the text.

Quick Help for the Tableau

The contents of *Mosby's Medical Encyclopedia* are presented in a tableau screen, which can display three kinds of information viewers.   Click on one of the green viewer titles below for more details.

- The **<u>Article Viewer</u>** displays text, along with information icons that lead to related information.
- The **<u>Media Viewer</u>** displays the multimedia contents, such as pictures, videos, and sounds; as well as auxiliary materials, such as dictionary entries.
- The **<u>Find Viewer</u>** displays the paths you can use to find information, such as Search and Encyclopedia.

Each viewer in the tableau has a menu of options that you can use to configure the viewer or perform tasks while you use the program.   To see the menu options, move your cursor over the icon in the upper left corner of the viewer's title bar, or click on it or the title bar.   The menu stays open until you choose an option or move the cursor off the menu.

In addition, some viewers have buttons that let you work with the viewer in different ways, such as the buttons for controlling videos in the Media Viewer.   To see a description of a button on the screen, move your cursor over it.

The tableau can be configured in three different ways:

- The **basic tableau** displays a small Media Viewer in the top left corner of the screen, a small Find Viewer below it, and a large Article Viewer along the right side of the screen.
- The **second configuration** displays a large Find Viewer along the left side of the screen with smaller Media and Article Viewers to the right.
- The **third configuration** displays two large viewers only, the Find Viewer on the left and the Text or Media Viewer on the right.   The viewer on the right displays the last selection you opened from the Find Viewer.

Select the **Views** option on the Menu Bar to change the tableau configuration.

<u>Click here for more details on the Tableau and Viewers.</u>

The Tableau & Viewers

The tableau screen frames the four main components of the *Mosby's Medical Encyclopedia* environment: the Path Bar that runs down the left edge of the screen, the Find Viewer, the Media Viewer, and the Article Viewer. Here you can search for information, view multimedia (including pictures, videos, and animations), and read any part of the medical encyclopedia simultaneously. For instance, you might use the Encyclopedia path to find a specific article in the encyclopedia, scan the text in the Article Viewer, and display a relevant picture in the Media Viewer.

Any time you want to see more of the information in a viewer, click on the **Go to Full Screen** icon in the upper right corner of the viewer's title bar. The viewer will expand to fill the entire screen. Some viewer items, such as the one for the Dictionary/Thesaurus, offer additional features in the full-screen viewer that are not available in the smaller tableau viewer. The viewers for the Body Atlas and Online paths only open in full-screen size. When you are displaying a full-screen viewer, press **F6** to switch among the Find, Media, and Article Viewers. To return to the small tableau viewer, click on the new icon that appears in the upper right corner of the title bar, the **Go to Small Screen** icon.

Viewer Menus

Each viewer in the tableau has a menu of options that affect that viewer. To see the menu options available for the item displayed in the viewer, move your cursor over the viewer icon in the upper left corner of the viewer's title bar, or click on it or the title bar. The menu stays open until you choose an option or move the cursor off the menu.

Some viewer items, such as the one for the Online path, do not have menus, but display a dialog box instead. Each viewer has unique menu options.

In addition, some viewers have buttons that let you work with the viewer in different ways, such as the buttons for controlling videos in the Media Viewer. To see a description of a button, move your cursor over it.

For details on the viewers, click on a title below:

The Path Buttons
The Find Viewer
The Media Viewer
The Article Viewer

The Find Viewer

The Find Viewer displays the Search, Encyclopedia, Drug Guide, Handbook of Diseases, Multimedia, and Resource Lists paths when you click on their path buttons on the Path Bar. Three items from the Menu Bar—Topic Tree, Teacher's Guide, and Bookmark List—also appear here.   These are tools you can use to explore the program contents to find the information you want.

The paths that display information in the Find Viewer help you locate all types of medical information.   The Search path lets you refine your search to specific words or phrases in a search query.   In contrast, the Encyclopedia lets you search for specific text articles, the Drug Guide for specific drugs, the Handbook of Diseases for specific diseases, and Resource Lists for specific medical reference texts.   Each of these paths is described in its own chapter in this guide.   See the Contents list to find the path chapters.

For an explanation of the menu options available in the Find Viewer, see Find Viewer Menu Options.

Find Viewer Menu Options

To see the menu options available for the item displayed in the viewer, move your cursor over the viewer icon in the upper left corner of the viewer's title bar, or click on it or the title bar. The most common menu options are listed below:

Go to Full Screen

Choose **Go to Full Screen** to enlarge the viewer to full-screen size.   This option changes to **Go to Small Screen** when the viewer is full-screen size.   (This option functions identically to the icons in the upper right corner of the viewer's title bar.)

Get Item

Choose **Get Item** to display the item highlighted in the list.

Print Search Results

Choose **Print Search Results** to print the list of references that resulted from using the Search path.

Quick Help for the Media Viewer

The Media Viewer displays pictures, videos, animations, and tables.   It also displays certain kinds of text, such as Dictionary/Thesaurus entries.

The following buttons and controls appear when videos and animations are displayed:

Position Bar and **Indicator:** Shows the playback position of the multimedia item.   Click and drag the indicator to another position on the slider to view a different part of the multimedia item.

VCR-style Controls: These buttons are similar to the ones on a VCR or cassette recorder.   From left to right, you'll see the following buttons:

Rewind to the Beginning: Goes back to the beginning of the multimedia item.

Rewind: Moves backward a short distance in the multimedia item.

Fast Forward: Jumps forward a short distance in the multimedia item.

Play: Starts playing the multimedia item.

Stop: Stops playing the multimedia item.

To enlarge the Media Viewer to full screen:
Click on the **Go to Full Screen** icon in the upper right corner of the viewer's title bar, or open the viewer menu and select **Go to Full Screen**.   The Media Viewer will enlarge to full-screen size, hiding the Article and Find Viewers.

To change the size of a picture in the Media Viewer:
In the picture viewer, the **Show Actual Size** and the **Fit in Viewer** menu options alternate between the picture's actual size and the size that best fits within the viewer.   If the picture is larger than the viewer window, the cursor changes into a handle as you move it across the picture.   Click and drag the cursor to move other parts of the picture into view.   Or click on the **Go to Full Screen** icon to display more of the image.

Although they are hidden, the other information viewers are still active.   When in full-screen view, press **F6** to move among the three viewers.   This function cycles through the information windows of the tableau: the Find Viewer, the Article Viewer, and back to the Media Viewer.

The Media Viewer

The Media Viewer displays pictures, videos, animations, and tables.   It also displays Dictionary/Thesaurus entries.

When the viewer displays a video or animation, it includes controls much like the ones on a VCR or cassette player.   When you open one of these items, the clip begins playing automatically. Use the control buttons to stop the playback and to move quickly from one part of the clip to another.   Or click and drag the indicator on the Position Bar to move to another place in the clip.

The control buttons in the Media Viewer are:

The **Position Bar and Indicator** shows the current position in the sequence.   Click and drag the indicator to move to another place in the clip.

Click on **Rewind to the Beginning** to go to the beginning of the clip.

Click on the **Rewind** button to return to a previous frame in the clip.

Click on the **Fast Forward** button to move quickly forward through a clip.

Click on the **Play** button to begin playback.

Click on the **Stop** button to stop playing the clip.

For details on the dictionary and thesaurus, see The Dictionary/Thesaurus.

For an explanation of the menu options available in the Media Viewer, see Media Viewer Menu Options.

Media Viewer Menu Options

To see the menu options available for the item displayed in the viewer, move your cursor over the viewer icon in the upper left corner of the viewer's title bar, or click on it or the title bar. Depending on the item displayed in the viewer, the following menu options may be available:

Go to Full Screen

Choose **Go to Full Screen** to enlarge the viewer to full-screen size.   This option changes to **Go to Small Screen** when the viewer is full-screen size.   (This option functions identically to the icons in the upper right corner of the viewer's title bar.)

Copy

Choose **Copy** to copy the item in the viewer to the clipboard.   You can then paste it in the Journal or another word processor.

Print

Choose **Print** to print the item in the viewer.

Bookmark

Choose **Bookmark** to create a bookmark for the current item so you can return to it easily.   To see the list of bookmarks you've created and to return to a bookmarked item, choose **Bookmark List** from the Menu Bar.   See <u>The Menu Bar</u> for more information.

Choose Playback Size

When a video or animation is displayed, the **Choose Playback Size** option lets you enlarge the playback size to full screen.   At the maximum size, the clip begins playing automatically.   Click anywhere to stop the playback.

Show Actual Size/Fit in Viewer

When a picture is displayed, these options alternate between the picture's actual size and the size that best fits within the viewer.   If the picture is larger than the viewer window, the cursor changes into a handle as you move it across the picture.   Click and drag the cursor to move other parts of the picture into view.   Or choose **Go to Full Screen** from the viewer menu to display more of the image.

Get Item/[Item Name]

Choose **Get Item** or the name of the item listed to display the related item in the Article Viewer.

Freeze Headings

Choose **Freeze Headings** when a table is displayed to lock the first row and column of the table in place.   This allows you to scroll through the rest of the information in the table while keeping the row and column headings in view.   Choose **Freeze Headings** again to unlock the headings.

Quick Help for the Article Viewer

The Article Viewer displays the text articles of the encyclopedia, medical reference texts, and descriptions of drugs and diseases.   Some of the text in the Article Viewer also contains information icons, which represent links to multimedia features in the program.

To see the definition of a word in an article:
Double-click on a word in the Article Viewer.

To see related multimedia:
Click on one of the multimedia icons that appear in the left margin of the Article Viewer.

To jump to a cross-reference:
Click on the purple text.   This text, along with the words "See" or "See also," indicates an article related to the current one.

To change the size of the text, find a specific word, and use other features of the Article Viewer:
Move your cursor over the viewer icon in the upper left corner of the Article Viewer to open the viewer menu, then select one of the following options:

- Select **Go to Full Screen/Go to Small Screen** to enlarge the viewer to full-screen size or return to the smaller tableau view.

- Select **Print Article** to print the text you have highlighted in the Article Viewer.   If no text is highlighted, this option prints the current contents of the Article Viewer.

- Highlight the text you want and select **Copy Text to Journal** to copy the selected text to the built-in Journal word processor.

- Select **Bookmark** to create a bookmark in the text.   The bookmark is created at the location of the flashing cursor in the Article Viewer.   To return to a bookmark, change its name, or delete it, select **Bookmark List** from the Menu Bar.

- Select **Choose Font Size** to choose a different size for the text displayed in the Article Viewer.

To print the text of an article:
Move your cursor over the icon in the upper left corner of the viewer to open the viewer menu.   Then select the **Print Article** option.   Or click the right mouse button anywhere in the Article Viewer and select the **Print Article** option.

To enlarge the Article Viewer to full screen:
Click on the **Go to Full Screen** icon in the upper right corner of the Article Viewer or move your cursor over the icon in the upper left corner of the Article Viewer to open the viewer menu, then select the **Go to Full Screen** option.   The Article Viewer will enlarge to full-screen size, hiding the Media and Find Viewers.

Although they are hidden, the other information viewers are still active.   When in full-screen view, press **F6** to move among the three viewers.   This function cycles through the information windows of the tableau: the Media Viewer, the Find Viewer, and back to the Article Viewer.

Shortcuts:
For quick access to frequently-used functions, the Article Viewer offers two options when you click the right mouse button.   Move the mouse to the Article Viewer and click the right mouse button to access

these options: **Copy Text to Journal** and **Print Selection.**   When the menu appears, click on an option to activate it.

To copy a specific section of text, click and drag the mouse to highlight the text you want to copy before choosing the copy option.

For more about the Article Viewer, click here.

The Article Viewer

The Article Viewer is where you'll read medical articles and descriptions, use icons to access multimedia, and follow cross-references to related articles.

Icons are small graphics within text that you click on to open related information in the other viewers.   Click on the **Picture** icon, for example, to see a picture related to the text.   Some icons lead to pictures, videos, and other multimedia, while others display text.   The kinds of icons you'll find in text are listed in The Information Icons.

In some text articles, you'll see words in purple, representing a cross-reference to another article. Click on the purple text to display the related article in the viewer.   To return to the original article, click on the **Backtrack** button at the bottom of the screen.

> _ If the cursor is over an icon, it changes into a hand.   If the cursor is over text, it changes into an I-beam.

If you come across a word you don't know, double-click on it to see its definition.   You can even double-click on a word within a definition to learn what it means.   Double-clicking on any word —*except* colored cross-reference text—in a text article or caption automatically opens the Dictionary/Thesaurus in the Media Viewer.

To move among the articles and descriptions in the encyclopedia, click on **Previous** to display the previous encyclopedia entry.   Click on **Next** to display the next entry.

For an explanation of the menu options available in the Article Viewer, see Article Viewer Menu Options.

Article Viewer Menu Options

To see the menu options available for the text displayed in the viewer, click on the viewer icon in the upper left corner of the viewer's title bar.   The following menu options are available:

Go to Full Screen

Choose **Go to Full Screen** to enlarge the viewer to full-screen size.   This option changes to **Go to Small Screen** when the viewer is full-screen size.   (This option functions identically to the icons in the upper right corner of the viewer's title bar.)

Copy Text

To copy text to the Journal or another word processor, highlight the text you want and choose **Copy Text**.   Open the Journal (by clicking on the **Journal** button at the bottom of the screen) or another word processor, put your cursor on the spot you want to paste text and choose the paste option.

Copy Text to Search

To copy text to Search, highlight the text you want and choose **Copy Text to Search**.   The Search path is opened in the Find Viewer and the highlighted text is pasted into the text box.

Copy Text to Journal

To copy text to the Journal, highlight the text you want and choose **Copy Text to Journal**.   The Journal opens and the text is pasted into it.

Print Article

Choose **Print Article** to print the highlighted text of the displayed text, or if no text is highlighted, to print the entire contents of the Article Viewer.

> _ In the Article Viewer, click the right mouse button to quickly access the **Copy Text to Journal** and **Print Article** options.

Bookmark

Choose **Bookmark** to create a bookmark at a specific point in the text so you can return to it easily.   To create a bookmark, scroll the text until the place you want to mark is at the top of the window, then choose **Bookmark**.   To see the list of bookmarks you've created and to return to a bookmarked item, choose **Bookmark List** from the Menu Bar.   See <u>The Menu Bar</u> for more information.

Find a Word

Choose **Find a Word** to quickly search for the appearance of a particular word in the current article.

Find Again

Choose **Find Again** to repeat the search for the last word you looked up, without having to open the **Find a Word** box.

Find Search Highlight

Choose **Find Search Highlight** to search for the next appearance of a phrase or highlighted text in the current article.

Choose Font Size

To change the size of the font in the Article Viewer, choose **Choose Font Size**.   Then choose the relative size you want from the submenu.

The Menu Bar

The *Mosby's Medical Encyclopedia* Menu Bar offers useful tools, such as a guided tour of the program, a Dictionary/Thesaurus, topics and subtopics of the encyclopedia contents, and bookmarks and a Research History list that let you return to any previously displayed article or multimedia item whenever you need it.   The Menu Bar is also the place to go to change program settings, as well as the size and arrangement of viewers in the tableau.

To display the Menu Bar, click on the **Menu** button at the top of the Path Bar.   Move your cursor over the open Menu Bar to see a description of each menu option.   Click on an option to choose it.

Topic Tree
Click on **Topic Tree** to see the contents of the encyclopedia arranged by topic and subtopic. Browse through the lists and click on topics and subtopics to narrow your area of interest until you find an article or reference text you want to see.   Click on the title of the article to display it.

Teacher's Guide
Click on **Teacher's Guide** to search for practical, question-and-answer information on specific medical conditions.   Enter the name of a medical condition in the text box, or browse the alphabetical list.   Double-click on a name to display information about it.   <u>Click here for more about the Teacher's Guide.</u>

Dictionary/Thesaurus
Click on **Dictionary/Thesaurus** to look up words in *Mosby's Medical Dictionary*.   Or double-click on a word in an article or picture caption to access this feature.   Use the buttons at the top of the viewer to alternate between the dictionary and thesaurus.   In the full-screen viewer, click on the alphabetical Position Bar to move directly to another section in the word list.   <u>Click here for more about the Dictionary/Thesaurus.</u>

Bookmark List
Click on **Bookmark List** to see a list of the bookmarks you've created to mark specific information.   To return to a bookmarked item, double-click on an item in the list.   From the viewer menu, you can save the current bookmark list, start a new list, or open an existing list. To delete a bookmark, click on it and choose **Remove Item from List** from the viewer menu.   To change a bookmark title, first click on it in the list.   Then click on its name in the text box, type the new name in the text box, and press **Enter.**   <u>Click here for more about Bookmarks.</u>

Research History
Click on **Research History** to see a list of the items you've opened in your recent exploration of *Mosby's Medical Encyclopedia.*   Double-click on an item in the list to see it again.   <u>Click here for more about Research History.</u>

Make Shortcut
Windows 95 users only: Click on **Make Shortcut** to create a shortcut icon for the current screen.

Whenever you want to return directly to that screen, click on the corresponding shortcut icon on the Windows desktop. Click here for more about Make Shortcut.

Guided Tour
Click on **Guided Tour** to watch and hear a description of the main features of *Mosby's Medical Encyclopedia.* Click on **Exit** or press **Esc** to exit the tour. Click here for more about the Guided Tour.

Views
Click on **Views** to choose an alternate tableau configuration. You can configure the tableau in three ways. The view you see when you first open the program is the default configuration: a small Media Viewer in the top left, a small Find Viewer below it, and a large Article Viewer on the right. The other configurations are as follows:

- The middle configuration displays a large Find Viewer on the left of the screen, with small Media and Article Viewers on the right.

- The bottom configuration displays only two large viewers: the Find Viewer on the left, and the Article or Media Viewer on the right.

Preferences
Click on **Preferences** to change the program settings, such as the text size, MIDI device driver, and online service. In the Preferences window, you can also set the program to skip the opening music while the program is loading, save your place when you exit the program, hide the **Online** path button, and other preferences. Click here for more about Preferences.

About
Click on **About** to learn about the people who created *Mosby's Medical Encyclopedia* and provided content and software tools. Copyright and trademark information also appears here. To see the program's version number and a list of the program's system requirements compared with your system, hold down **Ctrl** when you click on **About** from the Menu Bar.

The Command Buttons

The buttons along the bottom of the screen are the Command Buttons.

Journal

Click on **Journal** to open the Journal, the built-in word processor.   This button lets you quickly switch between *Mosby's Medical Encyclopedia* and the Journal to write notes, copy and paste selections, or record your research.   Click here for more about the Journal.

Backtrack

Click on **Backtrack** to return to the previously displayed item.

Help

Click on **Help** to display the Help text you are reading now.

Exit

Click on **Exit** to close *Mosby's Medical Encyclopedia*.

Quick Help for Search

The Search path offers a way of finding information by letting you enter a word, phrase, or question to help you find a specific item.

To perform a search:
Click on the "Look In" button to select the kind of information you want to search, or click on the letter buttons to select (and deselect) the information to search: **E** for Encyclopedia, **D** for Drug Guide, **H** for Handbook of Diseases, **M** for Multimedia, and **R** for Resource Lists.   Then type a word or phrase that defines your search topic or question in the Search for box.   Click on the **Search** button to start your search.   In a few moments, a list of search results is displayed.   See Advanced Search Options for more details on refining your search.

To retrieve an item from your list of search results:
Double-click on the name of the item you'd like to view or click on the item once and select **Get Item** from the viewer menu.

To print your list of search results:
Move your cursor over the viewer icon in the upper left corner of the Find Viewer and select **Print Search Results** from the viewer menu that appears.

To jump back to a previous search:
Click on the down arrow at the end of the Search for box.   In the list that appears, click on the name of the search topic you'd like to return to.

Click here to learn more about the Search path.

Search

The Search path allows you to search the entire contents of *Mosby's Medical Encyclopedia.*

Click on the **Search** path button when you have a question but are unsure where to find the answer.   Click on the **Look In** button to choose the types of information you want to search—from everything in the encyclopedia to subsets of it, such as Mosby's Medical Encyclopedia and Mosby's Handbook of Diseases, or the Drug Guide by itself.   Or, click on the letter buttons to select and deselect the resource materials.   Then type a word or phrase to describe a topic or question in the text box and click on the **Search** button.   The program searches the selected resources for the key words in your request and creates a list of related items.   The items near the top of the list are most likely to contain the information you want.   Double-click on an item to open it.

> _ Icons in the left margin of a search list indicate the media type.   For a complete list of icons, see The Information Icons.

When you open an article or reference text, it opens to the section where your search topic first appears in the text.   The words from your search request are highlighted in green throughout the displayed text.   To find the next highlighted word, scroll through the text.

When you want to return to a previous search, use the Search for drop-down menu to see a list of your last several search requests.   Click on a search request to enter it in the text box, then click on the **Search** button to begin the search process.

- If the search results list does not contain the information you want, try a new search using synonyms or other similar words to describe what you are looking for.

For more about search, see Advanced Search Options.

Advanced Search Options

If you want to narrow your search of a topic, click on the **Build Advanced Search** button in the Search viewer.   The Advanced Search options let you define your topic more concisely than in the Search viewer, resulting in fewer, but more specific text and media items that closely match your search criteria.

In the Build Advanced Search Query window, type a word you want to search for in the Search For text box.   Then click on the **Add to End** button or **Insert** button.   The word appears in the window below and in the Search Query box.   Type your next word in the text box, then use the drop-down menu to choose one of the following operators:

> **AND** means you want to search only for an item that contains both the first word *and* second word.   For example, if you want to study vision tests, your search query would read: vision AND tests.

> **OR** means you want to search for an item that contains either the first word *or* the second word.   For example, if you want to find information on vision or blindness, your search query would read: vision OR blindness.

> **NOT** means you want to exclude a related topic from your search.   For example, if you want to find information on allergies but have already researched hay fever, your search query would read: allergies NOT hay fever.

> **ADJ** means you only want to search for an item that contains the first and second word *adjacent* to each other.   For example, if you want to find information on color blindness, your search query would read: color ADJ blindness.

> **NEAR4**, **NEAR9**, **NEAR16** means you want to find the first and second words within 4, 9, or 16 words of each other.   For example, if you want to study the functioning of the heart valves, your search query might read: heart NEAR16 valves.

Choose the operator you want and click on the **Add to End** button.   As you add words and operators, your search query is built in the windows below.   Use the **Replace** and **Delete** buttons as needed to make changes to your search query.   Refer to the Search Help box for specific help on any option.

To narrow your search even more, choose a modifier from the Type of Search drop-down menu. Then choose the type of information you want to search from those listed at the bottom of the screen—from everything in the program to subsets of it, such as Mosby's Medical Encyclopedia and Mosby's Handbook of Diseases, or the Drug Guide by itself.   You can also limit the number of items to find—the hits—by dragging the indicator in the hits box.

When you're ready to start the search, click on the **Search** button.   You are returned to the Search viewer where the results of the search are displayed.

For detailed instructions on building an advanced search, see <u>Advanced Search Details.</u>

Advanced Search Details

To build an advanced search:

1. Click on the **Build Advanced Search** button in the Search viewer.

2. In the Search For box, type your first search element.   <u>Click here for more about search text.</u>

3. Click on the down arrow in the Type of Search box and select one of the options.   <u>Click here for more about "Type of Search" options.</u>

4. Click on the **Add to End** button.   The first element in your Advanced Search now appears in the Advanced Query box.

5. Now click on the down arrow in the Operator box and select the operator that links your first element to your second.   <u>Click here for more about operators.</u>

6. Enter your second element in the Search For box and choose a type of search for it.

7. Click on the **Add to End** button.   The second element in your search is now added to the Advanced Query box.

8. Repeat steps 5 through 7 until you have entered all your search elements.   The text in the Resulting Search Query in CPL box are the actual instructions to be sent to the program's search function.

9. Click and drag the **Hits** indicator to specify how many items you want the program to find.

10. Click the check boxes in the lower left of the window to select the type of information you want to include in the search.

11. Click on the **Search** button.   You are returned to the Search viewer where the results of the search are displayed.

To insert a new element between two existing elements:
First define the new element thoroughly.   Then click on the element that should come *after* the new element in the Advanced Query box and click on **Insert.**

To replace an existing element with a new one:
First define the new element thoroughly.   Then click on the element you want to replace in the Advanced Query box and click on **Replace.**

To delete an element:
Click on the element you want to delete in the Advanced Query box and click on **Delete.**

To clear the Advanced Query box and start over:
Click on the **Clear All** button.

‗ Refer to the Search Help box on screen for instant help while you build your query.   Click on an area or drop-down menu in the Advanced Search window to see a short explanation of its function in the Search Help box.

Advanced Search Text

The text you enter in the Search For box is usually one or more words.   In some instances, however, you may want the program to look for words that can be spelled in different ways or words that you cannot otherwise define precisely.   In such instances, you can use one of the following "wild card" characters in your search text:

- Use **?** in the place of a single undefined character.   For instance, if you enter "E?G" the program will find "ECG," "EEG,"and "EKG."

- Use ***** to indicate multiple undefined characters.   For instance, if you enter "dys*ia" the program will find "dyslexia," "dyspraxia," and "dysmorphophobia."

- Use **$** to indicate one or more undefined character.   For instance, if you enter "optic$" the program will find "optics" and "optician."

- Use **~** to perform a "fuzzy" search.   When you insert this character in your search text, the program finds words with spellings similar to your search word.   For instance, if you enter "ortho~ics," the program will find "orthodontics" and "orthopedics."   The "fuzziness" takes effect from the point in the word where the ~ is inserted, and continues through the end of the word.   For instance, "hemo~" will find "hemoglobin" and "hemorrhage," but not "homeopathy."

Type of Search Options

The program's search feature automatically includes words that are related to your search text, unless you specifically tell it not to.   Each time you enter a new search element, select a Type of Search to tell the program how you want it to treat your search word.

- In a **Normal** search, the program looks for your search word in whatever form it might appear. For instance, if you perform a **Normal** search using the word "flex," the program will include related words such as "flexed" and "flexing" in your search results.

- In an **Exact Match** search, the program looks only for the specific word in your search request.

Search Operators

Operators define the relationship between two elements in your search.   Your first element does not need an operator.   But each new element you add after it should include an operator.

- Use **AND** when you want to search for items that contain both the first element *and* second element.   For example, if you want to find information on vision tests, your search query would read: vision AND tests.

- Use **OR** when you want to find items that contain either the first word *or* the second word.   For example, if you want to find information on vision or blindness, your search query would read: vision OR blindness.

- Use **NOT** when you want to exclude a related topic from your search.   For example, if you want to find information on allergies but have already researched hay fever, your search query would read: allergies NOT hay fever.

- Use **ADJ** when you only want to find items that contain the first and second word *adjacent* to each other.   For example, if you want to find information on color blindness, your search query would read: color ADJ blindness.

- Use **NEAR4**, **NEAR9**, or **NEAR16** when you want to find the first and second words within 4, 9, or 16 words of each other.   For example, if you want to study the functioning of the heart valves, your search query might read: heart NEAR16 valves.

_ If your search query contains two words with no operator between them, the program searches for one word OR the other.   The search results list includes items in which either one or both of your search words appear.

 If you want the search results to include only articles that contain both search words, use AND, ADJ, or one of the NEAR operators, or select the Exact search type.

Encyclopedia

The Encyclopedia is an index of all the text articles and descriptions contained in *Mosby's Medical Encyclopedia*.   Use the Encyclopedia to look up specific topics or titles of articles and display the text in the Article Viewer.

To access the Encyclopedia, click on the **Encyclopedia** path button.   Enter a word or title in the text box to scroll the alphabetical list to search for a specific item.   If no word begins with the characters you typed, the next item in alphabetical order is highlighted in the list.   Double-click on an item, or click on an item to select it and choose **Get Item** from the viewer menu, to display the text for that item.

The topic you want to find might be listed differently in the encyclopedia than you expect.   If you are unable to find the information you want, use the **Search** path to conduct a search.

- Icons in the left margin of an alphabetical list indicate the media type.   For a complete list of icons, see The Information Icons.

Drug Guide

The Drug Guide is an index of all the drugs listed in *Mosby's Drug Guide*.   Use the Drug Guide to look up the trade and generic names of specific drugs and display their descriptions in the Article Viewer.

To find a drug, click on the **Drug Guide** path button.   Enter the first few letters of a drug name in the text box to scroll the alphabetical list and highlight the range of names that includes this drug. Double-click on a range of names, or click on a range to select it and choose **Get Item** from the viewer menu, to see an alphabetical list of trade and generic drug names in that range.   Click on drugs in purple text to display their descriptions.

The drug you want to find might be listed differently in the Drug Guide contents than you expect.   If you are unable to find the information you want, use the **Search** path to conduct a search.

- Icons in the left margin of an alphabetical list indicate the media type.   For a complete list of icons, see The Information Icons.

Handbook of Diseases

The Handbook of Diseases is an index of all 208 diseases listed in *Mosby's Handbook of Diseases*.   Use the Handbook of Diseases to look up specific diseases and display their descriptions in the Article Viewer.

To access the handbook, click on the **Handbook of Diseases** path button.   Enter a word or disease name in the text box to scroll the alphabetical list to search for a specific item.   If no word begins with the characters you typed, the next item in alphabetical order is highlighted in the list.   Double-click on an item, or click on an item to select it and choose **Get Item** from the viewer menu, to display the description for that disease.

The disease you want to find might be listed differently in the Handbook of Diseases contents than you expect.   If you are unable to find the information you want, use the **Search** path to conduct a search.

- Icons in the left margin of an alphabetical list indicate the media type.   For a complete list of icons, see The Information Icons.

Multimedia

This path allows you to browse the multimedia contents of the encyclopedia alphabetically, or to search for specific pictures, videos, tables, and other types of media.

To access the multimedia, click on the **Multimedia** path button.   Use the drop-down menu   to the right of the Look In box to choose the type of media you want to display in the list—from all of the multimedia in the encyclopedia to subsets of it, such as pictures, videos and animations, just tables, or any combination of them.   Use the scroll bar to browse through the alphabetical list, or enter a word or phrase in the Starts with box to scroll the list to search for a specific item.   If no item begins with the characters you typed, the next item in alphabetical order is highlighted in the list.   Double-click on an item, or click on an item to select it and choose **Get Item** from the viewer menu, to display it in the Media Viewer.

The item you want to research might be listed differently in the encyclopedia contents than you expect.   If you are unable to find the information you want, use the **Search** path to conduct a search.

- Icons in the left margin of an alphabetical list indicate the media type.   For a complete list of icons, see The Information Icons.

Body Atlas

The Body Atlas path lets you explore 12 major systems of the human body and how they function.   These interactive illustrations, taken from *Mosby's Medical Encyclopedia,* show such body systems as the circulatory, digestive, endocrine, lymphatic, and muscular systems, as well as the skin and special senses.   Many labels on the illustrations are linked to entries in the encyclopedia, which may contain links to multimedia items and related text articles.

When you click on the **Body Atlas** path button, the body atlas appears in a full-screen viewer on top of the tableau with a list of body systems on the right.   Click on the button next to the system in the list you want to study to display a list of illustrations.   Then click on the button next to an illustration to display it, or choose another body system from the list on the left.

To get information about a specific part of an illustration, move your cursor over its label to highlight it, then click the mouse button.   The entry in the encyclopedia for that part of the body appears in a window on top of the illustration.   The encyclopedia entry may contain icons that link to related text, a picture, video, or other type of media.   When you click on an icon in the entry, that media item appears in a window on top of the illustration.   Use the scroll arrows for text or the control buttons for videos and animation as you would in the tableau.   Click anywhere outside the window to close it.

Click on **Back** to return to the previously displayed body atlas screen.   Click on **Quit** to return to the tableau screen.

Resource Lists

The Resource Lists path is an alphabetical list of topics from medical resource and reference texts.   Use these lists to display specific text extracts and their sources in the Article Viewer.

To access the resource lists, click on the **Resource Lists** path button.   Enter a word or topic in the text box to scroll the alphabetical list to search for a specific item.   If no word begins with the characters you typed, the next item in alphabetical order is highlighted in the list.   Double-click on an item, or click on an item to select it and choose **Get Item** from the viewer menu, to display the text for that item.   The topic you chose appears in a full-screen viewer on top of the tableau.   The top portion of the viewer contains the text, and the bottom portion contains any notes and the source.   Use the scroll bars in both parts of the viewer to see all the text.

The resource text you want to find might be listed differently in the resource lists than you expect.   If you are unable to find the information you want, use the **Search** path to conduct a search.

Online

The Online feature offers direct access to your online service from *Mosby's Medical Encyclopedia.*   Expand your research into the online world and find in-depth information, updated articles, news items related to health, discussion groups, fellow users, and more! Regardless of which online service you use, you will be linked directly to Health On-Call, Medical Library's Web page, which offers links to some of the best health-related sites on the Web.   From Health On-Call or any of its linked sites, use your online service as you normally would to visit any site on the Web.

The first time you access the Online feature, you must tell the program where to find the software for your online service.

Because some online services (for example, America Online) do not open directly to a Web browser program, the Web links in Mosby's Medical Encyclopedia may not directly connect you with your online service.   If this happens, follow these steps to complete the process:

1.   Close any window that appears onscreen other than the program window and your online service's log-on window.

2.   At your online service's log-on window, enter your name and password as you normally would.

3.   Once you are logged on to your online service, launch its Web browser.

4.   Enter the address of the Web page to which you want to go.   For example, to go to the Mosby's Health On-Call page, type the following address in the Web browser's Address window: http://www.comptons.com/healthon-call.

To go to a Web link in a Mosby's article, enter the Web address that is listed in the article.   For example, in the Mosby's "Cancer" article, Online links appear at the top of the page.   The first link in the "Cancer" article reads: http://www.cancer.org.   Enter this address in your Web browser to take you to the Web page listed in the article.

For help with opening your online service's Web browser or entering Web addresses in the browser, contact your online service.

For details on using the Online feature, click below:

Configuring the Program for Online Service
Launching Your Online Service

Configuring the Program for Online Service

To use the Online feature, you must first configure *Mosby's Medical Encyclopedia* to use your online service.   To configure the program for online service or to change the current online setting, follow the steps below:

To configure *Mosby's Medical Encyclopedia* to use your existing online service:
1. Click on the **Online** path button.

2. Click on **Change Settings** at the Online welcome screen.

3. From the Online Change Settings window, choose an online application from those listed. If the service you want does not appear in the list, choose **Other**.

4. Make sure the path displayed in the Path text box points to the appropriate *.exe* file for your online software.   If necessary, use the **Browse** button or type the correct path in the Path text box.   If you chose **Other** from the list, enter the name of your online service in the Title Text text box.

5. When the settings are correct, click on **OK**.

For information about how to use your online service, see the documentation furnished by your online service provider.

Launching Your Online Service

Once you've configured *Mosby's Medical Encyclopedia* to use your online service, you can launch the service to get online.   When you do, you will be linked directly to Health On-Call, Medical Library's Web page, which in turn connects you to some of the best health-related sites on the Web, or anywhere else you want to go.

To launch your existing online service:
1. Click on the **Online** path button.

2. Click on **Launch Service** at the Online welcome screen.

Troubleshooting

This product has been extensively tested, and we expect that most customers will enjoy using it without ever needing this section.   In the event that you do have a problem, we are here to help.

Click on one of the topics below for details:

Self-Help Tools

Frequently Asked Questions Regarding Windows 3.1

Contacting Technical Support

Self-Help Tools

We have found that many of our customers prefer to use self-help tools, so we have provided instructions to help you access as many of these as possible.

- If you're not sure what components are installed on your computer or what the program's system requirements are, we've added a utility that will report them to you.   From within the program, click on **Menu** in the Path Bar and press the Control key while choosing **About**.

  If the program is not loaded, simply run the *cnmsysi.exe* file on the program CD.

  - ª *Windows 95 users:* Run the *cnmsysi.exe* file in the *\win32* directory.

  - ª *Windows 3.1 users:* Run the *cnmsysi.exe* file in the *\win* directory.

- For a more in-depth view of your system, try one of these methods:

  - ª *Windows 95 users:* Using the right mouse button, click on the **My Computer** icon in the top left corner of the desktop.   Then select **Properties** from the pop-up menu that appears.

  - ª *Windows 3.1 users:* Use the Microsoft Diagnostic utility that comes with MS-DOS and Windows.   Simply go to the DOS prompt, type **MSD**, and press **Enter.**

    In addition, if you have questions about how Windows 3.1 and DOS are configured or if you need to make changes to your Windows 3.1 setup, try the *SysEdit* command.   Open the File menu in the Program Manager, and select **Run**.   Then type **sysedit** and press **Enter.**   Refer to the documentation that came with your computer for information on editing system files.

- MS-DOS offers extensive help information.   Type **help** at the DOS prompt.

- If you encounter problems while installing *Mosby's Medical Encyclopedia*, check the installation log file.   This text file tells you what files have been installed, where they were installed, and any errors that occurred in the process.   It can be very useful in determining where a problem may exist.   Use a text editor or word processor to open the file called *setupmme.log*. You'll find it in the destination directory you specified during installation.

- This CD contains files that can be run "as is"—there is no file compression.   If you need to manually install the program, simply copy the files from the *\win32* directory (Windows 95 users) or the *\win* directory (Windows 3.1 users) on the CD to a *MME* directory on your hard drive, and create an icon to launch it.

- We're connected.   Our e-mail address for technical support is *support@learningco.com.*

- Our Tech Support phone system has extensive "Question and Answer" sections available to assist you 24 hours a day.   Any of these documents can be sent to the fax machine of your choice by selecting the Fax-on-Demand option.   See <u>Contacting Technical Support.</u>

Frequently Asked Questions Regarding Windows 3.1

The following questions are frequently asked by *Mosby's Medical Encyclopedia* users with Windows 3.1 systems.   For issues regarding Windows 95, refer to the *readme.txt* file on the program CD.

Can I install *Video for Windows* without using the *Medical Library's* installation program?

Yes.   The Microsoft *Video for Windows* utility can be run directly from this CD.   Simply go to the *\VFW11E* directory on the CD and run *setup.exe.*

> **!** The *Video for Windows* supplied on the program CD is for Windows 3.1 only. Do **not** install it on a Windows 95 system; Windows 95 already includes the necessary *Video for Windows* software.

What do I do about an error message that says: *CDR-1O1* or *Not Ready Reading (CD drive)*?

Error messages related to the computer's ability to read the CD are often easy to resolve.   The following steps should fix most read-errors:

1. Make sure that the CD-ROM disc is clean and free of scratches.   CDs can be washed in warm water and dishwashing liquid and dried with a soft, lint-free cloth.   Scratched CDs should be replaced.

2. Do not cache the CD-ROM drive.   If your computer is using DOS version 6.20 or later and the SMARTDRV caching driver, add a **/U** argument to the line that loads SMARTDRV in your *autoexec.bat* file.   The line may appear as *C:\DOS\SMARTDRV.EXE /X /U* or something similar.   For more information on SMARTDRV, type **help smartdrv** at the DOS prompt.

3. Assign 20 buffers to reading the CD.   This is done by setting the */M:* argument on the MSCDEX line in your *autoexec.bat* file to **20.** The line may appear as *C:\DOS\ MSCDEX.EXE /D:MSCD001 /M:20* or something similar.   For more information on Microsoft CD Extensions (MSCDEX), type **help mscdex** at the DOS prompt.

4. Update the CD-ROM driver.   Contact the manufacturer of your CD-ROM drive to obtain the most recent version of your CD-ROM driver, a small file that lets your computer communicate with the CD-ROM drive.

What do I do about an error message that says: *GPF in Module ???.DRV* ?

These error messages are often related to the video driver being used by Windows.   Many can be resolved simply by changing the video resolution to **640x480 with 256 colors.**   Also make sure your system is up to date with the latest drivers available for your video card.   These can usually be obtained from your video card manufacturer.

An alternative is to switch to using Microsoft's Super VGA video drivers. These can be obtained

from Microsoft if they are not already installed on your computer.   Refer to the Windows manual for information on changing video drivers.

Contacting Technical Support

Please take a moment and look over some of the questions you will be asked when you contact Technical Support.   We need this information to provide an effective solution to your question.

- Have you tried turning your computer off and back on again?   This often clears minor errors.

- Which product do you have?   The product title and version number are printed on the CD.

- Are you at the computer?   This is very important to help us effectively troubleshoot an error message or conflict on a computer system.

- What kind of computer system do you have?   It might be an IBM, Compaq, or other manufacturer's product.

- Which operating system are you using—Windows 95 or Windows 3.1?

- Did you buy the product separately or did it come with a computer or other hardware? Occasionally issues arise with various software and hardware combinations.   Knowing which components are installed in your system will help us find the best solution for you more quickly.

- What is the program doing or not doing?   If there is an error message, please write it down so you can tell us exactly what it says.

- What was the program doing just before this problem occurred? This will assist us in duplicating the issue.

When contacting technical support by any method, please provide as much information as you can about your computer system and the problem you are experiencing, and include a phone number where we can reach you if we need more information.

You can e-mail us via the Internet at *support@learningco.com*.

To reach us by mail, send correspondence to:

> The Learning Company Technical Support
> 9715 Parkside Drive
> Knoxville, TN   37922 USA
> Attn: Mosby's Medical Encyclopedia

To contact us by fax, dial (423) 670-2021.

For automated technical support, call (423) 670-2022, 24 hours a day. For fax-on-demand solutions to common problems, call (423) 670-2024, 24 hours a day.

To speak to a technical support agent, please see the *readme.txt* file on the program CD for the proper phone number to call. The *readme.txt* file is in the root or "\" directory on the CD.

Customer Service

We are proud of the special relationship we have with many satisfied parents and teachers who use our software.   If you have a problem, a question, or a suggestion, please call our Customer Service Department at **1-800-227-5609**.

Damaged Disc Replacement Policy

Compton's NewMedia will replace discs that the user damages for a duplicating and handling fee.   Return your damaged disc and a check for $10 to:

Compton's NewMedia Inc., a subsidiary of The Learning Company, Inc.
Attention: Disc Return Dept.
One Athenaeum Street
Cambridge, MA 02142

Help

On-disc Help provides a detailed guide for exploring *Mosby's Medical Encyclopedia.* Use this guide to learn how to use the powerful features of *Mosby's Medical Encyclopedia.* To access the on-disc Help, click on the **Help** Command Button at the bottom of the tableau screen.

To learn more about how to use the Windows help feature, select **Help** in the Help window.

Topic Tree

Topic Tree represents the contents of *Mosby's Medical Encyclopedia* as a set of topics and subtopics. Browse through the topic lists to discover areas of interest.   Start with a broad subject and narrow your view to a specific aspect by exploring related subtopics.

Each topic on the main Topic Tree list has a right-pointing arrow beside it, indicating related subtopics and articles.   Click on an arrow to open the topic and see a list of subtopics and text items.   Subtopics are indicated by right-pointing arrows, which can also be opened to show more subtopics or items.   Text items are marked with text icons.   To open a text item, double-click on it.   Click on a down-pointing arrow to close a subtopic list.

_ When a subtopic contains only a list of text items, you have exhausted the list of subtopics in a subject area.

Teacher's Guide

Use **Teacher's Guide** when you want practical information on specific medical conditions, including answers to questions typically asked of health care professionals.

To search for information on a specific medical condition:
Enter the name of the condition in the text box to scroll the alphabetical list to search for it.   If no word begins with the characters you typed, the next item in alphabetical order is highlighted in the list. Double-click on an item, or click on an item to select it and choose **Get Item** from the viewer menu, to display the information for that condition.

The medical condition you want to find might be listed differently in the Teacher's Guide contents than you expect.   If you are unable to find the information you want, use the **Search** path to conduct a search.

- Icons in the left margin of an alphabetical list indicate the media type.   For a complete list of icons, see The Information Icons.

Research History

Use **Research History** when you want to return to a text article or multimedia item that you opened earlier in your exploration of *Mosby's Medical Encyclopedia.*

To return to a text item or multimedia item:
Click on the **Research History** option on the Menu Bar.   A list of text and multimedia items you have used will appear.   To see an item, double-click on it.

Make Shortcut

This feature, which is available only in Windows 95, creates a shortcut to the current tableau layout. Using a shortcut, you can return to a specific place in the program simply by double-clicking on an icon on your Windows desktop.

For instance, if you were studying a reading plan, you might have the Watson-Crick model of DNA displayed in the Media Viewer, the text of the genetic engineering article open in the Article Viewer, and the search results of the word *DNA* in the Find Viewer.   Knowing that you want to return to these items during another session, open the Menu Bar and select **Make Shortcut,** then type a name for the shortcut and click on **Save.**   The next time you want to work on your reading plan, simply double-click on the shortcut icon on your desktop instead of using the *Mosby's Medical Encyclopedia* icon on the Windows Start menu.   You will be taken directly to the tableau as it appeared when you created the shortcut.

Bookmark List

Bookmark List displays all the bookmarks you have created while using the program.   Sets of bookmarks appear as lists, which you can name and save separately.

To create a bookmark for a text item or multimedia item:
Select **Bookmark** from the viewer menu.

To return to a bookmark:
Select **Bookmark List** from the Menu Bar and double-click on the bookmark that represents the item you want.

To create a new bookmark list:
Select **Bookmark List** from the Menu Bar and select **Start New List** from the viewer menu.

To open an existing bookmark list:
Select **Bookmark List** from the Menu Bar and select **Open Saved List** from the viewer menu.   In the list of names that appears, double-click on a name, or click once on a name to select it, then click on the **OK** button.

To save a bookmark list:
Select **Bookmark List** from the Menu Bar and select **Save Current List** from the viewer menu.   In the box labeled "File Name:", type a path and name for your list.   (In Windows 3.1, bookmark file names cannot be more than eight characters long.)   Now click on the **OK** button.

To delete a bookmark from a bookmark list:
Select **Bookmark List** from the Menu Bar and click on the item you wish to remove.   Then select **Remove Item From List** from the viewer menu.

Dictionary/Thesaurus

The entries in the Dictionary/Thesaurus are those contained in *Mosby's Medical Dictionary*.   Once you've opened the Dictionary/Thesaurus feature, use the buttons at the top of the viewer to select either the dictionary or thesaurus.

To see the definition of a word while viewing text:
Double-click on the word in the text article.   The word's definition appears in the Dictionary Viewer, in place of the current Media Viewer.

To look up a word in the Dictionary/Thesaurus Viewer:
When the dictionary or thesaurus is already open, type the word you'd like to find in the box labeled Current Word.   The word—or the word closest to it—appears in the viewer.

To browse through the dictionary or thesaurus (full screen only):
Click and drag the slider bar in the lower right of the screen to see words starting with a particular letter, then double-click on a word in the list on the left side of the screen to see its definition or the thesaurus entry.

Journal

Use the Journal to type quick notes or to paste text you've copied from the program contents. To open the Journal, click the **Journal** command button at the bottom of the tableau screen. Use the Journal menu options to format the journal text and save your journal files.

Journal Menu Options

Full Screen/Small Screen
Select **Full Screen/Small Screen** to enlarge the Journal to full-screen size or return to the smaller tableau view.

New
Select **New** to start a new Journal file.

Open
Select **Open** to open an existing Journal file.

Save
Select **Save** to save the current Journal file.

Save As
Select **Save As** to save the current Journal file to a new location or under a different file name.

Undo
Select **Undo** to undo the last change you made in the Journal file.

Cut
Select **Cut** to remove highlighted text from the Journal file.

Copy
Select **Copy** to copy text you've highlighted in the Journal file.

Paste
Select **Paste** to insert text you've copied into the Journal file.

Bold
Select **Bold** to change the highlighted text to bold type. If the highlighted text is already bold, this option returns the text to normal.

Italic
Select **Italic** to change the highlighted text to italics. If the highlighted text is already italicized, this option returns the text to roman (non-italic) type.

Underline
Select **Underline** to underline the highlighted text. If the highlighted text is already underlined,

this option removes the underlining.

Strikeout

Select **Strikeout** to insert a strikeout line through the highlighted text.   If the highlighted text is already has a strikeout line through it, this option removes the line.

Fonts

Select **Fonts** to change the font and size of the highlighted text, as well as its style, effects, and color.

Print Preview

Select **Print Preview** to see a preview of the printed Journal file.

Print

Select **Print** to print the current Journal file.

Views

The tableau can be configured in three different ways using the **Views** option on the Menu Bar:

- The **basic tableau** displays a small Media Viewer in the top left corner of the screen, a small Find Viewer below it, and a large Article Viewer along the right side of the screen.

- The **second configuration** displays a large Find Viewer along the left side of the screen with smaller Media and Article Viewers to the right.

- The **third configuration** displays two large viewers only, the Find Viewer on the left and the Article or Media Viewer on the right.   The viewer on the right displays the last selection you opened from the Find Viewer.

Select the **Views** option on the Menu Bar to change the tableau configuration.

Preferences

The Preferences screen contains several options to customize the program.   Click on the tabs at the top of the Preferences window to select a type of setting to change: Start-up, Sounds & Media, Online, and Text. Click on the **Default Settings** button at the bottom of the Preferences window to return to the original settings in the current section.

Start-up

The Start-up section of Preferences allows you to configure some of the things that happen when you load and exit the program.   Here you can activate or deactivate the opening splash screen and music, and configure the program to remember your place so that the next time you load the program, you can start where you left off.   Click on the check box adjacent to each option to turn it on or off.

 _ An "x" or a check mark in a check box means that an option is activated.   If there is no check mark, the option is inactive.

If you want the program to remember the contents of the Article, Find, and Media Viewers that are on screen when you exit the program, make sure there is a check mark in the "Save my place..." check box. The next time you run the program, it will display the contents of the viewers that were on screen when you exited.

Sound & Media

The Sound & Media section allows you to configure some of the sounds that are played in the program. You can choose to hear a sound whenever you click a button on screen or when you open a text item or article.   Click on the check box adjacent to each option to turn it on or off.

Online

The Online section lets you select an online service for use with the online program feature, or disable the online feature altogether.

To configure the program to use your favorite online service, select an application from the drop-down menu of online applications.   If you know the exact path to the ".exe" file for your online service, type it in the Path text box.   If you don't know the exact path, click on **Browse** to select the .exe file from a directory or folder.

To disable the program's online feature, make sure there is no "x" in the check box next to "Display the Online button on the path bar."

Text

In the Text preferences, you can customize the size of the text that appears in the Article Viewer, as well as the Fact and Dictionary/Thesaurus viewers.   In the area labeled "Size of text in Mosby's," click on the text size you prefer.

About

About displays copyright information and information about the people who created and contributed to *Mosby's Medical Encyclopedia.*

Special "About" Feature
Hold down **Ctrl** while selecting **About** to see a list of the minimum system requirements for *Mosby's Medical Encyclopedia* compared to your system.   These diagnostics include the CPU; the version of your Windows, DOS, and Microsoft CD Extensions software; installed memory; the MIDI device; and other hardware and software requirements.

Guided Tour

Guided Tour is a full-screen video presentation that helps you learn how to use the program.

To start the Guided Tour:
Click on the **Guided Tour** option on the Menu Bar.

To stop the Guided Tour while it is playing:
Press **Esc** on your keyboard, or click on the **Exit** button in the Guided Tour window.

Removing the Program from Windows 95

1. Click on the Windows **Start** button, choose **Settings**, then choose **Control Panel.**

2. Double-click on **Add/Remove Programs** in the Control Panel window.

3. Choose **Mosby's Medical Encyclopedia** from the list of programs displayed.

4. Click on **Add/Remove** to remove the program files from your hard drive.

Note: You may also uninstall the program by running the *Mosby's Medical Encyclopedia* setup program from the program CD and selecting **Uninstall the Program.** Follow the instructions on your screen to remove the program files from your hard drive. See the Windows 95 setup instructions in the CD booklet for details on how to run the setup program.

Removing the Program from Windows 3.1

1. Insert the program CD into the CD-ROM drive.

2. Open the Program Manager's **File** menu and choose **Run.**

3. In the Command Line box, type **D:\setup** (or substitute for **D** the letter of your CD-ROM drive) and press **Enter.**

   When the setup program detects that *Mosby's Medical Encyclopedia* has already been installed, you are offered the options of modifying the current installation or uninstalling the program.

4. Choose **Uninstall the Program**, click on **Continue**, and follow the instructions on your screen to remove the program files from your hard drive.   You can reinstall the program at any time by following the setup instructions in the Windows 3.1 installation instructions.

Electronic Registration

The first time you start *Mosby's Medical Encyclopedia,* you will be asked to register the program.   When you do, you'll receive free technical support, notification of upgrades and new products, and preferred pricing on upgrades and other products.

To register electronically, click on **Next** and type the required information in the text boxes. When you finish, you can send the registration form electronically by modem, or print it out and fax or mail it to Compton's NewMedia.   Simply follow the instructions on the screen.

Credits & Copyrights

A Note to the User
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Mosby's Medical Encyclopedia
for Windows 95 and Windows 3.1
User's Guide
1997 Edition
Version 1.0

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