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# Introducing RxWorks

Does this scenario sound familiar? You have just been prescribed two medications and have numerous questions about each prescription. Not only are you concerned with keeping track of what each medication is for, but you also want to know when and how you should take them. Wouldn't it be great if your doctors would print out drug information that was easy to understand, and not written for pharmacists or other doctors?

Previously, if you wanted information about your medications (other than what was printed on your prescription label), you had to take notes, bug your pharmacist, or consult references that were often too technical.

Why not maintain your own "library" of drug information so that you can get the information you need when you need it? Why not also use your computer to accomplish this?

"Why not?" is the question, but RxWorks is the answer! RxWorks is a collection of medication handouts, *written for you*. Language is kept in lay-terms that are easy to understand. The interface is easy to use, with various search methods available to help you locate the correct information.

# Installing RxWorks

RxWorks must be installed on a hard disk. In addition you need:

- Microsoft Windows, Version 3.1 or greater
- At least 5 megabytes of free space on your hard disk
- 2.0 megabytes of RAM (Random Access Memory)
- A mouse (recommended)
- A monitor that supports Microsoft Windows

To install RxWorks from Windows:

1. Start Windows.
2. Insert the disk labeled *Setup* into a floppy drive.
3. In the Program Manager, select the Run... command from the File menu.
4. In the Run dialog box, enter **x:setup** and click on the **OK** button (where **x**: is the drive containing the *Setup* disk.)

RxWorks prompts you for the target drive and subdirectory where the program is to be installed. The default is *c:\rxworks*. Accept this by clicking on the **OK** button, or enter a different drive and subdirectory.

The RxWorks installation creates a subdirectory called *rxworks* (unless you specified a different subdirectory) and copies the necessary files to your hard disk. You are then prompted to insert the remaining program disks. Upon successful installation, the RxWorks program icon is added to the RxWorks program group.

To start RxWorks, simply position the mouse pointer on the RxWorks icon and double-click the mouse button. When RxWorks is started, it displays the program copyright notice. Once you have finished reading the information in the copyright window, simply position the mouse pointer anywhere within the window and click once to continue. Next, the program disclaimer is displayed. Again, once you have finished reading the program disclaimer, click anywhere in the window to continue with the program.

To exit from RxWorks, select Exit from the File menu.

# Copying and Pasting Text

Windows allows you to copy and paste text from one application to another. RxWorks allows you to copy text from the screen and paste it in the Notepad or another Windows application (Microsoft Word for Windows, WordPerfect, etc.).

## Related Topics:

[Copying Text from a Window](#)

[Pasting Text into a Window](#)

## **Copying Text from a Window**

To copy text from the screen using the mouse:

1. Position the mouse pointer on the line which you want to start and press and hold the mouse button.
2. Drag the mouse pointer down to extend the selection to include all the desired text.
3. Release the mouse button and select the Copy command from the Edit menu. You can also use the Ctrl-Insert keyboard shortcut to copy the selected text.

The text is now in the Windows Clipboard and is ready to be pasted into any Windows application that supports the Paste function

## **Pasting Text into a Window**

To paste text into a Windows application using the mouse:

1. Make sure that the appropriate Window's application is open.
2. Position and click the mouse in the editing window where you want the text to be pasted (inserted).
3. Select the Paste command from the application's Edit menu. Or, use the Shift-Insert keyboard shortcut to paste the copied text.

## Using the Notepad

The Notepad (Figure 1-4) is a text editor that comes with Microsoft Windows. You can use the Notepad, for example, to write down notes or memos about a particular medication, and save them for later retrieval.

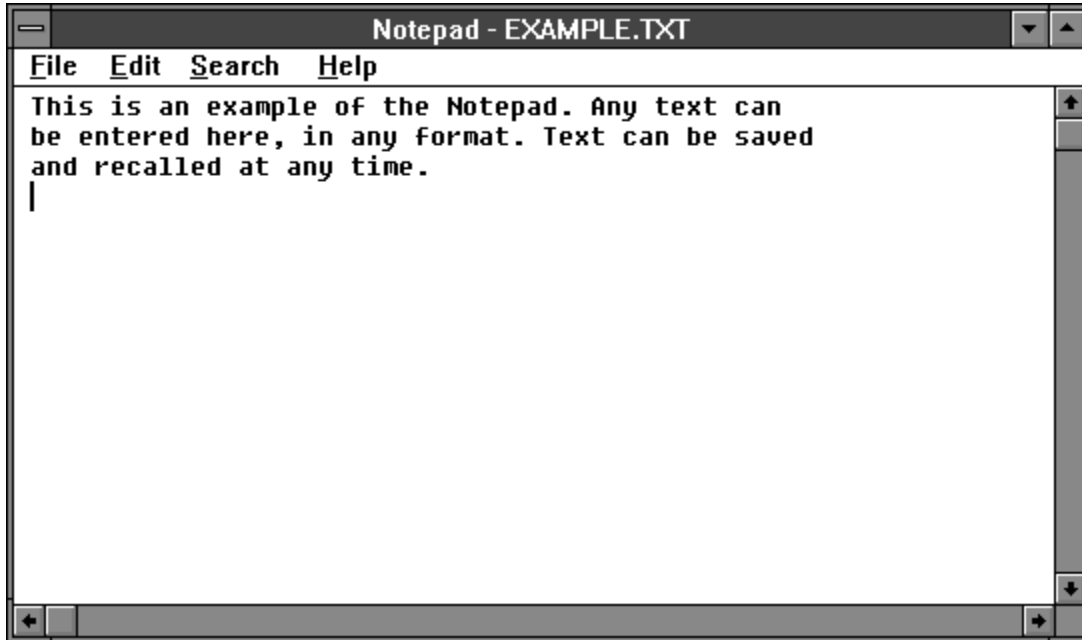


Figure 1-4. Microsoft Windows Notepad.

For details about using the Notepad, refer to the Notepad topic in your *Microsoft Windows User's Guide*.

# Overview

This chapter contains the following sections:

- *Running RxWorks* provides information on how to start the program, and describes RxWorks window elements such as the function buttons on the toolbar.
- *Searching for Medications* describes how to search for a particular medication and then use the function buttons to zoom in to the exact sections you need.
- *Viewing Medications* provides information on how to display a medication's information on your computer.



## Running RxWorks

In *Getting Started*, you may have started RxWorks as part of the installation process. Typically, you need to start RxWorks manually.

You must be running Windows to start RxWorks. From your Windows program, locate the RxWorks icon. The default location for this icon is under the RxWorks program group. Figure 2-1 illustrates the default location and the RxWorks program icons.

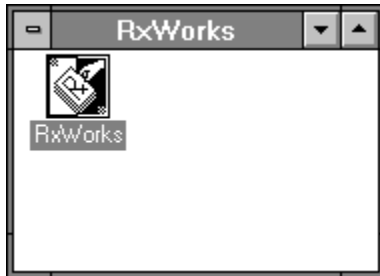


Figure 2-1. Program Group

To start RxWorks:

1. Start Windows.
2. Locate the *RxWorks* program group.
3. Double-click on the *RxWorks* icon.

When RxWorks is started, it displays the program copyright notice. Once you have finished reading the information in the copyright window, simply position the mouse pointer anywhere within the window and click once to continue. Next, the program disclaimer is displayed. Again, once you have finished reading the program disclaimer, click anywhere in the window to continue with the program.

# About the RxWorks Window

In *Getting Started*, the window elements that are common to all Windows applications were discussed. Now that you are running RxWorks, you can see the RxWorks-specific window elements (Figure 2-2).

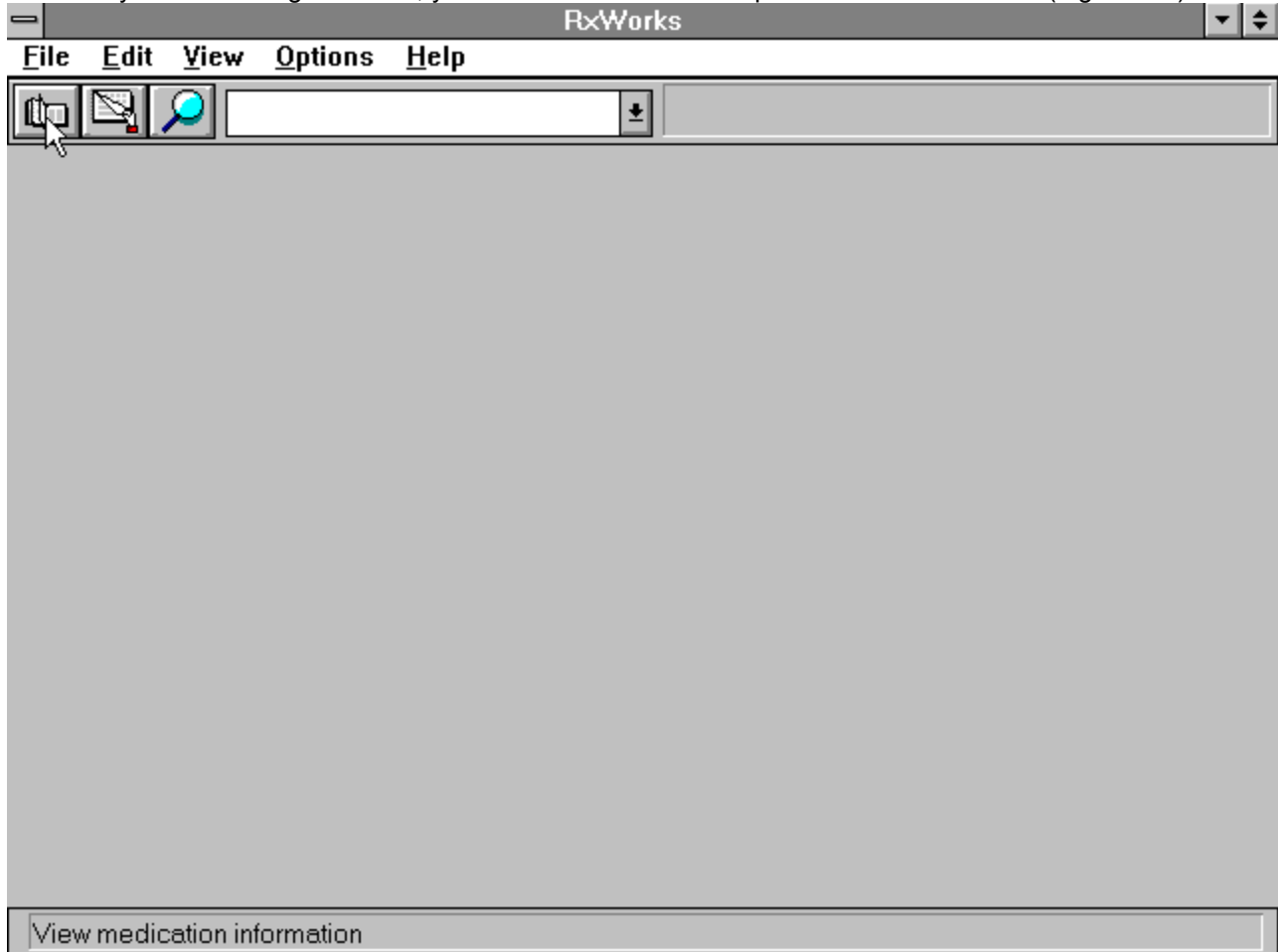


Figure 2-2. RxWorks Application Window.

## Status Bar



provides instant help information about the items on the RxWorks toolbar. The status bar is displayed at the bottom of the RxWorks window. In Figure 2-2, the mouse pointer is positioned on the Medication Browser function button. The status bar displays: *View medication information*. The status bar can be turned off (or back on) by selecting the Status Bar option from the View menu.

## Toolbar



contains the RxWorks commands available from the function buttons. These functions can also be accessed from the menus.

## Related Topics:

[Toolbar Functions](#)



## Toolbar Functions

The RxWorks toolbar provides you with a number of functions:



**Search** function button. Enables you to search for medications. The name of the current medication (if you have selected one) is shown in the box below the **Search** button. In Figure 2-2, *Griseofulvin-Microsize* is the current medication.



**View Medication** function button. Opens the Medication Browser to view the current medication.



**Print Medication Information** function button. Accesses the Print dialog box to print the current medication.



**Topics Box.** Gives you the option to view and/or retrieve previously searched medications.

# Searching for a Medication

With RxWorks, you can quickly locate drug information and display it in the Medication Browser. There are three methods for locating these:

- Use the **Search** button on the toolbar or select New Search from the View menu.
- Use the **Topics Box** on the toolbar to select a medication from a list of your previous search topics.
- Use the List of Handouts command from the View menu to browse through the list of all medications.

Each method is described in this chapter, followed by complete details on how to use the view features of the Medication Browser.

To locate a medication with the Search feature:

1. Click the **Search** button on the toolbar (or select New Search from the View menu) to see the Search Box (Figure 2-7).

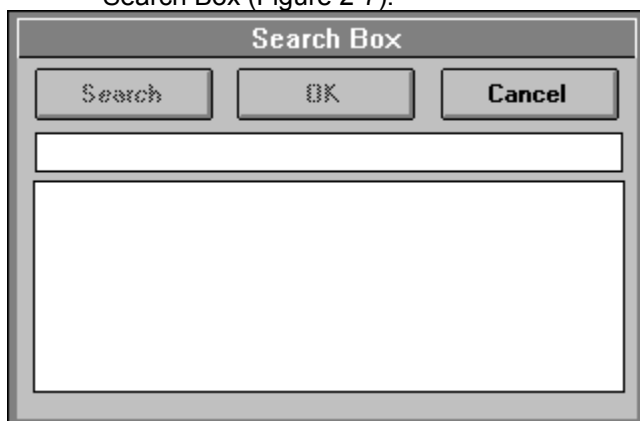


Figure 2-7. Search Box.

2. Enter the first several letters of one or more words, then click on **Search**. For example, entering **gris** brings up Gris-Peg, Grisactin, Griseofulvin, and so on (Figure 2-8); entering **nal ac** brings up Nalidixic Acid.

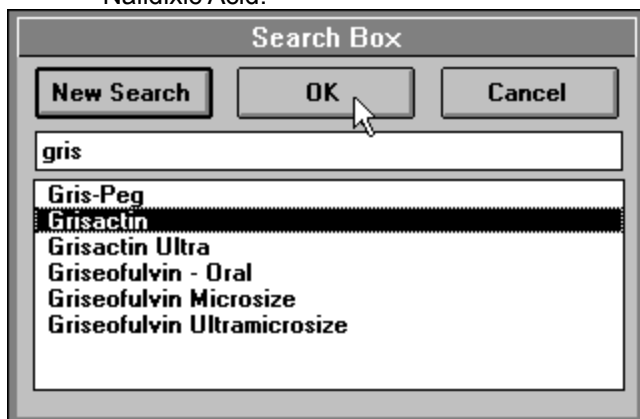


Figure 2-8. Sample Search Box.

3. Click on the desired drug and choose OK.

4. Once the Function Options dialog box (Figure 2-9) appears, click on View Medication Information to view the contents of the screen.

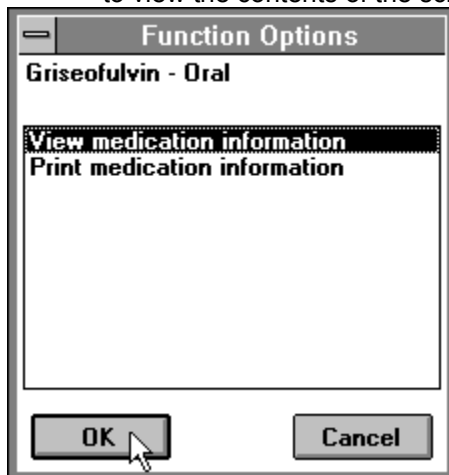


Figure 2-9. Function Options.

There are two ways to view the text of a specific section heading in a medication screen (i.e., Title, Side Effects, Precautions, Interactions). First, you can go directly to a specific section heading by scrolling through the handout. Second, you can click on the **Contents** button, thus bringing up a list of the headings appropriate for the selected medication (see Figure 2-10). Double-clicking on a specific section heading takes you directly to that section of the handout.

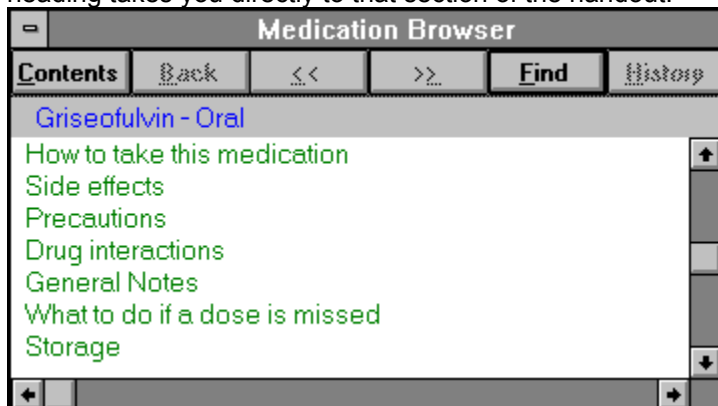


Figure 2-10. Section Headings of a Medication

To locate a medication by selecting from the list of your previous search topics:

1. Click on the **Topics Box** from the toolbar. A scrollable list box displays all of your previous search topics.
2. Click on the desired drug.
3. Click on the **Medication Browser** function button to view the contents of the screen.

There are two ways to view the text of a specific section heading in a medication screen (i.e., Title, Side Effects, Precautions, Interactions). First, you can go directly to a specific section heading by scrolling through the screen. Second, you can click on the Contents button, thus bringing up a list of the headings appropriate for the selected medication (see Figure 2-10). Double-clicking on a specific section heading takes you directly to that section of the screen.

To locate a medication with the Medication Browser:

1. Select List of Medications from the View menu.

2. Use the **Search** button on the Medication Browser to search for the medication, or use the scroll bars to look through the list.
3. Double-click on the desired drug to bring up the medication table of contents for the selected drug.

## Viewing Medication Handouts

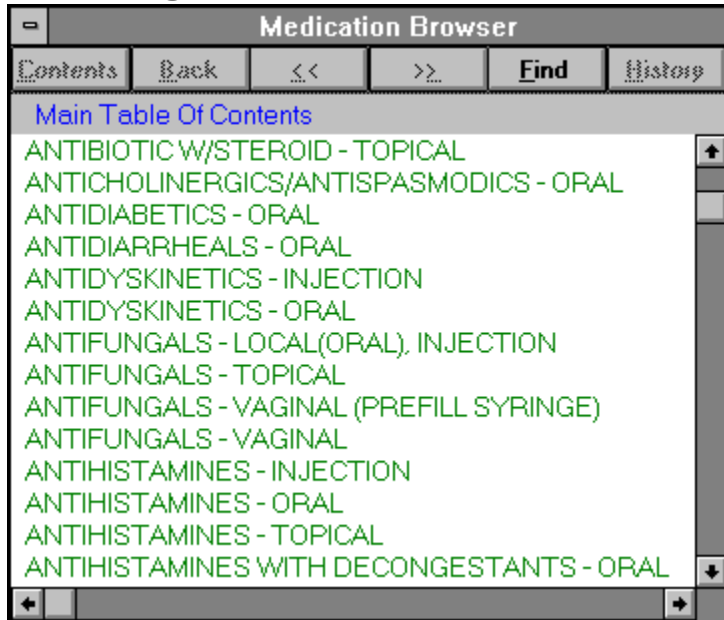


Figure 2-11. Medication Browser With Contents.

The Medication Browser is illustrated in Figure 2-11. Notice the scroll bars, menu buttons, and maximize buttons that are available for this window.

### Related Topics:

[Using the Medication Browser Functions](#)



## Using the Medication Browser Functions

Several functions are available within the Medication Browser. Active functions are indicated with black type; inactive functions with gray.

### **Contents**

The **Contents** function button displays a different table of contents for each level.

These command buttons are available within the Medication Browser:

- The *Medication* table of contents is displayed if you press **Contents** while you are viewing a medication.
- The *Main* table of contents is displayed if you press **Contents** while displaying a medication table of contents.
- Double-click on any of the items in a table of contents window to view more detailed information for the listed item.

### **Back**

The **Back** function button Returns moves you to the last viewed topic. This button continues to take you back through previously viewed topics until you reach the first viewed topic.

### **<<**

The << function button moves you to the previous section within the medication you are browsing.

### **>>**

The >> function button moves you to the next section within the medication you are browsing.

### **Find**

The **Find** function button brings up the Find dialog box, shown in Figure 2-12. This function lets you search for a specific word(s) within a medication screen. Also, with this function, you can enter a partial word(s) for the search.

To use the Find function button:

- Type the word or phrase in the Find dialog box. Press Enter or click on the **Find Next** button to search for the first occurrence. For subsequent searches on the same word or phrase, click on the **Find Next** button.
- Select **Match Whole Word Only** to eliminate seeing partial word matches. For example, if you typed *ace* for your search for Ace inhibitors, the first match might be *acetaminophen* unless you use this option. Click on the square to turn it on (marked X) or off (empty).
- Select **Match Case** to exactly match the combination of upper and lower case letters. For example, if you are searching for *Ace*, then occurrences of *ace* would be skipped. Click on the square to turn it on (marked X) or off (empty).
- Select **Direction** to search. Up searches backwards from your current position, and Down searches forward. Click on the appropriate circle; filled circles indicate active choices.
- Click **Find Next** to go to the next occurrence of the same word or phrase.

### **History**

The **History** button displays a sequential list of all of the medications you have viewed.

You can click on any topic in the list and return to the section of the specified medication screen (Figure 2-13).

- Click **Cancel** to exit the Search dialog box without searching.

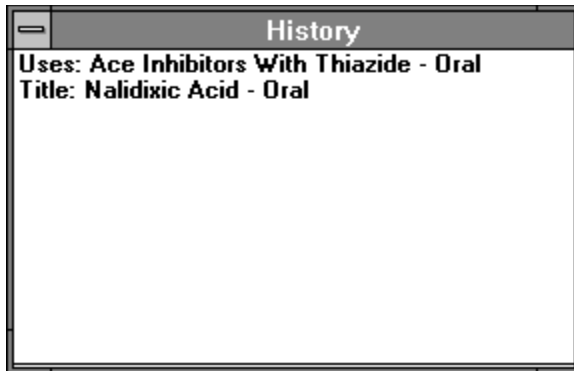


Figure 2-13. Sample History Window.

To exit from History without choosing a previous topic, select the Control-menu Box and drag the pointer down to **Close**, or simply double-click on the Control-menu Box.

# Overview

Once you have located a specific medication's information, you can print it out.

This chapter describes the following tasks:

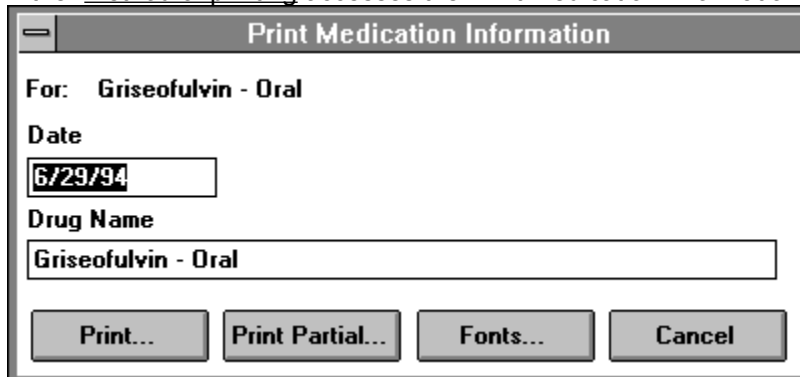
- Printing full medication screens
- Printing partial medication screens
- Changing printer and browser fonts

## Printing Full Medication Screens

There are two ways to access the Print Medication Information dialog box:

- Click on the **Print Medication Information** button on the toolbar.
- Select Print from the File menu.

Either method of printing accesses the Print Medication Information dialog box illustrated in Figure 3-1.



The screenshot shows a dialog box titled "Print Medication Information". It contains the following fields and buttons:

- For:** Griseofulvin - Oral
- Date:** 6/29/94
- Drug Name:** Griseofulvin - Oral
- Buttons:** Print..., Print Partial..., Fonts..., Cancel

Figure 3-1. Print Medication Information.

### Related Topics:

[Printing the Medication](#)

[Printing a Partial Medication Screen](#)

[Changing Print Font](#)

## Printing the Medication

Once you have accessed the Print Medication Information dialog box, you are ready to print the medication.

To print medication information:

1. Search for your specific medication.
2. When you are ready to print the information, click on the **Print Medication Information** function button. (Or, select Print from the File menu.)
3. Once the Print Medication Information dialog box appears, click **Print**.
4. Once the Print dialog box (Figure 3-2) appears , make your selections.
5. When you are finished, click **OK**.

## Printing a Partial Medication Screen

Once you have completed the Print Medication Information dialog box, you can opt to only print selected portions of the medication screen. However, this function only affects the current medication.

To print a partial medication screen:

1. Search for your specific drug.
2. When you are ready to print the medication screen, click on the **Print Medication Information** function button. (Or, select Print from the File menu.)
3. Once the Print Medication Information dialog box appears, click **Print Partial**.

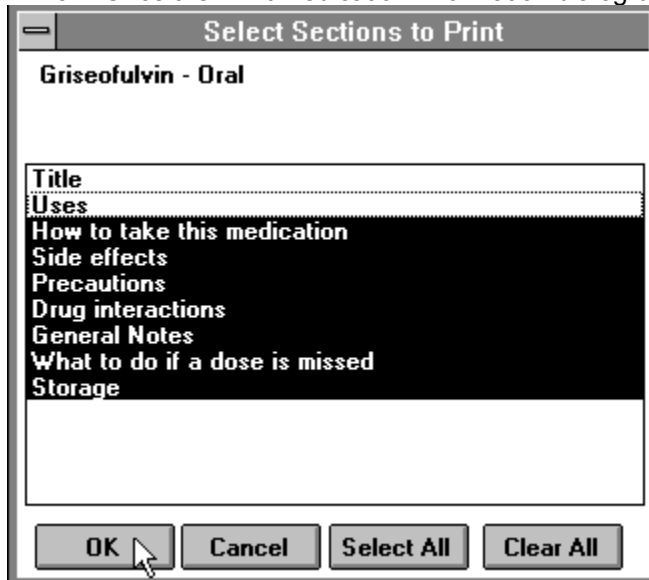


Figure 3-3. Select Sections to Print

4. Once the Select Sections to Print dialog box appears, make your selections.
5. When you are finished, click **OK**.
6. Once the Print dialog box appears, make your selections.
7. When you are finished, click **OK**.

The highlighted sections in this dialog box indicate the ones to print. As a default, all of the sections are highlighted when the dialog box is opened.

Clicking on a section title either selects or deselects that section (indicated by highlighting). The following buttons are available from this dialog box:

**OK** Accepts the selected sections, then brings up the Print dialog box (shown in Figure 3-2).

**Cancel** Cancels the selection operation without making any changes. It returns you to the Print Medication Information dialog box.

**Select All** Selects all sections (indicated by highlighting each choice).

**Clear All** Clears all sections (indicated by un-highlighting each choice).

## Changing Print Font

You can change the font used to print medication information. For example, you could increase the font size to make it easier to read.

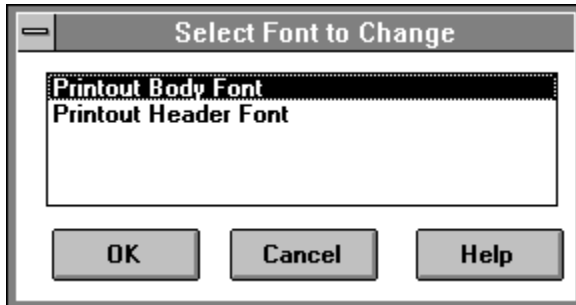


Figure 3-4. Select Font to Change.

You can control the fonts used to print both the body text and the header text, too (Figure 3-4). Select the text you want to change and click on **OK**. *Header* text refers to the text used for the name of the medication and instructions for taking the medication. *Body* text refers to the actual paragraphs of information (e.g., Side Effects) about the medication.

Once you have selected the text font to change, the Font dialog box will appear (Figure 3-5).

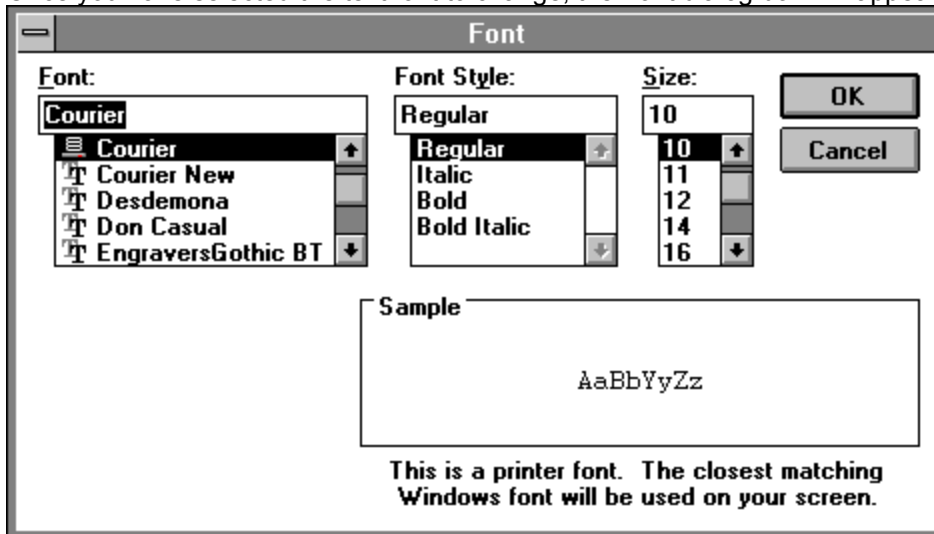


Figure 3-5. Print Font Dialog Box.

**Font** Indicates the font family to use when printing the medication information.

**Font Style** Indicates the style of the selected font, Regular, Italic, Bold, and so on. The available styles may be different for each font family.

**Size** Indicates the font size to use when printing the medication information.

To make a selection, use the scroll bars to locate your choice, then click on it. Your selection is highlighted. The Sample field reflects your current font selections. When you complete this dialog box, click **OK** to accept the changes, or **Cancel** to return to the Print Medication Information dialog box without changing the font information.

If you click **OK**, you are prompted whether this should be a permanent change. Click **Yes** to apply the

changes for subsequent RxWorks sessions or **No** to only apply the change for this session.

Figure 3-6 shows a sample medication printout.

**GRISEOFULVIN - ORAL**

**USES:** This medication is used to treat fungal infections of the skin, hair, fingernails and toenails.

**HOW TO USE THIS MEDICATION:** Take as directed by your doctor. It is best taken with a fatty meal. It may take from several days to several months to complete treatment. This depends upon the type and location of the infection. Continue to take this medication until the full prescribed amount is finished even if symptoms disappear after a few days. Stopping the medication too early may allow the infection to continue, resulting in a return of the infection. Shake the liquid form well.

**SIDE EFFECTS:** You may experience a headache when first taking griseofulvin. It should disappear during treatment. You may also notice diarrhea, nausea, gas, vomiting, fatigue, dizziness or insomnia as your body adjusts to the medication. If these symptoms persist or get worse, contact your doctor. Notify your doctor if you experience skin rash, hives, itching, increased sensitivity to sunlight, yellow eyes or skin, fever, soreness of the mouth, tongue or throat.

**PRECAUTIONS:** Avoid alcoholic beverages while you are taking this drug unless your doctor tells you it is alright. Drinking alcohol during treatment with this drug could result in a rapid heart rate and flushing of the skin. This medication should be used cautiously during pregnancy only if clearly needed. It is not known if this medication appears in breast milk. Consult with your doctor before breast-feeding. Griseofulvin may increase your sensitivity to sunlight. Wear protective clothing and an appropriate sunscreen. Avoid sunlamps.

**DRUG INTERACTIONS:** Griseofulvin may decrease the effectiveness of oral contraceptives. Consult your doctor or pharmacist about other methods of birth control. Griseofulvin may also interfere with "blood thinners." Tell your doctor if you are taking this type of medication as your dosage may need to be adjusted.

**NOTES:** This medication is prescribed for your current condition only. Do not use it for another infection or share it with someone else. Another infection later on may require a different medicine.

**MISSED DOSE:** Do not double dose if missed, but take it as soon as remembered. If it is almost time for the next dose, resume regular dosing schedule.

**STORAGE:** Store at room temperature away from sunlight and moisture.

Figure 3-6. Medication Information for Griseofulvin-Oral.



# Command Reference

These functions are listed in alphabetical order according to the first letter of the menu name or command. Each command includes the menu name or command location. Commands that are followed by ellipses (...) indicate that a dialog box appears when the command is selected.

The following menus are listed (refer to each menu for a command listing):

- File
- Edit
- View
- Options
- Help

## File menu

The File menu contains two commands:

- Print...
- Exit

The Print command accesses the Print Medication Information dialog box. The Exit command exits the RxWorks program.

### Related Topics:

[Print...](#)

[Exit](#)

## Print...

Menu name: File



Function button:

Prints the current medication screen. You can print a partial screen and modify the fonts.

When you select the Print function, the Print Medication Information dialog box appears. You must have conducted a medication search first (e.g., *Griseofulvin* shown in the Figure A-1).

Review the information displayed in this dialog box. If you are satisfied with the search and do not want to alter the printout, click on the **Print...** button to continue. A Print dialog box will appear. (See Figure A-2 for a sample Print dialog box. Keep in mind that this dialog box will vary, depending on what type of printer you have.)

## **Exit**

Menu name: File

The Exit command exits the RxWorks program. If information remains in the Notepad that has not been saved, you are prompted to save it when you exit Windows.

## Edit menu

The Edit menu contains the Copy command.

You can copy text from RxWorks medication screens, the Notepad, and other Windows applications. You can paste text into the Special Instructions field of the Print Medication Information with the Shift-Insert keyboard shortcut.

### Related Topics:

[Copy](#)

## Copy

Menu name: Edit

Keyboard Shortcut: Ctrl-Insert

The Copy command is used to copy text from your screen into another Windows application. The text is placed in the Windows Clipboard and remains there until something else is copied.

To copy text from a screen, position the mouse pointer on a desired line and click and hold the mouse button. Drag the mouse pointer down to extend the selection to include all the desired text. Release the mouse button and select the Copy command. A copy of the text is immediately placed in the Clipboard (a dialog box does not appear).

Once the text is in the Windows Clipboard, you can paste it into a Notepad, or into any other Window's application with a Paste command. For example, you can copy text from a medication screen and include it in a letter you are composing in a word processing program. When you choose Copy again, it replaces any text currently in the Windows Clipboard, so be sure to paste the text you want before copying additional text.

# View menu

The View menu accesses these commands:

- [New Search](#) enables you to locate a medication.
- [Status Bar](#) toggles the status bar off and on. The status bar appears at the bottom of the RxWorks window. It provides brief help messages about the various function buttons.
- [Toolbar](#) toggles the toolbar off and on.
- [Medication Browser](#) toggles the Medication Browser off and on.
- [List of Medications](#) displays a list of medications in the program in the Medication Browser window.
- [Notepad](#) accesses the Windows Notepad text editor.

## Related Topics:

[New Search](#)

[Status Bar](#)

[Toolbar](#)

[Medication Browser](#)

[List of Medications](#)

[Notepad](#)

## New Search

Menu name: View



Function button:

This function enables you to quickly locate a medication. When you select New Search, the Search box ([Figure A-3](#)) is displayed.

Enter the first several letters of one or more words, then click on **Search**. For example, entering **gris** brings up Gris-Peg, Grisactin, Griseofulvin, and so on; entering **nal ac** brings up Nalidixic Acid.

Click on a [medication](#) to select it. Once selected, click OK to bring up the Function Options dialog box. Once this box appears, select View Medication Information from the list of options to view the screen.

See Also: [List of Medications](#)



## Status Bar

Menu name: View

Toggles the status bar off and on. For example, if you are viewing a medication screen, selecting Status Bar from the View menu turns off the status bar. Likewise, if it is turned off, selecting Status Bar turns it back on.

The status bar appears at the bottom of the RxWorks window. It displays help messages about RxWorks. For example, if you position the mouse pointer on the **Print Medication Information** function button, the status bar displays: *Print current medication information*.

## Toolbar

The Toolbar, when checked in the View menu, displays RxWorks commands available from the Toolbar function buttons. These functions can also be accessed from the menus. Sometimes, especially if you have a lot of windows on the screen, it is beneficial to hide the Toolbar. To hide the Toolbar, select the checked Toolbar. Notice that when you look at the View menu, the Toolbar option is unchecked.

## **Medication Browser**

Menu name: View

Toggles the Medication Browser off and on. For example, if you are viewing a handout, selecting Medication Browser from the View menu turns off the Medication Browser window. Likewise, if it is turned off, selecting Medication Browser turns it back on.

## List of Medications

Menu name: View

This function opens the Medication Browser window and displays a list of all medications in the program. From this list, you can click on a medication and view its information screen.

See Also: [New Search](#)

## **Notepad**

Menu name: View

The Notepad is a text editor that comes with Microsoft Windows. You can use the Notepad to write down notes or memos about anything you like. You can save information you enter in the Notepad and retrieve it at a later time. The Notepad window is shown in [Figure A-4](#).

For details about using the Notepad, refer to the Notepad topic in your *Microsoft Windows User's Guide*.

## Options menu

Fonts... sets up the font family, style, and size to use for viewing medication information on your computer display and for printing medications. You can select different fonts for each.

### Related Topics:

[Fonts...](#)

## Fonts...

Menu name: Options

The Fonts command is used to set up the default font, style, and size to be used when you view and print medications. There is also a **Fonts...** function button on the Print Medication Information dialog box that enables you to override the default settings for printing the current handout.

When you select Fonts... the dialog box illustrated in [Figure A-5](#) is displayed.

The Medication Information Browser Font controls the font that is used on your computer display when you view a medication.

The Printout Body Font and Printer Header Font control how the medication information looks when it is printed. *Header* text refers to the text used for medication names and information on dosing. *Body* text refers to the paragraphs of information contained in the handout. You can temporarily override the printer settings with the **Fonts** button on the Print Medication Information dialog box.

When you select the font to change, the dialog box illustrated in [Figure A-6](#) is displayed. You can select the font family, the style, and the size of the font to be used. The Sample field reflects your current selections.

To change fonts before printing:

1. Search for your specific drug.
2. When you are ready to print the medication screen, click on the **Print Medication Information** function button. (Or, select Print from the File menu.)
3. Once the Print Medication Information dialog box appears, click **Fonts**.
4. Once the Select Font to Change dialog box appears ([Figure 3-4](#)), make your selection.
5. When you are finished, click **OK**.

# Help menu

Accesses the various Help commands. Specifically:

- Contents displays the table of contents for the on-line help.
- Search accesses the search features to locate a specific word or phrase.
- About... displays version and copyright information about RxWorks.

## Related Topics:

[Contents](#)

[Search](#)

[About...](#)



## Contents

Menu location: Help

The Contents command displays the Table of Contents for the on-line help feature. The contents is organized by topics that you can display in the Help window. [Figure A-7](#) illustrates the Help window when you select Contents.

From the Help window you can select the topic from which you want help. Topics available for selection are highlighted within the help screen. There are several buttons available:

**Contents** - Returns you to the Help table of contents.

**Search** - Brings up the Find Box. Refer to the Search command later in this appendix for details.

**Back** - Returns you to the last topic you viewed. This button continues to take you back through the topics you viewed until it reaches the first viewed topic. For example, if you have viewed three topics, the first time you click on **Back** you see the second topic you viewed. If you click on **Back** again, you go to the first topic you viewed.

**History** - Displays a list of all of the topics you have viewed. You can click on any topic in the list and return to that topic window. [Figure A-8](#) illustrates an example of the history command window.

<< - Moves you to the previous topic in RxWorks Help.

>> - Moves you to the next topic in RxWorks Help.

## Search

Menu name: Help

Searches for topics based on a specific word or partial words you enter. The Search dialog box is shown in [Figure A-9](#). Once you have entered or selected a word, click on the **Show Topics** button to show a list of topics in the bottom portion of the dialog box. Instead of entering a word, you can also position the mouse pointer on a topic from the list and double-click on the **Go To** button.

Select the topic you want to view and click the **Go To** button.

## **About...**

Menu location: Help

The About command displays general information about the RxWorks program. It includes software version numbers and copyright information.

*If using a disk compression software application, you should have 10 to 12 megabytes of free space on your hard disk as reported by your disk compression software. Sometimes these applications do not accurately report the amount of free disk space. Although RxWorks does not require 10 to 12 megabytes for storage or installation, having this much free space ensures that RxWorks installs correctly.*

*Each medication screen does not necessarily include all of the content headings.*

*Not all medications are listed in the main table of contents of the Medication Browser. Some drugs may be listed under a drug family name, or as a generic name.*

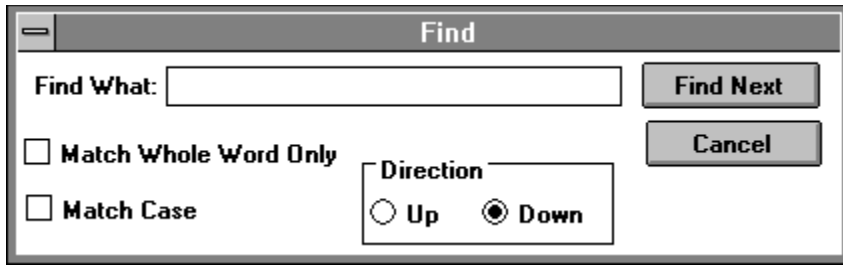


Figure 2-12. The Find Dialog Box.

*You must have located a medication before you can print it. To select a medication use either the **Search** function button from the toolbar or select New Search from the View menu. You can also browse through all of the program's medications, with the View menu's List of Medications option. All medication screen selection methods are described in Chapter 2 of this manual.*



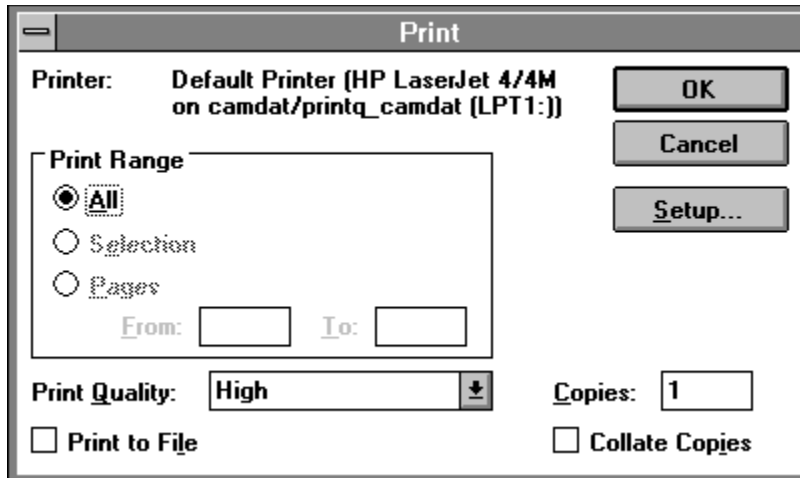


Figure 3-2. Print Dialog Box

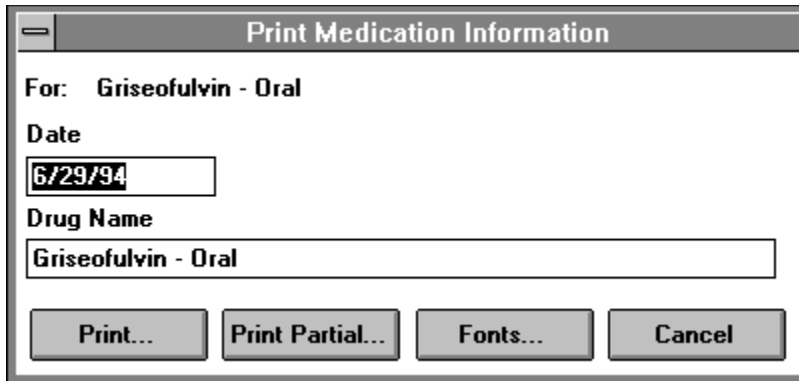


Figure A-1. Print Medication Information dialog box.

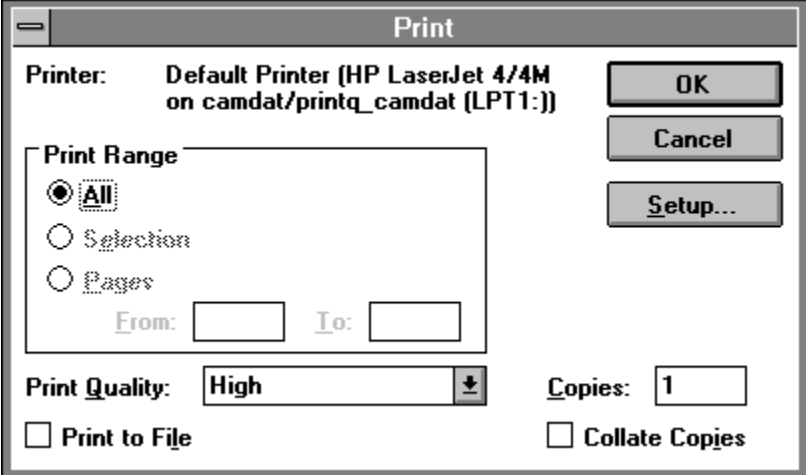


Figure A-2. Print Dialog Box.

*For information about the Windows Clipboard, refer to your Microsoft Windows User's Guide.*

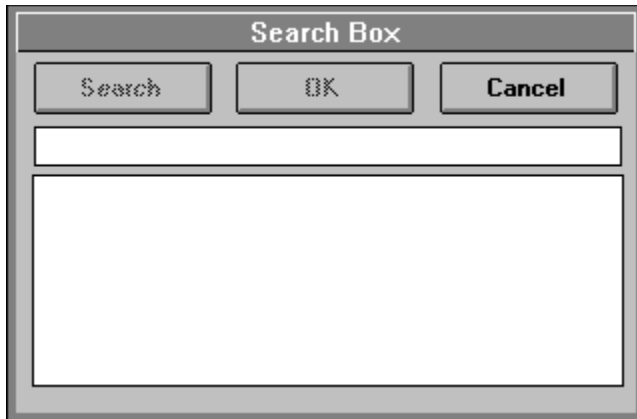


Figure A-3. Search Box.

*If you incorrectly type and enter in a drug, don't worry. There are three easy ways to correct this. First, you can click the **New Search** function button. This will highlight the incorrect text so that once you start reentering it, any incorrect text will be written over. Second, you can highlight one of the listed medications and click **New Search**; this will highlight your incorrect text, so that once you start reentering it, any incorrect text will be written over. Or, third, you can drag and highlight the incorrect text, and then type over it.*

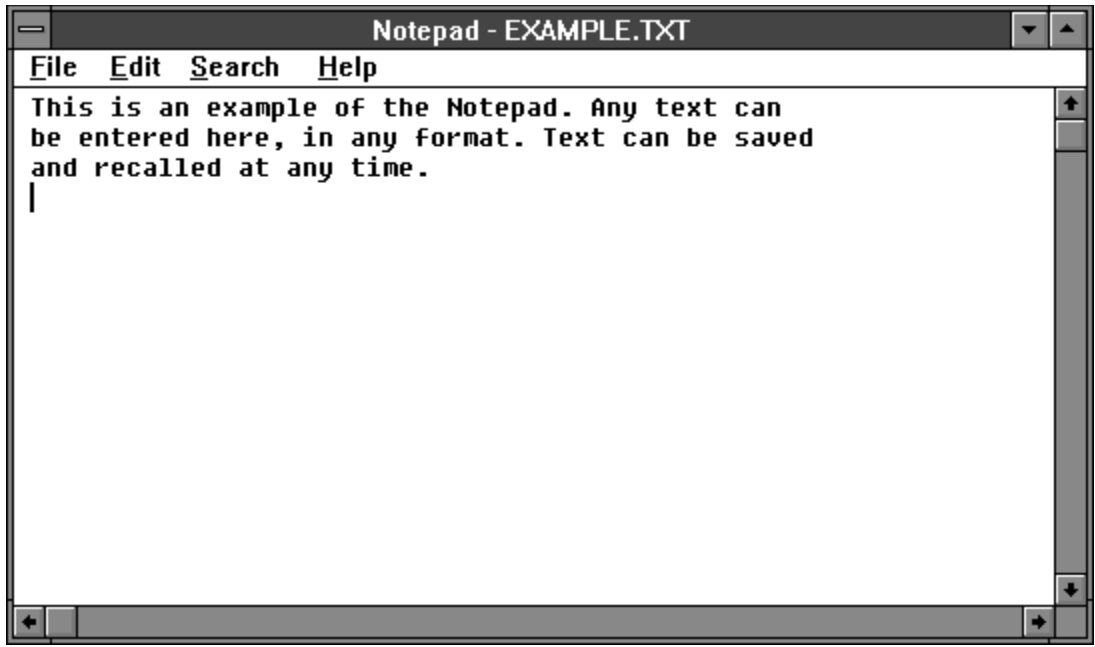


Figure A-4. Microsoft Windows Notepad.

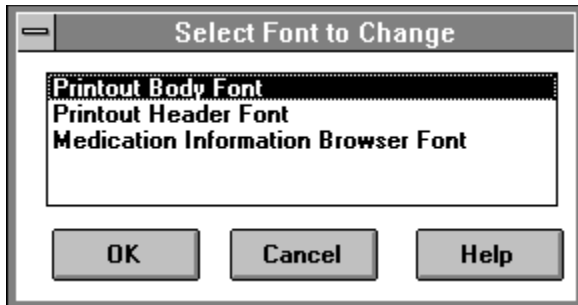


Figure A-5. Select Font to Change.



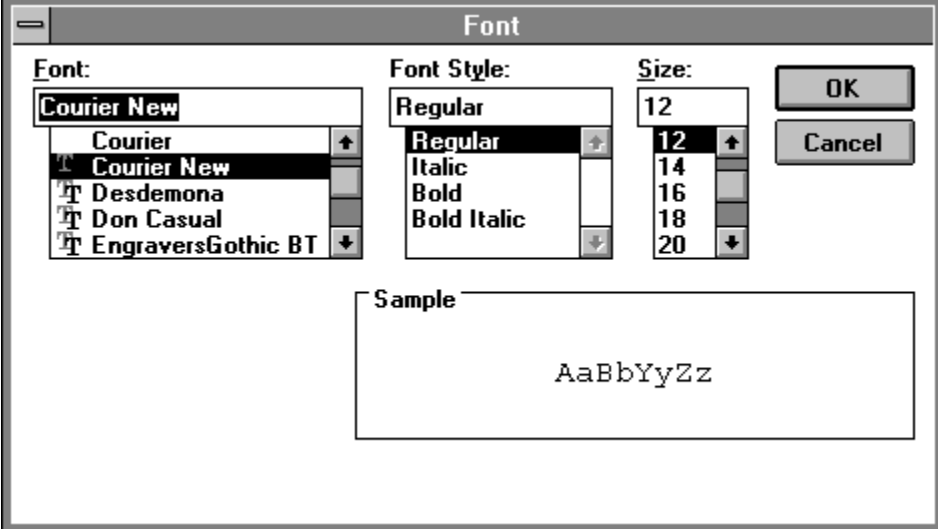


Figure A-6. Font Dialog Box.

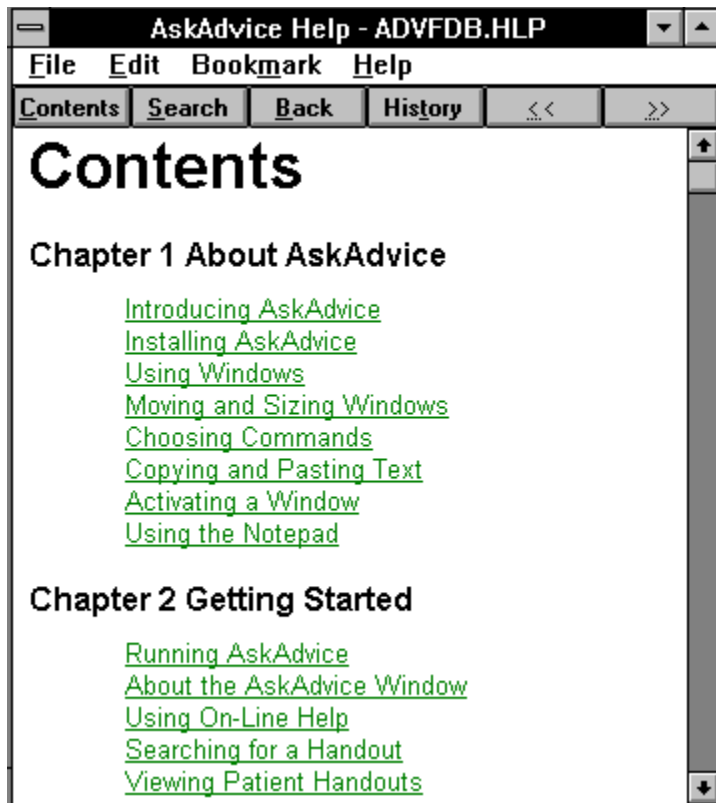


Figure A-7. Help Table of Contents Window.

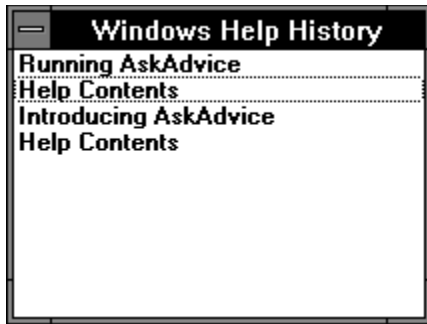


Figure A-8. Help Window History Command.

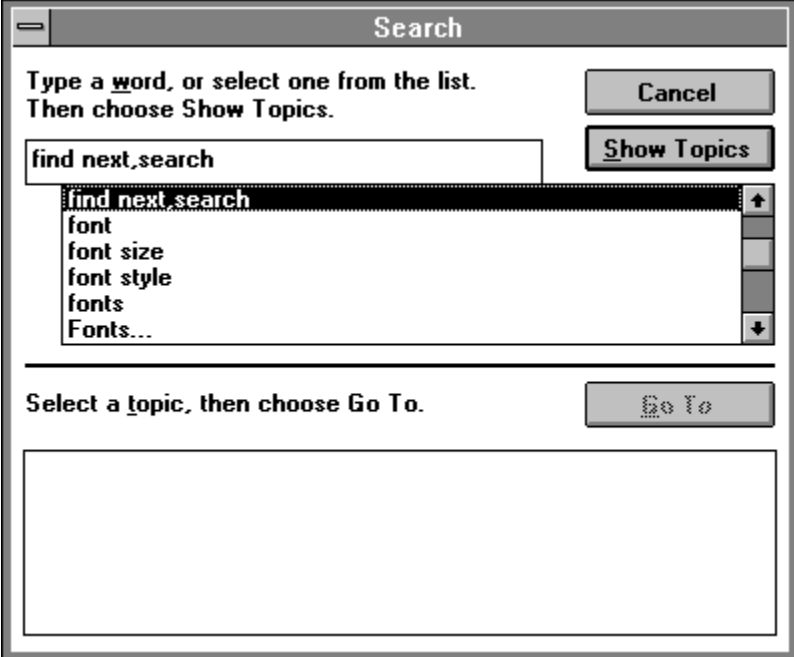


Figure A-9. Help Window Search Command.

