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{ewl ewdll, ewBitmap, aztec.bmp}Looking-Up Terms **(using the A-Z Letter Tabs and the Look-Up Page)** Clicking one of the Letter Tabs on the right side of the Encyclopedia opens a Look-Up Page {ewl ewdll, ewBitmap, aztec.bmp}which contains all the Encyclopedia entries (Terms) beginning with the letter selected. You may use the Scroll Bar to scroll through these Terms to find the one you want.

To view the Definition Page for a Term, double-click on the Term as it appears in the Look-Up Page list. The Definition Page will display. To return to the Look-Up Page, click the Letter Tab once again.

¥ To instantly scroll the Look-Up Page to find a specific term, type the first few letters of the Term into the box located at the top of the Look-Up Page, then click the Look-Up button. The list will automatically scroll to the first entry which starts with the letters you typed. Double-click the term you would like to view.

¥ To Look-Up a Term which starts with a different letter, click the Letter Tab corresponding to that letter, or simply type the first few letters of the Term into the box located at the top of the current Look-Up Page, then click the Look-Up button. The Look-Up Page for Terms beginning with the first letter you entered will be displayed. In addition, the Term list will scroll to the first entry which starts with the letters you typed. Double-click a Term to open its Definition Page.

Shortcut Keys: **ALT-A** through **ALT-Z**

The Definition Page

The Definition Page displays the Term, its complete definition and any Media Clips, Pictures, or Tables associated with the Term. You can view the Definition Page for a Term by clicking the Letter Tab with the first letter of the Term you want, then double-clicking that Term as it appears in the Look-Up page list. For a more detailed discussion of how to look-up Terms in the Encyclopedia, see: Looking-Up Terms in this help file.

The Term and its definition appear on the left hand page. If the definition is longer than can be displayed on the page, you may use the Scroll Bar to scroll the definition page.

A set of three buttons appear on the right hand page when Media Clips, Pictures, or Tables are associated with a Term. To view one of the available resources, simply click the appropriate button. Only one resource may be displayed at a time. To view a different resource file, click its button. The buttons for resources which are not available for the Term are visible but disabled.

Viewing Pictures:
Pictures may be either photographs or illustrations.

¥ If a Picture is available it will be displayed automatically.

¥ If more than one Picture is available, Arrow buttons will appear at the bottom of the page to let you view additional Pictures. (See "Using the Arrow buttons" below.)

Viewing Media Clips:
Media Clips may be short video segments, animations, or sounds.

¥ To view a media clip associated with a Term, click the Media Clip button.

¥ When you open a Media Clip file, a set of buttons appear which let you control the clip. These controls work like those on a VCR and include: Play, Stop, Rewind, and Fast Forward.

¥ If more than one Media Clip is available, Arrow buttons will appear at the bottom of the page to let you display the additional Media Clips. (See "Using the Arrow buttons" below.)

Viewing Tables:
Tables usually include lists of information which are broken down into various categories, and are organized into columns and rows.

¥ To view a table associated with a Term, click the Table button.

¥ To close a table, click the Close Table button.

¥ Tables are displayed across both pages of the Encyclopedia.   Since many tables are too large to display on screen, Scroll Bars are provided, allowing you to move the table up and down and left to right.   When you scroll the table, column headings will always be displayed.

¥ If more than one Table is available, Arrow buttons will appear at the bottom of the page to let you display the additional Tables.   (See "Using the Arrow buttons" below.)

Using the Arrow buttons:
Arrow buttons appear at the bottom of the page when more than one file exists for the resource you have selected.   Clicking an Arrow button lets you move to the next or previous file.   Text appears   between the Arrow buttons to indicate how many files are available and which of these you are currently viewing.   For example: if you click the Media Clip button and *1 of 3*   appears between the Arrow buttons, this indicates that there are three resource files available and you are currently viewing the first of three.

¥ Click the right Arrow button to display the next resource file.

¥ Click the left Arrow button to display the previous resource file.

Using the Pronunciation function:
¥ To hear the correct pronunciation for the Term displayed, click the <u>Pronounce</u> button.   Vocal pronunciations are available for the more complex Terms found in the Encyclopedia.   The Pronounce button is disabled when a vocal pronunciation is not available.

Note: The standard written pronunciation guide is also included for each Term which has an audio pronunciation guide.

Looking-up additional Terms:
There are two ways to look-up a new Term while viewing the <u>Definition Page</u> for another Term:

¥ To Look-Up a Term which starts with the same letter as the Term currently displayed, click the <u>Letter Tab</u> with the same letter.   The Look-Up Page will appear.   Double-click a Term to open its <u>Definition Page</u>.

¥ To Look-Up a Term which starts with a different letter, click the <u>Letter Tab</u> corresponding to that letter, or simply type the first few letters of the Term into the box located at the top of the current Look-Up Page, then click the Look-Up button.   The Look-Up Page for Terms beginning with the first letter you entered will be displayed.   In addition, the Term list will scroll to the first entry which starts with the letters you typed.   Double-click a Term to open its <u>Definition Page</u>.

Page Turn buttons:

The Page Turn buttons on the lower right side of the screen allow you to move through the Encyclopedia alphabetically, one page at a time.   The Page Turn buttons are active on the <u>Definition Page</u> and the <u>Atlas</u> page.

¥   Click the forward Page Turn button to go to the next entry found in the Encyclopedia, or click the reverse Page Turn button to go to the preceding entry.

Appendix

The Appendix is a collection of useful health and medical reference tables.

1. Clicking the Appendix Tab on the right side of the Encyclopedia opens the Appendix menu page.   The main Appendix subject areas available to you are displayed.   You may scroll though this list to find a subject.
2. Double-clicking on a main subject area will open it to reveal the specific appendixes available within that subject.
3. You may open or close any of the subject areas by double-clicking it. The Appendix menu can be scrolled with any or all of the subject areas open.
4. Double-click an Appendix name to open it.

¥ Appendixes are displayed across both pages of the Encyclopedia.   Since many appendix tables are too large to display on screen, Scroll Bars are provided, allowing you to move the table up and down, and left to right. When you scroll the table, the column headings will always be displayed.

¥ To return to the Appendix menu page, click the <u>Contents</u> button.

Shortcut Key: **CTRL-A**

Atlas

The Atlas is a collection of color illustrations of human anatomy.

1. Clicking the Atlas Tab on the right side of the Encyclopedia opens the Atlas menu page.   The main Atlas subject areas available to you are displayed.   You may scroll though this list to find a subject.
2. Double-clicking on a main subject area will open it to reveal the specific Atlas illustrations available within that subject.
3. You may open or close any of the subject areas by double-clicking it. The Atlas menu can be scrolled with any or all of the subject areas open.
4. Double-click the illustration name to open it.

¥ Atlas illustrations are displayed across both pages of the Encyclopedia.

¥ To return to the Atlas menu page, click the <u>Contents</u> button.

¥ The Arrow buttons which appear at the bottom of the page allow you to easily browse through the Atlas pages.   Click an Arrow button to move forward or backward one page at a time through the Atlas.

Shortcut Key: **CTRL-T**

Lists

The Lists section of Mosby's Medical Encyclopedia allows you to go directly to any of the Pictures, Media Clips, or Tables found throughout the Encyclopedia.

1. Clicking the Lists Tab on the Encyclopedia opens the Lists menu page. This page displays the three list categories available: Pictures, Media Clips, and Tables.
2. Double-click one of these categories to reveal a list of the specific items available under that subject.
3. You may open or close any of the subject areas by double-clicking it. The Lists menu can be scrolled with any or all of the subject areas open.
4. Double-click the item name to open it.   The Encyclopedia will open the appropriate Picture, Media Clip or Table, along with the first Term found in the Encyclopedia which is associated with the item you selected.

¥ To return to the Lists menu page, click the Lists button again.

¥ To move to the next or preceding Definition entry, use the Page Turn buttons.

Shortcut Key: **CTRL-L**

Notebook   (Notes)

The Notebook provides you with a complete word processor right inside Mosby's Medical Encyclopedia.   You can <u>Copy</u> and <u>Paste</u> selections from the Encyclopedia into a Notebook file, edit and format the text, and add your own remarks.   You may create as many different Notebook files as you wish, save them on your hard disk or other media, and print your results. Notebook files can also be imported into other word processing programs.

Copying a selection into the Notebook:
1. Select the text you would like to copy using the mouse.
2. Click <u>Copy</u> to grab the selection.
3. Click the Notes button to open the Notebook, (if it is not already open).
4. Click <u>Paste</u>.   The text will appear in the Notebook.   You may use the tool buttons in the notebook to format and edit the text, as well as add your own remarks.

¥   You don't need to open the Notebook to paste a selection.   Simply clicking the <u>Paste</u> button will automatically paste the currently Copied selection to the end of the Notebook file.   In this way you may quickly copy and paste a series of selections into the Notebook without actually having to open the Notebook.   Later you may open the Notebook to edit and format the text using its built-in tool buttons. (see Formatting text in the Notebook below)

¥   To place a selection at a specific position within text which you have already entered in the Notebook, simply open the Notebook, place the cursor at the position you want the new selection to appear, then click Paste.   The selection will be inserted at the cursor position.

Formatting text in the Notebook:
A number of formatting tools are provided in the Notebook to allow you make your notes look the way you would like them to look.

¥   The Font button lets you change the font used.
¥   The Size button lets you change the font size used.
¥   The Ruler allows you indent and change page margins.   Simply slide the left or right margin markers to reset the margins.   You may set the top and bottom segments of the left margin marker separately to create indented paragraphs.
¥   The Alignment buttons allow you to select Left, Centered, Right, or Justified alignment.
¥   The Bold, Italic, and Underline buttons change the appearance of the currently selected text.

Re-sizing and Moving the Notebook:
When open, the Notebook always appears over the Encyclopedia pages currently displayed.   You may re-size and move the Notebook window to suit your needs.

- ¥ To Re-size the Notebook, place the mouse on one of the Notebook's corners.   The arrow icon will change to a double-arrow.   Hold down the mouse button while dragging the corner to achieve the desired size.

- ¥ To Move the Notebook, place the mouse on the title bar of the Notebook, (at the top of the Notebook window), hold down the mouse button, and drag the Notebook to where you would like to place it on the screen.

Saving your Notebook file:
To save a Notebook file, click the Save button on the Notebook toolbar. Indicate in the Save window where you would like the file saved.

Shortcut Key- **CTRL-S**

Creating a new Notebook file:
To create a new Notebook, click the New button on the Notebook toolbar. Indicate in the New Notebook window the name you want to use for the new Notebook file.

Shortcut Key- **CTRL-N**

Opening an existing Notebook file:
To open an existing Notebook file, click the Open button on the Notebook toolbar.   Select the Notebook file you would like to open from the Open Notebook window.

Printing a Notebook file:
To print the Notebook file, click the Print button in the Notebook toolbar. Select the print options you desire in the Print Window.

Note: The Encyclopedia's   Print button at the bottom of the screen is used to print the current definition or table only.

Copying a selection into your own word processor:
1. Select the text you would like to copy and click Copy.   You may select text from within the Notebook, or from the Encyclopedia itself.
2. Open your word processing program and the document into which you want to place the selection.
3. Place the mouse at the position you would like the selection to appear

in the word processing document and click the mouse button.
4. Select Paste from your word processing program's menu.   The selection will appear in your document.

Copying an entire Notebook into your own word processor:
1. Open the Notebook you want to copy.
2. Click the Save button in the Notebook.   Select a format which your word processing program can read from the Save As option box. Save the Notebook file.
3. Open your word processing program.   Open the Notebook file which you just saved using your word processor's Open command.   Refer to your word processor's instruction manual for assistance.

Copy

After Selecting text on screen using the mouse, the Copy button copies the selected text and holds it until you <u>Paste</u> it into the <u>Notebook</u>.

Once in the Notebook you may edit, format and save the selection in the Notebook file.

Note: Keep in mind that each time you copy a new selection, it replaces the previously copied selection.   So be sure to paste your selection into the Notebook to save it before copying a new one.

    Shortcut Key: **CTRL-C**

Paste

Paste places the currently copied selection into the <u>Notebook</u>.

¥ You don't need to open the Notebook in order to paste a selection. Simply clicking the Paste button will automatically paste the currently copied selection at the end of the Notebook file.   In this way you may quickly copy and paste a series of selections into the Notebook without actually having to open the Notebook.   Later you may open the Notebook to edit and format the text.

¥ To place a selection at a specific position within text you have already entered into the Notebook, simply open the Notebook, place the cursor at the position you want the new selection to appear, then click Paste. The selection will be inserted at the cursor position.

Shortcut Key- **CTRL-V**

Print

The Print button provides a quick way of printing the currently displayed definition or table.   Simply click the Print button to automatically print. Your default Windows printer and print options will be used for printing.

¥ To print edited selections from the Encyclopedia, first <u>Paste</u> the text you want into the <u>Notebook</u>.   You can edit, format and supplement Notebook text, then print using the Notebook's built-in printing function.

Shortcut Key- **CTRL-P**

Pronounce

Clicking the Pronounce button plays the correct pronunciation of the Term currently displayed on screen.   The standard written pronunciation guide is also included for each Term which has an audio pronunciation guide. Vocal pronunciations are only available for the more complex Terms found in the Encyclopedia.   The Pronounce button is disabled when a vocal pronunciation is not available.

Shortcut Key: **CTRL-R**

Back

Clicking the Back button lets you retrace your steps in the Encyclopedia by returning you to the previous page viewed.   The Back button automatically keeps track of the last twenty pages you viewed.   To return to a previously viewed page, click the Back button one or more times until you reach that page.

Shortcut Key- **CTRL-B**

Bookmarks

Using the Mark button:
Clicking the Mark button places a "bookmark" on the "page" which you currently see on screen.   By placing marks, you can quickly return directly to a particular page at any time by using the Find Mark button.

Note: You may place as many bookmarks as you wish in Mosby's Medical Encyclopedia.

Shortcut Key- **CTRL-M**

Using the Find Mark button:
Find Mark displays a list of all the "pages" which you had previously bookmarked using the Mark button.   To view one of these pages, double-click on the page name as it appears in the bookmark list.   The page will display.   To return to the bookmark list, click the Find Mark button once again.

Shortcut Key- **CTRL-F**

¥ To delete an item from the bookmark list, first select it by clicking once on the item, then click the Delete button.

¥ To close the Find Mark window, click the Close Button.

Search

Search allows you to find Terms, <u>Appendix</u>, and List entries which contain a specific word or phrase.   Using Search lets you find an Encyclopedia entry which contains a word, even if the entry name does not start with that word. For instance: Searching for "Resuscitation" will display the Encyclopedia entry: "Cardiopulmonary Resuscitation (CPR)".   Likewise, Searching for "CPR" would also have found this entry.

There are two ways to tell the Search function just what you want to find: by typing in the word or phrase you want to find, or by selecting a word or phrase from the Encyclopedia itself.

Searching by entering text:
1. Click the Search button.   The Search Window will be displayed.
2. Type the word or phrase you want to find, then click the Find button.
    Note: If you enter only part of a word, Search will find all entries which include the combination of letters youve entered.
3. After a brief search, a list of all the occurrences of your entry will be displayed.   Icons in front of each item indicate in what part of the Encyclopedia the entry was found.
4. Double-click on the item you would like to view.   The Encyclopedia will open to that item.
5. Click the Close button if you would like to hide the Search Window.

Searching by selecting text:
1. Select the word or phrase you want to find by using the mouse to highlight that word or phrase.   You may select text from within a <u>Definition Page</u>, an <u>Appendix</u>, or a <u>Table</u>.
2. Click the Search button.   The Search Window will display.
3. After a brief search, a list of all the occurrences of the selected text will be displayed.   Icons in front of each item indicate in what part of the Encyclopedia the entry was found.
4. Double-click on the item you would like to view.   The Encyclopedia will open to that item.
5. Click the Close button if you would like to hide the Search Window.

¥ To return to the Search Window, simply click the Search button again. The Search Window will be displayed with the list of items found during your last Search.   You may choose another item by double-clicking it.

¥ You can change the word or phrase in the Search Window to refine or change your search.   Just edit your entry and click Find again.

¥ You may also Paste text which you have selected from within a <u>Definition Page</u>, <u>Appendix</u>, <u>Table</u>, or <u>Notebook</u> into the Search Window.   Simply

select the text you wish, click the <u>Copy</u> button, click the Search button to open the Search Window, and click the <u>Paste</u> button.   Your selection will appear in the Search Window.   Finally, click the Find button to initiate the search.

Shortcut Key- **CTRL-H**

Help
Click Help to view or to close this Help File.

Shortcut Key- **CTRL-?**

Quit

Exits Mosby's Medical Encyclopedia.   If you have made changes to your Notebook, you will be reminded to save the file(s).

Shortcut Key- **CTRL-Q**

Special Characters

Special Characters are symbols not found on your computer's keyboard. They are used throughout Mosby's Medical Encyclopedia to present various medical terms and expressions.

Many of these symbols are included in most standard font families. However, a number of the special characters used in the Medical Encyclopedia require the Mosby Special Character Font *(Mosby)* which is included with this software.   The MosbyS1 Font was automatically installed on your computer when you installed this software.

Note: If you copy material from the Mosby Medical Encyclopedia into other documents and change the font used to display them, some characters may not display or print properly.   Likewise, if you move a file containing material from the Encyclopedia to another computer, that computer will need to have a copy of the Mosby Special Character Font installed in order to display and print all characters properly.