

MEDICAL DRUG REFERENCE™ for Macintosh

Nowhere in the constantly evolving world of health care has change been more rapid than in the area of drug information. With new drugs appearing almost daily, pharmacists, doctors, and nurses spend a great deal of time and energy keeping up with the changes. The **MEDICAL DRUG REFERENCE for Macintosh** puts these efforts to work for you by providing a general description of thousands of drugs. The data in the **MEDICAL DRUG REFERENCE** is drawn from **First DataBank**, the leading supplier of electronic drug information to hospitals and pharmacies across the country.

System Requirements

MEDICAL DRUG REFERENCE requires the following minimum configuration:

- A Macintosh computer.
- 3½-inch high density floppy disk drive.
- 9 MB hard disk space available.
- 4 MB RAM.
- System 7.0 or later.

Installing the Program

To install the **MEDICAL DRUG REFERENCE**,

1. Quit any open applications you may be running and disable your virus protection programs and system extensions. (You can accomplish all of the above by holding the **Shift** key down while you restart your computer.)
2. Insert *Installation Disk 1* into your floppy disk drive and double click the Medical Disk #1 icon.
3. Follow the instructions on your screen. The installation places all of the required files in a folder on your hard disk called *MEDICAL DRUG REFERENCE* unless you choose otherwise. **If you are updating your database files**, you will need to indicate a new file folder name if you do not want to overwrite your existing database files.

When the installation is complete, you'll need to restart your computer to turn your system extensions and virus protection programs back on.

Starting and Exiting the Program

To start the **MEDICAL DRUG REFERENCE**,

1. Open the folder that contains the **MEDICAL DRUG REFERENCE**. The default name for the folder created during the installation process is **Medical Drug Reference**.
2. Double click the **MEDICAL DRUG REFERENCE** icon. The **MEDICAL DRUG REFERENCE** will open.

To exit the program, select **Quit** from the **File** menu.

Locating Drug Topics

The first screen displayed each time you open the **MEDICAL DRUG REFERENCE** is the **Contents** screen. From the **Contents** screen, you can access drug topics using the methods described below. You can also access information on how to use the various features of the program from the **Contents** screen by clicking on the underlined text with your mouse. To return to the **Contents** screen at any time, click the **Contents** button.

Browsing

You can browse through the **MEDICAL DRUG REFERENCE** a drug at a time using the **Browse** buttons. The **Browse** buttons will move to the next or previous drug in alphabetical order. To view the previous or next entry in the sequence, click the appropriate **Browse** button. When you reach the end (or beginning) of the drug topics contained in the **MEDICAL DRUG REFERENCE**, the appropriate **Browse** button will be grayed to indicate that there are no more drug topic entries available.

Search Button

Click the **Search** button to access an alphabetical list of every drug topic contained in the **MEDICAL DRUG REFERENCE**. The left side of the list displays the drug's generic/chemical or brand name. (A generic/chemical name is the general name of a drug that is not owned by a specific group. A drug *MAY* or *MAY NOT* be available in generic form. A brand name is the manufacturer's advertised name for the drug. Several manufacturers may make the same drug and each will give it a different name.) The right side of the list displays the drug's corresponding brand names, doses, and forms.

To open the list, click the **Search** button or select **Find Drug** from the **Find** menu. Use the scroll bar to scroll down the list. You can also use the arrow keys to move through the list of drug topics.

You can open drug topics from the list using the buttons at the bottom of the list's window:

View Topic—Clicking this button opens the highlighted drug and leaves the Search list open.

Go To Topic—Clicking this button closes the Search list and opens the highlighted drug topic.

You can also open a drug from the list by double clicking on its name. This will close the Search list and open the selected drug. To close the Search list without opening a drug topic, click the Done button.

Keyword Search

The Keyword search feature finds drugs quickly by the generic/chemical or brand name. To search for a drug by name,

1. In the Keyword field at the top of the window, begin typing the name of the drug. As you type, drugs that match what you have typed will appear in gray.
2. To view the drug that appears in the Keyword Search field, press **Return**. If you typed a drug name for which there are several names, forms, or doses, the Search list will open when you press **Return** so you can select the drug you wish to view.

Viewing Drug Information

Each drug included in the **MEDICAL DRUG REFERENCE** contains an explanation of the drug's purpose and a generic or name brand notation. In addition, each entry includes information for some or all of the following topics:

- **How to Take**—Provides instructions on how to take each drug, such as "take with food" or "take between meals."
- **Side Effects**—Alerts you to any side effects you may notice while taking this drug and what to do about them.
- **Notes**—Presents important information not specific to the other topics. This could include anything from listing tests that may be performed to monitor the drug to encouraging you to drink lots of water to increase the drug's effectiveness.
- **Precautions**—Alerts you to precautions when taking the drug in certain situations, such as during pregnancy or while breast feeding, for example.
- **Interactions**—Advises you about potential interactions with other drugs.
- **Missed Dose**—Provides a safe way to get back on track if you accidentally miss a prescribed dose.
- **Storage**—Tells you how to store drugs to maintain their effectiveness.

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- **Medic Alert**—When a Medic Alert button appears with a drug, it means this medication, or the condition the medication is treating, could cause complications in a medical emergency. Many people wear Medic Alert bracelets to inform emergency personnel. To find out more about Medic Alert, call 1-800-854-1166.
- **Print Drug Information**—To print all of the subtopics and the main drug description, click the Print Drug Information button.

To access information on a particular topic, click on the appropriate button. If information on a particular topic is not available for a drug, the button will not appear. Close the window by clicking the Close box in the upper left corner.

Reviewing Drug Topics

The **MEDICAL DRUG REFERENCE** keeps a record of each drug topic you open during the current program session. You can use the Go Back and History buttons to re-open drug topics you viewed previously.

Go Back—Clicking the Go Back button backtracks through topics you've viewed in the current program session. It opens the drug topics in the reverse order in which you've accessed them

History—Clicking the History button displays a list of the drug topics viewed during your current program session. When the History list opens, double click on the item of interest. This will open the drug topic and close the History list. To open a topic without closing the History list, click the View Topic button at the bottom of the History list. Click the Close box to close the History list.

Attaching Notes and Bookmarks

You can attach notes and bookmarks to the drug topics contained in the **MEDICAL DRUG REFERENCE**.

Notepad Tool

You can attach notes to drugs in your **MEDICAL DRUG REFERENCE** using the Notepad Tool. A note from the Notepad is like a small piece of paper with adhesive on the back. You can attach notes to drug topics, where they'll remain until you remove them. Notes provide an easy way to record any side effects, allergies, or other notes about a drug.

Attaching Notes

To attach a note, click the Notepad tool at the top of the window, keep your mouse button down, and drag it down to its new location. An insertion point will appear in the note so you can type your note. As you type, the note will enlarge to accommodate the text.

Deleting Notes

To delete a note, click your mouse within the text of the note so the insertion point appears. Then select Delete Note from the Edit menu.

Moving Notes

To move a note, place the mouse pointer along the edge of the note. When the pointer changes from an arrow to a hand, hold your mouse button down and drag the note to its new location.

Hiding/Displaying Notes

You can choose to hide or display your notes by selecting Show Notes from the View menu. If a check mark appears in front of this option, your notes will be displayed; if no check mark appears, they will be hidden.

Bookmarks

You can use a bookmark to mark any topic you wish to return to at a later time. For example, you can mark all your current medications so you can access them quickly. The bookmarks (and their Command keys, if any) appear in a list accessible from the Bookmarks menu. If you have a large number of bookmarks, an arrow will appear at the bottom of the list so you can scroll to view the remaining bookmarks.

Creating Bookmarks

To create a bookmark, open the drug you wish to bookmark. Then select Set Bookmark from the Bookmarks menu. The Set Bookmark dialog appears containing the following fields:

Name: The name of the drug will automatically appear in the Name field. If you would like to rename the bookmark, highlight the field and type in the new name. You can change the name of a bookmark to something that has significance to you, such as the name of the family member who is taking the drug, or the doctor that prescribed it.

Command Key: You can assign a Command key to the bookmark. Regardless of where you are in the **Medical Drug Reference**, you can press the Command key and the bookmarked drug will open on screen. To assign a Command key, click on the arrow in the Command key field. A list of 10 numbers will appear. Highlight the number you want. To access the drug using the Command key, press **Command** plus the number you selected.

Click OK to save the bookmark. Clicking Cancel returns you to the drug window without creating a bookmark. Your bookmark(s) will appear at the bottom of the Bookmarks menu.

Viewing Bookmarked Drug Topics

A list of all the bookmarks you've created is displayed at the bottom of the Bookmarks menu. To open a bookmark, select the appropriate bookmark from the list.

You can also view bookmarked drugs by selecting Edit Bookmarks from the Bookmarks menu. To open a drug and close the Edit Bookmarks dialog, double click on the appropriate bookmark. To open a drug *WITHOUT* closing the Edit Bookmarks dialog, highlight the appropriate bookmark and click the View Topic button.

Editing Bookmarks

You can edit the name or Command key of a bookmark. To edit your bookmarks, select Edit Bookmarks from the Bookmarks menu. The Edit Bookmarks dialog appears. Click on the appropriate bookmark with your mouse so that it is highlighted. You can then change the Name or Command key in the two fields at the top of the dialog. Click OK to exit the dialog and save your edits.

Deleting Bookmarks

To delete a bookmark, select Edit Bookmarks from the Bookmarks menu. Highlight the bookmark in the Edit Bookmarks dialog and click the Delete Bookmark button.

Printing Drug Information

The **MEDICAL DRUG REFERENCE** offers a number of ways to print drug information. To print the information for a particular drug,

1. Open the drug topic you wish to print.
2. Depending on how much information you want to print, select one of the following options:
 - To print all of the subtopics and the main drug description, click the Print Drug Information button displayed on the drug window.
 - To print only the main drug description, select Print from the File menu or press **Command - P**.
3. Follow the instructions in the dialogs that appear.

To cancel a print job, press **Command - .** (period).

Copying to the Clipboard

You can copy text, or a picture of the text, from the **MEDICAL DRUG REFERENCE** into the Clipboard using options from the Edit menu. These options may be useful if you want to incorporate text or a picture into another document.

- *Copy Topic As Text*—The text portion of the topic will be placed in the Clipboard as unformatted text.
- *Copy Topic As Picture*—A picture (in PICT format) of the topic, including graphics and formatted text, will be placed in the Clipboard.

Animation Effects

You can turn the zooming animation effects on or off by checking or unchecking Animation Effects on the View menu. A check mark indicates the effects will be used; no check mark means they are turned off. The zooming animation is used to give the illusion that a hypertext jump or popup zooms out of the text you clicked. It does take time to draw, however, so you may wish to turn it off.

Updating Your Drug Information

First DataBank is constantly updating the drug database to include new drugs and update existing information. For information on how you can keep your MEDICAL DRUG REFERENCE current, call the Parsons Technology Order Department toll-free 24 hours a day at 1-800-223-6925. Outside North America, call 1-319-395-7300.

If You Need Assistance...

Customer Assistance: Contact our Customer Assistance department if you have questions about or problems with your bill, a defective user's guide, questions or problems about your shipment, or questions about returning a product. Call 1-319-395-0115, or fax us at 1-319-395-0466.

Technical Support: Our Technical Support number is 1-319-393-3292. An automated attendant will direct you to the right location and give Technical Support department hours. We'll take all the time needed to answer your questions, but you may have to wait a short time while we offer this same attention to other callers ahead of you.

Technical bulletins, product descriptions, and other information on the most commonly asked questions can be sent directly to your FAX machine 24 hours a day. Our *SmartFax* number is 1-319-395-0176. The system asks which document you want. Choose 100 for instructions for using the system and a partial directory of available information. Choose 101 for a complete directory. You must call from a FAX machine. ❖

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Disclaimer of Warranty

We have made every effort to verify that the **MEDICAL DRUG REFERENCE** is an effective tool for locating and reading drug information. However, you must be aware that the **MEDICAL DRUG REFERENCE** is sold to you "as is," without any warranty of any kind. The only exception is the 30-day warranty extended for replacement of defective disks.

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