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Overview

Navigating the Screen

Using the Main Menu

Introduction

After the introductory audio and graphics, the opening screen appears.   This is the main screen from which you access the contents of the Mayo Clinic The Total Heart disc.   The screen is divided into three parts: the Section Buttons (on the right of the screen), the Detail Tools The Detail Tools   (on the bottom of the screen) and the Main Menu commands (on the top of the screen).

Looking at Screen Elements

The Total Heart screen is divided into three parts.   The three parts are: The Section Buttons, The Detail Tools, and the Main Menu.

Related Topics:

>The Section Buttons
>The Detail Tools
>The Main Menu

The Section Buttons

The Section Buttons, located along the right side of the screen aids in navigation between parts of the Total Heart disc.   To use the Section Buttons, click the left mouse button on the desired topic.   Section Buttons include: Preface, Introduction, Anatomy, Normal Heart, Heart Disease, Reducing Risk, Heart Tests, Treatments, Cardiology, Drug Directory and Emergency.

Preface

Introduction

Anatomy

Normal Heart

Heart Disease

Reducing Risk

Heart Tests

Treatments

Cardiology

Drug Directory

Emergency
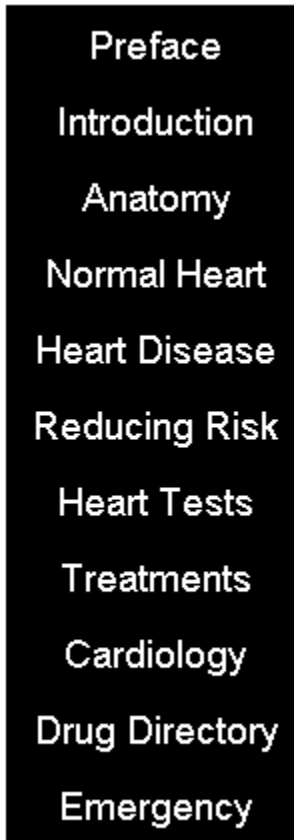
TIP: The information accessible through the Section Buttons is also available by selecting the Sections item in the main menu and choosing the corresponding menu entry.

The Detail Tools

The Detail Tools, located along the bottom of the screen, contain the most commonly used functions within the Total heart disc.   To use the Detail Tools, click the left mouse button on the appropriate tool. From left to right, the tools are: Contents, Notes, Trail , Search, Dictionary, Illustrations, Symptoms, and Go Back.

This is what the Detail Tools look like:
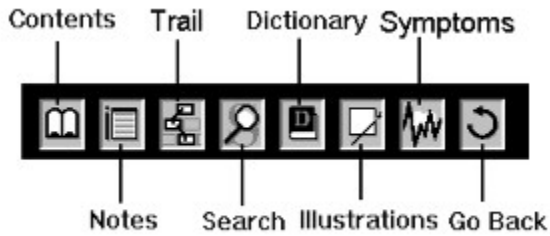
TIP: As the mouse pointer is moved over the Detail Tools, a pop-up description of each tool is printed in the area to the left of the Detail Tools.

The Main Menu

The Main Menu, located below the Total Heart title bar,   contains traditional Windows pull-down menus. The Main Menu provides access to all the features of the Total Heart disc.

The Menu contains four top-level menus: View, Options, Sections, and Help.   When you choose the top-level menu item, additional menu items will be displayed which allows you to access the full-features of the Total Heart disc.

TIP: You can select Main Menu commands using several different methods.   With the first method, you can use the mouse pointer and click over the main menu item.   The second method lets you press the F10 function key to highlight the first menu item and press the Enter key.   Then, use the arrow keys to move to the menu item you want to select.   Press Enter to select the menu item.   Finally, the third method is to press and hold down the Alt key while pressing the letter associated with the part of the menu item which is underlined.   For example, you could press and hold down the Alt key while you press the V key.   This action will select the View menu.
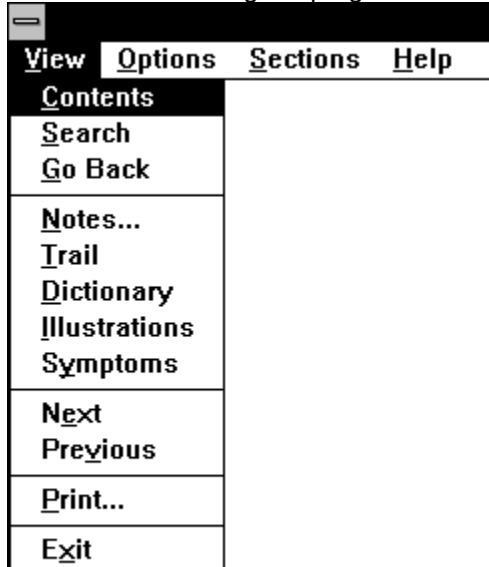
Main Menu Options

The Total Heart Main Menu bar contains four standard Windows pull-down menus.   Selecting a pull-down menu displays a command list which allows you to select features of The Total Heart Book.

Related Topics:

View
Options
Sections
Help

View

The View menu contains commands for browsing the database, displaying and adding notes,   searching the disc, viewing the trail list, displaying the dictionary of terms, viewing the illustrations list, Printing Total Heart text and exiting the program.

View	Options	Sections	Help
Contents			
Search			
Go Back			
Notes...			
Trail			
Dictionary			
Illustrations			
Symptoms			
Next			
Previous			
Print...			
Exit			

Related Topics:

Contents
Search
Go Back
Notes
Trail
Dictionary
Illustrations
Symptoms
Next
Previous
Print
Exit

Contents

When the Contents menu item is selected from the View menu,   a window appears which contains the table of contents for the Mayo Clinic Total Heart disc.   The table of contents can be considered an outline for the entire Total Heart disc.

TIP: You can also display the contents by clicking on the Contents button within <u>The Detail Tools</u>.

Search

When the Search menu item is selected from the View menu, the Search dialog is displayed.   Through the use of this dialog, you can instantly search on a keyword and find every reference to that word within the Mayo Clinic Total Heart disc.

The search dialog box appears below:

For a simple search, type in the word you wish to search for within the **Search   for** edit control and select the **Search** button.   A **Search List** window will appear which displays the sections of text that contain the word being search for.   You can now move the cursor within the list and press the Enter key to display the specified phrase.

The **Cancel** button closes down the dialog box.

The **Clear** button clears any text within the edit controls in the Search dialog box.

The **Use Word** button selects the term in the dialog box as the search keyword.

The **Spelling** button displays a dialog box which allows you to look-up the spelling of a word.

You can also create compound searches by choosing the **Advanced** button.

Pressing the **Advanced** button within the **Search** dialog box, displays the Advanced Search dialog box. It looks like this:

Advanced Search

Search for

ABMS

Select a dictionary word:

- A
- ABBOKINASE
- ABBOTT
- ABBREVIATED
- ABBREVIATION
- ABC
- ABDOMEN
- ABDOMENS
- ABDOMINAL

[Search] [Use Word]

[Cancel] [Spelling]

[Clear] [Easy <<]

And

And

And

Or

within a paragraph

The Advanced Search dialog box is an expanded version of the Search dialog box and contains additional criteria for searching the database.

Specify additional information in the edit controls for including AND/OR processing in your search criteria.

The **Easy** button displays the regular Search dialog box.

Pressing the **Cancel** button at any time will abort the dialog.

Go Back

The Go Back command moves you back through previously viewed information.

The Go Back option   works in conjunction with the trail list Trail.   The Mayo Clinic Total Heart disc keeps track of every screen you have viewed.   If you want to redisplay a previously viewed screen, use the Go Back command to move back through the list of previously displayed screens.

TIP: The Detail Tools contain a button which carries out the same task as the Go Back menu option.

TIP: The Go Back feature removes the most recent screen from the trail list.

Notes

Selecting the Notes option from the View menu allows you to write notes about your experiences with the Mayo Clinic Total Heart Disc.   The Notes menu option displays the Notes dialog box, as follows:

Personal Notes
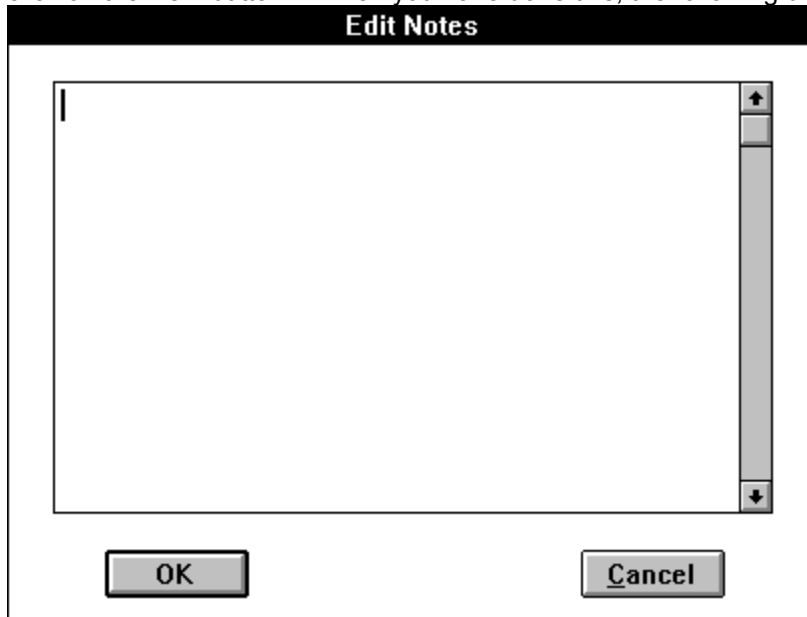
OK	New	Delete	Print	Cancel
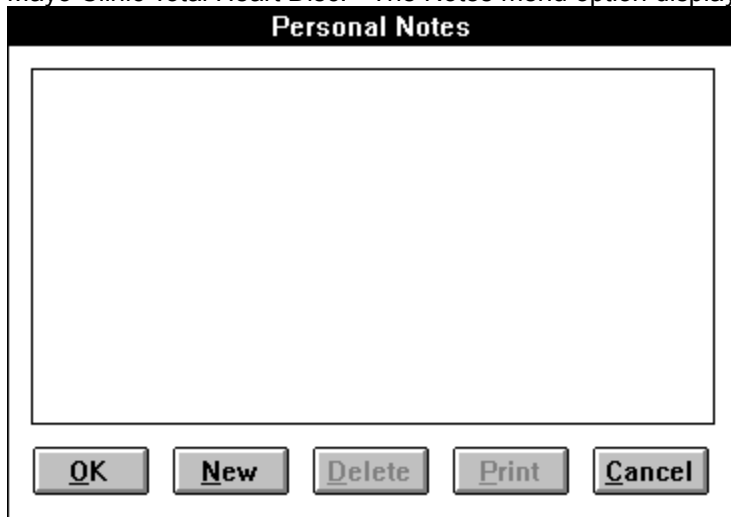
When the **Personal Notes** dialog box is first displayed, no notes will be entered.   To start a new note, click on the **New** button.   When you have done this, the following dialog box will be displayed:

Edit Notes

OK   Cancel

You type your notes within the edit box.   When you are done with typing the note, select the OK button. Immediately, the **Personal Notes** dialog box will be redisplayed, with the first line of your new note in the list box.

```
┌─────────────────────────────────────────────────┐
│                 Personal Notes                    │
├─────────────────────────────────────────────────┤
│ ┌───────────────────────────────────────────┐   │
│ │ Notes for Dad 2/9/93                        │   │
│ │                                             │   │
│ │                                             │   │
│ │                                             │   │
│ │                                             │   │
│ │                                             │   │
│ │                                             │   │
│ │                                             │   │
│ │                                             │   │
│ └───────────────────────────────────────────┘   │
│  ┌──────┐  ┌──────┐  ┌───────┐  ┌──────┐ ┌───────┐│
│  │  OK  │  │ New  │  │Delete │  │Print │ │Cancel ││
│  └──────┘  └──────┘  └───────┘  └──────┘ └───────┘│
└─────────────────────────────────────────────────┘
```
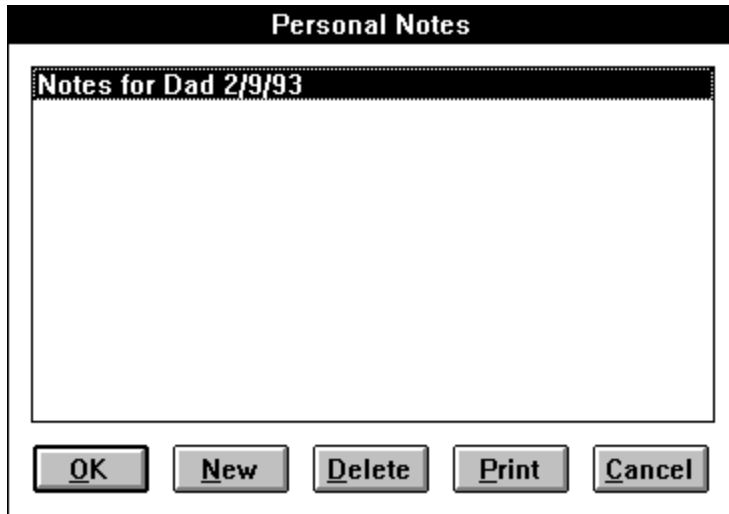
You can create as many notes as you wish by continuing to Select the **New** button.

To edit a note which was previously entered, select the item in the list box and either double click the left mouse button over it or choose the **Ok** button.   The Edit Notes dialog box will be displayed, except this time your previously typed notes will appear.

The **Delete** button within the Personal Notes dialog box will remove a note from the listbox.   A note must be selected in the listbox before it can be deleted.

The **Print** button will send the contents of a selected note to the currently selected printer.
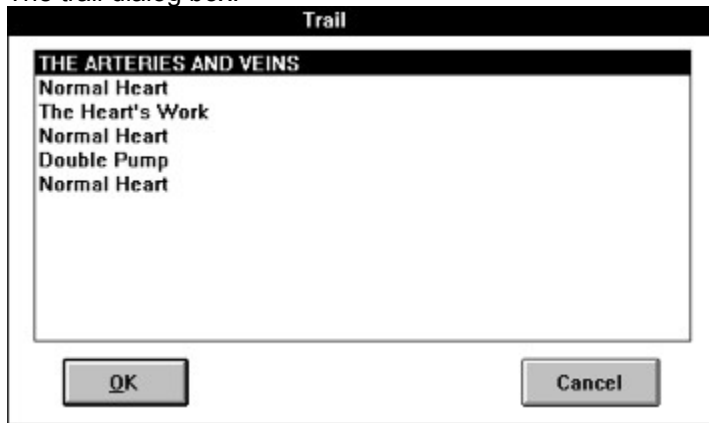
NOTE: Selecting **OK** from the **Personal Notes** dialog box without having any items highlighted in the list of personal notes saves all the notes into the current user note database.   Selecting **Cancel** aborts the dialog box and will not save any of the notes.

TIP: The Personal Notes dialog box can be selected by choosing the Notes button within The Detail Tools.

Trail

The trail menu option displays a list of the previously displayed information screens within Mayo Clinic Total Heart disc.   From the dialog box, you can choose any information you have previously viewed, and re-read it.

The trail dialog box.

```
┌─────────────────────────────────────────────────┐
│                      Trail                       │
├─────────────────────────────────────────────────┤
│ ┌─────────────────────────────────────────────┐ │
│ │ THE ARTERIES AND VEINS                      │ │
│ │ Normal Heart                                │ │
│ │ The Heart's Work                            │ │
│ │ Normal Heart                                │ │
│ │ Double Pump                                 │ │
│ │ Normal Heart                                │ │
│ │                                             │ │
│ │                                             │ │
│ │                                             │ │
│ └─────────────────────────────────────────────┘ │
│                                                  │
│  ┌──────────┐              ┌──────────┐          │
│  │    OK    │              │  Cancel  │          │
│  └──────────┘              └──────────┘          │
└─────────────────────────────────────────────────┘
```

TIP: The trail list works in conjunction with the Go Back option.   Where the trail option displays a list of all the titles and headings of information you have already seen, the Go Back option goes to the most recently viewed information.

Dictionary

Selecting the Dictionary option displays the **Dictionary** window.   Scrolling through the dictionary displays a list of medical terms along with their definitions.

TIP: You can also select the **Dictionary** window by choosing an appropriate button in <u>The Detail Tools</u>.

Illustrations

Selecting the Illustrations option displays a list of the illustrations available within the Mayo Clinic Total Heart Disc.   By selecting illustrations from the list, you can view them on your computer screen.

NOTE: The illustrations are meant to be displayed in 256 colors.   If your video monitor cannot display 256 colors, the illustrations can lose clarity and resolution.   If the images don't look right, check to make sure Windows has been setup with the correct driver.

TIP: You can also select the **Illustrations** window by choosing an appropriate button in <u>The Detail Tools</u>.

Symptoms

Selecting the Symptoms option displays a list of medical heart symptoms along with a description of what they are.

TIP: You can also select the **Symptoms** window by choosing an appropriate button in <u>The Detail Tools</u>.

Next

The Next menu item works when a Search window is visible to display the next item in the search list.

Previous

The Previous menu item works when a Search window is visible to display the previous item in the search list.

Print

By selecting the Print option, you can print the contents of the current Mayo Clinic Total Heart Disc window.

NOTE: Make sure that your system is setup correctly for the type of printer you wish to print to.   You can use the Control Panel Windows accessory to check your printer settings.

Exit

Closes down and exits the Mayo Clinic Total Heart disc.

Options

The Options menu contains commands for turning the display of captions on or off, turning audio on or off, showing dictionary items in a different color, and for setting the colors used to display text.
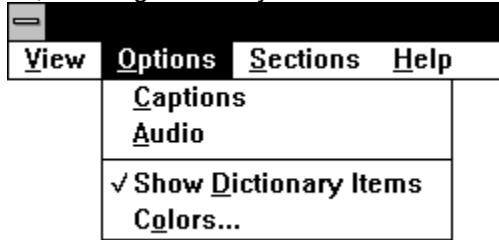
Related Topics:

Captions
Audio
Show Dictionary Items
Colors

Captions

The Captions menu selection allows you to turn captions on or off.   Captions are special boxes which displays a textual description of the voice narration.   This option acts as a switch.   When the item is checked, captions is enabled.   When the item is unchecked, captions is disabled.

See Also: <u>Audio</u> to turn sound on or off.

Audio

The Audio menu selection allows you to turn audio sound on or off.   This option acts as a switch.   When the item is checked, audio sound is enabled.   When the item is unchecked, audio sound is disabled.

See Also: <u>Captions</u> to display a textual description of what is being heard.

Show Dictionary Items

The Show Dictionary selection allows you to select if words in the dictionary should be displayed in a different color.   This option acts as a toggle.   when the menu item is checked, the displaying of dictionary items in a different color is enabled.   When the menu item is unchecked, dictionary words are displayed in normal text color.

Colors

This option displays the colors dialog box which allows you to specify the color to use for displaying different elements of text within the Mayo Clinic Total Heart Disc.   You can set the color for normal text, hyperlinks, search hits, text which is a hyperlink and also is a search hit, and text which has a dictionary entry.

The Color selection dialog box looks like this:
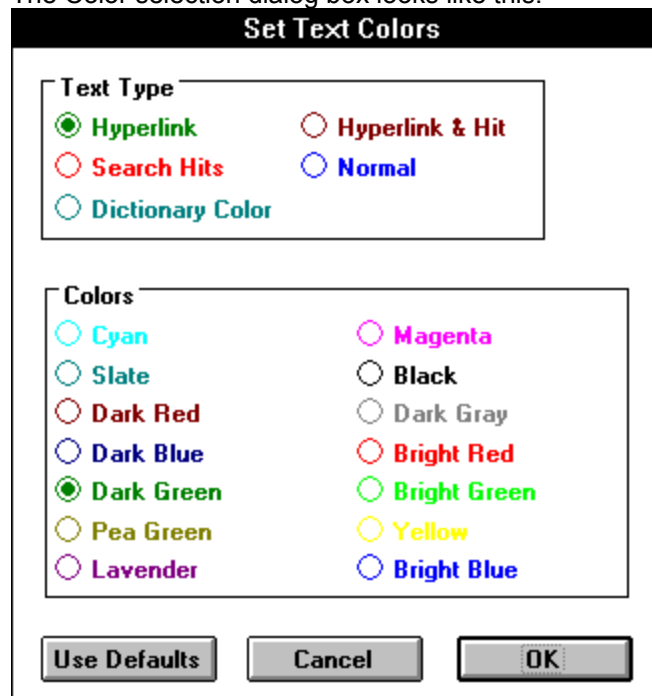
Choose a text type in the radio buttons at the top of the dialog box.   Then, choose the color you would like the text to be displayed in at the bottom.   When you are done selecting text colors, choose the **Ok** button to save your selections.   Your color selections are saved, so in future sessions with The Total Heart, you can still use your custom selections.

The **Use Defaults** button chooses default values for text colors.   The **Cancel** button exits the dialog box and does not change any dialog box items.

NOTE: You must select unique colors for each type of text, otherwise, the Colors dialog box will give you a warning message and ask you to choose new colors.

Sections

The Sections Main Menu commands allow you to navigate to different sections within the Mayo Clinic Total Heart disc.   The items listed in the Sections Main Menu are duplicated in the Sections ButtonsThe Section Buttons which line the right side of the screen.
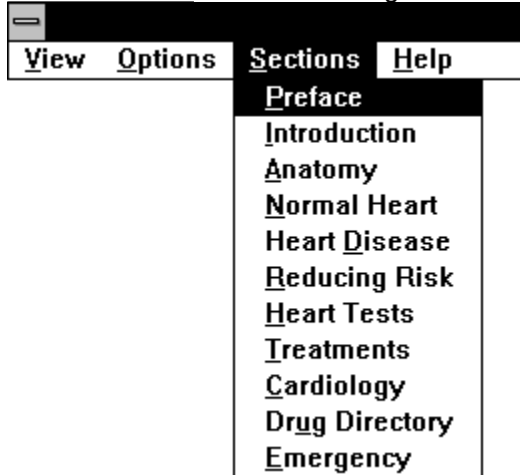
Related Topics:

Preface
Introduction
Anatomy
Normal Heart
Heart Disease
Reducing Risk
Heart Tests
Treatments
Cardiology
Drug Directory

Preface

Choosing the Preface menu item gives background information to the material presented on this disc.

TIP: You can also choose the Preface section button (on the right side of the screen) to carry out the same action as the Preface menu item.

Introduction

The introduction menu item provides an introduction to the Mayo Clinic Total Heart disc.   It also gives background information about the heart as well as reasons for studying the heart.

TIP: You can also choose the Introduction section button (on the right side of the screen) to carry out the same action as the Introduction menu item.

Anatomy

Choosing the Anatomy menu item gives you a visual presentation of the heart, including static graphic images and short animation sequences describing how the heart works.

TIP: You can also choose the Anatomy section button (on the right side of the screen) to carry out the same action as the Anatomy menu item.

Normal Heart

Choosing the Normal Heart menu item gives an in-depth introduction to the heart including   the myocardium (the heart muscle), the heart valves, the coronary blood vessels, the conduction system, the arteries and the pericardium.

TIP: You can also choose the Normal Heart section button (on the right side of the screen) to carry out the same action as the Normal Heart menu item.

Heart Disease

Choosing the Heart Disease menu item provides information about heart disease.   Topics discussed include: symptoms, a symptoms guide, and types of heart disease.

TIP: You can also choose the Heart Disease section button (on the right side of the screen) to carry out the same action as the Heart Disease menu item.

Reducing Risk

Choosing the Reducing Risk menu item provides information about reducing your risk of coronary artery disease.   Topics covered include: effect of various risk factors, unmodifiable risk factors, modifiable risk factors, and recommendations for a heart-healthy life-style.

TIP: You can also choose the Reducing Risk section button (on the right side of the screen) to carry out the same action as the Reducing Risk menu item.

Heart Tests

Choosing the Heart Tests menu item provides information about tests to diagnose heart disease.   Topics covered include: medical history, blood tests, electrocardiograph (ECG) and heart specialists.

TIP: You can also choose the Heart Tests section button (on the right side of the screen) to carry out the same action as the Heart Tests menu item.

Treatments

Choosing the Treatments menu item provides information about what can be done to treat heart disease. Topics covered include: emergency treatment, valve disease, surviving heart attack, restoring rhythm control, medications, and rehabilitation.

TIP: You can also choose the Treatments section button (on the right side of the screen) to carry out the same action as the Treatments menu item.

Cardiology

Choosing the Cardiology menu item provides information about issues in cardiology.   Topics covered include: taking aspirin, fish oil ingestion, alcohol, coffee and more.

TIP: You can also choose the Cardiology section button (on the right side of the screen) to carry out the same action as the Cardiology menu item.

Drug Directory

Choosing the Drug Directory menu item provides a directory to common drugs which are used to treat the heart.

TIP: You can also choose the Drug Directory section button (on the right side of the screen) to carry out the same action as the Drug Directory menu item.

Help

The Help Main Menu command allows you to select several forms of assistance for using the Mayo Clinic Total Heart disc.
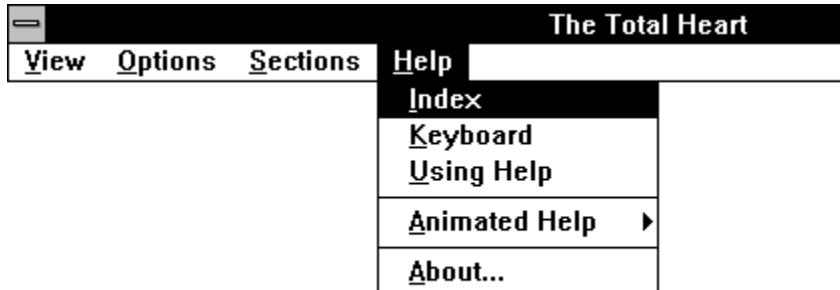
Related Topics:

Index
Keyboard
Using Help
Animated Help
About

Index

Selecting the Index menu item displays the Help index for the Mayo Clinic Total Heart Disc.

Keyboard

Selecting the Keyboard menu item displays help for using the Mayo Clinic Total Heart Disc with a keyboard.

Using Help

Selecting Using Help gives you information about how to use the Microsoft windows Help system.

Animated Help

Selecting the Animated Help menu option displays a pop up menu describing The types of animated help available.   Animated help is an animated graphical sequence with audio narration which teaches you how to use the Total Heart disc.

About

The About menu option displays descriptive information about the developers and designers of the Mayo Clinic Total Heart Disc.