

## **PDR (R) ELECTRONIC LIBRARY (TM)**

For easiest viewing, expand to full screen. To print, select FILE, print topic. Please note: The Merck Manual is a separate program that can be launched from within PDR or from the CMC Research program group in the Programs menu.

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## CONTENTS

### INTRODUCTION



**RETRIEVING PRODUCT AND PRESCRIBING INFORMATION: PDR®**



**LOOKING UP DEFINITIONS: STEDMANS MEDICAL DICTIONARY**



**USING PDR® DRUG INTERACTIONS AND SIDE EFFECTS SYSTEM**



**SEARCHING FOR WORDS AND PHRASES: THE WORD SEARCH FUNCTION**



**PRINTING AND SAVING**

### TECHNICAL SUPPORT

### APPENDICES

Word Search is powered by DT Search® from DT Software

For Help on Help, Press F1

## WELCOME TO THE PDR® ELECTRONIC LIBRARY™

The PDR Electronic Library brings together a range of pharmaceutical databases, each with a wealth of information. The system is constructed for easy access and ease of use. Even if you are new to computers, you will find the PDR Electronic Library easy to use.

Here are some of the features and benefits of the PDR Electronic Library.

- ◆ PDR Electronic Library allows you to search the entire PDR Library database for words or phrases. To further define your search, you can use the Word Search proximity connectors to find, for example, two words or phrases that appear in the same monograph. You can also narrow your search by Therapeutic Categories or PDR Topics. There are also options that provide increased flexibility in specifying your search and you can sort your search by number of hits or product name.
- ◆ PDR Electronic Library provides easy access to product photos, chemical structures, and illustrations.
- ◆ PDR Electronic Library makes it easy to compare two or more monographs. No more flipping back and forth among pages.
- ◆ With links to the complete Stedman's Medical Dictionary, you can get definitions for medical terms, from anywhere in the PDR Library. (Not available with Individual version.)
- ◆ Drug Interactions and Side Effects System is linked to the PDR so that you can call up drug cross-references.
- ◆ Through PDR Drug Interactions and Side Effects System, you can easily check a regimen of up to 20 medications for possible interactions, and also jump to the PDR Entries for the drugs you have checked. All of the information you retrieve can be saved or printed
- ◆ PDR Electronic Library offers you two ways to enter the databases and retrieve and use information: The Main Menu Bar and the Tool Bar.

This Help file covers the following core databases, the Word Search function, and the Print and Save functions within these databases.

- ◆  PDR Library: Includes PDR, PDR for Nonprescription Drugs and Dietary Supplements™, and PDR for Ophthalmology and gives you eight ways to access product and prescribing information.
- ◆  Stedman's Medical Dictionary: Contains precise medical definitions of thousands of terms. (Not available with Individual version.)
- ◆  PDR Drug Interactions and Side Effects System: Allows you to check patient regimens for drug interactions, maintain patient records, and look up drug interactions.

If you have purchased the Merck Manual or Stedman's Spellchecker, they can be launched using the Tool Bar icon. For help using the Merck Manual, open the program and access the Merck Help menu. (Not

available with Individual version.)

## MAIN MENU OPTIONS

The PDR® Electronic Library™ Main Menu Bar has six primary commands when a monograph is open. Note: when there is no monograph open, the Edit command is not available. Each contains a drop-down menu of additional options. If either the Main Menu Bar command or any of the options appear dimmed, then that function is not currently available. From left to right, the primary commands are:

- ◆ File
- ◆ Edit
- ◆ Word Search
- ◆ Subscribe
- ◆ Window
- ◆ Help

- **Select the Main Menu Bar command you want to see its menu.**

## FILE

The FILE command gives you access to PDR® Electronic Library™'s main resources and to several operational commands. The first set of options is:

- **Select User IDs to use and modify User IDs (not available with Individual version).**
- **Select PDR Library to begin a PDR Product Lookup.**
- **Select PDR Drug Interactions and Side Effects System to access PDR Electronic Library's unique interactions function.**
- **Select The Merck Manual to access The Merck Manual.** This option is not available with the Individual version and will only be functional if you have purchased The Merck Manual. If you have purchased The Merck Manual, it can be run from the PDR tool bar or the FILE menu or it can be launched from the CMC Research program group.
- **Select Stedman's Medical Dictionary to look up a definition of a medical term.** (Not available with Individual version).

All of these resources, except User Ids, may also be accessed from the Tool Bar.

The rest of the options allow you to:

- **Select Back to return to the previous screen.**
- **Select Reset to return to clear the current screen.** If you have more than one database open, Reset clears only the top window and leaves the others open. The context-sensitive tool tip for the Reset button will always tell you what action it will take.
- **Select Preferences to set text, and other system parameters.**
- **Select Save to save your search results.**
- **Select Print to print your search results.**

- **Select Print Setup to change your printer's setup parameters.**
- **Select Exit to exit PDR Electronic Library.**

All of these options, except Preferences, and Print Setup may also be accessed from the Tool Bar.

## **EDIT**

The EDIT command allows you to copy text to the clipboard and paste that material into another field of information or another application. Text must be displayed for this function to be operational.

- 1. To copy, first highlight the text you want to copy by dragging the mouse cursor over it.**
- 2. Select Copy to copy this material to the clipboard.**

Your highlighted material will be available on the clipboard until you copy another selection onto the clipboard. In other words, the clipboard can only hold one set of highlighted text at a time.

You may copy a single word or an entire section of text.

- 1. To paste, first position the cursor in the field where you want to paste the current contents of the clipboard. You can only paste into an area where text can be typed or into another application. If you are pasting into another application, e.g., a word processing document, that application and file must be open, and the cursor must be where you want the information to appear.**
- 2. Select Paste to paste the information.**

The highlighted information will be pasted at the cursor. That text will remain on the clipboard, even after you exit the system, until you copy new information to the clipboard.

## **WORD SEARCH**

The WORD SEARCH function allows you to search for a word or words in the PDR® Library with or without restrictions.

The Word Search menu offers one primary option and several secondary options. The primary option is:

- **Select CONDUCT WORD SEARCH to begin a word search.**

The Search Request tab of the Word Search function will be displayed and you may continue defining your search from there.

The secondary options are used once you have defined and executed your search and the first incidence of your defined search has been located. These options are:

- **Select Previous Hit to see the previous incidence of your defined search.**
- **Select Next Hit to see the next incidence of your defined search.**
- **Select Previous Document with Hits to move to the previous monograph that contains your defined search.**
- **Select Next Document with Hits to move to the next monograph that contains your defined search.**
- **Select Search Results List to close an open monograph and redisplay search results.**

Note: Within a monograph, next and previous move on individual words, not phrases.

The Search option in the Word Search menu works the same way as clicking on .

## **SUBSCRIBE**

The SUBSCRIBE command allows you to activate or renew your subscriptions to the databases available in this release.

1. **Select SUBSCRIBE, then Subscription Info.**
2. **In the Subscription Info box, select the desired titles and click on Subscribe. For products not listed in the Subscription Info box, select the HELP command within those products.**

Follow the instructions that will appear on your screen for obtaining a subscription code and processing your order.

## **WINDOW**

The WINDOW command is only available when you have open windows or screens. Your options (similar to WINDOW options in other Windows-based software you may be familiar with), are:

- ◆ Cascade
- ◆ Tile Horizontally
- ◆ Tile Vertically
- ◆ Arrange Icons

These options can be used when you want to compare two or more open monographs.

WINDOW also displays open windows. Your current window is the one with the check mark next to it.

- **To switch among open windows, click on the name of the one you want.**

## **HELP**

The HELP command allows you to enter the PDR® Electronic Library™'s Help system. The options are:

- ◆ **Contents:** To see the table of contents for the Help system.
- ◆ **Search for Help On:** To get help on a specific topic.
- ◆ **Introductory Information:** To get information about this issue and about the PDR Family of References.
- ◆ **User's Guide:** To print a copy of the PDR Electronic Library User's Guide.
- ◆ **Obtaining Technical Support:** For technical support and customer inquiry phone numbers. If you select this option, PDR Electronic Library support pages will open through Internet Explorer (installed when you installed the application). Select Contact Tech Support on the left to see tech support contact information on the right side. If you are connected to the Internet, the pages will link to the MEDEC tech site. If not, you will only see these pages.
- ◆ **Customer Feedback:** To give us your comments on PDR Electronic Library. You may also send us your comments through Internet e-mail. Our address is: [pdr@medec.com](mailto: pdr@medec.com)
- ◆ **About PDR® Electronic Library:** For version, user id, (if commercial edition) and copyright information.

## THE TOOL BAR

The Tool Bar icons allow you to click on icons to access PDR® Electronic Library™ databases and operational functions. Order and availability of these icons may change.

From left to right, the icons are:

- ◆  PDR Library
- ◆  PDR Drug Interactions and Side Effects System
- ◆  The Merck Manual\*
- ◆  Stedman's Medical Dictionary\*\*
- ◆  Word Search
- ◆  PDR.NET\*\*\*
- ◆  Back
- ◆  Reset
- ◆  Save
- ◆  Print
- ◆  Help
- ◆  Exit

\* This option is not available with the Individual version and will only be functional if you have purchased The Merck Manual. If you have purchased The Merck Manual, it can be run from the PDR tool bar or the FILE menu or it can be launched from the CMC Research program group.

\*\* Not available with Individual version.

\*\*\* Only available with Individual version.

## COMMON OPERATIONS

PDR® Electronic Library™ uses a number of common functions and operations throughout its databases and procedures. These are described below for your convenience.

- ◆ **Dimmed text or button:** If a function is not available at a particular point in the program, it appears dimmed.
- ◆ **Moving through text:** To move through text, click on the up/down arrows at the right of the text or insert the mouse pointer into the box between the two arrows and drag it up or down. Clicking on the arrows moves you a line at a time. Using the box moves you through larger sections of text. You can also use the page up/page down keys to move through text a screen at a time. Note: To use page up/page down keys, the cursor must be in the screen or section of screen where you want to go up or down. For example, move the cursor from the lookup box to the listing to use the page up/down keys within the listing of brand and generic names.
- ◆ **Changing Text:** To change text you've typed in, use the BACKSPACE key to delete the mistyped text or use the mouse to highlight the text and press the DELETE key. You can also insert the cursor before the letters you want to delete and press the DELETE key for each letter you want to delete after the cursor.
- ◆ **Lookup functions:** In any Lookup function where you are asked to type in the name of a product, therapeutic category, indication, etc., you may either type in the entire name or you can type in the first few letters. If you type in only the first few letters, the highlight bar will automatically move to the first listing that matches those letters. From there, you can select the specific listing you want.
- ◆ **Selecting from lists/Registering your selection:** In many situations, you have a choice of typing your entry or selecting it from a list. To select from a list, click on and highlight the item you want, then click on OK; highlight it and press the ENTER key; or double-click on it. In some cases, to activate the list, you must begin typing in the entry box. This will bring up the list from which you can make your choice. If you type in your entry, you can register it by pressing the ENTER key or clicking on OK.
- ◆ **Alt + letter:** As with most Windows-based software, you can access the Main Menu Bar commands by holding down the Alt key and pressing the underlined letter of the command you want. Within the drop-down menu, press CTRL + the underlined letter in the command to execute it. Alt + the first letter will also work on the tabbed sections, e.g., in the PDR Product Lookup window.
- ◆ **Tool Tips:** To get tool tips or bubble help, move the mouse cursor over the bottom of the icon or button for which you want the tip. Note: Not all buttons offer tool tips. Tool tips are context-sensitive to the active window.
- ◆ **Where you are:** At the top of each open window, the current database and your place in it will be displayed. For example, if you are using the Stedman's Medical Dictionary index, "Stedman's Medical Dictionary - Index" will appear across the top. After you select a word to lookup, e.g., heart, you will see "Stedman's Medical Dictionary - heart".
- ◆ **Status Bar:** At the bottom left of the main screen is a status bar. This display will vary depending on which database you are using. The status bar will also tell you when you can jump to another database for more information or a definition. For example, if a definition is available in Stedman's, the cursor will turn into a hand and the status bar will say: Click to display Stedman's Word

Definition.

## PHYSICIANS' DESK REFERENCE®

This database gives you access to the authoritative and up-to-date entries in Physicians' Desk Reference. These entries include not only the PDR, but also PDR for Nonprescription Drugs and Dietary Supplements™, and PDR for Ophthalmic Medicines™ and the Drug Interactions and Side Effects System.



- To access the PDR Library, select PDR Library in the FILE menu or click on  .

You will see the Product Lookup window. The eight ways to access a specific product are arrayed in tabs:

- ◆ By Product
- ◆ By Manufacturer
- ◆ By Category
- ◆ By Indication
- ◆ By Contraindication
- ◆ By Side Effect
- ◆ By Photo
- ◆ By Chemical Structure

## RETRIEVING A PRODUCT BY PRODUCT NAME

To look up a product using its brand or generic name:

1. **Click on the Product tab in the PDR® Product Lookup window.**

If you have just entered the PDR Library, this is the default tab.

2. **Begin typing the brand or generic name of the product you want. As you type, the system will display a list of matching words. Either type in the complete brand or generic name or select a product from the list. Then, click on OK.**

- **If you select a generic name (upper case), click on OK to get a list of the brand names, with manufacturer, on file for that generic name. (The generic name remains displayed in the top box). Click on the brand you want, then click on OK.**
- **Most brand names appear in upper/lower case with the manufacturer name displayed in parentheses. (Some appear in upper case.) Click on the brand name you want, then click on OK.**

The next screen you will see is the PDR Entry for the product you've chosen. This screen is described in What the PDR® Entry Shows.

## **RETRIEVING A PRODUCT BY MANUFACTURER NAME**

To look up a product using the manufacturer's name:

- 1. Click on the Manufacturer tab in the PDR® Product Lookup window.**
- 2. Begin typing the name of the manufacturer of the product you want. As you type, the system will display a list of matching words. Either type in the complete manufacturer name or select a manufacturer from the list. Then, click on OK.**

A list of the selected manufacturer's products on file will be displayed (alphabetically by brand name, with reference and page number cited) in the left hand box. Contact information for the manufacturer will be displayed in the right hand box.

Note: Company divisions, e.g., Dista Products Co., a division of Eli Lilly, are listed under the division and not under the parent company.

- 3. Highlight the product whose PDR Entry you wish to see and click on OK.**

The next screen you will see is the PDR Entry for the product you've chosen. This screen is described in What the PDR® Entry Shows.

## **RETRIEVING A PRODUCT BY CATEGORY**

PDR®'s therapeutic classification system allows you to find those products that fall under a given therapeutic category, using the therapeutic hierarchy formulation used in other Medical Economics products.

The therapeutic classifications are:

- ◆ Master Category
- ◆ Subcategory 1
- ◆ Subcategory 2
- ◆ Primary Agent
- ◆ Generic Name

To find a product:

- 1. Click on the Category tab in the PDR Product Lookup window.**

- 2. Begin typing the name of the therapeutic category for which you want to see a list of products. As you type, the system will display a list of matching words. Either type in the complete therapeutic category name or select a category from the list. Then click on OK.**

The level of classification you use to enter the system will determine what you see next. If there are subcategories of the classification, then the subcategories will be displayed. If there are no subcategories, then a complete list of products that fall into that category, regardless of the level of classification, will be displayed (with reference and page number cited).

**For example**, if you select a master category, e.g., Cardiovascular Agents, that has subcategories, the next screen will display the subcategories. If you select a master category that does not have subcategories, e.g., Enzymes, the next screen will display a list of the products classified as enzymes. Similarly, if you select a subcategory, e.g., Adrenergic blockers, peripherals and combinations, the next screen will display a list of products classified as Adrenergic blockers, peripherals and combinations. In the top box, you can also see where the subcategory fits within the therapeutic hierarchy formulation.

- **If the listing in the main therapeutic category index contains a “see under” cross-reference, then clicking on OK will bring up either a list of brands on file or another level of classification. If necessary, continue selecting classifications until you reach a level for which there are brands on file.**

The brands on file will be displayed in the bottom box.

- **If you see a “see under” cross-reference at a lower level, it may indicate another way to approach the search that may yield a different list of drugs depending on how the data was categorized. For example**, if you select Enzymes in the main therapeutic category index, the next screen will show: See also under Digestive Enzymes (Gastrointestinal Agents); see also under Enzymes (Respiratory Agents); see also under Enzymes and combinations (Skin & Mucous Membrane Agents): and a list of drugs that fall in the Enzymes category.

- **Double-click on a cross-reference to see products specific to that cross-reference.**

- **To return at anytime to the previous level of selection, click on  or select Back from the FILE menu.**

- 3. Once you reach a list of Brands on File, highlight the product whose PDR Entry you wish to see and click on OK.**

The next screen you will see is the PDR Entry for the product you've chosen. This screen is described in What the PDR® Entry Shows.

## **RETRIEVING A PRODUCT BY INDICATION**

To find a product based on the symptoms or illness for which it is indicated:

1. **Click on the Indication tab in the PDR® Product Lookup window.**
2. **Select a search method: Indication or Product**

By Indication:

1. **Begin typing the indication for which you want to see a list of products. As you type, the system will display a list of matching words. Either type in the indication or select one from the list.**
2. **Click on OK.**

A list of brands on file to treat the indication you selected will be displayed (with reference and page number cited). At the top of that list you may see a cross-reference: see also under. With this, the system is offering you another way to approach the search that may yield a different list of drugs, depending on how data was categorized.

**For example**, if, at the top level, you select Abscess, lung and click on OK, at the top of the resulting list, you will get a reminder to: see also under Infections, lower respiratory tract.

- **Double-click on a cross-reference to bring up a list of brands on file specific to that cross-reference.**

**Note:** When you start an Indications search, you will see that some entries have a cross-reference: see under. This refers to another way to look up the indication and retrieve the same list of drugs. You can simply click on the entry – you do not need to go to the cross-reference to retrieve the list of drugs.

**For example**, if you select Abdominal Cramps, the system says: see under Cramps, Abdominal symptomatic relief of. Selecting either of those entries will bring up the same list of drugs.

- **To return at any time to the previous level of selection, click on  or select Back in the FILE menu.**

3. **Highlight the product whose PDR Entry you wish to see and click on OK.**

The next screen you see will be the Indications and Usage topic of the PDR Entry for the product you've chosen. This screen is described in What the PDR® Entry Shows.

By Product:

1. **Begin typing the product for which you want a list of indications. As you type, the system will display a list of products. Either type in the product name or select one from the list.**
2. **Click on OK.**

**If you select a brand name**, the system will display a list of conditions for which the selected brand is indicated.

**If you select a generic product**, the system will display a list of brands containing the selected generic product.

**3. Select the brand you want.**

The system will display a list of conditions for which the selected brand is indicated.

**4. Select an indication.**

The system will display all brands for the selected indication.

**5. Click on the product whose PDR Entry you wish to see and click on OK.**

The next screen you see will be the Indications and Usage topic of the PDR Entry for the product you've chosen. This screen is described in What the PDR® Entry Shows.

## RETRIEVING A PRODUCT BY CONTRAINDICATION

To find a product based on the symptoms or illness for which it is contraindicated:

- 1. Click on the Contraindication tab in the PDR® Product Lookup window.**
- 2. Select a search method: Contraindication or Product**

By Contraindication:

- 1. Begin typing the contraindication for which you want to see a list of products. As you type, the system will display a list of matching words. Either type in the contraindication or select one from the list.**
- 2. Click on OK.**

A list of brands on file listing the contraindication you selected will be displayed (with reference and page number cited). At the top of that list you may see a cross-reference: see also under. With this, the system is offering you another way to approach the search that may yield a different list of drugs, depending on how data was categorized.

**For example**, if, at the top level, you enter or select Electrolyte depletion, at the top of the resulting list on the next screen, you will get a reminder to: see also under Hypercalcemia, Hyperkalemia, Hypokalemia, etc.

- **Double-click on a cross-reference to bring up a list of brands on file specific to that cross-reference.**

**Note:** When you start a Contraindications search, you will see that some entries have a cross-reference: see under. This refers to another way to look up the contraindication and retrieve the same list of drugs. You can simply click on the entry – you do not need to go to the cross-reference to retrieve the list of drugs.

**For example**, if you select Electrolyte depletion, the system says, see under Electrolyte imbalance,

uncorrected. Selecting either of those entries will bring up the same list of drugs.

- **To return at any time to the previous level of selection, click on  or select Back in the FILE menu.**

**3. Highlight the product whose PDR Entry you wish to see and click on OK.**

The next screen you see will be the Contraindications topic of the PDR Entry for the product you've chosen. This screen is described in What the PDR® Entry Shows.

**By Product:**

- 1. Begin typing the product for which you want a list of contraindications. As you type, the system will display a list of products. Either type in the product name or select one from the list.**

- 2. Click on OK.**

**If you select a brand name**, the system will display a list of conditions for which the selected brand is contraindicated.

**If you select a generic product**, the system will display a list of brands containing the selected generic product.

- **Select the brand you want.**

The system will display a list of conditions for which the selected brand is contraindicated.

- 3. Select a contraindication.**

The system will display all brands listing the selected contraindication.

- 4. Click on the product whose PDR Entry you wish to see and click on OK.**

The next screen you see will be the Contraindications topic of the PDR Entry for the product you've chosen. This screen is described in What the PDR® Entry Shows.

## **RETRIEVING A PRODUCT BY SIDE EFFECT**

To find a product based on its side effects:

- 1. Click on the Side Effect tab in the PDR® Product Lookup window.**
- 2. Select a search method: Side Effect or Product.**

By Side Effect:

1. **Begin typing all or part of the side effect in which you are interested. As you type, the system will display a list of matching words. Either type in the complete side effect or select one from the list.**
2. **Click on OK.**

A list of products that cite the side effect you selected will be displayed (with reference and page number cited). At the top of that list you may see a cross-reference: see also under. With this, the system is offering you another way to approach the search that may yield a different list of drugs, depending on how data was categorized.

**For example**, if, at the top level, you enter or select Facial paresis, at the top of the resulting list on the next screen, you will get a reminder to: see also under Bell's palsy. Selecting this cross-reference will bring up a list of brands on file specific to the cross-reference.

- **Double-click on a cross-reference to bring up a list of brands on file specific to that cross-reference.**

**Note:** When you start a Side Effects search, you will see that some entries have a cross-reference: see under. This refers to another way to look up the side effect and retrieve the same list of drugs. You can simply click on the entry – you do not need to go to the cross-reference to retrieve the list of drugs.

**For example**, if you select Pyrosis, the system says, see under Heartburn. Selecting either of those entries will bring up the same list of drugs.

#### **Presentation of side effects:**

The default presentation is the Low Incidence Filter - All Brands Displayed. To view products where the incidence of the side effect you selected is three percent or greater:

- **Click on**  **.**

Only brands with a three percent or greater incidence of the side effect will be displayed. If there are no brands that meet this criterion, the Show High button will be grayed out.

- **Click on**  **to see all incidences again.**

3. **Highlight the brand whose PDR Entry you wish to see and click on OK.**

The next screen you will see will be the Adverse Reactions topic of the PDR Entry. This screen is described in What a PDR® Entry Shows.

#### **By Product:**

1. **Begin typing the product for which you want a list of side effects. As you type, the system will display a list of products. Either type in the product name or select one from the list.**
2. **Click on OK.**

**If you select a brand name**, the system will display a list of side effects or adverse reactions for the selected product.

**If you select a generic product**, the system will display a list of brands containing the selected generic product.

**3. Select the brand you want.**

The system will display a list of side effects or adverse reactions for the selected brand.

**4. Select a side effect.**

The system will display all brands that list the selected side effect.

**5. Click on the product whose PDR Entry you wish to see and click on OK.**

The next screen you see will be the Adverse Reactions topic of the PDR Entry for the product you've chosen. This screen is described in What the PDR® Entry Shows.

## **RETRIEVING A PRODUCT PHOTO**

PDR® Electronic Library™ offers you the ability to find product monographs containing a photo.

### **GOING DIRECTLY TO A PRODUCT PHOTO**

To retrieve a product's photo directly, without first going into a PDR Entry through one of the other search tabs:

1. Click on , then the Photo tab in the PDR Product Lookup window.
2. Begin typing the brand name of the product whose photo you want to see. As you type, the system will display a list of matching names. Either type in the complete name or select one from the list. Then, click on OK.

The photo of that product will be displayed at the end of the monograph. (The PDR Entry for the selected product opens to the Product Photo topic.)

### **RETRIEVING A PRODUCT FROM WITHIN A PDR ENTRY**

To retrieve a product photo from within a PDR Entry:

1. Open a PDR Entry and make sure the window is active.
2. Select the Product Photo topic from the drop-down list of topics.

The product photo will be displayed.

## RETRIEVING A PRODUCT PHOTO WHEN MULTIPLE MONOGRAPHS ARE OPEN

To retrieve a product photo when multiple monographs are open, make sure that the monograph you want the photo for is active.

- **If the monograph is not visible, select WINDOW, then one of the tiling options and then click the monograph you want to make it active; or click on the name of the open window for which you want a photo.**

The monograph will be active and you can select a photo as described above.

## RETRIEVING A CHEMICAL STRUCTURE

PDR® Electronic Library™ offers you two ways to retrieve chemical structures.

### GOING DIRECTLY TO A CHEMICAL STRUCTURE

To retrieve a product's chemical structure without first going into a PDR Entry through one of the other search tabs:

1. Click on , then the Structure tab in the PDR Product Lookup window.
2. Begin typing the brand name of the product whose structure you want to see. As you type, the system will display a list of matching names. Either type in the complete brand name or select one from the list. Then, click on OK.

The chemical structure of that product will be displayed. The system will always open to the first chemical structure available in the monograph.

### RETRIEVING A CHEMICAL STRUCTURE FROM WITHIN A PDR ENTRY

To retrieve a chemical structure from within a PDR Entry:

1. Open a PDR Entry and make sure the window is active.
2. Select the chemical structure topic from the drop-down list of topics.

The chemical structure will be displayed.

## RETRIEVING A CHEMICAL STRUCTURE WHEN MULTIPLE MONOGRAPHS ARE OPEN

To retrieve a chemical structure when multiple monographs are open, make sure that the monograph you want the structure for is active.

- **If the monograph is not visible, select WINDOW, then one of the tiling options and then click the monograph you want to make it active; or click on the name of the open window for which you want a structure.**

The monograph will be active and you can select a structure as described above.

## WHAT A PDR® ENTRY SHOWS

The information on a product as displayed in the PDR Entry contains the same information as the product descriptions that appear in the bound version of Physicians' Desk Reference, PDR for Ophthalmology, and PDR for Non-Prescription Drugs and Dietary Supplements™. Here are some advantages of viewing this information in the PDR Electronic Library.

- ◆ Using the topics field, it's easier to move from one topic to another.
- ◆ You can easily retrieve a view of the chemical structure of the product.
- ◆ You can easily retrieve product photo.
- ◆ You can print or save relevant sections of an entry.
- ◆ You can get a definition in Stedman's with a simple point and click of the mouse. (Not available with Individual version).
- ◆ You can make a side by side comparison of two products simply by calling up both entries, then tiling them, using the WINDOWS command.
- ◆ You can scroll through PDR monographs to identify illustrations, such as graphs, product design, product administration, charts, etc. These may be anywhere in the entry.

The body of text appears in the middle of the screen. The product brand and manufacturer are displayed at the top of the screen.

To view text:

- **Click on the down arrow next to the topic box within the entry.**
- **Use the up and down arrows at the right of the text.**
- **Use the page up/down keys.**

To get a Stedman's definition: (not available with Individual version)

- **Move the cursor to the word for which you want a definition. When the cursor turns into a hand and the text turns blue, click on it.**

The Stedman's definition will be displayed. For more information, see Stedman's.

You can also change the appearance of the current PDR Entry by selecting FILE, Preferences, Text.  
Note: The fonts that are available to you will depend on which fonts are loaded in your system and available to Windows. (The default is Times New Roman 12).

## PDR® TOPICS

In the top left corner of a PDR Entry is a box with a down arrow at its right. This gives you easy access to the topics in the entry.

- **Click on the down arrow to get a list of topics. Topic lists are entry-specific; not all topics will appear in each entry.**

Topics are:

- ◆ Description
- ◆ Actions/Clinical Pharmacology
- ◆ Indications and Usage
- ◆ Contraindications
- ◆ Warnings
- ◆ Precautions
- ◆ Drug Interactions
- ◆ Adverse Reactions
- ◆ Drug Abuse and Dependence
- ◆ Overdosage
- ◆ Dosage and Administration
- ◆ How Supplied
- ◆ Animal Pharmacology
- ◆ Clinical Studies
- ◆ References
- ◆ Patient Package Insert
- ◆ Recent Changes

## STEDMAN'S MEDICAL DICTIONARY

Please note. Stedman's is not available with the Individual version.

There are two ways to access Stedman's Medical Dictionary.

- ◆ At anytime, you can enter the dictionary by clicking on  or by selecting Stedman's in the FILE menu. This will bring up the Stedman's Index.

- ◆ From within a PDR® Entry, where the cursor turns into a hand on your chosen text and the text turns blue, you can click on the word to jump directly to the definition. See Getting a Definition.

## USING THE STEDMAN'S INDEX

To use the Stedman's Index:

1. Click  or select Stedman's in the FILE menu.

The index box will be displayed.

2. Type in the word for which you want a definition.

As you type, the system will display a list of words that match your entry. The list will be updated, showing the closest match to what you've typed, as you type it.

3. When you finish typing the word you want or when the system has correctly matched and highlighted the word you want in the index, click on OK.

The definition will be displayed. The definition of the word you highlighted will be the first definition. In some cases, below that, in alphabetical order, will be a list of words used with the highlighted word to form compound words and phrases. For example, if you looked up heart, the definition that is displayed will also show definitions for armored, artificial, etc. In others, the compound phrase itself appears in the index, e.g., cardiac ballet, cardiac glycosides.

- To move through the definitions, use the up/down arrows to the right of the index, the page up/down keys on your keyboard, or the arrow keys on your keyboard.
- If any words or terms in the definition turn blue when you run the mouse over them, you can click on that word when the hand turns into a cursor, to get its definition. To return to the previous screen (not the previous definition), click on Close or .

You can also retrieve a word by scrolling through the index.

1. To move through the index, use the up/down arrows to the right of the index, the page up/down keys on your keyboard, or the arrow keys on your keyboard. (You must type something to be able to start scrolling.)
2. When you've found the word you want, make sure the highlight bar is on the word, then click on OK.

The definition will be displayed and you may proceed as described above.

## GETTING A DEFINITION

The PDR® Electronic Library™ is set up so that you can jump from an unfamiliar word or phrase in the PDR Library to its definition in Stedman's Medical Dictionary without losing your place. When this feature is available, the cursor will turn into a hand on your chosen text, the text will appear blue and the status bar will say: Click to display Stedman's Word Definition.

To view a definition:

### 1. Move the cursor to the text you want.

If Stedman's has a definition for your selected text, the cursor will turn into a hand and the text will appear blue.

### 2. Once you see the hand, click on it.

The Stedman's definition will be displayed.

- Once you get a definition, if there are terms used in the definition that appear in colored typeface, then you can also get definitions for those words simply by clicking on the word. To return to the previous screen (not the previous definition), click on



### 3. To return to your previous place in PDR, click on Close.

## USING THE PDR® DRUG INTERACTIONS AND SIDE EFFECTS SYSTEM

Through PDR Drug Interactions and Side Effects System, you can easily check a regimen of up to 20 medications for possible interactions. You can also look up interactions and maintain a complete record of patient medications. All of the information you retrieve can be saved or printed.

- To access all of the facilities of the PDR Drug Interactions and Side Effects System click on  on the Tool Bar or select PDR Drug Interactions in the FILE menu.

You will get the main Interactions window, with three tabs: Patient Records; Multi-Drug Regimen; Interactions. Note: To look up a patient record, you must first have created one in the Multi-Drug Regimen tab.

## LOOKING UP A PATIENT RECORD

To look up a patient record:

1. **Click on the Patient Record tab.**
2. **Enter a patient name or select and highlight a name from the list of patients whose names have been previously entered. Click on OK.** Note: To look up a patient record, you must first have created one in the Multi-Drug Regimen tab.

The Multi-Drug list for the patient you select will be displayed in the Multi-Drug Regimen tab. You can add or remove medications for that particular patient and then run a check or just save changes. See Multi-Drug Regimen.

3. **To delete a patient record, highlight the record you want to delete in the Patient Record tab, then click on Delete.**

You will be asked to confirm your deletion.

- **Click on Yes to delete.**
- **Click on No to return to the Patient Record tab.**

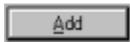
## USING THE MULTI-DRUG REGIMEN FUNCTION

### CREATING A MULTI-DRUG REGIMEN

To create a multi-drug regimen:

1. **Click on the Multi-Drug Regimen tab.**
2. **Type in all or part of the name of the first drug you want to check.**

In the box below, you will see a list of drug names. The system will continue to match names as you type.

- **When you see the drug you want, make sure it is highlighted, then click on .**

**If you select a generic name, you will be asked to select a brand name from the list of products on file. Select the one you want, then click on OK.** The brand name (with generic name) will be added to the list to be checked.

If you select a brand name, the brand name (with the generic name in parentheses) will be added to the list to be checked.

3. **Repeat this process for each drug that you want to check. (You must select at least two products to initiate a check and you may check up to 20 products.)**

4. To remove a product from the list of drugs to be checked, highlight it, then click on .

5. To save a list of drugs, click on  or select FILE, then Save.

The Save Multi-Drug Regimen dialog box will be displayed.

- **Select Multi-Drug Regimen to a Patient File**

You will get the Save Patient Record dialog box.

- **Enter a first and last patient name or select from the list, then click on OK.**

The record will be saved and you will be returned to the Multi-Drug Regimen tab. If you select an existing patient record, you will be asked if you want to overwrite it.

- **Click on Yes to overwrite.**
- **Click on No to enter a new patient record name.**
- **Select Multi-Drug Regimen Report to save the list as a text file.**

6. To clear an entire regimen, click on .

You will be asked if you want to save the current list of drugs. Note: If you have made no changes, the displayed regimen will be cleared but will still be saved under the patient's name.

- **Click on Yes to save.**

You will get the Save Patient Record dialog box.

- **Enter a patient name or select from the list, then click on OK.**

The record will be saved and you will be returned to the Multi-Drug Regimen tab. If you select an existing patient record, you will be asked if you want to overwrite it.

- **Click on Yes to overwrite.**
- **Click on No to enter a new patient record name.**
- **Click on No to stay in the Multi-Drug Regimen tab and begin a new check without saving the previous list.**
- **Click on Cancel to return to your place in the Multi-Drug Regimen tab.**

7. When you have all the drugs on which you wish to run a check listed in the bottom box, click on .

The Multi-Drug Regimen "action" dialog box will be displayed.

- **Select the type of check you want:**

- ◆ Check list for drug interactions
- ◆ Screen list for food interactions

The next screen will be the Multi-Drug Regimen Drug Interactions Report if you checked for drug interactions or a dialog box to complete a food screening if you checked for food interactions.

## CHECKING AN EXISTING MULTI-DRUG REGIMEN

To check a multi-drug regimen:

- 1. Click on the Patient Record tab.**
- 2. Select the patient record you want to check, then click on OK.**

The Multi-Drug Regimen tab will be displayed. The drugs currently in the selected patient record will be shown in the bottom box.

- **To check the regimen without changing the list of drugs, click on .**

The Multi-Drug Regimen “action” dialog box will be displayed.

- **Select the type of check you want:**

- ◆ Check list for drug interactions
- ◆ Screen list for food interactions

The next screen will be the Multi-Drug Regimen Drug Interactions Report if you checked for drug interactions or a dialog box to complete a screening if you checked for food interactions.

- **To clear an existing regimen, click on . (If you have made changes to a regimen, clicking on Clear Regimen will cause the system to ask you if you want to save the changes. Continue as in step seven above.)**

You can then create a new regimen for that patient or create a regimen for a new patient.

- **To revise the list of drugs to be checked, follow the instructions above in steps two through five. When you are satisfied with the list of drugs in the regimen, click on .**

The Multi-Drug Regimen “action” dialog box will be displayed.

- **Select the type of check you want:**

- ◆ Check list for drug interactions
- ◆ Screen list for food interactions

The next screen will be the Multi-Drug Regimen Drug Interactions Report if you checked for drug interactions or a dialog box to complete a screening if you checked for food interactions.

## LOOKING UP DRUG INTERACTIONS

To find the products listed as interacting with a selected product:

1. **Click on the Interactions tab.**
2. **Select a search method: Product or Food.**

By Product:

1. **Begin typing all or part of the product you want.**

As you type, the system will display a list of matching words.

2. **Enter the complete product name or select one from the list when it appears, then click on OK.**
  - **If you select a brand name product, click on OK.**

The system will display the results of the interaction search. In the top box, you will see the Interactions Summary that shows brand name and generic name (with reference and page number cited) and, if appropriate, categories of drugs, e.g., barbiturates, tetracyclines, tranquilizers, etc., with which the product you selected may interact.

In the bottom box, you'll see a list of generic compounds and how each may interact with the product you selected. Food-drug interactions, if listed, are displayed at the bottom of the list. If there are no interactions cited in the PDR® database, that will be noted here.

- **If you select a generic name, click on OK.**

The system will respond with a list of brands on file for the generic name you selected.

- **Select a brand name from the list of products on file and click on OK.**

The system will display the results of the interaction search. In the top box, you will see the Interactions Summary that shows brand and generic name (with reference and page number cited) and, if appropriate, categories of drugs, e.g., barbiturates, tetracyclines, tranquilizers with which the product you selected may interact.

In the bottom box, you'll see a list of generic compounds and how each may interact with the product you selected. Food-drug interactions, if listed, are displayed at the bottom of the list. If there are no interactions cited in the PDR database, that will be noted here.

3. **Select the interacting compound for which you want to see a list of brands on file and click on OK.**

The system will display a new window. In the top box, you will see the original product (with reference and page number cited), the compound chosen, and the interaction. In the bottom box, the brands on file for your chosen compound will be shown.

**4. Select the brand you want, then click on OK.**

The drug interactions topic of the PDR Entry for that product will be displayed.

**By Food:**

**1. Begin typing all or part of the food you want.**

As you type, the system will display a list of matching words.

**2. Enter the complete food name or select one from the list when it appears, then click on OK.**

The system will display the results of the interaction search. In the top box, you will see the Interactions Summary that shows the selected food. In the bottom box, you'll see a list of brands on file (with reference and page number cited) and how each may interact with the food you selected.

**3. Select the brand you want and click on OK.**

The system will display the results of the interaction search. At the top, you will see the Interactions Summary that shows: brand name (with reference and page number cited) and, if appropriate, categories of drugs, e.g., barbituate, tetracyclines, beta blockers, etc., with which the selected brand may interact.

Below that you'll see a list of generic compounds and how each may interact with the selected brand. Food interactions with the selected drug, including the one you started with, are displayed at the bottom of the list.

From here, you can either select an interacting compound and continue as in step 4 in the previous section or you can select a food from the bottom part of the list and you will get a list of all products that are listed as interacting with that food.

## **SCREENING FOR FOOD INTERACTIONS**

To screen a drug regimen for food interactions, first create a multi-drug regimen as described in Using the Multi-Drug Regimen Function. After you click on :

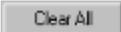
- **Select Screen list for food interactions.**

When the screening window opens:

**1. Begin entering the food for which you wish to screen.**

**2. Highlight the food when it appears in the list.**

**3. Click on . Repeat this process for each food for which you wish to screen.**

- To remove a food from the list to be checked, click on .
- To clear the entire list, click on .

4. When you have all the foods listed, click on .

The Multi-Drug Regimen Food Interactions Report will be displayed. See Multi-Drug Regimen Drug Interactions Report for report style.

## VIEWING A MULTI-DRUG REGIMEN DRUG INTERACTIONS REPORT

The first box of the report will list the products you selected for review. At the bottom of the screen you will see the results of your check. For each drug you selected, you will see the drug brand name (with either or both the generic and manufacturer name in parentheses) and how it may interact with the other drugs you selected.

PLEASE NOTE that these results are drawn from the product information in the PDR® database and the information is only as complete as that which is given to Medical Economics by the manufacturer.

For example, if you were checking Tagamet injection and Dilacor Extended Release Capsules, you would find that the Tagamet listings says: “the labeling for this product lists no other interactions with the other products entered”. However, the Dilacor listing notes that that product “may react with Tagamet injection. Result: significant increase in peak diltiazem plasma levels and area under the curve”.

This tells you that you’ll want to look in the Dilacor listing for further information, rather than the Tagamet listing. This save you the time of having to check each monograph independently.

To retrieve the PDR Entry for the products in the Report:

- In the bottom box, move the cursor over the product name (in colored typeface) until it turns into a hand, then click on it. The reference at the lower left of the screen will say: Click to display PDR Monograph.

The PDR Entry for that drug will be displayed. You can then review the information in the PDR Entry as described in What a PDR® Entry Shows.

- Click on  to return to the Multi-Drug Regimen Drug Interactions Report.

- To print or save a Multi-Drug Regimen Drug Interactions Report, click on  or .

The style of a Multi-Drug Regimen Food Interactions Report is the same as described above. Like a

Multi-Drug Regimen Drug Interactions Report, it can be printed out or saved as a text file.

## REVISING AND SAVING A REGIMEN FROM THE REPORT

To revise a multi-drug regimen after you've gotten a report:

- Click on  in the Multi-Drug Regimen Drug Interactions Report.

You will get the Multi-Drug Regimen tab where you can select, add, and remove drugs from the list to be checked as described in Using the Multi-Drug Regimen Function.

To save the new report, do one of the following:

- Click on  or select Save from the FILE menu.

The Save Multi-Drug Regimen dialog box will be displayed.

- **Select Multi-Drug Regimen to Patient File to save the regimen under an existing or new name.**
- **In the Save Patient Record entry box, enter the patient name or select one from the list, and click on OK.**

The patient record will be saved in a file (created under your User ID if you are working in the commercial edition). The next time you enter Interactions to look up a patient record, the regimen you saved will appear under the patient's name.

If you save under the current name, the record will be saved. If you save under the name of a different patient record you will be asked if you want to overwrite the existing record.

- **Click on Yes to overwrite.**
- **Click on No to return to the Save Patient Record entry box and select a different name.**
- **Select Multi-Drug Regimen Drug Interactions Report to save the list of drugs as a text file that you can use in another application. Note: If in your revised regimen, you screened for food interactions, you will have the option of selecting Multi-Drug Regimen Food Interactions Report at this point.**
- **Click on Close in the Multi-Drug Regimen Drug Interactions Report or the Multi-Drug Regimen Food Interactions Report.**

If you have made no changes to the current patient record, Close will clear the Drug Interactions function.

If you have made changes, you will be asked if you want to save changes to the patient record.

- **Click on Yes to save. Then, in the Save Patient Record entry box, enter the patient name or select one from the list, and click on OK.**

The patient record will be saved in a file (created under your User ID if you are working in the commercial edition). The next time you enter Interactions to look up a patient record, the regimen you saved will appear under the patient's name.

If you save under the current name, the record will be saved. If you save under the name of a different patient record you will be asked if you want to overwrite the existing record.

- **Click on Yes to overwrite.**
- **Click on No to return to the Save Patient Record entry box and select a different name.**
- **Click on No or Cancel to return to the main PDR® Electronic Library screen without saving the patient information.**
- **To print, click on .**

## **BEGINNING A WORD SEARCH: THE SEARCH REQUEST TAB**

To begin a word search:

- **Click  or select Search in the Word Search menu on the Main Menu Bar.**

The Word Search window will be displayed with the Search Request tab in front..

From the Search Request tab, you can:

- ◆ Search without limitations
- ◆ Narrow a search using proximity connectors
- ◆ Narrow a search by Therapeutic Category or PDR® Topic

Using the Search Options tab, you can:

- ◆ Select logical search options
- ◆ Select how you want to sort results – by number of hits or alphabetically by product name.

You will also see a Search History tab. From the Search History tab, you can, once you have

previously stored search results:

- ◆ View search results
- ◆ Edit or include search results
- ◆ Delete search results

## CONDUCTING A WORD SEARCH WITHOUT ANY LIMITATIONS

To begin a search without any limitations, you must first be in the Search Request tab. If you are already in the Word Search function, click on that tab to bring it forward. Otherwise, follow the instructions in Beginning a Word Search.

### 1. Type the word for which you want to search in the Search Request box.

**As you begin to type, the system will match what you type. When you have found the word you want in the list, double-click on it.**

The word will be added to the Search Request box. In the Word box, it will also tell you how many instances of your chosen word appear.

- **You can also use special characters in the search request. Use ? to match any character and \* to match all characters.** For example, diabet\* would find diabetes, diabetic, etc.; appl? Would find apply and apple but not apples.
- **To add a second word, creating a compound phrase or term, press the space bar after you have registered the first word, then select or type in the second word. For example, if you wanted to find “premenstrual” and “syndrome” as “premenstrual syndrome”, you would type in or select “premenstrual”, press the space bar, then type in or select “syndrome”.**

Both words will be in the box and the system will search for the two words used together.

### 2. Select the Search Options tab to define any search options for your search.

### 3. Click on .

When the search is completed, the Search History tab will be displayed.

### 4. To run another search, click again on the Search Request tab.

## USING SEARCH OPTIONS

The search engine offers several search options. These are:

**Natural Language:** A natural language search allows you to use combinations of words, phrases or sentences. Documents retrieved are then sorted by their apparent relevance to your search request. A natural language search ignores search connectors such as NOT and OR.

**Stemming:** Stemming extends a search to cover variations of a word. For example, a search for fish would also find fishing and a search for applied would also find applying, applies, and apply. If you are searching for more than one word and want to use stemming selectively, add a ~ character at the end of the word you want stemmed. For example: apply~

**Fuzzy Searching:** Fuzzy searching will find a word even if it is misspelled. For example, a fuzzy search for apple will find appple. You can adjust the level of fuzziness from 1 to 10 (depending on the degree of misspelling you expect in the document or on your spelling ability when entering a word) by clicking in the fuzzy searching options box and then sliding the fuzziness selector below it to the desired level. If you want to use fuzzy searching selectively, use the % character. The number of % you add determines the number of differences (from correct spelling) that the search engine will ignore. The position of the % determines how many letters at the start of the word have to match exactly. For example: ba%nana: the word must begin with 'ba' and have at most one difference between it and banana, e.g., bagnana. Ba%%anana: the word must begin with b and have at most two differences between it and banana, e.g., breanana.

**Phonic Searching:** Phonic searching looks for a word that sounds like the word you are searching for and begins with the same letter. For example, a phonic search for Smith will also find Smithe and Smythe. If you are searching for more than one word and want to use phonic searching selectively, add a # character before that word. For example, #Smith

- **Click in the box containing the search options you want.**

That option is activated. To deactivate a search option, click again in the box.

- **Maximum files to display refers to the number of results that will appear on each results page.** 25 is the default.
- **Select sort method: alphabetical or number of hits.**

## **NARROWING A SEARCH USING PROXIMITY CONNECTORS**

To conduct a search using proximity connectors, you must be in the Search Request tab. If you are already in the Word Search function, click on that tab to bring it forward. Otherwise, follow the instructions in Beginning a Word Search.

1. **In the Search Request box, begin typing the first word in your search, then select from the word list as it appears, as described in Conducting A Search (steps 1-3).**
2. **Go to the list of proximity connectors below the Search Request box and double-click on the one that best describes the relationship between the two words for which you are searching.**

The connector you want will appear in the Search Request box following the first word you entered.

3. **Type in or select the second word of your search. You may continue entering words and**

**proximity connectors until you are satisfied with how you have defined your search.** NOTE: If you use more than one connector, use parentheses to tell the search engine what to look at first. In other words, the search engine looks first for what is in parentheses. For example, hydrochlorothiazide AND captopril OR enalapril should be entered either as (hydrochlorothiazide AND captopril) OR enalapril or as hydrochlorothiazide AND (captopril OR enalapril).

4. **Narrow your search by Therapeutic Category or PDR® Topic or any other Search Options , then click on . Note: If you are narrowing your search by Therapeutic Category or PDR Topic, the only proximity connector you may use is AND.**

When the search is completed, the Search History tab will be displayed.

## **NARROWING A SEARCH BY CATEGORY OR TOPIC**

To narrow a search by Therapeutic Category or PDR® Topic, you must be in the Search Request tab. If you are already in the Word Search function, click on that tab to bring it forward. Otherwise, follow the instructions in Beginning a Word Search.

1. **In the Search Request box, begin typing the first word in your search, then select from the word list as it appears, as described in Conducting A Search (steps 1-3).**
2. **Click on either or both the Category or Topic button below the Search Request box.**

Category brings up a list of Therapeutic Categories using the therapeutic hierarchy formulation used in other Medical Economics products. Topic brings up a list of PDR monograph topics.

- **To narrow by category, type in or double-click on a category name. You may select one or more categories. If there is a + sign, you can further expand the category by double-clicking on it. Then, click on OK.**

The category you selected will appear under Selected Categories in the Search Request tab.

- **To narrow by PDR topic, select one or more topics, then click on OK. Note: To obtain the best result if you select the Drug Interaction topic, be sure to include the Precautions and Adverse Reactions topics in your search as well. Depending on how the information is provided by the manufacturer, the information you seek may appear in one of these other two topics.**

The topic you selected will appear under Selected Topics in the Search Request tab.

4. **Narrow your search by proximity connectors or any other Search Options , then click on . Note: If you are narrowing your search by Therapeutic Categories or PDR Topics, the only proximity connector you can use is AND.**

When the search is completed, the Search History tab will be displayed.

## USING PRIOR WORD SEARCHES AS A STARTING POINT

You can also use previous word searches as a starting point for a new search. For example, let's say you've completed a search that has produced too many irrelevant citations and you want to narrow your search. Instead of having to recreate the entire search, you can call up the previous search and revise it to reflect your new needs.

To use prior search results:

- 1. Click on the Search History tab.**

The tab will be brought forward.

- 2. Click on the search you want to use, then click on Edit or Include.**

If you select Edit, you will be returned to the Search Request tab where the search words of the prior search you selected will appear in the Search Request box.

- **Edit your search by adding or deleting words, changing categories, topics, or proximity connectors, or changing logical search options, then click on .**

If you select Include, you will be returned to the Search Options tab where the number of the prior search you selected will be entered in the Search Request box. This allows you to combine existing searches into one new search.

- **Add any additional search parameters to the existing search, then click on .**

In the search results list, your new search will appear as the last search on the list.

## WHAT THE SEARCH HISTORY TAB SHOWS

The Search History tab shows you summary search information and then allows you to access the actual search results and other functions. This information is displayed in columns, from left to right:

- ◆ The first column displays the search number.
- ◆ The second column shows the search query (query text).
- ◆ The third and fourth columns show the number of occurrences (hits) and the number of monographs within which those hits occurred.
- ◆ The fifth column shows whether the search was narrowed by Therapeutic Categories or PDR® Topics.

At the right, buttons give you the following options:

- **Click on Results to view results of your search.**
- **Click on Edit to return to the Search Options tab and revise your highlighted search.**
- **Click on Include to return to the Search Options tab and use the selection as the basis for a new search.**
- **Click on Delete to delete a search query from the list. You will be asked to confirm the deletion.**
- **Click on Cancel to return to the main screen.**

## VIEWING SEARCH RESULTS

To see search results:

- **Click on Results in the Search History tab.**

The Word Search - Results window will be displayed. Note: If there is only one search result, the appropriate PDR® monograph will be displayed.

- ◆ The first line, “Word Search Query” displays your search terms.
- ◆ The second line “Documents Ranked By” shows your ranking selection: by number of hits or product name.
- ◆ The third line “Documents Searched” shows the sources searched.
- ◆ The fourth line shows the number of documents found.
- ◆ The fifth line shows the number of documents listed.
- ◆ The box at the bottom of the window shows the ranked search results. Each number represents a new occurrence (i.e., appearance in a new monograph) of the word or words for which you searched. Hits tells you the number of hits within that monograph. If your search term is two words, each word in the term is counted as a hit.

To see the product entry or monograph that contains a search result:

1. **Click on the search result you want, when the blue text turns red and the cursor turns into a hand.**

You will see the product entry or monograph for that search result. It will go directly to the word or words you searched for but from there you can view the text just as you would any PDR Entry. The search term will appear in colored typeface. Note: Next and previous refer to individual words not phrases. For example, if your search phrase was premenstrual syndrome, clicking on next hit would highlight premenstrual and clicking on next hit again would highlight syndrome.

- **To see the next occurrence of a hit in the same monograph, click on .**

- To see the previous occurrence of a hit in the same monograph, click on .
- To see the next monograph that contains a hit, click on .
- To see the previous monograph that contains a hit, click on the .
- If you click on  and the next occurrence is in the next product entry or monograph, you will have two options:
  - Click on Yes to advance to the next product or monograph.
  - Click on No to stay in the current product or monograph.
- Click on  to go to the results page for the current word search.

2. To return to the Search History tab, click on  on the Tool Bar.

This will close the PDR Entry and return you to the Search History tab.

## PRINTING AND SAVING

### PRINT

- Click on  or select FILE, then Print.

Depending on what you want to print, the report will either be printed automatically or you will be asked to select the material you wish to print.

In the PDR® Library:

- > PDR Entry: entire monograph or current topic
- > Generics Report
- > Manufacturer report
- > Therapeutic Category report: at any level after initial search
- > Indication report: at any level after initial search
- > Contraindication report: at any level after initial search
- > Side Effect report: at any level after initial search

In PDR Drug Interactions and Side Effects System:

- > Multi-Drug Regimen Report
- > Multi-Drug Regimen Drug Interactions Report
- > Multi-Drug Regimen Food Interactions Report
- > Interaction Summary (showing full listing of interacting compounds/products)
- > Interaction Detail (showing selected interacting compound)

In Stedman's Medical Dictionary:

- > Any definition

In Word Search:

- > Search Results – entire listing (from Word Search - Results window)
- > Search Results—current page (from Word Search - Results window)

## **SAVE**

1. Click on  or select **FILE**, then **Save**.

The Save dialog box will be displayed. Note: In the Multi-Drug Regimen tab, select Multi-Drug Regimen Report or Save Multi-Drug Regimen Interactions Report or (depending on where you are) to save as a text file.

2. Enter the filename and directory in which you want to save information and click on **OK**.

The information will be saved in a text file. Any information that can be printed (see above) can be saved.

Note: In Word Search, you can also save, searches for your next session by clicking on Save while in any of the tabs.

## **PDR® ELECTRONIC LIBRARY™ TECHNICAL SUPPORT**

Micromedex, Inc., offers support for this product. For Customer Service and Technical Support telephone numbers, please select the Obtaining Technical Support option in the HELP menu on the Main Menu Bar. For subscription information, please select SUBSCRIBE, then Subscription Info on the Main Menu Bar.

## PROXIMITY CONNECTOR DESCRIPTIONS

**AND** (Both Words in the Same Monograph). When you use AND, the program will find all occurrences of both words you have specified, as long as they appear somewhere in a product's PDR® Entry.

- ◆ For example, you can use this connector to find monographs meeting several qualifications, such as medications with a particular indication that are available in oral dosage forms.

**OR** (Either or Both Words in the Same Monograph). This connector gives you the broadest possible results. It will look through every monograph and locate all occurrences of either word you have specified, whether it appears alone or in combination.

- ◆ For example, to ensure that you've located all monographs referring to a particular problem, you could enter various synonyms, such as "high blood pressure", "elevated blood pressure", "hypertension", and so on.

**WITH/n**. When you specify that one word must appear **WITH/N** another, the program will report any instance in which one word or phrase appears within N words of the other word or phrase.

- ◆ For example, a search for "asymptomatic hyperkalemia" will find only that specific phrase. But a search for "asymptomatic WITH/5 hyperkalemia" will catch important references that the other search would miss, such as "Even potentially fatal hyperkalemia is usually asymptomatic".
- ◆ For example, a search expressed as granulocytes WITH/5 platelets would find every occurrence where granulocytes and platelets appear within five words of each other.

**NOT and NOT/n**. Use NOT in front of any search word or phrase to reverse its meaning. This allows you to exclude documents from a search. If NOT is at the start of a search, the system will retrieve all documents that do not contain the word that follows NOT. If NOT is not the first connector in a request, you need to use either AND or OR with NOT. NOT/n (not within) allows you to search for a word or phrase not within n words of another word or phrase.

- ◆ For example, NOT heart would retrieve all documents that did not contain the word heart.
- ◆ For example, if you were looking for all references to ectopic that did not refer to ectopic pregnancy, using NOT would eliminate all references to ectopic pregnancy: ectopic AND NOT pregnancy.

## PREFERENCE SETTINGS

The PREFERENCES command gives you the ability to customize various features of the system. Your options, arranged in tabs, are:

- ◆ Text
  - ◆ Miscellaneous
- **Click on the tab you want to bring it forward.**

## TEXT

The Text tab allows you to change the default text background color or fonts:

- ◆ Fonts” changes font, font style, and size of displayed text.
  - ◆ “Defaults” returns you to PDR® Electronic Library’s default settings.
- **Click on Fonts to change font style or Defaults to return to default settings.**

## MISCELLANEOUS

The Miscellaneous tab offers the following options:

- ◆ Show tool bar
  - ◆ Show tool tips
  - ◆ Show directory page numbers
  - ◆ Confirm before exit
  - ◆ Copy as HTML (copies adding HTML tags)
- **Click in the box to activate or deactivate the feature. If there is a ü in the box, the feature is active.**

## WORKING WITH USER IDS

If you are using the commercial edition of PDR® Electronic Library™, you had the option to set User IDs for access to the application during setup. If you wish to change your settings i.e., turn them on or off, contact customer service.

If your user ids are in effect, when you try to enter the program, you will get the following message: You are not currently signed on. Would you like to do so?

- **Click on Yes to enter the User ID dialog box.**
- **Click on No to return to the main screen.**

You can also access the User ID dialog box through the FILE menu:

- **Select FILE then User IDs to bring up the User ID dialog box.**

In the User ID dialog box:

- 1. Select the User ID with which you want to log on from the available list by clicking on and highlighting it. If there are no User IDs listed or you have not created your own ID, see below.**
- 2. Click on Sign On.**

If no password is required, you will be logged on and returned to the main PDR Electronic Library screen. If a password is required for the User ID you have selected, you will be asked to enter it.

- 3. Enter the password, then click on OK.**

You will be logged on and returned to the main PDR Electronic Library screen.

#### **TO CREATE YOUR OWN USER ID:**

- 1. Click on Add.**
- 2. In the box that appears, enter up to eight (8) characters for the new ID, then click on OK.**

You will be asked if you want to enter a password.

- **If you want to enter a password, enter a password up of up to eight (8) characters, then click on OK.**
- **If you do not want to enter a password, click on Cancel to register your User ID without a password.**

#### **TO DELETE A USER ID AND ITS ASSOCIATED FILES:**

- **Click on Delete in the User ID dialog box. Please note that you cannot delete a User ID that you are currently using. You must first sign off from that ID (see above).**

You will be asked to confirm your User ID deletion.

- **Click on Yes to delete.**
- **Click on No to continue.**

If the User ID you want to delete has a password, you must first enter the password before you can delete the associated User ID.

## **TO ENTER OR CHANGE A PASSWORD:**

- **Click on Password in the User ID dialog box.**

You will be asked to enter a password with up to eight (8) characters.

- **Click on OK to enter the password.**
  - **Click on Cancel to return to the dialog box without entering a password.**
- **If you are changing an existing password, you must first enter the old password; then you will be asked to enter the new password.**

Note: If you forget a password there is no way to retrieve it. If you try to delete a User ID that requires a password you've forgotten, you won't be able to.

## **WORKING WITH SUBSCRIPTION CODES**

Depending on the features included in your PDR® Electronic Library™ subscription, you may get the following message when you go to access certain functions:

“The subscription to this title has expired.”

- **Click on OK.**

The Subscription Info box will automatically be displayed. Follow the instructions on screen to renew or activate a subscription.

For current subscription expiry information for PDR references, PDR Drug Interactions, and Stedman's Medical Dictionary, select SUBSCRIBE, Subscription Information on the Main Menu Bar.

## **UPDATING PDR® ELECTRONIC LIBRARY™**

Each update that you receive of PDR Electronic Library will be a new CD-ROM. As with your already installed program, you will only be able to access those features to which you have subscribed. For more information on subscribing to features see Subscription Codes.

To update PDR Electronic Library:

- 1. Insert the update CD-ROM into your computer's CD-ROM drive (usually Drive D)**
- 2. From the Desktop, select START, then Run.**

**3. In the Command Line box, type in D:\setup.**

This will execute the new version of PDR® Electronic Library™. All subscription information and patient record information will be retained.

**4. To complete the update, follow the instructions on your screen.**

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