First Level

Contents for The Family Doctor Help

Introduction to The Family Doctor
Navigating in The Family Doctor
Using The Family Doctor
The Menu Bar
Keyboard Commands
Index to Help Topics
Technical Information
Using Help

To exit **Help** and return to *The Family Doctor*, select **File/Exit** from the Menu Bar.

Second Level

Using The Family Doctor Help

Help provides an introduction to the contents and features of The Family Doctor.

Introduction to The Family Doctor contains a brief, general description of the product.
Navigating in The Family Doctor explains the various tools available to move from one section to another.
Using The Family Doctor provides detailed explanations of how to use each section.
The Menu Bar describes the features that are available from the main menu.
Keyboard Commands lists the keyboard commands and shortcuts that are available.
Index to Help Topics lets you select from an alphabetical list of all topics covered in Help.
Technical Information contains information about product version, system requirements and technical support.

For more information about using Help go to Accessing The Family Doctor Help or Navigating in The Family Doctor Help.

Introduction to The Family Doctor

The Family Doctor is a medical reference that is simple to use, easy to understand and written in a warm and friendly style.   Authored and edited by nationally known, syndicated columnist Allan Bruckheim, MD, FAAFP, The Family Doctor combines full-color illustrations, text, sound, animation and video to provide answers to questions about family health and well-being.   The multimedia CD-ROM format lets you access the information you need quickly and easily, making The Family Doctor an ideal home reference.

The Family Doctor contains nine different sections:

Introduction   Basic First Aid
Questions & Answers   Resources
Rare Disorders   Anatomy of the Human Body
Illustrations   Search
The Prescription Drug Guide

Using The Family Doctor

Each section of The Family Doctor has its own organization and unique set of features.   To learn how to use the different sections select from the following:

The Title Page
Introduction
Questions & Answers
Rare Disorders
Prescription Drug Guide
Basic First Aid
Resources
The Illustrations
Anatomy of the Human Body
Search

The Menu Bar

```
┌──────────────────────────────────────────────┬───┬───┐
│ ▭        The Family Doctor III                 │ ▼ │ ▲ │
├──────────────────────────────────────────────┴───┴───┤
│ File   Edit   Page   Options   Help                   │
└───────────────────────────────────────────────────────┘
```

The **Menu Bar** is the main menu that appears across the top of each display.   The Menu Bar provides access to standard Windows operations, as well as many unique Family Doctor features.   *Click* on each option to view a detailed description.

Index to Help Topics

Keyboard Commands

The following keyboard commands or short-cuts are available:

Back	Shift F2
Character	F6
Close Images	Ctrl C
Context Help	Shift F1
Copy	Ctrl Ins
Exit	Ctrl X
First	Ctrl Up Arrow
Help Contents	F1
History	Ctrl F2
Next	Ctrl Right Arrow
Previous	Ctrl Left Arrow
Search	F5
Search Titles	Ctrl T
Select All	Shift F9

You can also view this list alphabetized by key combinations.

Technical Information

[About The Family Doctor](#)
[System Requirements](#)
[Contacting Technical Support](#)

Third Level

Accessing The Family Doctor Help

While using The Family Doctor, press **F1** to go to the **Help Table of Contents** or **Shift F1** to go to **context sensitive Help** (Help related to the section of The Family Doctor you are using). Select <u>Help</u> from the **Menu Bar** to access all of The Family Doctor Help features, as well as general instructions for using **Windows Help**.   Use the <u>Status Bar</u> to identify the various objects in the windows.

Navigating in The Family Doctor Help

Words or phrases displayed in **green letters** are *hyperlinks* to related topics.   Click on them to move directly to the topics.   If the green text is <u>solid-underlined</u>, a new window will open, displaying the related topic.   If the green text is <u>dotted-underlined</u>, a pop-up window will open. Click the mouse, or press any key, to return to the main window.

Some of the **graphics** in Help have *hotspots* - areas you can ***click*** on to display definitions and explanations.   Whenever these areas exist, the Help text will point them out.   To identify these areas in any Help window, press **Tab** repeatedly to highlight each in succession, or **Ctrl-Tab** to highlight them all at once.   ***Click*** on the **Help Icon** at the top of this window for a demonstration.

At the top of each Family Doctor Help screen are four navigation buttons: **Contents** brings you to the Help Table of Contents.   **Search** displays a dialog box that contains a list of keywords, allowing you to access the related Help topics.   **Back** takes you to the previous screen. **History** displays a list of the Help topics you have viewed, allowing you to return to any topic.

Help Topic Windows

Clicking on *green, solid-underlined text* brings you to a new **Help Topic Window**.   Press the **Back** button at the top of this window to return to the previous window.

Clicking on *green, dotted-underlined text* displays a **Help Pop-Up Window**.   Click anywhere, or press any key, to return to the previous window.

Clicking on a *hot spot* will display a **Help Pop-Up Window** or a new **Help Topic Window**.

Using the Menu Bar Commands: Help

Help
<u>C</u>ontents
<u>I</u>ndex
<u>K</u>eyboard
Context <u>H</u>elp
Help <u>O</u>n Help
<u>A</u>bout The Family Doctor

The Menu Bar's **Help** selection provides quick access to some of the most important Help features.   *Click* on them now for a brief description of each.

Introduction presents a video introduction by Dr. Allan Bruckheim outlining the contents and features of The Family Doctor, as well as Copyright, License Agreements and User Warranty.

Questions & Answers consists of over 2,300 questions and answers, covering 282 conditions.

Rare Disorders provides a unique information source from the National Organization for Rare Disorders, containing hard-to-find information about over 900 rare medical conditions.

Illustrations contains hundreds of images, divided into five main sections: **Human Anatomy**, **Body Processes**, **Diseases and Injuries**, **Medical Procedures** and **Social and Health Issues**.

Resources contains listings of **Educational Resources**, **Health Associations** and **Health Update Booklets**.   It provides you with information to help you obtain additional information about the subjects that interest you.

Basic First Aid presents easy-to-understand instructions, supplemented with audio and animation, explaining what to do first in a medical emergency.

The **Prescription Drug Guide** presents up-to-date information (and photographs, when available) to help you find out more about the actions and interactions of over 1600 medications.
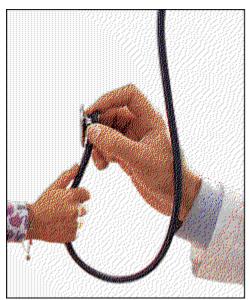
Anatomy of the Human Body is a comprehensive collection of illustrations and video, presented in an interactive format.   This section provides links to related text and image files, as well as a glossary, offering quick and easy access to additional information.

Search provides several mechanisms that help you quickly find the information you are looking for, whether by word, subject, author or title.

The Title Page

The **Title Page** is the first screen you see when you start The Family Doctor.   It contains the tools you will use to move from one section to another.   For detailed information about these navigational tools go to Navigating in The Family Doctor.   Several other options can be selected while viewing the Title Page by using the buttons on the Status Bar or by choosing **File**, **Options** or **Help** form the Menu Bar.

Using the Status Bar

The **Status Bar** is at the bottom of most windows.   On the left end of the Status Bar is the **Status Window**.   As you point to different objects within a Family Doctor window the name of the object, or a short description of the object's function, appears in the Status Window.

For information about using the Status Bar for navigation, see <u>Navigating with the Status Bar</u>.

Navigating in The Family Doctor

The Table of Contents
The Tool Bar
The Caduceus Icon
The Search Icon
The Menu Bar: Page
The Status Bar

Ctrl-C	Close Images
Ctrl Arrow Left	Previous
Ctrl Arrow Right	Next
Ctrl F2	History
Ctrl Ins	Copy
Ctrl X	Exit
Ctrl T	Search Titles
F1	Help Contents
F5	Search
F6	Character
Shift F1	Context Help
Shift F2	Back
Shift F9	Select All

About The Family Doctor

The Family Doctor
Version 3.1
MPC/Windows
January 1994
Copyright © 1991-93, 1994 Creative Multimedia Corporation

Author and Editor: Allan H. Bruckheim, MD, FAAFP
Development: David Bleckmann, Collin Bremner, Gene Ragan
Production: Kelley Clarke, Theresa Inman, Mark Johnson, Janise McMenamin, John Williamson, Linda Wolffe
Family Doctor Help: Steve Munger
Executive Producer: Chen Chi Yuan
Publisher: Judith Grillo
Executive Publisher: Eric Pozzo

System Requirements

System requirements for The Family Doctor/MPC Version:

386SX or higher PC
2 MEG RAM
Hard drive with 2 MEG free disk space
Super VGA with 256 color Windows driver
Sound card with Windows driver
CD-ROM drive with 150KB/sec transfer rate and 380ms access rate
Microsoft Windows 3.1

Contacting Technical Support

If you are experiencing problems with The Family Doctor, be sure to use <u>Help</u> to learn about the program.   If you are still having difficulties, you can call Creative Multimedia Technical Support for assistance.

The **voice phone number** for Creative Multimedia Technical Support is 503-241-1530.   Our **Fax number** is 503-241-4370.   In addition, there is a **Technical Support BBS** available for 24-hour on line product information, troubleshooting tips and the latest software updates.   The BBS number is 503-241-1573.

Fourth Level

Contents brings you to the Help **Table of Contents**, a list of the main sections of The Family Doctor Help.

Index displays the **Help Index**, an alphabetical listing of all Help Topics.

Keyboard brings you to a list of **Keyboard Commands** you can use in The Family Doctor.

Context Help provides immediate access to the **Help Topic** that applies to the area of The Family Doctor you are currently using.

Help on Help helps you learn to use the Windows Help format.

About The Family Doctor contains details about this version of The Family Doctor.

Using the Menu Bar Commands: File

File
- Print Article
- Printer Setup
- Exit

The Menu Bar's **File** selection provides quick access to several important options.   *Click* on them now for a brief description of each.

Using the Menu Bar Commands: Options

The Menu Bar's **Options** selection provides quick access to several important options.   ***Click*** on them now for a brief description of each.

Navigating with the Status Bar

The **Status Bar** is at the bottom of most windows.   On the right side are four buttons that you can use for navigation: **Next**, **Previous**, **History**, and **Back**.   *Click* on them now for a brief description of each.

| Next | Previous | History | Back |

For additional information about the Status Bar, see Using the Status Bar.

Using the Menu Bar Commands: Page

```
┌─────────────────────────┐
│ Page                    │
├─────────────────────────┤
│  Next                   │
│  Previous               │
│  First                  │
│  Back                   │
│  History...             │
├─────────────────────────┤
│  Search...              │
└─────────────────────────┘
```

The Menu Bar's **Page** selection provides several convenient ways to move around in The Family Doctor. *Click* on the selections now for a brief description of each.

The Tool Bar

The **Tool Bar** is the stacked group of icons which first appears in the left area of the display. Clicking on the different icons moves you to the different sections of The Family Doctor.   To make the Tool Bar visible, select **Options** from the **Menu Bar**, then click on **Floating Tool Bar** so that a check mark is displayed to its left.   To remove the Tool Bar from the display, click on **Floating Tool Bar** so that the check mark is no longer displayed.   (See The Menu Bar Commands - Options for more details.)   *Click* on the Tool Bar icons now for a brief description of each section.

The Caduceus Icon

Introduction
Questions & Answers
Rare Disorders
Prescription Drug Guide
Basic First Aid
Resources
Illustrations
Anatomy of the Human Body

The **Caduceus Icon** is in the upper, left portion of most windows.   Press on the icon to display a pull-down menu that lists the different sections.   Select an option to go directly to that section. ***Click*** on the selections now for a brief description of each.

Introduction
Questions & Answers
Rare Disorders
Prescription Drug Guide
Basic First Aid
Resources
Illustrations
Anatomy of the Human Body

The **Caduceus Icon** is in the upper, left portion of the Search Window.   Press on the icon to display a pull-down menu that lists the different sections.   Select one of the options to go directly to that section.

The Search Icon

Clicking on the Search Icon, located at the upper right portion of most windows, takes you immediately to the **Search Window**.   Here you can find information by entering a word or combination of words.

The Table of Contents

The **Table of Contents** is in the lower right section of the Title Page.   Clicking on any of the selections brings you to the corresponding section of The Family Doctor.   ***Click*** on them now for a brief description of each.

Introduction

The **Family Doctor Introduction** consists of a <u>Video Introduction</u> by Dr. Allan Bruckheim, as well as the **Copyright**, **License Agreement** and **User Warranty**.   Selecting Introduction displays a **directory window**, listing the selections available.   For help using the directory and the texts, see <u>Using the Texts</u>.

The Video Introduction

The **Video Introduction**, featuring Dr. Allan Bruckheim, provides background about the content and features, and also offers insights into how to get the most out of The Family Doctor.   To access the video, double-click on **Introduction to The Family Doctor** in the Introduction Directory Window.   Once the Video Window is displayed, press **Play** to watch the video, **Stop** to stop it and **Back** to return to the Introduction Directory Window.

Questions & Answers

Questions & Answers consists of over 2,300 questions, each one answered by Dr. Allan Bruckheim in his clear, straightforward manner.   The questions, grouped alphabetically by subject, cover 282 conditions, making this a particularly useful source of information about the topics that concern you.   For help using text materials, see <u>Using the Texts</u>.

Rare Disorders

Rare Disorders is a unique information source from the **National Organization for Rare Disorders**.   This database contains hard-to-find information about over 900 rare medical conditions, including detailed explanations of diseases, descriptions of their symptoms and references to additional information that is available.   For help using text materials see Using the Texts.

The Illustrations

Illustrations contains hundreds of images, divided into five main sections: **Human Anatomy**, **Body Processes**, **Diseases and Injuries**, **Medical Procedures** and **Social and Health Issues**.   Selecting Illustrations displays a <u>Directory Window</u>.   Select from successive directory windows until the illustration is displayed.

There are several tools available for <u>controlling the graphics display</u>.   For information about the navigational tools available while viewing illustrations, go to <u>Navigating in The Family Doctor</u>.

Resources

Resources contains listings of **Educational Resources**, **Health Associations** and **Health Update Booklets**.   This section will help you find additional information about the subjects that interest you most.   For help using text materials see Using the Texts.

Basic First Aid

Basic First Aid is an introduction and a guide to first aid.   Basic First Aid presents easy-to-understand instructions, supplemented with audio and animation, that explain what to do first in a medical emergency.

When you select Basic First Aid a <u>directory window</u> appears, listing four selections:

<u>Introduction to First Aid</u>
<u>What to Do First</u>
<u>First Aid and Emergency Care</u>
<u>Your First Aid Kit</u>

At the bottom of each First Aid window are four buttons.   Go to <u>First Aid Control Buttons</u> for an explanation of how to use them.

First Aid Control Buttons

At the bottom of each Fist Aid window are four control buttons. . .

Click on each of them for a brief description of their function.

Prescription Drug Guide

The **Prescription Drug Guide** is a collection of up-to-date information (and photographs, when available) designed to help you find out more about the actions and interactions of over 1600 prescription medications.   The drugs are listed alphabetically by their **generic names**, and you can use the <u>Search</u> utility to find them by their trade or brand names.   For help using text materials see <u>Using the Texts</u>.

Anatomy of the Human Body

Anatomy of the Human Body is a collection of illustrations and video that provides a detailed look at the human body.   This section lets you interact with the program, exploring different parts of the body by selecting from five major body systems and zooming in or out to different levels of detail.   In addition, *Anatomy* lets you access text and graphics documents which are related to the part of the body that you select.   The Human Anatomy Window consists of the following parts:

Anatomy Display
System Description Tabs
Movie Selector
Terminology Box
Demo Button
View Selector
Zoom Control
Additional Information Dialog Box

For information about the navigational tools available while viewing Anatomy of the Human Body, select Navigating in The Family Doctor.   Additional tools are accessible from the **Menu Bar** by selecting File, Options or Help.

Search

Search provides a way to search the texts for selected words or phrases.   When you select Search, the **Search Window** is displayed.   *Click* on the various areas of the <u>Search Window</u> now to learn more about them.   For more information about conducting a search, go to <u>Using Search</u>.

Fifth Level

Search All Sources

Search by	Search Operator	Enter Word or Phrase	Number Found	Combined Matches
Words		1	....	....
Words		2	....	....
Words		3	....	....
Words		4	....	....
Words		5	....	....
☐ all	☐ all			

Show Titles   **Clear**   **Browse**

Print Article displays the Windows dialog box that lets you print the current text document to the default printer.

Printer Setup displays a dialog box that lets you select a printer type and adjust the printer configuration.

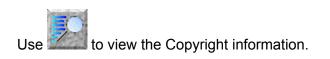**Exit** ends your session with The Family Doctor and returns you to Windows.

Sound allows you to control whether there is audio output.   Clicking with the mouse toggles sound between enabled and disabled.   A check mark indicates that audio is enabled.   No check mark indicates that audio is disabled.

Floating Tool Bar allows you to control the Tool Bar display.   Clicking with the mouse toggles between displaying and hiding the Tool Bar.   A check mark indicates the Tool Bar is in the display mode, while no check mark indicates the Tool Bar is in the hidden mode.

Close Images closes any graphics images that are open.

Search Titles displays a pop-up window showing the titles found in the most recent Search.

Use **Intro.** to play the Video Introduction by Dr. Allan Bruckheim.

Use to view the Copyright information.

Use **Next** while navigating the directories or viewing texts.   It will move you to the next subdirectory or file within the current directory.

Use **Previous** while navigating the directories or viewing texts.   It will move you to the previous subdirectory or file within the current directory.

Use **History** to display a pop-up box listing the preceding navigational selections.   Double-click on one of the listings to return to that section.

Use **Back** to return to the page or section you were viewing prior to the current one.

Use **First** to return to the **Title Page** of The Family Doctor.

Use **Search** to view a **Search Dialog Box** which allows you to search for a specified word or phrase in the current document and, if you choose, succeeding ones.

The Texts

When you choose a text section, a <u>Directory Window</u> displays the contents of the section, allowing you to choose a topic or document.   Selecting a **text document** from the **Directory Window Listing** displays the document in a <u>Text Window</u>.

This selection will return you to the **Title Page**, the first window displayed when you started The Family Doctor.   From the Title Page you can move to any other section.

This selection will take you to **Introduction**, which presents a video introduction by Dr. Bruckheim outlining the contents and features of The Family Doctor.   Also in the Introduction are the Copyright, License Agreement and User Warranty.

This selection will take you to **Questions & Answers**, which consists of over 2,300 questions and answers, covering 282 common conditions.

This selection will take you to **Rare Disorders**, a unique information source from the National Organization for Rare Disorders containing hard-to-find information about over 900 rare medical conditions.

This selection will take you to **Prescription Drug Guide**, a collection of up-to-date information (and photographs, when available) designed to help you find out more about the actions and interactions of over 1600 prescription medications.

This selection will take you to **Basic First Aid**, which presents easy-to-understand instructions, supplemented with animation, explaining what to do first in a medical emergency.

This selection will take you to **Resources**, which contains listings of **Educational Resources**, **Health Associations** and **Health Update Booklets**.   It provides you with information to help you obtain additional information about the subjects that interest you.

This selection will take you to **Illustrations**, which contains hundreds of drawings and photographs.   Illustrations has five main sections: **Human Anatomy**, **Body Processes**, **Diseases and Injuries**, **Medical Procedures** and **Social and Health Issues**.

This selection will take you to **Anatomy of the Human Body**, a comprehensive collection of illustrations and video, presented in an interactive format.   This section provides links to related text and image files, as well as a glossary, offering quick and easy access to additional information.

This selection will take you to the **Search Window**, which provides tools to help you quickly find the information you are looking for, whether by word, subject, author or title.

There are several ways to control the illustrations: To change the size of the image, click on the **Minimize** and **Maximize** buttons, or select the **Control-Menu Box**.   If you have multiple images open and wish to close them, select **Options** from the **Menu Bar**, then select **Close Images**.   Copy the image to a file by selecting **File**, then **Save As...**   To send the image to the default printer, select **File**, then **Print**.   Copy the image to the Clipboard by selecting **Edit**, then **Copy**.

Introduction to First Aid explains the importance of first aid preparedness and provides a summary of the contents of **Basic First Aid**.

What to Do First tells what to do, who to call and what to tell them.   In addition, it describes how to prepare yourself to effectively handle a medical emergency.

First Aid and Emergency Care describes the signs to look for and the immediate treatment of a wide range of medical emergencies.

Your First Aid Kit lists what you should have on hand in order to be ready for a medical emergency.

The **Exit Button** takes you back to the Basic First Aid Directory.

The **Prev Button** brings you to the previous page of the section you are viewing.   When there is not a previous page, the button is not displayed.

The **Next Button** brings you to the next page of the section you are viewing.   When there is not a next page the button is not displayed.

The **Play Button** plays an audio recording of the text you are viewing.   If there is **animation** to go with the text, a window opens in the lower right of the main window, displaying the animation.

Using Search

To perform a search in The Family Doctor:

Select the section of The Family Doctor you wish to search in by clicking on the Search Area Pull-Down Menu.

Choose the kind of search you wish to perform by using the Search-By Selector.

Enter each word or phrase to search for by typing directly into the Text Entry Boxes or by clicking Browse to select the next search entry from a list of terms available in the current search area.

Select the Search Operator using the Search Operator Selector.

Check the results of your search as you construct it by viewing the Number Found and the Combined Matches.

List the titles that meet the search criteria by clicking on the Show Titles Button.

View a document shown in the Title Display Area by double-clicking on the document name.

Clear the window to begin a new search by clicking on the Clear Button.

```
┌─────────────────────────────────────────────────┐
│ ▄                    Index Search                 █ │
├─────────────────────────────────────────────────┤
│                                                   │
│  Enter title:                                     │
│  ┌─────────────────────────────────────┐         │
│  │heart│                                 │         │
│  └─────────────────────────────────────┘         │
│                                                   │
│    ┌───────────────────────────────────┬──┐      │
│    │ 980    heart                       │ ▲│      │
│    │ 24     heart's                     │ ▲│      │
│    │ 2      heart-damaging              │  │      │
│    │ 4      heart-hand                  │  │      │
│    │ 1      heart-harmful               │  │      │
│    │ 2      heart-healthy               │  │      │
│    │ 1      heart-like                  │  │      │
│    │ 5      heart-lung                  │  │      │
│    │ 2      heart-related               │  │      │
│    │ 1      heart-shaped                │  │      │
│    │ 1      heart-to-heart              │  │      │
│    │ 2      heart/lung                  │  │      │
│    │ 92     heartbeat                   │  │      │
│    │ 10     heartbeats                  │ ▼│      │
│    │ 124    heartburn                   │ ▼│      │
│    │ 2      heartening                  │ ▼│      │
│    └───────────────────────────────────┴──┘      │
│                                                   │
│  ☒ Remember Position   [ Titles ]   [ Cancel ]   │
│                                                   │
└─────────────────────────────────────────────────┘
```

The **Browse Window** allows you to select any word from the currently selected search area, then automatically enters that word into a Text Entry Box. *Click* on the various objects in the Browse Window for a brief description of each.

Use the **Text Entry Box** to type in the word you would like to search for.   As you type the word, or as you make changes in what you have already typed, the **Browse Display** scrolls to the word which most closely matches what you have typed so far.

Use the **Browse Display** to view the list of words contained in the current search area.   The number to the left of each word shows the number of occurrences in the current search area. Use the Scroll Bar, Page Up and Page Down, or the Text Entry Box to scroll through the list. Highlight any displayed word by clicking on it with the mouse.

Use the **Word Up** and **Word Down** arrows to move the highlighting up or down, one word at a time.   When the highlighting reaches the top or bottom of the display, the rest of the words will scroll through the display, one at a time.

Use the **Page Up** and **Page Down** arrows to scroll through the list, one page at a time.

When **Remember Position** is checked, the Browse Window will display the Browse List in the same position when you return to it.   If you change the Search Area, the list will be in the closest possible position when you return to it.

Select **Titles** to return to the Search Window, adding the selected word to the currently selected Text Entry Box, and displaying the list of titles found.

Select **Cancel** to return to the Search Window, with no effect on the current Search.

Sixth Level

The Directory Window

Click on the parts of the Directory Window for a brief description.

⌂Questions and Answers

☐ Questions and Answers By Subject: A
☐ Questions and Answers By Subject: B
☐ Questions and Answers By Subject: C
☐ Questions and Answers By Subject: D-E
☐ Questions and Answers By Subject: F-G
☐ Questions and Answers By Subject: H-I
☐ Questions and Answers By Subject: J-L
☐ Questions and Answers By Subject: M
☐ Questions and Answers By Subject: N-O

For information about the navigational tools available while viewing a directory window, select Navigating in The Family Doctor.   Additional tools are accessible from the **Menu Bar** by selecting File, Options or Help.   For specific information about each of the sections which use directory windows, go to Using The Family Doctor.

The Text Window
Click on the sections of the Text Window for a brief description.

> ### Where Does Hay Fever Come From?
> 📄 **Additional Materials**
>
> *Copyright (c) 1991-92,1993 Tribune Media Services, Inc.*
>
> **Where Does Hay Fever Come From?**
> _____
>
> **QUESTION:** With my eyes tearing and red, and a full nose that won't s
> am into the earliest attack of hay fever I have ever had. Why am I affect
> this condition, where does it come from, and what can I do to rid myself
> situation?
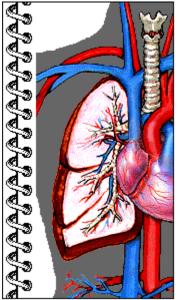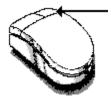
Use the **Menu Bar's** <u>File</u> and <u>Edit</u> selections to access tools for manipulating text.   For information about the navigational tools available while viewing a text window, select <u>Navigating in The Family Doctor</u>.   Additional tools can be accessed from the **Menu Bar** by selecting <u>Options</u> or <u>Help</u>.   For specific information about each of the sections which use text windows, go to <u>Using The Family Doctor</u>.

The Anatomy Display
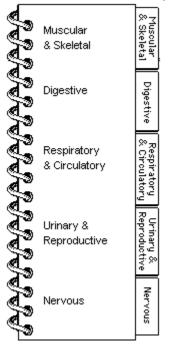
The **Anatomy Display** -- the *notebook* on the left side of the Human Anatomy Window -- is the primary viewing area.   To select a body system to view in the Anatomy Display, click on one of the **System Description Tabs** to the right.   To identify different parts of the body within the display, point the mouse to that part, then view the term in the **Terminology Box**.   To hear the term correctly pronounced, and view a dialog box providing access to additional information, click the right mouse button.   Whenever the mouse pointer has a **Magnifying Glass** shape, you can **zoom** to a closer level by clicking the left mouse button.

Click with the **right** mouse button to listen to the selected term correctly pronounced and view a dialog box providing access to additional information.

The System Description Tabs
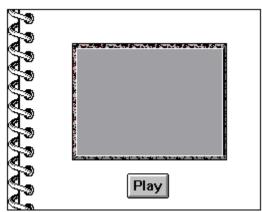
The **System Description Tabs** allow you to display any of the five major body systems in the Anatomy Display. *Click* on the tabs now for a sample of each.
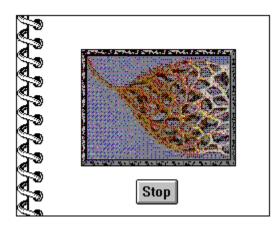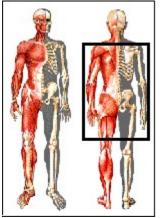
The Movie Selector

The **Movie Selector** is located above the Terminology Box, to the right of the Anatomy Display. Click on the Movie Selector to play a video that provides basic information about -- and demonstrates the functions of -- the currently selected body system.

 After you choose the Movie Selector the **Video Display Window** appears inside the Anatomy Display.   Below the display window you will see either the **Play** or the **Stop** button.   Press **Play** to play the video and **Stop** to stop it and return to the previous display.   *Click* on **Play** now for an illustration.

Stop

The View Selector
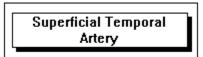
The **View Selector** lets you select which area of the anatomy illustration to view in the Anatomy Display.   When the zoom level is at medium or maximum, a black rectangle appears within the View Selector, and the Anatomy Display shows that section at full size.   Clicking in another area of the View Selector causes the rectangle to move to that area.   The view in the Anatomy Display then changes to show the newly selected area.

The Zoom Control

```
┌─────────────────────────────┐
│        Zoom Level           │
│  Min  ●   ○   ○   Max.      │
└─────────────────────────────┘
```

The **Zoom Control** is just below the View Selector.   Click the three buttons to zoom in and out among the three levels of magnification.   When you change the zoom level, the image in the **Anatomy Display** changes to the selected magnification.   *Click* on each of the buttons now for a sample of each zoom level.

The Terminology Box

```
┌─────────────────────────────┐
│  ┌──────────────────────┐   │
│  │ Superficial Temporal │   │
│  │       Artery         │▐  │
│  └──────────────────────┘▐  │
│    ▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐▐   │
└─────────────────────────────┘
```

The **Terminology Box**, located to the right of the Anatomy Display, shows the name of the body part you are pointing to.   Click on the **right** mouse button to hear the currently displayed term correctly pronounced and to display the **Additional Information Dialog Box**.

The Demo Button

The **Demo Button** appears on the screen, just below the Terminology Box, when the Human Anatomy Window is first displayed.   Press the Demo Button to view an animated demonstration of **How to Use Anatomy of the Human Body**.   Once you have used a System Description Tab to select one of the five body systems, the Demo Button is no longer displayed.

The **Current Database Display** shows which section of The Family Doctor you have selected for searching.

The **Search Area Pull-Down Menu** lets you select the section of The Family Doctor in which to conduct your search.

```
Search    Searc
  by      Operat
  Words
  Subjects
  Titles
 Titles
 Titles
 Titles
⊠ all      ☐ a
```

The **Search-By Selector** allows you to specify, using the pull-down menus, whether to search for **words** (all occurrences of the search entry), **subjects** (all documents that are primarily *about* the search entry), **titles** (all document titles that match or contain the search entry) or **authors** (all documents written by the search entry).   If the **All** box below the Selector is checked, any search type selection carries over to every entry.   If **All** is not checked, you must select a search type for each search entry.

The **Search Operator Selector** allows you to specify a search (or *Boolean*) operator for each search entry after the first, allowing you to combine more than one search entry.   The Search Operators are **And**, **Or**, **Not** and **Off**.   If the **All** box below the Selector is checked, any operator type selection carries over to every entry.   If **All** is not checked, you must select an operator type to connect each successive search entry.

Enter Word or Phrase

1	heart
2	circulatory system
3	
4	
5	

Enter the search words or phrases in the **Text Entry Boxes**.   To enter the first word or phrase, click inside the first box and type the desired text.   Press **Enter** to process the search and move to each additional Text Entry Box.

Number Found
212
137

 The **Number Found Display** shows the number of documents that meet all the search criteria on that line.   The search results are generated each time you press **Enter** after typing a search entry and each time you change the **Search Type** or the **Search Operator** for that selection.

```
┌──────────┐
│ Combined │
│ Matches  │
│          │
│   212    │
│ .............. │
│    41    │
│ .............. │
│          │
│ .............. │
│          │
│ .............. │
│          │
│ .............. │
└──────────┘
```

 The **Combined Matches Display** shows the number of documents that meet all of the search criteria on that and the preceding lines.   The combined matches results are generated each time you press **Enter** after typing a search entry and each time you change the **Search Type** or the **Search Operator** for that selection.

The **Show Titles Button** displays all documents found in the current search.   If the number found is *greater than 200* a dialog box will appear instead, allowing you to choose whether to display the first 200 titles found, or to modify the search criteria so that the number of titles found is fewer.

The **Clear Button** clears all entries in the current search.

Browse

The **Browse Button** displays the Browse Pop-Up Window, which allows you to select the entries for your search by browsing through the list of all the search terms in the current database.

The Title Display Area displays documents found in a search.   Use the scroll bars to view the contents of the display.   Double-click a title to view that document.   Once you have selected one of the documents for viewing, you can press **Back** or click on the **Search Icon** to return to the Search Window and either select from the same list of titles, or conduct a new search.   To display just a pop-up window showing the current search titles, select <u>Options</u>, then **Search Titles** from the Menu Bar.

The Search Operators

Use the **Search Operators** in searches that use more than one search entry in order to specify the logical relationship between them.   A Search Operator precedes each search entry (beginning with the second) and logically connects the following entry with those which precede it.   <u>Precedence</u> in the search expressions is first to last -- each of the Search Operators has an equal precedence level.   The Search Operators are <u>and</u>, <u>or</u>, <u>not</u> and <u>off</u>.

Seventh Level

The **Directory Window Title** displays the name of the current directory or subdirectory.

The **Directory Window Listing** contains the contents of the current directory.   The directories are hierarchical, like the directory structure of your computer, so any directory can contain additional subdirectories, documents, or both.   **To select a document or subdirectory**, double-click the entry with the mouse, or use the up and down arrow keys to highlight the document, then press **Enter**.

The **Directory Listing Icons** indicate the type of document listed in the Directory Window . . .

▢
 A **folder** icon represents a subdirectory of the current directory.   Selecting it will display another directory window.

▤
 A **document** icon represents a text document.   Selecting it will display the text.

▤
 A **multiple document** icon represents a text document that has related text or graphics documents.   Selecting it will display the primary text document, as well as an **Additional Documents Pull-Down Menu**.

▮
 A **graphics** icon represents a graphics or video document.   Selecting it will display a graphics image or play a video.

The **title** of the text document is at the top of the text window.

Additional Materials

The Process of an Allergic Reaction

Histamine Release Causes Allergy Symptoms

The Function of IgG in an Allergic Reaction

Allergen Injection Desensitization

If the current file has related text or graphics documents, the **Additional Documents Pull-Down Menu** appears at the top of the first page.   Press on the menu to display the list of documents, then select from the list to go directly to one of the related documents.

The body of the text appears in the text display area.   Use the Windows **scroll bars**, or **page up** and **page down**, to navigate in the text display.

The Additional Information Dialog Box

The **Additional Information Dialog Box** provides additional functions, information and resources that enable you to learn more about the parts of the body you are viewing.   To view the dialog box, first point to a body part in the Anatomy Display.   As you point to the body part, the Terminology Box displays the part's name.   Clicking the **right** mouse button plays the correct pronunciation of the term and displays the dialog box.   Go to Learning About the Additional Information Dialog Box to find out about the features that are available.
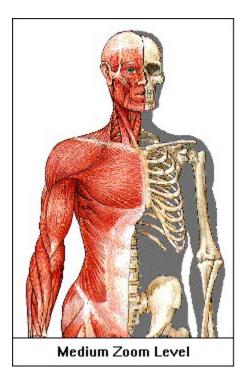
Learning About the Additional Information Dialog Box
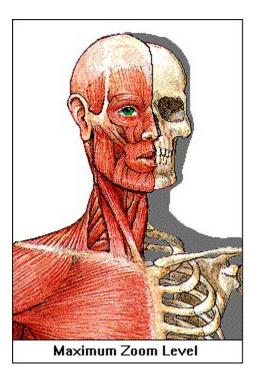
Click on the various objects for a brief description of each.

Anatomy of the Human Body

Topic: Heart   Hits: 95

Does Alcohol Help the Heart?
Aspirin and Heart Disease
New Ways to Take Nitroglycerin
Do Smoking and Drinking Affect Blood Pressure?
Is a Slow Heart Rate Good for You?
Does Cholesterol Affect Women Differently than Men?
What Does Cholesterol Do In Your Body?
Will Personal Blood Pressure Notes Help Your Doctor?
Can You Inherit Heart Disease?
Can a Running Program Help Decrease Your Risk of Heart Attack?
Will Rehabilitation Help You Survive a Myocardial Infarction?
What are Coronary Artery Disease and PTCA?

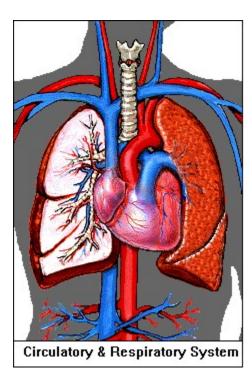Glossary   ● Articles   ○ Illustrations   OK   CANCEL
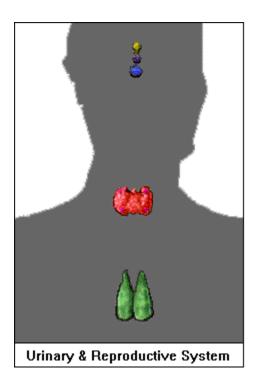
The three Zoom Levels...

Minimum Zoom Level

Medium Zoom Level

Maximum Zoom Level

The five Systems...

Muscular & Skeletal System

Digestive System

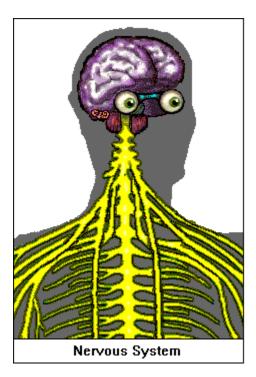Circulatory & Respiratory System

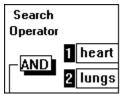Urinary & Reproductive System

Nervous System
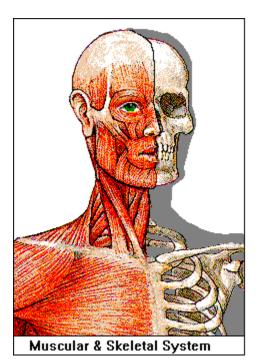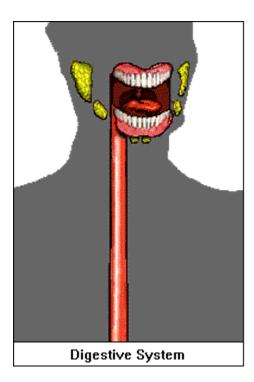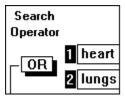
Using the Menu Bar Commands: Edit

Edit
Copy
Select All
Character...

The Menu Bar's **Edit** selection provides quick access to several useful tools.   *Click* on them now for a brief description of each.
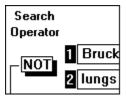
The **precedence** in search expressions is first to last, regardless of which Search Operators are used.   The search expression *A and B or C* is processed as *(A and B) or C*.   The expression *A or B not C and D* is processed as *((A or B) not C) and D*.

```
Search
Operator

      ┌──────┐
      │ AND  │  [1] heart
      └──────┘  [2] lungs
```
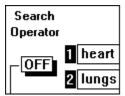
Use **and** to find documents that meet both the search criteria already specified, and the search entry immediately following.   For example, to find all documents in the selected database that contain both the word *heart* and the word *lungs*, use the first **Search-By Selector** to select a **word** search, type *heart* in the first **Text Entry Box** and press **Enter**.   Next, use the second **Search-By-Selector** to again select a **word** search, use the first **Search Operator Selector** to select the **and** operator, type *lungs* in the second text entry box and press **Enter**.   Click on **Show Titles** to display the list of documents found.

Use **or** to find documents that meet either the search criteria already specified, or the search entry immediately following.   For example, to find all documents in the selected database that are either about the subject *heart* or that include the word *lungs*, use the first **Search-By Selector** to select a **subject** search, type *heart* in the first **Text Entry Box**, then press **Enter**. Next, use the second **Search-By Selector** to select a **word** search, use the first **Search Operator Selector** to select the **or** operator, type *lungs* in the second **Text Entry Box** and press **Enter**.   Click on **Show Titles** to display the list of documents found.

Use **not** to find documents that meet the search criteria already specified, but not the search entry immediately following.   For example, to find all documents in the selected database written by Bruckheim, but not containing the word *lungs*, use the first **Search-By Selector** to select an **author** search, type *Bruckheim* in the first **Text Entry Box** and press **Enter**.   Next, use the second **Search-By Selector** to select a **word** search, use the first **Search Operator Selector** to select the **not** operator, type lungs in the second **Text Entry Box** and press **Enter**. Click on **Show Titles** to display the list of documents found.

Use **off** to ignore or cancel the search entry that the operator precedes.   **Off** is useful in refining a complex search.   You can temporarily remove a search entry by selecting **off**.   Reinstate the search entry by switching from **off** to another operator.

Eighth Level

Copy copies any selected (highlighted) text to the Clipboard.   Once you copy to the Clipboard, you can paste the contents into another application.

Select All selects (highlights) the entire contents of the current document.   You can then copy the selected text to the Clipboard by using the Copy command.

Character brings up a dialog box that allows you to change the font style, size and color.   The changes stay in effect for the duration of the current session.

Hits tells you the number of related text and graphics documents found.

The **Topic Label** displays the name of the currently selected term.

The **Titles Display Area** shows a list of text or graphics documents related to the currently selected term.   Use the **Articles** and **Illustrations** buttons to select whether to view the related text or the related graphics files.   Double-click on a document name, or highlight it and press **OK**, to go to the related document.

HEART

The heart is the central organ of the circulatory system. Its pumping action provides the circulation of blood through the arteries and veins. Deoxygenated blood that comes from the veins flows into the right atrium, the first chamber of the heart. Then the atrium contracts and blood is forced through a tricuspid valve into the right ventricle, the second chamber of the heart. Next the ventricle contracts forcing blood through the pulmonary valve into the

The **Glossary Button** displays a pop-up window containing a definition of the currently selected term. To return to the Additional Information Dialog Box, double-click in the Control Menu Box.

The **Articles Button** displays the list of related text documents in the Text Display Area.

The **Illustrations Button** displays the list of related graphics documents in the Text Display Area.

Press the **Cancel Button** to exit the Additional Information Dialog Box and return to the Human Anatomy Window.

Press the **OK Button** to display the related article that you have highlighted in the Text Display Area.   If no article is highlighted, **OK** returns you to the Human Anatomy Window.