Medical Book Card

THE JOHNS HOPKINS HOSPITAL
THE HARRIET LANE HANDBOOK
FOURTEENTH EDITION

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User's Guide

Quick Reference Guide

To Start Using a Book Card

1. Install the book card in a slot in the back of the Medical Book System platform.
2. Turn the platform on.
3. If needed, press (CARD) and then use the ⇨ or ⇦ to highlight its icon.
4. Press (ENTER) to select it.

To Use the Menus

1. Press (MENU) and highlight the Outline menu or the Index menu.
2. Highlight an entry by typing its name or pressing ⇧ or ⇩.
3. Press (ENTER).
4. Select subitems, if needed, by highlighting them and pressing (ENTER).
5. Use ⇩, (DN), or (SPACE) to scroll.

To Search for Words

1. Press (SEARCH).
2. Type one or more words.
3. Press (ENTER).
4. Hold (☆) and press (DN) to see the locations of the matches.
5. Press (ENTER) to see a match, or press (MENU) to see the matches listed on the menus.
6. To expand the search, press (MORE).
7. To clear the search, press (CLEAR).

To Use Notes

1. When the text of the book is on screen, press (LIST).
2. Press (ENTER) to select *Add note*.
3. Press (ENTER), or type your own note title, and then press (ENTER).
4. To find a note in the text, press (LIST), highlight a note title, and then press (ENTER).
5. To remove a note, find the note in the text, press (LIST), and then press (ENTER) to select *Remove note*.

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This book card was developed for use by medical professionals. No other use of this book card can substitute for consultation with your physician.

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Contents

➤ **About Book Card Compatibility**

IMPORTANT This book card can be used only with the Medical Book System™ platform and will not function in any other Franklin BOOKMAN® platform.

The Medical Book System platform can use Franklin BOOKMAN book cards as well as Medical Book System book cards. However, Franklin BOOKMAN platforms cannot use Medical Book System book cards.

➤ **For More Information**

To learn more about the Medical Book System or other products from Franklin Electronic Publishers, call 800-665-5450 or visit the Franklin Web site at www.franklin.com.

➤ **About Screen Illustrations**

Some screen illustrations in this User's Guide may vary slightly from what you see on screen. This does not mean that your Medical Book System platform or this book card is malfunctioning.

Key Guide

Color Keys

MORE **(red)** Expands a word search.

SPEC **(green)** Displays the Outline location of the current text.

SEARCH **(yellow)** Displays the word search screen.

**LIST** **(blue)** Lets you add, find, or remove a note.

Function Keys

BACK Erases typed letters, or backs up to the previous screen.

CAP Shifts keys to type capitals or punctuation.

CARD Exits the currently selected book.

CLEAR Clears an entry or search and goes to the default state.

ENTER Enters a word, selects a menu item, or starts the highlight in text.

HELP Displays help messages.

MENU Displays the main menus.

ON/OFF Turns the platform on or off.

SPACE At entry screens, types a space. At menus and text, pages down.

?* At menus, displays the title of a highlighted item. With **CAP**, types an asterisk (✱) to stand for letters in a word. At text, displays the current Outline location of the text.

Direction Keys

UP **DN** Pages up or down.

Moves the cursor, text, or highlight.

Key Combinations*

☆+BACK Goes to the top level of a menu from a lower level.

☆+CARD Transfers a highlighted word between installed book cards.

☆+ENTER At a highlighted menu item, displays the related text. At text, highlights special markers (e.g., footnotes, cross-references, etc.).

☆+Q-P Types numbers.

☆+DN or **UP** At text, displays the next or previous paragraph, table row, or search match.

CAP+⇧ or **⇩** Goes to the top or bottom of a menu or list. At text, goes to the next or previous Outline title.

* Hold the first key while pressing the second.

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Installing Book Cards

CAUTION Never install or remove a book card when the platform is turned on. If you do, information entered in the installed book card(s) may be erased.

1. Turn the platform off.

2. Turn the platform over.

3. Align the book card tabs with the notches in a card slot.
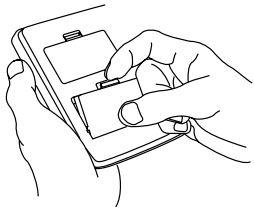
4. Press the book card until it snaps into the slot.

➤ Removing Book Cards

CAUTION When you remove a book card from a platform, user-entered information in that book card will be erased.

Selecting a Book

If you have installed two book cards in the platform, you can select which book you want to read.

1. Turn the platform on.

2. Press `CARD`.

3. Use ⇦ or ⇨ to highlight the book you want to use.

4. Press `ENTER` **to select it.**

➤ Auto-Shutoff and Auto-Resume

If the platform shuts off automatically when this book card is selected, you can return to the last screen that you viewed simply by turning on the platform.

Changing the Settings

Using the Setup menu, you can adjust the type size, default state, shutoff time, and screen contrast of this book.

The type size sets how large the characters appear on screen. The default state sets the screen that appears when (CLEAR) is pressed. The shutoff time sets how long the Medical Book System platform stays on if no one turns it off.

1. Press (MENU).

2. Use the arrow keys to highlight *Set Type Size, Set Default State, Set Shutoff*, **or** *Set Contrast* **on the Setup menu.**

```
Outline    Index    Setup
           Tutorial
           Set Type Size
           Set Default State  ┇
           Set Shutoff
           Set Contrast
```

3. Press (ENTER).

4. Use ⇧ or ⇩ to change the setting and then press (ENTER). Or press (BACK) to leave the setting unchanged.

Viewing a Demonstration

Before you start using this book, you may want to see a brief demonstration.

1. Press (MENU) until the main menus appear.

2. Use the arrow keys to highlight *View Demo* **on the Setup menu.**

3. Press (ENTER) to start the demonstration.

4. To stop the demonstration, press (CLEAR).

▶ **Help is Always at Hand**

You can view a help message at virtually any screen by pressing (HELP). To exit help, press (BACK).

To read a tutorial about this book, select *Tutorial* from the Setup menu.

▶ **Follow the Arrows**

The flashing arrows at the right of the screen show which arrow keys you can press to move through menus or view more text.

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Using the Outline

You can read any chapter, subchapter, or section of this book by selecting it from the Outline.

1. Press `CLEAR`.

2. If needed, press `MENU` and highlight the Outline menu.

3. Highlight a chapter *(e.g., 2 Diagnostic and Therapeutic Information)*, by typing its number or by using the arrow keys.
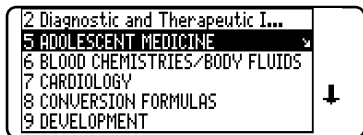
```
Outline    Index    Setup
1 Pediatric Acute Care
2 Diagnostic and Therapeutic
  Information            ↘
3 Formulary
```
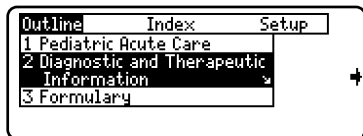
The slanted arrow indicates a submenu.

To type a number, hold ✩ and press a numbered key. To delete a letter, press `BACK`. You can also highlight a menu item by using ⬇ or ⬆.

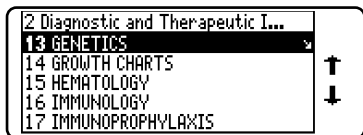**4. Press `ENTER` to select it.**

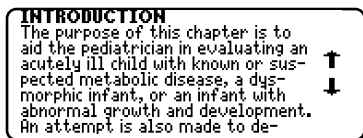Note: You can go directly to the text by holding ✩ and pressing `ENTER`.

```
2 Diagnostic and Therapeutic I...
5 ADOLESCENT MEDICINE        ↘
6 BLOOD CHEMISTRIES/BODY FLUIDS
7 CARDIOLOGY
8 CONVERSION FORMULAS           ↓
9 DEVELOPMENT
```

5. Highlight a subchapter (e.g., *Cystic Fibrosis)* and then press `ENTER`.

```
2 Diagnostic and Therapeutic I...
13 GENETICS                  ↘
14 GROWTH CHARTS              ↑
15 HEMATOLOGY
16 IMMUNOLOGY                 ↓
17 IMMUNOPROPHYLAXIS
```

6. Highlight a section and press `ENTER`.

```
INTRODUCTION
The purpose of this chapter is to
aid the pediatrician in evaluating an   ↑
acutely ill child with known or sus-
pected metabolic disease, a dys-
morphic infant, or an infant with       ↓
abnormal growth and development.
An attempt is also made to de-
```

7. Use ⬇, `DN`, or `SPACE` to scroll.

8. To go to the next or previous Outline title, hold ✩ and press `DN` or `UP`.

9. Press `CLEAR` when finished.

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Using the Outline

▶ Where in the Book Am I?

When the text of the book is on the screen, you can see the Outline location of the current text by pressing (SPEC) (green) or (?*).

```
Outline location:
2 Diagnostic and Therapeutic I...
 13 GENETICS
  INTRODUCTION
```
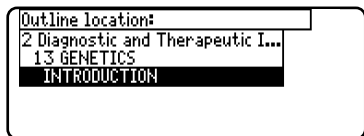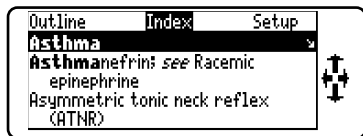
To display the full title of a highlighted item, press (?*). This is useful when a title ends in ellipses.

To go to the text associated with a highlighted item, press (ENTER). To go back to the text that you were reading, press (BACK).

Using the Index

You can quickly find a specific topic by selecting it from the Index.

1. **Press (CLEAR).**
2. **If needed, press (MENU) and highlight the Index menu.**
3. **Start typing a word or phrase (e.g., *Asthma*).**

```
Outline      Index      Setup
Asthma
Asthmanefrin; see Racemic
 epinephrine
Asymmetric tonic neck reflex
 (ATNR)
```

You do not need to type spaces. To delete a letter, use (BACK). You can also use ⬇ or ⬆ to highlight an index entry.

4. **When the Index entry is highlighted, press (ENTER).**

```
Asthma
(general)
acute
chronic, salmeterol for
exercise induced, salmeterol for
```
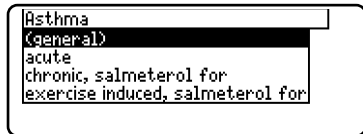
5. **Highlight a subentry (e.g., *chronic...*), if needed, and then press (ENTER).**

Searching for Words

```
• Chronic asthma (nocturnal
  symptoms): 2 puffs Q12 hr.
• Exercise-induced asthma: 2
  puffs 30-60 minutes before     ↑
  exercise. Additional doses     ↓
  should not be used for
  another 12 hours.
Remarks
```

6. Use ⬇, (DN), or (SPACE) to scroll down.

7. To go to the next or previous Outline title, hold ☆ and press (DN) or (UP).

8. Press (CLEAR) when finished.

▶ **Viewing Abbreviation Meanings**

Abbreviations (e.g., DNA, IU) appear throughout the text of this book.

To view the expansion of an abbreviation, first press (ENTER) to start a highlight and then use the arrow keys to highlight the abbreviation in the text. Then press (ENTER) to view its meaning, if available. To go back to the text, press (BACK). To turn off the highlight, press (BACK) again.

Word searches find all the occurrences, or matches, of a word or phrase in this book. You can type both letters and numbers, but you cannot search for short, common words such as *the* and *is*.

1. Press (SEARCH) (yellow).

2. Type your search words (e.g., *cardiac arrest*).

```
Type words, press (ENTER).

cardiac arrest◄

Press (MENU) for other options.
```

You do not need to type capitals or punctuation. To delete a letter, press (BACK).
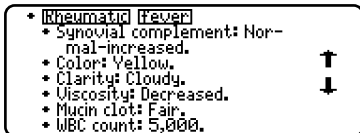
3. Press (ENTER) to search.

```
Outline location:
2 Diagnostic and Therapeutic I...
 6 BLOOD CHEMISTRIES/BODY F...
  IV. TABLE 6.4: EVALUATION...
   Inflammatory
    Rheumatic fever
```

This is the Outline location of the first match of your search words.

4. Press ENTER to view the match.

> * Rheumatic fever
>   * Synovial complement: Nor-
>   mal-increased.
>   * Color: Yellow.
>   * Clarity: Cloudy.
>   * Viscosity: Decreased.
>   * Mucin clot: Fair.
>   * WBC count: 5,000.

Your search words are boxed.

5. To view other matches, if any, first hold ☆ and press ⓄⓃ or ⓊⓅ to view the Outline locations of the matches and then press ENTER to view a match.

6. Press MENU to view the matches listed on the menus.

> 2 Outline　　4 Index　　Setup
> √2 Diagnostic and Therapeutic
> 　Information　　　　　　　　˅
> 　3 Formulary
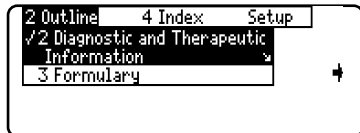
After a word search, only menu items with matches are listed. (Note the numbers).

7. Use the arrow keys to highlight a menu item and then press ENTER. If needed, select a subitem.

8. Press SEARCH (yellow) or CLEAR to clear your search.
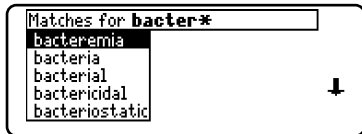
▶ If You Misspell a Search Word

If you enter a misspelled search word, a list of corrections appears.

> Corrections for **hemorrage**
> hemorrhage
> hematuria
> hemothorax
> hemorrhoid
> hallmark
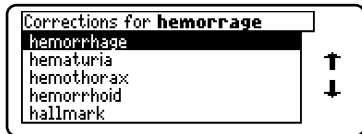
Use ⬇ to highlight a correction and then press ENTER.

▶ Searching for Parts of Words

If you want to find prefixes, suffixes, or other parts of words, type an asterisk (✱) in place of the missing letters. For example, type *bacter*✱ and then press ENTER. To type an asterisk, hold CAP and press ? ✱.

> Matches for **bacter✱**
> bacteremia
> bacteria
> bacterial
> bactericidal
> bacteriostatic
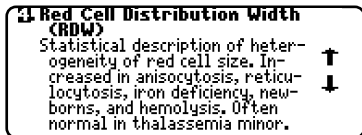
Use ⬇ to highlight a match and then press ENTER.
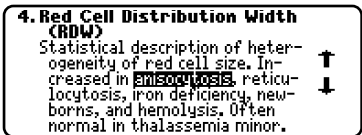
Highlighting Search Words

You can also search for a word by high-lighting it in the text of this book card.

1. At the text, press $\boxed{\text{ENTER}}$ to start the highlight.

> **1.Red Cell Distribution Width (RDW)**
> Statistical description of heter-ogeneity of red cell size. In-creased in anisocytosis, reticu-locytosis, iron deficiency, new-borns, and hemolysis. Often normal in thalassemia minor.

To turn off the highlight, press $\boxed{\text{BACK}}$.

2. Use the arrow keys to highlight a word.

> **4.Red Cell Distribution Width (RDW)**
> Statistical description of heter-ogeneity of red cell size. In-creased in **anisocytosis**, reticu-locytosis, iron deficiency, new-borns, and hemolysis. Often normal in thalassemia minor.

3. Press $\boxed{\text{ENTER}}$ to search for it.

4. Press $\boxed{\text{ENTER}}$ again to view the first match.

5. Hold $\boxed{☆}$ and press $\boxed{\text{DN}}$ or $\boxed{\text{UP}}$ repeatedly to see the locations of the next or previous matches, if any.

6. Press $\boxed{\text{MENU}}$ to see the menu items with matches.

7. Press $\boxed{\text{CLEAR}}$ when finished.

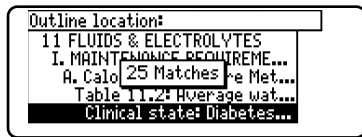## Expanding Your Searches

You can expand a word search up to three times to find inflections, synonyms, and similar words.

1. Press $\boxed{\text{SEARCH}}$ (yellow).

2. Type a word and then press $\boxed{\text{ENTER}}$. For example, enter *diabetes*.

> Type words, press **ENTER**.
>
> | diabetes | 3 Matches |
>
> Press **MENU** for other options.
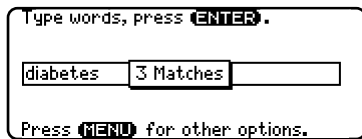
3. Press $\boxed{\text{MORE}}$ (red) to expand the search.

> Outline location:
> 11 FLUIDS & ELECTROLYTES
>   I. MAINTENANCE REQUIREME...
>   A. Calo | 25 Matches |e Met...
>   Table 11.2: Average wat...
>   **Clinical state: Diabetes...**

4. Press $\boxed{\text{MORE}}$ (red) up to two more times to find more matches, if any.

5. Hold $\boxed{☆}$ and press $\boxed{\text{DN}}$ or $\boxed{\text{UP}}$ repeatedly to see the locations of the next or previous matches.

6. Press $\boxed{\text{MENU}}$ to see the menu items with matches.

7. Press $\boxed{\text{CLEAR}}$ when finished.

Reading Special Markers

This book contains cross-references (indicated by **RREF**'s), footnotes (**FOOT**), bibliographic references (**BIB**), and figures (**FIG**). Cross-references take you directly to tables in the book. Figures, footnotes, and bibliographic references provide additional information.

When you do a word search, either by entering words at the word search screen or by highlighting a word in the text, first headings and subheadings (in bold type) are searched for exact matches. If no exact matches are found in the headings and subheadings, then the text is searched for exact matches.
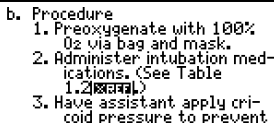
If no exact matches are found, the headings are searched for inexact matches, such as inflections and synonyms. If no inexact matches are found in the headings, then the text is searched for them.

A word search stops as soon as matches are found at a level described above. Pressing (MORE) (red) continues the search to the next level and finds additional matches, if any.

The number of matches found at a given search level may be less than at the previous level.

1. When you see a special marker (RREF, FOOT, BIB, or FIG) in the text, hold (☆) and press (ENTER) to highlight it.

```
b. Procedure
   1. Preoxygenate with 100%
      O2 via bag and mask.      ↑
   2. Administer intubation med-
      ications. (See Table      ↓
      1.2 RREF)
   3. Have assistant apply cri-
      coid pressure to prevent
```

To highlight a subsequent special marker, if any, on the screen, hold (☆) and press (ENTER) again. To undo the highlight, press (BACK).

2. Press (ENTER).

```
C. Table 1.2: Rapid Sequence
Intubation
─────────────────────────────
Note: Titrate drug doses to    ↑
achieve desired effect (see below
and Fig. 1.1 RREF).             ↓
─────────────────────────────
1. Preoxygenate
```

3. Press `BACK` **to return to the highlight.**

4. Press `BACK` **again to turn off the highlight.**

▶ Finding and Reading Tables

Another way to view tables in this book is to use the Outline menu.

First select a chapter from the Outline menu and then scroll down (or type *table*) until the table titles for that chapter appear. Then highlight a table and press `ENTER` to view it.

Tables in this book are arranged as bulleted text, with row headings in bold type and column headings indented beneath them.

▶ About the Figures

Some figures from the printed *Harriet Lane Handbook, 14th Edition* are reproduced in this book card as illustrations. Other figures have been converted to text. And some figures are reproduced in the Appendix of this User's Guide.

To Add a Note

You can add up to 10 notes to the text of this book to quickly find the sections that you use most often.

1. When text is on the screen, press `LIST` **(blue).**

```
Notes:
Add note
```

No note appears if `LIST` is pressed at menus, help text, and other states.

2. Press `ENTER`**.**

3. Do one of the following:

• to use the default note title, press `ENTER`;

• to use your own note title, type up to 24 characters and then press `ENTER`;

• to cancel, hold `☆` and press `BACK`.

```
NOTE B. Developmental
Quotient (DQ)
1. The DQ can be calculated for a
   given stream or overall:
   DQ = (developmental age ÷
   chronological age) × 100
2. The DQ reflects the child's rate
   of development over time and
```

Looking Up Words in Other Book Cards

To Find a Note
Once you have added notes, you can easily find them.

1. Press $\boxed{\text{LIST}}$ (blue).

2. Use ⬇ to highlight a note title.
Your notes are listed by recency.

3. Press $\boxed{\text{ENTER}}$ to go to that note.

To Remove a Note
1. Find a $\boxed{\text{NOTE}}$ in the text of this book.

2. Press $\boxed{\text{LIST}}$ (blue).

3. To see the full title of the note to be removed, press $\boxed{?*}$.

4. Press $\boxed{\text{ENTER}}$ to select Remove note...
Or press $\boxed{\text{BACK}}$ to exit without removing the note.

▶ Removing All Your Notes
You can remove all your notes at one time by resetting the Medical Book System. To learn how, read "Resetting the Medical Book System."

WARNING Resetting the Medical Book System may erase other information that you have entered in other installed book cards.

The Medical Book System platform enables you to look up a word from one installed book card in another installed book card.

This book card can send words to and receive words from other book cards. Some book cards are not able to transfer words. To learn if a book card can send or receive words, read its User's Guide.

1. Install two book cards in the platform.

2. Select a book to read.

3. Highlight a word in that book .
You can highlight words in menus, lists, entries, and other text. To learn how to highlight a word in this book, read "Highlighting Search Words."

4. Hold $\boxed{☆}$ and press $\boxed{\text{CARD}}$.

5. Highlight the icon of the other book card and then press $\boxed{\text{ENTER}}$.
The word that you highlighted appears in the other book.

6. Press $\boxed{\text{ENTER}}$ again, if needed, to search for the word in the other book.

Resetting the Platform

If, due to electrostatic discharge or other cause, the keyboard fails to respond or the screen performs erratically, try the steps below to reset the platform. Perform only as many steps as required to restore normal operation.

CAUTION Resetting the platform when book cards are installed may erase settings and information entered in those book cards. Remove all book cards before resetting.

1. Hold (CLEAR) and press (ON/OFF) twice.

If nothing happens, try Step 2.

2. Use the end of an opened paper clip to gently press the reset button on the back of the platform.

The reset button is recessed in a pin-sized hole located near the book card slots.

CAUTION Pressing the reset button with more than light pressure may permanently disable it.

If nothing happens, try Step 3.

3. Remove and reinstall the batteries.

To learn how, read the Medical Book System platform's User's Guide.

Book Card Care

• **Do not touch the metal contacts on the book cards.**

  CAUTION Touching the electrical contacts with statically charged objects, including your fingers, could erase information entered in a book card.

• **Do not put excessive pressure on the book cards.**
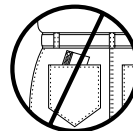
• **Do not expose the book cards to heat, cold, or liquids.**

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FCC Notice

NOTE: This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses and can radiate radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be deteremined by turning the equipment off and on, the user is encouraged to try to correct the interference by one or more of the following measures:

–Reorient or relocate the receiving antenna.

–Increase the separation between the equipment and receiver.

–Connect the equipment into an outlet on a circuit different from that to which the receiver is connected.

–Consult the dealer or an experienced radio/TV technician for help.

NOTE: This unit was tested with shielded cables on the peripheral devices. Shielded cables must be used with the unit to insure compliance.

NOTE: The manufacturer is not responsible for any radio or TV interference caused by unauthorized modifications to this equipment. Such modifications could void the user's authority to operate the equipment.

Specifications and Patents

Model HAL-3004
• size: 5.9 x 4.2 x 0.6 cm
• weight: 0.4 oz

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U.S. Patents 4,490,811; 4,830,618; 5,113,340; 5,218,536; 5,321,609; 5,396,606; 5,627,726; 4,891,775; 4,982, 181, 5,007,019; 5,153,831; 5,203,705; 5,229, 936; 5,249,965; 5,295,070; 5,333,313

German Pats. M9409743.7; M9409743.7
Euro. Patent 0 136 379.
PATENTS PENDING.
ISBN 1-56712-421-6

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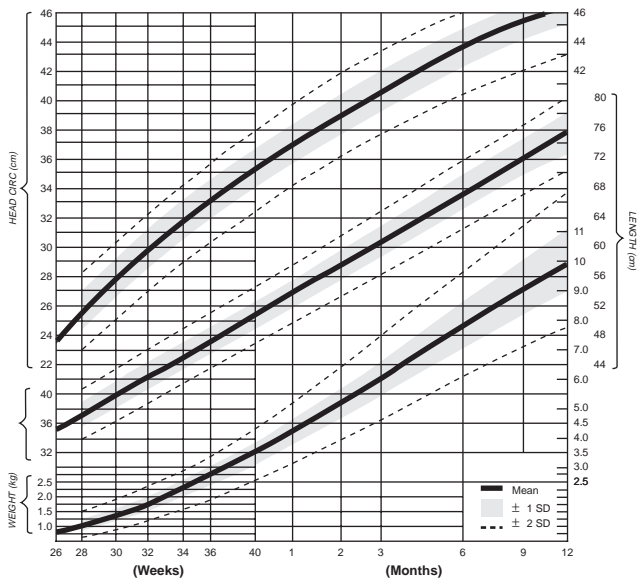BURLINGTON, NEW JERSEY 08016-4907
609-386-2500

Appendix

The temporal relation between the biologic, psychologic, and psychosocial events of adolescence. Age limits for the events and stages are approximations and may differ from those used by other authors. The mean age of onset of pubic hair development for males (=13.4) is likely too high due to bias in the data collection method. These limits and the points indicating the attainment of individual stages of puberty were chosen for consistency and to reflect the earlier maturation of American versus British adolescents. PH2, 3, 4, 5—pubic hair stage2, 3, etc; B2, 3, 4, 5–breast stage 2, 3, etc; PHV—peak height velocity; G2, 3, 4, 5—genital stage2, 3, etc.

FIG. 5.1

FIG. 14.1 Length, weight, and head circumference for premature infants.

FIG. 14.2 Length and weight for girls, birth to 36 months.
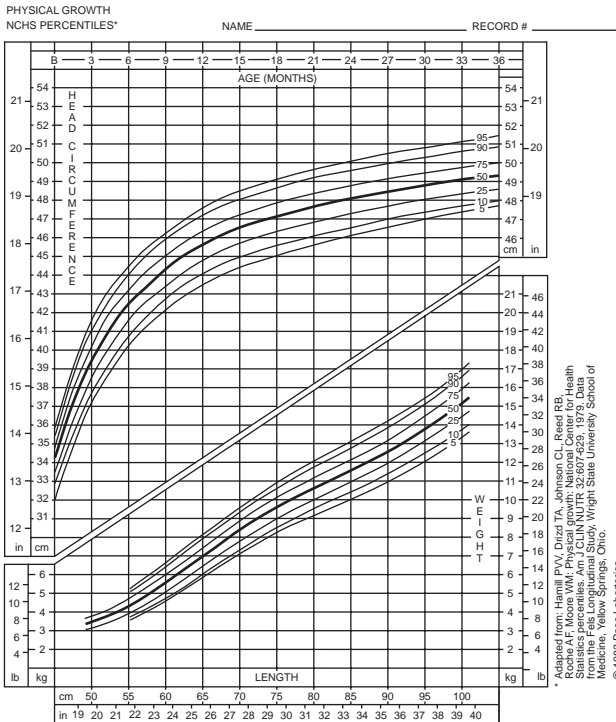
FIG. 14.3 Head circumference and length-weight ratio for girls, birth to 36 months.
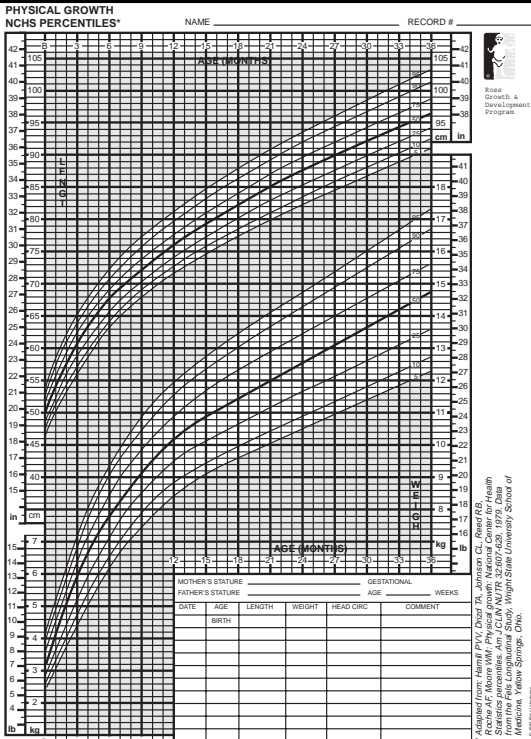
FIG. 14.4 Length and weight for boys, birth to 36 months.

FIG. 14.5 Head circumference and length-weight ratio for boys, birth to 36 months.
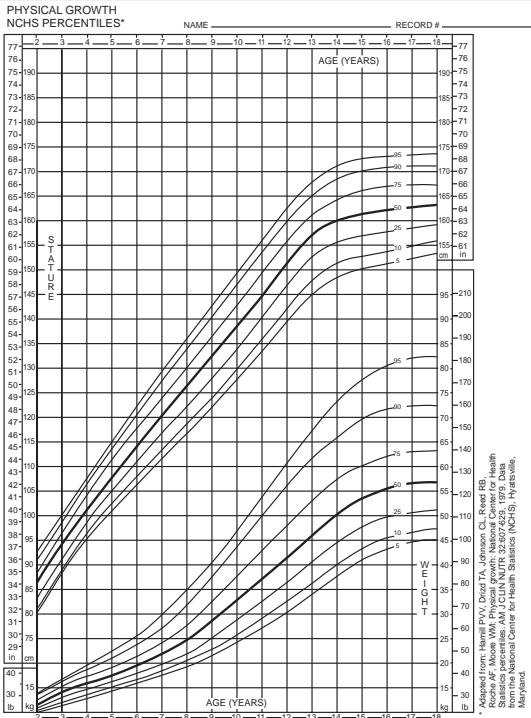
FIG. 14.6 Stature and weight for girls, 2 to 18 years.

FIG. 14.7 Stature-weight ratio for girls, 2 to 18 years.

FIG. 14.8 Height velocity for girls, 2 to 18 years.

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FIG. 14.9 Stature and weight for boys, 2 to 18 years.

FIG. 14.10 Stature-weight ratio for boys, 2 to 18 years.

FIG. 14.11 Height velocity for boys, 2 to 18 years.

FIG. 14.12 Head circumference for boys and girls, 2 to 18 years.

Appendix
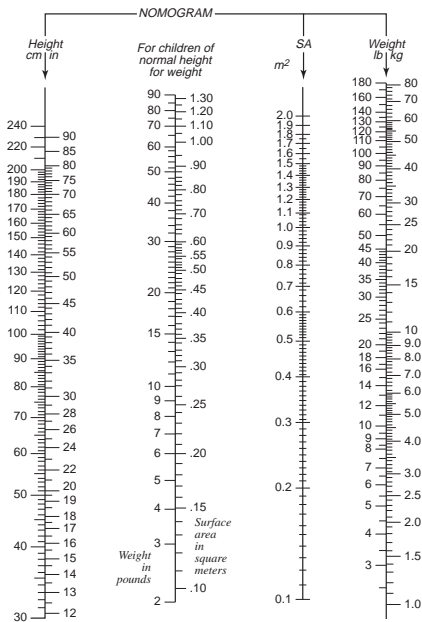
FIG. 14.13 Body surface area nomogram and equation.
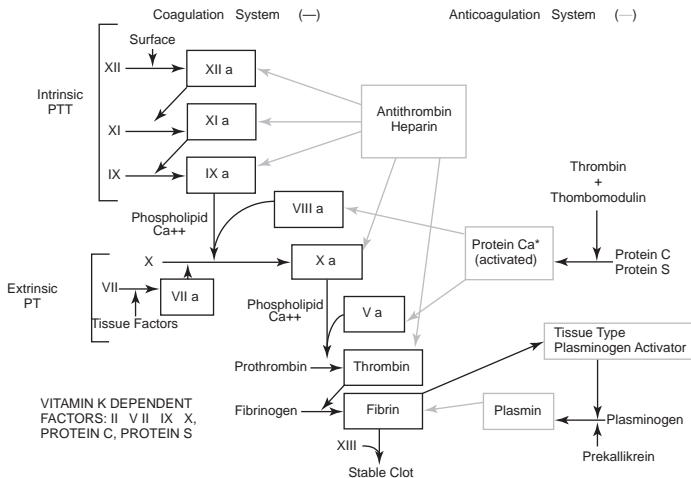
FIG. 15.1 Coagulation cascade.
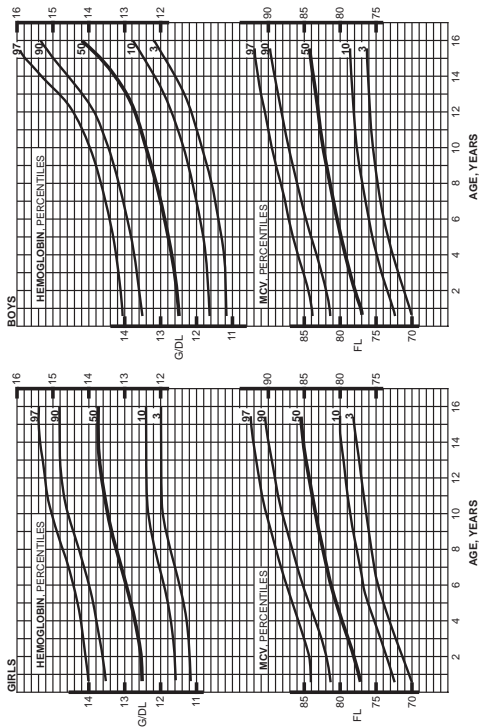
FIG. 15.2 Hemoglobin and mean corpuscular volume by age.
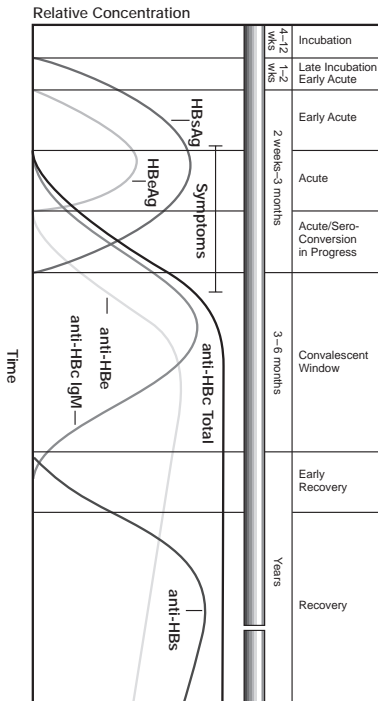
Note: Chronic HBV carriers will be persistently surface antigen positive.
FIG. 19.2 Serologic profile in 75%-85% of patients with acute type B Hepatitis.