

U.S. Pharmacopeia

USP Dictionary Online

Quick Start Guide



Contents

GETTING STARTED	3
Document Conventions.....	3
Technical Requirements	3
LOGIN AND LOGOFF	3
Logging On	4
Logging Off	4
USP-DO HOME PAGE.....	4
Main Menu Panel.....	5
Contents Panel	5
Document Panel	5
CHANGING THE DISPLAY.....	5
Changing the Document Layout	5
Changing the Interface Color Scheme	6
ACCESSING DOCUMENTS AND IMAGES	6
Displaying a Document.....	6
Displaying a Document via the Contents Panel.....	6
Displaying a Document Using the Search Feature	7
Saving an Image	7
Printing Documents	7
USING THE SEARCH FEATURE.....	7
Search Conditions	8
Using Quick Search	8
Using Advanced Search	8
HELP RESOURCES	9
Technical Support.....	9
Additional Help Resources.....	9

GETTING STARTED

This Quick Start Guide will help you get started using the United States Pharmacopeia–Dictionary Online (USP–DO) online application. The guide explains the application requirements, login and logoff procedures, and the application’s window layout. The guide also provides an overview of the following USP-DO features:

- Quick and Advanced search features
- Search conditions
- Print functionality

This guide can be read as a PDF file or printed for future reference. Although most information is defined and the application is straight-forward, a basic knowledge of pharmaceutical terminology is expected.

Document Conventions

Within this guide, some text appears in different fonts, sizes, and weights.

- **Boldface** type is used throughout the document to emphasize a topic or to alert you to a title or name. Boldface type is also used in procedures to designate key or button selections, typed text, or menu option selections.
- Hyperlinks appear in underlined text, in either light blue or purple
- Note textboxes appear throughout to provide additional information or tips on a topic.

Technical Requirements

For optimal performance, the following settings are required:

System Requirements

- Windows Vista, XP, 2000, or higher
- Pentium II processor, 350 MHz or faster
- 128 MB RAM or more
- 30 MB free disk space
- SVGA video or better monitor (800x600 minimum resolution)

Browser Requirements

- Microsoft Internet Explorer® 5.5 (or later)
- Scripting must be enabled (JavaScript)
- Style Sheets must be enabled
- Cookies must be set to “Accept All.”
- Pop-up blockers must be disabled.

* These settings are the typical default settings and need only to be changed in rare instances. Refer to your browser’s documentation for instructions on changing these settings.

LOGIN AND LOGOFF

When launching USP-DO, the first page displayed is the Login page. The Login page also re-displays after 30 minutes of inactivity in the application. If your session expires, you will be prompted to log in again.

The Login page requires the use of a username and password. If you do not have a username and password or have lost or forgotten your password, contact Technical Support either via phone at 800-822-8772, ext. 8291 or email at support@usp.org.



Logging On

To log onto USP-DO application

1. Open your web browser: Internet Explorer or Navigator.
2. In the browser window, type www.uspusan.com in the Web address field and click **Enter**.
 - ♦ The Login page displays.
3. Type in your **Username** and **Password**.
 - ♦ In some instances, a username and password will not be required.

NOTE Your username will be visible as you type it. However, for security reasons, your password will be encrypted as it is typed.

4. Click **Log On** to connect.
 - ♦ The USP-DO home page displays.

Logging Off

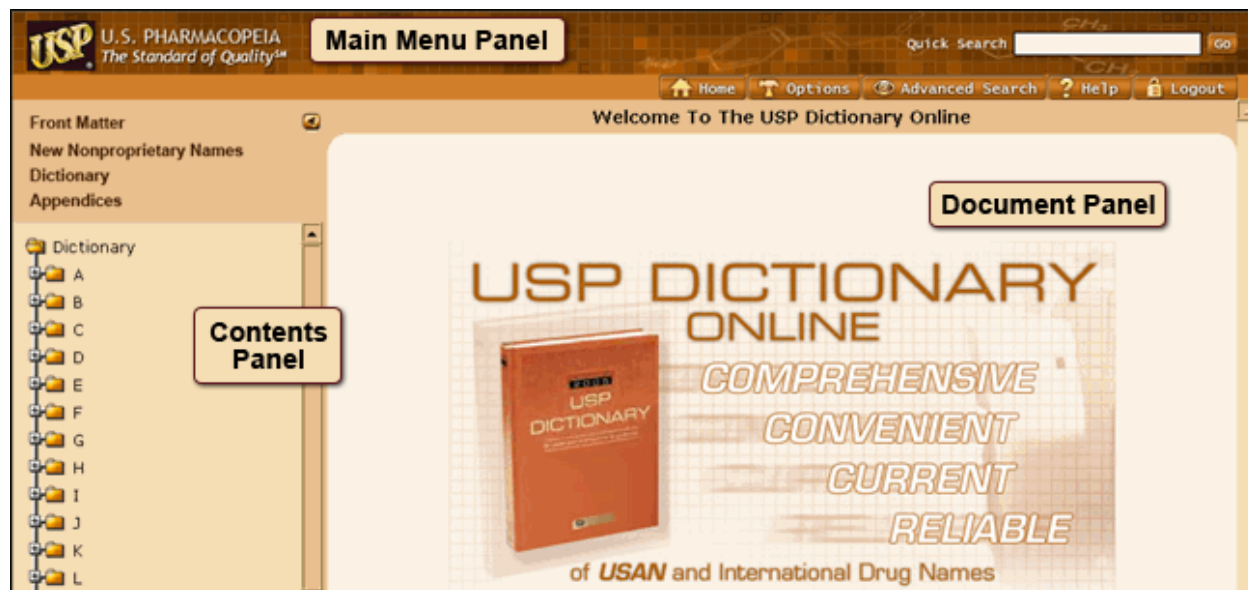
To log off the application

1. Click the **Logout** button located in the toolbar.
 - ♦ This link logs you out of your current session and returns you to the Login page.

NOTE You should always log off when you are finished using USP-DO to prevent unauthorized users from accessing the application.







USP-DO HOME PAGE

The Home page is the first screen you see when you log on to USP-DO. The Home page is divided into the following three sections: Main Menu Panel, Contents Panel, and Document Panel.





Main Menu Panel



The Main Menu Panel is displayed at the top of all USP-DO application windows. It contains a Quick Search feature and the following Main Menu buttons and links.

Button	Function
	Launches the US Pharmacopeia's Web site.
	Takes you back to the Home page from any screen in the application.
	Allows you to change the format and color of the application display.
	Allows you to define more advanced search criteria.
	Launches the online Help.
	Logs you out of the USP-DO application.

Contents Panel

The Contents Panel is displayed on the left-hand side of the page. The Contents Panel lists the document sections (denoted with a folder  icon); each of those sections contains topics (denoted with a document  icon). Click on a folder to reveal the topics within that section. Click on the folder again to hide the topics.

- In the *Front Matter* and *Appendices* sections, select a topic to open that document in the Document Panel.
- In the *Dictionary* and *New Proprietary Names* sections, topics are listed in alphabetical ranges. Select a range; a list of topics within that range displays in the Document Panel.

NOTE Internet Explorer users can close and re-open the Contents Panel by clicking on the  and  buttons located at the top of the panel.

Document Panel


When USP-DO is launched, the Document Panel initially displays a splash screen. Afterwards, the Panel displays a document (or listing of documents) selected from the Contents Panel or search results, if a document search has been performed.

CHANGING THE DISPLAY

You can opt to change the document layout and color scheme of the application interface using the Options button in the Main Menu bar.


Changing the Document Layout

To change the layout of information in the document pop-up document windows from Table (the default) to Paragraph layout

1. Click on the  button
2. Select the **Paragraph** radio button.
3. Click **Preview** to view the format change.
4. Click **Save** to make the format change permanent.

Changing the Interface Color Scheme

To change the color scheme of the application interface from Desert (the default) to Forest (green) or Ocean (blue)

1. Click on the  button
2. Select one of the Color radio buttons.
3. Click **Preview** to view the change.
4. Click **Save** to make the change permanent.

ACCESSING DOCUMENTS AND IMAGES

The following sections describe how to display documents, save document images, and print documents.

Displaying a Document

You can access a document several ways:

- By selecting a topic from the Contents Panel
- By searching for a topic using the search feature. (For more information on searches, see [Using Quick/Advanced Search](#).)

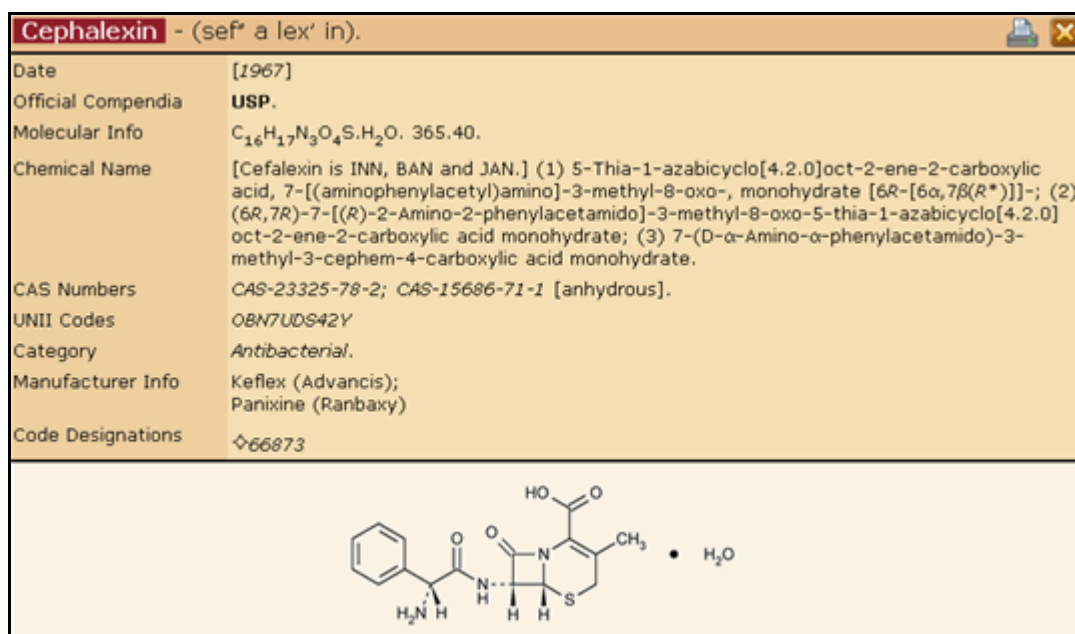
Displaying a Document via the Contents Panel

To display a document


1. Select your topic from the Contents Panel.
 - ♦ The selected topic or a list of matching topics displays in the Document Panel.

NOTE For the *Dictionary* and *New Nonproprietary Names* sections, topics are listed in alphabetical ranges (e.g., Digox...Dimaz) within the Contents Panel.

2. If a list is displayed, select a topic from the list.
 - ♦ A pop-up window displays with information on the selected topic.





Cephalexin - (sef' a lex' in).	
Date	[1967]
Official Compendia	USP.
Molecular Info	C ₁₆ H ₁₇ N ₃ O ₄ S.H ₂ O. 365.40.
Chemical Name	[Cefalexin is INN, BAN and JAN.] (1) 5-Thia-1-azabicyclo[4.2.0]oct-2-ene-2-carboxylic acid, 7-[(aminophenylacetyl)amino]-3-methyl-8-oxo-, monohydrate [6R-[6α,7β(R*)]]-; (2) (6R,7R)-7-[(R)-2-Amino-2-phenylacetamido]-3-methyl-8-oxo-5-thia-1-azabicyclo[4.2.0]oct-2-ene-2-carboxylic acid monohydrate; (3) 7-(D-α-Amino-α-phenylacetamido)-3-methyl-3-cephem-4-carboxylic acid monohydrate.
CAS Numbers	CAS-23325-78-2; CAS-15686-71-1 [anhydrous].
UNII Codes	OBN7UDS42Y
Category	Antibacterial.
Manufacturer Info	Keflex (Advancis); Panixine (Ranbaxy)
Code Designations	◇66873


3. To close the pop-up window, click on the  icon at the top of the window

Displaying a Document Using the Search Feature

To display a document

1. Perform a search using the [Quick Search or Advanced Search](#) feature.
 - ♦ A list of topics matching that criteria displays in the Document Panel. The number of matches found is shown at the top of the page.

NOTE If the search results yield 25 or more documents, the results will be displayed on multiple pages. Use the  and  buttons to move forwards and backwards from one page to another.

2. Select a topic from the list.
 - ♦ A pop-up window displays with information on the selected topic.
3. To close the pop-up window, click on the  icon at the top of the window.

Saving an Image


The document pop-up window displays the chemical structure, if available. You can save the image as a graphic file using the following steps:

1. Right-click on the image.
2. Select the **Save Picture As** option from the pop-up menu.
3. Specify a name and location for the image file in the Save Picture settings window.
4. Click **Save**.

NOTE This procedure may differ when using a browser other than Internet Explorer.

Printing Documents

To print a document

1. Select an entry from the *Dictionary* or *New Nonproprietary Names* section of the Contents Panel.
 - ♦ A list of topics matching that selection displays in the Document Panel.
2. Select a document from the list in the Document Panel.
 - ♦ The pop-up window displays with information on that topic.
3. From the pop-up information window, click on the  icon at the top.
 - ♦ A Print settings window displays.
4. Select your settings and click the **Print** button.

NOTE To print a document within the Document Panel, right-click within the document and select **Print** from the dropdown menu. A Print settings window displays.

USING THE SEARCH FEATURE

To help locate documents, you can perform a search. The search option allows you to retrieve documents that contain specific keywords or phrases. The USP-DO application offers two types of searches:

- **Quick Search** – Enables you to search the entire USP-DO publication.
- **Advanced Search** – Enables you to limit your search to specific document types or sections, such as monographs, chapters, or reference tables.

You can use [search conditions](#) to expand or limit your search results.

Search Conditions

Search conditions allow you to use characters, symbols, or words to enhance your search. USP-DO supports the use of the following three types of search conditions, within specific guidelines:

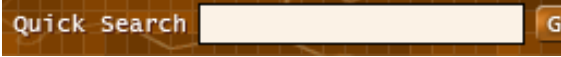
- **Boolean** – Lets you use the *AND* and *OR* connectors to expand or limit a search.
- **Proximity** – Lets you specify the number of words between your keywords.
- **Wildcard** – Lets you search for multiple variations of a keyword by substituting * or ? for missing characters.

NOTE For guidelines on using these search conditions, refer to the USP-DO Help, accessed by clicking on the **Help** button in the Main Menu Panel.


Using Quick Search

Accessed from the Main Menu Panel, the Quick Search feature allows you to search the entire USP-DO publication for a particular term(s).

To perform a quick search

1. Type one or several words, in the Quick Search box.

 - ♦ You may enter any combination of alphanumeric characters.
 - ♦ You can use any of the three types of search conditions in the Quick Search text field.

NOTE If searching via a molecular formula, do not include spaces in the formula (e.g., C₉H₈O₄.)

2. Click  to start the search.
 - ♦ The Document Panel displays a list of documents meeting your search criteria.
 - ♦ Each search results page displays a maximum of 24 documents.
3. To display a document, click on the document title.




Using Advanced Search

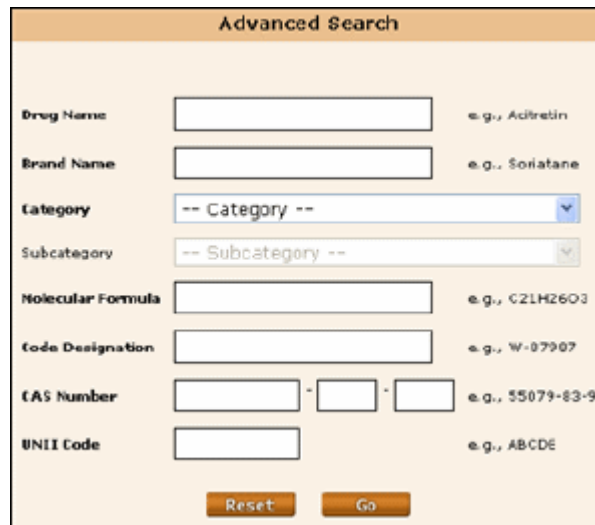
Accessed from the Main Menu Panel, the Advanced Search feature allows you to search for a term(s) using any of the following criteria:

- drug name
- brand name
- category/subcategory (e.g. anticoagulant, diuretic, enzyme)
- molecular formula (e.g., C₂₆H₄₂O₄)
- code designation (e.g., NSC-55975)
- CAS number (e.g., 532-32-1)
- UNII code (e.g., OBN7UDS42Y)

Some fields feature dropdown menus from which you select criteria; others are free or full text fields in which you enter search criteria.

To perform an advanced search

1. Click on the  button.
 - ♦ The Advanced Search window displays.
2. Select search criteria from the dropdown fields or enter search criteria into the blank search fields.
 - ♦ When searching in free/full text search fields, you can use Boolean and Wildcard search condition.
3. Click  to start the search. The Document Panel displays a list of documents meeting your search criteria.
 - ♦ To clear the search window of any entries, click .
4. To display a document, click on the document name.



HELP RESOURCES

Technical Support

Should you encounter technical problems using USP-DO, the technical support team is available to help you. USP technical support is free to all licensed users. You can reach us via phone, fax, or email during our standard business hours of 9:00 a.m. - 5:00 p.m. (EST), Monday through Friday.

Phone: 800-822-8772, ext. 8291
FAX: 301-816-8301

Email: support@usp.org
Web site: <http://www.usp.org/support>

Additional Help Resources

- **Online Help** - Provides more detailed information on using the various features of the application, such as search conditions. You can browse the Contents Panel for a list of topics, scan the index for a particular subject, or search for a keyword using the Search button.

To access the help, click on the  icon in the Main Menu Panel.

- **Frequently Asked Questions (FAQs)** - Answers common questions about the information contained within USP-DO. The FAQs can be accessed at <http://www.usp.org/support/products/uspDictionaryOnline/faq.html>.
- **USP-DO [support web site](#)** - Contains additional FAQs and technical requirements information.