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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, or Windows 7
- 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® 6.0, 7.0, or 8.0
- 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 to connect.
   • The USP-DO home page displays.

Logging Off
To log off the application
1. Click the 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.

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="USP" /></td>
<td>Launches the US Pharmacopeia's Web site.</td>
</tr>
<tr>
<td><img src="image" alt="Home" /></td>
<td>Takes you back to the Home page from any screen in the application.</td>
</tr>
<tr>
<td><img src="image" alt="Options" /></td>
<td>Allows you to change the format and color of the application display.</td>
</tr>
<tr>
<td><img src="image" alt="Advanced Search" /></td>
<td>Allows you to define more advanced search criteria.</td>
</tr>
<tr>
<td><img src="image" alt="Help" /></td>
<td>Launches the online Help.</td>
</tr>
<tr>
<td><img src="image" alt="Logout" /></td>
<td>Logs you out of the USP-DO application.</td>
</tr>
</tbody>
</table>

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 Options 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.

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 **Go** 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.
   - You must select/enter criteria in at least one field on the search tab.
   - When searching in free/full text search fields, you can use Boolean and Wildcard search condition.
   - You can search for a text string by enclosing the text within quotes, e.g., "water soluble".
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  
Email: support@usp.org  
FAX: 301-816-8301  
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-home/general-information/online-technical-support.

- **USP-DO support web site** - Contains additional FAQs and technical requirements information.