

The Tasmanian Palliative Care Formulary

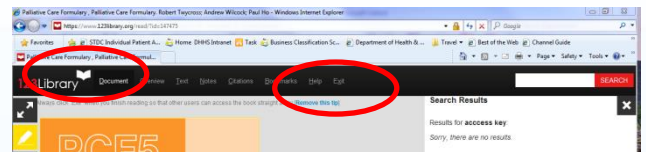
Tips and Hints – PCF5 eBook

September 2015



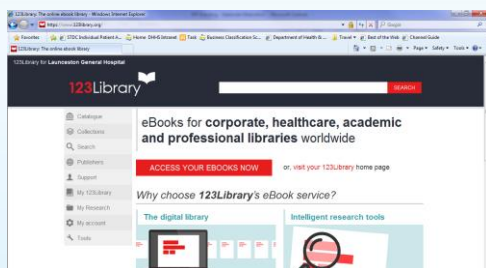
Tips for using the Palliative Care Handbook - PCF5 eBook

- The Palliative Care Formulary has been switched on for onsite access from the DHHS and THS network.
- An account to access the Palliative Care Formulary, 5th Edition eBook has been created for you to use at <https://www.123library.org>
 - There's an automatic "time-out" after 30 minutes of keyboard inactivity for this resource.
 - Three licences have been purchased for DHHS and THS users only.
 - **Remember to logout** as only three users can use the resource at the same time.
- Always click **Exit** on the 123Library top menu bar **OR** click on the book icon when you have finished reading so that other users can access the book straight away.

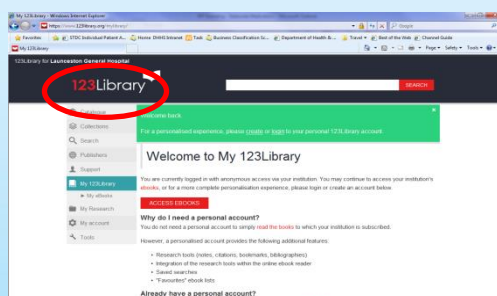


Getting started

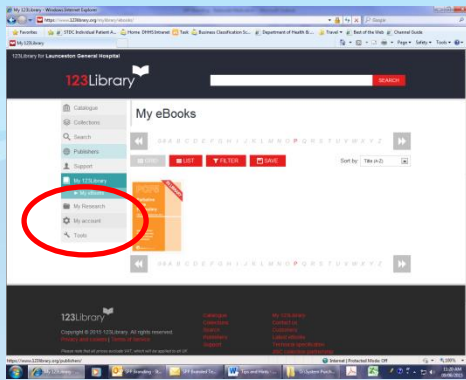
1. To access the account and eBook visit the following website - <https://www.123library.org>



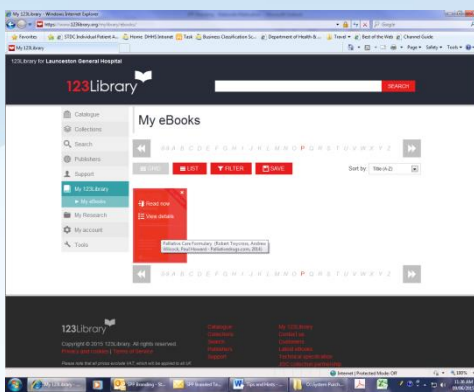
2. You are now logged in. **Please note:** You do not need a personal account to simply read the eBook.



- From the left-hand side menu bar *single-click* on **My 123Library** and *single-click* on ► **My eBooks**.



- You will then see the eBook – *single-click* on the **cover image** of the eBook which will bring up a cover image with two options - to either **Read now** to start reading the eBook in the online reader or **View details** to see an eBook Overview.

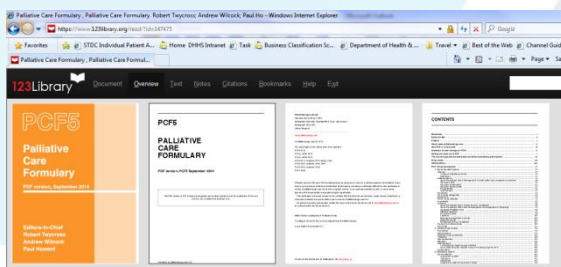
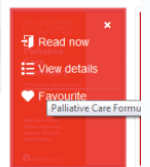


- The online reader is compatible with all PCs, tablets and mobile devices.

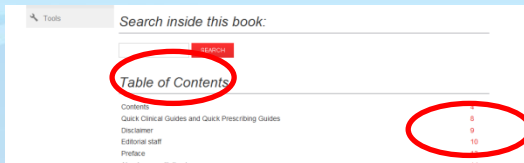
Navigating the eBook

- There are two basic options

- **Read now** - To quickly view multiple pages of the eBook, select **Overview** on the 123Library top menu bar and use your scroll button on your mouse to move quickly through the eBook.
- Use the forward and back arrows at the bottom of the screen to scroll through the eBook a page at a time or go to the beginning or end of the eBook.



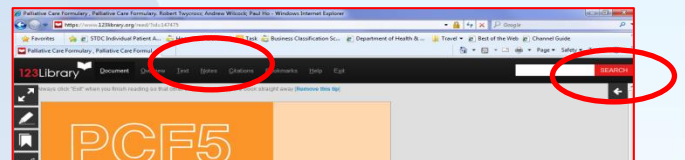
- **Page display** – from the 123 Library top menu bar select **Overview** to view multiple pages of the eBook.
- **View details** - Use your scroll button on your mouse to scroll through the eBook using the Table of Contents and clicking on relevant page numbers or use the search field.



Navigation tabs

➤ From the **Read now** option you are able to use navigational tools located on the **123Library top menu bar**.

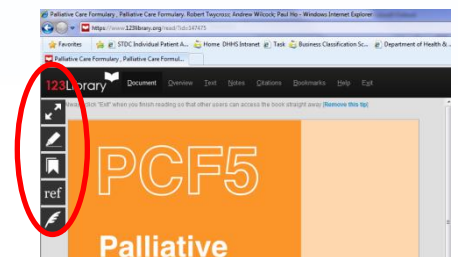
- Select Document for an image of the current page.
- Select Overview to view all the printed pages, at small size, to allow you to quickly jump to any page in the book. Bookmarked pages have a coloured border.
- Select Text to view text of the current page, with line-breaks corresponding to the printed page. Allows for easy copy-and-paste of the text. Tables do not translate to text well.
- To switch between text and read version - click on **Document** then click on **Text**. This results in the current page being converted to text.
- Select Notes to view all of your notes that you have created, ordered by page number.
- Select Citations to view all of your citations you have created, ordered by page number.
- Select Bookmarks to view all of your bookmarks you have added, ordered by page number.
- Select Document to take you back to the previously viewed page in the PCF5 or select Exit to take you to the My 123Library page.
- Information panel - the Document Information panel is available by clicking the arrow to the right of the screen, and can be dismissed by clicking the X which replaces the arrow when the panel opens. This panel displays the Table of Contents and basic information about the book.



Document and text screen icons



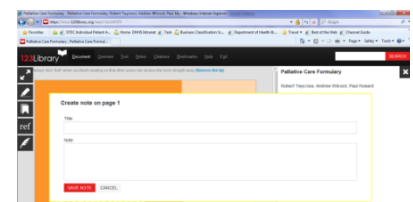
Markup - Allows you to mark up sections of the page. Click the **markup icon**, and the mouse cursor will turn into crosshairs when over the printed page. The first click starts the rectangle drawing and the second click stops. Click once where you would like the highlight to begin and click again where you would like the highlight to end. **Please note that dragging has no effect.** Your markups are automatically saved. Click the small **X** within the rectangle to remove it.



The markup tool is only available on the Document screen. On the **Text** screen, you can highlight text by simply selecting the text with your mouse (or fingers, on a touch-screen device). The highlighted text will automatically be saved for your next visit.



Note - Allows you to create a note for the current page. Your notes are then collected in the **Notes screen**, which you can reach by clicking the **Notes navigation tab** as described above.



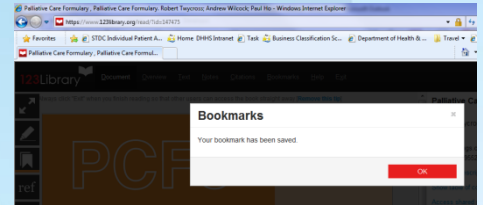
Alternatively, notes for a given page are accessible by clicking one of the **small yellow tabs** to the left of the printed page.



Citation - Allows you to create a citation for the current page, which will be gathered in the **Citations screen** (reached by clicking the **Citations navigation tab** as described above). If you have already created a citation for the current page, this icon will have a **green border**, and clicking the icon offers you the chance to remove the citation instead.



Bookmark - Allows you to add a bookmark for the current page, which will be gathered in the **Bookmarks screen** and also displayed in the Overview screen (reached by clicking the **Bookmarks** and **Overview navigation tabs** as described above). If you have already added a bookmark for the current page, this icon will have an **orange border**, and clicking the icon offers you the chance to remove the bookmark instead.



Invert - Available only on the **Text screen**, this tool swaps the colours of the text and background, which you might find easier to read. Your preference is saved automatically for your next visit.



Increase Text Size - Available only on the **Text screen**, this tool cycles through several different text sizes, which might make the text more comfortable to read. Your preference is saved automatically for your next visit.



Zoom - Allows you to magnify or shrink the page image, either by moving the slide bar or using the **+** and **-** buttons. Your selected level of magnification will be remembered for successive pages and also for the next time you use the e-reader (assuming you are using the same computer and that you have cookies enabled). Please note the zoom feature icon is only available on the **Document screen**.

Searching

➤ **Searching Inside eBooks** - to search the text of an eBook, there are two options:

- From the **eBook details page**
- From within the **online eBook reader**

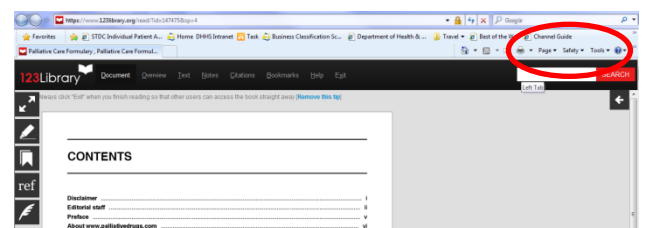
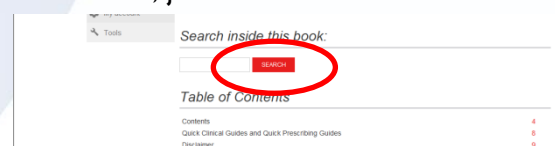
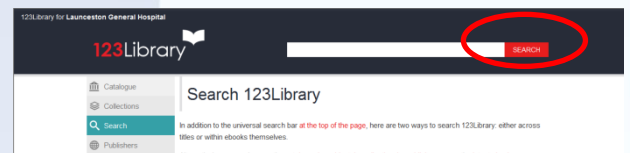
➤ **From the eBook details page**

- On this page, there is a section with the title **Search inside this book**, just above the table of contents. Enter search terms and click the **Search** button to view results.
- You can click on any result to open the eBook at the corresponding page.

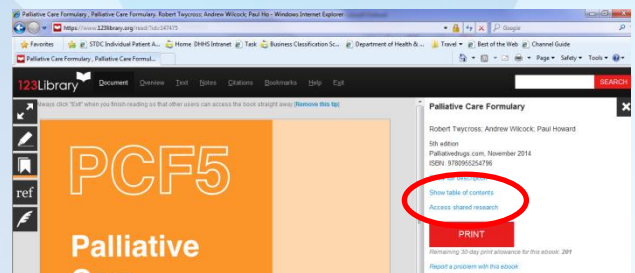
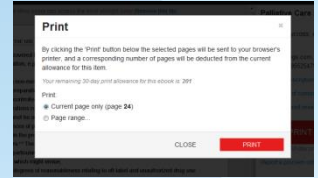
- Clicking on a result will open the online reader in a new window, so that your search results are preserved in the first window.

➤ **From within the online eBook reader**

- Once you have an eBook open in the online eBook reader, you can search the book by using the **search box** at the top-right.
- This will show results in a similar format to when you search from outside the book, except that when you click on a result you are taken directly to the page.



- **Select, copy and paste passages of text** – you are able to perform these tasks from the **Read now** or **View details** version of the eBook by selecting the text you want and using the usual copy and paste (Control + C and Control + V) functionality on your keyboard.
- **Download function** – downloading requires Adobe Digital Links, which is not available to the DHHS and THS network. **Please note the download functionality is NOT enabled.**
- **Printing** – by clicking the Print button you are able to select **Current page only** (page **XX**) or a **Page** range. The printing limit is 20% per eBook per user every month. Every user needs to create a separate personalised account the first time, or they will share the same printing quota.
- **Hyperlinks** –the links contained within this resource are inactive and **NOT** able to be accessed.
- **Reporting a problem** - If you spot any graphical or other problems with the eBook, please report it. You can do this by clicking the **Report a problem with this eBook on the Information Panel.**



Frequently Asked Questions you also

have access to the support page for **123Library** at <http://support.123library.org/> which has a list of the most common topics, or alternatively you are able to search using the search box at the top of the page.

Where to buy the resources? The Palliative Care Formulary 5th edition, *PCF5*, is now available in print and PDF versions to purchase or download from <http://www.palliattedrugs.com/>

Feedback/comments – we value your comments or experiences with using the eBook, please provide to formulary@dhhs.tas.gov.au

For more information about this project:

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