



STAT!REF[®]
ELECTRONIC MEDICAL LIBRARY

User Guide

A guide to familiarize you with STAT!Ref's unique features and to teach you how to utilize the program to it's fullest capacity.

STAT!Ref is a product of Teton Data Systems
125 S. King St • P.O.Box 4798 • Jackson, WY 83001
800.755.7828 • FAX 307.739.1229 • www.statref.com

INTRODUCTION

From STAT!Ref's inception, the goal has been to create a quick, easy-to-use medical reference for today's busy medical professional. STAT!Ref quickly cross-references medical texts from numerous publishers. It is a great timesaving tool that will improve virtually every aspect of your patient care by providing fast, reliable answers to clinical questions.

Developed by physicians, STAT!Ref is a powerful search tool that instantly delivers relevancy ranked results.

EXECUTING YOUR SEARCH

1. Select Titles

Choose "Select All" for a comprehensive search, or click on specific titles to search.

2. Set Precision

Click on one of the four vertical lines of the Precision Bar or drag the bar to the desired setting as described below:

Low – Only one of the words in the Search Statement must occur in the document to consider it a match. This setting is equal to a Boolean "OR" search.

Medium – Each word has to be found in a document to consider it a match. This setting is equal to a Boolean "AND" search.

Near – Each word must be found in the document within "X" words of each other to consider it a matching document. Set the value of "X" in the edit text box to the right of the Precision Bar. This is equal to a Boolean "NEAR/X" search.

High – All words must be adjacent to one another in a document to consider it a match. This setting is equal to a Boolean "ADJ" search.

You may also search using real language or Boolean Operators. If you wish to use Boolean Operators, you must first enable them by choosing Preferences from the File menu. Select Search and click Enable Boolean Operators. Search for an exact match by placing your search terms in quotes ("sleep apnea"), or use Boolean Operators for searching (heart ADJ attack NEAR/20 aspirin NOT headache). If no Boolean term is found between terms, then the precision setting is automatically used for your search.

3. Enter Your Search Statement


Type in the words you want to search for in the Search Statement box.


4. Execute A Search and Review Results

Click the Search Button or press the Enter or Return Key on your keyboard.


SEARCH TIPS

You may choose to expand or truncate your searches by using the Thesaurus and Suffix buttons.


 When the "Include Synonyms" or Thesaurus button is selected, search results will include matches for synonyms to words in your search statement (e.g. attack and infarction).


 When the "Include Suffixes" button is selected, search results will include matches for words in your search statement with different suffixes (e.g. -ed, -ing, -s).

Add search sets by selecting titles (e.g. drug texts) and clicking on Add Search Sets from the Tool Bar. Name the search set and it can then be found under the Search Set menu.

 If you click on the Search History button a pop-up menu appears with a list of your last ten search statements.

SEARCH RESULTS

 **SmartMatch**® displays search results ranked by relevancy according to where the search words appear in a book, (a chapter heading receives a higher ranking than plain text) and frequency.


 Match Summary allows instant access to match results in an easy to manage outline much like the table of contents of a book.


View Full-Text Results

Once a document has been loaded, search words appear in red for easy navigation. Tables, figures and other links are highlighted in blue within the body of the text. Click on a link to go to that document. Use the side bar to scroll forward and back in the text. For additional navigation, a local table of contents appears when the mouse is clicked anywhere in the status bar. When a match document is retrieved, the text is automatically scrolled to the best match within the document.


COPYING AND PASTING

Copy and paste directly into documents or claims forms. Simply highlight the text, copy it (Control-c / Command-c) and paste it (Control-v / Command-v). Users may also choose to Copy and Paste from the Edit menu.


 The Bookmark Button is used to quickly insert a bookmark in the document you are currently viewing.

 The Note Button allows you to attach personalized notes to the document you are currently viewing.

PRINTING

 Text may be printed directly or copied to a document first. In order to control the formatting of the tables, it is best to save the table in a Rich Text Format (RTF). Most word processors will easily open RTF documents. Select save from the file menu and then open the document saved with your word processor. You can also choose to print from the menu or Print icon.


OTHER FEATURES

 Stedman's Medical Dictionary is built into STAT!Ref. When you are in a document, you can access the dictionary directly by clicking

on the Dictionary button on your toolbar. If you highlight a word and then click the Dictionary button, the highlighted term is looked up for you.

QUICK TIPS

Moving Between Windows

 The pull-down menu under the Window item allows you to select the window you wish to view. This is an easy way to navigate between the Table of Contents, Search, SmartMatch and Match Summary windows. You can also use the toolbar to view the Table of Contents, Search History and Search window. While viewing a document, click anywhere in the local table of contents to display an outline of section headings in the document. The section you are currently viewing has a checkmark next to it. You can move to another section by selecting it from the outline.

Notes & Bookmarks

Insert Bookmarks or Notes in open documents to quickly return to that location or note.

If you highlight a term or phrase before you create a bookmark or sticky note, the text will remain highlighted when you return to the bookmark or note.