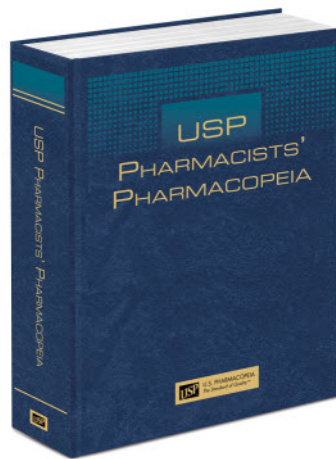


# U.S. Pharmacopeia

---



## **Pharmacists' Pharmacopeia Online Quick Start Guide**

# Contents

---

<b>GETTING STARTED .....</b>	<b>2</b>
Document Conventions.....	2
Technical Requirements .....	2
<b>LOGIN AND LOGOFF .....</b>	<b>2</b>
Logging On .....	3
Logging Off .....	3
<b>PHARMACISTS' PHARMACOPEIA ONLINE HOME PAGE.....</b>	<b>3</b>
Main Menu Panel.....	4
Contents Panel .....	4
Document Panel .....	4
<b>ACCESSING DOCUMENTS AND IMAGES .....</b>	<b>5</b>
Working with Documents .....	5
Displaying a Document.....	5
Working with Images.....	6
Displaying an Image .....	6
Saving an Image.....	6
Printing Documents .....	6
Printing a Document .....	6
Printing a Divided Document (all sections) .....	6
<b>USING THE SEARCH FEATURE.....</b>	<b>7</b>
Search Conditions .....	7
Using Quick Search .....	7
Using Advanced Search .....	7
<b>VIEWING AND SORTING SEARCH RESULTS .....</b>	<b>9</b>
Sorting Search Results .....	9
Viewing the Next Group of Results .....	9
Viewing Search Results in a Separate Window .....	9
<b>HELP RESOURCES .....</b>	<b>10</b>
Technical Support.....	10
Additional Help Resources.....	10

## GETTING STARTED

This Quick Start Guide will help you get started using the USP Pharmacists' Pharmacopeia 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 application features:

- Quick and Advanced search features
- Sort results feature
- 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 better)
- 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 Pharmacists' Pharmacopeia online, 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.

Upon logging in, you are taken to a version selection page, from which you can choose the Pharmacists' Pharmacopeia version you want to view.

- The **Currently Official** button takes you to the current official version.
- The **Not Yet Official** button takes you to an updated version that will become official at the future date listed.



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](mailto:support@usp.org).

## Logging On

To log onto Pharmacists' Pharmacopeia online application

1. Open your web browser: Internet Explorer or Navigator.
2. In the browser window, type [www.uspp2.com](http://www.uspp2.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.
  - ♦ A version selection page displays.
5. Select a version button.
  - ♦ The Home page displays.

## Logging Off

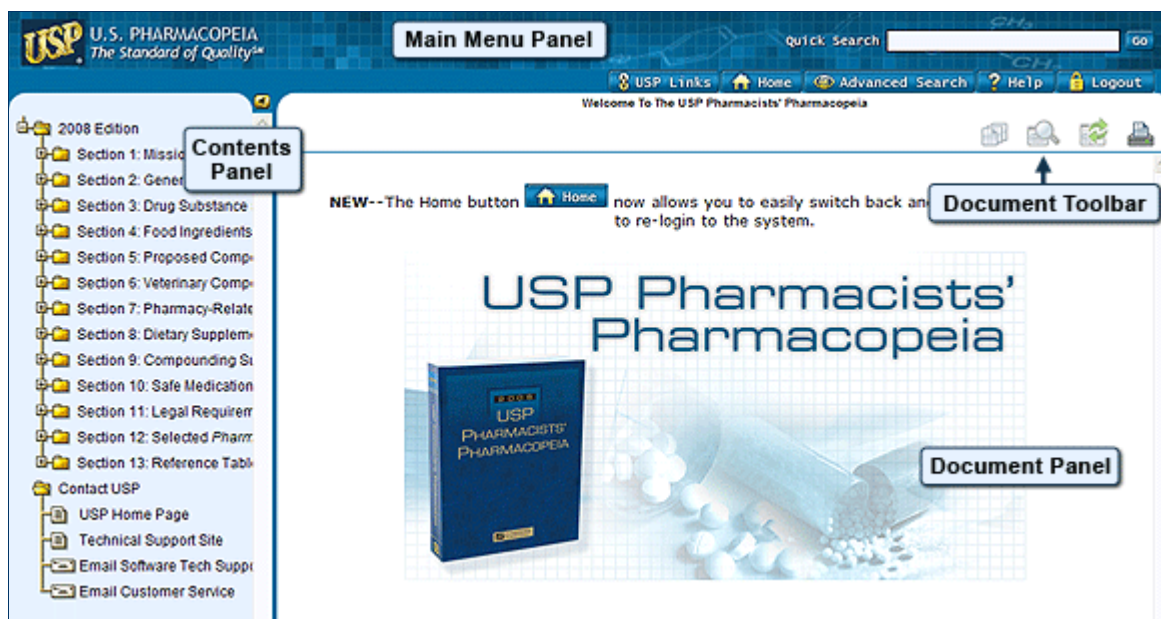
To log off the application

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 application to prevent unauthorized users from accessing the application.







## PHARMACISTS' PHARMACOPEIA ONLINE HOME PAGE

The Home page is the first screen you see when you log on to the application. 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 application windows. It contains a Quick Search feature and the following Main Menu buttons and links.

Icon	Function
	Launches the US Pharmacopeia's web site.
	Provides a dropdown menu that allows you to link to external USP sites providing information on other USP products and on pharmacy and patient safety issues.
	Takes you to a selection page, from which you can choose the version you want to view. You can select from the current official version ( <b>Currently Official</b> button) or an updated future version(s) that will be official on the date noted.
	Allows you to define more advanced search criteria.
	Launches the online Help.
	Logs you out of the 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.
- Click on a topic to open that document 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 Pharmacists' Pharmacopeia online is launched, the Document Panel initially displays a splash screen. Afterwards, the Panel displays a document selected from the Contents Panel or search results, if a document search has been performed.

The Document Panel also contains the Document toolbar, located at the top of the panel. The toolbar includes the following five functional icons:

Icon	Name	Function
	View Entire Document	Used to view an entire document (vs. one section at a time). This is especially useful when printing a document.
	Show Results	Used to view search results in a new window.
	Sync TOC	Used to display the location of an open document in the Contents panel.
	Print Document	Used to print a document or selection of a document.

## ACCESSING DOCUMENTS AND IMAGES

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



### Working with Documents

You can access a document several ways:

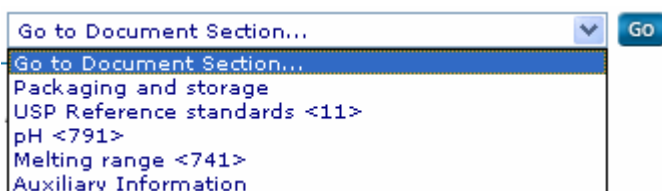
- By selecting one of the topics from the Contents Panel.
- By searching for a topic using the Quick Search or Advanced Search links in the Main Menu Panel. (For more information on searches, see “Using Quick/Advanced Search.”)

### Displaying a Document


To display a document from the Contents Panel


1. Click on the section folder  icon in which the document is located.
  - ♦ A list of documents contained within that section displays.
2. Click on the document  icon.
  - ♦ The document displays in the Document Panel.

If a document has multiple sections, a Document Section dropdown box, containing a list of sections, appears at the top of the Document Panel.



To display another section of the document, select a topic from the list and click **GO**. The Document Panel scrolls to that section.

**NOTE** To view the all sections of a divided document together, click on the View Entire Document  icon in the Document toolbar.





To display the location of an open document within the Contents Panel, click on the Synchronize TOC  icon in the Document toolbar. The table of contents refreshes to show the location of the document, with the document name displaying in bold font.

## Working with Images

When you open a document that includes an image, you can view the image in a separate pop-up window, as well as print or save the image. Within the image pop-up window, you can increase or decrease the size of the image.

### Displaying an Image

To view the image in a separate pop-up window

1. Click on the image. The image will open in a new window.
2. To enlarge the image, click the  icon repeatedly. To shrink the image, click the  icon repeatedly.
  - ♦ Clicking on the image itself also allows you to repeat the zoom action.
3. To print the image, click the print  icon in the upper right corner.
4. To close the image pop-up window, click the  in the upper right corner.

### Saving an Image

1. To save the image as a graphic file
2. Right-click on the image.
3. 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.
5. Click **Save**.


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

## Printing Documents

You can opt to print the document you are viewing or the entire document, if the document has multiple sections.


### Printing a Document



To print just the document you are viewing

1. Click on the print icon  from the Document toolbar.
2. Select your print options in the Print settings window.
3. Click on the **Print** button.

**NOTE** You can adjust the page setup options in your browser to maximize the print area and to include information, such as the document title, page number, and print date in the header and footer of each page. For details, refer to the application online Help, accessed by clicking on the **Help** button in the Main Menu Panel.

### Printing a Divided Document (all sections)

Due to their large size, some documents in the Pharmacists' Pharmacopeia online are divided into sections, displaying one section at a time. When you view a document that is part of a larger document, the View Entire Document  icon in the Document toolbar becomes active. Select this icon to view and print all sections as one file.

1. Click the  icon.
  - ♦ The entire document displays in the window.
2. Click on the print icon  from the Document toolbar.
3. Select your print options in the Print settings window.
4. Click on the **Print** button.

## USING THE SEARCH FEATURE

To display documents, you can perform a search or you can access a document directly using the Contents Panel. The search option allows you to retrieve documents that contain specific keywords or phrases. The application offers two types of searches:

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

### Search Conditions

Search conditions allow you to use characters, symbols, or words to enhance your search. Pharmacists' Pharmacopeia online supports the use of the following four types of search conditions, within specific guidelines:

- **Boolean** – Lets you use the *AND* and *OR* connectors to expand or limit a search.
- **Phonetic** – Lets you perform a search based on the sound, rather than spelling, of a word.
- **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.

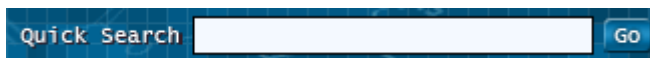
**NOTE** For guidelines on using these search conditions, refer to the application online Help, accessed by clicking on the **Help** button in the Main Menu Panel.

### Using Quick Search

Accessed from the Main Menu Panel, the Quick Search feature allows you to search the entire Pharmacists' Pharmacopeia 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 four types of search conditions in the Quick Search text field.
2. Click **GO** to start the search.
    - ♦ The Document Panel displays a list of documents meeting your search criteria. By default, each search results page displays a maximum of 25 documents.
  3. To display a document, click on the document title. (For more information, see "Viewing Search Results".)

### Using Advanced Search

Accessed from the Main Menu Panel, the Advanced Search feature allows you to search for a term(s) in a specific document, document section, or monograph. You can also specify the number of results to appear per page.

The Advanced Search button launches the Advanced Search window, which has the following five category tabs: **Monographs**, **Veterinary Info.**, **Chapters**, **Reference Tables**, and **General**. Each tab displays a different set of search fields. 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 a search category from the five tabs aligned on the left side of the window.
  - ♦ The Monograph tab is displayed initially, by default.
3. Select search criteria from the dropdown fields or enter search criteria into the blank search fields. The more search fields you complete, the more you will narrow your search.
  - ♦ When searching in free text search fields, you can use Boolean and Wildcard search conditions to refine your search.
4. Accept the default setting (25) or enter another number to change the setting for results displayed per page.
5. Click **GO** to start the search. The Document Panel displays a list of documents meeting your search criteria.
  - ♦ To clear the search fields of any entries, click **RESET**.
6. To display a document, click on the document title. (For more information, see “Viewing Search Results”.)

## VIEWING AND SORTING SEARCH RESULTS



After you perform a search, the search results display in the Document Panel. The search criteria used and the number of matching documents found are shown at the top of the page.

Search : 'palm' in 'Entire Publication'	
Found : 17 Documents	
Displaying results: 1 - 17	
	1
	Document Title <span style="float: right;">Sort </span>
1	<a href="#">Section 13: Description and Solubility - P</a>
2	<a href="#">Section 9: Basics of Compounding-Compounding Special Capsules</a>
3	<a href="#">Section 9: Basics of Compounding-Compounding Suppositories: Part One-Theoretical Considerations</a>
4	<a href="#">Section 7: &lt;1151&gt; PHARMACEUTICAL DOSAGE FORMS</a>
5	<a href="#">Section 8: &lt;2030&gt; SUPPLEMENTAL INFORMATION FOR ARTICLES OF BOTANICAL ORIGIN</a>
6	<a href="#">Section 7: &lt;729&gt; GLOBULE SIZE DISTRIBUTION IN LIPID INJECTABLE EMULSIONS</a>
7	<a href="#">Section 6: CHLORAMPHENICOL (Veterinary-Systemic)</a>
8	<a href="#">Section 4: Carnauba Wax</a>
9	<a href="#">Section 4: Coconut Oil (Unhydrogenated)</a>
10	<a href="#">Section 4: Palm Kernel Oil (Unhydrogenated)</a>
11	<a href="#">Section 4: Palm Oil (Unhydrogenated)</a>
12	<a href="#">Section 4: Section 4Food Ingredients and Flavorings</a>
13	<a href="#">Section 3: Green Soap</a>
14	<a href="#">Section 3: Palm Kernel Oil</a>
15	<a href="#">Section 12: Examination of Selection of Light-Scattering and Light-Obscuration Acceptance Criteria for Lipid Injectable Emulsions</a>
16	<a href="#">Section 3: Excipients - Coating Agent</a>
17	<a href="#">Section 3: Excipients - Emulsifying and/or Solubilizing Agent</a>

To view a document, click on the title. Within the document, the search keywords are highlighted. However, searches on some keywords like "dosage form" may return documents that do not appear to have any instances of the term in them. In these cases, the term was found in the information pertaining to the document, but not in the portion displaying on the screen.

### Sorting Search Results

You can use the sorting arrows, displayed at the top of the search results page, to resort the order of the documents listed.



1. Click  to sort the list in ascending order OR click  to sort the list in descending order.
2. Click the opposite arrow to reverse the order of sorting.

### Viewing the Next Group of Results

Each search results page displays a maximum of 25 documents per page, by default. (Note: you can change this setting in the Advanced Search option.) If the list of search results exceeds one page, grouped numbers (e.g., 1 2 3 4 5) appear sequentially at the top and bottom of the page. Each number acts as a hyperlink to a different page of search results.

### Viewing Search Results in a Separate Window

You can opt to display the search results in a separate browser window, which enables you to select and view documents in the Document Panel without closing the search results page.

1. From the search results page, click the  Show Results List button, located on the Document toolbar.
  - ◆ The search results appear in a separate window.
2. To close the search results window, click on the  icon at the top of the window

## HELP RESOURCES

---


### Technical Support

Should you encounter technical problems using Pharmacists' Pharmacopeia online, the USP 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](mailto: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 using 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.
- [Technical support web page](#) – Contains additional technical requirements information on the online Pharmacists' Pharmacopeia.