WELFORD CHART NOTES
NEWSLETTER

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EXPLORING THE USER'S MANUAL *(User's Manual, pg. 1265)*
(Video at http://www.youtube.com/watch?v=5febNXiBdkw&feature=youtu.be*)*
Welford Chart Notes comes with an encyclopedic User's Manual. Starting with version 6.2, you can easily access it right from the Main Menu. Let's take a look at what's under the hood.
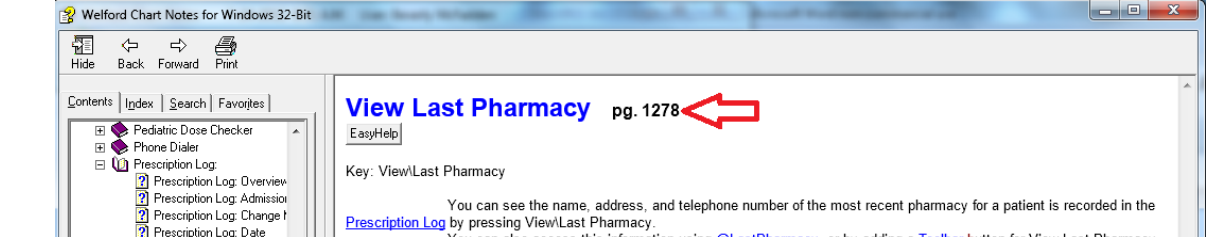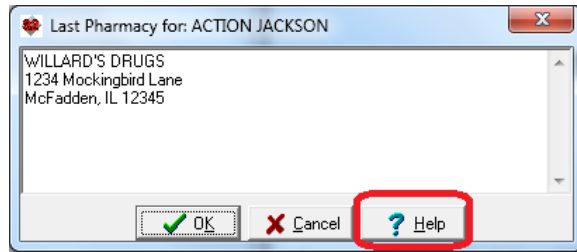
1. Press Help\User's Manual.
2. The program automatically opens the User's Manual (USERMAN.PDF), assuming you have installed it on your hard drive. (It is automatically installed there when you install or upgrade to version 6.2). **Welford Chart Notes** automatically launches whatever program you have installed on your computer and designated as the default program to view PDF files. (A commonly used choice is Adobe Reader, but there are many other options available for free over the Internet if you have not installed any such program). If you have not previously designated a default program, you can do so using Windows Control Panel\Default Programs\Set Associations.
3. The User's Manual comes with a set of "bookmarks", which are the names of the PDF files which make up the manual. If you are using Adobe Reader, you can view these bookmarks by pressing the bookmark icon near the upper left corner of the screen.
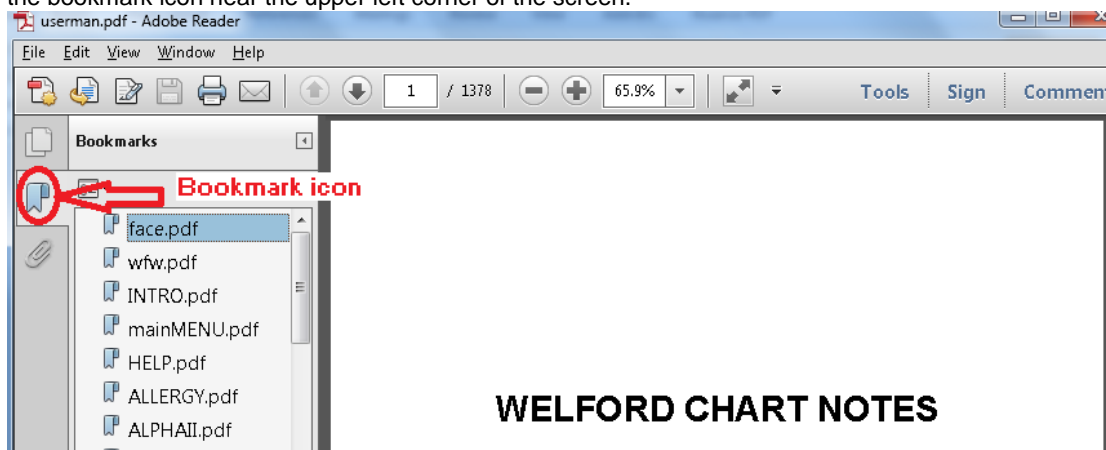

4. Click on "intro.pdf" (page 1 of the User's Manual, page 49 of the document because the Table of Contents takes up the first 48 pages) to read an introductory description of **Welford Chart Notes**.
5. Click on "mainmenu.pdf" (page 9 of the User's Manual, page 59 of the document) to see what each command in the Main Menu does.
6. Click on "help.pdf" (page 15 of the User's Manual, page 66 of the document) to see the various ways of getting additional help on using the program.
7. Click on the name of a chapter (for example, "Allergy.pdf") to read about a particular feature.
8. Click on "files.pdf" if you want to see the names and purposes of each of the >600 files used by the program.
9. Click on "tips.pdf" to read the chapter containing some general tips about how to use the program.
10. Click on "index.pdf" at the end of the User's Manual to see a very detailed index of all of the topics covered in it.
11. If you are using Adobe Reader to view the User's Manual, press <Alt-F> to open the Find box. Type any word or phrase that you wish to find within the body of the User's Manual, and press the < button to look backward in the manual or > to look forward in the manual from the current location for the text you are seeking.

Another important feature of **Welford Chart Notes** is the fact that each page of the onscreen help tells you where to find more information in the User's Manual. Let's see this in action.

1. Press View\Last Pharmacy.
2. Enter the name of a patient.
3. In the View Last Pharmacy window, press **Help** or <F1>.
4. Read the onscreen help. Note that the title is followed by the page number in the User's Manual that discusses this topic (pg. 1278).
5. To read more about this topic in the User's Manual, press Help\Users' Manual.
6. Note that the page numbers at the bottom of each page in the User's Manual don't correspond exactly to the page number at the top of Adobe Reader. This is because there are about 48 pages of Table of Contents at the beginning of the User's Manual (depending upon its version) which are given Roman numeral page numbers and thus the first actual page of text in the User's Manual corresponds to page 49 of the document. Thus, to view page 1278, you must enter 1307 as the page number in Adobe Reader.
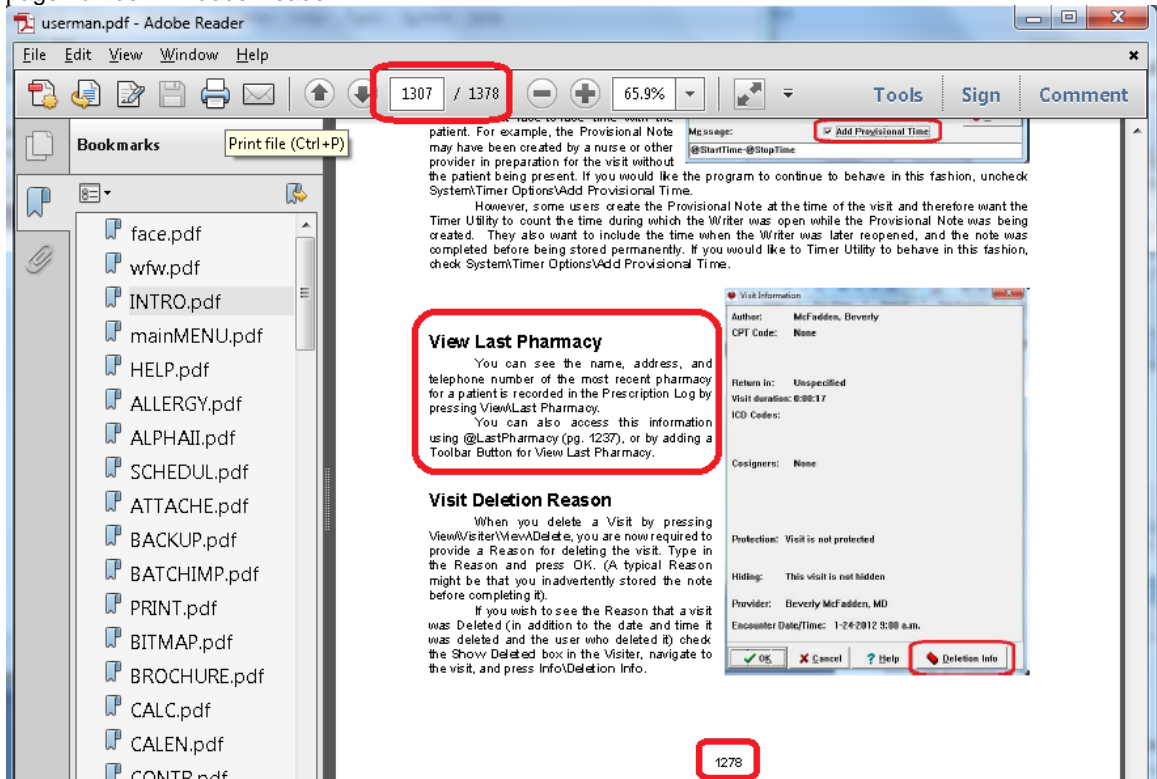
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