USP
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U.S. Pharmacopeia

National Formulary

USP–NF Online
Quick Start Guide

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U.S. Pharmacopeial
Convention

Contents

GETTING STARTED

This Quick Start Guide will help you get started using the United States Pharmacopeia–National Formulary (USP–NF) 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-NF Online features:

- Quick and Advanced search features
- My USP-NF feature, used to store bookmarks and save search results
- 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 7 (32 bit), Vista (32 bit), and XP
- Pentium M processor, 1GHz or faster
- 256 MB RAM or more
- 30 MB free disk space
- Monitor with 1024x768 resolution or higher is recommended

Browser Requirements

- Microsoft Internet Explorer 7 or 8*
- 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-NF 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.

The Login page requires the use of a username and password. If you do not have a username 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-NF Online application

1. Open your web browser: Internet Explorer or Navigator.
2. In the browser window, type www.uspnf.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 IN to connect.
   - The USP-NF 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 USP-NF to prevent unauthorized users from accessing the application.
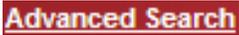
USP-NF ONLINE HOME PAGE

The Home page is the first screen you see when you log on to USP-NF Online. 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-NF 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.
USP LINKS	Provides a dropdown menu that allows you to link to external USP sites providing information on other USP products and standard FAQs.
USP-NF HOME	Takes you to a selection page, from which you can choose the version of USP-NF you want to view. You can select from the current official version (**Currently Official** button) or an updated future version(s) that will be official on the date noted.
Advanced Search	Allows you to define more advanced search criteria.
HELP	Launches the online Help.
LOGOUT	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 USP-NF 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 seven functional icons:

Icon	Name	Function
	View Group PDF	Used to view grouped PDF documents in Front Matter and General Notices sections.
	View PDF	Used to view the individual PDF documents in the general chapters, monographs, reagents, and related sections.
	View Entire Document	Used to view an entire document (vs. one section at a time). This is especially useful when printing a document.
	Save to My USP-NF	Used to save search results or to bookmark 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.

Displaying the Document PDF

Document throughout the USP-NF can now be viewed as PDF files. In the general chapters, monographs, and reagent sections, this PDF is accessed by displaying a document and clicking on the PDF icon 📕 in the application toolbar.

In the Front Matter and General Notices sections, the PDF is accessed by displaying a document and clicking on the group PDF icon 📕 in the toolbar. The PDF comprehensively displays information for related sections (e.g., "Rules and Procedures" and "USP Policies"). This corresponds with the way this information is presented in the USP-NF book.

> NOTE   PDFs are available only for documents included in the USP34-NF29 version and subsequent volumes.

Bookmarking a Document

When you find a document that you want to reference later, you can bookmark it for later access. Bookmarked documents are saved to the My USP-NF folder, the top folder in the Contents Panel, where they can be easily re-accessed.

To create a bookmark
1. Display a document.

2. Click the 💾 icon, found in the Document toolbar, to bookmark the document.
3. The title is automatically filled in. Click **OK**.
4. A confirmation screen displays, indicating your bookmark was saved. Click **Close**.
5. Your bookmark is added to the **Bookmarks** folder in the Contents Panel.
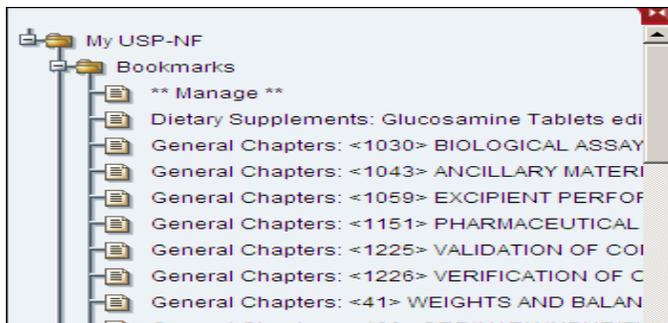
Working with Images

When you open a monograph document that displays a chemical structure image, you can choose to view the image as an USP image or a 3-dimensional Jmol® image. (Three dimensional images currently available for API (Active Pharmaceutical Ingredient) monographs only). The image displays in a separate pop-up window.

> NOTE   To view the image in 3-D, we recommend that you install the most current version of Java™ Virtual Machine. To download this free software go to www.java.com.

Displaying the USP Image

To view the image in a new viewer window

1. Click on the image. The image will open in a new window.
2. To enlarge and shrink the image using the zoom 🔍 and 🔍 icons, respectively.
3. To print the image, click the print 🖨 icon in the upper right corner.
4. You can switch to the 3-D image by clicking on the 3D Image button.
5. To close the image pop-up window, click the ❌ in the upper right corner.

> Graphic links to the impurities structures are also available some reference standards pages. Each link launches an image viewer window, displaying the chemical structure as a two-dimensional image.
>
> To access the chemical structure graphic, click on the 🔎 icon to the right of the right of the reference standard name.

Displaying the 3-D Image

To view the 3-D image

1. Click on the 3D Image button.
   - The image opens in a new window.
2. To enlarge and shrink the image using the zoom 🔍 and 🔍 icons, respectively.
3. To adjust the color, point-of-view, and rotation of the image, right-click on the image and choose the desired option from the dropdown menu. For a demonstration of the available viewing options, see jmol.sourceforge.net/.
4. To print the image, click the 🖨 icon in the upper right corner.
5. 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 ![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 USP-NF 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 USP-NF 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] icon in the Document toolbar becomes active. Select this icon to view and print all sections as one file.

1. Click the ![icon] icon.
   - The entire document displays in the window.

2. Click on the print icon ![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 USP-NF 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. USP-NF 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 USP-NF 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 USP-NF 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 link launches the Advanced Search window, which has the following five category tabs: *Monographs*, *Chapters*, *Reagents*, *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.

> **NOTE** The "Drug Name" and "Monograph Section" fields on the Monograph tab and the "Title" field on the Chapters tab now offer search text suggestions. As you enter text into these fields, a dropdown list of matching suggestions displays in a dropdown box below the field.

To perform an advanced search

1. Click on the Advanced Search link.
   - 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.
   - You must select/enter criteria in at least one field on the search tab.
   - When searching in free text search fields, you can use Boolean and Wildcard search conditions to refine your search.
   - You can search for a text string by enclosing the text within quotes, e.g., "water soluble".

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 and Saving Search Results".)

VIEWING AND SAVING 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.
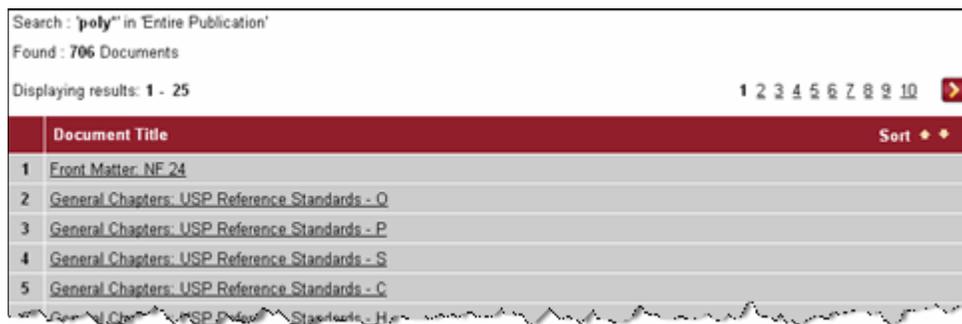
To display a document, click on the document title. In the document's text, the key search words are highlighted. For example, for a search for the text string "water soluble," in the document, all occurrences of the word "water soluble" will be highlighted, as well as the words "water" and "soluble." If no results were found, a message displays stating no matching documents were found.

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

Saving Search Results

If you have done a search and want to save the results for future reference, you can save your results using the My USP-NF feature. Search results are saved to the **My USP-NF** folder, the top folder in the Contents Panel, where they can be easily re-accessed.

To save a search

1. Perform a search using either the Quick Search or Advanced Search feature.
2. After the search results are displayed, click the 💾 icon, found in the Document toolbar, to save the results.
3. Type a title and click **OK**.
4. A confirmation screen displays, indicating your search was saved. Click **Close**.
5. Your search results document is added to the **Searches** folder in the Contents Panel.

MY USPNF

The My USP-NF feature allows you to redisplay, edit, and manage your bookmarks and saved search results. You can access your bookmarks and saved searches via the **My USP-NF** folder located at the top of the Contents Panel.
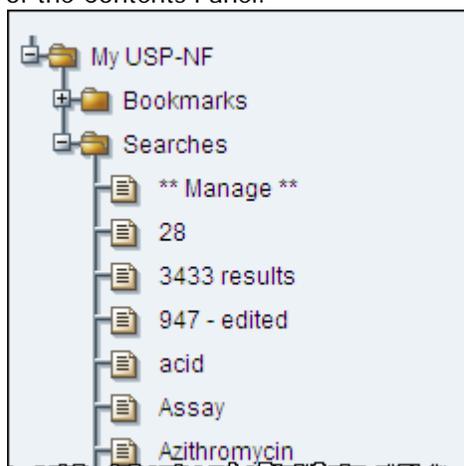
For more information on re-displaying and managing bookmarks and saved searches, refer to the USP-NF online Help, accessed by clicking on the HELP button in the Main Menu Panel.

> NOTE   My USP-NF allows you to save a maximum of 100 items. Those items can be bookmarks, saved searches, or a combination of both, as long as the 100-item limit is not exceeded.

HELP RESOURCES

Technical Support

Should you encounter technical problems using USP-NF Online, the USP 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 using search conditions and managing bookmarks and saved searches. 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 **HELP** icon in the Main Menu Panel.

- **Frequently Asked Questions (FAQs)** – Answers common questions about the information contained within USP-NF Online, such as how to check if a reference standard is available. To access the FAQs, click on the **USP LINKS** icon in the Main Menu Panel and select **Standard FAQs** from the dropdown menu.

- **USP-NF Online support web site** – Contains additional FAQs and technical requirements information.