

Wortham Laboratories Online Library 1/2004

Instructions:

The Wortham Laboratories Library is accessible via our website at www.worthamlabs.com by clicking "**WLI LIBRARY**" on the left hand side of your screen.

If you are new to the library you must REGISTER and be given access to our materials. Full instructions are given on the site, and we are always pleased to assist you with any questions.

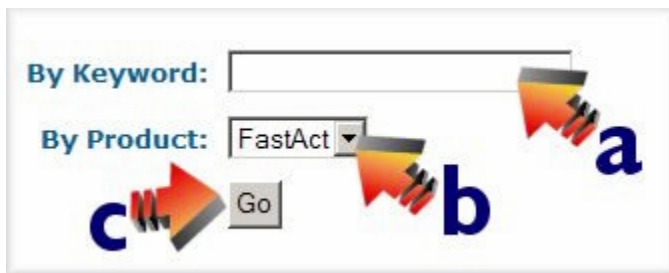
After clicking WLI LIBRARY on the left side of your page, the tools for our online library will be found at the top center of your screen.

1) Login with your USERNAME and PASSWORD

2) Click SEARCH ONLINE LIBRARY

**** STOP.** If you are given a message here that says you do not have permission to proceed, the Access Level for your free account has likely not been updated properly. If you've been notified that you should have such access, please contact us to have any corrections made.

3) **After a few paragraphs of instructions** and important messages, you should see this after clicking *SEARCH ONLINE LIBRARY*:



Wortham documents are entered into the system with important keywords and a summary. You can use a whole word, or any portion of a word to search our documents.

The Wortham Intelligent Searching system is not "case sensitive". It is not necessary to capitalize.

A) KEYWORD SELECTION:

If you are searching for reports containing the term "liver" or "biopsy" you can use these as keywords. You can also type simply "liv" to return any documents with that string of characters. Remember a string such as "liv" will also return every other appearance of those characters, and may decrease the accuracy of your results.

For documents in languages other than English, we use the English equivalent of the language name as a keyword. For example, using "spanish" as a keyword will return any documents we currently have in the Spanish language.

Should you find a document by a certain professional (author) interesting, you can use that person's name as a keyword to locate all documents submitted by that person. (using 'Luis Borda' as a keyword will return all documents submitted by Dr. Borda)

Certain keywords are used to generate "intelligent searches" on the Wortham system. If you're searching for product details on FastAct, using "Fast Act" and "Product" as keywords will generate the expected results. Other intelligent search keywords include TRAINING, INSERT and CATALOG. If you want information on FastAct delivered in gauze or spray form, you might use "Fast Act Gauze" or "Fast Act Spray" as keywords to locate your document.

We encourage you to test our system by using various combinations of keywords to see how our intelligent searching system works.

A) PRODUCT SELECTION:

As products in development are officially added to our line, you will find them in this select box. When you select a product, the keywords you entered in "A" will return only documents that are also associated with the product you selected in "B".

C) SUBMIT YOUR REQUEST:

The "Go" button submits your request. If you press "Go" without entering any keywords or selecting a product, it will return all the documents in our system in no particular order. You may wish to do this once just to browse the results and learn more about the data our system contains.

The bottom of the Wortham Search Results Page:

Each time you receive search results, another search box appears at the BOTTOM of the page to give you an opportunity to refine your search or enter an entirely new request.

You also see a results bar that should look like the following:

[1](#) | [2](#) | [3](#) | [4](#) | [5](#) | [6](#) | [7](#) | [8](#) | [9](#) | [10](#) | [11](#) | [12](#) | [Next 10](#)

Each page of results will contain (10) entries. If you have more than ten entries, you must advance to the next page. The results bar will allow you to pick any individual page of results, or allow you to advance to the "Next 10". Clicking "Next 10" will return the results immediately following the entries you are viewing on that page.

Adobe PDF is our chosen document delivery format:

Wortham Labs converts most of our public documents and case studies to the Portable Document Format (PDF). There is a PDF "Reader" for most types of computers in use today, and the software necessary to "read" these documents is free from Adobe software. If your computer cannot read Adobe PDF documents, you will need to install the appropriate reader for your operating system and language. A link to the ADOBE PDF Free Reader is provided on our website, and can also be found by clicking on the logo below:



Our remaining documents (those not converted to PDF) can be found in the HTML format or in a Microsoft Word document, accessible to most computer users worldwide. It is our primary goal to make our materials readily available to you, so if you have questions about any of these document formats please contact our Information Technology Department for assistance by using our [contact page](#).

Please keep your account up-to-date (Change Profile):

Have a new address or change your e-mail? Every time you login to our system, your "Online Profile" is there. If you have an information change, please click "Change Profile" to modify your record. We use your profile to keep you informed of crucial product data, safety information and instructions. We guard your e-mail address and personal data, and will never share it with any third party. We comply with the European Union e-mail requirements as well as acceptable use standards expected in North America and elsewhere.

We stay awake 24 hours a day, just to remind you of your password:

Actually that's not true, but it sounds good. Our system will automatically remind you of your password if you forget it, just by clicking "Lost Password" within the WLI Library. However, it will send your password to the e-mail address you have on record with us. That is why we kindly ask you keep your contact information current. If you change e-mail addresses and do not edit your profile, important product updates and password reminders will not reach you.

Make sure to say goodbye (Sign Out):

The Wortham Laboratories library will remain active as long as you're "Signed In" and for a period of time after you stop using our system. For security purposes, please click "Sign Out" each time you finish with our system. This removes any access to your personal information, profile and previous searches.

Service is part of our product:

We have devoted our resources to producing the best possible online experience. Our products are used in critical situations, so it's important you have access to the most current information we can give you. We intend to be excellent corporate citizens, and encourage you to suggest ways our online presentation can serve you better.

We respond to your suggestions, comments and questions:

If you are not getting the search results you expect or have needs outside the scope of our online system, your [distributor](#) or our [international office](#) will assist you in every way possible. If you find incorrect information or broken links on our site, you help all our users by making reports as needed. We work very hard to make sure every visit to our website delivers accurate, helpful information. If these instructions did not answer your questions, please let us know. We are constantly revising our online systems and documentation to meet the needs of our excellent customers.

Did we thank you for visiting worthamlabs.com?

Gracias. Merci beaucoup. ありがとう Danke. Grazie. 谢谢 Obrigado.

Only with your help can we provide the best internet support possible. We are absolutely determined to be an industry leader in the online support of our products, and we ask your kind assistance to make this goal a consistent reality. No matter how small the suggestion or how insignificant the request, please [contact us](#) at any time.

Thank you again,

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