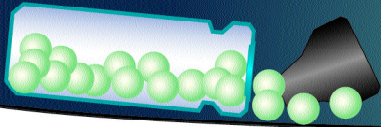


APPENDICES

1. Keyboard Shortcuts
2. Remedy Groupings
 - Vega Boxes
 - Murphy's Planets
 - Berkely's Elements
 - Boyds Groups
 - Yakirs Grouping
 - Bjorndal's Archtypes
3. Repertory Indexer



SHORT COMMAND/KEY STROKES

MacRepertory's features are found in the menus. To access those features without opening a menu, one can use key strokes to perform short commands. Typing the key stroke listed next to the feature in the menu is the same as if you selected the feature from the menu.

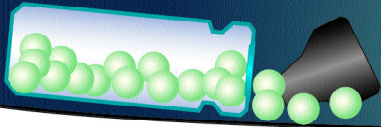
Sometimes the features in a menu can be changed by holding down the Opt/Alt keys as you open the menu, basically giving you other options or alternatives with the menu.

The two most common short command keys for the Macintosh are the Command (Cmd) and Option (Opt) keys.

The two most common short command keys for Windows are the Control (Ctrl) and Alt (Alt) keys. Following is a list of the short commands available in MacRepertory's Menus.

File Menu

- Cmd/Ctrl + N is equivalent to choosing "New Patient's Chart".
- Cmd/Ctrl + O is equivalent to choosing "Open Patient's Chart".
- Cmd/Ctrl + S is equivalent to choosing "Save Window".
- Cmd/Ctrl + D is equivalent to choosing "Open Repertory".
- Cmd/Ctrl + K is equivalent to choosing "Open Keynotes".
- Cmd/Ctrl + P is equivalent to choosing "Print".
- Cmd/Ctrl + Q is equivalent to choosing "Quit".



Edit Menu

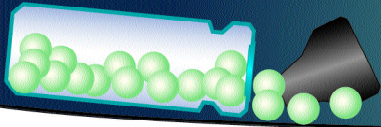
- Cmd/Ctrl + X is equivalent to choosing “Cut”.
- Cmd/Ctrl + C is equivalent to choosing “Copy”.
- Cmd/Ctrl + V is equivalent to choosing “Paste”.
- Cmd/Ctrl + A is equivalent to choosing “Select All”.

Search Menu

- Cmd/Ctrl + F opens the Remedies & Words Search
- Cmd/Ctrl + I opens the Families search
- Cmd/Ctrl + J opens the Concept Search

Rubrics Menu

- Cmd/Ctrl + R is equivalent to toggling between “No Remedies,” “Main Remedies,” “All Remedies (Alphabetical)” and “All Remedies (Grade)”.
- Cmd/Ctrl + Y is equivalent to toggling between “No Sub-Rubrics,” “First Sub-Rubrics” and “All Sub-Rubrics”.
- Cmd/Ctrl + U is equivalent to selecting “Cross-References”.
- Cmd/Ctrl + puts highlighted rubrics in elimination



Short Commands in the Windows

- Cmd/Ctrl + click in the Title Bar of a window resets the positions and size to the original settings.
- Cmd/Ctrl + . (period) stops searching, printing or Incorporating Changes.

Repertory Window

- Cmd/Ctrl + clicking on a cross reference jumps the repertory to the first cross reference the program finds.
- Cmd/Ctrl + space bar temporarily displays (or hides) the levels of rubrics.
- Pressing Return brings the repertory to the beginning of a section.
- Pressing Enter places the highlighted rubric into an open Rubrics clipboard.
- Pressing the space bar temporarily shows (or hides) the rubric's remedies in the Rubrics or Repertory window.

Eliminations Window

- Cmd/Ctrl + - (minus) selects the minus sign in the Elimination window.
- Cmd/Ctrl + + (plus) selects the plus sign in the Elimination window.

Rubrics Clipboard Window

- Typing 1, 2, 3, or 4 sets the underlining of a selected rubric when dragging from the repertory.
- Right Clicking on a rubric gives you the option to send the rubric to ReferenceWorks 3.0.
- Clicking on a rubric and dragging it to the Repertory Icon, opens the Repertory to that rubric in the Repertory.