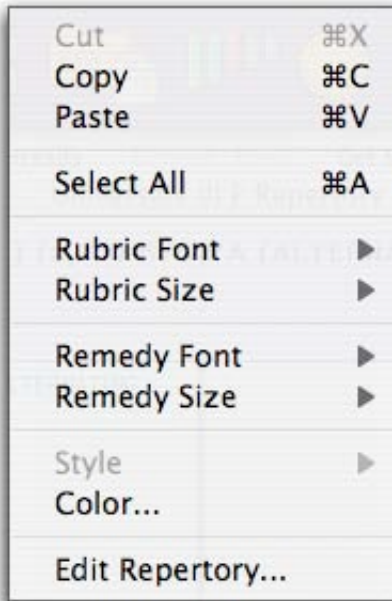


## EDIT MENU

With the Edit menu you can copy and paste rubrics or text from one window to another, find rubrics or other information and open the Change menu to make changes to the repertory.



### Cut

Selecting "Cut" (Cmd/Ctrl + X) removes highlighted text. It can then be "Pasted".

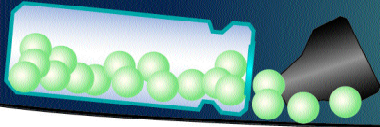
This command works for the Notes, Rubrics, Elimination and Keynotes windows.

### Copy

Selecting "Copy" (Cmd/Ctrl + C) copies the highlighted text and can then be "Pasted".

This command works for the Repertory, Notes, Rubrics, Elimination, Graphs and Keynotes windows. The original selection remains intact.

**Copying Graphs:** With a graph window in the front/active, choosing Copy from the Edit menu copies the current graph into your system clipboard from where it can be pasted into a text document (if your word processor supports such things).



Copying from the Repertory or Rubrics' Clipboards copies everything that is displayed. In other words, if you have remedies showing, they will be copied with the rubric name. The same goes for Remedy Count or Confirmatories or...

Holding the Opt/Alt key down as you select Copy when you are in the Repertory or Rubrics' Clipboards, allows you to copy the remedies with the rubric(s) even if they are not displayed.

### **Paste**

Choose the "Paste" command (Cmd/Ctrl + V) to insert the contents of the computer system's clipboard (text or rubrics) into the Notes, Rubrics, Repertory, Elimination and Keynotes windows.

In the Repertory window, pasting a rubric opens the repertory to that rubric.

### **Clear**

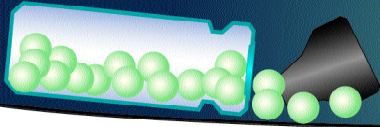
The "Clear" command (Cmd/Ctrl + B) deletes any highlighted text. This is equivalent to pressing 'delete' or 'backspace'.

### **Select All**

By choosing "Select All" you can highlight all of the items in a window. (Cmd/Ctrl + A.)

The "Select All" feature works in the Repertory, Rubric's Clipboard, Elimination, Notes and Keynotes windows.

"Select All" can be used to empty a window. To remove all of the rubrics from the Rubrics' Clipboard, choose "Select All" and press the Delete key.

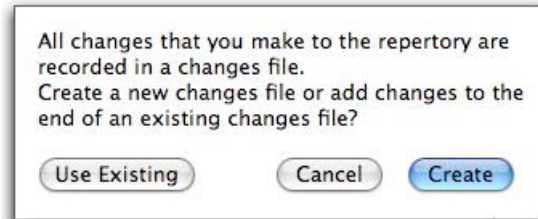


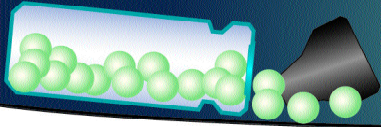
## Font Choices

You can change the font or the size in all windows (except keynotes) with one menu selection. Hold down the option/alt key as you click on the Edit menu: the Font and Size items in the menu will change to "Font (All Windows)" and "Size (All Windows)"; selecting from the sub-menus will change the font or size in all windows except keynotes.

## Edit Repertory

When you select Edit Repertory a new Menu appears across the top of the program called Changes. The following window will appear:





## Pasting Rubrics

You can paste rubrics directly into the repertory. This is most common when you have "exported" a rubric from ReferenceWorks but you can also create rubrics from scratch. The format for a rubric is rubric-text colon space grade-value remedy-abbreviation author-number space grade-value remedy-abbreviation author-number ....

In the remedies, periods are ignored as are capitals; there can't be space between the grade and the abbreviation or the abbreviation and the author-number. 1 or nothing is plain; 2 is italics; 3 bold, and 4 bold-italics.

For example, "Amazing Upgrade: 3ars 2sep cact222 4op" makes a rubric "Amazing Upgrade: Ars., cact,222, OP., sep.". This is how ReferenceWorks formats rubrics when you do an export.

Wherever the rubric comes from, once in your system clipboard, select the rubric after which you want the addition to appear and "Paste".

## Cleaning the Repertory

After 50 changes to a repertory, MacRepertory examines, formats and writes out a new version of the repertory. This ensures that the repertory is always in optimal condition.

## Indexing the Repertory

As soon as a repertory has changed, making its indexes go out of synch, MacRepertory asks if you want to reindex it, and does the indexing from within the program. You will be shown a progress bar as the indexing is accomplished.