



## INTRODUCTION TO THE MENUS

By going through all the Icons on the Icon Tool Bar we have covered all the major procedures you would have to do to take and analyze a case. Of course, selecting the remedy is up to you. Now you have skills to repertorize and analyze faster than ever before. The next section of this manual goes over all the features available to you in the Menus of the MacRepertory Program. Simply said these Menu items allow you to do more functions, save, print, etc, and allows you to fine tune some of the processes we have already covered. Of course, the menu gives you exciting new options also: Repertory searching, and the New Concept Search to name a couple.

1. Navigate easily through the Repertory,(rubrics, sub-rubrics, change sections and change repertories.
2. Collect rubrics from the repertory and place them into the rubrics clipboards.
3. You can now draw a graph, which shows a picture of the rubrics selected against the remedies that come up in those rubrics.
4. Change Graph types to look at your rubrics and remedies in a number of different views, including families and miasms, rubric clipboards, and multi-analysis.
5. Use the Elimination tool to pare down the remedies that you are using in your graph.
6. Read the materia medica of the remedies from your graph, check out confirmatories, and type in, and save your own materia medica.
7. Create a patient chart, save material from your work session, and access that information at a later date.
8. Use the Notes feature, by placing in rubrics or typing your chart notes or your process of thinking.



## STARTING WITH MENU BASICS

The Menu's across the top of the program give you access to Features of MacRepertory and a means to fine tune many of the different windows. In your MacRepertory program your menu options are:

MacRepertory File Edit Graph Search Rubrics Windows Help

MacRepertory's menus are used to access all features available in the program. You can create, save and print patients' charts, copy information from one part of the program to another, search for words or remedies, choose graphs and analysis strategies and determine what is displayed in the Repertory and Rubrics' Clipboard Windows.

There is one menu that you will not see: the Change menu. This menu allows you to make additions to your repertory. It is kept hidden to protect the integrity of the repertory file. You can access the Change Menu through the Edit menu when you want to make any changes to your repertory. See Chapter 7: Changing Rubrics & Repertories.



## MENUS

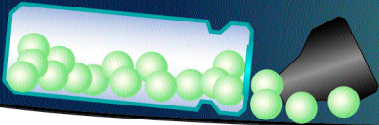
### Short Commands

In the following sections we will walk through the menus, item by item. Each menu lists a feature you can access and select. Next to most features is a "Short Command". The Short Command allows you to select a feature from a menu WITHOUT actually opening the menu. In the New Patient's Chart, for example, a new patient chart can be created by simply pressing Cmd/Ctrl + N without actually opening the menu.

These features are the most integral part of MacRepertory and finding the simillimum. Now lets turn to the features found in the Menus of MacRepertory.

In the Menu's we will teach you:

1. To refine your information,
2. To manipulate the information you see in each window, Repertory, Rubrics Clipboard, Graphs, etc.
3. To create new graphs, analysis strategies
4. To search through the repertories and books to extract all the information we have into new and more accessible ways.
5. And more.....



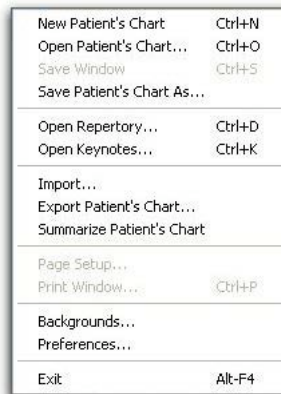
## PREFERENCES

You can customize your MacRepertory program many ways with in the Preferences window.

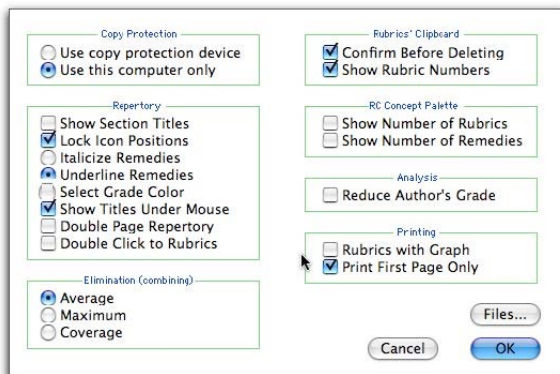
**Macintosh users:** To access this window click on MacRepertory at the top of your screen.



**Windows users:** To access this window click on the file menu at the top of your screen.

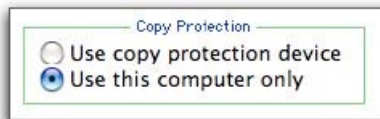


This window will appear





## Copy Protection - Preferences



The 2 choices here allow you to either go keyless or use your copy protection device (CPD), to open our programs. This new feature is wonderful for those of you who have a laptop computer and don't want to always be remembering to bring along the CPD.

Select 'Use copy protection device', if you have 2 computers and one CPD. This will allow you to use the CPD on either computer, by simply removing it from one to another.

Select 'Use this computer only', to go keyless!. After selecting this option, remove the CPD from your computer and THEN SAVE IT IN A SECURE PLACE THAT YOU WILL NOT FORGET OR LOSE. This locks the CPD to this specific computer, and allows you to open our programs without the CPD being attached to your computer. Keeping your CPD in a safe place is very important. You will be charged an extra fee for another CPD. If at any point you purchase a new computer, simply go back to this Menu choice and click on the Use copy protection device choice. This will unlock your CPD and allow you to install your programs on another computer. If you own both MacRepertory 7.0 and ReferenceWorks 4.0, you must lock both programs to the CPD. Just repeat this same process in your ReferenceWorks 4.0 program.









## Repertory Display- Preferences

Repertory

- Show Section Titles
- Lock Icon Positions
- Italicize Remedies
- Underline Remedies
- Select Grade Color
- Show Titles Under Mouse
- Double Page Repertory
- Double Click to Rubrics

It is pleasing on the eye to have the different grades of the remedies be different colors. Click on Select Grade Color, and the following window appears:

Remedy Grade Colors

Bold-Italic	
Bold	
Italics	
Plain	
Conditional	
Authors	

Cancel

OK

Sample: (ars.), bell.125, Calc., Puls., SULPH.



Click in the box opposite the type you would like to change. A color wheel palette will appear (connected to your internal computer). Slide the palette around and select the color of your choice, then click okay. The way the text will look displays at the bottom of this window. You can set and reset the colors as many times as you want.

Click on Show Section Titles and your repertory view will always look like this:

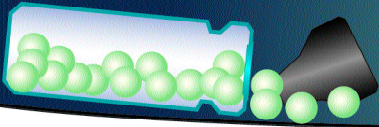


Lock Icon Positions-This option is on by default. If you would like to change the positions of the windows uncheck this option. For consistency it is best to select this option.

Italics or Underline Remedies - these choices refer to remedies that are graded to the second degree. In some texts these remedies are italics and in others they are underlined. This gives you the choice of how the 2's will look in your repertory and in your rubrics clipboard.

### Selecting Rubrics

In the Preferences window you can also choose whether a single click or double click of your mouse goes to the sub-rubrics.



## Elimination Strategy- Preferences

Elimination (combining)

Average

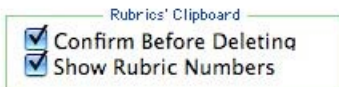
Maximum

Coverage

- Average- uses the average of the remedy grade for the combined rubrics. If the remedy is found in 1 rubric in bold, 1 rubric in italics and found in 5 rubrics in plain it would be given a plain grade.
  - Maximum- uses the highest grade of the remedy for the combined rubrics. If the remedy is in 1 bold, 1 italics and 5 plain, it would be given a bold grade.
  - Coverage- uses the average of the remedy for the combined rubrics, but unlike 'Average' it rounds up.
- If the remedy is in 1 bold, 1 italics and 2 plain, it would be given an italics grade.

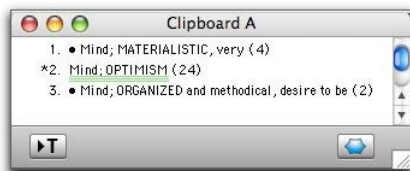


## Rubrics Clipboard- Preferences

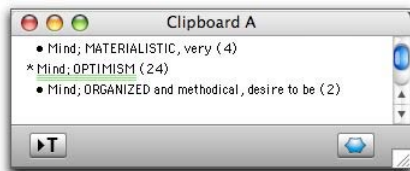


'Confirm Before Deleting' will ask you before rubrics are deleted from your clipboard.

'Show Rubric Numbers' enabled will list and number each rubric in the clipboards.



With the 'Show Rubrics Numbers' not enabled your rubrics clipboard will list your chosen rubrics without the numbering.



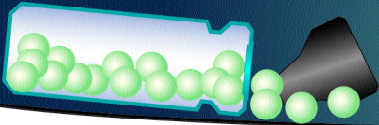


## RC Palette- Preferences

RC Concept Palette

<input type="checkbox"/>	Show Number of Rubrics
<input type="checkbox"/>	Show Number of Remedies

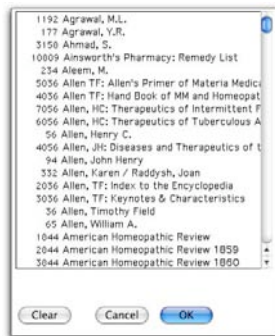
Check both options to show the total number of rubrics and remedies.



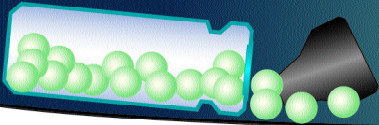
## Analysis- Preferences



'Reduce Author Grade' allows you to decrease every addition from a specific author(s) by one grade. In other words, if you select Gallavardin, every addition in the repertory from him will be dropped one grade; if it was bold it will become italic. Clicking in this window brings up the following window:



To select an author click on the name. To select multiple authors, hold down the shift key and select more than one author. To jump to an author's name, type the first 2 letters of the name.



## Printing- Preferences

Printing

Rubrics with Graph

Print First Page Only

Print 'First Page Only' of graph ensures that no more than one page will be printed with either the Graphs or Notes Windows. If you wish to print more than one page of a graph, you can deselect this preference before printing.

Choose Files To Open When MacRepertory Starts

Book or Case	Use Last Opened	Use Favorite	Choose New Favorite
Repertory	<input type="radio"/>	<input checked="" type="radio"/>	Complete 2005 R... <input type="radio"/>
Keynote	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Patient Case	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

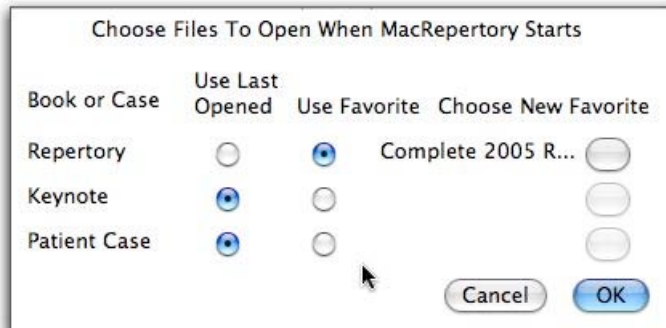
Cancel OK

Be forewarned: One graph could easily print out 12 pages. We are usually only interested in the first page.



## New Keynotes & Repertories- Preferences

To choose which Repertory, Keynote or Patient Case you wish to have open each time you start MacRepertory, click the “files” button located in the bottom right hand corner of your preference window. This window will appear:



You can choose your favorite or the last one that was opened.