



## THE NOTES WINDOW

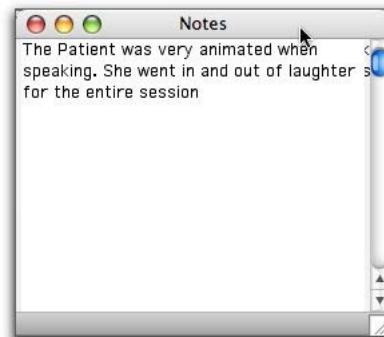


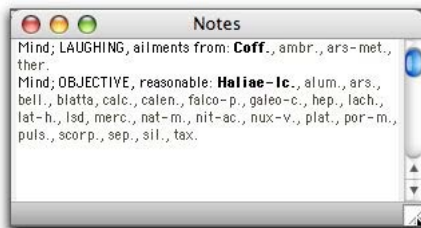
The Notes Window is a good place to write the patient's words, the patho-biographical information, lab results, physical exam findings, drug and family history, and previous remedies given, etc. Use and type into the Notes window just as you would in any word processing program.

You can "cut", "copy", and "paste" text in the Notes window. So you can include text information which you have typed up in another program and paste it into the Notes — or vice-versa.

The information in the Notes can not exceed 32,000 characters per item (approx. 3-4 pages). However, you can merely open a new notes window, continue typing and save as many note "items" (mini-icons) as you like.

A rubric dragged or copied from the repertory or Rubrics' Clipboard to the Notes Window will include whatever information is currently shown; for example, if the remedies are currently displayed in the repertory, a dragged rubric will also display the remedies in the Notes Window.





Whichever items (cross-references, remedies, authors, remedy count, etc.) are currently displayed will also be copied. If you drag a rubric from the Rubrics' Clipboard to the Notes icon, the rubric's underlining will appear as asterisks, after the rubric.

### Importing Information into the Notes Window

You can also save a text file written in your word processor and then open it using the Import Cmd/Ctrl in the File menu. The Notes window imports style information in the text using Rich Text Format (RTF) — to see the fonts and styles you will have to save the information in RTF format.

### Printing Notes

Using RTF (Rich Text Format) to paste into a word processor preserves all remedy grades.

The word processor must support reading RTF formatted files. Fully formatted means: all the style information for the remedies in the rubrics will be preserved.



The font will be the standard font but the user can easily change this.

- 1) Select and copy the rubrics of interest in the Repertory or in any Rubric Clipboard.
- 2) Hold down the shift key and paste to the Notes Window. This yields the RTF form of the rubrics (i.e. all the embedded RTF codes can be seen).
- 3) Select All in the Notes Window and copy. The RTF form of the rubrics is now on the clipboard as normal text.
- 4) Switch to a word processor that supports reading RTF files. (i.e. Microsoft Word) and Paste. The RTF form of the rubrics is now in the word processor.
- 5) Save this document and reopen it.
- 6) The word processor will recognize that it is in RTF format and will auto-translate it, yielding the fully formatted text.

Customize:

- You can change the font, style and color of text in the Notes window.



## Crash Recovery

MacRepertory saves your Notes and Rubrics' Clipboards every 5 minutes. If the program or your computer should ever crash, the next time you run MacRepertory it will ask if you want to recover your lost data. If you choose "Yes" it will be re-loaded into the Notes and Rubrics' Clipboards.

## Preserve Information on the Screen

We reversed the meaning of the Option Key in relation to New, Open and Save Patient's Chart. The new default behavior is to always preserve your current work in all windows. This is especially helpful in the common situation of starting MacRepertory, doing some work then deciding it needs to be saved to a particular patient chart - simply open that chart. All your work is ready to be saved.

The other less common but significant situation is after a crash recovery. MacRepertory will be open with your recovered Notes and RC's. You will want to save them to the case you were last working on. Simply open that Patient's Chart and save.

Use the option key when opening a Patient's Chart or creating a new one to have all the windows be cleared. This also works when selecting a Patient's Chart from the patient window pop up cases menu.