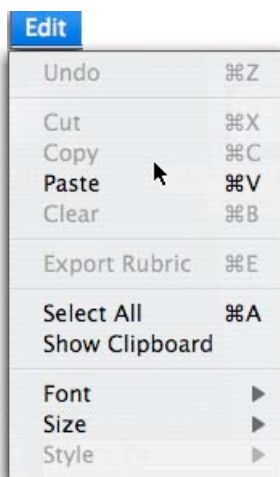


EDIT MENU

The 'Edit' menu concerns text editing; you can copy and paste text from one window to another. It also allows you to undo your last action, select all of the text or items in a list, export the results of a graph and see the clipboard. These Menu options work the same in all your computer programs. Remember that they apply to the highlighted text in the Active window. The only option that will be unique to ReferenceWorks is the Export Rubric item.



UNDO

Cmd/Ctrl Z

'Undo' undoes the last action you performed. This feature is implemented in some areas of the program and not in others.



CUT

Cmd/Ctrl X

Choose 'Cut' to copy whatever text is selected and to remove it from the window. You can only cut from the Notes and Phrase windows.

COPY

Cmd/Ctrl C

Choose 'Copy' to temporarily remember the text. You can copy information from the Materia Medica, Notes and Phrase windows.

PASTE

Cmd/Ctrl V

Whatever is stored in the computer's Clipboard, remembered, will be 'Pasted' when this menu item is chosen. It will paste into the front-most window at the spot where the cursor is.

- *One of the most common uses of pasting will be collecting information from the Materia Medica window and pasting it into the Notes window or another program or desk accessory.*

For example, perhaps you want to create a small keynote materia medica of mind symptoms. You could open the Materia Medica window to the Mind section of Palladium in Boericke and copy the most interesting information into the Notes window. If you click on the Book icon while holding down the Option/(Alt) key you will be shown all of the books that have a Mind section for Palladium. Clicking on one of them opens it directly to the Mind section of Palladium. In this way you could find and save all of the best information about the mental state of Palladium in a few minutes!

CLEAR

Cmd/Ctrl B

'Clear' has the same action as the Delete/Backspace key — it removes whatever text is selected.

EXPORT RUBRIC

One of the more useful features of ReferenceWorks is helping MacRepertory.

You can paste the results of a ReferenceWorks search directly into MacRepertory's Rubrics Clipboard where it can be used just like any rubric from the repertory. ReferenceWorks saves the search phrase with all of the remedies in alphabetical order with their importance in the graph.

To export the results of your search to MacRepertory, select 'Export' from the File menu (cmd/ctrl E). ReferenceWorks collects the remedies, uses the current graph settings to give them a value from one to four and arranges them after the text of the search phrase and puts this sentence (a rubric) into the computer clipboard. Now switch to MacRepertory and paste into the Rubric's Clipboard.

For example, you are working in MacRepertory on a case that has a strong fear of cats. You know that the materia medica will have more remedies under fear of cats than the repertory and you'd like to include them in your analysis. Switch to ReferenceWorks, search for "fear 1 cats", choose 'Export' (cmd/ctrl E), switch back to MacRepertory and paste (cmd/ctrl V) the rubric into the Rubrics' Clipboard.



You can also select a rubric in the Rubrics' Clipboard, copy it, switch to MacRepertory and Paste.

To export several phrases and their results into MacRepertory search for all of the phrases, open the Rubrics' Clipboard, Select All (cmd/ctrl A), switch to MacRepertory, open a Rubrics' Clipboard and Paste.

There is another way to Export Rubrics: in the Rubrics Clipboard or the Remedy Graph windows ctrl/right click on the rubric name. A pop-down menu appears and allows you the choice of the exporting the rubric.



SELECT ALL

Cmd/Ctrl A

Choose this item to 'Select All' of the text in the front-most window. It is also used to select all of the items in any of the lists in the List Window.

SHOW CLIPBOARD

'Show Clipboard' displays the contents of the computer system's Clipboard.



FONT

Use this item to change the font that is to be used in the front-most window. The available fonts are those that you have installed in your system.

- *When doing presentations with an LCD panel use a Serif fonts (Palatino, Times, Schoolbook, etc.) since they are easier to read than a Sans Serif font (Helvetica, Geneva, Stone Sans, etc.).*

SIZE

Use this item to change the size of the font that is to be used in the front-most window.

- *Make the text in the Reference Window fairly small so that you can read more of each reference; you probably also want to make it small for printing.*

STYLE

This item allows you to set the style of the highlighted text in the front-most window.