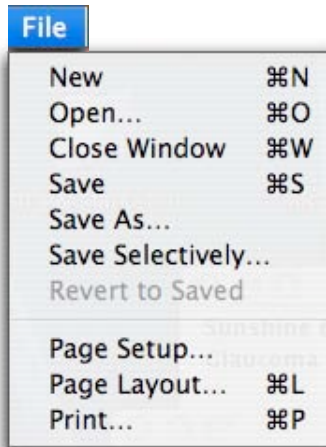


FILE MENU

As in most computer applications, the 'File' menu is concerned with files that are created in the application: creating, saving, printing them, etc.

You will also find the 'Quit' command and 'Preferences' here.



NEW...


Cmd/Ctrl N

'New...' creates a new file. ReferenceWorks starts and opens with a new file open. The name of the window shown is the Phrase Window. The Phrase Window is called "Untitled" until you save the search. A file would contain information such as rubrics, notes, bookmarks, and window positions.

OPEN...

Cmd/Ctrl O

'Open...' opens a previously saved ReferenceWorks file. Depending on what you save, the document will open with the original window positions, the phrases intact, the appropriate limits checked, the analyses strategies set and the graphs drawn. If you saved bookmarks, they will be added to the current bookmarks in the Materia Medica window. If you saved a search, ReferenceWorks will redo it. ReferenceWorks can open any simple text type file and put the information in the Notes Window.



When you re-open cases the program does NOT re-search the rubrics; it simply uses the remedies collected before. We choose to work in this way because otherwise it might take a very long time to re-search a large case. However this means that you have to drag them to the Phrase window one by one and search again if you want to work with the references.

CLOSE WINDOW

This command simply closes the window that is currently active. It does not delete the window, but simply hides it from view. You can also close any window by clicking in the upper right hand corner box. (This is a function of your computer and not just of ReferenceWorks). If you have closed your Phrase Window, simply click on the hand in the Icon Tool Palette (or press Cmd/ctrl 1) and the Phrase window will reappear.

SAVE

Cmd/Ctrl S

'Save' saves all of the current settings and information (anything and everything that you are currently working on): the phrases, analysis settings used in the graph, graphs, bookmarks, notes, references, and page in the materia medica, etc. A window will open and invite you to name the file you want to save. It is important to give the file a name that will be relevant to the contents, in this way, it will be easier to remember what information you have saved where.

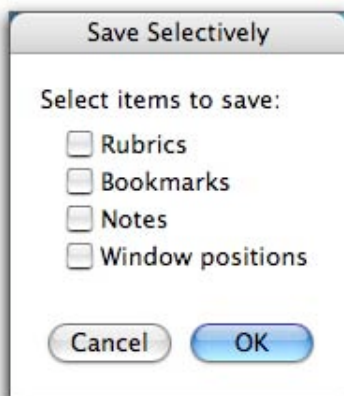
When you open a saved case you have to drag the rubrics back to the Phrase window and re-search them if you want to work with the referneces.

SAVE AS...

'Save As...' is just like 'Save' except that it allows you to save the current information under another name if you like. This feature works the same in most of the programs you have in your computer.

SAVE SELECTIVELY...

'Save Selectively...' allows you to save specific items: the phrases, the selections in the lists, the analysis settings, the current graph, any bookmarks, the notes, the references from the search, the page in the materia medica, the current position of the windows and graph settings.



To save the particular item, click in the box before the option.

When you save the notes alone, they will be saved as a text file that can be read in a word processing program. Most of the drawing programs and word processors (Microsoft Word, for example) will maintain the styles and fonts from the Notes; the others will show only simple text.

REVERT TO SAVED

This command will do exactly what it says, it will take what you are working on and delete it, showing only the version that you last saved. If this was not a previously saved case or you have not saved anything, then you cannot revert back to it, and this option will be grayed out.

PAGE SETUP

Choosing **Page Setup...** brings up a dialog box that sets up your printer in accordance with the type of paper it will use. It also allows you to change the orientation and size of the printing; you can print horizontally or vertically and at a fraction of the normal size.

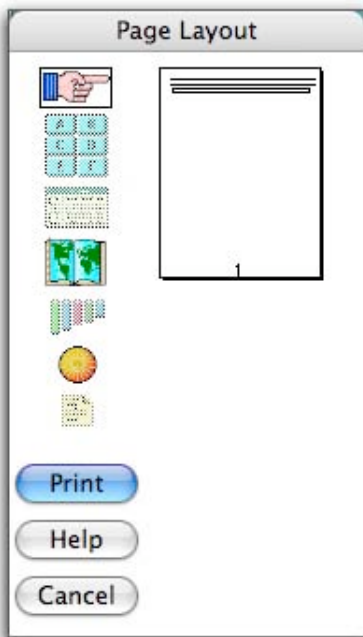
- *Try printing the References Window horizontally (Macintosh) or Landscape (Windows) This type of printing will show you more of each reference.*
- *And try printing the Graph Window horizontally/landscape and at 72 percent. You'll see many more remedies on a page!*

PAGE LAYOUT...

Cmd/Ctrl L

Choosing 'Page Layout...' brings up a dialog box that allows you to combine several windows in one document.

On the right side of the box you'll see a miniature of the page(s) that are currently selected to print. The left side of box are the icons that represent the various windows. You will see rectangles around the icons of the windows that are currently selected to be printed.



When you first open the Layout Page you will see that the window that was at the front of your screen is displayed on the miniature page signifying that it is ready to be printed. The phrase has been placed at the top of



the page and its icon has a rectangle around it.

You can add other windows to the printout. If you click on a window icon a rectangle will be drawn around it and its information will be put at the end of the printout. Double clicking on a window's icon (or its representation on the page) limits what is printed to the window's first page.

You can also add information by dragging the window icon to the miniature pages. When the cursor reaches the pages, small arrows will appear. These arrows show you where you can place the window's information; the one that is black is where it will currently go.

In the same way, you can rearrange the current items by dragging them around on the miniature pages. You can place items at the start, between any windows, at the end, or on the following page.

To remove a window's information, hold down the Option/Alt key and click on it.

PRINT...

Cmd/Ctrl P

'Print...' brings up a dialog based on the printer that you have selected. From this dialog you set the number of pages or copies to be printed, etc.

This item only prints the foremost window. To select a window click anywhere in it; this makes it the active window. A window is already selected if its scroll bar or grow box is visible. To print multiple windows see 'Print Layout' above.



QUIT

Cmd/Ctrl Q

Choose the 'Quit' command from the menu to exit the program. The program saves the settings of the 'Preferences' menu item, the size and position of the windows, any new or altered analysis strategy, graph buttons and families.

If you quit the program and haven't saved the search information, ReferenceWorks will ask whether or not you want to save it (unless this option is turned off in Preferences).