

REFERENCEWORKS MENU

Under the ReferenceWorks Menu in your menu bar you will find the Add User Books and the Preferences windows



ADD USER BOOKS

There is a great feature in the new ReferenceWorks 4 that allows you to add and create your own books. There is a book called Grierson's Dioxin that you can use as a template.

Grierson's Dioxin can be found in your.....

Macintosh Users: 'Documents\ReferenceWorks Books folder.

Windows Users: 'Documents and Settings\User Name\My Documents\ReferenceWorks

Once you have located this book-double click to open it

Go to the File menu of the Text program that opens and click Save As, to rename it to what you want.

Place your Book name next to:

#Title:

Remedy name next to

#Name:

Remedy Abbr. next to

#Abbreviation, etc.

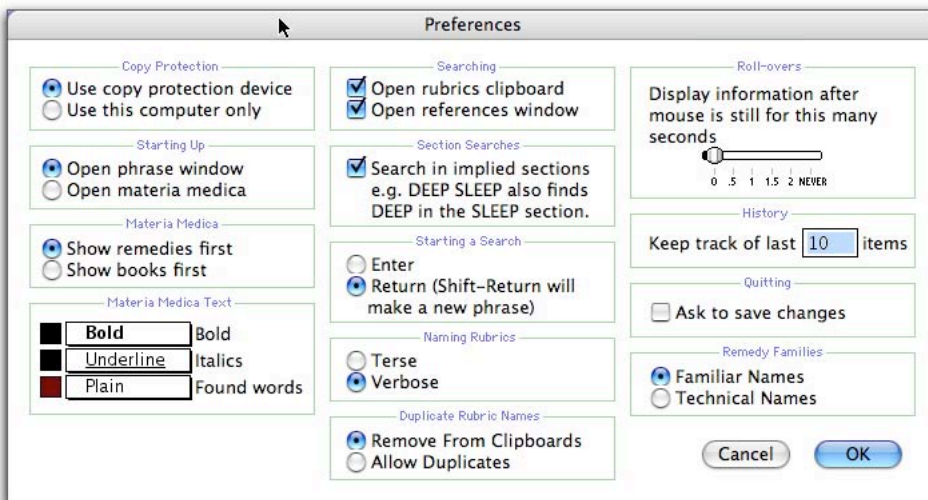
Any problems contact tech support and they will walk you through it. Khatech@igc.org

Or your local dealer\rep

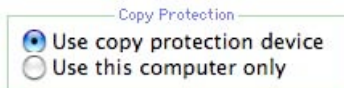
PREFERENCES...

'Preferences...' allows you to set how text styles (bold and italics) are displayed in the Materia Medica window, change various keyboard commands and allow you to turn on or off various features. This window is located under the ReferenceWorks menu at the top of your screen.

At any time during your ReferenceWorks session you can go to the Preferences and change your choices. The effect will occur immediately. You do not need to close the program and reopen it, to enable your new preference.



Copy Protection

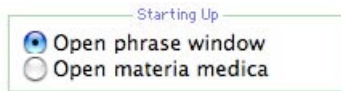


If you select 'Use Copy Protection Device', you will have to have your copy protection device in your computer to open your ReferenceWorks Program.

If you select "Use this computer only", you will not have to have your copy protection device in your computer to start the program. This will allow you to take your computer to conferences, etc., and leave your copy protection device behind. The way this works is the program locks itself to your hard drive and from now on can only be used on this hard drive. Be sure that you keep the copy protection device in a safe place because you will need it if you ever want to unlock the application from your computer.

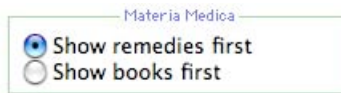
If you also own MacRepertory it is best to set this option in MacRepertory first.

Starting up



These options let you choose which window opens first when the program starts. It is just a matter of preference. It is extremely easy to switch between windows, the program just needs to know where you would like it to start.

Materia Medica



Of course clicking on the Icons within the window, it will change to the other one....book to remedy and vice versa.

Materia Medica Text



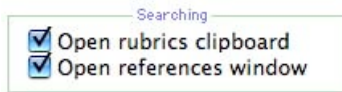
By clicking on the word a sub menu pops up to give you choices for the way a graded symptom would look.



Click on the colored box at the beginning of the line and a color wheel will appear. Select another color and now the look of the emphasized symptoms will be different in the Library.

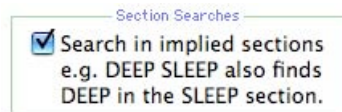
'Found words' refers to the words you put in your Phrase Window. The color of the found words will be seen as a highlight color in the Materia Medica window.

Searching



Select both options if you prefer to see the Rubrics Clipboard Window and the Reference Window open up after a search. The Rubrics Clipboard Window shows the rubric you've created with your search. The Reference Window lists all the books containing the remedies in your rubric.

Section Searches



We realized that sometimes a search for a word that is also a section name missed some references because the section name was not repeated in the sentence. For example, in the books of repertory extractions there is a Urine section that includes the rubric 'Cloudy' - but it doesn't mention 'urine' because this is implied from the section. With this option set the section name is included in every sentence; in other words 'cloudy urine' would find 'Cloudy' in the Urine section.

Occasionally however this option gives unexpected results and will need to be turned off.

Starting a Search



This choice also allows you to start a search using the Enter key; in this case Return creates a second search phrase. Or you can choose to use the Return key (and the Enter key) to start the search in which case Shift-return creates a second phrase.

Of course you can also initiate the search by pressing Cmd/ctrl F or going to the Search Menu and selecting **Search**.

Naming Rubrics



The choice of Terse will show your rubric like this: Fear [sen] dogs [rem] eczema (47)

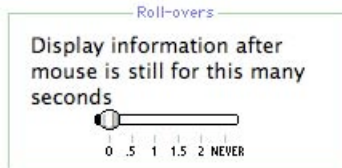
The choice of Verbose will show your rubric like this: Fear in the same sentence as dogs in the same remedy as eczema (47)

Duplicate Rubric Names



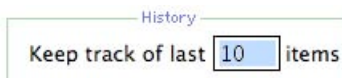
This disallows or allows duplicate rubrics in the Rubrics' Clipboard. Usually it is more convenient to not allow multiple rubrics with the same names.

Roll-overs



This option sets the time for the roll over information to appear. For example, rolling your cursor over a remedy abbreviation, the full name of the remedy will immediately appear in the scroll bar at the bottom of the window if this feature is set at '0' seconds.

History



ReferenceWorks will keep track of your most recent searches in the Phrase Window, as well as the most recent books/remedies/sections in the Materia Medica window. You can find the tracks of your work by clicking on the Paw Print located at the right of the lower scroll bar of the Phrase and the Materia Medica windows.

Quitting

Quitting

Ask to save changes

If you uncheck this option, when you 'Quit' ReferenceWorks any searches you have done will not be saved.

Remedy Families

Remedy Families

Familiar Names
 Technical Names

This option sets whether you will see the familiar or technical family names in the program. For example, Nightshades or Solanaceae. (The family pdf's are saved under the technical name and may not open if you select the familiar name.)