

Finding Rubrics

Tape 1—10:26

There are two ways to find rubrics in Synthesis. The first method, the Quick Command Method (By Chapter) requires that you be familiar with the structure of the repertory. The second method does not require this knowledge.

The Quick Command Method

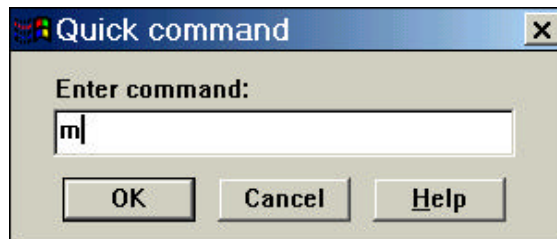
Tape 1—10:46

As you become more familiar with RADAR, EH and WinChip, you will find that there are many similarities in how each functions. One of the consistent features throughout is the ability to quickly bring up a dialog box to perform a task without having to use the menu or tool bars. This is known as the Quick Command feature.

To find Rubrics with the Quick Command method:

NOTE	When finding rubrics with the Quick Command method, it doesn't matter which chapter your pointer is in when you begin typing. However, you do have to be in the Repertory Window view.
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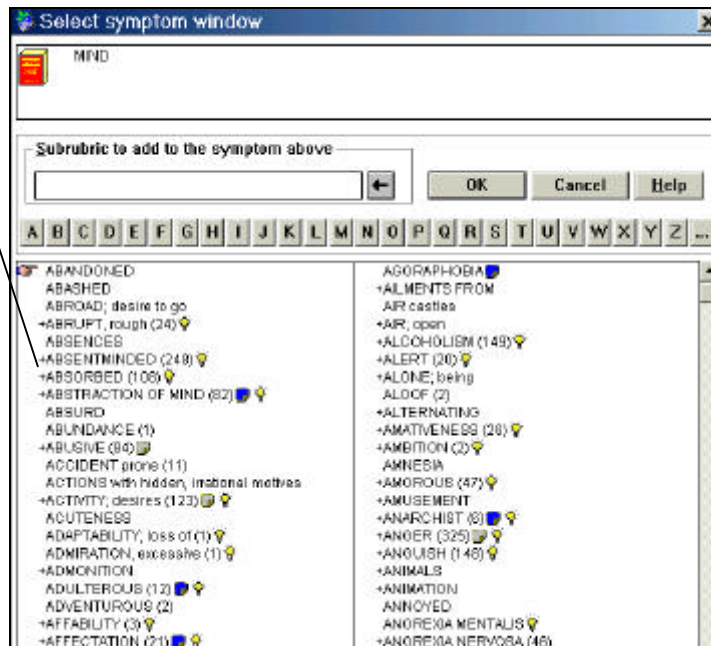
1. Begin typing the first letter of the Chapter you in which you wish to find a rubric. The Quick Command dialog box appears.



2. Add the appropriate number of letters to bring up the desired Chapter.
3. Press Enter. The Select Symptom Window appears with an alphabetical listing of the Primary rubrics of the Mind chapter. The plus sign next to a rubric indicates that there are sub-rubrics below that rubric.

NOTES

Plus sign indicates a sub-rubric below



4. Type the first letter of the Primary Rubric for which you are searching. Type more letters if appropriate until the hand is pointing at the desired rubric. Press Enter. Subrubrics appear in the Select Symptom window. The Chapter and Primary Rubric appear at the top of the window.
5. Continue typing letters and pressing Enter until the desired rubric appears at the top of the Select Symptom window. Press Enter again to move the pointer to that rubric in the Repertory Window.

NOTE

When using the Quick Command method, you do have to type in a sufficient number of letters to distinguish the chapter or rubric you are looking for from another chapter or rubric which may begin with the same letter or sequence of letters. When searching for Chapters, in most cases three letters will be sufficient. The exception is for the Extremities and External Throat chapters. You must type four letters to pull up these chapters.

- Type the letter **M**. The Quick Command dialog box appears.
- Type the letter **I**. Press **Enter**. The Select Symptom Window appears.
- Type the letter **F**.
- Type the letter **E**. The hand is pointing at FEAR.
- Press **Enter**. Mind – Fear appears at the top of the Select Symptom window and the subrubrics appear at the bottom of the window.
- Type **AL**. Press **Enter** twice. The symptom Mind-Fear-Aliens appears on the screen.
- Type **G**. Press **Enter**. The rubrics for the Generals chapter appear in the Select Symptom window.
- Type **FO**. The hand is pointing at Food and Drinks. Press **Enter** for that rubric.

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- Type **Beer**. Notice as you type each letter that the pointer gets more and more specific with each letter.
- When the hand is pointing at Beer, press **Enter**.
- Type **D**. Press **Enter** twice.
- The symptom Generals - Food and Drinks - Beer – Desires appears on the screen.

If you are already in the Chapter in which you wish to search, you can return to the Select Symptom Window quickly without having to start the search from locating the Chapter. The *backspace* key changes the Select Symptom Window from Specific to General.

To use to the Select Symptom Window:

1. Press F3.

-or-

Click the Find a Symptom in the Current Repertory button.



The Select Symptom Window appears.

2. Press Backspace. The Select Symptom window changes to display one sub rubric up from where the hand is pointing in the Repertory window.
3. Continue to press Backspace until you have reached the desired sub rubric level.
4. Begin typing the first letters of the new sub-rubric for which you are searching.

- Press **F3**. The Select Symptom window appears.
- Press **Backspace**. Notice the screen changes to display the sub-rubrics under Beer.
- Press **Backspace** again. Notice the screen changes to display the sub-rubrics under Food and Drink.
- Type **S A L T**. Press **Enter**.
- Type **D**. Press **Enter**. The Select Symptom window displays the rubric Generals – Food and Drink – Salt – Desires.

Finding Chapter Titles

If you not completely familiar with the Chapter titles in the repertory, you can access them quickly and easily with the Function keys.

To find Chapter titles:

1. Press F2. The Select Chapter window appears. You can use this window to continue your search for rubrics, if desired.

NOTES



2. Begin typing the name of the chapter to select the desired chapter.
3. Press Enter. The Select Symptom window appears. Continue selecting desired symptoms, as indicated above beginning on page 18, step 4.