

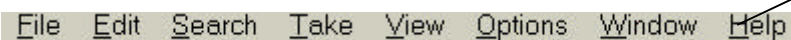
Keyboard Shortcuts Instead of the Mouse

Tape 1--4:00

RADAR is a windows based product. As such, it is designed to operate with a mouse. However, you can also use the keyboard to activate the commands in RADAR. If you are comfortable and familiar with a computer keyboard, you may find it is more efficient as you can keep your hands on the keyboard rather than moving your hands back and forth between the keyboard and the mouse.

Alt and the Underlined Letter, Escape and Enter keys

Look closely at the RADAR menu at the top of the screen and you will notice that in each word on the menu there is an underlined letter. This indicates which letter on the keyboard must be pressed, in combination with the Alt key, to activate the desired menu selection without using the mouse.



File Edit Search Take View Options Window Help

Underlined
Letter

NOTES

This is a standard convention in the Windows Operating System. Most often it is the first letter in the word, but if more than one menu item begins with the same letter, then it is a different first letter.

Once the main menu selection has been made and a sub menu appears, then each submenu selection is made by pressing the letter alone, rather than using the Alt key.

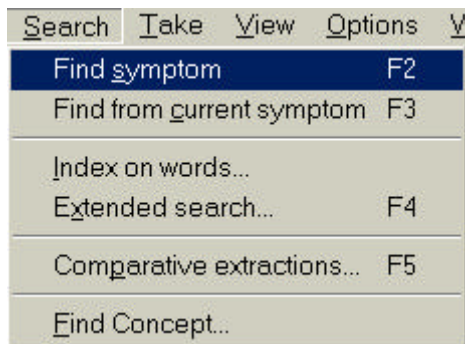
After the submenu selection has been made and a dialog box appears on the screen, you must once again use the Alt key in combination with the underlined letter to activate the desired areas of the dialog box.

NOTE

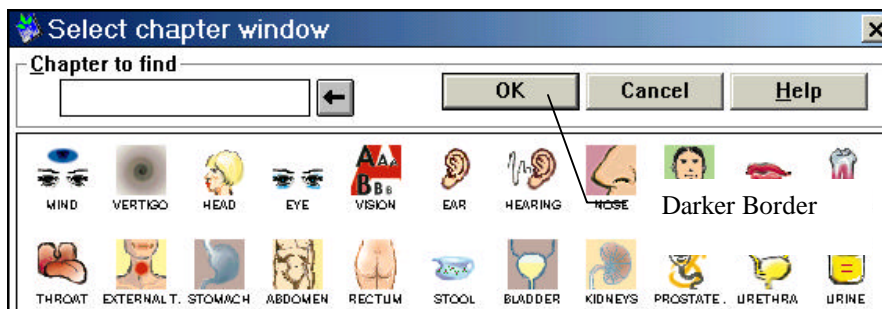
In all Windows applications, except for the pulldown sub menu, you must type Alt and the letter or number to activate a menu or dialog box from the keyboard.

To activate the RADAR menu with the keyboard:

1. While viewing the desired window, while pressing the Alt key, on the keyboard, press the underlined letter in the desired menu selection. A submenu appears:



2. Without pressing the Alt key, on the keyboard, press the underlined letter corresponding to the desired submenu selection. An appropriate dialog box appears.



3. To make a selection within a dialog box, you must again use the Alt key plus the underlined letter.
4. To close the dialog box without making a selection, press Esc.

NOTES

- To close the dialog box after making a selection, press Enter. The button with the darker border will be activated. This is usually the OK button.

- Type **Alt + V** to pull down the View submenu.
- Type **C** to open the symptom clipboard.
- Press **Esc** to close the Symptom Clipboard window.

Function Keys

In addition to using the Alt + Underlined letter feature of Windows, you can also memorize and use Function keys to access features of RADAR. Some of the function keys you will use most are explained in the chart below:

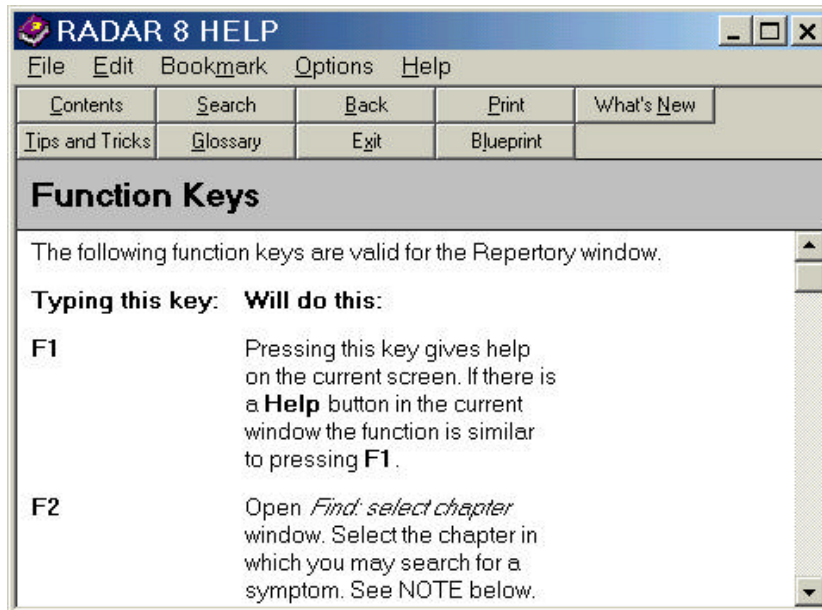
Function Key	Performs this task
F1	Gives Help on the current window or dialog box. If there is a Help button in the current window the function is similar to pressing F1. This is a common feature in all Windows applications.
F2	Opens the Select Chapter window. This allows you to select the chapter in which you may search for a symptom.
F3	Opens the Select Symptom window. This allows you to find a symptom in the repertory from the current symptom or chapter.
F4	Opens the Extended Search window. You can define the word or phrase for which you are searching.
F5	Opens the Comparative Extraction window. You can choose remedies, search areas and search modes to perform a comparative extraction between and within remedies.
F6	Opens the Take Options window. You may set the criteria for a symptom before taking it into a clipboard.
Ctrl + F6	Switch to the next window in RADAR.
Ctrl + Shift + F6	Switch to the previous window in RADAR.
F7	Opens the Symptom Clipboard window. You can examine the symptoms in the lists.
F8	Performs analysis of symptoms and opens Analysis window to show results.
F9	Opens WinChip.

NOTES

You can also use the Help system to identify the uses of each of the Function keys. There are more function keys programmed into RADAR than are included in the above chart.

To identify the uses of the Function keys using the Help System:

1. Follow the Help instructions for the Toolbar Buttons beginning on page 14.
2. Follow the instructions through step 3.
3. Position the mouse pointer over the green underlined text Function Keys in the Repertory Window. The mouse pointer changes to a hand again.
4. Click on the text and the Help screen topic jumps to Function Keys.



5. If you wish to print the explanation of the Function Keys, click the Print button at the top of the screen.

Toolbar Buttons Defined

Radar contains information about the function of each of the buttons that appears on the Toolbar that appears just below the menu. In addition, the Help system also identifies the purpose of each button.

To identify the function of the Toolbar Buttons:

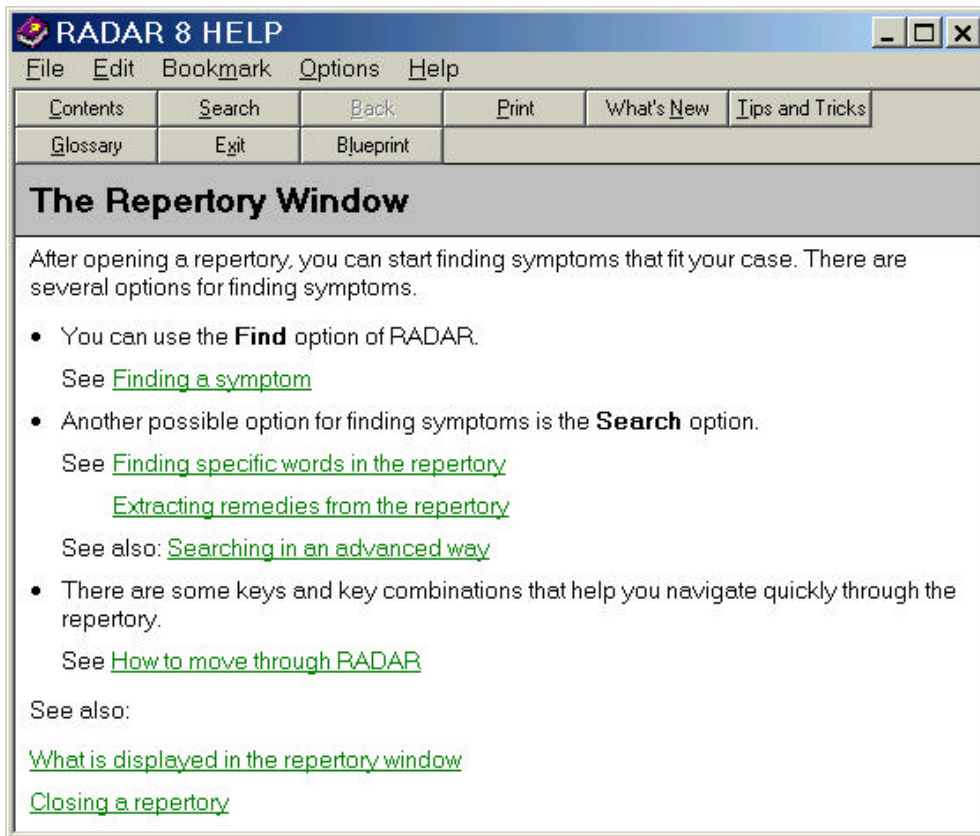
1. Move the mouse pointer over the button of which you wish to identify the function.
2. Press the mouse button. In the lower left corner of the screen, a definition appears.
3. If you wish to make the definition disappear, *without* releasing the mouse button, slide the mouse pointer off the toolbar.
4. If you wish to activate the button functions, release the mouse button *without* sliding the mouse pointer off the toolbar. The toolbar button will be activated.

You can also use the Help system to read definitions of the Toolbar buttons. The Help system is context sensitive and in all situations, can be accessed by pressing F1.

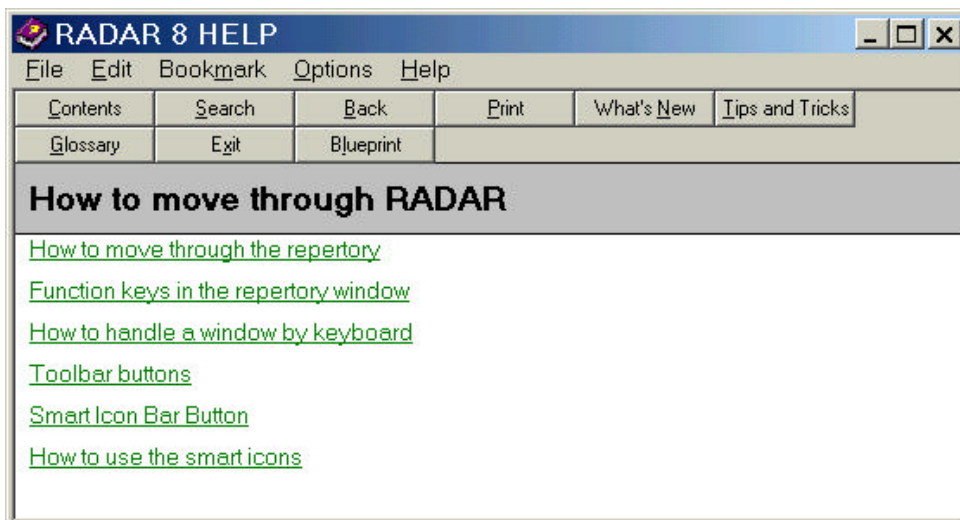
NOTES

To identify the function of the Toolbar Buttons using the Help System:

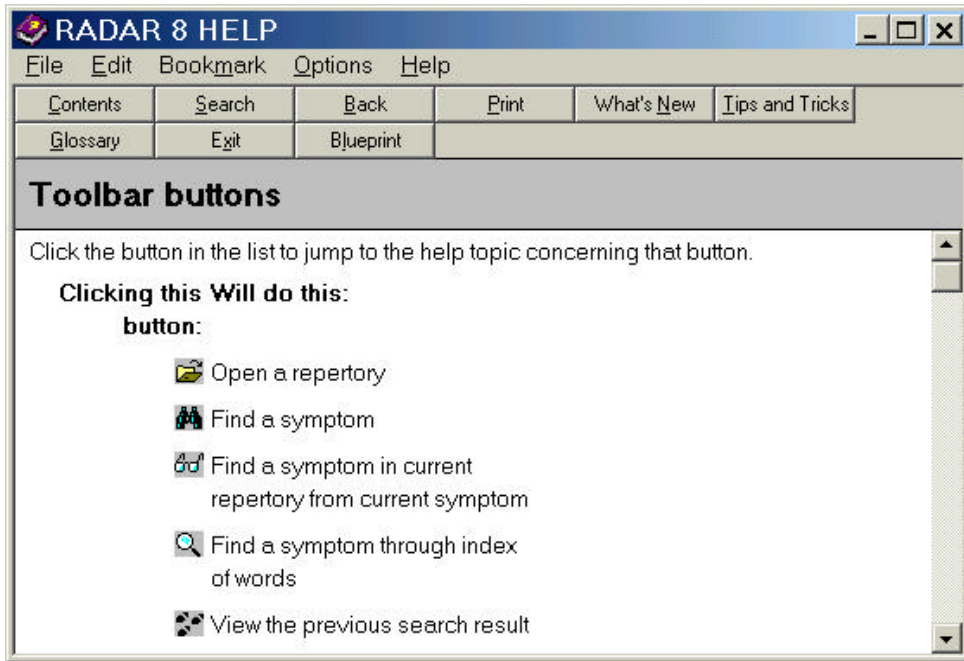
1. Press the F1 key. The Help system starts. The following window appears:



2. Move the mouse pointer over the Green underlined text which reads *How to move through RADAR*. The mouse pointer changes to a hand.



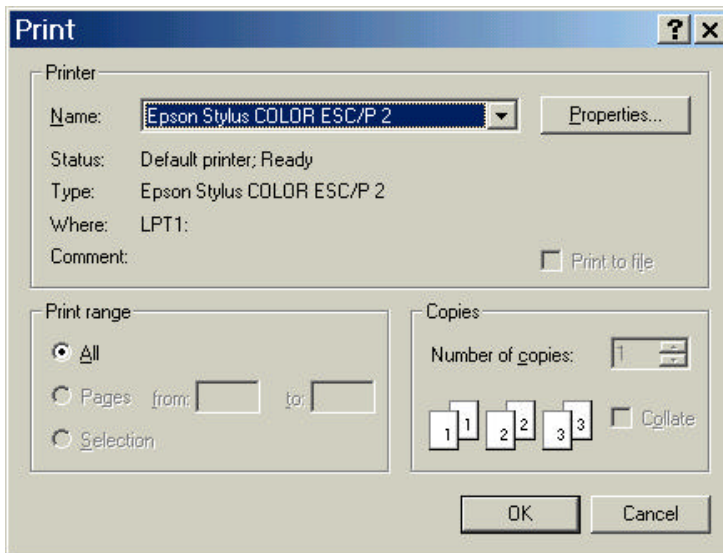
3. Click the mouse and the topic on the Help screen changes to *How to Move Through RADAR*.
4. Position the mouse over the green underlined text *Toolbar buttons*. The mouse pointer changes to a hand again.



5. Click the mouse and the topic on the Help screen changes to *Toolbar buttons* and displays pictures and brief explanations of each of the buttons on the Toolbar.
6. If you wish to get more information about each button, click on the desired button in the Help screen and the appropriate help topic appears.

To print a brief explanation of each of the Toolbar buttons:

1. Display the Toolbar Buttons Help screen as indicated above.



2. Click the Print button at the top of the Help window. The Print dialog box appears:
3. Press Enter or click OK. The contents of the Help screen prints.

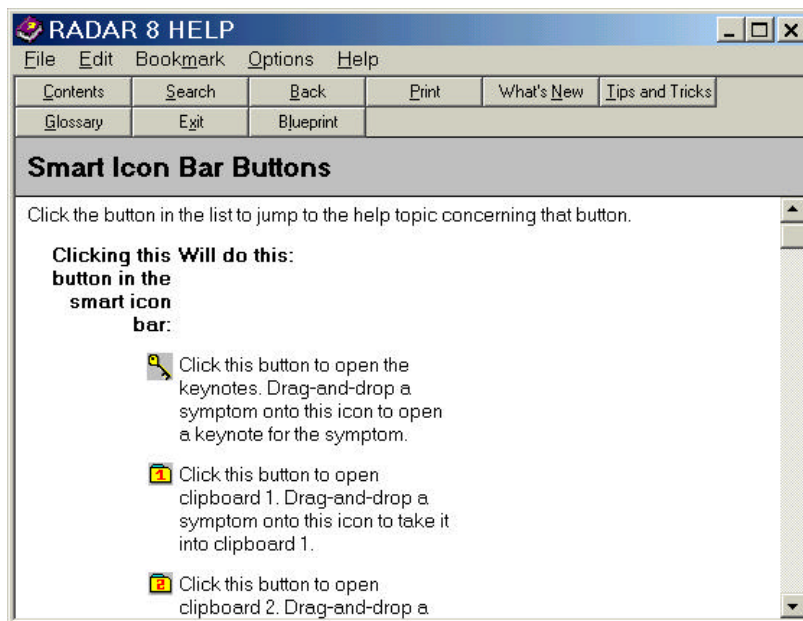
Smart Icon Bar Buttons Defined

The Smart Icon Bar Buttons are similar to the Toolbar buttons. They differ in that you not only can click the buttons to activate them, you can drag and drop from the Repertory Window to the Buttons to perform a function. This capability will be explained as each button is defined in detail later in this document.

Unlike the Toolbar Buttons, you cannot click the mouse on the Smart Icon Bar buttons to identify a function. However, you can find a brief explanation of each of the Smart Icon Bar buttons in the Help system, just as you can with the Toolbar buttons.

To identify the function of the Smart Icon Bar Buttons using the Help System:

1. Follow the Help instructions for the Toolbar Buttons beginning on page 14.
2. Follow the instructions through step 3.
3. Position the mouse pointer over the green underlined text *Smart Icon Bar Buttons*. The mouse pointer changes to a hand again.
4. Click on the text and the Help screen topic jumps to *Smart Icon Bar Buttons*



5. If you wish to get more information about each button, click on the desired button in the Help screen and the appropriate help topic appears.
6. If you wish to print the explanation of the Smart Icon Bar Buttons, click the Print button at the top of the screen.

- From the Repertory Window, locate the remedy Calcarea Carbonica (CALC) in the rubric Mind, Abrupt, Rough.
- Click on remedy **Calc** and keep the mouse pointer depressed. Notice as you press the mouse button, the pointer changes shapes to an arrow with a brick on it.
- Drag the mouse pointer over the **Key** button on the smart icon bar so that the button depresses. RADAR Keynotes open up for Calcarea Carbonica.
- Press **Esc** to close the Calcarea Carbonica keynotes.