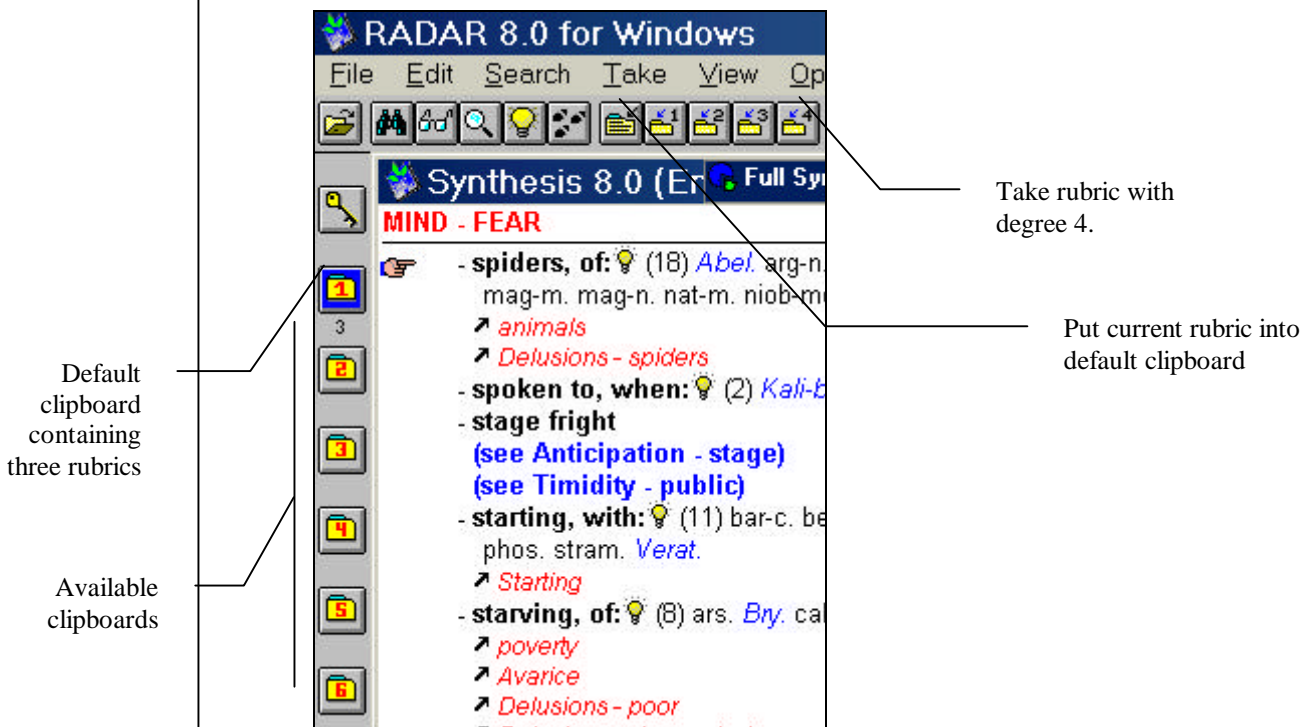


## Putting Rubrics Into the Clipboard

Tape 1—1:28:06

Once you have found the rubrics which best describe the symptoms expressed by your client, you can put them together to be analyzed. RADAR utilizes a feature called Clipboards to store and group the rubrics for analyzing. There are several ways to put rubrics into the clipboard. You can drag and drop them, use the tool bar, or use keystrokes.

**NOTE** The clipboard used by RADAR for storing and analyzing rubrics is not the same clipboard used by Windows when you use a cut, copy or paste command.



*To put rubrics into the Clipboard with the Drag and Drop method.*

1. Find the desired rubric using one of the methods described in the Finding Rubrics section of this document.
2. Click on the rubric you wish to place in a clipboard.

## NOTES

3. While holding the mouse button down you will notice that a small rectangle appears on the bottom of the mouse pointer.
4. Still holding the mouse button down, drag the desired rubric over to a numbered clipboard on the left side of the Repertory Window.
5. Release the mouse button. A small number appears below the clipboard to indicate how many rubrics are in that clipboard.

You can also use the Quick Command dialog box to place rubrics into the clipboard. The advantage of using this method is that you can also specify the intensity of the rubric as it is placed into the clipboard, as well as indicating that the rubric is an elimination rubric, a causation rubric. You can also place the rubric in any of the 10 possible clipboards with this method.

<b>NOTE</b>	The different clipboards do <i>not</i> represent different patients. They represent different aspects of one patient.
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The following is a table of the keystrokes used with the Quick Command dialog box for placing rubrics into a clipboard. Other Quick Command keystrokes are NOT included in this table.

### QUICK COMMAND KEYSTROKES FOR PLACING RUBRICS IN A CLIPBOARD

Keystroke	What it does	Explanation (if relevant)
+	Takes the current symptom or rubric and places it into the clipboard.	
<b>1...10</b>	Assigns an intensity level to the rubric.	Intensity signifies how strong the symptom is in the case. Is he very afraid or just a little afraid? You can assign a level of 0 through 10. An intensity of 0 means that the rubric will not be considered in the analysis. The Vithoulkas Expert System only recognizes intensity 1 – 4.
#	This makes the current rubric a Causation rubric. The rubric will appear Red in the clipboard. If you choose both Causation and Elimination, the rubric will be pink.	Use this when something has happened which supercedes the symptom picture, for example an injury which leads to more systemic pathology. It gives that symptom greater consideration and emphasis. It does not eliminate the other rubrics. This works only with the Vithoulkas Expert System.
!	This makes the current rubric an Elimination rubric. The rubric will appear gray in the	Use this when the rubric is so important to the case that you feel you can only choose remedies that show up in that rubric. You do run the risk of missing the correct remedy using this symbol.

## NOTES

Keystroke	What it does	Explanation (if relevant)
	clipboard. If you choose both Causation and Elimination, the rubric will be pink.	
>1...10	Place the rubric in this clipboard.	If you do not specify a clipboard, RADAR automatically places the rubric in the default clipboard. The default clipboard is blue while the other clipboard are gray.

*To add rubrics to a clipboard with the Quick Command method:*

1. With the either the Repertory window or the Select Symptom window open, type +. The Quick Command dialog box opens.
2. Type a number representing the intensity if desired.
3. Enter symbols indicating Elimination or Causation, if desired.
4. Type > followed by a number, indicating in which clipboard the rubrics should be placed.
5. Press Enter. Notice the small number below the specified clipboard.

- Type **Mi**.
- Press **Enter**
- Type **Fe**.
- Press **Enter**
- Type **Hi**.
- Press **Enter**.

### NOTE

When putting a rubric into the clipboard, it doesn't matter whether you are in the Repertory Window or the Select Symptom window. Either the hand must be pointing toward the rubric in the Repertory Window, or the desired rubric must be at the top of the Select Symptom window. The advantage of staying in the Select Symptom window is that you can quickly go to another rubric.

- Type +. The Quick Command Window Appears.
- Type **3** to assign an intensity level.
- Type **#** to assign a quality of causation.
- Type **!** to assign a quality of elimination.
- Type **>4** to place in clipboard number four.
- Press **Enter**. Notice the little number that appears below Clipboard #4.
- **Backspace** once.
- Type **Wat**.

- Press **Enter**.
- Type +
- Type **3**
- Press **Enter**. The rubric appears under clipboard #1.

### ***Opening the Clipboard***

*Tape 1—1:45:15*

Once you have some rubrics in a clipboard or clipboards, you may wish to open them to view what they contain. You can only view the contents of one clipboard at a time.

*To open a clipboard:*

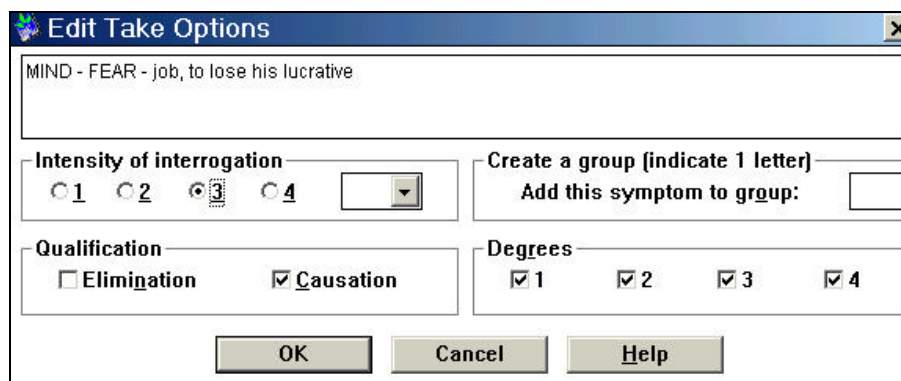
1. On the Smart Icon bar, click on the clipboard you wish to view.  
*-or-*  
 Press F7 to open the default clipboard. Use Alt + the underlined clipboard number or click on the clipboard number you wish to view.

### ***Editing the Options Assigned to a Rubric***

After reconsidering the case, you may decide that a particular rubric was a greater or lesser intensity than you originally assigned to the rubric. Or you may wish to see the analysis without a particular rubric included. RADAR allows you to edit the options you have assigned to a rubric quickly and easily.

*To edit the options assigned to a rubric:*

1. Press F7 to open the default clipboard.  
*--or--*  
 Click on the clipboard on the Smart Icon Bar which contains the rubric you wish to modify.
2. Using the arrow keys, move the pointer to the rubric you wish to modify. The Edit Take Options dialog box appears.



## NOTES

3. Click the dialog box to make the desired changes  
-or-  
Use Alt + the underlined letter or number to specify a modification.
4. Press Enter or click OK. The change appears in the clipboard.

- Press **F7** to open the default clipboard.
- Press **Alt + 4** to open clipboard 4.
- Move the pointer to highlight the rubric **Fear of High Places**, if necessary.
- Press **Enter**.
- Press **Alt + 2** to change the Intensity to 2.
- Press **Alt + N** to remove the Elimination option.
- Press **Enter**. Notice the color of the rubric has changed.
- Press **Enter**.
- Press **Alt + C** to remove the Causation option.
- Press **Enter**. Notice the color of the rubric has changed again, this time back to black.

### ***Moving Rubrics from Clipboard to Clipboard***

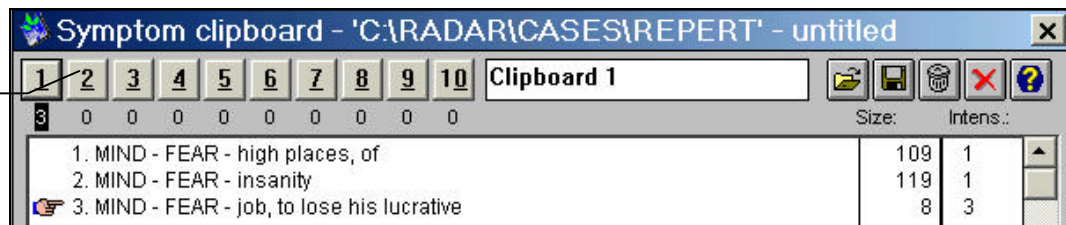
Tape 1—1:52:48

You may wish to move a rubric from one clipboard to another. For example, you may have accidentally placed a rubric in the wrong clipboard, or you may decide to regroup your rubrics for a different understanding of the client. For what ever reason you may choose, it is easy to move the rubrics, rather than having to repeat the search process and place them in a different clipboard.

*To move rubrics between clipboards:*

1. Press F7 to open the default clipboard.

Press Alt + the underlined number to switch between clipboard views.



2. Press Alt + the underlined number to switch to the clipboard *from* which you wish to move the rubric.
3. Click on the rubric so it is highlighted.
4. Click the rubric again and drag it to the clipboard *to* which you wish to move it.  
-or-  
Press Ctrl+X to cut the rubric. Press Alt + underlined letter to display the clipboard to which you wish to move it. Press Ctrl+V to paste it into the new clipboard.

- Click on the rubric **Fear of High Places** in **Clipboard 4**.

- Drag it to **Clipboard 1**.

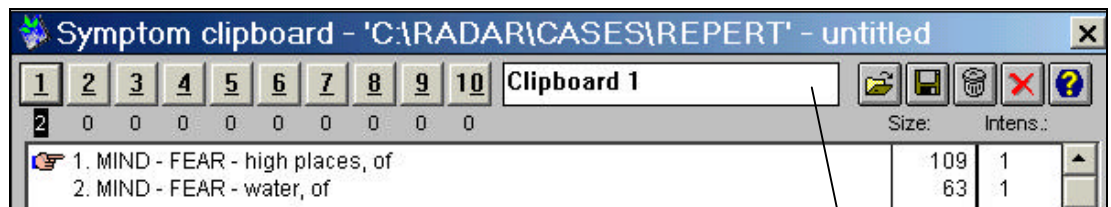
### ***Naming Clipboards***

*Tape 1—1:53:40*

You may wish to place symptoms in various clipboards to easily manipulate your analysis or to better understand your client. For example, you may put his physical symptoms in one clipboard and his mental/emotional symptoms in another. You may wish to place the fears in a clipboard on their own for a particularly fearful client. In order to keep track of which clipboard contains which symptoms, you can assign them each a name that describes the contents of the clipboard.

#### *To name a clipboard:*

1. Open the clipboard you wish to name, using one of the methods described above, beginning on page 34. The clipboard opens.



Clipboard Title

2. Click into the Clipboard Title box.
3. Backspace to erase the default title.  
--or--  
Select the text in the Clipboard Title.
4. Begin typing the desired name. Do NOT press Enter when done.

- Open **Clipboard 1**, if necessary.
- Select the text in the Clipboard Title box.
- Type **Fears**.
- Press **Esc** to close the symptom clipboard.