ESSENTIAL KEYS - Mac

ESSENTIAL KEYS - PC

Keyboard / Key + Mouse Combos

Windows	Mac	Where	Does what
Group One: Help with selecting and assigning rubrics to clipboards			
ALT + L. Click	OPTION + L. Click	Clipboard icon	Assign as default clipboard
Equal sign (=)	Equal sign (=)	Repertory, Reference, or search results windows	"Take" = Add the symptom(s) to the default clipboard
Spacebar	Spacebar	Repertory	Toggle on/off remedies
Window + L. Click	COMMAND + L. Click	Repertory	Select Cross-references to add as a group (DRAG to clipboard after selecting)
Group Two: Help with managing rubrics and clipboards			
0-9	0-9	Analysis window	Change intensity of the selected symptom(s)
Window + L. Click	COMMAND + L. Click	Rubric text / Analysis Window	Select / unselect rubrics
Window + L. Click	COMMAND + L. Click	Clipboard icon / Analysis Window	Toggle Clipboard On/Off
Window + Enter	COMMAND + Enter	Analysis window	Opens Combine Symptoms window (must select sx first)
ALT + F9	Option + F9	Analysis window	Open Herscu for selected clipboards
Group Three: Cornerstones			
F5	F5	Global	Open Advanced Search window
F8	F8	Global	Open Analysis window
Window + R	COMMAND + R	Global	Recall a case
Window + S	COMMAND + S	Global	Save a case

Right Mouse-Click Menus

Windows	Mac	Where
R. Click	R. Click	Clipboard Icon

Save analysis ⌘S
Recall analysis ⌘R

Change clipboard name
Show analysis using only this clipboard
Set as default (Alt+Click)

Clear this clipboard
Cut the clipboard contents
Copy the clipboard contents
Paste to this clipboard
Clear all clipboards
Clear all clipboards, reset names, set current as default

Deselect this clipboard for the analysis
Select all clipboards for the analysis

More clipboards
Fewer clipboards

Right Mouse-Click Menus cont.

Windows	Mac	Where
R. Click	R. Click	Rubric(s) on a clipboard

Go to this rubric (double click)

| 2 | 3 | 3 |

Change intensity ▶
Change qualification ▶   Normal rubric
                                      Eliminative rubric
Group or combine rubrics ⌘⌥   Exclusive rubric
Rename combined rubric
Ungroup rubrics

Move rubric ▶
Sort ▶

Select all rubrics ⌘A
Unselect all rubrics
Cut ⌘X
Copy ⌘C
Copy symptom text only ⇧⌘C
Paste ⌘V
Delete ⌦

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