



## **FIRST**

After you load RadarOpus for the first time you need to connect to the internet to activate it – your licence number is on the letter from Archibel that came with the program, make a note of this number and put it somewhere safe. The program should then download the latest update (currently 1.08). If this does not happen please contact Deborah Stevenson <http://www.archibel.com/cgi-bin/tte/ttx.cgi>

## **QUICK GUIDE:**

The main Icons to be aware of in RadarOpus are on the top toolbar on the left.

To Open the List of Repertories: Click the Repertories Icon

To Open the List of Materia Medicas: Click the Materia Medica Icon

To Open the List of Patients: Click the Patients Icon

To Open the List of Remedies: Click the Remedies Icon

To do a Simple Search: Type a word in the search box and press Enter

To do a search with spellcheck click the Search drop down menu

To “go to” a document from the results Window (lower Right side) click once

To put a rubric on a clipboard – drag it there.

Once Opus is open you should **just click once on something** to make a command e.g. to go from the results of search list to a rubric.

To look up the keynotes of a remedy – click once on a remedy in a rubric or on a remedy in the analysis


**To watch a video about how to use RadarOpus, go to You Tube & search for RadarOpus Instruction**

**More.....**

**If you like to use the keyboard there are some nice ways to navigate your way around Opus.....**

**When you have the Repertory open – i.e. you can see remedies and rubrics on the screen**

**To put a rubric in the memory for analysis:**

- click on the title of the rubric you want to Take, **Type +1 this will put the rubric** onto the Clipboard.  (you may have to do Shift +1 if using a laptop computer)

**Take another rubric from the same chapter :**

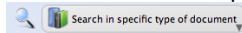
- press the **F3 key** on the keyboard (you may have to hold down the Fn key & at the same time type F3). Then backspace until you have the level you want to go back to in the hierarchy.

**Take another rubric from another chapter :**

- press the **F2 key** on the keyboard (you may have to hold down the Fn key & at the same time type F2). Type the first letter of the chapter you want to go to.

**To view the advanced search options**

- press **F4 key** click in the box you want to search. Type e.g puls. In the remedies box and press Enter Enter. Opus searches whichever documents you have asked it to



**To view a particular document (book) from the list in the Table of Contents on the left hand side**

- Point the mouse at the title you want to look at and click once

**To Hide the Table of Contents (in v1.09 onwards)**

- Hold down the Ctrl (Cmd button on a Mac) button on the Keyboard and press F2 (may have to do Ctrl Fn F2)

**To save a Repertorisation**

- **Right click (Cmd click on Mac) on a clipboard** – choose a way to save the case from the list – the simplest is Save without patient name – it just means you don't have to create a patient record. If you prefer the latter option you will need to type last name, first name, DOB & sex.

**To delete a rubric from the clipboard**

- **Press F8** (may have to do Fn F8)...**Right click** (Cmd click on Mac) **on a rubric** and choose **Delete rubric** from the Menu.

Visit the website to watch the 3 minute training videos. Click on Training tab & select the clip you want to view. They work on Windows media player, so you can follow the training and use Radar and RadarOpus at the same time. **All new users can get a free 30 minute telephone tutorial ( we phone you): within three months of purchase. Phone Phil Edmonds on 01444 457851 or email [phil@radar-uk.co.uk](mailto:phil@radar-uk.co.uk) <http://www.radar-uk.co.uk/training.php>**