eTouch for Health

Natural Health Techniques

Level I Workshop

The Essential Basics

eTouch for Health
The Essential Basics
Level I

by Earl Cook
Editing, Gail Cook

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This Manual and Workshop based on *eTouch for Health* version 3.0
eTouch for Health by Earl Cook & Gail Cook
with Dr. John Thie, DC and Matthew Thie, M.Ed
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eTouch for Health - Level I, the Essential Basics

Welcome to the *eTouch for Health* Level I Training. In this workshop series, we will examine the different areas of *eTouch* and the various ways that *eTouch* can be used as a powerful tool for learning, practicing and teaching TFH.

The primary goal of this workshop is provide you, the student with the opportunity to review the functional areas of *eTouch* and to learn how to use *eTouch* during the setup and conduction of a standard Touch for Health (TFH) 14-muscle Balance-As-You-Go session.

Workshop Objectives

In this Workshop, you will learn:

- The basic components of *eTouch for Health* and how to navigate between them
- How to create a new personal record and how to login to the Session System
- How to use *eTouch* to create and conduct a 14-muscle Balance-As-You-Go, TFH goal-based session
- How to record testing and balancing results
- How to access needed TFH information while conducting a balance.
- Review the Meridian Wheel and Five Elements and explore the patterns that are displayed dynamically
- How to retrieve previous sessions and view them
- How to modify the Practitioner Agreement

In this workshop, you will complete a number of instructor-led reviews. Many are very simple while some, like the 14-muscle balances for you and your partner, will be the main learning exercises in the workshop. So, let's get started!

Open *eTouch*

If prompted enter:

account name: **my**
password: **hope** (it is case sensitive)

This is the primary password for *eTouch for Health*. There are passwords that can be changed such as Personal and Admin passwords, but this password can not be changed.

Examine the Main Menu

User Guide - detailed information about the features and modules of *eTouch.* Can be printed.

Getting Started - an introduction to Touch for Health and *eTouch.* Detailed overview of the *eTouch* system and Flow Charts for the TFH System.

TFH Tutorials - three levels of tutorials that teach the basic, intermediate and advanced techniques of *TFH* and *eTouch.*

Reference - fully searchable content from *Touch for Health: The Complete Edition* by Dr. John Thie and Matthew Thie, MEd

Muscles - extensive reference of the 42 TFH Muscles and 14 Meridians plus the basic TFH Balancing Techniques.

Charts - key charts and illustrations and gateway to *eCharts.*

Explore - dig deeper into the connections that exist between TFH Energy and a variety of Categories.

Theatre - access all of the TFH illustrations and videos in a searchable format

Internet - quick access to Internet

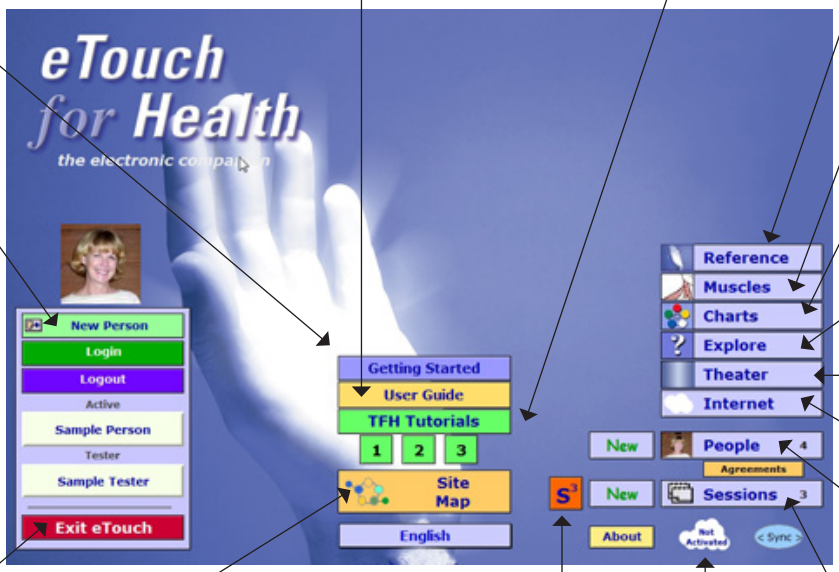
People - extensive database for tracking information related to those you balance. Password Protected.

Sessions - a powerful and flexible system for creating TFH sessions and recording results. Many automated and interactive features, especially in viewing energetic patterns for the Meridian Wheel and Five Elements. A **Wizard** guides you through the creation of a session if the **Wizard?**

Login Palette - for logging in and gaining access to the Personal and Session Records. The person to be tested and the Tester login simultaneously.

Tip: You do not have to login to use the Reference modules in eTouch.

Tip: Clicking on the photo or the name of the person logged in will take you directly to their personal record.



Exit *eTouch for Health*

Site Map - a graphical representation of the organization of the *eTouch* modules.

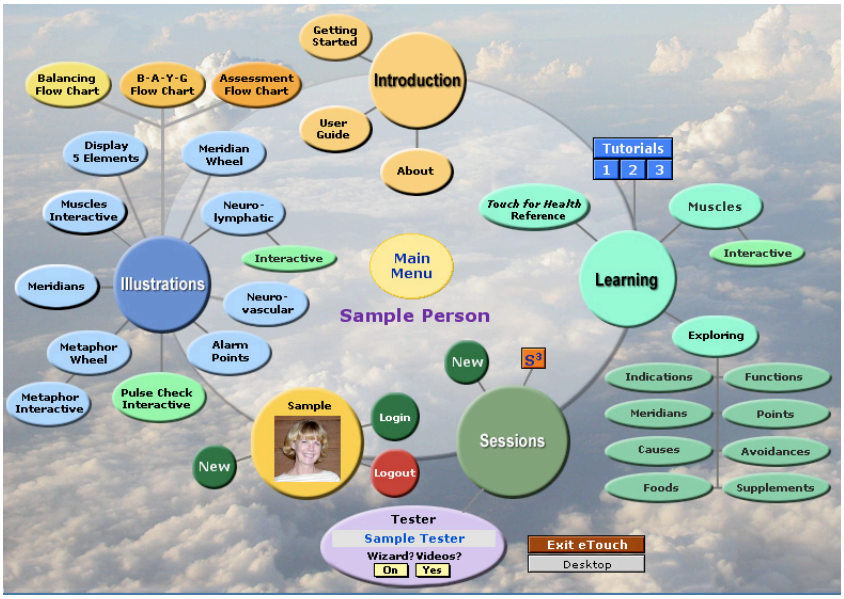
S3 - Simple Session System - feature for conducting sessions without creating new users and session records. It uses the Omni screen which is for Advanced Users since it has minimal instructions.

Cloud - with a subscription to our Cloud, eTouch can be used on an iPad or iPhone. Cloud icon will indicate activated with a subscription.

Examine the Site Map

▸ Click: **Site Map Button**

Site Map - a graphical representation of the modules and types of information in *eTouch* presented in a general *Mind Mapping* format. Each graphic and icon is a button.



▸ Click: **Main Menu Button**

Examine Getting Started

▸ Click: **Getting Started Button**

Primary Navigation - most screens in *eTouch* will have special navigation shortcut buttons located as a top menu. The Main Menu and these other screens are only one click away.

Introduction - a welcome and general overview of TFH and *eTouch*. See Dr. Thie perform a 14-Muscle balance.

***eTouch* User Guide** - details about all the various components of *eTouch*. All the information covered in this workshop is in the User Guide.

Tip: You can print the User Guide in color.

Flow Charts - charts depicting the options and flow of a TFH energy balancing session. Details on the B-A-Y-G and One-Point Assessment Balancing techniques.

Multiple Reference Sections - Reference and Muscles are both large interactive reference sections. Extend is an area that will grow in the future as new techniques are added. *eTouch* currently ships with a basic version of the *Emotional Freedom Technique* (EFT) in this area.

Charts - key charts and illustrations and gateway to *eCharts*.

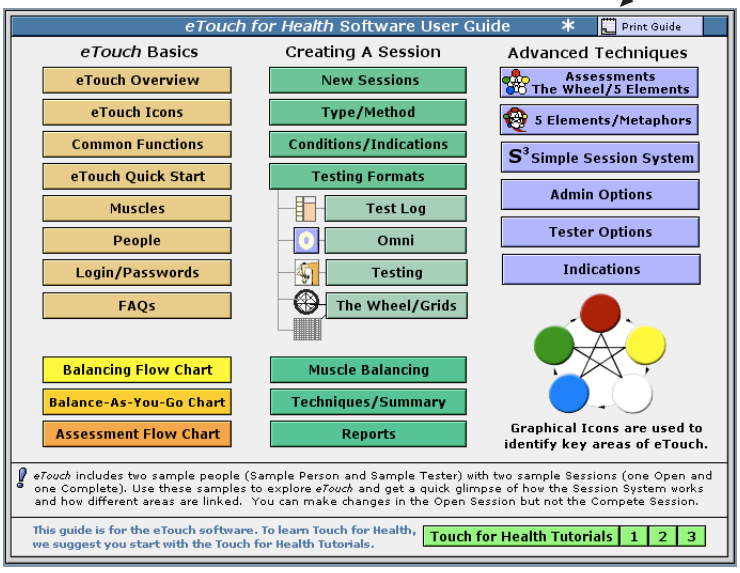
TFH Tutorials - consists of Basics, Intermediate and Advanced tutorials. These do not correspond directly to the IKC syllabus, however, they are closely related. If you master these tutorials, you will have a solid foundation for the IKC classes taught by TFH Instructors.

Examine User Guide

▸ Click: ***eTouch* User Guide Button**

Tip: You can print the User Guide in color.

User Guide Areas - topics are divided between *eTouch* Basics, Creating Sessions and Advanced Techniques. *eTouch* has many icons and knowing these icons can help you quickly move through the software. Also, just as in TFH where there are multiple ways to do some things, in *eTouch*, you can get to different areas from many different spots so you may see the same buttons on different pages. These shortcuts allow you to get quickly to relevant information.



Go Back to Main Menu

▸ Click: **Main Menu**

The Main Menu is where most journeys start when using *eTouch*. In the future exercises, it will be assumed that you know this and this step will not be duplicated.

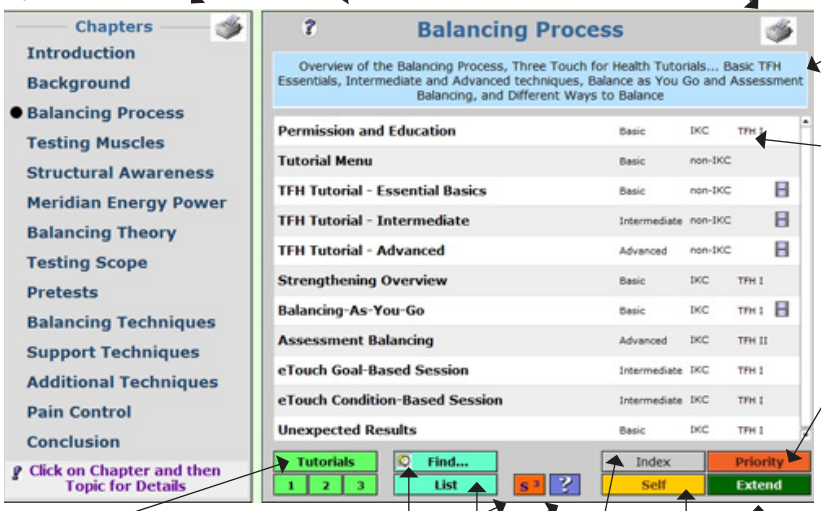
Examine Reference

▸ Click: **Reference**

TFH Reference - *eTouch* contains the complete content of Dr. John Thie and Matthew Thie's book, *Touch for Health - the Complete Edition* plus additional information.

Chapters - click on a Chapter name to select it. The articles and topics for that chapter will then appear in the right hand side of the screen.

Tip: You can print a list of the key topics by clicking the left print icon or the Table of Contents by clicking the right print icon.



Chapter Synopsis - a short overview of the contents and purpose of the chapter is displayed in this area.

Topics - click on a topic to see the content and detail for the topic. The TFH training level and whether or not it is an approved IKC technique is displayed. Each topic also shows which tutorial level the topic or technique is introduced.

Priority System - this displays the TFH and Extend techniques by the category describing their functions and purpose:

- Electrical / Energetic
- Mental / Emotional
- Structural
- Biochemical
- Pain Control
- Balancing Technique
- Support Techniques
- Reactive Muscles
- Session Type

Tutorial Shortcut - go directly to the Tutorial Menu.

Find - find topics and information through a variety of powerful search options.

S3 - go directly to the Simple Session System. Does not archive results or product reports.

List - a listing of topics in a table format. Records displayed can be sorted by clicking on the column labels. Go to a topic by clicking on its entry.

? - go directly to the Explore function.

Index - a listing of topics in a table format with 'Goto' buttons beside groups. Click on these buttons to see similar records.

Extend System - this area allows extending the techniques within the TFH Reference section to include new TFH techniques discovered or techniques from similar disciplines. *eTouch* is shipped with a basic EFT Tutorial.

Self - most techniques in TFH require two people. Often, people want to know if there are techniques that they can perform on themselves. This button provides a list of these.

Examine a Topic

▸ Click the Chapter: **Balancing Process**

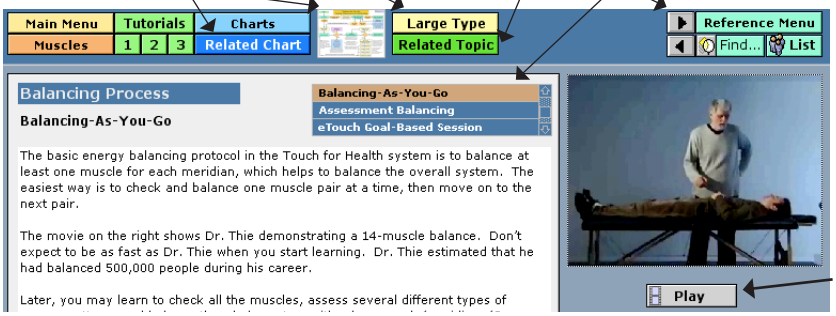
▸ Click the Topic: **Balancing-As-You-Go**

Related Charts - the Related Chart and small Icon of the chart will appear at the top of the page if there is one. Clicking on either the button or chart will take you to the related chart.

Large Type - topics are displayed in a large typeface to assist in reading.

Related Topics - if there are related topics, a green button will appear here.

Chapter Topics - flip through chapter topics by clicking the arrows or an a topic in the list.



Tip: Dr. Thie demonstrates the Balance-As-You-Go Technique with a 14-Muscle Balance with his son, Matthew Thie. Turn sound way up!

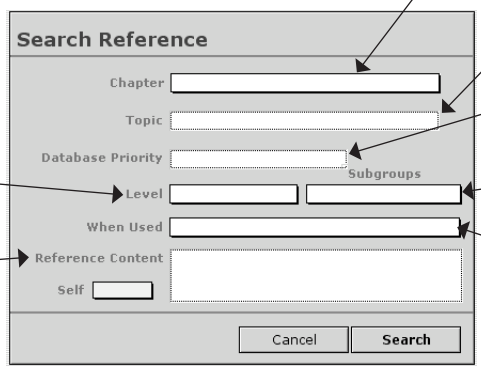
Play Movies - click on either the Play button or click on the movie to play.

Examine Search Menu

- Click: **Find**

- Click: **In gray space to see search options**

Tip: You can mix criteria from different categories to create very targeted searches.



Chapter - find all topics for a chapter. The popup list will display all chapters.

Topics - find a specific topic. All topic titles are listed in a popup list.

Priority - find techniques by the Database Priority that they belong.

Level - find techniques by their Tutorial Level: Basic; Intermediate; Advanced.

Subgroups - find topics by general categories relating to their function and purpose.

Reference Content - find reference entries by searching on any word or phrase.

When Used - find techniques by when they are used. A very handy reference tool.

Perform a Search

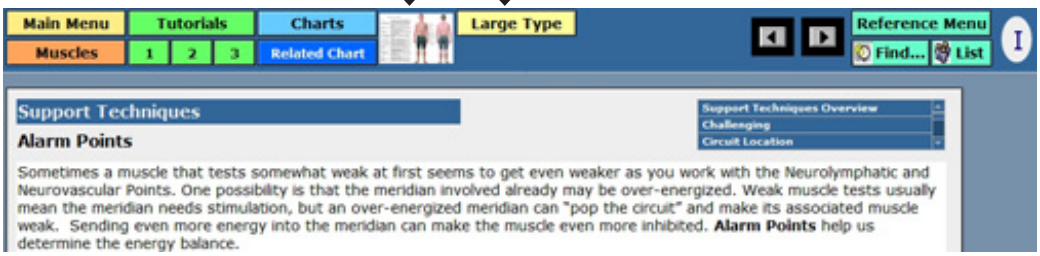
Notice that the List contains all the topics in the Reference. You can either scroll through the list or enter the first few characters of a topic. Entering the characters quickly takes you directly to a topic.

- Click: **In the Topic Field**
- Enter: **alarm**
- Click: **Search**
- Click: **Alarm Points in list**

If there were other topics with "alarm" they would appear in the list as well. Then you would click on the subject you wish to see.

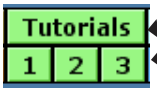
The **Alarm Points** reference page will be displayed. You already discovered that you can select a topic from the Reference Menu by clicking through topics and now by performing a Search using the Find button. Later, you will see that these same reference pages are accessible while in the middle of an active session. This is very handy if you need to refresh your memory or when you are learning a new technique.

Clicking the Related Chart button or the Graphic will take you to an additional illustration of the Alarm Points. Clicking the Large Type button will display the same information in larger type.



Examine Tutorial Menu

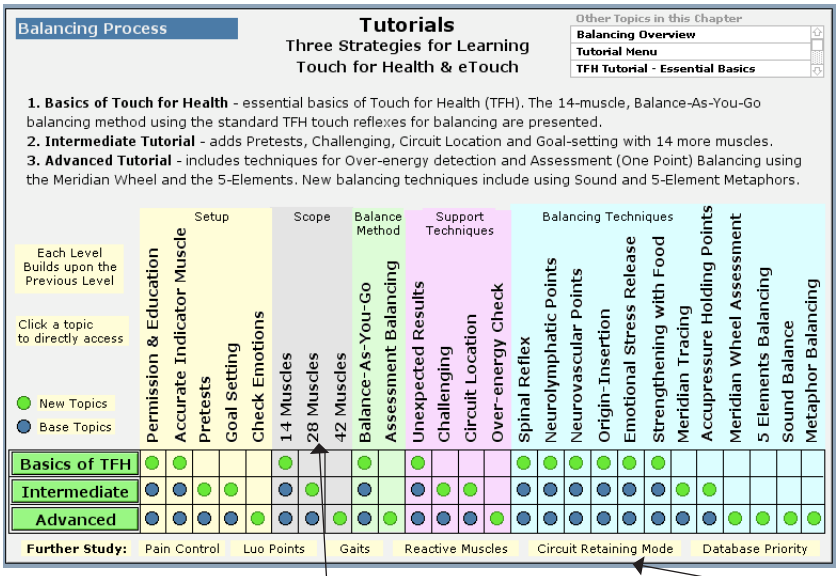
▸ Click: **Tutorials**



Tutorials - clicking the Tutorials button takes you to the Tutorial Menu. Clicking one of the 1-2-3 buttons takes you directly to the tutorial that you click.

Tutorials - these tutorials present TFH in three levels: Basics; Intermediate; and Advanced. These levels do not directly correspond to the IKC - TFH levels I- IV. A distinction that helps to understand the levels is the fact that over-energy and the one-point Meridian Wheel and Five Element Balance are saved for the Advanced section. Dr. Thie stressed that no matter how much of TFH you use, you will gain benefits. Therefore, these tutorials are focused on giving the person new to TFH a chance to learn the essentials and gain immediate benefits.

Author - these tutorials and the levels with their associated assignment of topics and techniques were created by Earl Cook. These were created from the experiences of Earl's by studying and working directly with Dr. Thie and Matthew, studying with each of the four members of the U.S. IKC Faculty and from the experiences as a Professional Touch for Health Instructor teaching TFH Levels I-IV.



Topics - click on topics to go directly to them in their place in the tutorial. **Further Study** topics along the bottom are also buttons, but with these, you are taken directly to their entry in Reference and not in a tutorial. Remember to click the blue 1-2-3 button at the top of the Reference page to return to this menu.

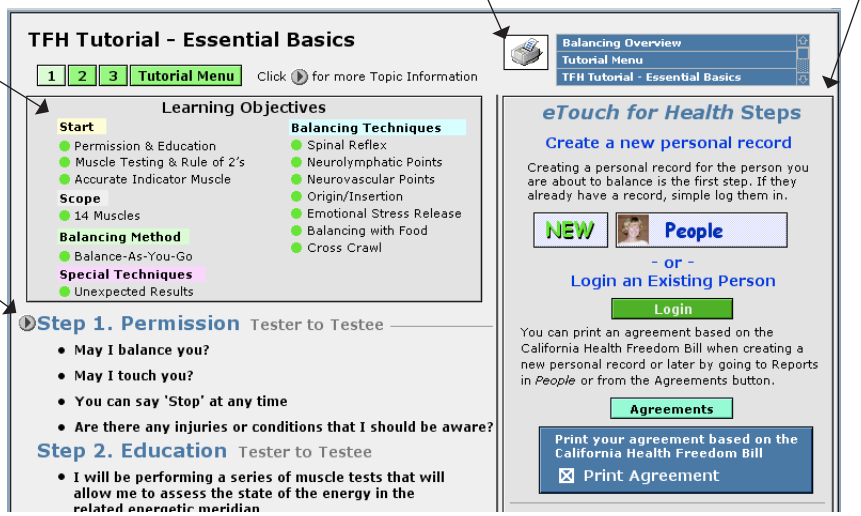
Examine Tutorial 1

▸ Click: **Basics of TFH**

***eTouch* Tutorial** - each tutorial is actually two tutorials in one. On the left side of the page is the TFH tutorial and on the right is the *eTouch* tutorial. The *eTouch* tutorials show you how to use *eTouch* to accomplish the specific steps that are being presented in the TFH tutorial.

Learning Objectives - goals for each tutorial are located at the beginning of each tutorial. These topics are buttons and will take you directly to a topic.

Tip: You can print each tutorial for a handy reference.



Go to Buttons - these buttons take you directly to more information about a topic in the TFH Reference section. Remember to click the blue 1-2-3 button to return to the topic and spot you were in before going to Reference section.

Examine Muscles

- Click: **Main Menu**
- Click: **Muscles**

Found Selection - Sessions can be created by clicking the green **Create New Session from Selection** button. The Session will be created for the person currently logged in. If you find a group of muscles either through searches or by using the ? Explore function, you can use that found group as the focus of your session.

Muscles - there are 42 muscles in the TFH system and 14 of these are known as indicator muscles for the 14 primary Acupuncture Meridians. Each muscle has a specific test and a variety of information associated with it. Detailed information about each muscle can be found by clicking on the muscle name.

Sorting - sort the muscles by clicking on the individual headers for each column.

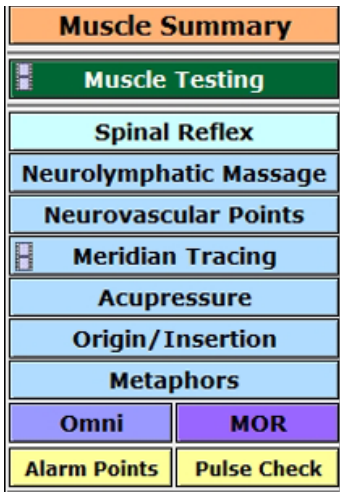
Muscle Name Toggle - you can view muscles either using their formal Latin names or the informal playful names. The playful names are memory mnemonics that are descriptive of the muscle tests to assist the new student learn the muscles and tests more easily. Toggle the names by clicking Latin or Informal.

Omni - clicking this button takes you to the Omni screen where there are maximum illustrations and minimal instructions. It's a very handy tool for the experienced practitioner or student learning the points for specific muscles.

Common Groups - there are common groups of muscles that are used in TFH. In the IKC TFH I, II and III classes, the 42 muscles are divided into three groups, one for each level. *eTouch* has buttons at the bottom of the Muscles list screen that will find and display these groups.

*Tip: a handy technique if you are a TFH student or instructor is to find the grouping of muscles that are being studied and then use the green **Create New Session from Selection** button at the top of the page.*

Core Techniques - the Muscle Reference contains detailed information for each muscle with videos, illustrations and specific instructions for testing each muscle. In addition, the core group of TFH energy balancing techniques are presented in detail and each technique has its own button. The techniques are also listed in the order in which they are normally used in a TFH balancing session.



Omni Screen - this screen combines most of the information from the Core Techniques onto one screen without the instructions and background text. The **Simple Session System (S3)** can also be run here.

Advanced Techniques - in eTouch, checking for Over Energy and using these in a One-Point balance are placed in the Advanced Tutorial. In addition to these is the inclusion of the Five Element Metaphors. These are the last techniques that Dr. Thie introduced in 2003 before his death in 2005. Matthew Thie continues teaching these techniques around the world.

Examine a Muscle Page

▸ Click: **Pectoralis Major Clavicular (or Breaststroke if in Informal Mode)**

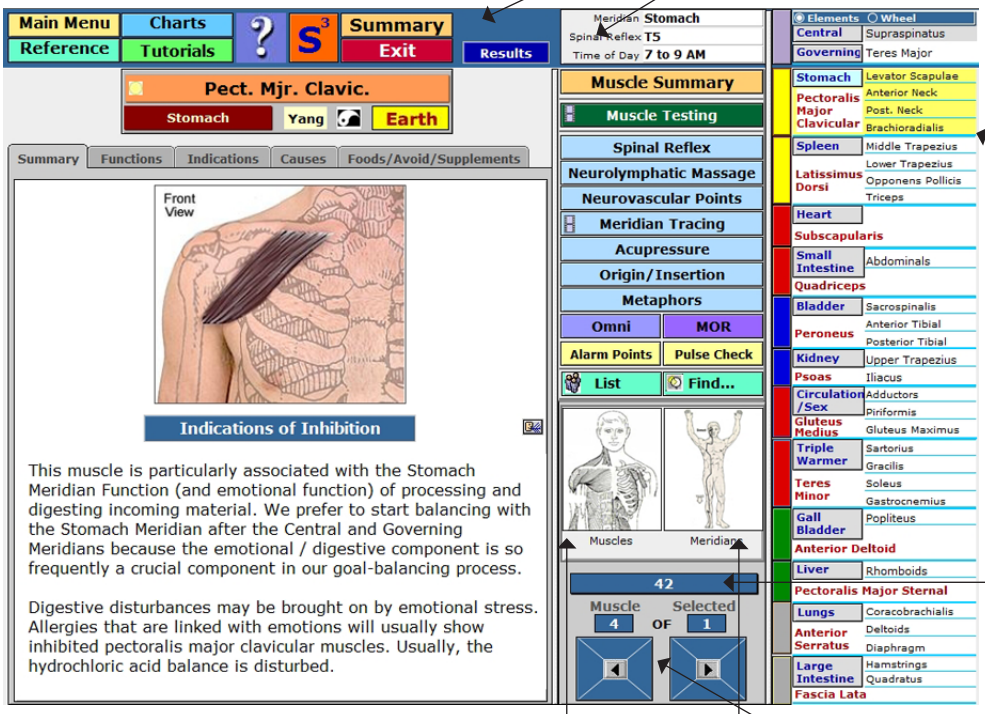
***Categories:**

- **Muscle Function**
- **Indications of Inhibition**
- **Common Causes of Inhibition**
- **Muscle Metaphors**
- **Beneficial Foods**
- **Things known to cause inhibition**
- **Supplements known to benefit proper muscle function**

Muscle Summary - the summary screen has information arranged in a variety of categories that relate specifically to the muscle. Here, we are looking at the Pectoralis Major Clavicular (Breaststroke) summary of information. In TFH, muscles belong to a variety of groupings: Meridian; Element and Yin/Yang, for example.

In his books, Dr. John Thie provided a large amount of information abut a muscle but sometimes all of it was in one paragraph! Earl & Gail Cook decided to decipher these paragraphs and put the information into an orderly fashion that could be managed via a relational database. Therefore, this has Tabs to display as many of these categories, as possible. In his last major contribution to Touch for Health, Dr. Thie and his son Matthew introduced and integrated the Five Element Metaphors into this synthesis. The *eTouch for Health* software has the Five Element Metaphors dynamically integrated into it.

* This information is based upon observations and research by Dr. John Thie, DC during his 35-year career of using these techniques in his daily practice. During this time, Dr. Thie estimated that he personally balanced or helped over 500,000 people using the TFH techniques.



Tabs - you can quickly navigate to other muscles and meridians via the tabs. Muscles are displayed horizontally and the Meridians are rotated and colored. The colors are those used on the Meridian Wheel.

14-42 Arrows - you can flip through either the 14 or 42-TFH Muscle Sets here in Meridian Order.

*Tip: When using the **Explore** (?) feature, you can search on these categories. For example, you can look under Functions to find which muscles are associated with arm movement. The muscle(s) associated with that function will be displayed.*

Tip: On Macintosh Computers, you can click the Sound Icon and your Mac will speak the selected text in its computer voice. Note, you can change many options for the voice in your Mac OS Preferences.

Muscles Illustration - a shortcut directly to the Muscles Illustration where you can click on a Muscle's Name and go to its Muscle Summary Screen.

Selection Arrows - these arrows allow you to flip between the muscles that you happen to exploring.

Meridians Illustration - a shortcut directly to the Meridian Illustration where you can click on a Meridian and go to its Summary Screen.

Examine Muscle Testing Detail Screen

▸ Click: **Muscle Testing**

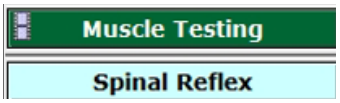
Muscle Testing - this could be one of the most important and most used pages in *eTouch* for new students. Each muscle test is demonstrated by Dr. Thie, Mat, Carrie, et al. Most muscles will have both a test for prone and for standing. Detailed instructions are shown as well as the new illustrations from *Touch for Health: The Complete Edition.*

Tip: Note the pressure icons demonstrating the direction of the motion in testing the muscle.

Tip: Muscle test videos can be started by clicking on the movie or on the associated button. A handy feature is stepping the movie through the muscle test so that details can be seen. Click and drag the slider under the video to do this.

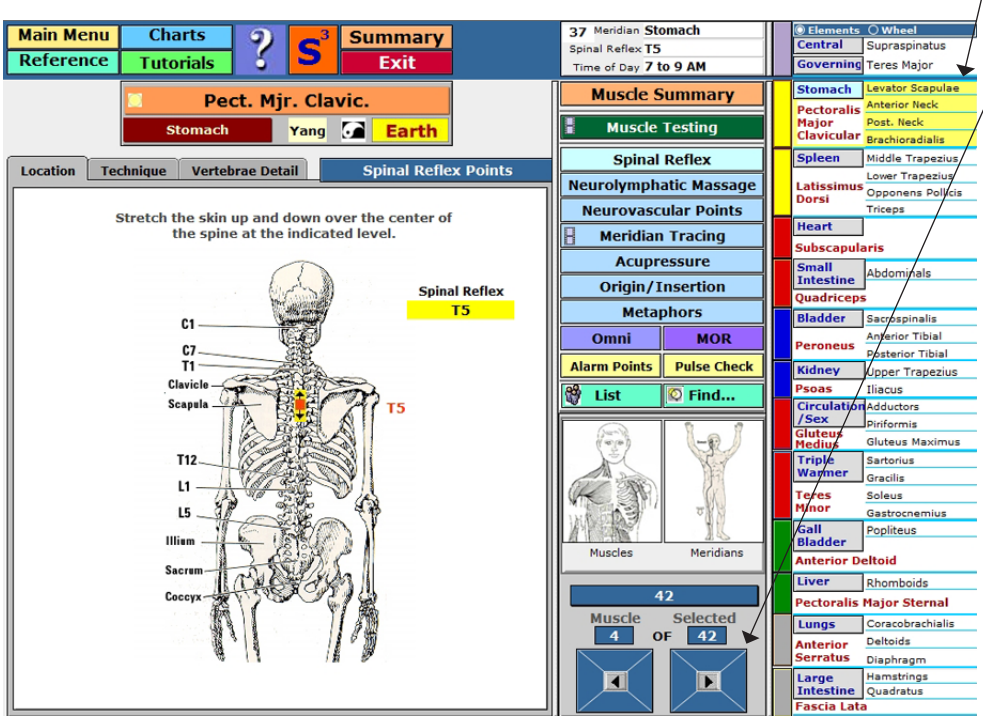
Examine Spinal Reflex Balancing Technique

▸ Click: **Spinal Reflex**



Balancing Technique: Spinal Reflex - in the Muscles Reference and in the Session System, you find one screen dedicated to each of the basic TFH balancing techniques. You will find detailed information about each technique with illustrations and instructions. The Spinal Reflex, T5 in this case, is often found at the top of pages related to balancing.

Spinal Reflex for other Muscles - you either use the arrows to flip through the muscles in your selection, click on the tab for a muscle, or use the 14- or 42-muscle arrow keys.

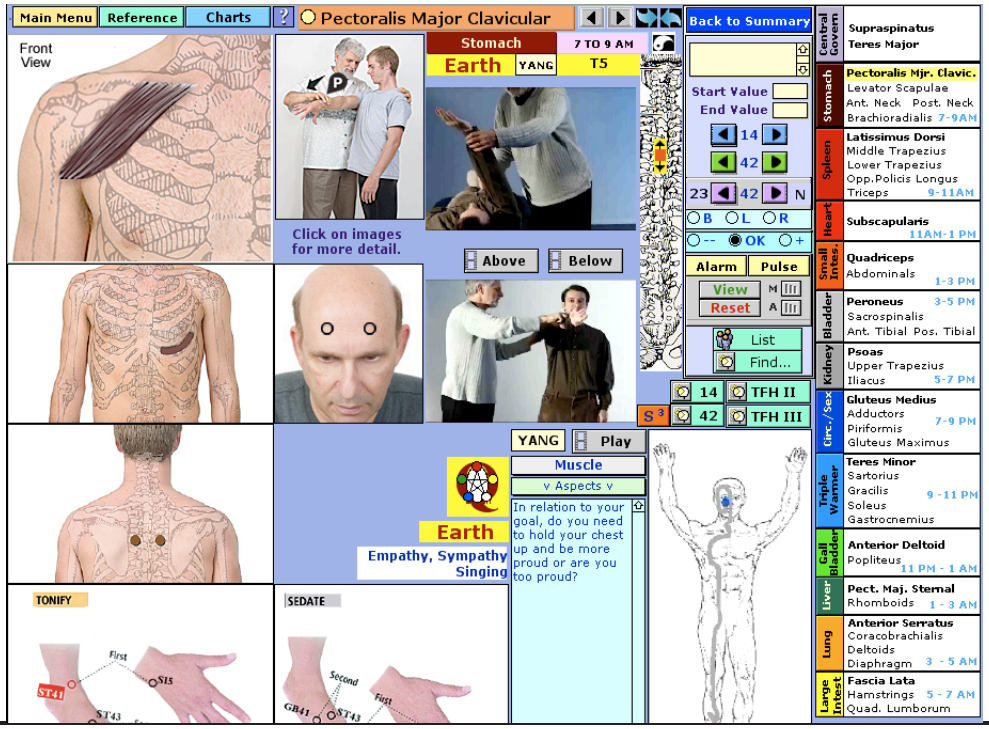


Examine Omni Screen

▸ Click: **Omni**

Tip: Omni is Latin for All or All Encompassing. Omnipresent, omniscient, etc.

Maximum Information-Minimal Instructions - the Omni screen is designed to give Intermediate and Advanced students and TFH practitioners one place to find the key points, Meridians, Metaphors and other information for each of the 42 TFH muscles. If more information is needed, simply click on one of the images and you will be taken to the detail page for the technique.



Simple Session System (S3) - there are many options for conducting an S3 testing and balancing session using the Omni layout. S3 basically allows you to create sessions without creating users and saving results. S3 is covered in detail in the *eTouch* Level II workshop.

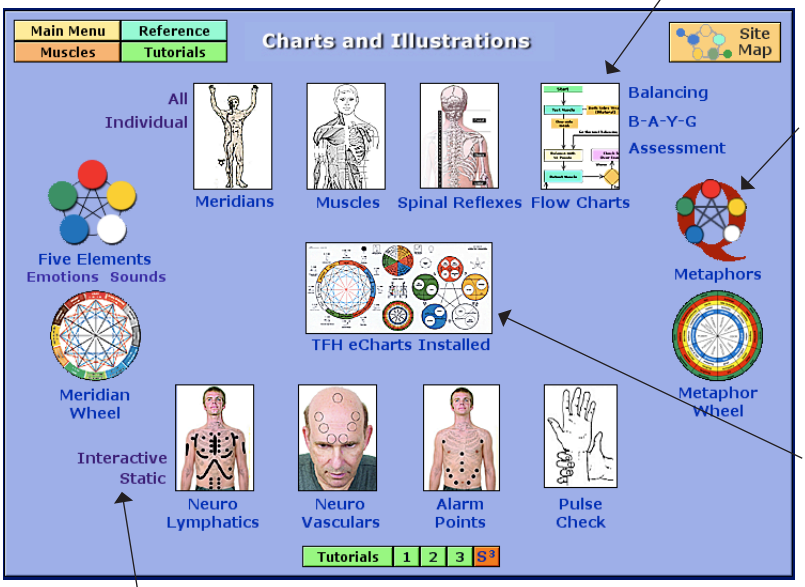
Examine Charts Menu

▸ Click: **Charts**

Charts and Illustrations - this menu provides one-button access to key illustrations and charts of Touch for Health.

Flow Charts - this menu provides one-button access to key illustrations and charts of Touch for Health.

Interactive Charts - the Muscles, Five Element Metaphors, Pulse Check, Neurolymphatics and the Individual Meridians all have interactive features.



Metaphors - the Five Element Metaphors are integrated into the *eTouch* Session System. Here, is a stand alone interactive tool handy for learning the metaphors and that serves as a reference when applying these techniques.

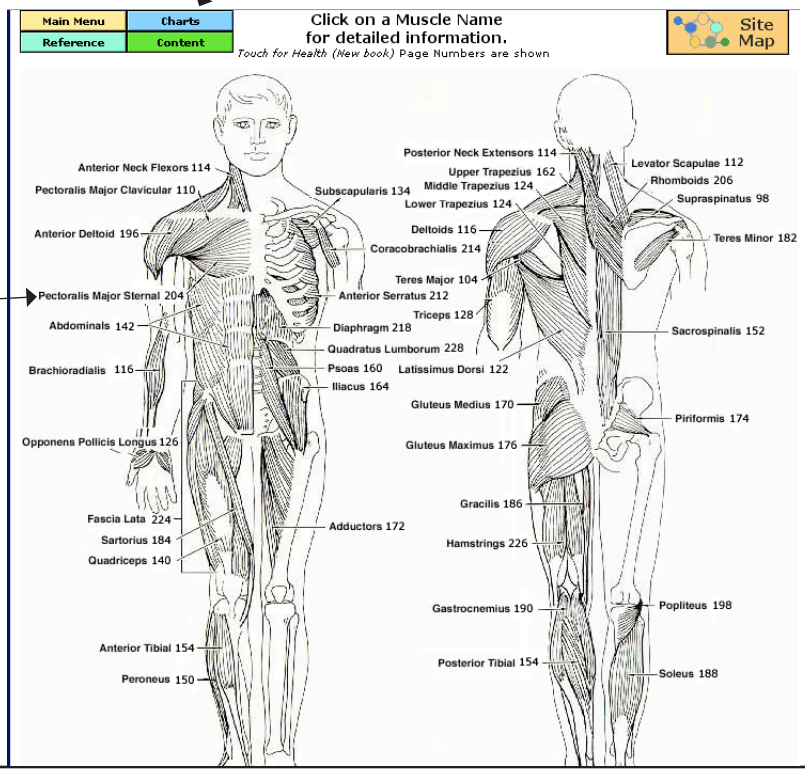
TFH eCharts - If TFH eCharts is installed, then this menu provides a Gateway into eCharts.

Interactive and Static - there are two ways to view Neurolymphatics. The Interactive method presents the points and you can then click these to see which muscle(s) are associated with each point. We know that Neurolymphatics are often tender, so by using the Interactive NLs, we can click on the spot of our body where the tender spot is located and then use this feature as a guide to indicate which muscles should be checked..

Examine Muscles Chart

▸ Click: **Muscles**

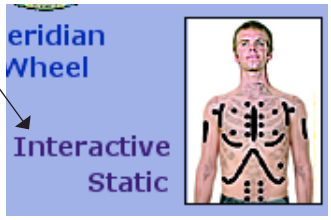
Charts Button - the button for the Charts Menu is located at the top of most of the pages in eTouch. Some people may find that just this collection of charts and illustrations are enough when performing testing and balancing.



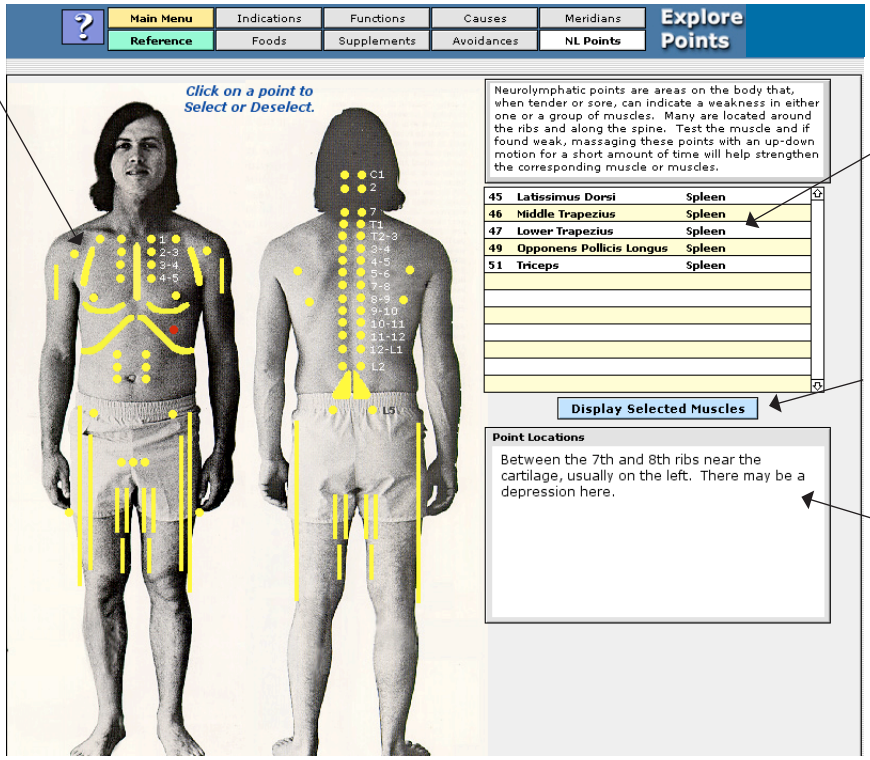
Muscle Hot Buttons - the name for each of the muscles is a button so that by clicking on a muscle name you will taken directly to the Muscle's Summary Page. This illustration is a handy reference and starting point for accessing muscles.

Examine Interactive Neurolymphatics

- Click: **Charts**
- Click: **Interactive**



Interactive Neurolymphatic Points - you can see which muscles are associated with each point on the screen. Click on a point and notice the muscle(s) that appear in the list on the right.



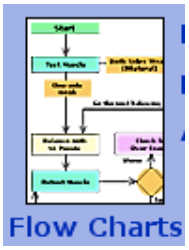
Example Shown - In the example shown here, the point on the left side between ribs 7 and 8 is highlighted. Note the muscles associated with 7-8 are listed.

Display Selected - click here to display the muscles shown in the list in the Muscles Reference.

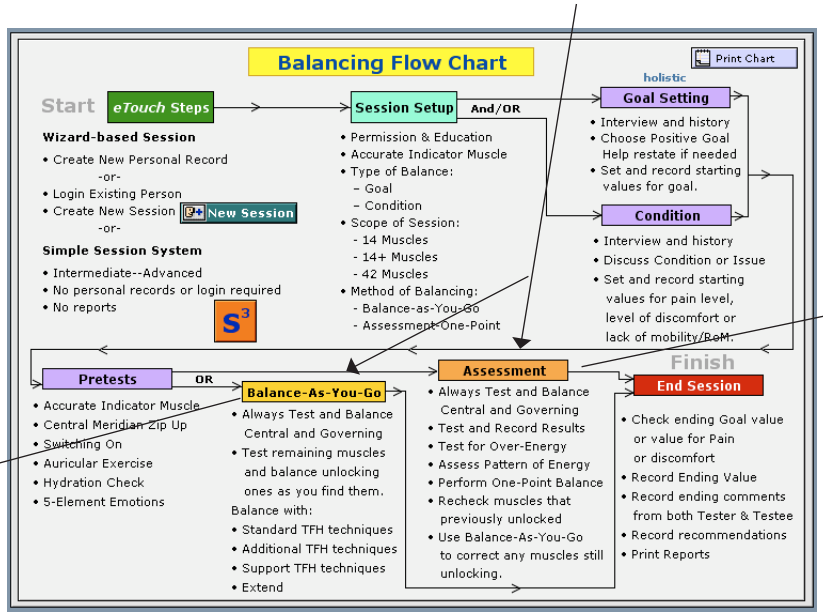
Exact Location - a description of the exact location of the Neurolymphatic is listed here.

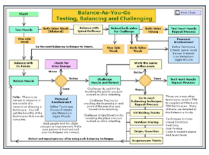
Examine Flow Charts

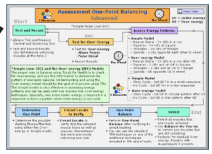
- Click: **Main Menu**
- Click: **Charts**
- Click: **Flow Charts**



Balancing Flow Chart - there are three flow charts in *eTouch*. The first, the **Balancing Flow Chart** integrates the TFH Balancing Process and the *eTouch* steps needed to create a session. There are two basic methods of balancing in TFH: **Balance-As-You-Go** and the **One-Point Assessment** balance. You can click the labels for these in this chart to go directly to each of these other charts.







Examine Key to Icons

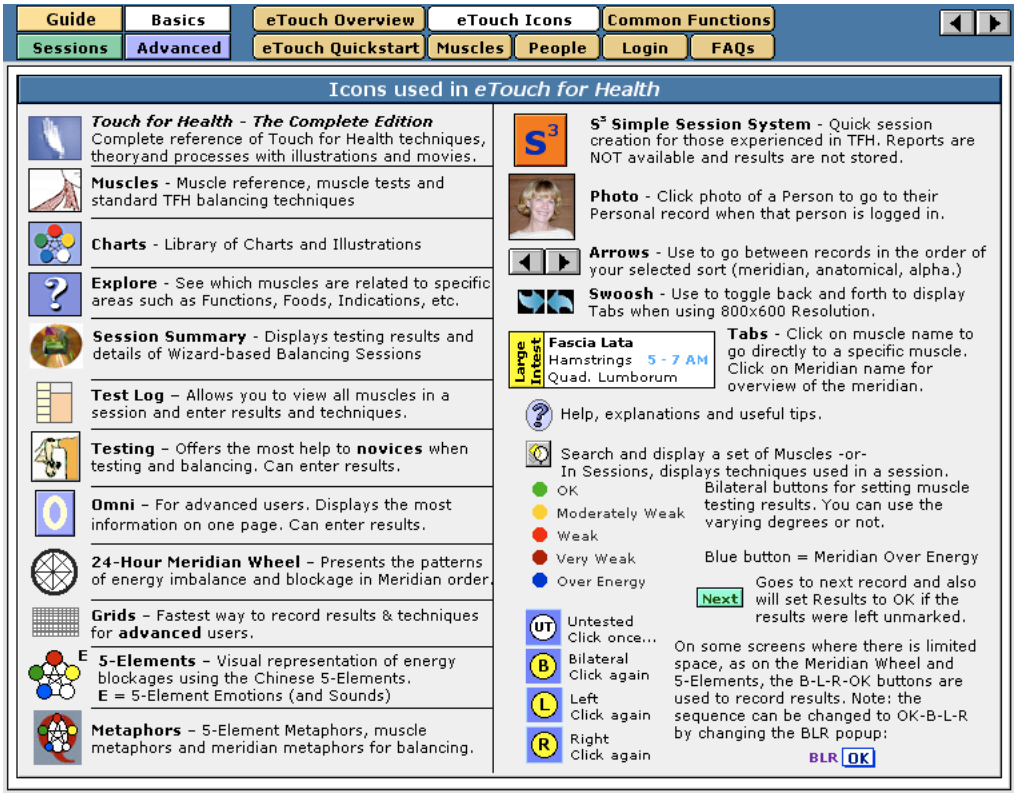
- Click: **Main Menu**

- Click: **Getting Started**

- Click: ***eTouch* Basics**

- Click: ***eTouch* Icons**

Key to Icons - as you begin to enter the *eTouch* Session System, it is helpful to know the icons (graphical buttons) which are used throughout the software. In the following exercise, your Instructor will be taking you on a guided tour of the *eTouch* Session System while performing a 14-muscle testing and balancing session. You will see these icons used repeatedly. They are easily recognizable graphic images so should be easy to remember and use.

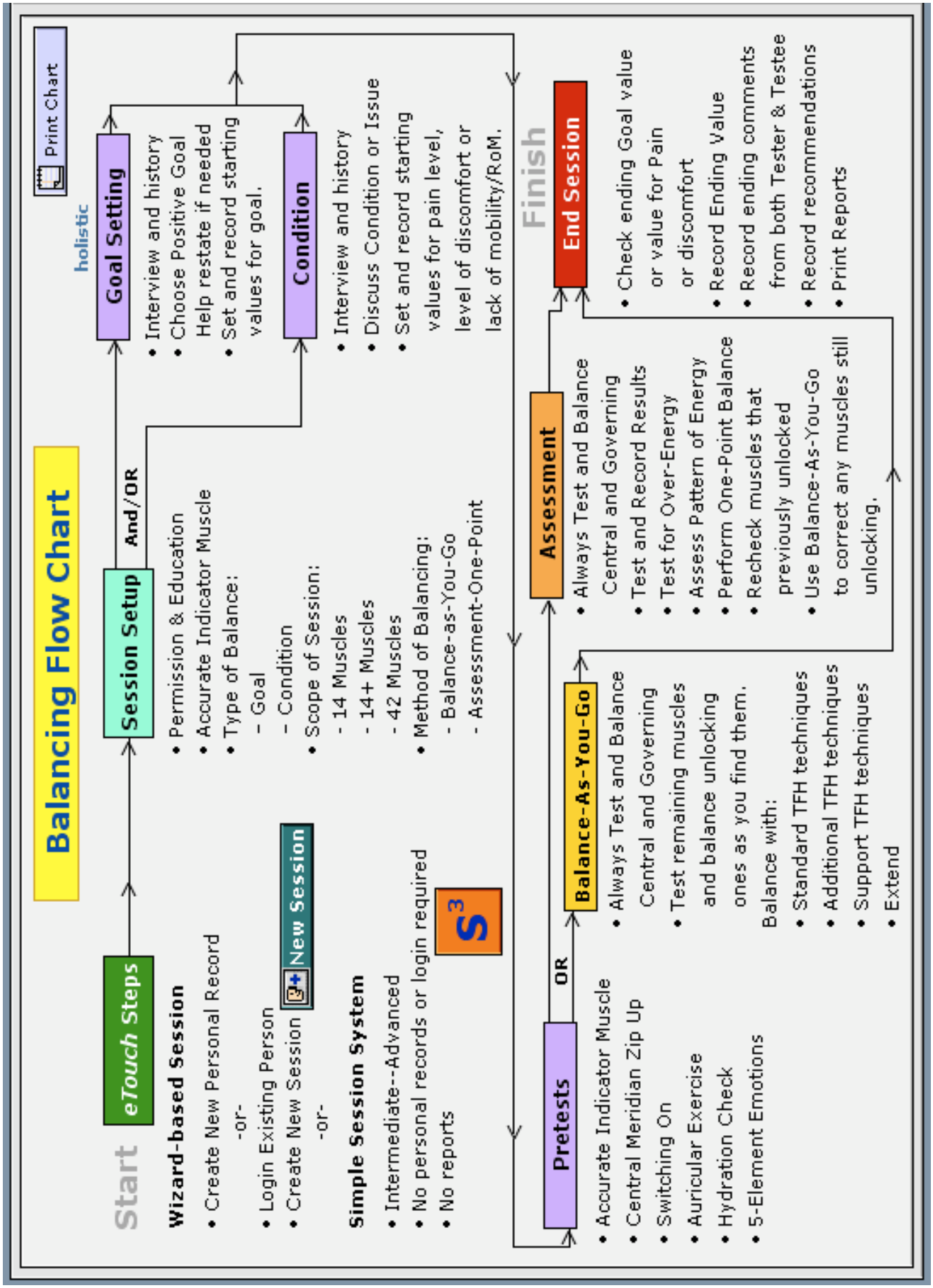


Now that you have taken a quick tour *eTouch*, it is time to see *eTouch* at work in a real TFH Testing and Balancing Session. Your instructor now use *eTouch* in a demonstration. After this demonstration, you and your partner will get a chance to also conduct a real *eTouch* session. So, watch and learn this process so that you can use this tool to the fullest. The goal is to get you to a point that you can conduct a balance and focus totally on the person you are working with rather than having to think about the tool.

- Click: **Guide**
- Click: **Main Menu**

Functional Area and Navigation Review

1. Which page is a graphical menu of the *eTouch for Health* modules? _____
2. There are three primary reference sections in eTouch. Name them. _____
   _____
3. There are two ways to access TFH techniques in the Reference Section. Name them:
   _____
4. What are the three levels of TFH Tutorials in *eTouch*? _____
   _____
5. Which Tutorial introduces Over Energy? _____
6. Which screen in the Muscle Reference contains maximum illustrations and minimum instructions? _____
7. Which Menu has a button linking to it on almost every screen in eTouch? _____
8. Which Menu has a link to a standalone version of the 5 Element Metaphors? _____
9. Techniques in the TFH Reference section can be accessed from a live Session? T___ F___
10. Which two basic Strategies for Balancing are included in *eTouch* (Flow Charts)? _____
    _____
11. You must login as a Tester or Person to be Tested to use the Reference Sections? T___ F___
12. What is the Master Account name for *eTouch*? _____
    What is the Master Password for *eTouch*? _____
    Are these case sensitive? _____


Balancing Flow Chart
Print Chart
holistic
Start
eTouch Steps
Wizard-based Session
• Create New Personal Record
-or-
• Login Existing Person
• Create New Session
New Session
-or-
Simple Session System
• Intermediate--Advanced
• No personal records or login required
• No reports
S3
Session Setup
And/OR
• Permission & Education
• Accurate Indicator Muscle
• Type of Balance:
- Goal
- Condition
• Scope of Session:
- 14 Muscles
- 14+ Muscles
- 42 Muscles
• Method of Balancing:
- Balance-as-You-Go
- Assessment-One-Point
Goal Setting
• Interview and history
• Choose Positive Goal
Help restate if needed
• Set and record starting
values for goal.
Condition
• Interview and history
• Discuss Condition or Issue
• Set and record starting
values for pain level,
level of discomfort or
lack of mobility/RoM.
Pretests
OR
• Accurate Indicator Muscle
• Central Meridian Zip Up
• Switching On
• Auricular Exercise
• Hydration Check
• 5-Element Emotions
Balance-As-You-Go
• Always Test and Balance
Central and Governing
• Test remaining muscles
and balance unlocking
ones as you find them.
Balance with:
• Standard TFH techniques
• Additional TFH techniques
• Support TFH techniques
• Extend
Assessment
• Always Test and Balance
Central and Governing
• Test and Record Results
• Test for Over-Energy
• Assess Pattern of Energy
• Perform One-Point Balance
• Recheck muscles that
previously unlocked
• Use Balance-As-You-Go
to correct any muscles still
unlocking.
Finish
End Session
• Check ending Goal value
or value for Pain
or discomfort
• Record Ending Value
• Record ending comments
from both Tester & Testee
• Record recommendations
• Print Reports

Instructor-led Testing & Balancing Session

Your Instructor will now conduct a demonstration 14-Muscle TFH Testing and Balancing Session using *eTouch*. Pay special attention to the steps in this process as they will be repeated often when creating and conducting an *eTouch* Session. Some steps, like creating new personal records, are only performed once. The next time you work with these people, their records will already be created and will speed the process. But, that's the nature of computerization. It takes a bit longer on the front end, sometimes, but then the time savings become substantial as you repeatedly reuse the same information.

Your Instructor may already have their own personal record created so they may omit the first step. After reviewing this list, you can follow along with the steps that are presented at the bottom of this page and the following pages. These are the steps that you will be completing as you perform your 14-Muscle Hands-on Balance while using *eTouch*.

Basic Steps in an *eTouch* TFH Balancing Session

- **Create new personal record for tester**
- **Create new personal record for person to be tested** — *Create Once, Use Many Times*
- **Login both person to be tested and tester**
- **Create a new Session**
- **Build the type of session using the Session Wizard**
- **Perform your Testing & Balancing Session while recording results**
- **End Your Session**
- **Print your Session Report(s) (Optional)**

▸ Observe: **Instructor conducting 14-Muscle Balance**

Hands-on Exercise

Student 14-Muscle Balance-As-You-Go, Goal-based, TFH Session.

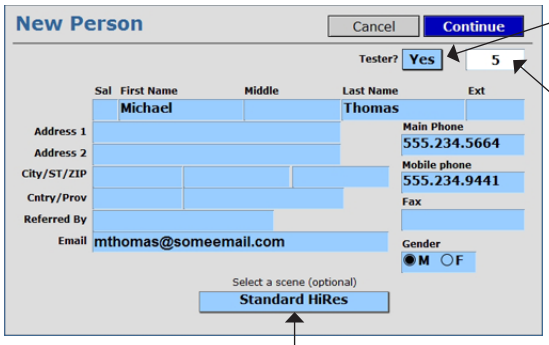
Create Tester's Record

Note: - if you already have created your own personal tester's record, then you can skip the next step. When installing *eTouch*, the automated routines create a personal record for the person installing and registering the software and automatically assigns them to be Testers.

▸ Click: **New Person**

- or -

▸ Click: **New**

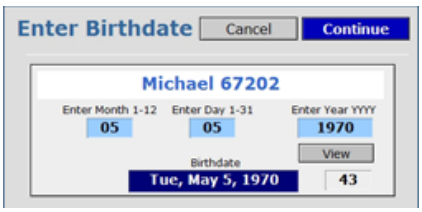


Tester's Flag: - setting this option to 'Yes' is all that is required to designate a person as a Tester. This can also be changed at a later time on the personal summary screen for the person that is logged in.

Personal ID

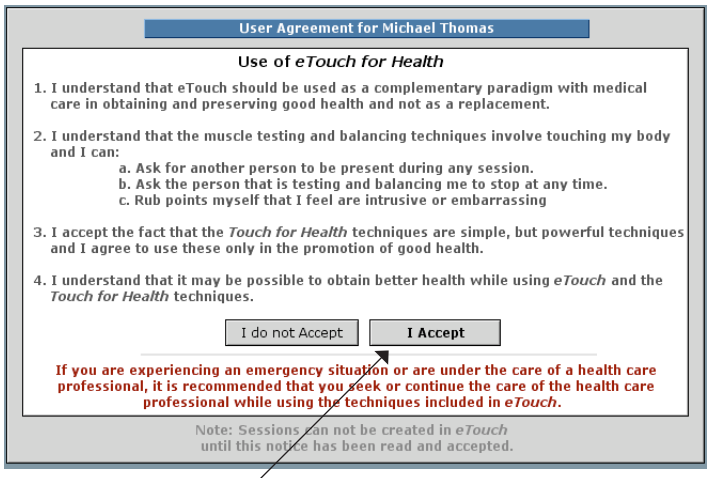
Required Information: - a name and password are required. The password is entered on the next screen and other information can be entered later.

Optional Background Scene: - if you like, you can choose a colorful background that will display during sessions. Note that on older computers the graphics may slow the process significantly.



▸ Select: **Standard HiRes**
▸ Click: **Continue**
▸ Set: **Password**
▸ Click: **Continue**

- Enter: **Birthdate**
- Click: **Continue**
- Review: ***eTouch for Health* User Agreement**



***eTouch for Health* Agreement: it is very important that the use of *eTouch* respects the basic foundations of TFH: it is non-diagnostic; it should not be used as the primary intervention in emergency and serious conditions; and permission & education are required.** You can always use *eTouch for Health* Reference areas to see all *Touch for Health*-related Reference items. If you wish to create Sessions where the results are archived, then each person whose name goes into the *eTouch* system must either read or be read and accept the *eTouch for Health* Agreement.

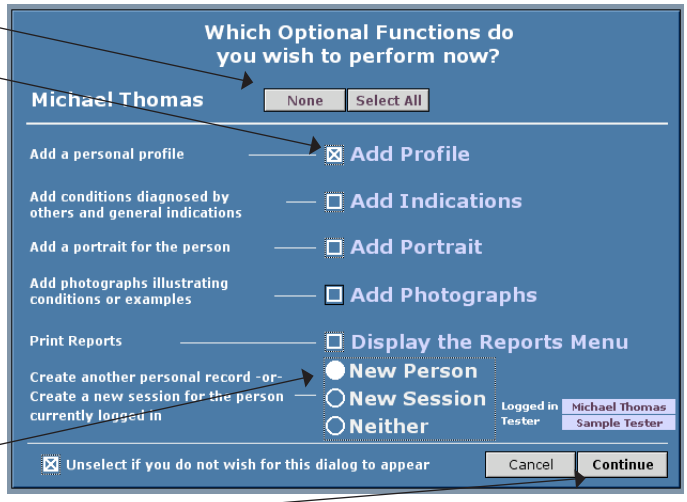
- Click: **I Accept** **Note: - Acceptance is required to continue with this exercise.**

Background - *eTouch* was developed as two major legal decisions were occurring in the American Healthcare Area. First, there was the Health Insurance Portability and Accountability Act (HIPAA) in 1996. The primary purpose of this act was to establish standards for storing and transmitting healthcare records. The second focus of HIPAA was providing security and protection to personal information and healthcare records. The next major healthcare law was the passing of the California Health Freedom Act in California in 2002.

While, technically, TFH and *eTouch* do not fall under the canopy of HIPAA, the decision was made to include the extra security features to protect personal information and to honor the spirit of the law as much as we could. We were already dedicated to the privacy issues, but this law influenced additional thought and development. The California Health Freedom Act was extremely important to Dr. Thie as he had been in the middle of its discussion for many years. This law basically says the citizens of California have the right to choose whatever healthcare services they desire. On the other hand, if you are providing alternative healthcare services that are not specifically licensed nor illegal, then you must provide a written agreement to the person with whom you are working that explains that you are not a doctor, you are not licensed as there is no license for the techniques, provide a background and basic theories of what you are doing and a listing of your training and experience. You should get a signed agreement and keep it on file. This agreement will be covered more fully in a later step.

- Click: **None**
- Click: **Add Profile**

Options: with this screen, you can specify which information you wish to enter for a new person and you can also specify your next step. The next step can be to create another new personal record, create a new session for the person whose record is being created, or do neither and just return to the Main Menu and stop the process. You can set which of these you use most and want to be automatically selected on the Tester's Preferences screen.



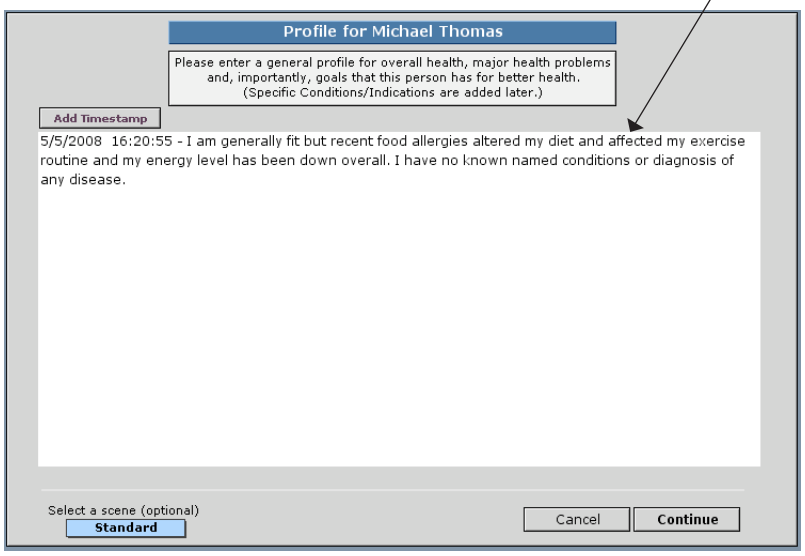
- Click: **New Person**
- Click: **Continue**

Enter a Profile

- Click: **Add Timestamp**
- Enter: **General Profile for Tester**

General Profile: - this is an area where you can enter the general health related information about the people with whom you work. Note that there is a different section where you can enter specific conditions and indications that the person reports to you. That is covered thoroughly in the Level II workshop.

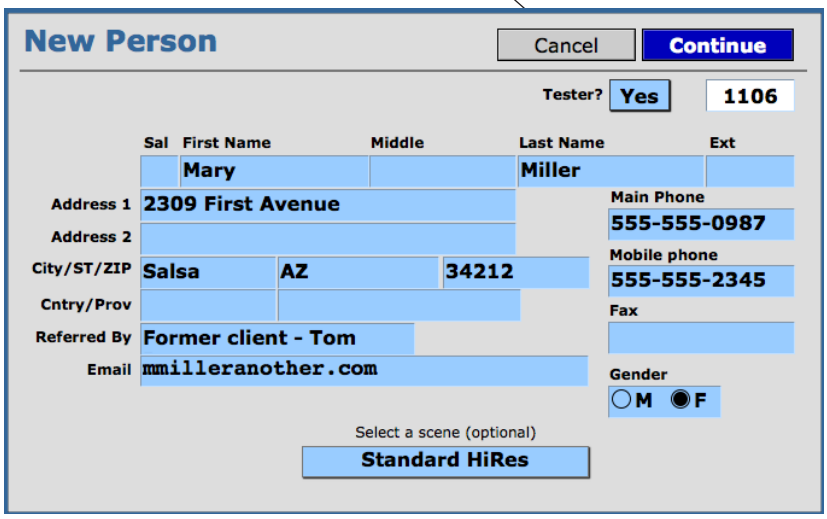
Background: why enter information like this for the Tester if we are going to be testing someone else? First, in TFH, sometimes you are the one doing the testing and balancing and sometimes you are the one being balanced. So, everyone has a personal record and if you set the Tester Flag, you can switch between being the Tester and the one being balanced. This information can also always be added and modified later.



- Click: **Continue**
- Enter: **Information for the Person to be Tested & Balanced (Your Partner)**

Tester?: since this partner will be balancing you in the second half of this exercise, you should set the Tester? flag to 'Yes'.

New Record for the Person to be Tested: since you set the option to create a new record after you entered the Profile for the Tester, a new record is automatically created.



- Click: **Continue**
- Set: **Password**
- Click: **Continue**
- Enter: **Birthdate**
- Click: **Continue**
- Click: **I Accept**
- Click: **None**
- Click: **Continue**

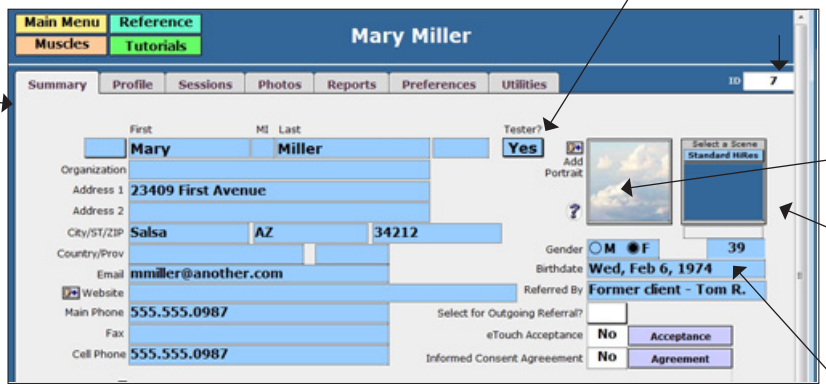
Since you clicked "None" for options, you will be taken to the Summary Screen of the Personal record for your partner. Note, that you have much flexibility at the Options Screen. We are going in this order, this time, so that you can view the basics of the Personal Record. Personal Records can be updated at any time in the future.

▸ Click: **Continue**

Tester Options: when the Tester? flag is set to 'Yes', it allows the Tester to set many personal preferences for the way that *eTouch* works for them. This is covered in detail in *eTouch Level II.*

Menu Bar: Tabs along the top allow access to each of the areas that were previously shown on the Options Screen and more.

Tabs: this row of Tabs allow creating new records for People, Sessions for the person logged in, adding new conditions and indications and adding photos for before and after comparisons.



Optional Items: add portraits and choose a background scene that is displayed by the Session Wizard.

Note: eTouch calculates the day the person was born. This seems to be interesting to a lot of people.

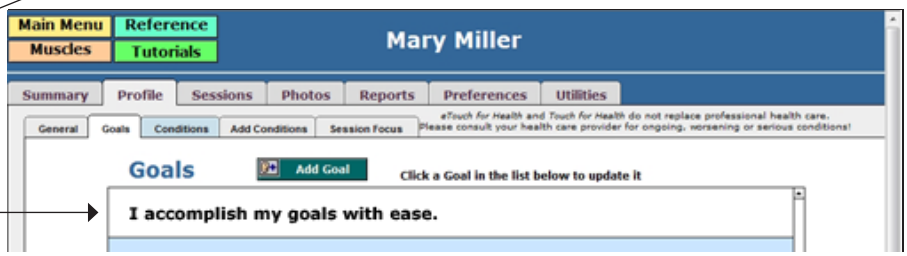
▸ Click: **Profile Tab**

▸ Enter: **General Health Profile for your Workshop Partner**

Listening and Recording: listen closely to what your partner is telling you. Record the general overview of their health and general outlook. If someone has a specific condition, you don't need dates and history, but length of time, seriousness, current status, etc. Listen to how they feel physically, mentally, emotionally, spiritually and to what their energy levels are and what their attitudes toward life and health may be.

Additional Profile Information:: Purposes of Sessions and comments made by both Tester and Testee that the Tester recorded are listed here. This is useful in remembering past Sessions and in identifying things that work well for this person and assists in identifying patterns that emerge over time.

Goals: Current and previous goals are recorded here. You can select a previous goal when creating new sessions if you wish from the list.



Conditions: you can add specific conditions and indications and they will be displayed here. This is covered in detail in Level II.

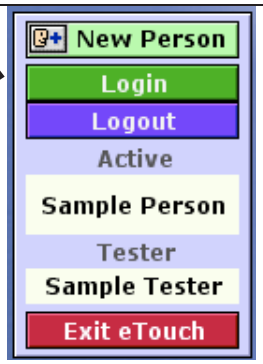
Previous Sessions: as you create new Sessions for this person, they begin to show in the list. The most recent Session will be shown at the top with information describing the purpose, type and results. You will be able to click on a Session in this list and be taken directly to its Session Summary in the Session Archives.

Click: **Main Menu**

All information entered into *eTouch* is saved automatically. So, the information you just entered into the Personal Record is saved and can be accessed later. In the next steps, you will learn how to Login and how to go back to the Personal Record.

Login Workshop Partner and Self

▸ Click: **Login**



In Touch for Health, sometimes you are the Tester and sometimes you are the one being Balanced. So, the two roles are interchangeable in *eTouch*.

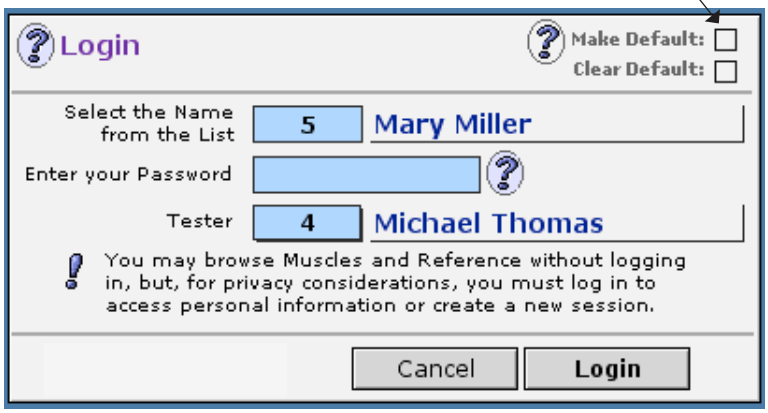
▸ Select: **Your Workshop Partner's Name from the List**

▸ Enter: **Partner's Password (do NOT hit return)**

▸ Select: **Tester's Name from the Tester List**

Make Default: *eTouch* will remember a login group if you make it the Default by clicking here.

In *eTouch*, you login both people at the same time. First, you select the Person Being tested and then you select the Tester from the Tester's list.



▸ Click: **Login**

The Login Palette will display the Active person and the Tester. The names are also hot buttons. By clicking a name, you will be taken to that person's Summary Screen. If you want to prevent access to the Personal and Session records while *eTouch* is still Open, click the Logout button.

Note; Admin has access to all records. To have Admin privileges, Login the Admin as the Active person.

View & Print Agreement

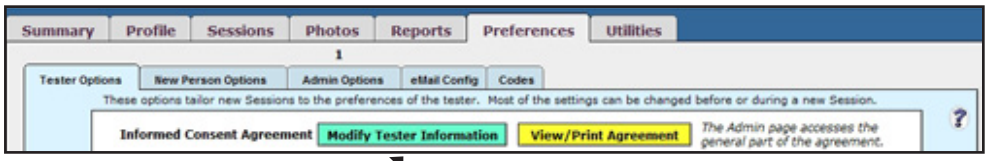
Click: **Tester's Name**

▸ Enter: **Tester's Password (Don't hit return)**

▸ Click: **Log In**

You will now be at the Summary Screen for the Tester

▸ Click: **Preferences Tab**

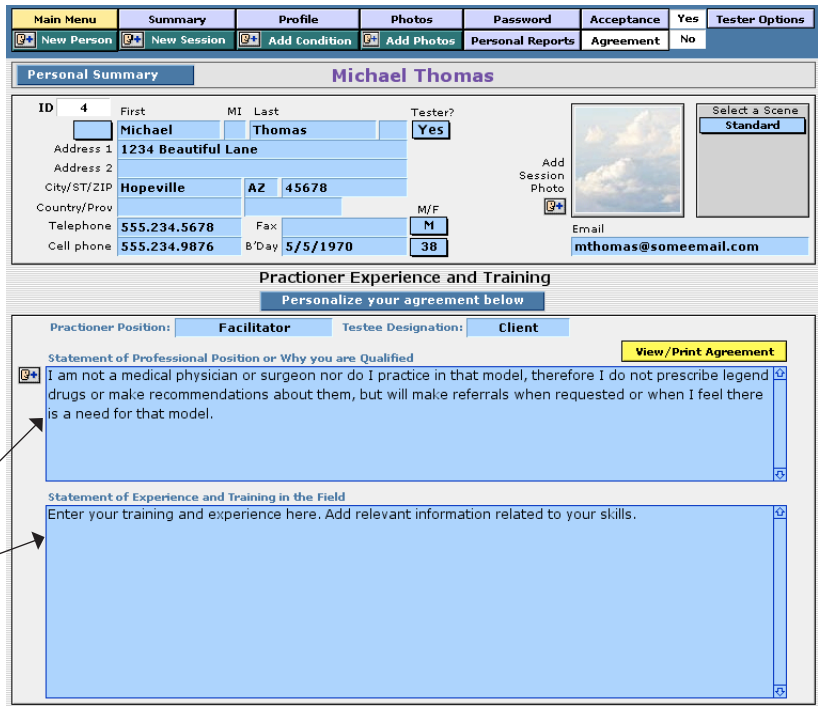


▸ Click: **Modify Tester Information**

Modify Agreement

▸ Modify: **Statement of Profession and Position and Why you are Qualified**

▸ Modify: **Statement of Experience and Training in the Field**



Note: The agreement is a sample Informed Consent agreement and should be adapted to your local laws and regulations by a professional attorney or barrister of the law in your local area.

Permission and Education: the first two steps in a Touch for Health Balancing Session are getting Permission and providing Education about what you will be doing and the theory behind it. The Agreement serves both of these purposes. A copy should be provided to the client and a signed copy retained by the Tester for a period of 7 years past the last time you work with a person.

Note: The information you enter here shows up in the agreement at Item #6.

▸ Click: **View / Print Agreement**

Location Information: this is information that you entered when installing and registering *eTouch.* If it is incomplete or incorrect, login as Admin, Goto the **Admin** Page and then click the **Go To General Agreement** button.

Statement of your Position: if you are not a licensed physician or other health care professional, you must clearly STATE THIS FACT.

General Information: modify as above: login as Admin, Goto the **Admin** Page and click the **Go To General Agreement** button.

Healthy Alternatives
Michael Thomas
1111 First Way
Alta, Arizona 45627
Phone: 555.234.7823 Fax: 555.234.8745
info@healthwaysemail.com mywebaddress.com

Facilitator/Client understanding between Michael Thomas **And** Mary Miller

1. I am not a medical physician or surgeon nor do I practice in that model, therefore I do not prescribe legend drugs or make recommendations about them, but will make referrals when requested or when I feel there is a need for that model.

2. The balancing that is being offered to you is based on a cooperative partnership between us where you will have responsibilities in the decision-making process to state what it is that you want better out of our interventions with you. This model may be both alternative to and at the same time complementary to the biomedical model of Western Medicine licensed by this state. Our model is one of education and we encourage you to ask questions. Our holistic/wholistic approach involves the assumption that when one thing changes you change as a whole person.

3. There are no licensing bodies or requirements in this state for the *Touch for Health* model of health enhancement and therefore this service is not licensed by the State.

4. *Touch for Health* is a model of natural health enhancement that has as its basis, the existence of a meridian system, the subtle energy always present in addition to the known systems of anatomy and physiology. It is hypothesized that this meridian system can be evaluated by the use of gentle muscle testing protocols. Further it is theorized that by balancing this meridian energy as evaluated by muscle testing that the person will be better able to reach their personal goals and have a more effective, efficient life. This system is available to all people and professions, is not dangerous to use, and does not require a license by the state.

5. You and I will be the partners in this process of gentle, effective, efficient muscle testing and in the goal setting protocols and evaluation of the outcomes of the muscle testing and balancing. Therefore it is only by mutual consent that continuation of our relationship is continued.

6. Enter your training and experience here. Add relevant information related to your skills.

Your signature on this page indicates that you understand the above and are willing to accept balancing by use of the meridian energy protocols and that you have received a copy of this agreement.

Signature: _____ Date: _____ DOB: _____ 6/1/1980
Mary Miller

Signature: _____ Date: _____
Michael Thomas

▸ Click: **Continue**

Workshop Printing: if you do not have a printer connection in your workshop, just hit Cancel when the Print Dialog displays.

▸ Click: **Main Menu**

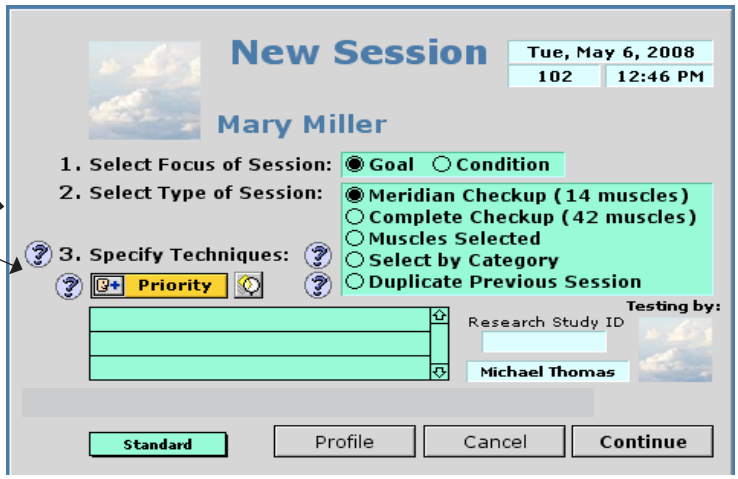
Creating a New User the first time and getting your Agreement modified and correct may take a little extra time on the front end, but as you begin to use this same information over and over again in the future, the economy of effort will be realized. You are now about to embark on the steps of creating a New Session using the *eTouch* Wizard. In this exercise, you will be creating a **14-Muscle Goal-based, Balance-As-You-Go Session**.

Create New Session

▸ Click: **New**

Specify Focus and Type of Session

Optional Functions: *eTouch* has a number of special features such as the **Priority System, Techniques** and the **Includes** that you may use. These are covered in detail in later workshops.



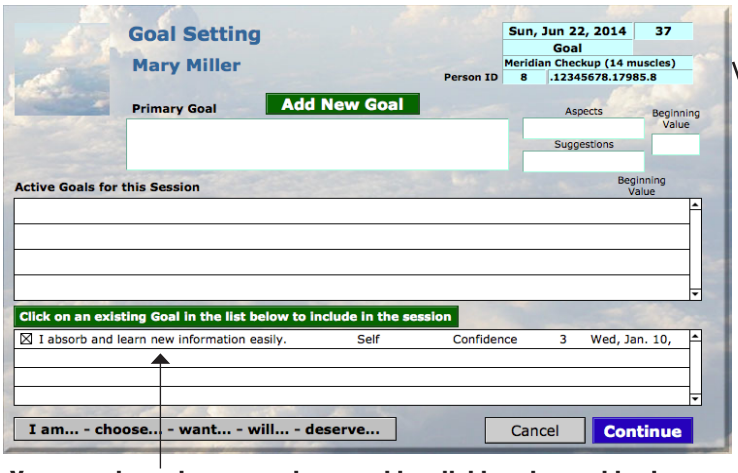
▸ Select: **Goal**

▸ Select: **Meridian Checkup (14 muscles)**

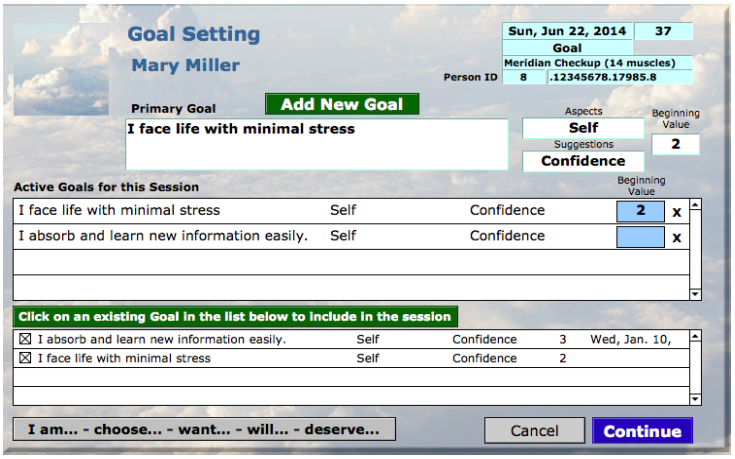
▸ Click: **Continue**

Set Goal and Starting Value

▸ Click: **Add New Goal**

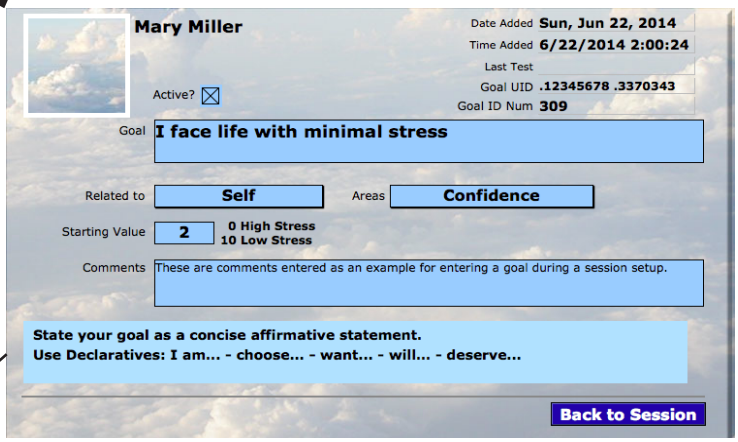


You can also select a previous goal by clicking the goal in the list at the bottom.



Goals: setting goals using positive, concise and active statements is a preferred way of performing a TFH balance. Since stress is usually associated with our goals, we can measure this stress before and after the balance for a comparison. An important goal for the person usually causes more stress which is demonstrated by a lower reading of the 0-10 or 0-1000 Attractor Numbers. The steps for determining starting values are listed on the dialog at the bottom of the screen.

Defining a New Goal



▸ Enter: **Goal**

You can also select how the goal is related to your life and area of your life.

▸ Determine: **Starting (Attractor) Value**

Note: in setting Goals and Attractor Values, it is necessary to use an Accurate Indicator Muscle (AIM). Determining an AIM is actually a Pretest which we perform in several later steps. It is used here to set an attractor value. If you are unsure how to use an AIM, go to page 23 and see Accurate Indicator Muscle or go to *eTouch Tutorial #1*.

▸ Enter: **Starting (Attractor) Value**

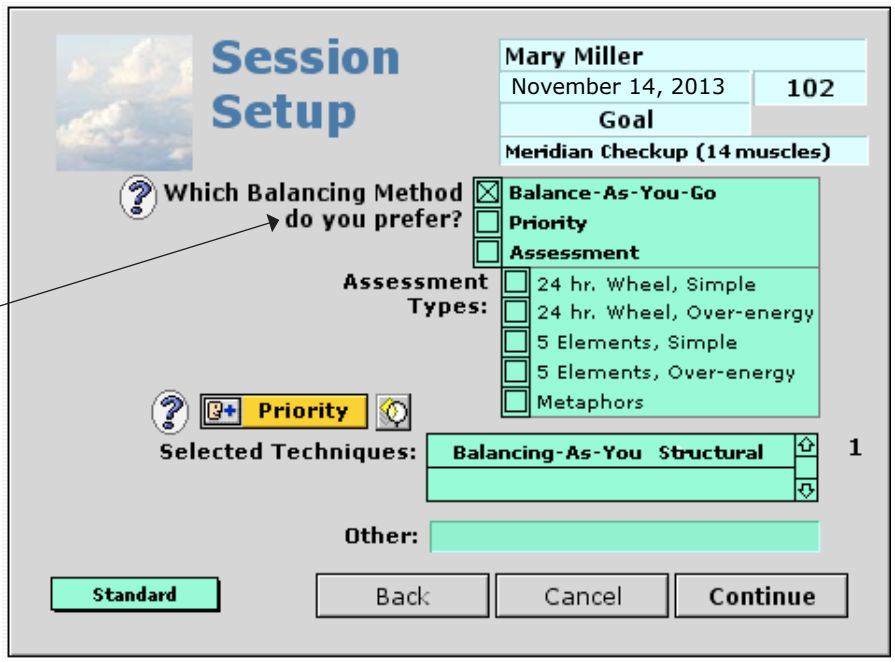
▸ Click: **Back to Session**

Your goal will have been added. Add more goals if you wish.

▸ Click: **Continue**

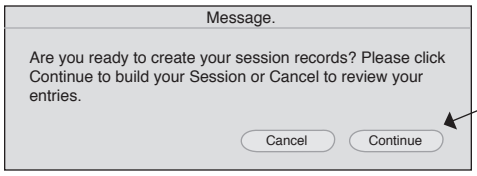
Select Balancing Method

▸ Check: **Balance-As-You-Go**



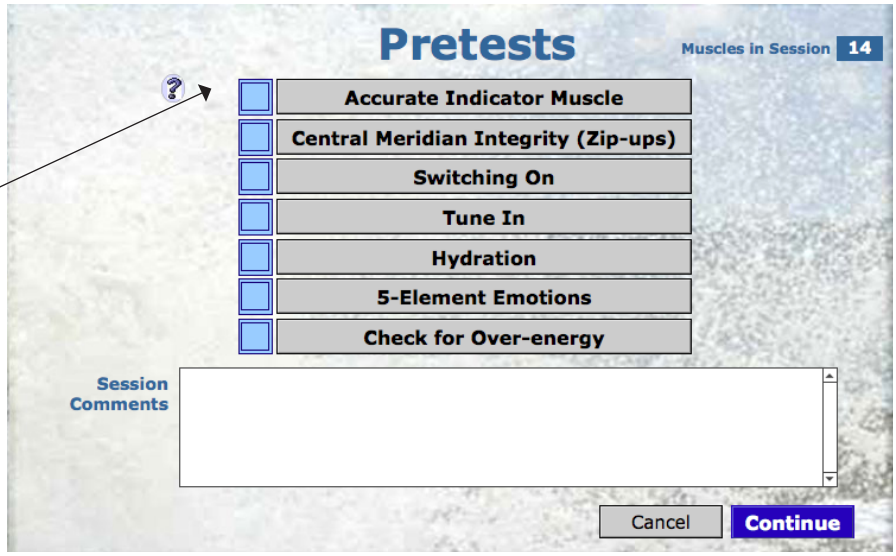
Balancing Methods: in this workshop, we will use the Balance-As-You-Go method. This means that you will correct any non-locking muscles when you find them. In the later workshops, you will learn the Priority and Assessment-One Point Balancing methods.

▸ Click: **Continue**



Last Chance: if you are satisfied with your Session Setup, click Continue, if not click Cancel

Complete Pretests

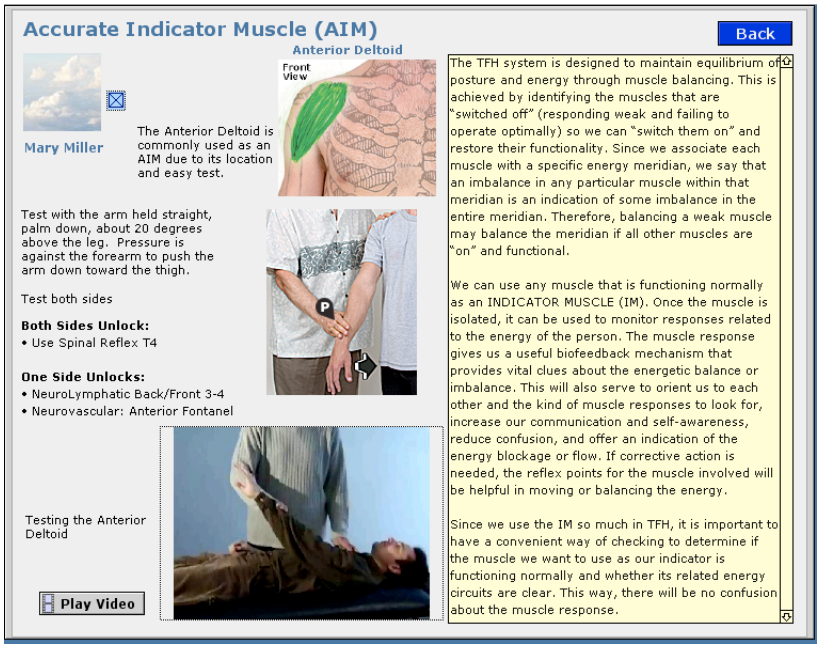


Pretests: these are a group of techniques that focus on the general balance of energy in the body and prepares both people for the balancing session. You can indicate that you performed a Pretest by either clicking in the checkboxes or clicking on the buttons.

Examine AIM

▸ Click: **Accurate Indicator Muscle**

Pretests: each of the Pretests has a special screen showing details of how the Pretest is conducted. If you need the information, click the button for the associated technique. If you complete the Pretest but don't need the information, simply click the Checkbox by each of the Pretests that you complete. This information will become part of your session records.



▸ Click: **Continue** (Top Right Corner)

▸ Action: **Complete Pretests**

▸ Click: **Continue**

Examine Test Log

Test Log: this is the primary screen for conducting a testing & balancing session and recording results. There are seven screens in the *eTouch* Session System where you can enter results.

Sort Muscles: you can sort the muscles in your session by selecting the order from the popup menu and then clicking the Set button. You can sort by Meridian Order, Anatomical Order (Head to Toe, Front then Back) or sort Alphabetically.

Clickable List: you can go to a muscle by clicking on it in the list.

Muscle Title Bar: the Muscle's Name, Meridian and Spinal Reflex are listed here. Clicking the Muscle Name will toggle between the formal Latin Muscle Name and the informal name. The yellow dot indicates that this muscle is the Indicator Muscle for the Meridian (one of the 14).

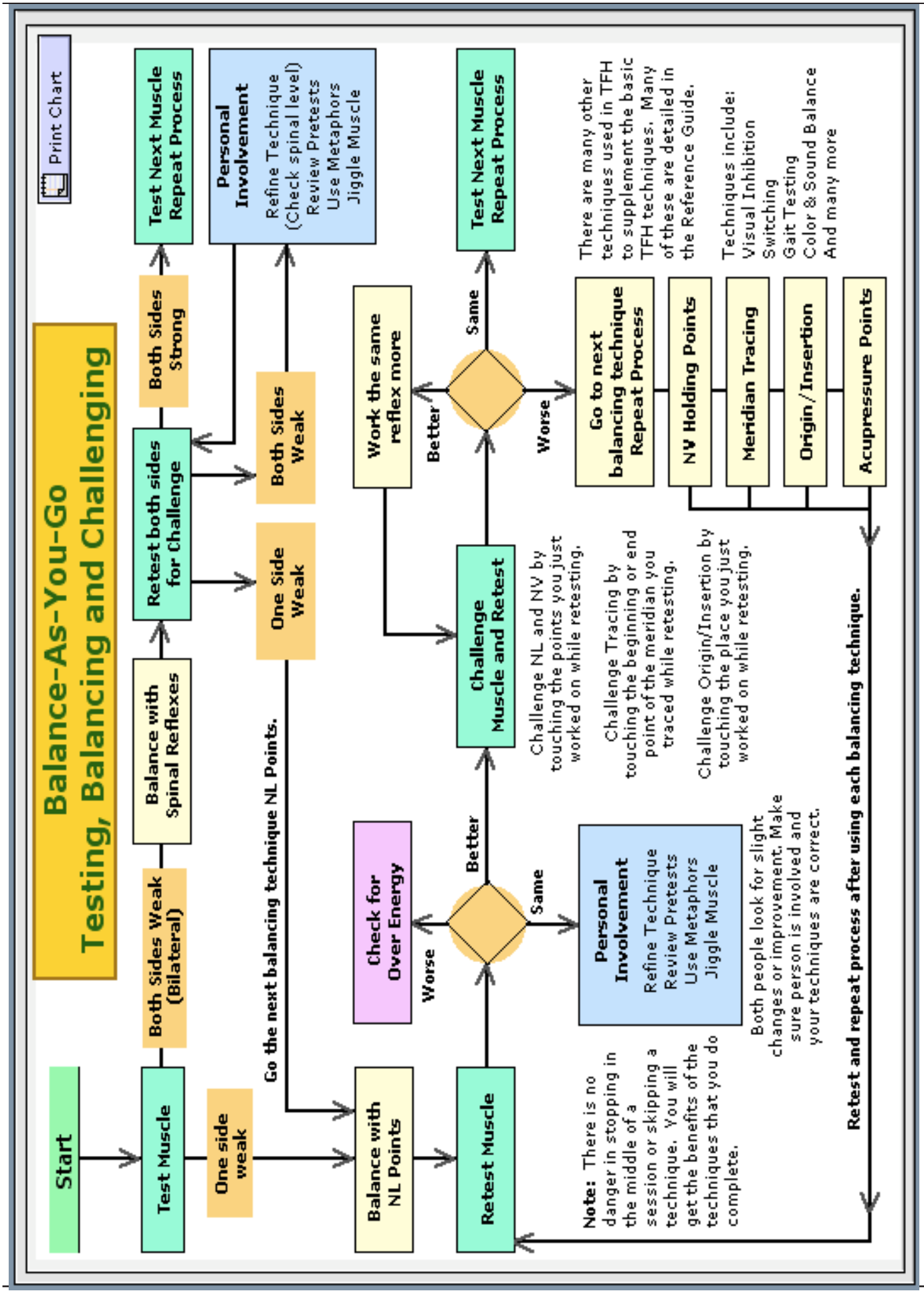
Balancing Palette: same format as the Muscle Reference and with ability to record which techniques were used to correct each muscle.

Results Recording Palette: record results here. Covered in detail in following pages.

Navigation Palette: covered in detail in following pages.

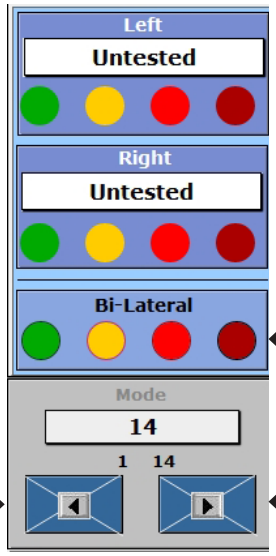
MOR allows you to select muscles that are associated with the selected muscle. It shows you muscles that on the same Meridian, Opposing Muscles and Related Muscles.

Free Add allows you to add any muscle you wish that it not already included in the Session.


Print Chart
Balance-As-You-Go
Testing, Balancing and Challenging
Start
Test Muscle
Both Sides Weak (Bilateral)
Balance with Spinal Reflexes
Retest both sides for Challenge
Both Sides Strong
Test Next Muscle Repeat Process
Personal Involvement
Refine Technique
(Check spinal level)
Review Pretests
Use Metaphors
Jiggle Muscle
Both Sides Weak
One side weak
One Side Weak
Go the next balancing technique NL Points.
Balance with NL Points
Retest Muscle
Check for Over Energy
Worse
Better
Same
Challenge Muscle and Retest
Challenge NL and NV by touching the points you just worked on while retesting.
Challenge Tracing by touching the beginning or end point of the meridian you traced while retesting.
Challenge Origin/Insertion by touching the place you just worked on while retesting.
Personal Involvement
Refine Technique
Review Pretests
Use Metaphors
Jiggle Muscle
Both people look for slight changes or improvement. Make sure person is involved and your techniques are correct.
Work the same reflex more
Better
Same
Worse
Go to next balancing technique Repeat Process
Test Next Muscle Repeat Process
There are many other techniques used in TFH to supplement the basic TFH techniques. Many of these are detailed in the Reference Guide.
NV Holding Points
Meridian Tracing
Origin/Insertion
Acupressure Points
Techniques include:
Visual Inhibition
Switching
Gait Testing
Color & Sound Balance
And many more
Retest and repeat process after using each balancing technique.
Note: There is no danger in stopping in the middle of a session or skipping a technique. You will get the benefits of the techniques that you do complete.

Examine Results Recording Palette

Recording Results Individually: you can set the results for each side individually. There are different degrees, which you may wish to use or not. In our practice, we have found that clients and students like seeing the different colors. You record the results of the first test of each side.



Bilateral Results: clicking one of the colored dots will set both sides simultaneously. The colors borrow from the universal symbology of the traffic light:

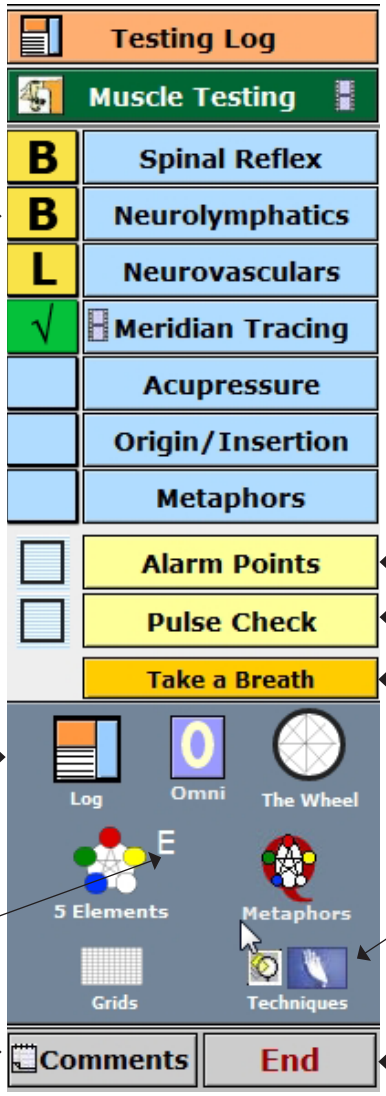
Green = OK (Muscle locks, is strong)
Amber/Yellow = Moderately Unlocking/Inhibited
Red = Unlocking/Inhibited
Dark Red = Very Inhibited (person can't get it into position for test or there is very little resistance, for example)

14-42-Muscle Arrows: with these arrows you can navigate between muscles in your session in the order that you have selected (Meridian/Anatomical/Alpha). Note, if you are in a 14-muscle session and click the 42 arrow, it will add the next muscle in the sequence if it is not already in your session.

If you Test both sides and they are OK, just hit the **right arrow button** and *eTouch* will set the muscle to OK before proceeding.

Technique Recording: you can record the history of the techniques required to correct a muscle. These work in a sequence:
1. Green check or lightening bolt = OK (that technique resolved the problem on the first try)
2. B = Bilateral. Both sides still unlocking
3. L = Left side still unlocking
4. R = Right side still unlocking

In this example, both were still unlocking after using the Spinal Reflex and Neurolymphatics but then Neurovascular corrected the Right and then finally, Meridian Tracing corrected the Left side.



Cookie Crumbs: *eTouch* leaves 'cookie crumbs' along your path to show where you have been. This is an automated way of tracking which techniques were used for correcting an imbalance. These are simple 'X's that will appear in the Technique Recording boxes automatically. These are use to assist in the collection of data for reports and research efforts.

Over Energy Detection Methods: covered in the Level II workshop and in the *eTouch* Advanced Tutorial.

Take a Breath: if it seems that things don't appear to be working, go to this page where there is a checklist of things to check and review.

Navigation Palette: there are multiple screens for entering results and checking energetic patterns. **Testing** shows larger views of the testing videos and illustrations. You can also enter results on this screen. The **Meridian Wheel** and the **5 Elements** react dynamically so that any results you enter will be displayed here. The **Grids** are a quick way to see all muscles and record results without the need for instructions and illustrations. The **5 Elements** and **Metaphors** while dynamically linked, do not allow entry of results there, just the patterns caused by the results.

The **'E'** beside the 5 Elements icon takes you to the **5 Element Emotions.**

Techniques: view or add techniques used in the Balancing Session (beyond the basic techniques). This is covered in detail in the following pages. These come in handy when someone says to you, "Do exactly what you did last time!"

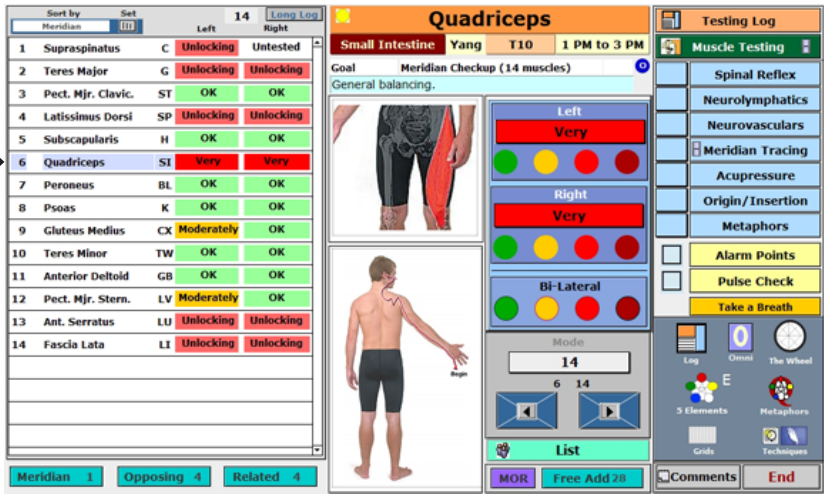
Comments: free-form text entry so that the Tester can record observations and general results or memory ticklers. There is also a place to record comments that the client makes to help you assess their progress and your effectiveness.

Go to End: the place you end a Session. It is where you enter final values for Goal Attractor Values, Comments and any Recommendations you make.

Perform a 14-Muscle B-A-Y-G Balance and Record Results

- Action: **Test Muscles**
- Action: **Record Results**
- Action: **Balance**
- Action: **Record Techniques Used**

Visual Status at a Glance: the Test Log displays the results in a format that both Tester and the Person being Balanced can easily view. The overall and specific status of each of the muscles in the Session can be seen.

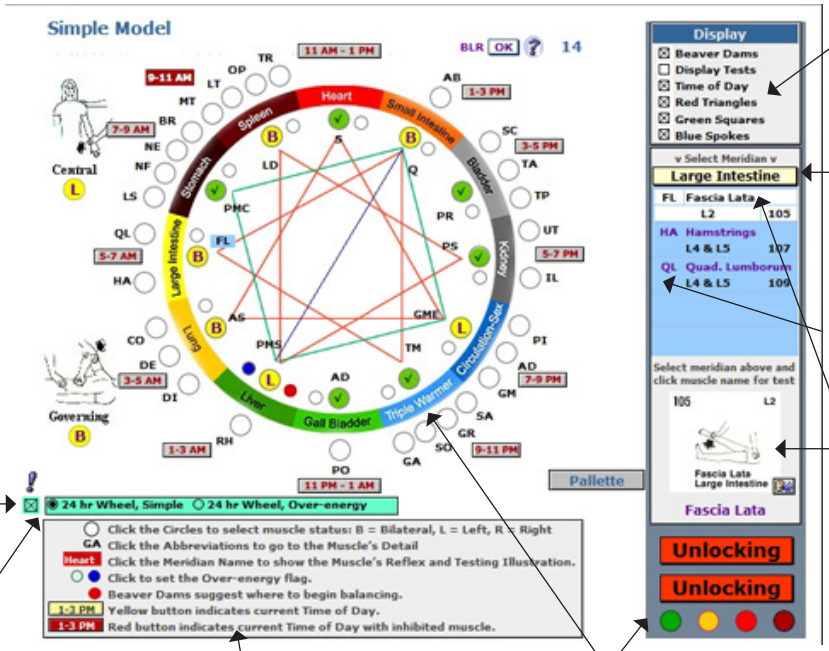


Examine The Meridian Wheel

- Click: **The Wheel**

Dynamic Results: the Meridian Wheel will display patterns dynamically based on the results that you enter.

Meridian Wheel



Display Toggles: you can specify which of the patterns that want to display or you can have all of them displayed. In this example, the option to Display tests for the primary muscles is turned off.

Select a Meridian: you can select a Meridian from this popup list and then see all the muscles that are related to it. Note the abbreviations for the Muscle Names listed here are the same that are used on the Meridian Wheel.

Muscle Tests: click on a muscle name in the list above and small icon image of its test will be displayed here.

Simple and Over-energy Models: the recommended way to practice TFH is to use the Over-energy Model. This is usually learned after you learn the basics of TFH and how to perform a 14-muscle balance. It is introduced in the TFH Level II workshop and in the Advanced *eTouch* Tutorial and in the IKC TFH Level II class. Until you learn the Over-energy model, you can still begin to see the energetic patterns using *eTouch* with the Simple model.

Select the green circles to toggle switches between the simple and Over-energy Models. Basically, in the Over-energy model, each pattern must contain a meridian that has over-energy. In the Simple Model, there must be at least one more under-energy in the pattern when compared to the requirements in the Over-Energy model. Notice in this example that there is a Beaver Dam (red dot) in Liver.

Key to Operation: this screen contains keys to the icons and explanations of the functions that are on this screen.

Entry of Results: you can enter results for muscles using the OK-B-L-R-_ sequence. You can also enter results using the standard entry palette.

For the new student, some theory may be helpful here. In Acupuncture theory, Chi flows in generally predictable patterns through the 12 Meridians (Central and Governing are special). If there is blockage in the flow, then patterns will emerge that help point to where this spot is located. In this example above, using the Simple Model, there is a Beaver Dam, a Square, Triangle and Spoke. These are covered in detail in the *eTouch* tutorials.

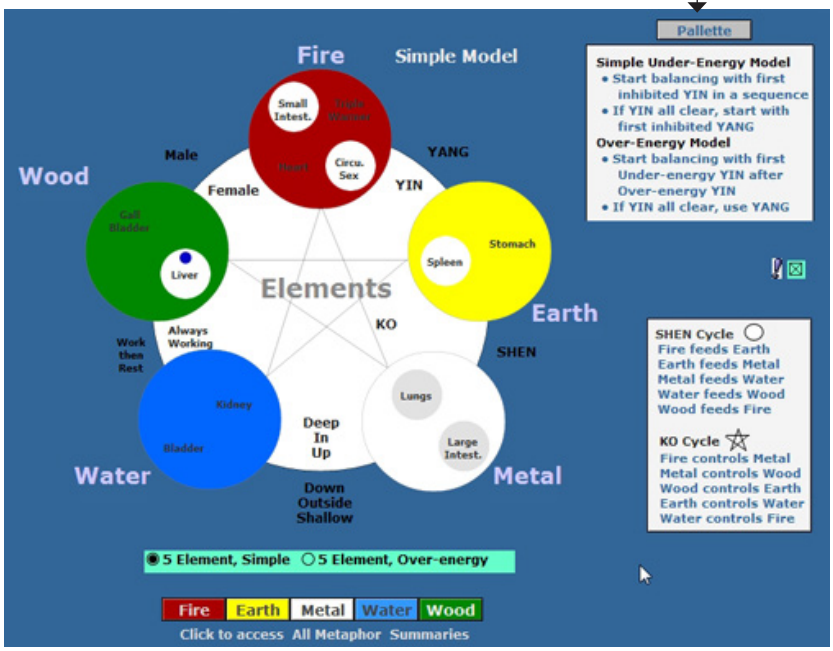
Examine 5 Elements

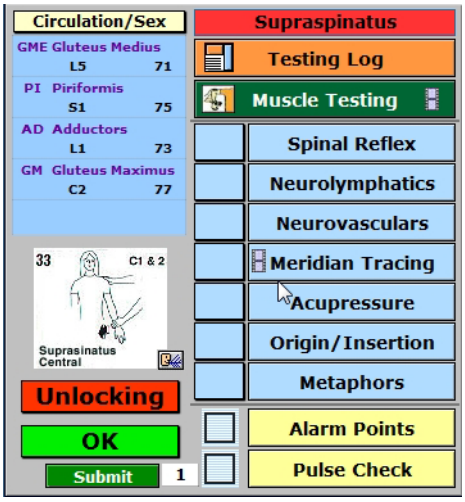
▸ Click: **5 Elements (not the E)**

5 Element Patterns: the *White Circles* indicate that there was at least one muscle in that Meridian that was unlocking / inhibited. The theory here is taught in the Advanced *eTouch* Tutorial, in TFH II, and in the *eTouch Level II* workshop.

Key to Simple and Over-Energy Models: note that the IKC does not recognize the Simple Model and it is not taught in TFH classes. Dr. John Thie taught this technique in his classes and it is included here as it is in the *Touch for Health: The Complete Edition* book.

Click the Palette to access the Standard entry palette and muscle selection palette. Shown on left.





Five Element Entry Palette

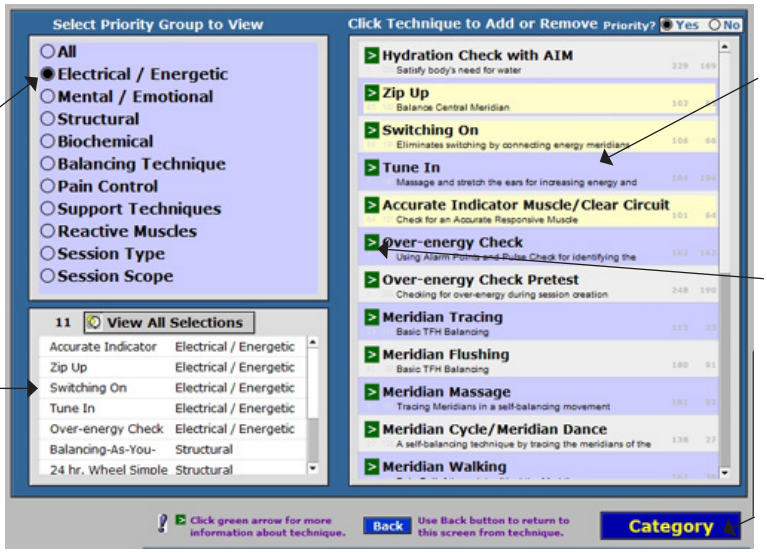
The standard balancing techniques of TFH: Spinal Reflex; Neurolymphatics; Neurovasculars; Meridian Tracing; Origin Insertion Techniques and Acupressure Holding Points are 'built-in' so that they are one click away. *eTouch* contains a large reference of other techniques. You can access these techniques during an active session to learn a new technique or refresh your memory. These techniques are grouped and displayed in two manners in *eTouch*: by **Function** and by **Priority**. Functions designates the group in which the technique is placed (Basic Techniques, Support Techniques, Pretests, etc.) while Priority organizes the techniques by basic systems (Electrical/Energetic; Mental/Emotional; Biochemical; Structural, etc.).

Examine Techniques

▸ Click: **Techniques (not the Magnifying Glass)**

Priority View: this is the display of techniques using the Database Priority System. In this example, Electrical / Energetic techniques are displayed.

Techniques Used: here is a list of all techniques you have used so far. Some are here because you performed Pretests and clicked either the buttons or the checkboxes. Others appear here because of the *eTouch* cookie crumbs.



Adding and Removing a Technique to your Session List: double-click a technique in the list on the right. If it has not been added already, it will be added. If it is already in the list, you will be prompted before removing.

View Technique: the green arrows are buttons that will take you to the Reference page for the technique. Remember to click the blue **Back** button to return to this screen.

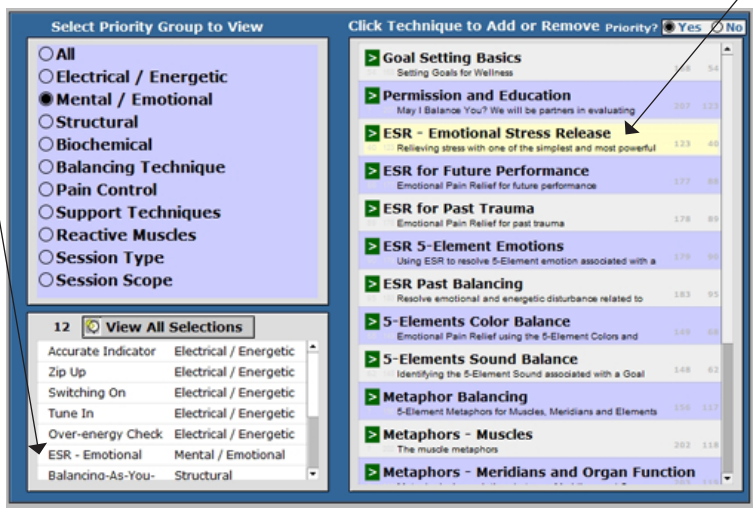
Display Toggle: click here to View by Category or Priority

Add a Technique

- Click: **Mental / Emotional priority (List on left)**
- Select: **ESR - Emotional Stress Release technique (List on right)**

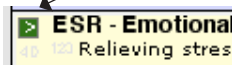
List of Techniques: notice that ESR - Emotional Stress Release has been added to this list.

Techniques: notice that ESR - Emotional Stress Release has a light yellow background now. This indicates that it has been used.



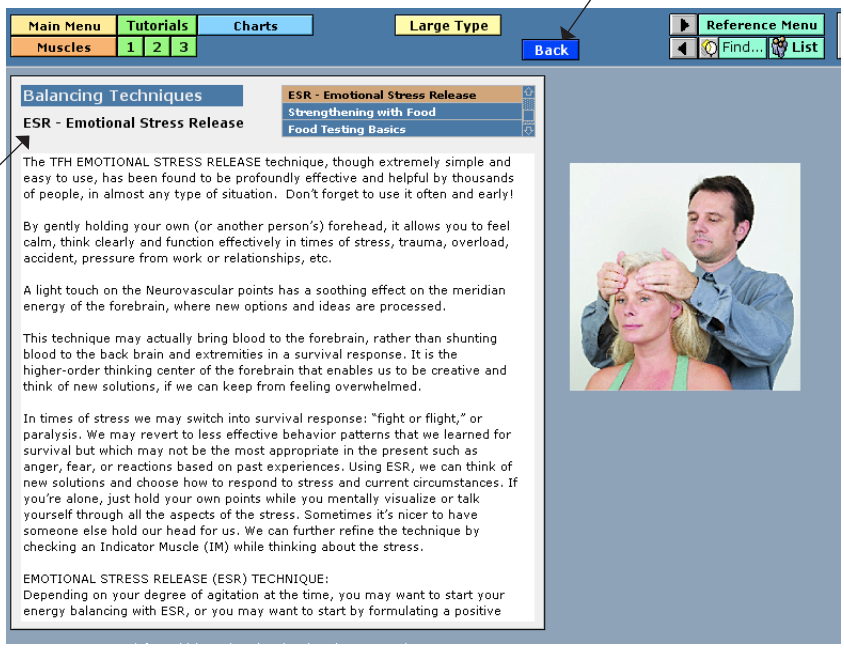
View a Technique

- Click: **Green Goto Arrow to the left of ESR - Emotional Stress Release**



Back Button: remember to click the blue Back button to return to your spot in the Session System. Since you are in Reference, you can explore, just remember to look for the **Back** button.

Reference: whenever you need more information about a technique or need to refresh your memory, you can access the information through the Techniques screen.



- Click: **Back button**

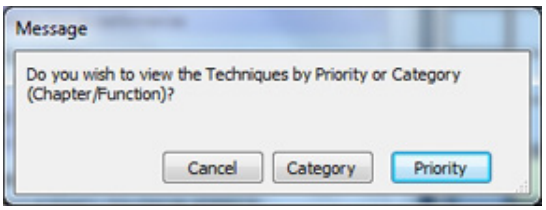
Techniques Report

- Click: **View All Selections**

- or -

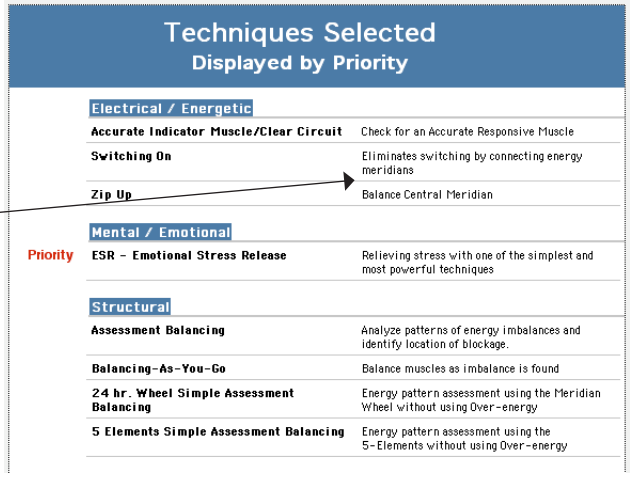
- Click: **Magnifying Glass on Techniques Button. Choose Priority. You can also click here from other locations in Sessions.**

- Click: **Magnifying Glass**



- Click: **Priority**

Techniques Report: this report will group the techniques by your selection of Priority or by Category/Function. Note there is also a description of the purpose of the technique and when it is used. If someone is very interested in what you did while helping them, this report explains a lot.



- Click: **Continue**

Examine Grids

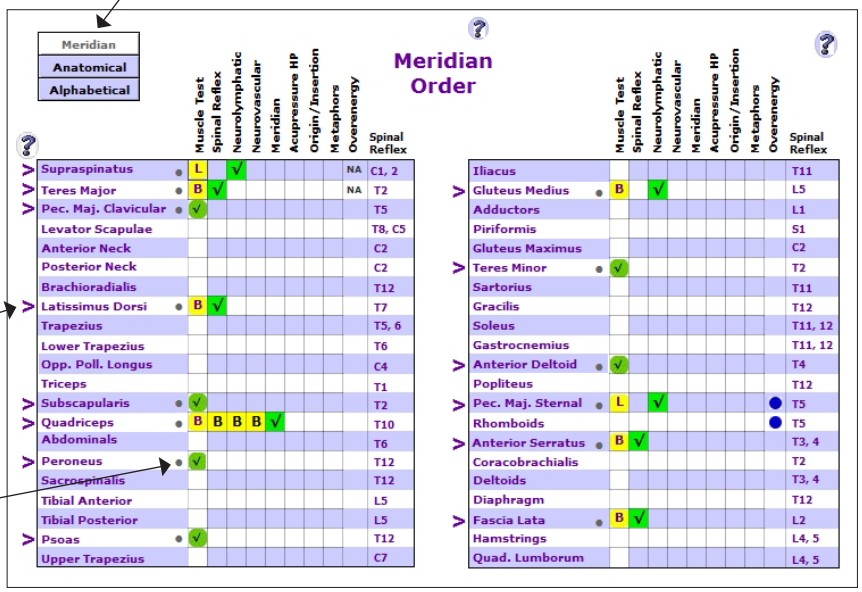
- Click: **Grids**

Sorts: view the records sorted by Meridian Order (shown at right), Anatomical Order (Head to Toe, Front then Back) or Alphabetical Order.

The Grids: this format shows all 42 TFH muscles and the basic TFH Balancing Techniques. The OK-B-L-R Sequence is used to record muscle testing results. Techniques used are indicated with a '√'.

Indicator Muscles: the '>' symbol is used to designate the 14 Indicator Muscles.

In Session Indicator: the '•' symbol is used to show that the muscle is included in this Session. Note: other muscles are added by simply clicking on the checkbox beside their name.



Viewing Summary

▸ Click: **Summary Button (top of page)**

Summary Screen: gives you a quick view of the results from your Session.

Tabs: use the Tabs to access all aspects of your Session including overview goals, comments, and conditions.

Tip: a shortcut to a Muscle's Record in the Test Log is to click on it in the list.

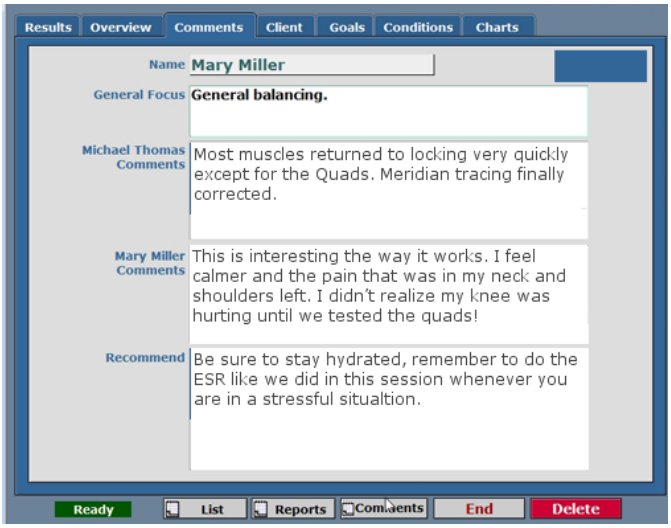
It may seem like there is a lot of time being spent for record keeping. Yes, there is a lot of information being stored for later reference and comparisons. Memories are always fresh at the time of their occurrence. It is a great help to be able to jot down a note, a reminder, a comment, an observation, a thought for the person or specific details about something that occurred during the Session. *eTouch* is designed to store and display in reports 2-3 paragraphs of notes (1,200) characters. For a larger display for entering comments, there is the **Comments** screen where some might find it a bit more convenient to enter comments relevant to the Session.

For Research Purposes, the extensive collection of results (not personal information beyond Age and Gender) is necessary. Participation in the research programs is totally voluntary and the submittal of subject data is conducted under strict guidelines. The details of this are thoroughly covered in *eTouch Level III*. Each copy of *eTouch* is wired to connect to the online *John F. Thie Memorial Research Database* if approved and properly activated.

Enter/View Comments

▸ Click: **Comments**

Comments: you can enter comments on multiple screens. Here you can records comments made by the client and any recommendation you make. If you want to summarize your Session and your thoughts, this is good place to do that.

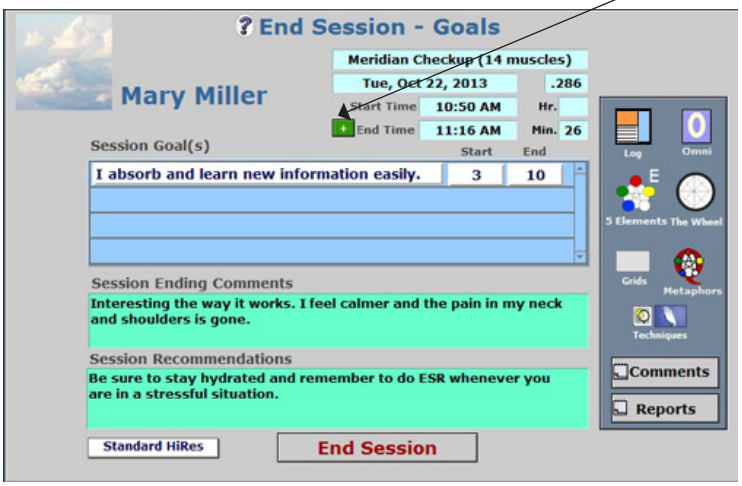


End the Session

▸ Click: **End**

Primary Purpose: ending the Session and Assessing the Ending Values for the Goal are the primary purpose of this

Focus of Session: the Goal is shown here and the *Starting* and *Ending* values can be entered here. You still must end the Session using the **Go to End** screen.

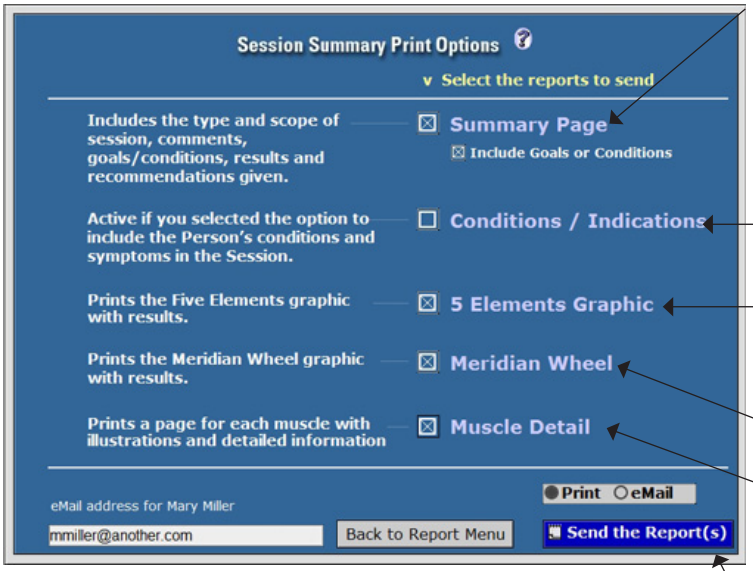


Session Time: you can click the green '+' button to see how long the Session has taken up to that moment. Note: this does *not* end the Session.

▸ Click: **End Session**

End Session: click the red **End Session** button to end and close the Session. For the quality of the research data, Sessions are closed so that results can not be changed. Comments can be added and updated at any time. This allows tracking the progress of affects of the Session into the future.

Select Reports to Print



Summary Page: prints extensive information about the session: Person; contact information; session date; time; length; muscles tested; results; techniques used; Goal (if option to include is checked); and beginning and ending values for the Goal.

Conditions / Indications: not applicable for a Goal-based Session. This is covered in *eTouch* Workshop Level II.

5 Elements Graphic: this prints the 5 Elements patterns as shown in the Session.

Meridian Wheel: this prints the Meridian Wheel patterns as shown in the Session.

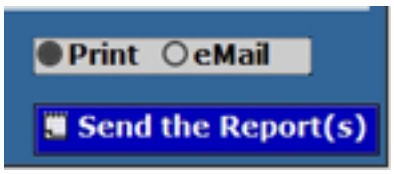
Muscle Details: this prints detail about each muscle and its test. Note: this will print one page for each of the muscles in your Session!

Tip: You can use the Print Range Option in your Operating System (Windows or Mac OS X) to print selected pages of the Muscle Detail report. Flip through the record index to see which page number the selected muscle(s) is located.

Print or eMail: you can choose to either print or email the report results

▸ Select: **Print or eMail Report**

▸ Click: **Send the Report(s)**



Tip: If you just want to view the Reports, click Continue, however, cancel when the Print Dialogue box appears.

Session Status: details about the Session Date, Time and Length.

Session Scope: how many muscles and the Balancing Strategy used.

Techniques: all techniques used in addition to the standard TFH balancing techniques.

Continue: resumes the process and takes you to the Print dialog.

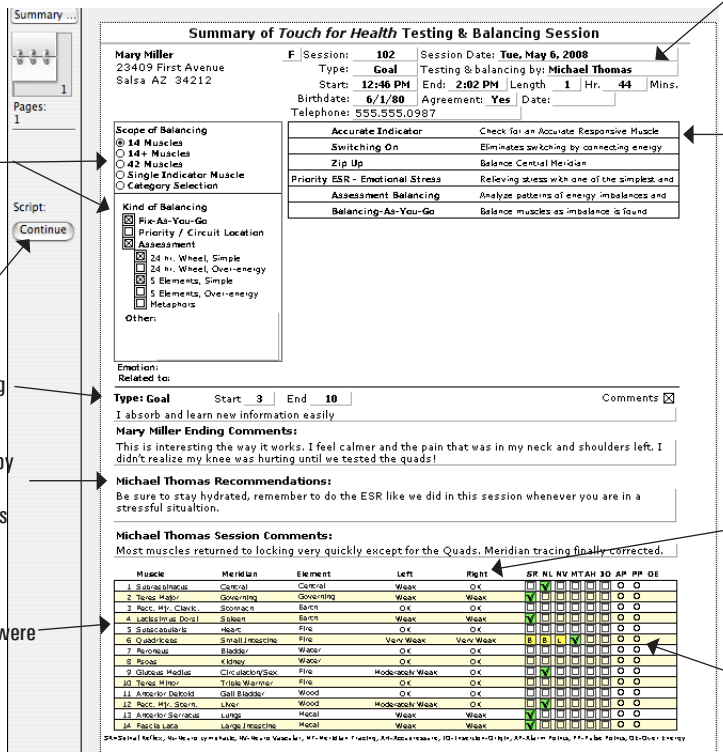
Session Focus: Goal with starting and ending values.

Comments: comments made by both Tester and person being balanced and recommendations made by Tester.

Results: testing results for each of the muscles in the Session

Muscle List: all muscles that were part of the Session.

TFH Techniques History: a detailed history of your balancing session showing what worked and where you had difficulty getting muscles to return to locking.



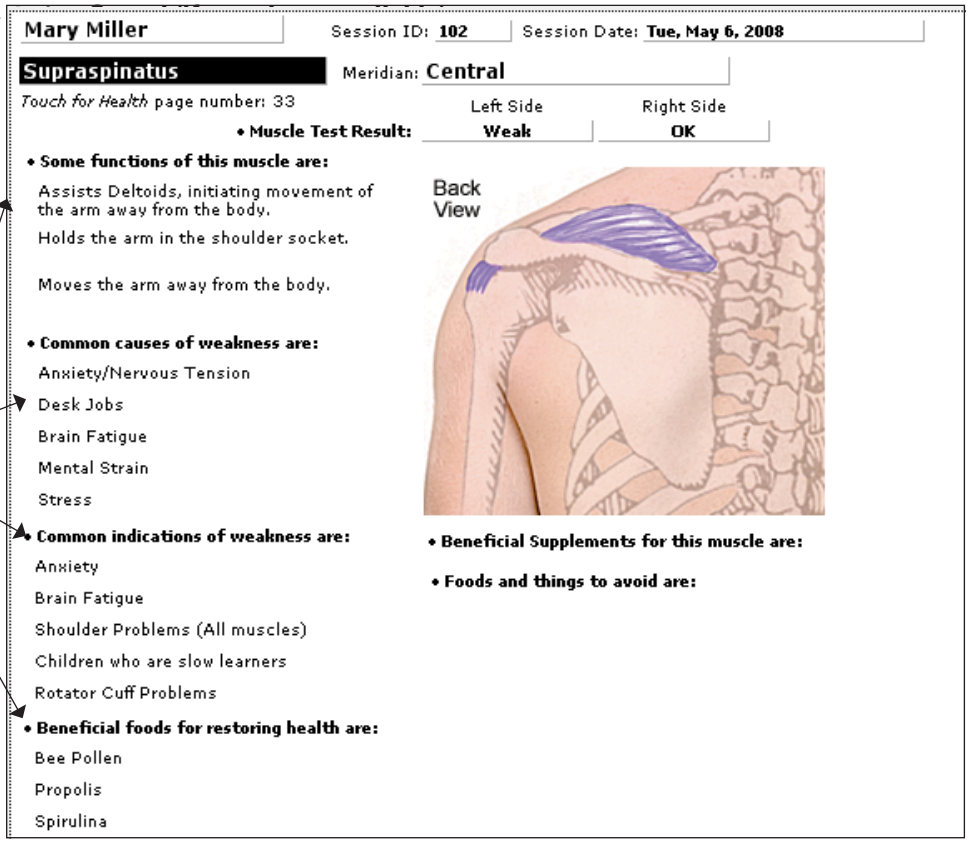
▸ Click: **Continue**

▸ Action: **Print Report (if printer available)**

- or -

View Muscle Detail Report

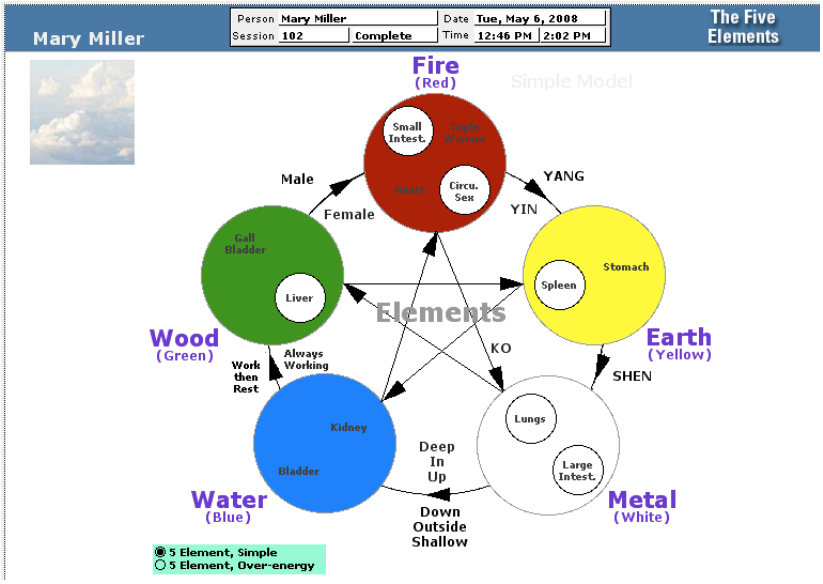
Muscle Detail: much of the information about the muscle that is found in the Muscle Reference is included here, plus the testing results from the Session are included.



Click: **Continue**

▶ Action: **Print Report (if printer available)** - or - ▶ Action: **Cancel (if no printer available)**

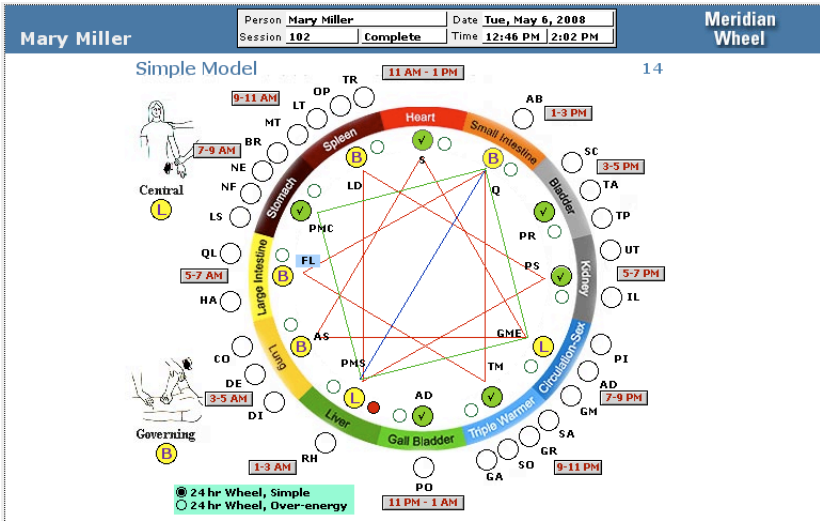
View 5 Element Report



▶ Click: **Continue**

▶ Action: **Print Report (if printer available)** - or - ▶ Action: **Cancel (if no printer available)**

View Meridian Wheel Report



▶ Click: **Continue**

▶ Action: **Print Report (if printer available)** - or - ▶ Action: **Cancel (if no printer available)**

Completion of the Session

Session Completion: after the reports have been printed, you will be returned to the Main Menu. Notice that both Tester and the person being balanced are still logged in. This means that you still have access to the Personal record and to the Sessions Archive.

Congratulations! You have completed the 14-Muscle Balance

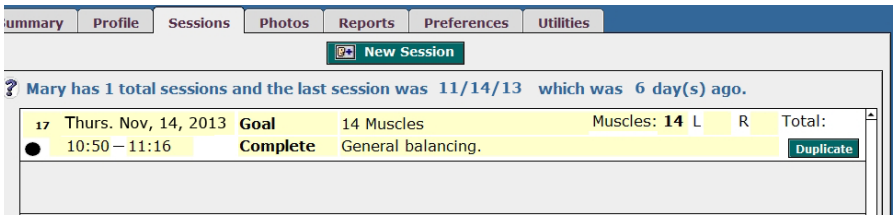
Session Count: notice that there is now a '1' being displayed on the Sessions button. This is a count of the sessions for the person.

▶ Click: **People**

People Button: if there is a portrait for the person in their personal record, then a small version of their portrait will be displayed on the People button. If not, the clouds will be displayed.

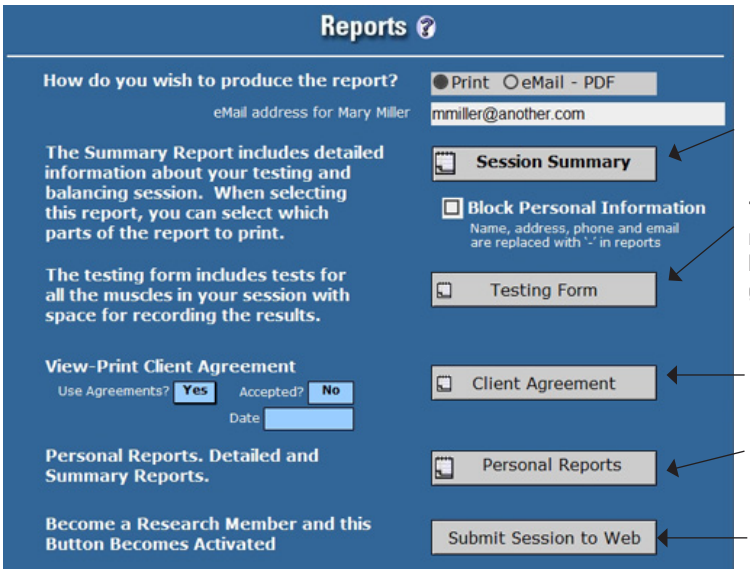
▸ Click: **Sessions Tab**

Sessions List: notice that the Session just completed is now displayed in the Sessions List. If you wanted to go back to this Session, simply click on it in the list.



▸ Click: **Session in list.**

▸ Click: **Reports at bottom of Summary Page**



Testing Report: if printed before any results are entered, it can serve as a blank testing form. With results, it is a good review of muscle tests & results.

Client Agreement: this is another place that you can print the Agreement

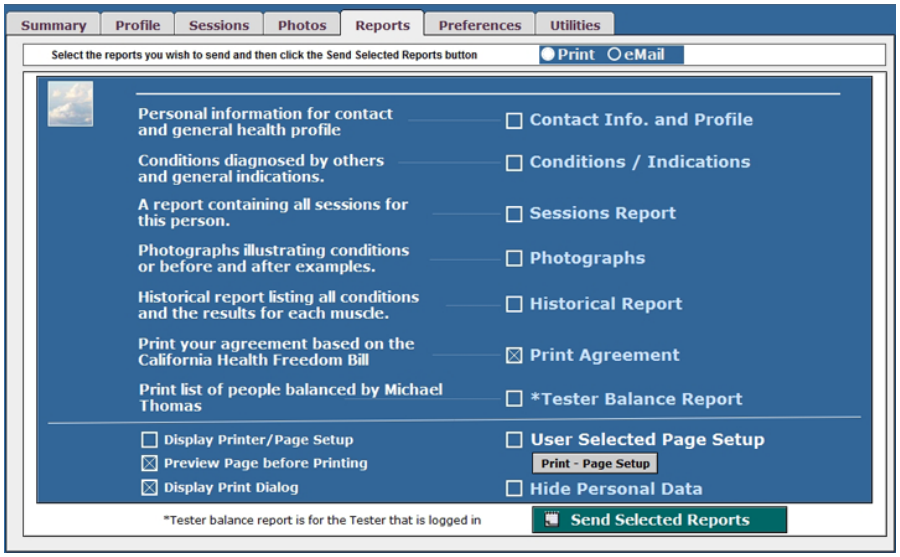
Personal Reports: a group of reports that help you see both detail and overviews.

Submit Session to Web: this is the built-in Gateway to the JFT Memorial Research database. Must be properly activated to have access. Covered in *eTouch Level III*.

▸ Click: **Personal Reports on the Summary Page**

Print Personal Reports

Personal Reports: there are numerous Personal Reports that you can print for yourself or your client.



▸ Click: **Main Menu**

▸ Action: **Workshop Partners now Switch Roles & Repeat Exercise**

▸ Action: **Go to Page 15 to create new Personal Records if you will be switching computers**

- or -

▸ Action: **Go to Page 19 to Login if you are sharing a computer and copy of *eTouch***

eTouch for Health and TFH Balancing Process

1. To be listed as a Tester, the Tester Flag can be set when the record is first created or later by going to the personal record and setting it. T F

2. A password is required to access Personal Records and Session Records. T F

3. The General Parts of the Agreement can be shared by a group at the same location because you have the ability to modify the portions related to an individual Tester's personal training and experience. T F

4. What are the two Balancing Focuses used in *eTouch*? _____

   _____

5. When a Goal is set and the Starting Values are checked, a low value indicates high stress associated with a goal. T F

6. Which Balancing Session tests and balances one muscle for each of the Primary Meridians?

   _____

7. Name the screens in *eTouch* where you can enter testing results. _____

   _____

8. On the Test Log, muscle results can be set individually for each side or by clicking a bilateral colored dot to set both sides simultaneously. T F

9. Results entered on one screen show up on all the other Session screens. T F

10. Results can not be changed in a closed Session but Comments can be added at any time in an *eTouch for Health* Session. T F

11. On the Main Menu, the People and Session buttons are Active for whom? _____

12. Which screens show Energetic Patterns dynamically based on the results that you enter?

    _____