

CHAPTER  
**16**

**SPEEDWARE OVERVIEW**

**cur • ric • u • lum** (ke-rik'ye-lem)

n.pl. **cur • ric • u • la** (-le) or **cur • ric • u • lums**

1. All the course of study offered by an educational institution.
2. A group of related courses, often in a special field of study; *the engineering curriculum*.

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[Latin, *course*, from *currere*, *to run*. ]

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## A. Speedware® Overview

Speedware® is the software used to write the Curriculum Module. This overview familiarizes you with the Speedware® environment.

A basic feature of the Speedware® environment is that you use the keyboard, not the mouse, to navigate through the screens. If you depend on the mouse while utilizing other software applications, it might take some time to get accustomed to using the keyboard as your primary source for moving through the Curriculum Module. With a little patience it will become as natural as using the mouse is to you now.

### MENUS

**To select from a Speedware® menu, choose from one of the following:**

1. Press the <TAB> key to move from one menu selection to the next. Press <RETURN> when the desired selection is highlighted. On your keyboard <RETURN> may be labeled <ENTER>.
2. Key in the shortcut label (in parentheses), or one or more letters of the menu branch label (enough to make the selection unique) and press <RETURN>.

A menu branch label followed by ‘...’ indicates that a submenu follows.

**To quit or return to a previous menu:**

Function key 8 <F8> can be labeled <EXIT PROGRAM>, <MENU>, <PREVIOUS ACTION> <QUIT>, or <REJECT>. Press it to exit the program, return to the previous menu or action, quit, or reject the selected menu.

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### SCREENS

**To move from field to field within a screen:**

Press the <RETURN> key or the <TAB> key to move forward through the fields. Press the <F5> <BACKTAB> function key to move backward through the fields.

**To back out of a screen:**

Press the <F8> or <REJECT> function key. This tells the computer that you want to reject what you have just selected.

**FUNCTION KEYS**

Function keys are dependent on the screen that is being displayed. Therefore, they change frequently. The function keys shown are examples of what could be displayed in a screen.

**Here is an example of a standard set of function keys:**



**Figure 16.2** Standard Set of Function Keys (a)

F1 <CHANGE KEYS> switches to another set of function key labels.

F2 <HELP FIELD> gives help related to the field the cursor is on. After pressing the <HELP FIELD> function key a box with the text: ‘Enter optional criteria’ will appear. Press <ENTER> and a picklist will be displayed.

F5 <BACK TAB> moves to the previous field.

F7 <ACCEPT> tells the computer to update with the data shown and to move on.

F8 <REJECT> tells the computer to reject any changes (from data entry) and to return to the previous screen or menu.

**Here is another example of a standard set of function keys:**



**Figure 16.3** Standard Set of Function Keys (b)

F9<CHANGE KEYS> switches back to the first set of keys.

F10<HELP MENU> provides information describing the use of the screen and its fields.

**To limit a picklist:**

Enter 1 or more characters into the ‘Enter optional criteria’ box. Only those items which begin with the characters you enter will be displayed.

For example, to see a list of course disciplines beginning with ‘EN’, type ‘EN’ into the ‘Enter optional criteria’ box. Press the <ACCEPT> function key to process.

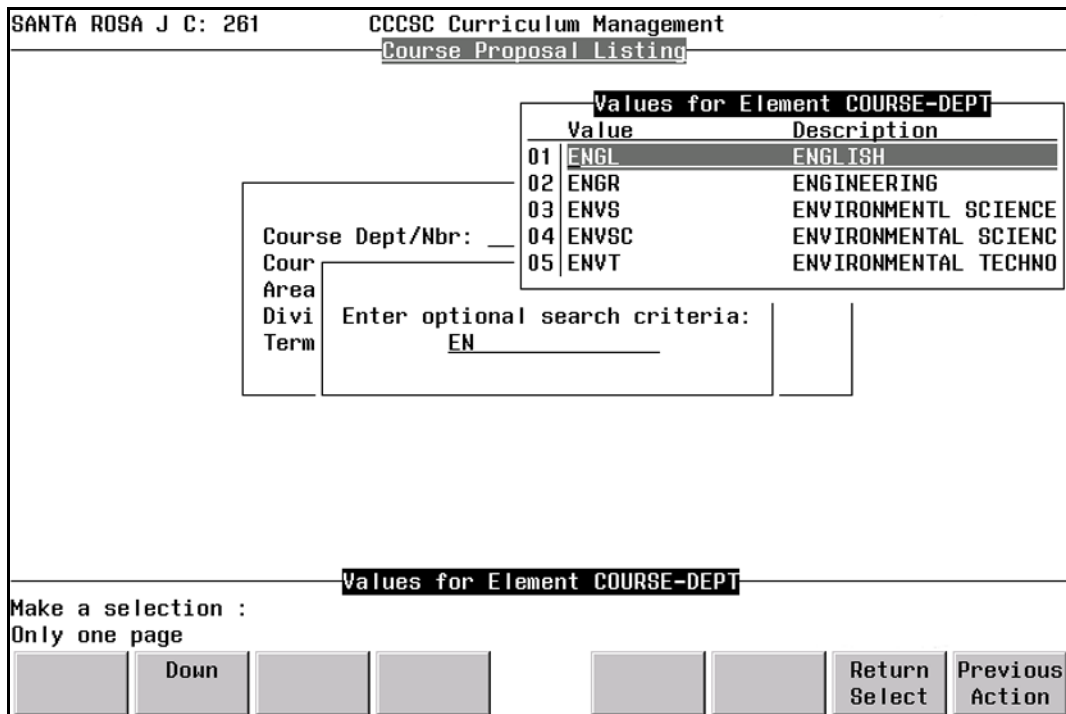


Figure 16.4 Limiting a picklist

**To move through multiple paged reports:**



Figure 16.5 Scroll Forward, Scroll Backward, and Next Page function keys

Use the <SCROLL FORWARD> and <SCROLL BACKWARD> function keys to move through the page. The <NEXT PAGE> takes you to the next page, and you can not go back from there.

**To exit out of a multiple paged report:**

Press CTRL ‘Y’ on your keyboard to exit. You will be prompted to confirm that choice or continue with the report.

## AT NEXT EVENT

Speedware® uses the ‘at next’ event to interrupt the processing of a set of records and to ask the user what to do. These are typical ‘at next’ function keys:



**Figure 16.6** At next event

F5<ADD> lets you add a new record.

F6<LIST SELECTED> shows you the list of records that meet your selection criteria.

F7<RETURN SELECT> lets you enter new selection criteria.

F8<PREVIOUS ACTION> returns you to a prior screen or menu.

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