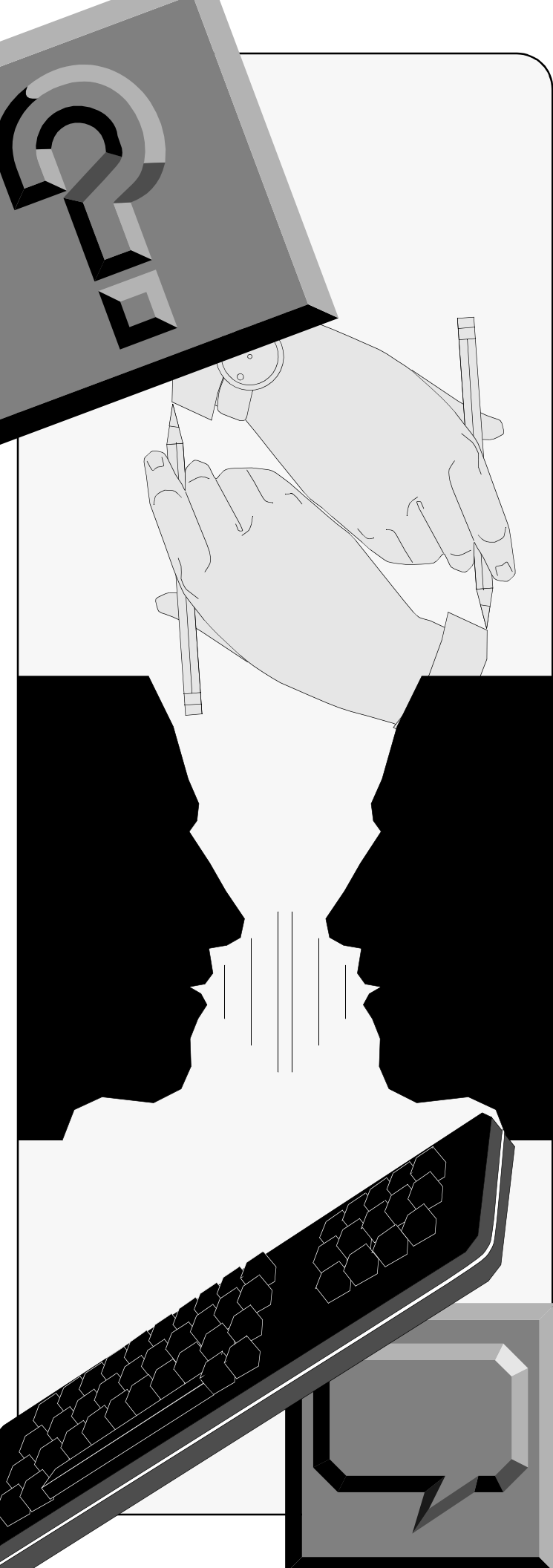


## Speedware®

### Chapter overview

You will learn in this chapter:

- How to move through the Speedware® menu



## A. Speedware® Overview

Speedware® is the software used to write the Registration 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 Registration Module. With a little patience it will become as natural as using the mouse is to you now.

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### MENUS

#### **To select from a Speedware® menu:**

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> 'Reject' function key. This tells the computer that you want to reject what you have just selected.

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## FUNCTION KEYS

**Note:** 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:**



F1 'Change Keys' switches to another set of function key labels.

F2 'Help Field' gives 'help' related to the field the cursor is on.

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 (for data entry) and to return to the previous screen or menu.

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



F9‘Change Keys’ switches back to the first set of keys.

F10‘Help Screen’ provides information describing the use of the screen and its fields.

**At next event**

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

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Next ?

Record not added



F3‘Previous Page’ shows the previous record/page for a multiple page record.

F4‘Next Page’ shows the following record/page for a multiple page record.

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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