



Admission and Records Software Users Manual

Registration Documentation

You will learn in this introduction:

- The audience this documentation addresses.
- General guidelines.
- Software notes.

A. Audience

This document is addressed to the person who is working in departments that maintain student records. A typical department could be called Admissions and Records, Enrollment Services, or A & R.

B. General Guidelines

- First, review Speedware Overview to familiarize yourself with the Speedware Menus, Screens, and Message Boxes.
- Remember that users of the Registration Program have different types of access. This means that some of the guidelines provided will not be applicable to your task(s).
- The Registration Program which you use could be customized for your school. Therefore, some of the information in this manual may not apply.
- See the Quick Reference chapter for explanations of key usage.

C. Software Notes

Adobe® FrameMaker® 6.0 software was used to write the Registration Manual. At first glance, this software is very similar to PageMaker, but FrameMaker is more suitable for publishing long, content-rich documents across multiple channels.

In addition, SnagIt® 5 Advanced Screen Capture, Adobe® Photoshop® 5.0 software, and ACD See® 32 v.2.21 were utilized. SnagIt was used to capture the different screens in the program and save them in a graphic file. Photoshop was used to modify that graphic, and ACD See was used to view the graphics in a library.