

Curriculum Software Users Manual

Lookup Documentation

You will learn in this introduction:

The audience this documentation addresses

General guidelines

Software notes

Introductory Screen

A. Audience

This document is addressed to the person who is working in a department that interacts with curriculum. Such departments might be Scheduling, Articulation, Academic Affairs, or one of the many academic departments which maintain the curricula for their disciplines(s). In addition, all users on campus who have curriculum lookup access will find this information useful.

B. General Guidelines

- First, review the Speedware Overview to familiarize yourself with the Speedware Menus, Screens, and Function Keys.
- Remember that users of the Curriculum Program have different types of access. This means that some of the guidelines provided will not be applicable to your task(s).
- The Curriculum 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 Curriculum Software Users 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.

D. Introductory Screen

The screen below is the introductory screen to the Curriculum Program for the lookup user. The screen will look different if you have a different level of access. Because this manual is directed towards lookup users, all screens reflect that access type.

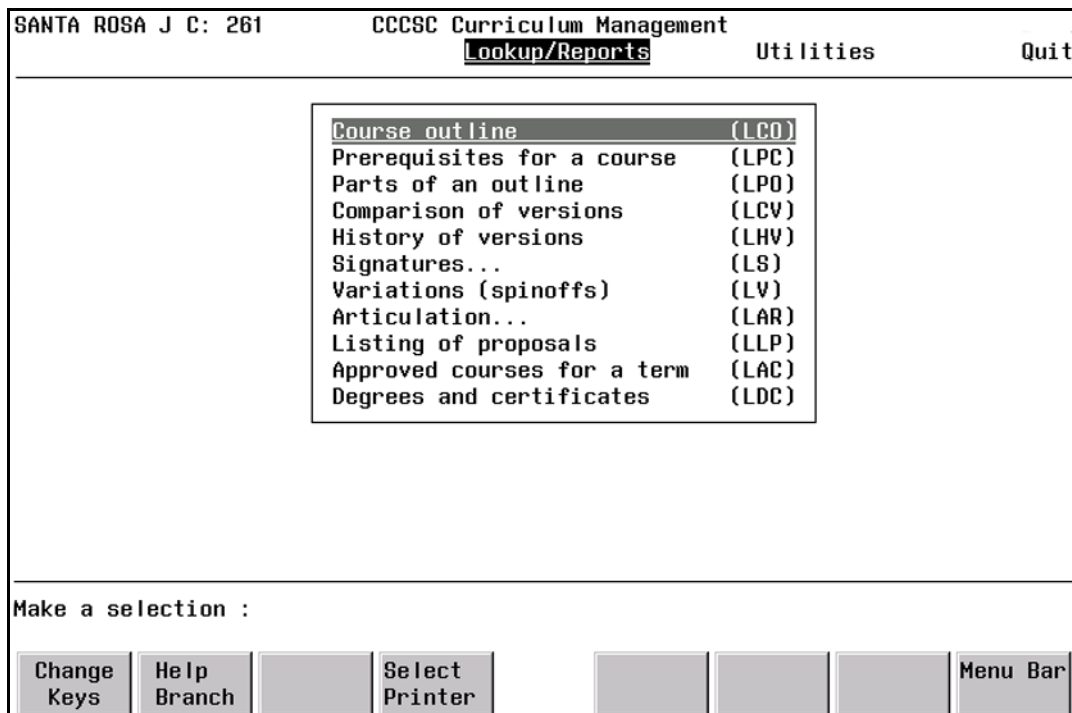


Figure 0.5 Introductory Screen for the Lookup User

Most of the selections available to the lookup users are under the Lookup/Reports menu. The remaining menus: Utilities and Quit are to select a printer or exit the program.

There are function keys at the bottom of this screen that are detailed throughout this manual as well as in the Function Keys and Speedware Overview chapters.

The <SELECT PRINTER> key is covered in the Utilities chapter.