STEVE'S RÉSUMÉ PROGRAM

Chapter 1. What is Steve's Résumé Program?
Chapter 2. Running SRP
Chapter 3. Entering résumé data
Chapter 4. Printing your résumé
Chapter 5. General Notes
Chapter 6. Registration Information
Appendix A. New Features List

Chapter 1.
What is Steve's Résumé Program?

Steve's Résumé Program, or SRP, is designed to make résumé creation easier. Though it is not the single most important thing to getting a new job, a résumé is one of the things you will need. And having your résumé right puts your best foot forward. If your résumé commands attention, then you, too, will command attention.

SRP allows you to keep information about yourself and your experience on file and on hand at all times. SRP can provide you with a complete and up to date résumé for distribution to all potential employers.

SRP has many advantages over several similar commercial and shareware products on the market. First, it is shareware, so if you don't like it after trying it out, you haven't shelled out 30 or 100 bucks for something you won't use. Second, if you do use it and you register it, you get a great, warm feeling inside that you are a part of the shareware phenomenon. Third, all of SRP's data is in one file - and you name it. Call it whatever you want, and store it wherever you want. There's no wondering if a mystery file belongs to SRP. Fourth, SRP uses a simple Function Key interface. Press one key to get where you want - not ten UpArrows and then an ENTER. And lastly, SRP gives you as much flexibility as I could think to put in.

This manual will explain how to use SRP to its fullest potential, selling yourself and your talents by making you shine. So read on, and get a job!

Chapter 2.
Running SRP

To run SRP, you need the following:

- an IBM PC compatible computer
- color video (CGA or better)
- 256K RAM
- a printer is optional, but highly recommended

SRP's requirements are really quite simple and aside from the color video requirement, quite low. SRP, then, will run on just about any IBM PC compatible system. To begin SRP, type SRP at the DOS prompt:

C:\> SRP <ENTER>

The SRP intro screen will appear. The intro screen will show the program name, the version number, and the copyright notice. Press any key to go on to the main menu, which is shown below:

```
+----------------------------------------+
¦                                        ¦
¦          Steve's Résumé Program        ¦
¦                Main Menu               ¦
¦                                        ¦
¦  F1. Edit Résumé                       ¦
¦  F2. Load Saved Résumé                 ¦
¦  F3. Erase Loaded Résumé               ¦
¦  F4. Print Résumé                      ¦
¦  F5. Quit                              ¦
¦                                        ¦
¦  Press the Function Key of Your Choice ¦
¦                                        ¦
+----------------------------------------+
```

To make its use as easy as possible, SRP uses a menu and function key interface where ever possible, as shown here. There are five choices from the main menu, and you press the function key (F1-F5) which corresponds to your choice. We begin with choice number one, Edit Résumé.

You may provide a filename with the program name on the command line. Doing so will load that file, and, assuming all went well during the load, you will be placed on the Edit Résumé screen. For example:

C:\> SRP MYRES <ENTER>

will load a résumé file named "MYRES".

Chapter 3.
Entering Résumé Data

When you press F1 from the main menu, you will be shown the edit menu, which looks like this:

```
+----------------------------------------+
¦                                        ¦
¦          Steve's Résumé Program        ¦
¦            Edit Résumé Menu            ¦
¦                                        ¦
¦  F1.  Edit Entire Database             ¦
¦  F2.  Personal Information             ¦
¦  F3.  Job Objectives                  ¦
¦  F4.  High School Education            ¦
¦  F5.  College Education                ¦
¦  F6.  Military History                 ¦
¦  F7.  Employment History               ¦
¦  F8.  References                       ¦
¦  F9.  Save Changes                     ¦
¦  F10. Back to Main Menu                ¦
¦                                        ¦
¦  Press the Function Key of Your Choice ¦
¦                                        ¦
+----------------------------------------+
```

Use this menu to edit your résumé, either a new one or a previously saved one (we will address loading a previously saved résumé a little later). For quick data entry of all categories, press F1 (Edit Entire Database). This will bring you through each of the seven data entry categories non-stop. Or you can edit each piece of the database one at a time. We will look at each SRP screen in the order presented in the above menu.

F2. Personal Information

You have come here by either pressing F1 to edit everything, or F2 to edit just your Personal information. Either way, you will see the following screen:

```
                         Personal Information - 1

 Full Name.............

 Address Line 1.........
 Address Line 2.........
 City, State/Prov, Code.

 Home Phone............

 Work Phone (w/ext.)....             x


+-----------------------------------------------------------------------------+
¦    TAB, DownArrow or ENTER moves to next field.  Shift-TAB or Up-Arrow      ¦
¦       moves to previous field.  Press F1 to advance, ESC to cancel.         ¦
¦                                                                             ¦
¦ Input your General Personal Information.  Type in the information exactly   ¦
¦   as you want it to appear on your résumé.  If you do not have a phone,     ¦
¦  input the phone number of someone you can rely on to take messages for     ¦
¦  you.  Employers will call you if they want to set up an interview, and     ¦
¦     anyone that they cannot get a hold of will probably be forgotten.       ¦
+-----------------------------------------------------------------------------+
```

Each of the fields is relatively self-explanatory, but we will go over each in turn:

Full Name: Type in your full name as you wish it to appear on the résumé. You are given 40 spaces to type your name.

Address Line 1, Address Line 2: Type in your address, also as you like it to appear on your résumé. Two lines of 45 characters each are provided.

City, State/Prov, Code: Type in your City, State or Province, and Zip or other Postal Code. The City field is 20 characters long. The State field is two characters long. It should hold your two-letter state code. This field uppercases all input automatically. The Code field should hold your postal code. Space is provided for ten characters. This will accomodate a 5- or 9-digit Zip Code (with dash) or a 6 character Canadian Postal Code.

Home Phone: Type your home phone number, plus area code, into these two fields.

Work Phone (w/ext.): Type your work phone number here, with area code. Four characters are provided for an extension, if desired.

The help text on the bottom of the screen explains the keys available on this screen. The ENTER, DownArrow, and TAB keys will all advance to the next field. The UpArrow and the Shift-TAB keys will go back through the fields. Other keys available in a field are Right and LeftArrow, BackSpace, Delete, Insert, Home, and End. Press F1 when finished with your input. This will advance you to screen 2:

```
                         Personal Information - 2

 Sex (M/F)...................................
 (S)ingle, (M)arried, (D)ivorced, (W)idowed..
 Number of Children..........................

 Date of Birth (MMDDYY)......................

 Travel/Relocation......    1=No Travel, No Reloc  2=Travel OK, No Reloc
                            3=No Travel, Reloc OK  4=Travel OK, Reloc OK

 Hobbies................



+-------------------------------------------------------------------------+
¦    TAB, DownArrow or ENTER moves to next field.  Shift-TAB or Up-Arrow  ¦
¦        moves to previous field.  Press F1 to save, ESC to cancel.       ¦
¦                                                                         ¦
¦ This section of Personal Information is all optional.  You will have the ¦
¦chance to specify which information to print.  You do NOT have to volunteer ¦
¦any of this information to anyone, but include anything that will help you! ¦
+-------------------------------------------------------------------------+
```

Sex (M/F): Enter either an M, F, or a blank here.

(S)ingle, (M)arried, (D)ivorced, (W)idowed: Note your marital status here by typing an S, M, D, or W. You also may leave this field blank.

Number of Children: Type the number of children you have. Leave blank for none.

Date of Birth: Type in your date of birth in MMDDYY format.

Travel/Relocation: Choose one of the numbers displayed on the screen (1-4) that matches your feelings about travel and relocation. Leave blank for none.

Hobbies: You have three lines of 50 characters each to enter your hobbies, You may enter more than one per line, but the entries should be separated by commas if they are to print properly. Do not place a comma after the last entry on a line. For example, on one line, "Reading, Writing" is OK, but "Reading, Writing," is not.

The help text on the bottom of the screen explains the keys available on this screen. The ENTER, DownArrow, and TAB keys will all advance to the next field. The UpArrow and the Shift-TAB keys will go back through the fields. Other keys available in a field are Right and LeftArrow, BackSpace, Delete, Insert, Home, and End. Press F1 when finished with your input.

F3. Job Objectives

Knowing that we should not put all of our eggs in one basket, SRP is designed to allow you maximum flexibility. Since everyone has multiple talents, your résumé should be able to reflect each talent. The way you do that is by having multiple objectives. If your main goal is to just find a job, then your objectives will be multi-faceted. For example, here are two completely disparite objectives that I put on two résumés during my job search:

"To acquire a position which makes use of my experience with MS-DOS based computers."

"To acquire a position in print journalism as a reporter or copy-writer which makes use of my experience and offers room for growth."

The point is to vary your offerings. It may even be to your benefit to custom-tailor an objective to a particular position you are eying. It can give the personnel representative the feeling that your goals match just what they are looking for. If it is enough to get you into the door for an interview, then it has been well worth it.

You will come here if you just entered your Personal History and had hit F1 at the edit menu, or if you hit F3 at the edit menu. You will see a dialog box such as this:

```
+----------------------------------------+
¦                                        ¦
¦           Steve's Résumé Program       ¦
¦           Edit Objectives Menu         ¦
¦                                        ¦
¦  The following Objective records exist: ¦
¦                                        ¦
¦  F1.   ** Not Entered **               ¦
¦  F2.   ** Not Entered **               ¦
¦  F3.   ** Not Entered **               ¦
¦  F4.   ** Not Entered **               ¦
¦  F5.   ** Not Entered **               ¦
¦  F6.   ** Not Entered **               ¦
¦  F7.   ** Not Entered **               ¦
¦  F8.   ** Not Entered **               ¦
¦  F9.   ** Not Entered **               ¦
¦  F10.  Return to Edit Menu             ¦
¦                                        ¦
¦  Press function key, ENTER when done.  ¦
¦                                        ¦
+----------------------------------------+
```

This box allows us to discuss the concept of the Keyword. This discussion will apply to each of the remaining sections of the edit portion of SRP, so read carefully.

The Keyword concept is used for two main reasons: First, by using a Keyword for each of your Objectives, you can make quicker selections. No guessing about which keyword you want to update or print. And second, the Keyword concept helps save disk space. Instead of setting aside unneeded space inside the data file for empty records, only those records with Keywords attached are saved.

To choose an Objective (or any other data type in SRP), find the Keyword you wish to edit. Press the function key corresponding to that Keyword (the phrase "** Not Entered **" will appear if there is no Keyword assigned to a function key). You will see the edit screen for this data type:

```
                              Job Objectives

 Keyword for Objective...

 Objective:




+-----------------------------------------------------------------------------+
¦    TAB, DownArrow or ENTER moves to next field.  Shift-TAB or Up-Arrow      ¦
¦        moves to previous field.  Press F1 to save, ESC to cancel.           ¦
¦                                                                             ¦
¦     To delete this record, leave the Keyword blank (you will be asked       ¦
¦                          to confirm this action).                           ¦
¦                                                                             ¦
¦ A typical personnel professional can look at your résumé for only 10 sec-   ¦
¦   onds.  Your Objective MUST make an impression - customize it for each     ¦
¦  potential employer.  Stress how the company can benefit from hiring you,   ¦
¦  not how much you want the position (that's a given!).  Be careful not to   ¦
¦          cross the fine line between exaggeration and immodesty.            ¦
+-----------------------------------------------------------------------------+
```

Keyword for Objective: Type the Keyword for this objective here. The Keyword may mean something (such as REPORTER) or not (such as OBJ1 or XYZ) - it is up to you. If you leave the keyword blank and press F1 to save the objective, the program will assume that you intend to delete this objective. You will see the following dialog box:

```
+-----------------------------------+
¦ Keyword Blank.  Delete Record? N  ¦
+-----------------------------------+
```

This gives you a chance to delete this record or save it. Say N (the default) to save the record. You cannot save an objective with a blank keyword - you must have something in the keyword field to avoid this dialog box. The Keyword field is 10 characters long.

Objective: You are given three lines of 65 characters each to type your objective. These lines are completely free-text. Some words of warning, however. Do not hyphenate words from line to line. The print portion of the program will keep these hyphens. Also, do not worry about extra spaces between words. The print portion will flow the entire paragraph, deleting all extra spaces.

The help text on the bottom of the screen explains the keys available on this screen. The ENTER, DownArrow, and TAB keys will all advance to the next field. The UpArrow and the Shift-TAB keys will go back through the fields. Other keys available in a field are Right and LeftArrow, BackSpace, Delete, Insert, Home, and End. Press F1 when finished with your input. The help text also reminds you about leaving the Keyword blank.

The help text also gives a few notes about the purpose of the objective. Keep these tips in mind as you type your objective.

Once you have returned to the Objectives menu, and when you have entered all the objectives you wish, press ENTER. If you pressed F1 and came here in sequence, you will move on to the High School Keyword list. If you pressed F1 to come here and do not wish to go any further, press F10. You will be returned to the edit menu. If you pressed F3 to come here, either ENTER or F10 will bring you back to the edit menu.

F4. High School Education

You will come here if you just entered your Objectives and had hit F1 at the edit menu, or if you hit F4 at the edit menu. You will see a dialog box such as this:

```
+-------------------------------------------+
¦                                           ¦
¦            Steve's Résumé Program         ¦
¦       Edit High School History Menu       ¦
¦                                           ¦
¦  The following High School records exist: ¦
¦                                           ¦
¦  F1.   ** Not Entered **                  ¦
¦  F2.   ** Not Entered **                  ¦
¦  F3.   ** Not Entered **                  ¦
¦  F4.   ** Not Entered **                  ¦
¦  F5.   ** Not Entered **                  ¦
¦  F6.   ** Not Entered **                  ¦
¦  F7.   ** Not Entered **                  ¦
¦  F8.   ** Not Entered **                  ¦
¦  F9.   ** Not Entered **                  ¦
¦  F10.  Return to Edit Menu                ¦
¦                                           ¦
¦  Press function key, ENTER when done.     ¦
¦                                           ¦
+-------------------------------------------+
```

If you need instructions on this Keyword box, see the discussion in F3. Objectives. Then press the function key corresponding to the High School record you wish to edit. You will see a screen similar to this:

```
                          High School Education

 Keyword for this High School...            (Blank to Delete)

 High School Name:


 Location of HS (City, State)...

 Years Attended/Diploma (Y/N)... 19   - 19   / N



+-------------------------------------------------------------------------+
¦    TAB, DownArrow or ENTER moves to next field.  Shift-TAB or Up-Arrow  ¦
¦        moves to previous field.  Press F1 to save, ESC to cancel.       ¦
¦                                                                         ¦
¦    Your High School records should account for all of your High School  ¦
¦     years.  For each record, note the years at the High School.  For    ¦
¦     example, Burlington High School, 83-85.  Note if your diploma was   ¦
¦    from this High School by saying (Y)es to the Diploma question.  If   ¦
¦  you have an equivalency certificate, note that in a High School record. ¦
+-------------------------------------------------------------------------+
```

We will go over each field in turn:

<u>Keyword for this High School:</u> Type a Keyword for this record, up to ten characters.

High School Name: Type the name of the High School for this record. You are given 45 spaces to type the High School name.

Location of HS (City, State): Type the city and state for this High School.

Years Attended/Diploma (Y/N): Type in the last two digits of the years you attended this High School, and change the default N to a Y if you graduated from this school.

The help text on the bottom of the screen explains the keys available on this screen. The ENTER, DownArrow, and TAB keys will all advance to the next field. The UpArrow and the Shift-TAB keys will go back through the fields. Other keys available in a field are Right and LeftArrow, BackSpace, Delete, Insert, Home, and End. Press F1 when finished with your input.

The help text also instructs you on how to enter the dates attended, and how to answer the Diploma question. If you got an equivalency certificate instead of a High School diploma, note that fact in a High School record.

Once you have entered all the High School records you wish, press ENTER. If you pressed F1 and came here in sequence, you will move on to the College Keyword list. If you pressed F1 to come here and do not wish to go any further, press F10. You will be returned to the edit menu. If you pressed F3 to come here, either ENTER or F10 will bring you back to the edit menu.

F5. College Education

You will come here if you just entered your High School records and had hit F1 at the edit menu, or if you hit F5 at the edit menu. You will see a dialog box such as this:

```
+----------------------------------------+
¦                                        ¦
¦          Steve's Résumé Program        ¦
¦        Edit College History Menu       ¦
¦                                        ¦
¦  The following College records exist:  ¦
¦                                        ¦
¦  F1.   ** Not Entered **               ¦
¦  F2.   ** Not Entered **               ¦
¦  F3.   ** Not Entered **               ¦
¦  F4.   ** Not Entered **               ¦
¦  F5.   ** Not Entered **               ¦
¦  F6.   ** Not Entered **               ¦
¦  F7.   ** Not Entered **               ¦
¦  F8.   ** Not Entered **               ¦
¦  F9.   ** Not Entered **               ¦
¦  F10.  Return to Edit Menu             ¦
¦                                        ¦
¦  Press function key, ENTER when done.  ¦
¦                                        ¦
+----------------------------------------+
```

If you need instructions on this Keyword box, see the discussion in F3. Objectives. Then press the function key corresponding to the College record you wish to edit. You will see a screen similar to this:

```
                              College Education

 Keyword for this College...            (Blank to Delete)

 College:


 Location of College........

 Years Attended / Degree.... 19   - 19   /

 Major......................
 Minor......................


+-----------------------------------------------------------------------------+
¦    TAB, DownArrow or ENTER moves to next field.  Shift-TAB or Up-Arrow      ¦
¦        moves to previous field.  Press F1 to save, ESC to cancel.           ¦
¦                                                                             ¦
¦    Your College records should account for all of your College years.       ¦
¦     For each record, note the years at the College, your major there,       ¦
¦    and any degree received (abbreviation).  For example, University of      ¦
¦  Vermont, 85-89, Political Science, BAPS.  Fill in minor if applicable.     ¦
+-----------------------------------------------------------------------------+
```

We will go over each field in turn:

<u>Keyword for this College:</u> Type a Keyword for this record, up to ten characters.

<u>College:</u> Type the name of the College for this record. You are given 45 spaces to type

the College name.

Location of HS (City, State): Type the city and state for this College.

Years Attended/Degree: Type in the last two digits of the years you attended this College, and type the abbreviation for the degree received, such as BAPS (Bachelor of Arts in Political Science), MBA, etc.

Major/Minor: Type your major in the space provided. If you maintained a minor, type it in the space provided. Thirty-five spaces are provided in each field.

The help text on the bottom of the screen explains the keys available on this screen. The ENTER, DownArrow, and TAB keys will all advance to the next field. The UpArrow and the Shift-TAB keys will go back through the fields. Other keys available in a field are Right and LeftArrow, BackSpace, Delete, Insert, Home, and End. Press F1 when finished with your input.

The help text also instructs you on how to enter the dates attended, to be sure to enter a major and minor, as well as the degree, and gives an example. As it also mentions, for a complete résumé, be sure to take all dates into account.

Once you have entered all the College records you wish, press ENTER. If you pressed F1 and came here in sequence, you will move on to the Military Experience Keyword list. If you pressed F1 to come here and do not wish to go any further, press F10. You will be returned to the edit menu. If you pressed F3 to come here, either ENTER or F10 will bring you back to the edit menu.

F6. Military History

You will come here if you just entered your College records and had hit F1 at the edit menu, or if you hit F6 at the edit menu. You will see a dialog box such as this:

```
+----------------------------------------+
¦                                        ¦
¦          Steve's Résumé Program        ¦
¦       Edit Military History Menu       ¦
¦                                        ¦
¦  The following Military records exist: ¦
¦                                        ¦
¦  F1.   ** Not Entered **               ¦
¦  F2.   ** Not Entered **               ¦
¦  F3.   ** Not Entered **               ¦
¦  F4.   ** Not Entered **               ¦
¦  F5.   ** Not Entered **               ¦
¦  F6.   ** Not Entered **               ¦
¦  F7.   ** Not Entered **               ¦
¦  F8.   ** Not Entered **               ¦
¦  F9.   ** Not Entered **               ¦
¦  F10.  Return to Edit Menu             ¦
¦                                        ¦
¦  Press function key, ENTER when done.  ¦
¦                                        ¦
+----------------------------------------+
```

If you need instructions on this Keyword box, see the discussion in F3. Objectives. Then press the function key corresponding to the Military record you wish to edit. You will see a screen similar to this:

```
                            Military History

 Keyword for this Military Record...            (Blank to delete)

 Branch of Service.................

 Rank / MOS........................      /

 Title or Duty Position............

 Stationed at......................

 Term of Service................... 19   - 19


+-----------------------------------------------------------------------------+
¦    TAB, DownArrow or ENTER moves to next field.  Shift-TAB or Up-Arrow      ¦
¦        moves to previous field.  Press F1 to save, ESC to cancel.           ¦
¦                                                                             ¦
¦     Use the Military records to show any history of military service.       ¦
¦  You will be given the choice of having these records print as a part of    ¦
¦  your employment history or separately.  If the bulk of your experience     ¦
¦       is in the military, then use the Employment records instead.          ¦
+-----------------------------------------------------------------------------+
```

We will go over each field in turn:

<u>Keyword for this Military Record:</u> Type a Keyword for this record, up to ten characters.

Branch of Service: Type the name of the service for which you served. There are 26 spaces to type the branch of service name. (Why 26? That is enough to hold all branch names, including the longest, "United States Marine Corps.")

Rank / MOS: Input your four-character (or less) rank code (such as PFC or BGEN) for rank. Also enter your MOS (Military Occupational Speciality) such as 19E or 19K (three characters).

Title or Duty Position: In the 35 spaces provided, type your title (such as Company Commander) or Duty Position (such as Tank Gunner), which ever is more applicable to you and would make more sense in a civilian context.

Stationed At: Fill in the town or base to which this record applies. You are given 40 spaces to type this information.

Term of Service: Type in the last two digits of the years to which this record applies.

The help text on the bottom of the screen explains the keys available on this screen. The ENTER, DownArrow, and TAB keys will all advance to the next field. The UpArrow and the Shift-TAB keys will go back through the fields. Other keys available in a field are Right and LeftArrow, BackSpace, Delete, Insert, Home, and End. Press F1 when finished with your input.

The help text also instructs you to use the Military History section of SRP instead of the employment section only if the bulk of your experience is not in the military.

Once you have entered all the Military records you wish, press ENTER. If you pressed F1 and came here in sequence, you will move on to the Employment Experience Keyword list. If you pressed F1 to come here and do not wish to go any further, press F10. You will be returned to the edit menu. If you pressed F3 to come here, either ENTER or F10 will bring you back to the edit menu.

F7. Employment History

You will come here if you just entered your Military records and had hit F1 at the edit menu, or if you hit F7 at the edit menu. You will see a dialog box such as this:

```
+-------------------------------------------+
¦                                           ¦
¦           Steve's Résumé Program          ¦
¦           Edit Employment Menu            ¦
¦                                           ¦
¦  The following Employment records exist:  ¦
¦                                           ¦
¦  F1.   ** Not Entered **                  ¦
¦  F2.   ** Not Entered **                  ¦
¦  F3.   ** Not Entered **                  ¦
¦  F4.   ** Not Entered **                  ¦
¦  F5.   ** Not Entered **                  ¦
¦  F6.   ** Not Entered **                  ¦
¦  F7.   ** Not Entered **                  ¦
¦  F8.   ** Not Entered **                  ¦
¦  F9.   ** Not Entered **                  ¦
¦  F10.  Return to Edit Menu                ¦
¦                                           ¦
¦  Press function key, ENTER when done.     ¦
¦                                           ¦
+-------------------------------------------+
```

If you need instructions on this Keyword box, see the discussion in F3. Objectives. Then press the function key corresponding to the Employment record you wish to edit. You will see a screen similar to this:

```
                     Employment History - Demographics

 Keyword for this Employer...            (Blank to Delete)

 Name of Employer............

 Address Line 1..............
 Address Line 2..............
 City, State/Prov., Code.....

 Phone Number................

 Title.......................

 Supervisor..................

 Employed From - To (MM/YY)..    /    -    /

+-------------------------------------------------------------------------+
¦    TAB, DownArrow or ENTER moves to next field.  Shift-TAB or Up-Arrow    ¦
¦        moves to previous field.  Press F1 to save, ESC to cancel.         ¦
¦                                                                           ¦
¦   Leave the "Employed To" fields blank if this is your current employer.  ¦
+-------------------------------------------------------------------------+
```

We will go over each field in turn:

<u>Keyword for this Employer:</u> Type a Keyword for this record, up to ten characters.

<u>Name of Employer:</u> Type the name of the employer for this record. There are 40 spaces

to hold this information.

Address Line 1, Address Line 2: You are given two lines of 45 characters each to type the address of this employer.

City, State/Prov., Code: Type the City, State or Province, and postal code of this employer. The city field is 20 characters long. The state field should hold the two-character abbreviation of the state. Input will automatically be entered in caps. Code can be up to ten characters.

Phone Number: Type in the phone number for this employer.

Title: Type in your title here. You are provided with 35 characters to do so.

Supervisor: Type in the name of your supervisor in the 35 spaces provided.

Employed From - To (MM./YY): Type the month and year of your start and end dates for this employer. If you are presently at this job, leave the "To" fields blank as mentioned in the help text. This will print as "Present" on your résumé.

The help text on the bottom of the screen explains the keys available on this screen. The ENTER, DownArrow, and TAB keys will all advance to the next field. The UpArrow and the Shift-TAB keys will go back through the fields. Other keys available in a field are Right and LeftArrow, BackSpace, Delete, Insert, Home, and End. Press F1 when finished with your input.

Once you have entered all the Employer Demographic information you wish, press F1. You will advance to this screen:

```
                    Employment History - Description

 Keyword for this Employer...
 Name of Employer............
 Title......................

 Describe Accomplishments and Duties:




+-------------------------------------------------------------------------+
¦    TAB, DownArrow or ENTER moves to next field.  Shift-TAB or Up-Arrow  ¦
¦        moves to previous field.  Press F1 to save, ESC to cancel.       ¦
¦                                                                         ¦
¦ This is a crucial part of your résumé.  All personnel professionals want ¦
¦   to see what you have accomplished in your career.  Describe in detail ¦
¦   those things that make you stand out from your collegues - this is no ¦
¦ time for humility - sell yourself.  Duty is second to accomplishment.  If ¦
¦ you run out of room for them, save your résumé to a file and edit it with ¦
¦  your word processor.  But whatever you do, list accomplishments first. ¦
+-------------------------------------------------------------------------+
```

This screen allows you to tell SRP what you did at this job.

Objective: You are given five lines of 65 characters each to type your job description from this employer. These lines are completely free-text. The same words of warning from the Objective free text apply here: Do not hyphenate words from line to line. The print portion of the program will retain these hyphens. Also, do not worry about extra spaces between words. The print portion will flow the entire paragraph, deleting all extra spaces.

Note that this screen also includes information at the top of the screen ("Keyword for this employer," "Name of Employer," and "Title."). This information is taken from the previous screen and is view-only. It may not be changed on this screen. It is there to remind you about which job you are entering information about.

Press F1 when you have completed entering your description data. You will be returned to the Employment menu.

Once you are done with all of your Employment records, press ENTER. If you pressed F1 and came here in sequence, you will move on to the References Keyword list. If you pressed F1 to come here and do not wish to go any further, press F10. You will be returned to the edit menu. If you pressed F3 to come here, either ENTER or F10 will bring you back to the edit menu.

F8. References

You will come here if you just entered your Military records and had hit F1 at the edit menu, or if you hit F7 at the edit menu. You will see a dialog box such as this:

```
+----------------------------------------+
¦                                        ¦
¦           Steve's Résumé Program       ¦
¦           Edit References Menu         ¦
¦                                        ¦
¦  The following Reference records exist: ¦
¦                                        ¦
¦  F1.   ** Not Entered **               ¦
¦  F2.   ** Not Entered **               ¦
¦  F3.   ** Not Entered **               ¦
¦  F4.   ** Not Entered **               ¦
¦  F5.   ** Not Entered **               ¦
¦  F6.   ** Not Entered **               ¦
¦  F7.   ** Not Entered **               ¦
¦  F8.   ** Not Entered **               ¦
¦  F9.   ** Not Entered **               ¦
¦  F10.  Return to Edit Menu             ¦
¦                                        ¦
¦  Press function key, ENTER when done.  ¦
¦                                        ¦
+----------------------------------------+
```

If you need instructions on this Keyword box, see the discussion in F3. Objectives. Then press the function key corresponding to the Reference record you wish to edit. You will see a screen similar to this:

```
                                 References

 Keyword for this Reference...

 Full Name of Reference.......

 Relationship to you..........

 Title........................

 Organization................

 Address Line 1...............
 Address Line 2...............
 City, State/Prov., Code......

 Phone........................


+---------------------------------------------------------------------------+
¦    TAB, DownArrow or ENTER moves to next field.  Shift-TAB or Up-Arrow    ¦
¦        moves to previous field.  Press F1 to save, ESC to cancel.         ¦
¦                                                                           ¦
¦      Ensure this reference will be a GOOD reference before using it!      ¦
+---------------------------------------------------------------------------+
```

We will go over each field in turn:

<u>Keyword for this Reference:</u> Type a Keyword for this record, up to ten characters.

Full Name of Reference: Type the full name of the reference here (first name first, last name last). There are 35 spaces to hold this information.

Relationship to you: Type in this person's relationship to you in the 35 spaces provided.

Title: Type in the title that this person holds, if any.

Organization: Type the organization this person works for, if any. For personal rather than business references, you will probably want to leave Title and Organization blank.

Address Line 1, Address Line 2: You are given two lines of 45 characters each to type the address of this reference.

City, State/Prov., Code: Type the City, State or Province, and postal code of this reference. The city field is 20 characters long. The state field should hold the two-character abbreviation of the state. Input will automatically be entered in caps. Code can be up to ten characters.

Phone Number: Type in the phone number for this reference.

The help text on the bottom of the screen explains the keys available on this screen. The ENTER, DownArrow, and TAB keys will all advance to the next field. The UpArrow and the Shift-TAB keys will go back through the fields. Other keys available in a field are Right and LeftArrow, BackSpace, Delete, Insert, Home, and End. Press F1 when finished with your input.

Press F1 when you have completed entering your Reference record. You will be returned to the Reference menu.

Once you are done with all of your Reference records, press ENTER. You may also press F10 here. Either way, you will be brought back to the edit menu.

F9. Save Changes

Once you have finished editing your database, you will want to save the information to a file for later retrieval and editing. This prevents you from having to retype all of the information multiple times. When you press F9, you will see:

```
+----------------------------------------------------------------------+
¦ Filename to Save:                                                    ¦
+----------------------------------------------------------------------+
```

There are 50 characters provided for you to type a filename. Obviously, all normal DOS file naming rules apply - eight characters with a three character extension, etc. (see your DOS manual for more details).

If you leave the field blank (or, actually, if you leave the first character of the field blank), SRP will assume you do not really wish to save and you will be returned to the edit menu. If you enter a filename that exists, you will see this warning:

```
+-----------------------------------+
¦ File exists.  Overwrite (Y/N)?  Y ¦
+-----------------------------------+
```

The default is Yes, but you may change this. You will probably WANT to say Yes if you are overwriting an old version of a database file. The file will then save, barring any media errors. You will then be returned to the edit menu.

F10. Back to Main Menu

Press this key if you are all done editing your file. If SRP detects that your data may have changed since it was last saved, you will see the same prompts detailed in the above section (F9. Save Changes). Otherwise, you will be brought back out to the main menu.

F2. Load Saved Résumé

When you press F2 from the main menu, you will be see an entry box like this:

```
+-------------------------------------------------------------------+
¦ Filename to Load:                                                 ¦
+-------------------------------------------------------------------+
```

Enter the filename of a previously saved résumé. If the name you entered was invalid for some reason (invalid filename or path, for example), you will see:

```
Invalid Filename and/or Pathname.  Press Any Key.
```

If the file you specify is not an SRP file, you will see this message:

```
File is not a Résumé file.  Press Any Key.
```

You will also see one of several messages if the file you are loading is a résumé file but is corrupt in some way. The message will tell you where in the file the error occurred. If this happens, the best thing to do will be to get the file to me somehow (via mail, CompuServe, or America OnLine) and I will see if I can repair it for you.

Once you enter the name of a proper résumé file, you will be returned to the main menu, where you can hit F1 to edit the résumé, or F3 to print the résumé.

If you leave the filename field blank and press ENTER (or if the first character of the field is blank), you will be returned to the main menu and no file will be loaded.

F3. Erase Loaded Résumé

Press F3 at the Main Menu to erase all of the contents of the currently loaded résumé from memory (disk files are not affected). When you press F3, you will see the following dialog box:

```
+------------------------+
| Clear résumé (Y/N)?  N |
+------------------------+
```

If you type N and press ENTER, you will be returned to the Main Menu. If you type Y and press ENTER, the résumé will be deleted. Please be cautious with this option - there is no recovery from it. SRP also assumes that if you press this key, you mean to do so, and dos not prompt you to save your résumé informatikon to a file if it has not already been saved.

Chapter 4.
Print Résumé

After pressing F4 from the main menu, you will go to the Print Résumé menu.

```
+----------------------------------------+
¦                                        ¦
¦          Steve's Résumé Program        ¦
¦            Print Résumé Menu           ¦
¦                                        ¦
¦  F1.  Print to File                    ¦
¦  F2.  Print to Printer in ASCII        ¦
¦  F3.  Print to Epson Printer           ¦
¦  F4.  Print to DeskJet/LaserJet        ¦
¦  F5.  Print to Memory                  ¦
¦  F6.  Print Options Setup              ¦
¦  F7.  Back to Main Menu                ¦
¦                                        ¦
¦  Press the Function Key of Your Choice ¦
¦                                        ¦
+----------------------------------------+
```

We will address each of the six choices below:

F1. Print to File

Pressing F1 will bring up the following dialog box:

```
+----------------------------------------------------------------------+
¦ Save to Filename:                                                    ¦
+----------------------------------------------------------------------+
```

There are 50 characters provided for you to type a filename. Obviously, all normal DOS file naming rules apply - eight characters with a three character extension, etc. (see your DOS manual for more details).

If you leave the field blank (or, actually, if you leave the first character of the field blank), SRP will assume you do not really wish to print your résumé to a file and you will be returned to the print menu. If you enter a filename that exists, you will see this warning:

```
+-----------------------------------+
¦ File exists.  Overwrite (Y/N)?  N ¦
+-----------------------------------+
```

The default is No, but you may change this. You will probably WANT to say Yes if you are overwriting an old copy of your résumé. SRP will print out your résumé to the file in straight ASCII (unformatted) text. You will then be returned to the print menu.

Information will print in the following order:

Name
Address
Phone Number(s)
Objective
College Education
High School Education
Military Experience
Employment History
Personal Information
References

Once the résumé is printed to the file, you may then do what you will with the data. The most common use would be to import the file into a word processor such as Word or WordPerfect, format it with special font codes, and print it that way. You may also wish to see what the résumé will look like before you actually print it.

If you press F1 and you have not yet loaded a résumé by pressing F2 at the main menu, or if you have not input any information for a new résumé by using the edit option (F1) from the main menu, then you will see this box:

```
+-----------------------------------------------------------------+
¦ Filename to Load:                                               ¦
+-----------------------------------------------------------------+
```

This is the same box that appears if you press F2 from the main menu. The same warnings and errors, then, apply here as well as there. After entering a proper résumé filename, you will see the box described above.

F2. Print to Printer in ASCII
F3. Print to Epson Printer
F4. Print to DeskJet/LaserJet

If you press F2 through F4, SRP will print your résumé to the printer attached to port LPT1 or PRN. The résumés generated by these two options are identical except that the F3 (Epson) and the F4 (DeskJet/LaserJet) options will send formatting codes to the printer to underline some information and bold print other. The F2 (ASCII) option will send no formatting codes. The résumé will print in the same order as detailed above in F1. Print to File.

If you select F2 (Print to Printer in ASCII), you will see the following dialog box on your screen:

```
+----------------------+
¦ Print CR/LF (Y/N)? N ¦
+----------------------+
```

The default in N, which means that SRP sends a Line Feed only at the end of each line. If you find that your printer only prints one line of data and the rest of the page is blank, or if all lines on the page print on top of each other, then change this to Y and press ENTER. This will send a Line Feed followed by a Carriage Return. This type of problem can usually also be resolved using printer DIP switches (see your printer manual), but this is inconvenient if your printer has been set "perfectly" for your other software.

If you press F2 through F4 and your printer is not ready in some way, you may see one of the following messages:

```
Printer Timed Out.
Printer Out of Paper.
I/O Error with Printer.
```

If your printer is not powered on, you may not see any message at all. Whether a turned-off printer will cause an error depends on your printer and your computer.

Once the résumé has stopped printing, you will be returned to the print menu.

Note that the F4 (DeskJet/LaserJet) option sends codes using the Hewlett-Packard Printer Control Language III (PCL3). Any printer that uses PCL3 will probably work with this option.

F5. Print to Memory

If you press F5 from the print menu, SRP will spool your résumé to memory, assuming that there is enough memory remaining to hold your résumé. If you have at least 256K of memory (a very low requirement), then you should have plenty. The résumé will print exactly like it would on paper or to a file. The résumé will appear in a 23-line window. The status line at the bottom of the screen will look like this:

```
Lines: 55  Esc to Quit; PgUp/PgDn,  /↓, Home/End to scroll; P/p Prints
```

The Lines will change depending upon how many lines are available for display on screen. Note that the six lines a the top of the screen and the two at the bottom count in the Lines entry. Press the Esc key to exit the screen. Press PgUp or PgDn to scroll through the memory buffer 23 lines at a time. The Up and Down Arrows will scroll one line at a time. The Home and End keys will bring you directly to the top and bottom of the buffer respectively.

By pressing p or P, the information in the memory buffer will print on a printer attached to LPT1. The same rules and errors apply here as they do in the section "F2: Print to Printer in ASCII...". There is one difference, however. The Print portion of the screen display does NOT page the output. In other words, one line will print after the other until there are no more to print - no page breaks. To get a good, formatted copy of your résumé, use the Print to Printer options. Note that there is a difference between pressing 'p' and pressing 'P': If you press 'P', a CR/LF combo will print to the printer after each line. If you press 'p', an LF only will print. Experiment and find out which matches your printer setup.

Note that in some instances, there will be enough memory to print to memory at some points in the program, and after performing certain actions, there may no longer be enough memory. I have attempted to ensure that there will always be enough memory for printing to memory. If you get an out of memory condition, please contact me.

F6. Print Options Setup

If you press F6 from the print menu, you will see the following screen:

```
                         Print Options Setup - 1

 Print name (R)egularly or in all (C)aps............... C

 Print work number (Y/N)............................... N

 Print which Objective (1-9, 0 for none)............... 1

 Include High School info (Y/N)........................ N
 If Yes, include only Graduating High School (Y/N)...... Y

 Print Supervisor name in Employment record (Y/N)....... N

 Print address of company in Employment record (Y/N).... Y

 If printing references, print address (Y/N)............ Y
 If not, print "References available upon request" (Y/N) Y
 Print "References..." (R)egularly or in all (C)aps..... R


+-------------------------------------------------------------------------+
¦    TAB, DownArrow or ENTER moves to next field.  Shift-TAB or Up-Arrow    ¦
¦       moves to previous field.  Press F1 to advance, ESC to cancel.       ¦
+-------------------------------------------------------------------------+
```

This is the first of three screens. Print Options are saved with your résumé, so you can set them once and forget them. Below, each field on this screen is explained:

<u>Print name (R)egularly or in all (C)aps:</u> If you wish your name to print in capital letters at the top of your résumé, place a C in this field. If there is an R in this field, your name will print exactly as you typed in in the name field of Personal History.

<u>Print work number (Y/N):</u> If you wish your work number (with extension, if entered) to print on your résumé, place a Y in this field. Otherwise, type an N.

<u>Print which Objective (1-9, 0 for none):</u> Type the number of the Objective you wish to print with this résumé in this field. You may only print one Objective per résumé. If you prefer no Objective, place a 0 in this field.

<u>Include High School info (Y/N):</u> If you wish to include information from your High School records here, place a Y in this field. If you wish SRP to ignore your High School records, place an N here.

<u>If Yes, include only Graduating High School (Y/N):</u> If you wish to print High School information, but only information about the school from which you graduated, place a Y here. This field will be ignored if you place an N in the previous field.

Print Supervisor name in Employment record (Y/N): If you want the name of your supervisor to print in your employment record, place a Y in this field. Often, people do not wish that much detail to print. If this is the case, place an N here.

Print address of company in Employment record (Y/N): If you want the address of your previous employers to print in the employment section of the résumé, place a Y in this field. Often, people do not wish that much detail to print. If this is the case, place an N here.

If printing references, print address (Y/N): You will be given the opportunity to say which reference records to print later. In the meantime, if you will be printing references, place a Y here if you wish the reference's address to print in the reference section. Place an N here if not.

If not, print "References available upon request" (Y/N): If you are not printing references, you have the option of printing the phrase "References available upon request" on your résumé instead. Place a Y here if you want this to print, or an N if not.

Print "References..." (R)egularly or in all (C)aps: If you answered Y to the previous question, indicate if you wish the "References available upon request" phrase to print in Caps or with a capital/small letter combination. Often, if the name is printed in caps at the top of the résumé, this phrase will also be printed in caps, to balance the page.

The help text on the bottom of the screen explains the keys available on this screen. The ENTER, DownArrow, and TAB keys will all advance to the next field. The UpArrow and the Shift-TAB keys will go back through the fields. Other keys available in a field are Right and LeftArrow, BackSpace, Delete, Insert, Home, and End. Press F1 when finished with your input.

Once you have entered all the Print Option formation you wish, press F1. You will advance to this screen:

```
                         Print Options Setup - 2

 Print Sex (Y/N)............................ N

 Print Marriage info (Y/N)................... Y

 Print (A)ge, (B)irthdate or nothing (blank). B

 Print Number of Children (Y/N)............. N

 Print Travel/Relocation info (Y/N).......... Y

 Print Hobbies (Y/N)........................ N




+-----------------------------------------------------------------------------+
¦    TAB, DownArrow or ENTER moves to next field.  Shift-TAB or Up-Arrow      ¦
¦       moves to previous field.  Press F1 to advance, ESC to cancel.         ¦
+-----------------------------------------------------------------------------+
```

Print Sex (Y/N): Type a Y if you wish your sex (Male or Female) to print in the Personal section of your résumé.

Print Marriage Info (Y/N): Type a Y if you wish your marriage info to print. Though you can print whatever your choice was, it is probably not to your advantage to print that you are Divorced, if that is the case. It is a judgement call, however. If it will help get you in the door, then print it.

Print (A)ge, (B)irthdate or nothing (blank): If you wish your age or birthdate to print on the résumé, enter an A or a B here. If you wish neither to print, leave the field blank. The program will calculate your age based on the difference between the date typed into the Personal section and the date that the résumé is printed.

Print Number of Children (Y/N): Type a Y if you wish the number of children you have to print. For numbers below 10, the word for that number will print. For example, "No children" for 0, "One child" for 1, "Two children" for 2, etc. For numbers over 10 (its no wonder you are looking for a new job!), the digits will print.

Print Travel/Relocation Info (Y/N): Enter a Y if you wish a phrase describing your availability to travel or relocate to print in the Personal section of the résumé.

Print Hobbies (Y/N): Place a Y here if you wish your hobbies to print on the résumé.

The help text on the bottom of the screen explains the keys available on this screen. The ENTER, DownArrow, and TAB keys will all advance to the next field. The UpArrow and the Shift-TAB keys will go back through the fields. Other keys available in a field are Right and LeftArrow, BackSpace, Delete, Insert, Home, and End. Press F1 when finished with your input. You will advance to the next screen:

```
                         Print Options Setup - 3

 In each category, place an X next to the records you wish
 to include on your résumé.  The numbers correspond to the
 function key used to access each record.

 College records to include...... 1  2  3  4  5  6  7  8  9

 Military records to include..... 1  2  3  4  5  6  7  8  9

 Employment records to include... 1  2  3  4  5  6  7  8  9

 Reference records to include.... 1  2  3  4  5  6  7  8  9

 The résumé will be printed with High School, College, Military,
 and Employment records sorted chronologically unless you specify
 otherwise.  Should these records be sorted (Y/N)................. Y


+-----------------------------------------------------------------------------+
¦    TAB, DownArrow or ENTER moves to next field.  Shift-TAB or Up-Arrow      ¦
¦        moves to previous field.  Press F1 to save, ESC to cancel.           ¦
+-----------------------------------------------------------------------------+
```

The fields on this screen are explained below:

College records to include..... 1 2 3 4 5 6 7 8 9: As explained in the text at the top of this screen, place an X next to the numbers of the college records you wish to print on the résumé. The numbers correspond to the function key labels in the college keyword list. Leave the field blank if you do not wish to print a record. SRP will ignore any "x'ed" number if there is no keyword assigned to the number.

Military records to include..... 1 2 3 4 5 6 7 8 9: Place an X next to the numbers of the military records you wish to print on the résumé. The numbers correspond to the function key labels in the military keyword list. Leave the field blank if you do not wish to print a record.

Employment records to include... 1 2 3 4 5 6 7 8 9: Place an X next to the numbers of the employment records you wish to print on the résumé. The numbers correspond to the function key labels in the employer keyword list. Leave the field blank if you do not wish to print a record. Please note that sequential records to print (sorted or not) print no demographic information about the employer, if possible. For this to happen, the previous record's employer name, address 1 and 2, city, state, and code must all match. If this is the case, only the dates will print. If supervisor's name is printed, then a change in supervisor will cause all demographic info to reprint. These fields must match exactly for this compression to take place.

Reference records to include.... 1 2 3 4 5 6 7 8 9: Place an X next to the numbers of the reference records you wish to print on the résumé. The numbers correspond to the function key labels in the reference keyword list. Leave the field blank if you do not wish to print a record.

The résumé will be printed with High School, College, Military, and Employment records sorted chronologically unless you specify otherwise. Should these records be sorted (Y/N).....: Place a Y in this field for the default of Yes. If you place an N here, the records will not be sorted and they will print in the order they were entered in your résumé file. If Yes, records will be sorted chronologically with one exception. The High School records will be sorted with "graduation" records first, regardless of what the dates of the rest of the records are.

Press F1 when you have completed entering your print option. You will then be prompted if you wish to save the file. Since the printer information is specific to each résumé file, any entries here are possible changes that you wish to save. You will see the same prompts detailed in the section F9. Save Changes.

After saving your file (or not, as the case may be), you will be returned to the print menu.

F7. Back to Main Menu

Pressing F7 at the print menu will return you to the main menu.

F5. Quit

Once you are back on the Main Menu, the final option is F5. Pressing F5 on the main menu will return you to a DOS prompt. If SRP sees that you have not saved your file and it has been edited, you will be given one last chance to save it. You will see prompts similar to that explained in F9. Save Résumé.

Chapter 5.
General Notes

The following are some General Notes about the operation of SRP.

As of version 1.51 of SRP, the ESC key will quit from all data entry screens and all menus WITH NO CHANGES BEING SAVED. Be very cautious of the ESC key. This functionality had not been a part of previous versions because of the danger, but subsequent user requests have led to its inclusion.

Most (Y)es or (N)o question fields allow ONLY the input of a Y or an N. Any other character is ignored.

Most "Checkbox" question fields will take only an X or a space as input. An example of a checkbox question field can be found in the Print Setup Options Screen 2. Any character other than X or space will be ignored.

When doing disk or, more commonly, diskette operations, you may see one of the following error messages:

```
Unformatted diskette in drive.
No diskette in drive.
Drive not ready.
Undefined error.
Other error.
Diskette is write protected.
```

Most of these errors are self-explanatory. If you attempt to write to a diskette whose general DOS structure is damaged, you may get an error that the filename or pathname was invalid. If you continually get this error and are sure that the filename or pathname are good, then odds are you have a damaged diskette.

SRP data files created with SRP version 1.x must be processed with ResUp before they can be used with SRP version 2.0+. If you attempt to load a version 1.x data file, you will get an error essentially telling you that you need to run ResUp. ResUp should be included with the distribution ZIP file.

Chapter 6.
Registration

SRP is shareware, and I retain all copyrights to the program. If you use and like SRP, I request that you donate $15 to continue to use it. If you do, and also send a diskette (5¼ or 3½ Double or High density), I will include any new version of SRP, and its documentation. Please enclose an extra $1 to cover postage, and be sure to enclose your address. Printed and bound documentation is available for an additional $6 ($5 for the docs, $1 for postage).

If you would like to register your copy of SRP and would like me to send you a diskette with the latest version of SRP on it, please send an extra $2 to cover postage and diskette costs. Please specify diskette size and density.

Also see *PRICE.LST* for an invoice and other ordering info. The latest version of SRP can be downloaded from the IBMAPP forum on CompuServe or from America On-Line.

SRP may be registered via CompuServe's Shareware Registration Service (GO SWREG). SRP is program #103.

Steve Mount
RR 1 Box 320
Starksboro, VT 05487-9702

Contact me on CompuServe.....: 73720,3404

Contact me on America On-Line: Mountain

Call for ordering/support.....: (802) 453-5273

I have fax capability at the above number for orders, but you must call me to have my fax set up before faxing (it is a card and shares the line with my answering machine).

THE SRP PROGRAM AND THIS MANUAL ARE COPYRIGHTED DOCUMENTS. THE OWNER OF THE COPYRIGHT GIVES OTHERS PERMISSION TO DISTRIBUTE UNALTERED COPIES OF THE PROGRAM AND DOCUMENTATION TO OTHER INTERESTED PARTIES. THIS PROGRAM IS NOT IN THE PUBLIC DOMAIN. IF YOU USE SRP, PLEASE PAY THE REGISTRATION FEE. IT WILL ENSURE CONTINUED GROWTH OF THE PROGRAM FOR ALL USERS.

SRP AND DOCUMENTATION COPYRIGHT © 1992 BY STEVE MOUNT
ALL RIGHTS RESERVED.

Appendix A.
New Features List

The New Features List was created to show all features new to SRP since version 2.0.

The following features are new as of Version 2.05:

» Improved line parsing routines.

» Improved error messages returned from diskette error checking functions.

» Name is printed in Bold when using Epson Printer option.

The following features are new as of Version 2.1:

» Ability to spool a print job to memory for preview of data placement.

» Ability to print from the memory spooler for preview.

» Tighter, more efficient code. Strings used multiple times are assigned to variables for smaller sized executable.

» Minor bug fixes (for example, typos such as "Relationsip" on the Reference screens).

» Enhanced error reporting of Hard Disk and Floppy Disk errors for easier user and support diagnostics.

The following features are new as of Version 2.11:

» Nothing will print in the Objective section if the Objective number chosen in the Print Setup screen has no text assigned to it, or does not exist at all.

The following features are new as of Version 2.12:

» Scrolling in Print to Memory fixed for screens that are less than 23 lines. In general, résumés that are less than about 50 lines are incomplete in some way. However, Print to Memory is a good way to see how a résumé is shaping up.

The following features are new as of Version 2.20:

» Addition of Print to DeskJet/LaserJet Printer on Print Menu.

The following features are new as of Version 2.21:

» Addition of "P/p Prints" in Print to Memory to account for need for LF or CR/LF depending upon printer setup.

» Addition of CR/LF dialog box when using the "Print to Printer in ASCII" option.

The following features are new as of Version 2.22:

» Addition of command-line specification of résumé file to load.

» Even more optimization making for smaller executable code.

The following features are new as of Version 2.23:

» Internal efficiency changes.

The following features are new as of Version 2.30:

» References to Zip Code changed to just Code to accomodate Canadian Postal Code and any other 10-character or less postal codes.

» Fixed problem with some lines in "Print to Memory" not skipping indentation.

The following features are new as of Version 2.31:

» Internal functions use direct video access for fast screen refreshes.

The following features are new as of Version 2.32:

» Fixed problem with Age calculation.

» Cleaned up memory allocation in "Print to Memory" option.