USING THE MOUSE:

The mouse controls the pointer on the screen. You may move the
pointer to an area on the screen by moving the mouse in the same
direction. To initiate action, click on the mouse, usually the
left button, unless you have programmed your mouse differently.

CLICKING:

1. A SINGLE click:
     A single click will generally change the focus of the action
     to where the cursor is located. Sometimes this
     focus is followed by initiated action. Specifically in this

     program, a single click will:
     -place an insertion point at the beginning of an input field
        OR
     -initiate the action of a command button
        OR
     -highlight the record where the pointer is located

2. A DOUBLE click:
     A double click will generally change the focus
     to the area where the pointer is located, and initiate some

     action in reference to that area. Specifically in this
     program, a double click will:
     -highlight a record in a list and open the detail window

      describing that record (if detail is available)
        OR
     -highlight and transfer an address record to the input lines

POINTER POSITION:

Single click and the pointer will be located at that area on the
screen.

CHOOSING A COMMAND FROM THE MENU BAR:

1. Point to an option from the Menu Bar and single click.
   A pull down window will appear.

2. Point to one of the options and single click.
   This will take you to that option's window.

CHOOSING TOOL BAR BUTTONS:

1. Point to a button on the tool bar, such as Cities, and single
click. This will initiate action.

CHOOSING COMMAND BUTTONS:

1. Point to a command button at the bottom of the main screen, and single click. This will initiate action.

MOVING TO INPUT FIELDS:

1. Point to an input field and single click. This will place an insertion cursor in the input field.

MOVING AROUND IN LIST SCREENS:

1. Single click on a particular record in the list to highlight it.

2. Click on the arrow keys to scroll the list up or down, or drag the box in the scroll column either up or down to scroll the list.

3. Use the command buttons as described above.

ACCESSING HELP:

1. Press F1 to access help for the particular area where the pointer is located.

2. Single click on the HELP command button to access help about the window.

ACCESSING ADDITIONAL INFORMATION:

1. Single click on HELP in the tool bar. Single click on Index, and a list of help topics will appear. Single click on a particular topic to highlight it, and select view. A help window will appear.