

HELP ON SHAREWARE

This set of menu commands appears in the trial version of this shareware product. Each command discusses an aspect of the shareware system.

REGISTRATION

Discusses the registration procedure and leads to the registration form.

TERMS AND CONDITIONS

Specifies the licensing terms and conditions that pertain to your use of this shareware product. Leads to the warranty information.

OMBUDSMAN

Discusses the appeal procedure available to registered users.

SHAREWARE FEATURES

This product is a registered version of a shareware product. The shareware system has several unique features. You can read about these features by selecting from the topics below.

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WHAT IS SHAREWARE?

If you are familiar with the idea behind Shareware, then you know that Shareware is the ultimate in money back guarantees.

TRADITIONAL METHODS

Sometimes you're allowed to pay for a product and then have some period of time to try it out to see whether or not you like it. If you don't like it or find that it doesn't do what you need, you return it undamaged. At some point, perhaps months later, you get your money back.

Some software companies won't even let you try their product! In order to qualify for a refund, the diskette envelope must have an unbroken seal. With these "licensing" agreements, you only qualify for your money back if you haven't tried the product!

SHAREWARE METHOD

With Shareware you get to try it for a limited time, without spending a penny. If you decide not to continue using it, you throw it away and forget all about it. No paperwork, phone calls, or correspondence to waste your time.

Software authors who use the Shareware method of distribution feel that Shareware is the best way to try a product. You are able to try it on your own system, in your own special work environment, with no sales people looking over your shoulder.

Have you ever purchased a car and realized that if you could have test driven it for 30 days your purchase decision might have been different? With Shareware these problems can be avoided -- you **do** have a 30 day test-drive!

SHAREWARE ECONOMICS

After trying a Shareware product and deciding to continue to use it, then -- and only then -- do you pay for it. Not only that, but Shareware is traditionally **much less** expensive simply because you are paying for the software, not the advertising and marketing that comprises the majority of the cost of most software. (A one page ad in a computer magazine, can cost upwards of \$20,000.) If the **try-before-you-buy** concept sounds like an ideal way to make your purchase decisions, you're right!

TRUST

Some companies burden their products with annoying copy protection schemes because they don't trust their users. Shareware developers not only don't use copy protection, they freely distribute their products because they **do** trust their users.

Someone once said that you should never trust software that doesn't trust you. This makes a lot of sense -- no wonder Shareware is becoming so popular among users and developers.

DISTRIBUTION METHOD

Shareware is a distribution method, NOT a type of software. Shareware is produced by accomplished programmers, just like retail software. There is good and bad Shareware, just as there is good and bad retail software. The primary difference between Shareware and retail software is that with Shareware you know if it's good BEFORE you pay for it.

Registration of Shareware products, in addition to being required, is also an incentive for programmers to continue to produce quality software for the Shareware market.

SHOWING SUPPORT

There is another significant advantage to Shareware -- it allows small companies to make software available without the hundreds of thousands of dollars in expenses that it takes to launch a traditional retail software product. There are many programs on the market today that would never have become available without the Shareware marketing method. Please show your support for Shareware by registering those programs you use.

See also:

[ASP Ombudsman](#)

[Warranty](#)

[Terms and Conditions](#)

[Registering Super!Market](#)

ASP OMBUDSMAN

BENEFIT FOR REGISTERED USERS

This program is produced by Trulli Tops Software, Incorporated, a member of the Association of Shareware Professionals (ASP). ASP wants to make sure that the shareware principle works for you. If you are unable to resolve a shareware-related problem with an ASP member by contacting the member directly, ASP may be able to help.

The ASP Ombudsman can help you resolve a dispute or problem with an ASP member, but does not provide technical support for members' products.

MAILING ADDRESS

ASP Ombudsman
545 Grover Road
Muskegon, MI 49442

FAX NUMBER

616 788-2765

ELECTRONIC MAIL ADDRESS

Send a CompuServe message via CompuServe Mail to ASP Ombudsman

70007,3536.

See also:

[What Is Shareware?](#)

[Warranty](#)

[Terms and Conditions](#)

[Registering Super!Market](#)

DISCLAIMER OF WARRANTY

Users of Super!Market must accept this disclaimer of warranty:

EVALUATION VERSION ONLY WARRANTY:

The Shareware evaluation (trial use) version of Super!Market is supplied as is. The author, TRULLI TOPS SOFTWARE, Inc., disclaims all warranties, expressed or implied, including, without limitation, the warranties of merchantability and of fitness for any purpose. The author assumes no liability for damages, direct or consequential, which may result from the use of Super!Market.

REGISTERED VERSION ONLY WARRANTY:

Trulli Tops Software, Inc., warrants the physical diskette(s) and physical documentation provided with registered versions to be free of defects in materials and workmanship for a period of sixty days from the date of registration. If Trulli Tops Software, Inc., receives notification within the warranty period of defects in materials or workmanship, and such notification is determined by Trulli Tops Software, Inc. to be correct, Trulli Tops Software, Inc., will replace the defective diskette(s) or documentation.

The entire and exclusive liability and remedy for breach of this Limited Warranty shall be limited to replacement of defective diskette(s) or documentation and shall not include or extend to any claim for or right to recover any other damages, including but not limited to, loss of profit, data, or use of the software, or special, incidental, or consequential damages or other similar claims, even if Trulli Tops Software, Inc., has been specifically advised of the possibility of such damages.

In no event will Trulli Tops Software, Inc.'s liability for any damages to you or any other person ever exceed the lower of suggested list price or actual price paid for the license to use the software, regardless of any form of the claim.

Trulli Tops Software, Inc. SPECIFICALLY DISCLAIMS ALL OTHER WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE.

See also:

[What Is Shareware?](#)

[ASP Ombudsman](#)

[Terms and Conditions](#)

[Registering Super!Market](#)

TERMS AND CONDITIONS

Super!Market is a "shareware program" and is provided at no charge to the user for an evaluation period.

INDIVIDUAL USERS

Feel free to share it with your friends, but please do not give it away altered or as part of another system.

The essence of "user-supported" software is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to continue to develop new products.

If you find this program useful and find that you are using Super!Market and continue to use Super!Market after a reasonable trial period, you must make a registration payment to Trulli Tops Software.

COMMERCIAL USERS

Commercial users of Super!Market must register and pay for their copies of Super!Market within 30 days of first use or their license is withdrawn. Site-License arrangements may be made by contacting Trulli Tops Software.

DISTRIBUTORS

Anyone distributing Super!Market for any kind of remuneration must first contact Trulli Tops Software at the address listed in the registration information for authorization to distribute the program. Distribution authorization is automatically granted to distributors recognized by the Association of Shareware Professionals as adhering to its guidelines for shareware distributors. Such distributors may begin offering Super!Market immediately, but are still required to notify Trulli Tops Software of their intent to distribute Super!Market.

LICENSE FOR REGISTERED USERS

The registration fee will license one copy for use on any one computer at any one time.

You must treat this software just like a book. An example is that this software may be used by any number of people and may be freely moved from one computer location to another, so long as there is no possibility of it being used at one location while it's being used at another. Just as a book cannot be read by two different persons at the same time.

SUPPORT QUESTIONS

Should you have any problem regarding the support you receive after registering this product, contact the Association of Shareware Professionals Ombudsman.

See also:

[What Is Shareware?](#)

[ASP Ombudsman](#)

Warranty

Registering Super!Market

REGISTRATION PROCEDURE

SUPER!MARKET is a shareware program. If you use this program after a trial period, then a registration fee is required. The benefits of registering include:

- Automatic update to the latest version of the program
- Free phone customer support for one year
- Notification of updates and release of other products
- Discounts on updates and other products from the publisher
- Ombudsman support through Association of Shareware Professionals.

To register, choose a payment method below.

REGISTRATION PAYMENT BY CHECK OR MONEY ORDER

Fill in the [registration form](#) and mail the completed form and a check or money order for **\$30 US** to Trulli Tops Software, at the address shown on the form below.

REGISTRATION PAYMENT BY CREDIT CARD

Fill in the [registration information](#) and contact our product-ordering service in one of the ways shown on the form.

You can use a Visa, Mastercard, American Express, or Discover credit card to pay the **\$30 US** registration fee.

QUESTIONS

If you have questions about the registration process or the program itself, either mail your question to:

Trulli Tops Software
7749 Ridgeway Dr.
Mentor OH 44060 USA

or send a note via **CompuServe** Mail to us at **70700,3555**,

or on **Internet** at **70700.3555@compuserve.com**.

Thank you for your patronage.

See also:

[What Is Shareware?](#)

[ASP Ombudsman](#)

[Warranty](#)

[Terms and Conditions](#)

Registration Form for Check or Money Order

You can use this form in one of two ways:

You can print the form using the File Print Topic command in the Help support, and then manually complete the form, or:

You can use the Edit Copy command to: 1) copy the form to the clipboard, 2) paste the form into Notepad, 3) key in the requested information, and 4) print out the completed form on your printer.

Name: _____

Organization : _____

Address: _____

City: _____ State: _____ ZIP Postal Code: _____

CompuServe Address (if applicable): _____

Windows or OS/2 Version number: _____

Super!Market Version number is: 1.10 Distributor: 106

Disk Form desired: (Please circle): 3 1/2" 720KByte 5 1/4" 1.2MByte

Send the completed form plus a check or money order for **\$30** US to:

Trulli Tops Software
7749 Ridgeway Dr.
Mentor OH 44060
USA

COMMENTS OR SUGGESTIONS: _____

FOR CREDIT CARD ORDERS

Use the credit card worksheet, instead of this one.

Registration Worksheet for Credit Card Orders

You can use a Visa, Mastercard, American Express, or Discover credit card to pay the **\$30 US** registration fee. (The following numbers are for orders only.)

VOICE PHONE: Call **800 242 4775** or **713 524 6398**.

FAX PHONE: Send fax to **713 524 6398**.

ELECTRONIC MAIL: Send a note to CompuServe address: **71355,470**.

You can use this form in one of two ways:

You can print the form using the File Print Topic command in the Help support, and then manually complete the form, or:

You can use the Edit Copy command to: 1) copy the form to the clipboard, 2) paste the form into Notepad, 3) key in the requested information, and 4) print out the completed form on your printer.

ORDER FOR SUPER!MARKET, Product Number 11080

Name: _____

Organization : _____

Address: _____

City: _____ State: _____ ZIP Postal Code: _____

Disk Form desired: (Please circle): 3 1/2" 720KByte 5 1/4" 1.2MByte

CompuServe Address (if applicable): _____

Windows or OS/2 Version number: _____

Super!Market Version number is: 1.10 Distributor: 104

Fax Number: _____ required for Fast Response Option

I authorize a charge to my (VISA) (MC) (AX) (DIS) credit card for the amount indicated above.

My credit card number is _____ with expiration date ___/___.

Signature _____ (required for ALL charges)

COMMENTS OR SUGGESTIONS: _____

FOR CHECK OR MONEY ORDERS

Use the mail-in form, instead of this form.

CONTENTS

Super!Market™



GETTING STARTED

<u>The Help Resources</u>	Describes the Help Areas
<u>Overview</u>	Introduction; Screen Layout; Mouse; Keyboard
<u>Making a Shopping List</u>	Browse, Find and Select Item; Set Quantity; Edit List
<u>Printing a Shopping List</u>	Select Printer; Define Page; Prices; Markets; Output
<u>Ending</u>	Exiting from the Super!Market program
<u>Customizing the Items</u>	Add, Change, Delete Items
<u>Customizing The Types</u>	Add, Change, Delete Types
<u>Other Operations</u>	File Opns; Shopping List Opns; Screen Customize

REFERENCE INFORMATION

<u>Commands</u>	Lists all Commands, by group
<u>File, Edit, View, Print, Window</u>	
<u>Item, Type, Shopping List, Amounts</u>	
<u>Keyboard</u>	Shows the use of the keys
<u>Miscellaneous</u>	Int'l, System setup, Screen Windows, etc.
<u>Glossary</u>	Lists the words defined in the glossary

Select the area you want, by choosing the highlighted topic.

You choose with a mouse by moving the mouse pointer over the phrase and clicking a mouse button.

You choose without a mouse--i. e. with just the keyboard--by tabbing to the phrase and then pressing the Enter key.

HELP RESOURCES

<u>Using Help</u>	Explains the Help system itself. (Available as the Help button in the Help session window.)
<u>Help in Context</u>	Brings you to help pertinent to the current task.
<u>What Is</u>	Tells what a command does
<u>Contents</u>	Brings you to the table of contents for Help
<u>Getting Started</u>	Brings you to a guided tour of the system
<u>Commands</u>	Brings you to the lists of command descriptions
<u>Search for Help On ...</u>	Allows you to key a search phrase
<u>About</u>	Describes your Super!Market installation
<u>End What Is</u>	Ends the What Is mode

HELP CONTENTS

Invoking this help facility brings you to the top-level of the help topics. All other help topics can be reached by following the table of contents selections.

INVOCATION

To call upon this:

- * Select the Button Bar Help Button; or,
- * Select the Help Menu and then choose HELP CONTENTS from the menu.

HELP IN CONTEXT

Use this for help with the item you are working with. For example, if you are selecting items in the ITEMS window and invoke this facility, you are brought directly to the help screens that deal with item selection.

To invoke this tool:

- * Press the F1 key; or
- * Select the Help Menu and then choose HELP in CONTEXT from the menu.

You may invoke help for a command without executing the command. Highlight the command in which you are interested, and press the F1 key. You highlight the command by selecting the command's menu and then pressing an arrow key until the command text is highlighted.

Note that if you have not begun working with any portion of the screen, then when you invoke this help, you are brought to the CONTENTS portion of the help support.

SEARCH FOR HELP

This help feature allows you to key a word or phrase, have the system locate all topics which contain the search item and then browse through the topics that contain the key words..

INVOCATION

To call upon this: Select the **Help** Menu and then choose **Search For Help On ...** from the menu.

OPERATION

You're presented with a screen that allows you to key search words. As you key the system moves within its index to follow your keying.

After you have keyed your entire phrase select the SHOW TOPICS option. The topic(s) are listed which contain the key phrase you have entered.

To read a topic, highlight it and then select it.

ABOUT THE SYSTEM

Use this to find out licensing information for this installation and also to find out how your memory and disk resources are being used.

INVOCATION

To call upon this: Select the **Help** Menu and then choose **About** from the menu.

WHAT IS

Use this Help tool to find out the use for any menu command or button command or section of the screen. To invoke this tool, first:

- * Select the Help Menu and then choose WHAT IS from the menu; or
- * Press the F1 key while holding the shift key.

Notice that the mouse pointer (or cursor) changes from an arrow into a small icon.

Then do the following:

- * Select a Command or a window of the screen;
- * Read the message at the bottom of the screen, describing the object you chose;
- * Continue by selecting another object; or
- * End this help facility by pressing the Shift Key and the F2 key together or picking END WHAT IS from the Help Menu. Until you do so, you cannot execute normal procedures.

Select an object with the mouse by clicking on it. Select with a keyboard by:

- * **Windows:** Tab to them, or use the Window Command.
- * **Window Commands and Buttons:** Tab to them, or use the Window Command. Then use the down arrow key to reach the command you want, and press Enter.
- * **Menu Commands:** Press the **ALT** key and the letter for the command, such as **F** for File, then:
Use the down arrow key to reach the specific command and press Enter, or
Press the letter for the command, such as **X** for Exit.

END WHAT IS

Use this Help tool to end the WHAT IS mode. You do this in one of two ways:

- * Select the Help Menu and then choose END WHAT IS choice from the menu; or
- * Press the F2 key while holding the shift key.

Observe that the mouse pointer (or cursor) changes from a small icon back into an arrow.

Note that the END WHAT IS selection on the Help Menu is normally a dim color. It only becomes active when the WHAT IS mode is entered.

KEYBOARD DESCRIPTION

The keys are of several categories:

CHARACTER KEYS

Alphabetic, numeric, and special punctuation characters;

SHIFTING KEYS

Change the meaning of a base key, and include the **Shift**, **Alt**, and **Ctrl** keys;

COMMAND KEYS

Send a command to the **Super!Market** system, such as **F4** for EDIT SHOPPING LIST.

NAVIGATION KEYS

Used to move around between screen controls and within multiple items in a single screen control;

Character Keys

These keys are used to enter information, such as a description of an item, or the number of an aisle.

Alphabetic characters

a,b,c,...z

A,B,C...Z

Numeric characters

0,1,2,...9 Numeric characters

Decimal Separator (Depends on Customizing)

. (Period)

, (Comma)

Thousands Separator (Depends on Customizing)

, (Comma)

(Space)

Numeric Signs

+ Plus

- Minus

PUNCTUATION CHARACTERS

!@#\$%^&*()_ =

;"',/<>?

Also see Keyboard Description.

Command Keys

These keys allow you to cause the execution of a command by your pressing one key or two keys.

Function Keys

Here are the assigned keys of **Super!Market**:

<u>2nd Key</u>	Func Key	PURPOSE
	F1	<u>Bring Help</u> in the context of the task you're performing
SHIFT	F1	<u>Answer</u> the question WHAT IS this item?
	F2	<u>Merge Shopping List File</u> a list with the current one
SHIFT	F2	<u>End</u> the WHAT IS mode
	F3	<u>Exit</u> from the session
	F4	<u>Edit</u> the Shopping List
	F6	<u>Print after</u> Setting up the printer

CTRL Key Commands

Ctrl	F	<u>Find</u> Item with search word
Ctrl	N	Find the <u>Next</u> occurrence
Ctrl	O	Display <u>Older</u> Message
Ctrl	S	Display <u>Subsequent</u> Message

Also see Keyboard Description.

Navigation Keys

These keys are used to move about through the fields on the screen, or to request different information to the screen.

Tab Keys

2nd KEY	KEY	PURPOSE
	Tab	Move to next field on a form. If you have just keyed something into the current field, then its contents are validated before moving the cursor to the next field. You might receive an error message, directing you to correct the field you have just changed.
Shift	Tab	Move to the prior field on the form.

Arrow Keys

	Up Arrow	Move to previous entry in a list
	Down Arrow	Move to next entry in a list
ALT	Down Arrow	Display all of the entries in a list that usually just shows the currently selected entry.
ALT	Up Arrow	Returns list to showing just the first entry.

Big Moves

	Home	Move cursor to the beginning of the field
	End	Move cursor to the end of the field
Ctrl	Home	Move to first item in a list
Ctrl	End	Move to last item in a list
	Page Up	Scroll a list backwards one page; or Display prior object in a set, such as the previous entry of a shopping list
	Page Down	Scroll a list forward one page; or Display the next object in a set, such as the next item in the set of types being changed

Also see [Keyboard Description](#).

SETUP CUSTOMIZATION

Use Setup Customization to change values that affect the basic operation of your **Super!Market** installation. Values you can customize include the maximum number of types for your database, and the format for displaying the time of day.

Because the values being customized are so fundamental to the operation of the system you must execute a different part of the **Super!Market** system, not the part that is used for normal operations.

Several of the custom values determine the amount of computer storage used by the operation **Super!Market** program. Your computer memory (RAM) might not be large enough to hold the maximum amount of items that the program could theoretically handle. You can use the About function of the Help commands to investigate memory use.

INVOKING SETUP

End Normal Session. If you are running a normal session, exit from the session.

Run the Setup Program. The setup program is one of the icons in the program group that is created when the **Super!Market** system is installed. Click on it with the mouse, or Tab to it and then press Enter when it is highlighted.

The program will take some time to load and then present you with a screen showing the values that can be customized.

OPERATION

The customization screen lists all the items that can be changed and their current values. Key in any desired changes and then select the **Ok** button. You are asked to confirm the updating.

The values you can changed are discussed below.

RETURN TO NORMAL PROGRAM

After you have ended the customizing, you can invoke the regular **Super!Market** program. The new values will take effect.

THE SETUP FORM

The form contains numeric values you can change, a time display option you set, and command buttons to accept or cancel the changes.

Use editing techniques to change a value. Use the Tab key to move from field to field.

Values to Change

Maximum Types. Determines the number of separate types allowed in the database. A valid value is from 1 through 32766.

Maximum Items. Determines the number of separate items allowed in the database. A valid value is from 1 through 32766.

Maximum Units. Determines the number of separate Units-of-Measure allowed in the database. A valid value is from 2 through 99. Units are such things as **can(s)**, **box(es)**, and **lb(s)**.

Maximum Messages. Determines the number of messages that you can go back and look at during a session. A valid value is from 20 through 999.

Maximum Errors. Determines the number of errors allowed to occur during a session. This limit prevents the program from dominating your system when some fundamental problem causes **Super! Market** to cause and detect continuous errors. A valid value is from 1 through 99.

Maximum Item Width. Determines the maximum width of the ITEMS list and shopping list windows when a session is started. The purpose of this is to give you a reasonable screen layout when the system starts, given that you can change the text of any item and also change its font size. The units of this measurement are **twips**. There are 1440 twips per inch or about 567 twips per centimeter. The actual units are not important. You can change the value in a relative way. Double the value to make your item list twice as wide. A valid value is from 1000 through 30000.

Number of Decimal Digits. Determines how the system handles prices. The value must be 0 or 2. When the system is installed, this value is taken from your WINDOWS control panel values (in the International section). The database contains prices. If you change this customization value and use the same database, then your prices will probably be a mixture of two kinds, but the system will not know this. It will handle all prices in the current mode, which is the value you set here. For example, a price stored as **1234** is treated as either **12.34** or **1234**, depending on the number of decimal digits.

Time Display. Choose between 12 hour and 24 hour presentation. The current time is shown in whatever format you choose. Choose a format by placing the mouse pointer over the option and clicking, or Tab to the set of options and then use the up and down arrow keys to select an option. The format of the time display is also controlled by values you customize in the WINDOWS international section of the Control Panel, such as leading zero display, separation character, and suffix characters.

Command Buttons

Select **OK** to end the changes. You are asked to confirm the changes. If you confirm, then the values are updated and the program ends.

Select **Cancel** to end the program without making any changes.

Select **Help** to display this help narrative.

INTERNATIONAL CONSIDERATIONS

The **Super!Market** system is designed to support national variations in the way certain items are handled. For example, the decimal separator character is a period in the United States, but is a comma in parts of Europe.

Support is provided by options in the **Super!Market** system and by options selected in the International section of the WINDOWS Control Panel.

Here are the aspects of the system that can vary.

PRICES

Prices may contain zero or two digits to the right of the decimal separator. The character used to display a currency value varies with customization. For example, the character is a \$ sign for the United States, but an L for Italian lire. Currency control is defined in the Control Panel and can be changed in the **Super!Market** setup program

QUANTITIES

The characters used to separate thousands (000) and to define decimal digits vary. You use your custom character when you enter a quantity. These characters are defined in the Control Panel.

DATE

The date is displayed on the **Super!Market** screen. Its style of presentation is defined in the Control Panel. Dates vary by the order in which year, month, and day are presented.

TIME

The time is displayed on the **Super!Market** screen. Its style of presentation is defined in the Control Panel, and also by the Setup program. Customization chooses 12 or 24-hour presentation, whether or not a leading zero is shown for the hour, the separation character between hours and minutes, and any suffix characters displayed after the time.

GLOSSARY

ALT

Arrow

ASP

Choose Menu Command

Close

CTRL

Currency

Database

Disk

Editing Techniques

ENTER

ESCape

Field

Fn

Menu

Record

Scroll

Select Command Button

Select Entry in List

Select Command on Menu

Session

Shift

TAB

Valid Abbreviation

Valid Aisle

Valid Item Description

Valid Price

Valid Quantity

Valid Type Description

WINDOWS

The **ALT** key is used to change the meaning of one or more other keys depressed simultaneously. It is another form of shifting, such as with the Shift key and the Ctrl key.

Arrow Keys move through the entries in a list. The **Down Arrow** moves to the next entry toward the bottom of the list. The **Up Arrow** moves to the next entry toward the top of the list.

ASP is an abbreviation for **Association of Shareware Professionals**. This organization and its members are dedicated to providing software that meets professional standards of quality. Shareware defines a distribution method that allows the purchaser to try a product before paying for it.

CHOOSE a menu command with a mouse by moving the pointer over the command word and clicking a mouse button.

CHOOSE a menu command with just the keyboard by either keying the underlined letter in the command word, or by pressing the Up or Down arrow key to highlight the command word and then pressing the Enter key.

The **CLOSE** function is located at the top left of a window. It can be selected with the mouse by clicking in the control box and then sliding onto the Close command and releasing the mouse. With just the keyboard, CLOSE is requested by keying the Alt and F4 keys together.

The **CONTROL (CTRL or Ctrl)** key is a type of shifting key on the keyboard. It is always pressed simultaneously with one or more other keys. Generally, the key combination is a shortcut to a command from the menu

Currency numbers depend upon the way the system is set up. For example, United States users would generally have numbers such as **\$4.50**, whereas Italian users would have numbers without decimal points, such as **L 7600**. Style depends upon the International settings in the WINDOWS control panel and the **Super!Market** setup program.

A **DATABASE** stores information on a disk. The information in a database supports a specific use. For example, the **Super!Market** system contains a database that contains information about items that can be purchased at a market. A payroll application contains a database describing employees and their pay scales.

A **DISK** is the computer hardware where data and programs are stored. The hard disk or fixed disk is the one in the computer in which we are most interested, since the program and important data are stored there. Important data includes the **Super!Market** database, the saved shopping list, screen layouts, and other customization options.

Editing Techniques for a field are these: Tab to a field or click the mouse over it. It highlights. If you begin keying, then you completely replace the field. If instead, you use the left arrow key, then new characters you key are inserted after the cursor. Use the backspace key to delete the character to the left of the cursor. Use the delete key to delete the character to the right of the cursor.

The ENTER key (also known as Return or Carriage Return) is used to 1) Activate an option that has been highlighted; and 2) Activate a default option button. The key does NOT signal the end of keying text into a field. Use the TAB key or click the mouse to end of text keying.

The **Esc** or **Escape** key is used to cancel the operation you started. For example, if you invoke the Find command you are asked to enter the text to be found. You may press the Esc key to indicate you don't want to execute the command. The Esc option is not always available--sometimes you have to explicitly choose a CANCEL option to leave an operation.

A **FIELD** is a portion of a screen window that displays information and may accept input or editing of the information. For example, a screen that allows you to define an item has fields for item name and for item price.

FUNCTION KEYS: F1, F2 ... F12 ... Fnn are keyboard keys that you press to perform a command with just one keystroke. They are shortcuts to menu commands.

MENU is the list of words at the top of a window. Each word is a top heading for a set of commands that appear below the top word when it is selected. Menu commands can be selected with a click of the mouse, or by using the keyboard.

A **RECORD** is a portion of a database. The **Super!Market** system uses a database that contains item definitions. Each definition is stored in a record of the database. For example, there is a record for Eggs and a record for Light Bulbs.

SCROLL with a **mouse** by placing the mouse pointer near or on the up or down arrow at the edge of the window and clicking the mouse button.

SCROLL with just the keyboard by pressing the Page Up or Page Down keys for window-sized scrolling. Press the up or down arrow key for single entry scrolling.

SELECT a command button with a mouse by placing the mouse pointer over the button and clicking the mouse button.

SELECT a command button with just a keyboard by EITHER pressing the **Tab** key until the button is reached and then pressing **Enter**, OR by pressing the **Alt** key together with the letter that is underlined on the command button's caption. For example, press **ALT** and **C** for the Cancel command.

SELECT an entry in a list by placing the mouse pointer over a part of the entry and clicking the mouse button. With just a keyboard, press the up or down arrow key to arrive at the desired entry. A selected entry is highlighted in a different color shade than the other entries in the list.

SELECT a menu with a mouse by pointing at the menu word and pressing a mouse button.

SELECT a menu with just the keyboard by holding the ALT key and then keying the letter that is underlined in the word that you want.

A **SESSION** is the use of a program. You begin a session by starting the program from the WINDOWS system. You end the session by exiting from the program by command or by closing its main window. Some things, such as window arrangements, are saved for the next session. Some things, such as Single Processing mode, end with the session. Normal mode resumes with the next session.

The **SHIFT** key is used to select the upper meaning of a keyboard key. For alphabetic characters the shift key produces uppercase letters. For other keys a different special character is selected, as shown above the lower item on the key top. The shift key must be held while the other key is depressed. Sometimes the shift key is used with other command-oriented keys, such as F1.

The **Tab Key** moves from one box or item to another on a screen. The unshifted tab key moves forward through a set of items. Pressing the shift key and the tab key together causes a move backward through a set of items. The tabbing sequence for each screen is not necessarily left to right nor top to bottom. Each sequence is designed to optimize your use of the screen.

A **Valid Abbreviation** is of the form **AAAA**. It is meant to be an abbreviation of the type description. For example, **FRVE** could be an abbreviation for **Fresh Vegetables**. Abbreviations are placed in item records that are exported.

A **Valid Aisle Number** is of the form **nnn**. Its value must be greater than zero and no more than 999.

A **Valid Item Description** is from 1 through 30 characters long. Descriptions may contain spaces and punctuation. Examples include: **Bread, Italian** and **Italian Bread** and **60-Watt Bulbs**.

A **Valid Price** is of the form **nnn.nn** or **nnnnn**, depending upon the international settings of the WINDOWS control panel. A price must be greater than zero and no more than 327.67 or 32767, depending on the decimal form.

A **Valid Quantity** is of the form **nnn.nn** Its value is greater than zero and no more than 999.99 The decimal separator used depends upon the International settings of the WINDOWS control panel.

A **Valid Type Description** is from 1 through 30 characters long. Descriptions may contain spaces and punctuation. Examples include: **FRESH FRUITS** and **FRUITS, FRESH**.

WINDOWS is a trademark of Microsoft Corporation. The WINDOWS system provides the environment in which the **Super!Market** system operates.

The word "window" refers to a part of the computer screen. A window can itself be divided into other windows. The Super!Market system runs in a window of the WINDOWS system.

GETTING STARTED

OVERVIEW

MAKING A LIST

PRINTING A LIST

ENDING

CUSTOMIZING THE ITEMS

CUSTOMIZING THE TYPES

OTHER OPERATIONS

OVERVIEW

[Introduction](#)

[The Screen Layout](#)

[The Keyboard](#)

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INTRODUCTION

With this **Super!Market** system you create and print a shopping list. The entries in the shopping list consist of quantities of **items**.

An **item** is something you can purchase, such as Eggs, Veal, or Light bulbs. Your entire list of items is stored on the computer disk in the **Database**.

This **Super!Market** system contains a database that you can change to reflect your own shopping needs.

For convenience, the items are grouped into **Types**. The purpose of grouping is to help you select items for a shopping list in an effective manner. You can change the grouping.

Your shopping time can be optimized if your shopping list is printed in the sequence in which you come upon the items as you travel the **aisles** in the market.

The database contains an aisle number for each item. As your list is printed, it is sorted into aisle sequence.

Each item also has a **price**. Using prices is optional. When you use prices your shopping list contains the price for each quantity of items and the total for the list.

THE SCREEN LAYOUT

The **Super!Market** application occupies a window of the screen. If you maximize its window, then it occupies the entire screen. In either case we speak of the screen layout for the application's window.

The screen consists of:

TOP LINE

Contains the application name with today's date in the title area. This area is highlighted when you're working with the **Super!Market** application. The top line also contains controls that affect the size and location of the window.

MENU LINE

Shows a list of command groupings, such as **File**, **Print**, etc. When the menu word is selected (with a mouse or keyboard) then a list of commands drops down for specific selection.

For example, when **Print** is selected the drop-down list contains the options **Define Page** and **Select Printer**. Selecting one of the options causes the corresponding command to be performed.

BUTTON BAR

Contains Button Commands, Market Selection, and Total Cost display.

A Button Command allows you to invoke a command by clicking the button with a mouse, instead of using a menu selection sequence. Button commands are provided for a few, often-used commands.

The Market Selection area displays the name of the market you are currently using, and also allows you to change to another market.

The Total Cost display shows the current cost of all the items in the shopping list. If you are not using prices this display is not presented.

The entire Button Bar display is optional. You can remove or show the display.

MAIN AREA

Contains a set of windows that you use to create a shopping list. These windows are:

ITEMS Window: Lists all of the items in your item database; and has the commands you use to maintain the item database, such as Add Item, and Change Item.

TYPES Window: Lists the type names that group items; and has the commands you use to maintain your type definitions, such as Add Type, and Change Type.

SHOPPING LIST Window: Displays the shopping list as you create it. It also has the commands used to work with the shopping list entries, such as Delete Entry, and Change Entry.

AMOUNTS Window: Lists the quantities you can select as you pick an item for your

shopping list. It also has the two commands used to build a new entry--Pick, and Comment.

The AMOUNTS Window also displays other information if the Button Bar is not displayed. The current market name is displayed. If prices are being used, then the total cost of the shopping list is displayed here.

The windows described above actually contain multiple windows themselves. Specifically, there are CMDS (commands) in their own sub-windows for the Items, Types, and SHOPPING LIST Windows.

THE MESSAGE LINE

Message Box: The system sends messages to you that are displayed in the center portion of the bottom line. These messages indicate what actions have been taken, or explain a command area's use.

Scroll Arrows: These arrows at the left of the line are used to look back at previous messages. Several messages are stored so that you can review them if necessary.

Time-of-Day: The time is displayed at the right side. It is updated every minute.

THE KEYBOARD

There are several types of keys you use:

CHARACTER KEYS

Include alphabetic, numeric, and punctuation keys. Use these to supply text information. For example, to add a new item to the system requires that you key in the text, such as **Flour, Whole Wheat**. (More specific key descriptions are given in the keyboard reference section.)

FUNCTION KEYS

Keys with labels F1, F2, F3, etc., are used as shortcut ways to perform a command, such as F3 for File Exit. Sometimes a function key is used together with the SHIFT key. For example, the combination SHIFT and F1 invoke the WHAT IS facility. Function key definitions are provided in the reference section.

COMBINATION KEYS

The **Ctrl** and **Alt** keys are depressed in combination with other keys as a shortcut in a manner similar to the function keys. For example, depressing **Ctrl** and **F** together is a shortcut for the Find command.

NAVIGATION KEYS

These keys help you move through the windows on your screen, through entries in lists, and from field to field. (Using the mouse pointer is usually better.)

Tab moves from field to field. Fields are sections of a screen or window.

Arrow keys move up and down through lists of items.

Enter key activates a selection you've moved-to with the other keys.

KEYBOARD-ONLY

The **Super!Market** system is designed so that all of its features can be used with just the keyboard, even if you have a mouse on the computer. The narratives in the help system point out how to accomplish a task with either the mouse or the keyboard.

THE MOUSE POINTING DEVICE

Use a pointing device such as a mouse to move the pointing cursor around the screen, and to click its button to indicate an action. Here are typical actions:

COMMAND EXECUTION

You cause a command to be performed by moving the mouse pointer to the command name and clicking the button on the device.

OBJECT SELECTION

Move the mouse pointer over an object and click its button to indicate you are selecting the object. For example, click in the ITEMS Window on the word **Rice** to indicate you are going to add the item to your shopping list.

SCROLLING

Some windows contain scroll bars with scroll arrows. Use the mouse to click on the scroll arrows to move through the entries. For example, the **Super!Market** system contains more items than can be shown in one window, so the window contains vertical scrolling. Use the mouse to scroll to any portion of the items not currently displayed.

PEEKING

Sometimes you press and hold the mouse button to display more information about the object at which the mouse pointer is located. For example, holding the button over a command on the button bar displays a message telling you what the command does when activated. Holding the button over an entry in the TYPES, ITEMS, or SHOPPING LIST window displays the full description of the entry.

When the button is released, the message goes away. It is replaced by the previous message that was being displayed.

KEYBOARD-ONLY

The **Super!Market** system is designed so that all of its features can be used with just the keyboard, even if you have a mouse on the computer. The narratives in the help system point out how to accomplish a task with either the mouse or the keyboard.

INPUT FORM

Sometimes you need to provide input information. For example, when you want to search for an item you use the Find Item command. The command prompts you for the desired text by presenting the input form to you.

Text Area

Key in the information requested by the prompt. Sometimes default information is already placed in the text area. Use editing techniques to produce the text you want.

Commands

Select the **OK** command to have the system accept your keying.

Select the **Cancel** command to cancel the entire command.

MAKING A SHOPPING LIST

Beginning a New List

Browsing The Item List

Finding an Item

Selecting an Item

Setting the Quantity

Picking an Item

Picking an Item and Commenting

Editing the Shopping List

Deleting an Entry from the Shopping List

BEGINNING A NEW LIST

When the **Super!Market** system starts it retrieves the last shopping list with which you worked, allowing you to add entries to that list.

If, instead, you want to start with a new, empty list, use the New Shopping List command.

INVOCATION

Select the FILE menu and then choose the New Shopping List command.

OPERATION

If you have been working with a shopping list and made some changes, you are asked to decide whether or not you want to save the current list.

The shopping list is erased of all entries. You are ready to add items and make a new shopping list.

BROWSING THE ITEM LIST

You browse through the list to find items you want to add to your shopping list. Items are grouped by Type, in order to make browsing effective.

PRESENTATION

The Items are shown in the ITEMS Window. Items are listed within groups, called "TYPES". A TYPE heading precedes the items in the group. As many items as can fit in the window are shown at one time. To see other items you scroll up or down in the list.

SCROLLING

With A Mouse: Scrolling with a mouse is done by placing the mouse pointer in the scroll bar at the right side of the window and clicking the left mouse button.

If you click on a scroll-arrow the list is scrolled one item up or down. If you click above or below the scroll-elevator, the list is scrolled several items at a time, depending upon how far away from the scroll-elevator that you click.

You may also place the mouse pointer on the scroll-elevator, press-and-hold the mouse button, and move the elevator up or down to a new place in the list.

With a Keyboard: Activate the ITEMS Window first. Scrolling is done by pressing the up-arrow or down-arrow key.

TYPES ALTERNATIVE

To move quickly to another group of Items, use the TYPES Window. Browse the Types using the same mouse or keyboard techniques described above. When you see the Type you want, select it and the Item Window will change to begin with the heading for the Type you select.

Mouse Selection: To select a Type with a mouse, place the pointer on the type description and click the mouse.

Keyboard Selection: Activate the TYPES window and use the up and down arrow keys to move to the type description you want. When you move to the desired entry it will be highlighted. A highlighted entry is a selected entry.

FINDING AN ITEM

Instead of browsing the list of items to find one you want, use the FIND command to go directly to the item.

INVOCATION

Perform the Find command by pointing the mouse at the FIND command at the top of the item window and clicking, or by pressing the **CTRL** key and the **F** key simultaneously. (The command is also available through the EDIT menu.)

ANY CASE

A window pops-up on the screen, prompting you to enter the word you want to find. Key in, for example, **cheese**, press the ENTER key and the system will search for an item (or TYPE heading) with the word **cheese** within it. Upper or lower case letters do not matter. The search will find such entries as: **cheese, Cheese, CHEESE, Swiss Cheese, Cheeses.**

THE FIRST SEARCH

The search always begins at the currently selected entry of the list, even if it is not currently visible in the window. When the item is found, it is displayed in the item window. If the item is not found, you receive a message. If the bottom of the list is reached before a match is found, the search continues automatically from the top of the list.

REPEAT

Continue on to another item with the same search word by using the Find Next Command. Invoke the command by pressing and holding the **CTRL** key while also pressing the **N** key. The search begins at the current item, and uses the search word you entered for a previous FIND command.

SELECTING AN ITEM

A selected item is **highlighted**.

WITH A MOUSE

Move the mouse pointer onto the item you want and click the mouse button.

WITH THE KEYBOARD

Use the Up or Down Arrow key to move the highlight to the desired item.

SETTING THE QUANTITY

If you want to calculate the prices for a shopping list then you need to set the proper quantity to each of your purchases. If you're not interested in prices then you can set quantities accurately or not, however you choose.

THE LIST OF QUANTITIES

The AMOUNTS Window displays the current quantity. If that is the quantity you want, you need not set the quantity again until you want a different value.

The window contains a list of quantities. If the list contains more items than can be shown, then the list will have a scrollbar beside it.

If the list does not contain the exact quantity you want you can choose the item **new** and then enter your new quantity. The new quantity is added to the list and is made the current quantity.

SELECTING A QUANTITY

With a mouse: Move the mouse pointer into the AMOUNTS Window and onto the quantity number you choose. Click the mouse button. Your chosen quantity is highlighted and is also displayed in larger size in the window to indicate clearly your chosen value.

With a Keyboard: Activate the AMOUNTS Window with the Window Command. Select a quantity by using the up or down **arrow** key to reach the desired value. As you move to a quantity value, it is highlighted and is also displayed in larger size to indicate your chosen quantity.

NEW QUANTITY

When you select **[new]** from the quantity list you are presented with an input form. Key in the new quantity value and press the **Enter** key.

A quantity may contain a decimal point. The minimum quantity allowed is .01 and the maximum is 999.99.

(Note that with just a keyboard, you must press the **ENTER** key after scrolling to the **[new]** entry.)

PICKING AN ITEM

To add an entry to your shopping list, select an item, set a quantity, and then pick it. To pick it, perform the Pick command.

MOUSE PICK

Place the pointer over the Pick command and click the mouse button

MOUSE SELECT AND PICK SHORTCUT

Make sure your quantity is set the way you want. Select an item and pick it at the same time by double-clicking the mouse button over the item. This double clicking invokes either the PICK command or the PICK and COMMENT command, whichever was last performed.

KEYBOARD PICK

Activate the AMOUNTS Window.

Press the Tab key until the Pick command is selected. You know it is selected by the rectangle that appears around the command text when the command is selected. Then press the Enter key.

PICKING AN ITEM AND ADDING A COMMENT

As you add an item to your shopping list you can also add a comment. For example, when you choose **Eggs** you can add a comment **Large size**.

To add a commented entry to your shopping list, select an item, set a quantity, and then pick it. To pick it, perform the Comment command.

INVOKING THE COMMAND

With a Mouse: Place the pointer over the Comment command and click the mouse button

With a Keyboard: Activate the AMOUNTS Window.

Press the Tab key until the Comment command is selected. You know it is selected by the rectangle that appears around the command text when the command is selected. Then press the Enter key.

MOUSE SELECT AND PICK SHORTCUT

Make sure your quantity is set the way you want. Select an item and pick it at the same time by double-clicking the mouse button over the item. This double clicking invokes either the PICK command or the PICK and COMMENT command, whichever was last performed.

ENTERING THE COMMENT

You are presented with an input request screen. Key the desired comment and press the Enter key.

A comment may contain any characters, up to a maximum of 30 characters. The comment is printed on the shopping list printout.

DOING IT LATER

You need not enter the comment as you pick the item. You can edit the shopping list after you have selected all of your items, and add comments then.

EDITING THE SHOPPING LIST

Each line in your shopping list contains an item description, a quantity, a unit-of-measure, and an optional comment. Any of these fields can be altered. (In addition, a shopping list entry contains fields you cannot alter. Those fields are prices and aisle numbers.)

Editing is done from the SHOPPING LIST Window. You can:

- * Select an entry,
- * Invoke the Edit Command;
- * Make the Changes;
- * Move to another entry for editing, or
- * End the editing.

MOUSE START-UP

Select Entry: Move the mouse pointer over the entry you want to edit and click on it.

Invoke Edit: Place the mouse pointer over the command area of the window, press and hold the mouse button, slide the mouse pointer down to the Edit command and then release the mouse button.

Mouse Shortcut: Move the mouse pointer over the entry you want to edit and double-click on it.

KEYBOARD START-UP

Select Entry: Make sure the SHOPPING LIST Window is highlighted. If it is not, use the Window Command to activate the entries.

Use the Up and Down **Arrow** keys to select the entry you want.

Invoke Edit: Use the **Tab** key to move to the command area of the window. Use the Down Arrow key to move to the Edit Command. Press the **Enter** key to activate the command.

THE EDITING

A special editing window is displayed. This form has each of the changeable fields, and has command buttons. Use the command buttons to move through the entries.

See the section Shopping List Editing for details.

DELETING AN ENTRY FROM THE SHOPPING LIST

Any entry in the shopping list can be completely removed. Select the entry and then perform the Delete command.

The currently selected entry is usually the last item you added to the list and may be the one you want to delete. In this case you need only perform the Delete command.

(The selected entry in a list is the one that is highlighted.)

MOUSE DELETION

Select Entry: Move the mouse pointer over the entry you want to delete and click on it.

Invoke Delete: Place the mouse pointer over the command area of the window, press and hold the mouse button, slide the mouse pointer down to the Delete command and then release the mouse button.

KEYBOARD DELETION

Select Entry: Make sure the SHOPPING LIST Window is highlighted. If it is not, use the Window Command, or press the **Tab** key until an entry in the window is highlighted.

Use the Up and Down **Arrow** keys to select the entry you want.

Invoke Delete: Use the Tab key to move to the command area of the window. Use the Down Arrow key to move to the Delete Command. Press the Enter key to activate the command.

PRINTING A SHOPPING LIST

Selecting the Printer

Defining the Page

Enabling Pricing

Selecting a Market

Printing the Output

SELECTING THE PRINTER

A shopping list is printed on the device that you have defined in:

- 1) Your setup of **Windows**, and
- 2) Your printer setups specified in applications that you run in **Windows**, such as
- 3) This **Super!Market** application.

The Windows system remembers setups across applications. If you always used the same printer in exactly the same way, then you need setup the printer only once.

Use the Setup command to select the printer and to set such options as paper size, orientation, and media source.

INVOCATION

Select the PRINT menu and then choose the Setup Printer command.

SETUP OPERATION

See the section on PRINT SETUP for details.

DEFINING THE PAGE

Use this operation to customize the look of your printed shopping list by:

- 1) Selecting the font style and size used for printing, and
- 2) Defining the margins for the page.

INVOCATION

Select the PRINT menu and then choose the Define Page command.

OPERATION

See the section on PRINTER FONT AND PAGE DEFINITION for details.

PRINTING THE OUTPUT

Use the Print Shopping List Command to print your shopping list. Printing depends on several factors. Before printing, you should:

- 1) Setup the printer name and paper size, and
- 2) Define the page fonts and margins you want to use, and
- 3) Select the market for your shopping, and
- 4) Either enable or disable the use of prices on your output.

INVOCATION

Select the PRINT menu and then choose the Print Shopping List command.

OPERATION

See the section on PRINTING OPERATIONS for details.

ENABLING PRICING

You have the option of using prices for the items on your shopping list and having the Super! Market system total the prices for the list.

Alternatively, you may print shopping lists without prices.

Make your choice before printing the shopping list.

You indicate your choice by using the Use Pricing command.

SELECTING A MARKET

The **Super!Market** system allows you to create a shopping list that can be used at either one of two possible stores. The same items are available at either store, but the aisle numbers and the prices may be different.

You create a shopping list for either store. Then, before you print the list you must choose the store you intend to use. (In fact, you may print the list twice--once for each store.)

There are two ways to select a market, You can use the market list on the button bar, or you can invoke the Select Market command.

The Select Market Command allows you to choose the store. In addition, the command allows you to specify the name of each store.

USING THE BUTTON BAR FOR SELECTION

The box displays the name of the current market, and allows you to select a different current market.

Select Market Operation. Place the pointer over the down-arrow at the right of the box, press and hold the mouse button; slide the pointer to the market you want; and then release the mouse button.

USING THE SELECT MARKET COMMAND

Invocation. Select the PRINT menu and then choose the Select Market command.

Operation. See the section on Market Selection for details.

ENDING

To end your use of the **Super!Market** program:

- * Press the F3 key; and
- * Answer YES when asked to confirm the exit.

You are actually invoking the File Exit command. As the program exits, pertinent information is stored to disk, such as your shopping list and the layout of your screen.

You return to the Windows control screen.

CUSTOMIZING THE ITEMS

Adding a New Item

Changing an Item

Deleting an Item

Moving or Copying an Item

ADDING A NEW ITEM

You may add items as you need. To do so:

- 1) Select the item you want the new item to follow. If you want this to be the first item in the group, select the Type heading for the items.
- 2) Choose the Add command from the ITEMS Window.
- 3) Complete an input form with item **description, unit-of-measure, aisle numbers** and optional **prices**.

The Item is added to the Item Window and to the database.

Details are in the Add Item Command section.

CHANGING AN ITEM

You may change any item's **description, unit-of-measure, aisle numbers** or **prices**. To do so:

- 1) Select the item you want to change.
- 2) Choose the Change command from the ITEMS Window.
- 3) Change the pertinent fields in the displayed form

Details are in the [Change Item](#) Command section.

DELETING AN ITEM

Deleting an item removes it from the ITEMS window and from the database. To delete an item:

- 1) Select the item you want to delete.
- 2) Choose the Delete command from the ITEMS Window.
- 3) Respond YES when you are asked to confirm the deletion.

Details are in the Delete Item Command section.

MOVING OR COPYING AN ITEM

You can move an item to another location in the database, in the same type or into another type. You can copy an item into another type of the database. The operation is accomplished by:

- 1) Selecting the item you want to move or copy.
- 2) Choosing the Move or Copy command from the ITEMS Window.
- 3) Selecting the location to which you want the item moved or copied.

Details are in the Move and Copy Command sections.

CUSTOMIZING THE TYPES

Adding a New Type

Changing a Type

Deleting a Type

Moving a Type

ADDING A NEW TYPE

You may add new Types. To do so, work in the TYPES Window to:

- 1) Select the type you want the new one to follow. If you want this to be the first type in the database, select the current first type. Whenever you pick the first type, you are asked whether you want the addition to follow or precede the selected entry.
- 2) Choose the Add command from the TYPES Window.
- 3) Complete an input form with type **description**, **abbreviation**, and default **aisle numbers**.

The new Type is added to the window and to the database.

Details are in the Add Type Command section.

CHANGING A TYPE

You may change any type's **description**, **abbreviation**, and default **aisle numbers**. To do so, work in the TYPES Window, and:

- 1) Select the Type you want to change.
- 2) Choose the Change command from the TYPES Window.
- 3) Change the pertinent fields in the displayed form

Details are in the Change Type Command section.

DELETING A TYPE

Deleting a Type removes it and all of its items from the Types window and from the database. Work in the Types window, and:

- 1) Select the Type you want to delete.
- 2) Choose the Delete command from the TYPES Window.
- 3) Respond YES when you are asked to confirm the deletion.

Details are in the Delete Type Command section.

MOVING A TYPE

Moving a Type moves it and all of its items within the Types window and the Items window and within the database. Work in the Types window, and:

- 1) Select the Type you want to move.
- 2) Choose the Move command from the TYPES Window.
- 3) Select the location to which you want to move.

Details are in the Move Type Command section.

OTHER OPERATIONS

File Operations

Other Shopping List Operations

Screen Customizing

System Setup Customization

International Considerations

FILE OPERATIONS

Besides customizing Items and Types, there are other file operations you may perform.

EXPORT AND IMPORT

You use the Export Command to output your database for use by another program.

You use the Import Command to create a new database, based on a file that you created yourself.

SAVE DATABASE

You may use the Update Database command to force an immediate update of the database, instead of allowing the system to automatically update.

RECOVER DATABASE

Use the Recover Database command to return to an older database. Two previous versions of the database are maintained, so that you can recover to one of them. A new version is created whenever you make a change to a database object during a session.

OTHER SHOPPING LIST OPERATIONS

Besides the functions described earlier, there are several other operations you can perform with shopping lists.

FETCH AND SAVE

With the Fetch Shopping List Command you replace the list you have with one that was saved on disk. The command is also automatically performed when you begin a session, fetching the list named **SHOPPING.SML**.

With the Merge Shopping List Command you add to the current list by fetching one that was saved on disk. This allows you to build a new list from several lists you have saved.

With the Save Shopping List Command you immediately save the shopping list you are working with onto disk. The command is also automatically performed when you finish a session. The file name remains the same.

With the Save As Shopping List Command you immediately save the shopping list you are working with and assign a new name to the stored list.

SORT THE LIST

As you print a shopping list it gets sorted first into aisle number sequence. If you want to see how the sorting will arrange the list you can use the Sort Command to get a preview.

SCREEN CUSTOMIZING

There are several ways in which you can customize the screen.

WINDOW SIZES AND LOCATIONS

The Super!Market Screen: Use the Windows techniques to size the application's window.

The ITEMS, TYPES, and SHOPPING LIST Windows: Use Windows techniques to size the windows.

The AMOUNTS Window: This window can be moved about, but its size cannot be changed.

SHOWING AND HIDING

The ITEMS, TYPES, and SHOPPING LIST Windows can each be removed from the screen. Use the View Show Commands to **show** or to **hide** a window.

FONTS AND COLORS

You can select your own colors for the windows of the system by using the Color Change command.

The fonts (or typefaces) used to display text in the windows can be customized. Attributes that can be set with the Font Change Command include font name, size, and color.

MANAGING DIFFERENT LAYOUTS

A layout is the way you have customized the screen windows using the functions described above. You can save two separate layout definitions that are stored on disk.

Write a layout to disk using the Save Layout Command. Replace your current layout with one from disk using the Retrieve Layout Command.

MAIN MENU COMMANDS

FILE Menu Commands

EDIT Menu Commands

VIEW Menu Commands

PRINTING Menu Commands

WINDOW Commands

ITEM Window Commands

SHOPPING LIST Window Commands

TYPE Window Commands

AMOUNTS Window Commands

CHOOSING A COMMAND IN A WINDOW

Windows contain a list of commands that drop down to become visible when the **CMDS** box near the top of the window is selected. Commands are available in the ITEMS, TYPES, and SHOPPING LIST windows.

MOUSE INVOCATION

Move the pointer over the box containing the **CMDS** text and press down the mouse button. Slide the pointer over the box with the command you want and release the mouse button.

KEYBOARD INVOCATION

WINDOW SELECTION. The window must first be selected. You know it is selected because its title area at the top of the window is highlighted, compared to the other windows. You may select the window by using the Window Command.

COMMAND SELECTION. Tab, if necessary, until the **CMDS** area is highlighted. Press the Up or Down Arrow key until the command you want appears. Press the Enter key.

FILE MENU COMMANDS

New Shopping List

Fetch Shopping List

Merge Shopping List

Save Shopping List

Save As Shopping List

Export Database

Import Database

Update Database

Recover Database

Single Type Processing

Normal Type/Item Processing

Exit

NEW SHOPPING LIST COMMAND

Use this command to begin a new shopping list. If there is a current shopping list that has been changed since it was last saved, you are given the option to save it to disk.

OPERATION

Invoke this command from the button bar; or by selecting the FILE menu and then choosing the NEW SHOPPING LIST command.

After the command is selected a check is made on the current shopping list. If any changes have been made to it since it was last brought from disk then you are prompted for saving the disk.

Save the Current or Not. You may choose to discard the current list, to cancel the command altogether, or to save the shopping list to disk. If you choose to save it, then you are prompted to assign a name to the stored list.

FETCH SHOPPING LIST

Use this command when you want to replace your current shopping list with the saved list from disk. Normally, you do **not** use this command, since your last shopping list is fetched when you begin the program. Contrast this command with Merge Shopping List that also fetches a shopping list but adds its contents to the current list, instead of replacing the current list.

NORMAL OPERATION

You use the **Super!Market** program to create a shopping list and to print the list. When you exit the program, the shopping list is saved into disk.

The next time you start the program, the saved list is brought into computer memory so that you may add selections to the list. The reason for this behavior is to allow you to build up a shopping list over several days.

If you want to begin a wholly new list, you use the New Shopping List command.

OPTIONAL OPERATION

You may use the FETCH command to replace the shopping list in computer memory with the saved version on disk. You might do this, for example, if you erased the list and then decide you want to go back to the previous version; or if you have made some changes to the list and then decide you want to start over from the previous version.

Invoke this command from the button bar; or by selecting the FILE menu and then choosing the FETCH SHOPPING LIST command.

Because this operation erases your current shopping list, you are prompted to confirm that you want to perform the command. You may respond by canceling the entire command. If you answer NO to saving the current list, then the list will be overwritten by the file that you are prompted to name, as discussed below.

FETCH (OPEN) FILE

With this form you select the file you want to fetch or merge from disk. You may also choose the disk and directory.

File Name

Select the desired name, or accept the default presented to you. You can key in the entire path name or as much as necessary, or you can select the name from the list. You need type a suffix if it is the same as the default. The default suffix for a shopping list file is **SML**

With a Mouse scroll through the list of names and then double click the desired name.

With a Keyboard press the TAB key until you reach the list of names. Use the up and down arrow keys to reach the desired file. Press the ENTER key to select it.

File Type

You may change to another available file suffix, to see what files are available of that type.

With a Mouse click and hold on the down-arrow at the right of the list. A list of choices is presented to you. Slide the mouse over the desired suffix type and then release the mouse button.

With a Keyboard press **Alt** and **T** to get to the list. Press the up and down arrow keys to get to the type you want. Press the Enter key to select the file type.

Directory

Choose the directory that contains the file if different from the current directory, which is shown beneath the Caption "Directories:".

With a Mouse double-click on the desired directory, or click on the drive letter to get to the top level of directories.

With a Keyboard press **Alt** and **D** to get to the list of directories. Press the up and down arrow keys to get to the directory or drive you want. Press the Enter key to select it.

Drive

You may change to another available drive.

With a Mouse click and hold on the down-arrow at the right of the drive list. A list of choices is presented to you. Slide the mouse over the desired drive and then release the mouse button.

With a Keyboard press **Alt** and **V** to get to the list of drives. Press the up and down arrow keys to get to the drive you want. Press the Enter key to select the drive.

Command Buttons

OK is used to accept the name and perform the reading from disk.

Cancel is used to cancel execution of the command.

Help presents this help information.

MERGE SHOPPING LIST

Use this command when you want to add to your current shopping list with the saved list from disk. Contrast this command with Fetch Shopping List that also fetches a shopping list but which replaces the current list, instead of adding to the current list.

You might create several shopping lists to use as starting points for new lists. You can then start a new list, then merge two or more of your saved lists into a starting list. You could edit the resulting list by removing some entries, or by adding entries.

OPERATION

Invoke this command by selecting the FILE menu and then choosing the MERGE SHOPPING LIST command.

Supply the name of the file to obtain from disk, by responding to the prompts.

SAVE SHOPPING LIST

Use this command to force immediate saving of your current shopping list onto disk. Normally, you do **not** use this command, since your list is saved automatically when you end the program.

NORMAL OPERATION

You use the **Super!Market** program to create a shopping list and to print the list. When you exit the program, the shopping list is saved into disk.

The next time you start the program, the saved list is brought into computer memory so that you may add selections to the list. The purpose of this feature is to allow you to build up a shopping list over several days.

If you want to begin a wholly new list, you use the New Shopping List command.

OPTIONAL OPERATION

You may use the SAVE command to replace the shopping list on disk with the current version in computer memory. You might do this, for example, to save multiple lists that are appropriate to different times that you shop. You can then get back to the saved version with the FETCH command.

Invoke this command from the button bar; or by selecting the FILE menu and then choosing the SAVE SHOPPING LIST command.

The Name of the Stored File is the same as the last fetched file. The default name is "SHOPPING.SML". This is the file that is written-to when you end the program and the same file that is fetched when you begin the program. If you want to assign a different name to the file, use the Save As Shopping List command

SAVE AS SHOPPING LIST

Use this command to save the current shopping list to a file you name.

NORMAL OPERATION

You use the **Super!Market** program to create a shopping list and to print the list. When you exit the program, the shopping list is saved into disk.

The next time you start the program, the saved list is brought into computer memory so that you may add selections to the list. The purpose of this feature is to allow you to build up a shopping list over several days.

If you want to begin a wholly new list, you use the New Shopping List command.

OPTIONAL OPERATION

You may use either the SAVE command or the SAVE AS command to write the current list to disk. You can then get back to the saved version with the FETCH command. Use the SAVE command to put a file back in the same file area from which it was last fetched. Use this SAVE AS command to place the file in an area you name.

Invoke this command by selecting the FILE menu and then choosing the SAVE AS SHOPPING LIST command.

The Name of the Stored File is requested of you. Key in the name you want. Detailed instructions are available in the following section.

SAVE FILE Form

With this form you enter the name of the file you want to save. You may also choose the disk and directory.

File Name

Key in the desired name, or accept the default presented to you. The default suffix for a shopping list file is **SML**. The default suffix for a printed shopping list file is **SMF**.

Directory

Choose the directory you want for the file, or accept the current directory, which is shown beneath the Caption "Directories:".

With a Mouse double-click on the desired directory, or click on the drive letter to get to the top level of directories.

With a Keyboard press **Alt** and **D** to get to the list of directories. Press the up and down arrow keys to get to the directory or drive you want. Press the Enter key to select it.

Drive

You may change to another available drive.

With a Mouse click and hold on the down-arrow at the right of the drive list. A list of choices is presented to you. Slide the mouse over the desired drive and then release the mouse button.

With a Keyboard press **Alt** and **V** to get to the list of drives. Press the up and down arrow keys to get to the drive you want. Press the Enter key to select the drive.

Command Buttons

OK is used to accept the name and to perform the updating of disk.

Cancel is used to cancel execution of the command.

Help presents this help information.

EXPORT DATABASE COMMAND

Using this command creates an exported version of the **Super!Market** database. Possible uses of this command include:

- * Creating a file for inclusion in some other application, such as a word processor; or
- * Producing a file that you can change extensively using an editing program you consider to be efficient. You might then import the file back into the **Super!Market** system, using the Import Command.

Output is sent to a file named **EXPIMP** in the same directory as the database.

OPERATION

As the operation proceeds the ITEMS list is continually updated to show the set of items currently being written to the export file.

When the operation is complete you receive a message indicating the number of items and types that have been written to the export file, which is ready for use.

OUTPUT FILE

The output file contains one record for each item, one record for each type, and a file description record. Each record is in ASCII text format, a style readable by many other programs.

FILE DESCRIPTION RECORD

This is the first record output. It summarizes the records which are to follow. Here is a sample record:

(Note to Reader: You must size the Help window wide enough for the following record layouts to be displayed properly.)

```
M Type Rcds= 23   Item Rcds= 214           U/M's= 9
```

Position one contains an **M** to indicate it is the file description record. The three phrases following indicate the number of type records to follow, the number of item records to follow, and the number of unique Units-of-Measure used by the items in the database.

TYPE RECORD

A type record precedes the items within its group. Here are sample type records:

```
T Frozen Foods           FROZ 010 010
T Cereal Foods           CERE 060 040
T Diet Foods             DIET 110 170
```

Record Type: Position 1 contains a **T** to indicate this is a type record.

Description: Positions 3 through 32 contain the 30-character description.

Abbreviation: Positions 33 through 36 contain the 4-character abbreviation of the type.

Aisle for Market 1: Positions 38 through 40 contain the 3-digit default aisle number for

items of this type for shopping at market number one.

Aisle for Market 2: Positions 42 through 44 contain the 3-digit default aisle number for items of this type for shopping at market number two.

ITEM RECORD

Each item requires a record. Here are sample item records:

1	2	3	4	5	6	7
1234567890123456789012345678901234567890123456789012345678901234567890						
I	Vegetables, Frozen	FROZ	010 010	001.50	001.50	Box(es)
I	Breakfast Cereal	CERE	120 030	002.50	002.50	Box(es)
I	Macaroni	CERE	080 070	001.75	001.75	Lb(s)
I	Cleanser	CLEA	195 220	002.50	002.50	Can(s)

Record Type: Position 1 contains an **I** to indicate this is an item record.

Description: Positions 3 through 32 contain the 30-character description.

Abbreviation: Positions 33 through 36 contain the 4-character abbreviation of the type group to which this item belongs.

Aisle for Market 1: Positions 38 through 40 contain the 3-digit aisle number for shopping at market number one.

Aisle for Market 2: Positions 42 through 44 contain the 3-digit aisle number for shopping at market number two.

Price at Market 1: Positions 46 through 51 contain the 6-character price for shopping at market number one. The format of the price depends upon your setting for currency numbers.

Price at Market 2: Positions 53 through 58 contain the 6-character price for shopping at market number two.

Unit-of-Measure: Positions 60 through 69 contain the 10-character measure, such as Box(es).

IMPORT DATABASE COMMAND

A new database is created with this command. Its contents are defined by the file imported into the **Super!Market** system.

The imported file must be in the same format as produced by the Export Command. It must reside in the same directory as the database and must have the name **EXPIMP**.

OPERATION

Messages are continuously displayed to show you the progress of the import operation. The steps that take place are these:

1: Since this function replaces the database you are asked to confirm that you want to execute the command.

2: If you choose to continue, the next thing to happen is that the current database is updated and a backup copy is made. A new database is begun and all displayed items and types are erased from the screen.

3: The import file is then read. Each record is checked to make sure it contains valid data. Valid data is converted for the database. As each set of 25 records is processed, a progress message is displayed.

4: After all of the records have been read or after five errors have been detected processing of input is over. If there have been errors then the import is abandoned and the original database is brought back in to initialize the screen.

5: If the import completes without errors, then the new data is written to the database, replacing the previous version

ERROR MESSAGES

Cannot Open the File: If the system does not find the file EXPIMP in the same directory as the database.

Error Writing the Database: An error occurred while writing the database to disk. This indicates bad file status.

Error Reading the File: An error occurred while reading the database from disk. This indicates bad file status.

Invalid Record Type: Record must be type **M**, **T**, or **I**.

Too Many Types: More Types records than you've allowed for. Change the setup value for maximum types.

Too Many Items: More Item records than you've allowed for. Change the setup value for maximum items.

Too Many Units-of-Measure: More units-of-measure than you've allowed for. Change the setup value for maximum units.

Invalid Aisle Number: An aisle number value must be between 1 and 999.

Invalid Price: Prices must be valid in the range from 0 to 32767.

UPDATE DATABASE COMMAND

This command is normally **not** used. You may use it to cause immediate updating of your **Super!Market** database on disk.

NORMAL DATABASE OPERATIONS

When you start the **Super!Market** program the database is read into computer memory. If you make changes to the items or types in your database, then your database needs to be updated. The program automatically does this when you exit the program or after you have made several changes.

The purpose of the delayed updating is to save you from having to wait a few seconds every time you make a change.

OPTIONAL DATABASE OPERATION

You may force the program to update the disk immediately by invoking this command.

Invoke this command by selecting the FILE menu and then choosing the UPDATE DATABASE command.

RECOVER TO PRIOR DATABASE

This command is normally **not** used. You may use it to return to the use of a database version prior to your **Super!Market** database.

NORMAL DATABASE OPERATIONS

When you start the **Super!Market** program the current database (file name DBASE) is read into computer memory. If you make changes to the items or types in your database, then your database is updated after a backup copy is made. The two prior backups are contained in files with names DBASEM1 and DBASEM2.

The purpose of this recover command is to allow you to return to using a version prior to the current version.

RECOVERY DATABASE OPERATION

Invoke this command by selecting the FILE menu and then choosing the RECOVER PRIOR DATABASE command.

Choose the Prior Version. You are asked if you want to recover from file **DBASEM1**, which is the version previous to the current one. If you respond with a **NO** then you are asked if you want to recover from **DBASEM2**, which is the version prior to DBASEM1. The file you select is then read into memory and becomes the current database in memory.

Replacing the Current Version. If the recovery file is read successfully then it is marked for update. This implies that when you exit, or after you have made some changes, the memory version will replace the current database on disk. The current version cannot be recovered. It is completely replaced by the version you have brought in with this command.

SINGLE TYPE PROCESSING

The list of items available for a shopping list are normally presented to you in groups. The groups are called TYPES. Grouping makes creation of a shopping list conform to the way in which you associate items.

Alternatively, you can treat all of your items as one single type. This allows you to browse your entire item inventory.

Use this Single Type command to switch into the single mode.

OPERATION

Invoke this command by selecting the FILE menu and then choosing the SINGLE TYPE PROCESSING command.

Updating of the database takes place first if there are any pending changes.

Notice the changes as the system changes. Messages notify you of the progress as the items and types are cleared, reread and sorted.

The ITEMS Windows has all of the items from your database in alphabetical order. You could have the same item description multiple times. This happens if you name items the same that are in different types. For example, if you had ORANGE JUICE as an item in both FRESH JUICES and FROZEN JUICES then the description ORANGE JUICE shows up twice, in adjacent entries.

The TYPES Window now contains as a heading the first item of each starting letter contained in your item list.

RESTRICTIONS

You can do all normal operations while in Single Type Processing Mode. However, you cannot perform commands that update the database. These include changing items, adding types, and importing a database.

If you try to execute such a command, the program signals you and displays a message.

TEMPORARY

Entering Single Type mode only lasts through the end of the session. When you start a new session, you begin in normal mode.

NORMAL TYPE / ITEM PROCESSING

The list of items available for a shopping list are normally presented to you in groups. The groups are called TYPES. Grouping makes creation of a shopping list conform to the way in which you associate items.

Alternatively, you can treat all of your items as one single type. This allows you to browse your entire item inventory. You use the SINGLE TYPE PROCESSING command to enter that mode.

Use this NORMAL TYPE command to return to normal mode.

OPERATION

Invoke this command by selecting the FILE menu and then choosing the NORMAL TYPE PROCESSING command.

Notice the changes as the system changes. Messages notify you of the progress as the items and types are cleared, reread, and then displayed.

The ITEMS Windows has all of the items from your database in groups. Each group begins with a heading that has the TYPE descriptive name.

The TYPES Window now contains the descriptive name for each of your types.

EXIT

Use this command to exit from the **Super!Market** program. You exit from the program when you are done using it. Later, you restart the program from the Windows control screen.

INVOCATION

Invoke the command by selecting the FILE menu and then choosing the EXIT command; or press the **F3** key.

OPERATION

You are prompted to confirm your choice. If you confirm the exit, then files on disk are updated and the program exits back to the Windows system.

THE UPDATING OF DISK DURING EXIT

When you exit from the **Super!Market** program, the following information gets stored onto disk:

DATABASE

If you have made changes to the items or types of the database that have not yet been written to disk, then they are written at this time.

The database is also written automatically after several changes have been made and, optionally, when you use the Update Database command.

SHOPPING LIST

The current shopping list in computer memory (as shown in the shopping list window) is written to disk when you exit and, optionally, when you use the SAVE Shopping List command.

In addition, if you have fetched a shopping list or started and saved a new list and then have made changes to such a list, then the list can be saved in its second location. You are asked to confirm this saving.

SCREEN, PRINTER, and OPTIONS

Screen layout information is saved, including the size and location of the **Super!Market** screen and the windows of the screen. All color choices are saved. Font choices for the windows are saved.

Printer information that is saved includes font name and size and the page setup margins.

Options that are saved include the Pricing mode you are using and the current market that you are using.

DATABASE UPDATING

If you make changes to the database then the changes must be moved from the computer memory onto the disk version of the database. The **Super!Market** system is designed to make changes efficiently and to attempt to protect you from errors in procedures or equipment malfunction.

DELAYED UPDATING

Changes to disk are not made immediately. They are accumulated. Once per minute the system checks to see if you have made about ten changes. If you have, then the database is updated to disk. Messages are displayed to indicate that an update is taking place.

BACKUP COPIES

There are three versions of your database that are maintained. These are the current version, the previous version and the version previous to that.

The way it works is this. If the database needs updating and if this is the first update during the session, then:

DBASEM1 to DBASEM2. The version named DBASEM1 (for minus-1) is copied over and named DBASEM2 (for minus-2). This implies that your previous version is becoming the version previous to that. Also, any prior DBASEM2 version is erased.

DBASE to DBASEM1. The version named DBASE is copied to DBASEM1. This implies that your current version is becoming your previous version. Also, any previous DBASEM1 file is no longer available under that name. It is still available as the file DBASEM2.

THE UPDATED FILE

The latest changes are written to the main database file, named **DBASE**. This file is the one that is read when the system is first started. It is the current database.

EDIT MENU COMMANDS

Edit the Shopping List

Sort the Shopping List

Find an Item

Find the Next Item

EDIT THE SHOPPING LIST COMMAND

Use this command to alter one or more of the entries in the shopping list. You may alter the quantity, description, comment, or unit-of-measure.

INVOCATION

Select the EDIT menu and then choose the Edit Shopping List command.

This command is also available from the SHOPPING LIST Window

EDITING OPERATION

See the section on shopping list editing.

SORT THE SHOPPING LIST COMMAND

Use this command to sort the shopping list into aisle number sequence. Normally, you do **not** need to use this command.

The reason it is optional is that the list is automatically sorted when you print the list. Use the command to see how the entries will show up on the printed list.

INVOCATION

Select the EDIT menu and then choose the Sort Shopping List command.

This command is also available from the SHOPPING LIST Window

SORTING OPERATION

See the section on shopping list sorting.

FIND AN ITEM COMMAND

Use this command to locate an item directly by keying in a part of the item's description.

INVOCATION

Select the EDIT menu and then choose the Find an Item command.

This command is also available from the ITEMS Window

Shortcut: Press the CTRL key and the **F** key at the same time.

OPERATION OF THE FIND COMMAND

See the section on the ITEMS Windows Find command.

FIND THE NEXT ITEM COMMAND

Use this command to find the next occurrence of an item with the search word you specified in a previous Find Item command

INVOCATION

Select the EDIT menu and then choose the Find the Next Item command.

Shortcut: Press the CTRL key and the **N** key at the same time.

OPERATION OF THE FIND COMMAND

See the Find Item command section.

VIEW MENU COMMANDS

Show Button Bar

Font Change

Font Change After Choosing

Color Change

Color Change After Choosing

Save Layout #1

Save Layout #2

Retrieve Layout #1

Retrieve Layout #2

Show Layout Status

View Subsequent Message

View Older Message

SHOW BUTTON BAR

This command is used to show or to hide the button-bar portion of the screen.

INVOCATION

Select the VIEW menu and then choose the Show Button Bar command.

OPERATION

Hiding: If the button bar is currently being shown, then it is hidden and the screen is changed. The current market name, and shopping list total cost (if present) appear in the AMOUNTS Window.

Showing: If the button bar is currently hidden, then it is made visible. The AMOUNTS Window is changed by removing the display of the market name and total shopping list cost.

FURTHER INFORMATION

See the section describing the Button Bar.

BUTTON BAR

The button bar is the portion of the screen below the menu of command words. This strip contains some command buttons, a control box for Market Name, and an optional display of the total cost of the shopping list.

You must have a mouse in order to use the features on the button bar. Because of this, all features are available in other ways so that a mouse is not required to have access to all system functions.

COMMAND BUTTONS

A command button is a small rectangle with an image on its face. The purpose of the image is to suggest the use of the command. You activate the command button by placing the mouse pointer over the command button and clicking the mouse button.

You can see that you've pressed the button because its image changes a little between the down and up states of the button.

The commands in the command bar are just another way to execute a command that is also available through the menu portion of the screen.

What Does this Button Do? A display in the message area can tell you the purpose of the button. To see the display, place the mouse over the command button and press and hold the mouse button. A message describing the button's use is displayed. To execute the command, release the mouse button. To avoid execution, slide the mouse pointer off of the button and then release it.

MARKET CONTROL BOX

The **Super!Market** system allows you to have two markets and to choose which one you use for a shopping list. The box displays the name of the current market, and allows you to select a different current market.

Select Market Operation. Place the pointer over the down-arrow at the right of the box, press and hold the mouse button; slide the pointer to the market you want; and then release the mouse button.

Another system feature, the Select Market Command, allows you both to select a market and also to change the name of a market.

BUTTON BAR COMMANDS



NEW SHOPPING LIST



FETCH SHOPPING LIST



SAVE SHOPPING LIST



COLOR CHANGE



FONT CHANGE



PRINT THE SHOPPING LIST



HELP

WINDOW ACTIVATION

Operations that you perform with a window require that you first activate the window you want to work with. The active window is the one whose title area at the top of the window is **highlighted**, as compared to the other title areas on the screen.

MOUSE ACTIVATION

Move the mouse pointer over some part of the window and click a mouse button.

KEYBOARD ACTIVATION

Use the Window Command to activate the window directly. The window you want is **highlighted**. You may also press the **CTRL** and **F6** keys together until you arrive at the desired window.

FONT CHANGE

Use this command to change the font in one or more windows of the **Super!Market** screen.

INVOCATION

Use the button bar; or Select the VIEW menu and then choose the Font Change command.

OPERATION

If you have not previously chosen areas to change during this session, then you are presented with the form that lets you choose the areas you want to change.

You are then presented with the form for font choices.

See the section on Font Setting.

WINDOWS AFFECTED

For each area you selected, the font in that area is changed.

FONT SETTING

OVERVIEW

The font change window displays several boxes and command buttons. You use the boxes to select font options. Move to a box by clicking on it with the **mouse**. Move to a box with just a **keyboard** by pressing the **Tab** key until you arrive at the box. Alternatively, press the **ALT** key and the letter that is underlined in the title of the box, such as **F** for Font.

As you select options, the **Sample** box shows you how the text looks with the chosen font specifications.

FONT

The font box lists the names of the fonts that are available to you. You can scroll through the list to find the font you want. Choose the font by double-clicking on the name with the mouse button; or by highlighting the name with the arrow keys and then pressing the Enter key.

FONT STYLE

Style includes options such as Regular, **Bold** and *Italic*. The actual list depends on the current font name. Choose the one you want by double-clicking on the option with the mouse button; or by highlighting the option with the arrow keys and then pressing the Enter key.

SIZE

The Size box lists font size in units of "points". There are about 72 points in one inch. The list of available sizes depends on the current font. Choose the one you want.

(You cannot change the size for the font in the AMOUNTS Window.)

EFFECTS

Two effects are Strikeout and Underline. Neither effect is recommended because the text gets difficult to read on a screen. However, you may choose one or both of them. With the mouse you click over the box alongside the option you want. With the keyboard you depress the ALT key and **K** for strikeout or the **U** for underline.

COLOR

The color box lists the options you have on your computer screen for font colors. Choose the color you want. With the mouse click on the arrow at the right of the color box. Then scroll the pointer to the color you want.

With just a keyboard, press the **ALT** key and the **C** to get to the color box, then use the up and down arrow keys to move through the available colors.

COMMAND BUTTONS

OK: Use this to cause your selections to take effect. Click this button with the mouse, or press the **Enter** key.

Cancel: Use this to cancel any selections you have made. Click this button with the mouse, or press the **Esc** key.

Help: This button brings you to this area of the Help support. Click this button with the mouse, or press the **Alt** and **H** keys together, and then press the Enter key.

CHOOSE AREAS FORM

Use this form to choose one or more windows whose font or color you want to change. Once you select some windows, your selection remains in effect for subsequent font or color change commands.

AREAS

There is an option box for each area you can choose.

Mouse Selection. Move the mouse pointer over the box alongside the name of the area you want and click the mouse button. An **X** fills the box if there was none before, to indicate you are selecting the area. If you previously picked the area, then the **X** in the box is removed and the area is not selected.

Keyboard Selection. Use the Tab key or Arrow Keys to move to the desired box. Press the spacebar. This either selects or removes the area choice.

COMMAND BUTTONS

ALL: Use this to select all of the available window areas.

NONE: Use this to deselect all of the available window areas. You must then select one or more areas before choosing the OK command.

OK: Use this to cause your selections to take effect.

Cancel: Use this to cancel the command you are executing. Any area selections you have previously made with a prior command remain in effect.

Help: This button brings you to this area of the Help support.

FONT CHANGE AFTER CHOOSING

This command first lets you choose a set of windows to be changed, and then lets you choose a new font for the chosen windows.

INVOCATION

Select the VIEW menu and then choose the Font Change After Choosing command.

OPERATION

You are presented with the form that lets you choose the windows you want to change. Select the windows desired, using the Choose Areas Form.

You are then presented with the form for font changes.

See the section on Font Setting.

WINDOWS AFFECTED

For each area you selected, the font in that area is changed.

COLOR CHANGE

Use this command to change the background color in one or more windows of the **Super! Market** screen.

INVOCATION

Use the button bar; or Select the VIEW menu and then choose the Color Change command.

OPERATION

If you have not previously chosen areas to change during this session, then you are presented with the form that lets you choose the windows you want to change.

You are then presented with the form for color choices.

See the section on Color Setting.

WINDOWS AFFECTED

For each area you selected, the color in that area is changed.

COLOR SETTING

The color change window displays two sets of color areas and some command buttons. You use the boxes to select a color. When the form is displayed, the current color of the window you are working with is highlighted by placing a dark border around the box with the color.

BASIC COLORS

This area shows you a set of boxes that are colored, or have shadings. Select the box that has the desired color. Some color choices produce two colors, one for the background of text and one for the window background. You can eliminate this by choosing a color that just produces a single color or by forcing just the solid color.

To see this effect, choose the Define Custom Colors option. You see the current color choice over the words "Solid|Color". If both halves are the same, you have a single color. If the halves are different you can force a single color by choosing the Solid option. Do this by double-clicking with the mouse, or by pressing **Alt** and **O**.

Mouse Selection: Place the pointer over the desired box and click the mouse button.

Keyboard Selection: Press the **ALT** key and the **B** key together to move to this area. Press the arrow keys until a dark border surrounds the box you want. Then press the **Enter** key.

CUSTOM COLORS

This area shows you a set of boxes that are colored, or have shadings. Select the box that has the desired color, or that you will use to create your own color, using the Define Custom Color button.

Mouse Selection: Place the pointer over the desired box and click the mouse button.

Keyboard Selection: Press the **ALT** key and the **C** key together to move to this area. Press the **Tab** key until a dark border surrounds the box you want. Then press the **Enter** key.

COMMAND BUTTONS

Define Custom Colors: Use this command to produce an additional form with which you can mix customized colors. This is normally not required. To use this, first select a custom color box and then press together the **ALT** and **D** keys.

OK: Use this to cause your selections to take effect. Click this button with the mouse, or press the Enter key.

Cancel: Use this to cancel any selections you have made. Click this button with the mouse, or press the **Esc** key.

Help: This button brings you to this area of the Help support. Click this button with the mouse, or press the **Alt** and **H** keys together, and then press the **Enter** key.

COLOR CHANGE AFTER CHOOSING AREAS

This command first lets you choose a set of windows to be changed, and then lets you choose a new color for the chosen windows.

INVOCATION

Select the VIEW menu and then choose the Color Change After Choosing command.

OPERATION

You are presented with the form that lets you choose the windows you want to change. Select the windows desired, using the Choose Areas Form.

You are then presented with the form for color choices.

See the section on Color Setting.

WINDOWS AFFECTED

For each area you selected, the color in that area is changed.

SAVE LAYOUT #1

Use this command to save the screen layout in the first layout save area on disk. Later, you can restore the screen to this layout with the retrieve command.

INVOCATION

Select the VIEW menu and then choose the Save Layout #1 command.

OPERATION

See the section on Saving and Retrieving Layouts.

SAVING AND RETRIEVING LAYOUTS

A screen layout defines the **size** and **position** of the windows, the **colors** of the windows, and the **font** definitions.

There are three areas on disk where layouts are saved. Two of the areas you can handle directly with commands. The third area is the "current" layout and is handled automatically. The current layout is saved when you exit the **Super!Market** program and is restored when you restart the program.

PURPOSE

You may find it useful to set the sizes of the windows and their placements in different configurations, depending on the operations you are performing. You may like one layout for creating a shopping list and another for customizing the items in the database.

You change the layout the way you want it, and then save it for later retrieval.

SAVING

Use the Save Layout commands from the VIEW menu to save into area one or two.

Layouts are saved on disk and remain there until you change them by performing the Save Layout command again.

RETRIEVING

Use the Retrieve Layout commands from the VIEW menu to retrieve from area one or two.

The screen changes to conform to the values in the saved layout.

SAVE LAYOUT #2

Use this command to save the screen layout in the second layout save area on disk. Later, you can restore the screen to this layout with the retrieve command.

INVOCATION

Select the VIEW menu and then choose the Save Layout #2 command.

OPERATION

See the section on Saving and Retrieving Layouts.

RETRIEVE LAYOUT #1

Use this command to change the screen layout to the style saved in Layout Area 1. Previously, you must have saved the layout with the Save Layout #1 command.

INVOCATION

Select the VIEW menu and then choose the Retrieve Layout #1 command.

OPERATION

See the section on Saving and Retrieving Layouts.

RETRIEVE LAYOUT #2

Use this command to change the screen layout to the style saved in Layout Area 2. Previously, you must have saved the layout with the Save Layout #2 command.

INVOCATION

Select the VIEW menu and then choose the Retrieve Layout #2 command.

OPERATION

See the section on Saving and Retrieving Layouts.

SHOW LAYOUT STATUS

This command is used to show the numbers of the last layouts that were retrieved and saved.

INVOCATION

Select the VIEW menu and then choose the Show Layout Status command.

OPERATION

The following message is displayed:

Last Retrieved was m, last saved was n.

The **m** and **n** are either 0, 1, or 2 to indicate the number of the layout save area. You can read and write to areas 1 and 2. The system automatically reads from area 0 when the program starts and saves a layout there when the program ends.

See the section on Saving and Retrieving Layouts.

VIEW SUBSEQUENT MESSAGE

This command replaces the current message with the message later than the one currently displayed.

THE MESSAGE BOX

Messages are displayed in the box at the bottom of the screen. The last message displayed to you is the active message. Several prior messages are saved so that you can re-display them. When a non-active message is displayed, it is underlined.

INVOCATION

Select the VIEW menu and then choose the View Subsequent Message command.

Shortcut: Press the **CTRL** key and the **S** key simultaneously.

Another Way: Select the VIEW menu and then choose the VIEW SUBSEQUENT MESSAGE Command.

With the Mouse: Place the pointer over the upper arrow at the left of the message box and click the mouse button.

VIEW OLDER MESSAGE

This command replaces the current message with the message previous to the one currently displayed.

THE MESSAGE BOX

Messages are displayed in the box at the bottom of the screen. The last message displayed to you is the active message. Several prior messages are saved so that you can re-display them. When a non-active message is displayed, it is underlined.

INVOCATION

Select the VIEW menu and then choose the View Older Message command.

Shortcut: Press the **CTRL** key and the **O** key simultaneously.

Another Way: Select the VIEW menu and then choose the VIEW OLDER MESSAGE Command.

With the Mouse: Place the pointer over the lower arrow at the left of the message box and click the mouse button.

NOTES

Messages produced by using the WHAT IS help command or by previewing a button are not stored. Therefore, such messages do not show up when previous messages are viewed.

The number of messages available for retrieval can be customized, as described in the SETUP section.

PRINTING MENU COMMANDS

Print the Shopping List

Print After Setup

Print to File

Define Page

Setup the Printer

Select the Market

Use Prices

PRINT THE SHOPPING LIST

This command is used to print the shopping list, using the printer setup and page definitions that are currently in effect.

INVOCATION

Use the button bar; or Select the **PRINT** menu and then choose the **Print Shopping List** command.

OPERATION

If the printer has been changed since you last defined the page specifications, then you are prompted to define the page first. If you do not, then printing is not performed.

See the section on PRINTING OPERATIONS for details.

PRINT AFTER SETUP

This command is used to print the shopping list after some setup options are established. It is intended to allow you to print to a file or to print multiple copies on printers that support them.

INVOCATION

Select the **PRINT** menu and then choose the **Print After Setup** command.

OPERATION

If the printer has been changed since you last defined the page specifications, then you are prompted to define the page first. If you do not, then printing is not performed, although any setup you have made remains in force.

For the setup portion of this operation, see the section THE PRINTING OPTIONS FORM.

For the printing portion, see the section on PRINTING OPERATIONS for details.

THE PRINTING OPTIONS FORM

PRINT RANGE

This section has no objects you can change.

PRINT QUALITY

Your printer may have more than one resolution (dpi--dots per inch) that is supported. With a mouse, click on the arrow and select the option you want.

With the keyboard press the **ALT** and **Q** keys together; then use the Up and Down **Arrow** keys to find the option you want, and press the **Enter** key.

COPIES

If your printer supports this option, you can key in the number of copies you want. If the box is dim, then your printer does not support the feature.

Tab to the box and then key in the number of copies you want.

COLLATE COPIES

If your printer supports this option, you can activate it. With the mouse, click on the box. With a keyboard, press the **ALT** and **I** keys together.

PRINT TO FILE

You may print the shopping list to a file on disk, instead of to a printer. You might do this because you want to use the list in another program, or to save it for future reference.

With a mouse, click on the box to indicate you want to be prompted for a file name. With just a keyboard, press **ALT** and **L** to set the option. Also see the command to Print to File. When the **OK** button is pressed, you are presented with the form to complete with the desired name for the file.

COMMAND BUTTONS

OK: Use this to accept the selections you have made. With the mouse, click on the button. With the keyboard, press the **Enter** key.

Cancel: Use this to reject any selections you have made. With the mouse, click on the button. With the keyboard, press the **Esc** key.

Setup: This brings you to Printer Setup form, allowing you to select a new printer. This selection is the same function provided with the Setup Printer command. With the mouse, click on the button. With the keyboard, press the **ALT** and **S** keys together.

Help: Use this button to receive this help support. With the mouse, click on the button. With the keyboard, press the **ALT** and **H** keys together.

PRINTING OPERATIONS

PRELIMINARIES

The entries in the shopping list are sorted into aisle number sequence. Aisle numbering can be different for different markets. That is why the market must be selected before printing is requested.

The printable output is created, and formatted for pages that you specified with the Define command.

The output is then turned over to the Windows system; and assigned to the destination you have chosen with the Setup command. You receive a message informing you of this action.

ACTUAL PRINTING

Generally, your output is directed through the Print Manager portion of the Windows system and on to your printer.

You are not aware of the Print Manager unless something goes wrong, such as running out of paper. In which case you have to respond to screens presented by the Print Manager. You may need the Windows manuals or help facility to guide you through such exceptions.

RESUME WORK

You are free to continue operations with the **Super!Market** system as soon as the output has been turned over to its destination. Actual printing may or may not have been completed.

PRINT TO FILE Command

Use this command to print the shopping list to a disk file, instead of to a printer. You can use this so that you can use the file in another program, or so that you can have a copy of a printed shopping list saved on disk

INVOCATION

Select the **PRINT** menu and then choose the **Print to File name** command, where **name** is the file name.

The name for the file is **SHOPPING.SMF** if no other name was chosen in the session. A new name can be selected by using the Print After Setup command and requesting to print to a file.

OPERATION

The shopping list is prepared and written to the disk file you specify. See the section PRINTING OPERATIONS for details.

SAMPLE

Output is dependent on the margins and page length set in the Define Page command. However, the font name and size, and the printer currently selected do not affect output.

NOTE TO READER: You have to size the Help window wide enough to see this sample in the true form.

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FARMERS' MARKET

Aisle 001

Bananas

1.00 Lb \$2.50

Frankfurters

1.00 Lb \$3.75

Melon

1.00 Lb \$1.50

Oranges

1.00 Lb \$3.00

Aisle 004

Rice

3.00 Boxes \$4.50

Aisle 009

Noodles, Chinese

3.00 Boxes \$6.00

Taco Shells

3.00 Boxes \$4.50

*** 7 Items ***

\$25.75

DEFINE PAGE

Use this command to customize the look of your printed shopping list by:

1. Selecting the font style and size used for printing, and
2. Defining the margins for the page.

INVOCATION

Select the **PRINT** menu and then choose the **Define Page** command.

OPERATION

See the section on PRINTER FONT AND PAGE DEFINITION for details.

PRINTER FONT AND PAGE DEFINITION

The caption heading for this screen shows the currently selected printer.

The screen includes a font list, options for bold and italic type, point size, and values for top and left margins as well as the number of lines per page.

NAVIGATING THE SCREEN

With the mouse, click on the field you want to work with or the option you want to select.

With the keyboard, press the **Tab** key until you arrive at the desired field, or press the **ALT** key together with the underlined letter for the field.

Use keystrokes to key in values, such as Top Margin. You can press the Tab key or the Enter key to move to the next field.

Use the Up and Down **Arrow** keys to highlight a font you want to select.

Press the **Enter** key to select a command button to which you have moved.

FONT SELECTION

AVAILABLE FONTS: You are presented with the list of fonts available for your printer. Select the desired font. Its name is displayed as the CHOSEN FONT. It is shown in the typeface itself if it is available for both your printer and your screen.

With the **mouse**, select by pointing at the font name and double-clicking. With the **keyboard**, use the up and down arrow keys to reach the desired font, tab to the Select button, and press the Enter key.

BOLD and ITALIC: Choose the Bold and/or Italic options, as desired. If the printer font does not support these options, then they show as dimmed and are disabled.

With the **mouse**, point at the box near the word and click. The option will alternate between on and off. The on condition is indicated by an **X** in the box. With the **keyboard**, move to the option box and notice the rectangle around the word to indicate it is changeable. Press the spacebar to change the value to on or off.

SIZE You may change the size of the type by setting the point size to a value between 4 and 36 points. (There are about 72 points in one inch.) If the size you keyed is not available for the font, then the nearest available size is substituted for you and the color of the size box text is changed to indicate the substitution.

MARGINS

TOP MARGIN: This value determines how many blank lines are precede the heading line for the "page." Valid values are zero through 99.

LINES PER PAGE: This value indicates the maximum number of lines printed per "page." Valid values are 3 through 999.

The word "page" is in quotation marks to indicate that its size may not be the same as the physical paper in the printer. Some printers cannot print to the edges of the paper, and some printers allow you to setup printing with margins. The top and left margins you

specify here are in addition to any other margins that come from the printer.

LEFT MARGIN: This margin may have a value between zero and 99. It specifies the number of blank print positions for the margin. The width of a print position is the width of an average character in the font you are using.

COMMAND BUTTONS

OK: Use this to accept the selections you have made.

Cancel: Use this to reject any selections you have made. This button is disabled if this printer needs a page definition. This happens when you have more than one printer and have changed to a different printer since the last time you tried to print in the **Super! Market** system.

Help: Use this button to receive this help support.

ERRORS

INVALID PRINTER: If the currently selected printer has no available fonts, you receive a message and are asked to select a properly configured printer.

INVALID VALUES: If a value is out of range, you receive a message, and a valid value is placed in the field. The field is highlighted, ready for you to change it to some other valid value.

SETUP PRINTER

This command is used to select a printer and to set options for printing.

INVOCATION

Select the **PRINT** menu and then choose the **Setup Printer** command.

OPERATION

You are presented with a form on the screen that allows you to:

Select the **Printer** you want;

Set the **Orientation** to Portrait or Landscape;

Choose the paper **size and source**; and

Set any additional **options** provided for your printer.

Details are provided in the section on THE PRINT SETUP FORM.

THE PRINT SETUP FORM

The form on this screen allows you to:

- * Select the **Printer** you want;
- * Set the **Orientation** to Portrait or Landscape;
- * Choose the paper **size and source**; and
- * Set any additional **options** provided for your printer.

PRINTER

Default Printer: The current printer is listed as the default. You may use this printer, or select another from the box below.

Specific Printer: Each printer you have defined to Windows is available for selection from this box.

With the mouse, click on the arrow at the right of the box and then scroll to the printer you want and release the mouse button.

With a keyboard, press the **ALT** and **P** keys to get to the box, and then press the up and down arrow keys until you find the printer you want. Press the **Enter** key to select it.

ORIENTATION

For most printers you can choose between Portrait and Landscape orientations.

With the mouse, click on the orientation you want.

With the keyboard, press the **ALT** key and either the **R** for Portrait or the **L** for Landscape.

PAPER

Printers offer such options as Size selection and paper Source.

Size: Choose the size you want, such as 8 1/2 x 11 in.

With a mouse click on the right arrow and then scroll to your selection.

With a keyboard, press the **ALT** and **Z** keys to get to the box, and then press the up and down arrow keys to get the size you want. Press the **Enter** key to select it.

Source: Choose the source you want, such as Upper Tray, or Tractor.

With a mouse click on the right arrow and then scroll to your selection.

With a keyboard, press the **ALT** and **S** keys to get to the box, and then press the up and down arrow keys to get the source you want. Press the **Enter** key to select it.

COMMAND BUTTONS

OK: Use this to accept the selections you have made. With the mouse, click on the button. With the keyboard, press the **Enter** key.

Cancel: Use this to reject any selections you have made. With the mouse, click on the button. With the keyboard, press the **Esc** key.

Options: Your printer may or may not have additional options. With the mouse, click on the button. With the keyboard, press the **ALT** and **O** keys together.

The screen you get then depends on the printer support. Most such screens have their own help button that you can use to get information about the options.

Help: Use this button to receive this help support. With the mouse, click on the button. With the keyboard, press the **ALT** and **H** keys together.

SELECT MARKET

The **Super!Market** system allows you to create a shopping list that can be used at either one of two possible stores.

This Select Market Command allows you to choose the store. In addition, the command allows you to specify the name of each store. Compare this to the control box on the button bar that allows you to choose a store, but not to specify a new name for the store.

INVOCATION

Select the **PRINT** menu and then choose the **Select Market** command.

OPERATION

See the section on Market Selection for details.

MARKET SELECTION

You can select one of two markets and you may also change the name of the market at the same time.

SELECT MARKET

Mouse Selection: Double-click on the name of the store.

Keyboard Selection: Use the Up and Down **Arrow** keys to highlight the name you want; then **Tab** to the select button and press the **Enter** key.

Finishing: Choose the **Ok** button, below, to activate your choice.

RENAME MARKET

First, select the name you want to change; change the name; and then press the **Change Name** button.

Name Selection: With a mouse, click on the name in the Current Market field. With the keyboard, tab or press the **ALT** and **M** keys to get to the current name field. The field is highlighted.

Name Change: To completely replace the name, key in the new name.

To change the name, use the text editing techniques.

Finishing: Activate the Change Name button. With the mouse, click on the button. With a keyboard, Tab to highlight (with a rectangle around the caption) the button, and then press the **Enter** key, or press the **ALT** and **N** keys.

ALL DONE

Select the **Ok** button to cause your actions to take effect.

Select the **Cancel** button to disregard any changes you have made. The Close function acts like the Cancel button.

USE PRICES

This command either enables or disables the use of prices on a shopping list. The current status is indicated by a check mark beside the USE PRICES command on the menu.

A check mark indicates that the use of prices is enabled. The absence of a check mark indicates that prices are disabled.

ENABLE WITH MOUSE

Move the mouse pointer over the **Print** command on the menu.

Press and hold the mouse button.

Slide the mouse down to the **Use Pricing** command

If there is a check mark alongside the command name, the option is already selected, so you should just slide the mouse pointer off the pull-down menu and release the mouse button.

If there is no check mark alongside the command name, the option is not enabled, so you should hold the mouse pointer over the command and release the mouse button.

DISABLE WITH MOUSE

Move the mouse pointer over the **Print** command on the menu.

Press and hold the mouse button.

Slide the mouse down to the **Use Pricing** command

If there is no check mark alongside the command name, the option is already disabled, so you should just slide the mouse pointer off the pop-down menu and release the mouse button.

If there is a check mark alongside the command name, the option is enabled, so you should hold the mouse pointer over the command and release the mouse button.

KEYBOARD ENABLE

Press and hold the **Alt** key and the **P** key

Release both keys

If there is a check mark alongside the **Use Pricing** command, the option is already selected, so you should press the **ESCAPE** key.

If there is no check mark alongside the command name, the option is not enabled, so you must press and release the **U** key.

KEYBOARD DISABLE

Press and hold the **Alt** key and the **P** key

Release both keys

If there is no check mark alongside the **Use Pricing** command, the option is already disabled, so you should press the **ESCAPE** key.

If there is a check mark alongside the command name, the option is enabled, so you must press and release the **U** key.

RESULT

You receive a message indicating the final status of pricing. The chosen status--Enabled or not--continues until you change it to the other option.

Note that prices are maintained using commands to Customize the items in your item file. Prices are neither added nor changed during the process of creating and printing a shopping list.

When prices are enabled, a running total is kept of the shopping list cost. The cost is displayed in the Button Bar, if visible, or in the AMOUNTS Window otherwise.

THE WINDOW COMMANDS

Use the Window Commands to tell the system which area of the screen you want to focus on. There are two primary reasons for using the commands:

- 1) You have minimized a window and want to restore it to size; or
- 2) You are working without a mouse and want to move directly to one of the windows. It is also possible to press **CTRL** and **F6** to move from one window to another in a cyclic manner.

INVOCATION

Select the **WINDOW** menu and then choose the number of the window you want.

SELECTIONS

1. **Item Cmds:** Moves to the Item Commands
2. **Items:** Moves to the list of Items
3. **Shopping List Cmds:** Moves to the Shopping List Commands
4. **Shopping List:** Moves to the entries in the Shopping List
5. **Type Cmds:** Moves to the Type Commands
6. **Types:** Moves to the list of Types
7. **Amounts:** Moves to the list of Amounts

NOTES

A user with a mouse can accomplish the same thing by simply clicking on the desired window.

ITEM WINDOW COMMANDS

Add An Item

Change an Item

Delete an Item

Find an Item

Move an Item

Copy an Item

ADD AN ITEM

Use the Item Add command to add one or more items to the database.

First, select the item that the new one will follow, invoke the command, and then fill out the form with the item information.

ITEM SELECTION

You must select the item that is to precede the item you are adding. You may use the same browsing, finding, and selecting techniques used for creating a shopping list.

If you are adding something as the first item in a type group, then select the type heading in the item window.

Mouse selection: Select the item by moving the pointer over the text and clicking the mouse button.

Keyboard selection: Activate the Items window with the window command. Or, press the **CTRL** and **F6** keys together until the Items window is highlighted. Then press the **TAB** key to move the focus to the list portion of the window. Use the up and down arrow keys to highlight the item you want.

INVOKING THE COMMAND

Choose the **ADD** command from the **ITEMS** window.

COMPLETING THE FORM

See the section on The ADD Item Form.

THE ADD ITEM FORM

The form contains fields for you to specify and command buttons to use.

DESCRIPTION

Key the description you want for the item, such as **Eggs**. Some descriptions require more than one word, such as **Whole Wheat Bread**. You may want to take advantage of alphabetic sequencing by entering the description as, **Bread, Whole Wheat**. Either way will work, and you may start with one way and later change to the other.

Valid descriptions contain from 1 through 30 text characters Either upper or lower case letters can be used. The Find Item facility works either way.

MEASURE

Unit-of-Measure is a word such as **box** or **can**, or an abbreviation, such as **doz**. The **Super!Market** system includes a set of measures that you can use. Also, you can add more measures of your own.

The entry form is designed so that you need not key in the measure, you can select it from the list displayed. With the **mouse**, click down on the list-box arrow, slide to the measure you want, and release the mouse button. With the **keyboard**, press the up and down arrow keys to display the measure you want. Note that the first entry in the provided list is all blank and is a valid measure.

Adding and Changing Measures: To add a new measure of your own, choose the **[new]** entry from the list. Key in the desired text and press the Tab key.

To change the text of an entry, select it and then key the changes. You are prompted when adding or changing an entry to confirm your action.

Valid measures are from 1 through 10 characters long. The **Super!Market** system can handle singular and plural endings if you end your measure with either **(s)** or **(es)**. Examples are the entries **can(s)** and **box(es)**. When the shopping list is printed, the plural ending is dropped if the quantity is one. Otherwise, the **s** or **es** is printed.

(Measures cannot be deleted. The database design disallows such an action.)

AISLE NUMBER

The aisle number determines the order in which entries are printed on a shopping list. You may choose to use the aisle numbers that stores typically display over the aisles, or you may simply choose numbers that indicate the sequence in which you usually travel through the store.

For example, if you shop first at the produce department, then you can assign the aisle number 1, or better yet, 10 to items in that department. If you assign numbers that are multiples of 5 or ten, then you can add other numbers later to reflect future changes that the store might make.

When you add a new item, its default aisle number is taken from the Type to which the item belongs, to minimize the amount of keying you need do. When you add several items at one time, then the default becomes the aisle number used last.

Each of the markets you can use may have its own aisle number system. To copy the first aisle's value into the second you can press the Asterisk(*) key while the cursor is in the aisle-two field.

Valid aisle numbers are numeric only and have a value between 1 and 999.

PRICE

Prices are an option. You may enter them or not. If you do enter them with your items, then you can create shopping lists with prices and totals.

When you add a new item, its default price is 1.00 or 100, depending upon your currency setting. When you add several items at one time, then the default becomes the last price you used.

Each of the markets you can use may have its own prices. To copy the first price's value into the second you can press the Asterisk(*) key while the cursor is in the second price field.

Valid prices are between **1** and **32767**, or between **.01** and **327.67**, depending on your currency setting.

COMMAND BUTTONS

OK: Used to add the item. The item you have defined on the form is added to the database. The input form remains displayed, ready for you to enter another item. If you are finished adding items, choose the **Cancel** button.

Cancel: Select the Cancel button to stop adding items. The input form is removed from the screen. The Close function also acts like cancel.

Help: Brings this help support

RECORD NUMBER

Text shows the Type of item being added and the number of the record.

ERROR MESSAGES

If you try to add more items than you have room for, then you receive a message and the item is not added. You can make more room by changing your setup values.

If you try to add more Units-of-Measure than you have room for, then you receive a message and the measure is not added. You can make more room by changing your setup values.

If an item description is blank or if one of the fields contains an invalid number you receive a message and are prompted to fix the field.

ITEM CHANGE COMMAND

Use the Item Change command to change one or more items in the database.

First, select the item to change, invoke the command, and then edit the fields to be changed.

ITEM SELECTION

You may use the same browsing, finding, and selecting techniques used for creating a shopping list.

Mouse selection: Select the item by moving the pointer over the text and clicking the mouse button.

Keyboard selection: Activate the Items window with the window command. Or, press the **CTRL** and **F6** keys together until the ITEMS window is highlighted. Then press the **TAB** key to move the focus to the list portion of the window. Use the up and down arrow keys to highlight the item you want.

INVOKING THE COMMAND

Choose the **CHANGE** command from the **ITEMS** window.

COMPLETING THE FORM

See the section on The Change Item Form.

THE CHANGE ITEM FORM

Use the mouse or tab key to move from one field to another. Use editing techniques to change a field. Select the OK or Cancel screen buttons to finish working with an item.

DESCRIPTION

Key changes to the description of the item. Some descriptions require more than one word, such as **Whole Wheat Bread**. You may want to take advantage of alphabetic sequencing by entering the description as, **Bread, Whole Wheat**. Either way will work, and you may start with one way and later change to the other.

Valid descriptions contain from 1 through 30 text characters Either upper or lower case letters can be used. The Find Item facility works either way.

MEASURE

Unit-of-Measure is a word such as **box** or **can**, or an abbreviation, such as **doz**. The **Super!Market** system includes a set of measures that you can use. Also, you can add more measures of your own.

The entry form is designed so that you need not key in the measure, you can select it from the list displayed. With the **mouse**, click down on the list-box arrow, slide to the measure you want, and release the mouse button. With the **keyboard**, press the up and down arrow keys to display the measure you want. Note that the first entry in the provided list is all blank and is a valid measure.

Adding and Changing Measures: To add a new measure of your own, choose the **[new]** entry from the list. Key in the desired text and press the tab key.

To change the text of an entry, select it and then key the changes. You are prompted when adding or changing an entry to confirm your action.

Valid measures are from 1 through 10 characters long. The **Super!Market** system can handle singular and plural endings if you end your measure with either **(s)** or **(es)**. Examples are the entries **can(s)** and **box(es)**. When the shopping list is printed, the plural ending is dropped if the quantity is one. Otherwise, the **s** or **es** is printed.

(Measures cannot be deleted. The database design disallows such an action.)

AISLE NUMBER

The aisle number determines the order in which entries are printed on a shopping list. You may choose to use the aisle numbers that stores typically display over the aisles, or you may simply choose numbers that indicate the sequence in which you usually travel through the store.

For example, if you shop first at the produce department, then you can assign the aisle number 1, or better yet, 10 to items in that department. If you assign numbers that are multiples of 5 or ten, then you can add other numbers later to reflect future changes that the store might make.

When you add a new item, its default aisle number is taken from the Type to which the item belongs, to minimize the amount of keying you need do. When you add several items at one time, then the default becomes the aisle number used last.

Each of the markets you can use may have its own aisle number system. To copy the first aisle's value into the second you can press the * (asterisk) key while the cursor is in the aisle-two field.

Valid aisle numbers are numeric only and have a value between 1 and 999.

PRICE

Prices are an option. You may enter them or not. If you do enter them with your items, then you can create shopping lists with prices and totals.

When you add a new item, its default price is 1.00 or 100, depending upon your currency setting. When you add several items at one time, then the default becomes the last price you used.

Each of the markets you can use may have its own prices. To copy the first price's value into the second you can press the * (asterisk) key while the cursor is in the second price field.

Valid prices are between **1** and **32767**, or between **.01** and **327.67**, depending on your currency setting.

COMMAND BUTTONS

OK: Used to change the item. The changes you make on the form update the database. If there are more items within the type, then the input form is updated to show the next item, ready for you to change it. If you are finished making changes, choose the **Cancel** button.

Cancel Button: Select the Cancel button to stop changing items. The input form is removed from the screen. The Close function also acts like cancel.

Help: Brings this help support

RECORD NUMBER

Text shows the Type of item being added and the number of the record.

PAGE KEYS

You may use the Page Up and Down Keys to move through the items within a type. Use them with CTRL to move to the first or last item of the type.

ERROR MESSAGES

If you try to add more Units-of-Measure than you have room for, then you receive a message and the measure is not added. Change your setup values to make room for more.

If an item description is blank or if a field contains an invalid value you receive an error message and are prompted to fix the value.

ITEM DELETE COMMAND

Use the Item Delete command to remove an item that you don't want in the database.

First, select the item to delete and then invoke the command.

ITEM SELECTION

You may use the same browsing, finding, and selecting techniques used for creating a shopping list.

Mouse selection: Select the item by moving the pointer over the text and clicking the mouse button.

Keyboard selection: Activate the Items window with the window command. Or, press the **CTRL** and **F6** keys together until the Items window is highlighted. Then press the **TAB** key to move the focus to the list portion of the window. Use the up and down arrow keys to highlight the item you want.

INVOKING THE COMMAND

Choose the **DELETE** command from the **ITEMS** window.

OPERATION

You are asked to confirm the request. Choose the **YES** button to confirm. Choose the **NO** button to cancel the delete command.

FIND ITEM COMMAND

This command helps you locate an item you want to select. You enter enough letters of the description of the item and the **Super!Market** system searches for the item you want. A continuation feature lets you quickly search for more items with the same search letters.

INVOCATION

Shortcut: Press the **CTRL** key and the **F** key simultaneously.

Other Ways: Use the procedures for choosing a command in a window. The command is also available from the Edit menu.

OPERATION

A window is displayed, prompting you to enter a word, or part of a word, that you want to find.

Key in, for example, **cheese**, press the ENTER key and the system will search for an item (or TYPE heading) with the word **cheese** within it. Upper or lower case letters do not matter. The search will find such entries as: **cheese, Cheese, CHEESE, Swiss Cheese, Cheeses.**

THE FIRST SEARCH

The search always begins at the currently selected entry of the list, even if it is not currently visible in the window. When the item is found, it is displayed in the item window. If the item is not found, you receive a message. If the bottom of the list is reached before a match is found, the search continues automatically from the top of the list.

REPEAT

Continue on to another item with the same search word by using the Find Next Command. Invoke the command by pressing and holding the **CTRL** key while also pressing the **N** key. The search begins at the current item, using the search word you entered in a previous FIND command.

THE MOVE ITEM COMMAND

Use this command to move an item from its current position to another position in the Type, or to a different Type altogether. If you want to retain the original item, use the Copy Item command instead.

First, select the item to move (the source), invoke the command, and then choose the new location (the target) to which you want the item moved.

SOURCE ITEM SELECTION

You may use the same browsing, finding, and selecting techniques used for creating a shopping list. The selection must be an item and not a Type Heading.

Mouse selection: Select the item by moving the pointer over the text and clicking the mouse button.

Keyboard selection: Activate the Items window with the window command. Or, press the **CTRL** and **F6** keys together until the Items window is highlighted. Then press the **TAB** key to move the focus to the list portion of the window. Use the up and down arrow keys to highlight the item you want.

INVOKING THE COMMAND

Choose the **MOVE** command from the **ITEMS** window.

The color of the window changes to indicate that a Move is pending.

SELECTING THE TARGET LOCATION

With the **mouse**, click on the target. With the **keyboard**, use the arrow keys to reach the target and then press the Enter key. You may also choose a Type Heading in the list as a target. An item is moved AFTER the target selection.

The color of the window returns to normal after the operation is complete.

CANCELING THE COMMAND

If you decide to cancel the command, invoke any ITEM Window command. Regardless of which one is selected, it is not executed. It simply cancels the pending command. The color of the window returns to normal.

THE COPY ITEM COMMAND

Use this command to copy an item into another Type. If you want to remove the original item, use the Move Item command instead.

First, select the item to copy (the source), invoke the command, and then choose the new location (the target) to which you want the item copied.

SOURCE ITEM SELECTION

You may use the same browsing, finding, and selecting techniques used for creating a shopping list. The selection must be an item and not a Type Heading.

Mouse selection: Select the item by moving the pointer over the text and clicking the mouse button.

Keyboard selection: Activate the Items window with the window command. Or, press the **CTRL** and **F6** keys together until the Items window is highlighted. Then press the **TAB** key to move the focus to the list portion of the window. Use the up and down arrow keys to highlight the item you want.

INVOKING THE COMMAND

Choose the **COPY** command from the **ITEMS** window.

The color of the window changes to indicate that a Copy is pending.

SELECTING THE TARGET LOCATION

Use the same technique as for the source item, except that you can also choose a Type Heading in the list as a target. An item is copied AFTER the target selection.

The color of the window returns to normal after the operation is complete.

CANCELING THE COMMAND

If you decide to cancel the command, invoke any ITEM Window command. Regardless of which one is selected, it is not executed. It simply cancels the pending command. The color of the window returns to normal.

ERROR MESSAGES

If you try to add more items than you have room for, then you receive a message and the item is not added. You can make more room by changing your setup values.

SHOPPING LIST WINDOW COMMANDS

Delete a Shopping List Entry

Edit the Shopping List Entries

Sort the Shopping List Entries

DELETE A SHOPPING LIST ENTRY

Any entry in the shopping list can be completely removed. Select the entry and then perform the Delete command.

The currently selected entry is usually the last item you added to the list and may be the one you want to delete. In this case you need only invoke the Delete command.

(The selected entry in a list is the one that is highlighted.)

ENTRY SELECTION

Mouse selection: Select it by moving the pointer over the text and clicking the mouse button.

Keyboard selection: Activate the Shopping List window with the window command. Or, press the **CTRL** and **F6** keys together until the Shopping List window is highlighted. Then press the **TAB** key to move the focus to the list portion of the window. Use the up and down arrow keys to highlight the item you want.

INVOKING THE COMMAND

Choose the **DELETE** command from the **SHOPPING LIST** window.

OPERATION

The entry is deleted and a message is displayed.

EDIT THE SHOPPING LIST ENTRIES

Each line in your shopping list contains an item **description**, a **quantity**, and an optional **comment**. Any of these fields can be altered.

(In addition, a shopping list entry contains fields you cannot alter. Those fields are: **Unit-of-measure**, **prices** and **aisle numbers**.)

Editing applies to the SHOPPING LIST Window. You can select the first item you want to edit, select the Edit Command, make changes to the entry, and then move on to another entry to edit or end the editing.

ENTRY SELECTION

Mouse selection: Select it by moving the pointer over the text and clicking the mouse button.

Keyboard selection: Activate the Shopping List window with the window command. Or press the **CTRL** and **F6** keys together until the Shopping List window is highlighted. Then press the **TAB** key to move the focus to the list portion of the window. Use the up and down arrow keys to highlight the item you want.

No Selection: If no entry is selected, editing begins with the first entry.

INVOKING THE COMMAND

Choose the **EDIT** command from the **SHOPPING LIST** window. (The command is also available from the Edit Menu.)

MOUSE SHORTCUT

Select an entry by placing the mouse pointer over the entry text. Go directly to editing by double-clicking the mouse button.

EDITING AN ENTRY

See the section on shopping list editing.

SHOPPING LIST EDITING

The editing screen displays status information and:

- * The current value of each field that you can change, and
- * Optionally, the prices and aisle numbers and
- * Command buttons you use for moving through the shopping list.

The fields you can change are:

QUANTITY

Amount, such as **1.00**. Valid quantities are greater than zero and no more than 999.99.

DESCRIPTION

Name of Item, such as **Eggs**.

COMMENT

Extra information, such as **large size**.

Use the **Tab** key to move from one field to the next. To replace a field, key in the new value. To change a field, tab to it, then use the field editing procedures.

The fields you cannot change are:

UNIT OF MEASURE

How packaged, such as **Doz**.

COST

The extended price. The product of unit price and quantity. This is displayed only if pricing is enabled. If you change the quantity, the cost is recalculated but is not displayed until you accept this edit with the **OK** command.

AISLE

The aisle number in each market. This is displayed only if pricing is enabled.

LIST MOVEMENT COMMANDS

You move through the list by using the Ctrl, Page Up, and Page Down keys. These are:

Ctrl	Page Up	To move to the first item in the list. Press and hold the CTRL key while pressing the Page Up key.
	Page Up	To move back one item toward the top. Moving beyond the top takes you to the last item in the list.
	Page Down	To move forward one item. Moving beyond the bottom takes you to the first item in the list.
Ctrl	Page Down	To move forward to the last item in the list. Press and hold the

CTRL key while pressing the Page Down key.

As you move through the list, any change made to an entry is accepted, as if you had first selected the **Ok** button

ACTION COMMANDS

Select the **Ok** button to end editing, accepting any changes made to the current entry.

Use the **Cancel** button to end the editing without accepting any changes made to the current entry. The Close function also acts like cancel.

Use the **Help** button to display this help support.

SORT THE SHOPPING LIST ENTRIES

Normally, you do **not** need to use this command. Use the command to sort the shopping list into aisle number sequence.

The reason it is optional is that the list is automatically sorted when you print the list. You can use the command to see how the entries will show up on the printed list.

INVOKING THE COMMAND

Choose the **SORT** command from the **SHOPPING LIST** window.

(This command is also available through the Edit Menu, as the Sort Shopping List command.)

SORTING OPERATION

See the section on shopping list sorting.

SORTING OPERATION

Here is what happens when sorting is performed:

1. No sorting is done at all if no changes have been made to the entries since the last time the list was sorted. Also, no sorting is done unless there are two or more entries in the list.
2. If sorting is required, then the entries are extracted from the list;
3. An aisle number is chosen for the sequencing. The aisle number is either the one for market one or two, depending on the current market selection.
4. The list is sorted by aisle number;
5. The shopping list window is updated with the sorted entries.

Messages are displayed in the message box to indicate the status of the sort.

TYPE WINDOW COMMANDS

Add a Type

Change a Type

Delete a Type

Sort a Type

Move a Type

ADD TYPE COMMAND

Use the Add Type command to add one or more new types to the database.

First, select the type that the new type will come after, next invoke the command, and then fill out the form with the new type information.

TYPE SELECTION

You must select the type that is to precede the type you are adding. You may use the same browsing and selecting techniques used for creating a shopping list.

Mouse selection: Select the type by moving the pointer over the text and clicking the mouse button.

Keyboard selection: Activate the types window with the window command. Or, press the **CTRL** and **F6** keys together until the Types window is highlighted. Then press the **TAB** key to move the focus to the list portion of the window. Use the up and down arrow keys to highlight the type you want.

The Very First Type: To allow you to add a type prior-to (instead of after) the first type, the system asks you which one you want. This happens whenever you select the first type in your list and invoke the ADD command.

INVOKING THE COMMAND

Choose the **ADD** command from the **TYPES** window.

COMPLETING THE FORM

See the section on The ADD Type Form.

THE ADD TYPE FORM

The form contains fields for you to specify and command buttons to use.

DESCRIPTION

Key the description you want for the type, such as **Canned Fruit**.

Valid descriptions contain from 1 through 30 text characters. Either upper or lower case letters can be used.

ABBREVIATION

This field is a four-character abbreviation for the type. It is used to identify each item of the type in an export file. (See the export and import file commands.)

When you add a new type, the abbreviation defaults to the first four characters of the new description. You may accept the default or key in a new value.

aisle number

The aisle number determines the order in which entries are printed on a shopping list. You may choose to use the aisle numbers that stores typically display over the aisles, or you may simply choose numbers that indicate the sequence in which you usually travel through the store.

The aisle number you enter here is the default aisle number used when you add items to the type grouping. The items in a group may be in different aisles. For example, an item within the **Canned Fruit** type might be **Mandarin Oranges** that are found in the aisle with Oriental Foods.

Choose as a default the aisle number where most items of this type are located.

There are two default aisle numbers, one for each market you can use.

Valid aisle numbers have a value between 1 and 999. You must enter a valid number for the first market. If you leave the second one blank, or key an asterisk (*) there, then the first aisle number is also used for the second market.

COMMAND BUTTONS

OK: Use this to accept the selections you have made. With the mouse, click on the button. With the keyboard, press the **Enter** key.

The type you have defined on the form is added to the database. The input form remains displayed, ready for you to enter another type. If you are finished adding, choose the **Cancel** button.

Cancel: Select the Cancel button to stop adding types. The input form is removed from the screen. The Close function also acts like cancel.

Help: Brings this help support

NAVIGATION KEYS

The Enter key functions like the Tab key in the data fields. The Page Up and Down keys function like the **OK** command button.

RECORD NUMBER

Text shows the number of the record being added and the total number of type records.

ERROR MESSAGES

If you try to add more types than you have room for, then you receive a message and the type is not added. You can make more room by changing your setup values.

The description must not be blank. The aisle numbers must be valid. Otherwise an error message is displayed, and you must correct the field in order to proceed.

CHANGE TYPE COMMAND

Use this command to alter some of the fields that define the type.

First, select the type to change, invoke the command, and then change the fields, such as description and aisle number.

TYPE SELECTION

Mouse selection: Select the type by moving the pointer over the text and clicking the mouse button.

Keyboard selection: Activate the types window with the window command. Or, press the **CTRL** and **F6** keys together until the Types window is highlighted. Then press the **TAB** key to move the focus to the list portion of the window. Use the up and down arrow keys to highlight the type you want.

INVOKING THE COMMAND

Choose the **CHANGE** command from the **TYPES** window.

COMPLETING THE FORM

See the section on The CHANGE Type Form.

THE CHANGE TYPE FORM

The form contains fields for you to specify and command buttons to use.

DESCRIPTION

Edit the description for the type, such as **Fruit, Canned** to replace **Canned Fruit**.

Valid descriptions contain from 1 through 30 text characters. Either upper or lower case letters can be used.

ABBREVIATION

This field is a four-character abbreviation for the type. It is used to identify each item of the type in an export file. (See the export and import file commands.)

You may edit the value.

AISLE NUMBER

The aisle number determines the order in which entries are printed on a shopping list. You may choose to use the aisle numbers that stores typically display over the aisles, or you may simply choose numbers that indicate the sequence in which you usually travel through the store.

The aisle number you enter here is the default aisle number used when you add items to the type grouping. The items in a group may be in different aisles. For example, an item within the **Canned Fruit** type might be **Mandarin Oranges** that are found in the aisle with Oriental Foods.

Choose as a default the aisle number where most items of this type are located.

There are two default aisle numbers, one for each market you can use.

Valid aisle numbers have a value between 1 and 999. You must enter a valid number for the first market. In the second market's aisle, if you key * (asterisk) then the first aisle number is also used for the second market.

COMMAND BUTTONS

OK: The OK command causes the changes you have defined on the form to be applied to the database. The input form remains displayed, ready for you to change the next type in the database. If you are finished with changes, choose the **Cancel** button.

Cancel: Select the Cancel button to stop changing types. The input form is removed from the screen. The Close function also acts like cancel.

Help: Causes this help support to be displayed.

RECORD NUMBER

Text shows the number of the record being changed and the total number of type records.

NAVIGATION KEYS

You may use the Page Up and Down Keys to move through the types. Use them with CTRL to move to the first or last type.

The Enter key functions as the same as the Tab key on the data fields of this form.

ERROR MESSAGES

The description must not be blank. The aisle numbers must be valid. Otherwise an error message is displayed, and you must correct the field in order to proceed.

DELETE TYPE COMMAND

Use this command to delete a type. Deletion erases a type and all of its items from the database. To perform deletion, select the type and then invoke the command. Because of the severity of this operation, you are asked to confirm the request.

TYPE SELECTION

Mouse selection: Select the type by moving the pointer over the text and clicking the mouse button.

Keyboard selection: Activate the types window with the window command. Or, press the **CTRL** and **F6** keys together until the Types window is highlighted. Then press the **TAB** key to move the focus to the list portion of the window. Use the up and down arrow keys to highlight the type you want.

INVOKING THE COMMAND

Choose the **DELETE** command from the **TYPES** window.

OPERATION

You are prompted to confirm the request. If you respond yes, the type is deleted and you receive a status message. Otherwise the command to delete is ignored.

SORT TYPE COMMAND

This command is used to perform an alphabetic sort of the items within a type. You can add items and/or alter the descriptions of items so that you lose any sequencing you might have had. Use this command to put the items back into alphabetic order.

Alphabetic order is optional. You may want to keep items in some other sequence that you like. In such a case, do not use this command.

First, select the type and then invoke the command.

TYPE SELECTION

Mouse selection: Select the type by moving the pointer over the text and clicking the mouse button.

Keyboard selection: Activate the types window with the window command. Or, press the **CTRL** and **F6** keys together until the Types window is highlighted. Then press the **TAB** key to move the focus to the list portion of the window. Use the up and down arrow keys to highlight the type you want.

INVOKING THE COMMAND

Choose the **SORT** command from the **TYPES** window.

OPERATION

You receive status messages as the sort progresses. First, the items are extracted and sorted in computer memory. Next, the items are read in from the database in the new sequence and displayed in the ITEMS window.

MOVE TYPE COMMAND

Use this command to move all the items of a Type from their current position to a different position. If you want to move just a single item, use the Move Item command, instead.

First, select the Type to move (the source) in the type window, invoke the command, and then choose the new location (the target) to which you want the items moved.

SOURCE TYPE SELECTION

Mouse selection: Select the type by moving the pointer over the text and clicking the mouse button.

Keyboard selection: Activate the types window with the window command. Or, press the **CTRL** and **F6** keys together until the Types window is highlighted. Then press the **TAB** key to move the focus to the list portion of the window. Use the up and down arrow keys to highlight the type you want.

INVOKING THE COMMAND

Choose the **MOVE** command from the **TYPES** window.

The color of the window changes to indicate that a Move is pending.

SELECTING THE TARGET LOCATION

With the **mouse**, click on the target. With the **keyboard**, use the arrow keys to reach the target and then press the Enter key.

If the target is the first type in the list, then you are given the option, through a prompt, to move either before or after the target.

The color of the window returns to normal after the operation is complete.

CANCELING THE COMMAND

If you decide to cancel the command, invoke any TYPE Window command. Regardless of which one is selected, it is not executed. It simply cancels the pending command. The color of the window returns to normal.

AMOUNTS WINDOW COMMANDS

Pick an Item

Comment and Pick an Item

Select a Quantity

PICK AN ITEM

To add an entry to your shopping list, select an item, select a quantity, and then pick them. Use this Pick command for the last step.

INVOKING THE COMMAND

Mouse Pick: Place the pointer over the Pick command button and click the mouse button

Mouse Select and Pick Shortcut: Make sure your quantity is set the way you want. Select an item and pick it at the same time by double-clicking the mouse button over the item. Double-clicking executes either the Pick or the Pick and Comment command-- whichever was last executed.

Keyboard Pick: Make sure the AMOUNTS window is highlighted. If it is not, use the Window Command, or press the Tab key until it is.

Press the Tab key until the Pick command is selected. You know it is selected by the rectangle that appears around the command text. Then press the Enter key.

OPERATION

An entry is built for the shopping list and the updated list is displayed in the shopping list window.

COMMENT AND PICK AN ITEM

As you add an item to your shopping list you can also add a comment. For example, when you choose **Eggs** you can add a comment **Large size**.

To add a commented entry to your shopping list, select an item, select a quantity, and then invoke the Comment command.

INVOKING THE COMMAND

With the Mouse: Place the pointer over the Comment command button and click the mouse button

Mouse Select Shortcut: Make sure your quantity is set the way you want. Select an item and pick it at the same time by double-clicking the mouse button over the item. Double-clicking executes either the Pick or the Comment and Pick command--whichever was last executed.

With the Keyboard: Make sure the AMOUNTS window is highlighted. If it is not, use the Window Command, or press the Tab key until it is.

Press the Tab key until the Comment command is selected. You know it is selected by the rectangle that appears around the command text. Then press the Enter key.

You are presented with an input request screen. Key the desired comment and press the Enter key.

ENTERING THE COMMENT

You are presented with an input request screen. Key the desired comment and press the Enter key.

A comment may contain any characters, up to a maximum of 30 characters. The comment is printed on the shopping list printout.

DOING IT LATER

You need not enter the comment as you pick the item. You can edit the shopping list after you have selected all of your items, and add comments then.

SELECT A QUANTITY

If you want to calculate the prices for a shopping list then you must set the proper quantity for each of your purchases. If you're not interested in prices then you can set quantities accurately or not, however you choose.

WHICH QUANTITY

The AMOUNTS Window displays the current quantity. If that is the quantity you want, you need not set the quantity again until you want a different quantity. The window also contains a list of quantities. If the list contains more items than can be shown, then the list will have a scrollbar beside it. If the list does not contain the exact quantity you want you can choose the item **new** and then enter your new quantity. The new quantity is added to the list and is made the current quantity.

SELECTING WITH A MOUSE

With a mouse, move the mouse pointer into the quantity window and onto the quantity number you choose and click the mouse button. Your chosen quantity is highlighted and is also displayed in larger size in the window to indicate clearly your chosen quantity.

SELECTING WITH THE KEYBOARD

Use the Windows Command so that the AMOUNTS Window is highlighted. Select a quantity by using the up or down arrow key to reach the desired quantity. As you move to a quantity value, it is highlighted. Press the Enter key to select the value that is also shown in larger size in the window to indicate clearly your chosen quantity.

NEW QUANTITY

When you select **[new]** from the quantity list you are presented with an input form. Key in the new quantity value and press the Enter key. A quantity may contain a decimal point. The minimum quantity allowed is .01 and the maximum is 999.99.

To select **[new]** with just a keyboard, press the Enter key after the entry is highlighted.

MISCELLANEOUS REFERENCE INFORMATION

International Considerations

Customizing the System Setup

The Main Super!Market Window

The Types Window

The Items Window

The Shopping List Window

The Amounts Window

The Main Super!Market Window

This is the parent window of the **Super!Market** application. It can be sized and can be moved about on the screen.

It may contain horizontal and vertical scroll bars. These show up when you reduce the size of the window such that "child" windows are no longer totally visible.

The "child" windows are:

The TYPES Window

The ITEMS Window

The SHOPPING LIST Window, and

The AMOUNTS Window.

Color

The color of the main window cannot be controlled by the **Super!Market** program. It is, instead, established by the WINDOWS system.

You can have the WINDOWS system use a color you choose by using the color facility of the Control Panel feature of WINDOWS. Set the desired color for the APPLICATION WORKSPACE.

The Types Window

The window contains two "child" windows--the list of commands and the list of types.

The Types window can be sized, moved, and minimized. It cannot be closed.

All of the following information is saved in the layout areas: Location, size, color, font name, size, and font attributes of bold, italic, underline, and strike through.

The COMMANDS window shows just the heading **TYPE CMDS**. To see the available commands press and hold the mouse button while pointing to the heading. To do this with just a keyboard, activate the window and then press the ALT and down-arrow keys together.

The List of Types

This window shows a list of descriptions. Its contents vary depending upon the type of processing. If in Normal Type processing, the entries are Type Descriptions. In Single Type processing, the entries are Item Descriptions. This list is part of the TYPES Window.

Types

Each entry is the description of a type. The items that make up the type group are shown in the List of Items Window. Each group there is preceded by a heading that repeats the type description.

Use this list of types to browse for a type in which you're interested. Select the type and the ITEMS window gets updated to begin with the kind of items wanted.

Single Type Mode

In single mode, all of the items are treated as one type, so that the ITEMS windows contains one list, sorted alphabetically of all items.

The Types List then contains the first word of each letter of the alphabet that is represented in the items list. Select an entry in the TYPES window so that the ITEMS window is updated to show entries beginning with the selected item.

Commands

A set of commands is used to add, delete, and change type information.

The Items Window

The windows contains two "child" windows--the list of commands and the list of items.

The Items window can be sized, moved, and minimized. It cannot be closed.

All of the following information is saved in the layout areas: Location, size, color, font name, size, and font attributes of bold, italic, underline, and strike though.

The COMMANDS window shows just the heading **ITEM CMDS**. To see the available commands press and hold the mouse button while pointing to the heading. To do this with just a keyboard, activate the window and then press the ALT and down-arrow keys together.

The List of Items

This window shows a list of item descriptions and some headings. This list is part of the ITEMS Window.

Items

Each entry is the description of an item. Browse through the list to find an item you want to add to your shopping list. Items are listed alphabetically only if you request it, so that the list can be sequenced in whatever way is found most efficient.

Browsing is aided by using the Types List to move quickly to sets of items.

Heading

A heading precedes each group belonging to a type. The end of the list shows a trailing heading.

Commands

A set of commands is used to add, delete, and change item information. Use the Find command to locate an item with a search word.

The Shopping List Window

The window contains two "child" windows--the list of commands and the list of entries that make up the shopping list.

The Shopping List window can be sized, moved, and minimized. It cannot be closed.

All of the following information is saved in the layout areas: Location, size, color, font name, size, and font attributes of bold, italic, underline, and strike through.

The COMMANDS window shows just the heading **SHOPPING LIST CMDS**. To see the available commands press and hold the mouse button while pointing to the heading. To do this with just a keyboard, activate the w and then press the ALT and down-arrow keys together.

The List of Shopping List Entries

The list is intended to show the quantity and item description of each entry created by you for the shopping list. (If the window is made wide enough, you can see other information that is used for processing for your printed list.) This list is part of the Shopping List Window.

Entries

Each entry shows the quantity and the item description. As you add entries they are placed one after another in the list. After you print the list, or use the Sort Command, the list is sequenced by aisle number.

Commands

The commands let you change entries or delete them.

The Amounts Window

The windows contains several "child" windows. The window can be moved. It cannot be sized or closed.

All of the following information is saved in the layout areas: Location, size, color, font name, size, and font attributes of bold, italic, underline, and strike though.

Commands Area

Two command buttons are here. The **PICK** command is used to create an entry in the shopping list by picking the currently selected item at the currently selected quantity. The **Comment** command does all the Pick command does and also allows you to enter a comment for the shopping list entry.

List of Quantities

The list can be scrolled. An entry in the list is selected and this amount becomes the current quantity that is used for each subsequent shopping list entry.

The first entry in the list is **[new]**. When this item is selected you are prompted to enter a new quantity, which becomes part of the list for the remainder of the session.

Current Quantity

The currently selected quantity is displayed in larger type, at the left side of the window.

Market Name

This shows the name of the currently selected market. Its display is optional. If the button bar is visible, then the market name is shown there instead.

Total Cost

This field displays the total cost of the shopping list. Its display is optional. If the button bar is visible, then the field is displayed there.

The List of Amounts

This list provides the quantity for each entry in a shopping list. A permanent set of quantities is provided. New quantities can be added temporarily. The list is part of the AMOUNTS Window.

List of Quantities

The list can be scrolled. An entry in the list is selected and this amount becomes the current quantity that is used for each subsequent shopping list entry.

The [new] Entry

The first entry in the list is **[new]**. When this item is selected you are prompted to enter a new quantity, which becomes part of the list for the remainder of the session.

