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## ABOUT THE MANUAL

Writing conventions used in this manual:

1. Text in bold indicates the names of windows, tabs and buttons.



Examples:

The **Order** editor opens.  
The **Order cancellation** window opens.  
Click on **Details** tab.  
Click the **Select** button.

2. The names of menus and methods in the menu bar are printed in **bold**. The name of the menu is followed by the name of the method. Names of classes are also indicated in **bold**.



Examples:

Select the **Order** class.  
Select the **Class / New Object** method.

3. Those parts of the text which have to be emphasised are written in ***bold italics***.




Example:

The ***destination*** can be an e-mail address or a printer.

4. Icons are displayed graphically.



Example:

Click on the icon .

5. Names of attributes, parameters and drop-down lists are indicated with double inverted commas.



Example:

Under "Hit list format", select the format, in which you wish the search results to be displayed.

6. Attribute values are displayed in *italics*.



Example:

If a customer would like to buy a copy of an article, select the value *purchase* under "Service type", the value *article* under "Type of material" and *copy* under "Medium type".

7. The keys on the keyboard are enclosed in angle brackets.



Example:

<Enter>, <Tab>, <Shift>, <Ctrl>, <Alt>, <Esc>.

8. A plus sign (+) between two key names indicates that both keys have to be pressed simultaneously.



Example:

<Ctrl> + <P> require you to press <Ctrl> and <P> at the same time. Press <Ctrl> first and hold it down, then press <P>.