
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 always followed by the name of the method. Names of classes are also printed 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 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.



Examples:

<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>.