



FILE-FAX REFERENCE GUIDE

DESIGN APPLICATION SCREEN

Cursor	CTRL-D	Home
Commands:	CTRL-E	Up
	CTRL-C	Down
	→	Forward space
	←	Back space
	CTRL-F	Forward tab
	CTRL-S	Back tab
	CTRL-R	Up right
	CTRL-V	Down right
	CTRL-W	Up left
	CTRL-X	Down left
Editing	CTRL-O	Omit a character
Commands:	CTRL-P	Push right
	CTRL-K	Kill a line
	CTRL-L	Line insert
	CTRL-A	Adjust to center
	CTRL-J	Erase to end
Miscellaneous	CTRL-N	Normal mode
Commands:	CTRL-I	Inverse mode
	CTRL-G	Help screen
	CTRL-Z	Exit
	CTRL-Q, ESC	Quit
	CTRL-B	Open bracket ([)
	Shift-M	Close bracket (]) APPLE ONLY
Special	Open Bracket ([)	Start bracketed field
Characters:	Close Bracket (])	End bracketed field
	Less than sign (<)	Start field
	Greater than sign (>)	End field
	Pound sign (#)	Single character entry field

DEFINE ATTRIBUTES

Special Command Keys:	< or comma	Move to previous attribute
	> or period	Move to next attribute
	Space bar	Clear attribute if set and move to next attribute
	Return key	Set attribute and move to next attribute
	Arrow keys	Select field
	CTRL-Z	Exit
	CTRL-Q, ESC	Escape back to previous screen
	CTRL-G	Help screen
Attributes:	AZ	A thru Z (alphabetic)
	YN	Y and N
	BL	Blanks
	+ -	+ and -
	DP	Decimal point
	09	0 thru 9 (numbers)
	VN	Valid number
	DC	Dollars and cents
	LJ	Left justify
	RJ	Right justify
Secondary Sort Levels		Pressing a number 1-8 will set the secondary sort used when printing reports.
	CTRL-O	Omit a set sort level and move all higher sort levels down 1.
	CTRL-P	Push a set sort level and those above it up 1.

WHEN ENTERING INFORMATION INTO FIELDS

Cursor	CTRL-S	Back tab
Commands:	CTRL-F	Forward tab
	CTRL-D	Home
Editing	CTRL-O	Omit a character
Commands:	CTRL-P	Push a character
	CTRL-J	Erase with defaults (if any)
	CTRL-Q, ESC	Escape to previous screen

WHEN DISPLAYING OR QUERYING FOR RECORDS

←	Display previous record
→	Display next record
CTRL-Q, ESC	Escape back to Application Menu
CTRL-G	Help screen
CTRL-@ (with shift key if necessary)	Print screen to printer
Any other key	Stops the current operation and allows you to start over.

DESIGNING A REPORT FORMAT

Cursor Commands: Same as those used while designing application screen.

Editing Commands:	CTRL-O	Omit a character or field
	CTRL-P	Push right
	CTRL-K	Kill a line
	CTRL-L	Line insert
	CTRL-A	Adjust to center
	CTRL-J	Erase to end of line

Miscellaneous Commands:	CTRL-G	Help screen
	CTRL-Z	Exit
	CTRL-Q	Quit

Once a field is selected, CTRL-T on the report screen will tag a field at that location if valid. Pressing CTRL-T on the Title or Header lines will set automatic page numbering.

When using CTRL-T in a TOTAL line, the space bar will extend the field. The Comma and Period keys can be used to position the decimal point (noted as an exclamation point.)

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