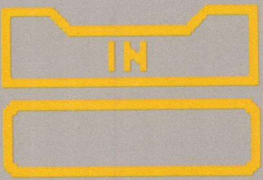
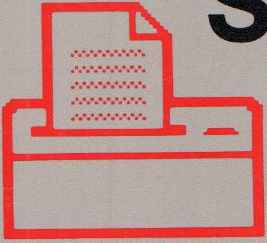
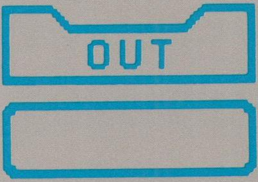
XEROX



8010 Star Information System





Learner's Guide

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GETTING STARTED

ON-LINE TRAINING:
THE BASICS

ON-LINE TRAINING
MODULES

HOW DOES STAR HELP YOU?

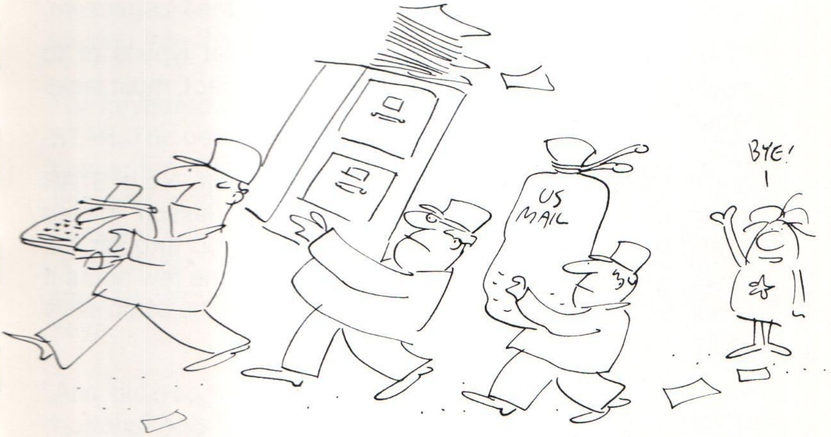
When you begin to use your STAR, you are likely to discover that you are seeing fewer once-familiar office objects. The standard typewriter, file cabinets, even templates for drawing are replaced in large part by your electronic desktop.

With STAR, you can create and change documents faster than with any electric typewriter. And if you want a document to look typeset, with special fonts, STAR can do that too.

STAR also provides you with in- and out-baskets that allow you to send and receive memos and information in minutes — not days. And on STAR, you can file this information to retrieve it quickly when you need it.

STAR additionally has a special graphics transfer template that allows you to do more than just copy standard shapes. STAR graphics let you stretch, shade, and manipulate graphics to what you want and need. You can transform your ideas into illustrations quickly and easily.

The replacement of these familiar office objects is a good sign. It is a sign that you are gaining greater control over the quality and timeliness of the information that flows through your office.



SOME ITEMS IN THE OFFICE
WILL BE USED LESS.

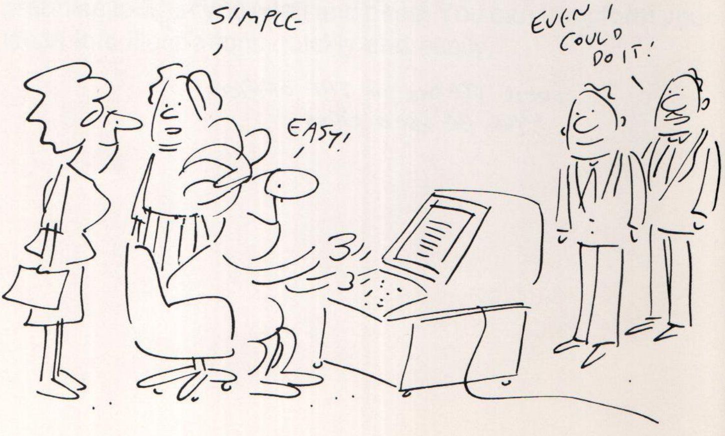
APPENDICES
ON-LINE TRAINING MODULES
ON-LINE TRAINING: THE BASICS

AND STAR IS EASY TO USE

One of the best things about your STAR is the ease with which you can use it. Your screen looks and acts like a desktop. For example, when you see a picture of an out-basket on your screen, it represents a mailing capability that you can use. Similarly, when you see a folder on this electronic desktop, it represents a place you can store documents.

STAR does not require its users to be great typists or to memorize complicated instruction codes. In fact, most tasks require the use of only four keys.

But it's time for you to see this for yourself. Your STAR information system contains a special lesson called STAR*T. This self-paced lesson will guide you through the basic principles of how to use STAR. In just the few hours it takes to complete this lesson, you will master the basic skills you need.


SIMPLE
EASY!
EVEN I COULD DO IT!

OF MICE AND SCREENS

Before you begin STAR*T, you should get to know the four components of your STAR: terminal screen, keyboard, processor, and mouse.

The cathode ray tube terminal, called a CRT for short, is the part that looks a bit like a television screen. On this screen, you see the documents that you create and you read messages sent to you. In short, the CRT is your way of looking into the world of STAR.

The keyboard is one of your ways of talking with the world of STAR. The center section of the keyboard looks much like a typewriter. There are, however, some special keys on the left and right sides. The four keys you will use most frequently are <DELETE> , <COPY> , <MOVE> , and <PROP'S> . Special function keys are also located on the top row. Your training covers the use of all these special keys.

And did you notice the small box to the side with the two buttons? This is called a mouse. As you move it about on the table, it causes a small pointer to move on the screen. The mouse is also used to communicate with your STAR. Your training includes how to use the mouse.

The fourth component is the large double unit near your screen. This is the processor. It is the computer that actually contains the memory to store the information you enter. This part of the machine does the real work and, in turn, makes you more productive.

WHAT WILL HAPPEN AFTER STAR*T?

After you complete STAR*T, you will be able to create, print, and file documents.

As you decide you want to learn about other capabilities of your workstation, you will be able to take additional on-line training modules. Each self-study module deals with one basic area of skills. Most modules take only a couple of hours to complete. And the modules can be taken in any order. That means you learn new skills as you need them.

But, for the moment, get the following information. Then follow the instructions on the next page to begin STAR*T.

Your system administrator:

Your user name:

Your password: XXXX (Keep this a secret)

and now for STAR*T. . .

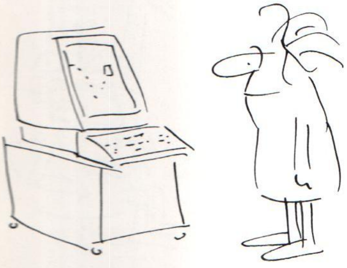
THE FIRST ACT BEGINS

To begin STAR*T, follow these steps.

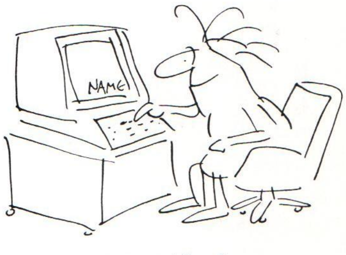
The screen should be showing a bouncing square. If it is completely blank, contact your system administrator.

Then, press any key on keyboard. The screen should change appearance. A prompt will appear, asking for your name.

Type your **user name**. This name was assigned to you by your system administrator. Then press the <NEXT> key. It is on the righthand side of the keyboard.



THE BOUNCING SQUARE



USER NAME

Now type your **password**. Again, your system administrator will have given you your password. Keep your password a secret, so others cannot use your desktop without permission. Press <NEXT> again.

The special introductory lesson should appear on your screen if this is the first time you have used your sign-on name.

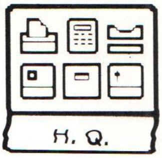
ENTER PASSWORD

YOU'RE READY TO BEGIN!

After you complete STAR*T, return to this Learner's Guide and read **On-Line Training: The Basics**.

LEARNER'S GUIDE
XEROX 8000
VICTOR

ON-LINE TRAINING: THE BASICS



ON-LINE TRAINING: THE BASICS

Congratulations on having completed STAR*T. By now, you have a good understanding of how you can use STAR.

Before you break loose to do that, there are a few more basics to study. One of the most important of these basics is to know how to use the additional training available to you. To make certain of this, we created a special, short module that will not only make you aware of how on-line training works but will also introduce you to some common desktop skills not taught by STAR*T.

In this segment of your training, you will study the following:

1. Setting up your desktop
2. Getting training modules on your desktop
3. Moving within training: scrolling and link boxes
4. Determining what training fits your needs
5. Adjusting the size of windows
6. Using the auxiliary menu

7. Setting window properties: the [SET WINDOW] command

8. Exercise

9. Logging off and keeping your desktop

10. You and your system administrator

11. Error messages

12. Special keys: [STOP]

13. Special keyboards and how to get them

14. Summary

You will study parts 1 and 2 of this module in this Learner's Guide. Parts 3 and 4 require some study in this Guide and some study on STAR. You will study parts 5 through 14 entirely on STAR.

You will probably be able to complete the entire module in about an hour.

1. SETTING UP YOUR DESKTOP

Overview: At the moment, all you probably have on your desktop is a single icon that looks like the one shown in figure 1. It is called the directory icon, and it is your supply cabinet.

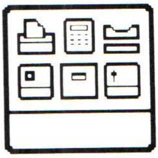
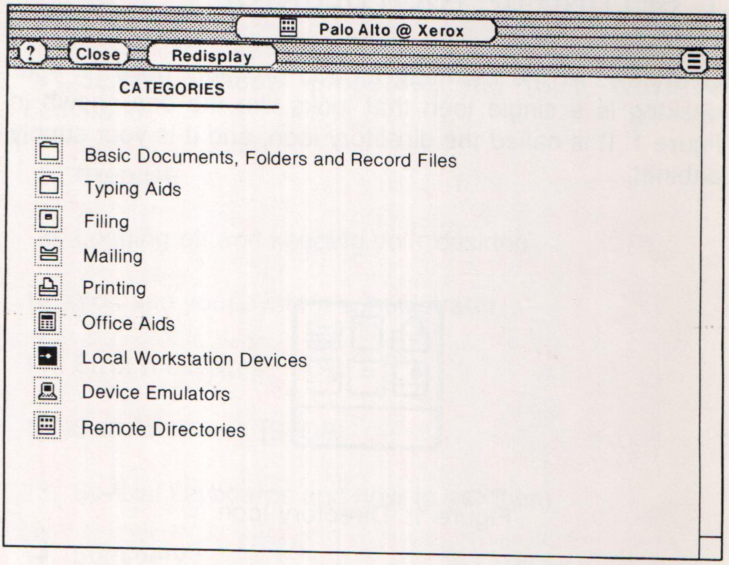


Figure 1. Directory Icon

If you open this icon, you will find a listing of all the categories of icons available to you in your work. This listing will look similar but not identical to the one shown in figure 2.



CATEGORIES

- Basic Documents, Folders and Record Files
- Typing Aids
- Filing
- Mailing
- Printing
- Office Aids
- Local Workstation Devices
- Device Emulators
- Remote Directories

Figure 2. Opened Directory

You can select and open one of these mini-icons. When you do this, you normally see the miniature versions of the icons that you can then copy to your desktop.

Procedure: To use any of these icons, you need only copy it to your desktop. (By the way, you can only copy items out of the directory. You cannot move them. This way you know they will always be there when you need them.)

Practice: Let's get some icons on your desktop. The sequence of indented words and bold typefaces that you see below is our format for directions we want you to follow when you use your desktop.

SELECT	the directory icon
PRESS	the <OPEN> key
OPEN	the mini-icon for ''Basic Documents''
COPY	the mini icon for the blank document (see figure 3) to the desktop. (To do this, just select the mini-icon, press <COPY>, and select a destination on the desktop.)
COPY	the mini-icon for the blank folder to the desktop (see figure 4)

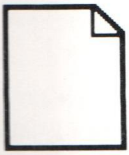


Figure 3.
Blank Document Icon

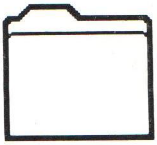


Figure 4.
Blank Folder Icon

Now let's get a copy of the printer icon on your desktop.

SELECT	[CLOSE] in window menu.
OPEN	the mini-icon for ''Printing''
COPY	the mini-icon for the printer to the desktop (see figure 5)
SELECT	[CLOSE-ALL]. (This results in the entire directory being closed.)

If you want to copy any other icons to the desktop, feel free to do so.

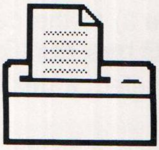
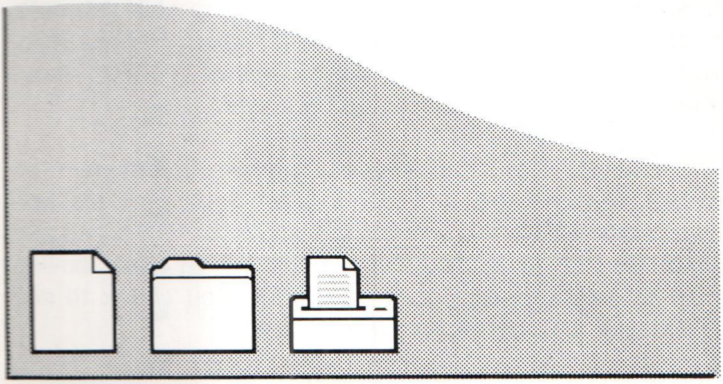


Figure 5. Printer Icon

Comment: To make it easier to do some of the later training in this module, move your icons to the positions shown in Figure 6. In your actual work, you can place your icons anyplace you want on the desktop.



Place in lower left corner like this

Figure 6. Suggested Desktop

Whenever you need an icon on your desktop, you should copy it to your desktop from the directory.

2. GETTING TRAINING MODULES ON YOUR DESKTOP

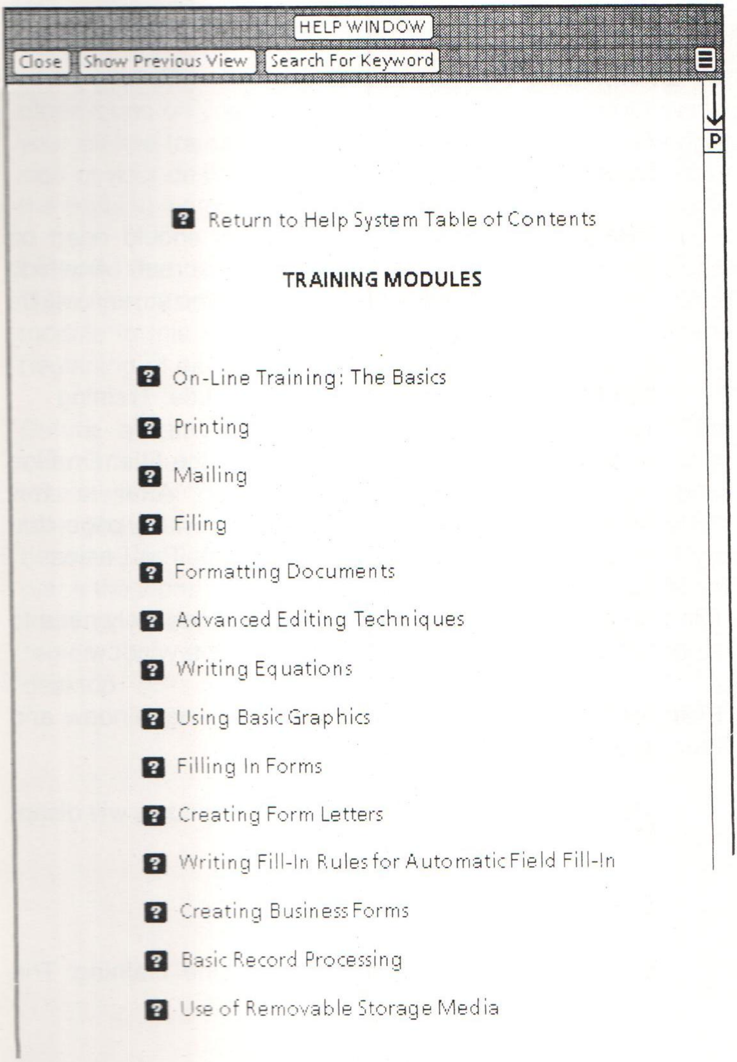
Overview: Except for these first two parts of this module and portions of parts 3 and 4, the rest of your training on STAR will be completed on-line. This means your instructions will be presented directly through opened windows on your desktop.

It may seem as if this instruction is similar to what you completed in STAR*T. In some ways it is similar. For example, you practice doing things on the screen as you read about them. But there are important differences.

The major difference involves the relationship between the workstation and you. In STAR*T, each action you did was watched by STAR. If you made a mistake, STAR noticed and asked you to repeat the action correctly. In these on-line training modules, that does not occur. You check to see whether or not your actions were correct.

Procedure: Another difference is how you get to the on-line training. STAR*T appeared automatically the first time you logged on. To get the on-line training, you must log on the system. You then press <HELP>.

After you press <HELP>, an index appears. To left of each title you see a small box called a **link box**. If you select this box (by pointing at it and clicking the left mouse button), you automatically move to the first page of the section whose title you selected. To get to the training index, always select the link box for training. You will then see figure 7.


HELP WINDOW
Close
Show Previous View
Search For Keyword
P

? Return to Help System Table of Contents

TRAINING MODULES

- ? On-Line Training: The Basics
- ? Printing
- ? Mailing
- ? Filing
- ? Formatting Documents
- ? Advanced Editing Techniques
- ? Writing Equations
- ? Using Basic Graphics
- ? Filling In Forms
- ? Creating Form Letters
- ? Writing Fill-In Rules for Automatic Field Fill-In
- ? Creating Business Forms
- ? Basic Record Processing
- ? Use of Removable Storage Media

Figure 7. Training Index

Practice: You are going to reach the on-line training part of this module.

LOG ON	the system
PRESS	<HELP>. A window should open on the right side of your screen. Anything already on that side of the screen will be covered.
SELECT	the box in front of the title: Training
SELECT	the box in the front of the title: On Line Training: The Basics. After a few seconds, you should be at a page that says: ''On Line Training: The Basics.''

Procedure: To close your training window, you only need to select [CLOSE] in the menu at the top of the window.

Practice: You are going to close the training window and then return to the module index.

SELECT	[CLOSE]. The training window will disappear.
CALL UP	the training window
SELECT	the link box for: On Line Training: The Basics

Comment: Sometimes you need to use a printer, folder, or other icons on your desktop to carry out the instructions in your on-line training modules. If these icons are on the right side of your desktop, you will not be able to see them when the training window opens.

To avoid that, each module lists the icons you need to use. This information is found in the text introduction to each module in this Learner's Guide and is also repeated at the beginning of each on-line portion.

Before starting an on-line module, always check the Learner's Guide to see what icons, if any, you will need on your desktop. You should then move those icons to a position along the lower edge of the screen, somewhere between the left edge and the middle of the screen. If you place the icons here, you can reach them without closing the training window. If you already have many icons in this region, you should move them to another part of your desktop.

3. MOVING WITHIN TRAINING: SCROLLING AND LINK BOXES

Overview: There are two types of moves within training:

o Scrolling, which you use when you need to move within one part of a module

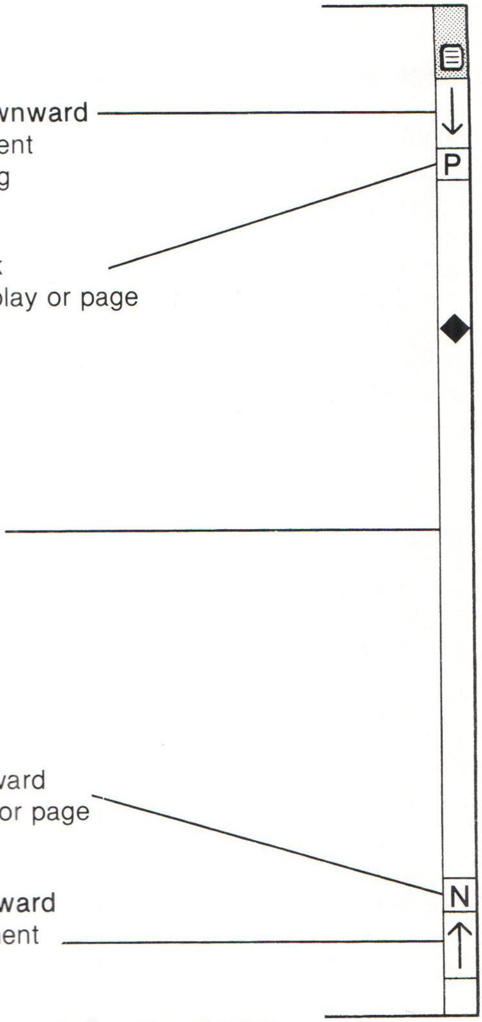
o Link boxes, which you use when you need to move between two parts of a module

Scrolling works in any window on your desktop. Link boxes exist only in training and help windows.

SCROLLING

Overview: Think of a window on your desktop as an opening over a long scroll of paper. That scroll can move forward or backward. The portion of text you see through the window depends on the position of the scroll at that moment. In this part, you learn how to move that scroll forward and backward.

Procedure: On the right side of a window is an area called the scrolling region (see figure 8). This area is divided into five regions, each of which can be selected by moving the pointer into it and pressing the left mouse button. The five regions are:



Arrow pointing downward
– scrolls the document
toward the beginning

P – moves you back
to the **previous** display or page

Unmarked region
– used for jumping

N – moves you forward
to the **next** display or page

Arrow pointing upward
– scrolls the document
toward the end

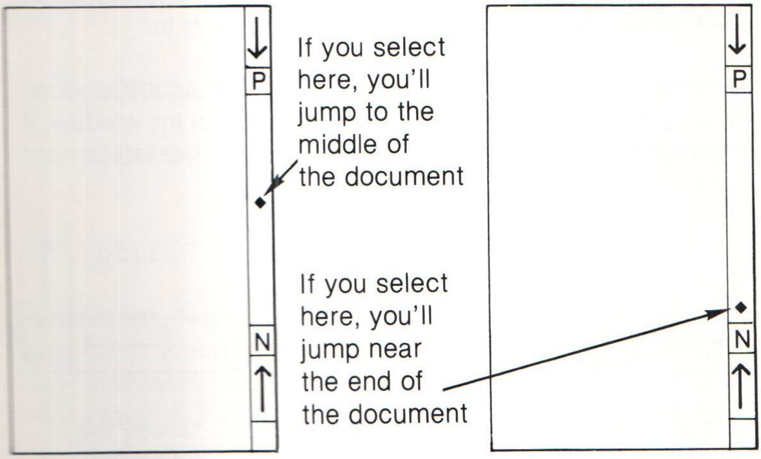
Figure 8. Scrolling Region

Practice: The best way to understand how these scroll regions work is to practice with them. Your training window should be open to the module index.

SELECT	the link to part 3. Wait until part 3 appears.
POINT	into the area with the arrow pointing up.
HOLD	down the left mouse button. The bottom line of the screen should begin moving to the top. Continue holding the mouse button until you see this line: [?] Return to the module index.
RELEASE	the left mouse button.
POINT	into the area with arrow pointing down.
HOLD	down the left mouse button. The top line now moves toward the bottom of the screen. Continue holding the mouse button until you see the beginning of the document.
RELEASE	the left mouse button.
SELECT	the area labeled "N". Notice that as soon as you release the left mouse button, the display moves forward one display.

SELECT the area labeled ''P''. Now the display moves back one display.

Procedure: You did not use the jumping region because it is a little more complicated. The jumping region is a short cut for quickly scrolling to an approximate place within the document. If you select an area halfway down the jumping region, for example, you jump to the halfway point in the document. The closer you move to the top, the closer you jump to the beginning of the document. The closer you move to the bottom, the closer you jump to the beginning of the document. Figure 9 shows some examples.



If you select here, you'll jump to the middle of the document

If you select here, you'll jump near the end of the document

Figure 9. Examples of Jumping

APPENDICES
ON-LINE TRAINING MODULES

Practice: Try using the jumping region.

POINT	into the jumping region near the bottom.
CLICK	the left mouse button. Notice you are now at the end of the document.
POINT	into the jumping region near the top.
CLICK	the left mouse button. Notice you are now at the beginning of the document.

Comment: If your document is paginated (a process discussed both in the formatting module and the printing modules), use of the jumping region will tell you at the top of the screen what page number you're jumping to.

Procedure: STAR documents can be wider than the window. A scrolling region appears along the bottom of the window; it lets you scroll the document horizontally, either left to right or right to left. See diagram 10.

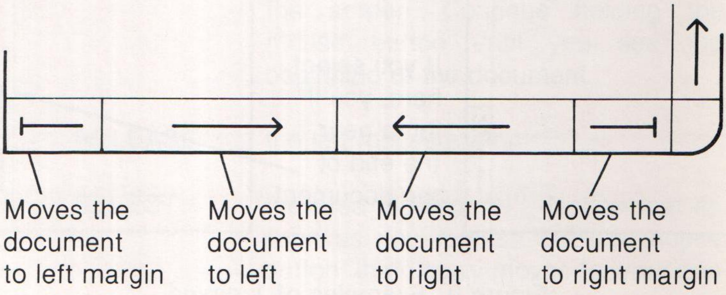

Moves the document to left margin
Moves the document to left
Moves the document to right
Moves the document to right margin

Figure 10. Horizontal Scrolling Bars

USING LINK BOXES

Overview: Link boxes are STAR's tool to help you move among the special documents that make up STAR's help and training system.

Procedure: To move between parts of an on-line module, you use the link boxes. At the end of each part, there are two link boxes. The first link takes you to the table of contents for the module. From the page, you can link to any of the parts within the module—or to the training index itself. The second takes you forward to the next logical part. For example, if you are at the end of part 2, the link takes you to part 3.

Practice: Practice moving between parts of this module.

SELECT	the link at the bottom of the page that is next to the words: Continue to part 4
SCROLL	to the end of part 4
SELECT	the link next to the words: Return to module index
SELECT	the link for part 4

Comment: Normally, as you use these training modules, you will proceed by reading each part and then selecting the link that takes you to the next part. Occasionally, however (for example, if you wish to review), you may want to go back to the index in order to reach a specific part of the module.

4. DETERMINING WHAT TRAINING FITS YOUR NEEDS

Overview: Before you go any further in your on-line training, it is time to determine what training modules will fit your needs.

Procedure: STAR links with an exclamation point in them work differently than those with question marks. ''Explanation point links'' automatically cause your pointer to change into the shape of a mini-icon. You can then move this icon to the desktop, click the left mouse button, and a document appears on your desktop. The link box you are about to select is such a link.

Practice: You should be at part 4 of the on-line module.

SELECT	the link that looks like an exclamation point.
MOVE	pointer (now shaped like an icon) to any destination on your desktop.
CLICK	the left mouse button. A document icon should appear on the desktop.
OPEN	the icon that just appeared.
ANSWER	each of the questions listed. When you are done, STAR will use your answers to draw up a list of the modules you will most likely want to take.
RECORD	this list in the table provided in this Guide.

Comment: If you want more information to help you decide whether or not you want to study a topic, read the introduction to the study module in this Learner's Guide. The Introduction lists the topics, instructional objectives, prerequisites, and estimated time for completion for each module.

If you need more help in deciding what modules to take, talk to your system administrator.

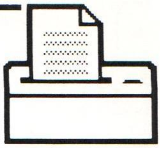
When you have completed this part, go to part 5 of your on-line training materials. The rest of your on-line training will occur on-line.

TABLE 1. MODULES TO STUDY

Name	Should You Take?	Completed? (Yes/No)
On-Line Training: The Basics	Yes	
Printing		
Mailing		
Filing		
Formatting Documents		
Advanced Editing Techniques		
Writing Equations		
Using Basic Graphics		
Filling In Forms		
Creating Form Letters		
Writing Fill-In Rules		
Creating Business Forms		
Records Processing		
Use of Removable Storage Media		

APPENDICES

ON-LINE TRAINING
MODULES



INTRODUCTION TO PRINTING

Topic of Module

In STAR*T, you learned how to print a copy of a document, folder, or record file by moving it to the printer and selecting [START] on the resulting property sheet. In this module, you learn additional details about printing, such as changing the number of copies printed.

What You Will Learn

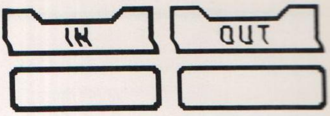
After completing this module, you should be able to:

- Change printing options, including pagination
- Print a number of documents in one motion
- Print documents from other systems

Prerequisites

To complete this module, you should have:

1. Completed STAR*T
2. A printer icon on your desktop



INTRODUCTION TO MAILING

Topic of Module

Mail is an important part of your STAR desktop. Documents can be sent to other users and received from them. To make electronic mail possible, your desktop has two special icons. Your in-basket icon receives incoming documents. You use your out-basket icon to mail documents to other STAR users.

What You Will Learn

After completing this module, you should be able to:

- Send mail to desired recipients
- Identify if new mail is available and read it
- Manage your mail by filing, printing, or deleting it
- Validate recipients and correct addresses if necessary
- Stop delivery of mail, when possible
- Mail multiple items at one time

Prerequisites

To complete this module, you should have:

1. Completed STAR*T
2. An in-basket icon and an out-basket icon on your desktop

INTRODUCTION TO FILING

Topic of Module

The filing system provided by your workstation is a sophisticated one. It allows you to set up many levels of information, so each document can be easily retrieved and refiled. This system uses folders and file drawers as its filing icons.

What You Will Learn

After completing this module, you should be able to:

- List levels of filing
- Retrieve and file documents
- Read documents within an opened folder
- Search for a specific document within a folder
- Describe special properties of file drawers

Prerequisites

To complete this module, you should have:

1. Completed STAR*T

2. A file drawer icon and an empty folder icon on your desktop

INTRODUCTION TO FORMATTING DOCUMENTS

Topic of Module

On your STAR workstation, many formatting options are available to you. You can format a document to have the same professional look as a book or magazine. In this module, you learn what format options are available to you and how to use them.

What You Will Learn

After completing this module, you should be able to:

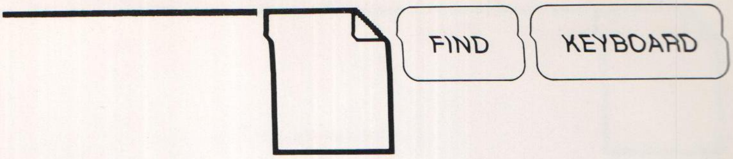
- Describe the options on the display line for formatting properties
- Change character properties
- Change paragraph properties
- Use the keyboard for formatting character and paragraph properties
- Set tabs using property sheets
- Create hanging indents for paragraphs
- Set page properties that affect the printed document
- Set desired page numbering
- Change overall document formatting properties

- Insert page layout characters for special formatting needs
- Set up formatting for two-sided printing
- Format standard headings
- Create standard blank documents

Prerequisites

To complete this module, you should have:

1. Completed STAR*T
2. A printer icon on your desktop



INTRODUCTION TO ADVANCED EDITING TECHNIQUES

Topic of Module

In STAR*T, you learned the fundamental skills of creating and editing documents, including adding and deleting text passages, and copying and moving material. This module shows you many special editing techniques. With these short-cut methods, you will be able to edit text and create unformatted documents more proficiently.

What You Will Learn

After completing this module, you should be able to:

- Define the functions of special keys and use them
- Locate text using <FIND>
- Use global replace to substitute text

Prerequisites

To complete this module, you should have:

1. Completed STAR*T

EQ'N

INTRODUCTION TO WRITING EQUATIONS

Topic of Module

The equations facility allows you to enter mathematical equations quickly and easily. Using special system functions, you are able to bypass the time it takes to typeset equations in the traditional way.

What You Will Learn

After completing this module, you should be able to:

- Enter any number of complex equations
- Identify equation terms
- Identify the mathematical structures available on STAR
- Predict where a press of <NEXT> or <SKIP> will place the caret
- Build a complex, multi-level equation
- Edit an equation structure

Prerequisites

To complete this module, you should have:

1. Completed STAR*T

INTRODUCTION TO USING BASIC GRAPHICS

Topic of Module

Much of the paperwork produced in an office contains graphics as well as text. Order forms usually contain boxes for entry blanks and heavy lines between sections. Reports might contain graphs corresponding to monthly sales figures. Memos might contain parts of an organization chart. With STAR, you can create these types of graphics.

What You Will Learn

After completing this module, you should be able to:

- Select, delete, move, and copy graphics objects
- Use the graphics keys
- Stretch and magnify graphics objects
- Make lines
- Set the properties of graphics objects
- Use the transfer sheet
- Create a graphics frame
- Use the grid
- Label objects
- Create a bar chart

Prerequisites

To complete this module, you should have:

1. Completed STAR*T

INTRODUCTION TO FILLING IN FIELDS

Topic of Module

There are many types of forms that might exist in your office, including form letters, travel expense reports, and time cards. If these documents are STAR documents, they probably have been designed to take advantage of fields so they can be updated easily. This module teaches you how to fill in fields.

What You Will Learn

After completing this module, you should be able to:

- Place the caret in fields
- Use <NEXT> and <SKIP>
- Fill in fields
- Edit text in a field
- Update fields
- Display field bounding characters
- Format text in a field
- Name, print, and file a document with fields

Prerequisites

To complete this module, you should have:

1. Completed STAR*T
2. A folder icon and a printer icon on your desktop

INTRODUCTION TO SETTING UP A FORM LETTER

Topic of Module

Typically, form letters or other documents requiring fields are going to be needed at some point. This module tells you how to create fields and set restrictions on what can be entered in those fields.

What You Will Learn

After completing this module, you should be able to:

- Use <KEYBOARD>
- Enter fields
- Create a document with fields
- Set properties for fields
- Set fill-in order
- Lock documents

Prerequisites

To complete this module, you should have:

1. Completed STAR*T
2. Completed the module titled ''Filling In Fields''

INTRODUCTION TO WRITING FILL-IN RULES FOR AUTOMATIC FIELD FILL-IN

Topic of Module

You can automate many types of forms that use fields. In this module, you learn to describe, in simple terms, rules that determine what gets entered into a field.

What You Will Learn

After completing this module, you should be able to:

- Locate where a fill-in rule is entered
- Determine the name of a field that a rule refers to
- Write simple fill-in rules to perform operations such as adding fields
- Calculate errors in fill-in rules

Prerequisites

To complete this module, you should have:

1. Completed STAR*T

2. Completed the modules titled ''Filling in Fields'' and ''Setting up a Form Letter''

INTRODUCTION TO BUSINESS FORMS

Topic of Module

Business forms are documents that contain graphics and sections that will be filled in at different times by different invididuals. This module takes you through each step in creating a business form.

What You Will Learn

After completing this module, you should be able to:

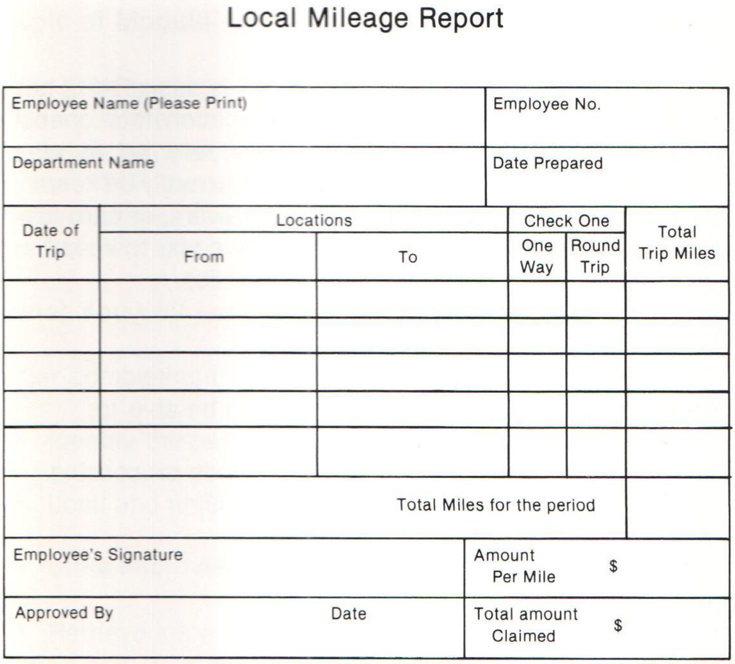
- Create a business form containing fields that have specific properties assigned to them and can be filled in automatically by the system.

Prerequisites

To complete this module, you should have:

1. Completed STAR*T

2. Completed the modules titled "Filling in Fields," "Setting up a Form Letter," "Using Basic Graphics," and "Writing Fill-In Rules for Automatic Field Fill-In."



Local Mileage Report

Employee Name (Please Print)			Employee No.		
Department Name			Date Prepared		
Date of Trip	Locations		Check One		Total Trip Miles
	From	To	One Way	Round Trip	
		Total Miles for the period			
Employee's Signature			Amount Per Mile	$	
Approved By		Date	Total amount Claimed	$	

Figure 11. Mileage Report Form

INTRODUCTION TO RECORDS PROCESSING

Topic of Module

The records processing feature of STAR is designed to help you organize and use pieces of information that change frequently, have multiple uses, or are referred to often during the course of business. You may currently be keeping information like this in notebooks, file drawers, or card files. STAR's records processing feature allows you to keep it in easily accessed and updated electronic files.

What You Will Learn

After completing this module, you should be able to:

- Define terms commonly used in records processing
- Create a record file
- Update a record file
- Retrieve information from a record file

Prerequisites

To complete this module, you should have:

1. *Completed* STAR*T

2. Completed the modules titled "Filling in Forms" and "Creating a Form Letter"

3. A printer icon and a directory icon on your desktop

Local

INTRODUCTION TO REMOVABLE STORAGE MEDIA

Topic of Module

Your STAR workstation's removable storage media feature gives you the ability to store files when your workstation becomes full, mail information to or receive information from a non-STAR system, and organize your documents into subject areas. You use floppy disks as removable storage media.

What You Will Learn

After completing this module, you should be able to:

- Identify the parts of a floppy disk
- Load and unload a floppy disk
- Store information on floppy disks
- Retrieve information from floppy disks

Prerequisites

To complete this module, you should have:

1. Completed STAR*T

APPENDICES

APPENDIX A. YOUR TRAINING ON STAR

More than likely, you are used to learning in a traditional classroom lecture setting. Your training on this 8010 STAR Information System is very different. Your instruction is self-paced and modular, with a strong emphasis on hands-on experience.

What is **self-paced** instruction? It means that you study at the speed most comfortable to you. It you understand a concept, you can move ahead quickly. If you need time to reread a difficult point, you can take that time. The right amount of time for completing this training is the amount of time you want to take.

Your training is also **modular**. It is divided into segments, something like chapters in a book. But most of these chapters stands alone; you can complete one without completing another. Not everyone who uses STAR does the same kind of work. With modular training, you study only the modules that match the job you do.

This training gives you **hands-on experience**. While you study, you complete practice and exercise sessions on your workstation. Your training is meant to make you comfortable with each new skill introduced. The best way to achieve that is to have you actually do the tasks involved.

SOME CONVENTIONS YOU SHOULD KNOW ABOUT

To make your training program easier to follow, we have developed some consistent ways of doing things.

- Whenever it is time for you to do an actual task, one of two words appear in bold print: **Practice** or **Exercise**. Whenever you see **Practice** or **Exercise**, you know you needs to complete a task.

- Whenever you are expected to use a new skill, your instructions appear in the following format:

OPEN	the book
TURN	the pages

The first word, always an action verb, is capitalized in bold print. The rest of the statement is indented. This format of step-by-step descriptions makes it easy to read the descriptions while you follow the steps and find them when you want to review a specific task.

- The names of keys are surrounded by angled brackets (for example, the <FIND> key). The names of menu items are surrounded by square brackets (for example, the [CLOSE] function).

- Each module is divided into numbered sections. These numbers are used to refer you to specific sections for review.

APPENDIX B: HOW DO I DO IT? ACTION SUMMARIES

This appendix provides step-by-step instruction for each of the basic actions taught in STAR*T.

SELECTION

To select an icon:

1. Place the pointer inside the icon

2. Click the left mouse button

To select text using both mouse buttons:

1. Point at the first character in your desired selection

2. Click the **left** mouse button

3. Point at the last character in your desired selection

4. Click the **right** mouse button

To select text using multiple clicking:

1. Point at a character in the desired selection

2. Click the left mouse button once to get that character

3. Click the left mouse button a second time to get the word containing that character

4. Click the mouse button a third time to get the sentence containing that character

5. Click the mouse button a fourth time to get the paragraph containing that character

BASIC ACTIONS

To delete:

1. Select the text or icon in question

2. Press the <DELETE> key and the <SHIFT> key at the same time

3. If you are deleting an icon, you must confirm the deletion by selecting [YES] in the confirmation message that appears

To move:

1. Select the text or icon in question

2. Press the <MOVE> key

3. Select the destination by pointing with the pointer and clicking with either mouse button

To copy:

1. To select the text or icon in question

2. Press the <COPY> key

3. Select the destination by pointing with the pointer and clicking with either mouse button

To open and close an icon:

1. Select the icon

2. Press the <OPEN> key

3. To close, select the [CLOSE] menu item in the window

PROPERTIES

To call up a property sheet:

1. Select the item for which you wish to see properties

2. Press the <PROPS> key

To change properties:

1. Call up the property sheet

2. For each property you wish to take effect, place the pointer in the square and click the left mouse button

3. If a property, such as tabs, requires entering a value, enter that value

4. Select [DONE] in the window menu

OTHER

To get help:

1. Select the question mark in a window menu

OR

2. Press the <HELP> key and select the desired topic

APPENDIX C: LOGGING ON AND OFF

To log on:

1. Press any of the black keys on your keyboard.

2. Type in your user name.

3. Press <NEXT> .

4. Type in your password.

5. Press <NEXT> .

To log off:

1. Move the pointer into the desktop auxiliary menu (the small box with three horizontal lines, located in the upper right corner).

2. Hold down the left mouse button.

3. Move the pointer until it highlights [END SESSION].

4. Release the left mouse button. A property sheet will appear.

5. Select the option you want. Normally, you would select [RETAIN] to keep the desktop on the workstation.

6. Select [START]. The screen will return to showing a bouncing square on a black background.

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