



Desktop Aid

FAMIS Conventions

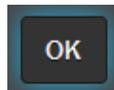
This section explains the keyboard functions, mouse actions, and terms used throughout the FAMIS training documentation.

Using the Keyboard

Keyboard keys that do not produce a character appear within angle brackets. These keyboard keys include:

KEY TYPES	KEY DESCRIPTION
Function keys	<F1> through <F12>
Booster keys	<Alt>, <Ctrl>, and <Shift>
Pointer Movement keys	<Home>, <Page Up>, <Page Down>, <End>, <Tab>, and the arrow keys
Other Keys	<Backspace>, , <Ins>, <Caps Lock>, <Esc>, <Enter>, and <Num Lock>

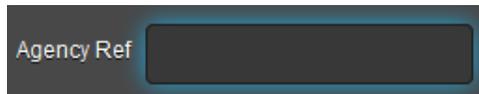
Buttons that appear in dialog boxes are shown in **bold** and **outlined in blue**



For example: Click the **OK** button.

Fields that appear as data entry fields are shown in **unbold** and **outlined in blue**.

For example: Complete the Agency Ref field.



Using the Mouse

The following terms are used to describe actions to perform with the mouse:

<i>Click</i>	Press and release the left mouse click button.
<i>Right-click</i>	Press and release the right mouse click button. (Note: this option brings up the internet browser options)
Long left-click	Press down on the left mouse click button for 1-2 seconds.
<i>Double-click</i>	Click the left mouse button twice in rapid succession.
<i>Drag</i>	Move the mouse while holding down the left mouse button.
<i>Right-drag</i>	Move the mouse while holding down the right mouse button.
<i>Highlight</i>	Drag the mouse pointer across data, causing the information to appear in reverse.
<i>Point</i>	Position the mouse pointer on the indicated item.

Using the Mouse

The following terms are used to describe actions to perform with the mouse:

<i>Choose</i>	Indicated a menu selection or dialog box command button. You can move the mouse pointer over the menu selection or dialog box command button, then click, or execute the appropriate keyboard commands.
<i>Select</i>	Highlights a list box item or activates an option button in a dialog box. Move the mouse pointer over the list box item or option button, then click. <u>Example:</u> Choose File Save As or Select Numeric
<i>Buttons</i>	Indicate items you click on. <u>Example:</u> Choose [Insert] button.