HLINE,C,75	HCODE,C,2
ENTER A NUMBER IN THE BLANK BOX	01
If you call up an item number that has been entered previously the data	01
will be listed on the screen, and you will be given the choice of over-	01
writing the data if you wish. Whichever you choose the balance of your	01
checkbook will remain correct. At the original entry of an item the data	01
is keyed as an Open item, and to be printed on next monthly report.	01
Overwriting will not change the keys, so you may safely overwrite an item	01
after the Reconciliation routine has changed the keys. Note that options	01
are available upon exit to change the status (R by bank or not), and add	01
to the monthly print list. This is the only method to correct a mistake	01
made in the reconcil Module.	01
Use arrow keys &/or PgUp, PgDn to find returned items on the list of all	02
open items on this screen. Press Enter to Mark these as returned in the	02
data base. You have an option (PRESS F2) to make corrections. You m	02
add an item from this screen (PRESS F3); note that items previously	02
accepted as returned will not appear on this screen. Go back to main	02
entry screen, and restore to open item via the Overwrite function. Then	02
return to this screen. Del is a toggle key (will undelete a deleted item)	02
PRESS Esc when finished, and any items marked 'deleted' will be erase	02
from the data base.	02
USE CAPITAL LETTER or ARROW KEY & Press Enter	10
--------------------------	10
Note: The individual data entry blocks are refered to as GETS.	10
Typing until a character is entered in last space of the GET	10
or pressing Enter will normally result in a READ of your entry	10
	10
Full-screen Navigation Keys	10
---------------------------	10
Left arrow Character left. Does not move cursor to previous GET	10
	10
Right arrow Character right. At end of GET, cursor moves to next GET	10
	10
Ctrl-Left arrow Word left	10
	10
Ctrl-Right arrow Word right	10
	10
Up arrow Previous GET	10
	10
Dn arrow Next GET	10
	10
Home Beginning of GET	10
	10
End Last character of GET	10
	10
	10
Full-Screen Editing Keys	10

```
                ------------------------                        10
                                                                10
    Del             Delete character at cursor position         10
                                                                10
    Backspace          Destructive backspace                    10
                                                                10
    Ctrl-U          Restore current GET to original value       10
                                                                10
    PgDn            Terminate saving current GET                 10
    PgUp                                                         10
                                                                10
    Esc             Terminate without saving current GET         10
                                                                10
    Ins             Toggle insert mode                           10
                                                                10
    Alt-C           Abort (Terminate out of program)             10
                                                                10
    F1              Brings up help screen (any time)             10


            ACTIVE 'HOT' KEYS                                    04
-----------------------------------------------------            04
    F2    Post expenditures (Cash or Credit Card)                04
                                                                 04
    F3    Post deposits                                          04
                                                                 04
    F4    Post withdrawals                                       04
                                                                 04
    F5    List Checks                                            04
                                                                 04
    F6    List open items                                        04
                                                                 04
    F7    List expenditures                                      04
                                                                 04
    F8    List deposits                                          04
                                                                 04
    F9    Add, edit, select Codes                                04
                                                                 04
    F10   Budget (enter, list, print)                            04
```

Use up & down arrow keys and Page Up & Page Down keys to find items 03
this file. Use F2 to edit a highlighted item, Del to delete or   03
undelete a highlighted item. When you Esc from this screen, items that   03
were still keyed 'deleted' may be erased permanently, if you so choose.   03
Use F3 to add an item at any time (does not matter where the   03
highlight bar is located). Then the highlight bar will move to   03
a new bottom line, and you will be able to enter the appropriate data at   03
the bottom. Press <Esc> to EXIT   03