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# Chapter 1

## Using the R&R Documentation

### Introduction

R&R Report Writer is a data access and reporting tool that enables you to produce custom reports to select, analyze, summarize, and present data from your database in a variety of ways.

The R&R Report Writer documentation contains information for both beginning and experienced users of R&R. Both the print and the on-line documentation assume that you have a working knowledge of standard Windows mouse and keyboard actions and that you know the directory location of your data files.

The documentation consists of three printed manuals and a complete on-line help reference:

- ❑ *Getting Started* contains installation and configuration instructions, a brief tutorial, and a selection of sample report layouts with accompanying explanations.
- ❑ *Using R&R* (the manual you are reading) is a task-oriented guide to all interactive R&R functionality.
- ❑ *Developing Applications*, intended for developers, is a complete reference guide for the R&R Runtime (including information about incorporating Runtime reports in database applications) and for various R&R programming interface methods.
- ❑ On-line help is available at any time when you are running R&R. Depending on what you are doing, you can press F1, select Help from the Menu Bar, or select the Help button on a dialog.

### Finding Information in the Manuals

How you should use the documentation depends on the degree of your experience with R&R. Figure 1.1 presents guidelines for both new and experienced R&R users for using the documentation.

If you are ...	You should ...
New to R&R	Read and follow the instructions in <i>Getting Started</i> . Follow the procedures presented in Chapter 4, “Creating Your First Report.”
	In <i>Using R&amp;R</i> , read Chapter 1, “Using the R&R Documentation”; Chapter 2, “Using R&R Menus and Dialogs”; and Chapter 3, “Managing Reports and Libraries.”
	Look at the sample reports in <i>Getting Started</i> to see how to design various reports.
	Start to design your own reports with R&R, using the Instant Report as a starting point. For help with any dialog box or command, press F1 or select Help.
	Refer to the relevant task-oriented chapters in <i>Using R&amp;R</i> as necessary as you develop your own reports.
Familiar with R&R	Read and follow the installation and configuration instructions in <i>Getting Started</i> .
	Read Appendix B, “What’s New Since Version 6.0.”
	Start to design your own reports in R&R. Press F1 if you need help.
	As necessary, refer to the relevant chapters in <i>Using R&amp;R</i> as you develop your reports.

**Figure 1.1 Guidelines for New and Experienced R&R Users**

The three printed manuals contain all the information necessary to install, configure, and run R&R. Based on what task you are performing, you can use each manual’s table of contents and index to easily find the necessary information to perform that task.

Figure 1.2 suggests the best places to look for information about the most common R&R tasks.

To learn how to...	See...
Install and configure R&R	<i>Getting Started</i> , Chapter 3, “Installing R&R”
Use R&R commands and dialog boxes	<i>Using R&amp;R</i> , Chapter 2, “Using R&R Menus and Dialogs”
Design reports	The <b>Creating Report Layouts</b> section (Chapters 4 – 6) of <i>Using R&amp;R</i>
Select and relate tables; sort and group data; create totals and calculations; create queries	The <b>Selecting and Analyzing Data</b> section (Chapters 7 – 12) of <i>Using R&amp;R</i>
Add lines, boxes, shading, and images to reports	The <b>Enhancing Report Appearance</b> section (Chapters 13 – 14) of <i>Using R&amp;R</i>
Create “snaked column” and Avery label reports; print reports; export data; create crosstab or charting reports	The <b>Printing and Exporting Data</b> section (Chapters 15 – 16) of <i>Using R&amp;R</i>
Create multiple-scan or form letter reports	The <b>Creating Specialized Reports</b> section (Chapters 17 –18) of <i>Using R&amp;R</i>
Use Runtime; integrate reports into applications	The <i>Developing Applications</i> manual

Figure 1.2 General Guide to Finding Information in the Manuals

## Using On-Line Help

R&R includes extensive on-line help for both Setup and interactive R&R. You can browse forward and backward through related help topics, jump between topics, search using keywords, and print individual topics (using File ⇒ Print Topic) as needed.

In interactive R&R, Help is available for:

- Dialog Boxes:** Instructions for each dialog box and descriptions of all the options on the dialog box.
- Procedures:** How to perform a specific task, such as opening a report.
- Functions:** Descriptions, syntax, and examples of all R&R functions.
- Glossary:** Definitions of special terms.
- Error Messages:** Explanations of R&R error messages.

Most dialog boxes in R&R have a help topic that explains how to use the dialog box. Select the Help button on any dialog box (or press F1) to display a help topic for that dialog box. When a procedural topic refers to a dialog box, in some cases the name of the dialog box is underlined. You can jump to the dialog box topic by clicking on the dialog box name.

## Accessing Help

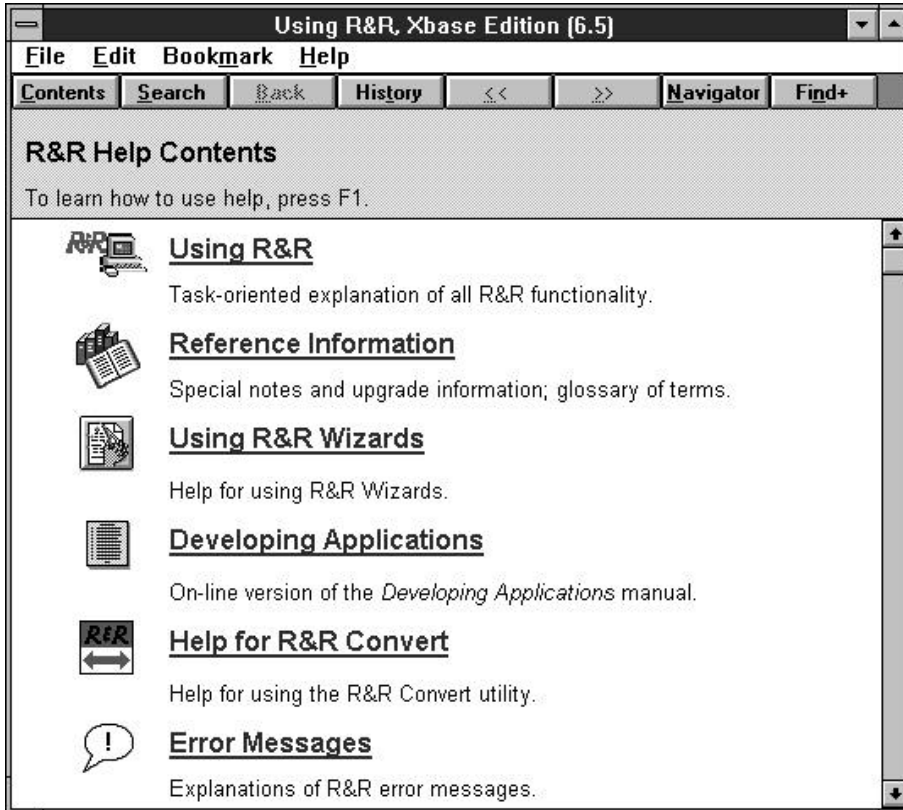
For context-sensitive help in R&R, press F1 or select the Help button wherever one is available. For other help, select Help from the main menu. Figure 1.3 lists the items available on the R&R Help menu.

<b>Select</b>	<b>To Display</b>
Contents	R&R Help Contents dialog
Search for Help On	Dialog that enables information search using keywords
How to Use Help	Information about using Windows Help
Technical Support	Concentric Technical Support information
Error Messages	Explanations of all R&R error messages
About R&R (Ctrl+F1)	R&R Version, Copyright, Serial Number

**Figure 1.3 Help Menu Choices**

## Locating Information in the Help File

All help topics (except help for dialog boxes) are accessible from the Contents topic. To display the Contents topic, select Help ⇒ Contents in the R&R window. **The Help window appears and displays the Contents topic, as shown in Figure 1.4.**

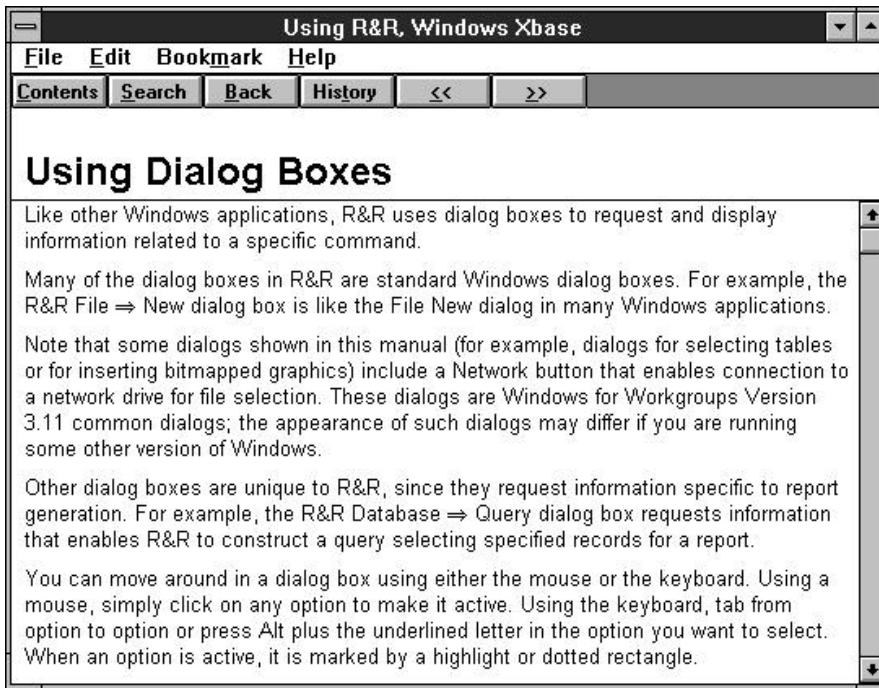


**Figure 1.4 Contents Topic Dialog**

You can return to the Contents topic from any other topic by selecting the Contents button on the Help window.

## Jumping to Topics

You can click on any underlined text in a help window to display a related topic. For example, when you select Using R&R and then select Using Dialog Boxes in the procedural help contents window, Help displays information about R&R dialog boxes (see Figure 1.5).



**Figure 1.5 Related Help Topic**

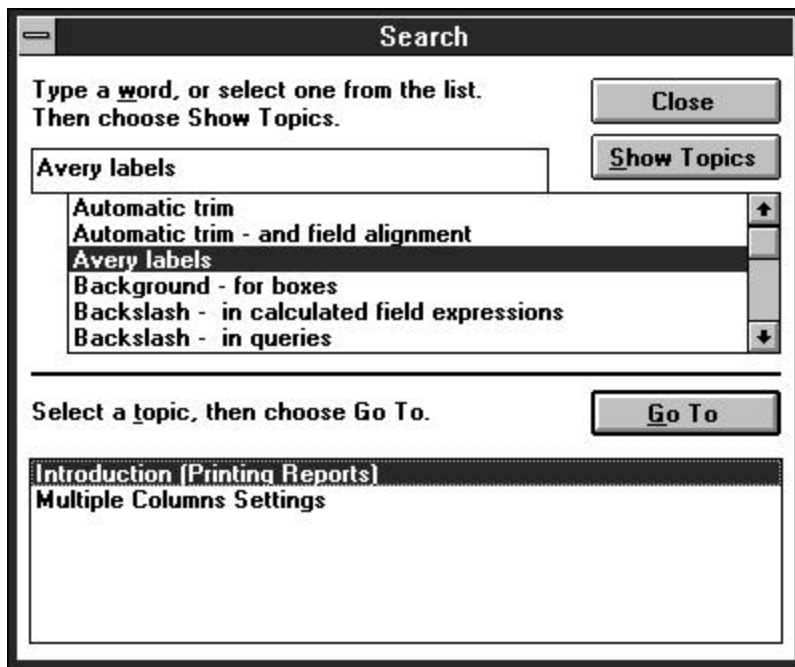
### Searching for a Topic

You can use the Search feature in Help to find all the topics that apply to a particular subject. To search for topics:

1. In the R&R window, select Help ⇒ Search for Help On. The Search dialog box appears (see Figure 1.6).
2. Type the subject you want to search for, or select a subject from the list.
3. Select the Show Topics button.

All the help topics related to the subject you indicated are listed in the bottom part of the dialog box.

4. Select the topic you want to display, then select the Go To button.



**Figure 1.6 Search Dialog Box**

## Browsing Topics

When the Browse buttons (“<<” and “>>”) in the Help window are active, you can select one of these buttons to look at the previous topic or next topic in the category. When a browse button is disabled, no previous or next topic is available.

## Going Back

You can retrace your steps by selecting the Back and History buttons.

- Select the Back button to display the help topic you looked at before you selected the current help topic.
- Select the History button to display a list of all the help topics you have looked at in the current Windows session.

**NOTE:** If you displayed help for other Windows applications during your R&R session, the help topics you looked at in those applications are also listed in the History dialog, preceded by a program name.

## Mouse and Keyboard Actions

You can perform every task in R&R using either the mouse or the keyboard. Some commands have shortcut keys assigned to them; for example, you can execute File ⇒ Open by pressing Ctrl+O.

When the documentation instructs you to “Select” a command or button, you can do so using either the mouse or the keyboard. For example, “Select Setup” means either to click the Setup button on the dialog or to tab to the button and press Enter.

### Mouse Actions

Figure 1.7 identifies and explains the various mouse actions.

<b>Action</b>	<b>Explanation</b>
Click	Click and release the left button
Double-click	Click left button twice in succession
Ctrl-click	Hold down Ctrl and click the left button
Shift-click	Hold down Shift and click the left button
Right-click	Click and release the right mouse button
Drag and drop	Click and hold the left button, move the mouse, then release

**Figure 1.7 Mouse Actions and Explanations**

### Keyboard Actions

Generally, keys on the keyboard are referred to by the actions they perform; for example, Enter, Tab, spacebar, Esc. Function keys are referred to by their key labels (for example, F1, F10).

Some key designations indicate that you should press two keys simultaneously. For example, Ctrl+N means to hold down Ctrl and the letter “n” at the same time. Such designations are used most often for references to shortcut keys (for example, Ctrl+O for File ⇒ Open) and accelerator keys (for example, Alt+V to select “Vertical Scroll Bar” on the Preferences dialog).