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Before Getting Started

Prior to performing any procedures, the following is recommended:

- Review and familiarize yourself with each section of this guide.
- Print and organize all the chapters relevant to your system.
- Use your printed guide as a checklist.

Typographical Conventions

The following typographical conventions are used.

Convention	Purpose
Bold	Executable names, including titles of items you must select. For example: • Click a button on the screen with the mouse. • Press a key. • Type information in a field. • Select a function from a pull-down menu.
Italics	Important notes.
Title Case	Proper names. Names of Workflow features, for example, 'Toolbar,' 'Header' block, 'Schedule Inquiry' button.
Other	Symbols are utilized to illustrate a procedure or other relevant information.