

# Chapter 3 Using NASIS Menus

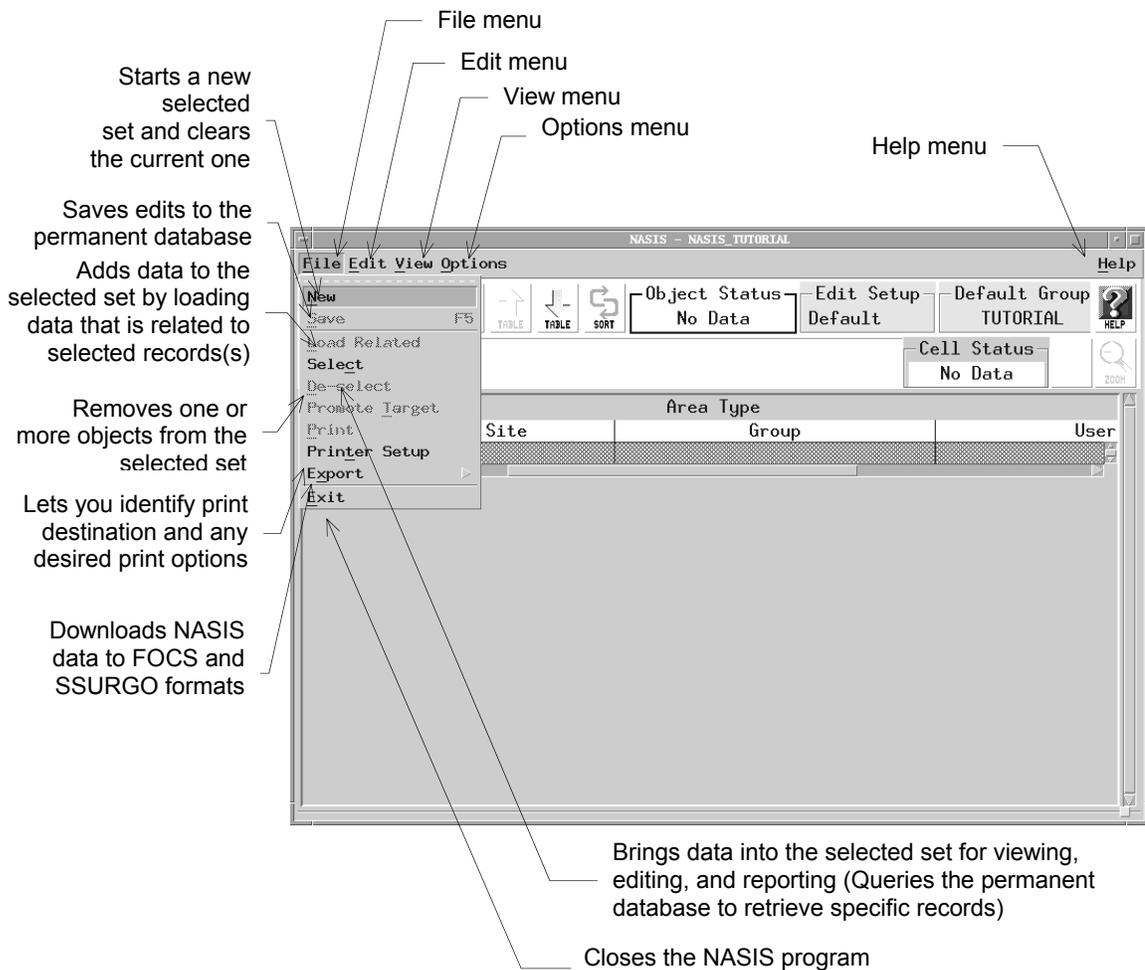
NASIS uses a standard set of menus: File, Edit, View, Options, and Help. As in most Windows environments, you have three ways to navigate through NASIS and activate functions: mouse device, function keys and other keystrokes, and menus. Here we will use a combination of mouse and menu. A keyboard and mouse guide is located in the “References” section of online help.

1. Click each of the menus and view its submenus. The functions that are “grayed out” are presently inactive for one of two reasons: The status of your edit session makes them presently unavailable or the function is planned for a future NASIS release.

**Note:** To close a pull-down menu, click outside of it.

2. Examine the **File** menu again. It contains choices that affect the data.

**Note:** When you start NASIS, five functions are active on the File menu: New, Select, Printer Setup, Export, and Exit. Two functions on the File menu are not functional in this release: Promote Target and Print. Save, Load Related, and De-select are available when working with a selected set or within specific tables.

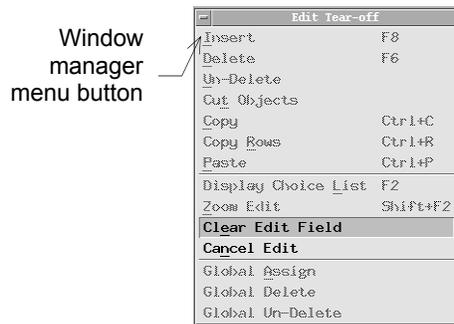


3. Click the **Edit** menu, then click the dotted horizontal line at the top of the menu.
4. Click in the Title bar of the tear-off menu and while holding down the mouse button, move the menu anywhere on your monitor.

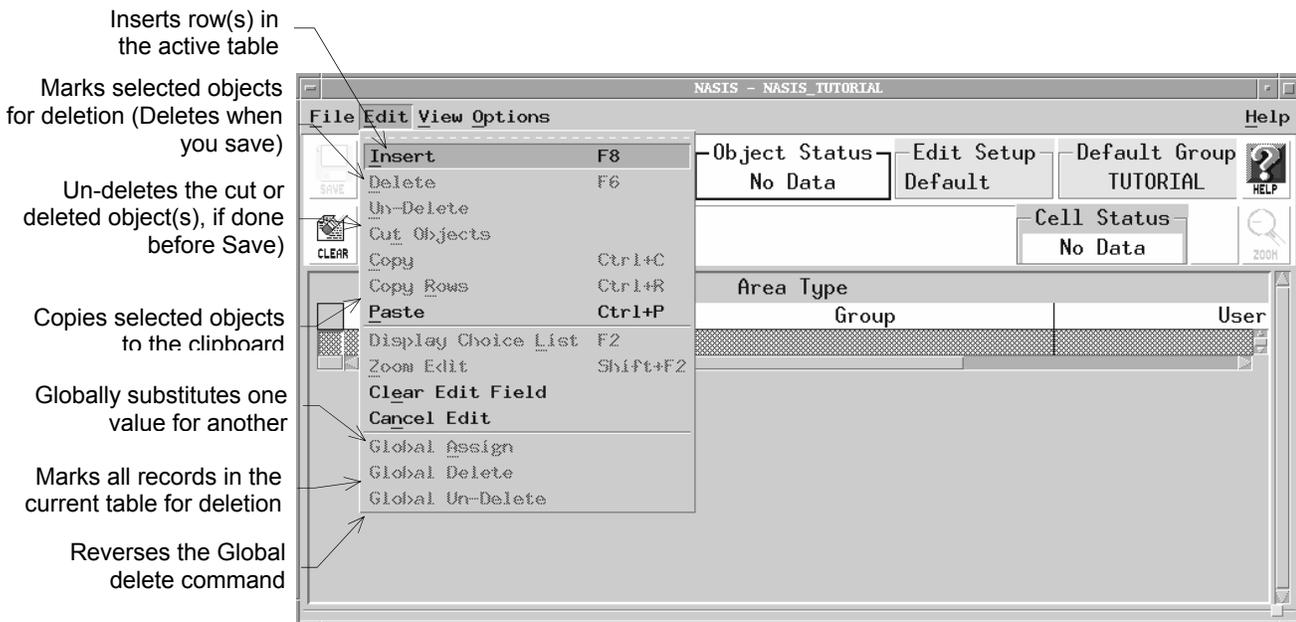
**Note:** In NASIS, if you prefer to use the mouse device instead of the keyboard, you may find it convenient to remove often-used menus from the main menu and keep them open.

5. Close the tear-off menu by clicking on the Window manager menu button and choosing **Close**.

**Note:** These instructions assume you are using *Motif Window Manager*.



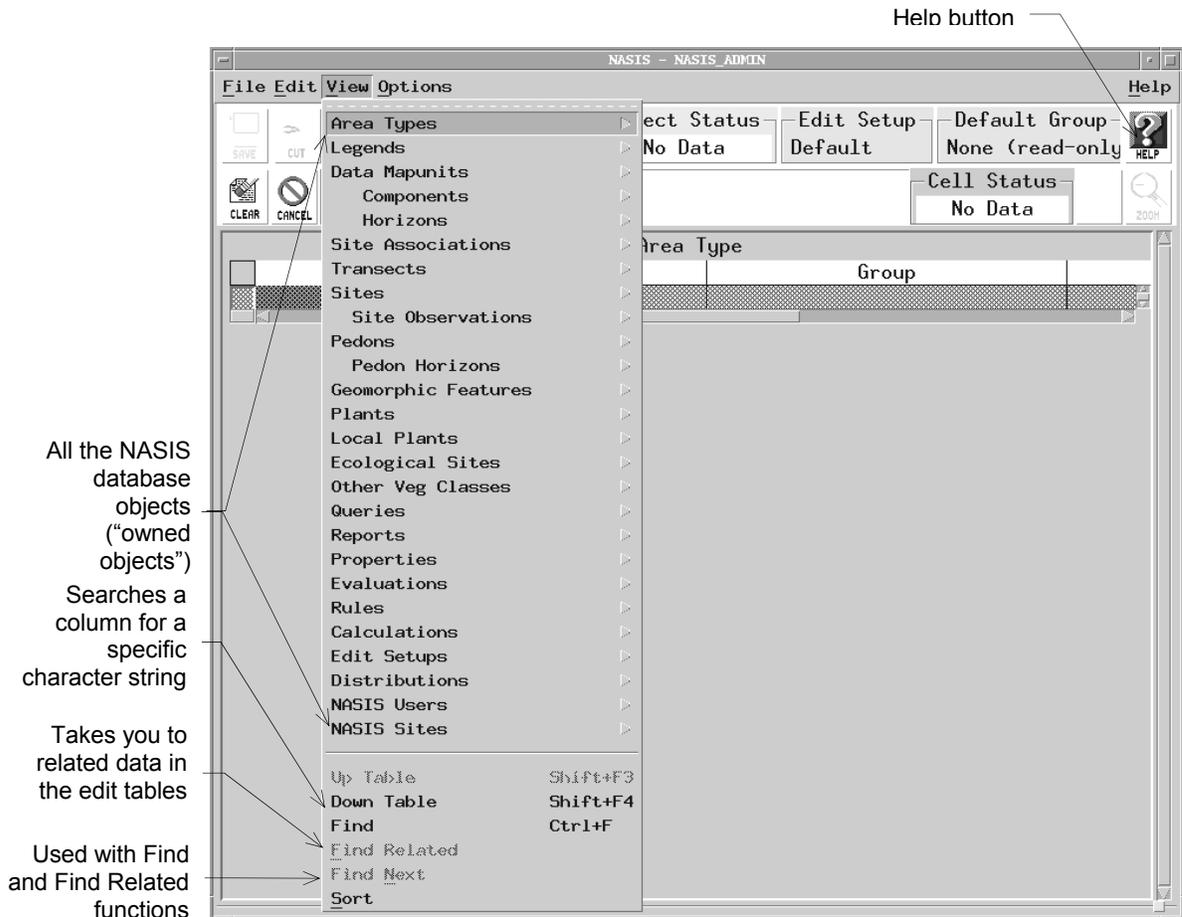
6. Click the **Edit** menu again and this time leave the menu attached to the main menu. The edit menu contains functions for changing your data. Examine the menu items to identify each editing feature.



**Note:** See Table 2-1 NASIS Toolbar Buttons on page 2.3 for menu functions not described on the Edit and View menus.

7. Examine the **View** menu. It gives you access to the data you load from the permanent database into your selected set.

**Note:** The View menu contains all the owned objects as well as choices for viewing the data you load into the selected set.

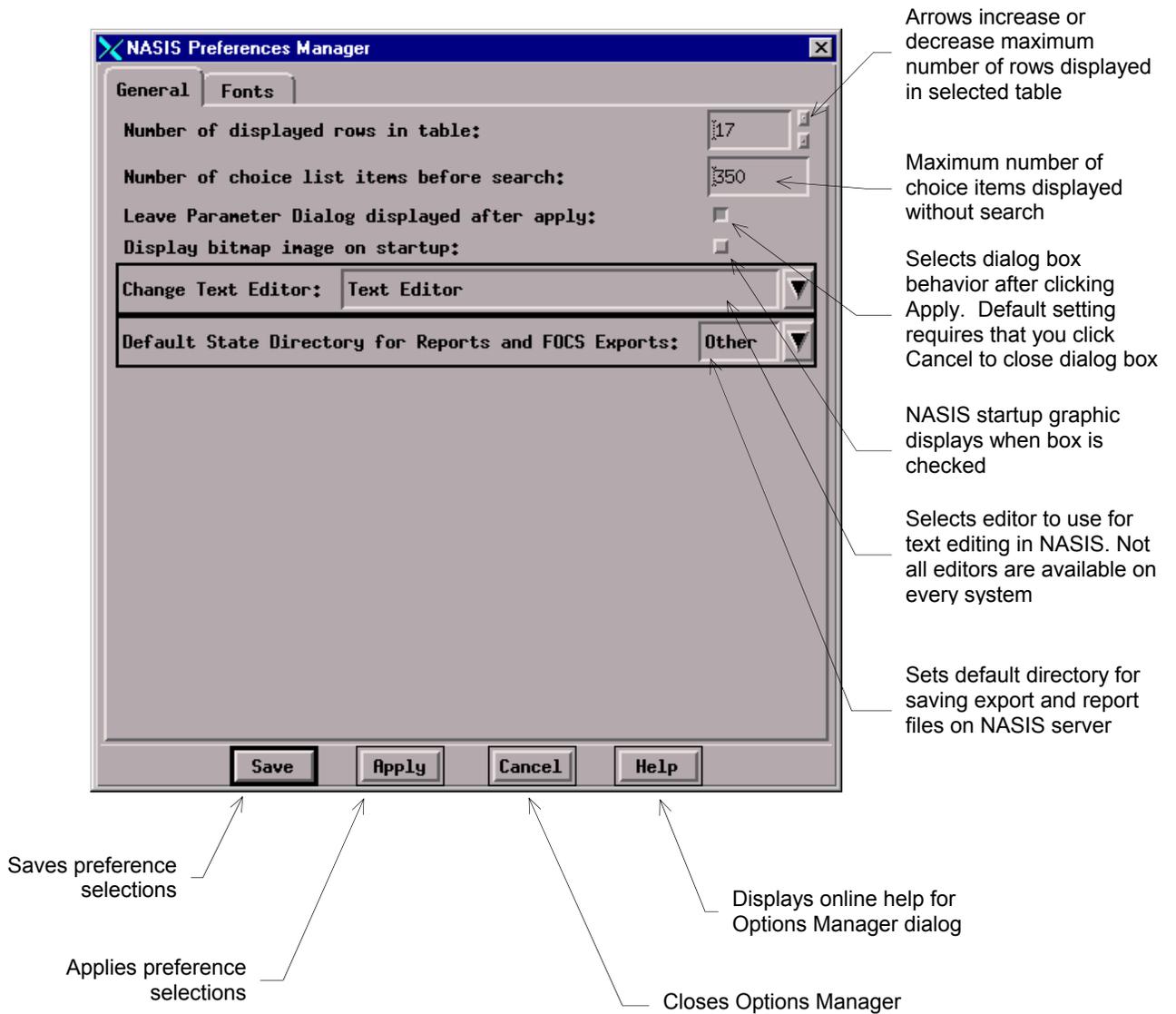


**Note:** When you start NASIS, you can open any of the tables on the View menu, but they contain no data (except the NASIS Site tables, loaded automatically to assist the dataset manager in adding users to NASIS).

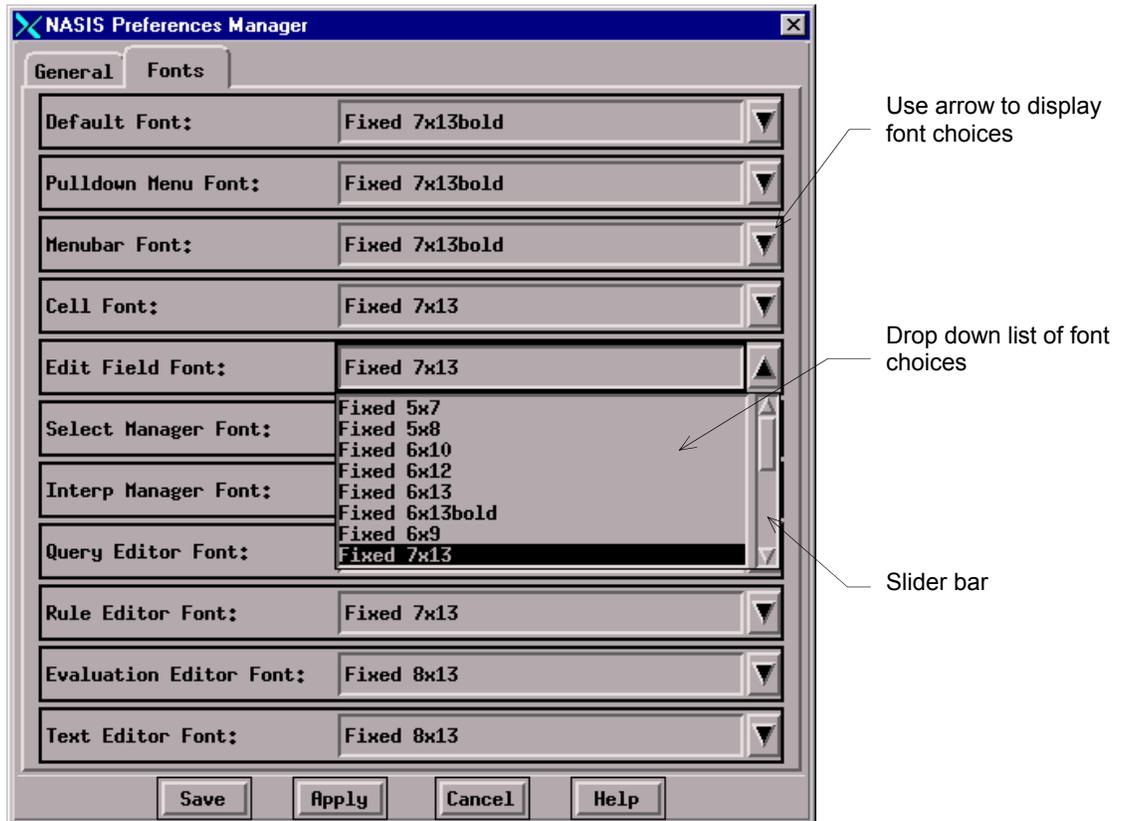
**Note:** The Find Related option is useful when you are in the Mapunit table and want to go directly to the data for a specific mapunit. You would simply open the Correlation table (a Down table click from the Mapunit table), highlight the correlation record for the mapunit, and choose Find Related.

8. You can find information about each table through the online help system. On the **View** menu, select **Geomorphic Features**, then **Geomorphic Feature Type**. The table appears.





14. Click the **Fonts** tab to view font choices.



15. You can retain the default preferences for now by clicking **Apply** on the dialog box.
16. Finally, click the **Help** menu. NASIS online help offers several ways to access information, as well as several types of information (see the sample screen on the following page).

The screenshot shows the NASIS - NASIS\_TUTORIAL application window. The menu bar includes File, Edit, View, Options, and Help. The Help menu is open, showing options: Contents (F1), Index, On Context (Shift+F1), On Session, and If you're new... The main window area displays a table with columns: Area Type, Site, and Group. The table contains one row with shaded cells. Callouts with arrows point from text boxes to the Help menu options and the table.

Activates the online help system and displays a keyword search dialog

Activates the online help system and displays a table-of-contents-style dialog

Introduces first-time users to basic windows skills and ways to go about learning NASIS

Displays the NASIS software version, Data Dictionary version, and Database Name. Used primarily for technical support purposes

Turns the cursor into a question mark (?). Click any button, screen part, table or data element for an explanation of the item

**Note:** You have completed this lesson which introduced you to the NASIS menus and menu options. Go on to Chapter 4 for a demonstration of the main features of online help.