

The SOIC System User's Manual

**Version 1.5
For Windows 95, 98, 2000, and NT**

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1. WELCOME TO THE SOIC SYSTEM!

The Standardized Occupation and Industry Coding (SOIC) System is a software application that automates the assignment of industry and occupation (I&O) codes to vital records data. The SOIC System is designed to run on standard IBM PC-compatible microcomputers.

We have designed the SOIC System to be as easy to use as possible. The appearance of the program and the commands that you issue follow standards established by popular modern software. In particular, we have followed Microsoft's conventions for Windows applications wherever possible.

As a result, experienced computer users should find it very easy to pick up this program. If you are relatively inexperienced with computers, however, we recommend that you read *The SOIC System User's Manual* carefully. It will give you a variety of tips that will make using the program much more convenient. Part 2 of the manual is a "User's Reference Guide." New and old users can look up topics in this section, and find answers to specific questions.

Version 1.5 of the SOIC System can run on any computer that supports Microsoft Windows versions 95, 98, 2000, or Windows NT. We recommend a 90 MHz Pentium system with 32 megabytes of RAM (random access memory). You must have a hard disk drive with at least 30 megabytes of free disk space. You must have even more disk space if you intend to code very large tables. Microsoft Internet Explorer must be installed. (See Appendix A "Installing the SOIC System on Your Computer" on page 107 for details.) The SOIC System is compatible with Novell NetWare local area networks.

The SOIC System user interface—the "client" application—was developed using Microsoft Visual Basic version 6 and Microsoft Access 2000. The 1990 Coding Engine was developed using Borland C++ Builder 4.

Development of SOIC has been a collaborative effort between the National Institute for Occupational Safety and Health (NIOSH) and other agencies including the National Association for Public Health Statistics and Information Systems (NAPHSIS), the Bureau of Labor Statistics (BLS), the National Center for Health Statistics (NCHS), the National Center for Chronic Disease Prevention and Health Promotion (NCCDPHP), and the United States Bureau of the Census (BOC). This

effort has involved input from more than 40 individuals representing various federal and state organizations with interest and expertise in I&O coding. The actual software development has been performed by HGO Technology, Inc.

The SOIC Policy Committee, composed of management representatives from these partnering agencies, provided overall guidance on the project, ensuring that the software meets the needs of its user community. The SOIC Technical Committee, composed of coding experts, advised SOIC's developers on technical and coding issues.

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1.1 What is Industry and Occupation Coding?

By manipulating records on large numbers of individuals, researchers can learn whether individuals with certain characteristics are unusually likely to have other characteristics. In an example that is particularly relevant to the SOIC System, researchers can learn, by looking at a large number of cases, whether people who work in particular occupations and industries are unusually likely to become sick, injured, or die of particular causes. The number of possible occupations and industries that may be reported on death certificates and other records, however, is vast. *The 1990 Alphabetical Index of Industries and Occupations*, U.S. Bureau of the Census, lists about 21,000 industry titles and 30,000 occupation titles. However, there is no guarantee that persons filling out death certificates and other health records will use the titles included in the *Alphabetical Index*. In fact, an enormous variety of titles may show up in these records.

To make this vast range of possible titles manageable, researchers rely on industry and occupation coders (I&O coders) to classify the “literals”—that is, the actual titles found on death certificates and other records—into a limited number of categories.

I&O coding is a labor-intensive, error-prone task. Experienced coders may disagree at times over which code to assign to a particular literal. Coders must often contend with literals that are written by persons with no training in how to describe industries and occupations. In some cases the industry and occupation fields are switched. Company names may be used instead of actual industries. Literals can be misspelled or even illegible.

To make the job of the I&O coder easier, and to conserve the effort of skilled personnel, NIOSH commissioned the SOIC System—a software program to automate, as much as possible, the assignment of industry and occupation codes.

Because I&O coding can be a difficult task even for human beings, it follows that the SOIC System is not capable of assigning correct codes to all literals. By coding most cases, however, the SOIC System can allow I&O coders to concentrate their efforts on a relatively small number of cases. The SOIC System uses a variety of methods for determining codes, including a number of relatively advanced techniques borrowed from the field of artificial intelligence. The SOIC System, therefore, is a “state of the art” automated tool for I&O coders.

1.2 The 1990 Architecture

The SOIC System consists of two principal modules, plus various shared files and data files. The two modules are the Client and the 1990 Coding Engine. The SOIC System coding engine classification systems was developed by the Bureau of the Census and was used in coding industry and occupation for the 1990 census.

The Client. The Client is the part of the system with which SOIC 1.5 users interact. The Client contains all of the visual components of the SOIC System, along with data management functions and the on-line help system. The Client does not contain any code assignment logic. The Client makes code assignments by requesting the service of the 1990 Coding Engine.

The 1990 Coding Engine. The 1990 coding engine encapsulates the code assignment logic of the 1990 census I&O coding scheme. The 1990 industrial classification scheme consists of 236 categories, arranged in 13 major groups. The 1990 occupation classification scheme has 501 separate categories, also arranged in 13 groups. Both the industry and the occupation codes are three-digit numbers, and the numbers do not overlap. There are no numbers that can represent either an industry or an occupation.

The 1990 Coding Engine uses a variant of the 1990 census coding scheme. The variant was developed by NCHS and NIOSH, and is used by these two agencies. The NCHS/NIOSH system is identical to the BOC scheme for all private-sector and most public-sector industries and occupations. It provides a small number of additional codes, not found in the BOC scheme, for non-workers, unpaid workers, and members of the U.S. Armed Forces. The NCHS/NIOSH system is documented in *Instruction Manual Part 19: Industry and Occupation Coding for Death Certificates*, 1998, from the Centers for Disease Control and Prevention/National Center for Health Statistics (CDC/NCHS).

Component Object Model (COM) Architecture. The coding engine was developed as a Component Object Model (COM) server. This architecture not only allows the Client to access different coding engines, but it also facilitates interface to the coding engine by other external software applications, such as electronic death registries. Also, periodic updates can be made to the coding logic and new servers can be distributed to the user community without the need to update the Client. The coding engine can be invoked from either the SOIC 1.5 Client or any external 32-bit Windows application capable of calling COM components.

1.3 Entering Vital Records Data Into the SOIC System

The SOIC System offers two principal ways to code I&O literals. The program can be used as a data entry system. This means you can start up the program with an empty data table, and enter data from paper copies of vital records. The program can also code vital records data tables that are already available electronically, provided that the data can be converted into the right format.

As we explain in detail later in this manual, when you enter the SOIC System, your computer's screen is mostly taken up by the Data Entry Form. This form is based on the U.S. Standard Certificate of Death. The form contains a series of "fields," or blank spaces where you can fill in available information. The fields are in the same order as the items on the U.S. Standard Certificate of Death. Each screenful of information displayed by the SOIC System is a single record, that is, a form for a single individual case. You can issue commands to the program that allow you to page through the records, just as you would page through a stack of paper documents. The SOIC System, therefore, allows you to immediately begin entering data from paper records as soon as you enter the program.

As we also explain later in the manual, you can import an existing text data file into the SOIC System. You can do this using the program's Import option—see Section 2.4.7, "The Import Option," for details. The SOIC System can also directly use data tables in formats employed by popular database management systems, including Access, dBASE, and FoxPro. These files do not need to be imported. (You can import them, however, and this is encouraged.)

Several steps need to be taken in advance if you wish to import data into the program, or use data prepared by a database management system. First, the data file must exist in a machine-readable format. Usually, this means the file is stored on magnetic media such as magnetic tape, a hard disk, or a floppy disk. There must be a way to transfer the file from its current location to your computer system. Network connections and floppy disks are two of the most common methods of transferring files, but others are possible, including remote transmissions using a modem.

For a complete description of the file formats supported by the SOIC System, see Appendix B, "SOIC System Data File Formats."

Once you have entered data into the SOIC System, either by typing in data from paper records or by using data that is already in an electronic format, you can code the records using the 1990 coding scheme. You can code all the industry and occupation titles in the table at once, or code them record by record. You can edit the coded records, and manually code any literals that the program is unable to handle by itself. You can divide coded and uncoded records into two separate tables, for convenience in handling the uncoded records. You can export coded or uncoded data to a text file for use in other software programs. We explain these and other procedures throughout the rest of this manual.

1.4 Conventions Used in This Manual

To help you understand the information we present in this manual, we put certain kinds of information in specific typefaces.

The keys on your computer's keyboard are in small caps:

ESC	TAB	SHIFT
CTRL	SPACE BAR	ENTER
LEFT ARROW	A	B

You must often press more than one key to perform an action. If two keys are joined by a plus sign, hold down the first, and while holding it down, press the second:

ALT+BACK SPACE	SHIFT+TAB	CTRL+F
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If keys are to be pressed one after the other, but not simultaneously, they are joined by a comma:

TAB, DOWN ARROW	LEFT ARROW, ENTER	DOWN ARROW, ENTER
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What would it mean if the following command appeared in the manual?

ALT+F, S

This would mean: First hold down the ALT and the F keys simultaneously, then release them, and then press the S key.

Text that you type is in bold italic:

C>>***soic*** File Name: ***yourfile.txt***

In these examples, "C>" and "File Name:" are prompts. What you actually type is ***soic*** or ***yourfile.txt***.

Note that in many cases, the "text you are to type" is simply an example, which shows the kind of text you should enter. One such example is ***yourfile.txt***—it is an example of a file name, and stands for all the other file names you might need to use while working with the SOIC System.

1.5 A Quick Tour of the SOIC System

We assume that the SOIC System has been installed on your computer following the guidelines in “Appendix A: Installing the SOIC System on Your Computer,” and that you are using one or another version of the Microsoft Windows environment. Because not everyone using the SOIC System will prefer to use a mouse, in this introductory tour we give keyboard commands where possible.

1.5.1 The Help System

At any time that you are uncertain about what to do next or what command you should issue to accomplish a certain result, you can use the SOIC Help System. The Help System is available from all parts of the program except the message boxes. No matter which of the program's windows are currently open, you can access the Help System by pressing the F1 key on your computer's keyboard.

The SOIC Help System is “context-sensitive.” That means that when you ask for help, you will receive a variety of different messages. The Help System checks to see where you are in the program, and provides you with information tailored to your actual circumstances. The Help System is therefore “sensitive” to your “context.” In addition to displaying a topic that responds to your immediate circumstances, the Help System allows you to browse through an index covering all the help topics. Once you have spotted a topic in the index that you want to read, you can open the topic.

1.5.2 Starting the SOIC System

To start using the SOIC System, locate the SOIC System icon. Installation places the icon in the SOIC2 program folder under Programs on the Start menu, but it may have been moved or copied after the program was installed. The icon looks like this:



SOIC Client

Double-click on the icon to start the program. After start-up, you see an empty Data Entry Form labeled “untitled”:

The screenshot shows a Windows-style application window titled "SOIC - 'untitled'". The menu bar includes "File", "Field", "Record", "Code", "Tools", and "Help". Below the menu is a toolbar with icons for file operations and navigation. The main area is divided into four sections:

- Identification:** Fields for "Local:", "Temporary:", and "Certificate:".
- Personal Information:** Fields for "First Name:", "Initial:", "Last Name:", "Alias:", "Sex:", "Date of Death:", "Social Security:", "Age:", "Date of Birth:", "State of Birth:", "Place of Death:", "State of Death:", "County of Death:", "Marital Status:", and "Education:".
- Industry and Occupation:** Fields for "Occupation:", "Code:", "Industry:", and "Code:".
- General Information:** Fields for "Residence-State:", "Residence-County:", "Hispanic Origin:", "Race:", "Father's Surname:", "Autopsy:", "Work Injury:", and "Underlying Cause:".

At the bottom of the window, a status bar displays "Record 1 of 1", "1990 Server", and "1:32 PM".

Figure 1

The screen may look slightly different if you have set Windows to a special color scheme. In all important ways, however, the screen should look the same.

Most people will use the SOIC System to apply occupation and industry codes to already-existing data files. If you want to enter data directly into the SOIC System from paper copies of health records, however, you can begin entering data immediately.

Whenever the SOIC System is opened, the system opens a special table named "untitled." This is a special "dummy" table. You cannot use the untitled table to permanently store your data. When you leave the SOIC System, the untitled table is emptied. To store your data permanently, at some point before you leave the program you must save your data to a different table.

1.5.3 Opening a Table

At the top of your screen, above the Data Entry Form, is a line containing the words File, Field, Record, Code, Tools, and Help. This is the menu bar. The menu bar is the gateway to all parts of the SOIC System other than the Data Entry Form. Note that the first letter of the first word—the F in File—is underlined. This is a sign that you can use the letter F with the alt key to access the File menu. Let's open the File menu. Press the following: ALT+F. (If you're not sure what ALT+F means, see Section 1.4 "Conventions Used in This Manual" on page 7.) After you press ALT+F, the menu looks like this:

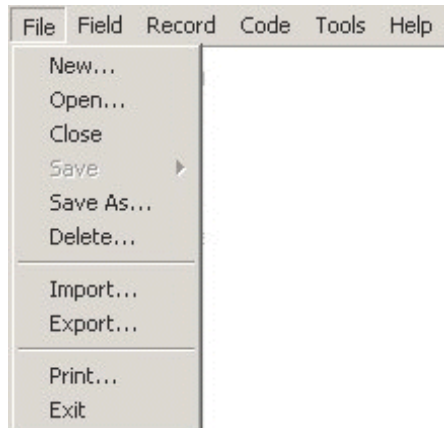


Figure 2

If you were to click on the first line of the open menu—the line that says “New...”—it would appear in reverse colors from the rest of the menu. The reverse colors are called “highlighting.” Highlighting is a sign that the highlighted element is the focus of attention for the program. At any point, one or another element in the SOIC system is always the focus. Highlighting is one way of marking the focus. (If the element is a text entry box, the focus is marked by the appearance of a vertical text cursor.)

Commands that you issue act at the focal point, unless the command affects the entire program—for example, you can use CTRL+N to choose the New option from the Data Entry Form, no matter where the focus is located.

The New option on the File menu is the option we want. The New option allows you to open a new named table. If you wanted to execute the Open option instead, you could move the highlighting down to “Open...” by pressing the DOWN ARROW key once. Try pressing DOWN ARROW once. Then press UP ARROW to return to the New option. Now press the ENTER key. Pressing ENTER executes the option that you

have highlighted. A new window appears, covering part of the Data Entry Form. The window, which is called a dialog box, looks like this:

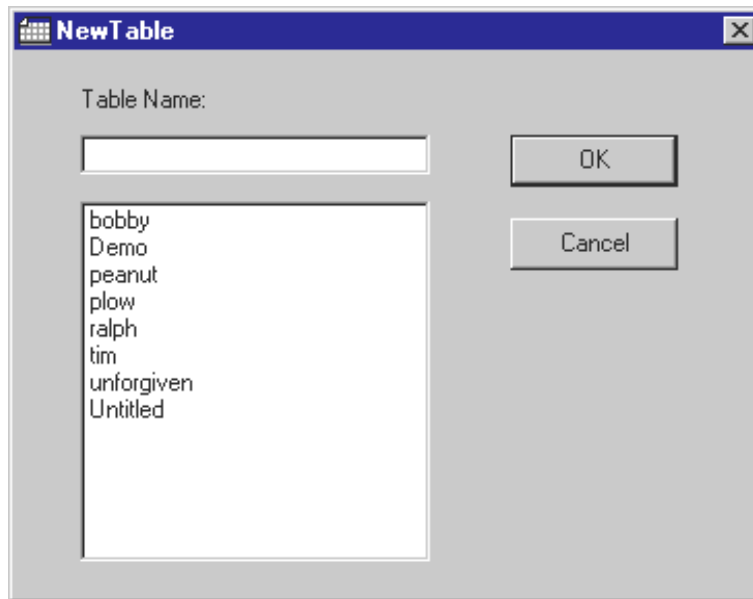


Figure 3

(Figure 3 is just an example—the dialog box you see probably has a different list of table names.)

Notice the small box beneath the words “Table Name.” This is the Table Name text entry box. There is no name in the Table Name box. When you open the dialog box, the text cursor is initially located in the Table Name box. Therefore, you can immediately begin typing in a name for your new table.

The name can be up to 64 characters long. You can use any combination of letters, numbers, or other keyboard characters for the name, with a few restrictions. You can't use the period (.), exclamation point (!), back quote (`), or brackets ([]). Also, you can't use leading spaces or control characters. Table names can contain either capital or lower-case letters, and are stored with the capitalization you choose. You cannot distinguish two tables from each other by capitalization, however. Once you have a table named “Mytable” you can't save a new one named “mytable.”

The tables are not stored as separate files. In fact, all SOIC data tables are stored in a single file, called Userdata.mdb. We explain how the SOIC System stores tables later in this manual, in Section 2.3 “How the SOIC System Manages Tables and Files” on page 44, and Section 2.4.2 “The Open Option” on page 50.

For now, let's open a new table. Let's say you type in the following name:

Table Name:

Mytable

If you decide that you don't actually want to open a table, you can close the dialog box at any time without creating a table by pressing ESC or clicking on the Cancel button with the mouse. Let us say, however, that you do want to use the table "Mytable." To do so, press ENTER. The Open dialog box closes, and you return to the Data Entry Form. At the top of the form, the name of the open table is displayed:



There is another way you could have chosen the New option, and opened a new table. Immediately below the menu bar near the top of your screen is a row of buttons. If you move the mouse pointer over any of these buttons, after a brief delay a label appears identifying the button: "New Table," "Open Table," "Save Table As," "Import," and so on. With the mouse, you can click on one of these buttons and activate an option. Clicking on the New Table button has the same effect as pressing ALT+F, N on the keyboard.

1.5.4 Moving About the SOIC System

Now that you are back in the Data Entry Form, notice that the text cursor is again in the Local ID field. When you close a dialog box, the focus always returns to the field that was selected when you opened the box.

Let's say you want to enter data into "Mytable" manually, from a stack of paper death certificates. You've been told that for this case, not all of the fields in the Data Entry Form need to be filled in. You need to enter the following data, contained in three records:

	Record 1	Record 2	Record 3
Local ID	1001	1001	1001
Certificate ID	50001	50002	50003
Date of Death	11/13/1989	09/16/1987	08/19/1988
Date of Birth	07/11/1927	05/09/1906	02/03/1938
Occupation	sales clerk	housewife	miner
Industry	department store	farm	coal mine

Notice in the bar at the bottom of the screen is the statement:

Record 1 of 1

A message similar to this is always present when the Data Entry Form is active. It lets you know which record is displayed, and how many records there are in the table. Because you have opened a new, empty table, there is only one blank record, and it is displayed.

Because the text cursor is in the Local ID field, you can immediately enter the first item of the first record. Type **1001**. If you make a mistake, you can use BACK SPACE or DELETE to erase your error. You can use LEFT ARROW and RIGHT ARROW to move the cursor backward or forward through the text to insert characters. Characters are inserted immediately after the cursor.

Once you have typed 1001, you will want to move to the next field in which you need to enter data, Certificate ID. To do so, press TAB twice. The text cursor moves to the Temporary ID field and then to the Certificate ID field. The first Certificate ID is 50001, and you can type **50001** into the field.

You can now move to the next field with TAB. You must press TAB six times to get to the next field for which you have data, the Date of Death field. Isn't there an easier way to move the focus? There is. With the mouse, you can move the focus to a new field by placing the mouse pointer inside the new field's text entry box and clicking the left mouse button once.

The Date of Death field already contains a number of characters—two slashes to separate the month, day, and year. As you type in the digits, notice that your cursor skips over the slashes. When you are done, the Date of Death field should look like this:

Date of Death: **11 / 12 / 1989**

You can now move the cursor to the Date of Birth field with TAB or the mouse. Type in the following numbers: 07111927. The field should look like this:

Date of Birth: **07 / 11 / 1927**

By this time, you know all the commands you need to finish entering the last two items into record 1:

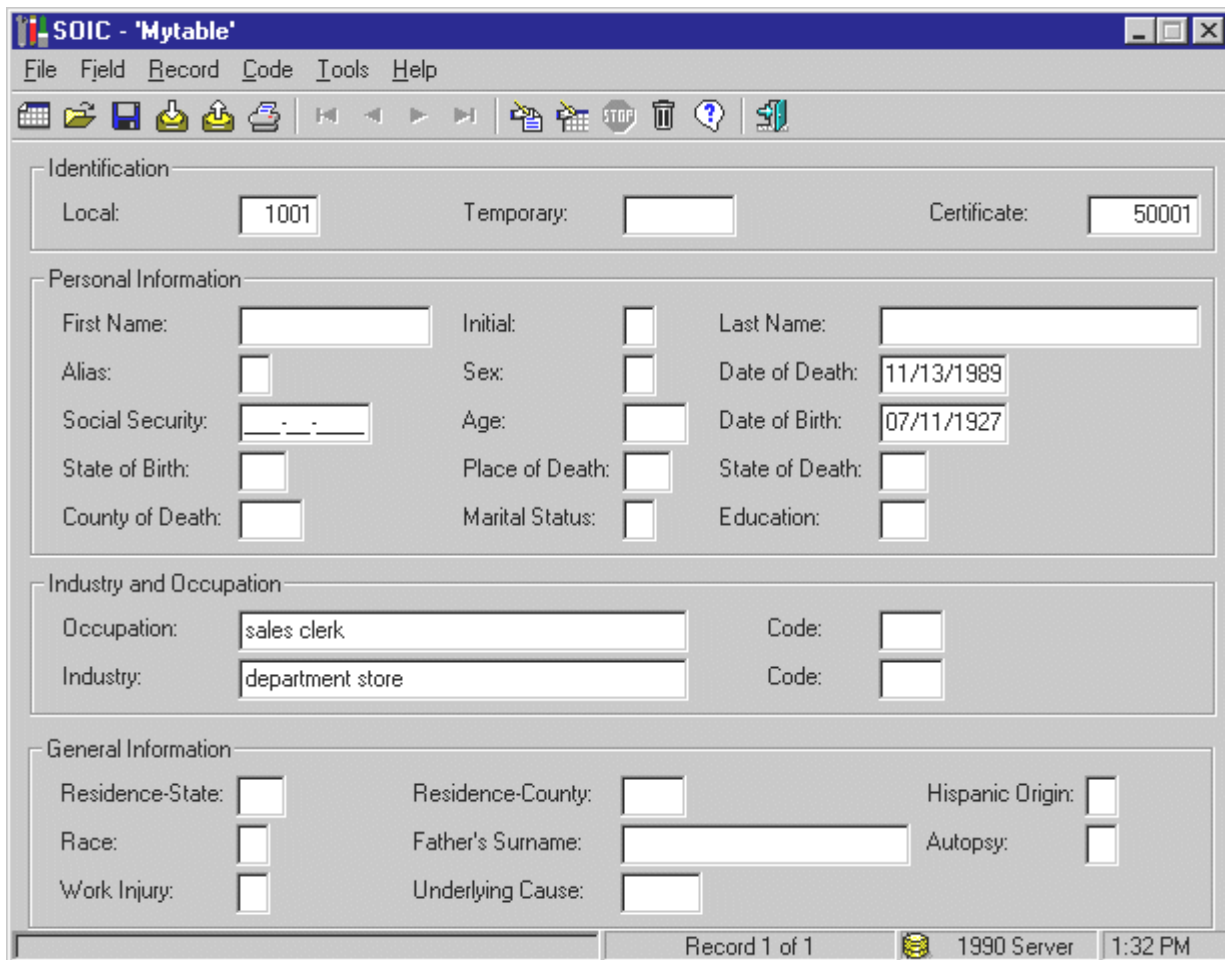


Figure 4

To fill out record 2, press CTRL+INSERT. This adds a new, blank record to the table, and takes you to the new record. If you press CTRL+INSERT again, the third record is created.

To return to the second record to finish filling it out, press PAGE UP. Notice what happens to the focus. PAGE DOWN and PAGE UP keep the focus on the same field as you move from record to record.

There is another way to move from record to record, in addition to using PAGE DOWN or PAGE UP. On the button bar at the top of your screen are four buttons that look like the controls on a VCR:



You can use these buttons by clicking on any of them with the mouse. The first button moves to the first record of the table. The second is equivalent to PAGE UP. The third is equivalent to PAGE DOWN. The last button moves to the last record of the table.

Whenever you press PAGE DOWN or PAGE UP to move to a different record, or use the VCR buttons, the SOIC System automatically saves the record you have just left. If you open another table, the SOIC System closes the first table and saves all records. Any other method of leaving a record—through the Find option, for example, or by coding a table—also saves the record. If for some reason your computer should lose electrical power while the SOIC System is running, the only data you can lose is whatever changes you may have made to the currently active record.

Special note: The SOIC System's ability to save all but the current record in the event of emergency power loss should not be relied upon during everyday use. In years past, some people habitually turned off their computers before they closed active programs and before they closed Windows. This was always a dangerous practice that could lead to corrupt files, loss of free disk space, or the destruction of Windows configuration data. Under Windows 95, 98, or 2000, it also results in extended delays the next time the computer is started, as Windows attempts to repair the damage caused by the unexpected shut-down. Always take the time to exit your software properly!

1.5.5 Coding a Record—and Then the Whole Table

Now that you have put data into the three records of the sample table, let's use the SOIC System to do the job for which it was written. Let's obtain industry and occupation codes for these three cases. First, if the program is displaying the second or third record, return to the first record. You can do this through the data control, or you can do it through the keyboard by pressing CTRL+HOME. (You don't have to be at the first record to code the table, but starting there will make it easier to follow our example.)

Now that you're back at the first record, you can find the coding commands under the Code pull-down menu, on the menu bar at the top of your computer's screen. Remember that ALT+F pulled down the File menu. The first letter of Coding—C—is underlined, so ALT+C pulls down the Code menu.

There are four options on the Code menu. The one we want to try first is Code Record. Because Record is highlighted when you press ALT+C, you can execute this option by pressing ENTER immediately.

Alternatively, you could execute the option by pressing the "hot key" listed to the right of Record on the option line—CTRL+R—directly from the Data Entry Form. You can't use the hot keys while the menus are open, so if you want to use CTRL+R you must close the menu. You can do so either by pressing ESC twice (represented by ESC, ESC) or by clicking on the Data Entry Form with the mouse.

An additional way to choose the Code Record option is to click on the Code Record button with the mouse. The Code Record button is immediately to the right of the VCR controls.

Let's use the Code Record button to code a record. If you haven't done so already, close the Coding menu with ESC, ESC or the mouse. Then click on the Code Record button. When the coding is done, the screen looks like this:

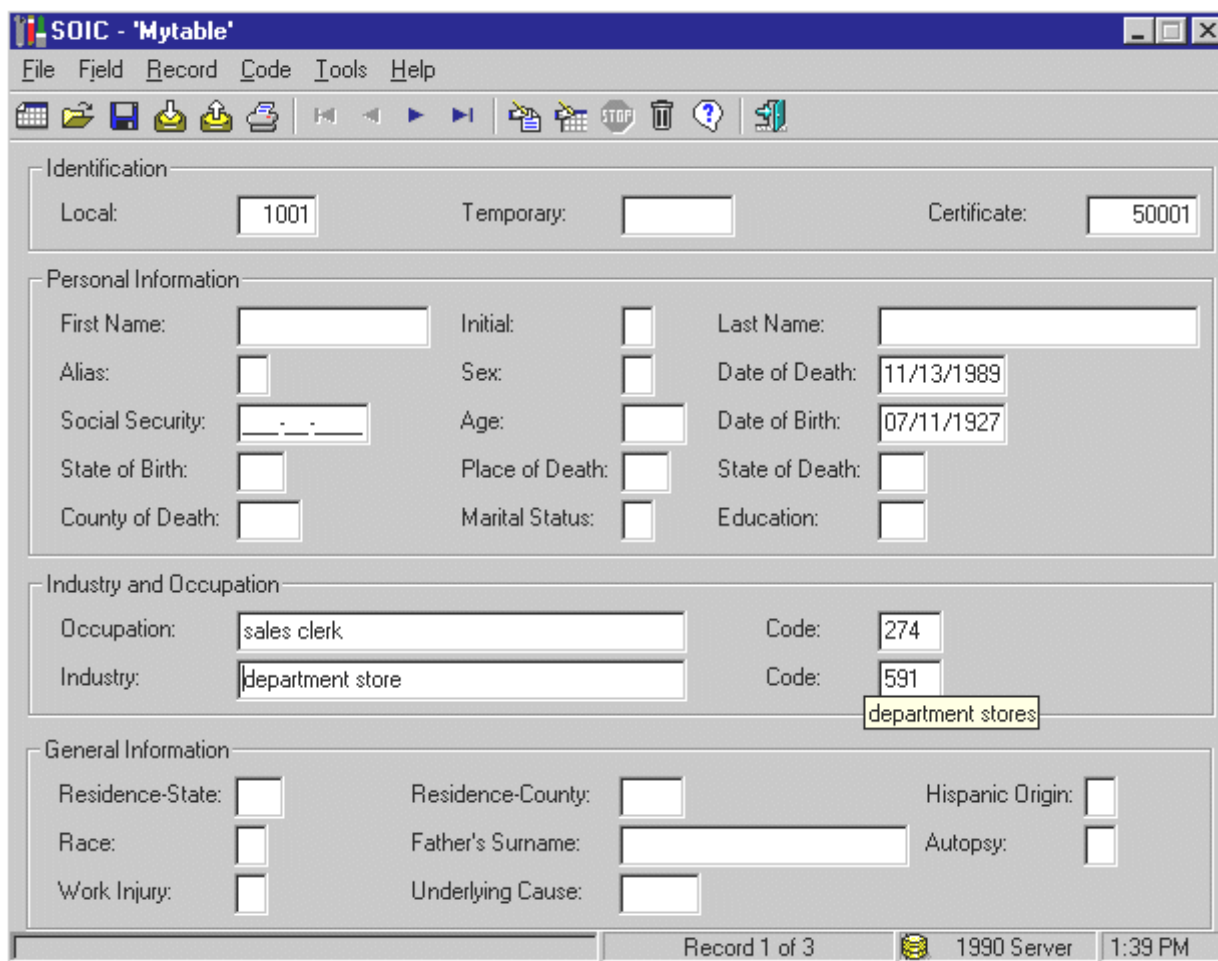


Figure 5

The occupation code is now in the occupation Code field, to the right of the Occupation field. The industry code is in the industry Code field, to the right of the Industry field.

Note the “balloon” located immediately below the industry Code field that says “department stores.” This is a definition of the code 591. You can see definition balloons for industry and occupation codes by placing the mouse pointer in a Code field and waiting about half a second. The definition balloons only appear when there is actually a code in the Code field. You cannot display them by using the keyboard.

Recall that on the Code menu, the hot key for Table is CTRL+T. Let's use CTRL+T and code the rest of the table. With only three records, coding takes place quickly. When the coding is finished, the system displays the following box:



Figure 6

Click the OK button to return to the Data Entry Form. You can use PAGE UP and PAGE DOWN to view the results of the coding.

1.5.6 Leaving the SOIC System

The command to leave the SOIC System is listed on the File pull-down menu, and you can see it by pressing ALT+F. The option is Exit, and you can execute it in several ways. While the menu is open, you can press x to choose the Exit option (note that the X in Exit is underlined). From anywhere in the program, you can issue the standard Windows exit command ALT+F4. (If a dialog box is open, ALT+F4 will only close the dialog box. You can then press ALT+F4 again to leave the program altogether.) Other standard methods of leaving Windows programs also work. This includes clicking on the box with an X in the far top-right corner of the screen.

2. USER'S REFERENCE GUIDE

The following part of *The SOIC System User's Manual*, the “User's Reference Guide,” gives complete details about specific features of the SOIC System. The guide can serve as reference material when you want to look up information about a particular topic. We have also written the “User's Reference Guide” so that you can read it straight through if you wish. Because it is a reference guide, however, it is necessarily somewhat repetitious.

If you are already familiar with Windows programs, you may find sections 2.1 and 2.2 to be very elementary—you can certainly skip these sections.

2.1 The Parts of the SOIC System

The parts of the SOIC System that you can actually see—the parts that let you enter data, view the data, and give commands—consist of a number of box-shaped windows. The following part of this manual describes the windows that you see when the SOIC System is running. The most important of these windows is the Data Entry Form, the window that you see when you start up the SOIC System. In addition to the Data Entry Form, on start-up the screen shows several other important parts of the system, which include the menu bar at the top of the screen, the Button Bar, and the Status Bar at the bottom of the screen.

2.1.1 The Data Entry Form

The following figure shows the Data Entry Form:

The figure shows a screenshot of the SOIC Data Entry Form, which is organized into four main sections:

- Identification:** Contains three input fields: "Local:" (a small box), "Temporary:" (a small box), and "Certificate:" (a small box).
- Personal Information:** Contains multiple input fields: "First Name:" (a wide box), "Initial:" (a small box), "Last Name:" (a wide box), "Alias:" (a small box), "Sex:" (a small box), "Date of Death:" (a date field with slashes), "Social Security:" (a box with dashes), "Age:" (a small box), "Date of Birth:" (a date field with slashes), "State of Birth:" (a small box), "Place of Death:" (a small box), "State of Death:" (a small box), "County of Death:" (a small box), "Marital Status:" (a small box), and "Education:" (a small box).
- Industry and Occupation:** Contains four input fields: "Occupation:" (a wide box), "Code:" (a small box), "Industry:" (a wide box), and "Code:" (a small box).
- General Information:** Contains six input fields: "Residence-State:" (a small box), "Residence-County:" (a small box), "Hispanic Origin:" (a small box), "Race:" (a small box), "Father's Surname:" (a wide box), "Autopsy:" (a small box), "Work Injury:" (a small box), and "Underlying Cause:" (a small box).

Figure 7

On the main part of the form are a series of data entry fields. These fields contain white boxes placed immediately after the field labels. You can enter text in these boxes. The first field—the field in the top-most left-hand corner—is labeled Local

ID. The next field, reading left to right, is Temporary ID. The fourth field is First Name.

On start-up, the first field—Local ID—has a blinking vertical bar inside the box, near the right edge. This bar is the text cursor. It is a sign that this field is “selected,” that it is the current focus of attention. If you begin typing, the letters and numbers that you type appear in this field. The text cursor shows you exactly where the text will go. If you have entered text, you can reposition the text cursor with the **LEFT ARROW** and **RIGHT ARROW** keys. If you then resume entering text, the text is placed at the new location of the text cursor. For more information on these topics, see Section 2.2.7 “The Arrow Keys” on page 38.

You can also move the text cursor from one position in a text string to another with the mouse. Place the mouse pointer on the space where you want the text cursor to appear, and click. Note that the text cursor can move to the end of a text string, but no further. If you click on a blank space in the box to the right of the string, the text cursor moves to the end of the string. You can use the mouse to select text for editing. Place the mouse pointer at the beginning of the string, depress the button, move the mouse pointer to the end of the string, and release.

Some of the fields contain formatting characters. An example of this is the field Social Security, which contains underlining and two dashes. The dashes serve to break up the Social Security number into its standard format—three numbers, followed by two numbers, and then four numbers. When you type text into fields with formatting characters, do not type the characters or spaces to allow for the characters. If you type in spaces or characters, they appear as part of the text.

Whenever the Data Entry Form is active, one or another of the data entry fields is always selected. You can change the selected field—move the text cursor—by using the **TAB** key, or by moving the mouse cursor to a new field and clicking the mouse button. If you click outside of the boxes on the Data Entry Form, nothing happens.

It is possible to suppress the display of one or more fields on the Data Entry Form with the Suppress option on the Field menu. For more information, see Section 2.5.2 “The Suppress Fields Option” on page 79.

2.1.2 The Title Bar

The title bar appears at the top of the screen, above the Data Entry Form. The title is “SOIC -” plus, in single quotes, the name of the table that is in use. When you open the program, the table in use is always an empty table called “untitled”:



The title bar also contains several standard Windows controls for manipulating the open application. These include three small boxes to the far right of the title bar. If you click on the box with an underline character, Windows minimizes the SOIC System without exiting from the program. If you click on the box with an X, you exit from the SOIC System. The box that in many programs can be used to switch between a maximum-sized window and a reduced-size window is grayed out and disabled.

The SOIC icon that appears on the far left is also a control. If you click on it, a Windows “system menu” drops down giving you controls that match the ones provided by the boxes to the far right:



This menu is designed for controlling programs without using the mouse—you can also open it with ALT+SPACE BAR and then use the arrow keys to select the option you want. Press ENTER to activate your selection.

2.1.3 The Menu System

At the top of the screen, above the Data Entry Form, is a line containing five items: File, Field, Record, Code, Tools, and Help. This line is the menu bar, and it is the gateway to all other parts of the SOIC System beyond the Data Entry Form. Each of the items on the menu bar is the title of a pull-down menu containing options from which you can choose. To open a pull-down menu, you can type the

ALT key plus the first letter of the title (which is underlined). For example, to open the File pull-down menu, type ALT+F:

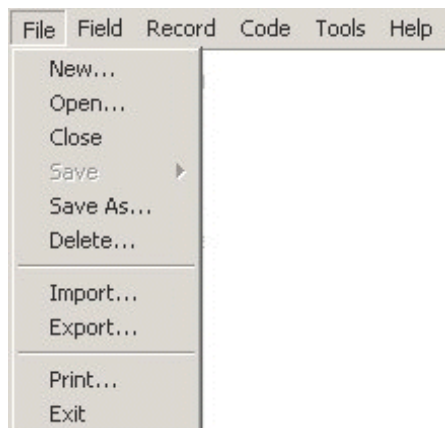


Figure 10

Alternatively, you can click on the word “File” with the mouse. Either procedure opens the File pull-down menu. If you want to choose the New option, you can press ENTER, click on New with the mouse, or type the letter N, which is underlined. This opens the New dialog box.

If you want to choose a different option—say, the Open option—you can click on Open with the mouse, or type the letter O, which is underlined. Alternatively, you can move the highlighting to the Open option by pressing DOWN ARROW, and then display the Open dialog box with ENTER.

If you choose an option by clicking on it with the mouse, the option is immediately executed—there is no interval during which the option is highlighted but not activated, as there would be if you highlighted an option with DOWN ARROW and then activated it with ENTER.

We describe the file management dialog boxes in detail in Section 2.1.6 “Dialog Boxes to Manage Files and Tables” on page 25. For now, consider the File pull-down menu. The menu has ten options. Seven of the options are followed by three dots. The dots mean that choosing this option opens a dialog box that offers additional options. One option—Save—has an arrow symbol to the right of the option label. This means that choosing Save opens a “submenu” with more options.

Close and Exit have no dots or arrow symbols. This means that if you choose one of these options, it is executed immediately.

You can close a pull-down menu and return to the Data Entry Form either by pressing ESC twice (ESC, ESC) or by clicking on the Data Entry Form with the mouse. As long as a pull-down menu is open, none of the fields on the Data Entry Form are selected. If you return to the Data Entry Form by pressing ESC twice, the field that was selected when you opened the menu is selected again. If you return to the Data Entry Form by clicking on an area outside any of the fields with the mouse, the field that was selected when you opened the menu is also selected again. If you return to the form by clicking on a new field that was not previously selected, however, the text cursor moves to the new field.

If one of the pull-down menus is open, and you want to move to a different menu, you do not need to return to the Data Entry Form first. Instead, you can use LEFT ARROW or RIGHT ARROW to move from one pull-down menu to another.

If, after opening a menu, you decide that you would rather open another, you can do so with the mouse by moving the mouse pointer to the other menu. You can drag the pointer through the menus until you find the option you want, and then click the left mouse button.

The options available through the menu system are described in detail throughout the following sections:

- Section 2.4 “The File Menu” on page 49.
- Section 2.5 “The Field Menu” on page 79.
- Section 2.6 “The Record Menu” on page 82.
- Section 2.7 “The Code Menu” one page 88.
- Section 2.8 “The Tools Menu” on page 92.
- Section 2.9 “The Help Menu” on page 103.

2.1.4 The Button Bar

Immediately below the Menu Bar lies the Button Bar:



All of the options available through the Button Bar are also available from the drop-down menus on the Menu Bar. The Button Bar simply places these options in a conspicuous location so that they are easy to find. You can execute any Button Bar option by clicking on the appropriate button with the mouse. Whenever you move the mouse pointer over one of the buttons, a “tool tips” balloon appears to tell you in greater detail what the button does. The Button Bar buttons cannot be accessed through the keyboard.

2.1.5 The Status Bar

The Status Bar is located at the bottom of the screen, below the Data Entry Form:



The Status Bar contains four indicators that provide useful information about the status of the system. The first of these, taking up most of the left-hand side of the bar, is the Coding Progress indicator. This display appears when large tables are coded, and shows how much coding is left:



The next indicator is the Record Number, which shows the record number of the current record, and how many records are in the table.

The third indicator shows the server that is in use for coding records—the 1990 Server. For more information about this server, see Section 1.2 “The 1990 Coding Architecture” on page 4.

The last indicator displays the time of day. If you like, you can disable this display through the Settings option on the Tools menu.

2.1.6 Dialog Boxes to Manage Files and Tables

The first six options on the Files menu display dialog boxes that allow you to manage tables. The next two options, Import and Export, display dialog boxes for managing files. (The Convert Access option under the Tools menu also opens a file management dialog box.) Additional file management dialog boxes are available through the Data Source control in many of the table management dialog boxes.

These additional dialog boxes allow the SOIC System to work with external data stored in Access or Xbase files.

The table management dialog boxes are part of the SOIC System, and look the same no matter which operating system you are using—Windows 95, 98, 2000, or NT. The file management dialog boxes, however, are generated by Windows itself, not by the SOIC System. Under Windows 95, 98, and NT, the file management dialog boxes have substantially the same appearance. (Examples shown in this manual were generated using Windows 98.) Under Windows 2000, file management dialog boxes have a somewhat different appearance. Some controls are in new locations, and there are controls that do not exist under Windows 95, 98, and NT. The Windows 2000 file management dialog boxes, however, have all the functionality provided by dialog boxes in earlier versions of Windows.

Note that the menu bar and part of the Data Entry Form are still visible while the dialog boxes are open. Though visible, these parts of the program are inactive. You cannot access them until you close the dialog box and return to the Data Entry Form.

We describe the uses of each dialog box in the section on the Menu Bar option used to invoke it—see the following:

- Section 2.4.1 “The New Option” on page 49.
- Section 2.4.2 “The Open Option” on page 50.
- Section 2.4.2.1 “Opening a Non-SOIC Access Table” on page 52.
- Section 2.4.2.2 “Opening an Xbase File” on page 60.
- Section 2.4.4.1 “Save Coded” on page 62.
- Section 2.4.4.2 “Save Uncoded” on page 63.
- Section 2.4.4.3 “Save 998 Codes” on page 64.
- Section 2.4.5 “The Save As Option” on page 64.
- Section 2.4.6 “The Delete Option” on page 67.
- Section 2.4.7 “The Import Option” on page 68.
- Section 2.4.8 “The Export Option” on page 75.
- Section 2.8.5 “The Convert Access Database Option” on page 97.

In the following part of this section, we describe common methods of moving about and manipulating dialog boxes, and common elements that all the dialog boxes share. If you have questions about basic Windows operations, you can consult any Windows manual or guide.

Take as an example the Open Table dialog box, the box users will probably see most often. The Open Table dialog box looks like this:

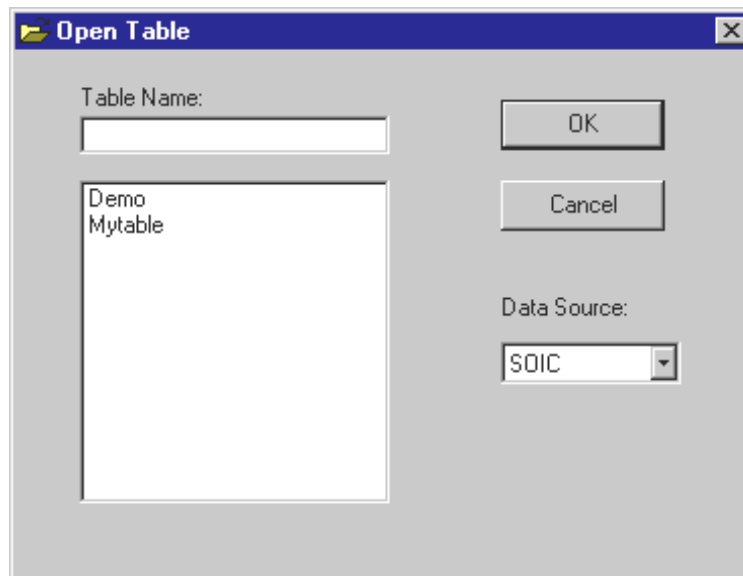


Figure 11

This dialog box contains the following elements:

- A text entry field (labeled Table Name).
- A list box.
- Buttons.
- A “drop-down combo box” (labeled Data Source) that combines a drop-down list with a display field.

2.1.6.1 Moving the Focus in a Dialog Box

When the Open Table dialog box is initially displayed, the text cursor is in the text entry box of the Table Name field (the only text entry field in this dialog box). Therefore, you can immediately begin typing in the name of a table that you want to open.

You can choose and activate another element in the dialog box by clicking on it with the mouse. Clicking on Cancel closes the dialog box without taking any action. Clicking on OK accepts whatever text is placed in the Table Name field, and the program then tries to open that table. Clicking on a name in the Table Names list box places that name in the Table Name field. Clicking on the Data Source display field (or on the arrow button next to it) opens a drop-down list that allows you to open various kinds of external, non-SOIC tables or files.

In addition to using the mouse, you can also move the focus from one element to another with TAB or SHIFT+TAB. TAB cycles the focus forward through the elements; SHIFT+TAB also cycles the focus, but in the opposite direction. Unlike the mouse, TAB selects elements but does not immediately activate them. You can use TAB to select the Cancel button, for example, without closing the dialog box. To actually close the box, first select Cancel and then press ENTER. (Alternatively, to close a box you could simply press ESC, no matter which element in the box is selected.)

2.1.6.2 How to Tell if A Dialog Box Element is Selected

Sometimes it is necessary to look closely to tell whether a dialog box element is selected. Sometimes the signs are obvious enough. When the Table Name text entry field is selected, the text cursor appears in the text entry box. When the Data Source element is selected, reverse highlighting makes the selection easy to see.

Other selected dialog box items, however, display subtler markings. Signs that an element is highlighted include a dotted line around the element label, and sometimes a darkening of the object's border. For example, in the following illustration, the OK button is selected, and the Cancel button is not:



2.1.6.3 Text Entry Fields

A text entry field, such as the Table Name field in the Open Table dialog box, typically consists of a label (Table Name:) and a text entry box. When the field is selected, the text cursor appears in the box. Text entry boxes support all standard Windows text-entry features (though all the text entry boxes in the SOIC system are single-line boxes, and ENTER does not create a new line).

From the keyboard, you can move forward through text with RIGHT ARROW and back with LEFT ARROW. HOME moves the cursor to the beginning of the line, and END moves immediately after any displayed text. You can move word-by-word with CTRL+RIGHT ARROW or CTRL+LEFT ARROW. You can select text by placing the cursor at the beginning of a text block, and then holding down SHIFT as you move the cursor to the end of the block. You can delete selected text with DELETE. You can even cut, copy, and paste within and between text fields using CTRL+X, CTRL+C, and CTRL+V. Insert is not supported—the normal insert mode is in effect at all times, and pressing insert does not allow you to type over and replace existing text.

Normal mouse actions for text entry are also available. You can move the text cursor with a mouse click. To select a block of text, hold down the mouse button with the mouse pointer at the beginning of a block, drag the mouse pointer to the end of the block, and release the button.

2.1.6.4 Display Fields

Display fields contain information that can be changed by various program actions. The display fields themselves cannot be directly edited. In the Open Table dialog box, the Data Source field is a display field that cannot be directly edited. You can change its contents, however, through a drop-down list. Clicking on the field or its associated down-arrow button opens a list from which you can choose an alternate data source.

2.1.6.5 List Boxes and Drop-Down Lists

The Open Table dialog box contains one list box: the File Names list box immediately below the File Name field. You can copy a file name to the text entry box by selecting it from the list box. Clicking on a name with the mouse copies the name to the text entry box immediately. You can also move the focus

to the list box with TAB, and then move the focus down the list of file names with DOWN ARROW. When you reach the file name you want, press ENTER to copy the name to the text entry box.

As in the case of a text entry box, you use the arrow keys to move about within the dialog box element, and TAB or SHIFT+TAB to move from one element to another. This is a general rule for dialog boxes.

If the file name you want is too far down the list to be immediately displayed, you can scroll down the list with DOWN ARROW, or use the mouse to operate the scroll bar on the right-hand side of the list box.

Some lists would take up too much room in a dialog box if they were displayed in full, even with the scroll-bar feature. Such lists expand when you click on them with the mouse. There is one drop-down list in the Open Table dialog box: the Data Source drop-down list. The field containing the drop-down list normally looks like this:



When the list is opened, the field looks like this:



The items on the list represent file management dialog boxes that allow you to open files created using the Access, dBASE, or FoxPro database management systems. You can move up or down the list with the arrow keys. To actually display one of the other dialog boxes, you must first select the appropriate name from the list and then press ENTER.

To manipulate a drop-down list from the keyboard, without using the mouse, press DOWN ARROW or UP ARROW to scroll through the list items without dropping the list. You can also drop the list with ALT+DOWN ARROW, then move up or down the list with the arrow keys. When you have highlighted the item you want, press ENTER.

2.1.7 The Message Boxes

In addition to dialog boxes for table and file management, the SOIC System contains a variety of message and dialog boxes to provide you with information or alert you to potential problems. Some of the messages provide relatively routine information, such as announcing that a table is done coding. Other messages warn you of potentially dangerous conditions. An additional kind of message warns you that an error has occurred.

When a message or warning box appears, you must choose one of the buttons in the box to close the box and proceed. You can do so by clicking on one of the buttons with the mouse. Some boxes may only have a single OK button. To close the box and proceed, you must click on that button (or press ESC or ENTER). Other boxes may have several buttons. The Cancel button always closes a box without taking action, and is equivalent to ESC. OK closes the box and accepts the action, if any. It is equivalent to ENTER. Other options, such as Yes or No, take their meaning from the text in the box.

Unlike the pull-down menus, you cannot close a message box by clicking outside of it on the main window.

Consider three sample message boxes. The first message box, shown in Figure 6 on page 18, is an information box that appears when you are done coding a table. The box contains a single button, OK. To close the box, you can either click on the button with the mouse, press ESC, or press ENTER.

The second message, shown in Figure 12, is a question box that appears if you choose the Delete option from the Record menu, or press CTRL+D. It seeks to verify whether you really want to move a record out of the table and into the Trash Can. Click on OK or press ENTER to proceed; click on Cancel or press ESC to back out of the deletion.



Figure 12

The third message, is an error message. It appears if, when one of the table management dialog boxes is open, you click on the OK button without first entering a table name.



Figure 13

2.2 Hot Keys

Like most software programs, the SOIC System provides a variety of special keys and key combinations that you can use to control the program. The following sections describe these keys and key combinations.

2.2.1 Hot Keys In Brief

The table on the following pages lists the hot keys available in the SOIC System, together with their function. Many of the functions available through hot keys are also available by selecting an option from the menu system. The Menu column of the table shows under which menu bar item you can find a particular command.

Keys	Menu	Action
ALT+BACK SPACE	Field	Undo field (replace contents with original contents).
ALT+DOWN ARROW		Open a drop-down list
ALT+F4	File	Quit the SOIC System (or close a dialog box).
BACK SPACE		In text entry, remove the character before the cursor.
CTRL+C		In text entry, copy selected text (and save in buffer).
CTRL+D	Record	Delete a record.
CTRL+END	Record	Go to the last record; keep the focus on the current field.
CTRL+H		Equivalent to BACK SPACE.
CTRL+HOME	Record	Go to the first record; keep the focus on the current field.
CTRL+INSERT	Record	Create a new record at the end of the table.
CTRL+O	Code	Code from the current record through the end of the table.
CTRL+R	Code	Code the active record for industry and occupation.
CTRL+T	Code	Code the open table for industry and occupation.
CTRL+U	Code	Code only the uncoded records in the table.
CTRL+V		In text entry, insert text (from buffer).

Keys	Menu	Action
CTRL+X	Code	In text entry, cut or delete selected text (and save in buffer). When coding is in process, interrupt the coding.
CTRL+Z	Record	Undo all changes to the current record.
DELETE		In text entry, remove the character following the cursor.
DOWN ARROW		Move down one item within a menu, list box, or drop-down list.
END		In text entry, go to the end of the text. In a list box, go to the last item.
ENTER		Depending on location, perform an action or choose an option.
ESC		Depending on location: cancel an action, close a dialog or message box without taking action, close help, or close a menu.
F1	Help	Invoke context-sensitive help.
F2	Record	Search for a record in the open table (Find).
F3		Display the next result from the most recent Find operation.
HOME		In text entry, go to the beginning of the text. In a list box, go to the first item.
LEFT ARROW		Move left one character within a text entry field or one item in a multi-column dialog box list.
PAGE DOWN	Record	Go to the next record; keep the focus on the current field.
PAGE UP	Record	Go to the previous record; keep the focus on the current field.
RIGHT ARROW		Move right one character within a text entry field or one item in a multi-column dialog box list.
SHIFT+TAB		Go to the previous field in a record or dialog box.
SPACE BAR		When a check box is highlighted, insert or remove the check. When a button is highlighted, equivalent to ENTER. In a text field, insert a space character.
TAB		Go to the next field in a record or dialog box.
UP ARROW		Move up one item within a menu, list box, or drop-down list.

2.2.2 Accessing Help Through F1

You can access context-sensitive help from almost anywhere within the SOIC System by pressing F1. (Help is not available when a message box is open.) Context-sensitive help displays a screen with text that describes whatever window, field, or other element was selected before you pressed F1. For example, if the Local ID field on the Data Entry Form is selected, pressing F1 brings up a window containing information on the Local ID field.

The SOIC Help System is managed by the Windows Help application, a software program supplied with all copies of Microsoft Windows. Windows Help runs as a separate program from the SOIC System. It is therefore possible to switch back and forth between SOIC and SOIC Help. The Windows keyboard command ALT+TAB switches between running programs.

You can close Help by clicking on the Cancel button at the bottom of the Help window. You can also close Help by pressing either ESC or ALT+F4. Finally, you can close Help by clicking on the x box in the upper right-hand corner of the Help window.

You can get help on Help itself. Help on the Help System is available from within the Help System by pressing F1. This “help-on-help” is context-sensitive. When Contents or one of the other topics is displayed, F1 opens a Windows help-on-help file that allows you to search for any help-on-help topic. If Index or Find is displayed, F1 displays small “balloon” boxes. The balloons describe the element of the Help window that is currently selected.

2.2.3 ALT+F4

ALT+F4 is the standard key combination for exiting a Microsoft Windows program. You can use it from the Data Entry Form to leave the SOIC System and return to Windows. You do not need to save your work before quitting the SOIC System—the program automatically saves each record as soon as you leave that record. Quitting saves whichever record is displayed when you issue the quit command.

In some cases, ALT+F4 does not quit the SOIC System. If a file management dialog box or the Help System is open, ALT+F4 closes the box or the Help System. You can then press ALT+F4 again to leave the program entirely. If most other kinds of

message or dialog boxes are open, ALT+F4 has no effect. You must first close the box with ENTER or ESC before quitting the program.

2.2.4 Esc

ESC, the escape key, has a generic meaning of “cancel.” The meaning of “cancel” depends on what else is happening when you press ESC. In general, if you have opened a dialog box or a pull-down menu, ESC closes it.

- If a pull-down menu is open, ESC closes it. The focus, however, remains on the menu bar. Pressing ESC again returns the focus to whichever field was selected when the menu system was invoked.
- If a dialog box, message box, or Help window is open, ESC closes the box or window without taking any other action. The box or window is closed regardless of which item in the box or window is selected. You return to whichever field on the Data Entry Form was highlighted when the box or window was opened.

2.2.5 ENTER

On IBM PC-compatible computers, ENTER is sometimes also called “carriage return” because in word-processing software it commonly emulates a typewriter’s carriage return. In the SOIC System, ENTER has a generic meaning of “accept.” What accept means, in turn, depends on what else is happening when you press this key. The following paragraphs list the effects of ENTER in detail.

- If a pull-down menu is open, ENTER executes the menu option that is highlighted. The appropriate action is performed. For example: If the File pull-down menu is displayed and the Open option is highlighted, ENTER displays the Open Table dialog box.
- When a dialog box is open, pressing ENTER takes action on whatever element is selected. For example, let us say you have displayed the Open Table box. If a table name is displayed in the Table Name text entry field, and if either the Table Name field, the Table Names list box, or OK are selected, ENTER opens the selected table and returns you to the Data Entry Form. If one of the data source types in the Data Source drop-down list is highlighted, the program opens the appropriate file management dialog box. (For details, see Section

2.4.2 “The Open Option” on page 50.) If the Cancel button is highlighted, pressing ENTER executes cancel, which closes the dialog box without taking any action. (In this case, acting on the selected item has the same effect as if you pressed ESC.)

- When an open message box contains two or more options, one of them is highlighted. If you immediately press ENTER, you execute the initially highlighted option and close the box. If you move to a different option with TAB, and then press ENTER, the newly highlighted option is executed.

2.2.6 TAB and SHIFT+TAB

TAB moves the focus from the currently selected field to the next field in the Data Entry Form, a dialog box, or a message box. In the Data Entry Form, if there is a data entry field immediately to the right of the currently selected field, TAB moves the text cursor one field to the right. If the highlighted field is the right-most column of the Data Entry Form, TAB selects the first (left-most) field on the next line down. If the highlighted field is the last field—the field in the bottom-most right-hand corner—TAB moves the highlighting to the first field—the field in the top-most left-hand corner. That is, TAB wraps.

In dialog boxes, TAB moves the focus down the column, and then down the next column to the right.

In a message box with two or more buttons—for example, Yes, No, and Cancel—TAB moves the highlighting one button to the right, and when it reaches the right-most button, it wraps to the left-most button.

TAB has no effect within text entry fields—that is, TAB does not insert a “tab character” or a series of spaces in a text field. Instead, it always moves to the next field.

TAB also does not move between the items in a dialog box list box. Instead of moving between these items, it moves to the next field altogether. For example, say you have displayed the Open Table dialog box, and moved to the Table Names list box with a single TAB. The name of the first table is selected. Note that the table name is not yet highlighted (though it is surrounded by a dotted line) and has not been copied to the Table Name text entry field. To actually choose the name and open the table, you must press one of the arrow keys. Let us say there

is another table name further on down the list that you want to choose instead—"Yourdata." To move the highlighting to "Yourdata" you must use the arrow keys. If you press `TAB` again, you move the focus out of the list box and to the next element, the `OK` button.

`SHIFT+TAB` works exactly like `TAB` in all contexts, but in the opposite direction. For example, in the Data Entry Form, `SHIFT+TAB` moves the text cursor to the previous field. It also wraps, just as `TAB` does.

2.2.7 The Arrow Keys

Like `TAB`, the arrow keys are used for navigation. Unlike `TAB`, the arrow keys never move the focus from one field to another. The arrow keys only move the focus within a field.

For example, on the Data Entry Form, `TAB` moves the focus from one text entry box to the next, but `LEFT ARROW` and `RIGHT ARROW` move the focus within a box, left or right along a text string.

In a dialog box, `TAB` and `SHIFT+TAB` move the focus among the elements within the dialog box. The arrow keys, in contrast, move the focus within the elements. You can use them to move down or up within a list box containing table, file, or folder names.

In a text field, `CTRL+LEFT ARROW` moves the cursor back one word at a time. Likewise, `CTRL+RIGHT ARROW` moves the cursor forward one word at a time. When moving between items in list boxes, `CTRL+LEFT ARROW` is identical to `LEFT ARROW`, and `CTRL+RIGHT ARROW` is identical to `RIGHT ARROW`. When a text field is limited to a single line, which is the case throughout the SOIC System, `UP ARROW` behaves like `LEFT ARROW`, and `RIGHT ARROW` behaves like `DOWN ARROW`.

When you move the highlighting to the menu bar (by pressing `ALT+F`, `ALT+I`, etc.) and one of the pull-down menus opens, you can use `LEFT ARROW` and `RIGHT ARROW` to move left or right along the menu bar. If the File menu is open, for example, pressing `RIGHT ARROW` closes the File menu and opens the Field menu. The first option on the Field menu is highlighted, no matter which option was highlighted on the File menu. If you press `RIGHT ARROW` when the Help menu—the right-most menu—is open, you close the Help menu and open the Windows Control-Menu box on the Title Bar. Pressing `RIGHT ARROW` once more opens the File menu. That

is, RIGHT ARROW wraps. LEFT ARROW works in the same way as RIGHT ARROW, but in the opposite direction.

When a pull-down menu is open, DOWN ARROW moves the highlighting down one item on the menu. For example, if the File menu is open and you press DOWN ARROW twice, the highlighting moves from the New option to the Save option.

If the bottom-most menu item is highlighted and you press DOWN ARROW, the highlighting moves to the top-most item—DOWN ARROW wraps.

UP ARROW works in the same way as DOWN ARROW, but moves the highlighting up, not down. If you press UP ARROW when the top-most menu item is highlighted, the highlighting moves to the bottom-most item—UP ARROW wraps. This action of UP ARROW gives you a convenient way of choosing menu options that are listed at the bottom of menus. For example, starting from the Data Entry Form, you can leave the SOIC System by pressing the following keys: ALT+F, UP ARROW, ENTER.

2.2.8 DELETE and BACK SPACE

DELETE and BACK SPACE are active only when you have selected a text entry field that contains text, such as a data entry field on the Data Entry Form or a Table Name field in the table management dialog boxes. In all other cases, DELETE and BACK SPACE have no effect.

DELETE removes the character in the text string that is to the right of the text cursor. If you press DELETE repeatedly, you remove all the characters through the end of the string. When there are no more characters left to remove, DELETE has no effect.

BACK SPACE removes the character immediately to the left of the text cursor. If you press BACK SPACE repeatedly, you remove all the characters through the beginning of the string. When no more characters remain at the beginning, BACK SPACE has no effect.

2.2.9 PAGE DOWN and PAGE UP

When the Data Entry Form is active, PAGE DOWN moves from the currently displayed record to the next record. If record 1 is displayed, PAGE DOWN displays

record 2. PAGE DOWN places the text cursor in the same data entry field that was previously in focus. The cursor is at the beginning of the field.

When you move to the next record in the Data Entry Form, PAGE DOWN saves the contents of the old record—the record you have just left. If you return to that record, you can no longer restore it to an earlier state by pressing CTRL+Z. (See Section 2.6.7 “The Undo Record Option” on page 86.)

The SOIC System can be configured to require that every record contain an entry in the Certificate ID field. If this requirement is active, it is enforced by a message box that appears if you leave a record that has nothing entered in this field. (See Figure 46 on page 93.)

If you press ENTER or click on the OK button with the mouse, this message box closes, and you continue the move to your chosen destination. Alternatively, you can press ESC or click on Cancel with the mouse. The message box closes, and the cursor remains where it was before you tried to leave the record.

PAGE DOWN is often useful in list boxes such as the Table Names and File Names boxes in the table and file management dialog boxes. If there are more tables available than can be displayed in the Table Names box, for example, you can use PAGE DOWN to bring up additional table names. PAGE DOWN once takes you to the last displayed table name; PAGE DOWN again displays additional names that were previously not visible. If there are no more names available, PAGE DOWN has no effect.

PAGE UP works in the same way as PAGE DOWN, but always in the opposite direction. On the Data Entry Form, the same data entry field remains in focus. The old record in the Data Entry Form—the record you have just left—is saved, and cannot later be restored to its earlier state with CTRL+Z. If the first record in a table is displayed, or the first name in a list box, PAGE UP has no effect on the display. If you try to leave a record that has nothing entered in the Certificate ID field, a message box appears as described above.

2.2.10 HOME, END, CTRL+HOME, and CTRL+END

HOME and END have effect under two sets of circumstances. The first is when the focus is on a text entry field that contains text. The field can be a data entry field on the Data Entry Form or a text entry field elsewhere in the program, such as the

Table Name text entry field in a table management dialog box. In this case, HOME moves the text cursor to the beginning of the field. END moves the cursor immediately after the last text character. If there is no text in the field, both HOME and END have no effect.

The second use of HOME and END is when you have selected an item in a list box such as the Table Names or File Names list boxes. In this case, HOME moves the highlighting to the first item of the box, no matter which items are currently displayed. END moves the highlighting to the last item.

In the Data Entry Form, CTRL+HOME moves to the first record of the table. The text cursor stays in whichever field had the focus, as with PAGE UP. The cursor moves to the beginning of the field. CTRL+END moves to the last record of the table. Again, the previously selected field keeps the focus. If there is a text string in the field, the text cursor appears at the end of it.

Like PAGE UP and PAGE DOWN, CTRL+HOME and CTRL+END save the contents of the old record, the record you have just left. Therefore, you cannot return to that record and restore its contents to an earlier state with the Undo Field or Undo Record options. If you try to leave a record that has nothing entered in the Certificate ID field, a message box appears as described in Section 2.2.9 "PAGE DOWN and PAGE UP" on page 39.

In a list box, CTRL+HOME and CTRL+END behave exactly like HOME and END.

2.2.11 CTRL+C, CTRL+X, and CTRL+V

For Microsoft Windows (and other systems as well), CTRL+C, ctrl+ x, and CTRL+V are the standard commands for copying, cutting (deleting), and pasting selected elements. In the SOIC System, you can copy or cut a highlighted block of text to the Windows clipboard. You can then paste a copy of the text in a new location with CTRL+V.

You can copy, cut, and paste within a text box, or between text boxes. You can copy, cut, and paste between text boxes of different kinds, so for example you could copy an occupation literal and paste it into a text entry box in the Find dialog box. You can even cut, copy, and paste between the SOIC System and other Windows programs. Only text can be cut, copied, and pasted in the SOIC System,

however. Cutting or copying replaces and deletes anything already in the clipboard due to an earlier cut or copy. Elements in the clipboard can be pasted repeatedly.

2.2.12 Field Menu Hot Keys

One key combination is set aside as a shortcut for invoking an option on the Field pull-down menu. This key combination is:

Option	Hot Keys
Undo Field	ALT+BACK SPACE

For an explanation of how this command works, see Section 2.5.1 “The Undo Field Option” on page 79.

2.2.13 Record Menu Hot Keys

Eight keys or combinations of keys are set aside as shortcuts for invoking the options on the Record pull-down menu. These keys are as follows:

Option	Hot Keys
Go to <u>F</u> irst Record	CTRL+HOME
Go to <u>P</u> rior Record	PAGE UP
Go to <u>N</u> ext Record	PAGE DOWN
Go to <u>L</u> ast Record	CTRL+END
<u>N</u> ew Record	CTRL+INSERT
<u>F</u> ind Record...	F2
<u>U</u> ndo Record	CTRL+Z
<u>D</u> elete Record	CTRL+D

For a detailed explanation of how the various Record menu commands work, see Section 2.6 “The Record Menu” on page 82.

2.2.14 Code Menu Hot Keys

Five combinations of keys are set aside as shortcuts for invoking the options listed on the Coding pull-down menu. These keys are as follows:

Option	Hot Keys
Code Record	CTRL+R
Code Table	CTRL+T
Code Rest of Table	CTRL+O
Code Uncoded	CTRL+U
Cancel Coding	CTRL+X

For a detailed explanation of how the various Code menu options work, see Section 2.7 “The Code Menu” on page 88.

2.3 How the SOIC System Manages Tables and Files

The SOIC System client program was written using the Microsoft Visual Basic programming language and the Microsoft Access database management system. SOIC data tables and data files are Access tables and files. As a result, SOIC data tables, which are contained in the file Userdata.mdb, can be viewed and even edited using Access. (For safety's sake, however, this is not recommended.)

A second SOIC System file is TrashCan.mdb. This file contains one table—TrashCan, the SOIC System Trash Can. Like Userdata.mdb, it is possible to open TrashCan.mdb with Access, but this is not recommended.

While Access can be used to look at all SOIC System tables, the SOIC System itself cannot be used as a generalized Access table viewer. The SOIC System can open tables that were created using Access, but its ability to manipulate these tables is limited.

The SOIC System can also open files created by dBASE, FoxPro, and other database management systems that save their files in a dBASE-compatible format. The dBASE format has become an industry standard, and there are hundreds of applications that can save files in the dBASE format. The term "Xbase" has come into common use to refer to dBASE compatibility. Xbase files all share the common three-character extension to their file names. The following are all Xbase (that is, dBASE-compatible) files:

MYDATA.DBF

FOXDATA.DBF

101895DP.DBF

In addition to reading Access tables and Xbase files, the SOIC System can import text files.

The fields in Access tables and in Xbase and text files do not need to conform to a rigid set of guidelines. Fields can be placed in any order. Within limits, fields can vary in length from one table to another. All lines in a given text file must have the same length, however.

The SOIC System's ability to handle a wide variety of external files inevitably brings with it a degree of complexity. You do not need to concern yourself with this complexity if you use the SOIC System for data entry, or if you use software other than the SOIC System to prepare files and tables so that they are in exactly

the right format when you open or import them into the SOIC System. If you need to use the SOIC System to reformat an external file or table, however, these features are available.

2.3.1 Userdata.mdb and Other Access Files

Access does not store each data table as a separate file. This sets Access apart from many other database management systems. FoxPro and dBASE, for example, store every data table as a separate file. When data tables are stored as text files, the tables are also normally stored one to a file. Access, on the other hand, groups related data tables together into a single file. It is possible for an Access data file to contain only a single table, but more commonly a file will contain several tables.

Because the table names do not represent files, normal DOS or Windows restrictions on file names do not apply. The only restrictions are those set by Access itself. A name can be up to 64 characters long. You can use any combination of letters, numbers, or other keyboard characters for the name, with a few restrictions. You cannot use the period (.), exclamation point (!), back quote (`), or brackets ([]). Also, you cannot use leading spaces or control characters. Table names can contain either capital or lower-case letters, and are stored with the capitalization you choose. You cannot distinguish two tables from each other by capitalization, however. Once you have a table named "Mytable" you cannot create a new one named "mytable."

It is possible to print out tables from Userdata.mdb using Access. Opening your working copy of Userdata.mdb with Access, however, can be dangerous. When opened using Access, a data table is completely editable. It is possible to change the data or even the table structure in undesirable ways. Unlike word processors or spreadsheet programs, database management systems like Access immediately record changes you make to tables and files. You cannot back out of changes by not saving the file when you exit from the program. Therefore, if you want to use Access to print Userdata.mdb tables, we recommend that you first make a copy of Userdata.mdb under a new name. You can do this with the Windows Explorer. Then print from the copy.

Alternatively, if Userdata.mdb is large and you only want to print one of several tables, you can save the tables you want to print to a non-SOIC Access file using the Save As option. See Section 2.4.5 "The Save As Option" on page 64.

To print, use the Access Reports option. The Access Reports feature allows you complete control over the format of a print-out. It is much more powerful than the Print option available from within the SOIC System. The SOIC System Print option is a simple convenience, not a full-fledged print formatting program.

2.3.2 How the SOIC System Handles Its Own Tables

The SOIC System opens SOIC System data tables with the Open Table dialog box. It saves these tables with the Save As dialog box. The Open Table dialog box is the first thing you see when you invoke the Open option. To display the Access and Xbase file management dialog boxes, you must first display the SOIC System dialog box, and then choose Access or one of the Xbase file types using the Data Source drop-down list.

For more information on manipulating SOIC System data tables, see the following sections:

- Section 2.4.1 “The New Option” on page 49.
- Section 2.4.2 “The Open Option” on page 50.
- Section 2.4.4.1 “Save Coded” on page 62.
- Section 2.4.4.2 “Save Uncoded” on page 63.
- Section 2.4.4.3 “Save 998 Codes” on page 64.
- Section 2.4.5 “The Save As Option” on page 64.
- Section 2.4.6 “The Delete Option” on page 67.

A table can be called an SOIC System internal data table if it meets the following three criteria:

- The table's structure conforms to the Access data file format.
- The table contains all SOIC System internal fields, including internal system information fields that are not displayed on the Data Entry Form. (A definition of the necessary fields is given in Appendix B “SOIC System Data File Formats” on page 116.) The fields must be of the correct length and type, but they can be empty.
- The table is stored in the SOIC System file Userdata.mdb.

All three of these criteria must be met.

2.3.3 How the SOIC System Handles Access Tables

All Access-format tables that do not meet all the criteria outlined in the previous section are non-SOIC—or external—Access tables. This includes tables created by the SOIC System itself, and saved to files other than Userdata.mdb. External Access tables can be opened through the Open option. First invoke the Open Table box using the Open option. Then choose Access 2000 through the Data Source drop-down list, and press ENTER. The Open Access file management dialog box appears. Choose an Access file, and click on Open. The tables in that file are then displayed in a table management dialog box. For details on how to finish opening a table, see Section 2.4.2.1 “Opening a Non-SOIC Access Table” on page 52.

Your control over a non-SOIC Access table is limited. You cannot move Access table records to the TrashCan—all deletions are final. You cannot sort the table. You cannot import a text file into an open Access table or export an Access table to a text file. You cannot save coded and uncoded records separately. You cannot delete an Access table using the SOIC System Delete option. In this version of the SOIC System, you can add new records. (This was not possible in earlier versions.)

You can open Userdata.mdb as if it were an external Access database file. If you do, you see the same table names that are normally displayed in the Open Table dialog box. You can then open Userdata.mdb tables using the SOIC System as if they were external Access tables. If you do so, however, your rights to manipulate the table are restricted, just as they are when you open any non-SOIC Access table.

If you choose the Save As option while an external Access table is open, you have the option of either saving the table in Userdata.mdb as an SOIC table (thereby importing it) or saving it under a new name in an external Access .mdb file. If you want to create a new .mdb file to save the table, Save As lets you do this. For more information on saving Access tables, see Section 2.4.5 “The Save As Option” on page 64.

2.3.4 How the SOIC System Handles Xbase Files

Xbase files are handled very much like non-SOIC Access tables. One obvious difference is that Xbase tables are always stored one table to a file. There is no need to first open a database file and then a table.

The Open Xbase file management dialog boxes are reached by first invoking the Open Table dialog box. In that box, choose one of the Xbase file formats from the Data Source drop-down list, press ENTER, and the appropriate file management dialog box will appear. For more information on opening Xbase files, see Section 2.4.2.2, “Opening an Xbase File” on page 60.

Your control over Xbase files is limited. You cannot move Xbase records to the TrashCan—all deletions are final. You cannot sort a file. You cannot import a text file into an open Xbase file, or export an open Xbase file to a text file. You cannot save coded and uncoded records separately. You cannot delete an Xbase file using the SOIC System Delete option.

In this version of the SOIC System, you can view all the fields of an Xbase file that are mapped to SOIC System data fields. You can also add new records to an Xbase file. (These two features were not available in earlier versions.)

If you choose the Save As option while an Xbase file is open, the program opens a file management dialog box. This box allows you to save the Xbase file in a new location or under a new name. You cannot save an Xbase file as an SOIC table. For more information, see Section 2.4.5 “The Save As Option” on page 64.

2.4 The File Menu

You can access the File pull-down menu by selecting the File item on the menu bar. To access the File menu from the Data Entry Form, press ALT+F or click on the File item with the mouse. A pull-down menu appears:

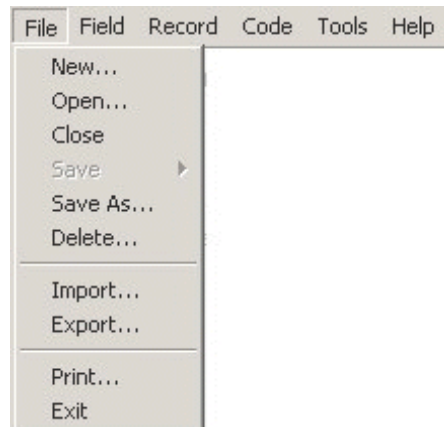


Figure 14

The pull-down menu gives you ten options. You can choose any of them by clicking on the one you want with the mouse. Alternatively, you can move to the option you want with DOWN ARROW (presuming you don't want the first option, which is already selected), and then choose the option with ENTER.

2.4.1 The New Option

Use the New option to open a new, empty table. If you are using the SOIC System for data entry, you will first want to open a table with the New option. If you are importing a text file into the SOIC System, use New to set the name of the table before you choose the Import option.

You can choose the New option by clicking on File and then New with the mouse or by pressing ALT+F, N. Alternatively, you can click on the New Table button on the Button Bar, located below the menus. The New Table dialog box is displayed:

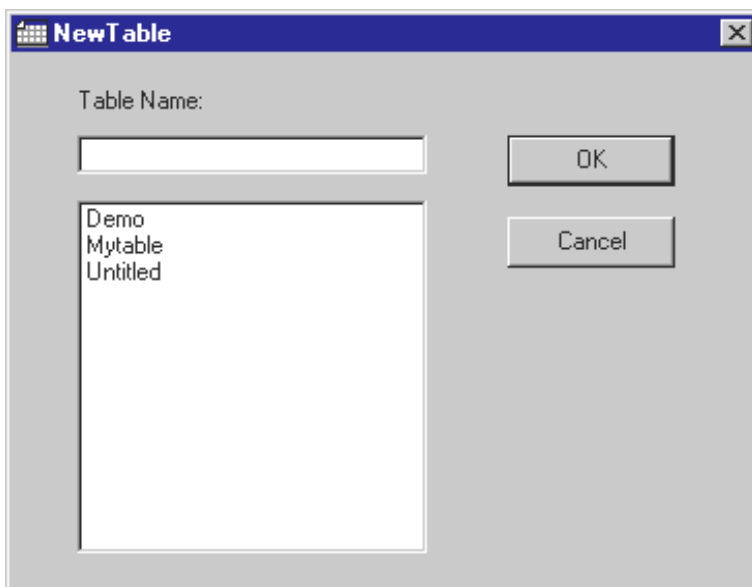


Figure 15

On opening, the Table Name text entry field is selected, and the cursor is in the Table Name text entry box. Therefore, you can immediately begin typing in the name of the new table. The names of existing tables are given in the Table Names list box. Do not use one of the existing table names—the names are listed in this dialog box so you will know which names *not* to use. If you do use an existing table name, the program displays an error message:

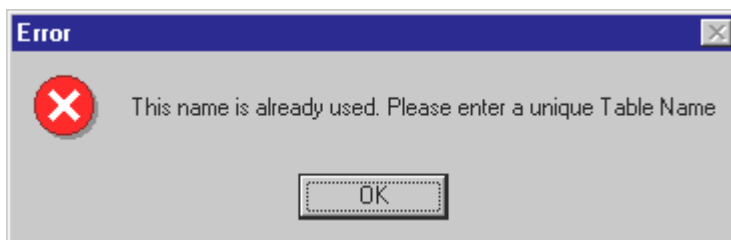


Figure 16

You can only create SOIC System tables with the New option. You cannot use this option to create, say, a non-SOIC Access table, or an Xbase file. When you are done, press ENTER or click on OK. To close the dialog box without taking action, press ESC or click on Cancel.

2.4.2 The Open Option

You can use the Open option to open an existing SOIC System table so that it appears on the Data Entry Form. Whenever you open a table, the currently open table is closed and saved.

You can choose the Open option by clicking on File and then Open with the mouse or by pressing ALT+F, O. Alternatively, you can click on the Open Table button on the Button Bar located immediately below the menus. When you choose the Open option, the program displays the Open Table dialog box:

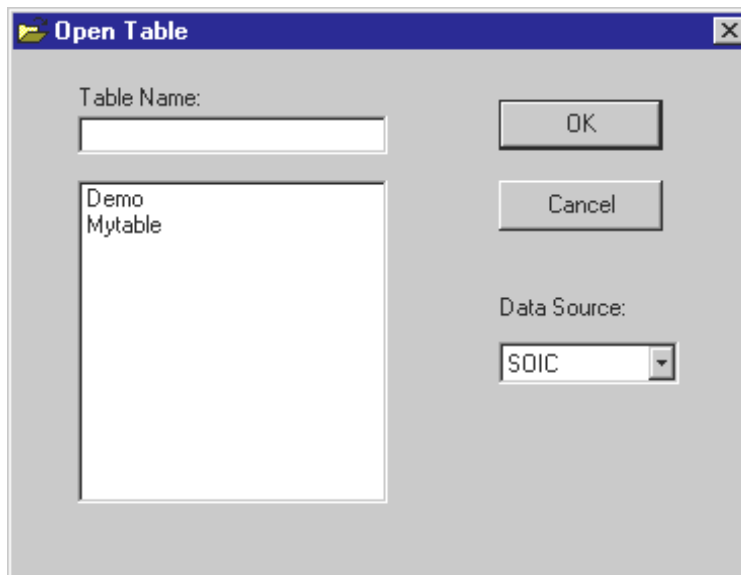


Figure 17

The text cursor is in the Table Name text entry box, so you can immediately begin typing in the name of the table that you want to open. When you are done, click on the OK button with the mouse or press ENTER. The dialog box closes and you return to the Data Entry Form. The table you have chosen is displayed.

Alternatively, you can choose a table name from the Table Names list box located immediately below the Table Name text entry field. If you click on one of the available names with the mouse, the name is highlighted and copied into the Table Name text entry box. You can then click on OK or press ENTER to return to the Data Entry Form.

If there are more table names than can be displayed in the Table Names list box at once, a scroll bar appears on the right-hand side of the box. You can scroll down the list by clicking on the scroll bar with the mouse. Alternatively, you can move down the list using keyboard commands. First, move the focus to the list box with TAB or by clicking on a table name with the mouse. Then use PAGE DOWN or the arrow keys to move down the list until you have selected the appropriate table name. If you used TAB to move to the list box, you must use an arrow key to highlight the appropriate name and copy it to the Table Name field. If you used the

mouse, the names you scroll through are already highlighted, and you need only move the focus to the appropriate name.

For more detail on how to manipulate dialog boxes, see Section 2.1.6 “Dialog Boxes to Manage Files and Tables” on page 25.

Untitled. You cannot open the untitled table that appears when you open the SOIC system. Therefore, if you place data in the untitled table and open another table, the data is effectively lost. Be sure to use the Save As option to save any information in the untitled table before you do anything that closes it, such as opening another table or exiting from the system. We describe the Save As option in Section 2.4.5 on page 64.

References. In addition to opening an SOIC System table, you can also open a non-SOIC Access table or an Xbase file. We describe how to open such tables and files in the following sections. For more information on how the SOIC System handles its own tables, see Section 2.3 “How the SOIC System Manages Tables and Files” on page 44 and Section 2.3.2 “How the SOIC System Handles its Own Tables” on page 46.

2.4.2.1 Opening a Non-SOIC Access Table

To open a non-SOIC Access table, you must bring up the Open Access file management dialog box. This dialog box is available through the Open Table dialog box. With the mouse, click on the Data Source field. A list of data source types then appears. Access 2000 is the first type listed, after SOIC. Click on Access 2000, and the program displays the Open Access file management dialog box.

Alternatively, you could move the focus to the Data Source element with TAB. When the name SOIC is highlighted, press DOWN ARROW once to bring up Access 2000. You can now press ENTER or click on OK to open the Open Access file management dialog box:

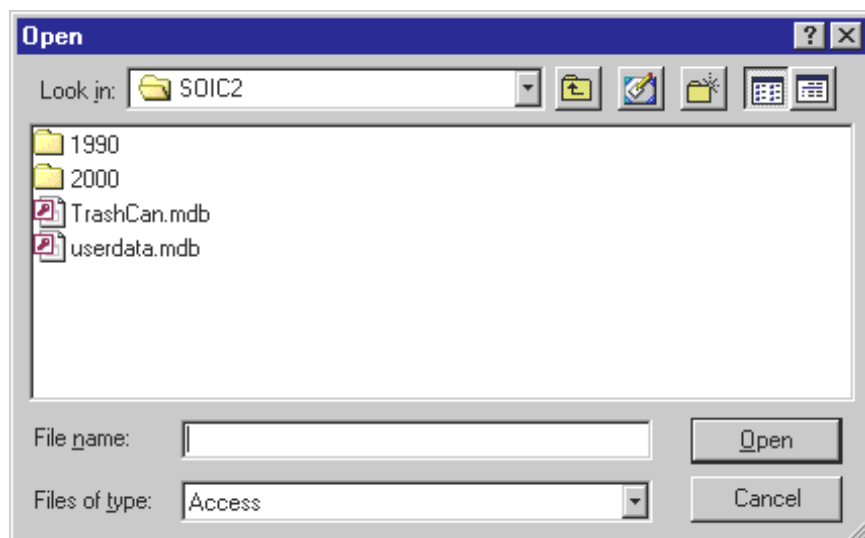


Figure 18

Access stores tables in database files that have the extension .mdb. Several tables can be stored in each file. Before you open a table, you must therefore choose the appropriate database file in which the table is stored.

Using the File Management Dialog Box. If the database file you are looking for is not in the displayed folder, you can use the controls in the file management dialog box to locate the file. The field labeled “Look in” at the top of the box contains a drop-down list box. If you click on the DOWN ARROW symbol to the right of the box, a list appears that shows the entire folder structure available through your computer. If you wish to go “up” one level in the folder structure, you can click on the button located immediately to the right of the “Look in” field:



To go “down” one level of the folder structure, double-click on one of the folder icons displayed in the file list box that takes up most of the dialog box. In the case of Figure 18, that could be either the folder named “1990” or the folder named “2000.”

SOIC System Files. There are two database names in the file list box when you first open the Access file management dialog box. These two are SOIC System files, present whenever you run the SOIC System:

- Userdata.mdb
- TrashCan.mdb

TrashCan.mdb contains one table—TrashCan. This table is the SOIC System Trash Can. It is possible to open TrashCan as a non-SOIC Access table, but for safety's sake we recommend that you do not do this.

Userdata.mdb is the database that contains all SOIC System data tables. We do not recommend that you open this file, either. (In any event, if you try to open Userdata.mdb as an Access file while an internal SOIC table is displayed, you receive an error message.)

You may, however, want to open a file named Userdata.mdb that was created by another copy of the SOIC System, perhaps at another site. If you are handling such a file, be careful not to copy it into your active SOIC folder (usually C:\Program Files\SOIC20). You do not want to overwrite your own copy of Userdata.mdb! You may want to rename the foreign copy of Userdata.mdb using the Windows Explorer.

Because SOIC System data tables are by definition also Access tables, you can open the foreign copy of Userdata.mdb as an Access table. If you do so, however, your rights to edit and manipulate the table are restricted, just as they are when you open any non-SOIC Access table.

If the foreign copy of Userdata.mdb was created by the previous version of the SOIC System—version 1.3—it is not possible to immediately open the file as an external Access file. This is because SOIC version 1.3 used the Access version 2.0 file format. The current version of SOIC—version 1.5—uses the Access 2000 file format. The two formats are incompatible. To open a copy of Userdata.mdb created by SOIC version 1.3, first convert the Access 2.0 file into an Access 2000 file. You can do this from within the SOIC System. (See Section 2.8.5 “The Convert Access Database Option” on page 97.)

Choosing a Table. When the Open Access file management dialog box is first displayed, the focus is on the File name text entry box at the bottom of the dialog box. This lets you immediately type in the name of one of the database files in the default folder. Alternatively, you can click on one of the file names in the file list box. Now press ENTER or click on the Open button. An Open Table

dialog box appears. In the following example, we have opened a copy of Userdata.mdb created by another copy of the SOIC System:

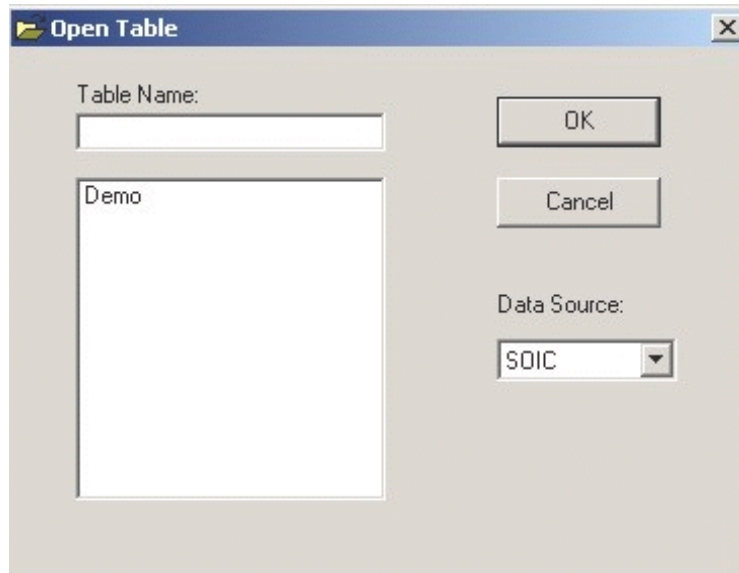


Figure 19

To open a table, choose its name either with the mouse or by using TAB and the arrow keys. When you highlight a name in the Table Names list box, the name is copied into the Table Name text entry field.

You can also type the name directly into the text box. If you type the name of a file that does not exist into the box, the system displays an error message.

Mapping the Table. The next step is to press ENTER or click on OK. The program now displays another dialog box:

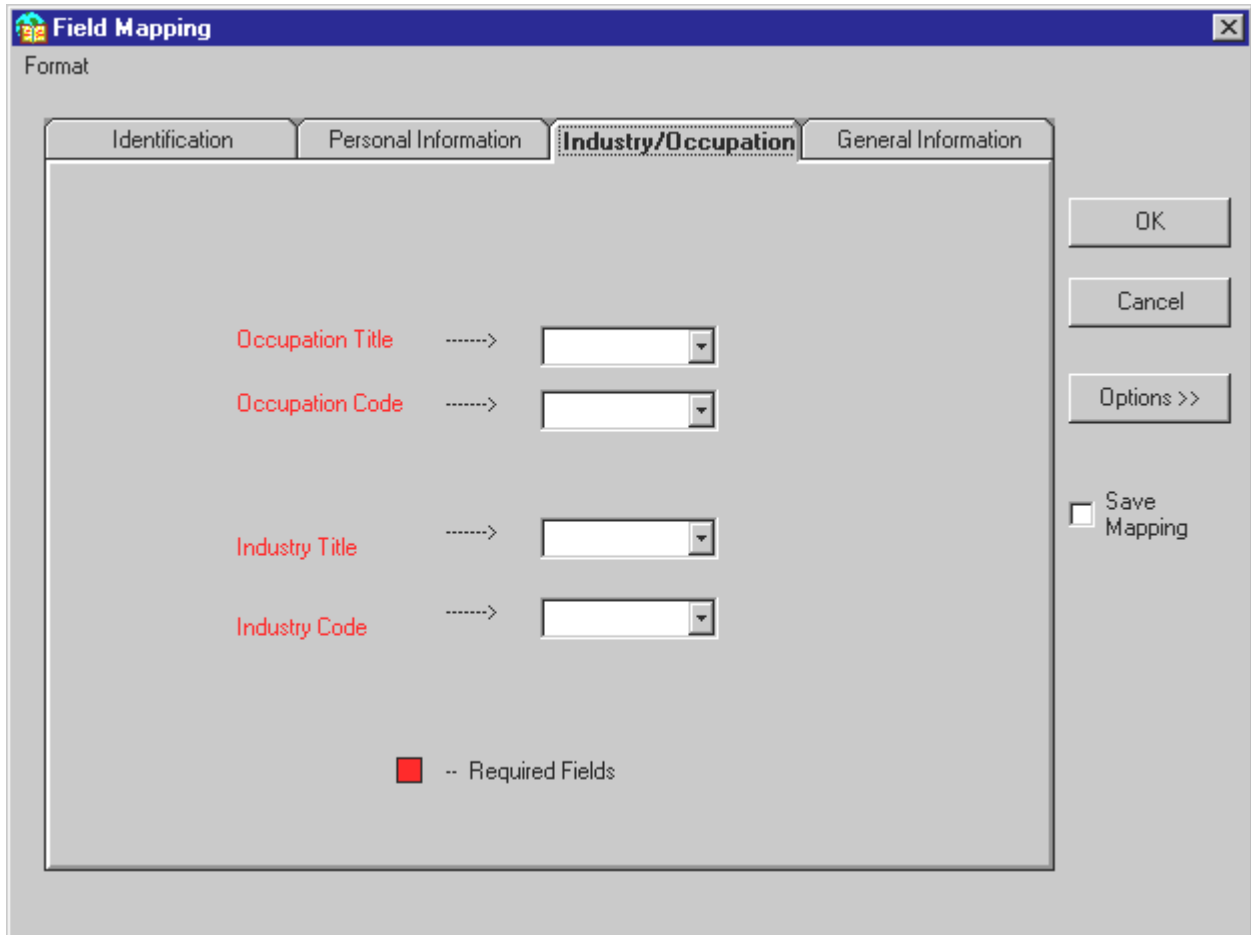


Figure 20

The Field Mapping dialog box allows you to open a table even if the field names, field lengths, or field positions do not match those of an internal SOIC data table. The mapping feature allows you to identify which fields in the external Access table match the fields in an SOIC data table. If the external Access table is formatted so that it already matches an SOIC table—and in this case, the table is so formatted—you can click on the Internal SOIC option with the mouse. You can find this option by clicking on the Options button. Figure 21 shows the options available by clicking on the Options button:

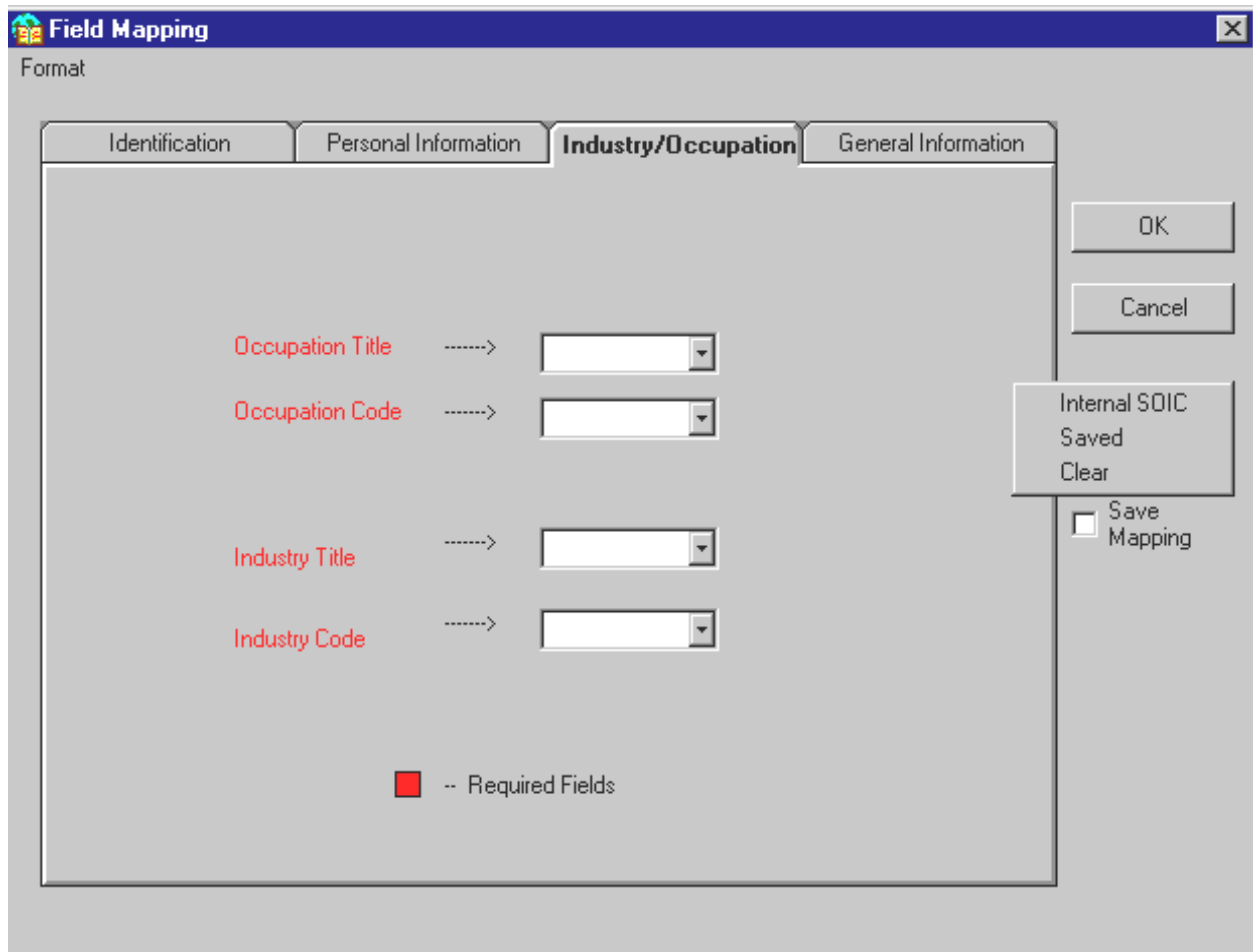


Figure 21

Alternatively, you can move to the Options button with three TABS, highlight the Internal SOIC option with ENTER, DOWN ARROW, and then close the Options box with ENTER.

Now close the Field Mapping dialog box by clicking on OK or moving to OK with TAB and pressing ENTER. You return to the Data Entry Form, where the Access table is displayed.

How do you map the fields of an external table to the SOIC fields if you do not know that the table is already in the SOIC format? You do so by using the controls in the “tab cards” that take up most of the Field Mapping dialog box. When you first open the dialog box, the tab card Industry/Occupation is displayed. This tab card contains the four required fields, that is, the four fields that you must map to open the table. To map a field, click on the data entry field to the right of the field label. A drop-down list box appears:

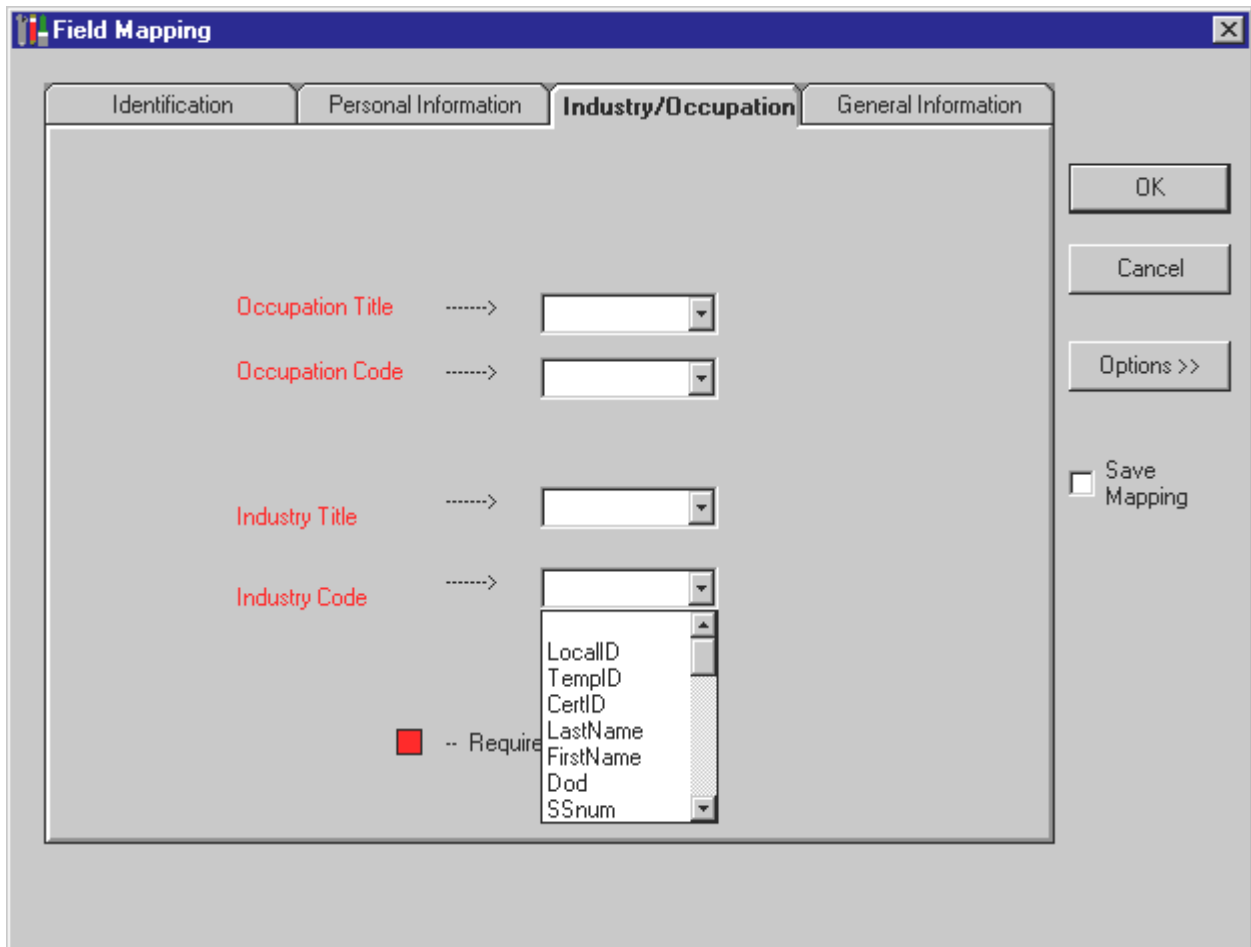


Figure 22

(To open the list without using the mouse, move to the field you want with repeated use of TAB or SHIFT+TAB, then press ALT+DOWN ARROW.) The drop-down list contains names of fields in the table you are trying to open. These names may or may not correspond to the names in an SOIC System table.

The program only shows names that are at least as large (have at least the same number of characters) as the SOIC field to which they are to be mapped. For example, if you open the Occupation Title list, only those fields in the external Access table that can have 40 or more characters are displayed. If you open the Occupation Code list, only those fields in the external Access table that can have three or more characters are displayed. If you must map a table that contains fields that are too short, you will have to open the table with Access and change the structure of the table to increase the size of the fields. You can find the minimum sizes of all SOIC System fields in Appendix B “SOIC System Data File Formats” on page 116.

Use the mouse or DOWN ARROW to highlight the name of the field you want to map to the selected SOIC System field (in the case of Figure 22, Industry Code). If there are more fields in the Access file than can fit in the drop-down list, a scroll bar appears on the right-hand side of the list. You may need to use the scroll bar or PAGE DOWN to find the correct field to map. In the example in Figure 22, the Access table actually is in the SOIC System data format, and the field we want is named "icode." You must scroll down the list box to find icode.

In addition to the four required fields that you must map, you can also map some or all of the other fields that appear on the SOIC Data Entry Form. You can find the controls to map these optional fields by clicking on the "tab card" controls at the top of the Field Mapping dialog box. (To change tab cards without using the mouse, move to the active tab card with repeated use of TAB or SHIFT+TAB, and then press LEFT ARROW or RIGHT ARROW.)

The required fields are on the Industry/Occupation tab card. You can also display the Identification, Personal Information, and General Information tab cards. You can map the optional fields in the same way you map the required fields.

When all four required fields are mapped, and when you have mapped as many of the optional fields as you want, click on OK or TAB to the OK button and press ENTER to return to the Data Entry Form.

If you did not map any of the optional fields, those fields do not appear on the Data Entry Form. If any of the required fields are not mapped, an error message appears. If Internal SOIC Mapping is selected, and the program determines that the external table is not actually in the SOIC System format, an error message appears.

If you repeatedly open Access tables with the same structure, mapping that structure over and over again can become tedious. You can therefore save a mapping scheme that you use repeatedly. To save a scheme, click on the Save Mapping check box. The next time you open the Access Map Fields dialog box, you can retrieve the saved mapping scheme by selecting the Saved option, available by clicking on the Options button. (See Figure 21 on page 57.)

If you want to open a table using a mapping scheme that is different from both the Saved and the Internal SOIC schemes, the Clear option allows you to remove all assigned mappings and design a new scheme from scratch.

For more information on how the SOIC System handles Access tables, see Section 2.3.3 “How the SOIC System Handles Access Tables” on page 47.

2.4.2.2 Opening an Xbase File

Opening an Xbase file is quite similar to opening an Access table. Because Xbase programs such as FoxPro and dBASE store each table in its own file, opening an Xbase file is slightly simpler than opening an Access table. First, display the Open Table dialog box. Then move the focus to the Data Source drop-down list. Choose one of the four types of Xbase files, depending on which program created the file: FoxPro 2.0, FoxPro 2.5, dBASE III, or dBASE IV. If the application was created by an Xbase program other than these four, use the dBASE III setting. (The SOIC System is quite forgiving if you use an incorrect Xbase file setting. It is a good practice, however, to use the correct setting—we cannot guarantee the results if you do not.)

An Xbase file management dialog box then opens. All of the Xbase boxes look the same, except for the name in the “Files of type” field:

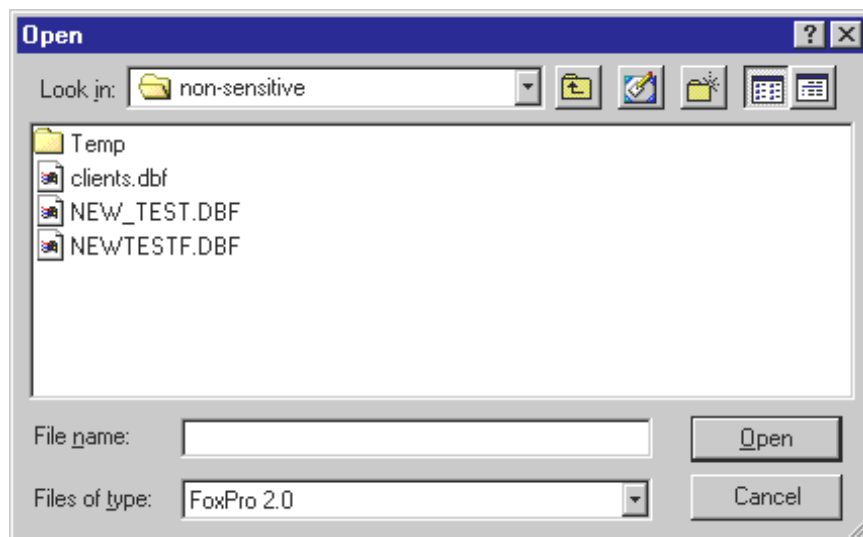


Figure 23

If the file you are looking for is not in the default folder, you can use the file management dialog box controls to locate the file.

To open an Xbase file, highlight the name of the file in the Files list box. This copies the name into the File Name text entry field. Alternatively, you can type a name directly into the File Name text entry box. Then press `ENTER` or click on OK. If you enter the name of a file that does not exist, the system displays an error message. If the file name is valid, the Map Fields dialog box appears. This is essentially the same dialog box that appears after the Open Access Table dialog box, shown in Figure 20 on page 56, Figure 21 on page 57, and Figure 22 on page 58.

For an explanation of how to map Xbase files, see the previous section's explanation of how to map fields from an external table to SOIC internal fields.

If the external Xbase file has the same format as an internal SOIC data table, you can click on the Internal SOIC option, which you can locate by clicking on the Options button. When you are done, click on OK. You return to the Data Entry Form with the Xbase file displayed.

If you are creating a new mapping scheme, the program only shows field names from the Xbase file that are at least as large (have at least the same number of characters) as the SOIC field to which they are to be mapped. For example, if you open the Occupation Title drop-down list, only those fields in the Xbase file that have 40 or more characters are displayed. If you open the Occupation Code list, only those fields in the Xbase file that have three or more characters are displayed. (See Figure 22 on page 58.) If you must map a table that contains fields that are too short, you will have to open the table with FoxPro or dBase and change the structure of the table to increase the size of the fields. You can find the minimum sizes of all SOIC System fields in Appendix B "SOIC System Data File Formats" on page 116. All four required fields (Occupation Title and Code, Industry Title and Code) must be mapped.

For more information on how the SOIC System handles Xbase files, see Section 2.3.4 "How the SOIC System Handles Xbase Files" on page 47.

2.4.3 The Close Option

The close option closes the current table and opens the "untitled" table in the userdata.mdb database. If the current table has not been saved it will prompt you if you want to save the table.

2.4.4 The Save Option

The Save option groups together three “sub-options.” You can choose the Save option by clicking on File and then Save with the mouse, or by pressing ALT+F, S. When you do so, the following submenu opens:

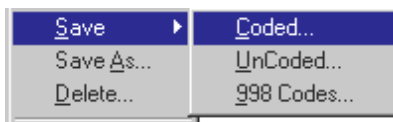


Figure 24

Click on the sub-option that you want with the mouse, or highlight the option with the arrow keys and press ENTER.

You cannot use the Save option when the “untitled” table is open. (Untitled appears whenever you open the SOIC System.) This is because the three Save sub-options close the open table, and open a new one. You cannot re-open “untitled,” so if you place data in the untitled table and open another table, the data is effectively lost. Be sure to use the Save As option to save any information in the untitled table before you do anything that closes it, such as opening another table or exiting from the system. We describe the Save As option in Section 2.4.5 on page 64.

2.4.4.1 Save Coded

The Save Coded option opens the Save Coded table management dialog box. This dialog box can be used to save the coded records in the currently open table to a new table. Only the coded records are saved. You can use this option together with the Save Uncoded option to create two new tables containing the coded and uncoded records from a given data set. This allows you to give special attention to either group of records. The option is not available if a non-SOIC Access table or an Xbase file is open. The Save Coded dialog box looks exactly like the Save As dialog box, except for the title. As with the Save As option, you can save the table as an SOIC System data table or as an Access table, but not as an Xbase file.

If you choose a table name that is already in use, the program displays a message box containing the options Append, Replace, and Cancel. For more on this message box, see Section 2.4.5 “The Save As Option” on page 64.

If you use the Save Coded and Save Uncoded options together to create two tables with complementary data sets, you can use the Save As option to put the two data sets back together in a single table. Open *one* of your two partial tables. Then choose the Save As option. In the Table Name text entry field, enter the name of the *other* of the two tables as the table name to which you want to save. The program displays a message box that asks whether you want to append, replace, or cancel. Choose append. The program then writes all the records in the currently open table to the end of the other table. The file management dialog box closes, and the other table—now containing the records from both tables—is displayed on the Data Entry Form.

For more information on how this and other dialog boxes work, see Section 2.1.6 “Dialog Boxes to Manage Files and Tables” on page 25.

2.4.4.2 Save Uncoded

The Save Uncoded option opens the Save Uncoded table management dialog box. This dialog box can be used to save the uncoded records in the currently open table to a new table. Only the uncoded records are saved. You can use this option together with the Save Coded option to create two new tables containing the coded and uncoded records from a given data set. This allows you to give special attention to either group of records.

The option is not available if a non-SOIC Access table or an Xbase file is open. The dialog box looks exactly like the Save As dialog box, except for the title. As with the Save As option, you can save the table as an SOIC System data table or as an Access table, but not as an Xbase file.

If you choose a table name that is already in use, the program displays a message box containing the options Append, Replace, and Cancel. For more on this message box, see Section 2.4.5 “The Save As Option” on page 64.

If you use the Save Coded and Save Uncoded options together to create two tables with complementary data sets, you can use the Save As option to put the two data sets back together in a single table. For details on how to do this, see the previous section.

For more information on how this and other file management dialog boxes work, see Section 2.1.6 “Dialog Boxes to Manage Files and Tables” on page 25.

2.4.4.3 Save 998 Codes

The Save 998 Codes option opens the Save 998 Codes table management dialog box. This dialog box can be used to save the records coded as 998 in the currently open table to a new table. Only records coded as 998 for *either* industry or occupation are saved. For more information on 998 codes see Appendix C “The 998 Insufficient Information Code” on page 123.

The option is not available if a non-SOIC Access table or an Xbase file is open. The Save 998 Codes dialog box looks exactly like the Save As dialog box, except for the title. As with the Save As option, you can save the table as an SOIC System data table or as an Access table, but not as an Xbase file.

If you choose a table name that is already in use, the program displays a message box containing the options Append, Replace, and Cancel. For more on this message box, see Section 2.4.5 “The Save As Option” on page 64.

For more information on how this and other file management dialog boxes work, see Section 2.1.6 “Dialog Boxes to Manage Files and Tables” on page 25.

2.4.5 The Save As Option

The SOIC System saves your data continuously as you work. Each record is saved the instant you move to another record in any way, or close the table. Even if your system suffers an abrupt power loss, you should be able to retrieve all data except for the record on which you were actually working. The SOIC “Save As” feature exists primarily to create copies of tables under new names.

When you use the Save As dialog boxes to save the currently open table under a new name, you close and save the table, and open the copy with the new name. The table or file you closed will continue to contain all the data that existed before you saved it. (The exception to this rule is the table “untitled,” which is opened when you start the SOIC System. The untitled table is emptied when you exit.)

You can choose the Save As option by clicking on File and then Save As with the mouse or by pressing ALT+F, S. Alternatively, you can click on the Save Table As button on the Button Bar located immediately under the menus.

The dialog box that opens when you choose the Save As option depends on what kind of table or file is active when you choose the option. If an SOIC or Access table is open, a Save As table management dialog box opens. The Save As dialog box looks exactly like the Open dialog box, except for the title:

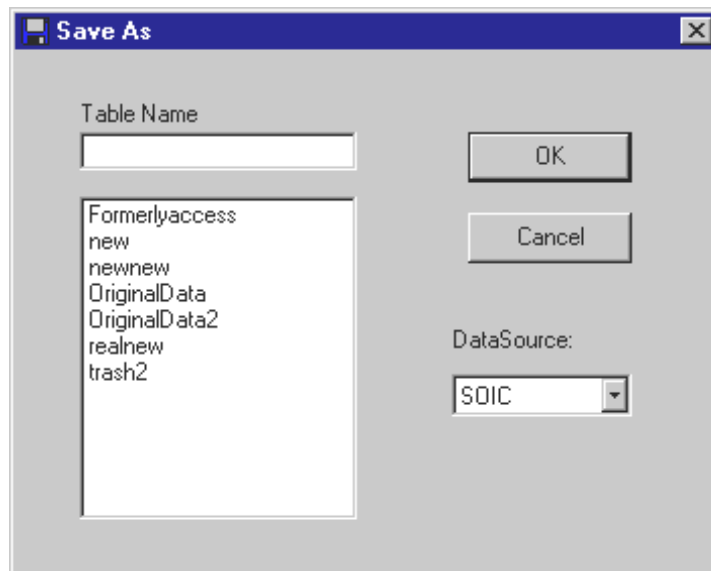


Figure 25

Another difference is that in the Save As dialog box, the Data Source drop-down list only contains the items SOIC and Access 2000.

If an Xbase file is open, an Open Xbase file management dialog box opens.

When the Save As table management dialog box opens, the text cursor is in the Table Name text entry box, so you can immediately begin typing in a new table name. You can also type in an existing table name, or select the name of an existing table from the Table Names list box. If you select the name of an existing table, and press ENTER or click on OK, a message box appears:

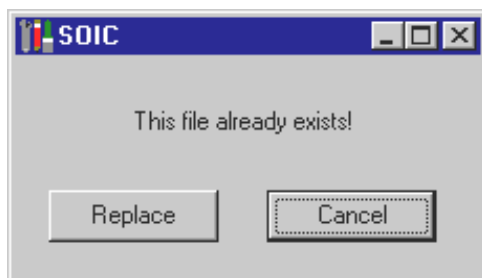


Figure 26

Cancel is the default, and is highlighted. If you press ENTER or click on Cancel, the box closes and you can try another table name. If you want to replace the existing table with a new one, click on Replace or press TAB, ENTER.

Note that the SOIC System does not allow you to save an SOIC or Access table under its own name. You must pick a different name, or you will see an error message. (There is no need to save a table under its own name, because the program automatically saves the active record in the active table every time you move to a new record or exit from the program.)

How Mapping An Access Table Affects the Save As Option. If your Access table is mapped using the internal SOIC mapping scheme, all fields in the Access table are mapped. Saving such a table using the Save As option saves all fields and all information in the fields.

If you have only mapped some of the fields in the Access table, however, saving the table with the Save As option can lead to a loss of information. Save As only saves data in fields that have been mapped. The saved table contains all fields in the SOIC System Data File Format (see Appendix B on page 116), but all fields that were not mapped are blank. Only the mapped fields contain data.

If you intend to save a non-SOIC Access table using Save As, therefore, you should first map all fields that contain any data you want to preserve.

Exporting and Importing Access Tables. Because SOIC System data tables are a species of Access table, you can use the Save As dialog box to transfer an SOIC System data table to a database other than Userdata.mdb. Use the Data Source control to open an Access 2000 file management dialog box, and then choose an Access .MDB file. When the Access 2000 Open Table dialog box is displayed, enter a table name to save the active SOIC table, and click on OK or press ENTER. Note that the Data Entry Form continues to display the SOIC System version of the table you just saved—not the Access version. If you want to open the Access version, you must use the Open option to open the new table.

It is also possible to turn an external Access table into an SOIC System data table—to import that table, in effect. This is useful because at some point you may want to import tables created by another copy of the SOIC System, at another site. You should only import Access tables if you know that they are already in the standard SOIC System data format. If you attempt to import a non-conforming

table, the system will report that the table is incorrectly formatted when you try to open it through the Open Table dialog box.

To import an Access table, first open it as an Access table. (See the previous section for details on the Open option.) In the Field Mapping dialog box, select the Internal SOIC mapping option. When the Access table is displayed on the Data Entry Form, use the Save As option to save it to the database Userdata.mdb. The table displayed on the Data Entry Form is the new SOIC table—options such as Save, Import, Export, and Sort are now available through the menu system.

Xbase Files. It is not possible to save an open Xbase file as an SOIC table. If you want to import an Xbase file into Userdata.mdb, use FoxPro or dBase to save the file as a text file, and then use the SOIC Import option to bring it into the system.

It is possible to save an open Xbase file under the same file name, overwriting the old file.

2.4.6 The Delete Option

The Delete option allows you to permanently delete an SOIC System data table. You can choose the Delete option by clicking on File and then Delete with the mouse, or by pressing ALT+F, D. The Delete Table dialog box then opens:

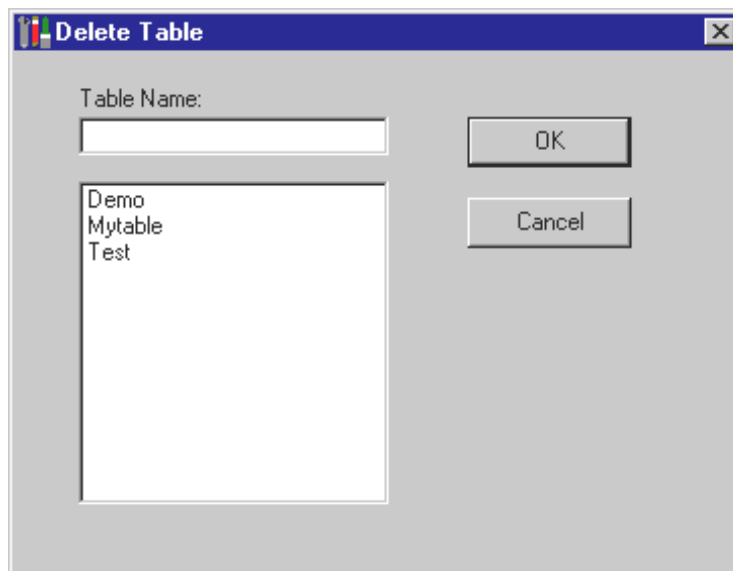


Figure 27

The text cursor is in the Table Name text entry box, so you can immediately begin typing in the name of the table you want to delete. Alternatively, you can choose a table name from the names displayed in the Table Names list box. When you are done entering the table name, press `ENTER` or click on `OK`. A message box appears, asking you to confirm your deletion. You cannot delete the currently open table. If you try to do so, the program displays an error message.

Once a table is deleted, it cannot be recovered. Obviously, the Delete option can be very dangerous. Use it with care. You may want to back up the file `Userdata.mdb` before performing any deletions. An alternate plan would be to save important tables to an Access database located on a floppy disk.

If you use floppy diskettes for backup, consider that `Userdata.mdb` will in many cases be too large to fit on a single diskette. You will therefore need to back up `Userdata.mdb` using software that can place a single file on multiple diskettes. Software written to back up or condense files, such as Microsoft Backup or Winzip, can do this. Simple file copying using Windows Explorer cannot place one file on multiple diskettes.

2.4.7 The Import Option

You can use the Import Text File dialog box to translate an existing data file from a text format to the format used by the SOIC System. After it is translated, the imported data is appended to whichever table is currently open. Therefore, you should not use the Import option when the currently open table contains records that you want to preserve as a separate table. Before importing, first close such a table and use the New option to create a new, empty table. For more on the New option, see Section 2.4.1 “The New Option” on page 49.

You can choose the Import option by clicking on `File` and then `Import` with the mouse, or by pressing `ALT+F, I`. Alternatively, you can click on the `Import` button on the Button Bar, located immediately below the menus.

The Import Text File dialog box is a generic Windows file management dialog box, and looks much like the Open Xbase File dialog box, except for the title and the contents of the Files of Type field:

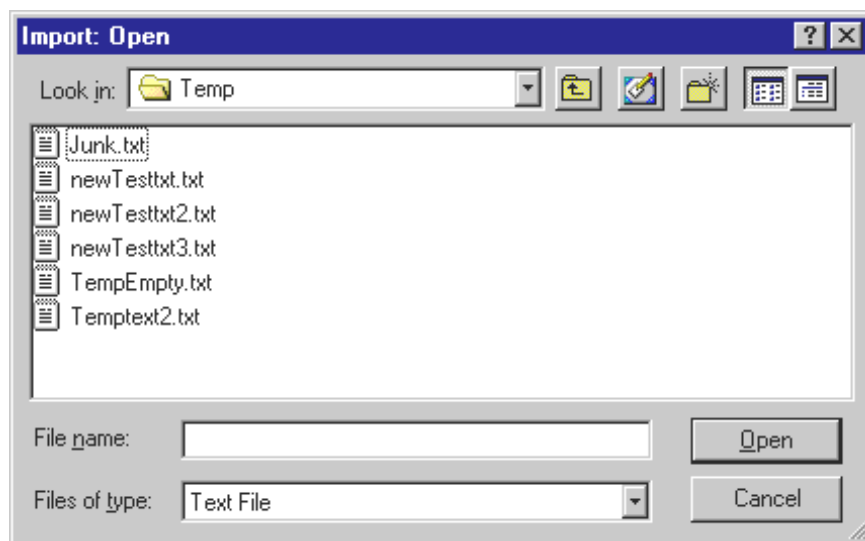


Figure 28

To be imported into the SOIC System successfully, a text file must have a format that the SOIC System can understand. The SOIC System expects a text file in which each record consists of a single line, ending with a carriage return. The individual fields of each record are in a “columnar” format. That is, each field is identified by its location on the record line, in spaces. For example, the first field, Local ID, may take up spaces 1 through 4 of the line. The second field, Temporary ID, may take up spaces 5 through 10. Autopsy may be in space 211.

As we will explain shortly, text files do not need to have fields in any particular order, and fields may vary in length from one file to another. The exact location of the fields within the columnar format, in other words, can vary. The files must be formatted in a columnar format, however—the SOIC System cannot import data from a text file when the fields vary in length from one record to another, or are delimited by characters such as the tab symbol or commas. For a complete description of the SOIC System standard text file format, see Appendix B “The SOIC System Data File Formats” on page 116.

You can begin importing a text file from the currently active folder by typing the name of the file in the File Name field. You can also choose a file name from the File Names list box. When you have entered the file name, press ENTER or click on the OK button.

If you type in the name of a file that does not exist, Windows displays an error message. If the text file name you specified does exist, the SOIC System displays a new dialog box:

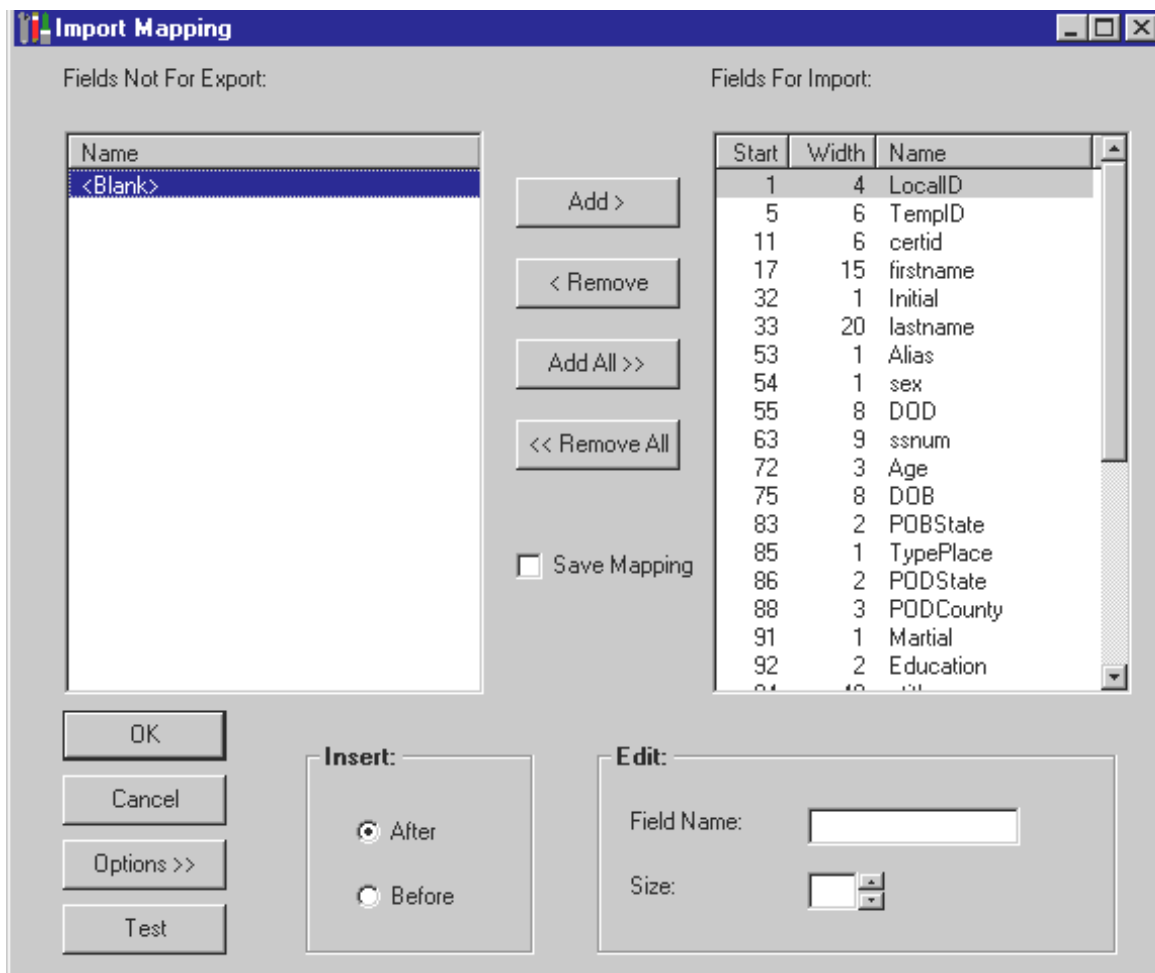


Figure 29

The Import Mapping dialog box allows you to import text files even when the text files are not in the SOIC standard text file format. This dialog box allows you to specify the location of each field in the text file from which you plan to import.

When the SOIC System is first installed, the fields displayed in the Fields For Import list box on the right-hand side of the dialog box are the fields of a standard SOIC text file. (This can be changed by the user, as we explain below.) If you know that the text file from which you are importing is in the standard format, you can simply press ENTER or click on OK. You are then returned to the Data Entry Form, where the data from the text file is appended to the open SOIC data file.

If you know that the text file has a field structure different from that of the standard format, you can use the controls in the Import Mapping dialog box to describe the text file. (Refer to the illustration of the dialog box in Figure 29 as we discuss the controls.)

First, highlight a field name by clicking on it with the mouse, or by using TAB and the arrow keys. The name appears in the Field Name display box, located below the Fields For Import list. (You cannot edit the Field Name display box, but it does serve to remind you which field is selected.) You can now use the Size text entry box to change the number of characters in the field. You can type a new number into the text box, or use the up and down controls at the right-hand side of the box to change the number. You cannot make the number of characters in a field greater than the number of characters allowed in the SOIC standard text file format.

You can use the Remove button to move fields to the Fields Not For Import list box. If your text file does not contain some of the fields that the SOIC System supports, you must move these fields to the Fields Not For Import list box before the import actually takes place.

The Fields Not For Import list box is also highly useful if the fields in the text file are not in the same order as the fields in the SOIC standard format. You can change the order of fields by moving some or all of them to the Fields Not For Import list, and then moving them back to the Fields For Import list. Probably the simplest way of changing the order of fields is to use the Remove All button to move all the fields to the Fields Not For Import list. You can then move them back to the Fields For Import list one by one, in the desired order. To move a field name from one list to the other, first highlight the name, and then click on the Add or the Remove button.

There are quicker, if more complicated, ways to move names from one list to the other—you can move field names in groups. Highlight one name, and then hold down ctrl while you click on additional names. This allows you to select multiple names regardless of whether they follow each other on the list. You can highlight one name and hold down SHIFT while you click on another name. This highlights both names and every name in between.

If one or more names on Fields For Import are highlighted when you move new names onto the list from Fields Not For Import, the new names are inserted immediately after the last highlighted name. If no names are highlighted on Fields to Import, the new names go to the end of the list. You can change where the new names go by clicking on the “Insert Before” radio button. With this button selected, new names are added before the highlighted names in the list, rather

than after. If the Insert Before radio button has already been selected, you can make new names go after highlighted names by selecting Insert After.

The Fields For Import list automatically begins each field immediately after the field before it. As you change the size of fields, or their order, the starting location of each field is automatically adjusted. You can see where each field begins by looking at the “Start” column in the Fields For Import list box.

Say the text file allows 20 characters for Father's Surname. The SOIC System allows only 19 for this field, so the next field after Father's Surname may begin one character too early. What should you do? The answer: leave the width of Father's Surname set at 19, but pad the list by putting the <blank> field name between Father's Surname and the following field. The <blank> field name is located in the Fields Not For Import list box. The <blank> field is always one character wide when it is copied to the Fields For Import list, but afterwards you can edit the width.

You can add an unlimited number of copies of <blank> to the Fields For Import list box—unlike the real file names, <blank> is not deleted from the Fields Not For Import list when you add it to the Fields For Import list. The <blank> field name can also be used to replace a field in the text file that does not have an SOIC System equivalent, and therefore cannot be imported.

Changing the order of field names quickly using the two list boxes can seem a little like a game! Fortunately, there are a near-infinite number of possible solutions, and you will quickly find one that works well for you. Just remember the object of the exercise: you want to describe the text file from which you are importing in such a way that the SOIC System can understand its contents. If First Name, for example, is the very first field in the text file from which you are importing, it must be the first field in Fields For Import, and begin in column 1. If the field Date of Death begins in column 100 in the text file, it must be listed as beginning in column 100 in the Fields For Import list box.

The imported data must contain the four core fields: Occupation Title, Occupation Code, Industry Title, and Industry Code. These fields may be empty, but they must exist.

Because import mapping can be complicated, and because you may want to repeatedly import files that have identical structures, the Import Mapping dialog

box contains a check box that allows you to save the mapping scheme you have designed. To save your scheme, click on the Save Mapping check box with the mouse. Alternatively, move to the check box with TAB and press SPACE BAR.

The next time you open the Import Mapping dialog box, your mapping scheme is displayed in the Fields For Import list box instead of the SOIC default scheme. If you do not need to modify your saved scheme, you can proceed by clicking on OK or pressing ENTER.

The Options button allows you to retrieve the standard SOIC text file format (System Defaults) if the user-defined scheme is currently displayed in the Fields For Import list box. You can switch to the saved, user-defined scheme (Saved Format) if the standard SOIC format is currently displayed. Having both options can be useful if some of the files you import are in the standard format and others are in the non-standard format that you have saved. System Defaults can also be used during the design of a mapping scheme if you do not like what you have come up with, and want to start over.

The Test button allows you to examine the appearance of a mapping scheme. A box similar to the following example appears:

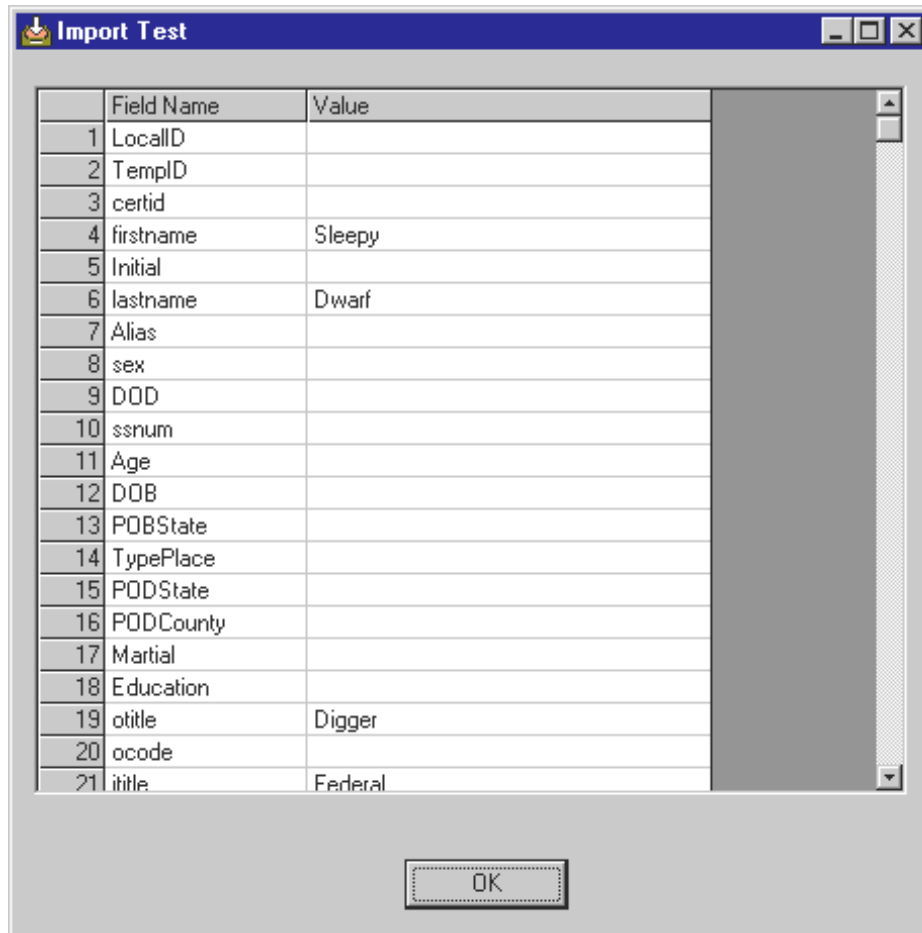


Figure 30

The Import Test box allows you to see how the data from the first record of the text file will be organized when the import process is complete. If any field from the text file appears to be broken up—that is, distributed across two or more of the cells in the Value column—your mapping scheme will have to be revised. If all cells in the Value column appear to contain reasonable values, you can now proceed to finish the import.

Return to the Import Mapping dialog box and click on OK or press ENTER. If everything has gone right, and the data in the text file is imported successfully, the dialog box closes and you return to the Data Entry Form. The data you have imported is visible, and the name of the file you imported the data into is displayed above the form.

2.4.8 The Export Option

The Export option allows you to save the table you are working on as a text file. It can then be imported into other software programs for further processing. You may want to manipulate a text file using a database management system or a spreadsheet. You can also edit such a file with a word processing program if you want to make use of the word processor's extensive formatting capabilities.

You can choose the Export option by clicking on File and then Export with the mouse, or by pressing ALT+F, E. Alternatively, you can click on the Export button on the Button Bar, which is located immediately below the menus. When you do so, the program opens the Export Text File dialog box, which looks exactly like the Import Text File dialog box except for the title. (See Figure 28 on page 69.) This dialog box allows you to choose a name for the file to which you are exporting. The standard extension for text files is .TXT, but you are not limited to using this extension. If you choose an existing file name, a message box asks you if you want to replace the file or cancel.

When you enter a file name and press ENTER or click on OK, the Export Mapping dialog box opens. This dialog box is almost identical to the Import Mapping dialog box (see Figure 29 on page 70)—the title of the box is different, and there is no Test option.

If you want your exported text file to have the standard SOIC text file format, you can simply press ENTER or click on OK, and the export will proceed. For a complete description of the SOIC System standard text file format, see Appendix B "SOIC System Data File Formats" on page 116. Note that a number of fields at the end of an SOIC internal data table are not displayed on the Data Entry Form and are not exported. These fields are used by the SOIC System itself to administer its tables.

If you want to export a text file that has a structure different from the standard SOIC text file format, you can use the controls in the Export Mapping dialog box to establish the structure of the exported file. These controls operate in the same way as the controls in the Import Mapping dialog box, described in the previous section.

As with the Import Mapping dialog box, you can save a frequently used mapping scheme for later reuse. If you do so, your saved scheme will appear whenever you

open the Export Mapping dialog box. You can then choose between the saved scheme and the standard SOIC scheme.

2.4.9 The Print Option

The SOIC System Print option allows you to print selected fields from the data table displayed in the Data Entry Form. The Print option does not allow you to print all of the fields in the records—it can only print the ID fields and the core coding fields. You can print all records, just coded records, just uncoded records, or just records assigned a code of 998. If you choose to print records coded as 998, SOIC will print all records assigned this code for *either* industry or occupation. (For an explanation of 998 codes, see Appendix C “The 998 Insufficient Information Code” on page 123.)

You can choose the Print option by clicking on File and then Print with the mouse or by pressing ALT+F, P. Alternatively, you can click on the Print button on the Button Bar located immediately under the menus. Choosing the Print option brings up the following dialog box:

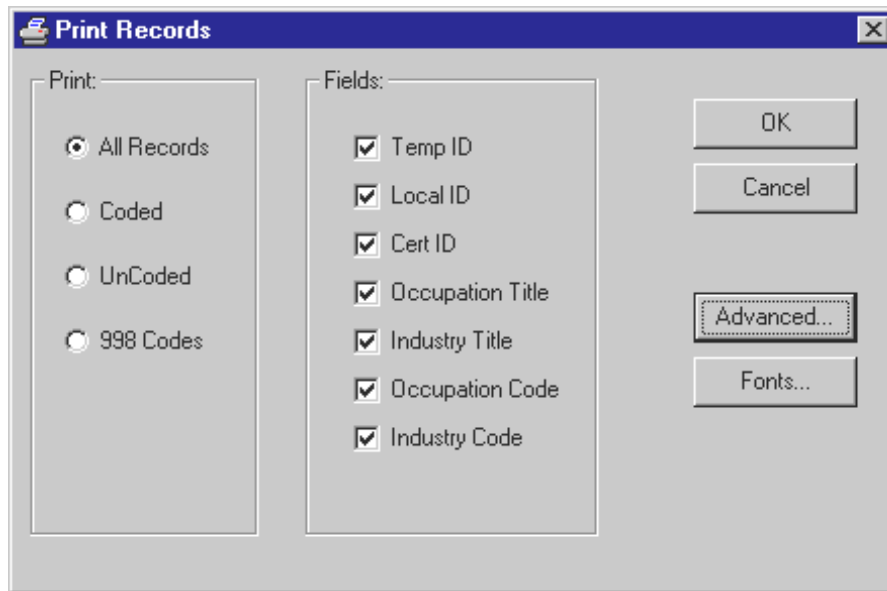


Figure 31

You can choose the fields you want to print with the check boxes in the center column of the dialog box. You can choose which records to print with the radio buttons in the left-most column in the box.

The records print to the default Windows printer. If you have more than one available printer, you can change printers with the Advanced button:

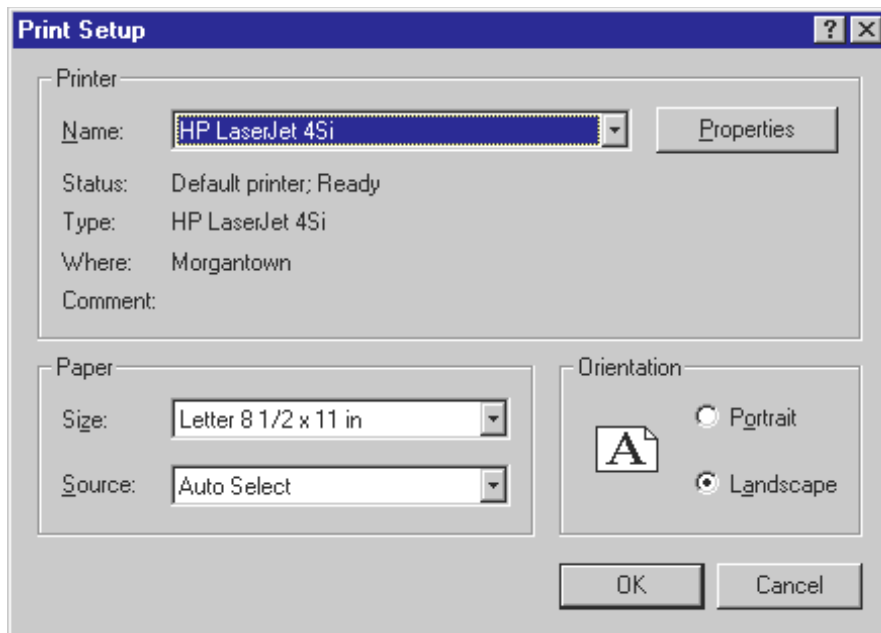


Figure 32

The Print Setup dialog box, shown above, also allows you to change the paper size and source, and to switch between portrait and landscape output. Depending on your printer, a Properties button may provide additional advanced printer control settings.

The Fonts button in the Print Records dialog box (see Figure 31) opens the Font dialog box. This box allows you to change the font and point size of your print-out:

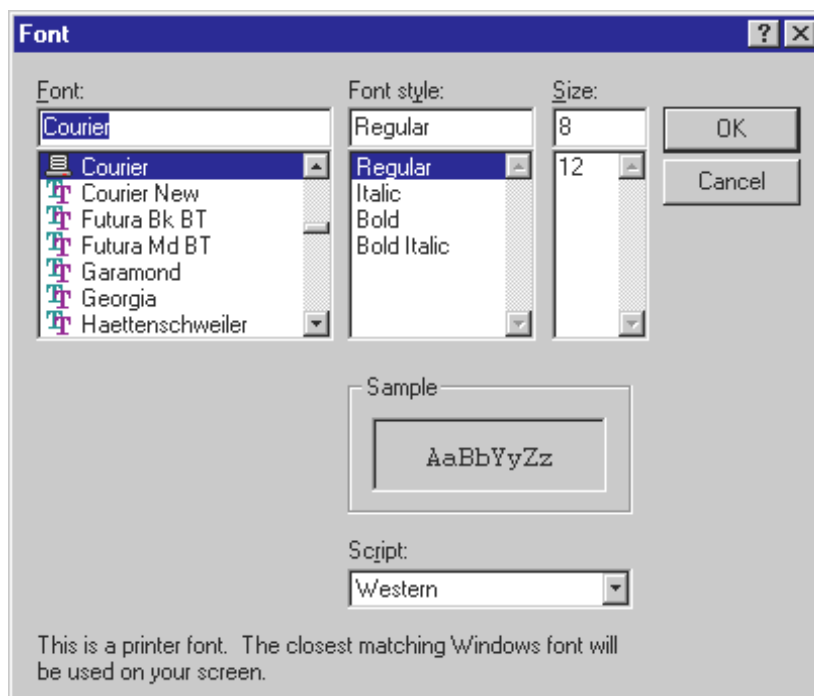


Figure 33

There are ways to print an SOIC table if the options available through the SOIC Print option are not sufficient to provide the results you need. If you want to print all fields in the records, or format your print job, you can export the table to a text file and manipulate the file with a word processing program. Alternatively, if you have Microsoft Access, you can open the table (or more safely—a copy of the table) directly and print it using Access's form design capabilities.

2.4.10 The Exit Option

The Exit option allows you to leave the SOIC System. On leaving, you return to Microsoft Windows. You can choose the Exit option by clicking on File and then Exit with the mouse, by pressing ALT+F4, or by pressing ALT+F, X.

When you start the SOIC System, the program will open the “untitled” table from Userdata.mdb on start-up. Remember that the untitled table is always emptied when you leave the SOIC System. If you have entered any data into the untitled table and you wish to save your data, you must save the table under another name before exiting. For details on the Save As command, see Section 2.4.5 “The Save As Option” on page 64.

2.5 The Field Menu

You can access the Field pull-down menu by selecting the Field item on the menu bar. To access the Field menu from the Data Entry Form, press ALT+I or click on the Field item with the mouse. A pull-down menu appears:

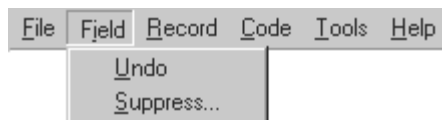


Figure 34

The pull-down menu gives you two options. You can choose either of them by clicking on the one you want with your mouse. Alternatively, you can move to the option you want with the arrow keys, and then choose the option with ENTER. You can also press the underlined character key. For example, U chooses Undo Field.

2.5.1 The Undo Field Option

The Undo Field option removes any changes you have made to a data entry field on the current record of the Data Entry Form, and restores the field to a previous state. Undo Field only works if you have not moved to a different record, coded the record, or saved your table since you made the changes. Once you move to a different record, code the record, or save your table, the changes to the field become permanent, and the previous state is lost.

To choose the Undo Field option, first move the text cursor to the field you want to restore. You can then press ALT+BACK SPACE. Alternatively, you can click on Edit and then Undo Field with the mouse, or press ALT+I, U.

2.5.2 The Suppress Fields Option

The Suppress Fields option allows you to suppress the display of one or more fields that normally appear on the Data Entry Form. Display of the four core coding fields cannot be suppressed. (These fields are Industry Title, Occupation Title, Industry Code, and Occupation Code.) With all possible fields suppressed, the Data Entry Form looks like this:

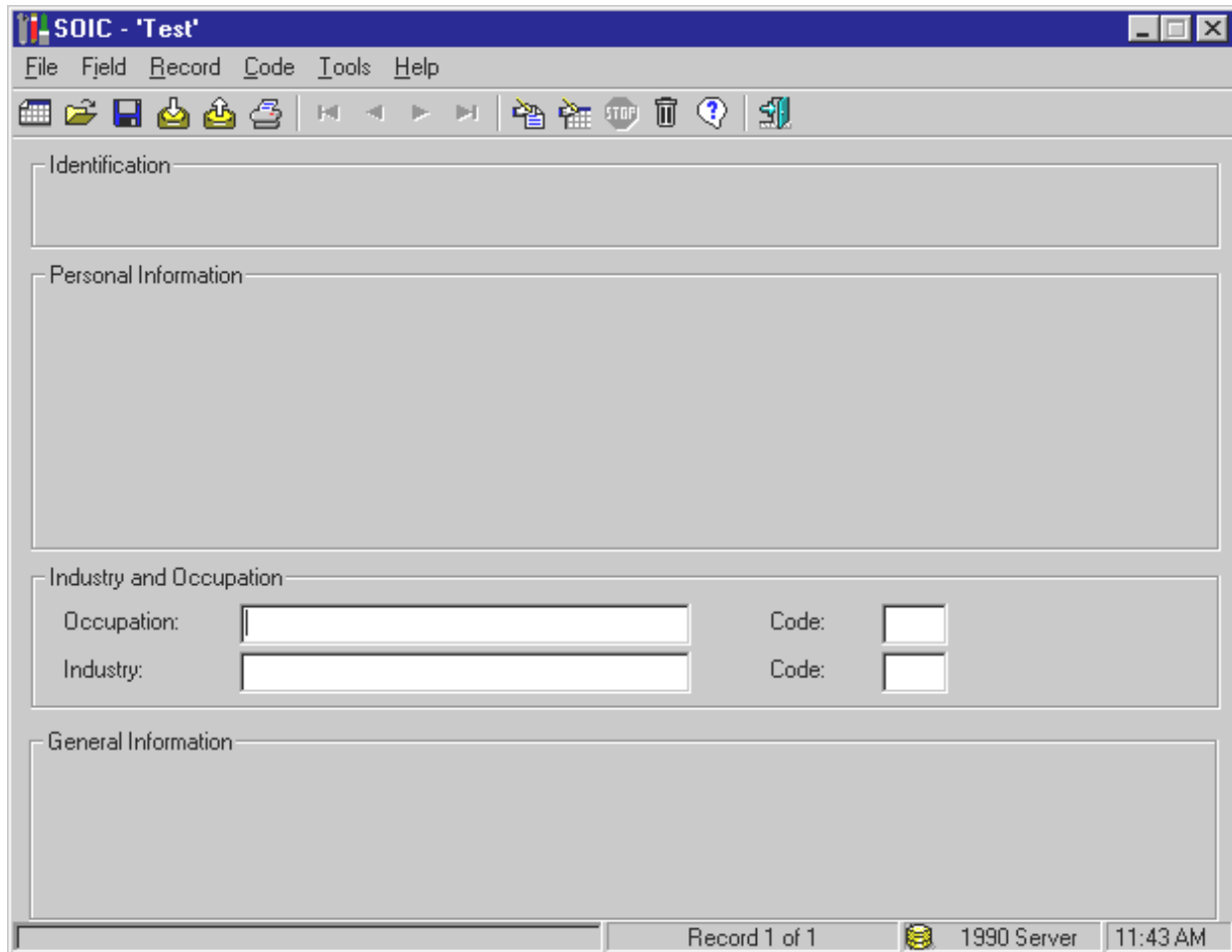


Figure 35

To choose the Suppress Fields option, click on Field and then Suppress with the mouse. Alternatively, you can type ALT+I, S. The Field Suppress dialog box opens:

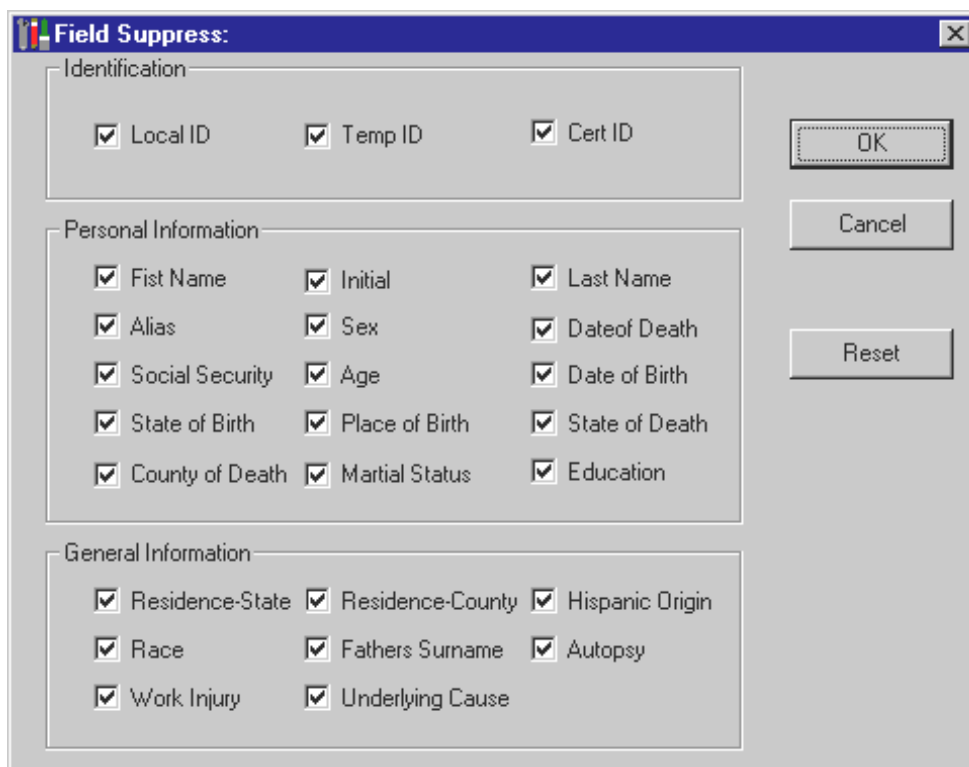


Figure 36

To suppress a single field, click on its name or check box with the mouse and then click on OK. Alternatively, press TAB to move the focus through the list of names to the name you want, and press SPACE BAR. Then press ENTER.

You can suppress a number of fields by clearing checks from multiple check boxes before leaving the dialog box.

To close the dialog box without taking action, press ESC or click on Cancel. If you have previously suppressed the display of one or more fields, you can use the Restore button to restore the display of all fields.

The effects of Suppress Fields are canceled when you quit the SOIC System or open a new SOIC table, Access table, or Xbase file. The system reverts to displaying all available fields.

2.6 The Record Menu

You can access the Record pull-down menu by selecting the Record item on the menu bar. To access the Record menu from the Data Entry Form, press ALT+R or click on the Record item with the mouse. A pull-down menu appears:

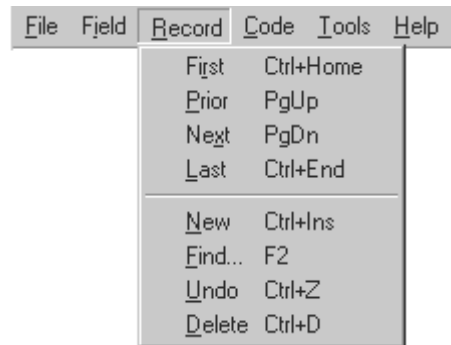


Figure 37

The pull-down menu gives you eight options. You can choose any one of them by clicking on the one you want with your mouse. Alternatively, you can move to the option you want with the arrow keys, and then choose the option with ENTER. You can also press the underlined character key. For example, u chooses Undo Record.

2.6.1 The First Record Option

This option displays the first record in the open table. It also saves the record you have just left, so it cannot be restored later with ALT+BACK SPACE or CTRL+Z.

The First Record option is equivalent to pressing CTRL+HOME or the left-most VCR-control button (the First Record button) on the Button Bar. You can therefore go to the first record with either CTRL+HOME or ALT+R, R.

2.6.2 The Prior Record Option

This option displays the record in the open table that immediately precedes the displayed record. It also saves the displayed record, that is, the record you have just left, so it cannot be restored later with ALT+BACK SPACE or CTRL+Z.

The Prior Record option is equivalent to pressing PAGE UP or the second VCR-control button (the Prior Record button) on the Button Bar. You can therefore go to the prior record with either PAGE UP or ALT+R, P.

2.6.3 The Next Record Option

This option displays the record in the open table that immediately follows the displayed record. It also saves the displayed record, that is, the record you have just left, so it cannot be restored later with ALT+BACK SPACE or CTRL+Z.

The Next Record option is equivalent to pressing PAGE DOWN or the third VCR-control button (the Next Record button) on the Button Bar. You can therefore go to the next record with either PAGE DOWN or ALT+R, X.

2.6.4 The Last Record Option

This option displays the last record in the open table. It also saves the record you have just left, so it cannot be restored later with ALT+BACK SPACE or CTRL+Z.

The Last Record option is equivalent to pressing CTRL+END or the right-most VCR-control button (the Last Record button) on the Button Bar. You can therefore go to the last record with either CTRL+END or ALT+R, L.

2.6.5 The New Record Option

This option creates a new, empty record at the end of the open table. You move to that record, with the cursor in the Local ID field. The command also saves the record you have just left.

The New Record option is equivalent to pressing CTRL+INSERT. You can therefore create a new record with either CTRL+INSERT or ALT+R, N.

2.6.6 The Find Record Option

The Find Record option allows you to find a record in the currently open table that meets one of a number of search criteria. You can choose Find by clicking on Record and then Find with the mouse, by pressing F2, or by pressing ALT+R, F.

When you choose the Find option, the program displays a dialog box:

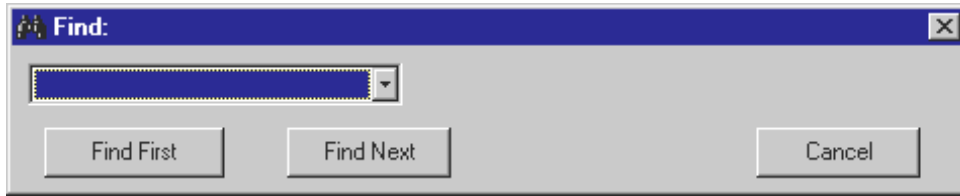


Figure 38

The Find dialog box allows you to search for records by any of nine different criteria. To search for records using a specific criteria, click on the darkened criteria field or press ALT+DOWN ARROW. A drop-down list appears:

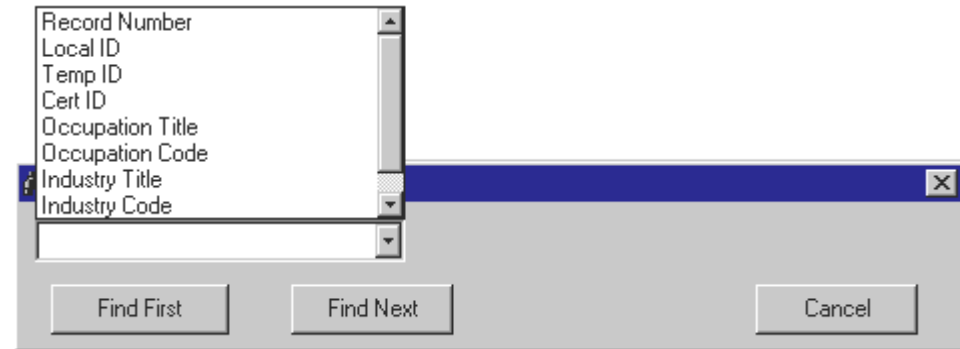


Figure 39

To select a Find criteria, click on one of the list items or press DOWN ARROW. As an example, you can search for a specific record number. When you choose Record Number, the drop-down list closes and a data entry box appears to the right of the criteria field:

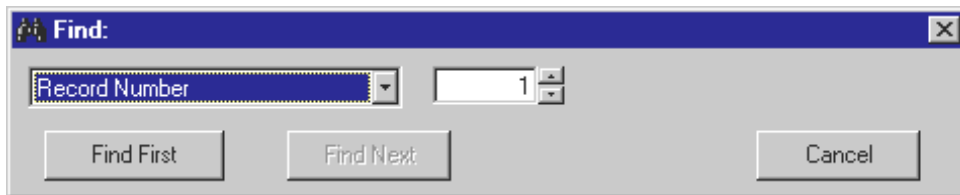


Figure 40

Type the record number you want into the text entry box to the right of the Record Number field, and then press ENTER or click on Find First. (Find Next is grayed out because it is not relevant when you are searching for a specific record number.) You can also use the “spin button” next to the Record Number text box to set the record number.

Find First begins searching with the first record in the table. It finds the first instance of your target criteria in the table. Find Next begins searching with the

record immediately following the current record. In other words, it only finds records that appear in the remaining part of the table. If you want to close the message box, click on Cancel or press ESC.

If you search for records coded 998, the Find option searches for records assigned a code of 998 for *either* industry or occupation. (For more information on 998 codes, see Appendix C “The 998 Insufficient Information Code” on page 123.)

The SOIC Find option supports “wild card” searches. That is, the text you type into the text entry box to the right of the criteria field can contain an asterisk (*) that stands for any combination of characters. For example, if you type “farm*” into the box, the program will find “farm,” “farmer,” and “farming.”

Find can search non-SOIC Access tables and Xbase files as well as SOIC data files. When Find searches Xbase files, the search is “case-sensitive”—that is, Find distinguishes between upper and lower case. Typing in “Farmer” will not find “FARMER.”

When searching for industry or occupation titles or codes, your search may have many results. You may want to page through the results and examine each record. You can do this while the Find dialog box is open by repeatedly clicking on the Find Next button. When you do this, however, the Find dialog box may obscure parts of the Data Entry Form that you want to examine. To address this problem, the SOIC System allows you to page through the results of the most recent search with the Find dialog box closed. Just close the dialog box with ESC or in any other way. Then press F3 repeatedly. After each key-press, the program displays the next Find result.

If you try to find a record that does not exist, the program displays an error message. If you search data fields and there is no match for your search string, the message is: “No records found.” If you search for a specific record number and there is no such record number that large, the message is: “The Record Number is too large.”

When searching for a particular string, bear in mind that some data, especially data that has been imported into the SOIC System, may contain leading blanks. That is, an instance of Occupation could be stored as “_Typist” rather than as “Typist_” (the underline character here represents the blank). When this is the

case, you must enter the leading blanks to find the search string, or put an asterisk before your text.

Find saves the record that is active when you open the Find option, so that record can no longer be restored to a previous state with Undo Field or Undo Record. This happens regardless of whether or not you move to another record using Find.

2.6.7 The Undo Record Option

The Undo Record option removes changes you have made to all the fields on the current record of the Data Entry Form, restoring the record to a previous state. Undo Record is equivalent to executing Undo Field on every field of the record. Undo Record only works if you have not saved your table since you made the changes, coded the record, or moved to a different record. Once you move to a different record, code the record, or save your table, the changes to the record become permanent, and the previous state is lost.

To choose the Undo Record option, you can click on Record and then Undo with the mouse, press CTRL+Z, or press ALT+R, U. As you become more experienced with the program, you will find that pressing CTRL+Z is usually the most convenient way to execute the Undo Record option. CTRL+Z is a Windows standard for “undo,” and has the same effect in many Windows software applications. The option is listed on the Edit menu in part to remind you that the option exists, and to give you a place to look if you forget how to use it.

2.6.8 The Delete Record Option

You can choose Delete Record by clicking on Record and then Delete with the mouse, by pressing CTRL+D, or by pressing ALT+R, D.

The Delete Record option allows you to eliminate the currently active record in a SOIC table by transferring it to the Trash Can. Once the record is removed, any records that follow it in the table are renumbered so that there are no missing record numbers. If the table only contains one record, you cannot delete it. If you try, you see an error message. All tables must contain at least one record.

Records placed in the Trash Can can be restored to the currently open table or purged completely. For more information on how to use the Trash Can, see Section 2.8.6 “The Trash Can Option” on page 100.

You can also delete the currently active record in an open Access table or Xbase file. If you do so, however, the record is not placed in the Trash Can. A warning message appears that states: "If you delete this message you cannot restore it." To proceed, click on the OK button or press ENTER. To keep the record, press on the Cancel button or press ESC.

2.7 The Code Menu

Coding industry and occupation titles is the core purpose of the SOIC System. The Code menu gives you the options to do just that.

You can access the Code pull-down menu by selecting the Code item from the menu bar. To access the Coding menu from the Data Entry Form, press ALT+C or click on the Coding item with the mouse. A pull-down menu appears:

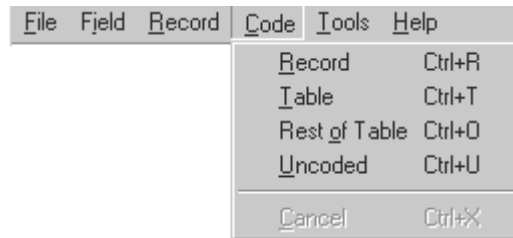


Figure 41

The pull-down menu gives you four active options (and one that is grayed out). You can choose any of the available options by clicking on the one you want with your mouse. Alternatively, you can move to the option you want with DOWN ARROW (presuming you don't want the first option, which is already selected), and then choose the option with ENTER.

If you open the Code pull-down menu while you are coding a table, the menu looks like this:

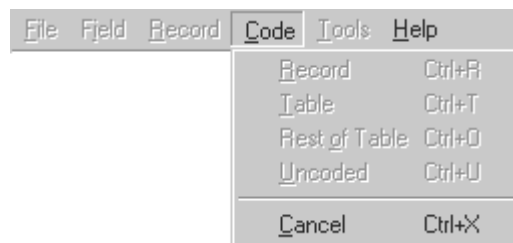


Figure 42

You cannot choose one of the coding options, because coding is already underway. You can cancel the ongoing coding, however, with the Cancel option.

2.7.1 The Code Record Option

The Code Record option allows you to generate industry and occupation codes one record at a time. This option takes the occupation title from the Occupation field,

processes the text, and places an occupation code in the occupation Code field. The option performs a similar operation to generate an industry code and category. The following figure shows an example of a coded record:

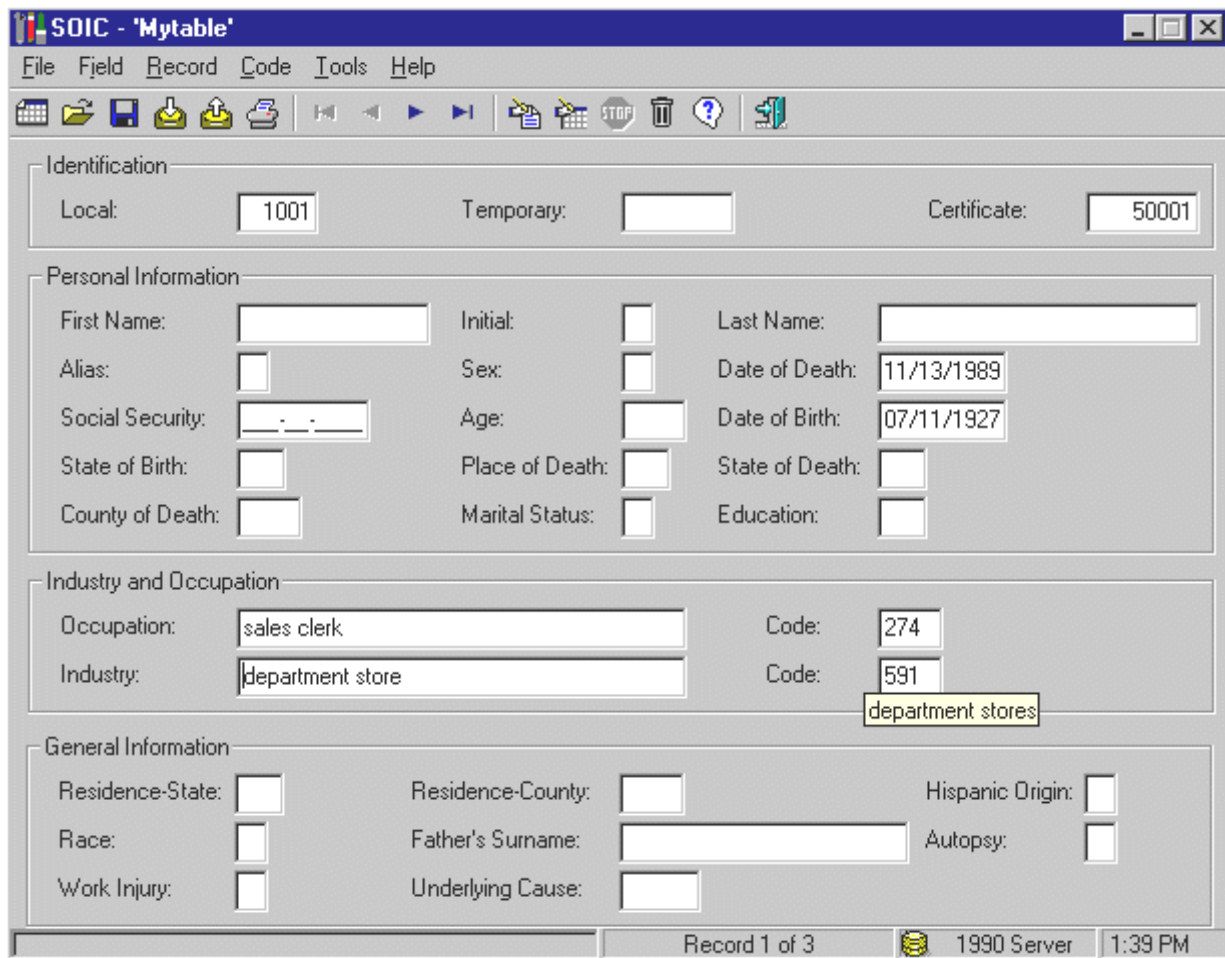


Figure 43

Note the “balloon” located immediately below the industry Code field that says “department stores.” This is a definition of the code 591. You can see definition balloons for industry and occupation codes by placing the mouse pointer in a Code field and waiting about half a second. The definition balloons only appear when there is actually a code in the Code field. You cannot display them by using the keyboard.

To choose the Code Record option, click on Code and then Record with the mouse, press CTRL+R, or press ALT+C, R. Alternatively, you can click on the Code Record button on the Button Bar below the menus.

With the current version of the SOIC System, coding a single record should be almost instantaneous.

Code Record saves the record, and it cannot be restored to an earlier state with Undo Field or Undo Record.

2.7.2 The Code Table Option

The Code Table option allows you to generate industry and occupation codes for all the records in a table at once. Coding a large table can take some time, so during coding, the program displays a Coding Progress bar on the left-hand side of the Status Bar:



You can interrupt the coding process by clicking on the Stop button on the Button Bar or pressing CTRL+X. Whether you interrupt the coding or let the coding proceed to its conclusion, the Data Entry Form continues to display the record that was displayed when you began coding.

To choose the Code Table option, click on Code and then Table with the mouse, press CTRL+T, or press ALT+C, T. Alternatively, you can click on the Code Table button on the Button Bar located immediately below the menus.

Code Table saves each record in the table as it is coded, and therefore coded records cannot be restored to an earlier state with Undo Field or Undo Record.

2.7.3 The Code Rest of Table Option

To choose the Code Rest of Table option, click on Coding and then Code Rest of Table with the mouse, press CTRL+O, or press ALT+C, O.

Code Rest of Table begins coding with the record currently displayed on the Data Entry Form, and proceeds through to the last record in the table. If the number of records remaining in the table is large, coding can take some time. Therefore, Code Rest of Table displays a Coding Progress bar on the Status Bar, as shown in the previous section.

You can interrupt the coding process with CTRL+X or by clicking on the Stop button on the Button Bar. Whether you interrupt the coding or let the coding proceed to its conclusion, the Data Entry Form continues to display the record that was displayed when you began coding.

Code Rest of Table saves all the records that it attempts to code, and therefore none of them can be restored to an earlier state with Undo Field or Undo Record.

Code Rest of Table can be useful if you earlier interrupted a coding session using Stop or CTRL+X. Code Rest of Table allows you to finish the job without recoding the first part of the table.

2.7.4 The Code Uncoded Option

To choose the Code Uncoded option, click on Code and then Uncoded with the mouse, press CTRL+U, or press ALT+C, U.

Code Uncoded attempts to code all records that do not have an occupation or industry code assigned, no matter where they appear in the table. If the number of uncoded records remaining in the table is large, coding can take some time. Therefore, Code Uncoded displays a Coding Progress bar on the Status Bar, as shown in Section 2.7.2 “The Code Table Option” on page 90.

You can interrupt the coding process with CTRL+X or by clicking on the Stop button on the Button Bar. Whether you interrupt the coding or let the coding proceed to its conclusion, the Data Entry Form continues to display the record that was displayed when you began coding.

Code Uncoded saves all the records that it attempts to code, and therefore none of them can be restored to an earlier state with Undo Field or Undo Record.

2.7.5 The Cancel Option

To interrupt coding, you can choose the Cancel option by clicking on Code and then Cancel, press CTRL+X, press ALT+C, C, or click on the Stop (“Cancel Coding”) button on the Button Bar. The Cancel option only takes effect when coding is actually in progress. At other times, the Cancel option on the Code menu and the Stop button on the Button Bar are grayed out. When coding is not taking place, CTRL+X has no effect on the program.

2.8 The Tools Menu

You can access the Tools pull-down menu by selecting the Tools item from the menu bar. To access the Tools menu from the Data Entry Form, press ALT+T or click on the Tools item with the mouse. A pull-down menu appears:

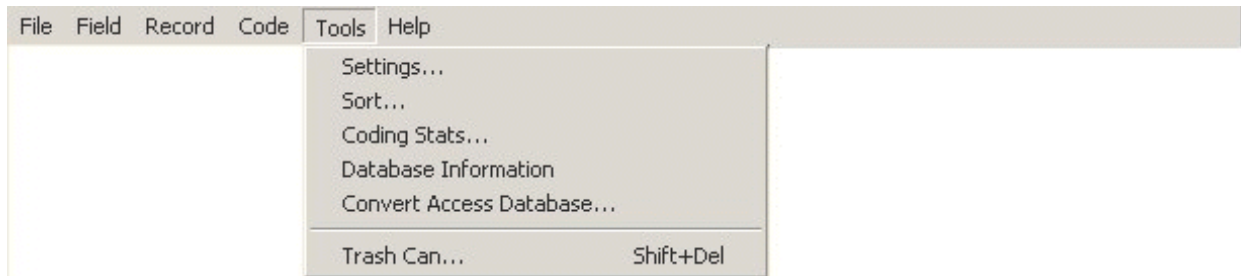


Figure 44

The pull-down menu gives you six options. You can choose any one of them by clicking on the one you want with your mouse. Alternatively, you can move to the option you want with the arrow keys and then choose the option with ENTER.

2.8.1 The Settings Option

The Settings dialog box lets you change two features of the SOIC System. You can change whether the program requires data in the Certificate ID field and whether the program displays system time on the Status Bar:

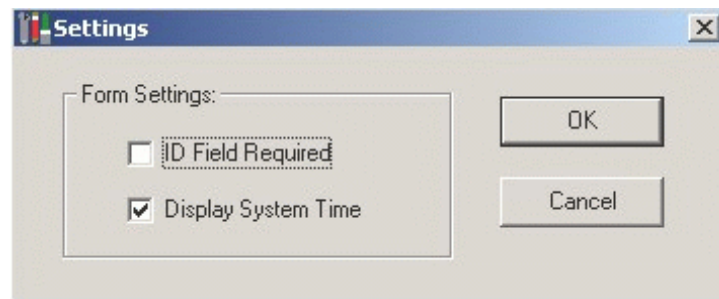


Figure 45

ID Field Required. The SOIC System can be configured to require that each record have an entry in the Certificate ID field of the Data Entry Form. If this field is blank, and you move to another record, a message box appears:



Figure 46

This message box appears if you press PAGE DOWN, PAGE UP, CTRL+HOME, or CTRL+END, or if you try to create a new record with CTRL+INSERT. It appears if you try to exercise any of the coding options. It also appears if you move off a record through the New, Open, Save, Save As, Import, Export, Print, Exit, Find, Sort, Coding Stats, or Convert Access Database options. (You can send the record to the Trash Can without seeing the message.) The message box contains two buttons: OK and Cancel. OK is the default and is highlighted. If you press ENTER or click on OK with the mouse, the message box closes and you complete your move to the new record.

If you want to enter an ID before moving off the current record, click on Cancel with the mouse. Alternatively, you can move the highlighting to Cancel using TAB or RIGHT ARROW and then press ENTER. The message box closes, and you return to the current record. You can move to the Certificate ID field and enter some data.

If “ID Field Required” is turned on, and you do not want to be bothered by requests to enter an ID, you can turn the messages off through the Settings dialog box. To open the box, press ALT+T, S or click on Tools and then Settings. The Settings dialog box opens. It contains a highlighted check box labeled “ID Field Required,” which is checked with an X, as shown in Figure 45 above.

To remove the X, press SPACE BAR or click on the X with the mouse. If you have disabled the messages earlier and want to restore them, SPACE BAR or a mouse click will place an X in an empty check box. To close the dialog box, press ENTER or click on OK. Pressing ESC or clicking on Cancel closes the box without changing the setting.

ID Field Required is turned off the first time you install and run the SOIC System. Thereafter, ID Field Required stays the way you have set it, even if you rerun the SOIC System or open a new table.

Display System Time. This check box simply determines whether or not the time of day, as known to your computer, is displayed in the right-most end of the Status Bar. There are not many reasons to turn the time display off. One of the few would be if your computer were set to an incorrect time, and you were unable conveniently to reset it to the correct time.

2.8.2 The Sort Option

The Sort option allows you to sort the records in an SOIC data table using any of the fields on the Data Entry Form as criteria. You can choose the Sort option by clicking on Tools and then Sort with the mouse, or by pressing ALT+T, O. The Sort By dialog box then opens:

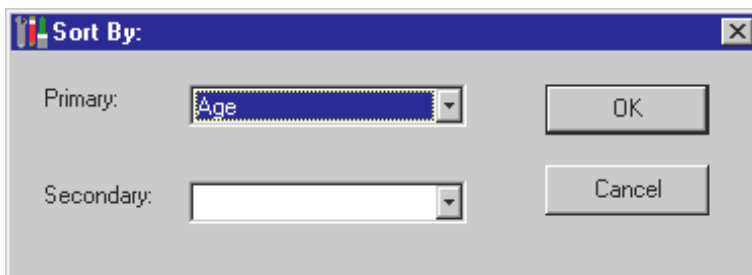


Figure 47

If you choose only a primary criterion, the program sorts only on the primary field. To choose a primary criterion, click on the Primary data entry box or on the DOWN ARROW symbol immediately to the right of the box. Alternatively, press ALT+DOWN ARROW. A drop-down list is displayed:

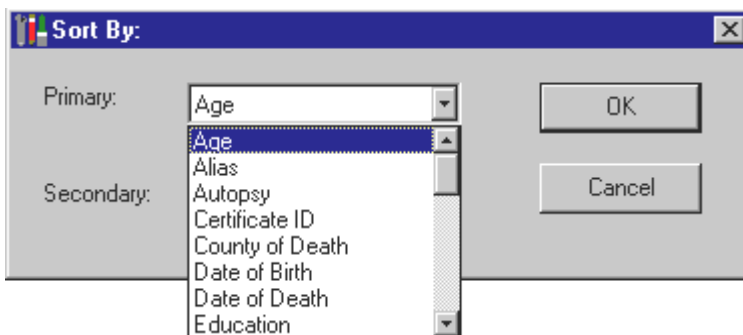


Figure 48

You can highlight the criterion you want by clicking on it with the mouse or pressing DOWN ARROW (repeatedly if necessary). You can display additional criteria by pressing PAGE DOWN or by using the scroll bar on the right-hand side of the

drop-down list. After you have chosen a sort criterion, click on the OK button or press ENTER.

You have the option of choosing a secondary sort criterion as well as a primary one. If you do so, the program sorts all records on the primary criterion, and when two or more records have the same primary criterion, sorts them on the secondary criterion. For example, if Last Name is the primary criterion and First Name is the secondary one, all records are sorted by the last name, and all records with the same last name are then sorted by the first name:

1. Benjamin Harrison
2. William Harrison
3. Franklin Roosevelt
4. Theodore Roosevelt

Sort saves the active record, so no records can be restored to an earlier state with Undo Field or Undo Record. As part of the sorting, all records are renumbered.

You cannot sort non-SOIC Access tables or Xbase files.

2.8.3 The Show Coding Stats Option

The Coding Stats window shows the coding statistics for the records in the currently open table. The total number of records is displayed in the top left corner of the window. The coding statistics are displayed in the lower portion of the window. The number of records that have industry codes assigned, the number that have occupation codes assigned, and the number that have both codes assigned are shown along with their corresponding percentages. Statistics for records coded 998 (insufficient information) are counted into the overall throughput. (For more information on 998 codes, see Appendix C “The 998 Insufficient Information Code” on page 123.)

An example of the Coding Stats window is shown in the following figure:

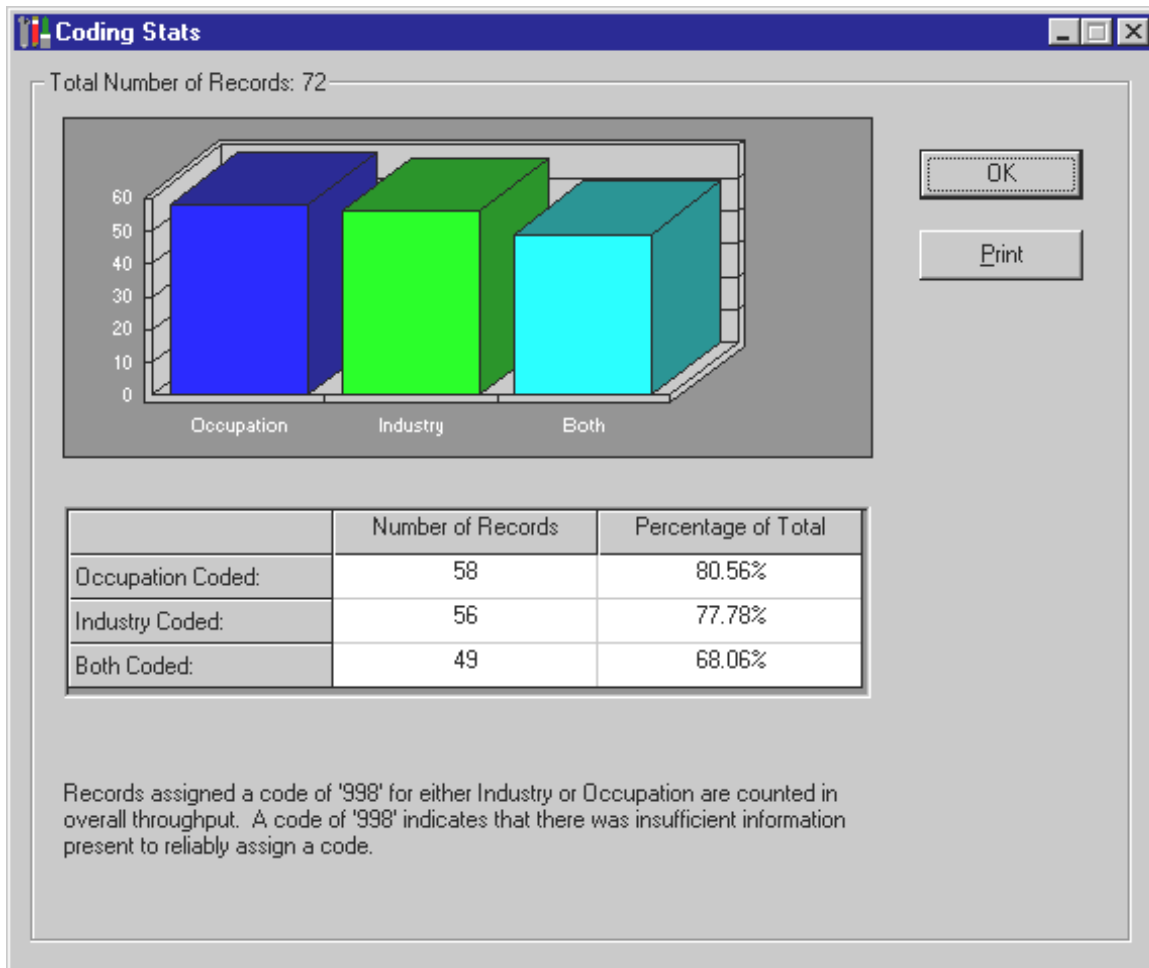


Figure 49

The bar graph in the upper portion of the window is a graphical representation of the coding statistics.

You can display the coding statistics by pressing ALT+T, C or by clicking on Tools and then Coding Stats with the mouse. You can print the statistics (including the bar graph) by clicking on the Print button. When you are done viewing the statistics, close the message box by clicking on the OK button.

2.8.4 The Database Information Option

The Database Information option provides information about the currently active database file and table. (If an Xbase file is open, the table is equivalent to the file.) You can display the Database Information window by clicking on Tools and then Database Information, clicking on the question-mark button on the Button Bar

(the Database Information button) or pressing ALT+T, D. A window opens that is similar to the following example:

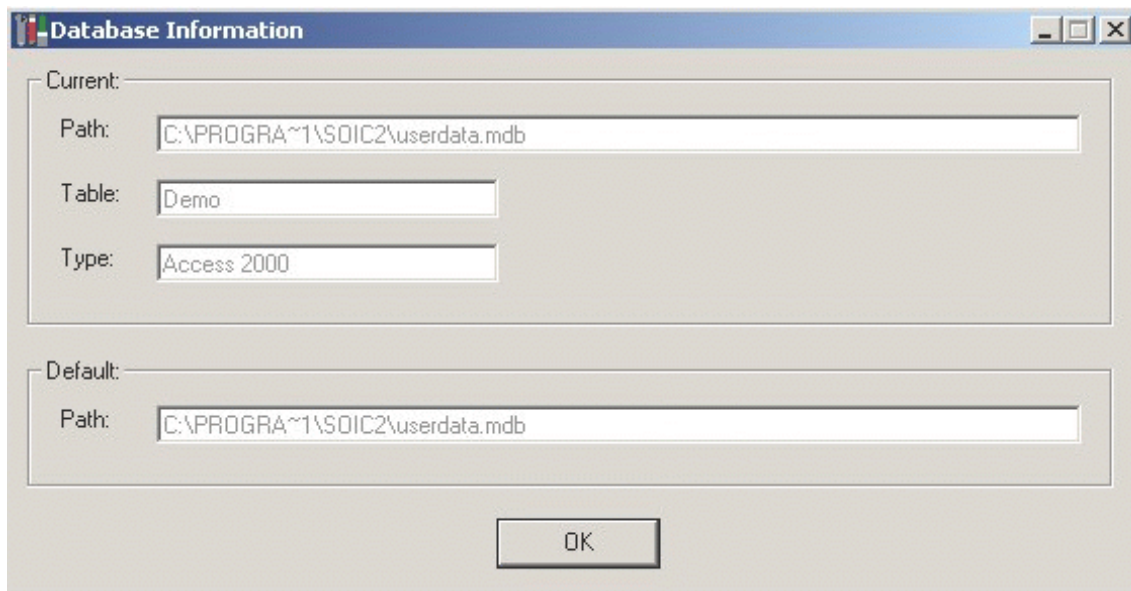


Figure 50

This display shows that the currently active table is Demo, which is stored in the file C:\PROGRA~1\SOIC2\Userdata.MDB. The last line, labeled Default: Path, shows where the SOIC System expects to find its Userdata.mdb database.

Even though the Database Information window looks like a dialog box, you cannot select fields in the box or edit the displayed information. The only action you can take is to close the box with ENTER or ALT+F4; by clicking on the OK button; or by clicking on the X button in the far upper-right of any Windows box.

2.8.5 The Convert Access Database Option

Microsoft has released several generations of the Access database management system. Unfortunately, successive versions of Access do not share a common file structure. If an .mdb file was created using one generation of Access, it is usually necessary to convert it before it can be used with another version.

Version 1.5 of the SOIC System uses the Access 2000 file format. Version 1.3 of the SOIC System used the Access 2.0 file format. These file formats are not identical. If you have been using SOIC 1.3 and wish to begin using SOIC 1.5 with your old files, you must convert the Access 2.0 files used by SOIC 1.3 into the Access 2000 files used by SOIC 1.5. The Convert Access Database Option lets you

do this even if you do not own a copy of Access 2000. The Convert Access Database will convert a database created by previous versions of Access into an Access 2000 database.

To open the Convert Access Database dialog box, click on Tools and then Convert Access Database, or press ALT+T, A. The system displays the following box:

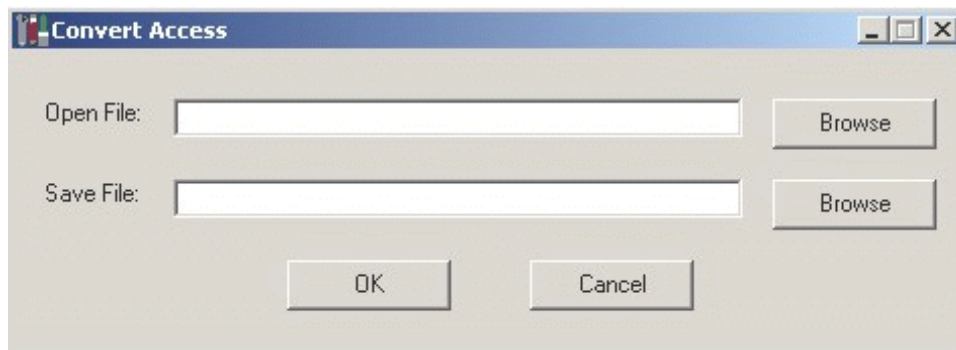


Figure 51

In principle, you could type the name of an Access file that you want to convert directly into the Open File text entry box. In most cases you do not want to do this, however, because you do not know which folder is considered active by the dialog box. Instead, click on the Browse button to the right of the Open File text box. (Alternatively, move to the Browse button with TAB or ALT+TAB and press ENTER.) The program then displays a file management dialog box, similar to the following example:

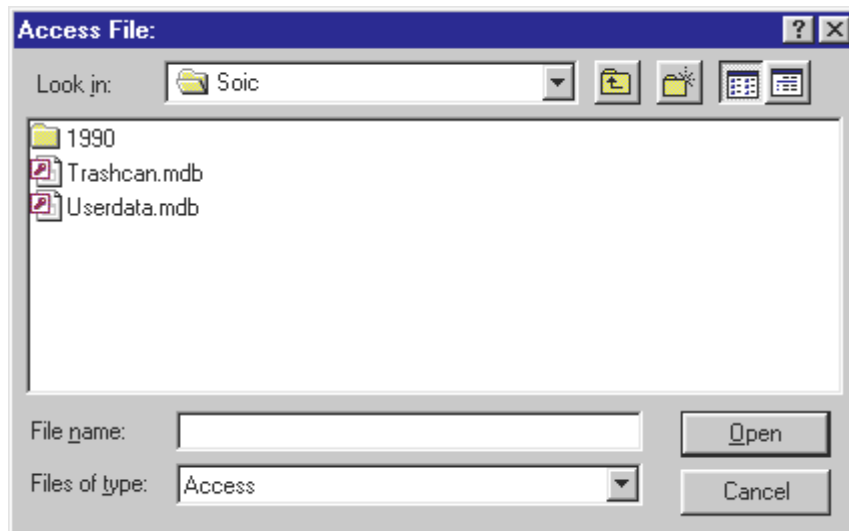


Figure 52

The folder that opens when you click on Browse can vary. In some cases, the folder may be the last folder opened. In other cases, it may be a Windows system default.

Use the file management dialog box controls to locate the Access 2.0 file you want to convert. Highlight the name of the .mdb file in the File List to copy the name to the File Name data entry box. Then press ENTER or click on the Open button. The name of the .mdb file, complete with the full path of the file, is copied to the Open File field in the Convert Access dialog box:

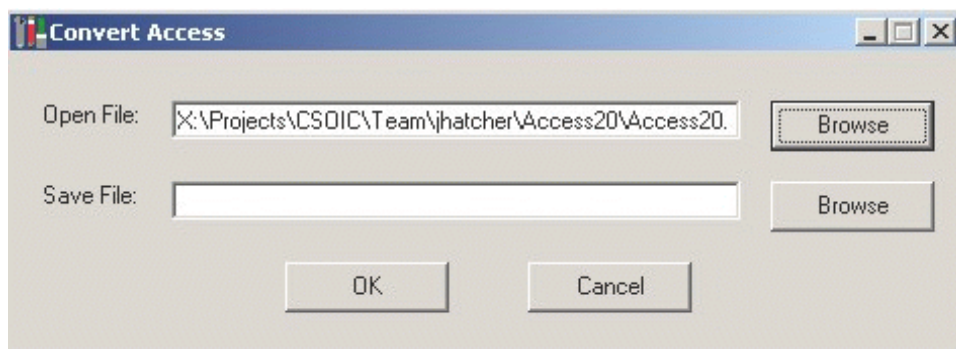


Figure 53

If you want to save the new Access 2000 file in the same folder as the old file, just type the new file name into the Save File data entry box. If you want to save the new file in a different folder, you can either type the full path and file name into the Save File data entry box, or use the Browse button to set the folder and file name for the Save File field.

You cannot save the new file with the same name in the same folder as the old file—that is, you cannot over-write the old file with the new one. If you try to do this, the system displays an error message. If you try to save the new file to a non-existent folder, the system also displays an error message.

2.8.6 The Trash Can Option

The Trash Can contains records that have been deleted from SOIC System data tables. You can restore records to an SOIC System data table from the Trash Can. You can also remove one or more records from the Trash Can, thereby destroying them forever. The Trash Can is a safety device that allows you to clean up SOIC System data tables without committing yourself to irretrievable deletions.

You can only place records in the Trash Can when an SOIC System data table is open. If you delete records from non-SOIC Access tables or from Xbase files, they are erased immediately and permanently.

You can access the Trash Can by clicking on Tools and then Trash Can with the mouse, or by clicking on the Trash Can button on the Button Bar located immediately below the menus. Alternatively, you can press ALT+T, T or ALT+T, UP ARROW, ENTER. The Trash Can opens:

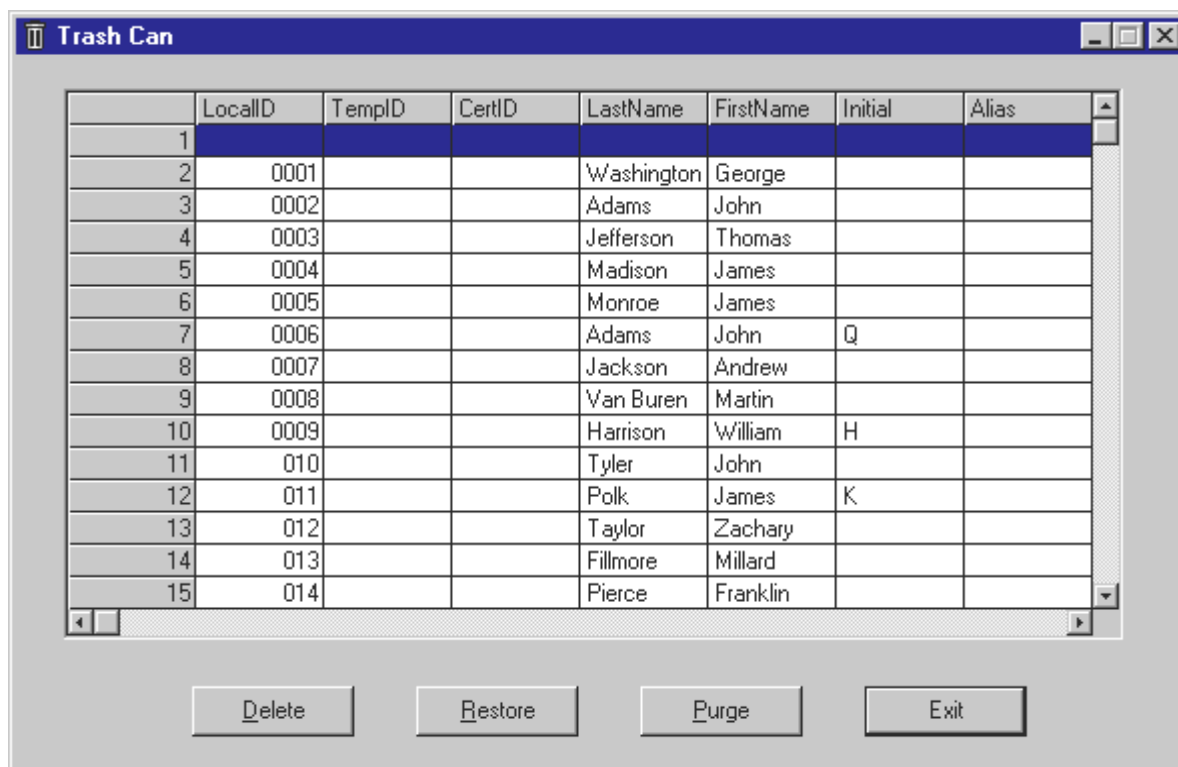


Figure 54

If the Trash Can contains more than 15 records, the program displays a scroll bar on the right-hand side of the window. You can view the additional records by using the scroll bar, pressing PAGE DOWN, or repeatedly pressing DOWN ARROW. Likewise, only the first five fields of each record are visible. Additional fields can be viewed either by using the scroll bar at the bottom of the window or by repeatedly pressing RIGHT ARROW.

You can highlight a record by clicking on the record line with the mouse, or by moving to the record with DOWN ARROW or UP ARROW. The highlighted record can be restored or deleted by clicking on the appropriate button below the table. Alternatively, you can restore highlighted records with ALT+R and delete them with ALT+D. Before any record is restored or deleted, the program displays a verification message box.

You can highlight multiple contiguous records by using most of the standard Windows techniques for selecting multiple items on a list. You can place the mouse pointer on the first record to be highlighted, press and hold the mouse button, move the pointer to the last record, and lift the mouse button. You can hold down SHIFT while you repeatedly press UP ARROW or DOWN ARROW. You can

highlight the first record, move the mouse pointer to the last record, press SHIFT and then the mouse button. A group of highlighted records can be deleted or restored together.

The purge command, available by clicking the Purge button or pressing ALT+P, deletes all records in the Trash Can. Before a purge, the program displays a verification message box.

The Trash Can contains the records deleted from all SOIC data tables. There is no straightforward way to tell which table a deleted record came from. The Trash Can therefore can serve as a simple method of transferring small numbers of records from one table to another. Delete the records in question to the Trash Can, close the table, open another table, and restore the records. The records are now moved.

2.9 The Help Menu

You can access the SOIC Help System by selecting the Help item on the menu bar. The menu bar spans the top of your computer's screen, and is located above the Data Entry Form. The menu bar is not available from parts of the program other than the Data Entry Form. For example, if you have opened a file management dialog box, the menu bar may be visible, but is not accessible. You cannot access the menu bar unless you cancel the dialog box and return to the Data Entry Form. You can, however, access the Help System from anywhere in the program (except from a message box) by pressing F1.

To access help from the menu bar when the Data Entry Form is active, press ALT+H or click on the Help item on the menu bar with the mouse. A pull-down menu appears:

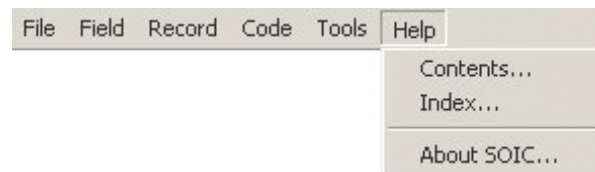


Figure 55

The pull-down menu gives you four options. You can choose any one of them by clicking on the one you want with your mouse. Alternatively, you can move to the option you want with the arrow keys and then choose the option with ENTER.

The SOIC Help System is managed by the Windows Help application, a software program supplied with all copies of Microsoft Windows. The Windows Help application runs as a separate program from the SOIC System.

Because the Windows Help application runs as a separate program from the SOIC System, it is possible to switch back and forth between the SOIC System and the Help System. The Windows keyboard command ALT+TAB switches between running programs. If you continue to hold down ALT after pressing TAB, Windows displays a bar containing the icons of all running programs. You can cycle among the icons by pressing TAB repeatedly. The icon that is highlighted when you finally lift the alt key represents the program that will become active.

You can close the Help System by clicking on the Cancel button at the bottom of the window. You can press ESC or ALT+F4. You can also click on the X symbol in the extreme upper right-hand corner of every Windows window.

2.9.1 The Help Contents Option

This option opens the Help system with its initial window displayed. This window contains the home SOIC Help screen:

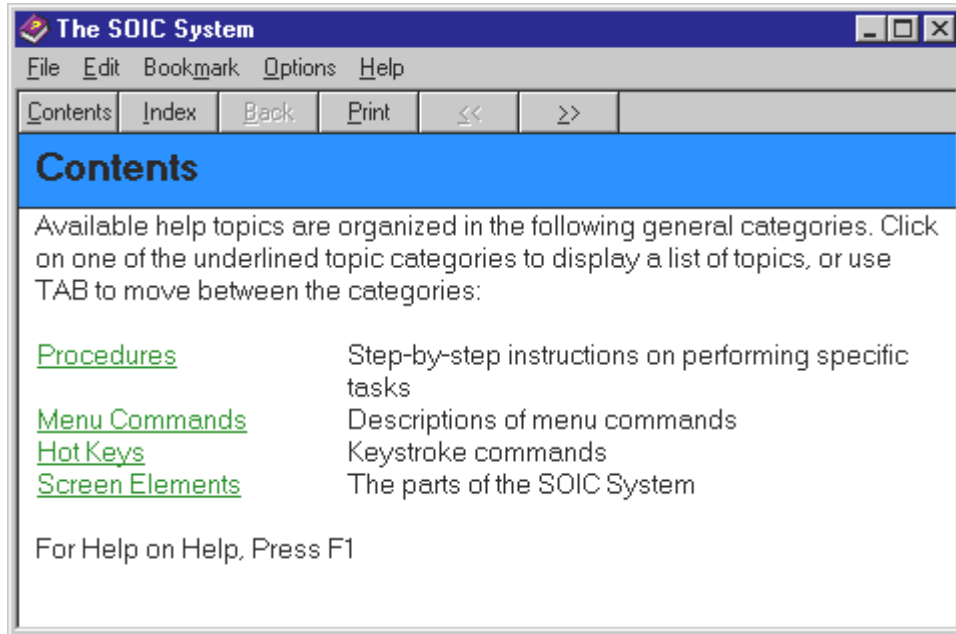


Figure 56

Clicking on any of these topics leads you further into the SOIC Help table of contents, so you can browse for a topic that you want.

You can access the Contents feature from any topic in the Help system by clicking on the Contents button at the top of the window. You can go to the contents page from the Data Entry Screen by choosing “Contents...” from the Help menu or by pressing ALT+H, C.

2.9.2 The Help Index Option

The Help system contains an Index feature that allows you to search the system. The Index contains an alphabetical list of key phrases that identify help topics:

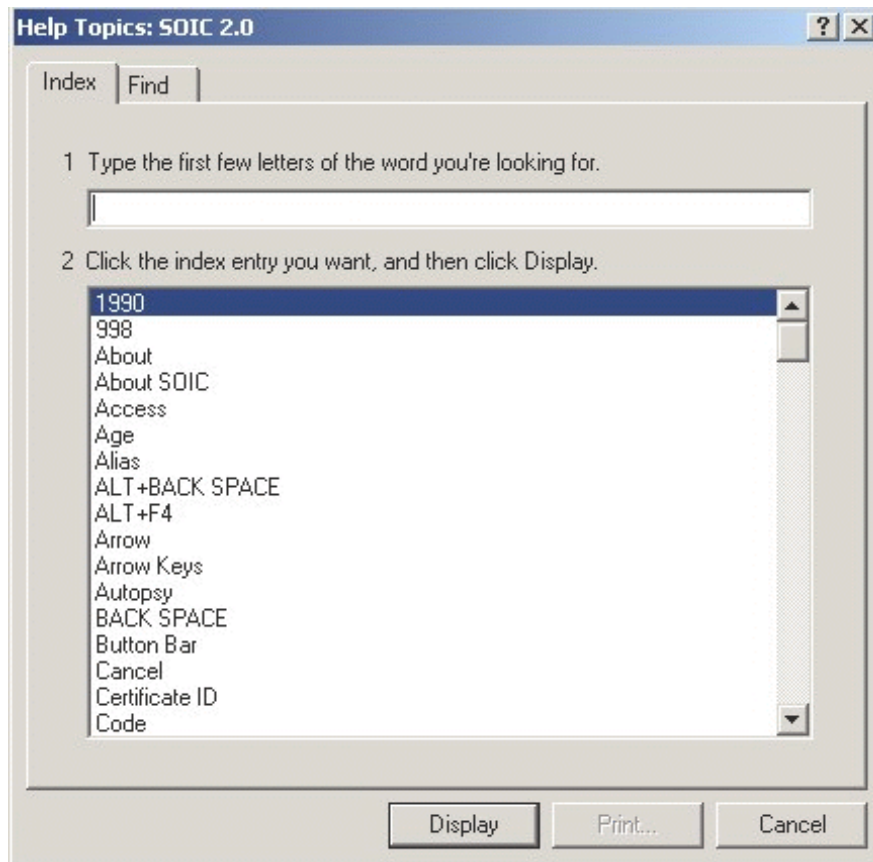


Figure 57

You can access the Index feature from any topic in the Help system by clicking on the Index button at the top of the window. You can go directly to the search feature from the Data Entry Screen by choosing “Index...” from the Help menu or by pressing ALT+H, I.

2.9.3 The Help Search Option

The Help system contains a Find feature that allows you to search the system. Almost every word found anywhere in the SOIC Help system can be located using the Find feature:

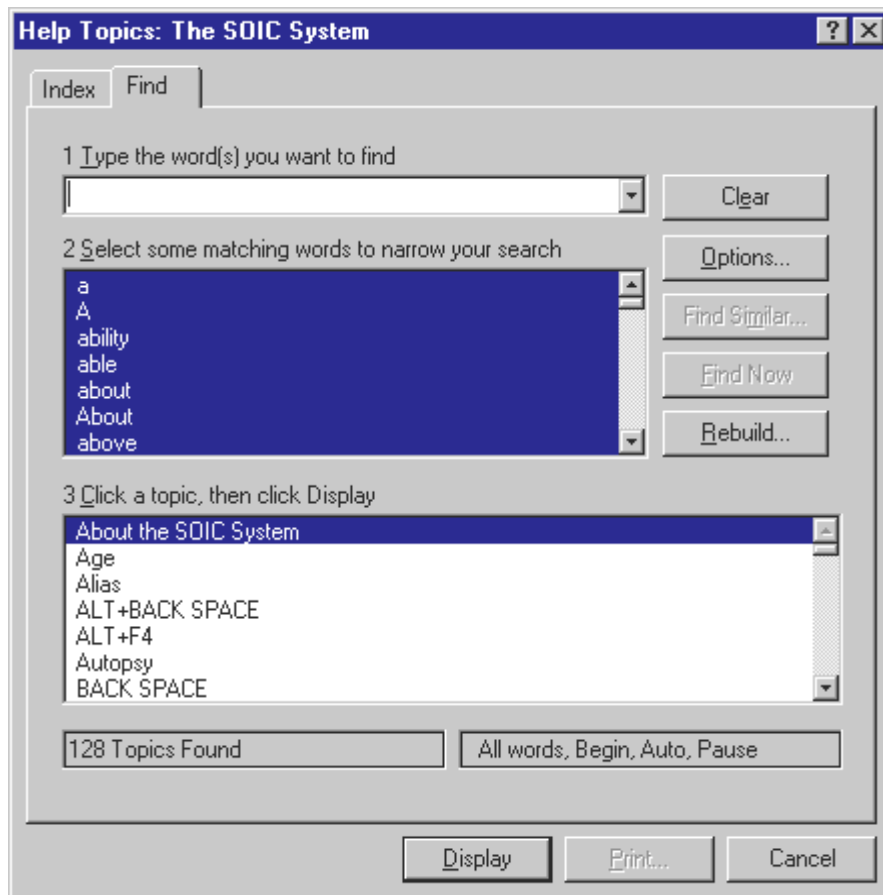


Figure 58

You can access the Find feature from the Help System by clicking on the Find tab at the top of the Index window. Find may ask you to generate a database before you use it. This is not a lengthy process.

2.9.4 The About SOIC Option

The About SOIC option opens a window that contains information similar to what you would find on the copyright page of a book. The information includes the exact release number of the version you are running. To choose the About SOIC option, click on Help and then About SOIC with the mouse, or press ALT+H, A.

APPENDIX A: Installing the SOIC System on Your Computer

To install the SOIC System, your computer must have Microsoft Windows 95, 98, 2000, Millennium, or NT, and at least 30 megabytes of free disk space. We also recommend that your computer have at least a 90MHz Pentium CPU with 32 megabytes of RAM. We have not established any minimum CPU and RAM requirements over and above the CPU and RAM requirements of Windows itself. However, the program has not been tested on anything less than a 486 DX2/66 with 32 megabytes of RAM, and we make no guarantees of performance on older, slower systems.

The SOIC System requires Microsoft Internet Explorer (IE). The SOIC System is not Internet-enabled and does not make use of the IE browser. Nevertheless, the program must have certain supporting files that are used by a variety of Windows applications, and these files are normally distributed with IE. Note that if you access the Internet from the same computer that runs the SOIC System, you do not need to use IE as your browser! You can, for example, use Netscape Navigator as a browser even if IE is also installed on the system.

The version of IE that you must have varies with the version of Windows that you are running. To determine which version of Internet Explorer you have, open Internet Explorer, then go to Help on the menu bar, then "About Internet Explorer."

- Windows 2000: Internet Explorer 5.0 or higher
- Windows ME: Internet Explorer 5.0 or higher
- Windows NT: If you have a version of Internet Explorer that is less than version 5.5, you must run the file scr55en.exe, which is located in the SOIC_Install.zip file.
- Windows 98: You must have Internet Explorer 4.0 or higher. If you have a version that is less than version 5.5, you must run the file scr55en.exe, which is located in the SOIC_Install.zip file.

- Windows 95: You must have Internet Explorer 5.0 or higher. If you have a version less than version 5.5, you must run the file scr55en.exe, which is located in the SOIC_Install.zip file.

A.1 Installation

Before installing the SOIC System, close all other active applications.

Once you have saved the file, you may open the file with WinZip or a compatible decompression utility. If using WinZip, click the Install button in the button bar at the top of the open window. WinZip will automatically run the appropriate installation package for you.

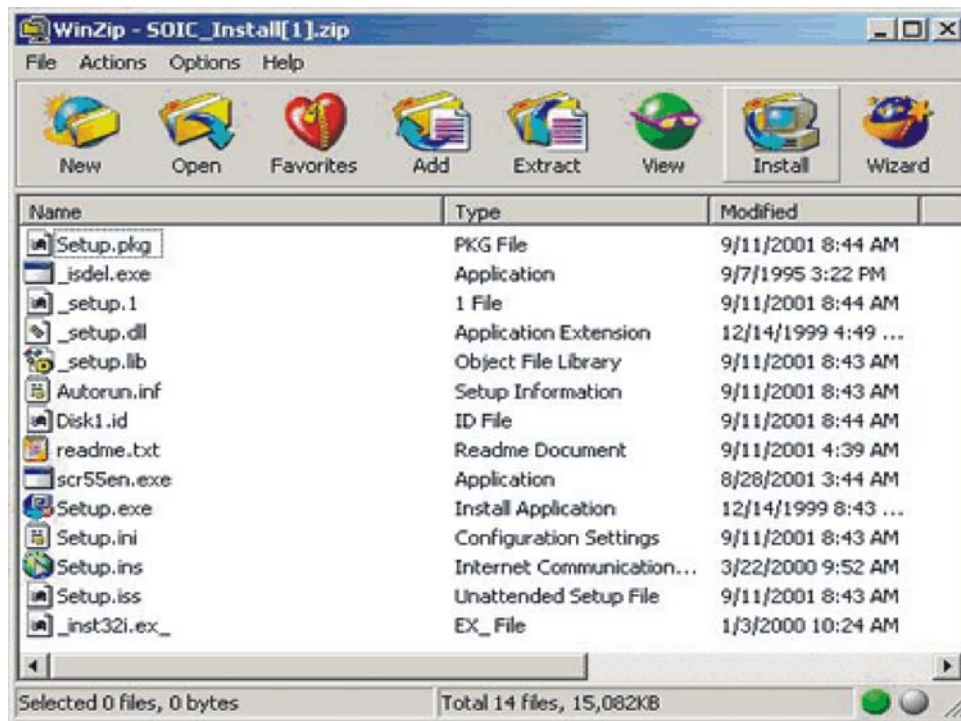


Figure 59

If you are using another compatible decompression utility, "unzip" the contents of the file and run the installation process by double clicking on the **SETUP.EXE**.

The installation program begins copying files it needs into your \WINDOWS\SYSTEM folder and other locations. After a few additional moments, the Installation program displays a dialog box window:

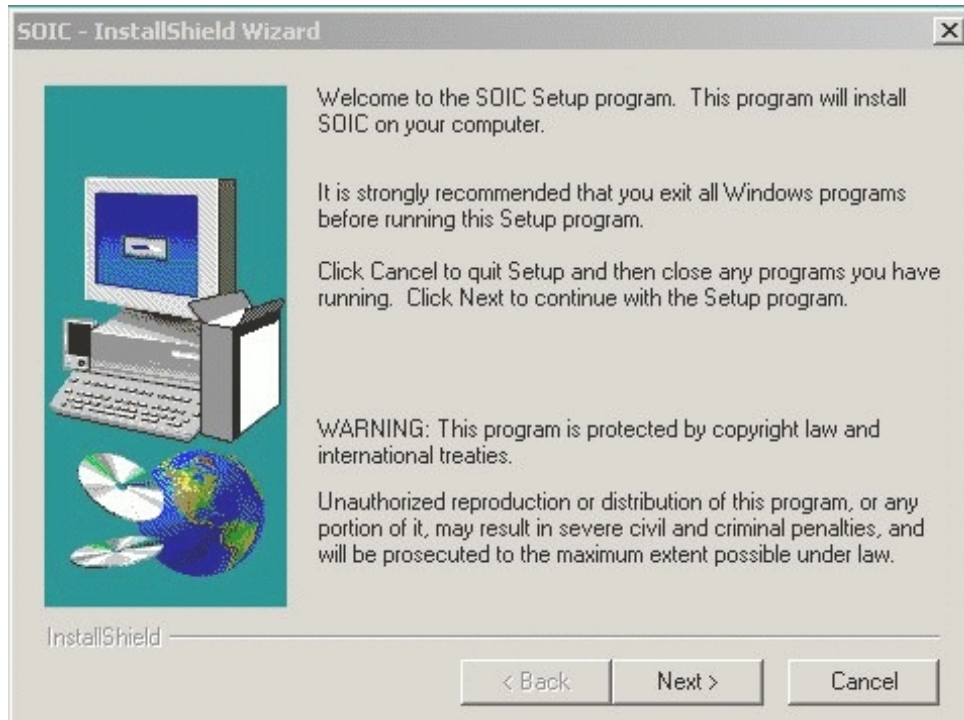


Figure 60

If you believe that there is any chance that you have forgotten to close an application, you can move to the open tasks with ALT+TAB and close them now. Otherwise, click on the Next button or press ENTER. A second window appears:

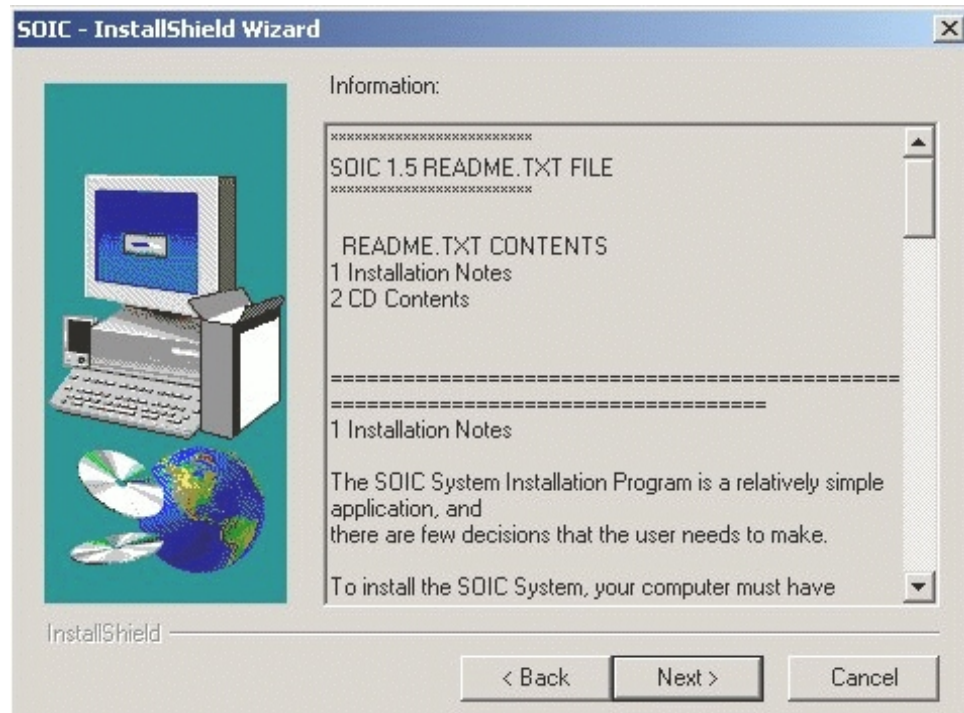


Figure 61

This is the readme file that describes the requirements needed to install the software, notably the requirement for a version of Microsoft Internet Explorer. If you believe you have met these requirements, click on Next. The following window appears:

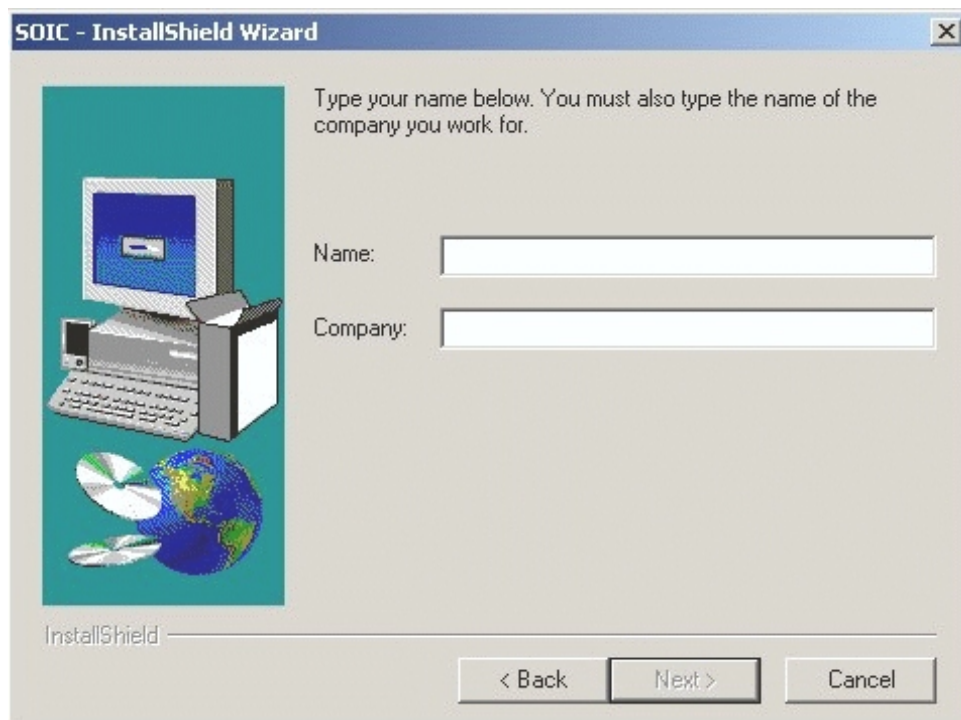


Figure 62

This window requires you to personalize your copy of the SOIC System. When you are done, the Next button lights up. Use it or press `ENTER` to move to the next window:



Figure 63

You can use the Browse button in this box to identify the drive and folder in which you want the SOIC System installed. If you do not specify a drive and folder, the Installation program will place the program in C:\Program Files\SOIC. Click on Next when you are finished.

The next window prompts you for the program folder name where you would like the SOIC icon to appear. You can type in a different name if you prefer:

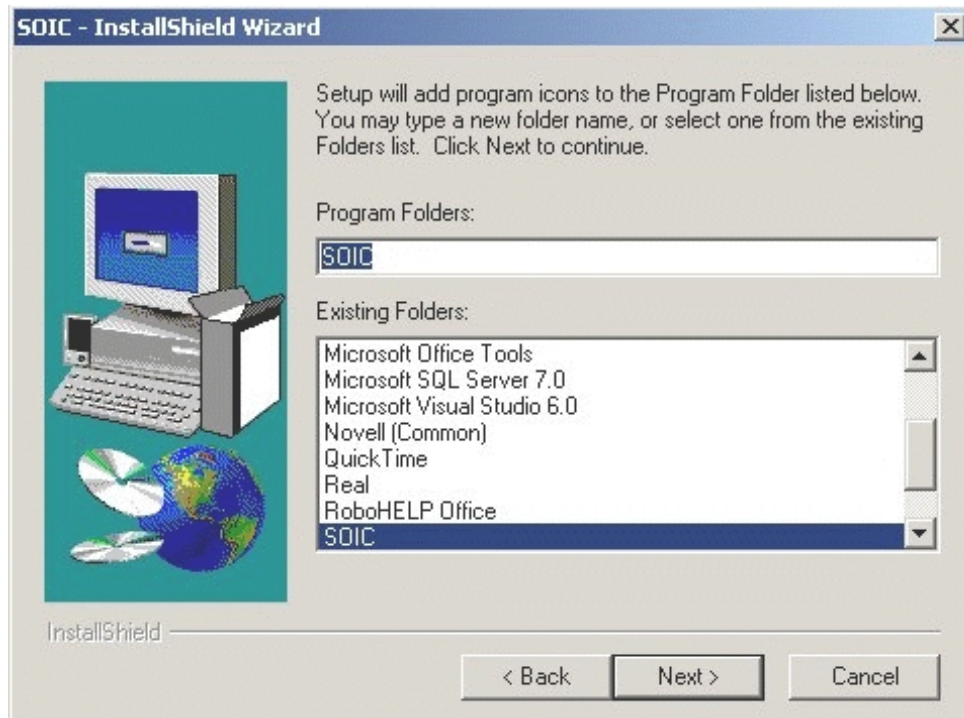


Figure 64

Click on Next, and the program now displays a configuration confirmation window:

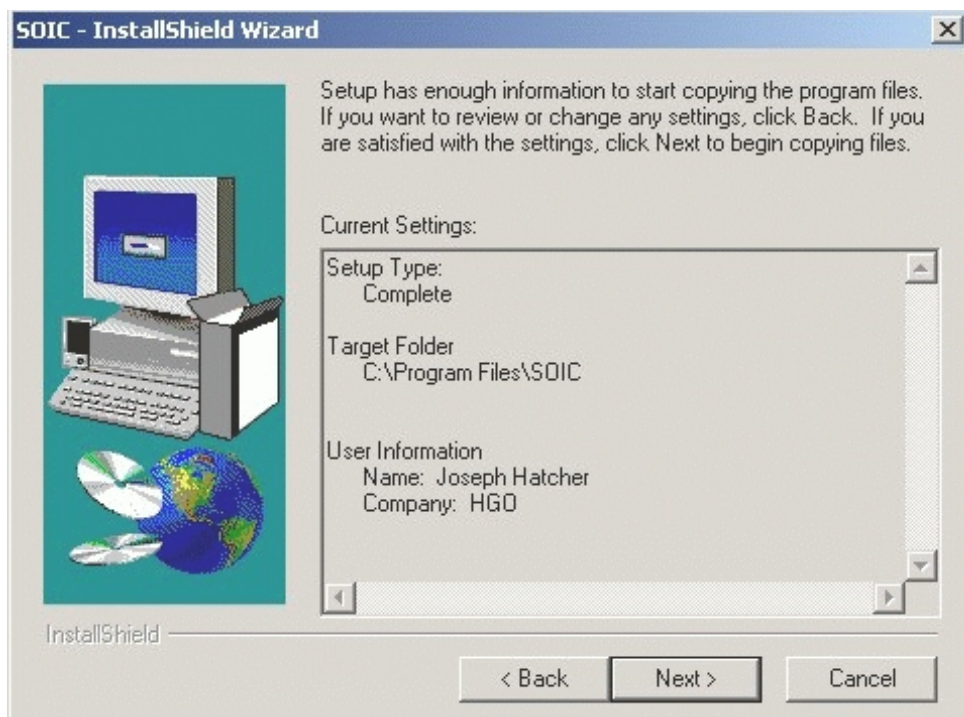


Figure 65

The Installation Program begins copying SOIC files to the appropriate folders. While the SOIC files are copied, the program displays a screen similar to the following example:

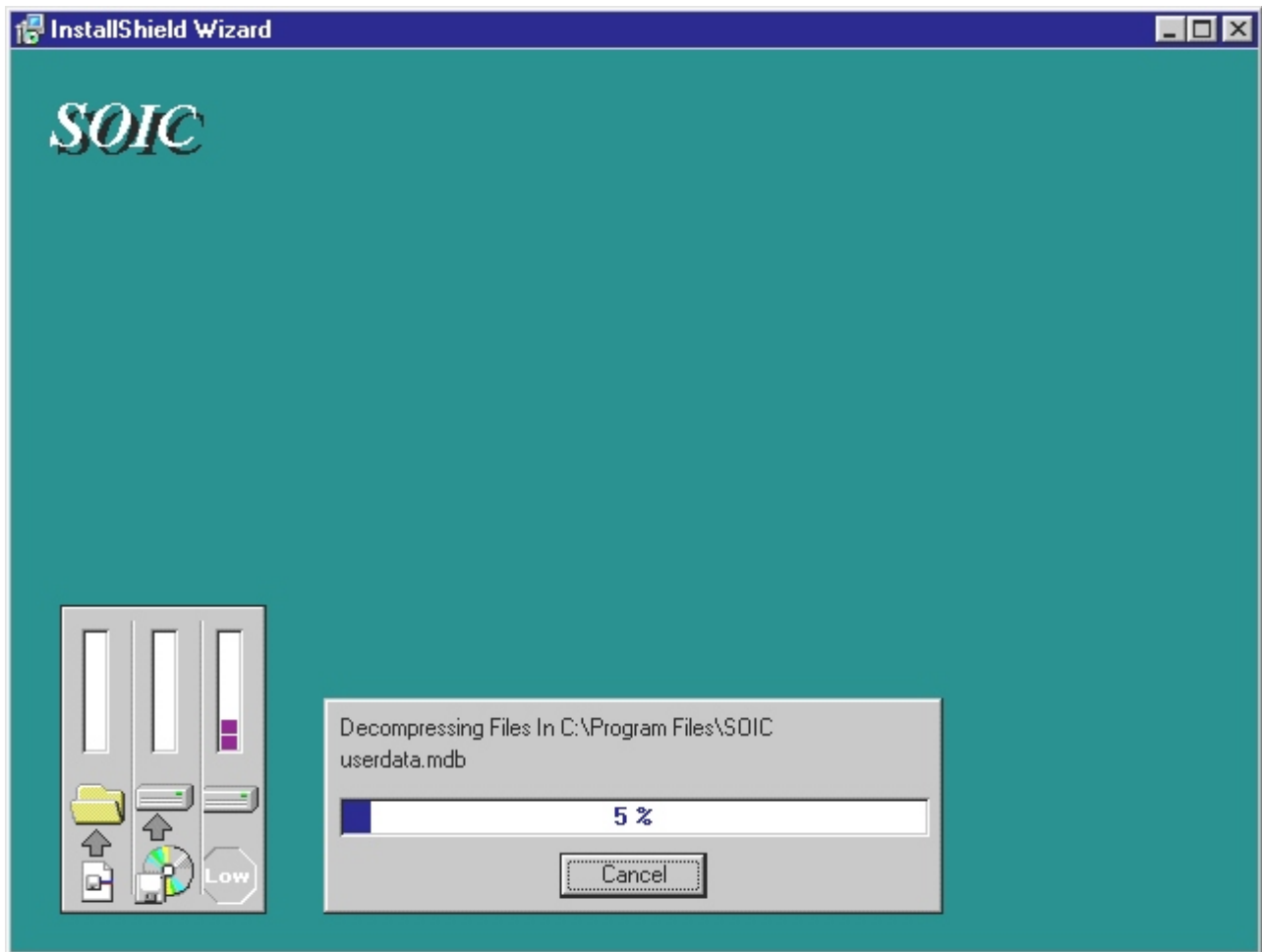


Figure 66

After copying the SOIC files, the program may need to install the Microsoft Jet files. If so, a window similar to the following will appear as the Jet files are copied:

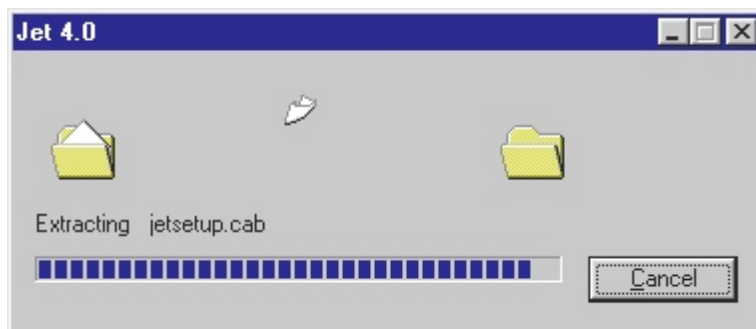


Figure 67

You may receive a message indicating that you must restart your computer before running SOIC. If you wish to run SOIC immediately, leave the “Yes, I want to restart” radio button selected, and click on the Finish button. Otherwise, click on the radio button labeled “No, I will restart my computer later.”

The SOIC system is now installed.

Every installation dialog box gives you the option of leaving the Installation program by clicking on the Cancel button or pressing ESC. If an installation is interrupted, you will need to begin the installation process all over again, from the beginning. The Installation program, however, is smart enough to detect files it has already copied, and it will not try to copy these files again. Restarting an interrupted installation, therefore, does not take as long as performing a new installation from scratch.

A.2 Copying or Deleting the SOIC System

When the previous SOIC version 1.3 was installed on systems running Windows 3.x, it was possible to move or copy an installed system to a new location, such as a LAN folder, if you followed certain precautions and took certain steps. Under Windows 95 and later operating systems, however, the SOIC System should not be moved manually. Windows 95 logs all applications in the “Registry.” Moving applications manually can confuse the Registry and various errors can result.

We recommend that you use the installation program to place the system in any new location. If you want to remove the system from a location, use the Windows de-installation feature. You can find this feature by opening the Start menu, choosing the Settings option, then opening the Control Panel window. One of the items in the Control Panel window is named “Add/Remove Programs.”

Double-click on this icon or name. The Add/Remove Programs Properties dialog box opens. A list box in the dialog box displays the names of a number of applications. Find the name “SOIC.” (You may need to scroll down the list to find SOIC.) Highlight the name and click on the Add/Remove button.

A.3 Possible Error Conditions

Under certain circumstances, the SOIC System may not run after the installation process has successfully completed. In almost all cases, the remedy is to de-install the SOIC System and then reinstall it.

Note that because the Installation Program does not overwrite current versions of files, the SOIC System can fail to run if a current version of a DLL or other \WINDOWS\SYSTEM file is corrupted. For example, opening a DLL with a word processor and saving it can destroy its ability to function—while at the same time leaving it with a date so recent that the Installation program will not touch it. If you suspect that one or more system files are corrupt, delete them with Windows Explorer, de-install SOIC, and reinstall it.

APPENDIX B: SOIC System Data File Formats

To be successfully imported into the SOIC System, a text file must be in a text format that the SOIC System can understand. That is, a file must be an “ASCII text file.” ASCII (the American Standard Code for Information Interchange) is the standard method of representing alphabetical and numerical characters on mid-sized and small computers, including PCs, Unix systems, the Apple Macintosh, and VAX minicomputers using the VMS operating system. ASCII is not used to represent text on IBM-compatible mainframe computers—these computers use an alternate system called EBCDIC. Software programs that copy files from mainframes to smaller systems can almost always translate text files from EBCDIC to ASCII. These programs, however, typically have the option of not translating files, and from time to time an EBCDIC text file is copied to a small system by mistake, and cannot be read. When transferring text files between different types of systems, therefore, always make sure that the transmitting software is set to “text” or “ASCII” (depending on the software), not “binary” or “image.” A binary transfer will not translate your file.

A second problem is that even systems that use ASCII do not always use the same set of invisible characters to mark the end of a line of text. MS-DOS and Microsoft Windows use an invisible carriage return symbol plus an invisible linefeed symbol to make up a combined “carriage return.” Pressing ENTER in text entry mode in almost all DOS and Windows programs inserts the combined end-of-line marker, and ordinarily the way of marking the end of a line is not something you need to worry about. ASCII-based operating systems other than DOS or Windows, however, may only use a single invisible carriage return symbol, or a single linefeed symbol. A binary transfer of such a file preserves the foreign end-of-line marker. Again, a text or ASCII file transfer solves this problem by converting the end-of-line marker to the DOS standard.

For an import to succeed, all lines in the imported text file must be the same length. Some software automatically trims trailing spaces from lines. Each line of the text file must end with the standard DOS carriage return (carriage return + linefeed) in the space immediately after the last space used for field information. If the lines in the text file are 211 spaces long, for example, the DOS carriage return must be in space 212.

A text file must also not contain any of the non-ASCII formatting characters often inserted by word-processing programs. Make sure that the software used to create the file saves it as a pure text file, without formatting characters.

Finally, the text file must be organized so that the SOIC System can tell where one field of data ends and another begins, and where one record ends and another begins. The SOIC System expects a text file in which each record consists of a single line, ending with a standard DOS carriage return. The individual fields of each record are in a “columnar” format. That is, each field is identified by its location on the record line, in spaces. For example, in the SOIC System internal format, the first field, Local ID, takes up spaces 1 through 4 of the line. The second field, Temporary ID, takes up spaces 5 through 10. Underlying Cause is in spaces 207-210, and Autopsy is in space 211.

It is not necessary that the fields in the imported text file be in the same order as the fields in an internal SOIC System table. Of course, you may find it convenient to keep the fields in that order. If that is not convenient, the field mapping function on import can reorder the fields.

The mapping function can also handle cases where imported fields have different lengths than the fields in an SOIC System table. If an imported field contains more characters than the SOIC System allows, the extra characters are trimmed on import. If you attempt to import a text file with lines more than 211 characters long, the SOIC System will ignore all data located past space 211. The import will otherwise succeed.

For general information on how the SOIC System handles files, see Section 2.3, “How the SOIC System Manages Tables and Files” on page 44. For specific information on importing text files into the SOIC System, see Section 2.4.7, “The Import Option” on page 68.

The following table gives the location of the fields in an internal SOIC System data table. For reference, we also give information on the text file format used by the National Center for Health Statistics (NCHS). The SOIC System internal format is based on the NCHS text file format, though the SOIC format has been modified where necessary. Notably, it contains many additional fields. Non-displayed fields that the SOIC System uses for internal purposes are not exported. The exceptions are the fields “ostatus” and “istatus,” which are exported but not displayed.

Field Name, SOIC Data Entry Form	Field Name, SOIC Internal Data Format	Field Name, NCHS Mortality File Layout	Location in Spaces	Field Type	Size
Local ID	LocalID	Shipment No. Receipt Month	1-2 3-4	Text	4
Temporary ID	TempID	<not included>	5-10	Text	6
Certificate ID	CertID	Certificate No.	11-16	Text	6
Last Name	LastName	Name of Decedent Last	17-36	Text	20
First Name	FirstName	First	37-51	Text	15
Initial	Initial	Middle Initial	52	Text	1
Alias	Alias	Alias	53	Text	1
Sex	Sex	Sex	54	Text	1
Date of Death	Dod	Date of Death	55-62	Text	8
Social Security	SSnum	Social Security No.	63-71	Text	9
Age	Age	Age	72-74	Text	3
Date of Birth	DOB	Date of Birth	75-82	Text	8
State of Birth	POBState	State of Birth	83-84	Text	2
Place of Death	typePlace	Type of Place	85	Text	1
State of Death	PODState	Place of Death State	86-87	Text	2
County of Death	PODCounty	County	88-90	Text	3
Marital Status	Marital	Marital Status	91	Text	1
Occupation	otitle	<not included>	92-131	Text	40
Industry	ititle	<not included>	132-171	Text	40
Code [Occupation]	Ocode	Occupation of Decedent	172-174	Text	3
Code [Industry]	Icode	Type of Industry	175-177	Text	3
Residence-State	PORState	Place of Residence State	178-179	Text	2
Residence-County	PORCounty	County/City	180-182	Text	3

Field Name, SOIC Data Entry Form	Field Name, SOIC Internal Data Format	Field Name, NCHS Mortality File Layout	Location in Spaces	Field Type	Size
Hispanic Origin	Hispanic	Hispanic Origin	183	Text	1
Race	Race	Race	184	Text	1
Education	Education	Education	185-186	Text	2
Father's Surname	Father	Father's Surname	187-205	Text	19
Work Injury	Workinjury	Injury at Work	206	Text	1
Underlying Cause	cause	Underlying Cause	207-210	Text	4
Autopsy	autopsy	Autopsy	211	Text	1
<internal code, exported but not displayed>	ostatus	<not included>	212	Text	1
<internal code, exported but not displayed>	istatus	<not included>	213	Text	1
<internal code, not displayed or exported>	rtind	<not included>	na	Text	3
<internal code, not displayed or exported>	icodedby	<not included>	na	Number (Byte)	1
<internal code>	ind1code	<not included>	na	Text	3
<internal code>	ind2code	<not included>	na	Text	3
<internal code>	ind3code	<not included>	na	Text	3
<internal code>	cfind	<not included>	na	Number (Double)	8
<internal code>	indscore	<not included>	na	Number (Double)	8
<internal code>	rtocc	<not included>	na	Text	3
<internal code>	ocodedby	<not included>	na	Number (Byte)	1

Field Name, SOIC Data Entry Form	Field Name, SOIC Internal Data Format	Field Name, NCHS Mortality File Layout	Location in Spaces	Field Type	Size
<internal code>	occ1code	<not included>	na	Text	3
<internal code>	occ2code	<not included>	na	Text	3
<internal code>	occ3code	<not included>	na	Text	3
<internal code>	cfocc	<not included>	na	Number (Double)	8
<internal code>	occscore	<not included>	na	Number (Double)	8
<internal code>	disagree	<not included>	na	Text	3
<internal code>	stime	<not included>	na	Text	8
<internal code>	ftime	<not included>	na	Text	8

The following table gives the code structure for the fields of the NCHS Mortality File. The code structure indicates the possible valid responses and, where the fields are coded, what the codes mean.

Field Name	Code Structure
Shipment Number	01-19
Receipt Month	01-12 (Jan.=01; Dec.=12)
Certificate Number	Numeric, left zero fill
Last Name	Alpha, left-justify (20 char.)
First Name	Alpha, left-justify (15 char.)
Middle Initial	Alpha or blank (1 char.)
Alias	1 or blank
Sex	Male=1, female=2, not classifiable=9
Date of Death	Month (first two spaces): 01-12, not classifiable=99 Day (next two spaces): 01-31, not classifiable=99 Year (last two spaces): last two digits of year [NOTE: The SOIC System calls for all four digits of the year.]
Social Security Number	Numeric or blank

Field Name	Code Structure
Age	Units (first space): years less than 100=0, years 100 or more=1, months=2, weeks=3, days=4, hours=5, minutes=6, not classifiable=9 Number of units (second and third spaces): enter as stated. Not classifiable=99
Date of Birth	Month (first two spaces): 01-12, not classifiable=99 Day (next two spaces): 01-31, not classifiable=99 Year (last three spaces): last three digits, not classifiable=099 [NOTE: The SOIC System calls for all four digits of the year.]
Decedent's Birthplace	If state, 01-51; Puerto Rico=52, Virgin Islands=53, Guam=54, Canada=55, Cuba=56, Mexico=57, remainder of world=59, not classifiable=99 [FIPS codes]
Type of Place of Death	Hospital: inpatient=1, outpatient/ER=2, DOA=3, status unknown=4 Other: nursing home=5, residence=6, other=7 Not classifiable=9
Geographic Place of Death, State	01-54 [FIPS codes]
Geographic Place of Death, County	Refer to <i>Part 8, Geographic Classification, 1982</i> . [FIPS codes] (There is no valid unknown code for county. If information is unknown, assign the same code as the previous record.)
Marital Status	Married=1, never married=2, widowed=3, divorced=4, not classifiable=9
Occupation	<i>Instruction Manual, Part 19</i> (This is the code, not the literal.)
Industry	<i>Instruction Manual, Part 19</i> (This is the code, not the literal.)
Residence of Decedent, State	If state, 01-51; Puerto Rico=52, Virgin Islands=53, Guam=54, Canada=55, Cuba=56, Mexico=57, remainder of world=59, not classifiable=99. Also see <i>1991 NCHS Instruction Manual, Part 4</i> . [FIPS codes]
Residence of Decedent, County/City	Refer to <i>Part 8, Geographic Classification, 1982</i> . Also see <i>1991 NCHS Instruction Manual, Part 4</i> . [FIPS codes]
Hispanic Origin	Non-Hispanic=0, Mexican=1, Puerto Rican=2, Cuban=3, Central or South American=4, other and unknown Hispanic=5, not classifiable=9

Field Name	Code Structure
Race	White=1, Black=2, Indian=3, Chinese=4, Japanese=5, Hawaiian=6, Filipino=7, other Asian/Pacific Islander=8, other=0, not classifiable=9
Education	00-17, not classifiable=99
Father's Surname	Alpha, left-justify or blank
Injury at Work	Yes=1, no=2, not classifiable=9
Underlying Cause of Death	ICD-9
Autopsy	Yes=1, no=2, not classifiable=9

APPENDIX C: The 998 Insufficient Information Code

Based on recommendations from the SOIC Policy Committee, the SOIC Software was designed to assign a code of 998 when there is insufficient information present to reliably assign an informational code. 998 can be assigned to either industry or occupation. The meaning of a 998 assignment is different from that of a 990/999 assignment. 990/999 will continue to be used for blanks, unknown, refused, etc. 998 is not technically a code assignment, but rather an indicator that although there was some information present in the industry or occupation descriptions, that information was insufficient for ascertaining a code.

All decisions regarding the criteria by which a case is to be assigned 998 were made by the SOIC Technical Committee. The committee was formed in 1997 and was comprised of a panel of coding experts from the Bureau of the Census (BOC), the National Institute for Occupational Safety and Health (NIOSH), and the National Center for Health Statistics (NCHS). The committee was responsible for reviewing coding conflicts and hard-to-code cases, and was instrumental in improving the quality of the SOIC software.

The use of 998 provides two key benefits: the ability to measure the overall quality of information in a data set, and the ability to identify cases with insufficient information so that they can be returned to their source for clarification whenever possible.

The SOIC software offers several features to assist in working with 998 cases. The Find Record option (Section 2.6.6 on page 83) allows you to search for individual records assigned 998 in either industry or occupation. The Print option (Section 2.4.9 on page 76) allows you to print only 998 cases. For data stored as internal SOIC tables, the Save 998 Codes option (Section 2.4.4.3 on page 64) allows you to save 998 cases as a separate SOIC or Access table.

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