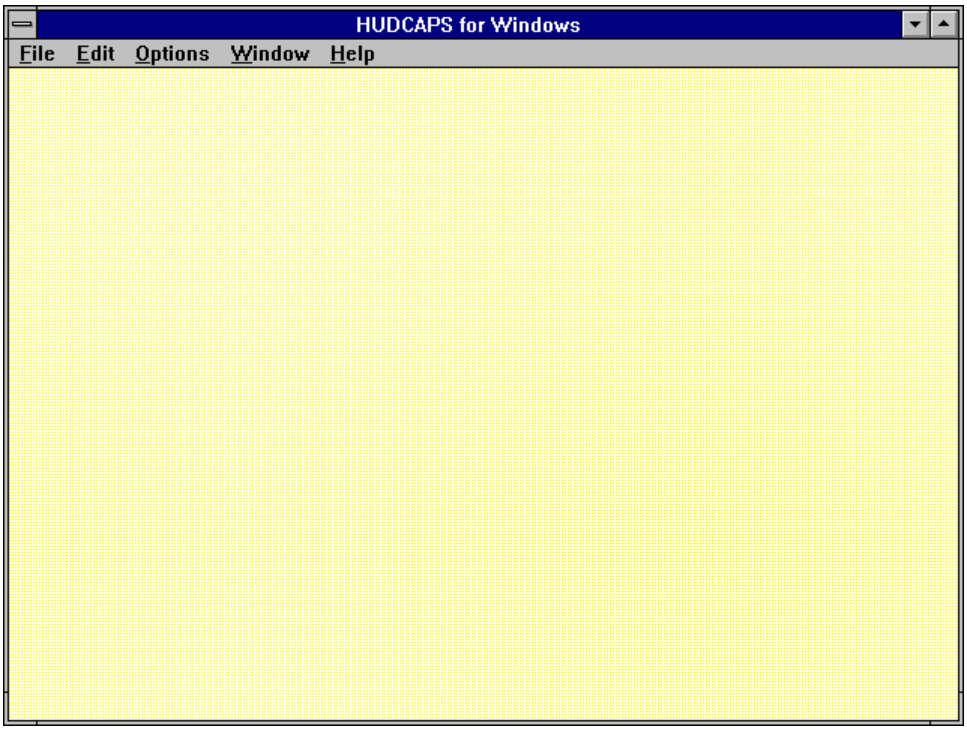
## Section 4 Main Menu

A. HUDCAPS uses a series of menus to simplify system navigation. These menus enable you to access tables and queries, enter data, and process documents. This section provides you with an overview of the Main menu and a listing of all the available drop-down menus.




B. The Main menu provides the following drop-down menus: File, Edit, Options**,** Window, and Help. Additionally, Batch and Document menus are added when processing documents and an Action menu is added for table related transactions. Users can access the drop-down menus by clicking once on the desired selection from the Main menu, or use your keyboard to press the shortcut keys indicated to perform the desired action. Once accessed, each menu provides several selections. ( These selections and their keyboard shortcuts are listed in the following section).