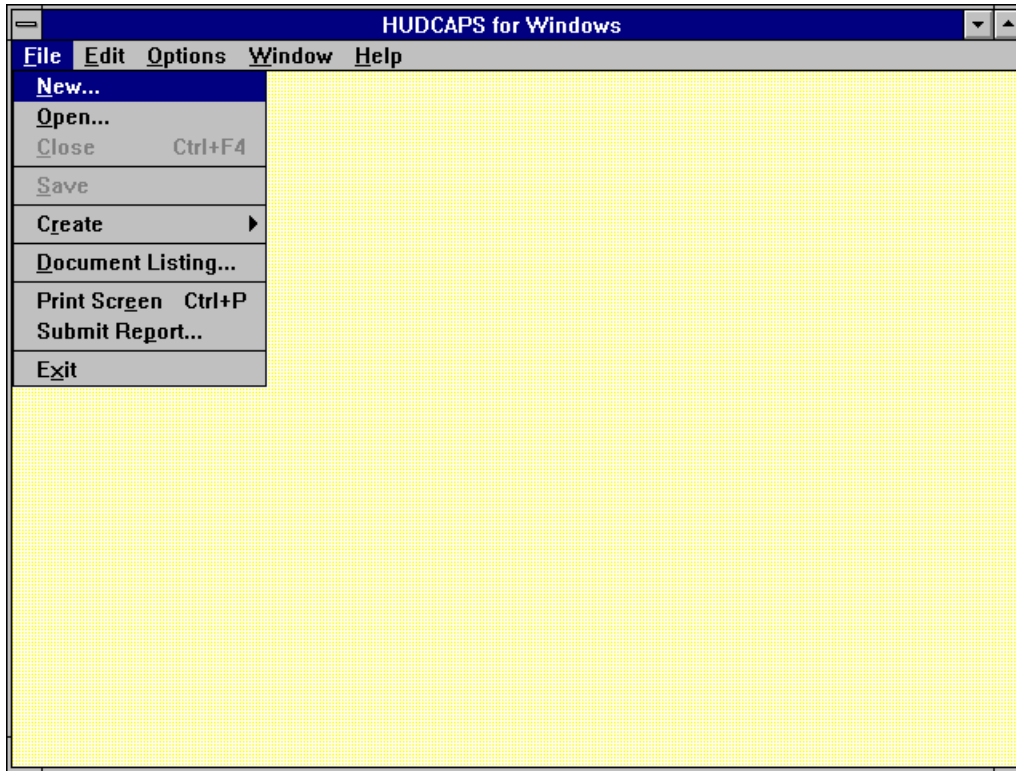


Section 5 File Menu



Menu Selection	Keyboard	Description
New/Open	—	Allows you to create a new document or open an existing document
Close	Ctrl + F4	Closes the active document
Save	—	Saves the active document
Create: Funding Increment	—	Creates new Funding Increment (for Section 8 funds only)
Create: Reservation	—	Creates new Reservation (for Section 8 funds only)
Create: Contract	—	Creates new Contract (for Section 8 funds only)
Create: Reservation/ Contract Amendment	—	Creates new Reservation or Contract Amendment (for Section 8 funds only)
Document Listing...	—	Opens the Document Listing
Submit Reports	—	Accesses the Report Listing
Exit	—	Signs you off of HUDCAPS and returns you to HUDware II

