

**noyesnoyesyesyesyesUsing HelpTRUECopyright © 1994 Phil
Koopman, Sr.yesyesyeshelp**

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Help file produced by **HELLLP!**, a product of Guy Software, on 09/05/94 for Philip Koopman.

The above table of contents will be automatically completed and will also provide an excellent cross-reference for context strings and topic titles. You may leave it as your main table of contents for your help file, or you may create your own and cause it to be displayed instead by using the I button on the toolbar. This page will not be displayed as a topic. It is given a context string of `__` and a HelpContextID property of 32517, but these are not presented for jump selection.

HINT: If you do not wish some of your topics to appear in the table of contents as displayed to your users (you may want them ONLY as PopUps), move the lines with their titles and contexts to below this point. If you do this remember to move the whole line, not part. As an alternative, you may wish to set up your own table of contents, see Help under The Structure of a Help File.

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Help Commands, Menus & Buttons

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Annotating a Help Topic

You can add your own comments to a Help topic. When you annotate a Help topic, Help places a paper-clip icon to the left of the topic title to remind you that you have added text to this topic.




For help on annotating Help topics, choose one of the following tasks:

- [Adding Text to a Help Topic](#)
- [Copying and Pasting an Annotation](#)
- [Removing an Annotation](#)
- [Viewing an Annotation](#)

Adding Text to a Help Topic

You can add your own comments and notes to a Help topic and view this information later.

▶ **To add text to the current Help topic**

1. From the Edit menu in Help, choose Annotate.
2. In the Annotate dialog box, type the text you want to add.
If you make a mistake, press the  (Backspace) key to remove any unwanted characters and then continue typing. Text wraps automatically, but you can end a line before it **wraps** by pressing the  key.
3. Choose the  button.

Copying and Pasting an Annotation




You can copy text from an annotation and paste it into another annotation in Help or into a document. You can also paste text from documents into annotations.

▶ **To copy an annotation:**

1. Click the paper-clip icon  to the left of the topic title.

Or, press  to select the paper-clip icon, and then press




2. To copy the annotation to the Clipboard, choose the  button. If you want to copy only a portion of the annotation, select the text that you want to copy onto the Clipboard, and then choose the  button. You can drag the mouse pointer over text to select it. Or, press and hold down the  key while you use the arrow keys to select text.


3. Choose the  button.

▶ **To paste an annotation:**

1. Copy onto the Clipboard the text you want to paste into the annotation.

2. In the Help topic where you want to paste the annotation, click the paper-clip icon  to the left of the title. Or, press



to select the paper-clip icon , and then press the



key.

3. To paste the contents of the Clipboard at the beginning of the topic, choose the  button.

Or, press  &



keys.

Or, place the insertion point at the location you want to insert the new text, and then choose the  button.



4. Choose the  button.

Removing an Annotation

If you no longer need your comments about a Help topic, you can remove the annotation.

▶ **To remove an annotation:**

1. Click the paper-clip icon  to the left of the topic title.

Or, press  to select the paper-clip icon, and then press .



2. Choose the  button.

Viewing an Annotation

If you have added comments to a Help topic, you can view them at any time.

▶ **To view an annotation:**

1. Click the paper-clip icon  to the left of the topic title.

Or, press  to select the paper-clip icon, and then press .

2. When you finish viewing the annotation, choose the  button.

Moving Around in Help

You can use the Help button bar to move around in Help. You can browse through topics, and go back to topics you've viewed previously. You can search for specific information or display Help Contents. You can also choose a jump to go to a new Help topic. For more information about moving around in Help, choose one of the following tasks:


- [Backtracking Through Help Topics](#)
- [Browsing Through Help Topics](#)
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- [Searching for a Help Topic](#)

Copying a Help Topic onto the Clipboard

You can copy some or all of the text in a Help topic onto the Clipboard. From the Clipboard, you can paste the text into another document.

Note: You cannot copy the graphics in a Help topic onto the Clipboard.



▶ **To copy text in the current Help topic onto the Clipboard:**

1. From the Edit menu in Help, choose **Copy...**
2. To copy all the text onto the Clipboard, choose the  button.

Or, select the text you want to copy onto the Clipboard, and then choose the  button.

You can paste the text that is on the Clipboard into a Help annotation or into a document from another application.

▶ **To copy the entire topic directly onto the Clipboard:**

Press the  &  keys.


▶ **See Also**

[Annotating a Help Topic](#)


Defining and Using Bookmarks

Just as you can place bookmarks in a book to mark specific references, you can place bookmarks in Help topics you use frequently. After you have placed a bookmark in a topic, you can access that topic quickly from the Bookmark menu.


▶ **To place a bookmark in the current topic:**

1. From the **Bookmark** menu in Help, choose **Define... .**
2. In the Bookmark Name box, the topic title appears. If you want to use a different name to identify the bookmark, type a name in this box.
3. Choose the  button.
The bookmark name now appears on the Bookmark menu in Help.

▶ **To view a topic that has a bookmark:**


1. From the **Bookmark** menu in Help, choose the bookmark name for the topic you want to view.
2. Underlined numbers precede the first nine bookmark titles. You can type the corresponding number to go quickly to a marked topic.
3. If more than nine bookmarks have been defined, choose **More...** from the **Bookmark** menu in Help. Select a bookmark in the **Go To** Bookmark box, and then choose the  button.

▶ **To remove a bookmark:**

1. From the **Bookmark** menu in Help, choose **Define... .**
2. Select the bookmark you want to remove.
3. Choose the  button.

The bookmark name is removed from the Bookmark menu in Help.

Getting Help from Your Application



You can get Help while using an application by choosing a command from the application's Help menu or by pressing . Some applications also have a Help button in dialog boxes.


► **To access Help from an application:**

From the Help menu in the application, choose a Help command.

Or, press  while using the application.

Or, choose the  button in a dialog box.

A Help window appears. The topic that is displayed depends on which Help command you chose, what was selected when you pressed , or which dialog box you were using when you chose the  button. With some applications, the Help Contents for the application appears. With other applications, a Help topic on the selected command or dialog box appears.

Note: If  does not display Help, you must use the application's Help menu.

Keeping Help on Top of Other Windows

When you first open Help, the Help window appears on top of other windows. If you select another window, it might cover up the Help window. You can choose to keep the Help window on top of other windows even when you switch to other applications. This can be useful if you are using Help to follow a step-by-step procedure in your application.

Note: If you minimize a Help window that is on top, its icon also appears on top of other windows.

▶ **To keep the Help window on top:**

From the Help menu in the Help window, choose **Always On Top**.


A check mark appears next to the command, and a shadow appears around the window border to indicate that the Help window is on top.

If you do not want the Help window to be on top, choose **Always On Top** again.

▶ **See Also**

[Viewing an Application and Help Together](#)

Backtracking Through Help Topics

Use the Back button to go back through the Help topics you have viewed, in the order in which you viewed them. If there is no previous topic to view, the Back button is dimmed:  The record of topics you have viewed is removed each time you quit Help.

▶ To backtrack through Help topics:

Choose the  button on the Help button bar.



Or, type .

You return to the previously viewed topic. The topic appears as you left it, unless you resized the window before backtracking.

▶ See Also

[Moving Around in Help](#)

Browsing Through Help Topics

If the browse buttons  and  appear in the Help window, it means certain Help topics have been grouped together in a sequence.

▶ **To view the next topic in the browse sequence:**

Choose the  button on the Help button bar.

Or, press the period  key.

When you reach the last topic in the sequence, or if there is no browse sequence, the  button is dimmed.

▶ **To view the previous topic in the browse sequence:**

Choose the  button on the Help button bar.


Or, press the comma  key.

When you reach the first topic in the sequence, or if there is no browse sequence, the  button is dimmed.

▶ **See Also**

[Moving Around in Help](#)

Choosing a Jump

Help topics can include graphics and text that link to other Help topics or to more information about the current topic. These are called jumps. Jumps are usually identified by a color and an underline (unless the jump is a graphic). When you point to a jump, the pointer changes to a hand shape .

▶ **To choose a jump:**

Point to the text or graphic, and click with the left mouse button.



Or, press  to select the jump, and then press .

You can press  &  to move backward and select a jump.

If the jump you choose is linked to another topic, that topic appears in the Help window. Sometimes a jump is linked to information that appears in a pop-up window or a secondary window.

Note: When information is displayed in a pop-up window, the size of the pop-up window is proportional to the size of the main Help window. If you want the pop-up window to be larger, you need to change the size of the main Help window.

▶ **To display all jumps in a topic:**



Press  & .
This is a jump to a pop-up window: [Help Basics](#)

▶ **To close a pop-up window:**

Click anywhere on the screen, or press any key.

▶ **To close a secondary Help window:**


Double-click the Control-menu box.

Or, press  then  to open the Control menu, and then choose **Close**.

▶ **See Also**

[Moving Around in Help](#)

Displaying Help Contents

Help Contents generally lists available Help topics. If you are viewing a Help topic and you want to return to Help Contents, use the  button.

▶ **To display Help Contents from within Help:**

Choose the  button in the Help button bar.

Or, type .


▶ **See Also**

[Getting Help from Your Application](#)
[Moving Around in Help](#)


Returning to a Help Topic You Have Viewed

You can use the  button to see a list of the previous 40 Help topics you have viewed. To return to a topic, choose it from this list.

▶ **To use the History button to return to a topic:**

1. In the Help button bar, choose the  button.

Or, type 

2. Double-click the topic you want to return to (or select it and press ). If necessary, use the [scroll bar\(s\)](#) to see more topics. The History window stays open until you close it or quit Help.

▶ **To close the History window:**

Double-click the Control-menu box.

Or, press the  &

 keys.

▶ **See Also**

[Moving Around in Help](#)

Scrolling Through a Help Topic

Scrolling Through a Help Topic

If the information in a Help topic doesn't fit in the window, use the [scroll bar\(s\)](#).

- ▶ **To scroll through a Help topic:**



Click one of the **scroll** arrows to scroll one line at a time, or drag the scroll box to scroll quickly through a topic.



Or, use the arrow keys



to scroll up or down

- ▶ **To scroll up or down, one window at a time:**



Click above or below the **scroll** box in the scroll bar.



Or, use the

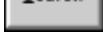


and
keys.


- ▶ **See Also**

[Scroll Bars](#)
[Moving Around in Help](#)



Searching for a Help Topic

You can find information quickly by using the  button in the Help window. The Search button opens the Search dialog box, where you select a word that you want to search for. All Help topics associated with that word are listed, and you can select one to view. For example, to find out how to save a file, you could select "save" from the list. Topics that have the word "save" associated with them would then be listed in the Search dialog box.

▶ **To search for Help information:**

1. In the Help button bar, choose the  button.

Or, type .

2. Select the word or phrase you want to search for. When you start typing, the words that most closely match the text you type are displayed.
3. Choose the  button.
4. Select the topic you want to view. If necessary, use the scroll bar to see more topics.
5. Choose the  button.


▶ **See Also**

[Moving Around in Help](#)

Opening Another Help File

You can open a Help file for any application that offers Help. You do not have to be using the application to open its Help file. For example, you can be working in Windows Notepad and open the Help file for Windows Program Manager to read about group windows.

▶ **To open another Help file:**

1. From the File menu in Help, choose **Open**.
2. In the File Name box, select the name of the Help file you want to open. If the file you want to open is not in the current directory, select a different directory in the Directories box and choose the  button. Then, select a Help file in the File Name box.

If the file you want is not on the current drive, open the Drives box, and select a drive. Then select a Help file in the File Name box.

3. Choose the  button.

▶ **See Also**

[Getting Help from Your Application](#)




Printing a Help Topic

You can print any Help topic. A topic prints on the Windows default printer. If you have installed more than one printer, you can make any of them the default printer. You can also change the options for the default printer.

▶ To print the current Help topic:

From the **File** menu in Help, choose **Print Topic**.

▶ To change printers and printer options:

1. From the **File** menu in Help, choose **Print Setup...**
2. Then, select the printer you want to use.
3. To change the default printer options, choose the  button. The options vary, depending on the printer you select.
4. Select the options you want.
5. Choose the  button to close the printer's Setup dialog box.
6. And, choose the  button, closing the Setup dialog box.

For help with the Setup dialog box, choose the Help button or press  while using the dialog box.

Note: You cannot print information that is in a pop-up window.

Viewing an Application and Help Together

When you use Help, you may want to change the size of the Help window and move it so that you can see both the Help window and your application window. By Positioning windows so that they are both visible, you can follow step-by-step procedures without having to switch between windows. Another way to make sure that you can see both Help and your application is to keep the Help window on top of the application window while you work.



▶ **To change the size of the Help window:**

Drag the corner or border of the window until the window is the size you want.

Or, press  &  to open the Control menu and use the **Size** command to change the size of the window.

▶ **To move the Help window:**

Drag the title bar of the window to the new location.

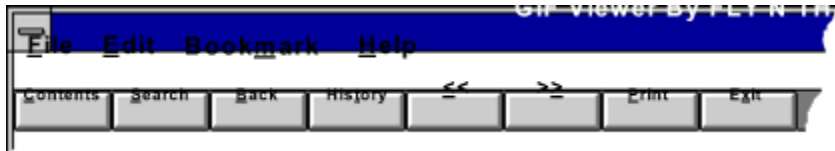
Or, press the  &  keys to open the Control menu and use the **Move** command to move the window.

For more information on moving and sizing windows, see your Windows documentation.

▶ **See Also**

[Keeping Help on Top of Other Windows](#)

Help Title Bar, Menus & Buttons



Typical Help Title Bar, Menu Pull-Downs and Buttons

File menu names and commands are shown in the text as **LARGE** colored letters with the underlined letter showing the key to press. For: **Help** you would press the key for the letter H.

► See Also

[File-Menu Commands](#)

[Edit-Menu Commands](#)

[Bookmark-Menu Commands](#)

[Help-Menu Commands](#)

[Help Buttons](#)

File-Menu Commands

File **File-Menu Command**

Use the scroll bar to see more commands.

Open...

Opens a Help file.

Print Topic

Prints the topic that is in the Help window. You can print only entire topics.

Print Setup...

Sets printer options before printing a topic. You can select a printer and set or change options for the printer. The options available depend on the type of printer selected.

Exit

Quits Help and saves any annotations or bookmarks you created.

Edit-Menu Commands

Edit **Edit-Menu Command**

Use the scroll bar to see more commands.

Copy...

Copies the text of the current Help topic to the Clipboard. From the Clipboard, you can paste the text into another application or document.

Annotate...

Adds text to the current Help topic. Annotations are marked with a paper-clip icon, which appears in front of the topic heading.

Bookmark-Menu Commands

Bookmark **Bookmark-Menu Command**

Use the scroll bar to see more commands.

Define...

Places a bookmark in the current topic or removes a bookmark from any topic. The name you specify for the topic appears on the Bookmark menu.

List of Bookmark Names

Appears after you have defined a bookmark. From this list, you can choose the bookmark for the topic you want to display in the Help window.

More...

Appears when you have defined more than nine bookmarks. Displays the complete list of bookmark names you have defined.

Help-Menu Commands (in Help)

Help Help-Menu Command (in Help)

Use the scroll bar to see more commands.

How to Use Help

Displays Contents for How To Use Help. Choosing this command is the same as pressing



while you are using Help.

Always on Top



Causes all Help windows to appear on top of other windows. After you choose this command, a shadow appears around the window border to indicate that the Help windows are on top.










About Help...

Displays version, mode, and copyright information about this file and Windows.

Help Buttons

Help buttons are located along the top of the Help window and enable you to move around easily in Help. If a feature is not available, its button name is dimmed.

Note: Some applications may have additional Help buttons not described in the following table. The browse buttons  and  appear only if the application's Help offers this feature.

Button	Function
	Displays Help Contents for the application you are using.
	Lists all the words you can use to search for topics in the application's Help file. By typing or selecting one of these words, you can search for and go to a specific Help topic.
	Displays the last topic you viewed. You move back one topic at a time in the order you viewed the topics.
	Displays the last 40 topics you have viewed in the Windows session. The most recent topic viewed is listed first. To revisit a topic, double-click it.
	Prints the entire Help topic, including any graphics. These print data are sent to the Default Windows printer.
	Displays the previous topic in a series of related topics, until you reach the first topic in the series. The button is then dimmed: 
	Displays the next topic in a series of related topics, until you reach the last topic in the series. The button is then dimmed: 

► **To choose a Help button:**






Click the Help button you want.



Or, type the letter that is underlined in the Help button.

Basic Help Instructions

You can find information in a Help file by using the index or the Search feature. To return to the Help Index after you read the instructions below, click on the  button or press the

 key. For complete instructions on how to use Help, press the  key while the Help window is active.

► To scroll in the Help window

Do one of the following:



1. Press the



or



keys.



2. Use the scroll bars with the mouse.

► To use the Help Index

Do one of the following:



1. Click on an **underlined** word or graphic.



2. Or, press the




key until you highlight the topic you want,

then press the  key.

► To return to the previous topic

Click the  button or press the  key.

► To open the Search feature in Help

Click on the  button or press the  key.

▶ **Menu Names**

File menu names and commands are shown in the text as **LARGE** colored letters with the underlined letter showing the key to press. For: **Exit** you would press the key for the letter



▶ **To close the Help window**



1. Click on the



key.



2. From Help's File menu, choose **Exit** by pressing the



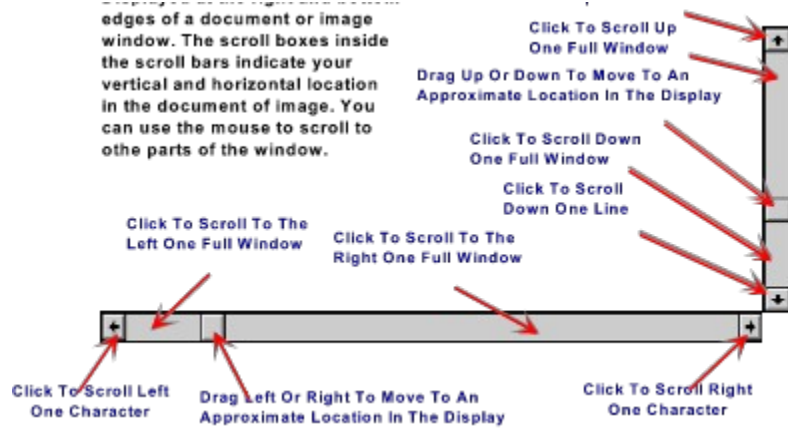
key,

next the  key, and then the



key.

Scroll Bars



► See Also


[Moving Around In Help](#)

Wrap

To continue the text onto the next line, rather than stopping at the end of the line.

Underlined Word Or A Graphic



Help topics can include graphics and text that link to other Help topics or to more information about the current topic. These are called jumps. Jumps are usually identified by a color and an underline (unless the jump is a graphic, then it's usually marked with:

Click On ...). When you point to a jump, the pointer changes to a hand shape . When you click on the underlined text or a graphic, the Help program "jumps" to another topic or gives you more information in a pop-up window like this.

- ▶ **To close this pop-up window:**

Click anywhere on the screen, or press any key.

Help Basics

Windows Help offers a quick way to find information, such as how to perform a particular task. Within a Help topic, there may be one or more jumps, which you can click (or select and press ) to display a new Help topic. You can move, resize, maximize, or minimize the Help window, just like any other window. When you are ready to return to the [Using Help Contents](#), choose the  button.

▶ To close this pop-up window:

Click anywhere on the screen, or press any key.

Scroll Bars

