



## Example 2: Some General Principles

EasyHelp™ is easy to use and should not give you too many problems. However, Word is a very flexible program and everybody uses it in different ways. Sometimes you may not be able to get the results you want first time. If this is the case then try to backtrack a little and follow the principles laid out in this document.

### What you should do in this example

As with all the examples it is a good idea to **Process** and **Build** before doing anything else. That way you can see the example in hypertext format and check that it looks OK before you 'experiment' with it.

### General Principles

Get off to a good start by following these principles and guidelines



Note for HTML Users

### What you need to do in this example

This example is really for information so you do not need to do much with it. You should read through and then do the following:

1. **Process and Build this document..**  
If you are unsure how to do this go back to Example 1 or read through the EasyHelp help file.
2. **Browse the help file that appears on your screen.**  
When you have finished with the help file, close it to return to this document.
3. **When you are ready you can close this document and open the next example.**  
The next example document is called EX3.DOC

That's it for this example but you might want to read the rest of the information in this file.

### General principles for using EasyHelp

4. Plan your document first and try to take a top down approach by creating headings first and then filling in the details later.
5. Make good use of styles and get the formatting close to how you like it before marking up the document as hypertext. Styles will mean you can change the look of your document and other documents very easily.  
*EasyHelp does **not** require you to use any particular styles at all but it is a good idea to use styles to achieve consistency in your document.*
6. Create your **Topics** first. This way you will get a list of topic when you create your **Links**.  
If you intend to put links such as 'Examples' or 'See Also' in your topic headings always mark the heading as a topic before creating the links.
7. You can put a front section and a table of contents at the top of your document without them appearing in the help file.  
*EasyHelp starts the help file from the first topic in the document.*

8. You can put page breaks where you like.
9. Try to avoid the use of revisions, you may get unpredictable results. Similarly try to avoid the extensive use of tables, as the Help Compiler does not like tables that are too complex in their formatting!
10. If you get stuck, delete the 'mark-up' and start again.
- 11. Do not interrupt** the **Process** step with the Esc key. If you do you must **not** save your document, otherwise your hard work will be undone!  
*EasyHelp always saves you document before doing a **Process**. It then works on your document putting in all the complex tags and formatting codes before saving it to a different name and then reloading your original document. Interrupting the Process step will mean you document will be bedecked with formatting - simply close your document without saving and reload the original.*
12. Make sure you take and keep regular backup copies of your work.
13. Keep things simple to begin with, until you build up confidence.
14. Make sure you define real tabs in any styles that you use and use style similar to the ones supplied with EasyHelp when creating numbered lists and bulleted lists.  
*Microsoft did not quite get their Help Compiler and Word 6 working together properly. These type off items require the styles to alternate! By all means contact [Eon Solutions](#) if you want guidance, I am always happy to oblige, but please **COMPLAIN** to Microsoft :-)*
15. Always 'lay' your cursor down so that it is flashing at the point you want to be. Simply scrolling your document does not move the text cursor.
16. Try to insert pictures as 'link to file'. You don't have to, but you be able to take advantage of the flexibility of EasyHelp when processing pictures. HTML users should always use 'link to file'.  
*This will be covered in detail in later Examples.*
17. If you get stuck, get in touch with Eon Solutions, but please look in the help file and the supplied text files first - just in case you can get that satisfied feeling of solving it yourself.
18. If you want to report any bugs or suggest improvements do not hesitate to get in touch with [Eon Solutions](#).

## Notes for HTML users

- Most of these examples will produce HTML files that will work perfectly well when viewed with your Web Viewer. However, they have been optimised for Windows Help format so there will be slight differences.
- You will find that clicking on the icon of me in the title of these examples does not bring up the EasyHelp help file as it does when you build a Windows help file. This is expected behaviour and will be explained in later examples.
- The task of creating Help files and HTML files from a single source is difficult to achieve so some compromises have to be made when using features of one system that are not supported in another.
- Future versions of EasyHelp will address these issues to make it even easier for you to produce fully featured Help files and fully featured HTML files from a single source.

## Eon Solutions

Eon Solutions aim for 100% satisfied customers and specialise in hypertext authoring, training and consultancy.

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