Contents

Working with the Navigator

Overview

The Doc-To-Help Navigator is an efficient and intuitive tool which enables you to maneuver through a Help file quickly and easily. The Navigator is a floating window that displays the structure of the Help file in expandable outline form and allows you to immediately jump to any Help topic at any level.

The Navigator allows you to always see precisely where you are within the overall structure of the Help file.   The Navigator display is updated continuously as you move through the Help file so that the Navigator and the Help file are always in sync. The Navigator also allows you to print a topic, a selected group of topics, or all the topics in the Help file.

Getting Started

If the Help window is obscuring the Navigator, activate the Navigator by clicking on the Navigator button in the Help window.   You may also want to choose the Always On Top option from the Navigator's Options menu.

See Also:

Looking at the Help Topics

Moving Sequentially Through Each Topic

Synchronizing the Outline with the Help Window

Printing a Help Topic

Changing Fonts in the Navigator Window

Looking at the Help Topics

You can use the Navigator outline to check the organization of the Help topics. Or, you can click on a heading (topic title) in the outline and see the Help window for that topic.

To access a particular topic, click on the topic you want to access, not on the icon itself; the icons have another purpose, as described below.

Icon	Description
{ewc D2HTools, D2H_256 Color, quic0003. bmp}	**Collapsed Topic.** This main topic (also called a parent topic) has subtopics below it that are not currently displayed. Click on this icon to expand the portion of the outline to show the subtopics below it.
{ewc D2HTools, D2H_256 Color, quic0004. bmp}	**Expanded Topic.** This main, or parent, topic has subtopics that are currently displayed below it. Click on this icon to collapse the portion of the outline that shows the subtopics below it.
{ewc D2HTools, D2H_256 Color, quic0005. bmp}	**Final Topic.** This topic has no further levels of subtopics. You cannot expand or collapse a topic that displays this icon.

Moving Sequentially Through Each Topic

Using the Navigator's Next Topic and Previous Topic buttons, you can sequentially browse a Help file without the frustration of   "dead ends" and narrowly defined pathways of pre-programmed browse sequences.

See Also:

To Use the Navigator's Next and Previous Topic Buttons

To Use the Navigator's Next and Previous Topic Buttons

The first two steps below are not required to make use of the Next and Previous Topic buttons, but they may make them easier to use, and better reveal the results of their actions.

1. Use the standard Microsoft Windows window sizing and moving controls to make sure your screen has a clear view of both the Navigator outline and a Help window.

2. Make sure that **Always On Top** is selected in the Navigator's **Options** menu.

3. Press the <u>Next Topic and Previous Topic</u> buttons to scroll through the Help topics.

Synchronizing the Outline with the Help Window

As you scroll through topic headings in the Navigator, you'll quickly appreciate how well the Navigator keeps the Help window synchronized with the Navigator outline.   The Navigator can also be set to be in sync with the Help window.   This way, when you select a topic in the Help window, the Navigator outline heading will be selected as well.

The Navigator has two methods for staying "in sync" with a Help topic:

- A "synchronization on demand," selects the Navigator outline heading that matches the Help window topic.   You access this option by choosing **Sync** from the **Topic** menu.

- "Auto-Sync" automatically selects the corresponding Navigator outline heading each time a Help window topic changes.

See Also:

How to Set Auto-Sync

How to Set Auto-Sync

To set the Navigator so it's always synchronized with the Help file, choose **Auto-Sync** from the Navigator's **Options** menu.

Each time you select a topic in the Help window, the Navigator outline will automatically jump to the corresponding heading in the outline.   If the heading is collapsed, the Navigator will expand the outline to show it.

Printing a Help Topic

Another invaluable Navigator feature is the ability to print all the text and graphics for one topic, a topic and its subtopics, or all the topics.

Use the following procedure to print a Help topic:

1. From the Navigator outline, select the topic you want to print.   If you are printing a parent topic and its subtopics, make sure the parent topic is selected.

2. Click on the **Print** button located on the Toolbar, or choose **Print** from the **File** menu.

3. Click on the print option you want and click **OK**.

   If you are printing more than one topic, the Navigator begins each topic on a separate page.

Changing Fonts in the Navigator Window

The Doc-To-Help Navigator has several options that let you customize the appearance of the Navigator window.   One of these is the ability to specify a different font for the Navigator's outline text.

Use the following procedure to change the fonts:

1. On the Navigator Toolbar, click the <u>Font button</u>.

2. Choose the font, font style, and size that you want.

    As you select each font, style, and size, some example text in the format you have chosen appears in the Sample box.

3. Click **OK**.

    The headings in the Navigator outline will appear in the font you selected.

4. To have the font you selected be the default the next time you use the Navigator, choose **Save Settings** from the **File** menu.

Toolbar

You can save a step by clicking on a Toolbar button instead of choosing a command.   The Navigator Toolbar includes the following buttons:

This button	Activates this Navigator function
{ewc D2HTools, D2H_256Color, quic0007.bmp}	<u>Expand All.</u> Expands all the topics in the Navigator window at once.
{ewc D2HTools, D2H_256Color, quic0008.bmp}	<u>Collapse All.</u> Collapses all the topics in the Navigator window at once.
{ewc D2HTools, D2H_256Color, parent.bmp}	<u>Parent Topic.</u> Jumps to the parent topic from the currently selected topic.
{ewc D2HTools, D2H_256Color, quic0009.bmp}	<u>Previous Topic.</u> Jumps to the topic immediately before the currently selected topic.
{ewc D2HTools, D2H_256Color, quic0010.bmp}	<u>Next Topic.</u> Jumps to the topic immediately following the currently selected topic.
{ewc D2HTools, D2H_256Color, font.bmp}	<u>Font.</u> Displays the Font dialog box you can use to change the font for the list of topics in the Navigator window.
{ewc D2HTools, D2H_256Color, quic0011.bmp}	<u>Print.</u> Prints one or more topics*.*
{ewc D2HTools, D2H_256Color, quic0012.bmp}	**Context-Sensitive Help.** When you press this button, your mouse pointer will change to a help pointer. You click this help pointer over the item for which you want to get help.

File Menu

<u>Print</u>

<u>Save Settings</u>

<u>Exit</u>

{ewc D2HTools, D2H_256Color, quic0013.bmp} Print

To print any of the topics in the Navigator window:

1. Select the topic you want to print.   If you are printing a parent topic and its subtopics, make sure the parent topic is selected.

2. From the **File** menu, choose **Print**.   You may also click on the Print button that is located on the Toolbar.

   The Print dialog box will appear.

3. Select the print option you want, and then click **OK**.

If you are printing more than one topic, each topic will begin on a new page.

Save Settings

Saving your Navigator settings (options, window position, etc.) updates the D2HNAV.INI file in your Windows directory.

To save your settings, choose **Save Settings** from the **File** menu. The current Navigator settings will be saved.

Exit

To exit the Navigator and close the window, choose **Exit** from the **File** menu.

View Menu

Toolbar

Status Bar

Toolbar

The Toolbar allows you access to the most frequently used Navigator options and commands.

To turn the display of the Toolbar on or off choose **Toolbar** from the **View** menu.

A check mark next to the **Toolbar** option appears when the Toolbar is visible.

Status Bar

The Status Bar is used to display information specific to the task selected or being performed. For example:

- When you highlight a menu option, the Status Bar will display a brief description of the command.

- If you rest (hover) the mouse cursor over an object in the Navigator window, the Status Bar will display a brief description of the object.

To turn the display of the Status Bar on or off choose **Status Bar** from the **View** menu.

A check mark next to the **Status Bar** option appears when the Status Bar is visible.

Topic Menu

{ewc D2HTools, D2H_256Color, quic0014.bmp} Previous and Next

The Previous and Next options in the Doc-To-Help Navigator differ from their counterparts in the Help window in a significant way − they allow you to jump to the previous or next topic *regardless* of the browse sequence in the Help system.

To jump to the previous or next topic in the Navigator outline, choose **Previous** or **Next** from the Topic menu or click on the Previous and Next Topic buttons located on the Toolbar.

The corresponding outline heading will be selected.   If the topic in the hierarchy is collapsed into a parent topic, the Navigator will automatically expand the parent topic.

{ewc D2HTools, D2H_256Color, parent.bmp} Parent

To jump to a subtopic's parent (or main) topic, choose Parent from the **Topic** menu.   You may also click on the Parent Topic button located on the Toolbar.

The parent topic of the highlighted subtopic will be selected.

{ewc D2HTools, D2H_256Color, quic0015.bmp} Expand

Expanding a topic displays the next level of subtopics under it.   Only topics that display the "closed book" icon to the left of the topic title can be expanded.

To expand the current topic, choose **Expand** from the **Topic** menu. You may also click on the "closed book" icon to the left of the topic title.

The outline in the Navigator window will expand to display the previously collapsed subtopics.

{ewc D2HTools, D2H_256Color, quic0016.bmp} Collapse

Collapsing a topic eliminates the display of subtopics under it.   Only topics with the the "open book" icon to the left of the topic title can be collapsed.

To collapse the current topic, choose **Collapse** from the **Topic** menu.   You may also click on the "open book" icon to the left of the topic title.

The outline in the Navigator window will collapse to hide the previously expanded subtopics.

Sync

The purpose of Sync is to make the Navigator topic window match the Help window.   Any time the selected heading in the Navigator outline is different from the topic that appears in the Help window, you can synchronize them by choosing **Sync** from the **Options** menu.

The selected topic in the Navigator outline will change to match that of the Help window.

{ewc D2HTools, D2H_256Color, quic0017.bmp} Expand and Collapse All

To display all or collapse all topics in the Navigator window, choose **Expand All** or **Collapse All** from the Topic menu.   You may also click on the Expand All or Collapse All buttons located on the Toolbar.

If you choose Expand All, the outline in the Navigator window will expand to display all topics along with all of their previously collapsed subtopics.   If you choose Collapse All, the outline in the Navigator window will collapse to hide all subtopics; only the topmost topics will remain visible.

Options Menu

[Auto-Sync](#)

[Always On Top](#)

[Save Settings On Exit](#)

[Font](#)

[Colors](#)

Auto-Sync

The purpose of Auto-Sync is to always make the Navigator topic window match the Help window.

To enable/disable Auto-Sync, choose **Auto-Sync** from the **Options** menu.

A check mark next to the **Auto-Sync** option on the Options menu appears when the Navigator is set to always be in sync with the topic that appears in the Help window.

Always On Top

To have the Navigator window always appear on top of the Help window, choose **Always On Top** from the **Options** menu.

A check mark next to the **Always On Top** option on the Options menu appears when the Navigator window is set to always appear in front of the Help window (as well as other windows).

Save Settings On Exit

Use the following procedure to have the Navigator automatically save your settings when you exit:

1. From the **Options** menu, choose **Save Settings On Exit**.

   A check mark next to the **Save Settings On Exit** option on the Options menu appears when the current Navigator option, attribute, and window settings are set to be automatically saved when you exit.

{ewc D2HTools, D2H_256Color, font.bmp} Font

Choosing **Font** from the **Options** menu will display the Font dialog box

Choose the font, font style, and size that you want. As you select each font, style, and size, some example text in the format you have chosen appears in the Sample box.   Click OK when you are finished.

To have the font you selected be the default the next time you use the Navigator, choose **Save Settings** from the **File** menu.

Colors

Choosing Colors from the Options menu will display the Colors dialog box.

To change the Navigator text color, make sure Text Color is selected and click on the color you want to use.

To change the Navigator background color, make sure Background Color is selected and click on the color you want to use.

Help Menu

Contents

Search

About Doc-To-Help Navigator

Contents

Displays the Contents screen of the Doc-To-Help Hyperformance Tools Help file.   The screen displays the main Help topics, much like the table of contents of a book.   From there, you can begin to locate information on any specific item.

Search

Displays the Search dialog box of the Doc-To-Help Hyperformance Tools Help file.   The dialog box displays a scrollable list box containing an alphabetical list of keywords.   After you select one of the keywords, all of the topics associated with it are displayed.   Select one of these topics to "jump" immediately to the section of the Help file containing that topic.

About Doc-To-Help Navigator

Displays the About Doc-To-Help Navigator information box. Consult this for information about the version of the Navigator or when calling WexTech Systems for technical support.

Looking at the Help Topics

You can use the Navigator outline to check the organization of the Help topics.   Or, you can click on a heading (topic title) in the outline and see the Help window for that topic.

To access a particular topic, click on the topic you want to access, not on the icon itself; the icons have another purpose, as described below.

Icon	Description
{ewc D2HTools, D2H_256 Color, quic0019. bmp}	**Collapsed Topic.** This main topic (also called a parent topic) has subtopics below it that are not currently displayed. Click on this icon to expand the portion of the outline to show the subtopics below it.
{ewc D2HTools, D2H_256 Color, quic0020. bmp}	**Expanded Topic.** This main, or parent, topic has subtopics that are currently displayed below it. Click on this icon to collapse the portion of the outline that shows the subtopics below it.
{ewc D2HTools, D2H_256 Color, quic0021. bmp}	**Final Topic.** This topic has no further levels of subtopics. You cannot expand or collapse a topic that displays this icon.

Doc-To-Help Navigator Context-Sensitive Help

To get help on a feature, click the help pointer on the tool or menu item for which you want to get help.

Context-Sensitive Help

When you press this button, your mouse pointer will change to a help pointer.   You click this help pointer over the item for which you want to get help.

{ewc D2HTools, D2H_256Color, quic0011.bmp}
You can also click the Expand All tool.

{ewc D2HTools, D2H_256Color, quic0006.bmp}
Previous Topic and Next Topic buttons

{ewc D2HTools, D2H_256Color, font.bmp}
Font button