To find a topic in Help

1 Click the **Contents** tab to browse through topics by category.

Click the **Index** tab to see a list of index entries: either type the word you're looking for or scroll through the list.

Click the **Find** tab to search for words or phrases that may be contained in a Help topic.

2 If your Help file doesn't have a **Contents** tab, click the **Contents** button to see a list of topics.

Tip

▪   For more information about the items on each tab, click
⍰ at the top of the dialog box, and then click the item.

To get Help in a dialog box

▶ Click

? at the top of a dialog box, and then click the item you want information about.

To close the pop-up window, click inside it.

If the dialog box doesn't have the ? button, look for a **Help** button, or try pressing F1.

Tips

■ If you want to print or copy the information in a pop-up window, use the right mouse button to click inside it, and then click **Print Topic**.

■ Another way to get Help on an item on the screen is to use your right mouse button to click the area you want Help on, and then click the **What's This?** command.

To add a comment to a Help topic

1 In the Help topic window, click the **Edit** menu or the **Options** button.

   You can also use the right mouse button to click inside the topic.

2 Click **Annotate**, and then type your comments or notes.

3 When you're done, you'll see a paper-clip icon at the top of the topic. You can click it to see or change your comment.

To change the font or color of a Help topic

1 In the Help topic window, click **Options**.

   You can also use the right mouse button to click inside the Help topic.

2 To change the font size, point to **Font**, and then click **Small**, **Normal**, or **Large**.

3 To change the color, click **Use System Colors**.

   When prompted to close Help, click **Yes**.

   When you open Help again, the background color and text will match your system colors.

Note
▪ When you change the font or the color, it affects only the current Help file.

{button ,AL("WIN_DESKPR_COLORS")} Related Topics

To copy information from a Help topic

1 In the Help topic window, click the **Edit** menu or the Opt**i**ons button, and then click **Copy**.

   You can also use the right mouse button to click inside the topic or pop-up window.

2 In the document where you want the information to appear, click the place where you want to put the information.

3 On the **Edit** menu, click **Paste**.

Tip
- If you want to copy only part of a topic, select the part you want to copy before you click the **Copy** command.

To print a Help topic

▶ In the Help topic you want to print, click the **Print** button or the **Options** button, and then click **Print Topic**.

You can also use your right mouse button to click inside the Help window, and then click **Print Topic**.

Tips

■ You can print a group of related topics by clicking a book in the Help Contents and then clicking **Print**.

■ To print the Help in a pop-up window, use your right mouse button to click inside the pop-up window, and then click **Print Topic**.

To specify whether Help stays in front of other windows

1 In the Help topic window, click **Options**.

   You can also use the right mouse button to click inside the Help topic.

2 Point to **Keep Help On Top**, and then click the setting you want.

Note

■   The **Default** option came with the Help file and may include different settings for different types of Help windows. If you choose **On Top**, all Help windows in the current Help file will stay on top. If you choose **Not On Top**, none of the Help windows in the current Help file will stay on top.

Putting a bookmark in a Help topic

1 In the Help topic window, click **Bookmark**, and then click **Define**. If your Help topic does not have a **Bookmark** menu, you cannot add a bookmark to the topic.

2 Specify a name for your bookmark so that you can use it to find the topic again.

   If you want, you can also type a comment in the box.

3 To return to this topic later, click the **Bookmark** menu, and then click the bookmark name for the topic you want to view.

To view a list of topics you've seen

▶ In the Help topic window, click **Options**, and then click **Display History Window**.

If your Help topic does not have a **Display History Window** command, you cannot view the History window.

Tip

▪ If your Help window has a **Back** button, you can click it to view topics you've seen before.

Displays the Help Index. Type a topic you want to find, or scroll through the list of index entries. Click the index entry you want, and then click **Display**.

Displays the Help topic you selected.

Prints the selected topic. If you select a book icon, all topics within that book, and all topics in other books contained in that book, will be printed.

This feature is available only from the **Contents** tab.

Displays the titles of the Help topic(s) associated with the selected index entry. To see a topic, double-click it. To return to the Index, click **Cancel**.

Displays Help topics organized by category. Double-click a book icon to see what topics are in that category. To see a topic, double-click it.

You can close a book by double-clicking it.

Provides a space for you to type the name of a bookmark you can use to return quickly to this topic. The name will appear in the Bookmark list.

Displays the list of current bookmarks.

Deletes the selected bookmark name from the list.

Provides a space for you to type any additional information you want associated with this topic. When a topic is annotated, a paper-clip icon appears at the top of the topic. Clicking the paper clip displays this dialog box and the annotation text you typed.

Deletes the annotation text and closes the dialog box.

Copies the text selected in the annotation text area. You can then paste the information into another document.

Pastes the contents of the Clipboard into the annotation text area.

To search for words in a Help file

1 In Help, click the **Find** tab. If this is the first time you've clicked the **Find** tab, follow the instructions on your screen to compile a word list.

2 In the first text box, type the word(s) you want to find. Matching words appear in the list below it.

3 In the list of matching words, click the word(s) you want to look for.

4 In the bottom list box, double-click a title to display the topic.

Note
- The text of each topic found contains the word(s) you looked for, even if the word(s) are not in the topic title.

Tips
- If you want to look for more than one word, separate them with spaces in the first text box.
- When you look for hyphenated words, be sure to type the hyphen.
- To set specific search criteria, click **Options**.

{button ,AL("fts_phrase")} <u>Related Topics</u>

To search for a phrase in a Help file

1 In Help, click the **Find** tab, and then click **Options**.

2 Click The Words You Typed In Exact Order, and then click **OK**.

   If this option is unavailable, recreate the word list by clicking **Rebuild** on the Fi**n**d tab and then choosing **Customize Search Capabilities**. Make sure **Include Phrase Searching** is checked.

3 In the text box, type the words you want to look for. Topics that contain the phrase you specify appear in the bottom list box.

4 Double-click a title to display the topic.

   Note that the text of each topic found contains the word(s) you looked for, even if the word(s) are not in the topic title.

To select which Help files to search

1 In Help, click the **Find** tab, and then click **Options**.

2 Click the **Files** button.

3 To exclude files from the search, press and hold down **CTRL,** and click each file.

Tips
- For Help on an item, click
  ? at the top of the dialog box, and then click the item.
- If you decide you want different features, you can recreate the word list by clicking **Rebuild**.

To mark a topic as relevant to your search

1 In Help, click the **Find** tab to search for words or phrases in the Help file.

2 In the bottom list box, click the box next to the topic title(s) containing information you are looking for.

   If this option is unavailable, recreate the word list by clicking **Rebuild** and then choosing **Customize Search Capabilities**. Make sure Support **Similarity Searches** is checked.

   Note
■   The topics you mark as relevant will be used when you click the **Find Similar** button.

{button ,AL("fts_similar;")} Related Topics

To find similar topics

1 In Help, click the **Find** tab to search for words or phrases in the Help file.

2 In the bottom list box, click the box next to the topic title(s) that are relevant to your search.

3 Click **Find Similar**.

   If this option is unavailable, recreate the word list by clicking Rebuild and then choosing **Customize Search Capabilities**. Make sure **Support Similarity Searches** is checked.

4 Double-click a title to display the topic.

Note

▪   You can search for similar topics only if you have marked topics as relevant.

{button ,AL("fts_relevant;")} Related Topics

Provides a space for you to type the word(s) or phrase you want to find in the Help topics. You can type a few characters and use the word list below to see if any words match what you type.

If you want to specify more than one word, separate them with a space. If you specify uppercase characters, then only words that are uppercase will be found. However, if you specify lowercase characters, both upper and lowercase words will be found.

To change the search options, click **Options**.

Displays the words that match the characters you typed. If this box is empty, it means that the word you typed is not in any of the Help topics.

If you type more than one word, the word list displays an ellipsis (. . .) to indicate that there was a match for the first word you typed, and then displays words that match the next word you type.

You can select words from this list to search for. The titles of the topics that contain these words are displayed in the box below.

Displays the titles of the Help topics that contain the word(s) or phrase you specified. Click the topic you want, and then click **Display**.

If your word list is set up for similarity searches, you can click the box next to the title of a topic to mark it as relevant. Then, you can click **Find Similar** to find topics that are similar to the topic(s) you marked as relevant.

Removes the characters you typed in the text box.

Click this to specify how and when to search for your word(s) or phrase.

Searches for Help topics that are related to those you marked as relevant to your search.

If this button is unavailable, either you have not marked any topics as relevant or your word list was not set up to support similarity searches. You can recreate the word list by clicking **Rebuild** on the **Find** tab and then choosing **Customize**.

Searches for Help topics that contain the words or phrase you specified.

If this button is not available, the search happens automatically after you type the word or phrase. If you want to use the **Find Now** button instead, click **Options** and change the setting.

Click this to recreate the word list.

Displays the number of topics that contain the word(s) you specified.

Displays a summary of the options that are set for your search. Click **Options** to change any of these settings.

Specifies that you want to find all Help topics containing all of the words you specify.

Specifies that you want to find all Help topics containing at least one of the words you specify.

Specifies that you want to find all Help topics containing the exact phrase you specify.

If this option is unavailable, it means that your word list was not set up to support phrase searching. You can recreate the word list and specify that you want to include phrase searching.

If this option is selected, the word list will help you narrow your search by displaying only those words in the Help file that actually follow the word or phrase you typed. If you have a very large file, this option may slow down the search.

If this option is not selected, the word list will display all the words in the Help file and not reflect which words actually follow the word or phrase you type.

Note
- The word list will search for the next available words as soon as you press the SPACEBAR.

Determines how to match the characters you type to the words in the Help file.

Begins searching for topics when you click **Find Now** rather than as you type.

Begins searching for topics as soon as you begin typing.

Begins searching for topics after a pause in your typing.

Click this if you want to specify which of the Help files, associated with the current **Contents** and **Index**, to search.

Displays the Help files that you can select from. To select more than one file, press and hold down the CRTL key while you click the files you want. To select all of the files in the list, click **Select All**.

Selects all of the Help files in the list box.

Help is available for each item in this group. Click at the top of the dialog box, and then click the specific item you want information about.