Easy Info Directory Help Contents

The Easy Info Directory is a classified database of businesses and services. In addition to the classified directory, Easy Info provides detailed information on specific companies as well as Sporting events.

To learn how to use Help, press F1 or choose Using Help from the Help menu

Tips

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  On-Line help is available by pressing F1

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  A help tip will appear if your mouse cursor remains stationary on a button or a feature on the screen. This will normally describe what the button does or the feature means.

🔴
  You cannot break anything by trying! If you are not sure what to do, click something and see what happens!

For help, choose one of the help topics below:
  Selecting Information
  Category Tabs
  Information Tabs
  Directory Tabs
  Company Information

Category Tabs

The Category Screen displays the category list and provides methods to find and select a category:

Categories are listed in groups using a tabbed selection box, with the following features:

There are a number of main category groups, each group is on a separate tab of the tabbed selection box in the middle of the category window. Each tab has a heading and is selected by clicking the tab itself.

When you select a category group, by clicking the tab, the category list for that group will change.

The list of categories is displayed on the left of the selection box. The category list allows you to select a single category and view information of all companies in the selected category in the Company Information screen.

Categories are located by typing the first letters of the category description, whereupon the list will automatically scroll to find the nearest match. If the category does not exist the list will scroll to the first on the list.

You may also scroll through the category list using the standard Windows scroll bar, or by using the page keys on your keyboard. A category may be selected by clicking a description in the list and found by pressing the enter key.

When you click the category Find button, the category selected (or the nearest to the description you have typed) will be found and company information displayed.

Company Information

The Company Information Window contains the information for a selected category.

Company information for a selected category is displayed four companies at a time in the Company Information window. This window has the following features:

There are buttons that allow you to go to other pages in the category, if other pages exist. i.e. if you are on the first page, a Next Page button will be visible. If there are no Page buttons, there is only one page in the category.

The information for each company is displayed within a tabbed box. Each tab displays a different piece of information and may be clicked to bring that tab, with its information, to the front.

Clicking the speed button with the printer icon will print the current companys information.

Select companies may display additional pages of information. This is indicated by a More Info   button on the company box. Clicking this button will display additional information about that company.

Clicking the Cancel   button on the top bar of the window will return you to the Category Selection.

Information Tabs

Information Tabs give access to information that is arranged in a number of related topics.

When an information tab is selected, the topic list together with a the topic text is displayed on the selection page. The list of topics is simply navigated by clicking a desired topic, or by using the standard Windows keys to move the highlight bar through the topic list.

Selecting Information

Easy Info opens into a screen displaying three key elements, i.e.:

- **The Button Bar**.

- **The Tab Bar**.

- **The Selection Page**.

These have the following functions:

- **The Button Bar** contains the command buttons to navigate the programme. These buttons move you to subsequent screens, or return to previous screens. The Close button allows you to exit and return to Windows.

- **The Tab Bar** contains the command tabs. Each tab is given a title and a color, indicting the type of information connected to the tab. Different types of information is accessed by clicking one of the displayed tabs.

- **The Selection Page** displays the selection of information associated with the current tab. This information is a list of categories within a main category (see <u>Category Tabs</u>), or a list of topics of information (see <u>Information Tabs</u>).

Note: Some tabs allow you to access new groups of tabs. These are called <u>Directory Tabs</u>

To select information, first select one of the available tabs, by clicking it. This tab will become current and move to the front left-hand position. The selection page will then change to display the current topics or categories.

To select a specific category in a list of Categories, select a category by clicking it in the list and then click the Find it button.

To select a topic in a list of topics, select an item by clicking it in the list. The information associated with this topic will automatically be displayed in the adjacent text box.

Directory Tabs

Easy Info Directories group a number of related main categories into a directory, or catalogue. The Tab gives access to this directory from the current directory.

When a directory Tab is clicked the directory is loaded and becomes active, the tabs associated with the directory replace the tabs of the previous directory.

Note: The Easy Info Directory may be restored by clicking the Cancel button from the current directory.