

## Using On-line Help

On-line help messages provide detailed information about commands, dialog boxes, buttons, and tools; techniques for drawing and editing; and additional concepts specific to Picture Publisher and the Windows environment. Using on-line help is more convenient than using a manual because getting information is as easy as pressing a button.

### Accessing On-line Help

You can access help one of two ways. The first way involves pressing **F1** to access context-sensitive help. When you press **F1**, you receive a help message specific to the command, dialog box, button, or tool you choose or open.

The second way involves using the Help menu. The Help menu lets you access information about Picture Publisher commands, terms and phrases, error messages and solutions, shortcut keys, and topics specific to Picture Publisher and the Windows environment.

### How Help Messages are Organized

Finding information in the Picture Publisher help system is easy; it is much like using a roadmap. It provides landmarks (related topics) and pointers (jump terms) to easily get you where you want to go.

Help messages are organized hierarchically. Topics are "linked" to subtopics by jump terms.

All Picture Publisher commands contain a Related Topics section that points you to additional information related to the following: command information, dialog box information, and procedure information.

### Command Messages

Command messages define and describe commands in Picture Publisher.

### Dialog Box Messages

Dialog box messages list and explain the areas of a dialog box.

### Procedure Messages

The procedure message contains step-by-step instructions for performing a particular task.

### Jump Terms

Some help messages contain underlined words and phrases called "jump" terms. A jump term takes you to a related message for that term. Jump terms let you move throughout the help system without returning to the Help menu.

### Glossary Terms

Words underlined with a dashed line have definitions attached to them. To view a definition for a word, click the left mouse button. After reading the definition, click the left mouse button again to close the definition.

### Printing Help

You can print a help message using the Print Topic command in the File menu of the Help window.

#### To print a help message:

- Click the Help File menu and choose Print Topic.

### Closing Help

You can close help and return to the image window in one of three ways.

- Double click the Control menu box in the Help window.
- Click the Help File menu and choose Exit.
- Click the Help Control menu and choose Close, or press **Alt+F4**.

### **Picture Publisher Help**

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