



Contents

For information, click an underlined topic below. You can also press TAB to move to a topic and then press ENTER.

To get back to *this* topic---called Contents---click the icon in the title for the topic you chose. You can also press TAB to highlight the icon and then press ENTER. A third alternative is to choose the Contents button at the top of the help window.

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Topics on the Help System

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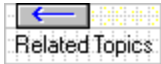


Searching for a Help Topic

The Search command in the Help application is a shortcut to find help topics. The Search command opens a dialog box where you can begin a search. Help topics are indexed by keywords---for instance, the keyword "Deleting."

- ▶ To search for help topics under the help topic "Deleting":
 1. Choose the Search button in Help.
 2. Type deleting in the text box or choose a term from the scrolling list.
 3. Choose Show Topics. All of the topics under deleting are listed.
 4. Select a topic, and then choose the Go To button.

- ◆ The Search command is a convenient way to browse through Help.





Creating a Bookmark at a Help Topic

Just as you can place bookmarks in a book to mark specific references, you can place bookmarks at help topics you frequently refer to.

- ▶ To place a bookmark at the current topic:
 1. From the Bookmark menu in the Help, choose Define.
 2. Type the name you want to give to the bookmark in the Bookmark Name box and choose OK. The bookmark name now appears on the Bookmark menu.
- ▶ To go to a bookmark:
 1. Select the Bookmark menu.
 2. Choose the topic (bookmark name) you want to view.

Underlined numbers precede the first nine bookmark titles. You can press the corresponding number key to go to a marked topic. If more than nine bookmarks have been defined, choose More from the Bookmark menu to see them.

- ▶ To remove a bookmark:
 1. From the Bookmark menu, choose Define.
 2. Select the bookmark you want to remove.
 3. Choose Delete.





Annotating a Help Topic

You can add your own comments to a help topic. Adding comments to a help topic is called "annotating."

- ▶ To annotate the current Help topic:
 1. From the Edit menu in Help, choose Annotate.
 2. Type the text you want to add in the box provided in the Annotate dialog box. (If you make a mistake, press BACKSPACE to delete text.) Text wraps automatically in the edit box, but you can end a line before it wraps by pressing CTRL+ENTER.
 3. Choose Save when finished.
- ▶ To view an annotation:
 1. Go to the topic where you made the annotation. When you make an annotation, Help places a paper clip icon to the left of the topic title.
 2. Click the paper clip icon or press TAB to highlight the paper clip icon, and then press ENTER.
 3. Choose Cancel when you have finished reading the annotation.
- ▶ To remove an annotation:
 1. Go to the topic where you made the annotation.
 2. Click the paper clip icon or press TAB to highlight the paper clip icon, and then press ENTER.
 3. Choose Delete.



▶ **Copying the Contents of a Help Topic**

By cutting and pasting, you can copy information in a Help topic through the Clipboard to another application.

▶ To copy text to the Clipboard and paste it to another application:

1. From the Edit menu in Help, choose Copy.
2. Select the text to copy from the Copy dialog box.
3. Choose Copy to copy the text to the Clipboard.
4. Switch to another Windows application.
5. Choose the Paste command from the Edit menu.

▶ To copy the contents of the entire Help topic to the Clipboard without displaying the dialog box, press CTRL+INS.



▶ **The Help Window**

The Help window can be moved, resized, scrolled, and closed with the standard Windows menu and keyboard commands. To exit help, choose Exit from the File menu in Help.

- ▶ When you quit Help, the configuration of the Help window is saved in the WIN.INI file (if you save your Program Manager settings). This means you can size and place the Help window to fit your programming needs---when you open Help again, the window is then displayed as customized.
- ▶

▶ **Key to the Buttons in the Help Window**

A series of buttons is displayed at the top of the Help window. The commands in the button bar help you navigate through help.

Contents	Displays the table of contents for help topics.
Search	Lists all the help keywords in Help. By typing or selecting a keyword, you can search for and go to specific help topics.
Back	Displays the previous help topic.
History	Displays a list of the past 40 help topics. Double-click a title to display that help topic.



► Basic Help Information

A help topic is a screen or more of information; *this* screen is a help topic. Help topics are connected by "links."

Links

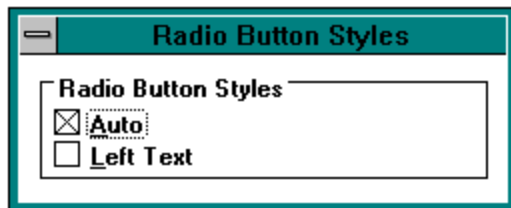
Links are identified by a solid underline. When you click on a link (or press TAB to move to the link and then press ENTER) the Help window displays the help topic jumped to by the link.

Icons---images embedded in text---are graphical links. The icon for help in the title of this help topic is an example.

A pop up is a link with a dotted underline within a topic. A pop up is displayed in a small pop-up window. You can dismiss the pop-up window with a mouse click or by pressing any key. Pop ups are often---but not always---definitions of terms.

Pop Ups in Graphical Images

You can choose pop ups from within a graphical image, also. These pop-up links are not visible---you will not see a dotted underline to mark the pop-up link. However, the image is always introduced by text that tells you what to do. For instance, in the graphic below, click a field (or press TAB to move to the field and then press ENTER) for help:



Index Screens

Index screens are listings of help topics for a category. Indexes are usually displayed in pop ups. The arrow pointing left at the bottom of a help topic takes you back to the index screen for related topics:



Getting Help

You can get help in several ways:

- Press F1 while a menu command or screen region is highlighted.
- Choose the Help button in a dialog box or press F1 when a dialog box is active.
- Choose the Contents command from the Help menu.
- Choose the Search command from the Help menu. The Search command displays the Search dialog box. In the Search dialog box, you can browse through the index for help topics.



▶ **Example Link**

Click the icon to go back to where you where. Or press TAB to highlight the icon, and then press ENTER.

Click anywhere in the help window to dismiss this pop up. You can also press any key to dismiss the pop up.

The Auto style causes the button to automatically select itself when clicked. Otherwise, it is the application's responsibility to select the button.

The Left Text style causes the button's text to appear on the left rather than the right.

► Help Keys

Key	Description
F1	Help for menu commands, dialog boxes, Toolbox, Properties Bar, and Color Palette
SHIFT+TAB	Move cursor to previous link
TAB	Move cursor to next link





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