

Help Writer's Assistant for Windows Help Contents

Version

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Olson Software

What is HWA/w?

HWA/w is a visual help file creator for Windows. But it is more than that. It provides everything you need to create help files under windows.

Help Writer's Assistant for Windows is a visual help authoring package with features only normally seen in expensive products - at a price that you can afford. Help Writers Assistant for Windows is a WYSIWYG help development environment. HWA/w works the way you do, not forcing you to change the way you work.

Previously, building help files under Windows had to be done either by coding RTF commands by hand, or by using a word processor that understood RTF. There were problems with this. You had to remember the context string of the help topic you wanted to link to, and you had to enter footnotes. At the best of times, it was a pain! Word Processor macros helped make the task easier, but they didn't provide everything you needed. Help Writer's Assistant for Windows (HWA/w) does that and helps to make Windows help authoring visual and exciting! This saves a considerable amount of time when developing help files.

This version is available as a public beta by request of many people.

HWA/w has a wide variety of uses:

- To help a user use a program (a traditional help file)
- To teach a user to use a program (a tutorial)
- To teach a user about anything by using hypergraphic jumps (that is files created with the Hotspot editor) and hypertext jumps.
- To store commonly used information like in a database (such as company policies)

Training about programs or about anything can be made easier by using help files.

System requirements:

- MS-DOS operating system version 3.1 or later
- Any of the following (must be acquired separately):
- Microsoft Windows operating system version 3.1 or later
- Microsoft Windows for Workgroups version 3.1 or later
- Microsoft Windows NT operating system version 3.1 or later
- Personal computer using a 386 or higher processor
- 2Mb of Memory (4Mb or greater recommended)
- 2Mb of Hard disk space
- A 3.5 or 5.25 disk drive
- EGA or higher resolution monitor compatible with Microsoft Windows 3.1 or later
- Microsoft Mouse or compatible pointing device recommended

HWA for Windows has many powerful and useful features

Topic Management

- Drag & Drop topic management through hierarchical topic tree (topic listbox).
- Properties window for editing all topic properties.
- Support for all help topic properties, including: titles, entry macros, comments, keywords, multichar keywords and more!
- Topics can be easily moved around through dialogs.

Ease of use interface

- Right mouse button displays context-sensitive menus.
- Toolbars above editors and topic listbox as well as a general toolbar.
- Toolbar buttons to move to previous/next, first/last topics.
- Links listbox which lists the topics that the current topic links to - making it easy to change to those topics.
- Preference information (Help compiler, Hierarchical view, Auto Browse Sequences etc....) can be made default for all new projects but can be changed for each specific project.

- List of the 4 most recently used files is easily accessible from the file menu.
- Goto dialog has the same look and feel as all dialogs dealing with topics (e.g: link and move dialogs). All use the same hierarchical topic tree used in the main window - decreasing learning time.

Visual editor

- The visual editor is used for editing the text of topics. It allows multiple fonts, colors, styles, justification, indentation and line spacing. No need to know anything about RTF!
- Visual editor displays links just as they look under the help system.
- Editors for both scrolling and non-scrolling regions.
- A ruler for easy placing of tabs.
- Optional displaying of paragraph marks.
- Different default fonts, sizes and styles for both the scrolling and non-scrolling regions.
- View hidden text associated with topics - for power users.
- Click on a link while holding down the Control key to go to that topic.

Time Savers

- One click duplicating of topic title in Non-Scrolling region.
- Keyword Sets which make it possible to use commonly used sets of keywords simply by selecting them from a list.
- List keywords, build tags or multichar keywords for comparing and editing.
- Auto browse sequences - forget completely about your browse sequences! There are two levels of control. Auto Numbering where you provide the characters and using a topic hierarchy can forget completely about browse sequences!
- Create indented contents lists of child topics of any topic in the file.
- Create a jump or pop-up link using the title of the topic being linked to as link text (hotspot text).
- Create a new topic while linking.
- Use selected text for title of a new topic when creating a new topic while linking.
- Stores the last topic used so you can go back to it.
- Preview of topics while linking, or from the goto/move dialogs.
- Insert RTF or ASCII text file into scrolling or non-scrolling region.
- Choose macros easily and visually from a dialog. Enter parameters from easy to use edit controls.
- Simply choose pictures from a dialog. Supported types: Windows metafiles, bitmaps, segmented hypergraphics, multi-resolution bitmaps.
- Dialogs to visually choose the topic to link to.
- The same dialogs used to create links are used to edit links.
- Fast removal of links.
- Find & replace across all topic text in a file.
- One click bullet creation.

Basic Usage Learning

- Full, context sensitive online help
- Includes a full tutorial to learn how to develop windows help files the easy way with HWA/w

Compiling

- Reads & Writes in Rich Text Format providing maximum compatibility with the Windows Help compiler.
- Windows Help compiler and hotspot editor included in disk based version
- Build and display the help file from within the HWA/w environment.
- Create header files for context sensitive help. (for C/C++, Pascal and Visual Basic).

Files you should have

You need Microsoft Windows version 3.1 or later to use Help Writer's Assistant for Windows. You must also have the Help Compiler supplied with the Windows SDK or Borland Compilers.

The Microsoft Help Compiler ([contact Olson Software](#) if you can't find a copy. See the [What's in a Help File?](#) topic for where you might be able to get a copy). **Note:** The Help compiler and the hotspot editor are distributed with the diskette based version of HWA/w (see registration form for .

The following file lists do not take account of the files required by the setup program. The files below are compressed before being installed by the setup program.

Name	Description
CTL3D.DLL	The library which creates the 3D effects in dialogs.
HWAFLT.DLL	The library which reads and writes .RTF files.
HWAREG.TXT	Form to fill out and send to Olson Software to become a registered user of HWA/w. (Also in the Registration Form topic).
HWAVIEDT.DLL	The library which contains the visual editor used to edit topic text.
HWAWIN.EXE	The main program. Execute this file to run HWA/w.
HWAWIN.HLP	The help file that explains how to use HWA/w.
README.TXT	Last minute information not able to be included in the Help file.
Sample related files	
DEFSEEAL.BMP	Bitmap file used to simulate buttons in the above sample project.
CHAR.BMP	Bitmap file used to demonstrate character pictures in the above sample project.
COMPUTER.SHG	Picture used to demonstrate hyperlinked graphics.
HWASAMP.HLP	Compiled (i.e: WinHelp readable) version of the above sample project.
HWASAMP.HPJ	Project file for the above .RTF file.
HWASAMP.RTF	Sample file that can be loaded into HWA/w.
LEFT.BMP	Bitmap file used to demonstrate character pictures in the above sample project.
RIGHT.BMP	Bitmap file used to demonstrate right aligned pictures in the above sample project.
Tutorial related files	
BACKGRND.TXT	Text file used in the tutorial.
COMPTUT.HLP	Completed version of the tutorial , making it easy to see how great the end result is!
CONTAINR.RTF	RTF file used in the tutorial.
CONTAINR.WMF	Picture used in the tutorial.
DANGERUS.RTF	RTF file used in the tutorial.
DANGERUS.WMF	Picture used in the tutorial.
DIRECTON.RTF	RTF file used in the tutorial.
LOGO.WMF	Picture used in the tutorial.
MAIL.RTF	RTF file used in the tutorial.
MAIL.WMF	Picture used in the tutorial.
PARCEL.RTF	RTF file used in the tutorial.
PARCEL.WMF	Picture used in the tutorial.
PRICES.RTF	RTF file used in the tutorial.
SALESOFF.RTF	RTF file used in the tutorial.
SMILE.RTF	Picture used in the tutorial.

Menu Commands

File Menu

Edit Menu

View Menu

Topic Menu

Format Menu

Insert Menu

Compile Menu

Window Menu

Help Menu

File Menu

File|New

File|Open

File|Close

File|Save

File|Save As

File|1,2,3,4

File|Exit

File|New

Use this command to create a new document in a new HWA/w window. You can have up to six documents open at once. A new topic is created and the properties window is displayed.

To open an existing file use the File|Open menu command.

Shortcuts:

Toolbar:



Keys:

CTRL+N

See Also:

File|Open

File|Close

File|Save

File|Open

Use this command to open a document that already exists. You can have up to six documents open at once

Note: When loading fonts if the font is not on the system HWA/w will use the default font as specified in the RTF file.

Although every effort has been made to ensure that HWA/w loads .RTF files perfectly there is the possibility that there may be problems with some RTF files. If you experience a problem not noted in the [Known Bugs](#) section please [contact Olson Software](#) so the problem can be resolved, if possible.



Dialog Box Options

Choose File Dialog

HWA/w lists Rich Text Format (*.RTF) files in the List Files of Type section.

Shortcuts:

Toolbar:



Keys: CTRL+O

Mouse: Drag and Drop a file from the File Manager onto the HWA/w window.

See Also:

[File|New](#)

[File|Close](#)

[File|Save](#)

File|Close

Use this command to close the window containing the active document. HWA/w suggests that you save changes to your document before you close it. If you close a document without saving, you lose all changes made since the last time you saved it. Before closing an untitled document, HWA/w displays the Save As dialog box and suggests that you name and save the document.

Shortcuts:

Mouse: Double click the Close icon on the document's window:



Keys: CTRL+F4

See Also:

[File|Save](#)

[File|Exit](#)

File|Save

Use this command to save the active document to its current name and directory. When you save a document for the first time, HWA/w displays the Save As dialog box so you can name your document. If you want to change the name and directory of an existing document before you save it, choose the Save As command.

Shortcuts:

Toolbar:



Keys: CTRL+S

See Also:

[File|Open](#)

[File|Save As](#)

File|Save As

Use this command to save and name the active document.

To save a document with its existing name and directory, use the Save command.

Dialog Box Options

File Name

Type a new filename to save a document with a different name. A filename can contain up to eight characters and an extension of up to three characters. HWA/w adds the extension you specify in the Save File As Type box.

Save Files as Type

Select the type of file you want to save.

Drives

Select the drive in which you want to store the document.

Directories

Select the directory in which you want to store the document.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

See Also:

[File|New](#)

[File|Open](#)

[File|Save](#)

File|1,2,3,4

Use the numbers and filenames listed at the bottom of the File menu to open the last four documents you closed. Choose the number that corresponds with the document you want to open.

See Also:

[File|Open](#)

File|Exit

Use this command to end your HWA/w session. You can also use the Close command on the application Control menu. HWA/w prompts you to save documents with unsaved changes.

Shortcuts:

Mouse: Double-click the application's Control menu button.



Keys: ALT+F4

Edit Menu

Edit|Undo

Edit|Cut

Edit|Copy

Edit|Paste

Edit|Select All

Edit|Find

Edit|Find Next

Edit|Replace

Edit|Link

Edit|Keyword Sets

Edit|List Keywords

Edit|List Build Tags

Edit|List Multichar Keywords

Edit|Undo

The editor remembers your last editing command. Use this function to undo the last editing command.

Disabled When:

No editor currently has the focus.

Shortcuts:

Keys: ALT+BACKSPACE

Edit|Cut

Removes selected text and puts it on the clipboard.

Disabled When:

No editor currently has the focus.

No text is selected within an editor.

Shortcuts:

Keys: SHIFT+DELETE
 CTRL+X

See Also:

Edit|Copy

Edit|Paste

Edit|Copy

Copies selected text and puts it on the clipboard.

Disabled When:

No editor currently has the focus.

No text is selected within an editor.

Shortcuts:

Keys: CTRL+INSERT
 CTRL+C

See Also:

Edit|Cut

Edit|Paste

Edit|Paste

Copies text from the clipboard into the current editor. If any text is selected it is replaced.

Disabled When:

No editor currently has the focus.

Shortcuts:

Keys: SHIFT+INSERT
 CTRL+V

See Also:

Edit|Cut

Edit|Copy

Edit|Select All

Selects all text in the current editor.

Disabled When:

No editor currently has the focus.

Shortcuts:

Keys: CTRL+A

Edit|Find

Searches all topic text for a specified word or phrase.

The Find dialog can stay open while continuing to edit the document.

Dialog Box Options

Find What

Type the text that you wish to search for.

Match Case

Finds text with the exact uppercase and lowercase characters as specified in the Find What box.

Direction

Sets the direction of the search

Up

Searches from the current topic to the first topic

Down

Searches from the current topic to the last topic

Find Next

Finds and selects the next occurrence of the text specified in the Find What box. HWA/w will visually show you how the search is progressing by changing topics while searching.

See Also:

[Edit|Find Next](#)

[Edit|Replace](#)

Edit|Find Next

Finds and selects the next occurrence of the text specified in the Find What box in the Find dialog. The text will be replaced with the text specified in the Replace With box in the Replace dialog (if text has been entered). HWA/w will visually show you how the search is progressing by changing topics while searching.

When Disabled:

No text to find has been specified in the Find What box in the Find dialog.

Shortcuts:

Keys: F3

See Also:

Edit|Find

Edit|Replace

Edit|Replace

Searches for and replaces a specified word or phrase in all topic text.

The Replace dialog can stay open while continuing to edit the document.

Dialog Box Options

Find What

Type the text that you wish to search for.

Replace With

Type the text that you wish to use as replacement text. To remove the text in the Find What box from the RTF file leave the Replace With box empty.

Match Case

Finds text with the exact uppercase and lowercase characters as specified in the Find What box.

Direction

Sets the direction of the search

Up

Searches from the current topic to the first topic

Down

Searches from the current topic to the last topic

Find Next

Finds and selects the next occurrence of the text specified in the Find What box. HWA/w will visually show you how the search is progressing by changing topics while searching.

Replace

Replaces currently selected text and finds and selects the next occurrence of the text specified in the Find What box.

Replace All

Searches for every occurrence of the text specified in the Find What box and replaces it with the text specified in the Replace With box. Note: Starts from the current topic and goes to the last topic.

See Also:

[Edit|Find](#)

[Edit|Find Next](#)

Edit|Link

Changes existing link information such as topic name, secondary window or macro.

Note: The dialog will not display if the caret is not on either underlined (Jump link), or dotted underlined (Pop-Up link) text.

Dialog Box Options

The dialog box depends on what type of link is selected.

For a Jump link: Jump Link dialog box

Any topic that does not have a context string will be greyed in the topic list (can not link to a topic without a context string).

The current topic will be greyed in the topic list (can not link to the current topic).

For a Pop-Up link: Pop-Up Link/Goto dialog box

Any topic that does not have a context string will be greyed in the topic list (can not link to a topic without a context string).

The current topic will be greyed in the topic list (can not link to the current topic).

For a Macro link: Macro Link dialog box

Disabled When:

No editor currently has the focus.

The caret is not on a link **or** selected text does not contain a link.

More than one link is selected.

Shortcuts:

Keys: ALT+L

Mouse: Click with the secondary mouse button on a link and choose Edit Link from the menu that is displayed

See Also:

Insert|Jump Hot Spot Menu

Insert|Pop-Up Hot Spot Menu

Edit|Keyword Sets

Creates and edits [keyword sets](#).

Dialog Box Options

Keyword Sets

Lists the titles of all the Keyword Sets in the current Keyword Set file.

Close

Closes the Keyword Sets dialog. If the current Keyword Set file has changed since you opened the dialog you will be asked if you would like to save current file. If you press 'Cancel' you will be returned to the dialog. 'Yes' will save the changes to disk (If the file is untitled it will ask you for a directory to save the file in). 'No' will discard the changes. After you exit the dialog the Keywords drop down lists in the [Topic Properties Window](#) will be updated to include all the new or changed Keyword Set titles.

Add

Adds a keyword set to the current Keyword Set file. The [Keyword Set Edit dialog box](#) dialog box is displayed so you can enter the information for the set. If you press Ok in the dialog the Set will be added to the list of Keyword Sets.

Edit

Displays the Keyword Set Edit dialog box so you can change the information in the current keyword set. You can also bring the dialog up by double clicking on the keyword set in the Keyword Sets list. If you press Ok in the dialog the Keyword Sets list will be updated to reflect the changes.

Delete

Removes the current Keyword Set from the current Keyword Set file. You will be asked to confirm you want to delete the Keyword Set.

New

Creates a new Keyword Set file in memory. The current Keyword Set file will be unloaded from memory. If the current Keyword Set file has changed since you opened the dialog you will be asked if you would like to save the changes. If you press 'Cancel' you will be returned to the dialog. 'Yes' will save the changes to disk (If the file is Untitled it will ask you for a file name and directory to save the file in). 'No' will discard the changes. Once a new file is created you can work on it like any other Keyword Set file.

Open

Opens an existing Keyword Set file. The current Keyword Set file will be unloaded from memory. If the current Keyword Set file has changed since you opened the dialog you will be asked if you would like to save the changes. If you press 'Cancel' you will be returned to the dialog. 'Yes' will save the changes to disk (If the file is Untitled it will ask you for a file name and directory to save the file in). 'No' will discard the changes.

The [Choose File dialog box](#) will be displayed for you to choose a Keyword Set file (extension .KWS). Once the Keyword Set file has loaded the Keyword Set list will be updated so you can edit the sets.

See Also:

[Keywords \(Topic Properties Window\)](#)

Edit|List Keywords

Lists, for editing all keywords used in the current HWA/w file.

This command is useful to help you to make sure that keywords are spelt correctly or that keywords that should be the same are the same.

Dialog Box Options

Keywords

Lists every keyword in the current HWA/w file. Keywords are alphabetically ordered. To move to a keyword starting with a particular letter press the key corresponding with that letter.

Close

Returns you to the HWA/w window. Any changes you have made in the dialog are updated in the Topic Properties Window.

Edit

Displays the Edit Keyword dialog box for editing the currently selected keyword. You can also bring the dialog up by double clicking on the keyword in the Keywords list.

Delete

Removes the currently selected keyword from the current HWA/w file. You will be asked to confirm you want to delete the keyword.

See Also:

Keywords (Topic Properties Window)

Edit|Keyword Sets

Edit|List Build Tags

Edit|List Multichar Keywords

Edit|List Build Tags

Lists, for editing all build tags used in the current HWA/w file.

This command is useful to help you to make sure that build tags are spelt correctly or that build tags that should be the same are the same.

Dialog Box Options

Build Tags

Lists every build tag in the current HWA/w file. Build Tags are alphabetically ordered. To move to a build tag starting with a particular letter press the key corresponding with that letter.

Close

Returns you to the HWA/w window. Any changes you have made in the dialog are updated in the Topic Properties Window.

Edit

Displays the Edit Build Tag dialog box for editing the currently selected build tag. You can also bring the dialog up by double clicking on the build tag in the Build Tags list.

Delete

Removes the currently selected build tag from the current HWA/w file. You will be asked to confirm you want to delete the build tag.

See Also:

Build Tags (Topic Properties Window)

Edit|List Keywords

Edit|List Multichar Keywords

Edit|List Multichar Keywords

Lists, for editing all multichar keywords used in the current HWA/w file.

This command is useful to help you to make sure that multichar keywords are spelt correctly or that multichar keywords that should be the same are the same.

Dialog Box Options

Multichar Keywords

Lists every multichar keyword in the current HWA/w file. Multichar Keywords are alphabetically ordered based on the Multichar character. To move to a Multichar character starting with a particular letter press the key corresponding with that letter.

Close

Returns you to the HWA/w window. Any changes you have made in the dialog are updated in the Topic Properties Window.

Edit

Displays the Edit Multichar Keyword dialog box for editing the currently selected multichar keyword. You can also bring the dialog up by double clicking on the multichar keyword in the multichar keywords list.

Delete

Removes the currently selected multichar keyword from the current HWA/w file. You will be asked to confirm you want to delete the multichar keyword.

See Also:

Multichar Keywords (Topic Properties Window)

Edit|List Keywords

Edit|List Build Tags

View Menu

View|Toolbars

View|Status Bar

View|Rulers

View|Paragraph Marks

View|Topic Properties Menu

View|Preferences

View|Toolbars

Displays or hides the toolbars in the HWA/w main window and all child windows. A check mark appears next to the menu item when the Toolbars is displayed.

See Also:

[View|Status Bar](#)

[Main Toolbar](#)

View|Status Bar

Displays or hides the Status Bar in the HWA/w main window. A check mark appears next to the menu item when the Status Bar is displayed.

See Also:

[View|Toolbars](#)

[Status Bar](#)

View|Rulers

Displays or hides the rulers above the editors in an HWA/w child window. A check mark appears next to the menu item when the rulers is displayed.

The rulers are part of a child window so as you can display the rulers in some child windows but not others.

You can also turn rulers on or off using the Editor options in the Preferences dialog.

See Also:

[View|Paragraph Marks](#)

[View|Preferences](#)

View|Paragraph Marks

Displays or hides the paragraph marks above the editors in an HWA/w child window. A check mark appears next to the menu item when the paragraph marks is displayed.

The paragraph marks are part of the editors so as you can display the paragraph marks in some child windows but not others.

You can also turn paragraph marks on or off using the Editor options in the Preferences dialog.

See Also:

[View|Rulers](#)

[View|Preferences](#)

View|Topic Properties Menu

[View|Topic Properties|General](#)

[View|Topic Properties|Build Tags](#)

[View|Topic Properties|Keywords](#)

[View|Topic Properties|Multichar Keywords](#)

View|Topic Properties|General

Displays the Topic Properties Window and if necessary changes to the General section. Information is displayed for the current topic.

Disabled When:

No topic (i.e:the Filename) is currently selected in the Topic Listbox

Shortcuts:

Mouse: Click with the secondary mouse button on a topic in the Topic Listbox and choose Topic Properties|General from the menu that is displayed.

See Also:

View|Topic Properties|Entry Macros

View|Topic Properties|Build Tags

View|Topic Properties|Keywords

View|Topic Properties|Multichar Keywords

General (Topic Properties Window)

View|Topic Properties|Entry Macros

Displays the Topic Properties Window and if necessary changes to the Entry Macros section. Information is displayed for the current topic.

Disabled When:

No topic (i.e:the Filename) is currently selected in the Topic Listbox

Shortcuts:

Mouse: Click with the secondary mouse button on a topic in the Topic Listbox and choose Topic Properties|Entry Macros from the menu that is displayed.

See Also:

View|Topic Properties|General

View|Topic Properties|Build Tags

View|Topic Properties|Keywords

View|Topic Properties|Multichar Keywords

Entry Macros (Topic Properties Window)

View|Topic Properties|Build Tags

Displays the Topic Properties Window and if necessary changes to the Build Tags section. Information is displayed for the current topic.

Disabled When:

No topic (i.e:the Filename) is currently selected in the Topic Listbox

Shortcuts:

Mouse: Click with the secondary mouse button on a topic in the Topic Listbox and choose Topic Properties|Build Tags from the menu that is displayed.

See Also:

View|Topic Properties|General

View|Topic Properties|Entry Macros

View|Topic Properties|Keywords

View|Topic Properties|Multichar Keywords

Build Tags (Topic Properties Window)

View|Topic Properties|Keywords

Displays the Topic Properties Window and if necessary changes to the Keywords section. Information is displayed for the current topic.

Disabled When:

No topic (i.e:the Filename) is currently selected in the Topic Listbox

Shortcuts:

Mouse: Click with the secondary mouse button on a topic in the Topic Listbox and choose Topic Properties|Keywords from the menu that is displayed.

See Also:

View|Topic Properties|General

View|Topic Properties|Entry Macros

View|Topic Properties|Build Tags

View|Topic Properties|Multichar Keywords

Keywords (Topic Properties Window)

View|Topic Properties|Multichar Keywords

Displays the Topic Properties Window and if necessary changes to the General section. Information is displayed for the current topic.

Disabled When:

No topic (i.e:the Filename) is currently selected in the Topic Listbox

Shortcuts:

Mouse: Click with the secondary mouse button on a topic in the Topic Listbox and choose Topic Properties|Multichar Keywords from the menu that is displayed.

See Also:

View|Topic Properties|General

View|Topic Properties|Entry Macros

View|Topic Properties|Build Tags

View|Topic Properties|Keywords

Multichar Keywords (Topic Properties Window)

View|Preferences

Modifies HWA/w options that control defaults, editors, and other options.

Preferences are saved with each .RTF file as the same name but with a .HWP extension. Therefore preferences can be different on a file by file basis. The default preferences are used for any .RTF file opened without a corresponding .HWP file or any new file created.

Dialog Box Options

Page List

Choose the preference page that you want to edit

General

Modifies HWA/w settings such as a hierarchical display of topics and the drag and drop of topics.

Editor

Modifies settings for the editor such as default fonts.

Defaults

Modifies defaults for the duplication of topic titles.

Help Compiler

Specifies information regarding the placement of the help compiler and other help compiler options.

Project

Specifies information regarding the placement of the help project and creation of header files.

Make Default

Saves information from the current preference page into the HWAWIN.INI file where it is used by all new files or by a file before it is saved in HWA/w.

Topic Menu

Topic|Insert

Topic|Delete

Topic|Promote

Topic|Demote

Topic|Move Up

Topic|Move Down

Topic|Move

Topic|Go To Menu

Topic|Back

Topic|Insert

Adds a new topic to the current HWA/w file. The new topic is inserted after the current topic. If the Hierarchical Topic Organisation option is on (in the [General Preferences page](#)) the topic will be added at the same level, but after the current topic. If the Hierarchical Topic Organisation option is not on the topic will be added after the current topic at the same level.

A title will be inserted into the new topic if the Every topic must have title option is on (in the General Preferences page). See that topic for more information on how the title is decided upon. If the Duplicate Title in Non-Scrolling Region option is on (in the [Defaults Preferences page](#)) the new title will be inserted into the Non-Scrolling region. See the [General \(Topic Properties Window\)](#) topic for more information.


A context string will be inserted into the new topic if the Every topic must have context string option is on (in the General Preferences page). See that topic for more information on how the context string is decided upon.

Disabled When:

No topic (i.e:the Filename) is currently selected in the [Topic Listbox](#)

Shortcuts:

Mouse: Click with the secondary mouse button on a topic in the [Topic Listbox](#) and choose Insert from the menu that is displayed.

Toolbar: 

See Also:

[Topic|Delete](#)

Topic|Delete

Removes the current topic from the HWA/w file. HWA/w prompts you to confirm that you want to delete the topic.

Disabled When:

No topic (i.e:the Filename) is currently selected in the Topic Listbox

There is only one topic left in the HWA/w file.

Shortcuts:

Mouse: Click with the secondary mouse button on a topic in the Topic Listbox and choose Delete from the menu that is displayed.

See Also:

Topic|Insert

Topic|Promote

Promotes a topic to a higher level. All children of the topic are promoted one level also.

The level of the topic indicates the level that the topic lives in the browse sequence if you have Auto Browse Sequences on.. See the [General Preferences page](#) for more information on how the Hierarchical Topic Organisation option works.

Disabled When:


Hierarchical Topic Organisation option is not on.

No topic (i.e:the Filename) is currently selected in the [Topic Listbox](#)

Current topic is already at the top-most level.

Shortcuts:

Mouse: Click with the secondary mouse button on a topic in the [Topic Listbox](#) and choose Promote from the menu that is displayed.

Toolbar: 

See Also:

[Topic|Demote](#)

[Topic|Move Up](#)

[Topic|Move Down](#)

[Topic|Move](#)

Topic|Demote

Demotes a topic to a lower level. All children of the topic are demoted one level also.

The level of the topic indicates the level that the topic lives in the browse sequence if you have Auto Browse Sequences on.. See the [General Preferences page](#) for more information on how the Hierarchical Topic Organisation option works.

Disabled When:


Hierarchical Topic Organisation option is not on.

No topic (i.e:the Filename) is currently selected in the [Topic Listbox](#)

Current topic is already one level below the parent topic

Shortcuts:

Mouse: Click with the secondary mouse button on a topic in the [Topic Listbox](#) and choose Demote from the menu that is displayed.

Toolbar: 

See Also:

[Topic|Promote](#)

[Topic|Move Up](#)

[Topic|Move Down](#)

[Topic|Move](#)

Topic|Move Up

Moves a topic below the next topic at the same level. All children of the topic are moved one down also. This will change the order of the topics.


The order of topics indicates the order that the topic lives in the browse sequence if you have Auto Browse Sequences on.. See the [General Preferences page](#) for more information on how the Hierarchical Topic Organisation and Auto Browse Sequence options work.

Disabled When:

No topic (i.e:the Filename) is currently selected in the [Topic Listbox](#)
Current topic is already just below parent.

Shortcuts:

Mouse: Click with the secondary mouse button on a topic in the [Topic Listbox](#) and choose Move Up from the menu that is displayed.

Toolbar: 

See Also:

[Topic|Promote](#)

[Topic|Demote](#)

[Topic|Move Down](#)

[Topic|Move](#)

Topic|Move Down

Moves a topic below the next topic at the same level. All children of the topic are moved with the topic. This will change the order of the topics.


The order of topics indicates the order that the topic lives in the browse sequence if you have Auto Browse Sequences on. See the [General Preferences page](#) for more information on how the Hierarchical Topic Organisation and Auto Browse Sequence options work.

Disabled When:

No topic (i.e:the Filename) is currently selected in the [Topic Listbox](#)
Current topic is already just below parent.

Shortcuts:

Mouse: Click with the secondary mouse button on a topic in the [Topic Listbox](#) and choose Move Down from the menu that is displayed.

Toolbar: 

See Also:

[Topic|Promote](#)

[Topic|Demote](#)

[Topic|Move Up](#)

[Topic|Move](#)

Topic|Move

Moves the current topic after an another topic in the HWA/w file. The topic is moved after the chosen topic at the same level. All children of the current topic Through this will change the order of the topics.

The order of topics indicates the order that the topic lives in the browse sequence if you have Auto Browse Sequences on. See the [General Preferences page](#) for more information on how the Hierarchical Topic Organisation and Auto Browse Sequence options work.

Dialog Box Options

Move dialog

The current topic will be greyed in the topic list (can not move the current topic).

The topic before the current topic will be greyed in the topic list (can not move the topic to the same position) if the previous topic is not the current topic's parent.

Note: Move does nothing if the topic chosen is a child of the current topic

Disabled When:

No topic (i.e:the Filename) is currently selected in the [Topic Listbox](#)

There are less that two topics in the file.

There are two topics in the file and the last topic is selected (both topics would be greyed in the dialog)

Shortcuts:

Mouse: Click with the secondary mouse button on a topic in the [Topic Listbox](#) and choose Move Up from the menu that is displayed.

See Also:

[Topic|Promote](#)

[Topic|Demote](#)

[Topic|Move Up](#)

[Topic|Move](#)

Topic|Go To Menu

Topic|Go To|First

Topic|Go To|Last

Topic|Go To|Previous

Topic|Go To|Next

Topic|Go To|Go To

Topic|Go To|First

Goes to the first topic in the HWA/w file. The topic displayed is changed and the Topic Listbox is updated to show the new current topic.

Disabled When:

No topic (i.e:the Filename) is currently selected in the Topic Listbox
The current topic is the first topic.

Shortcuts:

Toolbar:



See Also:

Topic|Go To|Last

Topic|Go To|Last

Goes to the last topic in the HWA/w file. The topic displayed is changed and the Topic Listbox is updated to show the new current topic.

Disabled When:

No topic (i.e:the Filename) is currently selected in the Topic Listbox
The current topic is the last topic.

Shortcuts:

Toolbar:



See Also:

Topic|Go To|First

Topic|Go To|Previous

Goes to the topic before the current topic in the HWA/w file. The topic displayed is changed and the Topic Listbox is updated to show the new current topic. This command ignores any parent/child relationships in the Topic Listbox and simply goes to the previous topic.

Disabled When:

No topic (i.e:the Filename) is currently selected in the Topic Listbox
The current topic is the first topic.

Shortcuts:

Keys: CTRL+PAGE UP

Toolbar:



See Also:

Topic|Go To|Next

Topic|Go To|Next

Goes to the topic after the current topic in the HWA/w file. The topic displayed is changed and the Topic Listbox is updated to show the new current topic. This command ignores any parent/child relationships in the Topic Listbox and simply goes to the next topic.

Disabled When:

No topic (i.e:the Filename) is currently selected in the Topic Listbox
The current topic is the last topic.

Shortcuts:

Keys: CTRL+PAGE DOWN

Toolbar:



See Also:

[Topic|Go To|Previous](#)

Topic|Go To|Go To

Goes to the a specific topic in the HWA/w file. The topic displayed is changed and the Topic Listbox is updated to show the new current topic once the topic is chosen.

Dialog Box Options

Goto dialog box

The current topic will be greyed in the topic list (can not go to the current topic).

Disabled When:

There is only one topic in the file.

Shortcuts:

Keys: CTRL+G

See Also:

Topic|Go To|First

Topic|Go To|Last

Topic|Go To|Previous

Topic|Go To|Next

Topic|Back

Returns to the topic you were previously in. Updates the topic in the editors and in the topic listbox.

Disabled When:

There are no recorded previous topics or if the previous topic has been deleted.

Shortcuts:

Keys: ALT+B

Format Menu

Format|Font

Format|Style Menu

Format|Alignment Menu

Format|Line Spacing Menu

Format|Indentation

Format|Font

Applies or removes character formats from selected text in the current editor or from the insertion point forward in the current editor as you type.

 **Dialog Box Options**
Choose Font dialog box

Disabled When:

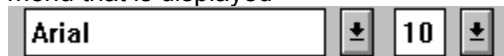
No editor currently has the focus.

Shortcuts:

Keys: CTRL+F

Mouse: Click with the secondary mouse button on text or selected text and choose Font from the menu that is displayed

Toolbar:



Format|Style Menu

Format|Style|Normal

Format|Style|Bold

Format|Style|Italic

Format|Style|Normal

Removes character formats from selected text in the current editor or from the insertion point forward in the current editor as you type.



Tip:

Use this command to allow text entry after a link. It will remove the link formatting so you can type text without it being formatted as a link. If text is selected and you use this command HWA/w will ask you to confirm that you are prepared to remove the link. HWA/w will then remove the link if the whole link is selected.

Disabled When:

No editor currently has the focus.

Shortcuts:

Mouse: Click with the secondary mouse button on text or selected text and choose Style|Normal from the menu that is displayed

See Also:

Format|Style|Bold

Format|Style|Italic

Format|Style|Bold

Applies **bold** character formatting to selected text in the current editor or from the insertion point forward in the current editor as you type.

Disabled When:

No editor currently has the focus.

The caret is on a link **or** selected text contains a link.

Shortcuts:

Keys: CTRL+B

Mouse: Click with the secondary mouse button on text or selected text and choose Style|Bold from the menu that is displayed

Toolbar:



See Also:

[Format|Style|Normal](#)

[Format|Style|Italic](#)

Format|Style|Italic

Applies *italic* character formatting to selected text in the current editor or from the insertion point forward in the current editor as you type.

Disabled When:


No editor currently has the focus.

The caret is on a link **or** selected text contains a link.

Shortcuts:

Keys: CTRL+I

Mouse: Click with the secondary mouse button on text or selected text and choose Style|Italic from the menu that is displayed

Toolbar: 

See Also:

[Format|Style|Normal](#)

[Format|Style|Italic](#)

Format|Alignment Menu

Format|Alignment|Left

Format|Alignment|Centre

Format|Alignment|Right

Format|Alignment|Left

Aligns selected paragraphs in the current editor by the left indent. If no paragraphs are selected the paragraph containing the caret is aligned left.

Disabled When:

No editor currently has the focus.

The caret is on a link **or** selected text contains a link.

Shortcuts:

Keys: CTRL+L

Mouse: Click with the secondary mouse button on text or selected text and choose Alignment|Left from the menu that is displayed

Toolbar:



See Also:

[Format|Alignment|Center](#)

[Format|Alignment|Right](#)

[Format|Indentation](#)

Format|Alignment|Centre

Aligns selected paragraphs in the current editor evenly between the left and right indents. If no paragraphs are selected the paragraph containing the caret is aligned centred.

Disabled When:

No editor currently has the focus.

Shortcuts:

Keys: CTRL+E

Mouse: Click with the secondary mouse button on text or selected text and choose Alignment|Centre from the menu that is displayed

Toolbar:



See Also:

[Format|Alignment|Left](#)

[Format|Alignment|Right](#)

[Format|Indentation](#)

Format|Alignment|Right

Aligns selected paragraphs in the current editor by the right indent. If no paragraphs are selected the paragraph containing the caret is aligned right.

Disabled When:


No editor currently has the focus.

The caret is on a link **or** selected text contains a link.

Shortcuts:

Keys: CTRL+R

Mouse: Click with the secondary mouse button on text or selected text and choose Alignment|Right from the menu that is displayed

Toolbar: 

See Also:

[Format|Alignment|Center](#)

[Format|Alignment|Right](#)

[Format|Indentation](#)

Format|Line Spacing Menu

Format|Line Spacing|Single

Format|Line Spacing|Double

Format|Line Spacing|Single

Sets the line spacing for each line to accommodate the largest font in that line in the current editor. No extra space is left between the lines.

Disabled When:

No editor currently has the focus.

Shortcuts:

Mouse: Click with the secondary mouse button on text or selected text and choose Line Spacing|Single from the menu that is displayed

See Also:

Format|Line Spacing|Double

Format|Line Spacing|Double

Sets the line spacing for each line to twice that of single line spacing in the current editor. Leaves a blank line between each line.

Disabled When:

No editor currently has the focus.

Shortcuts:

Mouse: Click with the secondary mouse button on text or selected text and choose Line Spacing|Double from the menu that is displayed

See Also:

[Format|Line Spacing|Single](#)

Format|Indentation

Determines the position of text in relation to the left and right of the editor. Changes made are applied to selected paragraphs in the current editor. If no paragraphs are selected the paragraph containing the caret is changed.

Dialog Box Options

First

Enter the distance (in inches) you want to indent a the first line of the paragraph from the left of the editor.

Rest

Enter the distance (in inches) you want to indent the rest of the text of the paragraph from the left of the editor.

Right

Enter the distance (in inches) you want to indent the paragraph from the right of the editor. **Note:** The right of the editor can change when the window is resized.



Tip:

To return the indents to no indent, enter 0 in all the boxes.

Disabled When:

No editor currently has the focus.

Shortcuts:

Mouse: Click with the secondary mouse button on text or selected text and choose Indentation from the menu that is displayed

Insert Menu

Insert|Text/RTF File

Insert|Jump Hot Spot Menu

Insert|Pop-Up Hot Spot Menu

Insert|Picture

Insert|Contents

Insert|Bullet

Insert|Text/RTF File

Inserts an Ascii text or RTF file after the caret in the current editor. The file can be a maximum of 64k long.

 **Dialog Box Options**
Choose File dialog box

Disabled When:

No editor currently has the focus.

Insert|Jump Hot Spot Menu

Insert|Jump Hot Spot|Normal

Insert|Jump Hot Spot|With Title

Insert|Jump Hot Spot|Macro

Insert|Jump Hot Spot|Normal

Creates a Jump to another topic. The selected text in the current editor is used as the hot spot text.

A Jump Hot Spot when chosen in the compiled help file changes the topic and displays the linked topic in place of the current topic.

HWA/w displays Jump Hot Spots in underlined green, just as they look in the compiled help file. You can test a jump by pressing the Control key and clicking on the link. That will take you to the linked topic (if it exists in the current file).

Dialog Box Options

Jump Link dialog box

Choose the topic to link to from the dialog.

Any topic that does not have a context string will be greyed in the topic list (can not link to a topic without a context string).

The current topic will be greyed in the topic list (can not link to the current topic).

Disabled When:

No editor currently has the focus.

No text is currently selected.

No topics (ignoring the current topic) have context strings.

Selected text goes over the end of paragraph (or spans multiple paragraphs).

Shortcuts:

Keys: CTRL+J

Mouse: Click with the secondary mouse button on selected text and choose Jump Hot Spot|Normal from the menu that is displayed

See Also:

Edit|Link

Insert|Jump Hot Spot|With Title

Insert|Jump Hot Spot|Macro

Insert|Pop-Up Hot Spot|Normal

Insert|Pop-Up Hot Spot|With Title

Insert|Jump Hot Spot|With Title

Creates a Jump to another topic. The link is inserted after the caret in the current editor. The title of the new topic is used as the hot spot text. If you choose a topic that does not have a title HWA/w will prompt you and inform you of that, and will not insert the link.

A Jump Hot Spot when chosen in the compiled help file changes the topic and displays the linked topic in place of the current topic.

HWA/w displays Jump Hot Spots in underlined green, just as they look in the compiled help file. You can test a jump by pressing the Control key and clicking on the link. That will take you to the linked topic (if it exists in the current file).

Dialog Box Options

Jump Link dialog box

Choose the topic to link to from the dialog.

Any topic that does not have a context string will be greyed in the topic list (can not link to a topic without a context string).

The current topic will be greyed in the topic list (can not link to the current topic).

Disabled When:

No editor currently has the focus.

Text is currently selected.

No topics (ignoring the current topic) have context strings.

Selected text goes over the end of paragraph (or spans multiple paragraphs).

Shortcuts:

Keys: ALT+J

Mouse: Click with the secondary mouse button on selected text and choose Jump Hot Spot|With Title from the menu that is displayed

See Also:

Edit|Link

Insert|Jump Hot Spot|Normal

Insert|Jump Hot Spot|Macro

Insert|Pop-Up Hot Spot|Normal

Insert|Pop-Up Hot Spot|With Title

Insert|Jump Hot Spot|Macro

Creates a Macro Jump. The selected text in the current editor is used as the hot spot text.

A Macro Jump Hot Spot when chosen in the compiled help file executes the macro.

HWA/w displays Macro Jump Hot Spots in underlined green, just as they look in the compiled help file. You can test a jump by pressing the Control key and clicking on the link. That will take you to the linked topic (if it exists in the current file).

Dialog Box Options

Macro Link dialog box

Disabled When:

No editor currently has the focus.

No text is currently selected.

Selected text goes over the end of paragraph (or spans multiple paragraphs).

Shortcuts:

Keys: CTRL+M

Mouse: Click with the secondary mouse button on selected text and choose Jump Hot Spot|Macro from the menu that is displayed

See Also:

Edit|Link

Insert|Jump Hot Spot|Normal

Insert|Pop-Up Hot Spot|Normal

Insert|Pop-Up Hot Spot Menu

Insert|Pop-Up Hot Spot|Normal

Insert|Pop-Up Hot Spot|With Title

Insert|Pop-Up Hot Spot|Normal

Creates a Pop-Up link to another topic. The selected text in the current editor is used as the hot spot text.

A Pop-Up Hot Spot when chosen in the compiled help file displays the topic in a popup box.

HWA/w displays Pop-Up Hot Spots in dotted underlined green, just as they look in the compiled help file. You can test a jump by pressing the Control key and clicking on the link. That will take you to the linked topic (if it exists in the current file).

Dialog Box Options

Pop-Up link dialog

Choose the topic to link to from the dialog.

Any topic that does not have a context string will be greyed in the topic list(can not link to a topic without a context string).

The current topic will be greyed in the topic list (can not link to the current topic).

Disabled When:

No editor currently has the focus.

No text is currently selected.

No topics (ignoring the current topic) have context strings.

Selected text goes over the end of paragraph (or spans multiple paragraphs).

Shortcuts:

Keys: CTRL+P

Mouse: Click with the secondary mouse button on selected text and choose Pop-Up Hot Spot|Normal from the menu that is displayed

See Also:

Edit|Link

Insert|Jump Hot Spot|Normal

Insert|Jump Hot Spot|With Title

Insert|Jump Hot Spot|Macro

Insert|Pop-Up Hot Spot|With Title

Insert|Pop-Up Hot Spot|With Title

Creates a Pop-Up link to another topic. The link is inserted after the caret in the current editor. The title of the new topic is used as the hot spot text. If you choose a topic that does not have a title HWA/w will prompt you and inform you of that, and will not insert the link.

A Pop-Up Hot Spot when chosen in the compiled help file displays the topic in a popup box.

HWA/w displays Pop-Up Hot Spots in dotted underlined green, just as they look in the compiled help file. You can test a jump by pressing the Control key and clicking on the link. That will take you to the linked topic (if it exists in the current file).

Dialog Box Options

Pop-Up link dialog box

Choose the topic to link to from the dialog.

Any topic that does not have a context string will be greyed in the topic list(can not link to a topic without a context string).

The current topic will be greyed in the topic list (can not link to the current topic).

Disabled When:

No editor currently has the focus.

Text is currently selected.

No topics (ignoring the current topic) have context strings.

Selected text goes over the end of paragraph (or spans multiple paragraphs).

Shortcuts:

Keys: ALT+P

Mouse: Click with the secondary mouse button on selected text and choose Pop-Up Hot Spot|With Title from the menu that is displayed

See Also:

Edit|Link

Insert|Jump Hot Spot|Normal

Insert|Jump Hot Spot|With Title

Insert|Jump Hot Spot|Macro

Insert|Pop-Up Hot Spot|Normal

Insert|Picture

Inserts an picture into the HWA/w file. The picture is inserted after the caret in the current editor.

HWA/w does not display the picture but inserts text like this {bm? filename.bmp}. The question mark is replaced by a character depending on how you choose the bitmap to be displayed. filename.bmp is the name of the chosen picture file. Not displaying bitmaps improves overall application speed and allows you to concentrate on developing the help file.



Dialog Box Options

Choose Topic dialog

After a file has been chosen HWA/w will display a dialog box where you can choose how you want the bitmap displayed in the help file.

Character

Displays the picture as though it were a character. Text will wrap around it as though it was a character.

Left Justified

Displays the picture aligned to the left indent. The first line of subsequent text aligns with the upper-right corner of the image and subsequent lines wrap along the right edge of the image.

Right Justified

Displays the picture aligned to the right indent. The first line of subsequent text aligns with the upper-left corner of the image and subsequent lines wrap along the left edge of the image.

Disabled When:

No editor currently has the focus.

Insert|Contents

Inserts a list of topics into the current topic. The list is inserted after the caret in the current editor. The titles of the topics chosen are used to create the list.

To show how different options effect the display of the list a sample topic tree is used:

DEMO.RTF

- Introduction
- Further Information
 - Basic features
 - Advice
 - Advanced features
- Tips
- Extras
 - Help File
 - How To Use Help
 - How To Get Help
 - How To Learn More
 - Problems
- Final Word

Dialog Box Options

Children

Inserts a list of just the children directly below the chosen topic.

Sample: Chosen topic is Extras.

List would look like:

- Help File
- Problems.

All Children

Inserts a list of all the children below the chosen topic.

Sample: Chosen topic is Further Information.

List would look like:

- Basic features
- Advice
- Advanced features
- Tips

Create Indented List

Available only if All Children is chosen. Indents topics that one than one level deep (level one being the child topics of the chosen topic)

Sample: Chosen topic is Extras.

List would look like:

- Help File
 - How to Use Help
 - How to Get Help
 - How to learn more
- Problems

Topic

Chose a topic to use as a parent for the list from the Choose Topic dialog box. To create a list of all the topics in the file, or simply the topics on level one of the file choose the filename from the dialog box.

Sample: Chosen topic is filename(DEMO.RTF)

List would look like (just listing children):

- Introduction

Further Information
Extras
Final Word

Disabled When:

No editor currently has the focus.

See Also:

Edit|Link

Insert|Jump Hot Spot|Normal

Insert|Jump Hot Spot|With Title

Insert|Pop-Up Hot Spot|Normal

Insert|Pop-Up Hot Spot|With Title

Insert|Bullet

Inserts a bullet at the start of the current paragraph or first selected paragraph in the current editor. The paragraph is indented, where necessary and the bullet displayed.

Disabled When:

No editor currently has the focus.

Shortcuts:

Toolbar:



Compile Menu

Compile|Build

Compile|Execute

Compile|Display

Compile|Build

Users not yet registered see a message reminding them they are not registered when using this command.

Builds the project file selected in the [Project Preferences page](#).

If the current file has changed and has not been saved you will be asked if you would like to save the changes.

Prior to building HWA/w will construct files for context sensitive help if the options are on in the Project Preferences page.

A *.h file will be built if Create Header (*.h) file option is on.

A *.txt file will be built if Create VB Header (*.txt) file option is on.

A *.inc file will be built if Create Pascal Include (*.inc) file option is on.

See the Project Preferences page for more information on how these files are created.

HWA/w then proceeds to call the Help Compiler (as specified in the [Help Compiler Preferences page](#)) using the project specified in the Project Preferences page.

Example: Presuming that the Help Compiler was HCP.EXE and the Project was DEMO.HPJ, the command line would be as follows:
HCP.EXE DEMO.HPJ.

While the project is being built a dialog is displayed informing you that HWA/w is compiling. The HWA/w window will be unavailable while compiling. When compiling is completed, the dialog is removed.

If the .HLP file is unable to be created (for any reason) HWA/w will inform you of that.

Shortcuts:

Keys: SHIFT+F8

See Also:

[Compile|Execute](#)

[Compile|Display](#)

Compile|Execute

Users not yet registered see a message reminding them they are not registered when using this command.

Builds and displays the project file selected in the Project Preferences page.

Shortcuts:

Keys: CTRL+F5

See Also:

Compile|Build

Compile|Display

Compile|Display

Users not yet registered see a message reminding them they are not registered when using this command.

Displays the help file created by the project selected in the [Project Preferences page](#). The help file name is the same as the project name chosen with a .HLP extension instead of the .HPJ extension. The help file is loaded using the WinHelp API call, thus causing WinHelp to be loaded.

See Also:

[Compile|Build](#)

[Compile|Execute](#)

Window Menu

Window|Cascade

Window|Tile

Window|Arrange Icons

Window|1,2,3...

Window|Cascade

Arranges multiple opened windows in an overlapped fashion.

See Also:

[Window|Tile](#)

[Window|Arrange Icons](#)

Window|Tile

Arranges multiple opened windows one above the other, so they do not overlap.

See Also:

[Window|Cascade](#)

[Window|Arrange Icons](#)

Window|Arrange Icons

Arranges the icons for minimized windows at the bottom of the main window. If there is an open document window at the bottom of the main window, then some or all of the icons may not be visible because they will be underneath this document window.

See Also:

[Window|Cascade](#)

[Window|Tile](#)

Window|Next Pane

Moves the focus to the next pane or editor window in the current document window.

Examples:

- From the Topic listbox the focus is moved to the Links listbox.
- From the Links listbox the focus is moved to the Non-Scrolling region.
- From the Non-Scrolling Region the focus is moved to the Scrolling region.
- From the Scrolling region the focus is moved to the Topic listbox.

See Also:

[Window|Previous Pane](#)

Window|Previous Pane

Moves the focus to the next pane or editor window in the current document window.

Examples: From the Topic listbox the focus is moved to the Scrolling Region.
From the Scrolling region the focus is moved to the Non-Scrolling region.
From the Non-Scrolling region the focus is moved to the Links listbox.
From the Links listbox the focus is moved to the Topic listbox.

See Also:

[Window|Next Pane](#)

Window|1,2,3...

HWA/w displays a list of currently open document windows at the bottom of the Window menu. A check mark appears in front of the document name of the active window. Choose a document from this list to make its window active.

Help Menu

[Help|Contents](#)

[Help|Search for Help on](#)

[Help|Using Help](#)

[Help|Tutorial](#)

[Help|Register](#)

[Help|About](#)

Help|Contents

Use this command to display the contents topic of the HWA/w help file. From the contents topic, you can jump to step-by-step instructions for using HWA/w and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen. You can click on the Glossary button to display a list of terms that are useful to know while reading the HWA/w help file. You can click the up button to go to the parent topic.

Shortcuts:

Keys: F1

Toolbar:



See Also:

[Help|Search for Help on](#)

[Help|Using Help](#)

Help|Search for Help on

Displays the Search dialog box for the HWA/w help file. To search for a specific topic type the keyword or select it from the list and choose the topic from the topics list.

See Also:

[Help|Contents](#)

[Help|Using Help](#)

Help|Using Help

Displays instructions on how to use Windows Help.

See Also:

[Help|Contents](#)

Help|Tutorial

Displays the Tutorial topic so you can learn how to use HWA/w and how to create windows help files.

Help|Register

Registers your copy of HWA/w.

To register, fill out and send to [Olson Software](#) a copy of the [Registration Form](#).
Your current user name is shown in the [Help|About](#).

Dialog Box Options

User Name

Enter the User Name you have chosen.

Serial Number

Enter the Serial number provided by Olson Software after you have registered HWA/w.

See Also:

[Why register?](#)

[How To Register](#)

[Registration Form](#)

Help|About


Displays the copyright notice, version number, and user name of your copy of HWA/w.

Context Help

The Context Help command allows you to obtain help on some portion of HWA/w. When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark. Then click somewhere in the HWA/w window, such as another Toolbar button. The Help topic will be shown for the item you clicked.

Shortcuts

Keys: SHIFT+F1

Toolbar: 

Parts of the Screen

Topic Listbox

Links Listbox

Editors

Topic Properties Window

Main Toolbar

Status Bar

Default Windows Parts

Topic Listbox

The topic listbox lists all topics in the active document. It makes it easy to see your help file structure and go to topics quickly.

A toolbar is provided to make working with the Topic listbox easier.

If the Hierarchical Topic Organisation option is on in the General Preferences page the listbox can display a hierarchy of topics.



Represents a collapsed parent topic.



Represents an expanded parent topic.



Represents a child topic, or a topic which has no children.

All documents have a parent topic which contains the file name. The principles of how to operate with the filename applies equally to all parent topics.

When you expand a topic, the names of child topics are displayed in the topic listbox. You can collapse a topic and child topics will not be displayed in the topic listbox.

To move to the links listbox from another pane or editor

Use the Window|Next Pane or Window|Previous Pane menu commands.

To move the current selection around in the links listbox

Do one of the following:

Click on another topic name.

Use the arrow keys.

To go to or choose a topic in the listbox

Click on or move to a topic by using the arrow keys. Alternatively use the Topic|Go To|Go To menu command.

To expand or collapse a topic

Choose a topic in the topic listbox. Press ENTER or double click on the topic name. If the collapsed icon is shown before you expand or collapse the topic, it is expanded, all child topics shown and the icon is changed to the expanded icon. If the expanded icon is shown before you expand or collapse the topic, it is collapsed, no child topics shown, and the icon is changed to the collapsed icon.

To move a topic using the listbox (Drag and Drop)

If you have the Drag and Drop option on (in the General Preference page) you can move topics in the listbox by Dragging and Dropping them.

- Make sure the source and destination topics are visible (collapse some topics if necessary)
- Choose the topic you want to move.
- If you want to move the current topic and children before a topic press the CTRL key until completed dragging, otherwise it will inserted after.
- Drag the topic and release the mouse button while over the topic you would like to move the current topic before.
- The topic and all children are then moved.

To display a shortcut menu

When you work in various areas in the HWA/w window you can display shortcut menus.

To display the topic listbox shortcut menu

- Choose the topic you want to work with.
- Click the secondary mouse button.

- Choose the command you want from the menu that is displayed.

Topic Listbox toolbar

The topic listbox toolbar is displayed above the topic listbox in the active document window. The toolbars provide quick mouse access to many tools used in HWA/w.

To hide or display the Toolbars, use the View|Toolbars menu command.

Click



To

Insert a new topic into the topic listbox.



Promote the current topic and child topics up one level in the topic listbox.



Demote the current topic and child topics down one level in the topic listbox.



Move the current topic above the topic before it.



Move the current topic below the topic after it.

Links Listbox

The links listbox displays links to other topics contained in the current topic.

The topic title of the topic linked to is displayed in the listbox.

If the topic does not have a title >>Untitled Topic<< is shown instead.

If the topic does not exist in the active document >>Unknown topic<< is shown.

To move to the links listbox from another pane or editor

Use the Window|Next Pane or Window|Previous Pane menu commands.

To move the current selection around in the links listbox

Do one of the following:

- Click on another topic name.
- Use the arrow keys.

To go to a topic in the listbox

Do one of the following

- Double click on the topic name.
- Press ENTER while on the topic name.

Editors

HWA/w has two editors which allow you to see the text exactly as you will see in your completed help file.

Any text can be entered into the editor the way you want it displayed in the help file.

A toolbar and rulers are provided to make working with the editors easier.

Links are displayed in the editor as they are displayed in the compiled help file. Jump hot spots are displayed in underlined green and Pop-Up hot spots are displayed in dotted underlined green.

How to move around the editor

- To move one character right press the RIGHT ARROW key.
- To move one word right press CTRL+RIGHT ARROW.
- To move one character left press the LEFT ARROW key.
- To move one word left press CTRL+LEFT ARROW.
- To move up page up press CTRL+PAGE UP
- To move up page down press CTRL+PAGE DOWN
- To move to the beginning of the current editor press CTRL+HOME.
- To move to the end of the current editor press CTRL+END.

How to select text

- Hold down SHIFT and use the movement keys above.
- Select one word by double-clicking it.
- To select all text in the current editor press CTRL+A.

To work with text

- You can apply formatting to the selected text by using items in the Format Menu.
- To insert various items use the Insert Menu.

To display a shortcut menu

When you work in various areas in the HWA/w window you can display shortcut menus.

To display the editor shortcut menu

- Position the insertion point on the text or select text that you want to work with.
- Click the right mouse button.
- Choose the command you want from the menu that is displayed.

To goto a link

Hold down the CTRL key and click on a link. The topic will then be changed.

Editors toolbar

The editors toolbar is displayed above the editors across the top of the active document window. The toolbars provide quick mouse access to many tools used in HWA/w.

To hide or display the Toolbars, use the View|Toolbars menu command.

Click

To



Choose the current font and size for text.



Bold the current selection or text from insertion point forward in the current editor as you type.



Italicize the current selection or text from insertion point forward in the current editor as you type.



Left justify the current paragraph or selected paragraphs.



Center justify the current paragraph or selected paragraphs.



Right justify the current paragraph or selected paragraphs.



Inserts a bullet at the start of the first selected paragraph

Rulers

Above both editors is a ruler. The ruler makes it easy to edit tab stops for the currently selected paragraphs and to display left and right indents and right indent.

To hide or display the Rulers, use the View|Rulers menu command.

HWA/w has four types of tab stops

⊥ Default tab stops. Positioned 0.5" apart they stretch across the whole ruler. Removed when another tab stop is inserted after a default tab stop. All other default tab stops remain.

↑ Left tab. Text extends from the left as you type.

↑ Center tab. Text extends equally from left and right as you type.

↑ Right tab. Text extends from the right as you type.

To create a tab stop

Left Click left mouse button where you would like tab stop.

Center Click the middle mouse button where you would like tab stop **or** click left mouse button while holding SHIFT key.

Right Click right mouse button where you would like tab stop.

To remove tab stop

Click on an existing tab stop (not a default tab stop)

HWA/w also displays indents on the ruler

▴ First line indent.

▸ Left indent

◀ Right indent

To edit indents use the Format|Indentation menu command.

Topic Properties Window

The topic properties window is used to edit properties which are unique to each topic.

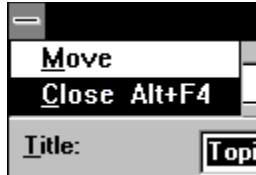
The topic properties window can be opened or closed while working in the editors, saving valuable screen space if closed, or providing important information about the current topic while working if open.

To display the topic properties window

Use the View|Topic Properties Menu and choose the page you want.

To close the topic properties window

Choose close from the system menu on the Topic properties window.



or

Double click the system menu on the topic properties window.

To move the topic properties window

Choose move from the system menu on the topic properties window.



or

Move the title bar (beside the system menu) using the mouse.

To change the current page

There are five topic properties pages:

General

Entry Macros

Build Tags

Keywords

Multichar Keywords

All topic properties are optional. If you have various preferences on, some may be required.

To change pages do one of the following:

- Choose a page from the View|Topic Properties menu.
- Use the drop down box on the topic left hand side of the topic properties window to choose a page.

General (Topic Properties Window)

Dialog Box Options

Title

Enter the title you would like assigned to the current topic.

If you have the Every topic must have title option on in the [General Preferences page](#) you will be unable to leave the Topic Properties window without entering a title. When no title is entered HWA/w will disable the main window and put a message on the [Status Bar](#) reminding you that no title has been entered, but one is required.

Duplicate in Non-Scrolling region

Duplicates the title text in the Non-Scrolling region. When you change the topic title the title also changes in the Non-Scrolling region. The text is displayed in the editor in a slightly greyed color to indicate the text is different. The title text in the Non-Scrolling region is not editable. To change the text change the title.

This option will be turned on by default in all new topics if you have the Duplicate Title in Non-Scrolling region option on in the [Defaults Preferences page](#). You can turn it on or off for any topic manually through this option.

Context String

Enter the context string you would like assigned to the current topic.

If you have the Every topic must have context string option on in the General Preferences page you will be unable to leave the Topic Properties window without entering a context string. When no context string is entered HWA/w will disable the main window and put a message on the Status Bar reminding you that no context string has been entered, but one is required.

Browse No

Enter the browse number you would like assigned to the current topic.

Availability

- This option not be available if you don't have the Hierarchical Topic Organisation option on (in the General Preferences page).
- If you have only Auto Browse Sequences on you will be able to enter only characters. (i.e: not numbers) Colons (:) will also not be able to be entered.

Not In Browse Sequence

Indicates the current topic should not be included in the browse sequence.

Availability

- Will not be available if Auto Browse Sequences preference is not on.

Comments

Enter the comments you would like assigned to the current topic. Comments are not compiled into the help file, but can assist to work with the document while in HWA/w.

Entry Macros (Topic Properties Window)

Dialog Box Options

Entry Macro

Enter the macro(s) and parameters for the macro(s) you would like assigned to the current topic.

- Up to 6 Entry Macros can be assigned
- Each Macro can have up to 512 characters

Macro

Displays the Macros dialog box where you can pick the macro that you would like to use for the current entry macro.

Build Tags (Topic Properties Window)

Dialog Box Options

Build Tag

Enter the build tag(s) you would like assigned to the current topic.

- Up to 12 Build Tags can be assigned
- Each Build Tag can have up to 32 characters

Keywords (Topic Properties Window)



Dialog Box Options

Keyword

Enter the keyword(s) you would like assigned to the current topic. To use a keyword set the name of the set or pick the keyword set from the drop down box.

- Up to 12 Keywords can be assigned
- Each Keyword can have up to 255 characters

Multichar Keywords (Topic Properties Window)

Dialog Box Options

Character

Enter the character you would like associated with the keyword.

Keyword

Enter the keyword you would like to be associated with the character which you would like assigned to the current topic.

Note: Both a keyword and a character must be provided to make a multichar keyword

Main Toolbar

The main toolbar is displayed across the top of the application window, below the menu bar. The toolbars provide quick mouse access to many tools used in HWA/w.

To hide or display the Toolbars, use the View|Toolbars menu command.

Click To



Open a new document.



Open an existing document. HWA/w displays the Open dialog box, in which you can locate and open the desired file.



Save the active document with its current name. If you have not named the document, HWA/w displays the Save As dialog box.



Go to the first topic in the active document.



Go to the previous topic in the active document.



Go to the next topic in the active document.



Go to the last topic in the active document.



Displays the contents topic of the HWA/w help file.



Changes the cursor, so you can click a part of the screen for help information on that part of the screen.

Status Bar

Status Bar



The status bar is displayed at the bottom of the HWA/w window. To display or hide the status bar, use the View|Status Bar menu command.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of toolbar buttons as you depress them, before releasing them. If after viewing the description of the toolbar button command you wish not to execute the command, then release the mouse button while the pointer is off the toolbar button.

The right areas of the status bar indicate which of the following keys are latched down:

Indicator	Description
CAP	The Caps Lock key is latched down.
NUM	The Num Lock key is latched down.
OVR	The Insert key is latched down.

Default Windows Parts

The following elements are generally in all windows applications:

Title Bar

Size Command

Move Command

Minimize Command

Maximize Command

Next Window command

Previous Window command

Close command

Restore command

Switch To command

Title Bar



The title bar is located along the top of a window. It contains the name of the application and document.

To move the window, drag the title bar. **Note:** You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements

- Application Control-menu button
- Document Control-menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the document
- Restore button

Size Command (Control menus)

Displays a four-headed arrow so you can size the active window with the arrow keys.



After the pointer changes to the four-headed arrow

- Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
- Press a DIRECTION key to move the border.
- Press ENTER when the window is the size you want.

Disabled When

The window is maximized

Shortcuts

Mouse: Drag the size bars at the corners or edges of the window.

Move Command (Control menus)

Displays a four-headed arrow so you can move the active window or dialog box with the arrow keys.



Disabled When

The window is maximized.

Shortcuts


Keys: CTRL+F7

Minimize Command (Control menus)

Reduces the active window to an icon.

Shortcuts

Keys: ALT+F9

Mouse: Click the minimize icon  on the title bar.

Maximize Command (Control menus)

Enlarges the active window to fill the available space.

Shortcuts

Keys: CTRL+F10 enlarges a document window.

Mouse: Click the maximize icon  on the title bar, or double-click the title bar.

Next Window command (Document Control menu)

Switches to the next open document window. HWA/w determines which window is next according to the order in which you opened the windows.

Shortcuts

Keys: CTRL+F6
 CTRL+TAB

Previous Window command (Document control menu)

Switches to the previous open document window. HWA/w determines which window is previous according to the order in which you opened the windows.

Shortcuts

Keys: SHIFT+CTRL+F6
 SHIFT+ALT+TAB

Close command (Control menus)

Closes the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.



Note: If you have multiple windows open for a single document, the Close command on the document Control menu closes only one window at a time. You can close all windows at once with the Close command on the File menu.

Shortcuts

Keys:	CTRL+F4 closes a document window
	ALT+F4 closes the HWA/w window or dialog box

Restore command (Control menus)

Returns the active window to its size and position before you chose the Maximize or Minimize command.

Switch To command (Application control menu)

Displays a list of all open applications. Use this "Task List" to switch to or close an application on the list.

Shortcuts

Keys: CTRL+ESC



Dialog Box Options

When you choose the Switch To command, you will be presented with a dialog box with the following options:

Task List

Select the application you want to switch to or close.

Switch To

Makes the selected application active.

End Task

Closes the selected application.

Cancel

Closes the Task List box.

Cascade

Arranges open applications so they overlap and you can see each title bar. This option does not affect applications reduced to icons.

Tile

Arranges open applications into windows that do not overlap. This option does not affect applications reduced to icons.

Arrange Icons

Arranges the icons of all minimized applications across the bottom of the screen.

How To...

Upgrade from a previous version

Upgrading from a previous version

Welcome to Beta IV of HWA/w. Thank you for using HWA/w before. This version is a complete rewrite and contains many great new features.

The easiest way to learn about the new features is to read the [What is HWA/w?](#) topic and to do the [Tutorial](#).

Some points are worth noting regarding files produced by previous versions of HWA/w:

- .KWS files from previous versions will not load in Beta IV. The file format has been changed considerably to allow for longer keywords.
- .HWA files from previous versions will not load in Beta IV. Beta IV now works internally in .RTF file format providing greater compatibility with the Help compiler and making it easier to read existing RTF files. Use HWADWN.EXE (provided with previous versions) to convert your .HWA files to .RTF format.

What's in a help file

What is a help file?

A help file, to put it simply is a document. A help file is a document that can be understood and displayed by the windows help application. Help files are online documents - that is you can read them only on a computer.

Help files can contain text and graphics as well as links between information. These are often called hypertext links.

Hypertext links make it possible to choose part of a file and go to related information. For example when you clicked on the link in the contents topic (or through the button in the tutorial) to get to this topic you used a hypertext link.

A help file can contain many elements. These elements are contained in various topics. Any element can be changed at any time from within HWA/w.

For more detailed information on topics discussed in this section look at HAG.HLP (in HAG.ZIP) available from ftp sites such as ftp.cica.indiana.edu, or on Compuserve.

These elements are:

Titles

Context Strings

Browse Sequences

Comments

Entry Macros

Build Tags

Keywords

Multichar Keywords

Character Formatting

Paragraph Formatting

Links

Graphics

Topics

A help file is made up of *topics*. A topic is rather like a page in a book. There can be an almost unlimited number of topics in a help file.

Topics focus on one area. For example, this topic focuses on explaining topics.

Topics can hold up to 64k of text. In order to make reading easiest it is recommended that topics be kept short. It can be hard to read on-line documentation if there is too much text in one area. The recommended length is one, perhaps two help window pages.

The first topic a user sees when loading a help file is the contents topic which should be like a table of contents in a book. That way the reader can go to a given topic through the one page. The reader can return to the contents page at any time by choosing the Contents button on the WinHelp button bar.

What is in a topic:

Topics can contain the following properties:

Titles

Context Strings

Browse Sequences

Comments

Entry Macros

Build Tags

Keywords

Multichar Keywords

Topic text can contain the following elements:

Character Formatting

Paragraph Formatting

Links

Graphics

Titles

Titles identify a topic to the reader. Titles appear in the bookmark dialog box, the History window and the Go To list of the Search dialog.

To enter a title

Enter a title into the title box in the General page of the Topic Properties Window.

To duplicate the topic title in the Non-Scrolling Region

Turn the Duplicate in Non-Scrolling region option on in the General page of the Topic Properties Window.

Further Information

- A topic can have only one title.
- Titles can have up to 127 characters.
- Titles can include spaces.

Context Strings

Context strings uniquely identify each topic in the help file.

Windows Help uses the context string to find a topic when the reader chooses a link which references that topic.

To enter a context string

Enter a context string into the context string box in the General page of the Topic Properties Window.

Further Information

- Each context string must be unique (i.e: not context string can be the same within one help file).
- Topics without context strings can not be accessed through links (jumps, hot-spots, or macros), although they can still be accessed through the Search dialog and Browse Sequences.
- Context Strings can have up to 255 characters
- Context Strings can not contain spaces. Use underscores '_' instead. (HWA/w will enter an underscore '_' when you enter a space)

Browse Sequences

Often topics relate to each other. To group topics together in a sequence you can use Browse Sequences.

The << and >> buttons on the button bar of the Help application allow the user to move back and forth between related topics, like moving between pages in a book. The order that the topics are in is called a browse sequence. The sequence is defined by numbers, which are entered by the help author.

Parts of a Browse Sequence

- Sequence name: A name which identifies the sequence. Use different sequence names to indicate different browse sequences.
- Colon - to separate the sequence name and sequence number.
- Sequence number: A number which identifies the order of topics to be displayed in the browse sequence. It is a good idea to have the sequence numbers increasing in increments of 5 (or more if you want) in case you decide to add more topics later. The help compiler doesn't worry about skipped numbers.

Example: commands:005

Help compiler sorting of Browse Sequences

The help compiler sorts the browse sequences as ASCII, rather than as numerical figures. Because of this, commands:100 would come before commands::95. By renaming the later to commands:095 it would come before commands:100 because the help compiler is looking at the first two digits.

To enter a browse sequence

There are three ways to take advantage of Browse sequences

- Enter a browse sequence name, colon and browse sequence number into the browse number box in [General page](#) of the Topic Properties Window.
- Turn the Auto Browse Sequences option on in the [General Preferences page](#). (Optionally) Enter a browse sequence name in the browse no box in the General page of the Topic Properties Window. HWA/w will automatically number all topics with the same browse sequence name. See the General Preferences page for more information on how this is done.
- Turn the Hierarchical Topic Organisation option on in the General Preferences page. No browse sequence information is required as HWA/w will automatically enter the information for you the way indicated in the General Preferences page.

To exclude a topic from the browse sequence

- If Auto Browse Sequences or Hierarchical Topic Organisation options are on turn the Not in Browse Sequence option on in the General page of the Topic Properties Window.
- Otherwise, don't enter a browse sequence at all.

Further Information

- Browse Sequences can be up to 50 characters long

Comments

Comments can indicate any information that you would like associated with a specific topic. Comments do not compiled into the help file, so they are purely for the help author's use.

To enter a comment

Enter a comment into the comments box in the General page of the Topic Properties Window.

Further information

- The size of comments is not limited in any way.

Entry Macros

Entry macros allows customization of Windows Help or allows a specific event to happen every time a topic is entered.

To enter an entry macro

Enter the macro and any required parameters into an entry macro box in the Entry Macros page of the Topic Properties window.

Further information

- Any macro supported by the Macros dialog box or in your own .DLL files can be used.
- Entry Macros can have up to 512 characters.

Build Tags

Build tags are strings you can assign to a topic to include or exclude the topic from a build. They allow you to have different versions of one help file without having many different source files.

To enter a build tag

Enter a build tag into a build tag box in the [Build Tags page](#) of the Topic Properties Window.

Further information

- Build tags are optional and most help systems won't need them.
- Any topic which doesn't have a build tag will always be included in a topic.
- Build Tags can have up to 32 characters.
- Build Tags can not contain spaces. Use underscores '_' instead. (HWA/w will enter an underscore '_' when you enter a space)

Keywords

Keywords are like index entries in a book. Readers can use windows help's search feature to scan the keyword list, much like scanning an index in a book. Like in a book, several topics can have the same keywords.

In the search dialog when a user chooses a keyword, instead of page numbers to go to, windows help displays topics which contain the specific keyword.

To enter a keyword

Enter a keyword in a keyword box in the Keywords page of the Topic Properties Window.

Further information:

- It is recommended that topics which have keywords also have titles so that the user sees the topic name rather than ">>Untitled Topic<<" from the search dialog.
- Keyword searches are not case sensitive
- Keywords can have up to 255 characters
- Any help file can have up to 400 different keywords.

Multichar Keywords

Multichar keywords allow multiple indexes much like some books have. This allows a calling application to look up information in multiple keyword indexes.

For example if your application competes with another popular product you could have a second keyword index for the competing product.

To enter a multichar keyword

Enter the character assigned in the .HPJ file and the keyword for this topic in a line in the Multichar keywords page in the Topic Properties window.

Further information

- The character part can be one character long.
- The multikey keyword can be up to 255 characters long.

Character Formatting

Windows Help supports a variety of character formatting properties. HWA/w displays these properties the way they display in Windows Help through the Editors.

This topic demonstrates the character formatting properties supported by Windows Help and HWA/w.

Fonts

Windows help can work with any font on a readers' system and display a font at any size. It is recommended that unless you distribute help files to Windows 3.0 users that TrueType fonts are used, as TrueType fonts are scalable - providing better quality.

If you use a font not distributed as part of Windows you will need to ship it too the reader so that they can display the font properly.

Extended characters for other languages are supported by Windows Help.

Bold

Bold text is supported and displayed by Windows Help.

Italic

Italic text is supported and displayed by Windows Help. However, it is recommended that Italic text is used sparingly as can be difficult to read online.

Bold Italic

Bold Italic text is created by combining the properties of Bold and Italic.

Colored Text

Colored text is supported and displayed by Windows Help. However, if the user's system can not display a color in the help file Help may change the color to suit.

Paragraph Formatting

Windows Help supports a variety of paragraph formatting properties. HWA/w displays these properties the way they display in Windows Help through the Editors.

This topic demonstrates the character formatting properties supported by Windows Help and HWA/w.

Because Help files are displayed in a window and windows can be sized text will word wrap, if necessary depending on the size of the window. Therefore topics may look slightly different when displayed in Windows help if the window sizes are different.

Alignment

The following attributes are supported:

- Left alignment
- Centred alignment
- Right alignment

Indents

The following attributes are supported:

- First line indents. To demonstrate first line indents the line needs to be long enough to word wrap so you can see that the first line is indented further right than the left indent.
- Left indents
- Right indents. Again the line must be long enough to see the effects on the right margin of a right indent.

Line spacing

The following attributes are supported:

- Single line spacing. The space between the lines is based on the height of the largest character in the line.
- Double line spacing. The space between the lines is also based on the height of the largest character in the line, however the space is approximately double the line spacing of the highest character in the line.

Tabs

The following tabs are supported (tabs used are all 2" in from the left margin):

- Left aligned tabs
- Center aligned tabs
- Right aligned tab
- Default tab stops (every 0.5")

Links

Windows Help has a variety of methods for creating hypertext links.

- The most common is the 'Jump'. A jump completely changes the current topic - the whole page displayed changes. A jump appears to the user to be green underlined text. You can use jumps in many ways. In the middle of Text, or at the end of a topic as a see also. These are just two of the many possible uses for jumps.
- You can also use a 'Pop-Up'. Pop-Ups are very useful for defining a term or for providing a list of jumps to related topics.
- You can also create jumps to secondary windows. This is great for examples other among things.
- A more complex type of jump is the Macro jump. Clicking here will run the clock program. Of course you can do many other amazing things with Macro jumps.

Graphics

Graphics are an important part of help files. "Pictures can tell a thousand words" so graphics can be useful in your help files as well. Users will find a graphic useful to engrave what you are explaining in their minds. Because Windows is a visual environment illustrations are very important.

Windows Help will accept graphics in any of these formats:

.BMP

Windows 2.x bitmap

.DIB

Windows 3.x bitmap

.MRB

Multi resolution bitmap (created with the multi-resolution bitmap compiler)

.SHG

Windows Help hypergraphic bitmap (bitmap with hotspots)

.WMF

Windows metafile.

To insert a bitmap

Use the Insert|Picture menu command.

Further information

If a file containing a metafile is specified, the file must contain a placeable Windows metafile; the Help Compiler will not accept standard Windows metafiles. Furthermore, Windows Help sets the MM_ANISOTROPIC mode prior to displaying the metafile, so the placeable Windows metafile must either set the window origin and extents or set some other mapping mode.

Tutorial

What's in a Help File?

Parts of the Screen

Welcome to the Help Writer's Assistant for Windows tutorial!

This tutorial will teach you how to create help files by taking through the creation of a simple example help file. If you follow the steps you will end up with a help file that shows many different features of help files. This tutorial is also one of the easiest ways to learn how to use Help Writer's Assistant for Windows. It is recommended that you follow through this tutorial even if you have developed help files or used HWA/w before.

While working in this tutorial if you want further information about parts of help files choose the What's in a Help File button at the top of this topic (and all other tutorial related topics). If you want further information on parts of the screen choose the Parts of the Screen button. If you want information on a specific term choose the Glossary button on the WinHelp button bar. The information will be displayed in secondary windows. Because only one secondary window can be displayed at a time you won't be able to see both What's in a Help File and Parts of the Screen at the same time.

In order for the tutorial to work fully the following topics should be covered in order. You can come back to the tutorial at any stage if you decide to have a rest for a while.

The tutorial is based around a fictitious Rail company called "Long Haul Rail". They want to deliver a high level of service to customers. However, sometimes customers get different answers from different staff members on commonly asked questions. Long Haul Rail are going to develop a list of commonly asked questions and other information and put it into a Windows Help file to make access for staff easy.

This tutorial assumes prior knowledge of how to use both the Microsoft Windows operating environment and how to use windows help.

When asking you to type text "hello", for example don't type the quotes ("), just type hello.

While you are working on this tutorial you may find it useful to turn the Help|Always on Top menu item in the Help Application (i.e: what you are reading this in) on. This will mean that this window doesn't get lost behind the HWA/w while you are working on the tutorial.

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Parts of the Screen

Before we begin to work on developing a file we should ensure that all other files are closed. To do this use the File|Close menu command until there are no windows open.

Use the File|New command to create a new file (or document). This new file will contain one blank topic and the topic properties window will be displayed.

What is a help file?

A help file, to put it simply is a document. A help file is a document that can be understood and displayed by the windows help application. Help files can contain text and graphics as well as links between information. These are often called hypertext links.

Hypertext links make it possible to choose part of a file and go to related information. For example when you clicked on the link in the context topic to get to this topic you used a hypertext link.

What is a topic?

A topic is much like a page in a book.

Before we begin writing the help file it is a good idea to setup the options or preferences that we would like applied to this file. Use the View|Preferences menu command to bring up a dialog. The View|Preferences dialog uses a combo box to change pages of information. To change to different pages pull down the combobox which currently says "General" and choose a page you want to examine. Set the following options on or off in the following pages:

Note: A control is assumed to be on when a check or cross is in the control. When the control is clear it is off.

General

Auto Browse Numbers	On
Hierarchical Topic Organisation	On
Drag & Drop of topics	Off
Every topic must have title	Off
Every topic must have context string	Off

Editor

Show Rulers	On
Show Paragraph Marks	Off
Show Hidden Text	Off
Non Scrolling Font:	Arial, 10 points, Regular
Scrolling Font:	Arial, 10 points, Regular

Defaults

Duplicate Title in Non-Scrolling region	On
Duplicated Font	Arial, 16 points, Bold

The other two pages can be ignored at this stage. When you have finished that, press Ok. The preferences will be used for the current file. The preferences you have just changed will be discussed during the course of the tutorial.

HWA/w also allows changing of some of the preferences from menu items. We now would like the Paragraph Marks to be displayed in the editor so use the View|Paragraph Marks to display paragraph marks. This will change the preference without having to go into the preferences dialog.

Topic Properties Window

We will now look at the Topic Properties window. The topic properties windows makes it very easy to view and edit topic properties. The topic properties window is a modeless window - so you can continue editing your text or working with topics while it is still open. Like the View|Preferences dialog you can change the page by choosing a page from the combo box. We will learn more about each page in the next part of the tutorial. You can also change pages from the View|Topic Properties menu.

You have now finished the Getting Started part of the tutorial. Press the >> button in the button bar to go to the next topic where you will learn how to work with Topics.

Topics

What's in a Help File?

Parts of the Screen

It is now time to work on our first topic. Our first topic will be much like a contents page in a book. It will be the contents topic of our help file. Let's go to the General topic properties page by using the View|Topic Properties|General menu command.

- If the insertion point is not in the title box press ALT+T. The title for this topic is "Contents". Type "Contents" into the title box. The title indicates to the user what the topic name is when using the Search or Bookmark dialogs, or from the history window.
- Turn the Duplicate in Non-Scrolling region option off, as we want a different title in the Non-Scrolling region.
- Press ALT+S to move the insertion point into the Context String box. The context string is the internal name of topic - the user will never see it, but the help compiler uses it to decide which topics to link to. You can not have two context strings the same in one file. In this case type "contents" as the context string.

Browse Sequences

- The browse sequence tells WinHelp when to allow users to move between topics using the Browse buttons (<< and >> on the WinHelp button bar). Generally topics in a given browse sequence should be related in a way that makes sense if the reader moves from topic to topic. HWA/w has two features which make authoring browse sequences very easy:

Auto Browse Numbering

HWA/w will automatically number your browse sequences - freeing you to simply enter the browse sequence name.

Hierarchical Topic Organisation

HWA/w will automatically create your browse sequence name based on a hierarchical topic structure in the topic listbox, totally freeing you from worrying about Browse Sequences.

Because both of the above options are on we don't need to worry about browse sequences while we are working on this file.

In this particular topic turn the Not in Browse Sequence option on because we don't want the reader to be able to go to another topic via Browse sequences as contents is not related to any other topics.

- Press ALT+C to move to the Comments box. Type "Remember: Update this page when finished work". Comments can be used for notes of any kind. They are not used by WinHelp so only the author can read them.

Keywords

- Keywords are displayed in the Search dialog (accessed via the Search button on the button bar in WinHelp) from where you can easily find topics.
- Because it is easy to go to the contents page via the Contents button on the WinHelp button bar no keywords are required.
- To enter keywords change to the Keywords topic properties page.

We have now learnt about the basics of all the topic properties we will use in this tutorial. To continue developing the topics press the >> button in the button bar to go to the next topic where you will learn how to develop topic text.

Developing Topic Text

What's in a Help File?



Now that the topic properties are set we can get down to the task of adding text to the topic.

First we should close the Topic Properties window - if open by pressing ALT+F4.

We would like to add text to the Non-Scrolling region. Under WinHelp the Non-Scrolling region allows you to have an area at the top of the window which stays in the same place even as the topic text is scrolled (the Scrolling region). An example of a Non-Scrolling region can be found at the top of this topic where "Developing Topic Text" is in the Non-Scrolling region. In HWA/w the Non-Scrolling region is the first editor below the editor toolbar (the toolbar with the two comboboxes on it).

To move to the Non-Scrolling region do one of the following

- Press F6 or use the Window|Next Pane command until the insertion point is in the Non-Scrolling region.
- Click with the mouse anywhere in the Non-Scrolling region (though not on the ruler at the top)

Type "Information for customers" into the Non-Scrolling region. Because we made Arial, 10 points, Regular, the default font for the Non-Scrolling region in the first part of this tutorial the text you have typed will be in Arial at 10 points. It looks rather boring. Follow the steps in the next four sections to improve the look of the Non-Scrolling region.

Changing the font size

HWA/w provides several features to make text more interesting to look at. The first we will look at is changing the font size.

- Select all the text by pressing CTRL+A or using the Edit|Select All command.
- To change the font size do one of the following:
 - Press CTRL+F or use the Format|Font command to display the font dialog. Make the size 20.
 - Choose 20 from the drop down combo box on the editors toolbar

Changing Boldness

The text now looks too thin for its size. Fonts can be made **bold** which makes them stand out.

- Select all the text by pressing CTRL+A or using the Edit|Select All command.
- To change the boldness:
 - Press CTRL+B or use the Format|Font command to display the font dialog. Make the Font Style Bold
 - Press the bold button on the editors toolbar

Changing Justification

That looks much better! However, it looks a little unimportant sitting on the left side of the editor. HWA/w allows text to have different justification. The text would look much better in the center of the editor.

- Move the insertion point onto the line the text is on.
- To change the justification:
 - Use the Format|Alignment|Centre command.
 - Press the Center button on the editors toolbar

Inserting Pictures

The Non-Scrolling region now looks great! However, as it is a help file for Long Haul Rail it would be a really good idea to have the Long Haul Rail logo in the Non-Scrolling region also.

- Move to the start of the text by pressing CTRL+HOME.
- Choose the Insert|Picture menu command


- Change the List Files As Type to Windows Metafiles.
 - Change to the directory where the HWA/w and tutorial files are stored
 - Choose LOGO.WMF from the list. Press Ok
 - Place the picture Left Justified.
 - {bm? LOGO.WMF} is inserted where ? is I for left justified.
- The picture will now be displayed on the left margin when run in WinHelp, text (if there was any) would wrap around the right side of the picture. The picture itself is not displayed, which makes it easy to concentrate on your text and ensures HWA/w runs at the maximum possible speed.

Now we have completed the Non-Scrolling region and it is time to look at the scrolling region. Type the following text into the Scrolling region (the editor below the Non-Scrolling region). "Staff: Please send comments via email to wconstable. This will be a resource to allow answers to questions commonly asked by customers. Please remember Windows Help files can do amazing things, and through this file we want to be able to serve our customers more effectively."

You will notice that at the end of both the Scrolling and Non-Scrolling regions is a funny character. It indicates the end of a paragraph. These characters are displayed because you have Show Paragraph Marks on. Paragraph marks are always shown at the end of text - the final paragraph mark can't be deleted, it is there to show the end of the text.

Now the scrolling region text looks a little bland. To improve it select "Staff:" and make it bold.

Completion?

Yes - the first topic is complete because we don't have any topics to list in the contents yet. Before we share working on the next topic it would be a good idea to save the file to disk. Press the save button on the main toolbar  or use the File|Save command. This will display a dialog when you choose where to save the file and what to call it. Save it in the directory you are storing HWA/w in and call it TUTORIAL - HWA/w will add .RTF on the end. Next time you choose File|Save you will not be asked for the file name as you have already told it the required name. Everytime that we begin a new topic or learn a new task it is a good idea to save the file so that if you make a mistake you can go back to the saved version and try again.

Further saving information

HWA/w saves files in RTF file format which is a file format designed by Microsoft. RTF files are text with lots of formatting symbols. RTF files are used by the help compiler to create WinHelp files. By loading and saving in RTF files HWA/w maintains the highest level of compatibility with the help compiler.

This completes the introduction to developing topic text. To continue developing the topics press the >> button in the button bar to go to the next topic where you will learn how to further develop topics.

Further Topic Development



Very few help files have only one topic. Therefore we will now add more topics to our tutorial file.

Adding a new topic

To add a new topic do one of the following:

- Use the Topic|Insert menu command.
- Press the Insert button on the topic listbox toolbar

You will see another topic added in the topic listbox. The topic listbox is a very powerful resource which we will learn a little more about later. The new topic is selected in the listbox.

Filling in the topic information

The new topic exists for the purpose of being a semi-contents topic for Company Information. There will be two topics about Company Information which we will create a little later.


Title: "Company Information"
Duplicate in Non-Scrolling: On
Context String: "company_information" (You can press space instead of _ and HWA/w will insert a _ for you)
Not in Browse Sequence: Off
Keywords: "Company Information"
"Long Haul Rail" (Enter each new keyword in a new box)

We won't enter any text in this topic yet. The title should already be in the Non-Scrolling region, and we will enter the topics to go to later on. In the meantime change the title size in the Non-Scrolling region to 18 points.

Company Background

Insert a topic with the following information

Title: "Company Background"
Duplicate in Non-Scrolling: On
Context String: "company_background"
Not in Browse Sequence: Off
Keywords: "Company Information"
"Long Haul Rail"
"Background"

Yet this company background topic really belongs below the Company Information topic (as a child topic). To do this press the demote button on the topic listbox toolbar  or use the Topic|Demote command. Now the company background will be in a different browse sequence than Company Information which makes a lot of sense as we will see later.

Extended Non-Scrolling

This time we will add some more text into the Non-Scrolling region.

- Move into the Non-Scrolling region
- Move to the end of the text by pressing CTRL+END.
- The text is uneditable because the title is duplicated and the text therefore gets changed only when the title is changed. In order to type after the text use the Format|Style|Normal command.
- Press ENTER and type "Often potential clients ask about the company's background, philosophy and history. Although we could write a book on this here is a short piece which can be read to clients."
- Go back to the first line where the title text is by pressing CTRL+HOME. Center the line.

Now we have shown that you have any sort of text in the Non-Scrolling region.

Importing and formatting

The scrolling region needs some company background information. The services manager has already

typed in a brief background. HWA/w allows you import the existing text.

- Move to the Scrolling region
- Use the Insert|Text/RTF File menu command.
 - Choose BACKGRND.TXT from the file list. Press Ok.

Now the text is in the file, saving a lot of work!

We can now format the text.

- The word service is very important in the 3rd paragraph. Select it and make it bold.
- In order to keep the person reading the text interested it would be nice to add a smile after the word smile in the 3rd paragraph. Use Insert|Picture to insert SMILE.BMP as a character. As a character the picture can work just like a character.
- The quotes from happy customers in the 4th and 5th paragraphs are also very important. Select the two paragraphs (including the names, jobs and companies) and change the font size to 12.
- The most important points of the quotes should stand out. Select "important customer" in the 4th paragraph. Press CTRL+F or use the Format|Font command to display the font dialog. Choose the red color. Do the same with "never lost an item" in the 5th paragraph.

Now you have improved the readability of the text and spent very little time doing it! That is what HWA/w is all about.

Yet another topic

We now really need to say something about the Company's future plans. Create a new topic with the following information

Title:	"Company Direction"
Duplicate in Non-Scrolling:	On
Context String:	"company_direction"
Not in Browse Sequence:	Off
Keywords:	"Company Information: "Long Haul Rail" "Future"

As you can see it is on the same level as the Company Background topic. This means you'll be able to use the browse sequence buttons to go between the Company Background and Company Direction topics. This makes a lot of sense as the topics are related.


More importing and different formatting

- Center the text in the Non-Scrolling region.
- Move to the scrolling region.
- Use the Insert|Text/RTF file command
 - This time we will insert text which is already formatted. Change the list files as type to RTF.
 - Choose DIRECTON.RTF. Press Ok.

Now the file is displayed. There is formatting already there. However, the list of future plans looks a little uninteresting. There are several ways to improve this situation. The first is indenting.

- Select all lines from "Future Plans include" down (don't include the future plans line).
- Use the Format|Indentation command. The first line indent and the left indent (the rest of the lines) can be the same in this case. Set them to 0.25"

The text is now indented by 1/4". It looks a little better but each point should stand out a little more.

- Go to the first selected line.
- Press the bullet button on the editor's toolbar  or use the Insert|Bullet command.
- Go to the first line of the next paragraph
- Continue adding a bullet to each paragraph.

You now know how to import and format text so that it is visually appealing. To continue developing the topics press the >> button in the button bar to go to the next topic where you will learn how to link text.

Learning to Link



We now have a file with several topics. We can use the keyword search or the browse sequences to move between topics, but it isn't really a very nice way of working. In this topic we will learn a little more about the real power of WinHelp, through its hypertext linking feature.

What is hypertext?

Hypertext links make it possible to choose part of a file and go to related information. For example when you clicked on the link in the tutorial topic to get to a topic in this browse sequence, you used a hypertext link.

Jump links

We already have a good candidate for links. The Company Information topic is blank at the moment. We should create links in that topic to its two child topics (Company Background and Company Direction).

- Click on the Company Information topic in the Topics listbox. The topics listbox makes it easy to go to other topics as well as indicating the browse sequences.
- Go to the Scrolling region.
- We want to have the link on the left side of the editor with a description of what the topic linked to is about beside it. The best way to do that is to create a tabbed list.
- Click on the ruler with the main button at 1.5" to create a tab (the tallest line in between 1 and 2). This will create a left aligned tab - that is text will come out to the right of the tab.
- Type the following text (press TAB whenever you see TAB in the text and ENTER whenever you see ENTER in the text)
Company BackgroundTAB Company information - mainly relevant to potential clientsENTER
Company DirectionTAB The direction the company will be taking in next few years. Relevant to all clients. ENTER
- Now it is time to link.
 - We want the topic to be replaced when linked (that is when you click on a link the current topic is replaced with the topic linking to), because we don't need to see the contents after that. That sort of link is called a jump link. We want to create a hot spot where the reader presses to go that that topic so we want to create a jump hotspot.
 - Select the text "Company Background".
 - Use the Insert|Jump HotSpot|Normal menu command to bring up the Jump dialog.
 - From the list of topics choose Company Background. Press Ok.
 - The text turns green with an underline, which WinHelp & HWA/w use to indicate a jump hot spot.
 - Do the same thing with the text and topic "Company Direction"
- That looks quite good, but a problem occurs if any of the text wraps around. It wraps to the start of the line which looks funny. To solve this problem we can select all the text (CTRL+A) and set the left indent to 1.5". The first indent should stay at 0 so the first line is still at the left margin.

We now have a really good looking topic from where you can go to the two child topics. You now know the basics of linking.

Note: If you ever want to change a link use the Edit|Link menu command when the insertion point is on a link. The same dialog used to create the link is used to edit the link.

To continue learning about linking we will create another topic. It will be in the same browse sequence as Company Information. To do this choose the Company Information topic. Now insert a new topic. It will be inserted on the same level as Company Information after the Company Information child topics.

Title: "Freight"
Duplicate in Non-Scrolling: On
Context String: "freight"
Not in Browse Sequence: Off

Keywords: "Types of Freight"
"Freight"

We will use this topic to explain some of the freight types that Long Haul Rail carries.
Type "Long Haul Rail carries four types of freight:" into the Scrolling region.

We now need to create a topic to link to. Create a topic and then demote it below the Freight topic.

Title: "Mail"
Duplicate in Non-Scrolling: On
Context String: "mail"
Not in Browse Sequence: Off
Keywords: "Types of Freight"
"Freight"
"Mail"

Link with Title

- Return to the freight topic. Go to the end of the first line in the scrolling region and press ENTER twice.
- We want to list the topics we will create under the text inserted in the scrolling region. Often links will use the title of the topic being linked to. HWA/w simplifies this work.
- Use the Insert|Jump Hot Spot|With Title command.
 - Choose the Mail topic.
- HWA/w has inserted a jump link to the mail topic. That has just saved a time typing the topic, selecting it and **then** linking.

Creating New Topic while linking

- The process we have just completed would be much faster if we could create the topic being linked to while linking. HWA/w provides this facility.
- Press CTRL+END to go to the end of the Scrolling region.
- In order for the text not to be a link when you next start typing using Format|Style|Normal.
- Press ENTER.
- Type "Containers"
- Select "Containers".
- Use the Insert|Jump Hot Spot|Normal command.
 - Press the New Topic Button
 - Choose the Mail topic. This is the topic that you want to insert the new topic after (much like how the Topic|Insert command). Press Ok
 - The title and context string will suggested by HWA/w based on selected text. Accept what HWA/w has suggested and press Ok.
- The topic will now be created. Now you can now enter the following topic information
Duplicate in Non-Scrolling: On
Not in Browse Sequence: Off
Keywords: "Types of Freight"
"Freigh" (Type it exactly as here)
"Containers"
- At this stage we won't enter any text in the topic.
- To return to the Freight topic press ALT+B or use the Topic|Back command. It will always go to the previous topic.

We have now learnt the basics of linking in HWA/w. To continue developing the topics press the >> button in the button bar to go to the next topic where you will learn about more powerful linking.

Further Linking



We'll deviate a little from what we were doing in the last part of the tutorial. We are going to create a completely new topic.

Prices topic

- Go to the contents topic.
- Insert a new topic with the following properties
 - Title: "Prices"
 - Duplicate in Non-Scrolling: On
 - Context String: "prices"
 - Not in Browse Sequence: On
 - Keywords: None
- The title in the Non-Scrolling region should be changed to 18 points
- Insert PRICES.RTF into the Scrolling region. This file contains a list of base prices for Long Haul Rail in a tabulated and indented list.
- As you can see at the end of the text it talks about sales offices. What happens if someone reading the file doesn't know where the sales offices are? WinHelp provides a very useful linking feature which allows you to bring up supplementary information that should only be displayed when requested. They are called Pop-Up links. With pop-up links we could bring up a small window where the reader could see the sales offices addresses, and when they have finished they can dismiss the pop-up and continue reading.
- To create a link to a sales offices topic:
 - Select "sales offices"
 - Use the Insert|Pop-Up Hot Spot|Normal command
 - Choose the New Topic button
 - Insert the topic after the prices topic
 - Change the title to "Sales Offices". Press Ok
- Set the following topic properties:
 - Duplicate in Non-Scrolling: Off (if there is text in the Non-Scrolling region WinHelp will only display the Non-Scrolling region in the pop-up window)
 - Not in Browse Sequence: On (In most cases the reader should only be able to access a pop-up through a pop-up link)
 - Keywords: None
- Insert SALESOFF.RTF into the Scrolling region.

Now we have finished the prices topic and we can complete the topics we started earlier.

Secondary Windows & quicker ways of going to topics

- Go to the Freight topic.
- To go to the mail topic there are four things we can do:
 - Click on the topic in the topic listbox
 - Choose the topic in the Goto dialog (Topic|Go To|Go To)
 - Click on the topic name in the Links listbox (listbox in the bottom left hand corner of the window). The Links listbox lists all topics linked to in the current topic. It provides an easy way of checking that the correct topics are being linked to.
 - Click on the link in the editor while holding down the CTRL key. This achieves the same end result as the Links listbox but is easier if you don't want to move the mouse very far.
- Go to the mail topic. At this stage we have no text in the Scrolling region. In the Non-Scrolling region is the topic title. It would be really useful to have a picture of the type of freight we are looking at in the Non-Scrolling region.
- Go to the start of the Non-Scrolling region.
- Use the Insert|Picture command. Choose MAIL.WMF. Insert it as a character

- Insert MAIL.RTF in the scrolling region. Most of the text is already formatted.
- In the prices part of the text it would be really useful to be able to display the current Long Haul Rail prices. We don't want to use a normal jump because then we would lose the current topic. We don't want to use a pop-up because then we couldn't read the topic at the same time.
- WinHelp provides a solution to this. It is secondary windows. You can display a topic in a secondary window which can be open alongside the main window. It is a great solution to our problem!
- To create a jump to a secondary window:
 - Select the text "prices" on the last line of the scrolling region.
 - Use the Insert|Jump Hot Spot|Normal command (you could use With Title also in a situation where you didn't already have the text entered)
 - Select the Prices topic from the list.
 - Turn the secondary window option on.
 - Type "prices" in the box below the secondary window option. This is the name of the secondary window the topic will be displayed in. We will define the secondary window in the project later.
- Now the jump when chosen will display the prices topic in the prices secondary window

Now we will complete the rest of the topics create topics where necessary and fill them with the following information. Create the topics in the order shown (with topics inserted in the topics listbox after the containers topic). When listing the topics in the jump list in the freight topic list the topics with containers as the last topic (i.e: Insert parcels after mail and Fragile... after parcels), using any of the ways we have learnt. The pictures should be inserted in the same way as in the mail topic..

Title:	Containers
Picture in Non-Scroll:	CONTAINR.WMF
Text in Scrolling:	CONTAINR.RTF
• New Topic after Containers	
Title:	"Parcel"
Duplicate in Non-Scrolling:	On
Context String:	"parcels"
Not in Browse Sequence:	Off
Keywords:	"Types of Freight"
	"Freight"
	"Parcels"
Picture in Non-Scroll:	PARCEL.WMF
Text in Scrolling:	PARCEL.RTF
• New Topic after Parcels	
Title:	"Fragile and Dangerous Goods"
Duplicate in Non-Scrolling:	On
Context String:	"fragile_goods"
Not in Browse Sequence:	Off
Keywords:	"Types of Freight"
	"Freight"
	"Fragile Goods"
	"Dangerous Goods"
Picture in Non-Scroll:	DANGERUS.WMF
Text in Scrolling:	DANGERUS.RTF

Now the topics are completed. We can now go easily to topics through browse sequences and links.

Yet, there are still things to learn about HWA/w. Press the >> button to go to the next topic and learn about advanced HWA/w features.

Advanced Features



HWA/w not only provides features in WinHelp, but it provides many features of its own which makes it easier to develop help files. In this topic we will cover some of those features.

Changing Topic titles

The parcel topic title doesn't seem to sound quite right. It would sound better as parcels. HWA/w makes it easy to change topic titles.


- Change to the parcel topic
- In the topic properties dialog add an "s" to the title of "parcel"
- As the duplicate in Non-Scrolling region option is on, the title in the Non-Scrolling region will be changed to "Parcels". This feature makes it easy to have topic titles in the Non-Scrolling region, even if you change the title!

Browse sequence organising

You may be wondering why you inserted the list in the Freight topic in a different order than in the browse sequence. We now decide that we aren't happy with the order of topics in the browse sequence, and we want to change the order to reflect the list in the Freight topic. HWA/w has three ways of changing the topic order.

Do one of the following:

Manual

- Choose the Containers topic.
- Press the move down button on the topic listbox toolbar  or use the Topic|Move Down command. Do this twice so that the topic is the very bottom topic

Dialog

- Choose the Containers topic.
- Choose the Topic|Move command.
 - Choose the Fragile... topic. Therefore the Containers topic is moved to after the Fragile... topic.

Drag & Drop

- Go to the View|Preferences dialog. Turn Drag & Drop on.
- Choose the Containers topic.
- Drag the topic with your mouse onto the Fragile... topic. The arrow indicates that it will be moved to after the Fragile... topic.

All of these three ways you end up with the same result - a great help file and a browse sequence in the order you want it!

Contents lists

Often when developing help files authors find themselves spending a lot of time creating simple contents lists of child topics. HWA/w can do this job for you.

- Go to the Contents topic
- If you remember, when we first started developing the help file we said we'd leave the contents page until later. Here's why
- Go to the end of the Scrolling region (CTRL+END)
- If you are not already on a new line go to one (perhaps have one line free also). Press ENTER to create new lines.
- Choose the Insert|Contents command
 - From the dialog that is displayed after the message informing you that the current topic doesn't have any child topics choose the filename (i.e: the first item) from the list. Press Ok.
 - The contents dialog allows you to create list of all children, which can also be indented. Making it easy to have a full table of contents. At this stage we'll leave things set how they are. Press Ok
 - A list of the child topics on the first level are listed. Although contents is a child topic on the first

- level it is not listed because it would make very little sense to have a link to the current topic.
- In this particular case we don't want the Prices and Sales Offices topics being displayed in the contents page, so simply select the text "Prices" and "Sales Offices" and press delete. This will display a message box for you to confirm you want to remove the links. Press Yes.

This feature can be applied in several different places. You can use the topic button in the contents dialog to choose a different topic to use its children in a list. Of course you can also create indented full child lists.

Keyword problems?

In files with many topics, sometimes it can be hard if to remember if you spelt that keyword right or used the right word. HWA/w provides a solution to that problem.

- Choose the Edit|List keywords command
 - From the dialog you can see the Freight keyword in the Containers topic.
 - Select the Freight keyword.
 - Choose the Edit button
 - From the dialog change the keyword to Freight
 - If you now go to the Containers topic you will see that the keyword has been changed.
- You can use the List Keywords command to compare keywords and many other tasks related to keywords.

More keywords

In many help files authors find that they continuously add the same keywords, or multiple keywords to topics. An example in our tutorial file is the three topics which all have Company Information and Long Haul Rail as keywords. HWA/w makes it easy to create sets of commonly used keywords (in fact it could be just one long keyword which you can shorten by using a keyword set).

- Choose the Edit|Keywords Sets command.
- No keywords are listed as there is no currently selected keyword set.
- Choose the Add button
 - The Keyword Set name will be "Company Inf". The two keywords should be "Company Information" and "Long Haul Rail".
- Choose the close button.
- Name the file TUTORIAL - HWA/w will add the .KWS to the filename.

When you next load the file HWA/w will automatically convert the keywords over to using a Keyword Set. To demonstrate this close the file using the File|Close menu command. Then open the file from the list of the 4 most recently opened files at the bottom of the file menu. If you go to any of the topics with those keywords the keyword set name will be displayed rather than the two keywords.

Keyword Sets can be chosen from any keyword editing dialog (including the topic properties window) by choosing the keyword set name from the drop down list.

WinHelp Macros

Windows help provides a very powerful programming mechanism. You can execute macros when a topic is entered (Entry Macros) or from a jump (Macro jump - Insert|Jump Hot Spot|Macro). We will look at an example Entry Macro, but the same principles apply to Macro jumps.

- Go To the contents topic
- Display the Entry Macros topic properties page. (Use the View|Topic Properties|Entry Macros) or choose a new page from the combo box in the topic properties window.
- Choose the first Macros button (to choose a Macro for the first box)
 - We want to display a menu in the WinHelp window so the user can get access to the prices from any topic.
 - To do this we need to first think a little about Entry Macros. Entry Macros get executed **every** time a topic is entered. If we simply ask WinHelp to create a menu every time a user goes to the contents topic it will pop up messages when the menu is already created (i.e: the second or more times the topic is entered).
 - WinHelp provides a solution to this. It is a macro called SetMark which associates a marker with a topic. Now we can check to see if the marker has been set before inserting a menu. If it has been set we won't insert a menu.

- In the macros dialog click on the IfThen macro. Two controls appear where you can enter the parameters required for the Macro.
 - The first parameter requires a function which will check whether or not to call the second parameter. Since we want the menu to be inserted only if a mark isn't set type "Not(IsMark('Prices_Mark'))". IsMark checks to see if a mark has been assigned and we only want the second parameter to be called if it has Not been set.
 - The second parameter can be chosen by choosing the Macros button which brings up a further Macros dialog.
 - The macro we want is the InsertMenu macro. Click on it and 3 parameter boxes will appear.
 - **The parameters are**
 - 1) "prices", this is the internal name for the menu which you will use to reference the menu from other menu functions
 - 2) "&Prices", this is the menu name that will be displayed in the WinHelp menu bar. The & symbol creates an underscore on the next character so the reader can access the menu by pressing that character and the ALT key together.
 - 3) "3", this is the position the menu will have. This will mean it will be before the Help Menu (File Menu = 0, Edit Menu = 1, Bookmark Menu = 2, Help Menu = 3)
 - Now the menu is inserted. We now need a menu item for the reader to choose.
 - Choose the second macros button
 - Again, choose the IfThen Macro. The first parameter will be the same as above.
 - The second parameter can again be chosen by choosing the Macros button
 - The macro we want is the InsertItem macro. Click on it and 5 parameter boxes will appear.
 - **The parameters are**
 - 1) "prices", this is the menu to insert the item into (named in parameter 1 above).
 - 2) "listprices", this is the internal name of the new item.
 - 3) "&List Prices", this is how the item will be displayed in the Prices Menu.
 - 4) Choose the macros button to display another macros dialog where you can choose the event that should happen when the menu item is chosen
 - Choose the JumpId macro. The two parameters are as follows
 - 1) "TUTORIAL.HLP>prices". This tells WinHelp to display the file TUTORIAL.HLP, which will be the current file using the secondary window prices (> means display in secondary window)
 - 2) "prices", this is the context string of the topic to display, in our case prices.
 - 5) "0", this is the position the menu will have - the first position in the menu.
 - We will now have a menu being displayed. However, we need to make sure that the mark gets set after the first time the above macros are run. To do this choose the third macro button.
 - Choose the SaveMark macro. One parameter box will be displayed.
 - Make the parameter "Prices_Mark". This is the name used in all the above macros. The first time that the topic is entered the mark won't be set (because it is run after the other two macros) so the menu will be inserted. However, on times after the first entry the mark will be set, so the macros won't be executed
- We have a completed a very complex set of entry macros. Macros can be simpler, or can be more complex, but you now have an idea of what can be done with WinHelp macros.

That completes the development of the help file. We now need to compile it so we can display it in WinHelp. Press the >> button to learn more about compiling.

Compiling



Projects

In order to build a file the Help Compiler requires a help project. We will build a sample project now. Version 2.0 of HWA/w will build and manage projects interactively for you. In the meantime, projects are very easy to build.

- Open notepad (click on the text "notepad" to open notepad) or another editor you like (the link on notepad is a macro link, by the way).
 - A help project is divided into sections. We will cover 4 sections.
 - A section name is indicated by an opening and closing square bracket ([and]).
 - The first section we will cover is [OPTIONS]
 - Type "[OPTIONS]" into the editor.
 - On the next line we will enter the title for the project. Type "title = Long Haul Rail - Customer Help". The title is displayed in the WinHelp title bar. An example is the title of this help file, Help Writer's Assistant Help.
 - On the next line we will enter the context string for the topic we would like to be the contents page. In our case type "Contents = contents" as contents is the context string of the Contents topic.
 - WinHelp can make a file smaller by compressing it. In our case we want to compress the file so type "compress = TRUE" on a new line. When developing and compiling a help file often it can be useful to make compression FALSE as it speeds up compiling.
 - The next section is [FILES]
 - Type "[FILES]" into the editor on a new line.
 - In the files section you can list multiple files for the project. In our case we only have one file so enter "tutorial.rtf" on a new line.
 - The next section, [WINDOWS] is very powerful
 - Type [WINDOWS] into the editor on a new line.
 - In this section you can define the size of the main window and define one or more secondary windows (though only one secondary window can be displayed at a time).
 - On a new line type "main = "Long Haul Rail - Customer Help", (0,0,0,0),1,,". The name main is the name for the main window. The next part is the title of the window (already defined above). The numbers define the size of the window. Windows help works on a size system of 0-1023 pixels. Here is how the size is defined (with parameters of (x, y, width, height):
 - x Specifies the x-coordinate, in help units, of the window's upper-left corner. Windows Help always assumes the screen is 1024 help units wide, regardless of resolution. For example, if the x-coordinate is 512, the left edge of the Help window is in the middle of the screen.
 - y Specifies the y-coordinate, in help units, of the window's upper-left corner. Windows Help always assumes the screen is 1024 help units high, regardless of resolution. For example, if the x-coordinate is 512, the top edge of the Help window is in the middle of the screen.
 - width Specifies the default width, in help units, for a secondary window.
 - height Specifies the default height, in help units, for a secondary window.
- However, because the next parameter is 1 the window is maximized and the previous parameters are ignored.
- The next two positions are for colors of windows. By default the colors are the default window color.
- On a new line type "prices = "Prices", (585,0,438,710),,, (192,192,192)". The parameters are all explained above apart from the last one. This is the grey color for the Non-Scrolling region, the previous space is for the scrolling region.
- The last section is [CONFIG]
 - Type "[CONFIG]" on a new line.
 - The config section is for entering startup macros.

- Type "BrowseButtons()" on a new line. In our case we want BrowseButtons (<< and >>) displayed, and this will display them, allowing the reader to browse between topics.
- Save the file in your editor as TUTORIAL.HPJ in the same directory as TUTORIAL.RTF and all the pictures. See your help compiler documentation or HAG.HLP (mentioned in the What's in a help file topic) for further information on HPJ files.

Preparing to compile

We are now almost ready to compile the project, but first we need to tell HWA/w a little about the project.

- Go to the View|Preferences dialog and the Help Compiler page.
 - Enter the file name (and path if required) of your help compiler (normally HC31.EXE or HCP.EXE).
- Go to the Project page.
 - Press the browse button.
 - Choose TUTORIAL.HPJ from the file list. Go to the correct directory if needed.

Compiling

At last we can compile our completed help file into a form that can be read by WinHelp. HWA/w can do this task for you.

- Choose the Compile|Execute command. This will build and display your help file, so you can see the results of your work! You can of course, use all the features you have programmed including the menu and the browse sequences.

Press >> to go to the final topic of this tutorial.

Completion



Congratulations!

You have completed your first help file with HWA/w! We hope you have enjoyed developing a help file with HWA/w.

Please enjoy continuing to learn how to write Windows Help files using Help Writer's Assistant for Windows!

Message Index

Are you sure that you want to delete 'type': 'name'?
Are you sure you want to delete Keyword Set: 'keywordsetname'?
Are you sure you want to delete topic: 'topicname'?
Can not goto to a macro link.
Can't allocate enough memory for Comments text!
Chosen topic is not in this RTF file. Can not goto to it.
Compiling did not complete successfully.
Default preferences have been saved to HWAWIN.INI
Keyword Set file 'filename' has changed. Would you like to save the changes?
Keyword Set with a name of 'keywordsetname' exists. Please change the name of this set.
No context string has been entered for the topic. A context string is required.
No Help Compiler is currently chosen. Please use the View|Preferences dialog to choose a Help Compiler.
No HPJ file is currently chosen. Please use the View|Preferences dialog to choose a Help Project file to compile
No title has been entered for the topic. A title is required.
Not enough room for 'type' file 'filename' in topic.
Not enough room in editor to insert requested text.
Serial No and user name do not match. Please check and retype the serial no.
The chosen topic has no children with context strings. No links created.
The chosen topic has no children. Please choose a topic with children.
The current topic has no children. Please choose a topic with children.
The string 'searchstring' was not found
The topic chosen does not have a title.
There are too many parameters in the chosen item. Only six will be available for editing
This action may remove links. Would you like to proceed?
This version is an UNREGISTERED EVALUATION VERSION.Please try out the product.If you like it and want to use it please registe
Too many files open. You tried to open more than 6 files. Close some files.
Too many parameters specified. Only 'number' parameters are required for macro 'macroname'
Too many topics for unregistered version. Please register.
Topic 'topicname' has children. Children will also be deleted. Are you sure you want to delete this topic?
Unable to allocate memory.
Unable to allocate text for this topic
Unable to change directory to 'directoryname'.
Unable to complete precompiling
Unable to execute 'command line'. Please ensure that the path and file name are set correctly.
Unable to find link text
Unable to load the names of fonts on your system.
Unable to load the sizes of the font.
Unable to open file 'filename'
Would you like to copy link information with this clipboard command?
You have not entered a name for the current Keyword Set. A name is required.
You have not entered any keywords for the Keyword Set. At least one keyword is required.

Are you sure that you want to delete 'type': 'name'?

Before you can delete a keyword, build tag or multichar keyword you must confirm you want to delete it.

To delete the keyword, build tag or multichar keyword

Choose the Yes button.

To retain the keyword, build tag or multichar keyword

Choose the No button

Are you sure you want to delete Keyword Set: 'keywordsetname'?

Before deleting the currently keyword set you must confirm that you want to delete the keyword set.

To delete the keyword set

Choose the Yes button

To retain the keyword set

Choose the No button

Are you sure you want to delete topic: 'topicname'?

The topic 'topicname' is about to be removed from the current HWA/w file. Deleting topics can not be undone. To confirm that you would like the topic deleted press the 'Yes' button. To leave the topic in the file for the moment press the 'No' button.

Can not goto to a macro link.

You attempted to goto a Macro link by clicking on the link with the Control key pressed. Because a macro link is not a topic you can not go to it.

Can't allocate enough memory for Comments text!

There is not enough memory for HWA/w to move the comments for the current topic into memory.

To correct this error

Free up memory on your system.

Chosen topic is not in this RTF file. Can not goto to it.

You attempted to goto a linked topic by clicking on the link with the Control key pressed. The topic is can not be found in this RTF file.

To correct this situation

Use Edit|Link to ensure you are linking to the topic you want to.

Compiling did not complete successfully.

After compiling the .HLP file with the same characters before the extension as the .HPJ file in the Project Preferences page the .HLP file doesn't exist.

To correct this error

Look at the projectname.err file (project name is the name specified in the Project Preferences page) created by the help compiler, or run the help compiler manually from Dos to see the errors that occurred.

Default preferences have been saved to HWAWIN.INI

Confirms that the settings you have chosen in the current preferences page have been made default for all new files.

Keyword Set file 'filename' has changed. Would you like to save the changes?

You are exiting the Keyword Sets dialog box without first saving changes you have made.

To save the changes

Choose the Yes button

To discard the changes

Choose the No button

To continue without exiting the Keyword Sets dialog box

Choose the Cancel button

**Keyword Set with a name of 'keywordsetname' exists.
Please change the name of this set.**

The name you have assigned to a keyword set is already the name of another existing keyword set.

To correct this situation

Enter a new name for the keyword set in the [Keyword Set Edit dialog box](#).

No context string has been entered for the topic. A context string is required.

The topic you are working on must have a title. This occurs when you are creating a topic from a linking dialog, where context strings are required in order to be able to create the link.

To correct this situation

Enter a context string in the dialog.

No Help Compiler is currently chosen. Please use the View|Preferences dialog to choose a Help Compiler.

In order to compile, HWA/w must know where the Help Compiler you will use to compile lives.. You have not specified a Help compiler to use for compiling.

To correct this situation

Choose a help compiler from the [Help Compiler Preferences page](#) using the View|Preferences menu command.

No HPJ file is currently chosen. Please use the View|Preferences dialog to choose a Help Project file to compile

In order to compile, HWA/w must know a .HPJ file to compile with. You have not specified a .HPJ file to use for compiling.

To correct this situation

Choose a project from the [Project Preferences page](#) using the View|Preferences menu command.

No title has been entered for the topic. A title is required.

The topic you are working on must have a title. This occurs when you are creating a topic from a linking dialog and you have selected With Title to create a link.

To correct this situation

Enter a title in the dialog.

Not enough room for 'type' file 'filename' in topic.

The file 'filename' of type (either RTF or text) is too large to fit in the topic. Topics can only hold 32k of text and this insert would cause there to be too much text in the topic.

To correct this situation

Use a smaller file, or split the file up and import the text over several topics - which also makes it easier to read.

Not enough room in editor to insert requested text.

The text (generally from the clipboard) is too large to fit in the topic. Topics can only hold 32k of text and this insert would cause there to be too much text in the topic.

To correct this situation

Use a smaller amount of text, or split the text up and insert the text over several topics - which also makes it easier to read.

Serial No and user name do not match. Please check and retype the serial no.

The serial number you have entered does not checksum with the user name you have entered.

To correct this situation

Please look at the information received from Olson Software when you registered and enter the correct serial number and user name.

The chosen topic has no children with context strings. No links created.

When creating a contents list the topic had no children with context strings. Without context strings links are unable to be created. The contents list has therefore not been created.

To correct this situation

Enter context strings into the topics you would like to be displayed in the contents page.

The chosen topic has no children. Please choose a topic with children.

In order to create a contents list through the [Insert|Contents](#) menu command the topic to create list from must have children. This message is displayed if you choose a topic that does not have children.

To correct this situation:

Choose a topic with children from the [Choose Topic dialog box](#) which currently displayed.

The current topic has no children. Please choose a topic with children.

In order to create a contents list through the [Insert|Contents](#) menu command the topic to create list from must have children. HWA/w uses the current topic as the presumed parent when entering the command. This message is displayed if the current topic does not have children.

To correct this situation:

Choose a topic with children from the [Choose Topic dialog box](#) which is displayed after you close the message box

The string 'searchstring' was not found

The string being searched for 'searchstring' was not found. Searching is completed.

The topic chosen does not have a title.

The Insert|Jump Hot Spot|With Title or Insert|Pop-Up Hot Spot|With Title commands have been used, but the topic selected did not have a title. Without a title it isn't possible to insert a With title link.

To correct this situation

Do one of the following:

Use the command again and choose a topic with a title.

Go to the topic you want to link to and enter a title, then use the command again.

There are too many parameters in the chosen item. Only six will be available for editing

The Macros dialog box has room for editing six parameters, but more than six parameters are required for the macros you have entered. Only six of the parameters will be available for editing.

To correct this situation

Choose a macro with less parameters, or enter the parameters manually in the edit control where you called the macros dialog from

This action may remove links. Would you like to proceed?

You have asked HWA/w to remove a section of text from the current editor.

To continue and remove the links

Press the Yes button

To retain the links and not remove the selected text

Press the No button

**This version is an UNREGISTERED EVALUATION
VERSION. Please try out the product. If you like it and want to
use it please register**

This copy of HWA/w is not currently registered. This message is displayed when using the Compile|Build
or Compile|Execute.

To correct this situation

Register your copy of HWA/w

**Too many files open. You tried to open more than 6 files.
Close some files.**

HWA/w allows up to 6 files to be open at the same time. You tried to open more than that.

To correct this situation

Close one or more files

Too many parameters specified. Only 'number' parameters are required for macro 'macroname'

The macro you have entered (macroname)only requires number of parameters, but you have entered more parameters than the required number.

To correct this situation

Edit the parameters in the [Macros dialog box](#)

Too many topics for unregistered version. Please register.

This copy of HWA/w is unregistered. Unregistered copies can only create or load files with up to 20 topics in them.

To correct this situation

Register your copy of HWA/w

Topic 'topicname' has children. Children will also be deleted. Are you sure you want to delete this topic?

Topic 'topicname', which is about to be deleted has child topics. If you delete the topic the child topics will also be deleted. To confirm that you would like to delete the child topics as well press the 'Yes' button. To leave the topics in the file for the moment press the 'No' button. If you press 'No' no topics will be deleted, as it is not possible to delete a parent topic without first deleting a child topic.

Unable to allocate memory.

Attempt to allocate memory failed.

To correct this error

Close all open applications and try the command again.

Unable to allocate text for this topic

There is not enough memory for HWA/w to move the text for the current topic into memory.

To correct this error

Free up memory on your system.

Unable to change directory to 'directoryname'.

When building a help file HWA/w changes directory to the directory that the .HPJ file (chosen in the Project Preferences page) is in. HWA/w is unable to change the directory. Compiling will not continue.

To correct this situation

Ensure that the directory that the .HPJ file is in exists.

Unable to complete precompiling

When building *.h, *.txt, *.inc files HWA/w encountered an error. Compiling was not completed.

To correct this error

Ensure that the number of files specified in your config.sys file is equal to or greater than 30.

Example: FILES=30

Unable to execute 'command line'. Please ensure that the path and file name are set correctly.

When building HWA/w is unable to execute the command line you have chosen. See the [Compile|Build](#) topic for how HWA/w chooses the command line.

To correct this error

Check that all elements referred to on the command line exist.

Check that there is enough memory for the command you are trying to execute.

Unable to find link text

The attempt to edit the link failed. The link text (or context string) was not found.

To correct this situation

Delete the link and insert the link again.

Unable to load the names of fonts on your system.

When looking at the names of the fonts on your system HWA/w encountered an error.

To correct this error

Do one of the following:

Check that the fonts in the control panel work properly

Reduce the number of fonts on your system

Unable to load the sizes of the font.

When looking at the sizes of the chosen font HWA/w encountered an error.

To correct this error

Do one of the following:

Check that the fonts in the control panel work properly

Remove the font causing the problem from the system.

Unable to open file 'filename'

The file you have tried to open can not be opened.

To correct this error

Do one of the following:

Ensure that the file is on the disk and in the directory which HWA/w is searching

Check to see if the file is already open in another application.

Would you like to copy link information with this clipboard command?

You have asked HWA/w to copy a block of text to the clipboard

To copy link and formatting information with the text

Choose the Yes button

To copy just the text

Choose the No button

You have not entered a name for the current Keyword Set. A name is required.

No name has been entered for the keyword set. Keyword Sets require a name to be identified.

To correct this situation'

Enter a name in the [Keyword Set Edit dialog box](#).

You have not entered any keywords for the Keyword Set. At least one keyword is required.

In order to be useful a keyword set must contain one or more keywords. The set you are working on does not contain any keywords.

To correct this situation

Enter one or more keywords in the [Keyword Set Edit dialog box](#).

Shareware & Registration Information

[What is shareware?](#)

[Why register?](#)

[How to register](#)

[Registration Form](#)

What is shareware?

Shareware is a system where you get to try out a program for a period of time (in this case 30 days), after which, if you decide to continue using the product, you must legally pay the author the amount he or she asks for (in this case \$85NZ). Shareware products are generally very good quality products, and offer the user a chance to try out a product before they buy it.

Why register?

Registration of HWA for Windows gives you many added bonuses apart from the fact that you are legally and morally being correct in registering it if you are using it.

You get:

- The ability to have more than 20 topics in one file.
- The ability to Compile/Execute/Build without any reminder messages.
- The ability to enter a context string manually in the linking dialogs so you can use multiple RTF files within a project.
- A disk containing version 1.0 when it is released (Cost includes shipping)
- Technical support for the lifetime of the product. (A separate email address will be given to you on the letter sent to you after you have registered.)

You can get:

- A disk with HWA/w, the help compiler and hotspot editor. A \$20NZ charge is added for this to cover shipping and handling.

All this for only \$85NZ!!

How To Register

To register Help Writer's Assistant for Windows complete the following steps:



You can pay via VISA
or via a Bank Cheque. (Remember: \$85NZ is \$50US and \$20NZ is \$12US)

Complete the registration form (also in the file HWAREG.TXT)

Write a bank or personal check out to Stefan Olson. (If you are not paying by Visa)
Send it to:

HWA for Windows
4 Anaru Place
Palmerston North
New Zealand

If you currently own a help authoring package other than HWA/w you can upgrade to HWA/w for just \$50NZ (\$30US) (**Note:** The product must not be freeware and must have recommended retail price of \$30NZ (\$20US) or greater). Please send a bank cheque or visa number (as above) and all the disks, first page of the manual and proof of purchase. Mail orders only for competitive upgrades.

If you would like to send your registration form via fax please contact Olson Software for the number to send it to.

Your registration will be processed as quickly as possible (normally within two working days) and your serial number will be sent to you in the way requested on your registration form. You will be sent version 1.0 and as soon as it is released.

Registration Form

Product Name: HWA for Windows

Version No: 1.0 - Beta IV

Cost:

(New - One licence per machine)

Up to 5 ____ copies @ \$85NZ = ____

Up to 10 ____ copies @ \$79NZ = ____

Up to 20 ____ copies @ \$73NZ = ____

Up to 50 ____ copies @ \$65NZ = ____

Over 50 ____ copies @ \$55NZ = ____

Unlimited licence: Please contact Olson Software for great prices!

(Competitive upgrades - One licence per machine)

Up to 5 ____ copies @ \$50NZ = ____

Up to 10 ____ copies @ \$45NZ = ____

Up to 20 ____ copies @ \$40NZ = ____

Up to 50 ____ copies @ \$35NZ = ____

Over 50 ____ copies @ \$30NZ = ____

Disks (available only with registration or to registered users):

1 disk of HWA/w with help tools @ \$20 = ____

Total Cost:

= ____

I would like to pay by: Cheque/Visa

If cheque:

A cheque is enclosed for \$____NZ

If visa:

Card No: _____

Expiry date: ____/19____

Card Holder Name: _____

Terms/Conditions:

I agree HWA/w is distributed as shareware. No warranty exists, either express or implied. No liability is assumed for any damage or loss resulting from the use of this program. No claims are made regarding the accuracy of this program. The author reserves the right to change pricing in future versions.

I agree that HWA/w, if being used on more than one computer at a time must have a licence for each computer.

A letter will be sent to you providing you with your serial number and user name.

Olson Software will not provide serial numbers through Internet email. Faxing is more secure.

I agree that for users not in New Zealand, only bank cheques or

VISA will be accepted.

Your signature below indicates your acceptance of these terms and conditions.

Signed: _____ Date: _____

Full Name: _____
(Name you would like to have as your User Name)

Gender: M/F

Occupation: _____

Title: _____

Company: _____

Postal Address: _____

City: _____

COUNTRY: _____

Phone No: _____

Fax No: _____

Type and Speed of computer: _____

Type of display used: _____

Internet/Compuserve address: _____

Preferred method of receiving Serial Number: Fax/Snail Mail

Preferred method of getting updates: Internet Mail/Compuserve/Snail Mail

Disk Size: 3.5"/5.25"

What would you like to see improved or added in HWA/w (optional):

What will you use HWA/w for (optional):

What programming language will you use HWA/w with (optional):

Where did you find out about HWA/w (optional):

Make Cheques Payable to: Stefan Olson
and mail along with form to: HWA for Windows
4 Anaru Place
Palmerston North
New Zealand

Thank you for your registration!!

Stefan Olson

Known Bugs

- Find backwards doesn't work properly in some places.
- Deleting a link may not work if Show hidden text is on and you are deleting a link on the left indent (i.e: the first text in the line). **Solution:** Don't delete a link while hidden text is on if the link is on the left indent.
- When clicking on a topic while another application has the focus and the topic properties dialog is open, the topic clicked on assumes the properties of the previous topic. This is due to a strange order of messages from windows.

For bugs that will be fixed in future releases, please see [Future Enhancements](#).

If you do find a bug other than the ones listed here please send a message to [Olson Software](#).

Disclaimer

HWA/w is distributed as shareware. No warranty exists, either express or implied. No liability is assumed for any damage or loss resulting from the use of this program. No claims are made regarding the accuracy of this program. The author reserves the right to change pricing in future versions.

Copying Information

This program may be freely used and copied but may not be sold except for a nominal copying charge not to exceed US \$10. This file should be included with all copies of HWA/w. If you decide you use HWA/w after using it for 30 days you must register it.

Revision History

1.0 Beta I	16/12/92	First Beta Release
1.0 Beta II	17/2/93	Second Beta Release
1.0 Beta III	1/5/93	Third Beta Release
1.0 Beta III.1	10/5/93	Bug fix for the Third Beta Release
1.0 Beta III.11	11/5/93	More bug fixes and one new feature.
1.0 Beta III.12	26/6/93	More bug fixes and non registered users can compile.
1.0 Beta III.20	7/8/93	Extended character support, *.h support and more bug fixes
1.0 Beta III.30	12/9/93	Reading of RTF files, *.inc support and one bug fixed
1.0 Beta IV	26/5/94	Total Re-Write. Visual Editor, new interface, outline control and more!

Future Enhancements

NOTE: This is not a list of promised features, only what I hope will be in the version, so you have an approximate idea of where the product is going.

Beta V: Many ease of use features

Version 2.0: Extensive project editing

Help Templates, which will be .HWT file and whenever it finds <app_name> it will insert the application name, that you will be able to define. E.g: Your application is Resta. Wherever there is <app_name> it will become Resta.

Sometime: Spell checking from within HWA/w

Windows NT version

Tables

Easy conversion of current documentation

Printing of topics and other related information

About Olson Software

Olson Software was founded in 1993 by the Managing Director, Stefan Olson. Help Writer's Assistant for Windows is the only commercially released software written by Olson Software. Olson Software are available to do contract work. Stefan Olson is 17 years old.

Stefan Olson has written Resta, a screen saver for Windows and Quick Install, a powerful installation program for Windows.

How to Contact Olson Software

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We would appreciate it if you'd send us a mail message if you have any comments or suggestions...

If you find a bug please send us a mail message with any useful information.

Acknowledgments

Thanks to:

Rhys Weatherly	For letting me take the HWA source and make a Windows version, and for writing a very good class library.
Hamish Mackenzie	For the invaluable help he has given me, and the time he spent putting up with my silly questions.
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Graham Codd	For helping me with the registration code and the text editor
Amy Olson (my Sister)	For designing some of HWA/w's icons and bitmaps.
Registered Users	Thank you to all users who were prepared to register previous versions. You made this great new release possible!
Beta testers	Thanks for the hard work put into improving HWA/w!

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Dialogs

Choose File dialog box



Dialog Box Options

File Name

Type or select the filename you want to open. This box lists files with the extension you select in the List Files of Type box.

List Files of Type

Select the type of file you want to open.

Drives

Select the drive which contains the file that you want to open.

Directories

Select the directory which contains the file that you want to open.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

Jump Link dialog box

Specifies a topic and (optionally) a secondary window for a jump link.

Dialog Box Options

Topic

Select the topic you want from the list. For more information on how to work with the tree see the [Topic Listbox](#) topic.

Secondary Window

Check this to enable the box below where you can specify the name of a secondary window to display the jump in.

Topic No

Displays the [Topic Number dialog box](#) for advanced topic choosing.

Preview

Displays the topic currently selected topic list in a popup window. Press close in the window to return to this dialog. Both Non-Scrolling and Scrolling regions are displayed. You can not edit a topic from within the preview window.

New Topic

Displays the [Choose Topic dialog box](#) from where you choose the topic to insert the new topic after (in the same way the [Topic|Insert](#) menu command works). If you press Ok in that dialog the [New Topic dialog box](#) is displayed for entry of the topic title and context string.

Note: If you have text selected before you enter the Jump link dialog and you are creating a new link the selected text will be displayed as defaults in the New Topic dialog as title and context string.

Remove

Removes an existing link from the current editor window. Only available if editing link.

Choose Topic dialog box

Used for various tasks of choosing topics.

Specifies a topic to use for a specific task.

Dialog Box Options

Topic

Select the topic you want from the list. For more information on how to work with the tree see the [Topic Listbox](#) topic.

Topic No

Displays the [Topic Number dialog box](#) for advanced topic choosing.

Preview

Displays the topic currently selected topic list in a popup window. Press close in the window to return to this dialog. Both Non-Scrolling and Scrolling regions are displayed. You can not edit a topic from within the preview window.

New Topic

Displays the [Choose Topic dialog box](#) from where you choose the topic to insert the new topic after (in the same way the [Topic Insert](#) menu command works). If you press Ok in that dialog the [New Topic dialog box](#) is displayed for entry of the topic title and context string.

Note: If you have text selected before you enter the Jump link dialog and you are creating a new link the selected text will be displayed as defaults in the New Topic dialog as title and context string. Only available if working with a link.

Remove

Removes an existing link from the current editor window. Only available if editing link.

Topic Number dialog box

Specifies a topic to change to either through a topic number or a context string.

Dialog Box Options

Topic Number

Enter the number of the topic that you wish to choose. The topic numbers start at 1 (i.e: the first topic is topic number 1)

Context String

Enter the context string of the topic that you wish to choose. The context string can be in another file .RTF file in some cases (e.g: linking options), this allows working with multiple files in a project.

Macro Link dialog box

Specifies a macro to use in a macro link.

Dialog Box Options

Macro

Type the macro that you wish to use.

Macros

Displays the Macros dialog box where you can pick the macro that you would like to use in the link.

Remove

Removes an existing link from the current editor window. Only available if editing link.

Macros dialog box

Specifies a macro to use.

Dialog Box Options

Macros

Choose from the list the macro that you would like to use.

As you choose a macro further options become available. If the Macro has parameters (i.e: text inside the brackets) then controls are displayed for you to enter the parameters you wish to use.

Macro

Displayed beside a parameter "Macro". Choose to use this dialog to pick a macro for the parameter.

Context String

Displayed beside a parameter "Context String". Displays the Pop-Up Link/Goto dialog box allowing you to choose a topic that you would like to specify in the parameter.

Keyword Set Edit dialog box



Dialog Box Options

Keyword Set Title

Enter the title that you would like this keyword set to have. The title will be used in the Keyword Sets dialog and in the Keyword Topic Property Window to identify the Keyword Set.

Keywords

Enter the keywords you would like to be in this keyword set. The Keywords can be up to 255 characters long and there can be up to 12 keywords.

Edit Keyword dialog box



Dialog Box Options

Topic

Displays the topic that the keyword is part of. You can not edit the topic name.

Keyword

Type the keyword that you would like to change to or choose a Keyword Set from the drop down list.

Keywords can be up to 255 characters long

Edit Build Tag dialog box



Dialog Box Options

Topic

Displays the topic that the build tag is part of. You can not edit the topic name.

Build Tag

Type the build tag that you would like to change the existing build tag to. Build tags can be up to 32 characters long

Edit Multichar Keyword dialog box



Dialog Box Options

Topic

Displays the topic that the multichar keyword is part of. You can not edit the topic name.

Keyword

Type the multichar keyword that you would like to change the existing multichar keyword to. The character you want to use goes in the small box and the keyword goes in the longer box. Multichar keywords can be up to 255 characters long.

General Preferences page

Dialog Box Options

Auto Browse Numbers

Will automatically number your browse sequences. This saves you from the having to do the difficult task of changing the numbers in your browse sequence every time that you add a new topic. It means you can just add and move topics the way you like without worrying about the numbers - HWA/w will do that.

If you do not have Auto Browse Numbers on HWA/w will save the browse sequences exactly as you have typed them in and will allow you to type anything into the Browse Sequence box in the General (Topic Properties Window) dialog.

If you do have Auto Browse Numbers on HWA/w will allow you to enter characters only into the Browse Sequence box in the General (Topic Properties Window) dialog. It won't let you enter colons (:).

If you turn this feature on it will go through all topics and remove everything after the colon (:). Therefore the characters are saved but the numbers are not.

If you turn the feature off it will go through all topics and add a colon and a number after the existing characters.

HWA/w will number the topics in the order that it finds them. For example: If you have three topics with no characters, HWA/w will number them 00001 to 00003. If it then finds a topic with cmds the browse sequence number will be cmds:00001. Then it finds another topic without any text it will be 00004, and then another cmds topic will be cmds:00002. That way you don't see the numbers and just have to deal with the text.

To re-order the topics use the Topic|Move menu command.

If you decide that there are some topics that you don't want to have in your browse sequence, you can use the Not in Browse Sequence option in the General (Topic Properties) dialog.

Hierarchical Topic Organisation

Enables you to view the topics in a hierarchical (sometimes called an outline) structure. To turn this option on you must have the Auto Browse Sequences option also on. Hierarchical Topic Organisation takes the Auto Browse Sequences feature a step further. It also automatically enters the characters for the browse sequence.

If you turn this feature on it will go through all topics and remove all browse numbers. Any topics with Not in Browse Sequence selected will remain so.

If you turn the feature off it will go through all topics and add text and numbers as explained below.

This is done by naming each group of topics (below a particular parent) a letter. The first letter used is A and continues on through the alphabet. When there are no letters left two letters are used, starting at AA. Then three letters are used etc. Therefore you can forget browse numbers - and develop the important parts of the help file.

The best way to show how this works is with an example. The topic names are shown in normal text and indents indicate different topic levels. The blue colored text indicates the browse number & characters:

Introduction 00001

Further Information A:00001

Basic features [B:00001](#)
Advanced features [B:00002](#)
Tips [B:00003](#)
Extras [00002](#)
Help File [C:00001](#)
 How To Use Help [D:00001](#)
 How To Learn More [D:00002](#)
Problems [C:00002](#)
Final Word [00003](#)

To re order the topics in the hierarchical structure use the [Topic|Promote](#), [Topic|Demote](#), [Topic|Move Up](#) or [Topic|Move Down](#) menu commands, or use drag & drop in the [Topic Listbox](#) (if Drag & Drop of topics is on - see below).

Not in Browse Sequences still works for the hierarchical structure.

Drag & Drop of topics

Enables an option to be able to reorganise topics through dragging and dropping them in the Topic Listbox. See the Topic Listbox topic for information on how to drag and drop topics.

Every topic must have title

This option ensures that every topic in the HWA/w file has a title.

If you turn this feature on it will go through all topics and add a title of "Untitled(number)" e.g: Untitled1. The number is the number of untitled topics currently used.

When this option is on every new topic created (using [Topic|Insert](#)) has a title inserted the same way as above ("Untitled(number)"). When no title is entered or the title is removed a message is posted in the [status bar](#). See the General (Topic Properties Window) topic for more information

Every topic must have context string

This option ensures that every topic in the HWA/w file has a context string.

If you turn this feature on it will go through all topics and add a title of "Untitled_(number)". e.g:Untitled_1. The number is the number of untitled topics currently used.

When this option is on every new topic created (using [Topic|Insert](#)) has a context string inserted the same way as above ("Untitled_(number)"). When no context string is entered or the context string is removed a message is posted in the status bar. See the General (Topic Properties Window) topic for more information

Editors Preferences page



Dialog Box Options

Show Rulers

Will display the rulers above the editors in an HWA/w child window. Can also be turned on or off using the View|Rulers menu command

Show Paragraph Marks

Will display the paragraph marks in the editors in an HWA/w child window. Can also be turned on or off using the View|Paragraph Marks menu command

Show Hidden Text

Will display the hidden text in the editors in an HWA/w child window. Hidden text goes after links indicating the topic linked to (via the context string)

Non Scrolling Font:

Allows you to choose the font & style that you would like to use by default in the Non Scrolling editor. This default font will be used on all empty Non Scrolling regions or for any text that is not formatted already. Press the Font button to bring up the Font Choose Dialog. Note: Color is not available from the dialog.

Scrolling Font:

Allows you to choose the font & style that you would like to use by default in the Scrolling editor. This default font & style will be used on all empty Scrolling regions or for any text that is not formatted already. Press the Font button to bring up the Font Choose Dialog. Note: Color is not available from the dialog.

Defaults Preferences page



Dialog Box Options

Duplicate Title in Non-Scrolling Region

Will set the Duplicate in Non-Scrolling region property in the General (Topic Properties Window) by default with every new topic. Existing topics are not changed.

Duplicated Font

Allows you to choose the font & style that you would like to use by default on titles duplicated in the Non-Scrolling region. This default font will be used on all titles inserted in the Non-Scrolling regions as a result of the Duplicate in Non-Scrolling region property in the General (Topic Properties Window) being turned on, or when a new topic is created and the title is inserted into the Non-Scrolling region. Existing titles in Non-Scrolling regions are not changed. Press the Font button to bring up the Font Choose Dialog. Note: Color is not available from the dialog.

Help Compiler Preferences page

Dialog Box Options

Compiler

Enter the path and filename of the Help Compiler you would like to be used when using the Compile|Build or Compile|Execute menu items. The Browse button will display the Choose File dialog box from where you can pick the filename and directory that the Help Compiler lives in.

You don't have to use just the help compiler - you could use a batch file which does some processing before and/or after the compilation.

Delete Phrase Files

Will delete a file created by the Help Compiler to speed up compiling. (projectname.PH). You would normally only want that to happen on final releases of the Help File.

Project Preferences page

Dialog Box Options

File Name

Enter the path and filename of the Help Project you would like to be used when using built using the Compile|Build or Compile|Execute menu items. Please see your Help Compiler documentation for how to create HPJ files. The Browse button will display the Choose File dialog box from where you can pick the filename and directory that the Help Project lives in.

Create Header (*.h) file

Will create a projname.h file when project is built. Projname is the name of the project specified in the File Name above. The file created contains a #define for every topic with a context string. It simply numbers each #define sequentially starting at one. For example:

```
#define title_topic 1
#define menu_topic 2
```

The title_topic and menu_topic are the context strings of their respective topics. The file that HWA/w creates can be included into the Help Project file in the [MAP] section like this:

```
#include <projname.h>
```

It can be included into a 'C' or 'C++' program in a similar manner.

If the file projname.h exists when you build the project you will not be asked if you want to overwrite it, thus you must ensure that the project name is different to any *.h files you already have.

Create VB Header (*.txt) file

Will create a projname.txt file when project is built. Projname is the name of the project specified in the File Name above. The file created is for use in Microsoft Visual Basic. The file contains a Global Const for every topic with a context string. N.B: HID is added before each string so that they are different than names of already defined subroutines or Global Consts. It simply numbers each variable sequentially starting at one. For example:

```
Global Const HIDtitle_topic=1
```

```
Global Const HIDmenu_topic = 2
```

The title_topic and menu_topic are the context strings of their respective topics. To include the file into Visual Basic paste projname.txt into modulex.bas (x is the module you want it used in) under the declarations part.

To use it in Visual Basic 3.0 at the top of the form_load event put command1.helpcontextid = HIDmenu_topic where command1 is the name of the object and HIDmenu_topic is the name of the string for the topic. Alternatively you can manually set the properties for the object.

If the file projname.txt exists when you compile the project you will not be asked if you want to overwrite it, thus you must ensure that the project name is different to any *.txt files you already have.

Create Pascal include (*.inc) file

Will create a projname.inc file when project is built. Projname is the name of the project specified in the File Name above. The file created is for use in Borland Pascal. The file contains a Constant for every topic with a context string. It simply numbers each constant sequentially starting at one. For example:

```
Const
    title_topic=1
    menu_topic = 2
```

The title_topic and menu_topic are the context strings of their respective topics. To include the file into Borland Pascal use the include directive.

If the file projname.inc exists when you compile the project you will not be asked if you want to overwrite it, thus you must ensure that the project name is different to any *.inc files you already have.

Choose Font dialog box

Font

Enter or choose a font name. HWA/w lists all fonts available to the current screen driver.

Font Style

Select a style. Styles include Regular, **Bold**, *Italic*, ***Bold Italic***. To return the default style for a font choose Regular

Size

Enter or choose a size. The sizes available depend on the font chosen. The sizes available depend on the printer and the selected font. HWA/w will scale the font to the size you type in if the size is not displayed in the list.

Color

Choose the color from the list of 16 colors available. If the color is not available on your system a dithered color will be displayed.

Sample

Displays an approximation of what the font will look like when used in the editor based on the selections you have made.

New Topic dialog box



Dialog Box Options

Title

Enter the title you would like to use for the new topic.

Context String

Enter the context string you would like to use for the new topic.

Secondary Window

This is a secondary window - it's a great place for storing examples. As you can see unlike the main help window there is no menu or button bar (though you can add your own buttons). However, you can still have scrolling and non-scrolling regions.

To dismiss this secondary window double click on the close box in the top left hand corner of the window.

Sample Jump

This is a sample jump. As you can see the whole topic has been changed. However, if you want to return to the topic you came from all is not lost, you can get back by clicking on the back button on the WinHelp button bar, or you can manually choose the topic from the History listbox (also available from the button bar)

Pop-Up sample.

This is a pop-up. In here I can use any of the text features, including further links. However, a pop-ups display in little windows. It is a good idea not to put too much information in a pop-up because it can be hard to read.

To dismiss this pop-up window click outside the window.

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

Version 1.0
Beta IV

Glossary

This glossary topic lists some terms commonly used in HWA/w and the HWA/w help file.

Caret or insertion point

Clipboard

Editor

Focus

Keyword Sets

Help Compiler

Modeless dialog

The caret is what some people might call the cursor, but it should not be called a cursor as the mouse cursor is in fact the cursor! The caret is the little black box or underline which indicates where you are in a control and where the next character you type will appear on the screen.

The clipboard is a temporary storage place for text. You can paste text from HWA/w into another application by using the clipboard. The text remains on the clipboard until replaced with other text.

HWA/w has two editors. They are placed on the right side of the HWA/w window. The top editor displays text for the Non-Scrolling region. The bottom editor displays text for the Scrolling region.

The editor commands and keys are the same regardless of which editor you are in.

The window with the focus is indicated via a focus outline (as in a listbox) or a caret (in the case of an editor). See your Windows manual for further information

Keyword Sets are sets of commonly used Keywords. The keywords are then available from a drop down list when you choose your keywords for a topic. A Keyword Set has a title and one or more keywords. The file in which you store a Keyword Set is called a Keyword Set file. The keywords in the topic properties window then display in their drop down list box the titles of your Keyword Sets. This makes it very easy to use keywords.

The Help compiler is an application that converts RTF source files into a binary Help file that can be displayed by the Windows Help application.

Modeless dialogs allow the user to switch between the dialog box and the window in the application. With a modal dialog box, by contrast you must finish working in the dialog before returning to the window.

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