Using Help

On-line Help is a convenient way to obtain information about working with the Clipart Browser.

When you select Help, if the Clipart Browser obscures the Help window you have probably selected **Always on Top** from the Clipart Browser **Options** menu. To view the Help, minimize the Clipart Browser window then select **Always on Top** from the **Help** menu of the Help window. The Help window will then be on top of the Clipart Browser and you will be able to read the Help.

Click on a button below to read its corresponding information.

- Moving around the Help
- Choosing a Help topic
- Searching for Help
- Browsing and backtracking
- Returning to Help that you have viewed
- Annotating a Help topic
- Defining and using bookmarks
- Printing Help
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Moving around the Help

As in all Windows Help applications, you move around the Clipart Browsers Help to areas of interest using a system of 'jumps'. You can also 'pop up' definitions of specific words and phrases.

Most other Help systems show jumps as green text underlined with solid or dotted lines. In this Help, jumps are shown as buttons and popup definitions are denoted by underlined regular (black) text.

This button appears throughout the Help. It denotes a 'main' topic heading; another subject that may be relevant to the one you are currently reading about; a dialog box description; or more information of related interest. Click on the button, or on its title text, to 'jump' to its topic.

A definition is available for any word or phrase that is underlined. Click on the word(s) to 'pop up' the information. To close a popup window, click anywhere on the screen or press any key.

Note: To return to the contents page, click on the **Contents** button at the top of the Help window.

Choosing a Help topic

A help topic is like a page in a book; choosing a topic is the same as turning to a new page.   To choose a Help topic, point to the button of the topic you want to read. The mouse pointer changes shape to a pointing finger. Click the mouse button to jump to that Help topic.

Alternately, you can press **Tab** or **Shift Tab** to highlight the button of your choice, then press **Enter** to display that Help topic.

Once the topic you want to read will appear in the Help window, use the vertical scroll bar to move through the information as you read it.

Referring to related topics

Some topics are related to other topics. These related topics can be viewed by clicking on the **See Also** button which is positioned to the far right of the button bar.

A drop-down list will appear. Choose the topic that you wish to read.
◆   If you are reading a topic which has no other topics related to it, the **See Also** button is disabled. Click on the **See Also** button for an example.

See also:

This is an example of the topics that might be appear after selecting the **See Also** button.

▸▸   <u>How to search for Help</u>

▸▸   <u>How to browse and backtrack</u>

Searching for Help

You can quickly search the Help for information on a specific subject. To do this:

1. Click on the **Search** button in the Help window's button bar. The **Search** dialog box will appear.

2. Scroll through the list of subjects and click on the one you would like to read about to highlight it.

3. Click on the **Show Topics** button. A list of the topics associated with that subject will appear.

4. Select the topic you want to view.

5. Click on the **Go To** button. The selected topic will appear in the Help window.

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Browsing and backtracking

Use the **Browse** buttons (**<<** and **>>**) at the top of the Help window to browse backwards and forwards through the surrounding Help information.

♦　　　When you reach the first or last topic in a sequence, the **Browse** buttons are disabled.

Click on the **Back** button at the top of the Help window to backtrack through the hierarchy of help topics that you have viewed in the current Help session.

♦　　　If there is no previous topic to view, the **Back** button is disabled.

Returning to Help that you have viewed

Click on the **History** button at the top of the Help window to display a list of the previous 40 topics that you have viewed in the current Help session. Double-click on a topic to display it in the main Help window.

◆   The History window stays open until you close it or exit Help.

To close the History window, double-click on its Control-menu box or press **Alt F4**.

Annotating a Help topic

You can add your own comments to a Help topic by annotating it.   To annotate the current Help topic:

1.   Select **Annotate** from the Help windows **Edit** menu.   The **Annotate** dialog box will appear.

2.   In the **Annotate** dialog box, enter the text you want to add to the Help topic, then click on **Save**.

A paper-clip icon is placed to the left of the topic title to remind you that you have added a comment to this topic.

To view the annotation:

1.   Click on the paper-clip icon to the left of the topic title.   The **Annotate** dialog box will appear.

2.   When you have finished viewing the annotation, click on **Cancel**.

If you no longer need your comments about the Help topic, you can delete the annotation.   To delete an annotation, click on the paper-clip icon to display the **Annotate** dialog box, then click on **Delete**.

Defining and using bookmarks

Just as you can place bookmarks in a book to mark specific references, you can place bookmarks in Help topics you use frequently.   To place a bookmark in the current Help topic:

1. Select **Define** from the Help windows **Bookmark** menu.   The **Bookmark Define** dialog box will appear.

2. In the **Bookmark Name** box, the topic title will appear.   If you want to use a different title to identify the topic, enter a name in this box.

3. Click on **OK**.

The bookmark name is now added to the **Bookmark** menu.   To turn straight to the marked Help topic: Select the bookmark name for the topic you want to view from the **Bookmark** menu.   The topic is opened in the Help window.

♦　　　If more than nine bookmarks have been defined, select **More** from the **Bookmark** menu.   The **Bookmark** dialog box will appear.   Select the bookmark name for the topic you want to view, then click on **OK**.

If you no longer need a topic to be marked, you can delete the bookmark.

To delete the bookmark:

1. Select **Define** from the **Bookmark** menu.   The **Bookmark Define** dialog box will appear.

2. Select the bookmark you want to delete.

3. Click on **Delete**.

Printing Help

You can print the Help so that you have a hard copy to refer to. To print the current Help topic, select **Print Topic** from the Help windows **File** menu. The current Help topic is printed to the currently selected printer.

To choose a different printer, or to change the default printer options, select **Print Setup** from the Help window's **File** menu and choose the printer that you want to print to. For Help with this dialog box click on the Help button.

Note: You *cannot* print information that is in a 'pop up' window.

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Canceling Help

To close the Help window, select **Exit** from the Help window's **File** menu.