



EasyHelp/Web User Guide

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EasyHelp/Web™ is an easy to use system that simplifies in the creation of Microsoft Help files and HTML files (for Web pages) from Microsoft Word documents. EasyHelp/Web is ideal for user manuals and procedures, because the same document can be used to produce both the printed copy **and** the help file and a HTML file.

With EasyHelp/Web non technical authors can now produce sophisticated hypertext systems without an in depth knowledge of the [Microsoft Help Compiler](#) or the HTML tags.

Please note... EasyHelp/Web has been improved over recent months, but unfortunately many of these improvements are not documented in this guide. A new improved set of paper manuals and more comprehensive on-line help are under construction.

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New Features Added to EasyHelp/Web

Please note that long filenames in Word 7 are not supported in this release.

New in this version 2.81, Feb 1996 (Available as ezy281.exe)

- Support for the Windows 95 Help Compiler (HCW).
- Support for non breaking spaces when generating HTML
- Ability to remove browse buttons
- Support for topic entry macros

New in this version 2.80g, Sep. 1995 (Available as ezy280.zip)

- Minor bug fixes for foreign versions of Word.

New in this version 2.80d, Sep. 1995 (Available as ezy280.zip)

- Faster table handling
- Document/project tracking
- Easy Markup button (for quick markup)
- Alternate text for images added (defaults to graphic filename)
- *Bug fix: When smart cut and paste option is selected extra spaces were introduced on some links.*
- *Bug fix: Fully qualified URLs did not always work when splitting topics.*

New in this version 2.80c, Aug. 1995 (Available as ezy280.zip)

- Different directories can be specified for different files (Web, Help, Details, Throwaway, RTF)
- Fixed a small problem when page breaks sometimes caused funny formatting with built help files.
- Automatic text selection (this can be turned off) so that whole words are selected but not trailing spaces or paragraph marks.
- Smart quotes can be used, as these are automatically converted at process time
- Help compiler path and name have been replaced with a single text box in the configuration screen.
- Location of Web browser can be specified. Minimised Netscape will be restored accurately. NOTE. Since Netscape seems to be the most popular browser most of my testing has been done on that. Other browsers should work.

A lot of improvements on the Web side

- Support for the 'Normal Indent' style.
- Support for Centred text

- Extra body statement, like background colour can be specified (in EasyHelp.INI only)
- Topics with alternate links are not created as .HTM files as they are not needed.
- Relative graphics path can be specified.
- HTML can be specified as the link filename extension.
- Stuff before first topic (like TOC etc.) is now ignored.
- The small bug of graphics with 7 character names has been fixed.
- Horizontal rules can be inserted in other places using the style provided.
- Border on linked graphics can be specified so that it can be turned off which looks good with transparent .GIFs.
- Wrap pictures and the alignment can be specified (in EasyHelp.INI) and the paragraph wrapping round the picture now breaks properly with the CLEAR=ALL statement.
- Tables in Word, but keep them simple i.e. one paragraph in each cell I am afraid.
- As usual the dialogs will eventually improve to give total control. The good thing is that new features of HTML can be taken advantage of without rewriting your documents!

New in this version 2.80a, July 1995 (Available as ezy280.zip)

- Ability to use substitute links such as URLs when generating HTML files.
- Proper conversion of bullets and numbered lists when generating HTML files.
- Ability to use user defined icons for the built help files.
- Added support for foreign versions of Word.
- Extra support for user defined help project macros.
- Word tables are converted to HTML tables - this is neat!
- Advanced configuration options available via dialogs.
- Ability to specify backgrounds for Web pages.
- Ability to enter raw HTML.
- Find topic option added.
- Extra toolbar added.

Version 2.72 (Available as ezy272.zip)

- Support for building help files from multiple documents from within Microsoft Word.
- Support for a secondary help window.
- When building HTML files bullets are now converted, as long as you use the EasyHelp/Web bullet (a)/bullet (b) styles in your document.
- Improved installation, you previous project information is preserved.
- 'Divide by 0 error' on installation now fixed.
- **EasyConvert** - The ability to import your existing RTF files, that have been created

using other authoring tools, into EasyHelp/Web format.

- A link at the end of your document now works as expected.
- 'Path/File access error' cured on fast machines.

Version 2.71 (Available as ezy271.zip)

- Support for NT 32 bit Word.
- Non UK/US versions of Word are supported, contact Eon Solutions Ltd for details.

Version 2.70 (Available as easy270.zip and ezy270.zip)

- Context numbers now supported, automatically creates C header files
- Improved graphics handling, automatically replaces bitmaps with references to .SHG files if they exist etc. Or for HTML replaces with .GIF file references
- Better error trapping.
- Even easier to use.
- Improved deleting capabilities
- Improved installation and presentation
- Whole set of new example files to get you going quickly.
- Intelligent detection of topic type when creating links.
- Example a to z index and graphics included.
- Open interface to the Topic and Link macros, contact Eon Solutions Ltd for details
- Colours are user definable.
- Auto word selection when creating links.
- Goto topic/link option.
- Support for adding button on the help toolbar
- Support for German and Dutch (and others) versions of Word
- Generally much better than before!

Quick Start

If you are an experienced computer user you may want to get going quickly. If this is the case, at least read this page!

Installing EasyHelp/Web

- 1 Run **a:setup** to install EasyHelp/Web.
- 2 Run the tutorial document from the EasyHelp/Web Program Manager group

Preparing to use EasyHelp/Web

- 1 Load Microsoft Word.
- 2 Create a new document based on the EasyHelp/Web template.
or Load an existing document and then attach the EasyHelp/Web template to it.
- 3 Quickly check that EasyHelp/Web is configured correctly by clicking on the configure icon on the Word toolbar. (Or select Tools | © Configure EasyHelp/Web from the menu)

Using EasyHelp/Web

- 1 Create some **topics** by positioning the cursor on the heading of each topic and clicking the topic icon on the EasyHelp/Web toolbar (Or select Insert | © EasyHelp/Web Topic from the menu)
- 2 Create some **links** (to the topic that you have defined) by highlighting the text that is to be used as the link and clicking the link icon on the EasyHelp/Web toolbar (Or select Insert | © EasyHelp/Web Link from the menu)
- 3 Your document is now 'marked up'. You must now **process** this 'mark-up' by clicking the process icon on the EasyHelp/Web toolbar (Or select Tools | © Process Mark-up from the menu)
- 4 Finally **build** your help file by clicking on the build icon on the EasyHelp/Web toolbar (or select Tools | © Build Help from the menu)

That's it! You have now created a Microsoft Help file by following four simple steps:



1. Create Topics (Ctrl+Shift+T)



2. Create Links (Ctrl+Shift+L)



3. Process the 'mark-up' (Ctrl+Shift+P)



4. Build the Help file (Ctrl+Shift+B)

More About EasyHelp/Web

EasyHelp/Web is a set of macros contained in a template called **EASYHELP.DOT**. These easy to use macros can be executed either from the toolbar or shortcut keys, and enable you to *mark-up* a document with topics and hypertext links and graphics. Other macros enable you to process the *marked-up* document, then build and view the resultant help file directly from within Word.

Apart from the ease of use, EasyHelp/Web allows you to maintain one document that can be printed out as a hard copy manual or can be viewed as a help/HTML file. No complicated footnotes or extra page breaks clutter the document. In fact the only formatting changes made to the document are coloured text, to let you see where the topics and hypertext links are!

Since the marked up documents are saved as RTF format, any file that you process with EasyHelp/Web can be used together to produce a large help publication. Although this can be done manually, by constructing a help project file, the next version of EasyHelp/Web will simplify this task.

Other help authoring systems do exist, and some of them are very good. However, EasyHelp/Web was designed for **ease of use** rather than wide functionality. The rationale behind EasyHelp/Web was to allow topics, links and graphics to be marked as easily as possible, and to be able to produce a help file without any prior knowledge of the Help Compiler.

EasyHelp/Web can be tailored to meet specific needs. Contact the author for more details.

Installing EasyHelp/Web

Installing EasyHelp/Web is easy, simply follow the steps listed below:

- 1** Put the EasyHelp/Web installation disk in Drive A:
- 2** Please start Microsoft Windows if it is not already running.
- 3** Run the setup program from Program Manager as follows:
 - In Program Manager, choose Run from the File menu. Windows displays the Run dialog box.
 - Type **a:setup** in the Command Line box.
 - Choose the OK button.
 - Follow the setup instructions on the screen.
- 4** After installing the EasyHelp/Web files, the Setup program creates a EasyHelp/Web program group containing icons for the example documents, the read me file and the on-line help.
- 5** Follow through the examples by double clicking on the icons in the EasyHelp/Web program manager group.

Read the section entitled **Details of the Installation Process** if you wish to know more about the installation process.

Details of the Installation Process

If you are reading this on-line (as a help file) the chances are that you have already installed EasyHelp/Web on your system. Even so it is useful to know what the installation process did. This will improve your understanding of the EasyHelp/Web system and will be helpful if the installation failed for some reason.

- The default location for the EasyHelp/Web system files is C:\EASYHELP. If you wish, you can change this default to any directory of your choice. The directory will be created for you and is referred to as the *EasyHelp/Web* directory.
- Below the *EasyHelp/Web* directory other sub directories are created:
 - 1 ***EasyHelp\EXAMPLES*** containing the EasyHelp/Web Example documents and related files:
 - 2 ***EasyHelp\GRAPHICS*** containing sample graphics.
 - 3 ***EasyHelp\HC*** containing a files to run the help compiler. Put your purchased copy of the help compiler here.

see **Important Legal Stuff**

- EasyHelp/Web will create a Program Manager Group (called **EasyHelp.grp** by default) at installation time. This group simply gives access to the EasyHelp/Web help file, the EasyHelp/Web tutorial document and the read me file.
 - EasyHelp/Web will install its own INI file (user settings file) called **EasyHelp.ini** in your Windows directory. Whist you can change this file with any editor, you are advised to make changes via the configuration dialogs in the EasyHelp/Web template.
 - The EasyHelp/Web macros are all contained in the file called **EasyHelp.dot**. This file should be placed in the Microsoft Word template directory. The installation process will attempt to do this for you, but if this did not happen, copy the file manually from the installation disk to your template directory using File Manager.
- NT Word users.** Unzip ezy32bit.zip to update EasyHelp.dot with the 32 bit version **before** running setup from program manager.

Important Legal Stuff

For legal reasons the Microsoft Help Compiler cannot be supplied with EasyHelp/Web. You are expected to purchase a copy of this yourself.

Note: The Help Compiler is normally included with language products such as Visual Basic and C compilers from Borland and Microsoft. So check your hard disk - you may already have the required files.

Note: Please use version 3.10.505 (extended) or later of the Help Compiler. Upgrades to the latest version are readily available from the Microsoft forum on CompuServe.

Using EasyHelp/Web

The best way to get started with EasyHelp/Web is to go through the tutorial document. If you have not already done this please take some time out to do so.

You can activate EasyHelp/Web in two ways:

- 1 Create a new document based on the EasyHelp/Web template.
- 2 Attach the EasyHelp/Web template to an existing document.
(File | Templates | Attach)

If you are not sure how to either of the above please refer to your Microsoft Word documentation.

When EasyHelp/Web active, the EasyHelp/Web toolbar will be added

Besides being able to use the toolbar, there are two other ways to use EasyHelp/Web:

- 1 Use the menu. You will see that EasyHelp/Web has added some menu items. It is easy to see which are the EasyHelp/Web items: they all have a © symbol to the left.
- 2 Use the shortcut keys. All the EasyHelp/Web shortcut keys begin with '**Ctrl+Shift**'

Preparing to Use EasyHelp/Web

In order to use EasyHelp/Web on new or existing document you will need to attach the EasyHelp/Web template (called EasyHelp.dot) to your document. For new documents you will be prompted for the name of the template to use - simply choose EasyHelp/Web from the list. For existing documents you will need to attach the EasyHelp/Web template to your document (use the File | Template... menu option).

Shortcut Keys

<u>Ctrl+Shift+T</u>	Create or edit a topic
<u>Ctrl+Shift+L</u>	Create or edit a link
<u>Ctrl+Shift+C</u>	Configure EasyHelp/Web
<u>Ctrl+Shift+P</u>	Process document mark-up
<u>Ctrl+Shift+B</u>	Build help file
<u>Ctrl+Shift+D</u>	Delete EasyHelp/Web mark-up
Ctrl+Shift+H	View the on-line help for EasyHelp/Web
Ctrl+Shift+R	View the results of your built help file
Ctrl+Shift+E	View build errors
<u>Ctrl+Shift+A</u>	Restore text to normal (black) colour

Topics

A topic is a chunk of information that is displayed on the screen when viewed by Microsoft Help. If the chunk of information is larger than the screen, scroll bars will appear. The end of a topic is marked by the beginning of the next topic or the end of the document.

With the topic function you can mark a new topic or edit an existing one. If your text cursor is on an existing topic you will be able to edit the topic.

One more thing to remember about a topic is that there are two types:

1. A **jump** topic. This will be marked in a green colour in your document. A jump topic is the most common and can be thought of as a jump to another position in the help file.
2. A **popup** topic. This will be marked in a blue colour in your document. A popup topic is normally used to display a smaller amount of information, and is frequently used for definitions and glossary type items.

Links

A link is a branch to a topic. It is normally a word or phrase in your document.

With the link function you can mark a new link or edit an existing one. If you have marked the text of an existing link you will be able to edit the link.

Like topics, there are two types of link:

1. A ***jump*** link. This will be marked in a **dark red colour** in your document. A jump link is the most common and can be thought of as a jumping to another position in the help file.
When viewed by Microsoft Help a jump link will be underlined with a continuous line.
2. A ***popup*** link. This will be marked in a **dark yellow colour** in your document.
When viewed by Microsoft Help a popup link will be underlined with a dotted line.

Note

All the colours are user definable by changing settings in the EasyHelp.INI file.

Graphics



This is a picture of me. This graphic was inserted as a picture using normal Word facilities. It will show up the same in the built help file. It can be marked as a popup or jump link using the link function of EasyHelp/Web. When inserting a picture in a word document, it is better to insert it as a linked file.

EasyHelp/Web will allow you to use normal bitmaps in the document, and will automatically search for corresponding *.shg* files and use them in the help file if it finds them in your ***EasyHelp/Web Graphics Path***. This will enable the printed document with graphics to look exactly as the help file. (neat!)

Configuring EasyHelp/Web

EasyHelp/Web can be configured from within Word. To bring up the main configuration dialog click on the  icon on the toolbar.

Global Settings

Paths

Give the location of the EasyHelp/Web system files and the Help Compiler. The name of the help compiler is specified here.

Options

Impose formatting allows you to enforce a standard style to the topic headings. If you wish to control the format of the headings to topics, uncheck this option.

Use Document Name if you deselect this option the help file will be created with the name of your project.

Other

Show Configuration allows you to always show the configuration dialog before processing the document or building the help file. You will probably want to uncheck this option as you become more experienced with using EasyHelp/Web.

Generate HTML check this option if you want to produce HTML file for Web pages.

Edit Topic Details File

As you build more sophisticated help files this file is used to specify a more details about your help topics. For example a long description of your help topics and keywords that can be used to search for those topics.

For example keywords are specified by separating keyword with a semi colon.

Projects

The project options allow you to work on different projects and have unique settings for each project. Two projects exist when you first install EasyHelp/Web, *default* and *tutorial*.

Tip: The *default* project settings are used as the basis of any new projects that you create. Change the default settings to suit your needs.

Project Name

Give a name to your project. A name must be eight characters or less. Your help file will have this name.

Help Title

The title of your help file.

First Help Topic

The name of the help topic to be used as the contents page of your help file.

Built Files Path

This is where your built help file will be put

Processed Files Path

This is where your *Topic Details File* resides and your processed documents.

Graphics Path

This is where any graphics files that are used by your help files reside.

The EasyHelp INI File

The EasyHelp.INI file is located in your Windows directory. This file defines your own personal settings for EasyHelp/Web. In later versions of EasyHelp/Web all the settings will be accessible via dialogs, however in this release of EasyHelp/Web you will need to edit the file manually using the notepad editor that comes with Windows

[Projects]

ProjectList=default,examples
Current=examples

[Paths]

EasyHelp=c:\EasyHelp
WebViewer=c:\netscape\netscape.exe
HelpCompiler=c:\easyhelp\hc\hcp.exe

[General Settings]

Verbose=no
UseDocName=yes
ScreenUpdate=no
Language=uk (uk or german or dutch)
OldFormat=no (yes for old graphic support)

[Colors]

JumpTopic=11
PopupTopic=9
InlineTopic=10
JumpLink=13
PopupLink=14

[Help Format]

Html=no
ImposeTopicFormat=no

[Html Format]

SplitTopics=no (yes will create separate file for each topic)
Tables=no (yes will try to format tables but will slow down processing)

[Registration]

Id=?

[German] (You can add other sections for other versions of Word)

ParagraphMark=^a
ManualPageBreak=^m

[Dutch]

ParagraphMark=^a

ManualPageBreak=^h

[Project default]

HelpOutputPath=C:\EASYHELP\examples

HelpInputPath=C:\EASYHELP\examples

GraphicsPath=C:\EASYHELP\graphics

Contents=contents

HelpTitle=Help: My Help

WindowPosition=(46,53,922,913) (leave blank will use the Windows defaults)

WindowColor=(255,255,246) (leave blank will use the Windows defaults)

TitleColor=(255,255,192) (leave blank will use the Windows defaults)

Buttons=print,exit

[Project examples]

HelpOutputPath=c:\EasyHelp\examples

HelpInputPath=c:\EasyHelp\examples

GraphicsPath=c:\EasyHelp\graphics

Contents=contents

HelpTitle=EasyHelp Example

WindowPosition=(46,53,922,913)

WindowColor=(255,255,246)

TitleColor=(255,255,192)

Buttons=print,exit

[Help Buttons]

print=CB("btn_print","&Print","Print()")

exit=CB("btn_exit","&Exit","Exit()")

ontop=CB("btn_ontop","&Ontop","HelpOnTop()")

index=CB("btn_index","&Index","JumpContents('atoz.hlp')")

Processing your document

When your document is processed it is converted to an RTF file suitable for input into the help compiler.

Building you help file

The build option will open a window to run the help compiler. Do not worry if there are errors displayed on the screen - these can be viewed at any time by pressing '**Ctrl+Shift+E**' or selecting from the help menu.

Deleting Mark-up

Mark-up can be deleted in a paragraph by positioning the text cursor anywhere in the paragraph and using the shortcut keys '**Ctrl+Shift+D**', or by selecting '**© Delete EasyHelp/Web Mark-up**' from the Edit menu or pressing the **Delete** button on the EasyHelp/Web toolbar.

Frequently Asked Questions

What to do if things are not working as expected?

Why are my paragraphs aligned unevenly?

There must be more to it.

How do you build a help file from multiple documents?

What to do if things are not working as expected?

First check the EasyHelp/Web files are in the places you expect them to be in. Then check the configuration dialog points to the correct locations. Go back and load the example documents and see if these can be processed and built as a help files.

Read through the on-line help file for EasyHelp/Web to see if you can spot any problem areas.

Try reinstalling EasyHelp/Web from the install disk.

Remember that computer programs are only human and contact me. I will do my best to get you working again.

Uneven paragraphs

Normally hanging indents are prone to this. The reason is because the default tab stops have been used. Make sure you mark actual tabs on your ruler.

There must be more to it!

Well there is ... but not much more. Topics and links are the main concepts that you need to grasp. You will notice that any document can be marked up as a hypertext file whilst leaving the document in its original form (except for colour changes!). This is exactly what EasyHelp/Web was designed for: to save trees, by enabling manuals, procedure documents, in fact anything, to be produced in hypertext form.

The best way to learn more about EasyHelp/Web is to work with it for a while. It will eventually become a normal part of your document processing process.

EasyHelp/Web allows you to convert any Word document into a form that can be viewed as on-line help in Microsoft Windows. The way you do this is to 'mark-up' your document with **topics** and **links**.

Common Help Compiler Messages

EasyHelp/Web tries to prevent most help compiler messages from appearing in the first place, however, as you develop more complicated help files you may start to get some messages.

Most of the messages you might get will only be warnings so do not panic! If your help file looks OK then ignore the warnings - it is only the Help Compiler trying to be helpful!

Out of memory

- Use the extended version of the help compiler. This is called HCP.EXE.
- Make sure your bitmaps and pictures are no more than 16 colours.

Warning: 'Topic not found'

This means you have a **link** to a topic that does not exist in the current document. It may be in another document or it could be that you have spelt it wrong

- go back and check your document.

Warning: 'Table formatting too complex'

The help compiler does not like tables with borders. Either ignore the message or table borders off your tables. The borders will not show up in your help file.

Warning 4171: Cannot use secondary window with popup.

Warning 4171: topic...1 of c:\EasyHelp\examples\BROWSE.rtf: Cannot use secondary window with popup.

This means you have made a popup link to a topic and expect it to use a secondary window using the syntax 'TopicId>aux'. Remove the '>aux' bit or make the link and topic a jump type, and everything should work fine

Please Note:

This section will be expanded in future releases of EasyHelp/Web.

However, the Help Compiler belongs to Microsoft so look in **their** documentation on the Help Compiler if you cannot find the answer here.

Known Bugs and Limitations

Not so much bugs, but features that are known to work incorrectly. Most of these will be fixed in the next release.

Symbols do not show up in the help file.

Unfortunately this is a problem with the RTF format that Word generates. Little can be done about this, apart from using bitmaps for the symbols.

The configuration dialogs allow invalid data.

Unfortunately Word only provides rudimentary features for dialogs. Extensive validation of fields is difficult to say the least. I hope you can live with this one for a while. Validation will certainly be improved with version 3.0. Long-term, the dialogs will be a proper Windows style dialogs (written in a compiled language)

EasyHelp/Web does not work with my version of Word.

Versions of Word before 6.0a do not work. Contact Microsoft for your free upgrade. If you are using the NT version of Word, unzip ezy32bit.zip before running setup from program manager.

I would like to see my graphics on the screen in Word and in my printed document.

You **can** do this by inserting a picture. It is better to use **linked** graphics as these will be supported fully in version 3.0 of EasyHelp/Web. However if you wish to use pictures with hotspots you will need to make sure a SHG file exist in your graphics path.

The Help Compiler gives me out of memory errors

This is often caused if your bitmaps and pictures are greater than 16 colours. The Help compiler does not like 156 colour bitmaps.

Planned Enhancements

If you like EasyHelp/Web and find it useful please let me know. Version 3 is being developed as a fully compiled addin to Word and will be improved as follows:

- Faster and even easier to use
- Better dialogs and control over your settings
- Better support for help macros
- Multiple help window support
- More control over the formatted help file
- Better support for HTML generation

EasyConvert

EasyConvert can be used to convert your existing RTF files into EasyHelp/Web format. This version contains an early release of this feature and should be used as follows:

1. Take a backup of your files. EasyConvert cannot be guaranteed to work perfectly.
2. Load your RTF file into Word and save it as a Word document.
3. Attach the EasyHelp/Web template to your document.
4. Run the EasyConvert macro. Use the Tools | Macro command from the Word menus.
5. Process and build using EasyHelp/Web to see if the conversion worked.

Producing Help Files from Multiple Documents

If you wish to build a large help file from a number of separate documents do the following:

1. Create a project in EasyHelp/Web.
2. Create your documents and mark them up using EasyHelp/Web
3. Process each document. (You may want to build each document just to see what it looks like)
4. Edit your project via the EasyHelp/Web configuration button. Add each document name to the list of file in the project. Only the name is required, not the file extension.
5. Make sure the 'Build full project with multiple files' option is checked.
6. Build. EasyHelp/Web will build the complete help file from all your processed documents.

If you have a large number of document you may reach the limit imposed by Word. If this happens you will have to follow a more manual method.

Making a help file from multiple documents - The hard way!

- Mark-up your documents. Check the formatting.
- Spend some time adding proper descriptions and key words to your mark-up details file.

This can be done before you mark up your documents, if you know what how your are going to name your topics.

- Then process all your documents.
- Then use the help project created by the build process as a guide and add in the file names of all your processed documents. The following is an example of a typical help project file (tutorial.hpj):

```
[OPTIONS]
root=c:\EasyHelp\examples
bmroot=c:\EasyHelp\examples
errorlog=c:\EasyHelp\examples\example1.err
title=EasyHelp Example
contents=contents
[FILES]
example1.rtf
```

List your files here

One after the other

```
[WINDOWS]
main="EasyHelp Example", (46,53,922,913 ),, (255,255,246), (255,255,192)
[CONFIG]
BrowseButtons()
```

- Then simply execute the help compiler from a DOS window with the help project name as a parameter.

For example:

1. Open a DOS window or exit Windows.
2. Position in the directory where your project file is. *eg cd c:\EasyHelp\examples*

The type the following command **c:\EasyHelp\hc\hcp *project_name***.

Tips

Large documents or publications

Quickly restoring the text colour to black

Go through the EasyHelp/Web example files!

Large Documents or Publications

It is better to use smaller documents and then merge them into a complete publication. This can easily be done by creating a MASTER document that includes the smaller documents. For example:

```
{include part1.doc}
```

```
{include part2.doc}
```

```
{include part3.doc}
```

The INCLUDE fields are special field codes that instruct Word to insert into the document the item named in the code. See the Microsoft [Word Help](#) for more details.

Quickly restoring the text colour to normal

Mark the text, then press **Ctrl+Shift+A** or select the '**Normal Colour**' menu item on the '**Format**' menu.

Terms for the Novice

Program Manager	The front end program to Microsoft Windows.
Program Manager Group	A menu, comprising of a group of icons, which can run programs when the icons are double clicked.
Double Clicking	Clicking the mouse button (left normally) twice in quick succession.
Icon	Small graphic picture.

EasyHelp/Web Template File

EasyHelp.dot is the Word template file. This should be put in the same place as all your other template files.

Help Project File

A file that lists the component files making up a help file and special formatting instructions. Refer to the documentation that came with your help compiler for more details.

Pictures with hotspots

These are called 'Segmented Hyper Graphic Files'. They can be created from bitmaps by using the *shed* editor included with the help compiler.

Popup Topics

Popup topics are marked with dark yellow colour in your document. In a help file, they look like this. When clicked they appear as a small window; they disappear on the next mouse click.

Popup topics are normally used for smaller pieces of information such as definitions.

Jump Topic

A jump topic is like this. It stays on the screen until you jump somewhere else.

General Information

Support

EasyHelp/Web was conceived and written by James Holroyd of Eon Solutions Ltd.

Please direct any queries, problems or suggestions to James Holroyd at Eon Solutions Ltd.

Email: eon@cix.compulink.co.uk

Web: <http://www.eon-solutions.com>

Tel: UK 0973 209667

Fax: UK 01625 827037

Alternative email: eonsol@cix.compulink.co.uk

Version Information

Easy*Help/Web* is version 2.81, Feb 1996

Requires version 6.0a of Word or later

Requires version 3.10.505 (extended) of the Microsoft Help Compiler or a Web Viewer

A version for 2.0c of Word is available

International versions of Word supported

NT Word and Word 7 is supported

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Details of the EasyHelp.INI file

Colours of Topic and Links

If you want to use different colour for the mark-up change the settings in the .INI file but remember you **MUST** use different colours for each statement.

- 1 Black
- 2 Blue
- 3 Cyan
- 4 Green
- 5 Magenta
- 6 Red
- 7 Yellow
- 8 White
- 9 Dark Blue
- 10 Dark Cyan
- 11 Dark Green
- 12 Dark Magenta
- 13 Dark Red
- 14 Dark Yellow
- 15 Dark Gray
- 16 Light Gray

Registering EasyHelp/Web

EasyHelp/Web (TM) (2.81) Registration/Order Form

To: Mr James Holroyd

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I WOULD LIKE TO REGISTER/ORDER THE FOLLOWING:

Qty	Product	Exc VAT	Inc VAT	Dollars	Total
	EasyHelp/Web Software Only	80 UKP	94 UKP	140	
	EasyHelp/Web Software Boxed with Printed Manual	160 UKP	188 UKP	280	

(Register before April 96 and postage & packing will be free)

PLEASE SUPPLY YOUR DETAILS

Name:
Company:
Address:

Country:
Email:
VAT No:

CREDIT/DEBIT CARD DETAILS

Type:
Number:
Expiry Date:
Holder's Name:
Holder's Address:
Signature:

WHERE DID YOU FIND OUT ABOUT EASYHELP?

OTHER COMMENTS (for example)

- o What do you like about EasyHelp/Web
- o What don't you like or would like improved

IMPORTANT NOTES:

1. Pay By:

Credit card (Visa, Eurocard, Access, Mastercard)
Debit card (Visa Delta)
Cheque or Money Order
Purchase orders also accepted

2. Registration gives you:
 - email support (fast response)
 - free upgrades to version 2.xx
 - preferential upgrade to version 3 when it becomes available.
3. Please remember to include VAT in your payment for orders from UK and EU countries.
4. On receipt of your payment you will be sent your registration number and a sales receipt.
5. Half price educational discounts available.
6. Fax, mail, email or telephone your order today.

