

Introduction

Welcome to Help & Manual!

Help&Manual is a stand-alone and true WYSIWYG help authoring tool to create windows help files and printed manuals from the same data.

What Help&Manual can do for you:

Help&Manual makes it easy for you to create better windows help files. An improved help system will improve your applications, too!

Help&Manual makes it easy for you to create any kind of help files as well. It is no longer necessary neither to deal with several files, nor to worry about cryptical footnotes or changed topic IDs.

Help&Manual takes care of it all.

Help&Manual displays your unfinished help topics just as they will look in the final help file. Forget commands in brackets.

Help&Manual prints professional looking manuals from the data you used to create the help file. Never write a help file twice!

Help&Manual creates the whole manual including contents, page numbering and keyword index.

Features

Help features

- You do not have to be expert - Help & Manual is it for you
- True WYSIWYG means: the help project is displayed at designtime like it will appear at runtime
- Don't worry about RTF documents, footnotes and commands in brackets
- Help & Manual creates Windows 3.11 and Windows95 /NT helpfiles (including Windows95 help content files)
- Insert linked or embedded images with one mouseclick
- Use Bitmaps, Metafiles or Segmented Hyper Graphics
- Screen capture included
- Insert links to other topics or use macros. With Help & Manual this is as easy as selecting an item from a list
- Content tree, help topics and context sensitive help - this is all accessible from one window
- To define keywords for a topic, simply click with your right mouse button...
- Multi-level keywords
- Use different windows to display your help in
- Create context sensitive help using popup or normal windows

- Delphi special: The registered version of Help & Manual will include the source of TContextHelp.
- This delphi component (Delphi 2+3) will link context sensitive help by form- and controlnames.
- This means: no more HelpContext from now on and: forget any [MAP] sections!

Print features

- Help & Manual creates windows help files and professional manuals from the same data

- Mark topics which should appear in the help file or the manual only - or in both
- Use different fonts for different-level captions
- Column- and pagebreaks wherever you want
- Automatic down-scaling of screenshots to paperwidth
- WYSIWYG print preview
- Fully customizable layout with headers and footers
- Fixed or dynamic alignment for headers and footers (left/right pages) Automatic page numbering

- Automated generation of content page(s)
- Automatic content numbering
- Different, selectable numbering styles

- Automated generation of an index section from the keywords defined in your help project
- Multilevel keywords
- Print multiple pages on one paper sheet
- Use multiple columns

About the author

My name is Alexander Halser. I'm 28 and founded "Easycash Software" four years ago. We are developing commercial applications for Windows platforms, specially Point-Of-Sale solutions for small to medium companys (*this is the reason why the firm was called "Easy-Cash", due to our flagship-application*).

Our postal address is:

Easycash Software
Mayrwiesstrasse 20
5300 Hallwang
Austria / Europe

Internet homepage (H&M related): <http://www.easycash.co.at/delphi>

Email: halser@easycash.co.at

How to order Help&Manual

Visit our internet homepage at: <http://www.easycash.co.at/delphi>

You can order Help&Manual either online (recommended if you use a secure browser like Netscape 3.x or MS-IE) or by fax.

Order online

Point you browser to our homepage, go to the **Ordering** page and follow the instruction there. The online registration is handled by *ShareIt!*

Order by fax

Point you browser to our homepage and go to the **Ordering page**. Fill in the whole form and print it (select "Print" from the File menu in your browser).

Fax these two pages to: 0043 662 665900

Standard help projects

When writing a standard help project for WinHelp, you have to create and administrate several files:

Help project file (.hpi): created by HCW
Help contents (.cnt): (optional) created by HCW or text editor
Richtext file (.rtf): created by a richtext editor (e.g. MS-Word)

These files are compiled by HCW or another help compiler into a WinHelp file (.hlp). The contents file (.cnt) stays outside and is used by WinHelp to display the contents.

Help&Manual creates these all these files when exporting the data.

Help&Manual projects

A Help&Manual project consists of:

A project file (.hmp)

This file contains all information of a WinHelp project file (.hpi), the contents file (.cnt) and the topics.

Help&Manual cannot *compile* a WinHelp file. But it creates all necessary files your help compiler (e.g. HCW) will need.

The HelpMan.hmp project

Help&Manual's help file was created by (what else?) Help&Manual.

Enclosed to this programm you will find the source of this help file:

The project file: HelpMan.hmp

Screenshots: scrshot.bmp
scrshot.shg

Some bitmaps: *.bmp

Menu

Since you probably are a programmer, we do not explain the whole menu structure here. But there are several items on the menu needing some explanation:

Insert

From the insert menu, you can insert help links, macros, linked or embedded images.

Options

From the options menu, you can change the project options and the manual options.

Extras

Opens a window to capture the screen.

Mode

Enables either the Edit-Mode or the Test-Mode.

Edit-Mode: Normal behavior - to edit your help project.

Test-Mode: Hyperlinks are active! A doubleclick on a help link does not open the <Edit link window> but jumps to the specified topic.

Toolbar

Toolbar icons:

-  Creates a new Help&Manual project
-  Opens an existing project
-  Saves the current project. This button only works if changes to your project have been made. To save your project with a different name, click <Save> from the <File> menu.
-  Opens the export dialog. This is the most important button - it creates your windows help file(s).
-  Opens the print dialog to print a manual.
-  Opens the preview

-  **Plus:** inserts/adds a new item to the treeview.
-  **Minus:** deletes an item from the treeview with it's child items.

These buttons are visible, when the <Help text> tab is selected:

-  Inserts a link into the text
-  Cancels the last action you made to the text
-  Cut to clipboard
-  Copy to clipboard
-  Paste from clipboard
-  **Font name:** selects the current font name
-  **Font size:** selects the current font size
-  Set current selection to bold
-  Set current selection to italic
-  Underline current selection
-  Left align text
-  Right align text
-  Center text
-  Applies/cancels numbering style to/of the current paragraph

Topic view

Help&Manual has 2 views to display topics. The view can be selected from the combobox above the content tree.

View1: Content tree

This view displays the chapters and topics of the current help project. This is (most) exactly what the final help file will look like when you open the contents file in WinHelp.

You can add, edit and delete topics in the content tree. Right-click an item and select the option you want from the popup menu.

View2: Popup topics

This view does not display chapters but only topics. It was made to add context sensitive help which is typically displayed in a popup window. The topics you add to this view will be included to your help file but are not to the contents file. Popup topics can be displayed through a link from other topics or through a program that calls context sensitive help.

Item options

The <Item options> tab gives you access to the options of a topic. These are:

TopicID: Identifier, see also: [What is the TopicID ?](#)

HelpContext: Numeric identifier: [How to use the HelpContext](#)

Keywords: See: [Adding keywords](#)

Help window: See: [Choosing a help window](#)

Related topics: Lists the related topics of a topic. This box is for information only and can not be edited. The related topics are created automatically when you insert a link into the text.

Include this page in windows help file: determines if the page (or the whole chapter) is included in the help file.

Include this page in printed manual: determines if the page (or the whole chapter) is included in the printed manual file.

Help text

This is where you can edit the help text of a topic (what else?).
The <Help text> tab contains two memos.

The upper memo is used to display the title (or header) of a topic. In WinHelp, the header will become the non-scrolling area of your help window.

The memo below displays your help text.

See also: [Header and text area](#)

Empty new project

To create a new project, select <New> from the <File> menu or press the  button. This opens the <New project> dialog box.

To create an empty new Help&Manual project

- Select <Empty new project> from the radiogroup.
- Enter a name for the new project.

See also: [Import an existing help project](#)

Import an existing help project

To create a new project, select <New> from the <File> menu or press the  button. This opens the <New project> dialog box.

To create a new Help&Manual project from an existing help project

- Select <Import settings from a .hbj file>. By importing a hbj file, the content and RTF-files will be imported as well.
- Enter a name for the new project.
- Click <OK>

Adding topics to the content tree

To add a topic to the content tree, select the chapter you want to add a topic to.

Then right-click the item and select <Add Topic> from the popup menu.

See also:

[What is the TopicID ?](#)

[Header and text area](#)

What is the TopicID ?

The TopicID is the alphanumeric identifier of a topic. The TopicID is used for all calls to a topic. It must be unique throughout a help project.

- TopicIDs are not case sensitive.
- TopicIDs can contain spaces, but avoid leading and trailing spaces.
- Do not use reserved characters (# = + @ * % !).
- Do not begin a TopicID with a number if the ID will also be used in the [MAP] section.

How to use the HelpContext

The HelpContext is the numeric identifier of a topic. It can be zero (not assigned) but if the HelpContext is non-zero, it must be unique throughout a help project.

Typically, the HelpContext is used by programs calling context sensitive help.

The way it works

When creating a program, you have to assign a numeric HelpContext to each control or form in your program you want to provide a context sensitive help for.

When the user presses [F1] or clicks the questionmark-button in the titlebar of a dialog window, the program should call WinHelp. This is automated in the most RAD-tools like Delphi or VB.

The calling program passes the HelpContext as a data parameter to tell WinHelp which topic it has to display.

Since WinHelp uses alphanumeric TopicIDs, each WinHelp project (.hlp) has a [MAP] section. WinHelp searches the [MAP]-section to translate the numeric identifier into the alphanumeric TopicID.

Usually, you have to add an entry for each context sensitive help topic in the [MAP]-section of your help project. **Help&Manual does this automatically for each topic with a non-zero HelpContext.**

How to use HelpContext in Delphi

Forget the HelpContext!

Along with this program received a component named **TContextHelp**.

If you purchased the registered version of Help&Manual, you received the sourcecode as well. The source is compatible with Delphi2 + Delphi3 and can easily be converted for Delphi1, if you need to.

TContextHelp is able to link your context sensitive help **by name**.

Refer to the file **CNTXHELP.ZIP** and the component's demo project to find out more.

Help&Manual itself provides context sensitive help for the most windows. But we did not define any HelpContext. All context sensitive help is linked through the control names by TContextHelp.

Adding keywords

Keywords added to a Help&Manual topic will become **K-keywords** in WinHelp.

K-keywords are used for searches with the Index button. The Index tab in the Help Topics dialog box displays a list of the keywords defined for topics in the Help file. From the Index, the user can jump to any topic in which a keyword has been defined.

How to add first-level keywords to a topic:

- Point the cursor to the keywords memo in the <Item options> tab
- Enter one or more keywords, but each keyword must be on a separate line. **Do not use commas (,)** or **colons (:)** or **semicolons (;)** - they are used internally.
- A second way to enter a keyword is to use the right mouse button. Select a word you want to make a keyword, right click the selected text, then select <Make keyword> from the popup menu.

How to add second-level keywords to a topic:

- Point the cursor to the keywords memo in the <Item options> tab
- Enter the first-level keyword on a separate line. In the next line, enter the first-level keyword again, followed by a comma and a space. Then enter the second-level keyword *on the same line*.

The following keyword entries result in the index entries shown below it:

Entry:

macro
macro, library
macro, automatic
macro, complex
macro, simple

Index in WinHelp

macro
 automatic
 complex
 library
 simple

Choosing a help window

WinHelp supports different windows to display a topic.

Select <Project options> from the <Options> menu to change the appearance of your help window(s).

There are two predefined window types:

Main

This is the main help window where your help is displayed. Usually, you will not need more than this predefined Main window.

Popup

Actually, this is not a window which can be defined. "Popup" tells Help&Manual that this topic will be displayed in a popup window. Since popup windows do not have a non-scrolling region, Help&Manual exports such a topic without a {keepn} section.

Secondary windows

Are available when defined with the project options. *This topic* should be displayed in a secondary window named "Another". The background color of this window is light blue.

See also: [Windows](#)

Topic options

In Help&Manual, each topic has two options:

- **Include this page in windows help file** determines if the page (or the whole chapter) is included in the help file.
- **Include this page in printed manual** determines if the page (or the whole chapter) is included in the printed manual file.

In the most cases, both checkboxes will be checked.

Header and text area

Example

A help topic displayed in a normal help window is typically divided into two areas:

A non-scrolling region:

This is the header area and is mainly used to display the title of the help topic. The header area can contain links, too. See the example link above.

A scrolling region:

This is where the help text is displayed. The text scrolls if the window isn't large enough to display all the text.

See also:

[Adding a link](#)

[Popup links and normal links](#)

Find and replace text

To find and/or replace text in topics, select *Find&Replace* from the *Edit* menu. This will show the Find&Replace dialog.

1. Enter the text you want to search for/replace.
2. Select either the current or all topics.
3. Select the extended search options.
4. Click <Start search>

The listbox below will show you all topics in which the search text is found. All topics are checked, by default.

Search:

If you are only searching for text, select a topic from the result listbox and then click <Goto topic>.

Replace text:

Check or uncheck the topics in the result listbox. The text will be replaced in all checked topics. Unchecked topics are skipped. Then click <Replace results>

Adding a link

To add a link to your help text, set the cursor to the position of the text where you want to insert a link. Then click *Insert*|*Link* from the menu or click the *Link-button* on the toolbar.

This will open the Insert-Link-Window.

Select the topic you want to link to. If the topic still doesn't exist, you can enter the topic name as TopicID. Take care to create this topic later!

Select a link type: Normal | Popup | Button or Image.

Enter a caption for the link or - if you have selected *Image* - the path for the image file.

See also:

[Types of links](#)

[Popup links and normal links](#)

Types of links

Help links to other topics are the basics of a help system. Typically, these links are marked as underlined green text.

These types of links are available:

Normal link: is displayed as underlined green text and points to another topic displayed in a normal window (mostly the "Main" window). This is a normal link.

Popup link: is displayed as dashed-underlined green text and points to another topic displayed in a popup window. A popup window doesn't have a titlebar and will disappear when the user clicks into the window or another region of the main window.
This is a popup link.

Button link: is displayed as a button and points to another topic displayed in a normal window (mostly the "Main" window). The caption you entered for the link will become the button's caption.
This is a {button Button link,JI(';',`LinkTypes')}

Buttons with an empty caption behave like a button link, but the button doesn't have a caption. This is a button without a caption: {button ,JI(';',`LinkTypes')}

Image link: displays an image and points to another topic displayed in a normal window (mostly the "Main" window).

This is an image link: 

Macro controlled links: with macros you can really improve your help system. For example, if you do not want an underlined green text for your link, this can be changed by a macro. See customizing macros for more details.

Popup links and normal links

There is an important difference between popup links and links which are displayed in a normal (mostly the "Main") window.

A normal window has a non-scrolling region (the header) and a scrolling region (the text).

A popup window does not have a non-scrolling region. Popup windows are typically used to display context sensitive help or illustrations, comments or annotations.

WinHelp recognizes the non-scrolling region of a topic by the richtext command `{\keepn}`. This command is invisible. The effect is, that the whole paragraph keeps together with no soft page or column break between.

Help&Manual takes care of this. But it has to know how to arrange the topic header with the topic text. This is determined through the help window of each topic.

For popup topics:

Header section and text section of a topic are combined without a `{\keepn}` command. This means, that the topic does not have a non-scrolling region. The header scrolls with the text.

For non-popup topics:

The Header section is separated from the text section of a topic with a `{\keepn}` command. This means, the header section is the non-scrolling region, the text of the topic scrolls.

Troubles when linking to a popup window with a normal link

None. The topic will be displayed in the active (main) window but doesn't have a non-scrolling region. That's all.

Troubles when linking to a non-popup window with a popup link

Not much, but the topic may not appear properly. Only the header section will be displayed in the popup window.

Linked images

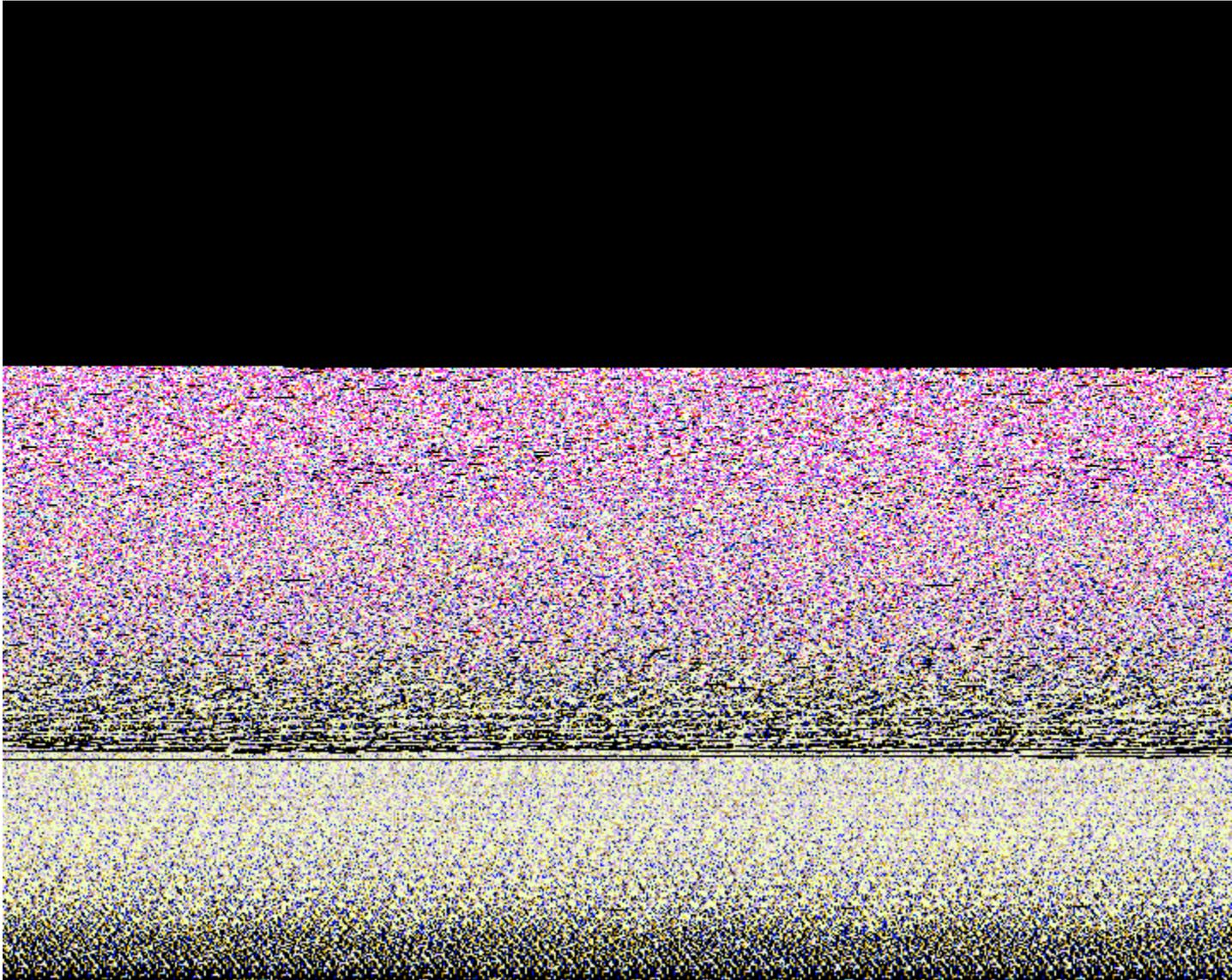
Linked images are *not* saved with the text. This means that a linked image must be available on your harddisk when compiling the help file.

A linked image needs less disk space than an embedded image and it can easily be replaced (e.g. with a new screenshot of a new program version) without changes to the help text.

How to insert a linked image

Select <Bitmap> from the <Insert> menu, then select the bitmap you want to insert.

This is a linked image (scrshot.bmp, size = 908 KB):



Embedded images

Embedded images are saved with the text. Images can be embedded as OLE-Objects within the text. But they will need a lot of disk space.

For example, a screenshot of a size of 640 x 480 pixel will need about 1 MB disk space. This 1 MB is loaded each time you display the topic in Help&Manual. You may wait up to 30 seconds. The same image not embedded, but linked is loaded within half a second.

It is recommended to embed only small images like icons or small bitmaps. Use a linked image for screenshots.

This is an embedded image (size = 14 KB):



Using an image as a hotspot

Help links to other topics are the basic of a help system.

Typically, these links are marked as underlined green text.
But you can use an image for a hotspot as well.

Follow this link to find out more: 

Path tracking of images

When you insert a linked image into a topic, or a link or a macro using an image, Help&Manual saves only the filename of the image and - optional - the filepath.

Images are saved *without* pathnames, when the image was found in the same directory as the help project file. This means, you can move your help project with images into another directory.

Images are saved *with* pathnames, when the image was found in another directory than the help project file. If you move such an image into another directory, Help&Manual will not find it anymore.

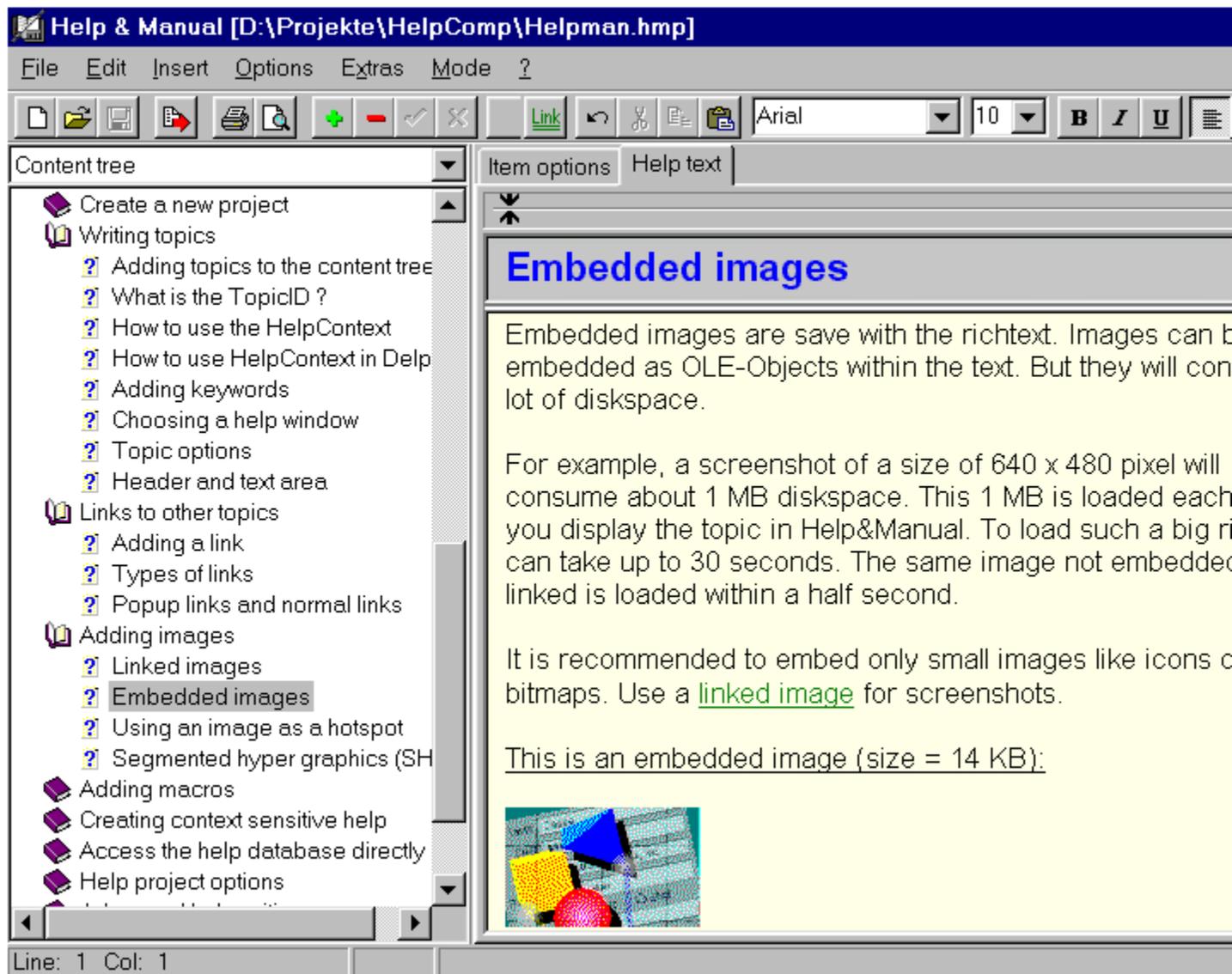
Segmented hyper graphics (SHG)

Segmented hyper graphics are images (mostly bitmaps) with certain regions the user can click on. These regions work like regular hypertext links.

You will need Microsoft's SHED to create segmented hyper graphics.

Unfortunately, HelpMan is yet not able to *display* SHG images (we will try to implement this in later versions).

Although it cannot display SHGs, you can add them to your help file. SHGs are implemented like normal images with a certain command. Paste this command into your help topic to include a SHG file "screenshot.shg":



Help & Manual [D:\Projekte\HelpComp\Helpman.hmp]

File Edit Insert Options Extras Mode ?

Content tree

- Create a new project
- Writing topics
 - Adding topics to the content tree
 - What is the TopicID ?
 - How to use the HelpContext
 - How to use HelpContext in Delp
 - Adding keywords
 - Choosing a help window
 - Topic options
 - Header and text area
- Links to other topics
 - Adding a link
 - Types of links
 - Popup links and normal links
- Adding images
 - Linked images
 - Embedded images**
 - Using an image as a hotspot
 - Segmented hyper graphics (SHG)
- Adding macros
- Creating context sensitive help
- Access the help database directly
- Help project options

Item options Help text

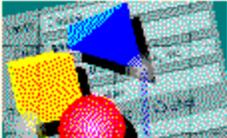
Embedded images

Embedded images are save with the richtext. Images can be embedded as OLE-Objects within the text. But they will consume a lot of disk space.

For example, a screenshot of a size of 640 x 480 pixel will consume about 1 MB disk space. This 1 MB is loaded each time you display the topic in Help&Manual. To load such a big rich text can take up to 30 seconds. The same image not embedded as linked is loaded within a half second.

It is recommended to embed only small images like icons or bitmaps. Use a [linked image](#) for screenshots.

This is an embedded image (size = 14 KB):



Line: 1 Col: 1

Adding a macro

Macros can really improve your help system. For example, macros can jump to other topics or display a listbox with appropriate keywords for a topic.

Macros are executed when something happens. This can either be an automated action or - the interaction of the user.

Up to now, Help&Manual supports only macros, that are executed after the user clicked on a link, a button or an image.

How to add a macro

- Select <Macro...> from the <Insert> menu.
- Select the macro you need.
- Select a style for the macro.
- Finally, enter a caption for the macro or - if the macro appears as an image, select the image you want.

See also: [Types of macros](#)
[Customizing macros](#)

Types of macros

Up to now, Help&Manual supports only macros, that are executed after the user clicked on a link, a button or an image.

The following example uses the *About()* macro which shows an about box.

Style = green text: [Click here to show the about box](#)

Style = non green text: [Click here to show the about box](#)

Style = button: {button Click here to show the about box,About()}

Style = bitmap:  Click on the image

Customizing macros

WinHelp 4 provides a lot of old and new macros. Not all macros described in WinHelp are implemented in Help&Manual. This is not necessary.

We added the most important macros to the <Insert macro> dialog box with a short description. This doesn't mean that you can use only the macros which are listed in the dialog box. Help&Manual enables to deal with all predefined macros. They simply are not described here - that's all.

When you want to use a macro which is not listed in the <Insert macro> dialog box, then simply type it in.

- Open the dialog box and do not select a macro from the list.
- Type the macro with it's parameters into the Macro edit box.
- Select a style and a caption and click OK.

For more information, refer to WinHelp and search for 'macros'.

See also: [Example: A text link with non-green text](#)

Example: A text link with non-green text

This is an example for a text link with **non-green text** and an example **how to use other macros, not listed** in the <Insert macro> dialog box.

The following hotspot uses the macro "JumpID(..TopicID..)" which is not listed in the macro dialog box (in the most cases you will not need this macro, because a normal link does the same: it jumps to the specified TopicID).

We made the text red: [Click here](#)

Example: Add your email address

This macro shows you how to add a hotspot that sends an email.
It uses the macro "ExecFile(..filename..)".

Send me an email: halsen@easycash.co.at

Example: Add a link to your homepage

This macro shows you how to add a hotspot that points the user to your internet homepage. It uses the macro "ExecFile(..filename..)".

Visit our homepage: <http://www.easycash.co.at/delphi>

What is context sensitive help?

In WinHelp version 4.0, you can provide context-sensitive Help for many of your program's interface elements. In dialog boxes, users typically display context-sensitive help by clicking at the top of a dialog box, and then clicking the item. In windows, users typically display context-sensitive help by clicking an item using their right mouse button, and then clicking What's This.

Context sensitive help is typically displayed in a popup window. Popup windows have a different formatting than standard help windows: they do not have a non-scrolling region. Help&Manual takes care of this and formats topics (popop topics) which will be displayed in popup windows in a different way when creating the help file.

And: these popup-topics do not appear in the content file. This is the reason why we implemented a different view to edit the popup topics.

Adding new popup topics

To add a popup-topic, select the view <Popup topics> from the combobox above the content tree. This will display another view with only popup topics.

Then right-click the item and select <Add Topic> from the popup menu.

You can handle a popup topic in almost the same way as a normal topic. Popup topics can contain links, too.

See also:

[What to know about popup topics](#)

[Adding topics to the content tree](#)

[Popup links and normal links](#)

What to know about popup topics

There is an important difference between popup topics and topics which are displayed in a normal (mostly the "Main") window.

A normal window has a non-scrolling region (the header) and a scrolling region (the text).

A popup window does not have a non-scrolling region. Popup windows are typically used to display context sensitive help or illustrations, comments or annotations.

WinHelp recognizes the non-scrolling region of a topic by the richtext command `{\keepn}`. This command is invisible. The effect is, that the whole paragraph keeps together with no soft page or column break between.

Help&Manual takes care of this. But it has to know how to arrange the topic header with the topic text. This is determined through the help window of each topic.

For popup topics:

Header section and text section of a topic are combined without a `{\keepn}` command. This means, that the topic does not have a non-scrolling region. The header scrolls with the text.

For non-popup topics:

The Header section is separated from the text section of a topic with a `{\keepn}` command. This means that the header section is the non-scrolling region, the text of the topic scrolls.

Troubles when linking to a popup window with a normal link

None. The topic will be displayed in the active (main) window but doesn't have a non-scrolling region. That's all.

Troubles when linking to a non-popup window with a popup link

Few. The topic may not appear properly. Only the header section will be displayed in the popup window.

General

Default topic

Provides a space for you to type the ID of the topic that WinHelp displays whenever the user initiates a jump to a topic that is unavailable. For Help files that do not have an associated contents (.cnt) file, WinHelp displays the default topic as the first topic when the user first opens the Help file and when the contents button is clicked on. If you do not specify a default topic, WinHelp uses the first topic of the first file listed in the project (.hpi) file.

Help title

Provides a space for you to type a text that will appear in the title bar of the main Help window if no main window type is specified in the Windows Properties dialog box. If you leave this box blank and the contents (.cnt) file does not specify a title, the words "Windows Help" appear in the title bar of your main windows.

Display this text in the version dialog box

Provides a space for you to type text that will appear when a user clicks on the Help menu in a main window, and then clicks on Version. To include the date on which the Help file was compiled, add **%date** to the end of your text.

If users paste or print help text, display

Provides a space for you to a type text that will be appended to Help text that is copied or printed.

Compression

You can compress a Help&Manual project to save disk space. This has no effect to the winhelp file (.hlp) but to the Help&Manual project (.hpi) itself. The winhelp file is always compressed.

Search

Language

Specifies the language of your help file. When you compile your project, the driver for the language you select must be on your computer.

Generate full text search index

If checked, WinHelp creates a full-text search index for the help file.

Fonts

On the tab, you can specify the default fonts used by Help&Manul and WinHelp.

Font for WinHelp dialog boxes

Displays the font for topic titles and keywords that appear in the Content, Index and Find tabs and in the Topics found dialog box.

Default font for header

When creating a new topic, this font is used as default for the header.

Default font for text

When creating a new topic, this font is used as default for the text.

Windows

WinHelp supports different windows to display a topic in.

Select <Project options> from the <Options> menu to change the appearance of your help window(s).

There are two predefined window types:

Main

This is the main help window where your help is displayed in. In the most cases, you will not need more than this predefined Main window.

Popup

is not actually a window which can be defined. "Popup" tells Help&Manual that this topic will be displayed in a popup window. Since popup windows do not have a non-scrolling region, Help&Manual exports such a topic without a {keepn} section.

If you do not want to display all topics in one main window, you can add *secondary windows*. Click the <add> button to add a secondary window. The behavior of such a window is equal to the main window. But it is possible to specify different colors and/or window positions.

Name

Each secondary window must have a unique name.

Caption

Enter a title for this window.

Position of a window

Use the position wizzard to set the window size and position.

The default size and position of a window is: -1 . This means, WinHelp arranges the window.

Color of a window

Click the <change> buttons to change the color of the non-scrolling and scrolling area of a window.

Settings

Autosize height: if checked, the window will appear as heigh as the user's screen.

Maximize window: if checked, the window will be maximized. Position and size are ignored.

Keep on top: if checked, the help window will stay on top (if called from a programm).

Two steps to create your help file

To create a windows help file from your Help&Manual project two steps will be necessary:

Step 1

Export the project. Select <Create help files> from the <File> menu. The export dialog box will appear.

Check the file type you want to create: either Win3.1x or Win95/NT.
HTML help is still not implemented in this version. We will add this later.

Select the files you want to export (all, by default).

Microsoft's HCW will automatically start after exporting when the appropriate checkbox is checked.

Step 2

In Microsoft's HCW, click <Save and compile>.

What it does

The export function will create the files you have checked in the export dialog box.

Help & Manual creates the following 3 files. **All these files are located in the same directory as your help project.**

<Projectname>.HPJ	WinHelp project file
<Projectname>.CNT	WinHelp contents file (Windows 95)
<Projectname>.RTF	Topics file

The HPJ file

Contains all necessary settings WinHelp will need to compile your project. Most of the settings can be accessed in Help&Manual from the Project options dialog box. A few settings (like file compression = always max.) are set to default.

A [MAP] section is automatically created if one or more topics have a HelpContext.

The BMROOT key in the project file is automatically filled with the pathnames of all linked images, which are not placed in the same directory as the help project.

The CNT file

Plain contents file used in Windows95. Win3.1 help files do not have a contents file, but a default contents topic.

The RTF file

Contains all topics, which are defined in the content tree or as popup topics or linked through other topics. If any topic is missed, a warning will appear in the message box during export.

One step to print your manual

To print a manual from your help data, click the <Print> button or select <Print> from the file menu.

Page layout

On the page layout tab you can set the general format of your manual.

Paper size

Sets the paper size and orientation. If you want to set other sizes which are not listed in the paper size combobox, set paper size to "custom size", then set pagewidth and pagelength to whatever you need.

All settings (size and margins on the other tabs, too) are given in **units**, which are either **MM** or **Inches**.

Margins

Sets the paper sheet margins for left, top, right and bottom. All values are in **units**.

Columns is the number of columns for each sheet, one by default.

Column space is the margin between the columns, in units.

Count each column as a separate page: this will affect the page numbering and the pageheaders and footers. When this box is checked (and more than one column is set), each column is printed like it were a page: separate headers/footers and page numbering for each column. For example: to print two A5-pages on one (landscape) A4-sheet.

Frames

Sets the **vertical and horizontal drawing** for each page. E.g. a line between pageheader and text. The values are in units. To set more than one value, separate them by a semicolon (;). The **color** label determines the color of the lines and **frame width** the size. The frame's units are given in points, as the only exception. A size of 1 will result in a line, as thin as your printer is able to print.

Example:

5; 15,3; 20,15

draws a line at 5 (mm/inch), at 15,3 (mm/inch) and at 20,15 (mm/inch).

See also: [Header + Footer](#)

Header + Footer

On this tab you can set pageheaders, footers and page numbering.

Pageheader text

This text will be printed on the top of each page.

Pageheader font

Font used for the pageheader, click <Change> to change the font.

Pageheader alignment

Left: Text is always left aligned
Right: Text is always right aligned
Center: Text is centered
With page: On *right* pages (1,3,5,7,...) the text is *right* aligned
On *left* pages (2,4,6,8,...) the text *left* aligned
Against page: On *right* pages (1,3,5,7,...) the text is *left* aligned
On *left* pages (2,4,6,8,...) the text *right* aligned

Pageheader height

The height of the pageheader is described in units. The text on each page starts at *top margin + pageheader height*.

Pagefooter settings

Similar to page header.

Page numbering

None: Do not print page numbers
With header: Page numbers are printed with the header
With footer: Page numbers are printed with the footer

Text for "page": Use your own word for "page" or leave a blank.

Font: Font used for page number

Alignment: see header/footer alignment.

See also: [Headings](#)

Headings

These settings affect the headings and chapter numbering. When Help&Manual prints a manual, the content tree is used for grouping. This structure can have up to 10 levels, where level 1 through 9 are captions, level 10 is the title of the topic itself.

Level 1 is the top level. This is, for example, the very first item in your content tree. The first child entry of this item has level 2.

If your content tree has less than 10 levels (the most will), the settings for higher levels are ignored. The topic title (caption of the topic itself) finally will use the settings of level 10.

You can use (we recommend to do this) individual fonts for each level.

Font

Font face, color, size and style for each level.

Numeration

Chapter numbering for each level. Currently Help&Manual supports these numbering styles:

- **None** - do not use numbering for this level. If you set a level to no numbering, all following levels should also be set to "None".
- **1.2.3.** - creates arabic numbering for this level
- **A.B.C.** - creates uppercase numbering for this level
- **a.b.c.** - creates lowercase numbering for this level
- **I.II.III.** - creates roman numbering for this level

Numbering style with "outside": the "outside" option will separate the numbering from the caption itself. This means, that the numbering is aligned with the left page margin, but the caption is printed at left page margin + left indent of level (all values in units).

Numbering style without "outside": the numbering and the caption will print together, separated by a space only. The print position for numbering + caption is left page margin + left indent of level.

See also: Left indent (below)

The numbering styles can be mixed. The following example will result in the figure below:

Level1 1.2.3 (outside)
Level2 1.2.3 (outside)
Level10 ... a.b.c

Result:

```
1.    Print a manual      <= numbering is outside!  
1.1.  Manual options    <= numbering is outside!  
      1.1.a. Header + Footer <= numbering is not outside!  
      Topic text...
```

Left indent

Sets the left indent for each level in units. Printing of a caption starts at left page margin + left indent. If you increase the left indent for a level, you should increase the following levels, too.

Top indent

Sets the top indent for each level in units. This option adds some space *after* the caption is printed. Note: a caption automatically breaks and extends its height, if it doesn't fit the page width.

Break

Sets the break options for each level. If you want to *start a new page when a level appears*, set the break to **Page**. If you want to *start a new column when a level appears*, set the break to **Column**. The column break is ineffective, when the page has only 1 column. In this case, the result is a page break.

See also: [Page layout](#)

Content section

When Help&Manual prints a manual, it does the following:

- **It prints all topics.** During this, the content and index section is created and assigned to page numbers.
- **It prints the content.** Printing the content after the topics saves a lot of time (otherwise the report has to run twice).
- **It prints the index section** (if there are any keywords).

The content section uses the defined page settings and margins. It neither has a pageheader nor a pagefooter. But it has a page numbering (if *any* page numbering is set). The page numbering of the content is always in roman numbers. After the content, the topics start with page 1.

Title for "Content"

You can specify a substitute for the word "Content" which is printed above the content section.

Font for content title

Specifies the font for the title.

Font for the content

Specifies the font for the content section itself.

Number of columns

Specifies the number of columns the content will use. For example, although your manual prints one column per page, the content section can be divided into two columns to save space. This option is most appropriate for the index section, where the keywords are typically quite short.

See also: [Page layout](#)

Index section

The index section is printed from the keywords you have specified. Help&Manual creates the index section automatically. The keywords are grouped alphabetically with a line gap between when the first character changes.

The page numbers assigned to keywords always point to the page where the appropriate topic starts. Multi-level-keywords are solved until two levels.

The index section uses the defined page settings and margins. It neither has a pageheader nor a pagefooter. But it has a page numbering (if *any* page numbering is set). The page numbering of the index is always in roman numbers.

Title for "Index"

You can specify a substitute for the word "Index" which is printed above the index section.

Font for index title

Specifies the font for the title.

Font for the index

Specifies the font for the index section itself.

Number of columns

Specifies the number of columns the content will use. Keywords are typically quite short. For example, although your manual prints one column per page, the index section can be divided into two columns to save space.

See also: [Page layout](#)

Topic view

Help&Manual has 2 views to display topics. The view can be selected from the combobox above the content tree.

Window

WinHelp supports different windows to display a topic in.

Select <Project options> from the <Options> menu to change the appearance of your help window(s).

There are two predefined window types:

Main

This is the main help window where your help is displayed in. In the most cases, you will not need more than this predefined Main window.

Popup

Isn't really a window which can be defined. "Popup" tells Help&Manual that this topic will be displayed in a popup window. Since popup windows do not have a non-scrolling region, Help&Manual exports such a topic without a {\keepn} section.

Secondary windows

Are available when defined with the project options. *This topic* should be displayed in a secondary window named "Another". The background color of this window is light blue.

See also: [Windows](#)

HelpContext

The HelpContext is the numeric identifier of a topic. It can be zero (not assigned) but if the HelpContext is non-zero, it must be unique throughout a help project.

Typically, the HelpContext is used by programs calling context sensitive help.

Topic ID

The TopicID is the alphanumeric identifier of a topic. The TopicID is used for all calls to a topic. It must be unique throughout a help project.

- TopicIDs are not case sensitive.
- TopicIDs can contain spaces, but avoid leading and trailing spaces.
- Do not use reserved characters (# = + @ * % !).
- Do not begin a TopicID with a number if the ID will also be used in the [MAP] section.

Example popup

This window topic shows you a popup window.

Header

A help topic displayed in a normal help window is typically divided into two areas:

A non-scrolling region:

This is the header area and is mostly used to display the title of the help topic. The header area can contain links, too.

A scrolling region:

This is where the help text is displayed. The text scrolls if the window isn't large enough to display all the text.

See also:

[Adding a link](#)

[Popup links and normal links](#)

Keywords

Keywords added to a Help&Manual topic will become **K-keywords** in WinHelp.

K-keywords are used for searches with the Index button. The Index tab in the Help Topics dialog box displays a list of the keywords defined for topics in the Help file. From the Index, the user can jump to any topic in which a keyword has been defined.

More details: [Adding keywords](#)

Topic options

In Help&Manual, each topic has two options:

- **Include this page in windows help file** determines if the page (or the whole chapter) is included in the help file.
- **Include this page in printed manual** determines if the page (or the whole chapter) is included in the printed manual file.

In the most cases, both checkboxes will be checked.

Text area

A help topic displayed in a normal help window is typically divided into two areas:

A non-scrolling region:

This is the header area and is mostly used to display the title of the help topic. The header area can contain links, too. See the example link above.

A scrolling region:

This is where the help text is displayed. The text scrolls if the window isn't large enough to display all the text.

See also:

[Adding a link](#)

[Popup links and normal links](#)

Toolbar

More details: [Toolbar](#)

Content tree

This view shows you the chapters and topics of the current help project. This is (most) exactly what the final help file will display when you open the contents file in WinHelp.

You can add, edit and delete topics in the content tree. Right-click an item and select the option you want from the popup menu.

Popup topics

This view shows you no chapters but only topics. It was made to add context sensitive help which is typically displayed in a popup window. The topics you add to this view will be included into your help file but are not included into the contents file. Popup topics can be display through a link from other topics or through a program calling context sensitive help.

