

# Help

This chapter explains the Backup Exec help information and how to use this feature.

## Accessing Help

The menu bar contains the Help selection. When you click Help, a drop-down menu is displayed. The Help drop-down menu contains the following selections:

- Contents
- Search for Help on
- How to Use Help
- About Backup Exec

Contents	Displays Backup Exec Help Index
Search for Help on	Displays search topics for Backup Exec Help
How to Use Help	Displays instructions on how to use Backup Exec Help
About Backup Exec	Displays information about Backup Exec, including the application name, version number, and copyright information

Help is also available in most screens by clicking on an item and pressing <F1>.

Context Help is available by pressing <Shift + F1> and clicking on the item in question. Context Help is indicated by the mouse pointer with a question mark. Clicking on an item (e.g., tape icon, drives window, etc.) will open a help window containing information about the item.

# The Help Window

Selecting Contents or Search for Help on in the Help drop-down menu will open the Backup Exec for Windows Help window. This window includes a Help Menu bar and a Help Selection bar. The information contained in this help window is identical to the Using Help information contained in Microsoft Windows NT.

In addition to information contained in the help windows, certain text in the windows is displayed in green. Clicking on the green text will display additional information. Green text with a solid underline will send you to other areas in help containing additional information related to the topic being referenced. Clicking on green text that has a dotted underline will open a temporary window displaying additional information. The temporary window will remain on your screen until you click the mouse again.

## The Help Menu Bar

The Help Menu bar contains the following selections:

File	
Open	Open an existing help file.
Print Topic	Print the topic in the Help window. You can only print entire topics.
Print Setup	Set printer options for Help before printing a topic (select a printer or choose Setup and change options for the printer).
Exit	Exit Help.

Edit	
Copy	Copies the entire text of the current Help topic to the Clipboard. From the Clipboard, you can paste the text into another application or document.
Annotate	Adds text to the current Help topic. Annotations are marked with a paper clip icon, which appears above the topic heading.

Bookmark	
Define	Places a bookmark at the current topic or removes a bookmark from any topic. The name you specify for the bookmarked topic appears on the Help Bookmark menu.
(Bookmark Name)	Appears after you have defined a bookmark. You can choose the bookmarked topic you want to display in the Help window.
(More)	Appears when you have defined more than nine bookmarks. Selecting (More) displays the complete list of names given to bookmarked topics.

Help	
How to Use Help	Displays Contents for How to Use Help. Choosing this command is the same as pressing <F1> while you are using Help.
Always on Top	Causes all Help windows to appear on top of other windows. After you choose this command, a shadow appears around the window border to indicate that the Help windows are on top.
About Help	Displays version, mode, and copyright information about Windows NT Help and Backup Exec Help.

## The Help Selection Bar

The Help Selection bar contains the following buttons:

<b>Button</b>	<b>Function</b>
Contents	Displays Help Index for Backup Exec.
Search	Lists all the words you can use to search for topics in Backup Exec's Help. By typing or selecting one of these words, you can search for and go to a specific Help topic.
Back	Allows you to go back through the Help topics you have viewed, in the order in which you viewed them. If there is no previous topic to view, the Back button is grayed. The record of topics you have viewed is removed each time you exit Help.
History	Displays the last 40 topics you have viewed in the Backup Exec session. The most recent topic is listed first. To revisit a topic, double-click on it.

## Using Backup Exec Help

Backup Exec Help contains the following categories:

- Index
- Keyboard
- Commands
- Procedures
- Glossary

## Index

The index lists all Backup Exec Help topics. You can view the items in the index by using the scroll bar on the right side of the window. The items in the index are grouped into categories:

- Keyboard
- Commands
- Procedures
- Glossary

## Keyboard

The Backup Exec keyboard topics are described in this help window.

## Commands

The Backup Exec commands are described in this help window. They are listed in the same order as they appear across the top of your screen in the Menu Bar. Scroll to the menu group containing the command in question and click on the command for help information.

## Procedures

The procedure topics described in this help window give step-by-step instructions for using Backup Exec features.

## Glossary

The Glossary contains a brief definition of terms used in Backup Exec.