About the Contents Tab

The Contents tab displays a list of topics in the Help system; it is organized by category. The Contents tab works like a Table of Contents in a book−it helps a user navigate through the Help hierarchy to find a desired category and subject.

❑ The Contents tab provides an easy-to-read hierarchical view of a Help system. It allows users to explore a Help system visually and access a desired topic instantly.

❑ The Contents tab uses books and pages to contain Help topics and is expandable/collapsible.

❑ From the Contents tab users can print all topics in a book at once, rather than having to select and print each topic separately.

❑ The Contents tab is based on the Contents (.CNT) file. This file must be stored in the same directory as the Help file. If you make a change in the CNT file, the Contents tab updates itself automatically.

❑ The Contents tab is most useful when users know the section for which they desire Help.

NOTE *The Contents tab appears only if there is a CNT file associated with the Help file. If there is no CNT file, only the Index and Find+ tab appear. For information on how to create a CNT file for a Help project, see "Creating a Contents File" later in this chapter.*

Components of the Contents Tab

❑ The Contents tab contains both books and pages. These are described as follows:

 In the Contents tab, a book represents a category of topics.

 A page represents an individual topic.

 When the user double-clicks on a book, it opens to reveal additional books and pages.

To access a topic, the user double clicks on the desired page and the topic information appears in a separate window.

Using the Contents Tab

Opening/Closing Books

You can open and close books by double-clicking on a chosen book or by using the Open and Close buttons.

To open a book in the Contents tab

❑ Double-click on the desired book.

❑   OR

❑ Select the desired book and click **Open**.

To close a book in the Contents tab

❑ Double-click on the desired book.

❑   OR

❑ Select the desired book and click **Close**.

Printing Books and Pages from the Contents Tab

You can print one or multiple Help topics from the Contents tab.

To print a book/page from the Contents tab

1. From the Contents tab, select a book or topic page.

   ❑ If you select a book, all topic pages or nested books and their respective topic pages will print.

   ❑ If you select a page, only the topic page will print.

1. Click **Print**.

About the Index Tab

The Index tab works like a traditional book index for a Help system. It lists keywords (words or phrases) alphabetically.

❑ The Index tab is particularly useful when a user needs to search for Help on a specific topic and the exact wording of the topic is not known.

❑ For instance, assume you are using the following example Help system and want to search for information on "tabs". You enter the word "tab" and the Index search for the topic reveals the following:

Using the Index Tab

The Index tab contains index entries. All entries in the Index tab are defined keywords−words or phrases that have been defined by the Help author.

Displaying Topics from the Index Tab

You can display a topic directly from the Index tab, rather than having to return to the Content tab.

To display a topic from the Index tab

1. Open the desired Help system.

2. Select the Index tab.

3. In **Section 1**, enter the first few letter of the desired search topic.
   Notice that the Index entry list scrolls to reveal the topic(s) chosen.

4. In **Section 2**:

   ❑ Select the topic to view and click **Display**.

   ❑   OR

   ❑ Double-click on the topic to view.

About the Find+ Tab

The Find+ tab provides access to a full-text search. This search is conducted by the WinHelp full-text search engine, which is far superior to the standard WinHelp search engine.

❑ The Find+ tab displays the topics in which the search text appears. It also displays the number of occurrences the text appears in each topic. The list is sorted so that the topics with the most occurrences appear first.

❑ When users display a topic from the Find+ tab, the matching word or text string is highlighted automatically, allowing users to find information quickly.

❑ Additionally, users can jump directly to a selected topic or print a particular topic.

❑ Users control the way in which the Find+ tab works. For example, they can specify search criteria such as *Match case, Whole word only, Look in topic titles only*.

❑ WinHelp Find+ is fast−it scans an average size Help file in one second (speed is approximately .5MB/second).

How is Find+ Different From WinHelp Search?

When users want to find help on a particular topic in a Windows Help System, the Search button is usually the option they use. This button lets users search through a list of keywords or phrases defined by the Help author, and from there, jump to a selected topic.

This method of searching has its drawbacks. For instance, if the Help author did not supply a keyword for the subject to be located, it does not appear in the search. Conseqently, a user must guess at appropriate synonyms for the search keyword, and the information may not be located, even though it exists in the Help file.

The Find+ tab lets users perform a full-text search on a Help system—they simply enter a word or phrase, and the Find+ searches all of the Help text, not just the titles, keywords, or Topic IDs. This makes it easy to find the information quickly and accurately.

Using the Find+ Tab

Using the Find+ Tab to Seach for a Defined Item

To use the full-text search, just select the Find+ tab, enter a word or phrase, click Find, and then select a topic to view.

To use the Find+ tab to search for a defined item

1. Open the Help system in WinHelp.

2. Click the **Help Topics** button and select the Find+ tab.
   The Find+ (Full Text Search) dialog displays.

3. Enter the search word or phrase in **Section 1**.

4. Enable the desired search options.
   (A square checkmark appears when an item is enabled.)

   ❑ **Match case**
   The search is case-dependent, matching the uppercase and lowercase letters exactly as you enter them. For example, a search on "Win" would not find "win".

   ❑ **Whole word only**
   The search finds only entire words or phrases that match what you enter. For example, a search on "win" would find the word "win", but it would not find "windows."

   ❑ **Look in topic title only**
   The search only scans topic titles for the specified word or phrase—it does not scan the entire Help system text.

5. Click **Find**.

6. In **Section 2**, select the desired topic to view.

Section 3 displays the selected topic, with the search text highlighted.

❑ Use the arrow buttons to move to the next occurrence of the text or to the next topic.

❑ Click **Display** to display the topic in WinHelp.

❑ Click **Print** to print the topic.

Using Keyboard Commands

❑ You can access fields in the dialog box using **Alt**+ the keyboard accelerator for the field (indicated by underlined text). For example, **ALT+E** takes you to the **Enter Search Text** field.

❑ **Alt+N** takes you to the next occurrence of the found term.

❑ **Alt+V** takes you to the previous occurrence of the found term.

❑