Tongue

The movable mass of muscular tissue attached to the floor of the mouth.

The tongue is the major bearer of the taste buds. The top surface, or dorsum, contains numerous projections of the mucous membrane called papillae which contain the taste buds.

Nerves from the tongue receive chemical stimulation from food in solution that gives the sensation of taste.

Here are a few things for you to practice.

Lesson 2.

Cut these lessons out and copy it to Brunn's Membrane so you can practice on them there

Lesson 4.

Make a popup to Olfactory Bulb and a jump to Taste and Smell.   Now make a jump from Taste and Smell back to this topic.   Try using the Button Pad to mark text and link it to other topics.   Now generate this project.

Lesson 6.

Try using the Mouse to highlight text and then use the Button Pad to make it bold.   Also try using the Spell Checker (F7)

Give the paragraphs above new styles and try defining your own highly unusual style - Bold Italic Red Indent in 16pt New Times Roman !!!.

Make the top line a Non-Scrolling Region.

Change the background color of this window - Scrolling and Non-Scrolling Regions.

Lesson 1 - Loading a Topic (Beginner)

What is Covered

This lesson teaches you how to load a topic into the SOS Help! Info-Author topic editor. It will also introduce you to the **Button Pad**, which is a major time-saving tool attached to the right button of your mouse.

Loading a Topic

Make sure that SOS Help! Info-Author is the application with focus (click anywhere on the SOS Help! Info-Author application window) or use **<ALT+TAB>**.

1. Choose Topic:Load to bring up the **Topic Load** dialog, and select the topic "**Taste and Smell**" from the list displayed.   Your chosen topic will be loaded into the topic editor after a short delay.   Note that open topics are not displayed in the topic list.

2. Feel free to read this topic but please do not make any changes to it yet as you will be generating this project later, and any changes could prevent this tutorial from working as advertised!

3. An alternative method of loading a topic is to use File:Help Tracker described below.

The Help Tracker

The **Help Tracker** differs from **Topic:Load** in several ways.   It displays all the topics in the project, even if they are open and is used to set a topic to **Read Only**.   It also remembers the last topic that it loaded, which is very useful when loading several topics with similar names in a large project.   You don't have to try this now but here is how it works.

1. Choose File:Help Tracker and select a topic (e.g. **Olfactory Membrane**) and then click on the **Load Topic** button.   This loads the topic.

2. To set a topic to **Read Only**, return to **Help Tracker** (using File:Help Tracker) and select the topic you just loaded (i.e. **Olfactory Membrane**).   Click on the **Approved** radio button in the **Status** box (bottom right of dialog).   There will be a pause.

3. If you now click on the **Load Topic** button and display the topic you will see it says **[Read Only]** at the end of the topic title.   Note you cannot edit this topic.   To reverse the process, use the **Help Tracker** to set the **Status** back to **Work In Progress**.

For more information on all the functions of the **Help Tracker**, see the **Help Guide** on File:Help Tracker.

The Button Pad

1. An alternative method of loading a topic (and of carrying out a number of other operations) is by using the **Button Pad**.   Place the mouse cursor over the main SOS Help! Info-Author application window and press the right mouse button. This calls the **Button Pad** which should appear under the mouse cursor.

2. At this stage, do not click on any of the buttons on the **Button Pad**, but move the mouse cursor over each one in turn - their function is displayed on the status bar on the bottom of the SOS Help! Info-Author application window.   Using the left mouse button, click on the **Load Topic** button (top, 2nd left) which calls the same **Load Topic** dialog which you saw earlier.   Try loading another topic.

3. You can practice with the **Button Pad** now but more use of it will be made later.

When you are ready please move on to Lesson 2 by clicking here or using the browse buttons at the top.

Lesson 10 - More Links (Advanced)

What is Covered

This lesson describes other possible links and how to use them.   You can experiment with them in your practice topic and generate the help file after each change.   However the information here is only brief. For more detailed explanations you should see the SOS Help! Info-Author Help file. These are indicated by green commands, i.e. Links:New.

Links To Other Projects

Several of the jumps in this lesson are to another projects.   There are three ways to do this, but first it is important to realize that the **.hlp** files must be in directories that are on the **Path** (see your **DOS** documentation for more information).

1. If the other project is created by SOS Help! Info-Author, you can select the appropriate **Project** in the Links:New dialog.   The topics for the other target project are displayed so that the required topic can be selected.

2. If the *topic identifier* is known it is often quicker to use an **Inter-file Link**.   In the **Links:New** dialog set the **Project** to **<Inter-file Link>**, which calls the **Inter-file Links** dialog.   Enter the **.HLP** file name of the target **Project** and then the *topic identifier*.   This method can also be used   **.hlp** files not created using SOS Help! Info-Author, if the *identifier* is known.

3. If the help file was not created using SOS Help! Info-Author and the *topic identifier* is not known, you must use a **Macro** link as described below.

Creating A Macro Link

1. First open the target **.hlp** file by using the **<F1>** key followed by **File:Open**.

2. Click on the **Search** button in the target **.hlp** file and find the correct **keyword** used to locate the required topic.   This is the text in the **Show Topics** combo box.

3. Return to SOS Help! Info-Author and mark the text to be used for the link.   Choose **Links:New** and click on the **Macro** radio button in the **Link Type** box to call the **Macro Editor** dialog.

4. Insert the macro - **JumpKeyword("***filename.hlp***","***keyword***")** - where *filename.hlp* is the name of the target **.hlp** file and *keyword* is the keyword used to locate the required topic.

5. Note that if the **keyword** is not unique, the first topic that uses the **keyword** will be called.

6. Click on the **OK** buttons to close the dialogs, generate and test the jump.

Mid-topic Jumps

Mid-Topic Jumps are links to the middle of a topic.   They are very useful in large topics as they allow you to jump straight to the line you want.   You can jump between topics or even within the same topic.

1. Decide on your target point (the point you jump to).   This is designated by inserting an **RTF Command**.   The command used is - **#{\footnote # ***identifier***}** - where *identifier* is the identifier used to locate the jump target, eg **MID_TOPIC_JUMP**.   The command is not visible in the generated project.

2 You then create the **Mid-Topic Jump** by marking the desired text and choosing **Links:New**.

3. Select **<Inter-file link>** in the **Project** box.   This calls the **Inter-file Link** dialog.   Leave the **.HLP** line empty (i.e. a jump within your own project) and enter the   identifier used for the **Mid-Topic Jump** (i.e. **MID_TOPIC_JUMP**).

4. Try creating a **Mid-Topic Jump** in "**Taste and Smell**" from the top of the topic to the bottom.   Note that when the jump is executed, the target line is placed at the top of the scrolling region.

For more information see   Links:New:Inter-file Link Details.

Links from bitmaps

It is just as easy to create a jump or popup from a picture as well as from text. Simply mark the picture and call the **Links:New** dialog. Set the link to **Unformatted** in the **Attributes** box as this will make the jump appear without any underlining

For more information see - <u>Links:New</u> and <u>Edit:Insert Picture</u>.

Resizing the Help Window

You can customize the size and position and attributes of the Help Window displayed when the Project is generated.

For more information see <u>Window:Define</u>.

This concludes the **Tutorial**. We hope it has been informative and helpful.

Lesson 11 - Miscellaneous Features (Advanced)

Overview

This lesson describes some of the other features available in SOS Help! Info-Author.

Manipulating Style Sheets

1. To rename the style sheet supplied with the practice project choose File:Save Style Sheet As, and give it a new name.

2. For more information on **Style Sheets** consult the SOS Help! Info-Author User Guide.

The Help Tracker

The **Help Tracker** is used to monitor the progress of a project.   It is increasingly useful the larger the project becomes, and the more people there are working on it.   It can be used to load a topic but differs from **Topic:Load** in several ways:

1. It displays all the topics in the project, even if they are already open, and is used to set a topic to **Read Only**.   It also remembers the last topic that it loaded, which is useful when loading several topics with similar names in a large project.   You don't have to try this now but this is how it works.

2. Choose File:Help Tracker and select a topic (e.g. **Olfactory Membrane**) and then click on the **Load Topic** button.   This loads the topic.

3. A **Read Only** topic cannot be altered.   To set a topic to **Read Only**, return to **Help Tracker** (using File:Help Tracker) and select the topic you just loaded (i.e. **Olfactory Membrane**).   Click on the **Approved** radio button in the **Status** box (bottom right of dialog).   There will be a pause.

4. If you now click on the **Load Topic** button and display the topic you will see it says **(Read Only)** at the end of the topic title; you cannot edit this topic.   To reverse the process, use the **Help Tracker** to set the **Status** back to **Work In Progress**.

5. You can customize the **Help Tracker** to display only certain topics in its Topic List.   Click on the **Filters** button and set the filters as required (e.g. to only display those topics that are **Completed** from **11/01/95**).

6. You can monitor the progress of a project by using the **Check List**.   This simply a list of items that need to be completed before a topic can be signed off.   This feature is useful when several people work on a project.

For more complete information on all the functions of the **Help Tracker**, see the SOS Help! Info-Author User Guide on File:Help Tracker.

Project Build Tags and Build Condition

You can generate customized versions of a project **.hlp** file which contain only the topics specified in a **Build Condition**.   This could be useful if you have different information for different groups, but the majority of the help file is the same (e.g a price list for different countries)

This is done by creating **Project Build Tags** and then attaching them to certain topics.   You then specify the **Build Condition** under which topics will be generated.   Using the price list example, the same product is sold in all countries, but at different prices so you would generate one **.hlp** file for France and one for America etc.   This is briefly explained as follows

1. Define the **Build Tags** using File:Project Build Tags, e.g. FRANCE, AMERICA, etc

2. Attach these tags to the relevant topics using Topic:Build Tags.

3. Set up the **Build Condition** which defines which topics are generated using File:Generate:Settings:Build Condition.

4. Note that all topics without **Build Tags** attached will automatically be generated along with those topics specified in the **Build Condition**.

For more information consult the SOS Help! Info-Author User Guide.

Generate Settings

There are several other features on the **Settings** sub-menu available through the **Settings** button on the File:Generate dialog, some of which are described briefly below.

You can set up a topic as an **Alias** which can have other topics pointing to it.   When the other topics are called, the **Alias** topic is displayed in their place.   This is done using File:Generate:Settings:Aliases.

You can define the necessary **Compiler Options** required using File:Generate:Settings:Compiler Options.

You can select an **Icon** for your generated **.hlp** file using the File:Generate:Settings:Icon option.

For more information on the other options available from the **Settings** menu consult the SOS Help! Info-Author User Guide.

This concludes the **Tutorial**.   We hope it has been informative and helpful.

Lesson 2 - Creating a New Topic (Beginner)

What is Covered

This lesson teaches you how to create a new topic, and how to rename an existing topic.

Creating a New Topic

1. Choose Topic:New or click on the appropriate button on the **Button Pad** (top 1st left) to bring up the **New Topic** dialog.

2. Enter "**Browns Membrane**" (without the quotes) as the *Title* of the topic and enter "**MEMBRANE**" as the *Topic Identifier*.   Click on the **OK** button.

3. The topic identifier is important in this instance because we are going to use this topic as the target for a jump in a later lesson. If you do not supply a topic identifier, the topic cannot be used as a target. If you decide at a later date that you want to use this topic as a target, or change its identifier, select Topic:Indentifier from the menu.

4. Feel free to create other topics if you wish.   You can always delete them using Topic:Delete, see below.

This new topic is your practice topic - use it to create your own links, to practice changing paragraph formats and styles and experimenting generally.

Renaming a Topic

1. You may have noticed that we gave you the wrong title for "**Browns Membrane**".

2. To rename this (or any other) topic, choose Topic:Rename and make the necessary changes; in this case change "**Browns Membrane** " to "**Brunn's Membrane**".

3. Select the topic you wish to rename, "**Browns Membrane**", then go to the **New Title** edit box and change the title to "**Brunn's Membrane**".   Click on the **OK** button.

Deleting a Topic

1. To delete a topic, it must be closed.   If it is open, close it using Topic:Close!

2. Choose Topic:Delete and select the topic to be deleted.   Don't delete the topic "**Brunn's Membrane**" or any of the medical topics, you'll be needing them later.   **If** the topic has links pointing to it from other topics, the **Delete Topic - Links Present** dialog is displayed when you click on the **OK** button. **Note** that if no links point to the topic to be deleted, this dialog is not displayed

3. The **Delete Topic - Links Present** dialog lists all the topics which have links pointing to the topic to be deleted.   You can look at these topics by using the **Load** button or continue with the delete operation by clicking on the **Delete** button.

3. Click on the **OK** button and a warning screen will be displayed. If you are confident continue by clicking on the **Yes** button.

Now goto Lesson 3.

Lesson 3 - Generating the Help File (Beginner)

What is Covered

This lesson teaches you how to generate the actual **.HLP** file (i.e. **senses.hlp**), and some of the various options which affect this process.

Points to Watch Out For

Once the project is compiled, SOS Help! Info-Author automatically calls **WinHelp** to display generated **.HLP** file (assuming that there are no fatal errors).   This will place the new Help Screen - **senses.hlp** - over this **Tutorial**, so to return to this lesson you must use the mouse to give **The Tutorial** focus or use **<ALT+TAB>** to scroll thru the screens.

After generating the help file, you can close it down using **<ALT+F4>**.   If you want to look at it again, choose Help:View Project .HLP.   This will save some memory if you are running out.

Before Generating - Setting the First Topic

1. Choose File:Generate to bring up the **Generate** dialog.

2. As you can see, there are numerous options you can change, and even more if you click on the **Settings** button. The only option we need to be concerned about at this stage is ensuring that we instruct the help compiler to use the correct **First Topic** when WinHelp first loads the **senses.hlp**.

3. Usually this is the **Contents** page, but in this example we use the topic "**Taste and Smell**".

4. To do this, click on the **Settings** button and choose the **First Topic** option.   Select "**Taste and Smell**" from the displayed list and click on **OK**.   SOS Help! Info-Author automatically defaults to the first topic in the topic list, so don't forget to carry out this step.

Generating The Project

1. Now click on the **Generate** button to get SOS Help! Info-Author to run the Windows help compiler.

2. You can also generate the project without going thru this dialog by using th **Go** button on the **Button Pad**.

3. We are about to generate the **.HLP** file.   Remember you can generate your project at any time to see the effects of any changes you have made.

4. Return to this lesson or Lesson 4.   See you again in a few moments...

Now goto Lesson 4.

Lesson 4 - Creating Links (Beginner)

What is Covered

This lesson teaches you how to create jumps and popups. These are the simplest types of link, but there are other, more complex types which are covered in <u>Lesson 10</u>. You will also practice how to find text and to paste from the Windows Clipboard.

Setting Up

There is a switch   in <u>Options:Setup</u> that, when enabled, will automatically search thru all the topic titles to find one that matches the marked text.   If it finds a match it will automatically select that topic in the **Create Link** to dialog.   It will also automatically insert the marked text as the **Topic Title** if the **Create Topic** button is clicked.

1. To set this switch choose <u>Options:Setup</u> and go to the **Initial Settings** box.

2. Enable the **Auto Link Search** check box.

3. If you would like to know what the other switches do in <u>Options:Setup</u> click on the **Help** button.

4. Click on the **OK** button.

Creating a Jump

Load, or give focus to, "**Taste and Smell**".   We will now make a jump to the **Brunn's Membrane**" the topic you created in **Lesson 2**.

A link can only be made from marked, or highlighted, text.   If no text is marked then the <u>Links:New</u> menu option is not available.

1. Mark the text "**Brunn's Membrane**" (it is a label pointing to the picture and you may need to go **full screen**), and then choose <u>Links:New</u>.   This calls the **Create Link** dialog.

2. Select the topic "**Brunn's Membrane**" from the **Topic** drop down.   If you enabled the **Auto Link Search** switch in the **Options:Setup** dialog then SOS Help! Info-Author will automatically select "**Brunn's Membrane**" if the **topic title** is identical to the marked text.   See above for how to do this. Otherwise use the arrow keys to select "**Brunn's Membrane**".

3. Once you have selected the correct topic click on the **OK** button.   This creates the jump from **Taste and Smell** to **Brunn's Membrane**.   A jump is indicated by green text with a solid underline.

5. You can double click on this jump with the mouse and SOS Help! Info-Author will bring up the **Links Details** dialog which allows you to change the link's details.   However there is no need to do this now.

Create a Popup

A popup differs from a jump because it has a dotted green underline, it cannot scroll and will disappear when any keystroke is made.   We will now create a link to a topic that does not yet exist.

1. Return to "**Taste and Smell**" and mark the text "**Tongue**" next to the bitmap at the start of the topic. This topic does not yet exist so it must be created.

2. Bring up the **Create Link** dialog, this time using the **Button Pad** (2nd up, far left) or **Links:New** if you prefer.   To create the popup, rather than a jump, click on the **Popup** radio button in the **Link Type** box.   This sets the link up as a **popup**.

3. To create the new topic, click on the **Create Topic** button, which load the **New Topic** dialog.   This is the same as for Lesson 2.   SOS Help! Info-Author automatically inserts the marked text "**Tongue**" as the topic title, if you enabled the **Auto Link Search** check box, but you can change this if you wish. However you must enter a *Topic Identifier*, e.g. "**TONGUE**", as the compiler needs this to locate the topic for the link.   When you have entered the new topic details click on the **OK** button to create the Topic.   The new topic is displayed automatically.

Use Edit:Find

We will now use the **Find** operation to locate all other references to "tongue" and create jumps to them.

1. Return to "**Taste and Smell**" and place the cursor in text at the top of the topic, but not in the title. This is because the **Find** operation will not cross a **Non-Scrolling Region's** separator line.

2. Choose <u>Edit:Find</u> to use the **Find** facility in SOS Help! Info-Author. Enter "**tongue**" (no quotes) and click on the **Find Next** button.   This should highlight the first instance of the word "**Tongue**" in the topic, which is probably already linked.   When you come to the first unlinked instance of "**tongue**" click on the **Close** button in the **Find** dialog to close the dialog.

3. The text will still be marked so use the **Button Pad** or **Links:New** to create the link.   If you used "**Tongue**" as the topic title then SOS Help! Info-Author will automatically select the correct topic, if **Auto Link Search** is enabled, see above.

4. Use **Edit:Find** to locate all references to "**Tongue**" and create some links as jumps and some as popups.

Paste in Text

To save time we have prepared some text for you to paste into the topic "**Tongue**".

1. Find the link to "**Tongue**" in the topic "**Taste and Smell**" and place the cursor in the link.   Use <u>Links:Jump to Link</u> to jump to the topic.   This is more easily available thru the **Button Pad** using the highlighted **boot** icon (2 up and 2nd left).

2. Click on the **Paste** button at the top of this topic.   **WinHelp** has just copied the text for a complete topic to the **Windows clipboard** (how this was done is explained in <u>Lesson 9</u>).

3. Making sure "**Tongue**" is the current topic, and press **<CTRL+V>** to paste the contents of the **clipboard** into this topic. You could also have used the **Button Pad** or chosen **Edit:Paste** to achieve the same result.

To save all your changes choose **File:Save Project**.

Now click on the **Go** button on the **Button Pad** or choose **File:Generate** and click on the **Generate** button to launch the help compiler again.   Notice that it does not take as long to compile as it did before. This is because SOS Help! Info-Author only recreates the files needed by the help compiler for those topics which have changed since the last generate.   Check that the jumps and popups you created work as expected in **WinHelp**.

Now go on to <u>Lesson 5</u>.

Lesson 5 - Editing and Formatting Text (Beginner)

What is Covered

This lesson teaches you how to visually enhance the text in your topics.   We are assuming that you already understand how to Cut, Paste and Copy so we will concentrate on improving the topic called "**Tongue**".

Formatting Text

Before formatting text it is always a good idea to see the control codes (i.e. paragraph breaks and tabs).

1. To do this choose Options:Show Hidden.

To format text, for example make it italic or change its font and font size, you use the style menu.   Try marking some text and making it italic.   There are three ways to do this.

1. The quickest way is to mark the text with the left mouse button , then use the right mouse button to call the **Button Pad** and click on the **Italics** button (3 down, 2nd left).

2. For those of you who prefer keyboards, mark the desired text, and use Style:Attributes:Italics.   This has a shortcut keystroke of **<CTRL+I>**.

3. Alternatively use the Style:Character dialog and select italic text in the dialog.   Now this seems the longest method but it brings us to **Styles**.

Styles

The fastest way to format text is to use predefined styles.   A **Style** contains a group of character, paragraph, tab, and border settings.   When you apply a **Style** to a paragraph, it sets the text in that paragraph to the predefined settings.   A collection of **Styles** is called a **Stylesheet**.

We have already given you a **Stylesheet** called **TUTORIAL**, which contains the **styles** used by the practice project "**A Sense of Taste and Smell**".   When you select a style for a paragraph it will be applied to the paragraph that the cursor is currently in (i.e. the current paragraph).

Selecting a Style

We will now show you how to select the **Style "Popup Header"**   and apply it to the title of the popup.

1. First place the cursor in top paragraph, i.e. place the cursor in the word "**Tongue**".

2. Choose Style:Select, or click on the "**SS**" button in the **Button Pad** (2 down, 2nd left). You will see a list of all the **Styles** available.   Select "**Popup Header**" from the list.

5. Click on the **OK** button and see the change in style.

3. Notice the **Strip Additional Fonts** check box at the bottom of the dialog.   Its purpose is to remove any fonts and attributes (e.g. **Italics**) that already exist in the paragraph.   For example, go to the paragraph containing your italic text and apply the style "**Popup Header**" to it without the check box enabled.   The you will now see bold italic text within the paragraph.

. Now apply the style again but this time enable the check box.

4. If you want to automatically enable the **Strip Additional Fonts** check box go to Options:Setup and clicking on the **Strip Additional Fonts** check box in the **Initial settings** box.

The next lesson shows you how to define your own styles and also use the more advanced formatting tools.

Now generate your project and go on to Lesson 6.

Lesson 6 - Creating Styles and More Formatting (Beginner)

What is Covered

This lesson teaches you how to create your own **Styles** and shows you how to further enhance the visual aspects of your topics using **Non-Scrolling Regions**, altering the **background colors** and **inserting pictures**.   It also explains briefly how to copy text from a **Help** file.

Setting Up the Practice Topic

First since we are going to be altering so much, lets use another topic.   Load "**Brunn's Membrane**" and we will use this as our practice topic.   To put some more text into this topic you can click on the **Paste** button and copy the text for the topic "**Tongue**" to the clipboard and then **Paste** it into your practice topic from the clipboard.

Copying from a Help file

Alternatively if you wanted to be really clever you could copy all of the text from this Lesson to the clipboard, and paste that into your practice topic.   This is done as follows.

1. Giving this lesson focus and select **Edit:Copy** from the menu above.   This shows you the plain text of this lesson.
2. Mark all the text you want to copy and then click on the **Copy** button.
3. Finally return to your project and paste the text from the clipboard into "**Brunn's Membrane**".

Defining New Styles

Now we have our text we can create a new style.   You can create any style you want but we have described how to create **Bold Red Indented**.

1. Choose Style:Define.   Click on the **New** button and enter the name for the style to be created - **Bold Red Indented**.   Base the new style on **<Default Style>** and click on **OK**.
2. Click on the **Character** button and select **Bold** (and what ever else you feel like).   Then click on the **Color** button and select the color **Red** (or Fuschia if you feel like).   Click on the **OK** button to exit the dialog and again click on the **OK** button to exit the **Character** dialog.
3. Click on the **Paragraph** button and set **Left** to 25 pt in the **Indents** box.   If you want to make a hanging indent set the **First line** to -25 pt.   Click on the **OK** button.
4. To apply the new **Style** to the current paragraph, click on the **Apply** button, otherwise click on the **OK** button which saves the new **Style** but does not apply it.

Go ahead now and practice by redefining the existing styles such as **Popup Header**.   If you change an existing style you should notice how this change affects paragraphs using this style in all topics.   This is what makes **Styles** such a powerful a tool because you can very quickly format a paragraph and then change the look of all topics in only a few keystrokes.

Non-Scrolling Regions

These are the areas at the top of a topic that remain fixed whilst the text below them can scroll, hence **Non-Scrolling Region**.   They are extremely useful in long topics such as this one since the topic title always remains in view.

However one problem with them is that they can only be used with jumps.   When they are used with popups only the text in the **Non-Scrolling Region** is displayed.

1. To insert a **Non-Scrolling Region**, place the cursor in the top line of the topic and select Edit:Non-Scrolling Region.
2. This will insert a line below the current paragraph which denotes a **Non-Scrolling Region**.

Background Color

You can define the background color used in both the **Scrolling** and **Non-Scrolling Regions** of the Topic.

1. Choose <u>Window:Define</u> and click on the **Scrolling Region** of the **Colors** box.
2. Select the color of choice and click on the **OK** button.
3. Now try the same for the **Non-Scrolling Region**.   You should notice how any changes you make affect all the topics.

Note - we find as a rule that a dark **Non-Scrolling Region** and a lighter **Scrolling Region** works well.

Inserting a Picture

This is easily done by choosing <u>Edit:Insert Picture</u>.   If you have any bitmaps you can insert them into your practice topic now, using the Common Dialog to locate them.   If you wish to edit a picture, for example the diagram in the main topic, you can either double click on the picture or place the cursor against the picture and call **Edit:Edit Picture**.

1. The picture, **face.bmp**, in the practice project is an embedded bitmap which allows you to wrap text around it.
2. The text only wraps around the embedded bitmap if there are no paragraphs.   To make the labels wrap it is necessary to use a soft crriage return
3. A soft carriage return is executed using **<SHIFT+ENTER>**.
4. It is easiest tice to the

Now generate your project and return to <u>Lesson 7</u>.

Lesson 7 - Helping Your Users Find Information (Advanced)

What is Covered

This lesson teaches you how to guide your users through your project using **Browse Orders** and also how to create the **Search** index by using **Keywords**..

Browse Orders

Browse Orders are the easiest way to guide users through a predetermined sequence of topics, or linking related topics.   They are also incredibly easy to set up.

1. Select <u>Topic:Browse Order</u> and you will see that a **Browse Order** has already been set up for you.

2. However it is incomplete as it does not contain the topics "**Tongue**" or "**Brunn's Membrane**".

3. To insert these two topics, click on the **Insert** button in the **Topics** box. This displays the **Available Help Topics** dialog because a topic can only be placed in one **Browse Order**.

4. Select your desired topics and insert them in the **Browse Order**.   Finally you can rearrange the order that the topics are displayed in by using the **Up, Down, Top** and **Bottom** buttons.

5. Once you are satisfied, close the dialog by clicking on **OK**.   This saves the **Browse Order** information.   **Note** that if you close the dialog by hitting **<ESC>** or clicking on the **Cancel** button, none of the changes will be saved.

Keywords

A **Keyword** is word or group of words that is attached to a topic and are used when the **Search** button is clicked.   You can attach as many keywords to a topic as you want, for example there are three topics with the word **Olfactory** in their title and you will see that each topic has the word **Olfactory** as one of it's keywords, as well as its topic title.

1. To attach **Keywords** to the topic "**Tongue**" give the topic focus and select <u>Topic:Keywords</u>.   Click on the **Add** button in the **Keywords** box and type in your required **keyword** (e.g. **Tongue**) and click on the **OK** button.

2. If you want to add another (e.g. **Taste**) then repeat the process.   When you are satisfied, exit the dialog by clicking on **OK.**   If you want you can do the same for your practice topic, **Brunn's Membrane**.

3. A helpful hint - You can automatically insert the **Topic Title** as a **keyword** by selecting <u>Options:Setup</u> and enabling the **Add To Keywords** check box in the **Initial Settings** box.   Now when a new topic is created, it's title is automatically added to the **Keywords** list.   Unfortunately the **keyword** is **NOT** changed if the the topic is renamed.

Adding Buttons to the Button Bar

You can add buttons to the button bar using **Macros.**   For example this tutorial uses a **Paste** button in Lesson 4 which, when clicked, jumps to another topic, copies all the text in that topic to the clipboard, and then jumps back to Lesson 4!   All this is done through Macros.

Similarly there is **Notepad** button in the **Senses** project which call the **Windows Notepad Program**.

To see how this is done see the <u>Lesson 9</u>.

Now go and generate your project and return to <u>Lesson 8</u>.

Lesson 8 - Importing and Exporting (Advanced)

What is Covered

This lesson describes all the available options for importing and exporting files etc.

Exporting Files

You can export two file types from SOS Help! Info-Author.   **Text** files with the extension **.SHT** (SOS Help Text), and **SOS Help! Project** files with the extension **.SHP** (SOS Help! Project)

1. **Text** files contain all text including the internal SOS Help! Info-Author formatting commands, whilst **Project** files contain all this plus the [CONFIG] information (i.e **Stylesheet** information) used by the generated project.

2. Exported text files are used to Spell Check large projects.   Although this can be done internally using **Edit:Spell Checker**, it is sometimes quicker, when there are many topics, to export it and check it externally.

3. Exported projects are used to move projects around, for example by e-mail, as they are the most compact in this form.

For more information see File:Export.

Importing Files

There are four file types you can import.   The first two, **Text** and **SOS Help! Project**, have already been dealt with.   In fact you have already imported an **SOS Help! Project (.SHP)** file.   The other two are **Norton Guides** and **WinHelp Projects**.

1. **Norton Guides** are imported very simply but you should see the SOS Help! Info-Author Help file for more information.

2. **WinHelp** files are files created for example using Microsoft's Word for Windows.   This is especially useful for people who have tried and failed to create a help project using Word, or who wish to improve on an old help file.

For more information see File:Import.

Now go on to Lesson 9.

Lesson 9 - WinHelp Macros (Advanced)

What is Covered

This lesson describes how to use basic macros, for example, to create buttons in the button bar of the generated project.   However we will not show you in detail how to use Macros as this is done in the SOS Help! Info-Author Help file.

Types and Uses of Macros

There are three types of Macros available, **Project, Topic** and **Link.**

1. **Project Macros** are executed when then project is opened.   They apply to the whole project and are set up by choosing File:Generate:Settings:Macros.   They can be used for creating buttons such as the **Browse Buttons** and the **Notepad** button you can see in your practice project.   Have a look at these commands

2. **Topic Macros** are executed when the Topic is called and are set up using Topic:WinHelp Macros. They will only execute when a topic is linked by a **Jump** but not by a **Popup**.

3. **Link Macros** are executed when the link is called.   They look like a jump but execute a macro when called.   They could be used for links to other Progams, or calling a clock or even calling the Notepad. They are setup using **Links:New** and setting the **Link Type** to **Macro**.

4. Have a look at the bottom line of the main topic and look at the **Macro** command to "**Call Notepad**".

5. Try altering the macros or even inserting your own in your practice topic.   For more help see the SOS Help! Info-Author Help file.   Generate the project and look at the effect of these macros.

Now go on to Lesson 10.

Contents

This tutorial contains Beginner and Advanced lessons.   Use the Beginner lessons to get started with SOS Help! Info-Author.   Use the Advanced lessons to get an idea what can be done.   You do not need to complete the Advanced lessons to get yourself up and running.

Welcome To The Tutorial

Welcome to the tutorial for the Demo version of   SOS Help! Info-Author.

The purpose of this tutorial is to get you creating your first Windows .HLP file as quickly as possible, whilst at the same time showing you some of SOS Help! Info-Author's features.   It is not as slick as some tutorials you may have seen, but it gives you immediate hands-on experience using this product.

HINT: You may find it easier to print out each topic in turn so that you can refer to a hard copy of instructions.   We have included a Print button in the button bar for you to use.

Overview

This tutorial contains **Beginner** and **Advanced** lessons.   Use the **Beginner** lessons to get started with SOS Help! Info-Author.   Use the **Advanced** lessons to get an idea what can be done.   You do not need to complete the **Advanced** lessons to get yourself up and running.

Feel free to practise for as long as you want as the lessons themselves are quite short and should only take you about 5 minutes each to read.   In fact this is by far the longest topic!!

The Demo

The demo is a cut down version of SOS Help! Info-Author.   Certain features are disabled on this demo as listed below.

1. The **Demo** is limited to **1 project** containing a maximum of **10 topics**.

2. If you wish to create another project you must first delete the existing project.

3. The File:Import features are disabled.   This means that none of the operations for importing, described in **Lesson 8**, will work.

4. The Edit:Spell Checker feature is disabled.

5. You cannot paste in **RTF** text from an external editor (e.g. Word for Windows), although you can **Insert RTF Commands** through the **Edit** menu.

6. The **Demo** does not come with a Help Compiler (e.g. **HCP.EXE**).   You will need a copy of this to generate your project.   You must also tell SOS Help! Info-Author where to find this help compiler. This is done through Options:System Preferences which is explained in the next section

Conventions and Setup

Bold text separated by colons, for example **Options:System Preferences**, are commands. They mean that you should first select the **Options** drop down menu, then choose the **System Preferences** option.

SOS Help! Info-Author does not know what **help compiler** you are using, or where to find it.   To give it this information choose Options:System Preferences, and give the full path and file name of the **help compiler** you are using (e.g. **C:\WINDOWS\HCP.EXE**).   Click on the **OK** button to close the **System Preferences** dialog.

The SOS Help! Info-Author home directory should be placed on the **Path**.   This is where SOS Help! Info-Author is stored, which defaults to **C:\SOS4WIN**.

The Practice Project

To save you time, we have provided a practice project called **A Sense of Taste and Smell** which is 90% complete.   You complete the remaining 10%.

Load SOS Help! Info-Author

Before we go any further please load SOS Help! Info-Author if you have not already done so.

Note - When SOS Help! Info-Author loads it may overlay this tutorial.   Bring it to the front using **<ALT+TAB>** as explained below.

Manipulating the Windows

If you are comfortable using Windows you can skim (or even skip) this section and move on to <u>Loading The Practice Project</u>.

1. Changing between Windows Screens

A short cut for switching between Windows applications is the **<ALT+TAB>** key combination.

1. To change between this tutorial and SOS Help! Info-Author, hold down the **<ALT>** key and tap the **<TAB>** key.   You can return to this tutorial by repeating the keystrokes.

2. In fact you can scroll through all the available applications by tapping the **<TAB>** key for each application.

2. Giving Focus To, Moving and Resizing a Window

1. The window (or application) with **focus** is the one in use.   To give a window focus, click the mouse somewhere inside it.   Alternatively use **<ALT+TAB>** to cycle between applications.

2. Notice that when you give a window **focus**, its **title bar** becomes active, i.e. it has color.

3. To move a window or application, click and hold the mouse in the appropriate title bar and drag it to the desired position.

4. To resize a window click the **up/down arrows** in the top right of the Window.

5. Alternatively **double click** in the **Title Bar**.   This switches between **full screen** and a **sized** window

3. The Split Screen

If possible, we recommend that you work in split screen mode with the practice project, **A Sense Of Taste And Smell**, on one side (e.g. the left) and this **The Tutorial** on the other, as follows:

1. First switch to a **sized** window.   Use the mouse to resize this tutorial by dragging the **corners** of the application window so that it is half the width of the screen, then move it to one side.

2. Now resize the blank SOS Help! Info-Author application so that it fills the opposite side of the screen.

3. Do not be afraid to make the **practice project** full screen by double clicking in the title bar as it is much easier to experiment on.   You can return to the split screen mode by double clicking in the title bar.   You can also cycle back to **The Tutorial** using **<ALT+TAB>**.

Alternatively you can print out each lesson using the Print button in the button bar!

Loading the Practice Project

1. Give focus to the blank SOS Help! Info-Author screen.

2. Choose <u>File:Open</u> and select the practice project "A Sense of Taste and Smell".

3. Click on the **OK** button and SOS Help! Info-Author will load the project.

4. Choose **Options:Project Preferences** and enter the full path and name for the help compiler you are using (e.g. **C:\WINDOWS\HCP.EXE**).   You have already entered these details in the **System Preferences** dialog, but this must also be done for an existing project.   However, if you create a new project, it will take its project preferences from the existing system preferences.

5. Click on the **OK** button to close the **Project Preferences** dialog.

6. You are now ready to begin this tutorial!

Click here to go to <u>Lesson 1 - Loading a Topic</u>, or click on the right **Browse Button** at the top of this topic.