












## How to Use Help

Online Help is a convenient way to obtain information about working with Pressworks. You can keep the Help window permanently on-screen while you work by selecting **Always on Top** from the **Help** menu of the Help window.

Click on a button below to read its corresponding information.

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## Moving around the Help

As in all Windows Help applications, you move around this Help to areas of interest using a system of 'jumps'. You can also 'pop up' definitions of specific words and phrases.

Most other Help systems show jumps as green text underlined with solid or dotted lines. In this Help, jumps are shown as buttons and popup definitions are denoted by underlined normal (black) text.



This button appears throughout the Help. It denotes a 'main' topic heading; another subject that may be relevant to the one you are currently reading about; a dialog box description; or more information of related interest. Click on the button, or on its title text, to 'jump' to its topic.



A definition is available for any word or phrase that is underlined. Click on the word(s) to 'pop up' the information. To close a popup window, click anywhere on the screen or press any key.

**Note:** To return to the contents page, click on the **Contents** button at the top of the Help window.

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## Choosing a Help topic

A help topic is like a page in a book; choosing a topic is the same as turning to a new page. To choose a Help topic, point to the button of the topic you want to read. The mouse pointer changes shape to a pointing finger. Click the mouse button to jump to that Help topic.

Alternately, you can press **Tab** or **Shift Tab** to highlight the button of your choice, then press **Enter** to display that Help topic.

Once the topic you want to read is displayed in the Help window, use the vertical scroll bar to move through the information as you read it.

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## Searching for Help

You can quickly search the Help for information on a specific subject. To do this:

1. Click on the **Search** button in the Help window's button bar. The **Search dialog box** will be displayed.
  2. Scroll through the list of subjects and click on the one you would like to read about to highlight it.
  3. Click on the **Show Topics** button. A list of the topics associated with that subject will be displayed.
  4. Select the topic you want to view.
  5. Click on the **Go To** button. The selected topic will be displayed in the Help window.
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## Browsing and backtracking

Use the **Browse** buttons (<< and >>) at the top of the Help window to browse backwards and forwards through the surrounding Help information.

- ◆ When you reach the first or last topic in a sequence, the **Browse** buttons are disabled.

Click on the **Back** button at the top of the Help window to backtrack through the hierarchy of help topics that you have viewed in the current Help session.

- ◆ If there is no previous topic to view, the **Back** button is disabled.
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## Returning to Help that you have viewed

Click on the **History** button at the top of the Help window to display a list of the previous 40 topics that you have viewed in the current Help session. Double-click on a topic to display it in the main Help window.

◆ The History window stays open until you close it or exit Help.

To close the History window, double-click on its Control-menu box or press **Alt F4**.

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## Annotating a Help topic

You can add your own comments to a Help topic by annotating it. To annotate the current Help topic:

1. Select **Annotate** from the Help windows **Edit** menu. The **Annotate dialog box** appears.
2. In the **Annotate** dialog box, enter the text you want to add to the Help topic, then click on **Save**.

A paper-clip icon is placed to the left of the topic title to remind you that you have added a comment to this topic.

To view the annotation:

1. Click on the paper-clip icon to the left of the topic title. The **Annotate** dialog box appears.
2. When you have finished viewing the annotation, click on **Cancel**.

If you no longer need your comments about the Help topic, you can delete the annotation. To delete an annotation, click on the paper-clip icon to display the **Annotate** dialog box, then click on **Delete**.

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## Defining and using bookmarks

Just as you can put bookmarks in a book to mark specific references, you can put bookmarks in Help topics you use frequently. To put a bookmark in the current Help topic:

1. Select **Define** from the Help windows **Bookmark** menu. The **Bookmark Define** dialog box appears.
2. In the **Bookmark Name** box, the topic title appears. If you want to use a different title to identify the topic, enter a name in this box.
3. Click on **OK**.

The bookmark name is now added to the **Bookmark** menu. To turn straight to the marked Help topic: Select the bookmark name for the topic you want to view from the **Bookmark** menu. The topic is opened in the Help window.

◆ If more than nine bookmarks have been defined, select **More** from the **Bookmark** menu. The **Bookmark** dialog box appears. Select the bookmark name for the topic you want to view, then click on **OK**.

If you no longer need a topic to be marked, you can delete the bookmark.

To delete the bookmark:

1. Select **Define** from the **Bookmark** menu. The **Bookmark Define** dialog box appears.
  2. Select the bookmark you want to delete.
  3. Click on **Delete**.
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## Printing Help

You can print the Help so that you have a hard copy to refer to. To print the current Help topic, select **Print Topic** from the Help windows **File** menu. The current Help topic is printed to the currently selected printer.

To choose a different printer, or to change the default printer options, select **Print Setup** from the Help window's **File** menu and choose the printer that you want to print to. For Help with the **Print Setup** dialog box click on its Help button.

**Note:** You *cannot* print information that is in a 'pop up' window.

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## Canceling Help

To close the Help window, select **Exit** from the Help window's **File** menu.

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### **Dialog box**

A window used to supply information to Windows Help. When a dialog box appears, all interaction with Windows Help must be through the dialog box.

### **Mouse pointer**

The cursor on screen that follows the movement of your mouse and indicates which area of the screen will be affected when you press the mouse button. The mouse pointer will change shape when performing certain tasks, e.g. when positioned over a 'jump' or 'pop up' it will change shape to a pointing finger.

**Scroll bar**

The bar that appears at the right-hand edge of a Help window whose contents is not entirely visible.



### **Control-menu box**

The standard bar-shaped icon at the top-left corner of a window.



