Purpose: This lecture is intended to introduce the student to Information and Help available with OS/2.

Objectives: After completing this lecture, the student will be able to:

- Use the master help index to learn how to perform tasks

- Use the tutorial to refresh their knowledge about OS/2

- Use F1 to get help about selected objects

- Choose correct on-line Help for specific needs

Time to Complete: 1 hr. including lab

Page 2: Information Folder

Open the Information folder and go through several objects inside and explain how to use each to obtain information. The Information folder provides a library of online books. Each book has a table of contents (Contents window), an index, a print menu, and a search function. Double-click on the book icon and go directly to the Contents window.

The following is a brief description of these books:

- Application Considerations describes specific performance issues for DOS, Windows, and OS/2 programs.

- The Command Reference describes how to use OS/2 commands.

- Multimedia provides a comprehensive guide to multimedia features, such as audio and video and describes multimedia programs that come with OS/2.

- Printing in OS/2 describes how to create a printer object, install printer drivers, and print text and graphics from a local printer or network printer. It also provides information on how to manage your print jobs and how to solve printer problems.

- Windows Programs Under OS/2 describes how to install and start programs from Program Manager, move programs to the OS/2 Desktop, copy and exchange data between Windows, DOS, and OS/2 programs, and improve program performance by

adjusting DOS and WIN-OS/2 settings.

- Performance Considerations describes how to manage system memory.

- Trademarks provides a reference list of trademarks for the IBM Corporation and other companies.

- REXX Information describes how to use the REXX procedures language.

Other Online Information:

- A Glossary provides an alphabetical list of computer and operating system terms and definitions.

Page 3-4: Tutorial

The Tutorial - Introducing OS/2 provides a tour of the system and walks you through tasks and concepts you need to know about to get started using OS/2.

Page 5: Master Help Index

The Master Help object provides an alphabetic list which contains topics and tasks you can do in OS/2. Master Help has organized information - almost like mini books, and adds another level of detail that helps you get your job done.

Page 6: Menu Help

Use the choices on the Help menu to:

• Display an index of references to the help topics for the program.

• Get general information about the program.

• Display a list and description of keys you can use.

• Find out how to get help for menu bar and menu choices, lists, entry fields, check boxes, radio buttons, push-button, and spin buttons.

• Display the copyright information.

Page 7: Help Using F1

To get help on a pop-up menu choice:

1. Use the cursor keys (the up and down arrow keys) to highlight the choice.

2. Press F1.

Or:

1. Point to the menu choice.

2. Press and hold mouse button 1.

3. Press F1.

4. Release mouse button 1.

Page 8: Review Questions

1. Which folder can the readme file be located?

2. Does the master help index allow you to print topics?

3. Which function key obtains the help menu?

Page 8: Answers

1. The readme file can be located in the Information folder.

2. Yes, the master help index allows you to print topics.

3. F1 obtains the help menu.

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