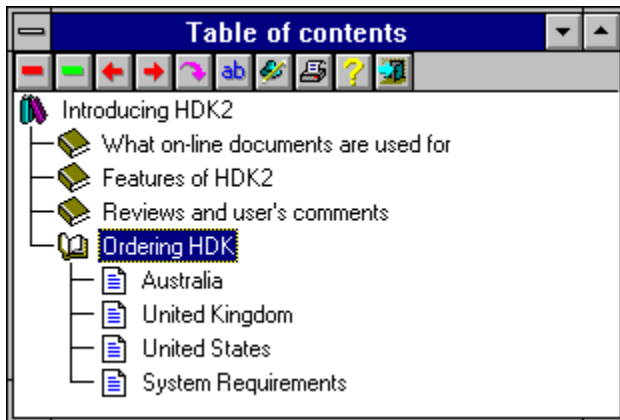


How to use the Table of Contents



Click on picture for an explanation of the components within the Table of Contents window.

The Expand/Collapse button will show or hide the pages in the currently selected book.



The expand button is active when the cursor is highlighting a closed book. Press this button to open it.



The collapse button is active when the cursor is highlighting an open book. Press this button to close it.



Pressing the **Plus** key on the numeric key pad will toggle the open state of a book or bookshelf.



Double clicking the open or closed book/bookshelf icon will change its state.

The close all non-essential book button closes all books other than one currently being highlighted by the cursor.



The close button closes all books except for those to the currently selected item.



Pressing the **Minus** key on the numeric key pad will close all books except for those to the currently selected item.



None

The browse all books buttons allow you to step through each entry in the table of contents and display the page associated with the selection.



The browse left button views the previous page.



The browse right button views the next page.



The **left arrow** key corresponds to the browse left button while the **right arrow** key corresponds to the browse right button.



Topics can be viewed by double clicking on their titles.

The active page button forces the currently selected title to be displayed in the viewing window.



The active page button forces the currently selected title to be displayed in the viewing window.



Pressing the **Enter** key will force the currently selected title to be displayed in the viewing window.



Double clicking on a title will force it to be displayed in the viewing window.

The change view button allows you to switch between the table of contents view or the alphabetical list of all titles in the table of contents.



The alphabetic view button displays all titles in the table of contents as an alphabetical list.



The outline view button displays all titles as a hierarchal list.



Pressing the **Ctrl-A** key sequence will toggle between the alphabetical and outline views.



None.

The style button brings up a menu of options and allows you to change the style of the Table of contents.



The style button will display a menu of options and styles.



Pressing the **Ctrl-S** key sequence will display a menu of options and styles.



None.

The print button will allow you to print pages, books and all topics in the system.



The print button will display a menu of printing scopes.



Pressing the **Ctrl-P** key sequence will display a menu of menu of printing scopes.



None.

The help button will display help on how to use the table of contents window.



The help button will display help on how to use the table of contents window.



Pressing the **Ctrl-H** key sequence will display help on how to use the table of contents window.



None.

The close table of contents button will close the table of contents window.



The close button will close the table of contents window.



Pressing the **Ctrl-X** or **Alt-F4** key sequences will close the table of contents window.



Double click the system menu icon in the top left hand corner of the window.



Restore window when minimized or maximized



Move window



Change size of window



Minimize the window



Maximize the window



Close the window



Switch to other applications

The maximize button displays the table of contents window so it fills the whole screen.



The maximize button will maximize the table of contents window.



None.



Double click the caption bar will also maximize the table of contents window.

The minimize button displays the table of contents window as a icon.



The minimize button will minimize the table of contents window.



None.



None.



The bookshelf / file cabinet icons are used to show multiple manuals in the system. You can open or close a book case or file cabinet by double clicking on the icon. To display the topic associated with a book case or file cabinet, double click on the title.



The book / folder icons are used to show sections in a manual. You can open or close a book or folder by double clicking on the icon. To display the topic associated with a book or folder, double click on the title.



The page icon is used to represent a topic in a book. You can view the topic by double clicking on the icon or the title.

The highlighted topic is used in two ways;

1. Tracking the topics viewed in the system

When the viewing window changes, the cursor bar will move to reflect the topic being viewed. This allows you to see where you are in the system.







2. Allow keyboard viewing of the system

You can move the cursor bar by using the up and down arrow keys. To display the topic highlighted in the table of contents, press the Enter key. This allows you to quickly peruse the table of contents without having every intermediate topic displayed.

The titles are the names of the topics that you may view in the system. To view the topic associated with a title, either double click on the title or press the Enter key.




The style and options menu

| |
|-------------------------------|
| Restore position |
| Change <u>i</u> cons |
| <u>A</u> lways on top |
| ✓ Show <u>r</u> evision marks |
| Change <u>F</u> ont ... |
| <u>A</u> bout ... |

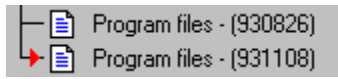
-  Restores the window to the settings defined by the author.
-  Switches between the book case and file cabinet icons.
-  Forces the window to stay on top of all other windows.
-  Displays/Hides the author's revision marks.
-  Change the font used in the table of contents.
-  Displays the version and copyright information.

The print menu

| |
|--|
| <u>C</u>urrent topic |
| Current topic and <u>s</u>ub-topics |
| <u>A</u>ll topics |

-  Prints the currently selected topic
-  Prints the currently selected topic and all its sub-topics.
-  Prints all topics in the system*

* When the table of contents is being viewed alphabetically, topics are printed in alphabetical order.



Revision marks are used by the author to show topics that have been changed or added since the last release of the system.



The table of contents supports two icon sets. One is based on the book case metaphor and the other is based on the file cabinet metaphor. Operationally they perform in exactly the same way.

