

Using Help Contents

If you are new to Microsoft Help, choose Help Basics.

Help Categories

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To choose a Help topic:

- ▶ Click the green underlined topic you want to view.
Or press TAB to select the topic. Then press ENTER.
When the pointer is over a hotspot, the pointer changes to a hand icon.

To exit Help:

- ▶ Choose Exit from the File menu.
Or press ALT+F4.

Help Basics

Scrolling Help topics

- ▶ To see all the topic information, use the scroll bar.

Moving around in Help

- ▶ Click a button in the Help button bar to: return to the Contents screen, search for Help topics, back up to the previously viewed topic, or revisit a topic in the History list.

Enlarging the Help window

- ▶ To make Help information easier to read, click the Maximize button.
Or press ALT+SPACEBAR and choose Maximize from the Control menu in Help.

Displaying popup windows

- ▶ To display more information in a popup window, click dotted-underlined text.
Or press TAB to select dotted-underlined text and then press ENTER.
Click the mouse or press any key to close the popup window.

Accessing Help from your application

- ▶ Press F1 to display Help on the selected command, open dialog box, or displayed message, or to display the Help Contents screen.
- ▶ Or choose a command from the application's Help menu.
- ▶ Or press SHIFT+F1 to request help on a command, a screen region (a scroll bar, for example), or a key/key combination.

Viewing an application and Help together

- ▶ To arrange the application and Help windows, double-click the desktop. Then choose the Tile button in Task List.
Or press CTRL+ESC and then choose the Tile button.

Minimizing Help

- ▶ To shrink the Help window, click the Minimize button.
Or press ALT+SPACEBAR and choose Minimize from the Control menu.



Related Topics

Buttons

[Help Buttons](#)

Commands

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Keys

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Procedures

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Help Buttons

Help buttons let you move around easily in Help. If the feature is not available, the button name appears dimmed.

NOTE: Some applications may add additional Help buttons not described in this table. Also, the Browse buttons will only appear if the application's Help offers this feature.

Button	Key	Function
Contents	C	Displays the Help Contents for the application.
Search	S	Lists all the Help <u>keywords</u> for the application. By typing or selecting a keyword, you can search for and go to specific Help topics.
Back	B	Displays the last <u>topic</u> you viewed. Help moves back one topic at a time in the order you viewed each topic, until you return to the Help Contents.
History	T	Displays the last 40 topics you have viewed. The most recent topic seen appears first. To revisit a topic, double-click it.
<<	, (<)	Displays the previous topic in a series of related topics, until you reach the first topic in the series. Then the button is dimmed.
>>	. (>)	Displays the next topic in a series of related topics, until you reach the last topic in the series. Then the button is dimmed.

To choose a Help button:

- ▶ Click the Help button you want.
 - Or press the letter underlined in the Help button's name.
-  Related Procedures

Procedures

[Getting Help from the Contents](#)

[Searching for Help Topics](#)

[Backtracking Through Help Topics](#)

[Using the History Button to Revisit a Help Topic](#)

[Browsing Help Topics](#)

Help Commands

Click a menu name to see its commands. Or press TAB to select a menu and press ENTER.

- File
- Edit
- Bookmark
- Help

File Menu Commands

Click the commands you want help on. Or press TAB until you select the command and then press ENTER.

File
Edit
Bookmark
Help
Open...
Print Topic Printer Setup...
Exit

Edit Menu Commands

Click the commands you want help on. Or press TAB until you select the command and then press ENTER.

F ile
E dit
B ookmark
H elp
C opy...
A nnotate...

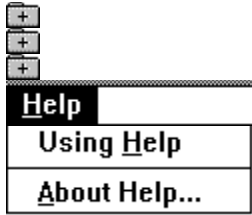
Bookmark Menu Commands

Click the commands you want help on. Or press TAB until you select the command and then press ENTER.

<u>F</u> ile
<u>E</u> dit
Bookmark
<u>H</u> elp
<u>D</u> efine...
<u>1</u> Undoing
<u>2</u> Selecting
<u>3</u> Moving
<u>4</u> Scrolling
<u>5</u> Copying
<u>6</u> Cutting
<u>7</u> Pasting
<u>8</u> Printing
<u>9</u> Deleting
<u>M</u> ore...

Help Menu Commands (in Help)

Click the commands you want help on. Or press `TAB` until you select the command and then press `ENTER`.



Open Command



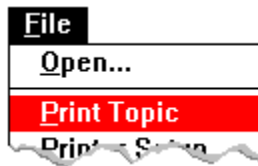
Opens an existing Help file.

The current Help file closes when you open a new Help file.



Related Procedure

Print Topic Command



Prints the topic displayed in the Help window.

Help prints entire the topic, including graphics, but it does not print any annotations you might have made.

If you have connected and installed a printer, Help automatically prints to the default printer.


 Related Procedure

Printer Setup Command

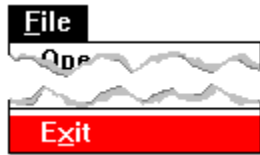


Sets printer options for Help before printing a topic.

You can:

- Select a default printer for Help.
 - Choose Setup and change options for the printer.
- The available options depend on the type of printer selected.
-  Related Procedure

Exit Command



Exits Help.

When closing, Help saves any annotations or bookmarks you created.



Related Procedure

Copy Command




Places the text of the current Help topic in the Copy dialog box.

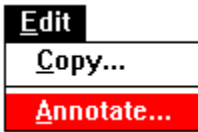
In the Copy dialog box you can:

- Select a portion of the topic text that you want to copy to the Clipboard.
- Copy the entire Help topic to the Clipboard.

From the Clipboard, you can paste the text into another application or document.


 Related Procedure

Annotate Command




Adds text to the current Help topic.

In the Annotation dialog box you can:

- Type the text (annotation) that you want to add to the Help topic.
- Edit an existing annotation.
- Delete an annotation.
- Copy an entire annotation or a portion of it to the Clipboard.
-  Paste the contents of the Clipboard into the Annotation dialog box.

Annotations are marked with a paper clip icon, which appears to the left of the first character in the current Help topic.




-  Related Procedure

Define Command



Places a bookmark at the current Help topic or removes a bookmark from a topic.

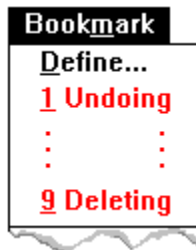
In the Bookmark Define dialog box you can:

-  Type the name of the bookmark that you want to add to the Help topic.
-  Edit the proposed name of the bookmark.
-  Delete a bookmark.

The name you specify for the bookmarked topic appears on the Help Bookmark menu. Once you have defined a bookmark, you can get to that topic quickly by choosing the bookmark name from Bookmark menu.

-  Related Procedure

(Bookmark Names)



Appears on the Bookmark menu after you have defined a bookmark so you can choose the bookmarked topic you want to display in the Help window.

 Related Procedure

(More) Command



Appears as the last item on the Bookmark menu when you have defined more than nine bookmarks.

Choosing More displays the Bookmark dialog box, which contains a list of all the bookmarks you've defined in the current Help [file](#).


 Related Procedure

Using Help Command



Displays the Help Contents for the Using Help topics.

Choosing this command is the same as pressing F1 or choosing the Contents button.

 Related Topic

About Help Command



Displays important information about the Microsoft Help application, including version number and copyright notice.

<< button



Displays the previous topic in a series of topics. Use this button to move backwards from topic to topic in the order they are organized in Help. It is in the Help button bar near the top of the Help window.

>> button



Displays the next topic in a series of topics. Use this button to move forward from topic to topic in the order they are organized in Help. It is in the Help button bar near the top of the Help window.

active

Describes the selected window or icon that you are currently working with. The next keystroke or command you choose is always applied to the active window. If a window is active, it appears in front of all other windows on the desktop, and its title bar changes color to differentiate it visually from other windows. If an icon is made active, its Control menu appears.

Inactive is the opposite of active and describes windows or icons on the desktop that are not selected.

application

A computer program used for a particular kind of work, such as word processing. This term is often used interchangeably with "program."

Back button

Goes back to the Help topic you have just seen. Use this button to backtrack through the topics you have seen so far. It is in the Help button bar near the top of the Help window.

Clipboard

A temporary storage area in memory, used to transfer information. You can cut or copy information onto the Clipboard and then paste it into another document or application.

command

A word or phrase, usually found in a menu, that you choose in order to carry out an action.

Contents button

Displays the active application's Help Contents, where you can choose the kind of Help you want for that application. It is in the Help button bar near the top of the Help window.

Control menu

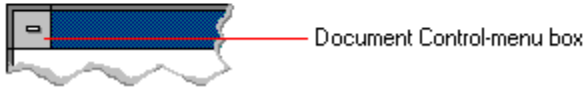


The menu farthest to the left in the title bar, indicated by a SPACEBAR icon. The Control menu appears on every application that runs in a window and on some non-Windows applications. Document windows, icons, and some dialog boxes also have Control menus.

For application windows, document windows, icons, and dialog boxes, Control menu commands move, change the size of, and close windows. You can also switch to Task List by using the Control menu. The Control menu commands also transfer information and perform other functions, depending on the application.

Control-menu box

The icon (symbolized by a SPACEBAR) that appears farthest to the left in the title bar and that opens the Control menu for the window.



default printer

The printer that applications automatically use when you choose the Print command. You can have only one default printer, and the default printer must also be the active printer on the port. The printer you use most often should be made the default printer.

desktop

The background of your screen, on which windows, icons, and dialog boxes appear.

dialog box

A rectangular box that either requests or provides information. Many dialog boxes present options for you to choose among before the application can carry out a command. Some dialog boxes present warnings or explain why a command can't be completed.

document

Whatever you create with an application, including information you enter, edit, view, or save. A document can be a business report, a spreadsheet, a picture, and so on.

extension

Part of a file or directory name appearing after a period. The extension can provide additional information. It usually indicates the type of file or directory. For example, program files have default extensions of .COM or .EXE .

Many applications include a default extension automatically when you save a file the first time. For example, Notepad adds .TXT to all filenames unless you specify otherwise.

file

A document or application that has been given a name. All documents are stored as files.

Help button bar



Contains the Help buttons you can use to move to topics. It is located near the top of the Help window.

History button



Displays a list of the Help topics you have viewed. Use this button to revisit any of the last 40 Help topics you have viewed. The most recent topic appears first. The History button is in the Help button bar near the top of the Help window.

hotspot

Text, graphics, or parts of graphics that provide links to other Help topics or to more information about the current topic.

Whether text or graphics, the pointer changes shape whenever it is over a hotspot. If the hotspot is linked to another topic, that topic will appear in the Help window. If the hotspot is linked to more information, Help displays the information in a popup window on top of the main Help window.

icon

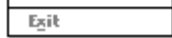
A graphic representation of a disk drive, a directory, a group, an application, a document, and so on. You can restore an application icon to a window when you want to use the application.

keyword

Words in the Help Search dialog box that are associated with topics. Each application's documentation has its own keyword list, including the glossary words in Help. You select from the list of keywords or type a keyword to see the list of topics associated with the keyword.

Maximize button

The small button at the right end of the title bar containing an Up arrow. Mouse users can click the Maximize button to enlarge a window to its maximum size. Keyboard users can use the Maximize command on the Control menu.

menu

A list of available commands in an application window. Menu names appear in the menu bar near the top of the window. The Control menu, represented by the Control-menu box at the left end of the title bar, is common to all applications. You use a command on a menu by selecting the menu name, then choosing the command you want.

Minimize button

The small button at the right end of the title bar containing a Down arrow. Mouse users can click the Minimize button to shrink a window to an icon. Keyboard users can use the Minimize command on the Control menu.

pathname

The directions to a directory or file within your system. For example, C:\WORK\APPTS\JUNE.CAL is the pathname of the JUNE.CAL file in the APPTS subdirectory in the WORK directory on drive C.

pointer

The shape of the pointer indicates its function.



For selecting items, scrolling, resizing windows, and moving windows and dialog boxes with your mouse. This is the pointer you will see most often.



For choosing a Help topic.



For selecting text with your mouse.



For changing the size of a window with your mouse.



For changing the location or size of a window with your keyboard.



For indicating the application is processing your request.

Restore button



The small button at the right end of the title bar containing both an Up arrow and a Down arrow. The Restore button appears only after you have enlarged a window to its maximum size. Mouse users can click the Restore button to return the window to its previous size. Keyboard users can use the Restore command on the Control menu.

scroll bar



A bar that appears at the right and/or bottom edge of a window whose contents aren't completely visible. Each scroll bar contains two scroll arrows and a scroll box, which allow you to scroll within the window or list box.

Search button

Displays the keywords you can use to search for related topics. Use this button to look for topics related to a keyword. It is in the Help button bar near the top of the Help window.

Task List

A window that shows all the applications you have running and lets you switch among them. You can open the Task List window by choosing Switch To from the Control Menu or by pressing CTRL+ESC.

topic

A screen of information (text and graphics) that appears in the Help window. Basically, a topic represents the way information has been divided up in an application's Help. Most topics begin with a title and contain a very limited amount of information, although you often have to scroll to reach the end of a topic. Pop-up windows and contents screens, however, are not generally thought of as topics, since they only exist to support the primary topics.

In addition, topics are often organized by category or type. For example, all topics that discuss the application's menu commands might be grouped together. Step-by-step instructions, tables of key equivalents, and system messages are other common topic categories.

Help Procedures

The Procedures [topics](#) give you step-by-step instructions for using Microsoft Help 3.1. Use the [scroll bar](#) to see items not currently visible in the Help window.

Procedures

[Annotating Help Topics](#)

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Annotating Help Topics

You can add your own comments to a Help topic. When you make an annotation, Help places a paper clip icon to the left of the topic title to remind you that you have added text to this topic.

To add text to the current Help topic:

- 1 Choose Annotate from the Edit menu in Help.
- 2 Type the text you want to add in the box provided in the Help Annotation dialog box.
If you make a mistake, press BACKSPACE to erase any unwanted characters and then continue typing.
Text wraps automatically in the edit box, but you can end a line before it wraps by pressing ENTER.
- 3 Choose the Save button when you have finished creating the annotation.

To view an annotation:

- 1 Go to the topic where you made the annotation.
- 2 Click the paper clip icon.
Or press TAB to highlight the paper clip icon, and then press ENTER.
- 3 Choose the Cancel button when you have finished reading the annotation.

To remove an annotation:

- 1 Go to the topic where you made the annotation you want to delete.
- 2 Click the paper clip icon.
Or press TAB to highlight the paper clip icon, and then press ENTER.
- 3 Choose the Delete button.




Related Command

Backtracking Through Help Topics

The Back button lets you back up through the Help topics you have already viewed in the order in which you viewed them. If there is no previous topic to view, the Back button appears dimmed. The record of which topics you have viewed is erased each time you minimize or close the Help window.

To backtrack through Help topics:

 Choose the Back button on the Help button bar.


Or press B.

You return to the previously viewed topic. Help shows the window as you left it unless you resized the window before backtracking.

Browsing Help Topics

If the browse buttons (<< and >>) appear in the Help window, it means that certain Help topics have been grouped together so that you can view them one after the other. For example, you might browse through all these procedure topics.

To view the next topic in the browsing order:

 Choose the >> button on the Help button bar.

Or press the period (.) key.

When you reach the last topic in a browsing sequence, the >> button is dimmed.

To view the previous topic in the browsing order:

 Choose the << button on the Help button bar.

Or press the comma (,) key.

When you reach the first topic in a browsing sequence, the << button is dimmed.

Changing Printers and Printer Options

Help prints [topics](#) on the [default printer](#). If you have installed more than one printer, you can make any of your installed printers the default printer. You can also change the default printer options.

To change printers and printer options:

1 Choose Printer Setup from the File menu in Help.

2 Select the printer that you want to print on.

3 Choose the Setup button to change the default printer options.

In the dialog box that appears, the available options depend on the printer you chose.

4 Select the options you want.

For more information on the options, choose the Help button in the printer's Setup dialog box.

5 Choose OK to close the printer's Setup dialog box.

6 Choose OK.



Related Topics

Procedure

[Printing Help Topics](#)

Command

[Printer Setup Command](#)

Choosing Hotspots in Help

Microsoft Help includes graphics and words or phrases that are "hot," meaning that they provide links to other Help topics and to more information about the current topic.

Text hotspots are colored green and have either a solid or dotted underline. Graphics that are hot have no special visual cue. However, whether text or graphics, the pointer changes shape whenever it is over a hotspot.



To choose a hotspot:

- 1 Point to the green text or hot graphic.

The pointer changes shape.

- 2 Click the mouse button.

Or press `TAB` to highlight the hotspot, and then press `ENTER`.

If the hotspot is linked to another topic, that topic will appear in the Help window.

If the hotspot is linked to more information, Help displays the information in a popup window on top of the Help window.

To close a popup window:



Click anywhere.

Or press any key.

Copying and Pasting Annotations

You can copy text from an annotation and paste it into another annotation or into another document. Likewise, you can paste text from other documents into annotations.

To copy an annotation:

- 1 Go to the topic where you made the annotation you want to copy.
- 2 Click the paper clip icon.
Or press `TAB` to highlight the paper clip icon, and then press `ENTER`.
- 3 Choose the Copy button to copy the entire annotation to the Clipboard.
Or select the text in the annotation that you want to copy to the Clipboard and then choose the Copy button.
- 4 Choose the Save button to close the Annotate dialog box.

To paste an annotation:

- 1 Copy onto the Clipboard the text that you want to paste into the annotation.
- 2 Go to the topic where you want to paste the annotation.
- 3 Click the paper clip icon.
Or press `TAB` to highlight the paper clip icon, and then press `ENTER`.
- 4 Choose the Paste button to paste the contents of the Clipboard at the beginning of the topic.
Or place the insertion point where you want to insert the new text and then choose the Paste button.
- 5 Choose the Save button to save the changes and close the Annotate dialog box.



Related Command

Copying Text in Help Topics to the Clipboard

You can copy some or all of the text in a Help topic onto the Clipboard. From the Clipboard, you can paste the text into another application or document.

NOTE: You cannot copy the graphics in a Help topic to the Clipboard.

To copy text in the current Help topic onto the Clipboard:

- 1 Choose Copy from the Edit menu in Help.
- 2 Choose the Copy button to copy all the text to the Clipboard.

Or select the text you want to copy to the Clipboard and then choose the Copy button.

You can paste the text on the Clipboard into a Help annotation or into a document from another application.

You can also copy the entire contents of a Help topic directly to the Clipboard without displaying the Copy dialog box.

To copy the entire topic directly to the Clipboard:



Press CTRL+INS.



Related Command

Defining and Using Bookmarks

Just as you can place bookmarks in a book to mark specific references, you can place bookmarks at Help [topics](#) you use frequently. Once you have placed a bookmark at a topic, you can get that topic quickly from Help's Bookmark menu.

To place a bookmark at the current topic:

- 1 Choose Define from the Bookmark menu in Help.
- 2 Type the name you want to give to the Bookmark in the Bookmark Name box. Then choose OK.
Or just choose OK to use the topic title as the bookmark name.
The bookmark name now appears on the Bookmark menu in Help.

To go to a bookmarked topic:

- 1 Select the Bookmark menu in Help.
- 2 Choose the bookmark name for the topic you want to view.
Underlined numbers precede the first nine bookmark titles. You can press the corresponding number key to go quickly to a marked topic.
If more than nine bookmarks have been defined, choose More from the Bookmark menu in Help. Select a bookmark in the Go To box, and then choose OK.

To remove a bookmark:

- 1 Choose Define from the Bookmark menu in Help.
- 2 Select the bookmark you want to remove.
- 3 Choose the Delete button.

The bookmark name is removed from the Bookmark menu in Help.



Related Topics

Commands

[Define Command](#)

[Bookmark Names](#)

[More Command](#)

Displaying the Help Contents Screen

One way to get the kind of Help you want is to display the Help Contents for an application. The Contents screen lists the available Help topics and topic categories for the application.

To display the Help Contents for an active application:

- 1 If the application window isn't active, select it.

The window's title bar changes color or intensity when it becomes active.



- 2 Press F1.

Or choose Contents from the application's Help menu.

The Microsoft Help window opens and displays the Help Contents screen.

If you already using Help and you want to return to the Help Contents, you use the Contents button.

To display the Help Contents from within Help:

-  Choose the Contents button in the Help button bar.
-  Related Topic

Getting Help from an Application's Help Menu

You can get Help by choosing a command from the application's Help menu.

To choose the Help you want from the application's Help menu:

- 1 Select the Help menu.
- 2 Choose the Help command you want.

Help displays a list of topics for you to choose from.



Related Topic


Minimizing or Closing the Help Window

When you have finished using Help, you can minimize the Help window to an icon or close it. The Help icon looks like this:



Winhelp

To minimize Help:

 Click the Minimize button in the upper-right corner of the Help window.

Or choose Minimize from the Control menu.

The Help window closes, but the Help icon remains at the bottom of the desktop. When you press F1, Help reappears, showing the last topic you viewed.

To close Help:

 Choose Exit from the File menu in Help.

The Help window closes, and Help is removed from the desktop. When you reopen Help, the Help window retains its size and location.

 Related Command

Opening Help Files

You can open the Help file for any application that uses Help. You do not have to be using the application to open a Help file. For example, you can be working in Notepad and open the Help file for Program Manager and read about using group windows.

To open a Help file:

- 1 Choose Open from the File menu in Help.
- 2 Type the complete pathname with the .HLP extension in the Filename box. Then choose OK.
Or to use the Files and Directories boxes to open the file, complete steps 3 and 4.
- 3 Double-click in the Directories list box to find the directory that contains the Help file.
Or select the directory and press ENTER.
Or if the file is in the current directory, skip this step.
- 4 Double-click the filename in the Files box.
Or select the file and press ENTER.



Related Command

Printing Help Topics

To print the current topic:



Choose Print Topic from the File menu in Help.




Related Command

Searching for Help Topics

If you know what kind of information you want, you can probably find it more quickly by using Help's Search button. The Search dialog box lets you look up Help information by typing in keywords. For example, you can look up all the topics that have the keyword "save" associated with them. Those topics should provide you with information about saving different kinds of items, such as files and documents.

To search for a Help topic:

- 1 Choose the Search button in the Help button bar.
The Search dialog box appears.
- 2 Type the word or phrase you want to find in the text box. 
- 3 Choose the Show Topics button.
Help displays all the topics associated with the keyword in a list box.
- 4 Select the topic you want to view. If necessary, use the scroll bar to view more topics.
- 5 Choose the Go To button.
Help displays the topic you selected.

You can use your keyboard to move quickly to different parts of the list. The list box scrolls automatically to those keywords that most closely match what you are typing in the text box.

Using the History Button to Revisit a Help Topic

Help keeps track of the 40 most recent topics you have viewed so that you can return quickly to information you have already seen.

To use the History button to return to a topic:

- 1 Choose the History button in the Help button bar.


The History window displays a list of the last 40 topics you have seen since you requested Help.

- 2 Select the topic you want to return to.

If necessary, use the scroll bar to see more topics.

The History window stays visible until you close it or quit Help.

To close the History window:

 Double-click the Control-menu box.

Or press ALT+F4.

Useful Keys in Help

Use the following keys to get Help:

<u>To</u>	<u>Press</u>
Start Help and display the Contents for the <u>application</u> . If the Help window is already open, pressing F1 displays the Contents for the Using Help <u>topics</u> .	F1
In some <u>applications</u> (such as Program Manager and File Manager), pressing F1 displays a Help topic on the selected command or dialog box option.	
Add a question mark to the <u>pointer</u> . You can then use the question mark pointer to choose the command, click the screen region, or press the key or key combination you want to know more about.	SHIFT+F1
This feature is available only in certain applications. It is NOT available in any of the applications that come in the retail Windows package.	

Key equivalents for the Help buttons:

<u>To</u>	<u>Press</u>
Display the Help Contents for the application	C
List all the search <u>keywords</u> for the application	S
Go back to the last topic you viewed	B
Display the last 40 topics you have viewed in a window	T
Display the previous topic in a series of related topics	< (or comma)
Display the next topic in a series of related topics	> (or period)


Use the following keys while working in Help:

<u>To</u>	<u>Press</u>
Select a <u>hotspot</u> . Pressing TAB repeatedly moves you clockwise to other hotspots in the topic.	TAB
Select a hotspot. Pressing SHIFT+TAB repeatedly moves you counter-clockwise to other hotspots in the topic.	SHIFT+TAB
Select all the hotspots in a topic.	CTRL+TAB
Copies the entire contents of the current Help topic directly to the <u>Clipboard</u> without displaying the Copy dialog box.	CTRL+INS
Or copies an entire annotation or a portion of	

it to the Clipboard.

Pastes the contents of the Clipboard into the Annotation dialog box. SHIFT+INS

Closes the Help window. ALT+F4

 Related Topics

Basics

[Accessing Help from an Application](#)

Buttons

[Help Buttons](#)

Commands

[Copy Command](#)

[Exit Command](#)

[Using Help Command](#)

Procedures

[Backtracking Through Help Topics](#)

[Browsing Help Topics](#)

[Choosing Hotspots in Help](#)

[Copying and Pasting Annotations](#)

[Copying Text in Help Topics to the Clipboard](#)

[Displaying the Help Contents Screen](#)

[Getting Help from an Application's Help Menu](#)

[Minimizing or Closing the Help Window](#)

[Searching for Help Topics](#)

[Using the History Button to Revisit a Help Topic](#)

