Using Help

If this is your first time to use online help, choose <u>Introduction to Help</u>. Use the scroll bar to see more entries.

To choose a Help topic, click on the green, underlined topic of your choice.   Additional information about that topic appears on your screen. To remove the definition box, click the mouse button or press any key on the keyboard.

Introduction

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Keyboard Information

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Menu Commands

This section contains information about the menus and commands in Help.

[File Menu Commands](#)

[Edit Menu Commands](#)

[Bookmark Menu Commands](#)

Tasks and Topics

This section contains information about Help's tasks and topics.

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Keyboard Information

This section contains information about using the keyboard in Help.

      [Keyboard Short Cut Keys](#)

      [Use the Keyboard in Help](#)

File Menu Commands

Open

Lets you open a Help file for another application.

Print Topic

Prints the current Help topic.

Print Setup

Lets you change your printer settings for printing Help topics.

Exit

Exits Help and returns you to the previous screen.

Edit Menu Commands

Copy

Lets you highlight the current Help information and copy it to the Clipboard.

Annotate

Lets you add notes about the current Help topic.

Annotate a Help Topic

Change an Annotation

Delete an Annotation

Read an Annotation

Bookmark Menu Commands

Define

Lets you add a <u>bookmark</u> for the current Help topic.

Delete

Lets you delete a <u>bookmark</u> for the current Help topic.

Specific Bookmark

After you have added a bookmark to a Help topic, a menu command for that topic's title appears on the Bookmark Menu. When you choose one of these titles from the menu, that specific Help topic appears on the screen.

Advanced Options Dialog Box

Use the options in the *Advanced Options* dialog box to specify advanced font and printing information (for postscript printers).

TrueType Fonts Box

1 At the *Send to Printer as:* prompt, select how the printer driver should send TrueType fonts to your printer. (Click on the ▩ icon, and then highlight the desired format.)

2 [Optional] Check (⊠) the *Use Printer Fonts for All TrueType Fonts* option to print using the closest matching printer fonts in place of the TrueType fonts in your document.

> **Note:** You can specify another font, using the *Use Substitution Table* option.

3 [Optional] Check (⊠) the *Use Substitution Table* option to specify another font to use.

4 If you selected the *Use Substitution Table* option, choose the *Edit Substitution Table* button. If you did not select this option, continue with the Memory box information below.

    a. At the *For TrueType Font:* box, select the TrueType font you want to replace when printing your document.

    b. At the *Use Printer Font:* box, select the printer font you want to use to replace the TrueType font you selected.

    c. Choose the appropriate button.

    MORE

Memory Box

1 At the *Virtual Memory (KB):* prompt, type a number (in kilobytes) to specify how much of the printer's virtual memory you want to use.

> **Note:** The default value is recommended by the printer manufacturer and should work in most cases. If your document contains a lot of different fonts and is not printing correctly, you might try lowering this value.

2 [Optional] Check (⊠) the *Clear Memory per Page* option to clear the printer memory and resend fonts to the printer after printing each page.

> **Note:** Select this option if your document contains TrueType or soft fonts.

Graphics Box

1 At the *Resolution (DPI)* prompt, click on the ▩ icon, and then select the resolution you want to use for printing graphics.

> **Note:** Most printers cannot print at resolutions higher than 300 DPI (dots per inch).

2 At the *Halftone Frequency* prompt, type the number of lines per inch that you want to use for halftone screens.

> **Note:** The default value should work in most cases.

3 At the *Halftone Angle* prompt, type the number for the angle pattern that you want to use for halftone screens.

> **Note:** The default value should work in most cases.

4 [Optional] Check (⊠) the *Negative Image* option to print your document using inverted gray scales.

5 [Optional] Check (⊠) the *Mirror* option to print a mirror image of your document.

6 [Optional] Check (⊠) the *All Colors to Black* option to print color images in black and white only.

7 [Optional] Check (⊠) the *Compress Bitmaps* option to compress any graphic images

in your document before sending them to the printer.

Conform to Adobe Document Structuring Convention Checkbox

- Check (
☒) this option to create a printed document that conforms to Adobe's Document Structuring Conventions.

Note: Do not select this option if you are creating EPS files.

Print PostScript Error Information Checkbox

- Check (
☒) this option to print out information about any PostScript errors that are encountered while printing your documents.

OK, Cancel, and Defaults Buttons

- Choose *OK* to save the current advanced print option settings and return to the *Options* dialog box.
- Choose *Cancel* to return to the *Options* dialog box without changing any of the advanced printing options.
- Choose *Defaults* to reset the *Virtual Memory (KB)*, *Resolution (DPI)*, *Halftone Frequency*, and *Halftone Angle* settings to the values recommended by the printer manufacturer.

Annotate

The Annotate commands enable you to personalize Help topics by adding, modifying, and reading your own notes.

[Annotate a Help Topic](#)

[Change an Annotation](#)

[Delete an Annotation](#)

[Read an Annotation](#)

Annotate a Help Topic

1 Choose the Edit Menu's *Annotate* command.

The *Annotate* dialog box appears.

2 At the *Annotation:* box, type the note you want to add to the current Help topic.

3 Choose the appropriate button.

MORE

Additional Tasks:

Change an Annotation

Delete an Annotation

Read an Annotation

Annotate Dialog Box

Annotation: **Box**
▪ Type the note you want to add to the current Help topic.
▪ If necessary, click on the

![down arrow icon] or

![up arrow icon] icon to scroll through the note and make the appropriate changes.

Save, *Cancel*, *Delete*, *Copy*, and *Paste* **Buttons**
▪ Choose *Save* to save the annotation (and any changes) and attach it to the current Help topic.

Note: When you choose this button, a paper clip (![paper clip icon]) appears next to the title of the Help topic.

▪ Choose *Cancel* to exit the *Annotation* dialog box without adding or changing the annotation.
▪ Choose *Delete* to delete the annotation from the current Help topic.
Note: This option is only available after you have added an annotation.
▪ Choose *Copy* to copy highlighted text and place it on the Clipboard.
▪ Choose *Paste* to insert the current Clipboard information at the cursor location.

Back up Through Topics

Click on the *Back* button at the top of the Help screen.

Additional Tasks:

[Display a List of Topics Already Viewed](#)

[Display the Contents](#)

[Search for a Specific Topic](#)

Bookmark Define Dialog Box

Use the options in the *Bookmark Define* dialog box to define or delete a bookmark.

Bookmark Name: **Field**

▪ If necessary, type the title of the Help topic you want to bookmark.

Note: The current Help topic title is automatically displayed when the *Bookmark Define* dialog box appears.

▪ If you are deleting a bookmark, scroll through the list below the *Bookmark Name:* field, and select the Help topic title you want to delete from the list.

OK, *Cancel*, **and** *Delete* **Buttons**

▪ Choose *OK* to add a bookmark to the specified Help topic.

▪ Choose *Cancel* to exit the *Bookmark Define* dialog box without adding or deleting a bookmark.

▪ Choose *Delete* to remove the bookmark from the Help topic you selected.

Change an Annotation

1 Click on the ▪ icon beside the current Help topic's title.

    OR

    Choose the Edit Menu's *Annotate* command.

    The *Annotate* dialog box appears.

2 If necessary, click on the ▪ or
▪ icon to scroll through the note and make the appropriate changes.
3   Choose the appropriate button.

    MORE

    Additional Tasks:

        Delete an Annotation

        Read an Annotation

Copy Dialog Box

Use the options in the *Copy* dialog box to copy information from the current Help topic to the [Clipboard](#).

Scroll Box
- Highlight the information in the Help topic that you want to copy.

Copy and _Cancel_ Buttons
- Choose *Copy* to copy the highlighted text to the [Clipboard](#).
- Choose *Cancel* to exit the *Copy* dialog box without copying any information.

Copy Help Information

1 Choose the Edit Menu's *Copy* command.

The *Copy* dialog box appears.

2 Highlight the text from the current Help topic that you want to copy. (Use the scroll bars to scroll through the text.)

3 Choose *Copy*.

The highlighted information is copied to the Clipboard, and you return to the Help screen.

MORE

Additional Task:

Print the Current Help Topic

Define a Bookmark

1 Choose the Bookmark Menu's *Define* command.

The *Bookmark Define* dialog box appears.

2 If necessary, at the *Bookmark Name:* prompt, type the title of the Help topic you want to bookmark.

3 Choose *OK*.

Additional Tasks:

Delete a Bookmark

Go to a Specific Bookmark

Delete a Bookmark

1 Choose the Bookmark Menu's *Define* command.

The *Bookmark Define* dialog box appears.

2 In the list box below the *Bookmark Name:* field, select the Help topic you want to delete from the bookmark list.

3 Choose *Delete*.

4 Choose *OK*.

Additional Tasks:

Go to a Specific Bookmark

Delete an Annotation

1 Click on the ▪ icon beside the current Help topic's title.

OR

Choose the Edit Menu's *Annotate* command.

The *Annotate* dialog box appears, along with the note you added to the Help topic.

2 Choose *Delete*.

Additional Task:

[Change an Annotation](#)

Display a List of Topics Already Viewed

1   Click on the *History* button at the top of the Help screen.

The *History* dialog box appears.

2   Double click on the Help topic you want to display. (If necessary, click on the ▪ or ▪ icon to scroll through the list, and then double click in the topic you want to display.

Note: To close the *History* dialog box, double click on the ⊟ icon in the upper, left corner of the dialog box.

Additional Tasks:

[Back up Through Topics](#)

[Display the Contents](#)

[Search for a Specific Topic](#)

Display the Contents

Click on the *Contents* button at the top of the Help screen.

Additional Tasks:

[Back up Through Topics](#)

[Display a List of Topics Already Viewed](#)

[Search for a Specific Topic](#)

Exit Help

Choose the File Menu's *Exit* command.

You are returned to the current application screen.

Getting Help in WinMate

You can get Help in an application by pressing the ⌷F1 key or by choosing a help command from the Help Menu. You can also access Help by choosing the Help button in a dialog box. The kind of Help displayed in the Help window is determined by where you are in an application when you access help.

Note: If ⌷F1 does not display Help, use the application's Help Menu.

Additional Task:

More About the Help Menu

Go to a Specific Bookmark

Choose the Help topic you want to go to from the Bookmark Menu.

The Help topic you chose is displayed on the screen.

Additional Task:

[Delete a Bookmark](#)

Help Buttons

Click on the appropriate button, at the top of your Help screen, to move around in an application's Help file.

Contents Displays the contents for the current Help file.

Search Displays the *Search* dialog box so that you can search for a Help topic using keywords.

Back Backs you up through the topics you have already displayed.

History Displays the *History* dialog box that contains a list of the Help topics you have already viewed. The most recent Help topic appears first in the list.

Additional Tasks:

Back up Through Topics

Display a List of Topics Already Viewed

Display the Contents

Search for a Specific Topic

History Dialog Box

▪   Double click on the Help topic you want to display. (If necessary, click on the
▪ or
▪ icon to scroll through the list, and then double click on the topic you want to display.)

To close the *History* dialog box, double click on the ⬜ icon in the upper, left corner of the dialog box.

Introduction to Help

WinMate's online Help is a quick way to find information about any task or menu command. Within a Help topic, you can click on any green term or topic to get more information about that particular item.

Additional Tasks:

Exit Help

Help Buttons

Move Around in Help

Scroll Through a Help Topic

Keep Help on Top of Other Screens

When you access Help, the Help window appears on top of another screen. If you select another screen in WinMate, it will cover up the Help window.

You can display the Help window on top of the current screen as well as any other screen you switch to. This is particularly helpful when you want to see step-by-step instructions while completing a task.

To keep the Help window on top:
- Choose the Help Menu's *Always on Top* command.

A √ appears next to the command, and a shadow appears around the Help window's border (to remind you that the Help window is on top).

If you are ready to turn off the *Always on Top* feature, simply choose the Help Menu's *Always on Top* command again to remove the √.

More About the Help Menu

Each WinMate application has a Help Menu located on the menu bar. A typical Help Menu would have the following commands:

> **Note:** Some of these commands might not appear in every application.

- *Contents* - Displays the contents for the current application's Help.
- *Keyboard* - Displays information about using the keyboard in the current application.
- *Commands* - Displays a list of menu topics so that you can get more information about each menu and command in the application.
- *Tasks and Topics* - Displays a list of tasks and topics for the current application.
- *Using Help* - Displays information about using WinMate's online Help.
- *Tutorial* - Runs the tutorial for the current application.
- *About* - Displays a dialog box containing information about the application's copyright and version number.

Additional Task:

[Help Buttons](#)

Move Around in Help

To move around in Help, simply click on one of the Help buttons at the top of the Help screen, or click on one of the green terms or topics.

Additional Task:

[Help Buttons](#)

Open Another Help File

The *Open* command lets you open a Help file for another application without displaying that application. For example, you might want to access information about the Calendar application while the To Do application is displayed on the screen.

1 Choose the File Menu's *Open* command.

The *Open* dialog box appears.

2 At the *File Name:* prompt, type the name of the Help file you want to open, or click on the filename in the list box below the *File Name:* prompt.

3 Choose *OK*.

Additional Task:

Getting Help in WinMate

Open Dialog Box

Use the options in the *Open* dialog box to open another Help file.

File Name: **Field**
▪   Type the filename for the Help file you want to open.
OR
▪   Scroll through the list, and highlight the filename for the Help file you want to open.
Note: If you are working in a directory other than your WinMate directory, be sure to change to that directory to open the file. Or, type the complete pathname, including the drive and directory, in the *File Name:* field.

Directories: **Box**

If you need to change to the WinMate directory:
▪   Scroll through the list and highlight the WinMate directory.
Note: You might need to select the appropriate drive from the *Drives:* box to display the WinMate directory.

List Files of Type: **Box**
▪   Be sure the *Help File (*.HLP)* option is selected.

Drives: **Box**

If you need to change to another drive:
▪   Click on the
▪ icon, and then highlight the drive you want to select.

OK **and** *Cancel* **Buttons**
▪   Choose *OK* to open the specified Help file.
▪   Choose *Cancel* to exit the *Open* dialog box and return to the current Help file.

Options Dialog Box

Use the options in the *Options* dialog box to specify print settings such as the print and scaling information for enlarging or reducing the print.

Print To Box
▪ Select *Printer* to print the Help topic to the printer you specified in the *Print Setup* dialog box.
▪ Select *Encapsulated PostScript File* to create an encapsulated PostScript (EPS) file.
If you select *Encapsulated PostScript File*, be sure to type the name of the file you want to print in the *Name:* field.

Margins Box
▪ Select *Default* to set the printing area 1/4 inch from each side of the paper.
Use this option if you are using a laser printer.
▪ Select *None* to set the printing area to the size of the paper.
When you select *None*, the Help topic will print with the topic's default margins, starting from the edge of the paper.

Scaling (%) Field
▪ Type a number for the percentage you want to reduce or enlarge the print.
To reduce the print size, type a number below 100. To enlarge the print size, type a number larger than 100.

Send Header with Each Job Checkbox
▪ Select (
▪) this option to send header information to the printer each time you print.

OK, *Cancel*, *Advanced*, and *Send Header* Buttons
▪ Choose *OK* to set up your printer with the specified commands and return to the *Print Setup* dialog box.
▪ Choose *Cancel* to exit the *Options* dialog box without saving these print settings and return to the *Print Setup* dialog box.
▪ Choose *Advanced* to display the *Advanced Options* dialog box so that you can specify advanced font and printing options for the PostScript printer.
▪ Choose *Send Header* to display the *Send Header* dialog box so that you can specify where to send the header information.

Print Setup Dialog Box

Use the options in the *Print Setup* dialog box to specify the appropriate print commands before printing.

Printer **Box**
▪ Select *Default Printer* to use the default printer, which appears in parentheses below this option.
▪ Select *Specific Printer* to select a printer other than the default.
If you select *Specific Printer*, click on the ▪ icon to scroll through the list of options, and highlight the printer you want to use.

Orientation **Box**
▪ Select *Portrait* to print the Help topic using a vertical page format.
▪ Select *Landscape* to print the Help topic using a horizontal page format.

Paper **Box**

Use the options in this box to select the desired paper size and source.

1 At the *Size:* box, click on the ▪ icon, and then highlight a specific paper size.
2 At the *Source:* box, click on the ▪ icon, and then highlight a specific paper source.

OK, *Cancel*, **and** *Options* **Buttons**
▪ Choose *OK* to set up your printer with the specified commands and return to the previous screen.
▪ Choose *Cancel* to exit the *Print Setup* dialog box without changing the printer setup.
▪ Choose *Options* to display the *Options* dialog box so that you can specify additional printing options.

Print the Current Help Topic

▪   Choose the File Menu's *Print Topic* command.
A dialog box appears telling you that the topic is printing.

Additional Task:

Set up Your Printer

Read an Annotation

1 Click on the ▪ icon beside the current Help topic's title.

OR

Choose the Edit Menu's *Annotate* command.

The *Annotate* dialog box appears, along with the note you added to the Help topic.

2 Scroll through the *Annotation:* box to read your note.

3 Choose *Cancel*.

Additional Tasks:

Change an Annotation

Delete an Annotation

Search Dialog Box

Use the options in the *Search* dialog box to find and display Help on a particular topic. To exit this dialog box without completing a search, choose *Cancel*.

1 In the first blank field, type a keyword or phrase that relates to the topic you're looking for. (For example, to find information about printing, type *print* or *printing*.)

    OR

    Highlight a keyword or phrase that appears in the list. (Click on the ▪ or ▪ icon to scroll through the list, and then highlight the keyword or phrase you want to select.

2 Choose *Show Topics*.

    The topics related to the item you highlighted or typed appear in a list in the lower portion of the dialog box.

3 Highlight the topic you want to see.

4 Choose *Go To*.

Search for a Specific Topic

1 Click on the *Search* button at the top of the Help screen.

The *Search* dialog box appears.

2 In the first blank field, type a keyword or phrase that relates to the topic you're looking for. (For example, to find information about printing, type *print* or *printing*.)

OR

Highlight a keyword or phrase that appears in the list. (Click on the ▪ or ▪ icon to scroll through the list, and then highlight the keyword or phrase you want to select.)

3 Choose *Show Topics*.

The topics related to the item you highlighted or typed appear in a list in the lower portion of the dialog box.

4 Highlight the topic you want to see.

5 Choose *Go To*.

Additional Tasks:

[Back up Through Topics](#)

[Display a List of Topics Already Viewed](#)

[Display the Contents](#)

Scroll Through a Help Topic

Click on the ▪ or
▪ icon, on the right side of the Help screen, to scroll through a Help topic.

Send Header Dialog Box

Use the *Send Header* dialog box to specify where you want to send the current document's header information.

- Select *Printer* to send the header information to your printer.
- Select *File* to send the header information to a specific file.

If you select *File*, be sure to type the name of the file you want to send the header information to.

Send Now and *Cancel* Buttons

- Choose *Send Now* to send the header information as you have specified.
- Choose *Cancel* to exit the *Send Header* dialog box without sending the header information and return to the *Options* dialog box.

Set up Your Printer

1 Choose the File Menu's *Print Setup* command.

   The *Print Setup* dialog box appears.

2 [Optional] At the *Printer* box, select the appropriate printer.

3 [Optional] At the *Orientation* box, select the appropriate page format.

4 [Optional] At the *Size:* field, select the appropriate paper size. (Click on the ▪ icon, and then highlight the paper size.)

5 [Optional] At the *Source:* field, select the appropriate paper source for the printer you're using. (Click on the ▪ icon, and then highlight the paper source.)

6 To specify additional printing options, choose the *Options* button.

   MORE

7 Choose *OK*.

   Additional Task:

   Print the Current Help Topic

Keyboard Short Cut Keys

You can use the following keys to access Help from any application.

Key(s)   Function

---------   ------------
▪   Displays a specific topic related to where the cursor currently appears
on the screen.
SHIFT +

▪   Changes the mouse pointer to a questionmark. You can then click on a specific
command or area on the screen and receive Help.

Use the Keyboard in Help

You can use the following keyboard keys to get around in Help:

Key(s)   Function

---------   ------------
⬚B   Displays the previous Help topic you viewed.

⬚C   Displays the Help contents for the current application. (This is the same as choosing the *Contents* button.)

⬚S   Displays the *Search* dialog box so that you can search for Help topics using keywords.

⬚T   Displays the *History* dialog box so that you can see a list of the last 40 Help topics you have viewed.

⬚< (or
⬚↲)   Displays the previous Help topic in a series of related topics.

⬚> (or
⬚↲)   Displays the next Help topic in a series of related topics.

⬚ALT +
⬚F4   Closes the Help window.

▪ +
⬚INS   Copies the current Help topic to the Clipboard. You can also use
▪ +
⬚INS to copy annotation information to the Clipboard.

▪ +
⬚TAB   Highlights all the green terms and topics in the current Help topic.

▪ +
⬚INS   Pastes the current contents of the Clipboard into the *Annotation* dialog box.
▪ +
⬚TAB   Highlights a green term or topic. Pressing
▪ +
⬚TAB repeatedly moves you backward through the Help topic.
⬚TAB   Highlights a green term or topic. Pressing
⬚TAB repeatedly moves you forward to the next term or topic.

Encapsulated PostScript (EPS) Files

EPS files allow you to print a file at the highest possible resolution for your printer. These files can also print faster than other graphics files. Some Windows and non-Windows graphics applications can import these EPS files. See your program's documentation to determine whether this feature is supported.

The Clipboard is the place where your computer temporarily stores information you have copied using the Edit Menu's *Copy* command or the *Copy* button.

▪   **Choose** *Save* to save the annotation and attach it to the current Help topic.
Note: When you choose this button, a paper clip (▪) appears next to the title of the Help topic.
▪   Choose *Cancel* to exit the *Annotation* dialog box without adding the notation.
▪   Choose *Copy* to copy the highlighted text and place it on the Clipboard.
▪   Choose *Paste* to insert the current Clipboard information at the cursor location.
Note: The *Delete* button is only available after you have added an annotation.

▪ **Choose** *Save* to save the changes to the annotation and attach it to the current Help topic.

▪ Choose *Cancel* to exit the *Annotate* dialog box without changing the annotation.

▪ Choose *Delete* to delete the annotation from the current Help topic.

▪ Choose *Copy* to copy highlighted text and place it on the Clipboard.

▪ Choose *Paste* to insert the current Clipboard information at the cursor location.

Now you can insert the information in a note (using the Edit Menu's *Annotate* command) or in a document in another application (using that application's *Paste* command).

▪ **Select** *Default Printer* to use the default printer, which appears in parentheses below the option.

▪ Select *Specific Printer:* to select a printer other than the default.

If you select *Specific Printer:*, click on the ▪ icon to scroll through the list of options, and highlight the printer you want to use.

- **Select** *Portrait* to print the Help topic using a vertical page format.
- Select *Landscape* to print the Help topic using a horizontal page format.

When you choose the *Options* button, the *Options* dialog box appears. Using this dialog box, you can specify additional print options such as the size of the print area and how you want to enlarge or reduce the size of the printed document. For more information about these options, choose the Help button in the *Options* dialog box.

▪ **Choose** *OK* to make the font substitution and return to the *Advanced Options* dialog box.

▪ Choose *Cancel* to return to the *Advanced Options* dialog box without making any font substitutions.

▪ Choose *Default* to use a default table.

Note: If you choose *Default*, you will be asked to confirm the installation of the default fonts.

A bookmark marks your place in a help file so that you can access a particular topic quickly and easily.

The following Help Topics are available:

[Define a Bookmark](#)

[Delete a Bookmark](#)

[Go to a Specific Bookmark](#)