

4. HTML Help

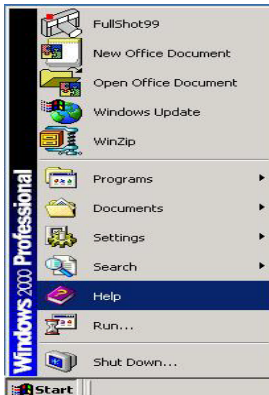
Overview

Built into the Windows operating system and application programs are explanations of what an item is as well as directions for giving commands. These explanations and directions are called help. There are two kinds of help: embedded help and HTML help. This part is about using HTML help to learn how to give commands to a computer.

4. HTML Help

HTML help

HTML help provides more complete information about using Windows than embedded help. To open HTML help for Windows, click **Start** > **Help**.

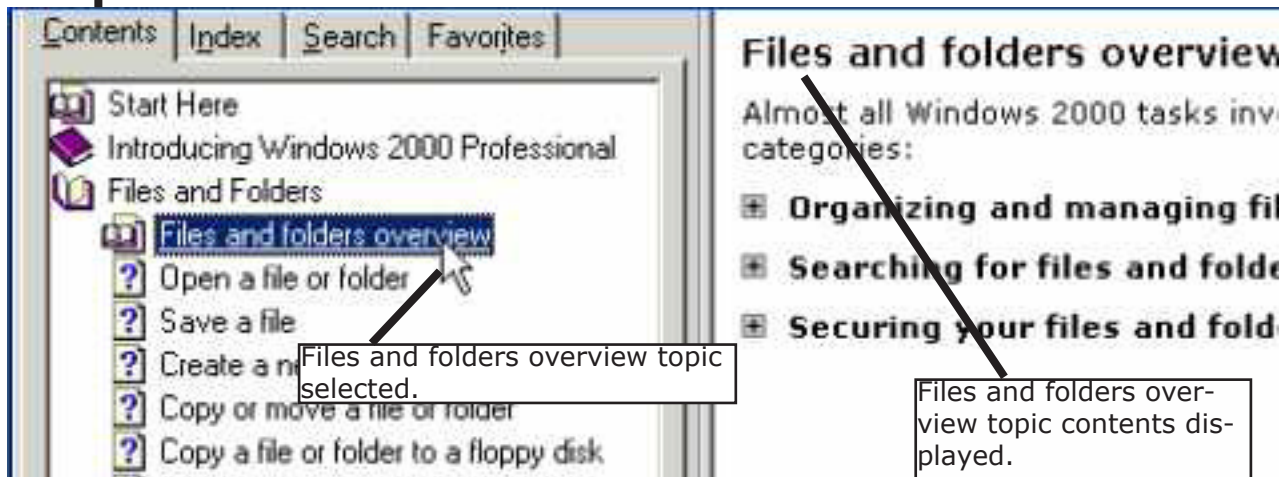


4. HTML Help

HTML help: Contents tab

HTML help allows you to find information about using Windows in three ways. One way to find information is by browsing the topics and their related subtopics under the Contents tab. Clicking a topic or subtopic title displays its contents in the right-hand screen. This is like finding information in a book by using the table of contents.

Tab row with Contents selected.

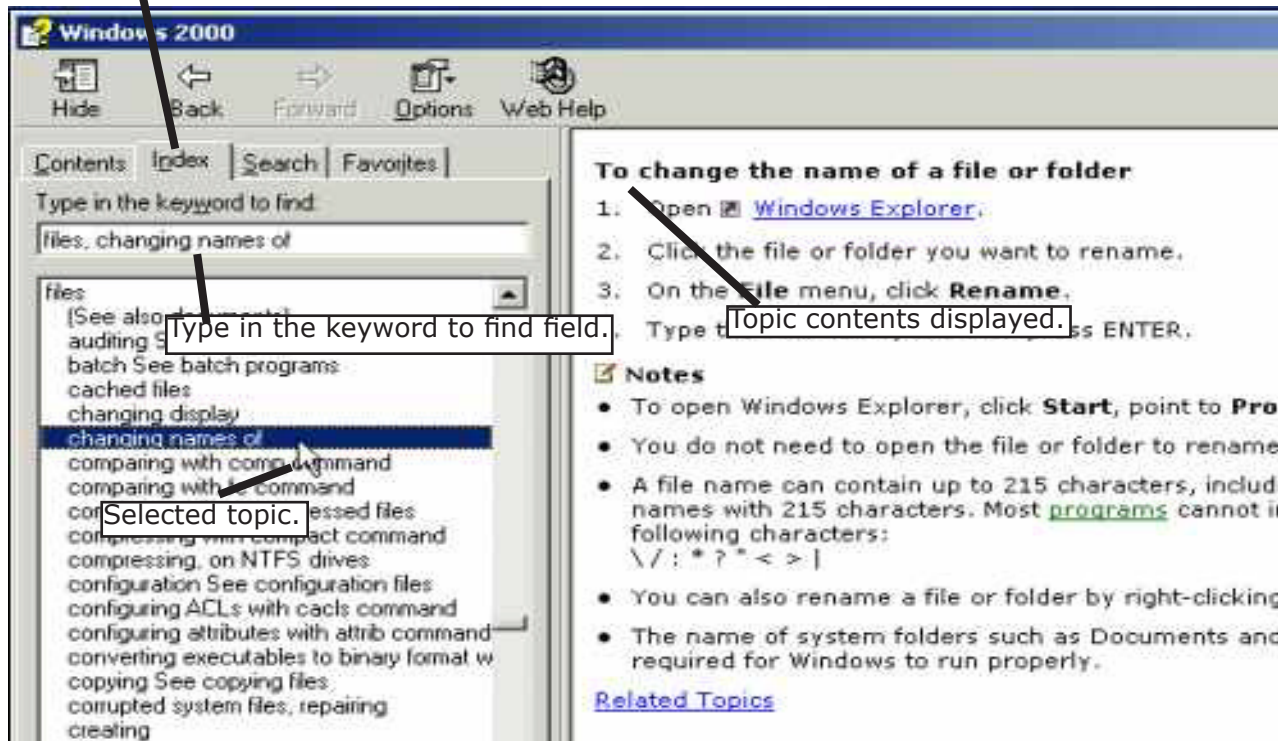


4. HTML Help

HTML help: Index tab

Another way to find information about using Windows is by browsing the topics under the Index tab. To browse these topics, you type a "keyword" (a word that you expect to be used in the topic contents) in the "Type in the keyword to find" field. All of the topics that use the keyword are displayed below the field. Click a topic title to select it, then click the Display button to display the topic contents in the right-hand screen. This is like finding information in a book by using the index.

Tab row with Index selected.



Type in the keyword to find field.

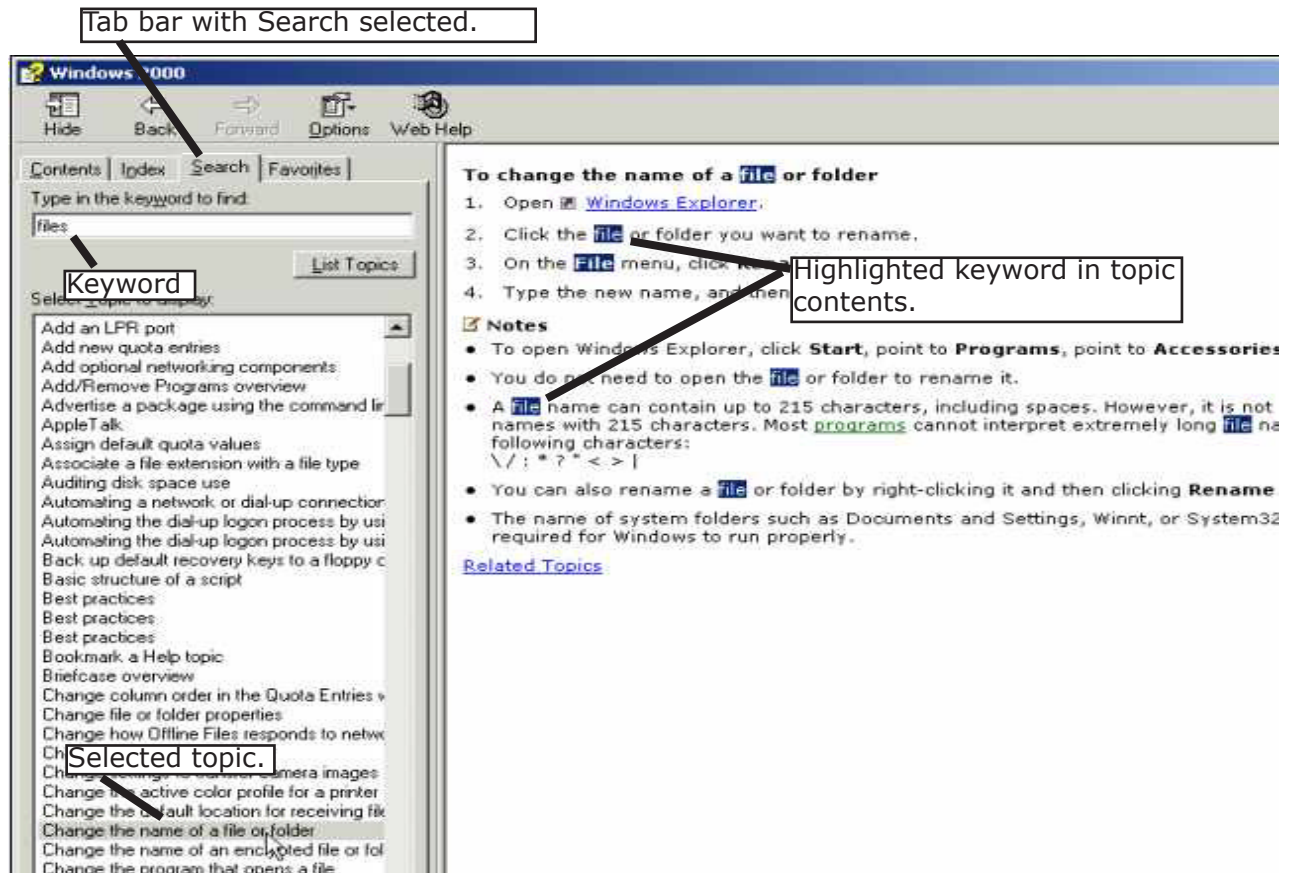
Selected topic.

Topic contents displayed.

4. HTML Help

HTML help: Search tab

The third way to find information about using Windows is by searching for topics under the Search tab by using a keyword. To search for a topic, enter a keyword in the "Type in the keyword to find" field. All of the topics that use the keyword are displayed below the field. Click a topic title to select it, then click the Display button to display the topic contents in the right-hand screen. To make a new search, click-and-drag the I-beam pointer over the words in the "Type in the keyword to find" field and type in a new keyword.



END

Back