

Using Windows Help

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1 Introduction

This leaflet explains how to use *Windows 2000* Help. The examples given here are concerned with using *Windows 2000* on a computer that has already been set up for you, such as CCS workstations. However, if you need to manage your own computer then you may find the set up topics useful as well.

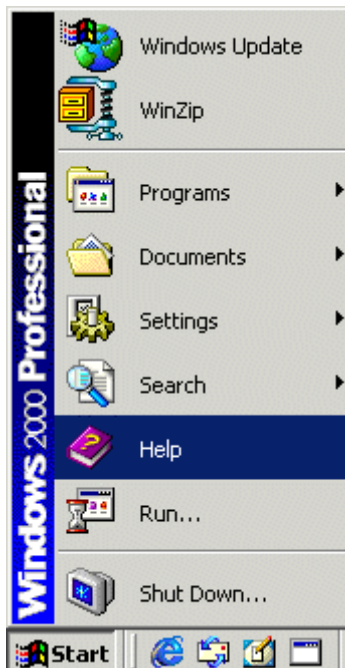
Most *Windows* programs have **Help** on the menu bar. The techniques for looking up and searching topics are very similar to those described here, especially if the program is a *Microsoft* program such as *Microsoft Word for Windows 2000*.

2 Starting Windows Help

Exercise 1 Start help for Windows

- Click on the **Start Button** at the bottom left corner on the screen (or press **Ctrl + Esc**). The *Start menu* will appear (Figure 1).
- Click on **Help** on the *Start menu* (or press **H**).

Figure 1 Start Help for Windows

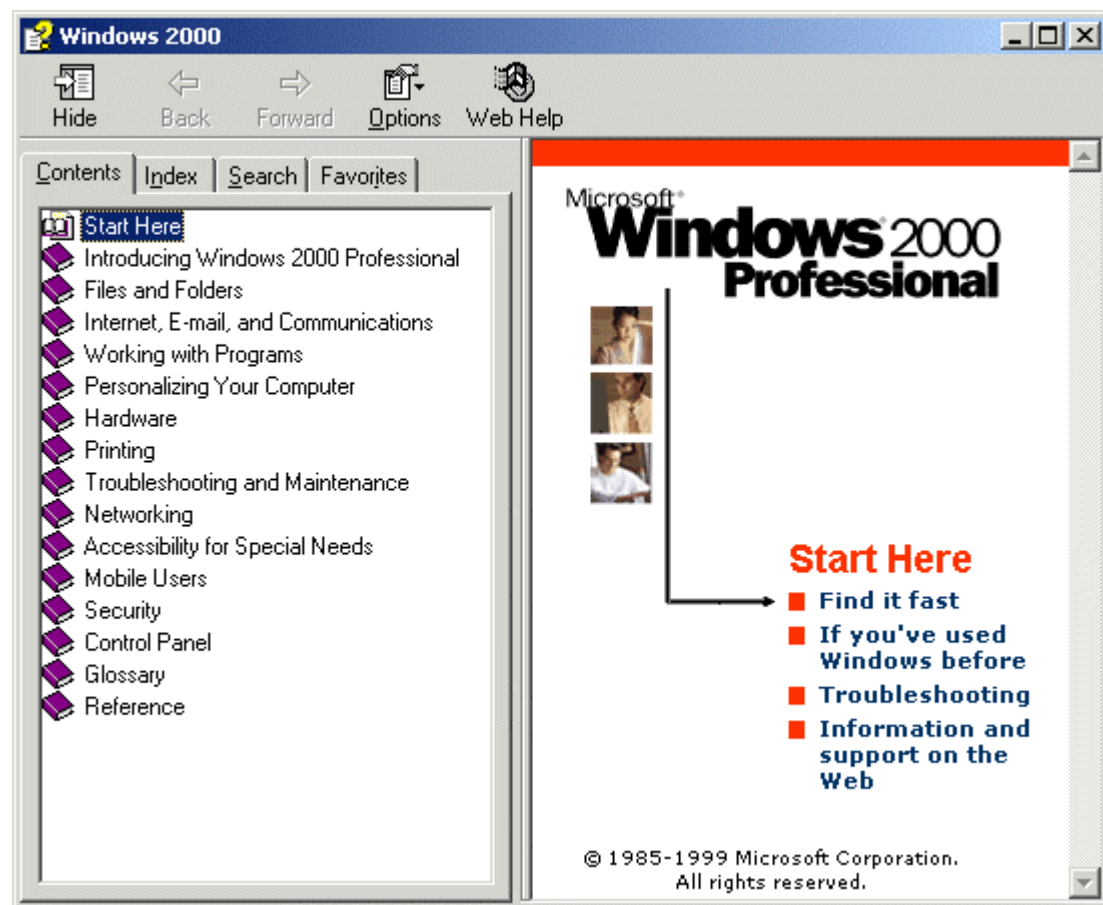


3 Using help

3.1 Looking a topic up in the contents

When you start Help it will appear similar to Figure 2. Underneath the toolbar is a row of card index style tabs. If the list of contents is not on top then click on the **Contents** tab to bring it on top. To expand a topic click on the topic. This will reveal a list of subtopics.

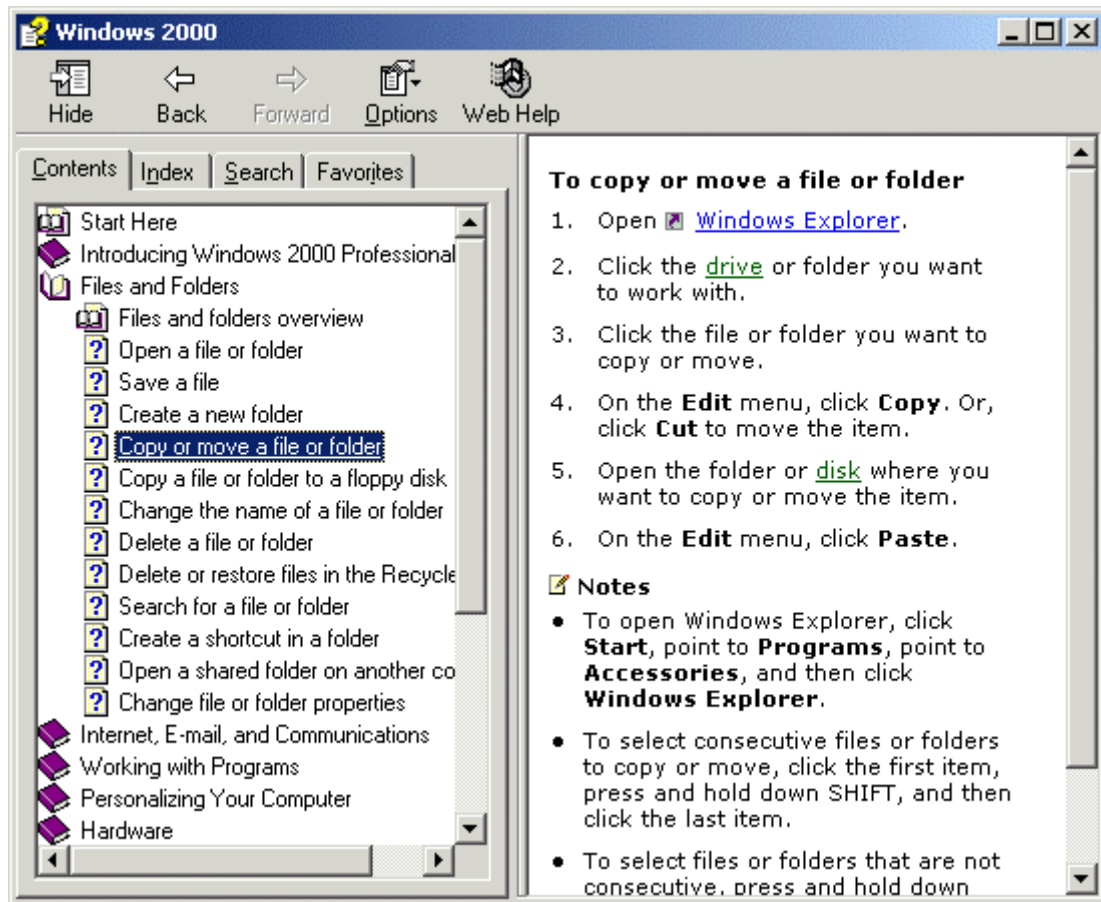
Figure 2 Windows Help Contents



Exercise 2 Look a topic up in contents

- Click on **Files and Folders**. An expanded list of topics appears. Click on the sub topic **Copy or Move a File or Folder**
- Click on the sub topic. The instructions for copying and moving files appear in the right hand window (see Figure 3)

Figure 3 Instructions for moving and copying



The *Windows 2000* Help system uses *Hypertext Mark up Language* (HTML) to format and display information, which allows you to jump to other topics.

- In our example above the instructions tell you to *Open [Windows Explorer](#)*. If you do not know how to do this links marked by ➤ will open the program for you.
- Some words and phrases are underlined, and clicking on the word or phrase provides further information on the meaning. *Disk* is a linked word in our example.
- If you have an Internet connection, a jump or *hyperlink* no longer limits you to other topics within the Help system; you can jump to the World Wide Web for additional or updated product information. Click on the **Web Help** button to go to the *Microsoft* Web site.
- At the end of the contents list is a link to a glossary. To find a word click on the link then click on the first letter.



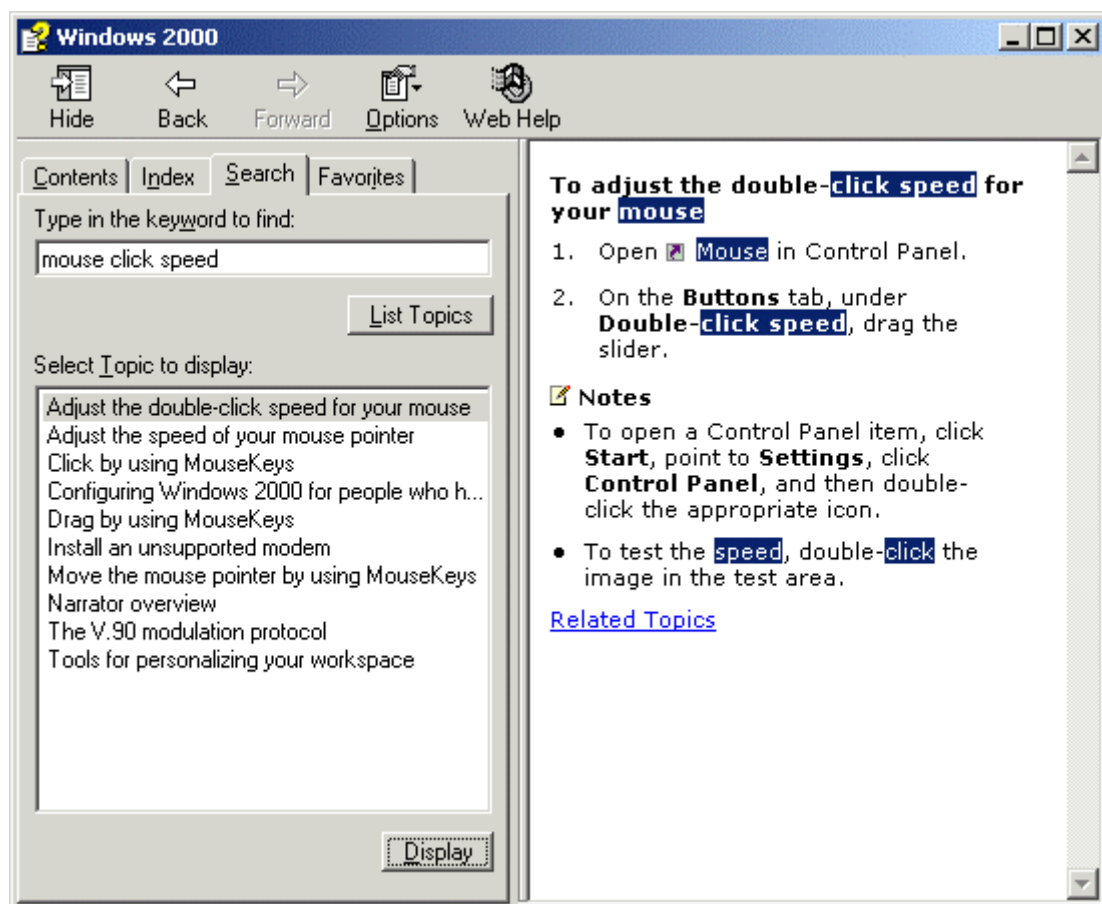
3.2 Searching for a topic

You can also *search* for topics using *key words*. In the next exercise you will find out how to adjust the way the mouse responds to double click.

Exercise 3 Searching for Help

- Click on the **Search** tab.
- Type the keywords **Mouse click speed** in the box labelled **Type the keyword to find**.
- Click on the **List Topics** button.
- In the list of topics click on **Adjust the double-click speed for your mouse**.
- Click on the **Display** button. The instructions appear in the right hand pane of the help window (see Figure 4). The keywords that we used are highlighted.
- Follow the instructions on the screen to experiment with the mouse speed to find the one that suits you best.

Figure 4 Search for help

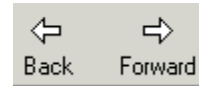


Some applications use slightly different terminology, for example, the *Search* tab may be labelled *Find*. *Microsoft Office 2000* uses the term *Answer Wizard*. However, the general techniques are very similar, and once you have mastered the techniques in one program you should be able to apply what you have learnt to others.

You may have noticed in the *Mouse Properties* box that you had the option to reverse the mouse buttons. If you are left handed you may wish to do this. If you need help try searching for the key words **left handed**.

3.3 Moving between topics

You can move backwards and forwards between the topics that you have been viewing using the **Back** and **Forward** buttons on the tool bar (see right)



3.4 Changing the view of the Help window

You can hide or show the left hand pane of the Help window using the **Hide/Show** button on the toolbar. When you click **Hide** button (see right) it changes to the **Show** button (and vice versa).



You can resize windows by dragging the borders (if you are not sure how to do this try using the keywords **Resize Window** in a search).

You can maximize the window (i.e. make the window full screen) or restore it to the previous size.

When you have finished using help there is no need to close it. You can *minimise* it, i.e. reduce it to its smallest size. It will appear as a button on the task bar at the bottom of the screen. If you want to refer to help again you can click on it return it to the desk top.