
Getting Started Workbook

Doc-To-Help 2011 Quick Tour

Editor: Microsoft® Word



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2011 V2




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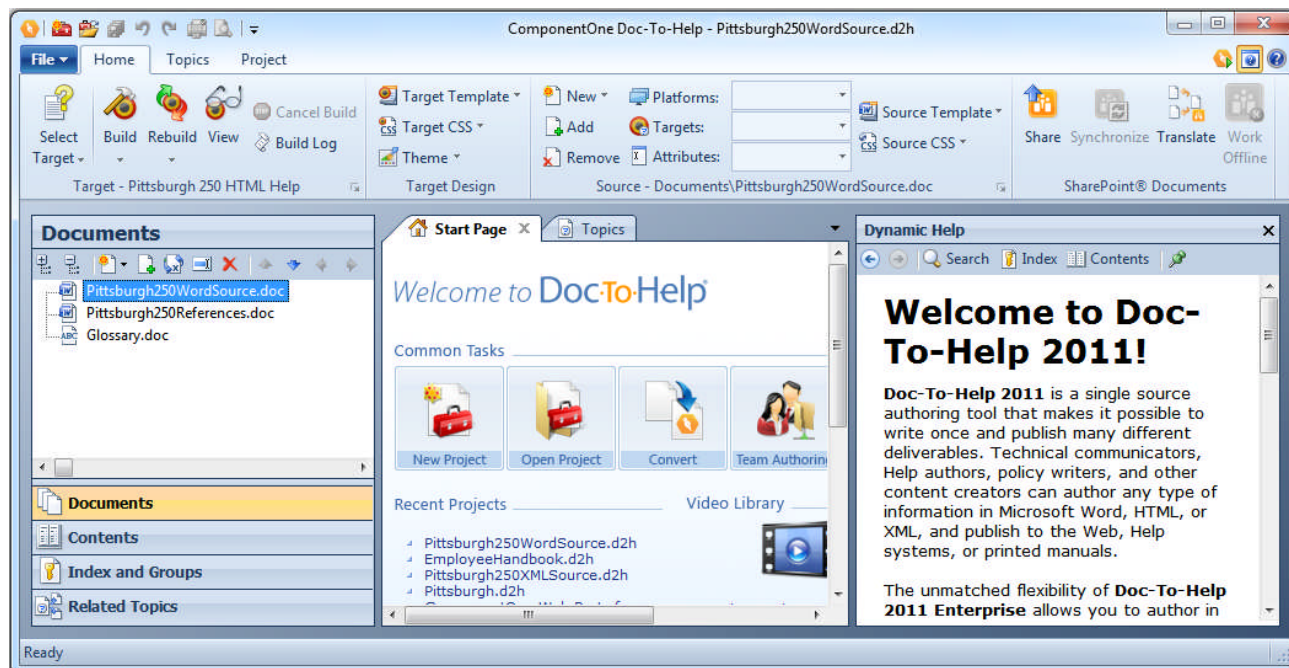
Doc-To-Help Quick Tour

This mini self-paced tutorial will show you how easy it is to create a project in Doc-To-Help, as well as build your output, apply styles, create links, and more. You will build a project about Pittsburgh using two existing documents. This Quick Tour uses Microsoft® Word as the document editor, but the same principles apply when you are using Doc-To-Help's built-in XHTML editor or an HTML editor.

As you are working through this Quick Tour, you may want to learn more about the features discussed — if so, please refer to the **Dynamic Help window**, or click the **Help** button  to open Doc-To-Help online Help.



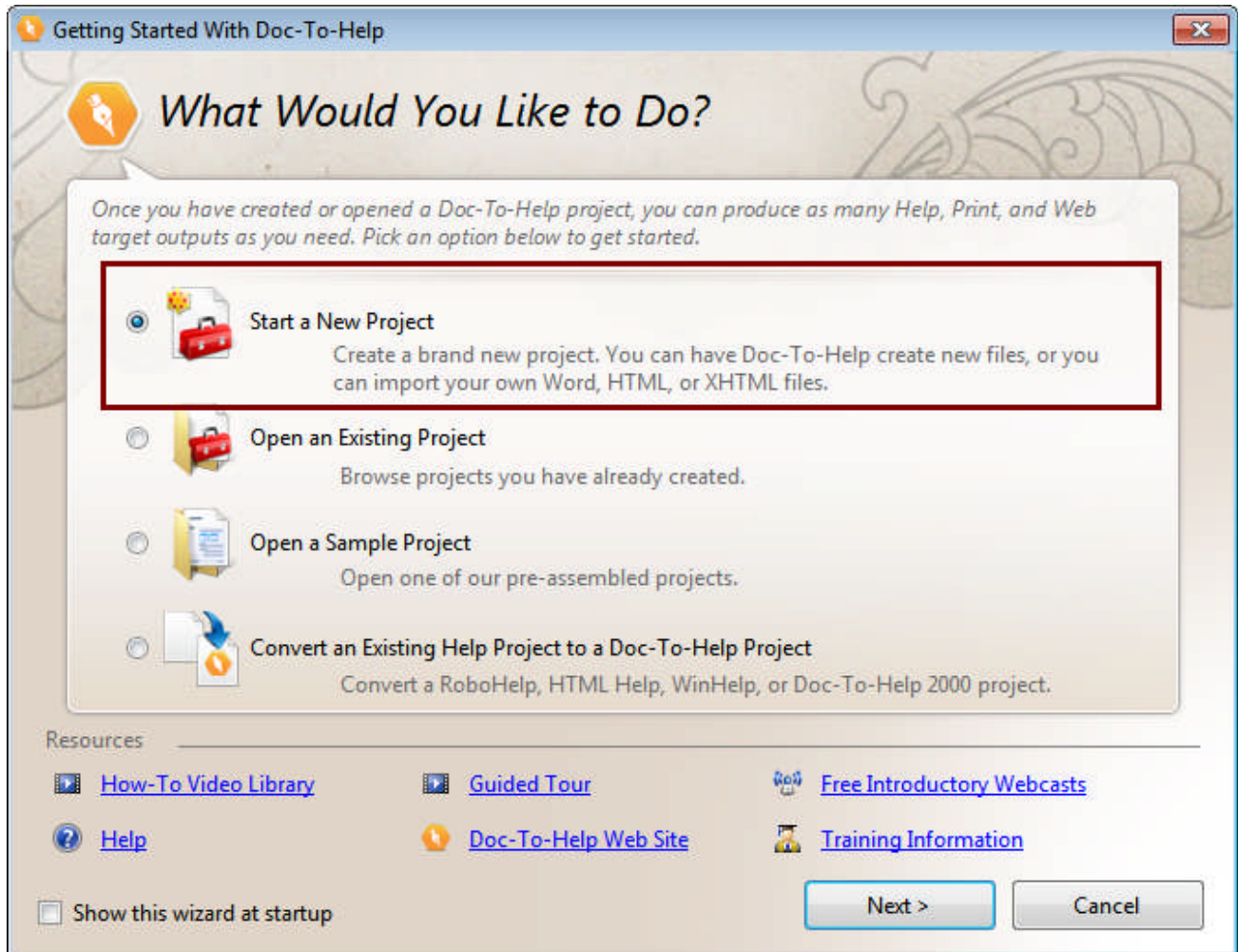
Watch the video: [Starting a New Project in Doc-To-Help](#) (3:21)



Let's get started ...

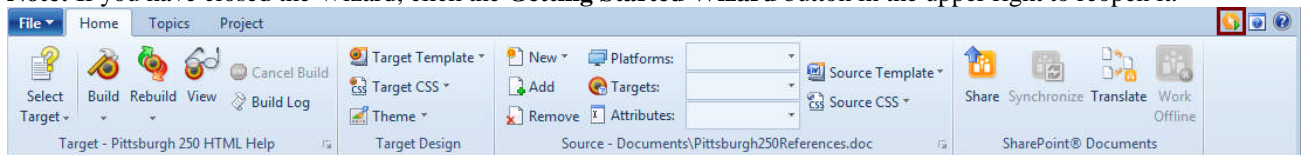
Creating a new project is quick and easy with the **Getting Started Wizard**.

This wizard opens when you open Doc-To-Help. It can also be used to open an existing project, open a sample project (a great way to test drive a Word, HTML, or XHTML project), or convert an older existing project to a Doc-To-Help Project.



Choose **Start a New Project** and click **Next**.

Note: If you have closed the Wizard, click the **Getting Started Wizard** button in the upper right to reopen it.



New Project Wizard

Name Your Project

Project Name

New Project

Location

C:\Users\nickyb\Documents\My Doc-To-Help Projects\New Project

Doc-To-Help will create a project directory for you. To specify a different one, click the Browse button.

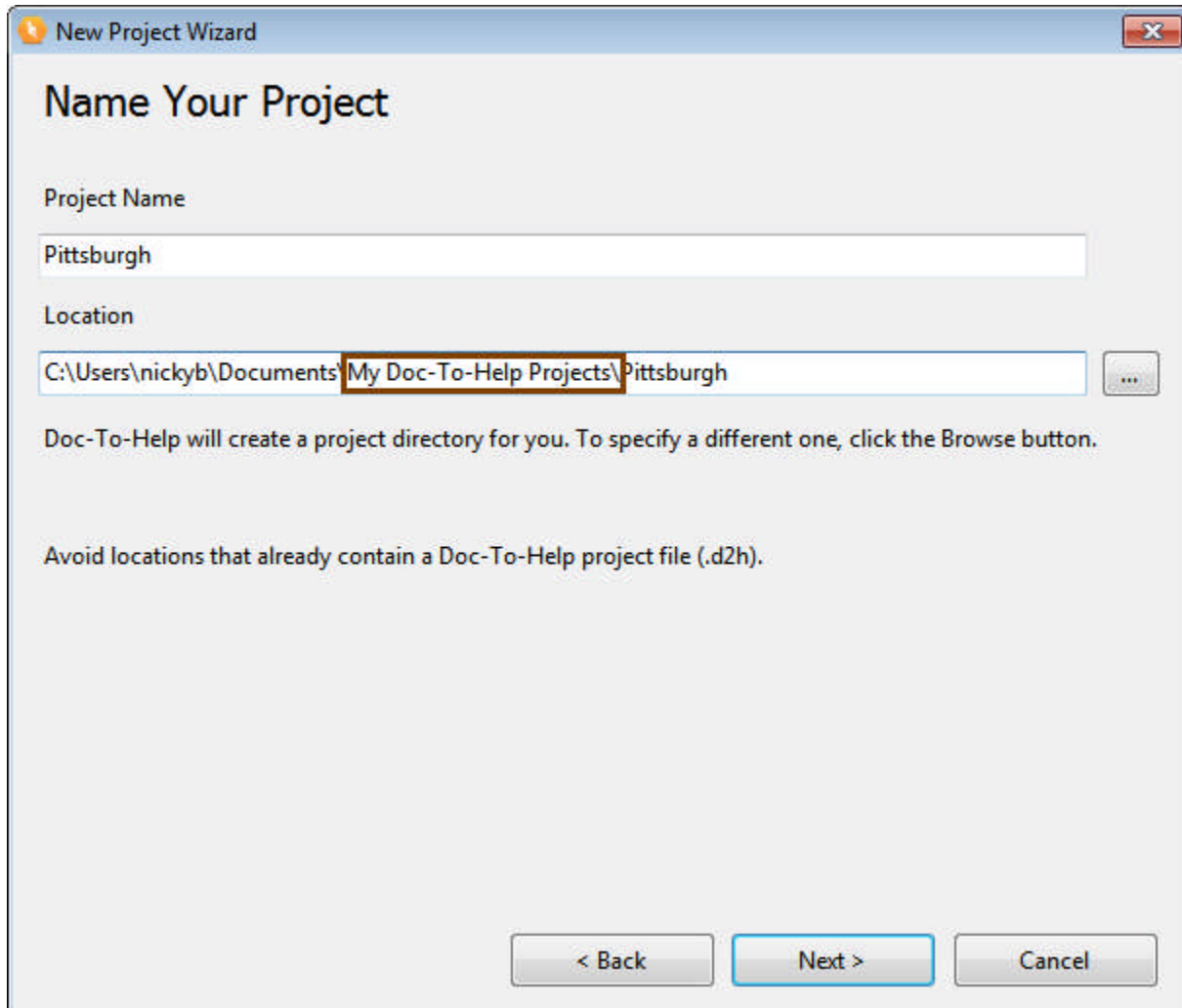
Avoid locations that already contain a Doc-To-Help project file (.d2h).

< Back Next > Cancel

Name your project **Pittsburgh**. Doc-To-Help will automatically name the project location folder with the same name.

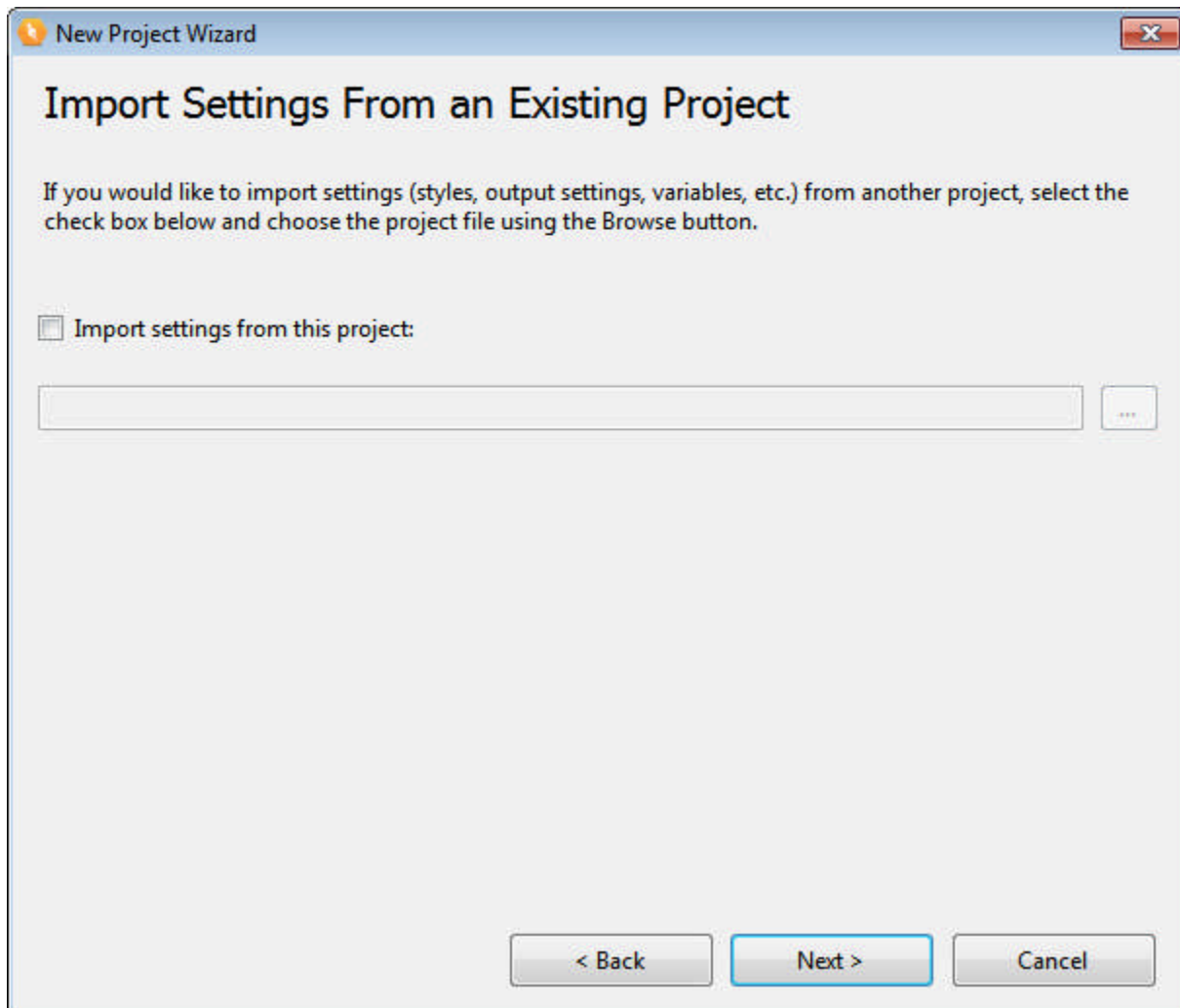
Note that Doc-To-Help saves your project in the default **My Doc-To-Help Projects** folder. This makes it easy to keep your projects organized.

(You can change the default folder if you wish, just click the **File** tab > **Doc-To-Help Options** button. Choose the **Files** tab.)

The image shows a 'New Project Wizard' dialog box with a title bar containing a lightning bolt icon and the text 'New Project Wizard'. The main title is 'Name Your Project'. There are two input fields: 'Project Name' with the text 'Pittsburgh' and 'Location' with the text 'C:\Users\nickyb\Documents\My Doc-To-Help Projects\Pittsburgh'. The 'Location' field has a brown border around the folder name 'My Doc-To-Help Projects'. To the right of the 'Location' field is a browse button with three dots. Below the fields, there is a text instruction: 'Doc-To-Help will create a project directory for you. To specify a different one, click the Browse button.' and a warning: 'Avoid locations that already contain a Doc-To-Help project file (.d2h)'. At the bottom are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a blue border.

Click **Next**.

The next screen will give you the opportunity to import settings from an existing project. Since we are going to work through a few settings later, we will skip this screen.

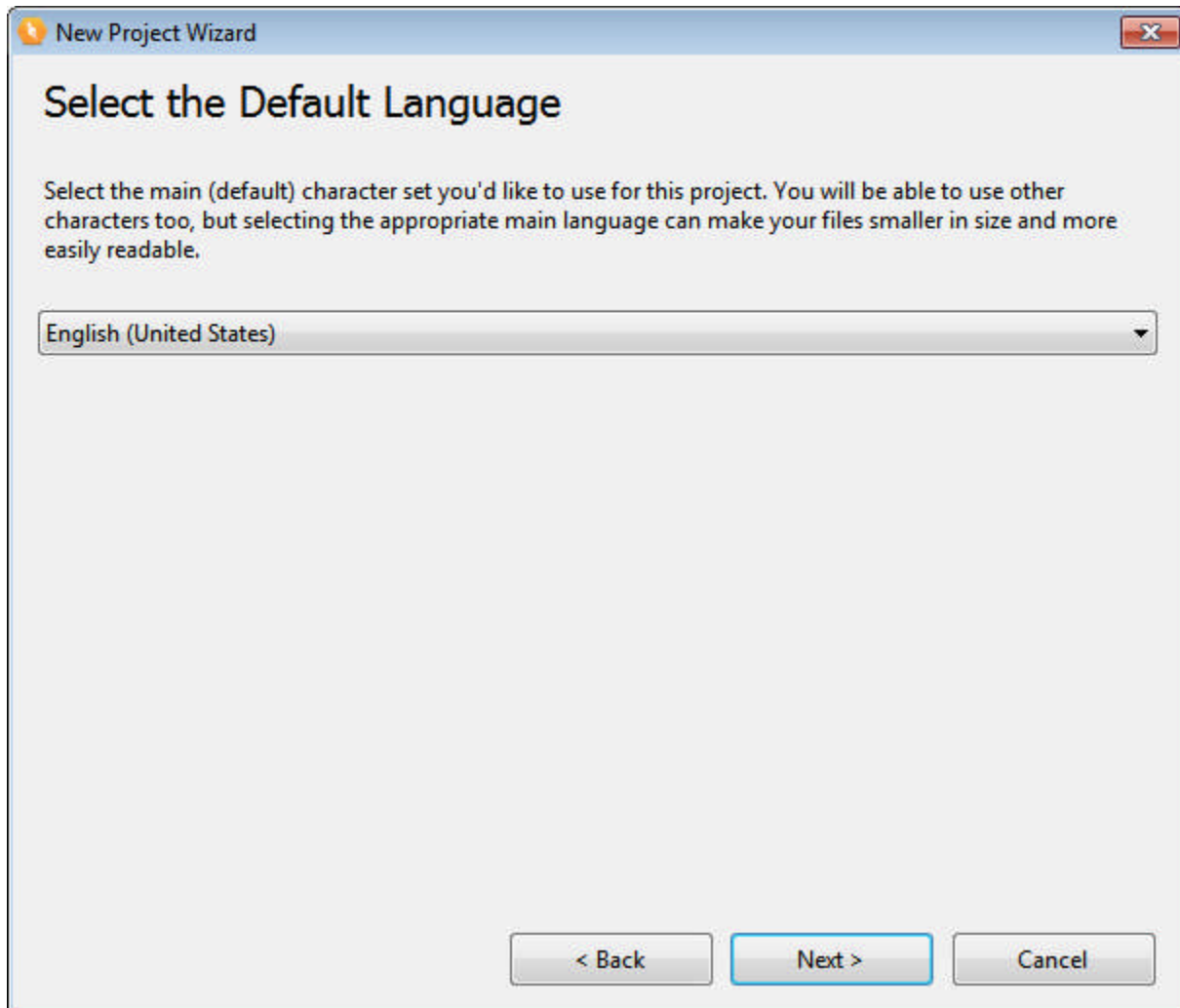


The image shows a 'New Project Wizard' dialog box. The title bar says 'New Project Wizard' with a close button. The main heading is 'Import Settings From an Existing Project'. Below this, a text block says: 'If you would like to import settings (styles, output settings, variables, etc.) from another project, select the check box below and choose the project file using the Browse button.' There is a checkbox labeled 'Import settings from this project:' which is currently unchecked. Below the checkbox is a text input field and a 'Browse...' button. At the bottom of the dialog are three buttons: '< Back', 'Next >' (which is highlighted with a blue border), and 'Cancel'.

Click **Next**.

Now, you can select the default language for your project. By default, it is U.S. English, but you can choose another from the drop-down.

Doc-To-Help will choose the correct character set based on the language chosen.



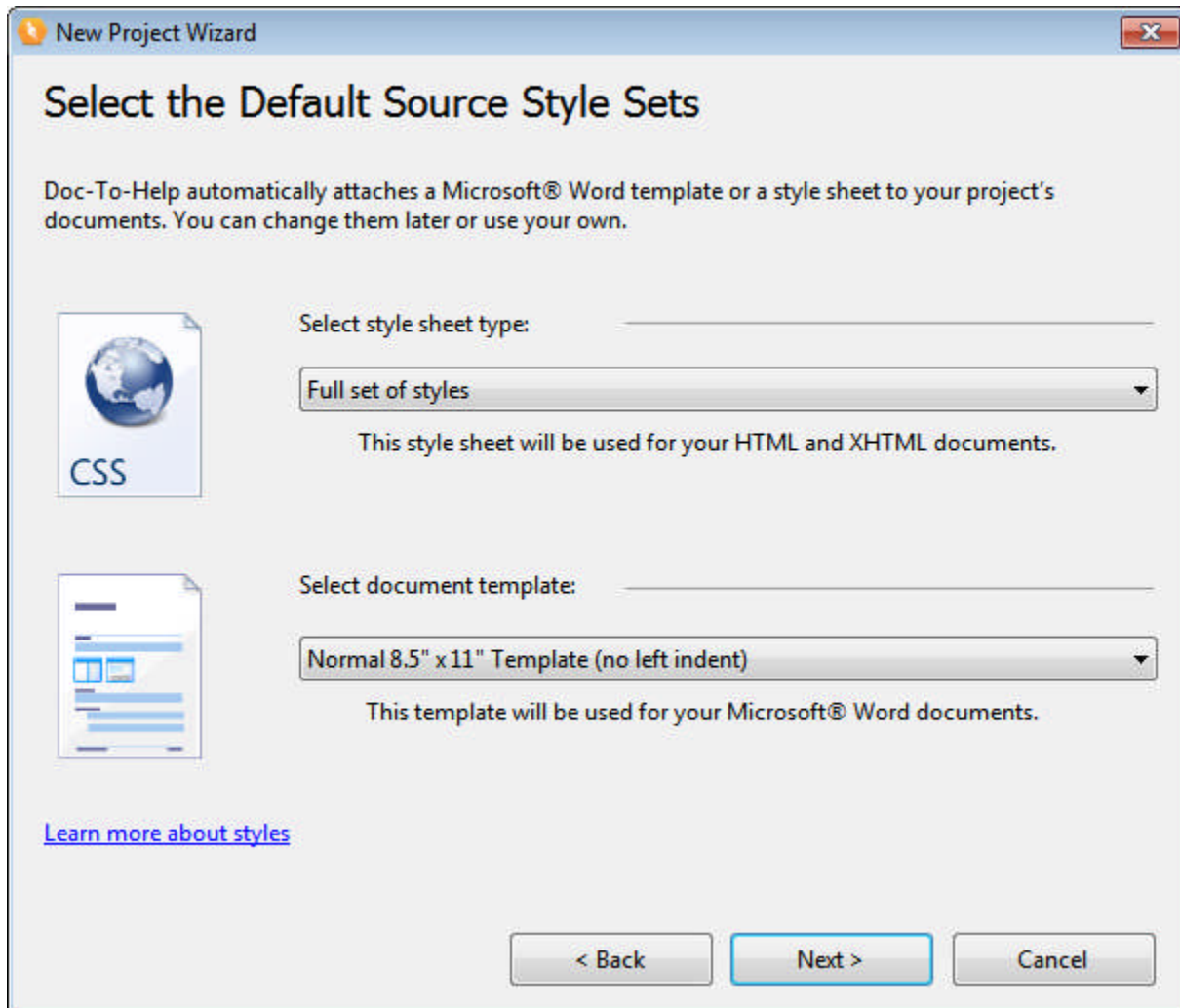
Click **Next**.

Doc-To-Help uses templates and style sheets to determine how content will look and behave in both your Source documents (when authoring in Word, Doc-To-Help's built-in XHTML editor, or an HTML editor) **and** your final Targets — the online Help and printed manual outputs.

Now you can use the wizard to select the style sheet (.css) for your HTML or XHTML Source documents and the template (.dot) file for your Microsoft® Word Source documents.

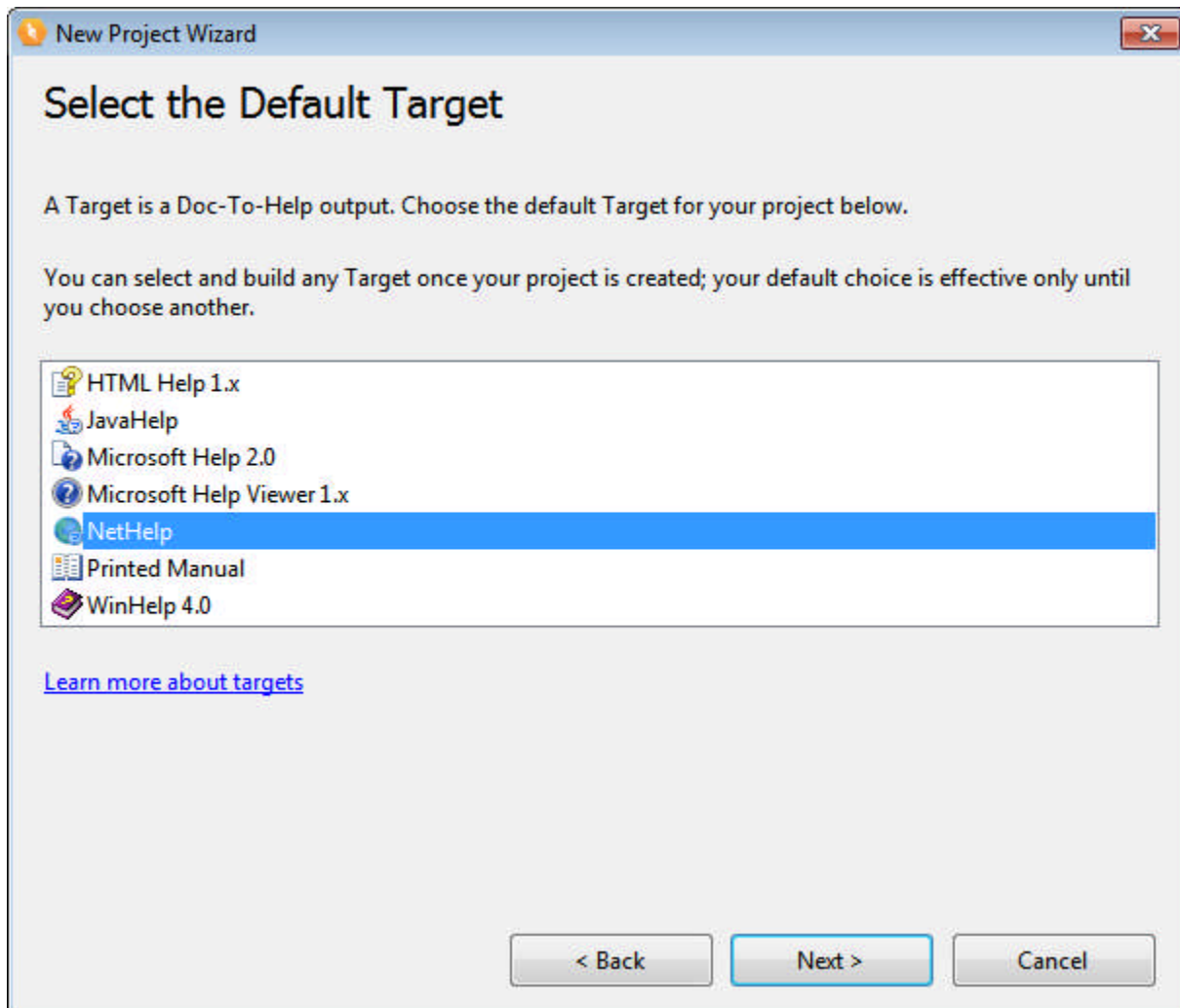
Doc-To-Help will automatically choose your Target style sheet and template based on your selections.

- Leave the default setting of **Full set of styles**.
- Leave the default setting of Normal 8-1/2" x 11" Template (no left indent).



Click **Next**.

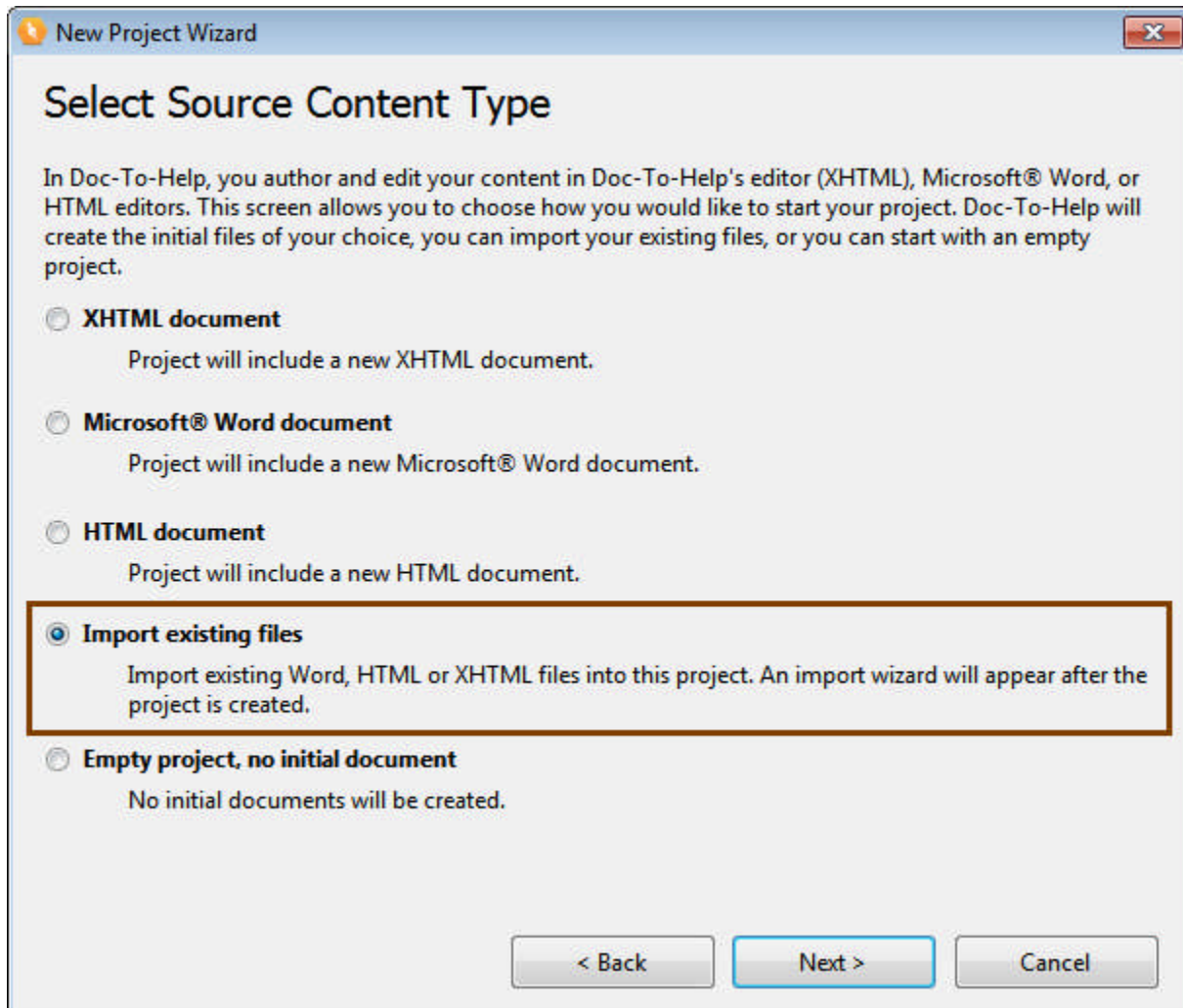
Now, select your default Help target. You can generate any of these targets from your project at any time, but the default chosen here will be the one displayed when you open your project. Choose **NetHelp** (Doc-To-Help's browser-based uncompiled HTML format). This output can be used on the web, within a software application, or on a file server.



Click **Next**.

Now you select the type of document you'd like your first document to be. Choose **Import existing files** — because we are going to use an existing document to start our project.

Doc-To-Help will launch another Wizard after the project is created that makes it easy to import an existing document.



The image shows a 'New Project Wizard' dialog box with the title 'Select Source Content Type'. It contains a descriptive paragraph about the wizard's purpose and five radio button options. The 'Import existing files' option is selected and highlighted with a brown border. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'.

New Project Wizard

Select Source Content Type

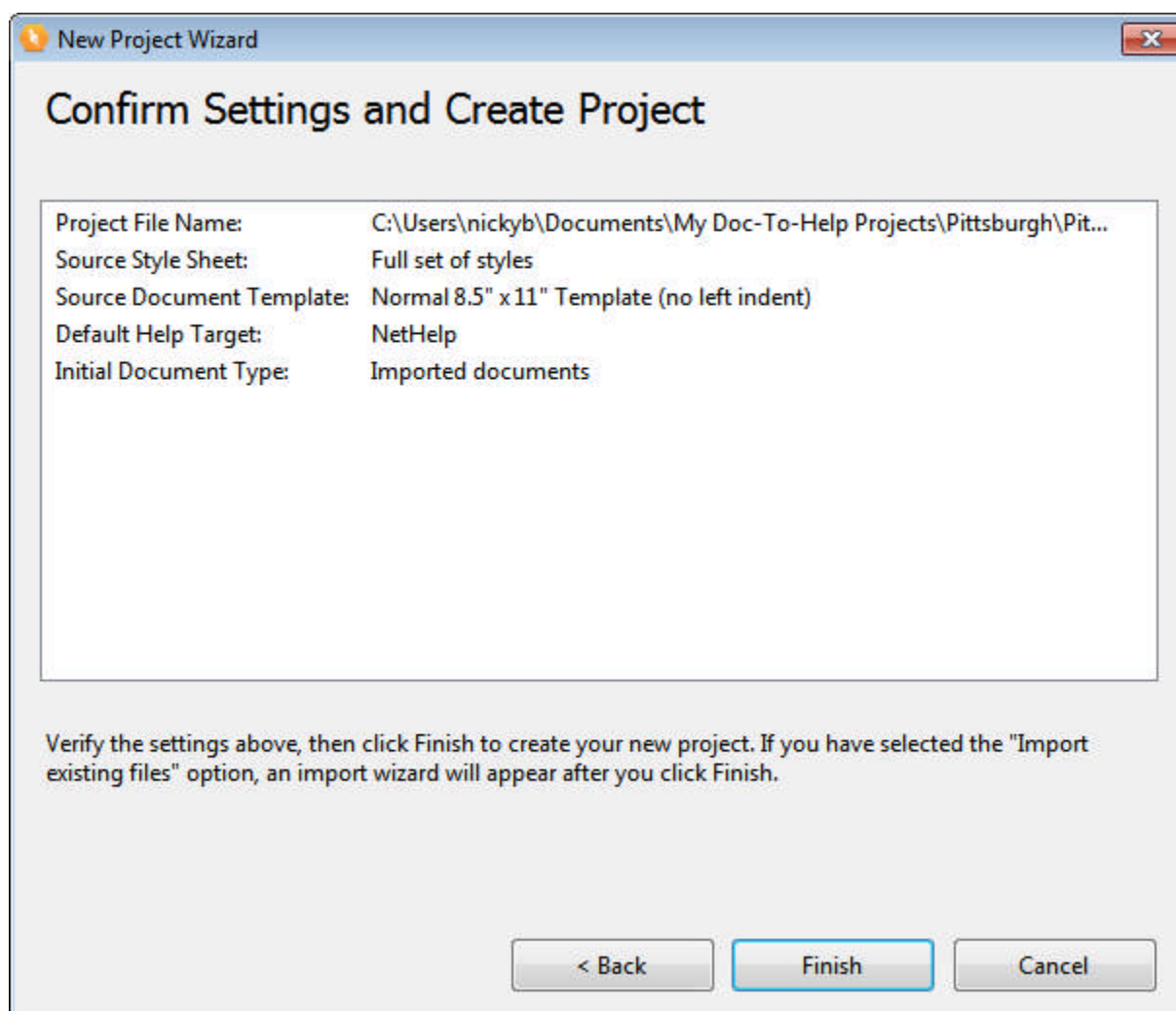
In Doc-To-Help, you author and edit your content in Doc-To-Help's editor (XHTML), Microsoft® Word, or HTML editors. This screen allows you to choose how you would like to start your project. Doc-To-Help will create the initial files of your choice, you can import your existing files, or you can start with an empty project.

- ☐ **XHTML document**
Project will include a new XHTML document.
- ☐ **Microsoft® Word document**
Project will include a new Microsoft® Word document.
- ☐ **HTML document**
Project will include a new HTML document.
- ☒ **Import existing files**
Import existing Word, HTML or XHTML files into this project. An import wizard will appear after the project is created.
- ☐ **Empty project, no initial document**
No initial documents will be created.

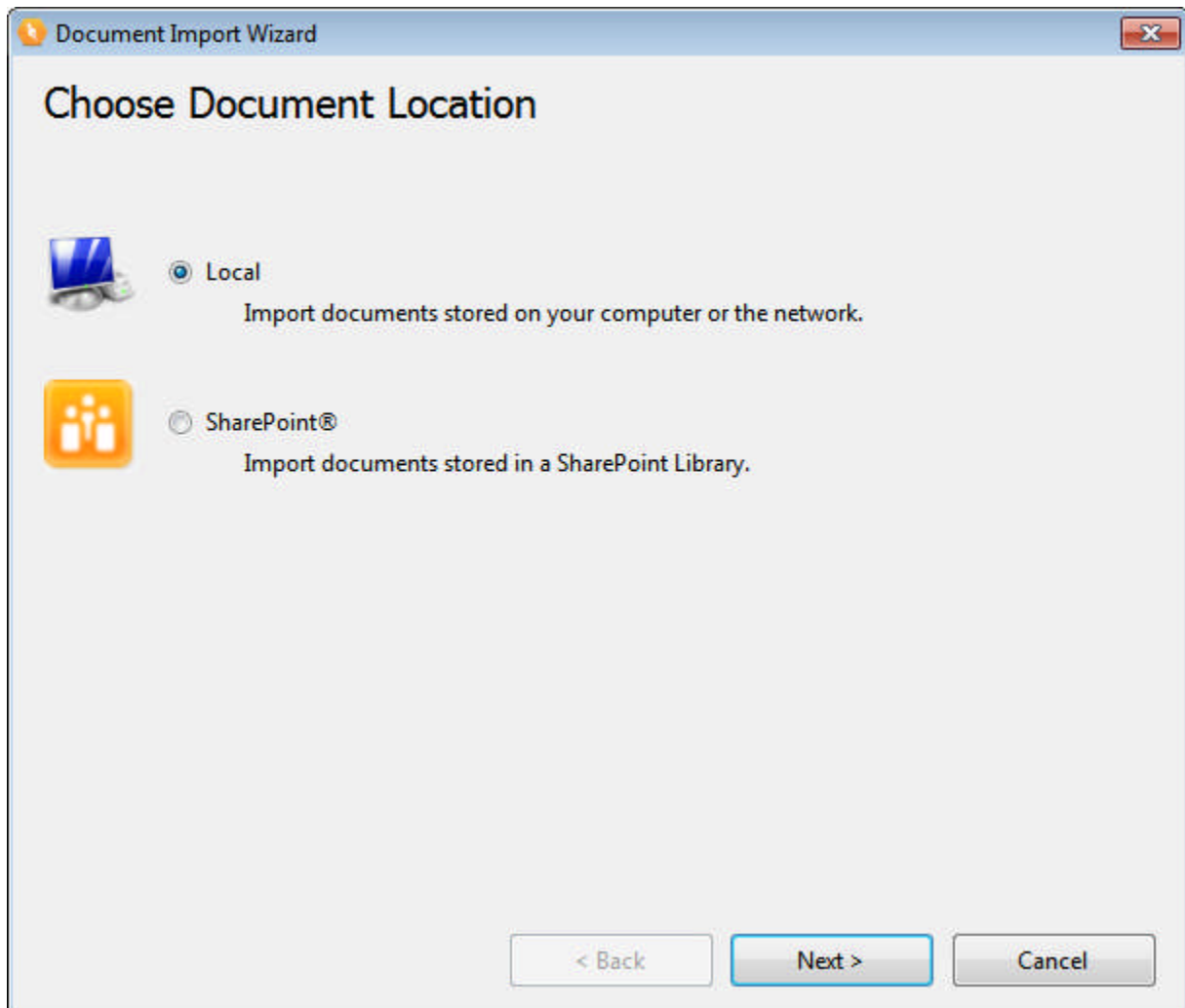
< Back Next > Cancel

Click **Next**.

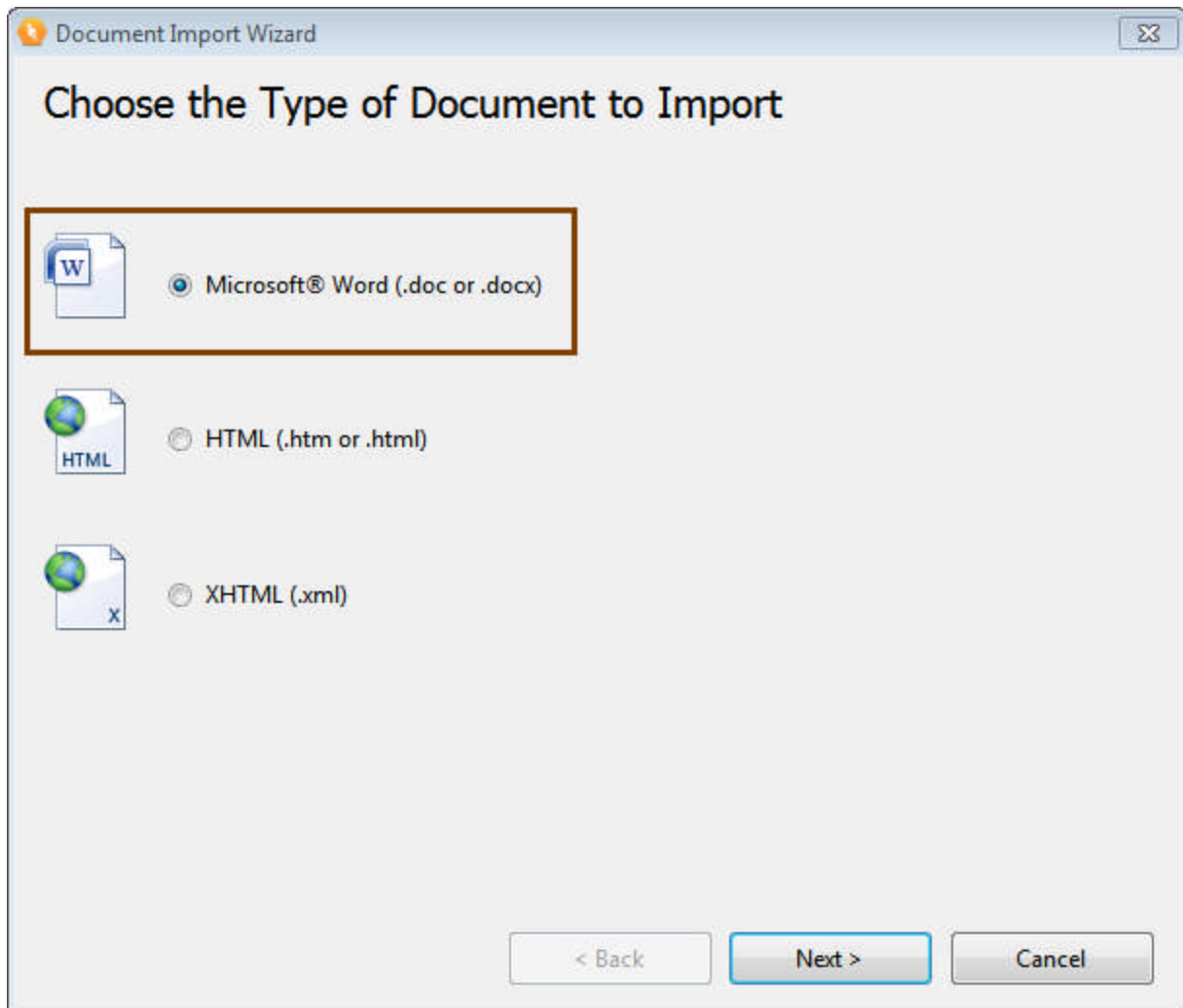
That's it! Review the new project information and click **Finish**.



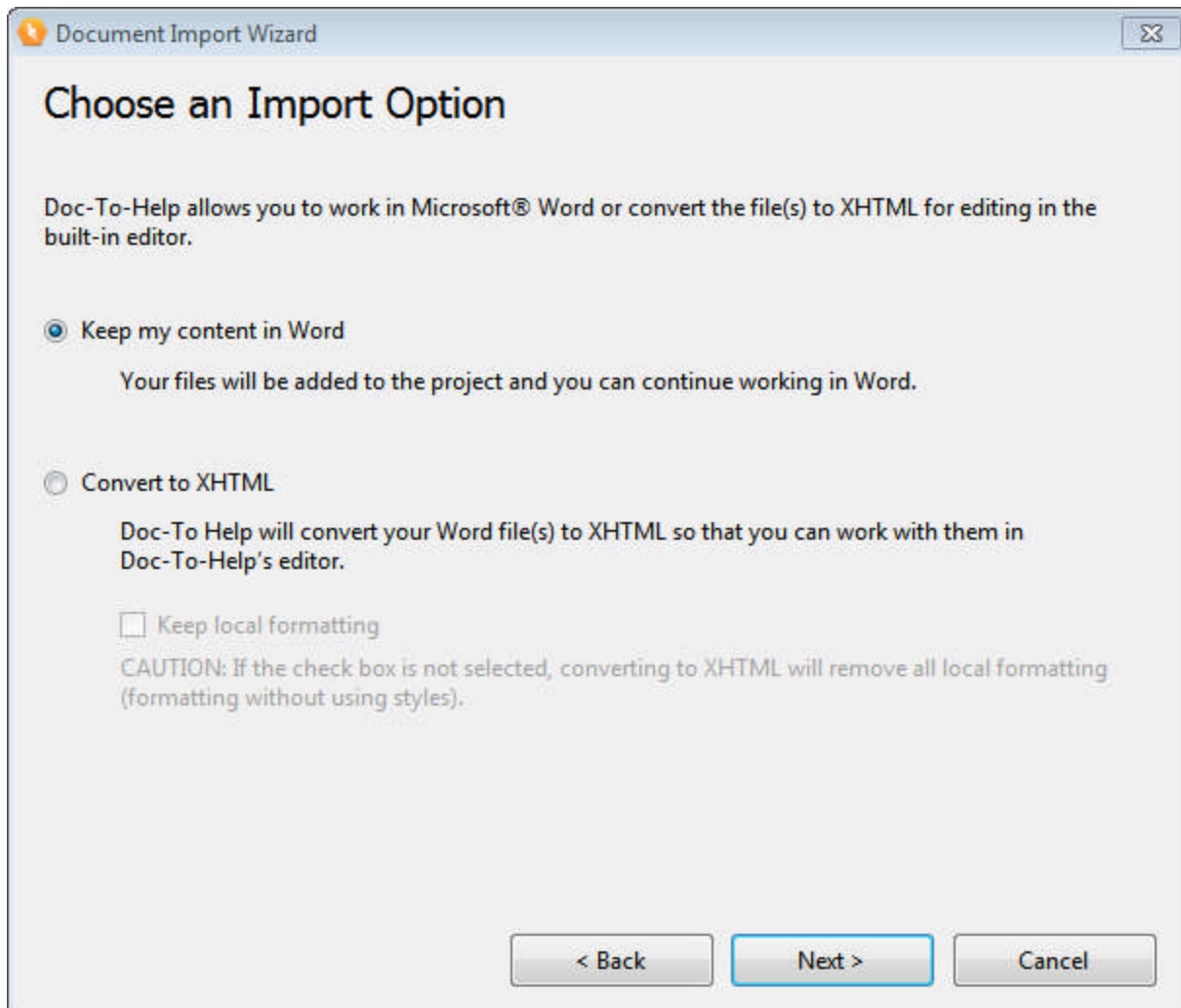
Our project is created, but since we chose the **Import existing files** option, the **Document Import Wizard** will open.



Choose **Local** and click **Next**.



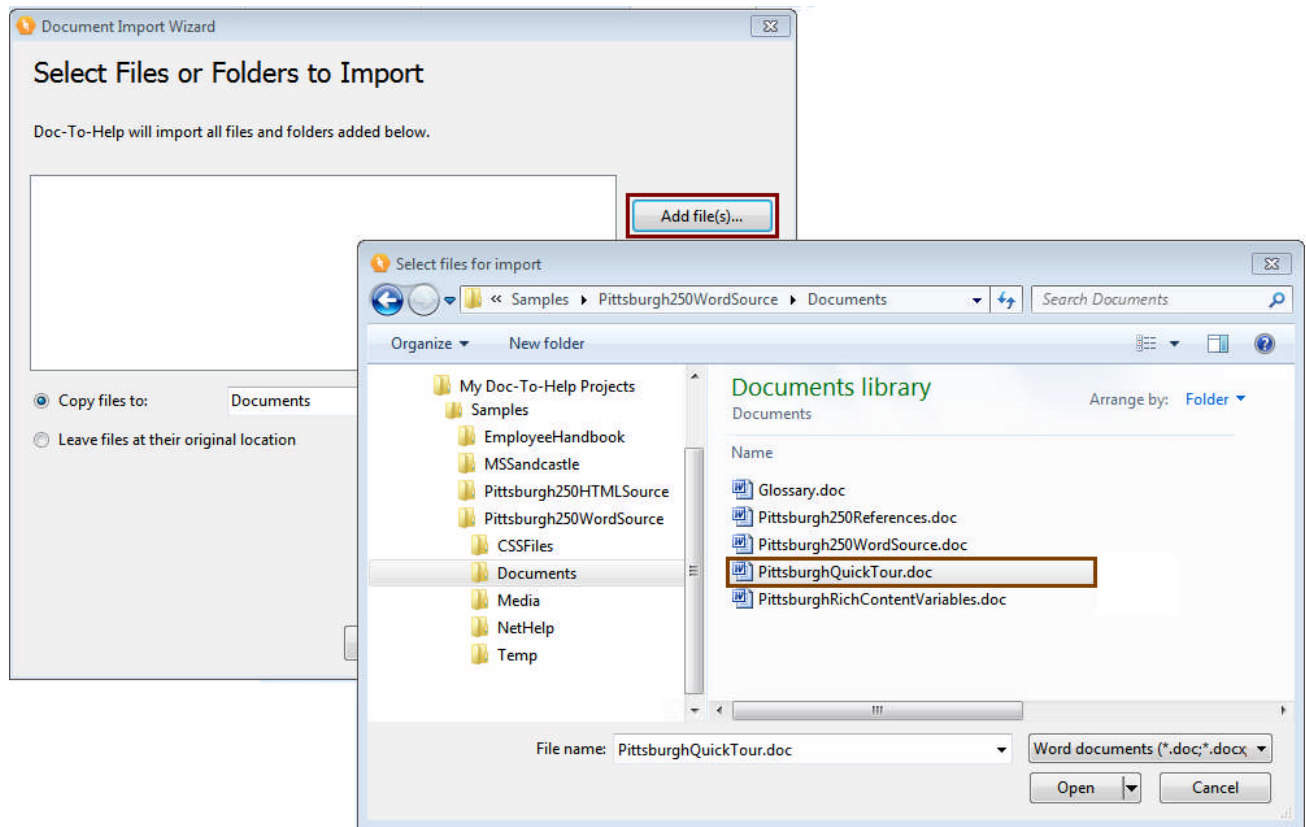
Choose **Microsoft® Word** and click **Next**.



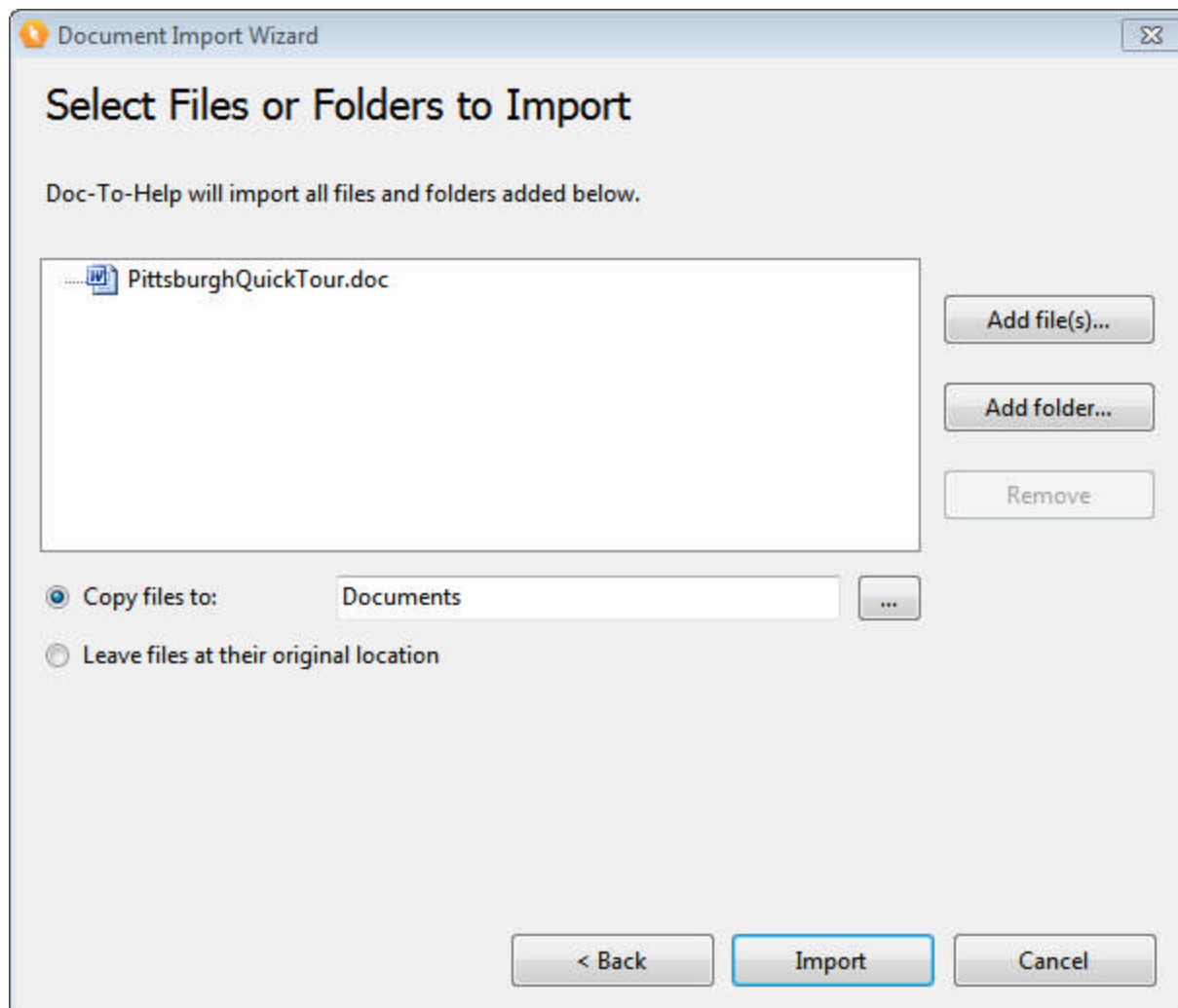
Choose **Keep my content in Word** and click **Next**.

Now click the **Add file(s)** button to select the file. The file you need is named **PittsburghQuickTour.doc**.

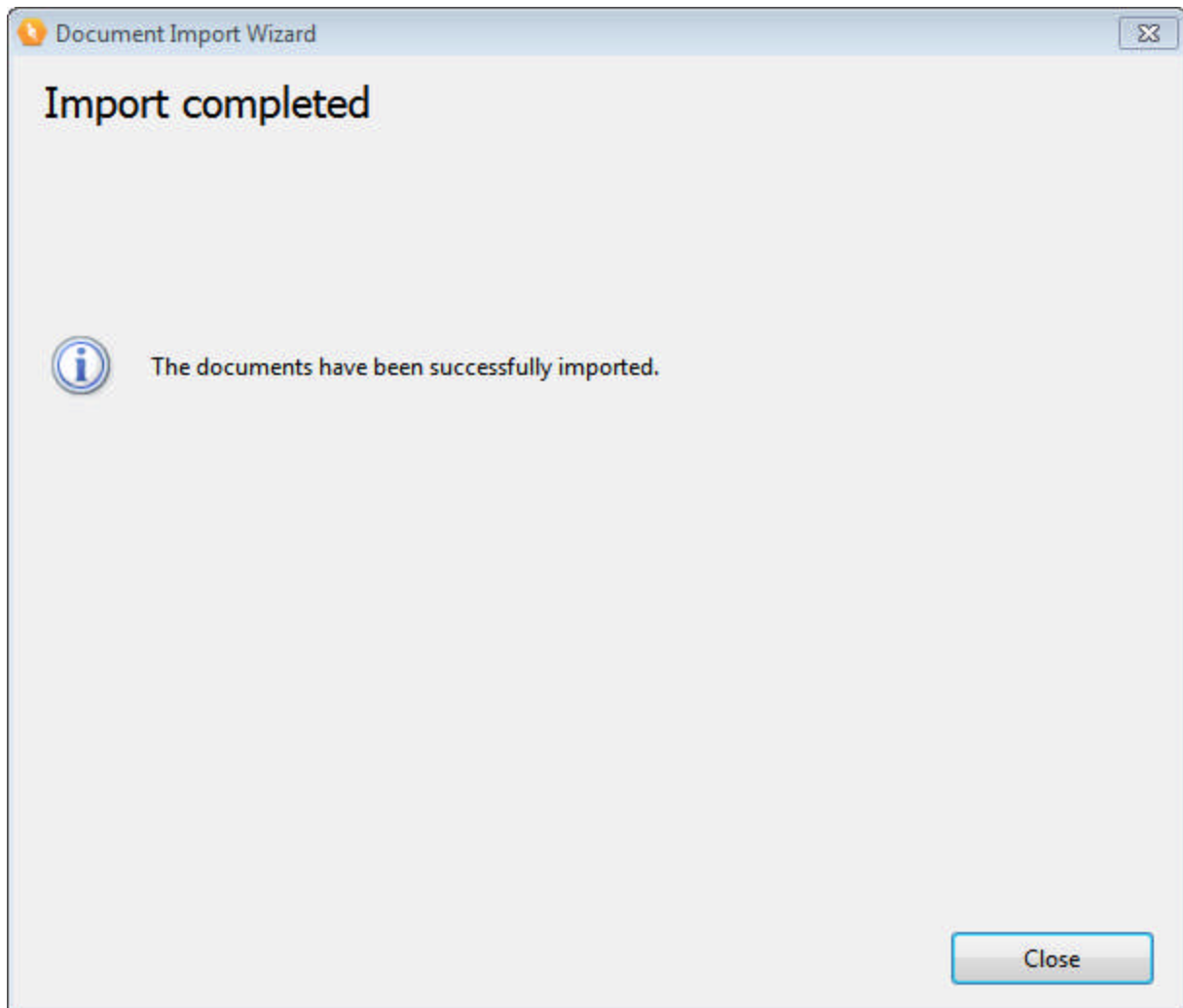
The **Select Files for Import** dialog box will automatically open to the **My Doc-To-Help Projects** folder. **PittsburghQuickTour.doc** can be found in **\Samples\Pittsburgh250WordSource\Documents**.



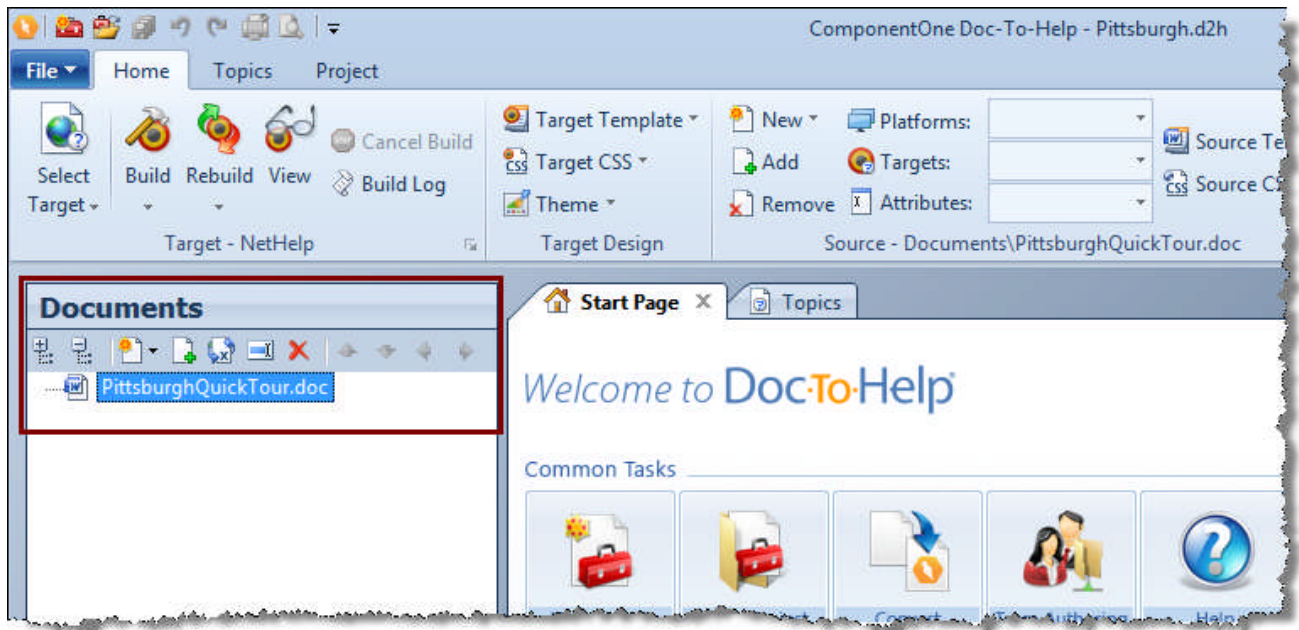
Click the **Open** button in the **Select files for import** dialog box. **PittsburghQuickTour.doc** will display in the Wizard. Please note that Doc-To-Help will automatically copy this file into the appropriate folder; your project's **Documents** folder.



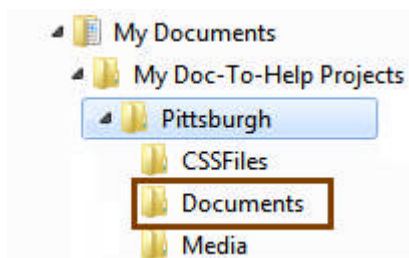
Click **Import** and the document will be imported.



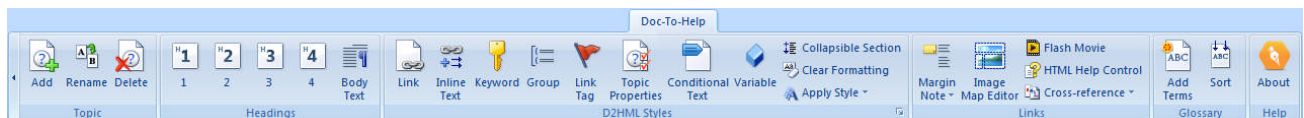
Click **Close**. The imported document displays in the **Documents** pane. The **Documents** pane is "Home base" in Doc-To-Help.



As noted earlier, our document was automatically added to the appropriate folder in the Doc-To-Help **Pittsburgh** project folder. Word source documents are stored in the **Documents** folder of the project.



From the **Documents** pane, double-click on **PittsburghQuickTour.doc** to open it. In Microsoft® Word, take a look at the **Doc-To-Help** ribbon (it will be a toolbar in pre-2007 versions of Word). With it, you can create links, add index entries, and more. Doc-To-Help uses this information to create the final Targets.



Now it's time to learn more about specific Doc-To-Help features. Although the lessons below are divided up to make them more manageable, it is recommended that you do them in order so that you can see the progression of your project.

Building and Examining a Target

So far, we've done very little, but we've given Doc-To-Help enough to work with. If we build right now, we can take a look at what Doc-To-Help will do out-of-the-box — but first, take a quick look at our Word document. If it is not already open, double-click on **PittsburghQuickTour.doc** to open it.

It is structured like this:

Heading 1 — Pittsburgh's 250th Anniversary

Heading 1 — Pittsburgh Sports

Heading 2 — Football

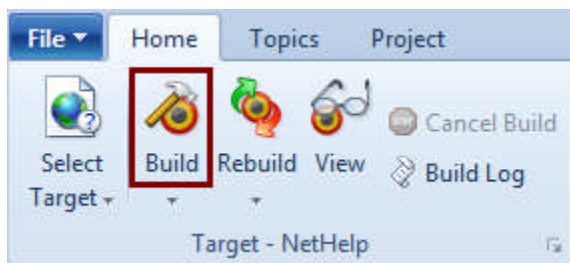
Heading 2 — Baseball

Heading 2 — Hockey

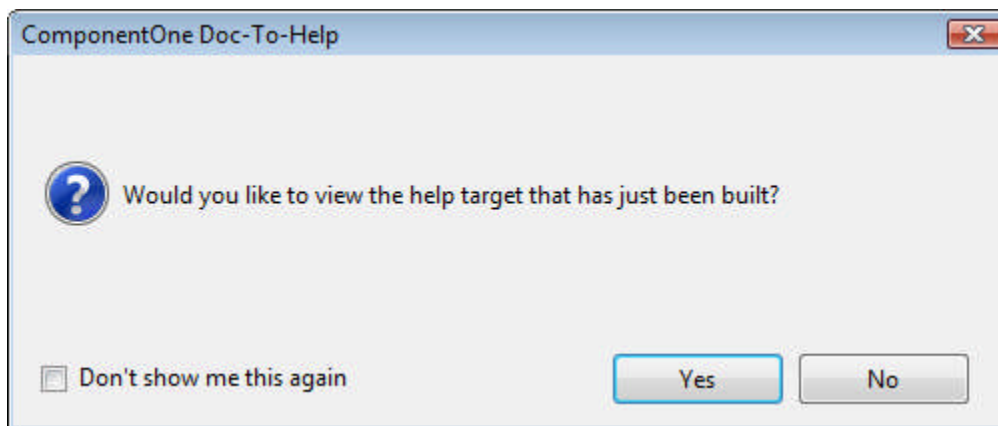
Heading 1 — Pittsburgh Sites

Doc-To-Help will use this structure to create topics, the table of contents, and automatic links.

Close **PittsburghQuickTour.doc** and click the **Build** button in Doc-To-Help. The default **NetHelp Target** (chosen earlier) will be built.

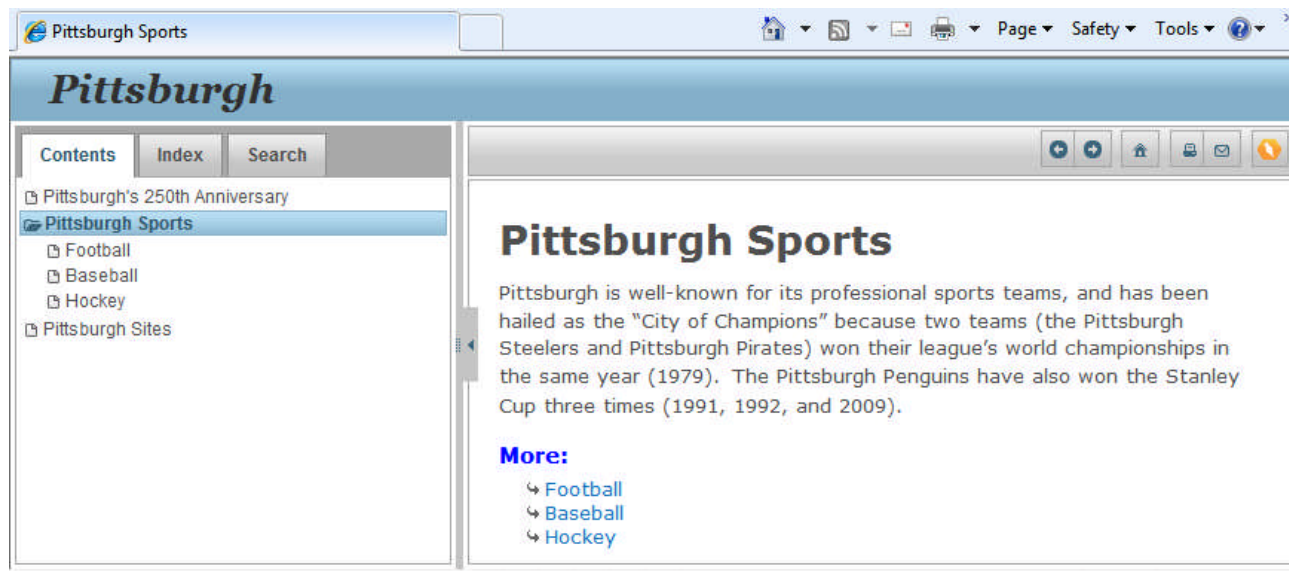


Doc-To-Help will prompt you to view the Target. Click **Yes**.



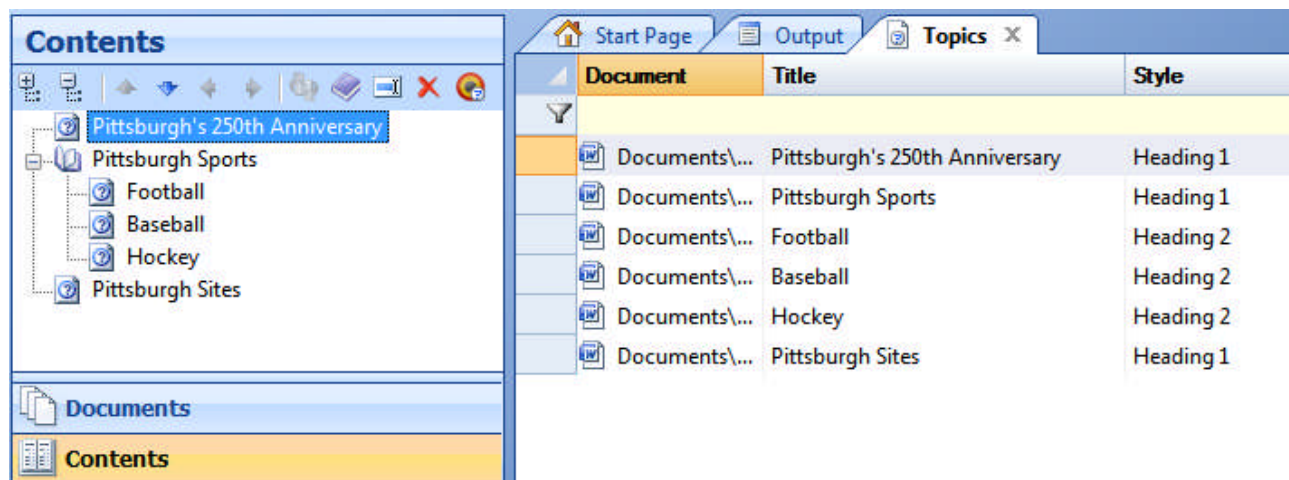
Take a look at the Target first:

- The Table of Contents structure is based on the Heading styles (since "Football", "Baseball", and "Hockey" were Heading 2s under the Heading 1 of "Pittsburgh Sports", they were converted to subtopics).
- Click on the "Pittsburgh Sports" topic in the Table of Contents. The Topic has three automatic subtopic links — "Football", "Baseball", and "Hockey" — which were created by Doc-To-Help based on the document structure. We'll learn later how to add custom subtopics, but these are created automatically.



Now a quick look at Doc-To-Help:

- Click the **Contents** pane button. The Table of Contents is displayed. In this pane, you can rearrange the TOC any way you want, and add/delete topics, but the automatically generated Table of Contents is logical, and can be used as-is if you like. Note that the Table of Contents in the **Contents** pane looks exactly like the Table of Contents in the NetHelp Target.
- Click the **Topics** window tab. Each Heading 1 and Heading 2 is a separate Topic in the project. This will make it possible to create links between topics and more.



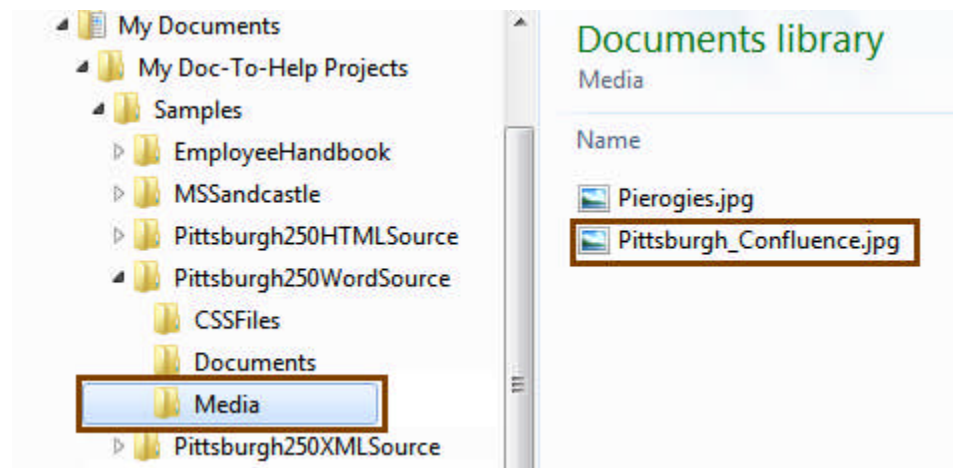
Now that we've seen our baseline, let's add more to this project.

Inserting a Graphic

First, the graphic we need must be moved into our project. Using Windows Explorer, navigate to \\My Doc-To-Help Projects\\Samples\\Pittsburgh250WordSource\\Media. Copy **Pittsburgh_Confluence.jpg**. Drop it into the \\My Doc-To-Help Projects\\Pittsburgh\\Media folder. (Although you can use images from any folder, it is a good best practice to store all of your images in your project's Media folder.)

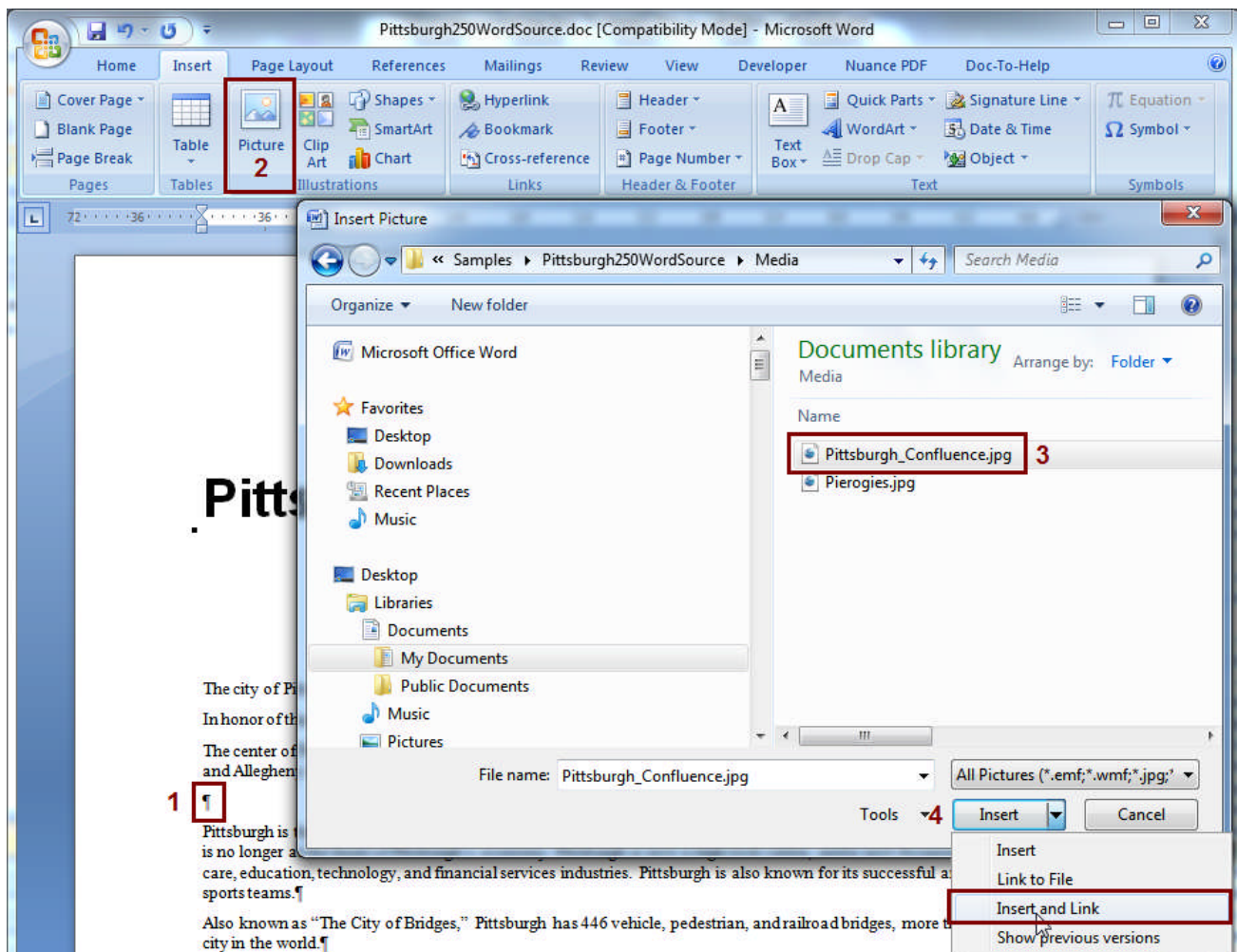
Just a reminder, the **My Doc-To-Help Projects** folder can be found here:

- **Windows® 7 and Vista:** \\Users\\<username>\\Documents\\My Doc-To-Help Projects
- **Windows XP:** \\Documents and Settings\\<username>\\My Documents\\My Doc-To-Help Projects

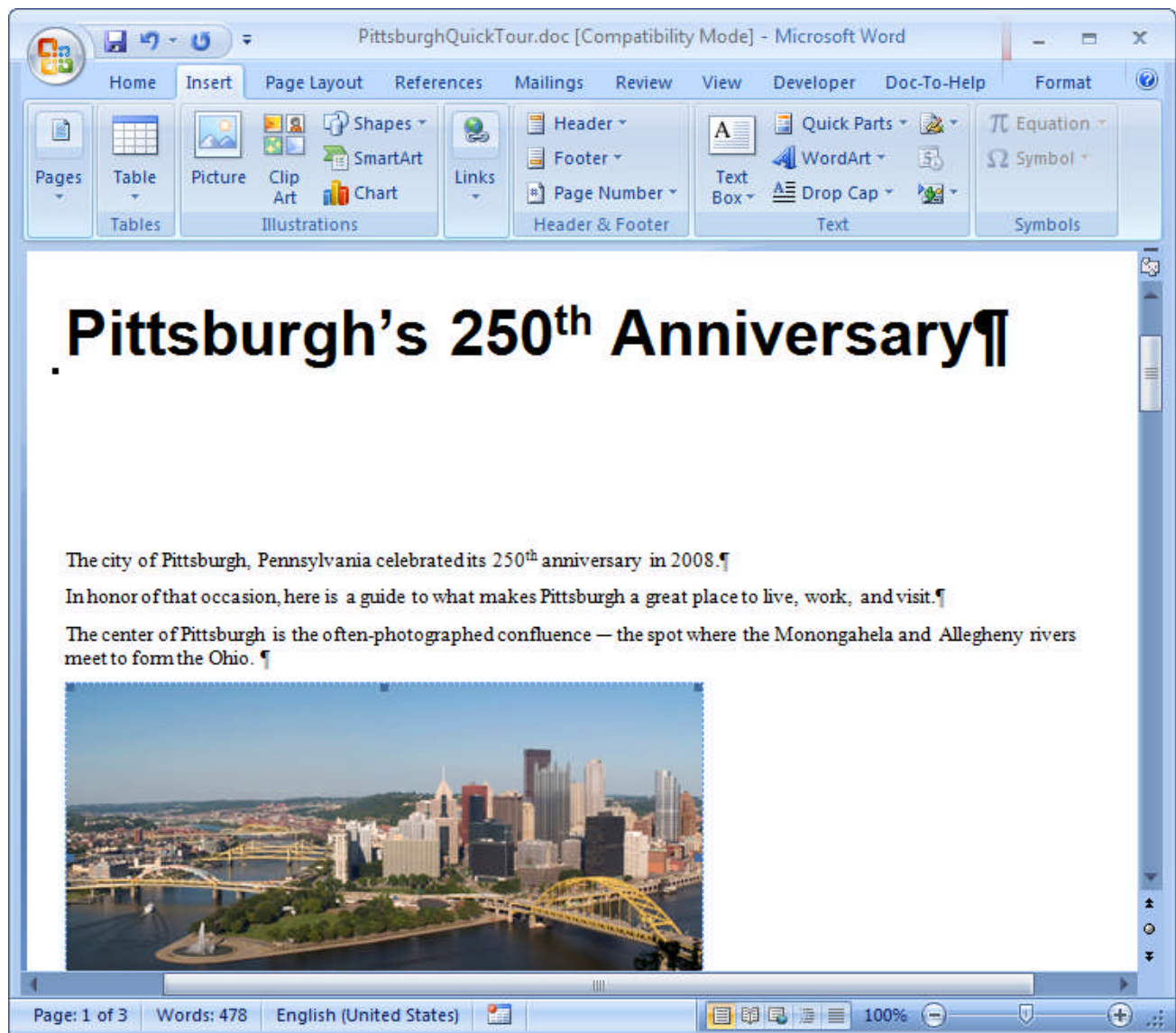


Now we are ready to insert our graphic. If it is not already open, double-click on **PittsburghQuickTour.doc** in the **Documents** pane to open it.

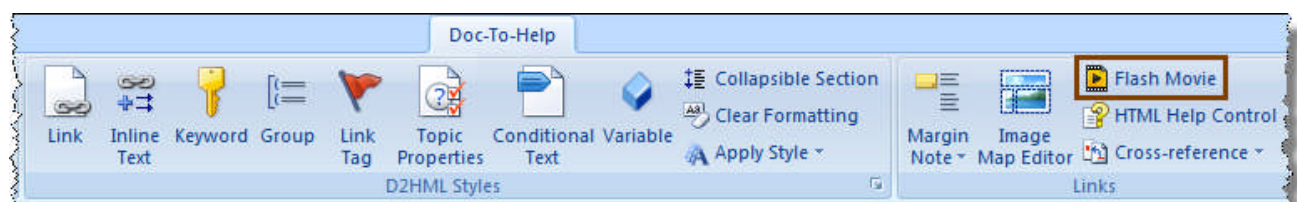
Add a new line after the third paragraph (it begins with “The Center of Pittsburgh...”). Click the **Picture** button in the **Insert** ribbon tab to open the **Insert Picture** dialog box. Choose **Pittsburgh_Confluence.jpg** and click the **Insert** drop-down. Choose **Insert and Link**. This is the recommended option for Doc-To-Help projects.



The graphic is now inserted in the document.



By the way, you can quickly add a Flash movie to your project using the **Flash Movie** button on the **Doc-To-Help** ribbon tab. Check out [DemoWorks](http://www.componentone.com/SuperProducts/DemoWorks/) (<http://www.componentone.com/SuperProducts/DemoWorks/>) if you need a software tool to create movies.



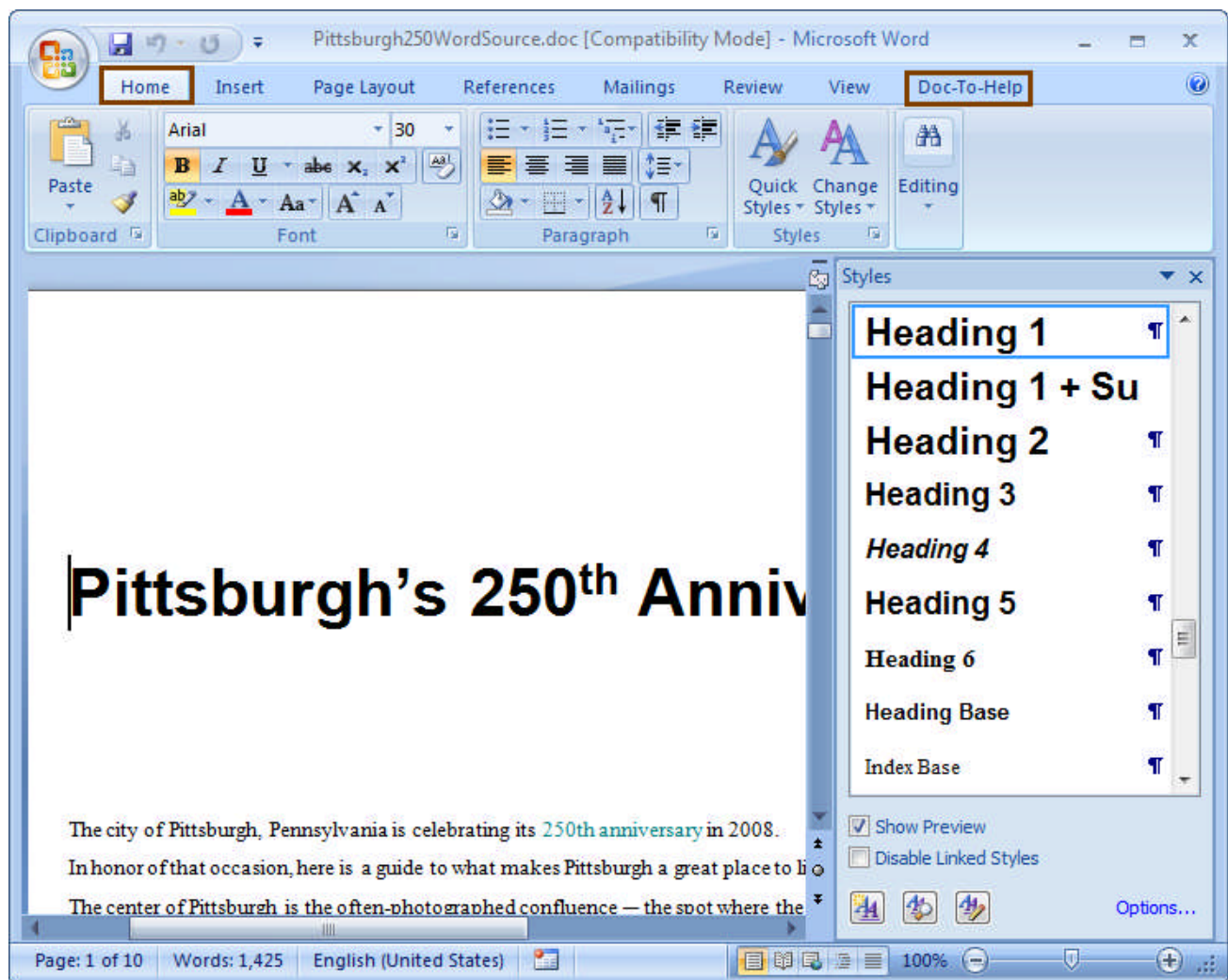
Applying a Style

Doc-To-Help uses styles to markup your source documents. In Word, these styles are stored in a template (.dot or .dotx) file. The source styles are interpreted by the Target template to make the target files **look and behave** the way you desire. For example, as you saw earlier, Heading 1 and Heading 2 styles will determine your project's topic list, the structure of your Table of Contents and the automatic subtopic links.

In this section, you will learn how to apply a Doc-To-Help style in Word. Although the style we will apply in this exercise is one that only controls formatting, later we will apply styles that control both formatting and behavior (see [Adding Glossary Entries](#) on page 43).

If you were using Doc-To-Help's XHTML editor, you would apply styles using the **Style List** window, which is also very easy to use.

When using Microsoft Word as your editor, you can apply styles quickly using the **Home** and **Doc-To-Help** ribbon tabs.



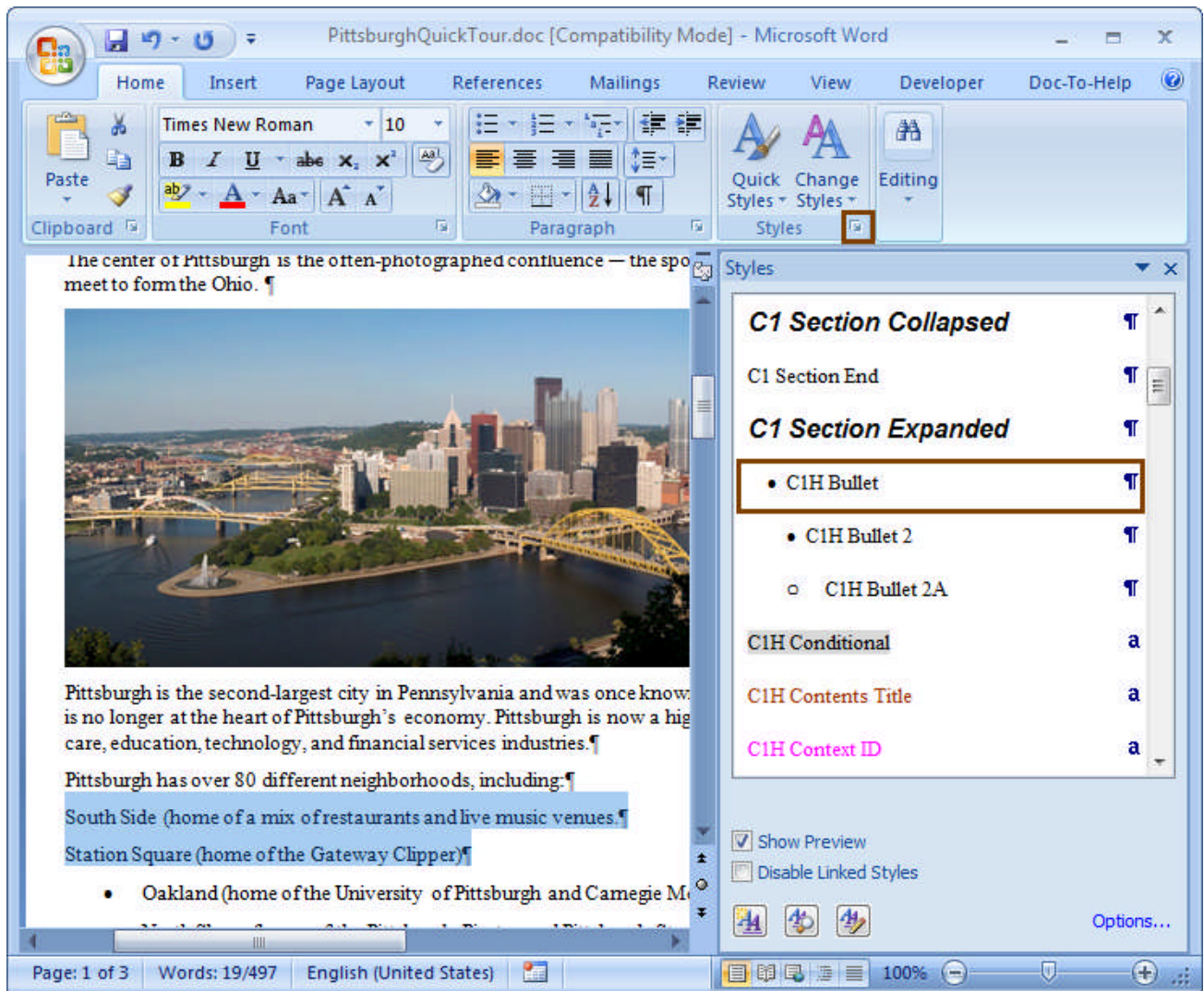
Let's add some new text to **PittsburghQuickTour.doc**. After “Pittsburgh has over 80 different neighborhoods,” add:

South Side (home of a mix of restaurants and live music venues)

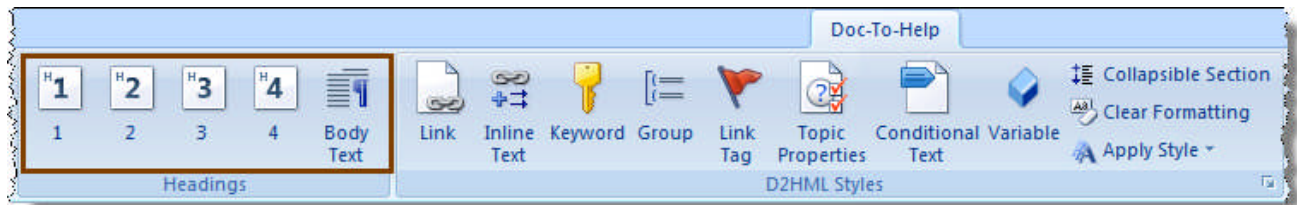
Station Square (home of the Gateway Clipper)

Select the text and click the **Styles** dialog box launcher on the **Home** ribbon tab. The **Styles** box will open. (In Word 2003, from the **Format** menu, choose **Styles and Formatting**. The **Styles and Formatting** box will open.)

Choose the **C1H Bullet** style. The style is applied.

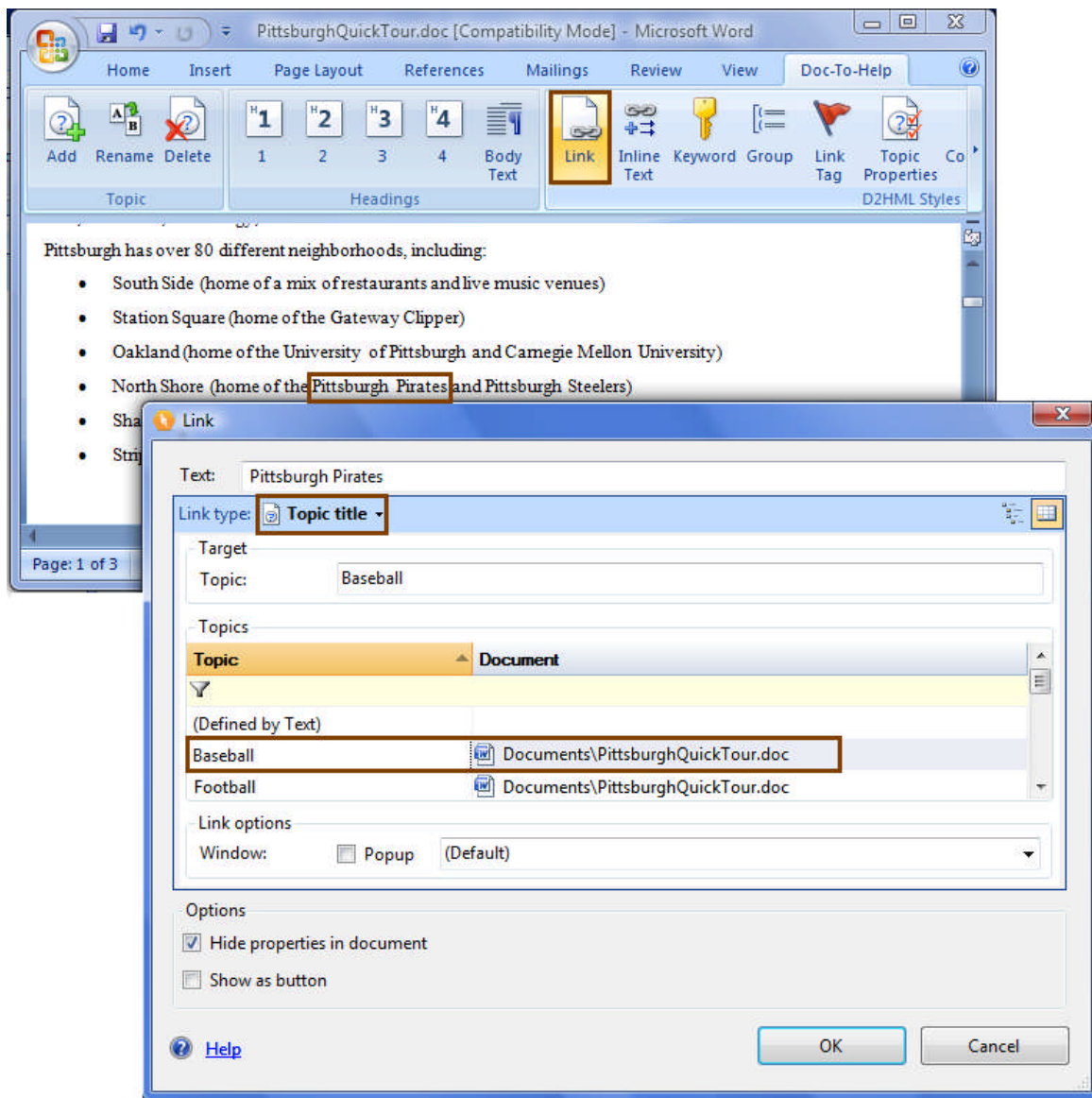


Open the **Doc-To-Help** ribbon tab, you'll see that it includes the **Heading 1, 2, 3, 4** and **Body Text** buttons so you can apply those styles quickly.



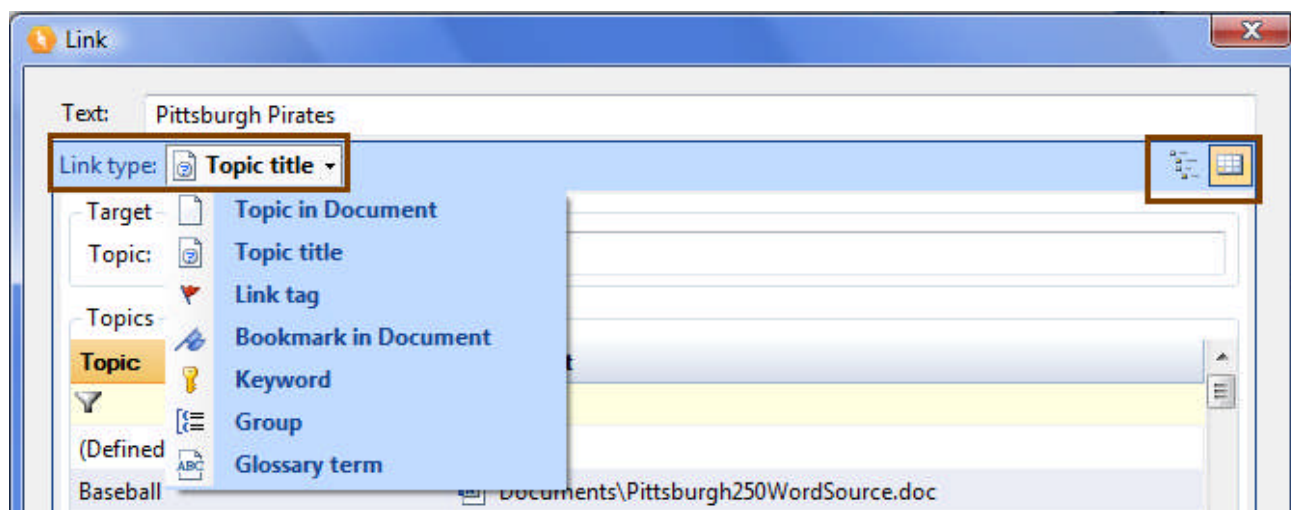
Creating a Topic Link

In **PittsburghQuickTour.doc**, select the phrase "Pittsburgh Pirates" in the text (it is in the "North Shore" bullet point) and click the **Link** button on the **Doc-To-Help** ribbon tab. The **Link** dialog box will open.



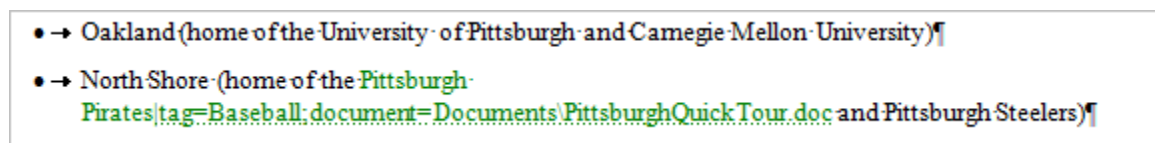
Take a quick look at the **Link** dialog box. Note that you can also create links to **Keywords** (AKA index entries), **Groups**, **Bookmarks**, **Link tags**, and **Glossary** entries. Simply click on the **Link type** drop-down. Also note that in the **Options** area, you can select the **Show as Button** check box. This will change your link text to a button. Selecting the **Popup** check box in the **Link options** will make the topic display in a popup window. By the way, linking will work in the PDF version of your manual target, as well as your Help targets.

Handy Hint: You can select a **Grid** or **Tree** view of the "link to" topics. Click the button to the right to choose.



Now that you have learned more about the **Link** dialog box — in the **Topics** tab, expand **PittsburghQuickTour.doc** (if necessary) and choose **Baseball** from the list. When you click **OK**, you will create a topic link from the phrase "Pittsburgh Pirates" to the topic about baseball.

If you have hidden text turned "on" in your document, you will see the information for this link tag displayed. As you can see, the "tag" is the Topic you selected ("baseball").

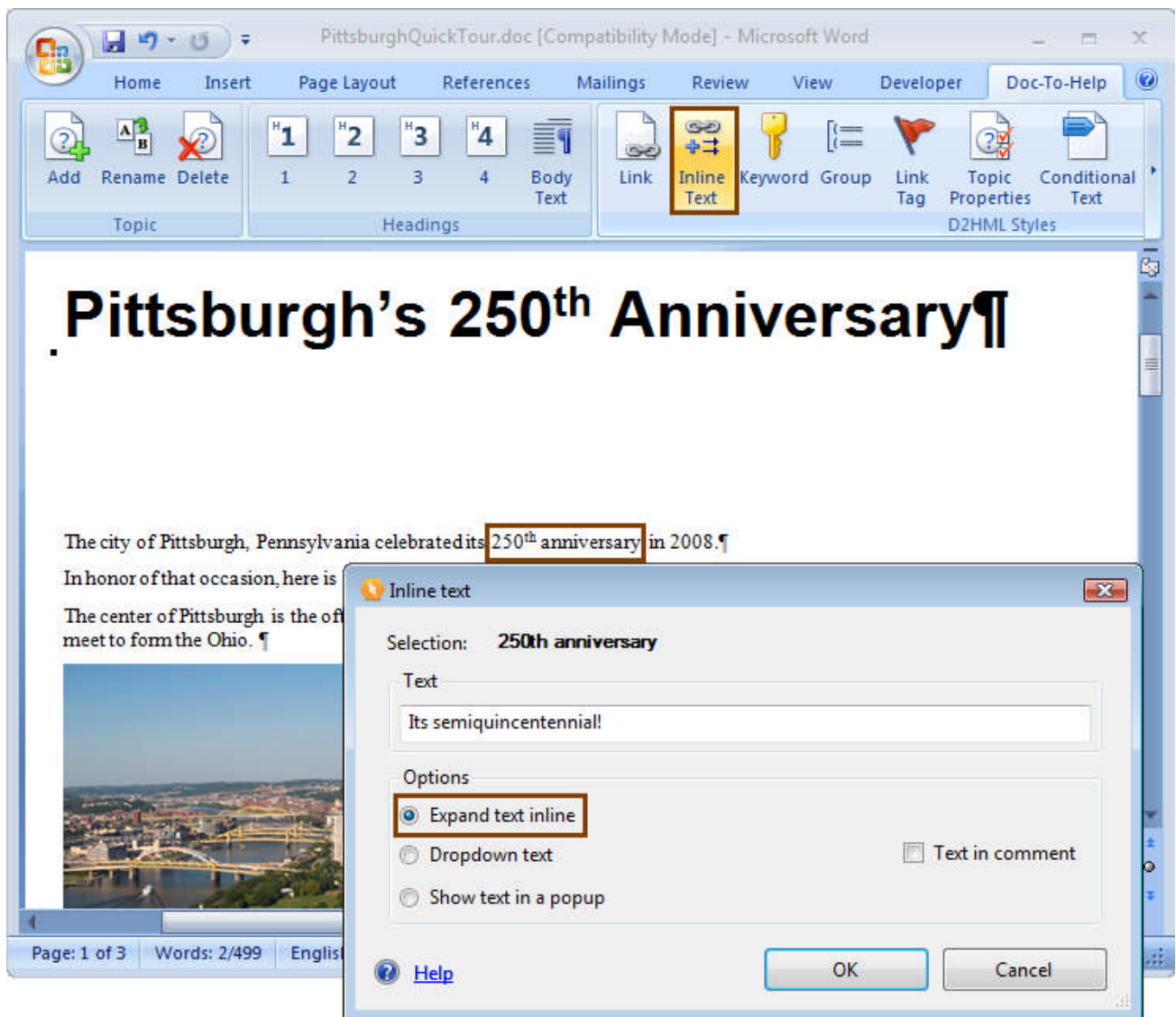


If you would like to hide hidden text — in Word 2003 and earlier, choose **Tools > Options**. In the **View** tab, **Formatting Marks** section, clear the **Hidden Text** check box and click **OK**. In Word 2007 and 2010, choose the **Office button > Word Options**, and click **Display** on the left. Clear the **Hidden Text** check box on the right.

Creating Inline Text

Inline text is expanding, drop-down, or popup text. It's a great way to add dynamic information to your Help project.

In **PittsburghQuickTour.doc**, select the phrase "250th Anniversary" from the first sentence and click the **Inline Text** button. Choose the **Expand text inline** radio button, and add text (Its semiquincentennial!) in the text box.



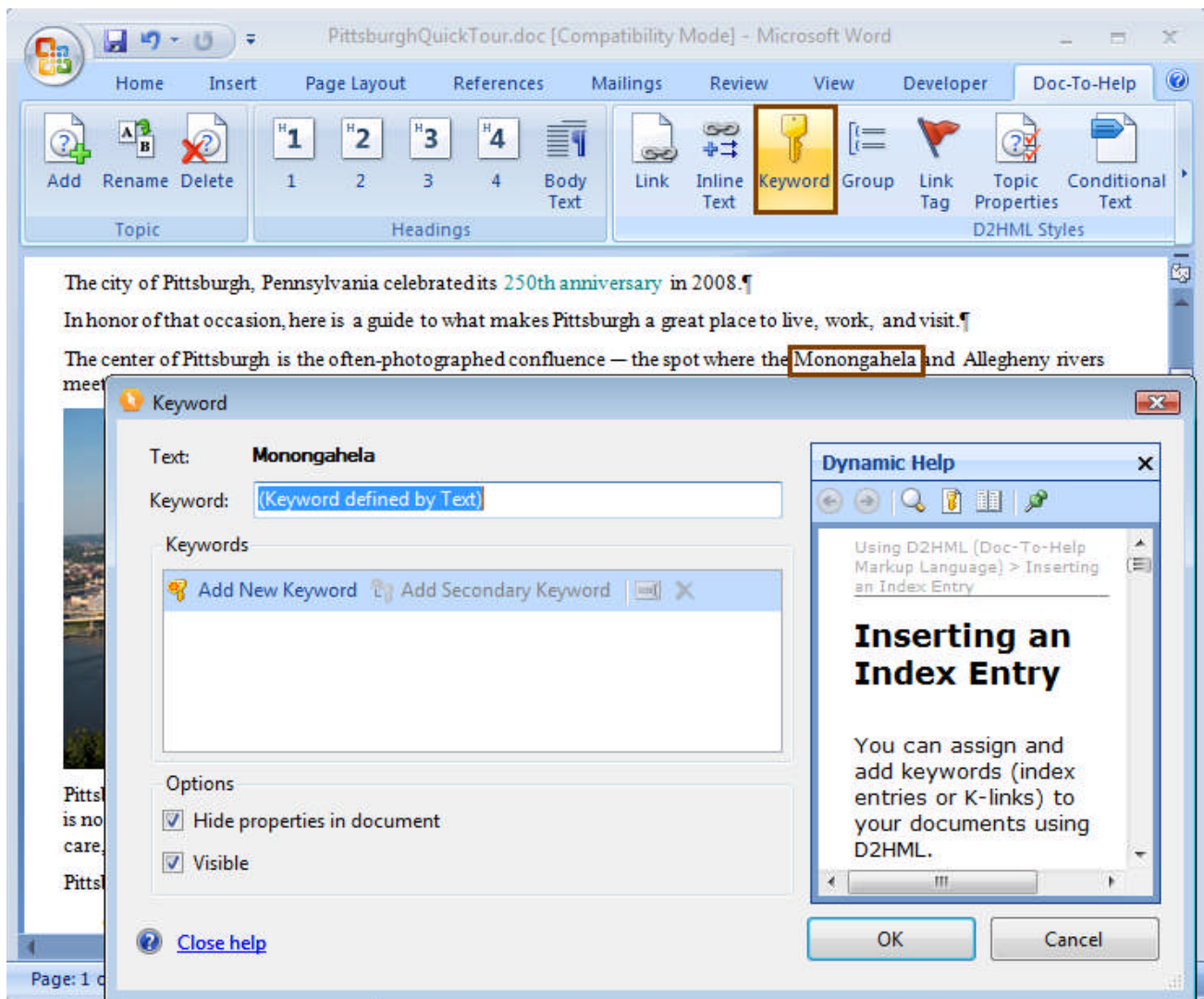
Click **OK**. Doc-To-Help will inform you that this is an invisible style (this means the inline text we added will be invisible in this document (our Source document) — as well as in our Target until clicked). Since that is OK, click **No** to close the message box. When we build the Target, "250th Anniversary" will be a hyperlink that will display "Its semiquincentennial!" when clicked. Save and close the document, build, and take a look if you would like.

Creating an Index Entry

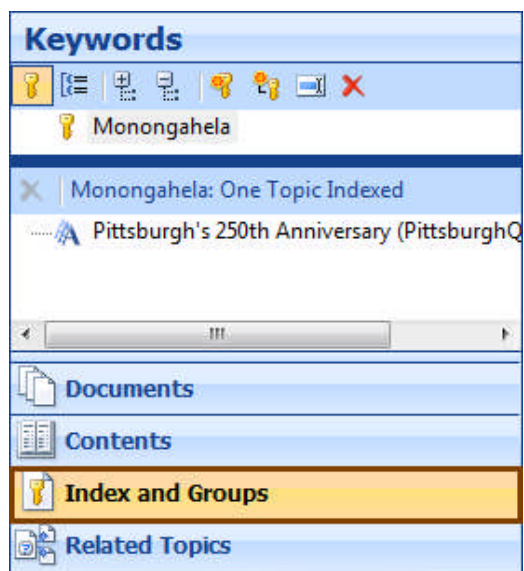
You can add index keywords (also known as K-Links) right from your document. You can also do this in Doc-To-Help, which will be demonstrated later.

Select the word "Monongahela" in **PittsburghQuickTour.doc** (it's in the 3rd paragraph) and click the **Keyword** button. Click **OK** to add "Monongahela" to your index.


"Monongahela" will display in your source document with a different text color, but that color change will not be visible in your final Targets. It is there in your source so that you can see it.



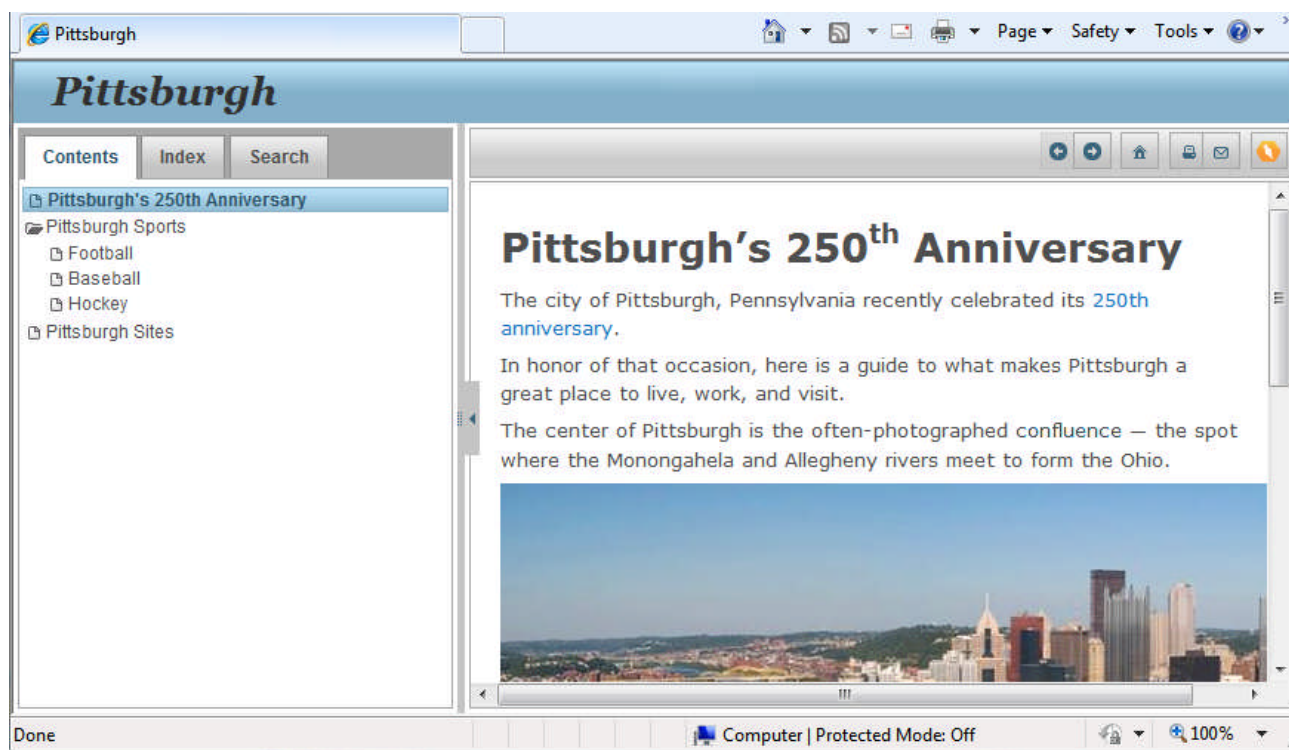
When you look in the **Index and Groups** pane of Doc-To-Help, Monongahela will be there.



You can add additional keyword and secondary keywords from this dialog box. See [Adding Items to the Index and Creating Groups](#) on page 46.

Let's build our target now and take a look at it. First, save and close **PittsburghQuickTour.doc**. Click the **Build Target** button  in Doc-To-Help. After the build is complete, view the Target. See [Building and Examining a Target](#) on page 22 for more information.

The project will open in your browser.



Click on "Pittsburgh's 250th Anniversary" in the table of contents. You'll see that:

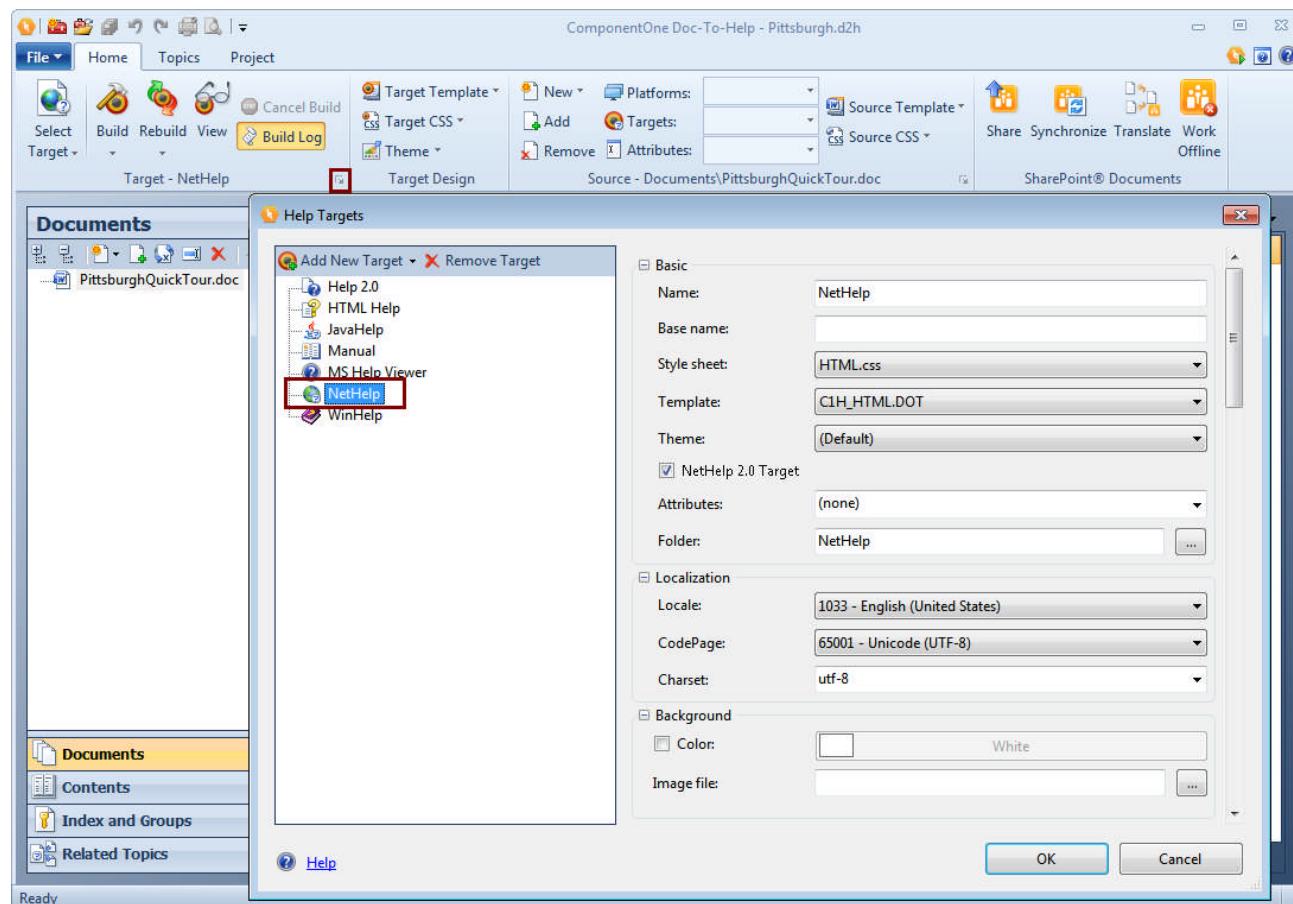
- **"250th Anniversary"** is a hyperlink that will display text (Its semiquincentennial!) when clicked.
- **"Monongahela"** is not highlighted in the Target (but it is included in the Index — click the **Index** button above the Table of Contents).
- The first two bullet points (about the **South Side** and **Station Square**) are properly formatted.
- **"Pittsburgh Pirates"** is a hyperlink that opens the "Baseball" topic.

You will also notice that the project name appears in the header as **"Pittsburgh"** — the name we gave the .D2H project in the wizard. We will change that in the next step using the **Help Targets** dialog box.

Defining Help Targets

By default, our sample has seven default Help Targets. Using the **Help Targets** dialog box in Doc-To-Help, we can rename our targets and delete the ones we don't need.

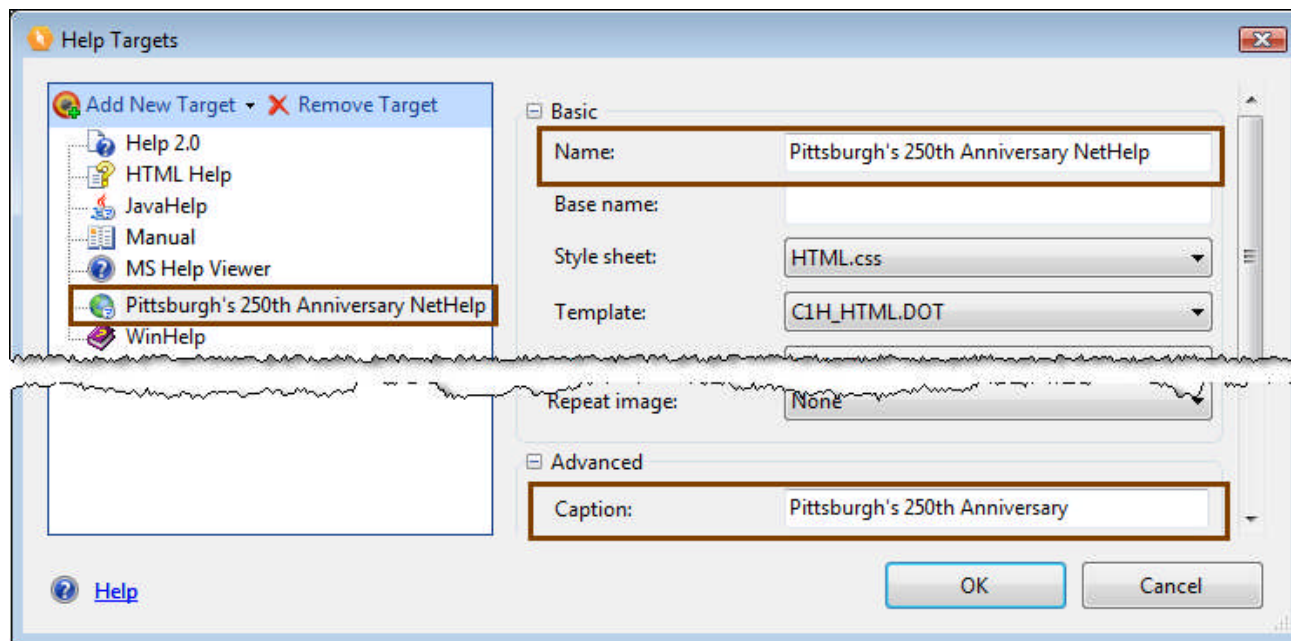
First, click the **Targets ribbon group** dialog box launcher to open the **Help Targets** dialog box.



Since NetHelp is our default Target, that is the option displayed first. Let's change the **Name** field from "NetHelp" to "Pittsburgh's 250th Anniversary NetHelp."

As soon as you click in the window on the left, the name of the project will change in that list.

Also enter "Pittsburgh's 250th Anniversary" in the **Caption** field. This will change the name displayed in the browser from "Pittsburgh" to the name we prefer.

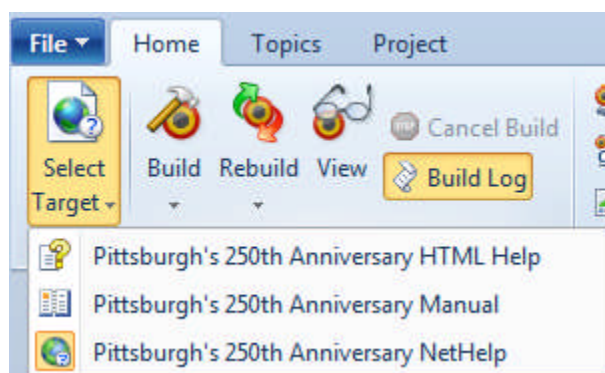


Click on the **HTML Help** (compiled HTML Help) **Target** on the left. Rename it also.

Do the same with the **Manual Target**. While you are there, scroll down and change the "Title" to "Pittsburgh @ 250," the "SuperTitle" to "Visitors Guide," and the "By Line" to "Pittsburgh Productions."

Since we don't need to create Help 2.0, JavaHelp, MS Help Viewer, or WinHelp for this project, click on those **Targets** in the window on the left and click the **Remove Target** button for each. (You can always add them back later.) Click **OK**.

Now, click the **Select Target** button. The newly named Targets are displayed, instead of the defaults.



If you'd like, save and close your documents. Select each Target, then build and view the Targets. You will see the changes we made displayed in each Target.

Please note: you can have several versions of the same Target. For example, you could have multiple NetHelp Targets directed at different audiences. Just add them using the **Add New Target** button in the **Help Targets** dialog box.

Creating Custom Topic Relations

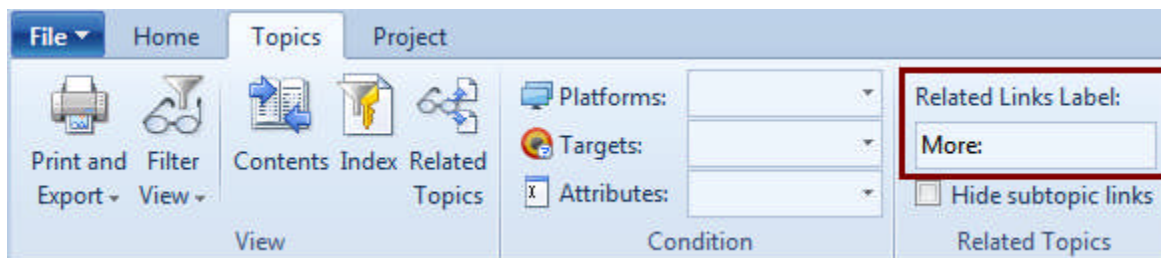
As we discussed earlier, when you open your NetHelp Target and click on the "Pittsburgh Sports" topic in the Table of Contents, you will notice that at the bottom of the topic, there is a section that begins with **"More:"** followed by links to "Football," "Baseball," and "Hockey." These are called **Subtopic Links** and they are created automatically by Doc-To-Help, based on the structure of your document.



"Pittsburgh Sports" is a Heading 1, and "Football," "Baseball," and "Hockey" are Heading 2's immediately following it in **PittsburghQuickTour.doc**. If there were Heading 3's under "Football" they would appear as **Subtopic Links** in that topic.

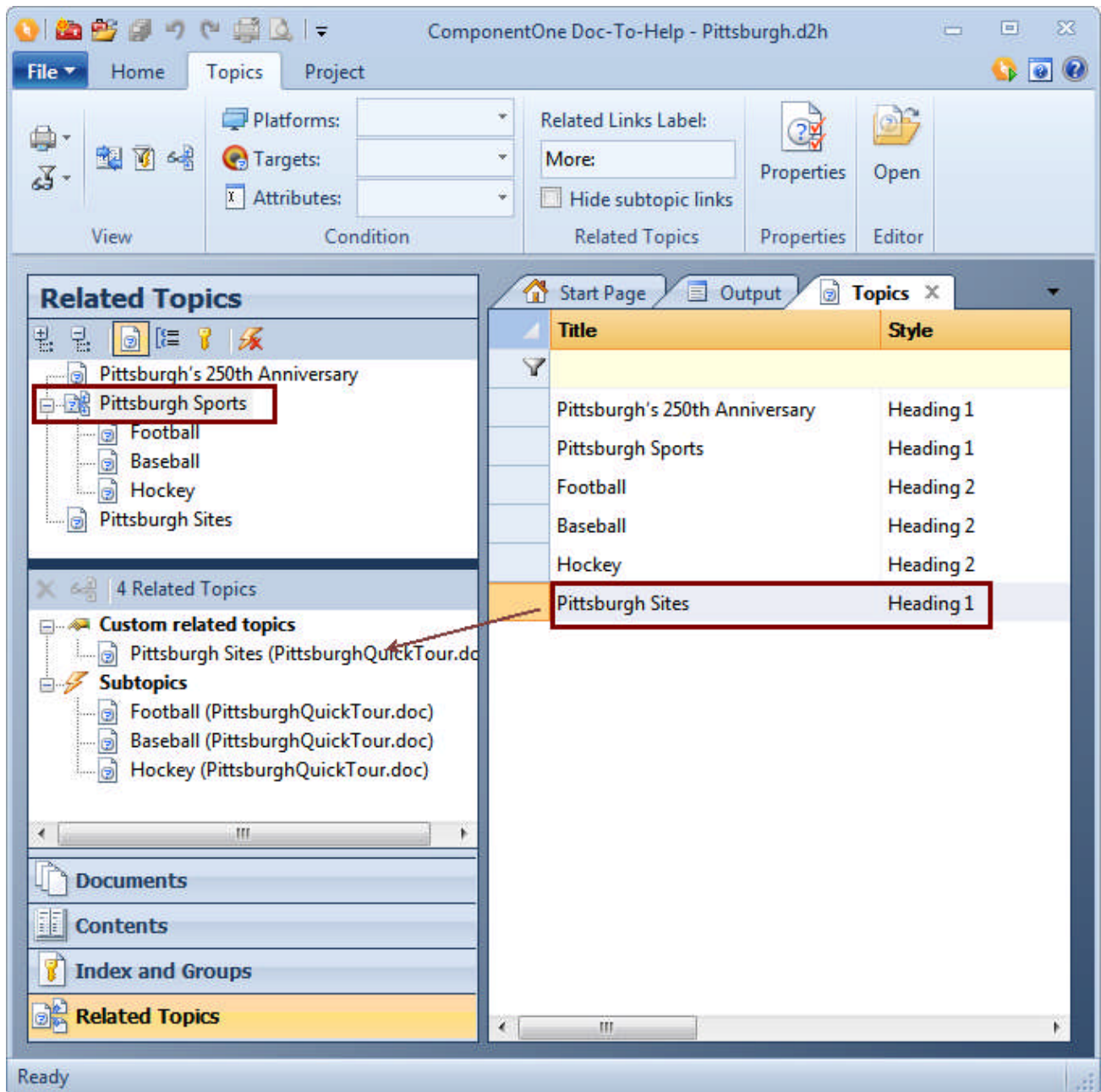
By default, the word "More" appears before the Subtopic links, but you can change that. Open the **Help Targets** dialog box for your Help Target and change it in the **Label** field.

You can change it for individual topics by selecting a **Topic** in the **Topics window** and changing the **Related Links Label** in the **Topics ribbon**.

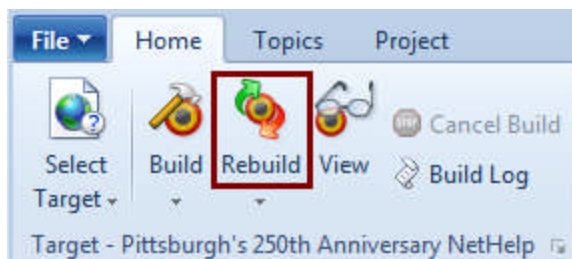


It is easy to add your own custom topic relations using the **Related Topics** pane.

Open the **Related Topics** pane and choose **Pittsburgh Sports** from the list. You'll see that "Football" "Baseball" and "Hockey" are displayed in the pane below automatically. Select **Pittsburgh Sites** from the **Topics window** and drag it into the lower **Related Topics** pane. It is now related (it is marked as a **Custom related topic**).



Save and close your documents, then click the **Rebuild Target** button and build your project.



Look at the new list of subtopic links for **Pittsburgh Sports**. “Pittsburgh Sites” has been added to the list.

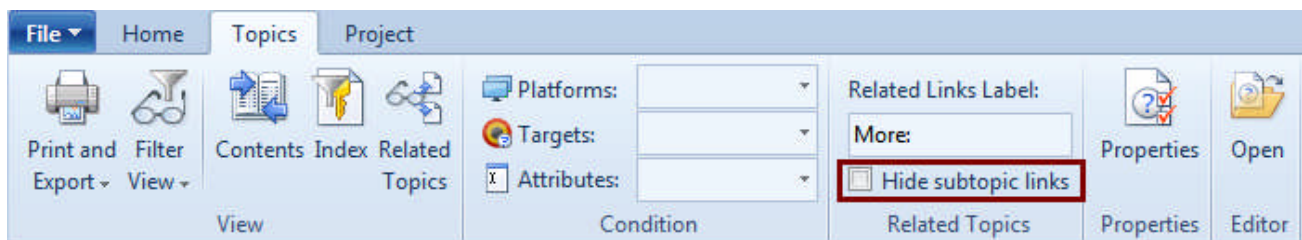
Pittsburgh Sports

Pittsburgh is well-known for its professional [sports](#) teams, and has been hailed as the “City of Champions” because two teams (the Pittsburgh Steelers and Pittsburgh Pirates) won their league’s world championships in the same year (1979). The Pittsburgh Penguins have also won the Stanley Cup three times (1991, 1992, and 2009).

More:

- ↪ [Pittsburgh Sites](#)
- ↪ [Football](#)
- ↪ [Baseball](#)
- ↪ [Hockey](#)

If you would prefer the subtopic links are not displayed in a specific topic, choose that topic in the **Topics** window and select the **Hide Subtopic Links** check box from the **Topics** tab.



As you can see, automatic and custom topic relations give you a lot of options for navigating your Help project.

For example:

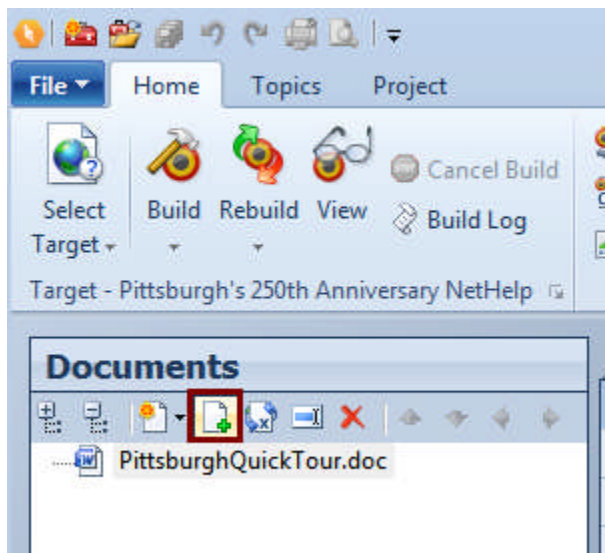
- You can create custom links to other topics that users may find useful. And the links are very clear and noticeable.
- You can create custom links from subtopics to their "parent" topics — this directs the user back to the parent, which may lead them to other topics of interest.
- Relating topics eliminates information "deadends" — the user has links to other information and could be saved the trouble of using search, or checking the TOC or index.

Adding a Document

On occasion, you might need to add an existing document to your project after you've created it, so let's do that now.

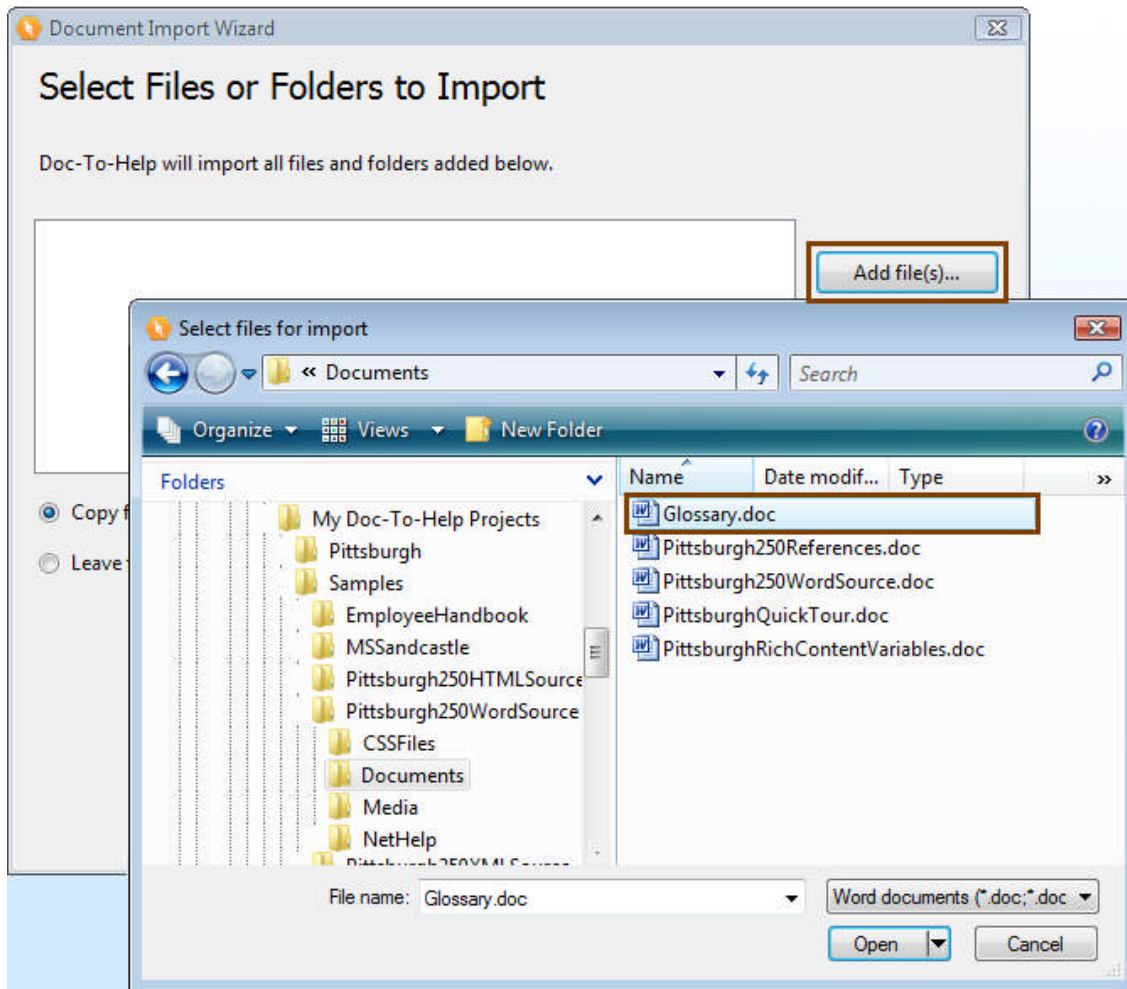
We'll take this opportunity to add a Glossary to our project.

Click the **Add Existing Documents** button in the **Documents** pane.

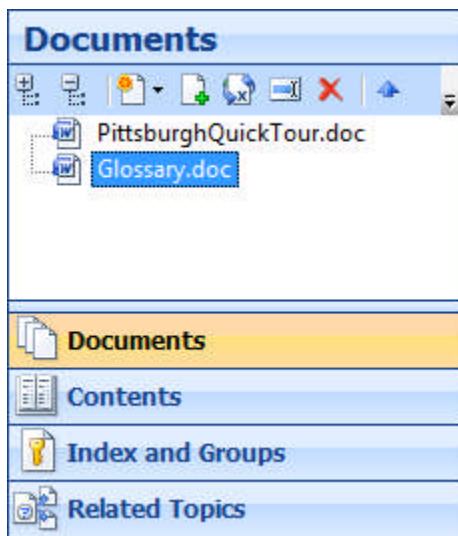


The **Document Import Wizard** will open. Follow the same steps we used when importing **PittsburghQuickTour.doc**, but this time, choose **Glossary.doc** from the \\My Doc-To-Help Projects\\Samples\\Pittsburgh250WordSource\\Documents folder.

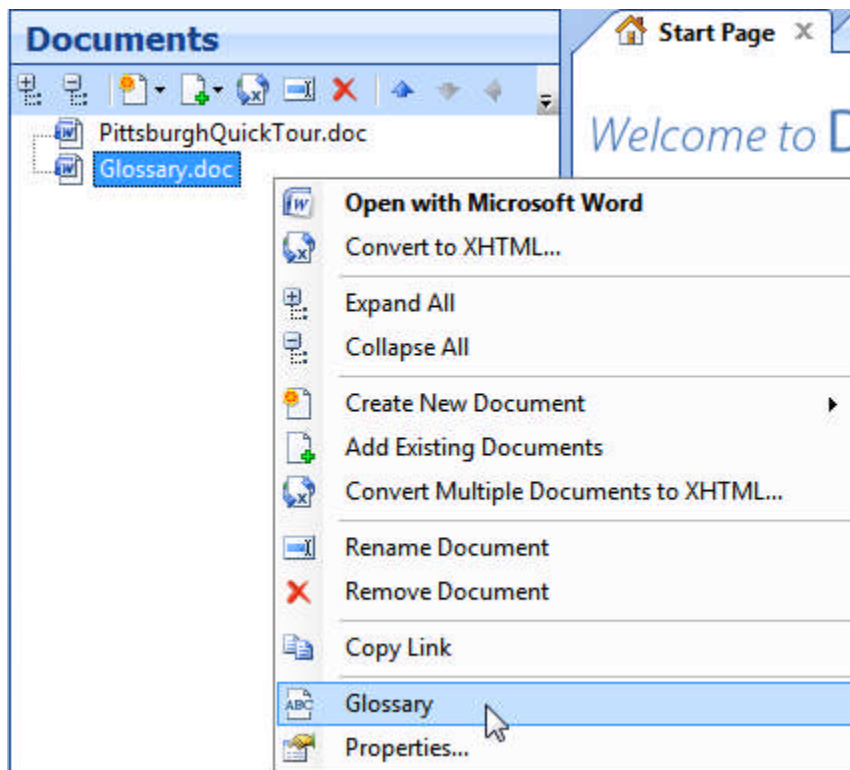
We could have imported this originally, but now you can see how easy it is to do after you have already created your project ...



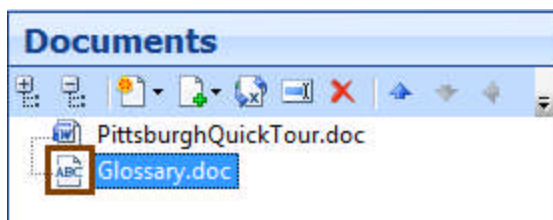
After the import is complete, the new document will appear in the **Documents** pane.



Since a Glossary is a special type of document in Doc-To-Help, right-click on it and choose **Glossary** from the menu.

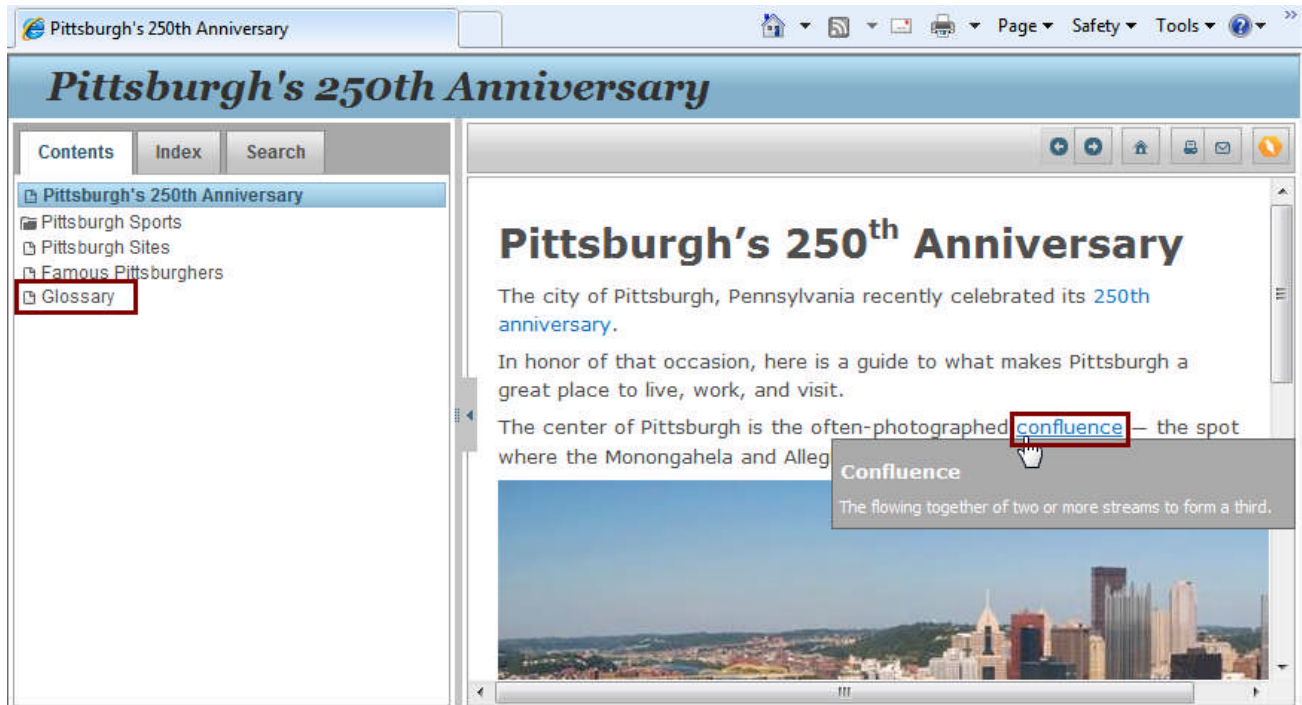


Our document is now flagged as a Glossary with a special icon.



Double-click on **Glossary.doc** to open it. You'll see that two index entries are in this document: Confluence and Primanti Brothers Sandwich. If you put your cursor in either heading, you'll notice that they are formatted with the **Glossary Heading** style. This style has a special behavior in online Help Targets.

Close **Glossary.doc** and build your Target. You'll notice that **Glossary** has been added to the Table of Contents, plus the word "confluence" is now a hyperlink. When you click on it, the glossary entry is displayed as a popup.



This popup is a Doc-To-Help feature — Doc-To-Help automatically creates links from topic text to **identical** glossary entries – but only once in each topic. This can be turned off if you like, but it is a great way to give your readers access to useful definitions that they might normally miss, with no extra work on your part. If you would like to create a manual link to a glossary entry, simply create a link using the **Glossary** Link Type in the **Link** dialog box.

Note: To add a new, empty document to your project, click the **Add New Document** button in the **Documents** pane toolbar.



Adding Glossary Entries

It is easy to add additional entries to your glossary — and you don't need to worry about alphabetizing them because Doc-To-Help will do it for you.

Open **Glossary.doc**. It contains two entries.

Glossary

Confluence

The flowing together of two or more streams to form a third.

Primanti Brothers Sandwich

A sandwich invented in Pittsburgh by the Primanti Brothers. It includes fries and cole slaw right on the sandwich. See <http://primantibrothers.com/> for pictures and details.

It's easy to add more entries and alphabetize the list.

After the first two entries, add the following:

Ohio River

A river that begins in Pittsburgh and joins the mighty Mississippi in Illinois.

Now, we need to apply styles to the new entry. These styles not only control the look of the entries, but also the behavior.

Click on **Confluence**, you'll notice the style is **Glossary Heading**. The definition is **C1H Popup Topic Text**. Apply those styles to **Ohio River** and its definition. (Use the same method we used when we applied the **C1H Bullet** style earlier.)

It will look like this:

Glossary

Confluence

The flowing together of two or more streams to form a third.

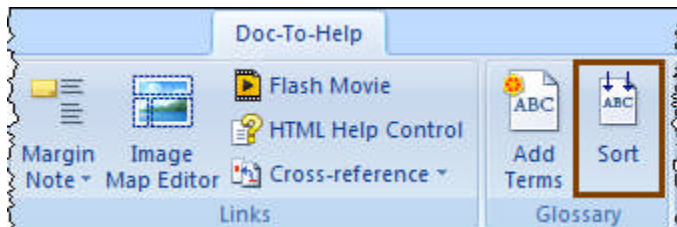
Primanti Brothers Sandwich

A sandwich invented in Pittsburgh by the Primanti Brothers. It includes fries and cole slaw right on the sandwich. See <http://primantibrothers.com/> for pictures and details.

Ohio River

A river that begins in Pittsburgh and joins the mighty Mississippi in Illinois.

Ohio River is in the Glossary, but now the Glossary is not in alphabetical order. To fix that, click the **Sort** button in the **Doc-To-Help** ribbon. The Glossary will now be alphabetized.



Save and close **Glossary.doc**. Build the project.

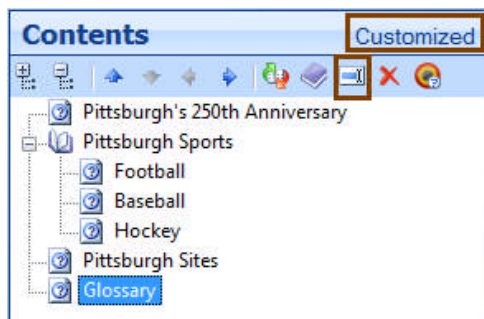
"Ohio River" is now in the list of topics in the **Topics** window.

Start Page Output Topics x		
Document	Title	Style
Documents...	Pittsburgh's 250th Anniversary	Heading 1
Documents...	Pittsburgh Sports	Heading 1
Documents...	Football	Heading 2
Documents...	Baseball	Heading 2
Documents...	Hockey	Heading 2
Documents...	Pittsburgh Sites	Heading 1
Documents...	Glossary	Heading 1
Documents...	Confluence	Glossary Heading
Documents...	Ohio River	Glossary Heading
Documents...	Primanti Brothers Sandwich	Glossary Heading

Creating a Customized Table of Contents

As you've already seen, Doc-To-Help automatically creates a Table of Contents for you based on the structure of your documents. But you can customize your Table of Contents if you wish.

Open the **Contents** pane. If you select an item in the Table of Contents and click **Remove Topic** to remove it — or drag a topic from the **Topics** window into the **Contents** pane to add it — the table of contents will be flagged as **Customized**. Changing the name of an item in the TOC (using the **Rename** button) will also customize it.



If you would like this table of contents to be exclusively used for the Target selected, click the **Target-Specific Table of Contents** button.



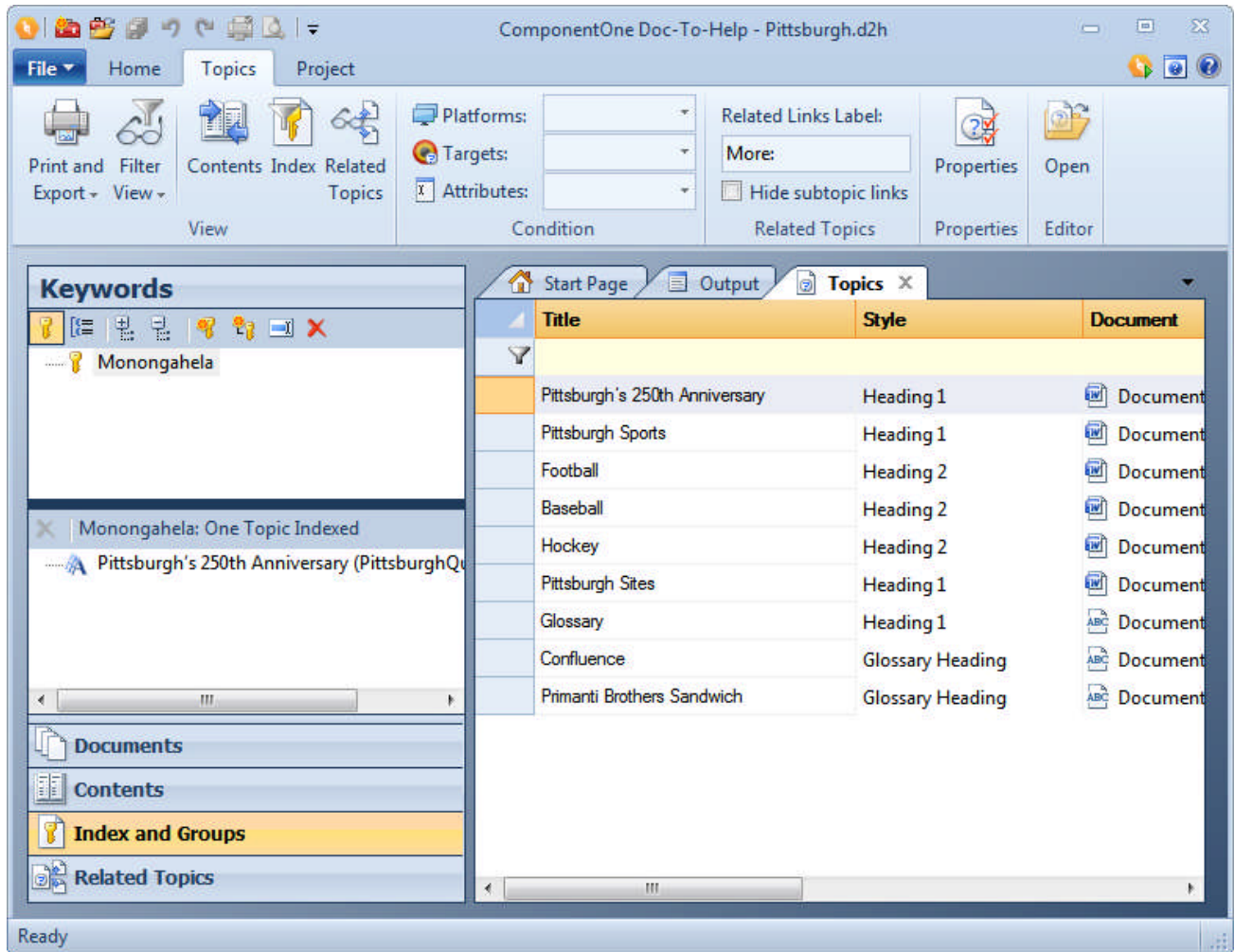
If you decide that you would prefer to return to the original table of contents (based on the document structure) click the **Rebuild Table of Contents** button.



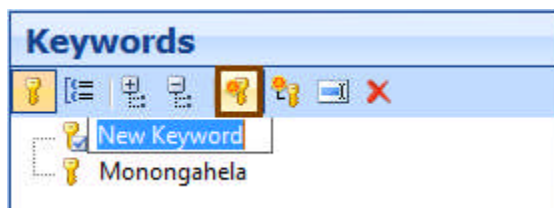
Adding Items to the Index and Creating Groups

There is already one item in our index, which we added directly from one of our documents. We can also add items using the **Index and Groups** pane, along with the **Topics** window.

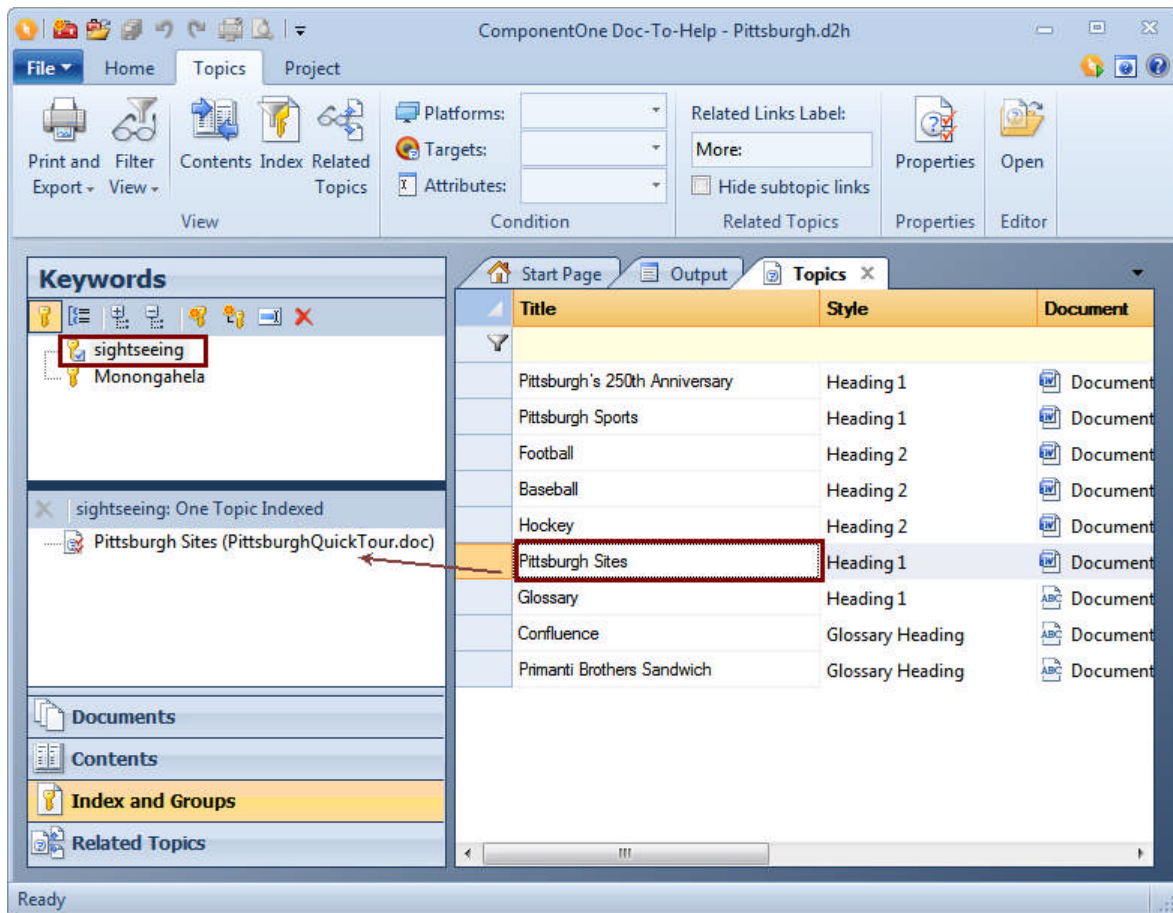
Click on the **Index and Groups** pane, and click the **Keyword** button.



Click the **Add New Keyword** button.

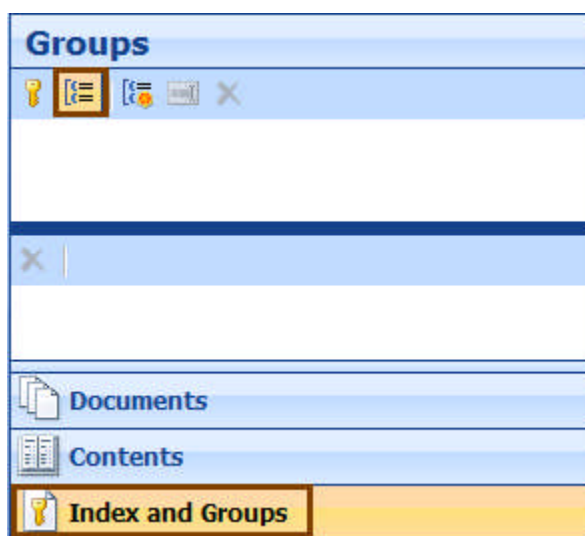


Name the keyword "sightseeing." Then select the topic "Pittsburgh Sites" from the **Topics window** and drag it into the lower **Keywords** pane. You can link multiple topics to a single keyword; just drag them into the lower pane also.

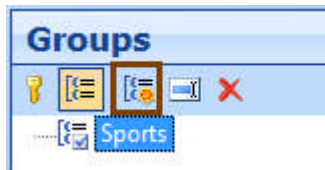


You can create topic **Groups** using this same pane. Topic groups are collections of topics you can create links to. When the user clicks the link, the topics in the group will display in a popup window or dialog box.

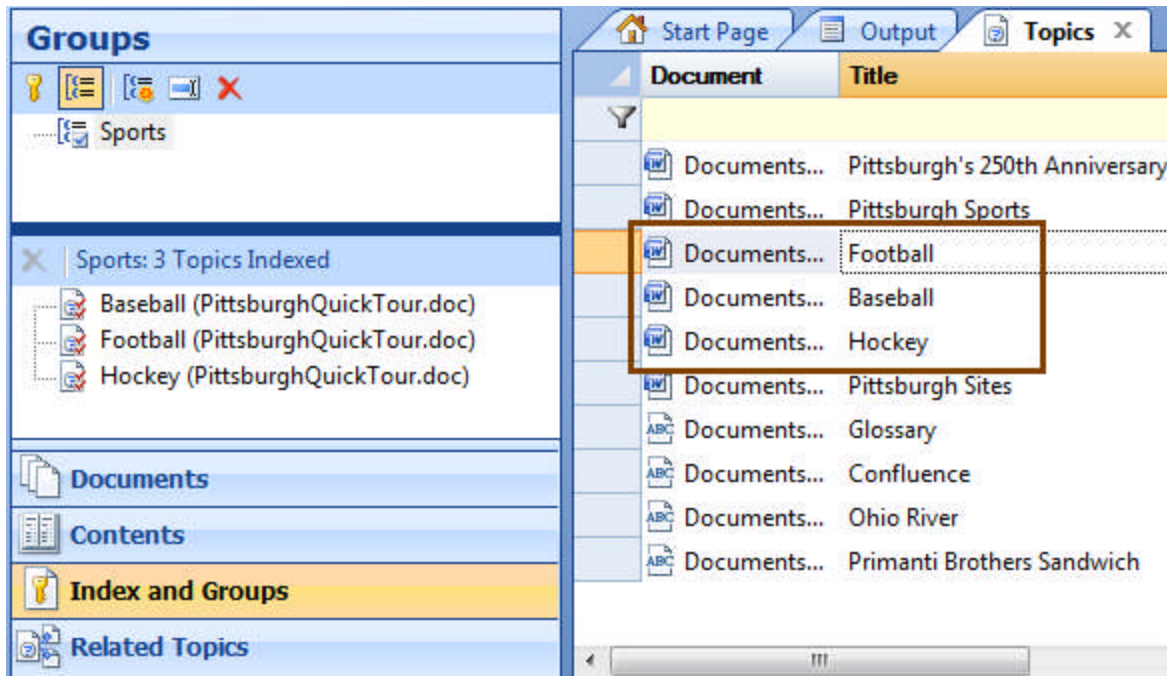
First, click the **Groups** button in the **Index and Groups** pane.



Click the **Add Group** button and name the new group "Sports."



Select the topics "Football", "Baseball", and "Hockey" in the **Topics window** and drag them into the lower **Groups** pane.



These topics are now a group named "Sports" and you can create a link to them using the **Link** dialog box.

Open **PittsburghQuickTour.doc** and in the "Pittsburgh Sports" topic, select the word "sports."

Click the **Link** button on the **Doc-To-Help** ribbon tab and choose **Group** from the **Link type** drop-down. Select the **Sports** check box and click **OK**.

Pittsburgh Sports¶

Pittsburgh is well-known for its professional **sports** teams, and has been hailed as the “City of Champions” because two teams (the Steelers and Pirates) won their league’s world championships in the same year (1979). The Pittsburgh Penguins have a

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The Steelers wo
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Steeler fans — K
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Learn more abo

Baseba

Major League B
located on the b

Learn more abo

Hockey

The Pittsburgh
defeated the De
the NHL, Sidne

Mario Lemieux
Mellon Arena, t

Learn more about the Penguins at <http://www.pittsburghpenguins.com/>.¶

Link

Text: sports

Link type: Group

Target

Group: Sports

Groups

Sports

Link options

Topic list in: (Default)

Window: (Default)

Options

☒ Hide properties in document

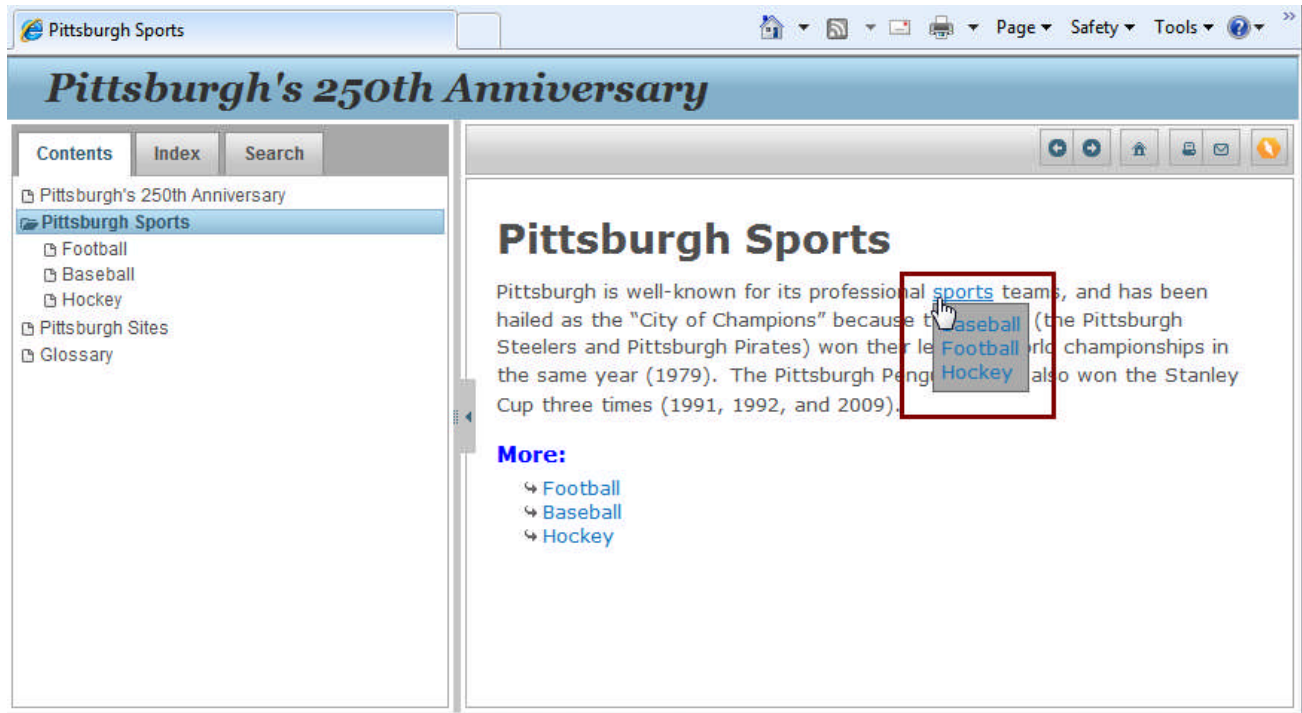
☐ Show as button

Help

OK Cancel

Save and close your document. Build your Target.

Now, "sports" is a hyperlink, and when you click on it, a menu with all of the topics in that group displays. Select any one of the menu items, and the topic opens.



We hope you enjoyed the Doc-To-Help Quick Tour! Feel free to use this project to test-drive Doc-To-Help further.

Additional Resources

The schedule of free Doc-To-Help introductory webcasts can be found at:

<http://www.doctohelp.com/SuperPages/Webcasts/>.

Information about training classes and self-paced training manuals is available here:

<http://www.doctohelp.com/SuperProducts/DocumentationSupport/Training+/>.

Sample Doc-To-Help projects can be found in the following location. These projects demonstrate Doc-To-Help features and functionality. There are projects that feature each type of document editor, software documentation, Sandcastle reference documentation, an Employee manual, and a sample in German.

- **Windows® 7 and Vista:** \\Users\<username>\Documents\My Doc-To-Help Projects\Samples
- **Windows XP:** \\Documents and Settings\<username>\My Documents\My Doc-To-Help Projects\Samples

Also see the PDF quick reference guides available on the **Start Page** of Doc-To-Help, and the **Help** menu (available from the **File** tab.)