Guided Tour

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A Guided Tour of Doc-To-Help

Welcome to the ComponentOne Doc-To-Help 2007 Guided Tour! If you are an experienced Doc-To-Help user, this latest version includes many new design features bundled with the functionality you are familiar with from previous versions of this product. If you are a new user, Doc-To-Help provides an effortless way to create professional looking online Help from your existing Microsoft Word and HTML documents.

The purpose of this guided tour is to give you a "quick start" understanding of the features incorporated into the new version of Doc-To-Help. By working through the tutorial procedures, you will learn the fundamentals of producing printed manuals and online Help systems using Doc-To-Help.

The Doc-To-Help guided tour assumes a level of familiarity with Microsoft Word and FrontPage and Help authoring in general. Before beginning the guided tour, you may wish to read the sections on *Help Authoring Basics* and *Doc-To-Help Markup Language (D2HML)*. Additionally, it may be helpful for you to familiarize yourself with the Doc-To-Help project editor and toolbar by reading *The Doc-To-Help Project Editor*.

Tutorial Conventions

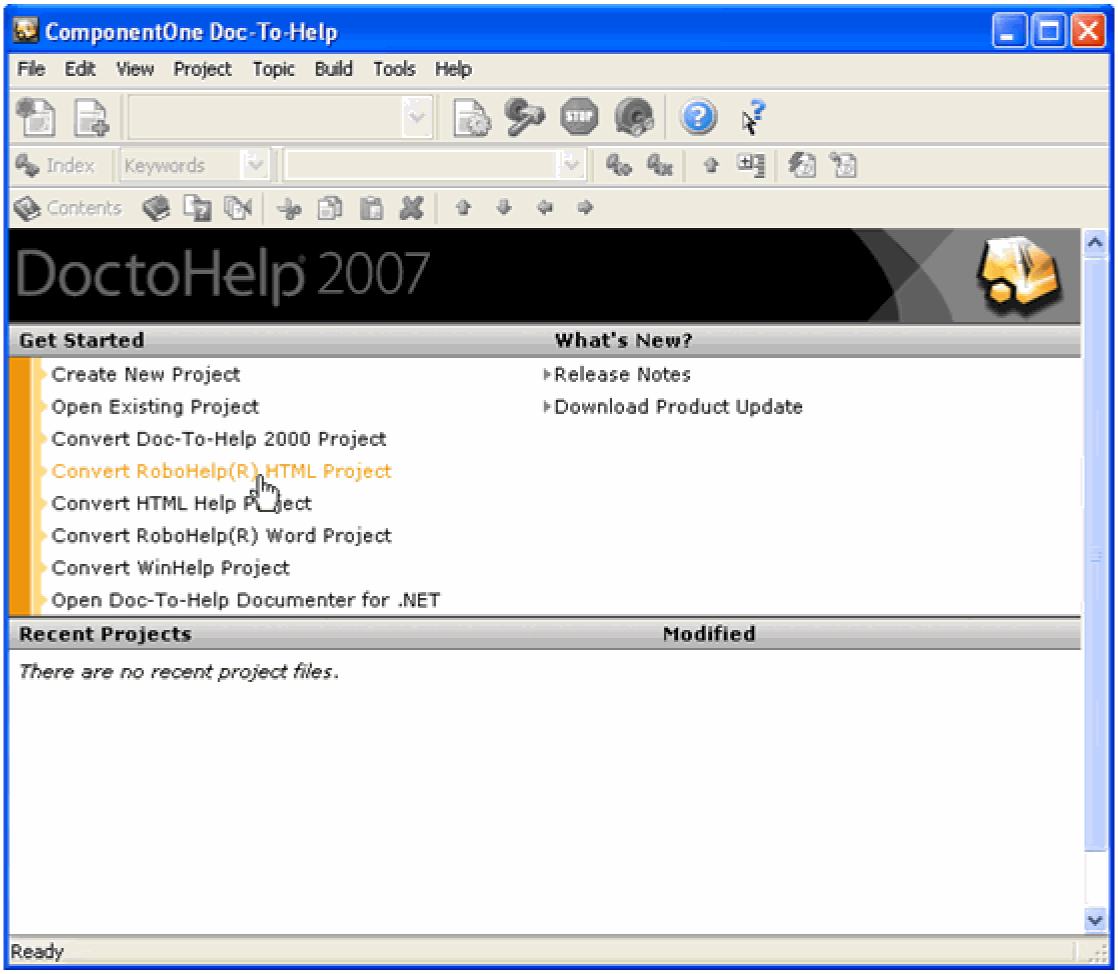
- Instructions to select submenu items are given in the **Menu | Submenu** format.
- Throughout the tutorial, dialog box names, control labels and controls are formatted in a bold font.
- The tutorial instructions assume that you installed Doc-To-Help in the default location. If you installed in another location, you must navigate to files in that location instead of the location specified in the instructions.
- The tutorial instructions use Microsoft Windows XP, Microsoft Word 2003 and Microsoft FrontPage 2003 for all explanations. If you are using a different operating system or a different version of Word or FrontPage, your commands and dialog boxes may vary somewhat.
- The terms, "make target", "rebuild target", and "compile" are used throughout the tutorials. If you are unfamiliar with how these terms are used in relation to Doc-To-Help 2007, please read *Understanding the Doc-To-Help Build Options*.

Converting Projects to Doc-To-Help 2007

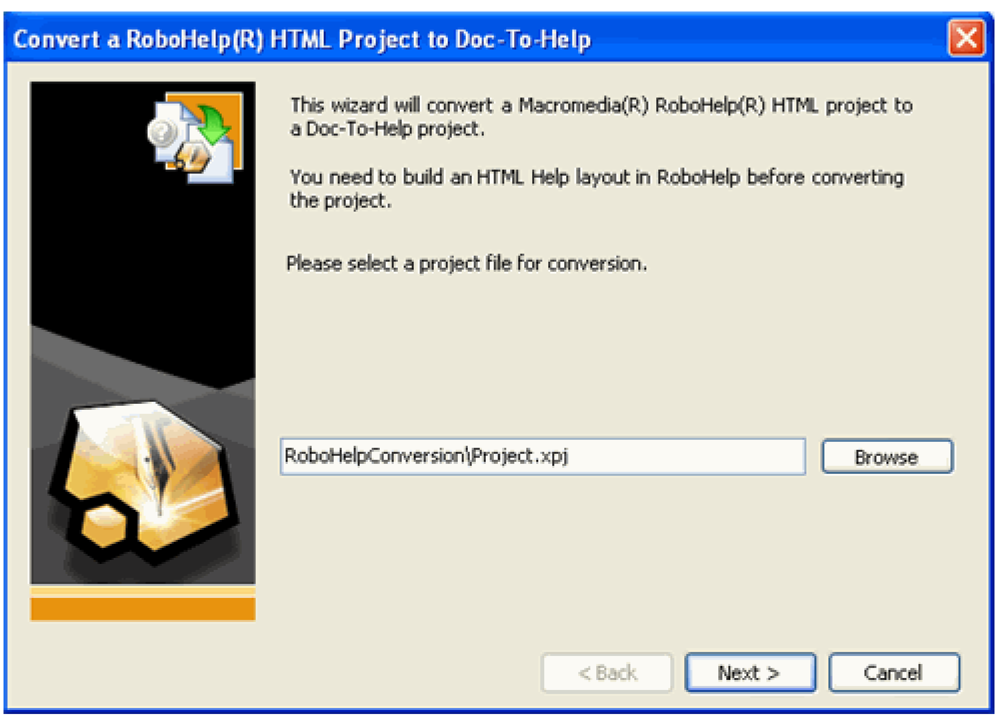
Converting a RoboHelp HTML Project to Doc-To-Help 2007

This tutorial uses a RoboHelp project for which the Microsoft HTML Help layout has already been generated. This HTML Help project (.hhp) is used by the Doc-To-Help RoboHelp converter and it must be generated before conversion can take place.

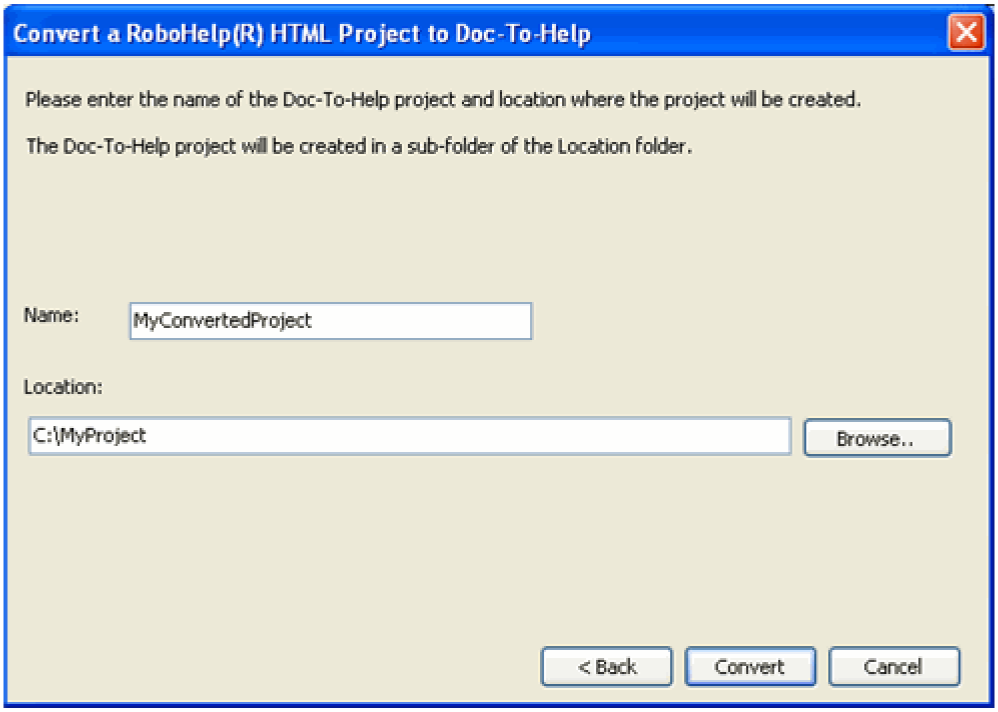
1. Open Doc-To-Help 2007 and click **Convert RoboHelp(R) HTML Project**.



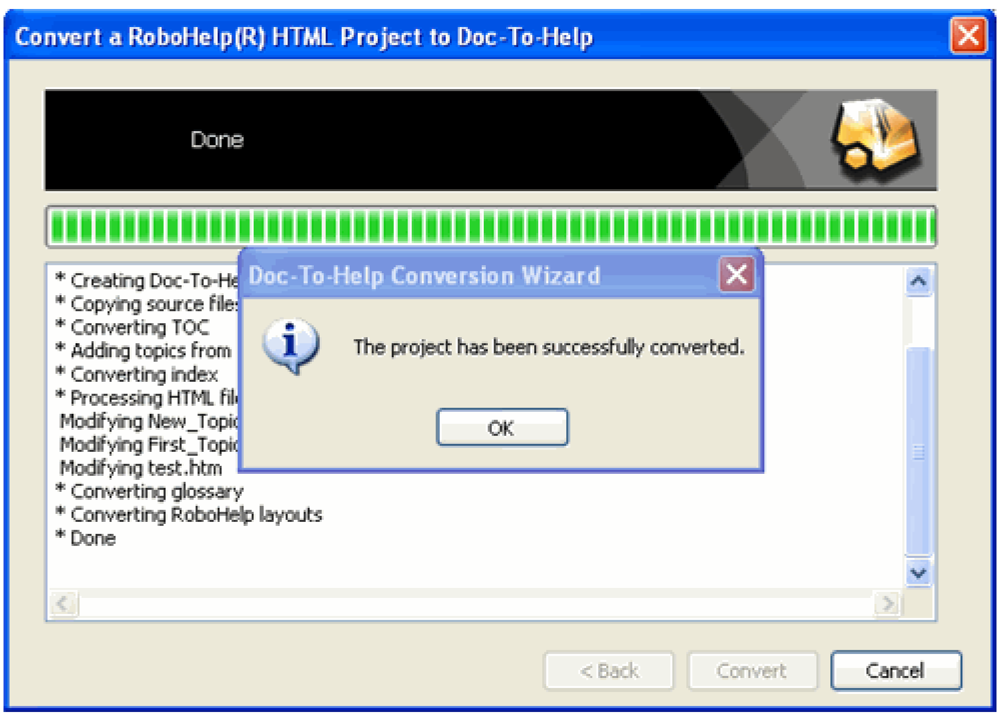
2. Select an **.xpj** project file and click **Open**.
3. Review the location and click **Next**.



4. Enter the name of the Doc-To-Help project to be created in the **Name** text box and browse for a location for the new project.



5. Click the **Convert** button to begin the conversion. A window appears showing the conversion process.
6. Once the conversion is complete, click **OK**.

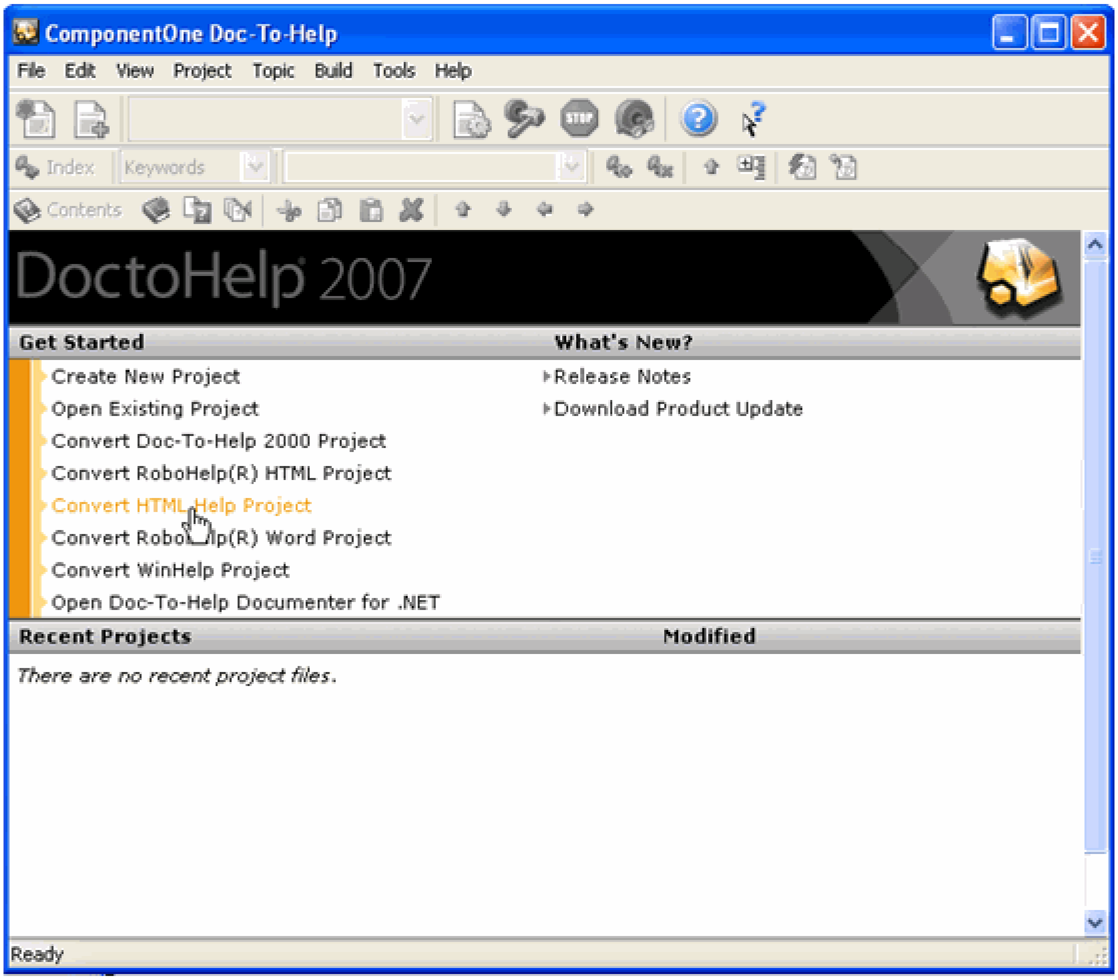


7. Click the **Close** button to close the Convert dialog box. Your new Doc-To-Help project opens in the Doc-To-Help project editor. You can begin customizing and building your help files.

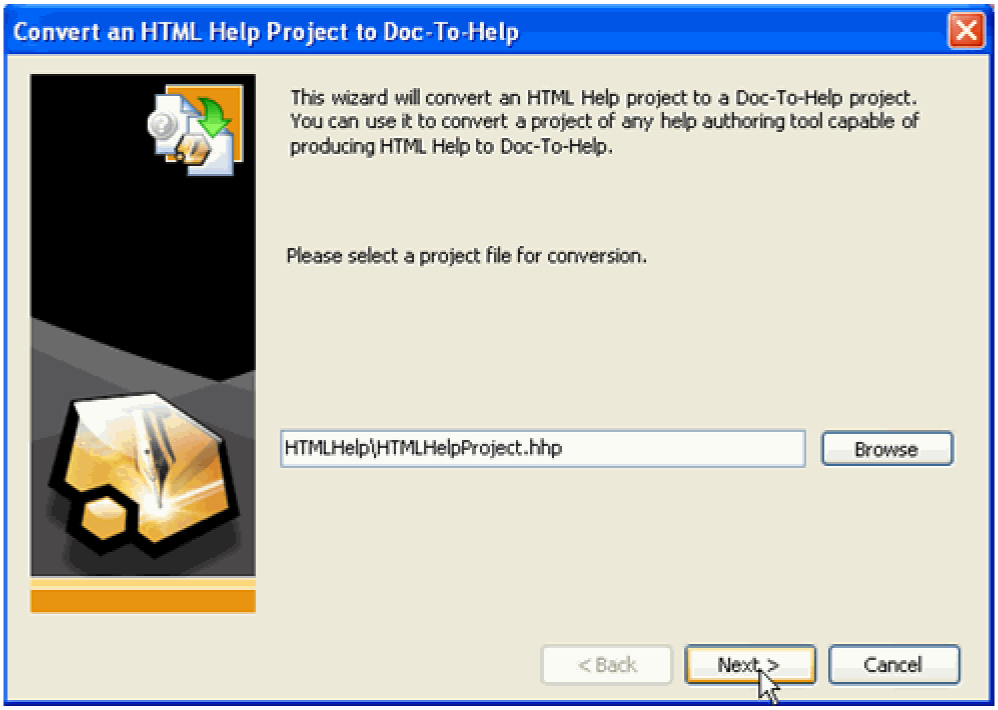
Converting an HTML Help Project to Doc-To-Help 2007

The HTML Help project used in this tutorial is located in the C:\Program Files\ComponentOne\DocToHelp\Tutorial\IceCream\HTML-Compiled-0 folder.

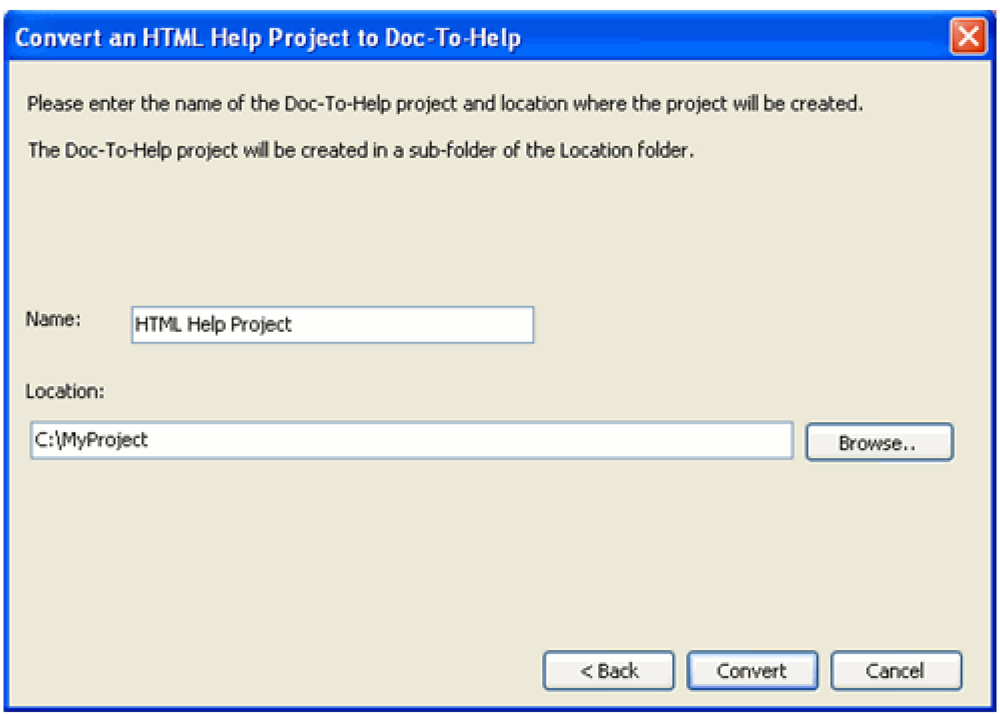
1. Open Doc-To-Help 2007 and click **Convert HTML Help Project**.



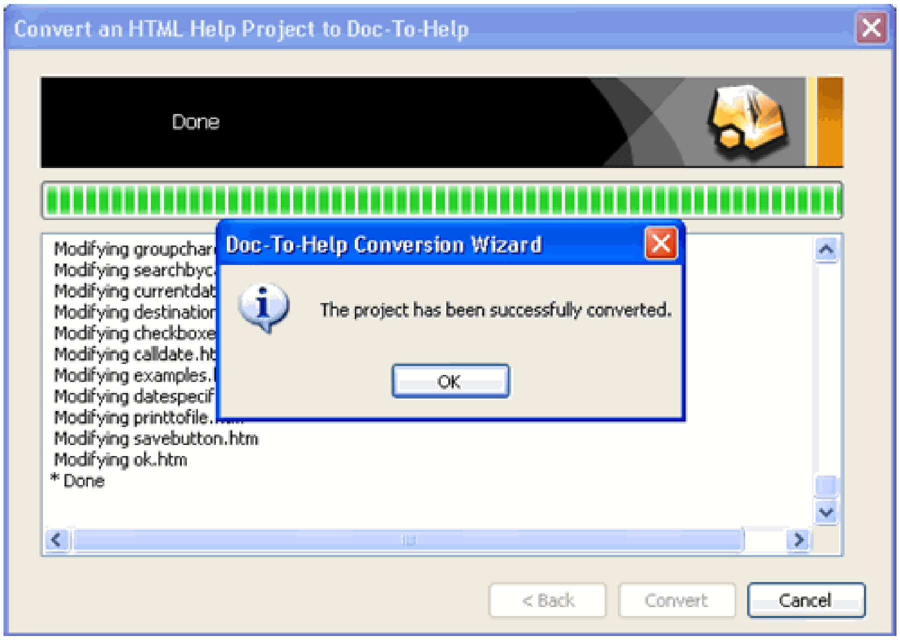
2. Browse to the C:\Program Files\ComponentOne\DocToHelp\Tutorial\IceCream\HTML-Compiled-0 folder and select the **icecream.hhp** file.
3. Click **Open**.
4. Review the location and click **Next**.



5. Enter the name of the Doc-To-Help project to be created in the **Name** text box.
6. Browse for a location for the new project.



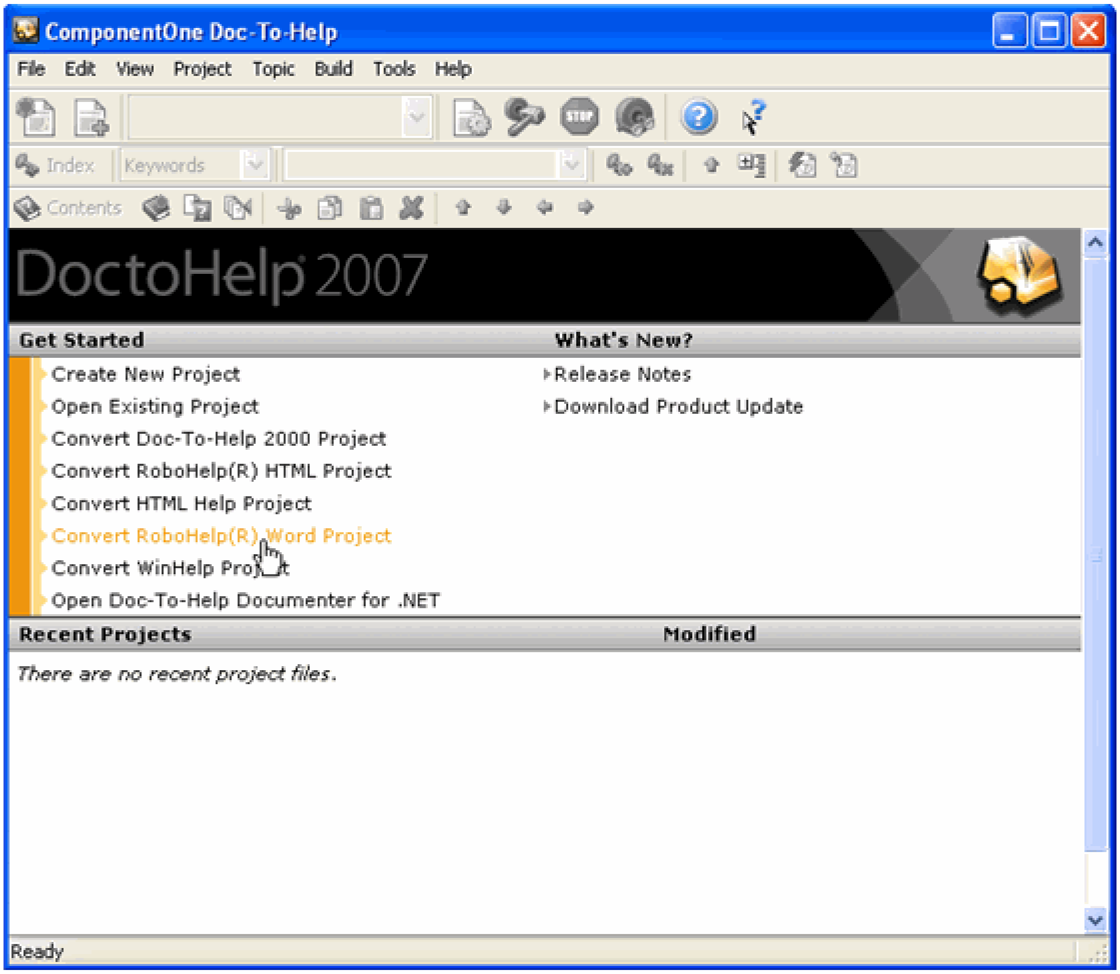
7. Click the **Convert** button to begin the conversion. A window appears showing the conversion process.
8. Once the conversion is complete, click **OK**.



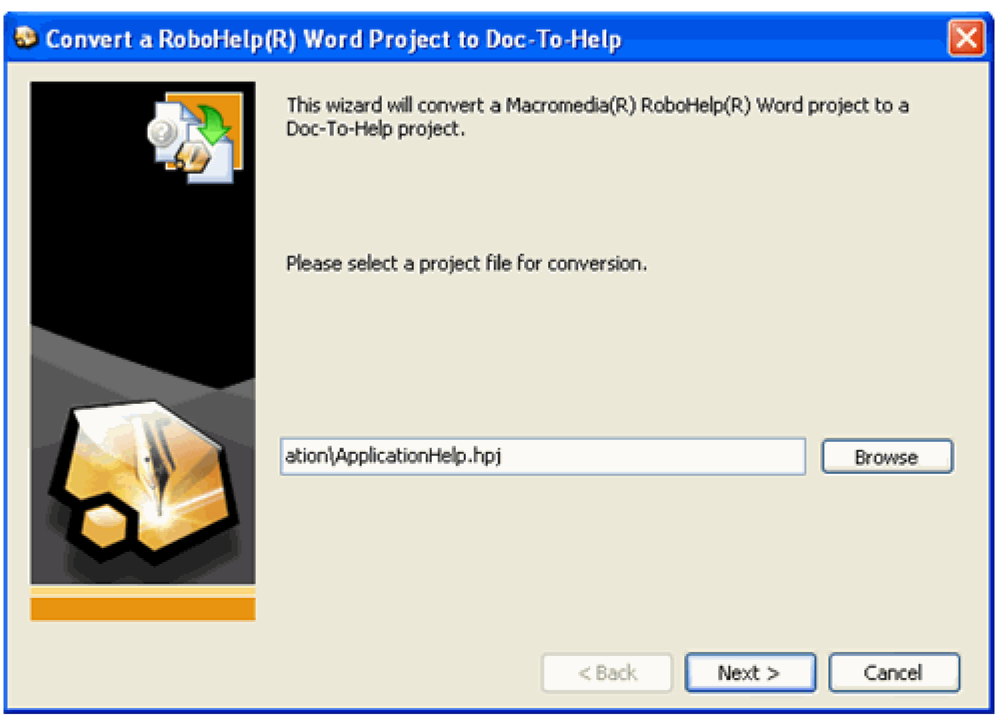
9. Click the **Close** button to close the Convert dialog box. Your new Doc-To-Help project opens in the project editor. You can begin customizing and building your help files.

Converting a RoboHelp Word Project to Doc-To-Help 2007

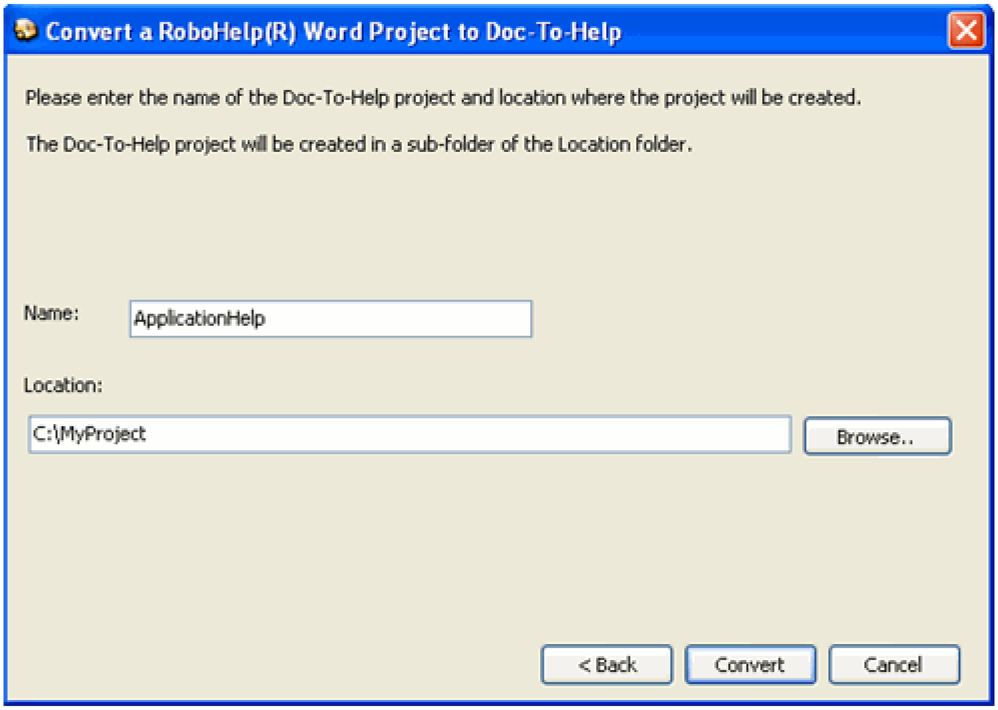
1. Open Doc-To-Help 2007 and click **Convert RoboHelp(R) Word Project**.



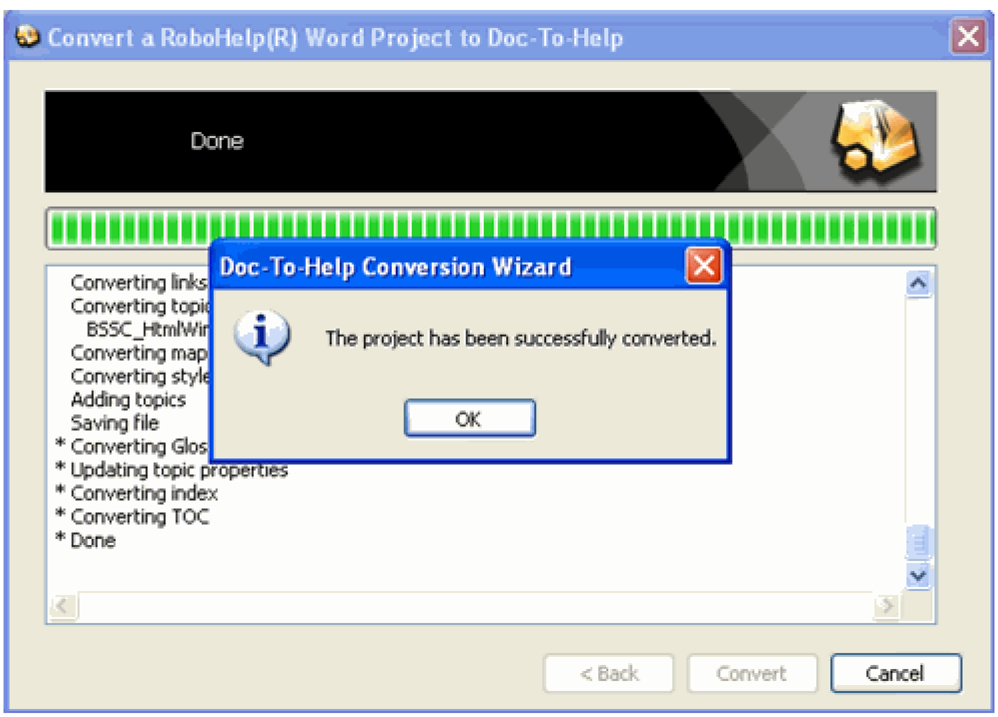
2. Browse, select an **.hpj** project file and click **Open**.
3. Review the location and click **Next**.



4. Enter the name of the Doc-To-Help project to be created in the **Name** text box and browse for a location for the new project.



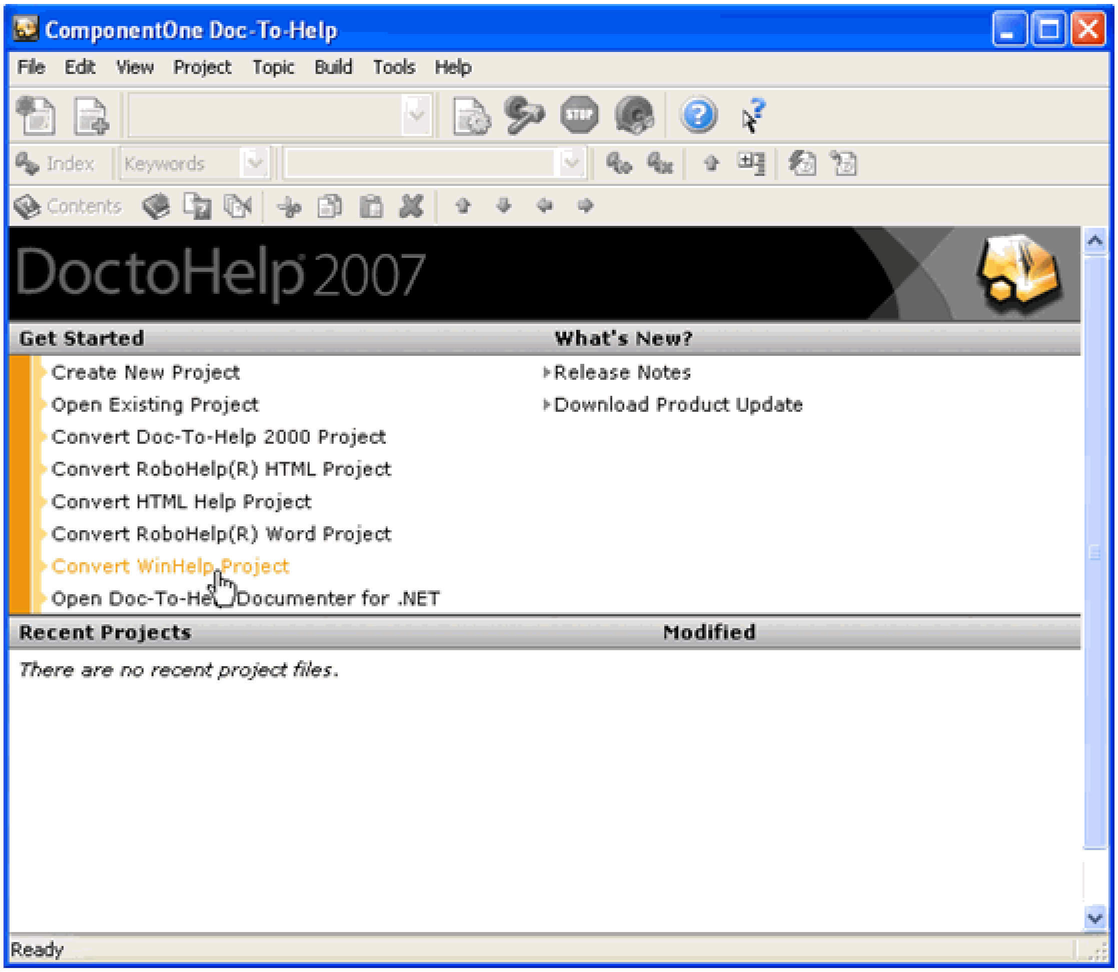
5. Click the **Convert** button to begin the conversion. A window appears showing the conversion process.
6. Once the conversion is complete, click **OK**.



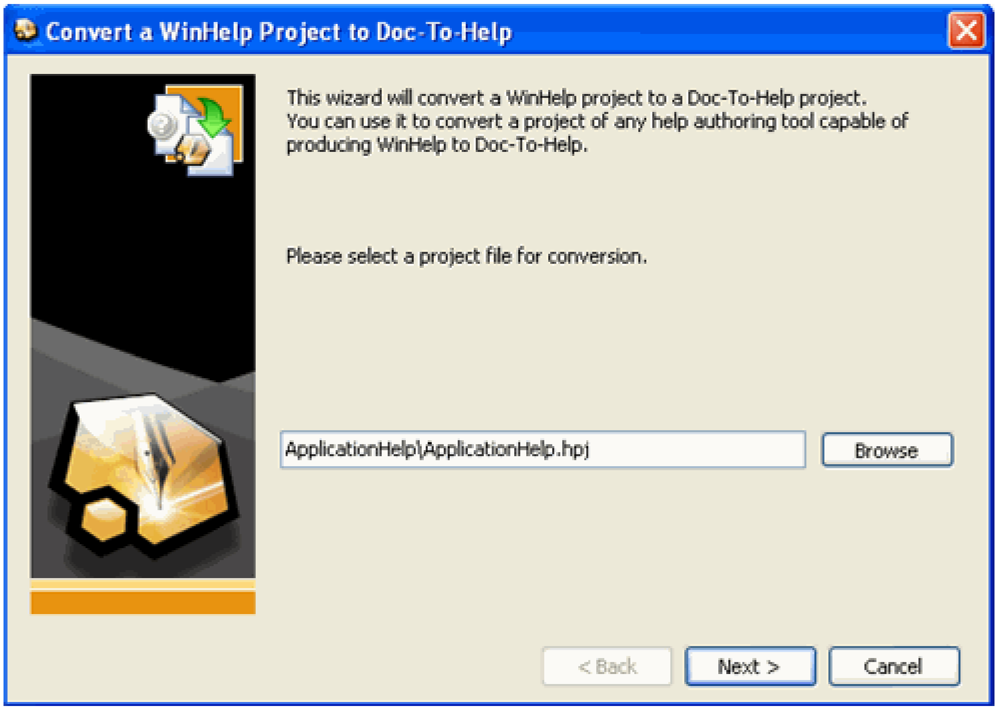
7. Click the **Close** button to close the Convert dialog box. Your new Doc-To-Help project opens in the Doc-To-Help project editor. You can begin customizing and building your help files.

Converting a WinHelp Project to Doc-To-Help 2007

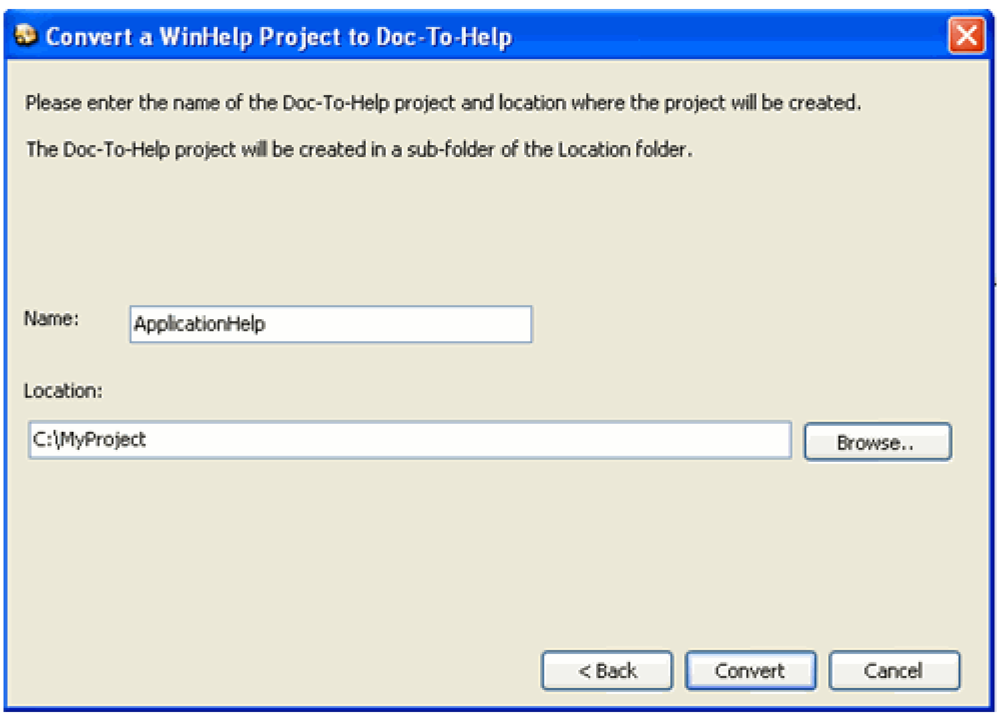
1. Open Doc-To-Help 2007 and click **Convert WinHelp Project**.



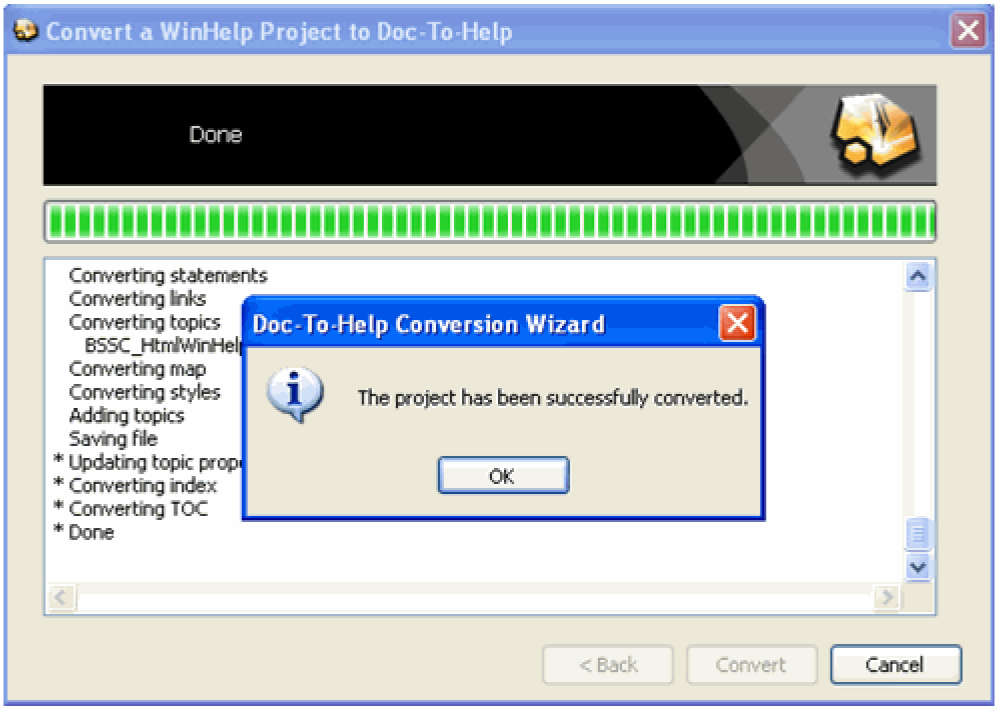
2. Browse, select an **.hpj** project file and click **Open**.
3. Review the location and click **Next**.



4. Enter the name of the Doc-To-Help project to be created in the **Name** text box.
5. Browse for a location for the new project.



6. Click the **Convert** button to begin the conversion. A window appears showing the conversion process.
7. Once the conversion is complete, click **OK**.



8. Click the **Close** button to close the Convert dialog box. Your new Doc-To-Help project opens in the project editor. You can begin customizing and building your help files.

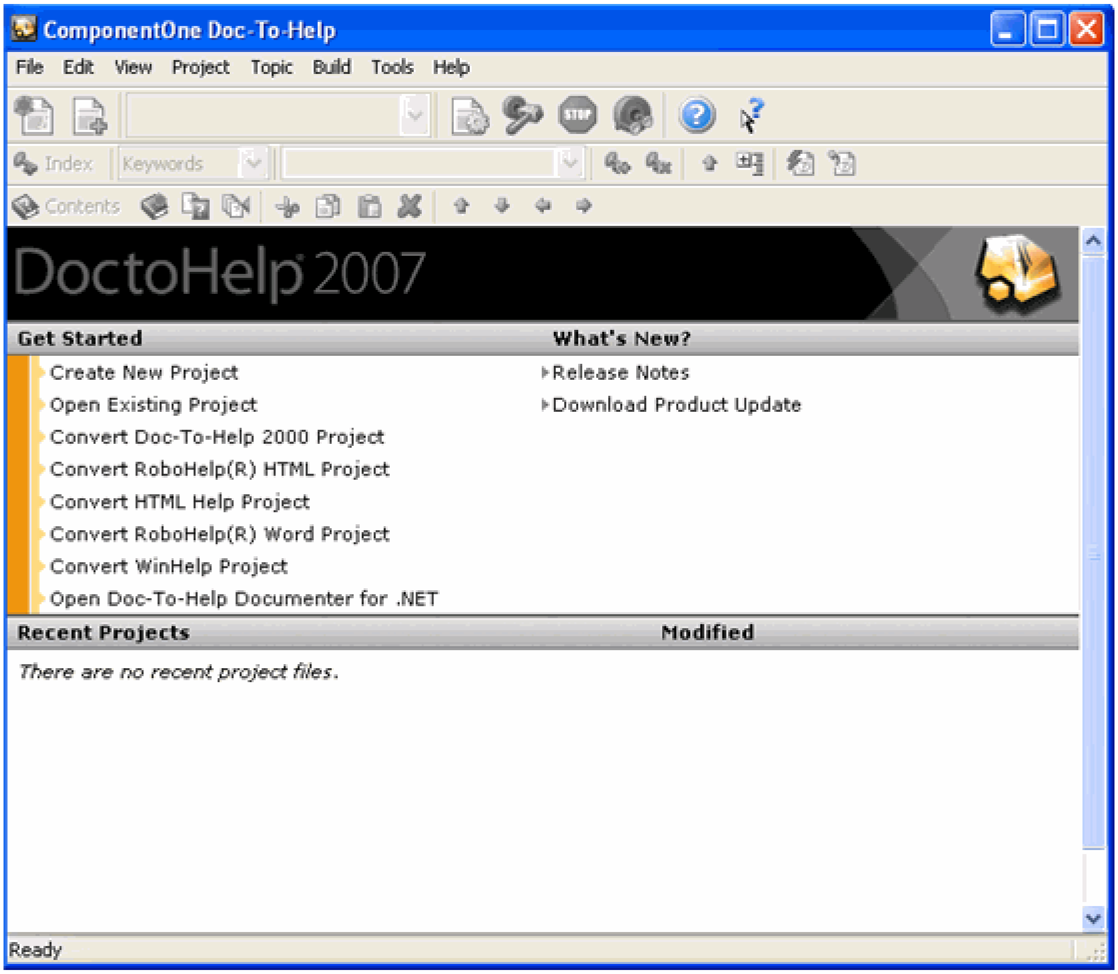
Using Microsoft Word

Before beginning this tour, it may be helpful for you to familiarize yourself with the **Doc-To-Help** toolbar by reading *Exploring the Doc-To-Help Toolbar for Microsoft Word*. Using the **Doc-To-Help** toolbar is just one option when formatting your Word source documents. You can also use the D2HML Styles toolbar and dialog boxes to create Doc-To-Help Markup Language (D2HML). D2HML is the preferred and recommended method for formatting source documents. For more information, see *Doc-To-Help Markup Language (D2HML)* and the D2HML tutorial **Using D2HML with Microsoft Word**.

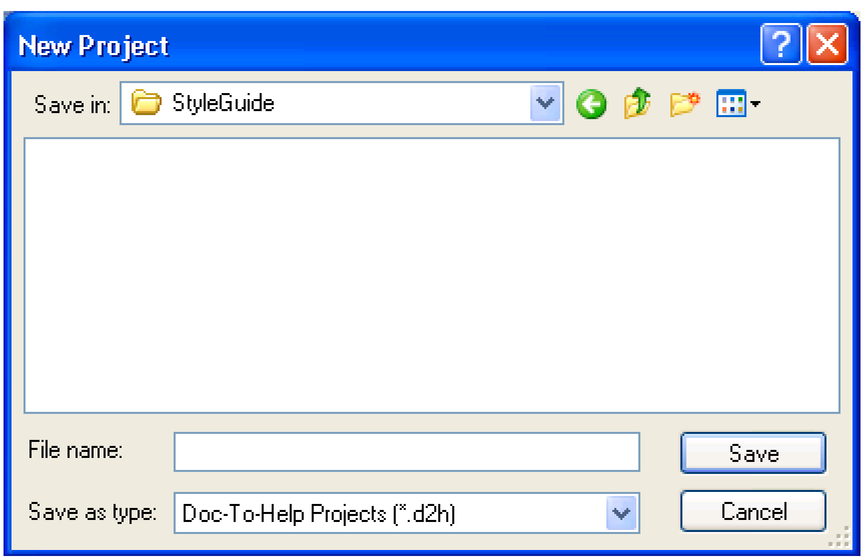
Starting a New Help Project

The first steps in starting a new Help project are to name the project file and select a folder where it will reside. Doc-To-Help 2007 provides you with an "all in one" project editor which allows you to create and edit source documents, add Help features, and build Help files for any platform.

1. Open the Doc-To-Help program. You are presented with the Doc-To-Help start page. From here you can choose some of your most recent projects, open an existing project, convert an older Doc-To-Help project, convert a RoboHelp or HTML Help project, or create a new project.

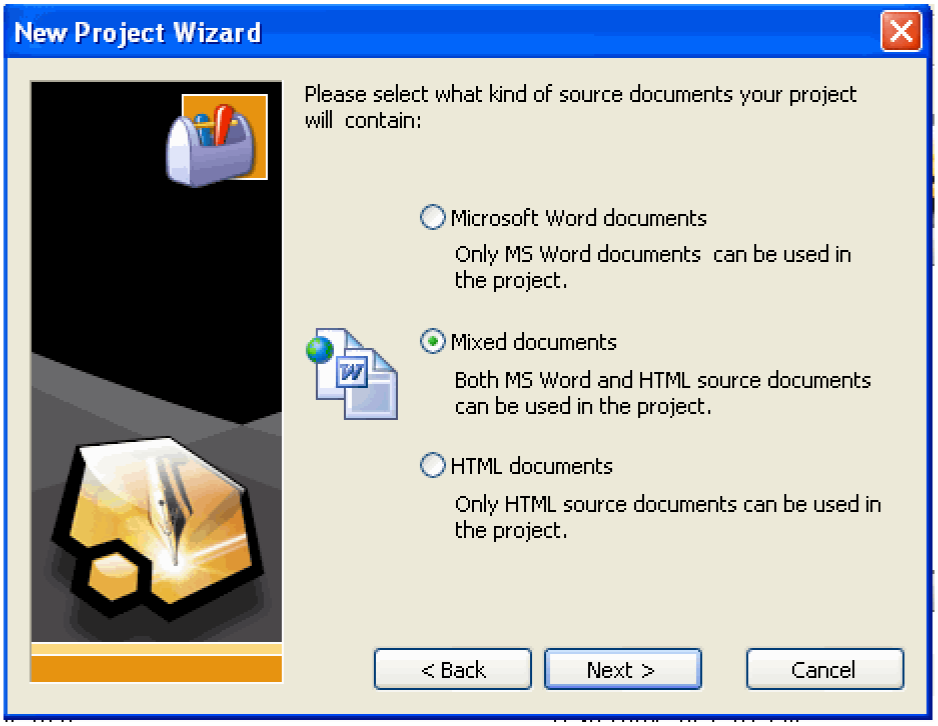


2. Click **Create New Project**. The first screen of the **New Project Wizard** opens.
3. Click **Browse**. The **New Project** dialog box opens as shown below.



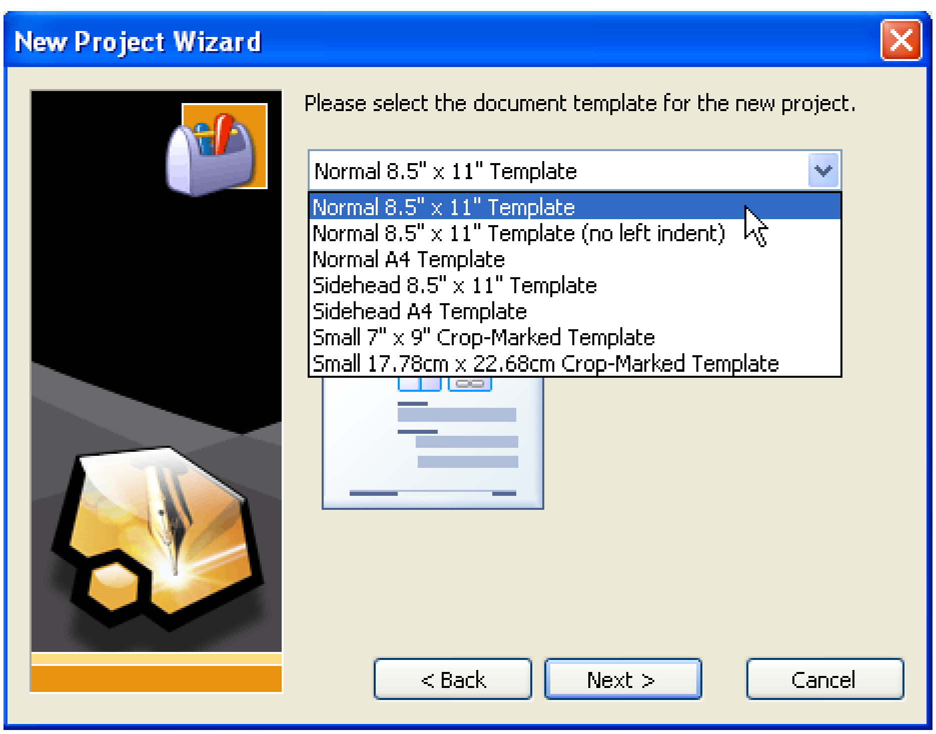
4. Open the C:\Program Files\ComponentOne\DocToHelp\Tutorial\StyleGuide folder.
5. Type **StyleGuide.d2h** in the **File name** textbox, then click **Save**.
6. Click **Next**.

7. Select **Microsoft Word documents** as the type of source documents to use in your project and click **Next**.



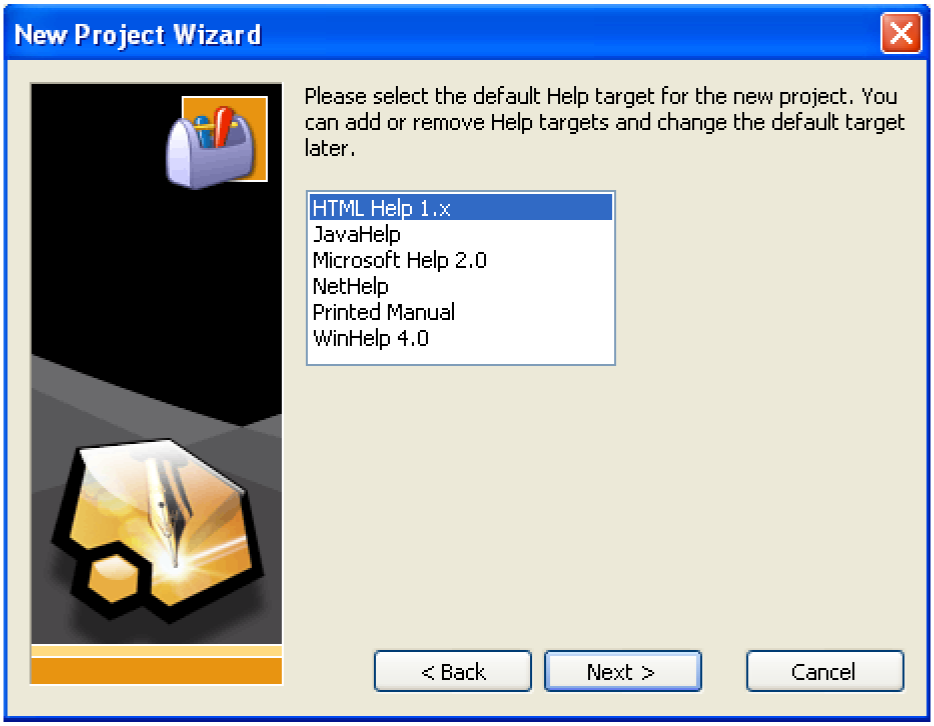
Note: You can change the type of source documents your project uses at any time by changing the **DocumentType** property under Project Settings.

8. From the drop-down list, choose the template that you wish to attach to your new project. In this case, make sure that **Normal 8.5" x 11" Template** is selected.



9. Click **Next**.

10. From the list, choose your default Help target. Make sure that **HTML Help 1.x** is selected.

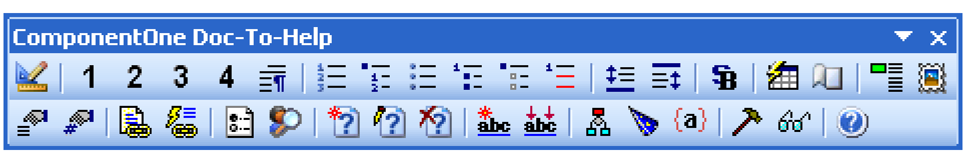


Note: Though you can build any Help target for this project, this selection determines which Help target your project compiles initially.

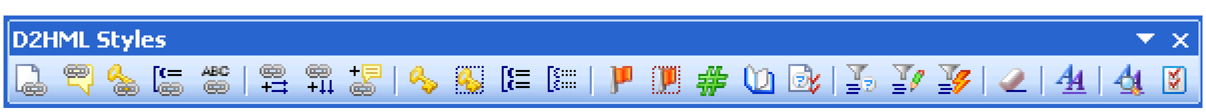
11. Click **Next**.
12. Review your directory location and file name and click **Finish**. The Doc-To-Help Wizard produces a new Help project and opens the project editor. A blank "start up" and glossary document are automatically created in a WordDocuments folder within your project folder, and they are added to your project. The "start up" document has the same name as your project, StyleGuide in this case, and is automatically opened in Word.

Exploring the Doc-To-Help Toolbar for Microsoft Word

Doc-To-Help installs two global templates named C1D2HAuthor.dot and C1D2HEngine.dot into the Microsoft Office startup directory. These templates add the **ComponentOne Doc-To-Help** toolbar to Microsoft Word, which allows you to edit many of the Help authoring aspects of your source documents.



The **D2HML Styles** toolbar below is also added to your source document, but we will discuss this later in the documentation.



For additional information, see *Doc-To-Help Markup Language (D2HML)*.

Toolbar Components

Show Project Editor	Maximizes the Doc-To-Help project editor. For more information, see *The Doc-To-Help Project Editor*.
Heading 1 Style	Formats the specified text with the Heading 1 paragraph style. For more information, see *Working with Styles in Word*.
Heading 2 Style	Formats the specified text with the Heading 2 paragraph style. For more information, see *Working with Styles in Word*.
Heading 3 Style	Formats the specified text with the Heading 3 paragraph style. For more information, see *Working with Styles in Word*.
Heading 4 Style	Formats the specified text with the Heading 4 paragraph style. For more information, see *Working with Styles in Word*.
Body Text Style	Formats the specified text with the Body Text paragraph style. For more information, see *Working with Styles in Word*.
C1H Number Style	Formats the specified text with the C1H Number paragraph style. For more information, see *Working with Styles in Word*.
C1H Number 2 Style	Formats the specified text with the C1H Number 2 paragraph style. For more information, see *Working with Styles in Word*.
C1H Bullet Style	Formats the specified text with the C1H Bullet paragraph style. For more information, see *Working with Styles in Word*.
C1H Bullet 2 Style	Formats the specified text with the C1H Bullet 2 paragraph style. For more information, see *Working with Styles in Word*.
C1H Bullet 2A Style	Formats the specified text with the C1H Bullet 2A paragraph style. For more information, see *Working with Styles in Word*.
C1H Continue List	Formats the specified text with the C1H Continue paragraph style. For more information, see *Working with Styles in Word*.
Space Before	Adds or subtracts space before the current paragraph.
Space After	Adds or subtracts space after the current paragraph.
Special Bold	Formats the specified text with the Special Bold character style.
Apply Default Page Setup	Automatically sets your page formatting to match the template attached to the document.
Standard Table	Inserts the standard Doc-To-Help table at the cursor location. For more information, see *Inserting Standard Tables with Doc-To-Help*.
Margin Note	Inserts a margin note table adjacent to the active paragraph. Creates a hyperlink between the highlighted text and a margin note. For more information, see *Using Margin Notes in Word*.
Image Map Editor	Opens the Image Map Editor Utility. For more information, see *Using the Image Map Editor in Microsoft Word*.
Insert Cross-reference	Inserts a cross reference hyperlinks for online Help and page references for print manuals. For more information, see *Creating Cross References*.
Complete Cross-reference	Completes the cross reference. For more information, see *Creating Cross References*.

Add Topic Link	Creates a hyperlink between highlighted text and a Help topic heading. For more information, see *Using the Add Topic Link Dialog Box*.
Add Dynamic Link	Creates a hyperlink between the highlighted text and a index keyword or group of index keywords. For more information, see *Using Dynamic Links*.
Apply Conditional Text	Creates conditional text from highlighted text or graphics. For more information, see *Specifying Conditional Text*.
View Conditional Text	Modify the conditional text colors and determine which text is viewable in the source document. For more information, see *Viewing Classic Doc-To-Help Conditional Text*.
Add Topic	Add a topic to your project without rebuilding your source documents. For more information, see *Using the Topic Tools in Word*.
Rename Topic	Rename a topic to your project without rebuilding your source documents. For more information, see *Using the Topic Tools in Word*.
Delete Topic	Delete a topic to your project without rebuilding your source documents. For more information, see *Using the Topic Tools in Word*.
Add Glossary Terms	Inserts glossary terms into the glossary source document. For more information, see *Using the Add Glossary Terms Tool in Word*.
Sort Glossary	Sorts the glossary entries in the glossary document alphabetically. For more information, see *Sorting Glossary Entries in Word*.
Insert Help Macro	Inserts a WinHelp macro into your source document. For more information, see *Using WinHelp Macros in Word*.
Insert HTML ActiveX Control	Inserts an HTML ActiveX control into your document. For more information, see *Using HTML Help Object Tags in Word*.
View Field Codes	Toggles the field codes in Microsoft Word so that they are visible.
Generate PDF	Generates a PDF from a Word Document generated as a Manual Target. (This button is only available from that target.) For more information see *Creating a PDF*.
Make Target	Compiles the currently selected Help target type. For more information, see *Building the Current Help Target*.
View Target	Activates the currently selected Help target. For more information, see *Viewing the Current Help Target*.
Help	Opens the Doc-To-Help online Help.

Adding the Toolbar to Custom Templates

The ComponentOne Doc-To-Help toolbar and the D2HML Styles toolbar for Microsoft Word reside in individual user templates, such as C1H_NORM.DOT. Therefore, these toolbars are only initially available in source documents that have a Doc-To-Help template attached. If you would like to use these toolbar with your own custom templates, you can copy them using Word's **Organizer** dialog box.

To copy the toolbars to your template:

1. Open your template in Word, and select **Tools | Templates and Add-Ins**.
2. Click the **Organizer** button and select the **Toolbars** tab in the **Organizer** dialog box.
3. Click the **Close File** button on the right-hand side, and click the button again when it changes to **Open File**.
4. Find and select the **C1H_NORM.DOT** or another Doc-To-Help template, and then click **Open**.
5. Select the desired toolbars on the right-hand side and click **Copy** to copy the toolbars to your custom template.

Working with the First Source File

You are now ready to start writing your first Help document. The default document in Microsoft Word contains a Chapter 1 placeholder where you can start entering your text.

Before working in the document, you may want to set Doc-To-Help and Word preferences to make your work easier. If you do not want to change your Word options, skip *Setting Word Preferences* and start with *Entering Text in the Document*.

Setting Word Preferences

1. If it is not already open, double-click the **StyleGuide.doc** in the project editor to open it in Word.
2. Select **Tools | Options** to open the **Options** dialog box.
3. Select the **View** tab.
4. In the **Formatting marks** area, select **All** to display nonprinting characters.
5. In the Show area, select **HiddenText** if you want to view Word {XE} fields.
6. Click **OK**.

For more information, see *Word Source Documents*.

Entering Text in the Document

1. Highlight the Chapter 1 placeholder.
2. Change the text to “Style Guide” and then press **Enter**.

   Notice that the next paragraph has been formatted as heading 2 and has a line above it.

3. Type “Introduction” and press **Enter**.

   You should now have a heading 1 and a heading 2, followed by a third empty paragraph formatted as body text. You can delete the Topic 1 heading and the body text below it.

Inserting a File

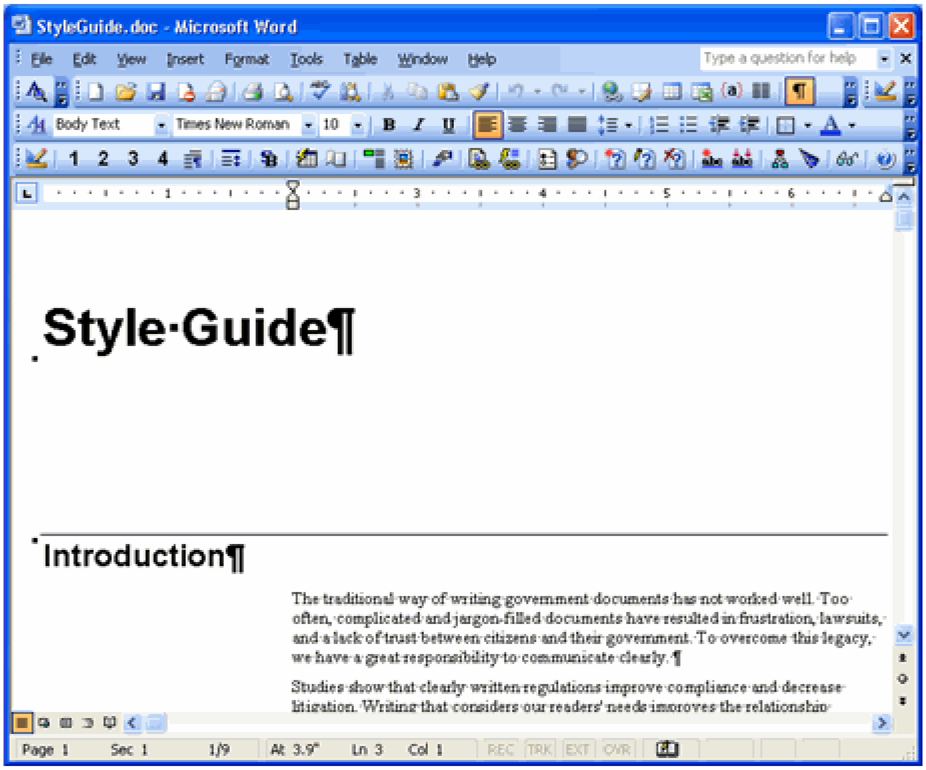
It’s time to add some text to your source document. To save time, we will insert a file containing the remaining style guide documentation.

1. With your cursor in the body text paragraph, select **Insert | File**.

   The **Insert File** dialog box opens.

2. Locate the file C:\Program Files\ComponentOne\DocToHelp\Tutorial\StyleGuide\StyleGuideContents.doc.

3. Select the file and click **Insert**. Doc-To-Help inserts the text for the style guide.



Saving the Document and Building a Help File

It is time to save your first source document and build a Help file. As you will see, Doc-To-Help allows you to build multiple Help files in multiple formats using your existing source documents.

Saving the Document

1. Select **File | Save**.

   The first source document is saved to the WordDocuments folder with the same name as the project (in this case, StyleGuide.doc).

2. Close the StyleGuide document.

   After closing the document, you will notice that the right pane of the project editor contains options for making and viewing the Help target and links to each of the current project documents (Glossary.doc and StyleGuide.doc). An empty Glossary.doc file is automatically produced when Doc-To-Help creates your Help project. Later in the tutorial, you will learn more about using glossaries.

Building a Help File

1. If necessary, select **View Toolbars | Project** to display the **Project** toolbar.
2. Verify that **StyleGuide HTML Help** appears in the **Help Target** toolbar drop-down list.

   The **Help Target** drop-down list allows you to select from a wide range of Help targets including a **Manual** option.

3. To build the HTML Help file, click the **Make Target** button  or the **Make Help Target** link in the right Help pane. The right pane of the Doc-To-Help project editor shows the status of the Help file as it builds and compiles.

4. After the project compiles, you can examine your work by clicking the **View Target** button on the tool bar.
5. When you are finished, close the Help file.

For more information on Help targets, see *Working with Projects*.

Using Styles to Enhance a Help Project

By customizing the properties of paragraph and character styles in Doc-To-Help, you can easily define and control the behavior of the compiled Help.

Doc-To-Help supplies templates and style sheets for you to author your source document in Word or HTML and to create output target Help files. Generally, the styles contained in the templates and style sheets will fill most of your needs, but you can further customize the Help behavior by adding your own styles to these files.

Creating a new style (whether paragraph or character) for your Help system is a 3 step process:

- Create a new style in Word or HTML - with properties to suit your formatting/appearance requirement for your source document.
- Create a like-named style in your output Help target template file (e.g., C1H_HTML.DOT for HTML and HTML Help output targets) or style sheet (e.g., C1H_HTML_full.css). This is to control how your Help output will appear/look in your Help target.
- Create a like-named style in Doc-To-Help – with properties to define the compiled Help behavior.

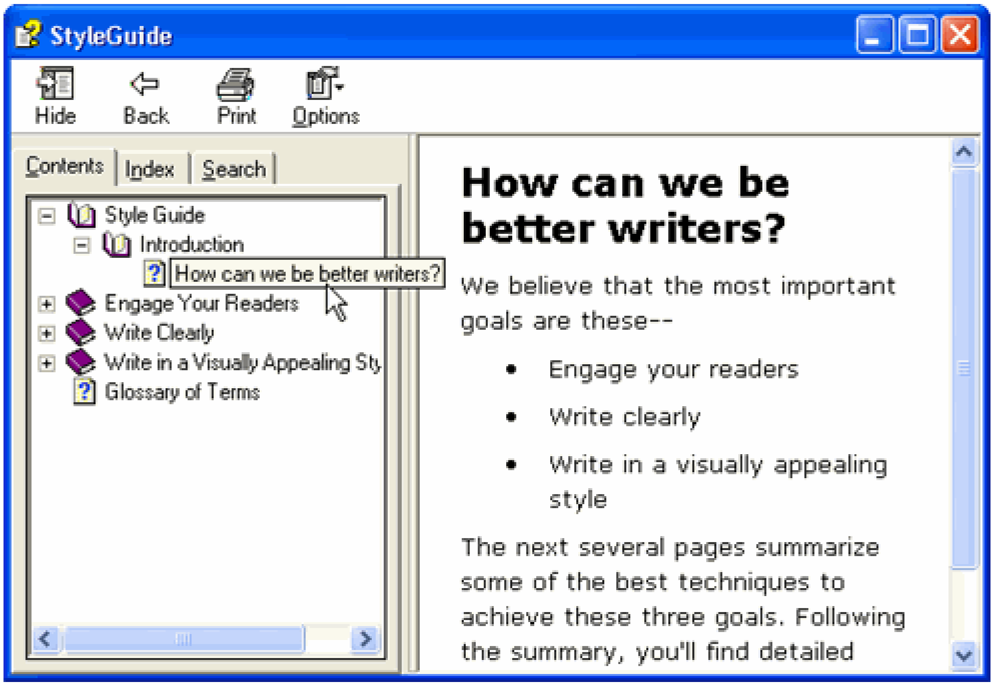
The sections below demonstrate the basic techniques to apply and create paragraph and character styles in Doc-To-Help.

Applying Paragraph Styles

The following steps guide you through the process of applying existing Doc-To-Help paragraph styles to create Help contents topics.

1. Click the **View Target** button.
2. Click the **StyleGuide** contents topic, then **Introduction**. Note that the "Introduction" topic is the lowest Help level.
3. Close the Help file.
4. From the Icon Bar, select **Project**.
5. In the left pane, select **Documents**.
6. In the right pane select StyleGuide.doc, right-click and select **Open** from the shortcut menu.
7. Under the "Introduction" section, find the "How can we be better writers?" text.
8. Place your cursor anywhere in that line.
9. Apply the **Heading 3** style to that line.
10. Save and close Word and return to the Project Editor.
11. Click the **Make Target** button.

12. Click the **View Target** button. Note that the "How can we be better writers?" text is now a topic sub-heading under the "Introduction" heading.



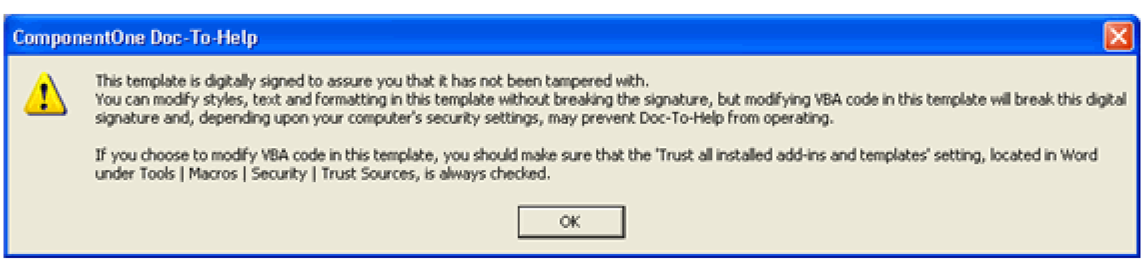
For more information on Help targets, see *Applying Paragraph Styles in Microsoft Word*.

Defining a Style in Word

Doc-To-Help provides a wide variety of styles that can be used to format your source documents. In rare cases, these existing styles may not be exactly what you need. If necessary, you can define a new style (paragraph or character) and add it to your "source" template. Please note that creating styles is an advanced feature and is not necessary in most cases.

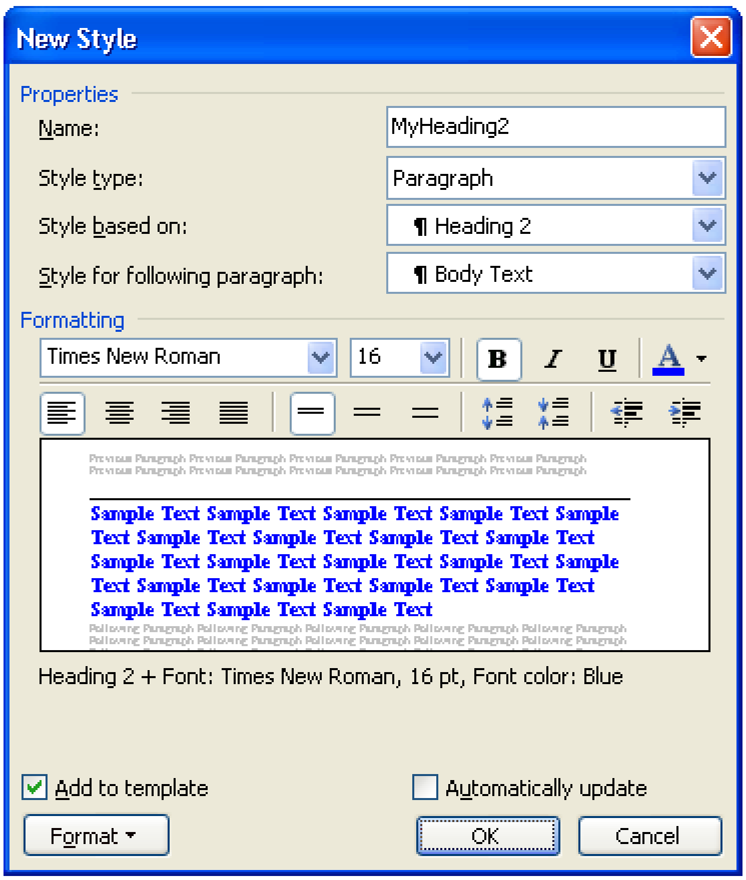
1. In the **Icon Bar**, click **Project**.
2. In the left pane, select **Templates**.
3. In the right pane select C1H_NORM.DOT, right-click and select **Open** from the Shortcut menu. This opens the C1H_NORM template that is used as the default template for formatting the source documents in Doc-To-Help.

   Note that the following message explaining the Doc-To-Help digitally signed template displays when you open any of the preloaded templates.



4. Scroll down to the bottom of the template file and place your cursor on an empty line.
5. Select **Format | Styles and Formatting**. The Styles and Formatting window opens.
6. Click **New Style**.
7. From the **New Style** dialog box, type My Heading 2 in the **Name** textbox.

8. From the **Style based on** drop-down, select the **Heading 2** style.
9. From the **Style for following paragraph** drop-down list, select the **Body Text** style.
10. Check the **Add to template** checkbox.
11. Click the **Format** button and select **Font**.
12. Set the font to **Times New Roman**.
13. Set the font size to **16**.
14. From the **Font Color** drop-down list, select the color blue.
15. Click **OK**. Your **New Style** dialog box should look like this.



16. Click **OK**.
17. Click the style name to apply the new style.
18. Select **File | Save**.
19. At this point, do not close the template. We will start from here with our next lesson.

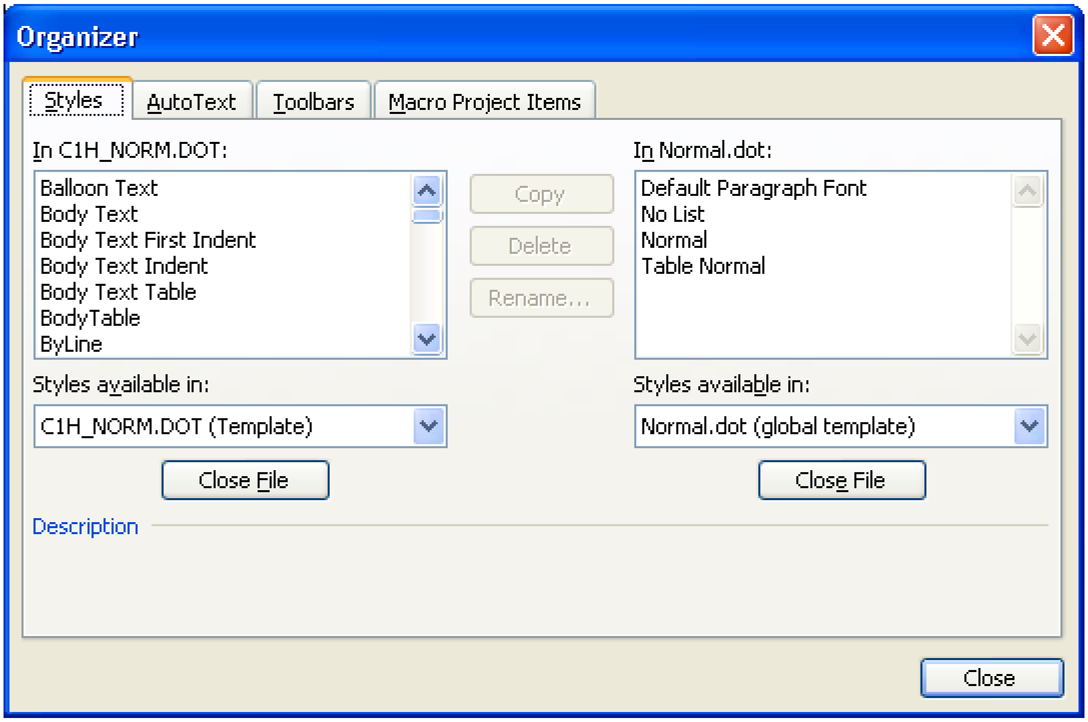
   For more information on Help targets, see *Working with Styles in Word*.

Using the Organizer to Copy a Style

After defining a new style in your "source" template, you need to add the same style to the template that your Help target will use. To do this, you will use the "Organizer" utility within Microsoft Word. In the example below our Help target is HTML Help.

1. If you have closed the C1H_NORM.DOT template, open it by following steps 1-3 in the previous lesson.
2. From the C1H_NORM.DOT template, select **Tools | Templates and Add-ins**.

3. Click the **Organizer** button. The **Organizer** dialog box opens. Note that the left side of the organizer contains the styles from the currently opened template, while the right side contains the Normal.dot template.



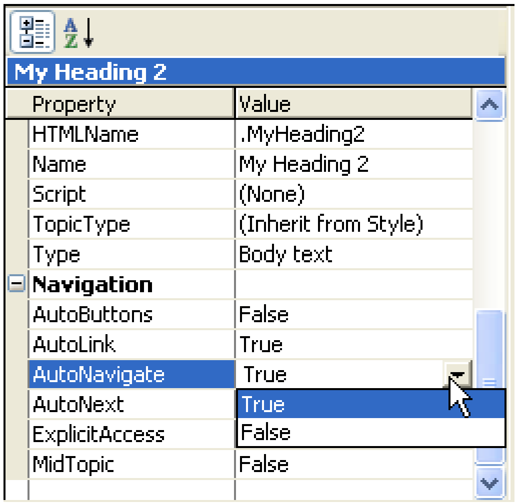
4. Close the Normal.dot by clicking **Close File** on the right side of the organizer.
5. To select the HTML Help template (C1H_HTML.DOT), click the **Open File** button on the right side of the organizer.
6. Select the C1H_HTML.DOT template from the **Open** dialog box and click **Open**.
7. In the In C1H_NORM.DOT listbox, select My Heading 2.
8. Click the **Copy** button 

 to copy the style to C1H_HTML.DOT.
9. Click the **Close File** button for the C1H_HTML.DOT.
10. You are prompted "Do you want to save changes to C1H_HTML.DOT?", click **Yes**.
11. Close the organizer and close the C1H_NORM.DOT file.

Defining Styles in Doc-To-Help

After creating a new paragraph style in your source template and copying it to your Help target template, the next step is to create a matching paragraph style in Doc-To-Help to control your Help system behavior.

1. If necessary, open the Doc-To-Help project editor.
2. In the **Icon Bar**, click **Project**.
3. In the left pane, select **Paragraph Styles**.
4. In the right pane, right-click and select **New**.
5. Type **My Heading 2** in the name column and press **Enter**.
6. In the property pane, change the **Type** property to **Level 2**.
7. To allow this topic to be included in the navigation sequence, set the **AutoNavigate** property to **True**.



For more information on Help targets, see *Using Styles in Doc-To-Help*.

Applying a User Defined Style

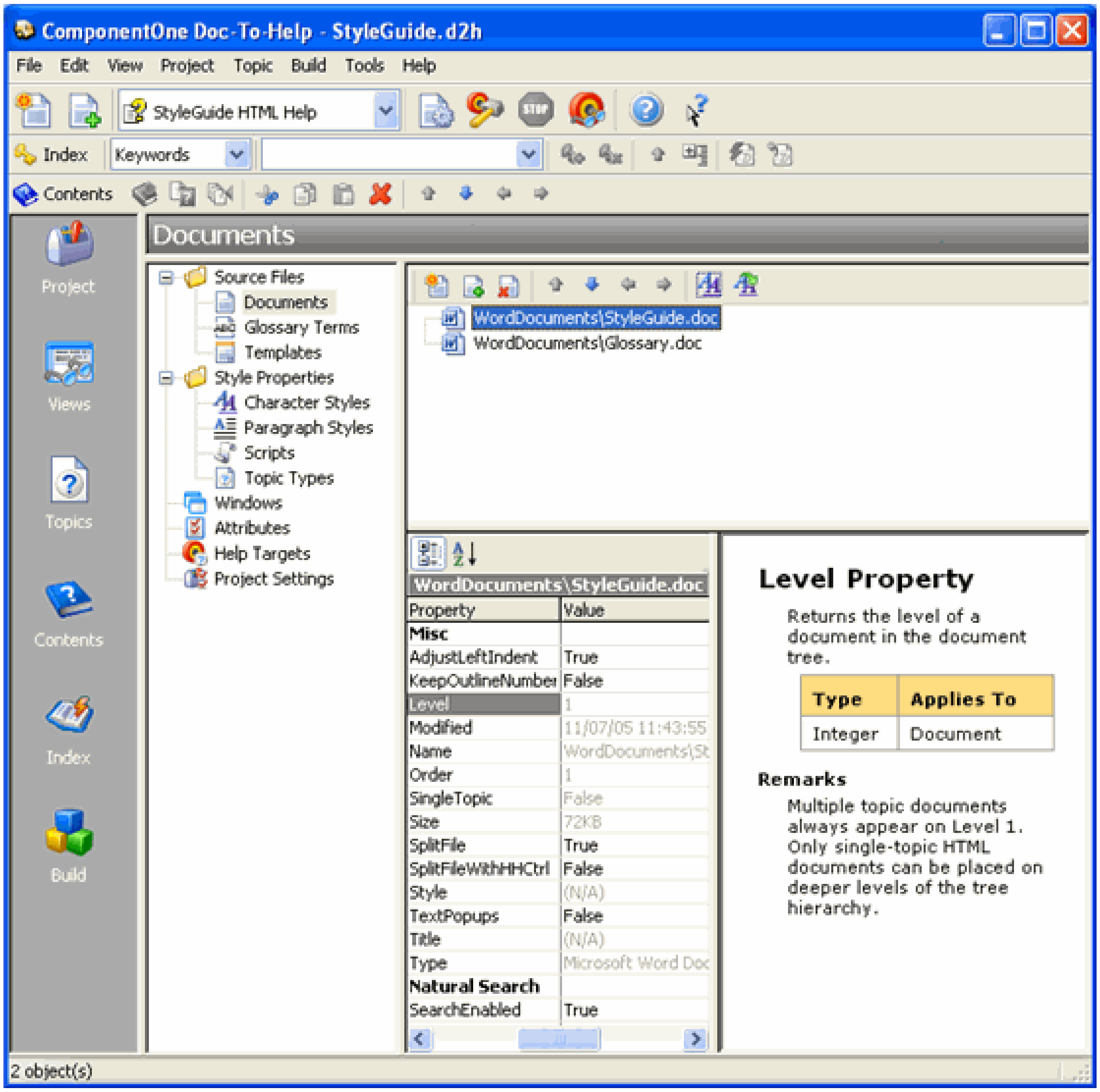
Applying user-defined paragraph styles is performed in the same manner as applying built-in styles. The steps below demonstrate how to apply the paragraph style we defined above in our source file.

1. In the **Icon Bar**, click **Project**.
2. In the left pane, click **Documents**.
3. In the right pane select StyleGuide.doc, right-click and select **Open** from the shortcut menu.
4. Scroll down to find the "Engage Your Readers" section, find the "How can you engage your readers?" text.
5. Place your cursor anywhere in that line.
6. Apply the **My Heading 2** style to that line. Note that if the style does not appear in the **Styles and Formatting** window, select **Tools | Templates and Add-Ins**, and check the *Automatically update document styles* checkbox. Click **OK** to close the window.
7. Save and close Word and return to the Project Editor.
8. Click the **Make Target** button.
9. Click the **View Target** button.
10. Click the "Engage Your Readers" Topic.
11. Click the "How can you engage your readers?" sub-topic. Note that the "How can you engage your readers?" font has changed to reflect your custom style.
12. When you're finished, close the Help file.

Adding Multiple Word Source Documents to a Help Project

One of the features of Doc-To-Help is the ability to add and easily manipulate separate Word and HTML source documents in a Help project. One of the advantages of using separate source documents for each major "Heading 1" topic is that it provides you with the flexibility of having several authors working on the project simultaneously. Additionally, when changes are made to the documents, Doc-To-Help only needs to compile the source documents that have been modified, greatly reducing the compile time. Let's add a second source document to our StyleGuide Help project.

1. In the Icon Bar, click the **Project** icon.
2. In the left pane of the project editor, select **Documents**. The right pane shows the project documents, while the properties pane shows the properties for the highlighted project document.



3. Select **Project | Add Documents**. The Add Documents dialog box opens.

4. Locate the file C:\Program Files\ComponentOne\DocToHelp\Tutorial\StyleGuide\Techniques.doc.

5. Select the file and click **Open**. Notice that the Techniques.doc has been added to the document list in the right upper pane of project editor. The order of the documents in your Help file is noted by the order property in the properties pane. To change the order of the documents, simply select the document you wish to move and use the **Move Up** or **Move Down** arrows located on the **Documents** toolbar.

Note: When a document resides outside the project folder, Doc-To-Help displays the full path to the document. Adding a document to a project does **not** move it to the project folder. If you want the document to reside in the project folder, move it to the project folder before adding it to the project.

---

6. Add the new document to the Help file by clicking the **Make Target** button.

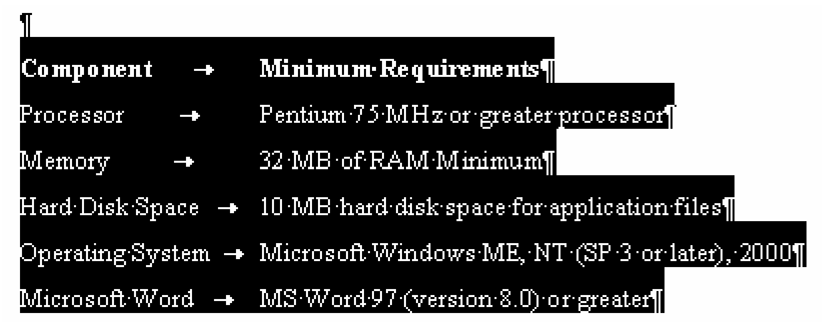
7. After the Help file is compiled, click the **View Target** button. Notice that the new documentation has been added to your Help file.
8. When you are finished, close the Help file.

   For more information on Help targets, see *Adding a Document to a Project*.

Adding Tables in Doc-To-Help

In many cases, it is necessary to use a table to clarify complex lists of information. With Doc-To-Help, you can use Word's table feature to include formatted tables in your documentation. In this section, you will format existing text as a table and include it in your project.

1. Right-click the StyleGuide.doc and select **Open** from the shortcut menu.
2. Scroll down the document until you locate the "Use tables" section.
3. Highlight the tab-separated text.



4. Select **Table | Convert | Text to Table**. The **Convert Text to Table** dialog box opens.
5. Select the **AutoFit to contents** option from the dialog box.
6. Select **Separate Text at Tabs**.
7. Click **OK**.
8. Highlight the top row of the new table.

9. Select **Format | Borders and Shading**.
10. Select the **Shading** tab and change the **Fill** to pale blue.
11. Click **OK**.
12. Save and close the StyleGuide document.
13. Click the **Make Target** button.
14. Click the **View Target** button.
15. View the table. Note that the colored table header was carried into your help file.

Use tables

Tables are used to present related information concisely. Use tables to visually display information in a way that dense text never can. The simple "System Requirements" table below presents the information very clearly:

Components	System Requirements
Processor	Pentium 75 MHz or greater processor
Memory	32 MB of RAM Minimum
Hard Disk Space	10 MB hard disk space for application files
Operating System	Microsoft Windows ME, NT (SP 3 or later), 2000
Microsoft Word	MS Word 97 (version 8.0) or greater

Note: Table formatting is not available in WinHelp. Although the WinHelp compiler supports Word tables, it does not support table borders or shaded cell backgrounds. For more information on adding custom tables to a WinHelp file, see *Inserting Objects to Create Special Effects in Word Documents*.

16. When you're finished, close the Help file.

For more information on inserting and formatting standard tables, see *Inserting Standard Tables with Doc-To-Help*.

Adding Topic Links and Jumps

One of the keys to a good Help file is providing the reader with auxiliary information on specific topics by using links and jumps. With the click of a mouse, the reader can view additional reference materials on any number of related subjects.

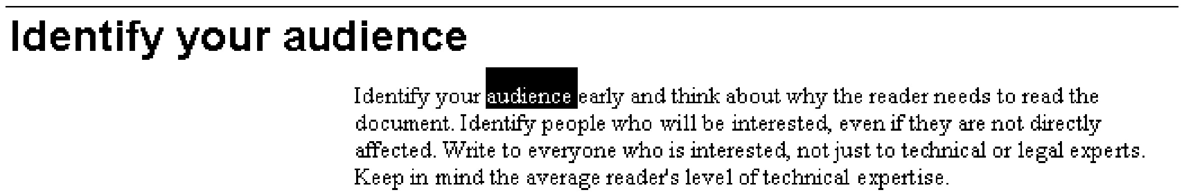
Using *Doc-To-Help Markup Language (D2HML)* is the recommended way for creating topic links and jumps. An alternative method in Word is to use the **Add Topic Link** dialog box. The steps below demonstrate how to create several jumps, including pop-ups and jumps to separately defined windows using both methods.

Adding a Jump

Using D2HML

Using D2HML, you can create a topic link, or jump, by clicking the **Jump Topic Link** button on the D2HML Styles toolbar.

1. In the Icon Bar, click the **Topics** icon.
2. In the right pane topics list scroll down until you find the **Identify your audience** topic.
3. Select it; then right-click the **Identify your audience** topic and select **Open** from the shortcut menu to open the StyleGuide.doc in Word at that topic.
4. Select the text *audience* as shown below.



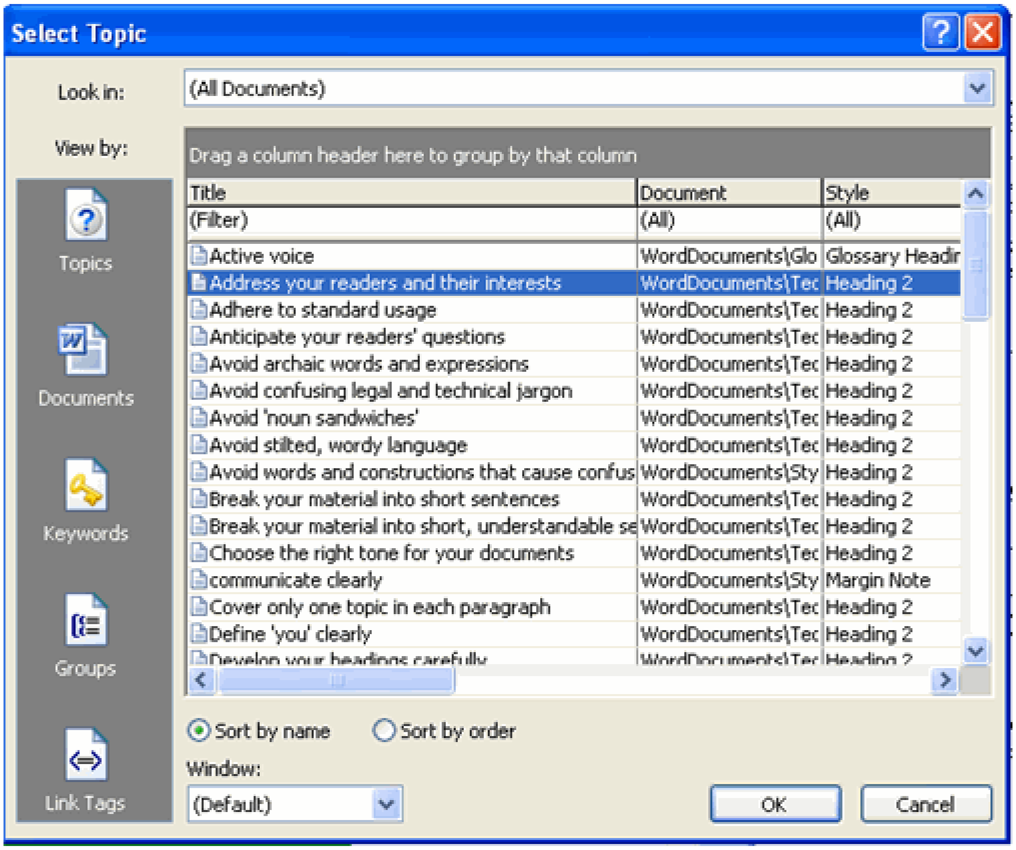
Identify your audience

Identify your audience early and think about why the reader needs to read the document. Identify people who will be interested, even if they are not directly affected. Write to everyone who is interested, not just to technical or legal experts. Keep in mind the average reader's level of technical expertise.

5. On the **D2HML Styles** toolbar, click the **Jump Topic Link** button  to open the **Topic Link** dialog box.

Note: If the topic you are linking to matches the link text, you can simply click **OK** and the link is created.

6. Click the **Browse** button next to the **Topic** text box. The **Select Topic** window appears.
7. Select **Address your readers and their interests**.

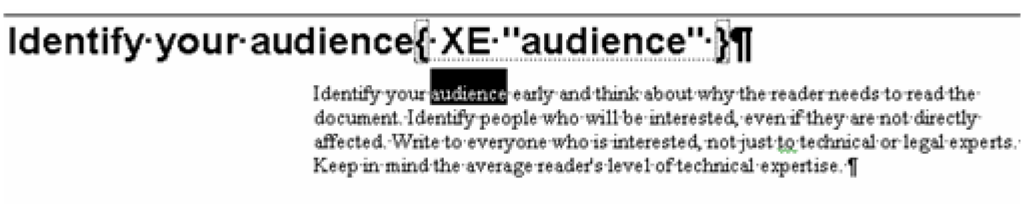


8. Click **OK** to close the **Select Topic** window, and click **OK** again to close the **Topic Link** dialog box.

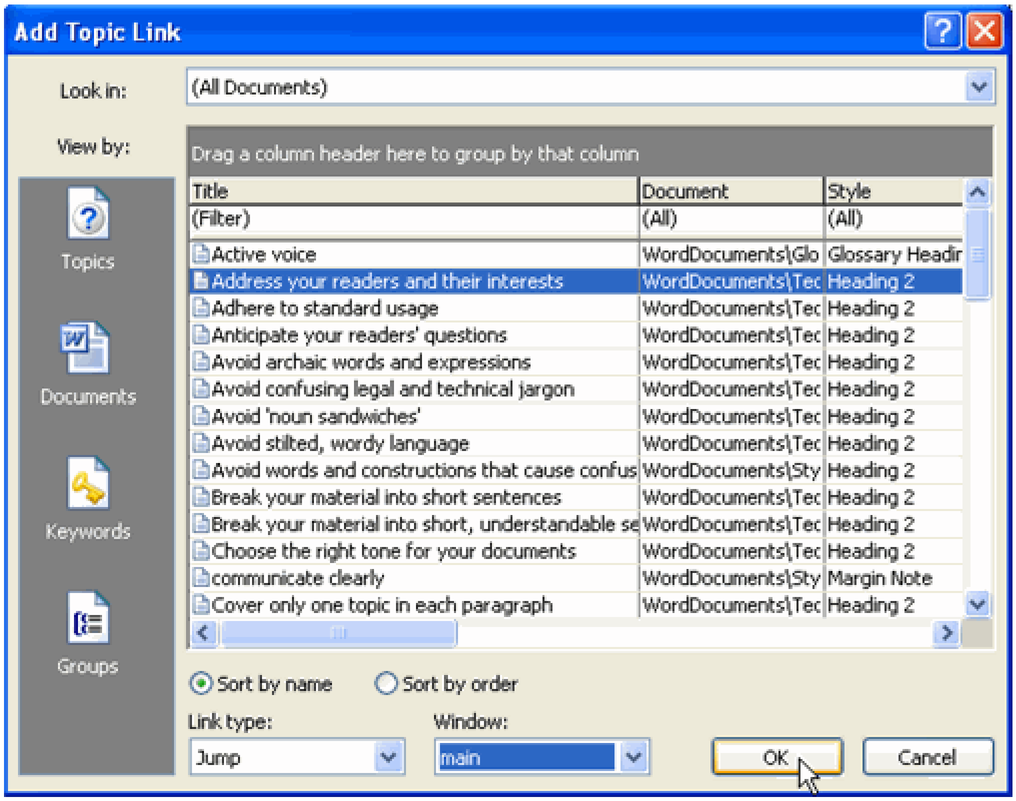
Using Add Topic Link

You also have the option of using the **Add Topic Link** button in Word to create a topic link or jump. You must use the **Add Topic Link** dialog box to select a topic, unlike D2HML, where you can simply click the **Jump Topic Link** button and click **OK** if the link text matches the topic to which you are linking.

1. In the Icon Bar, click the **Topics** icon.
2. In the right pane topics list scroll down until you find the **Identify your audience** topic.
3. Select, then right-click the **Identify your audience** topic and select **Open** from the shortcut menu to open the StyleGuide.doc in Word at that topic.
4. Highlight the word "audience" as shown below.



5. On the **Doc-To-Help** toolbar in Word, click the **Add Topic Link** button  to open the **Add Topic Link** dialog box.
6. In the Title column, select the Address your readers and their interests topic.
7. Select **Jump** from the **Link Type** drop-down.
8. Select **Main** from the **Window:** drop-down.
9. Click **OK**.

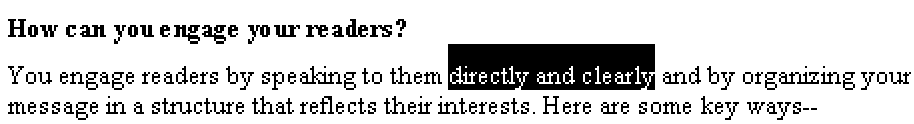


Note: If your hidden text is turned on, you will notice that Doc-To-Help places a [Help1] comment beside the word you had highlighted.

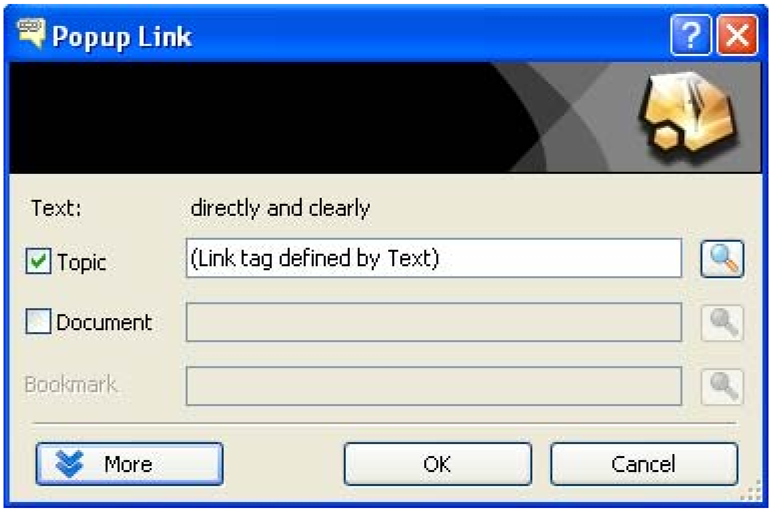
Adding a Popup

Using D2HML

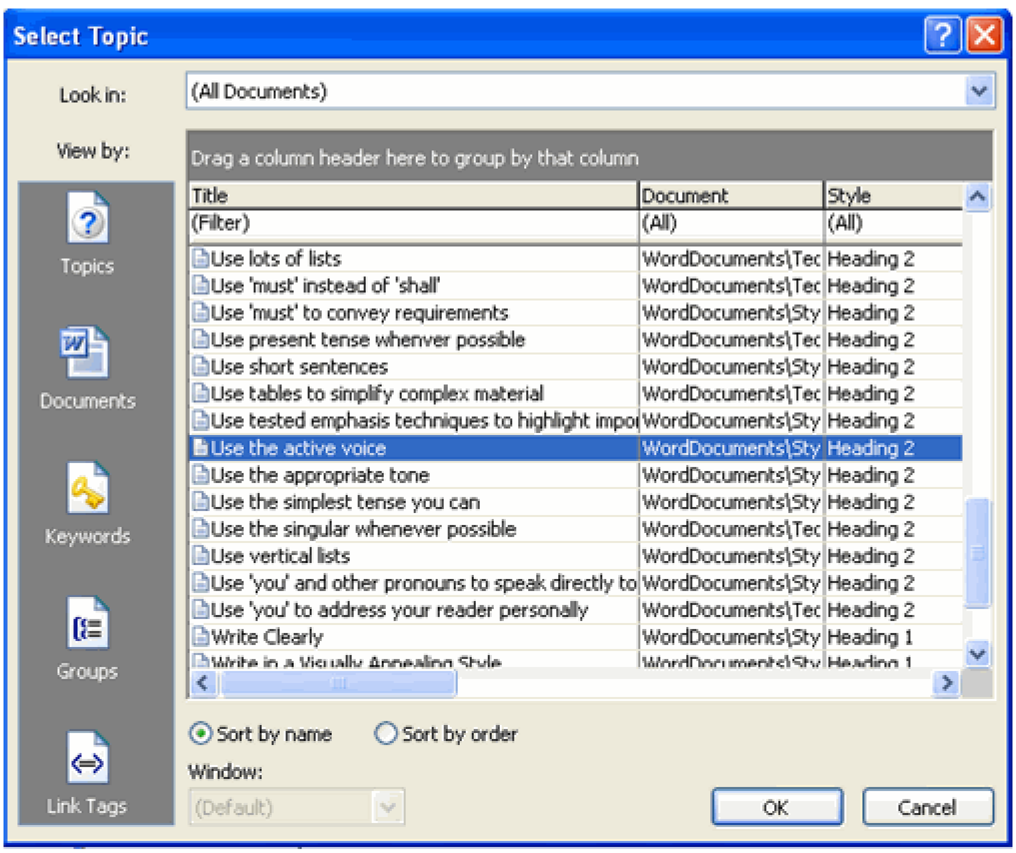
1. Within the StyleGuide document, locate the topic **How can you engage your readers**.
2. In the paragraph that follows **How can you engage your readers**, select the text *directly and clearly* as shown below.



3. Click the **Popup Topic Link** button to open the **Popup Link** dialog box.



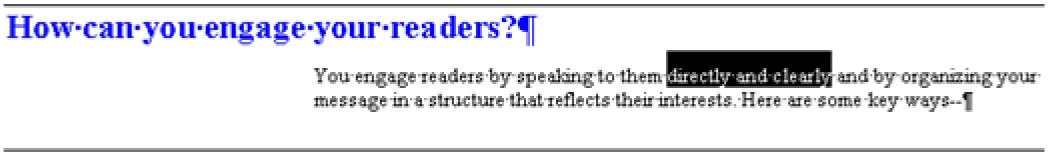
4. Click the **Browse** button next to the **Topic** text box, and the **Select Topic** dialog box appears.
5. Select the Use the active voice topic.



6. Click **OK** to close the **Select Topic** window, and click **OK** again to close the **Popup Link** dialog box.

Using Add Topic Link

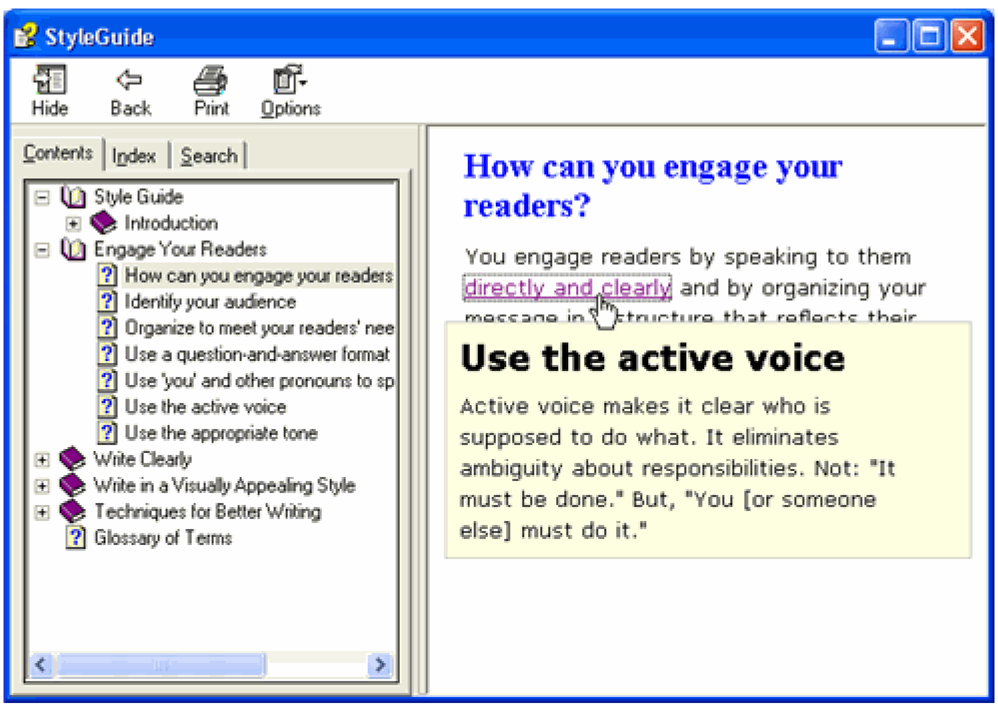
1. Within the StyleGuide document, locate the paragraph with the title, “How can you engage your readers?”
2. In the paragraph that follows, highlight the phrase “directly and clearly” as show below.



3. Click the **Add Topic Link** button.
4. Select the Use the active voice topic.
5. Select **Popup** from the **Link Type** drop down and click **OK**.
6. Save the StyleGuide.doc and close Word.

Viewing the Hyperlinks

1. Restore the project editor and click the **Make Target** button.
2. Once the compile is complete, click the **View Target** button.
3. Choose the “How can you engage your readers?” topic and click the **directly and clearly** hyperlink. A pop-up window displays the “Use the active voice” topic text.



4. Click outside the pop-up to close it.
5. In the Help contents pane, select the “Identify your audience” subtopic.
6. Click the **audience** hyperlink to open the **Address your readers and their interests** topic in the right Help pane.
7. When you’re finished, close the Help file.

For more information, see *Doc-To-Help Markup Language (D2HML)* and *Links and Hot Spots*.

Adding Graphics

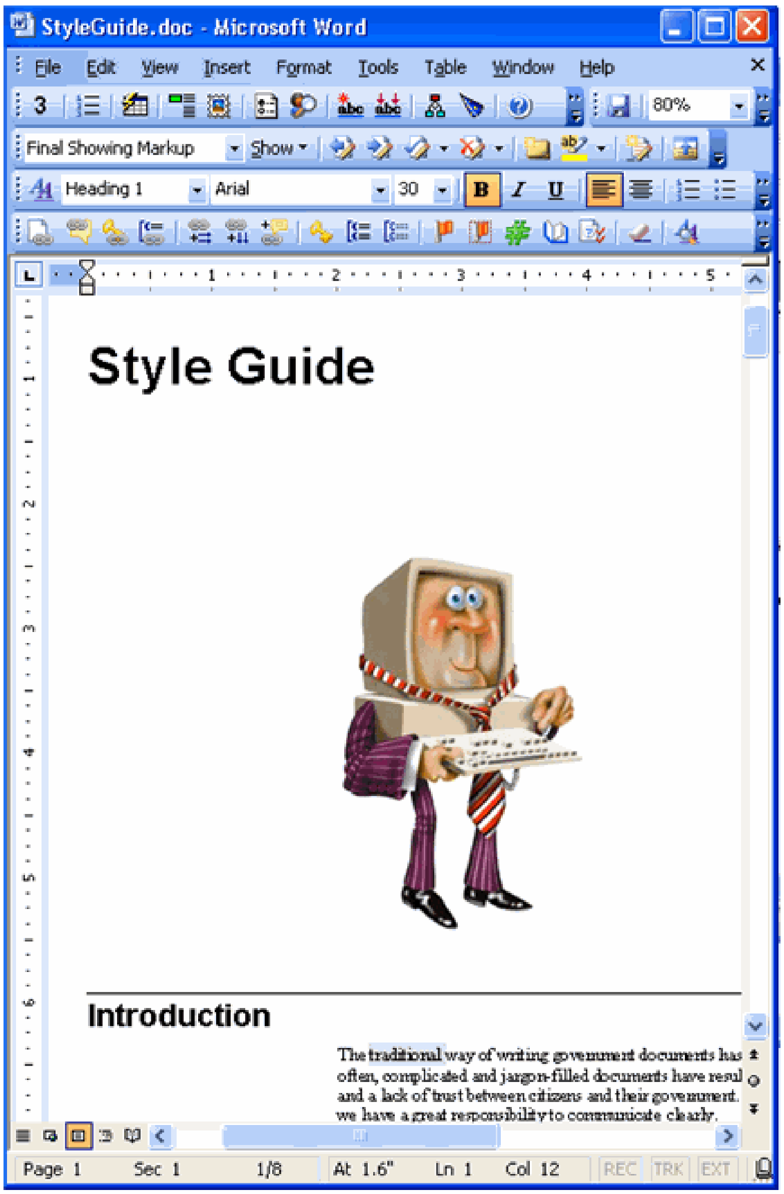
When using Doc-To-Help 2007, it is no longer necessary to scale an image in a graphics package then insert it into the Help document. Doc-To-Help allows you to scale your graphics by using the functionality contained within Microsoft Word.

You may have noticed that we start with a blank Help window pane whenever we open the Help file. We can modify this by changing one of the topics to the **Default Topic**.

In the following steps, let's add a graphic, scale it and set our Style Guide topic as the default topic.

Inserting Graphics

1. Click the **Project** icon.
2. In the left pane, select **Documents**.
3. Select StyleGuide.doc, right-click, and select **Open** from the shortcut menu.
4. Place your cursor at the end of the Heading 1 topic "Style Guide" and press **Enter**.
5. Format the new paragraph as Body Text.
6. Select Insert | Picture | From File.
7. Locate the file C:\Program Files\ComponentOne\DocToHelp\Tutorial\StyleGuide\StyleGuide.jpg.
8. Select the file, then click **Insert**.



Scaling Graphics

1. Select the graphic you just inserted, right-click, and select **Format Picture** from the shortcut menu.
2. Select the **Size** tab.
3. In the Scale area, change **Height** and **Width** to **75%**.
4. Click **OK**.
5. Save and close the Word document.
6. In the Project Editor, click the **Project** icon.
7. Select **Help Targets** from the left pane.
8. Select the correct Help Target from the right pane. In the property pane, verify that the **ScaleGraphics** property is set to *Scale in build*.
9. Select **Paragraph Styles** from the left pane.
10. Select **Heading 1** from the right pane.
11. In the property pane, set the **TopicType** property of Heading 1 from **Contents** to **Conceptual**.

    The **Contents** topic type limits text formatted with a Heading 1 style to the table of contents pane of your Help target. By selecting **Conceptual**, you can view your Heading 1 topics and the related text and graphics in the same manner as your would view any of your topics.

12. Click the **Make Target** button to compile the Help target.
13. Open the "Style Guide" topic in the Help file to view the scaled topic.
14. When you're finished, close the Help file.

Working With Margin Notes

The **Margin Note** drop down contains a variety of commands that allow you to create and format your margin notes. For this tutorial we will use the **Create Margin Note** and **Set Link** commands to produce a margin note with hyperlink.

The **Create Margin Note** command allows you to place text or graphics in the left margin, next to the main body of the text. Margin notes do not appear in the Help unless you explicitly link them to the text, in which case they become pop-ups. Text is automatically formatted to appear in Margin Note style, smaller than Body Text and italicized.

The **Set Link** command creates a hyperlink between the text or graphic in the right cell and the margin note in the left cell. If you're linking the margin note to text, that text appears underlined and blue in Help. When the blue, underlined text or the selected graphic is clicked, the margin note displays in a pop-up window.

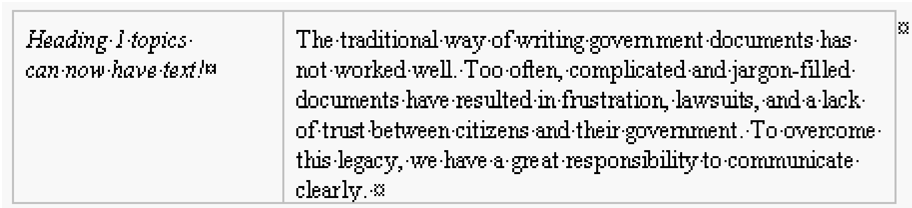
Creating a Margin Note

1. Click the **Project** icon.
2. Select **Documents** from the left pane.
3. Select StyleGuide.doc from the right pane, right-click and select **Open** from the shortcut menu.
4. Place your cursor anywhere in the first paragraph after the "Introduction" heading.
5. Click the **Margin Note** button  on the **Doc-To-Help** toolbar.
6. Select **Create** from the drop-down menu.

    Doc-To-Help inserts a two-column table with the existing text in the right table cell.

Note: If Gridlines is selected in the **Table** menu, you'll see a dotted outline of the table, but these gridlines do not print.

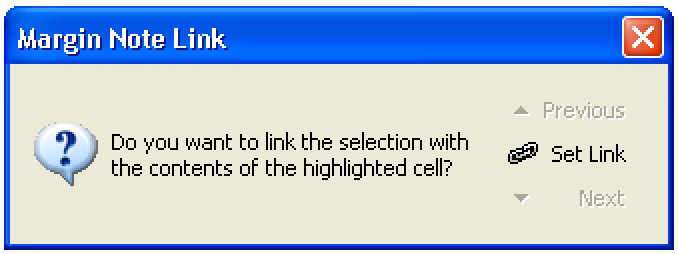
7. In the left cell, type the margin note “Heading 1 topics can now have text!”.



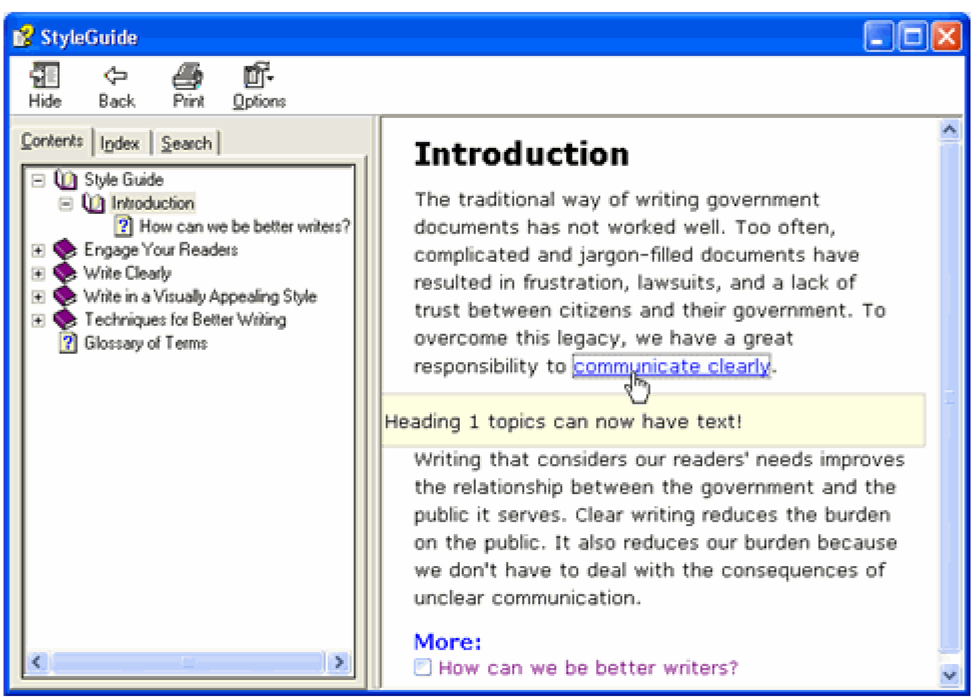
Heading 1 topics can now have text!	The traditional way of writing government documents has not worked well. Too often, complicated and jargon-filled documents have resulted in frustration, lawsuits, and a lack of trust between citizens and their government. To overcome this legacy, we have a great responsibility to communicate clearly.

Linking a Margin Note

1. In the right cell, highlight the “communicate clearly” body text at the end of the paragraph.
2. Click the **Margin Note** button on the **Doc-To-Help** toolbar.
3. Select **Set Link** from the drop-down menu. The Margin Note Link box opens. If you have more than one margin note, you can select the note you want by using the **Previous** and **Next** icons.



4. Since we only have only one margin note, click the **Set Link** icon. Doc-To-Help places a Word comment next to the link text.
5. Save and close the Word document.
6. Click the **Make Target** button.
7. After the target is compiled, click the **View Target** button.
8. Open the “Introduction” topic, then click the communicate clearly hyperlink to see the pop-up.



9. When you’re finished, close the Help file.

For more information, see *Using Margin Notes in Word*.

Adding Glossary Terms

To assist in developing an online and printed glossary, Doc-To-Help automatically creates an empty glossary document whenever a new project is created. If you format your glossary entries with the **Glossary Heading** paragraph style, Doc-To-Help examines the project documents for text that matches the glossary entries, converting these matches into hyperlinks when you build your Help target. Whenever the user clicks on one of the hyperlinks, a pop-up opens containing the corresponding glossary entry description.

By opening and adding entries to the glossary document within Doc-To-Help, you can quickly create and update your glossary as needed.

1. If necessary, click the **Project** icon.
2. Select **Documents** from the left pane.
3. Select Glossary.doc from the right pane, right-click and select **Open** from the shortcut menu.
4. Add the following text in the glossary document beneath the Glossary heading:

    Active·voice¶
    A·style·of·writing·in·which·the·subject·of·a·sentence·performs·or·causes·the·action·expressed·by·the·verb.¶
    Jargon¶
    A·special·vocabulary·for·a·particular·group.¶

5. Format "active voice" and "jargon" with the Glossary Heading style.

Note: The **Glossary Heading** and **Glossary Heading (no auto links)** paragraph styles are reserved for glossary entries.

6. Format the other text with the **C1H Popup Topic Text** style.

    When steps 4 – 6 are complete, the glossary text should look like the following example.

    Active voice

    A style of writing in which the subject of a sentence performs or causes the action expressed by the verb.

    Jargon

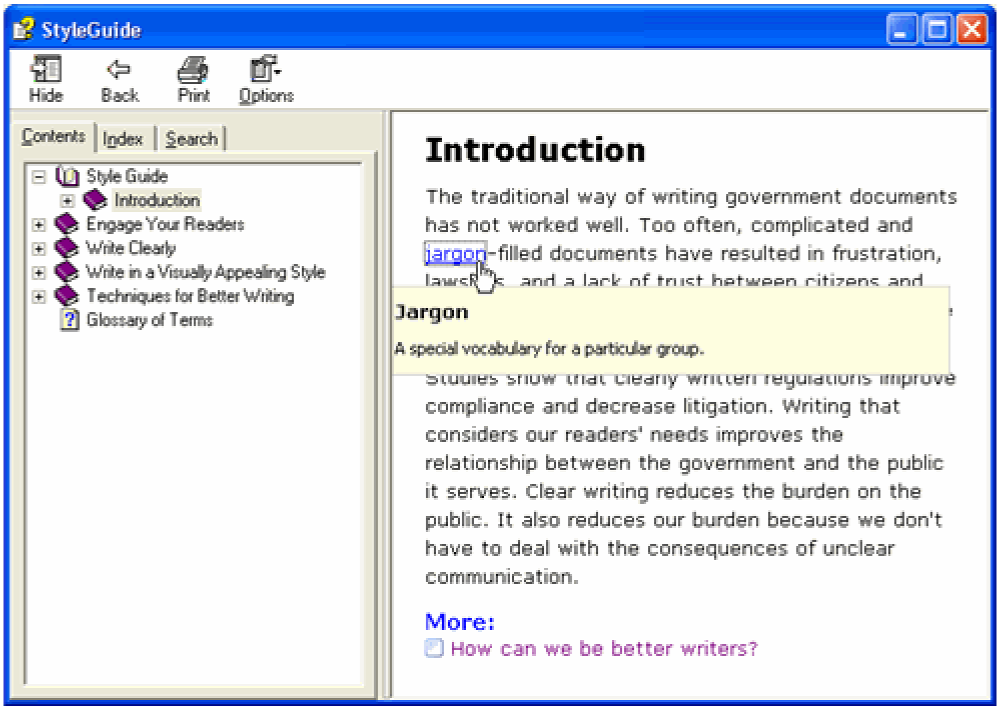
    A special vocabulary for a particular group.

7. Save and close the Word document.
8. Restore the project editor.
9. Select **Build | Rebuild Target**.

Note: The **Make Target** command compiles only the source documents that have been modified since the last build. The **Rebuild Target** compiles all source documents. By selecting **Rebuild Target**, Doc-To-Help scans all source documents for the new glossary terms.

10. After the target is compiled, click the **View Target** button.

    Wherever the Help text matches your glossary entries (Glossary Heading), Doc-To-Help has formatted the text as a pop-up.



11. When you're finished, close the Help file.

    For more information, see *Creating a Glossary*.

Adding Conditional Text

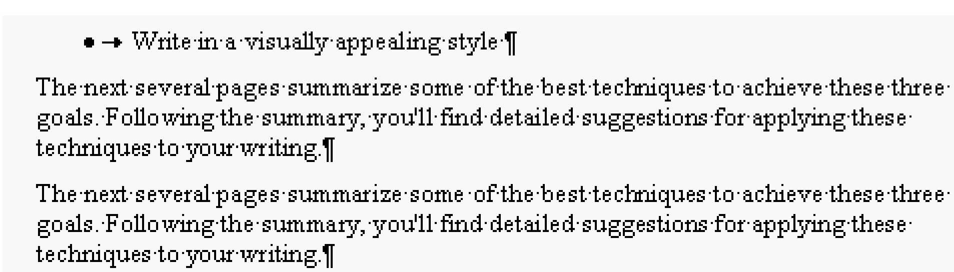
The conditional text feature allows you to determine the conditions under which certain text or graphics are incorporated into your Help targets.

When defining conditional text, Doc-To-Help provides three target options; **Platforms, Help Targets** and **Attributes**.

Platforms	This option allows you to incorporate conditional text into any Help file defined with a specific platform.
Help Targets	This option allows you to incorporate conditional text into a specific default or user defined Help target.
Attributes	This option allows you to incorporate conditional text into a specific version of a Help file.

Applying Conditional Text to Printed Manuals

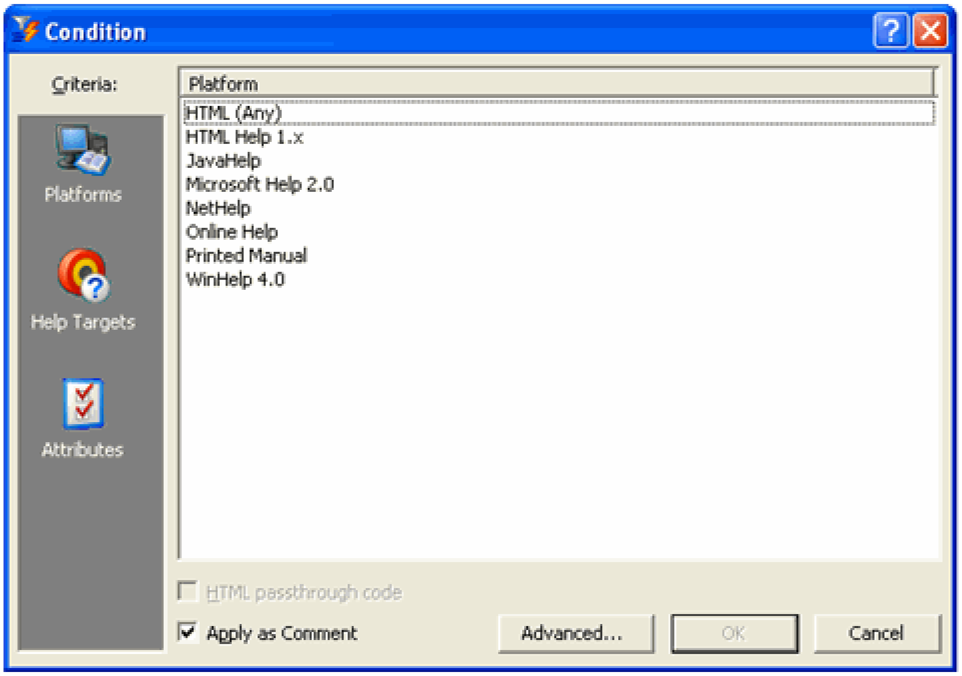
1. Select StyleGuide.doc from the right pane, right-click and select **Open** from the shortcut menu.
2. Copy the last paragraph of the Introduction topic and insert it beneath the existing last paragraph so that you have two duplicate paragraphs as shown below.


• → Write·in·a·visually·appealing·style·¶

The·next·several·pages·summarize·some·of·the·best·techniques·to·achieve·these·three·goals.·Following·the·summary,·you'll·find·detailed·suggestions·for·applying·these·techniques·to·your·writing.¶

The·next·several·pages·summarize·some·of·the·best·techniques·to·achieve·these·three·goals.·Following·the·summary,·you'll·find·detailed·suggestions·for·applying·these·techniques·to·your·writing.¶

3. Highlight the first duplicate paragraph.
4. Click the **Conditional Text** button on the **D2HML Styles** toolbar. The **Condition** dialog box opens.



5. From the **Platform** pane, select **Printed Manual** then click **OK**. Doc-To-Help places a conditional text D2HML comment note after the first paragraph.

Applying Conditional Text to Online Help

Next, you'll change the second duplicate paragraph so that it will "fit" better as part of the online Help.

1. Change the second paragraph from:

   The next several pages summarize some of the best techniques to achieve these three goals. Following the summary, you'll find detailed suggestions for applying these techniques to your writing.

   To:

   The following three topics summarize some of the best techniques to achieve these three goals. Following the summary topics, you'll find detailed suggestions for applying these techniques to your writing.

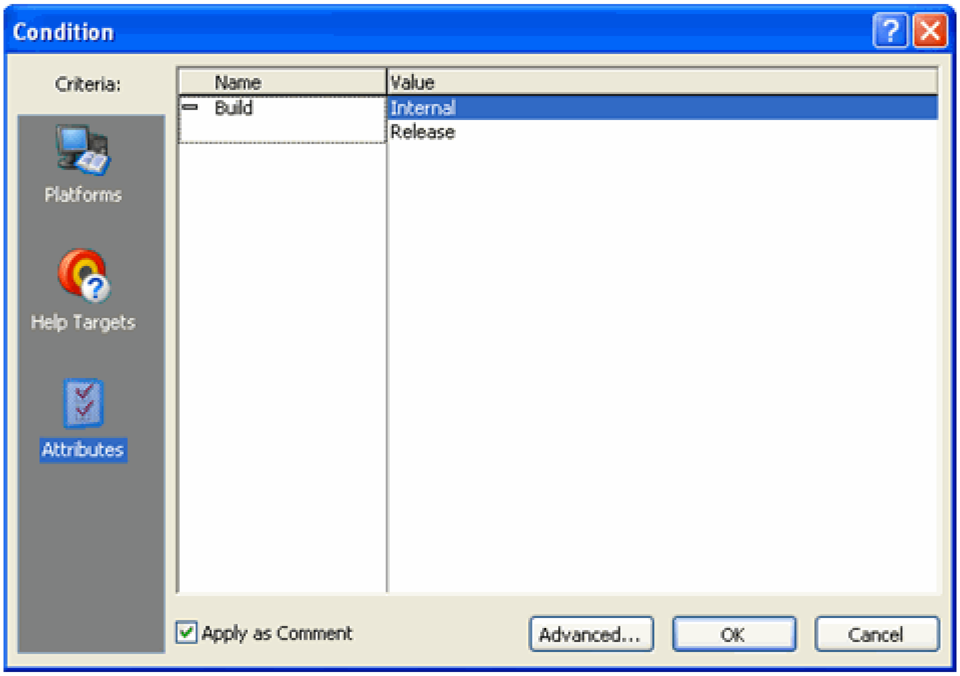
2. Highlight the modified paragraph.
3. Click the **Online Text** button on the **D2HML Styles** toolbar. Doc-To-Help places another conditional text D2HML comment after the second paragraph.

Applying Conditional Text with Attributes

In some cases you may have two Help files using the same Help target, but with somewhat different text. To do this, you can set the conditional text by attribute.

1. Create an empty paragraph immediately above the "Introduction" topic.
2. Place your cursor in the empty paragraph, and type "Version History".
3. Apply the **Heading 2** style to the "Version History" text.
4. Highlight the "Version History" heading.

5. Click the **Conditional Text** button  on the **D2HML Styles** toolbar. The **Condition** window appears.
6. In the **Criteria**: pane, click the **Attributes** icon.
7. From the **Value** pane, select **Internal**.

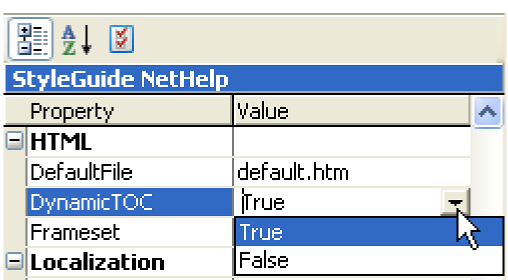


8. Click **OK**.
9. Save and close the Word document.

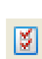
Building the Conditional Help

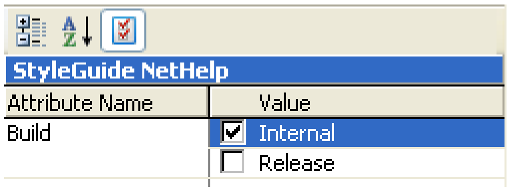
In the following steps, you will set the Help project properties and attributes, and compile your source documents for both HTML and HTML Help.

1. If necessary, click the **Project** icon.
2. Select the **Help Targets** item in the left pane.
3. Choose the **StyleGuide NetHelp** target from the right pane.
4. In the **StyleGuide NetHelp** properties pane, make sure that the **DynamicTOC** is set to **True**.



Though this property is not necessary to create the conditional text, it provides a Dynamic HTML table of contents for our NetHelp target. Note that this feature is only supported by Internet Explorer.

5. Click the **View Attribute** icon  in the **StyleGuide NetHelp** properties pane.
6. In the Value column, select **Internal**.



7. Click the **Make Target** button to build the HTML target.
8. After the NetHelp target is compiled, select **StyleGuide HTML Help** from the Help Target drop-down list.
9. Click the **Make Target** button again. In this way, you have made sure that both the NetHelp and HTML Help targets have been compiled.
10. After both targets are compiled, click the **View Target** button to open the HTML Help file.

    Notice that the online Help no longer contains the paragraph marked as manual or the Version History topic. If we were to build the printed manual Help target, the paragraph marked manual would be used and the paragraph marked online and the Version History topic would be omitted.

11. Close the HTML Help.
12. Select **StyleGuide NetHelp** from the Help Target drop-down list.
13. Click the **View Target** button. The Help file opens in your browser. By examining the NetHelp file you will notice that the Version History topic and the paragraph marked online are included. The left pane contains a Dynamic HTML table of contents with books containing subtopics.

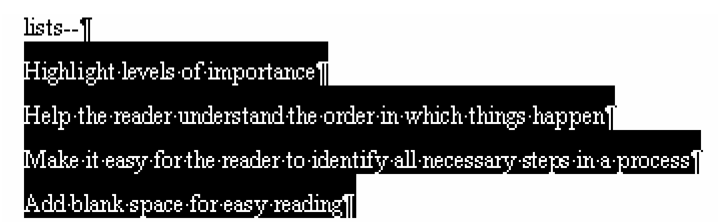
    For more information, see *Conditional Text and Attributes*.

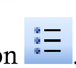
Applying Lists in Doc-To-Help

To assist in developing lists, Doc-To-Help provides six list styles to allow you to create nested lists in your documentation.

Creating a Bulleted List

1. On the Icon bar, click **Project**.
2. In the left pane, select **Documents**.
3. Select and right-click StyleGuide.doc from the right pane, and select **Open** from the shortcut menu.
4. Scroll down the document until you locate the "Use vertical lists" section.
5. Highlight the text as show below.



6. On the **Doc-To-Help** toolbar, click the **C1H Bullet Style** button . Doc-To-Help applies a bulleted list as shown below.

lists--¶

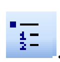
- Highlight levels of importance¶
- Help the reader understand the order in which things happen¶
- Make it easy for the reader to identify all necessary steps in a process¶
- Add blank space for easy reading¶

Nesting a Bulleted List

1. Place your cursor at the end of the second bulleted line and press **Enter**.
2. On the new line, type **Step One is first** and press **Enter**.
3. On the second new line, type **Step Two is second** and press **Enter**.
4. On the third new line, type **This is how you get "nested" lists**. You should have a bulleted list that looks like the figure below.

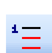
   lists--¶

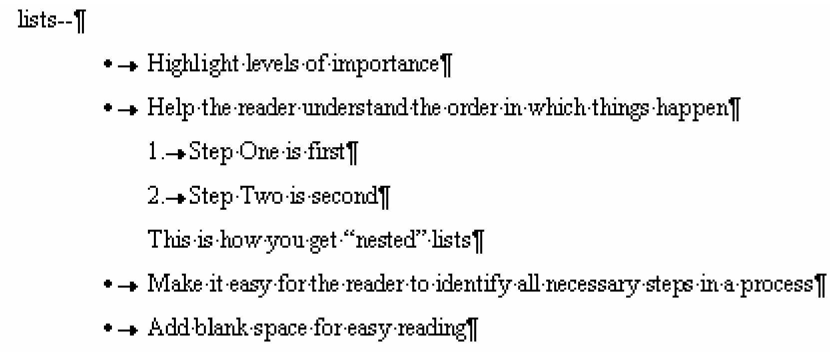
   - Highlight levels of importance¶
   - Help the reader understand the order in which things happen¶
   - Step One is first¶
   - Step Two is second¶
   - This is how you get "nested" lists¶
   - Make it easy for the reader to identify all necessary steps in a process¶
   - Add blank space for easy reading¶

5. Highlight the lines that read "Step One is first" and "Step Two is second".
6. Click the **C1H Number 2 Style** button . Doc-To-Help applies a nested numbered list as show below.

   lists--¶

   - Highlight levels of importance¶
   - Help the reader understand the order in which things happen¶
     1. Step One is first¶
     2. Step Two is second¶
   - This is how you get "nested" lists¶
   - Make it easy for the reader to identify all necessary steps in a process¶
   - Add blank space for easy reading¶

7. Highlight the line that reads "This is how you get nested lists".
8. Click the **Continue List** button . Doc-To-Help applies an unnumbered list at the same level as the previous numbered list.



lists--¶

- Highlight levels of importance¶
- Help the reader understand the order in which things happen¶
  1. Step One is first¶
  2. Step Two is second¶

  This is how you get "nested" lists¶
- Make it easy for the reader to identify all necessary steps in a process¶
- Add blank space for easy reading¶

9. Save and close the StyleGuide document.
10. Click the **Make Target** button.
11. After the target is compiled, click the **View Target** button.
12. Open the "Use vertical lists" topic to see your finished nested list.
13. When you're finished, close the Help file.

    For more information, see *Using List Styles in Microsoft Word*.

Using HTML Source Documents

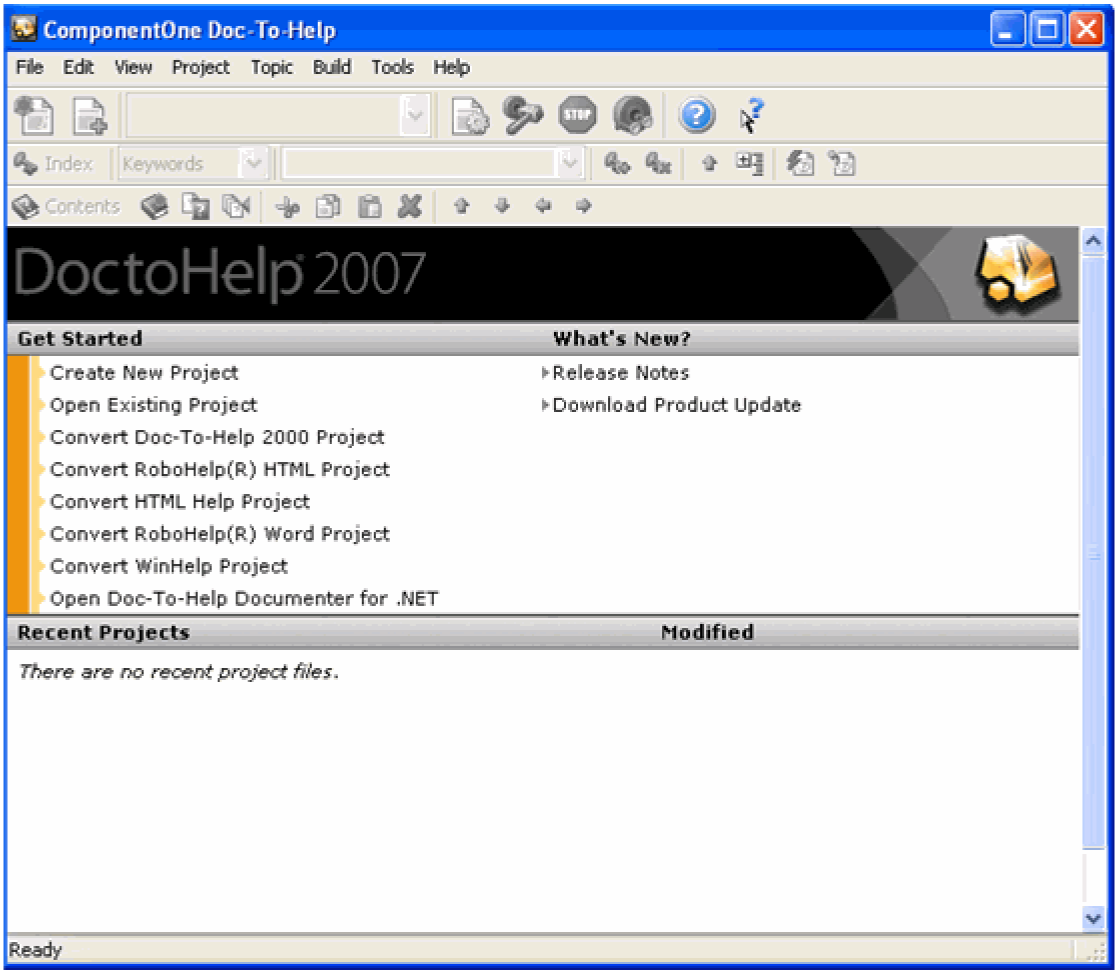
Any HTML editor can be used to format your HTML source documents, but the guided tour uses Microsoft FrontPage 2003. The steps may be slightly different, depending on the HTML editor you are using.

This tour assumes the new project will be in a folder called "c:\GuidedTour". Create this folder, or you may use a different folder if you prefer.

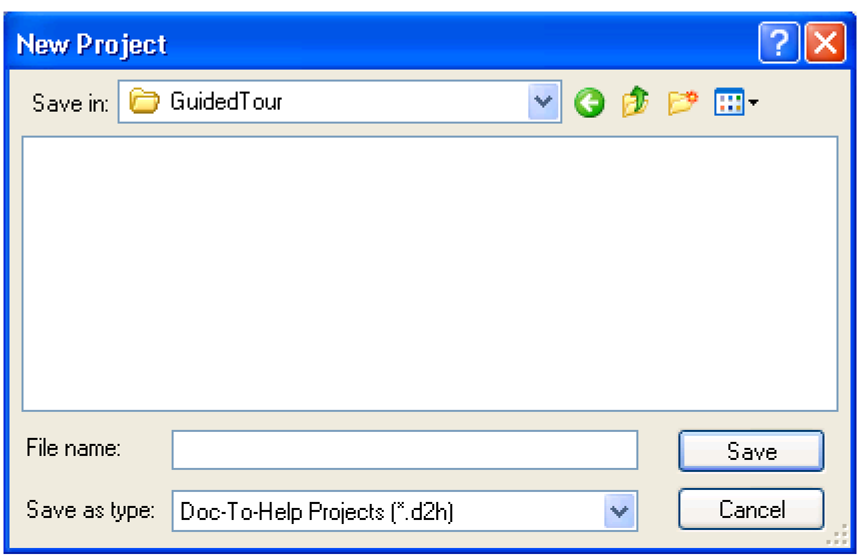
Starting a New Help Project

The first step in starting a new Help project is to name the project file and select a folder where it will reside. Doc-To-Help 2007 provides you with an "all in one" project editor which allows you to create and edit source documents, add Help features, and build Help files for any platform.

1. Open the Doc-To-Help program. You are presented with the Doc-To-Help start page. From here you can choose some of your most recent projects, open an existing project, convert an older Doc-To-Help project, convert a RoboHelp or HTML Help project, or create a new project.

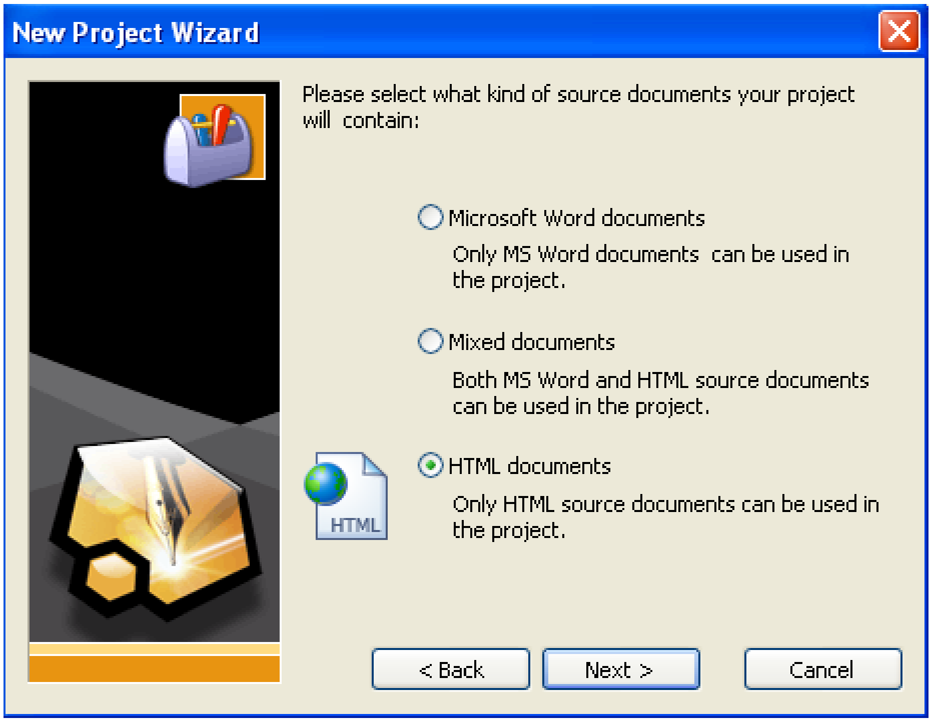


2. Click **Create New Project**. The first screen of the **New Project Wizard** opens.
3. Click **Browse**. The **New Project** dialog box opens as shown below.



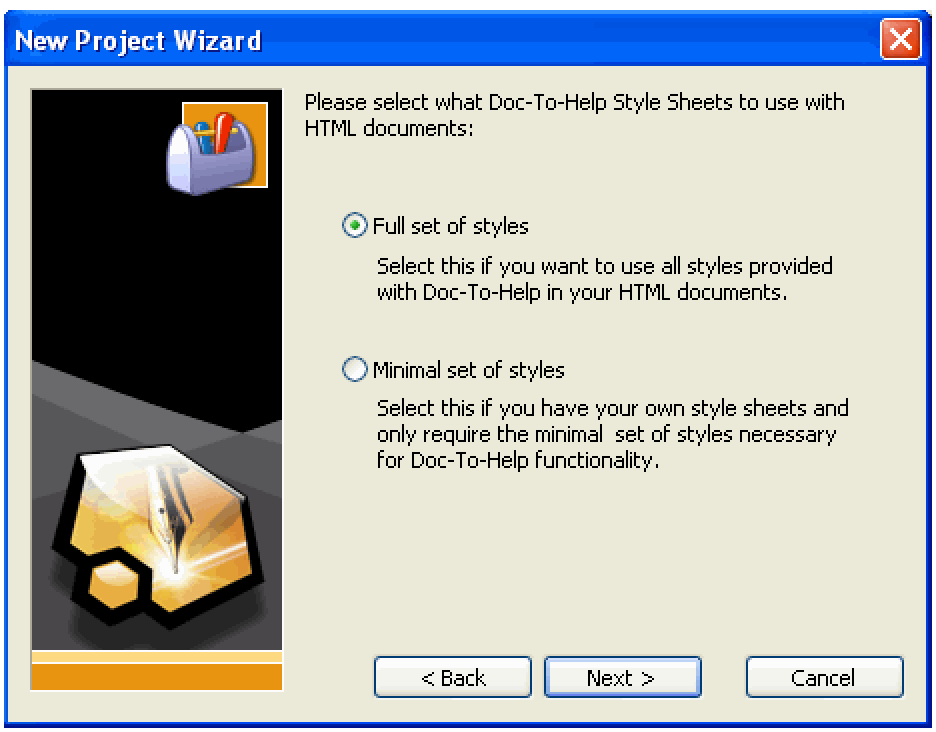
4. Open the C:\GuidedTour folder.
5. Type **Scuba Dive.d2h** in the **File name** textbox, then click **Save**.
6. Click **Next**.

7. Select **HTML documents** as the type of source documents to use in your project and click **Next**.

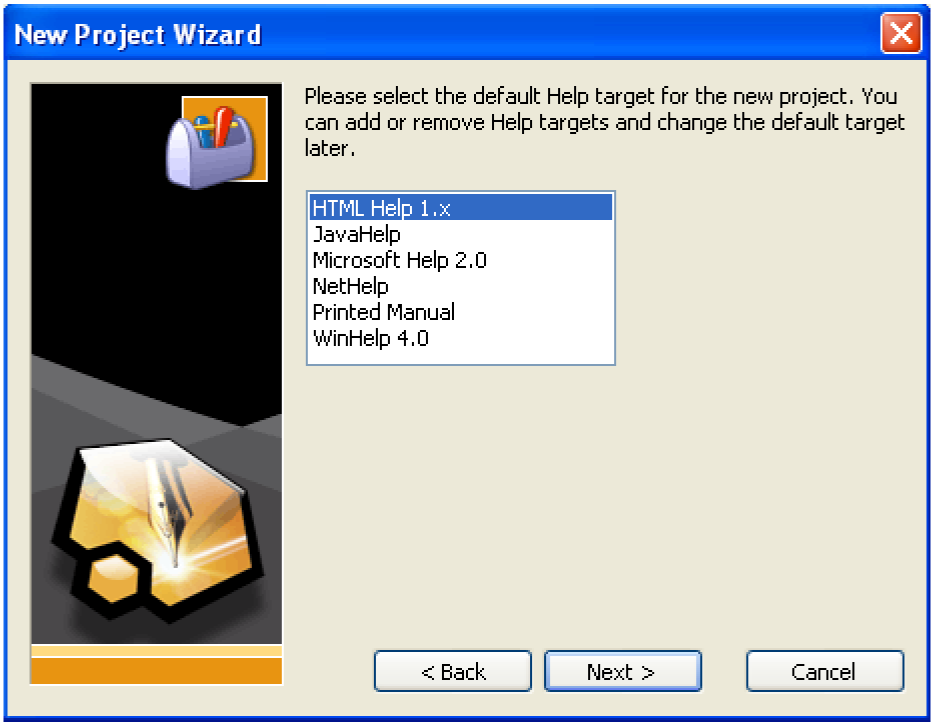


Note: You can change the type of source documents your project uses at any time by changing the **DocumentType** property under Project Settings.

8. You are prompted to select the Doc-To-Help Style Sheets you want to use with the HTML documents. Select **Full set of styles** to use all the styles provided with Doc-To-Help and click **Next**.



9. From the list, choose your default Help target and click **Next**. Make sure that **HTML Help 1.x** is selected.

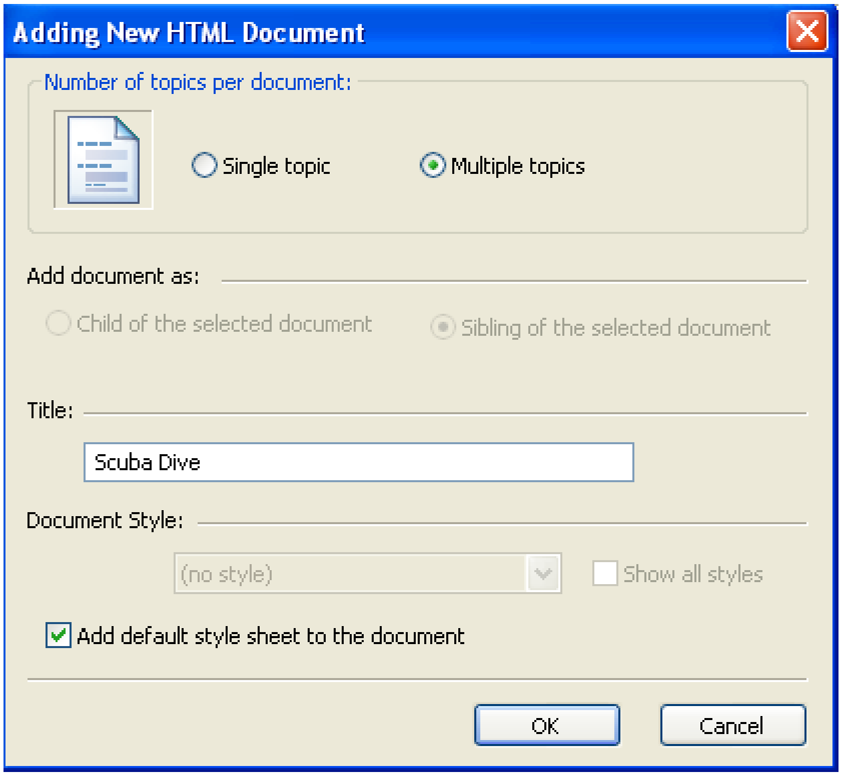


Note: Though you can build any Help target for this project, this selection determines which Help target your project compiles initially.

10. Review your directory location and file name and click **Finish**.

    The Doc-To-Help Wizard produces a new Help project and opens the project editor. A **New Document** dialog box appears, and **Scuba Dive.htm** appears in the **File name** text box.

11. Click **Save**. The **Adding New HTML Document** dialog box appears.



- Select **Multiple topics** if it is not already selected.
- Enter **Scuba Dive** in the **Title** text box, which specifies the first topic in the document.
- **Add default style sheet to the document** is checked by default. Make sure it is selected.

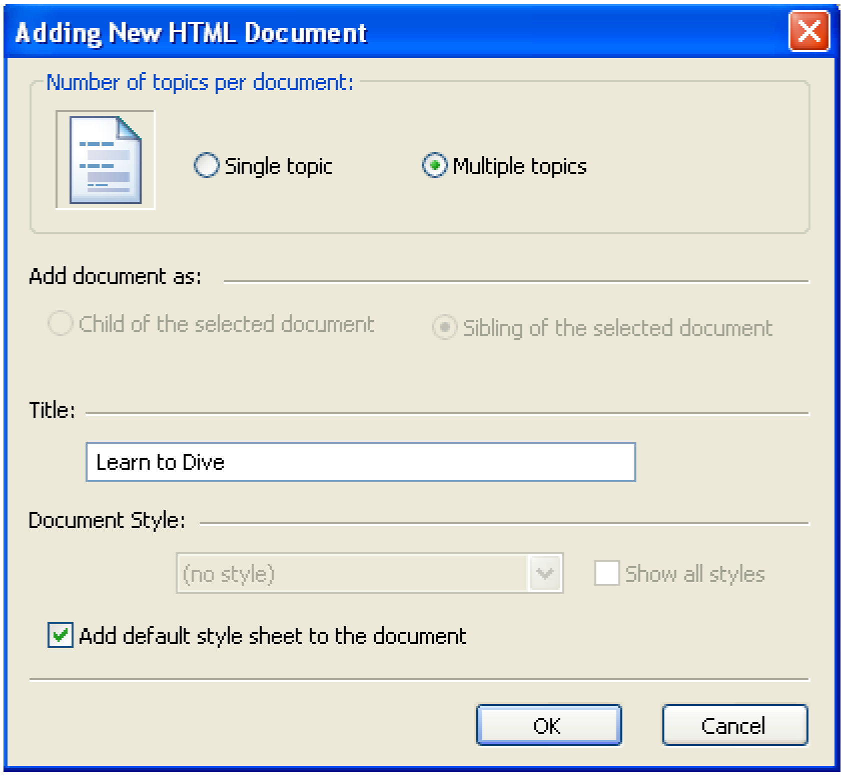
12. Click **OK** to accept the settings.

The Scuba Dive.htm page is opened in your default HTML editor and you can begin adding content to the project. You can close this document for now; we will open it again in a later section.

Adding Content to the Project

The Doc-To-Help project editor lists all of the documents within your project in the document tree in the right pane. You will see the Scuba Dive.htm document and a Glossary.htm document that was automatically added when the project was created. We are going to add some additional documents.

1. If necessary, click the **Project** icon and select the **Documents** item from the left pane Tree View.
2. Right-click anywhere in the right pane and select **New Document**.
3. Enter **Learn to Dive** in the **File name** text box and click **Save**. The **Adding New HTML Document** dialog box appears.
4. Select **Multiple topics** under the *Number of topics per document* if it is not already selected.



5. Click **OK** to accept the remaining default properties for the document and add it to the project.
6. Repeat this process to add another file to the project. Name it **Equipment**. At this point, the project contains four empty documents.

Note: You can change the order of the documents by dragging them up and down the list or by using the arrow buttons above the list.

Project Contents and Structure

Doc-to-Help projects may contain two types of documents:

- **Multiple-Topic documents**

  Multiple-topic documents have an internal hierarchy determined by the styles used in the document. They should start with a "Heading 1" title, followed by other headings and body text. Each paragraph formatted with a heading is displayed as a separate topic in the help system.

  Multi-topic documents are always at the top level in the project hierarchy. They cannot be moved to deeper levels.

- **Single-Topic documents**

  Single-topic documents have no internal hierarchy. Each file is displayed as a single topic in the help system.

  The position and hierarchy of the topic within the project is determined by its position in document tree and by the style assigned to the document in the project (the styles actually used in single-topic documents do not affect the structure of the help system, only the appearance of the topic).

  For additional information, see *Single and Multiple Topic Documents*.

Changing a document from single to multi topic (or vice versa) is easy, but it affects the overall structure of the help system. So it is a good idea to plan the project structure before you start adding content to the documents.

The decision between using single and multi-topic documents is up to you. If you prefer to work with a few large documents, and the structure of the help system is relatively static, multi-topic documents are better. If you prefer to work with small files and to manage the structure of the help system from Doc-to-Help, then single-topic documents are a better choice.

You may combine single and multi-topic documents in a single project to get the best of both worlds. That is the approach we will take here.

Now let's add some content to our project. Instead of actually writing each topic, copy all of the HTML files from the tutorial folder into the new project folder.

- Copy all HTML files from the tutorial folder (**c:\Program Files\ComponentOne\DocToHelp\Tutorial\ScubaDive\HTMLDocuments**) to the project folder (**c:\Guided Tour\HTMLDocuments**). Replace any existing files.

The files you just copied contain enough content to get the help system started. We will enhance them later with additional formatting, images, links, and more.

Building the Project

Before we start enhancing the "Scuba Dive" help system, let's build the project to see what it looks like now.

To build the project, follow these steps:

1. If necessary, select **View Toolbars | Project** to display the **Project** toolbar in the Doc-To-Help project editor.
2. Check that the **Help Target** list has the type of target you want (we will use HTML Help, but there are many other options).
3. Click the **Make Target**  button.
4. After the project compiles, you can examine your work by click the **View Target**  button on the toolbar.

You should now be looking at the initial version of the help file.

The **Contents** tab shows the topic hierarchy. The **Index** tab is limited at this point (we will add an index later). The **Search** tab is fully functional.

We got a simple but functional help system just by adding some regular Html files to the project and building it. Close the help file when you are finished viewing it.

Before moving on, let's examine the structure of the content files.

Document Structure and Styles

In the Doc-To-Help project editor, double-click the **Learn To Dive.htm** file to open it in your default HTML editor.

The file starts with a "Heading 1" title, immediately followed by a "Heading 2" title, and then some body text. The structure of the help system is determined by the heading styles. By default, the following conventions apply:

Heading 1	Creates a "book" entry in the help Contents tab. This entry contains sub-topics, but no topic content of its own.
Headings 2, 3	Creates a topic with contents and possibly more sub-topics. If there are sub-topics, Doc-to-Help automatically adds links after the regular content.
Heading 4, 5	Similar to Heading 2, except the topic title is not added to the "Contents" tree and the content is shown in a separate window.
Glossary Heading	Reserved for glossary entries.

You can edit these conventions by changing the properties of the paragraph styles and topic types.

The same style conventions apply to HTML and Microsoft Word files.

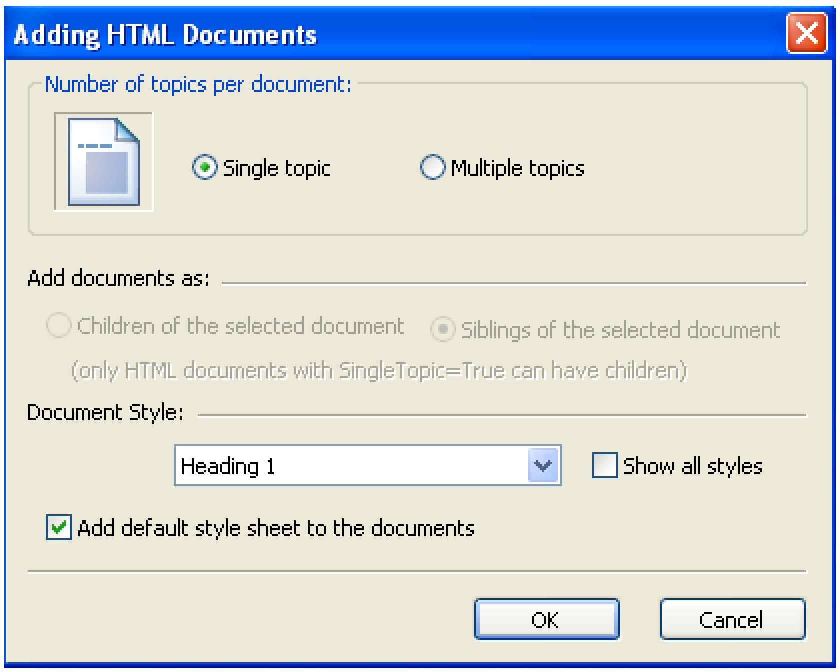
Adding Single-Topic Documents

Multiple topic documents are convenient when you want to organize hierarchical information in a single document.

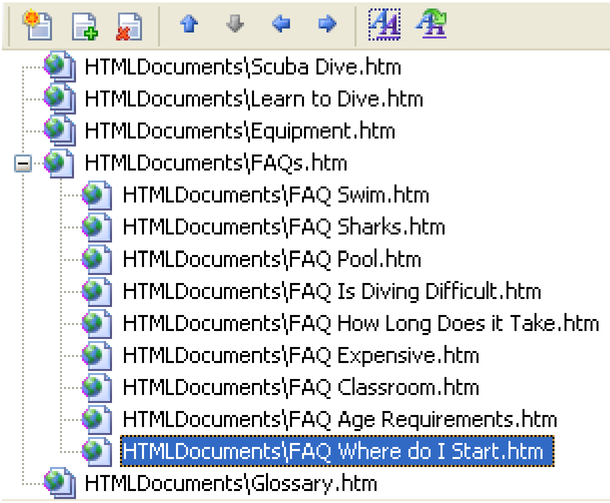
In some cases, though, it may be more convenient to work with multiple small documents. For example, if your help system contains an FAQ (frequently asked questions) section, you may have a team of contributors submitting content. Rather than consolidate all the information into a single file, it may be more convenient to keep it in separate files.

To demonstrate this, let's add some single-topic documents to our project.

1. In the document tree, right-click the **Equipment.htm** file.
2. Select **Add Documents**. The **Add Documents** dialog box appears.
3. Select **FAQs.htm** and click **Open**.
4. Select **Single topic** under *Number of topics per document* if it is not already selected.



5. Click **OK** to accept the settings and add the document to the project.
6. Right-click the **FAQs.htm** and select **Add Documents**.
7. In the **Add Documents** dialog box, select all files that start with "FAQ" and click **Open** (there should be nine files).
8. In the **Adding HTML Documents** dialog box, select the option of adding the files as "Children of the Selected Document" and click **OK**. The document tree should now look like this:



Let's rebuild the project to see the new topics:

1. Click the **View Target** button.
2. Click **Yes** when prompted to rebuild the help file. Notice how the FAQs are now displayed in the help system.

Note: The Contents pane shows the Title assigned to each single-topic document. The initial value used is the file name, which is a logical choice but may not work in all cases. To change the titles, select the document in the document tree, and enter a title next to the **Title** property in the Property Pane.

Because we are using single-topic documents in this part of the help project, adding new FAQs to the project amounts to adding individual files to the project. You don't have to modify any of the existing files.

Before moving on to the next topic, let's explore the document tree a little more. Try selecting one of the FAQ documents and moving it deeper into the tree hierarchy.

Now try rebuilding the project. Doc-to-Help will display a warning stating that the Style property of some documents doesn't match their position in the tree. To fix this, you can either:

- Drag the document back to its original position OR
- Use the Move Left arrow on the **Documents** toolbar.

Using Styles to Enhance the Help project

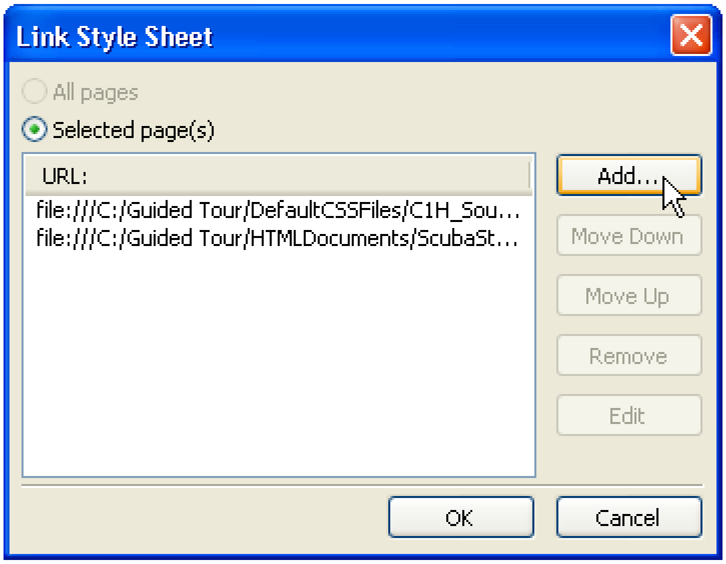
One of the nice things about using powerful HTML editors such as Microsoft FrontPage or Dreamweaver is all the formatting abilities these editors offer. You can easily create bulleted and numbered lists, change fonts and colors, add borders, spell-check your document, and so on. You can pretty much forget you are working on a help system and concentrate on the documents.

In addition to using regular in-line formatting, you can use cascading style sheets to define and use custom styles. Style sheets are great because they guarantee consistency and separate formatting from content. If you decide to change the way your document should look, just change the style sheet and rebuild the help system. You don't have to touch the content at all.

Getting back to our tour, let's create a style sheet with a couple of styles and use them to enhance the appearance of our content using Microsoft FrontPage (if you are using a different editor, the steps will be slightly different, but the main mechanisms will be the same).

1. Create a new text file and save it as **ScubaStyles.css** in the folder that contains all the tutorial content.
2. In the Doc-To-Help project editor, click the **Project** icon and select the **Documents** item from the left pane Tree View.
3. Double-click the **Scuba Dive.htm** document to open it in FrontPage or your default HTML editor.

4. In FrontPage, select the **Format | Style Sheet Links** menu option. The **Link Style Sheet** dialog box opens.



5. Click the **Add** button and use the **Look in** drop-down to locate the **ScubaStyles.css** file we created in step 1.
6. Select the file and click **OK**.
7. Repeat the last steps to add the new style sheet to the **Learn to Dive** and **Equipment** documents.

   The new style sheet has been added to the documents. The HTML header in each file should now have a line that looks like this:

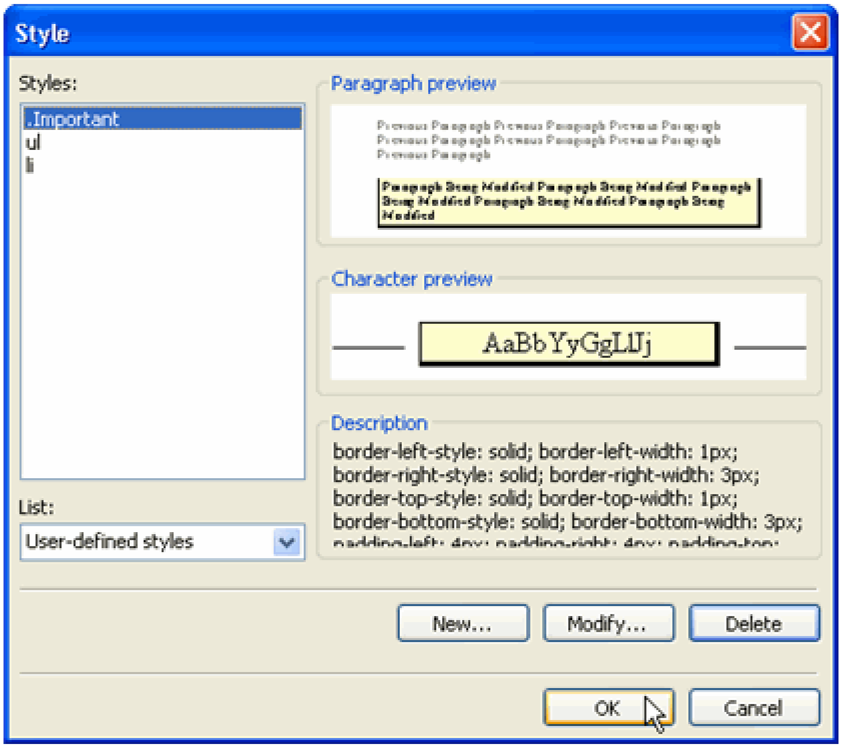
   <link rel="stylesheet" type="text/css" href="ScubaStyles.css">

   The documents look exactly the same, because the new style sheet is empty. You can now use FrontPage to add styles to the css file and to modify the appearance of the styles associated with HTML styles.

We will now create a new paragraph style called "Important" and modify the styles associated with the "UL" and "LI" Html tags to customize the appearance of bullet lists.

1. In FrontPage, select the **Format | Style Sheet Links** menu option again.
2. In the dialog box, select the **ScubaStyles.css** file and click **Edit**.
3. In the **Style** toolbar, click the **Style** button 

. In the **Style** dialog, click **New** to create the new style.
4. Enter the new style name **Important** and use the **Format** button to customize the border, background color, and font for the new style (use any options you want for now). Click **OK** to close the **New Style** dialog box when you are finished.



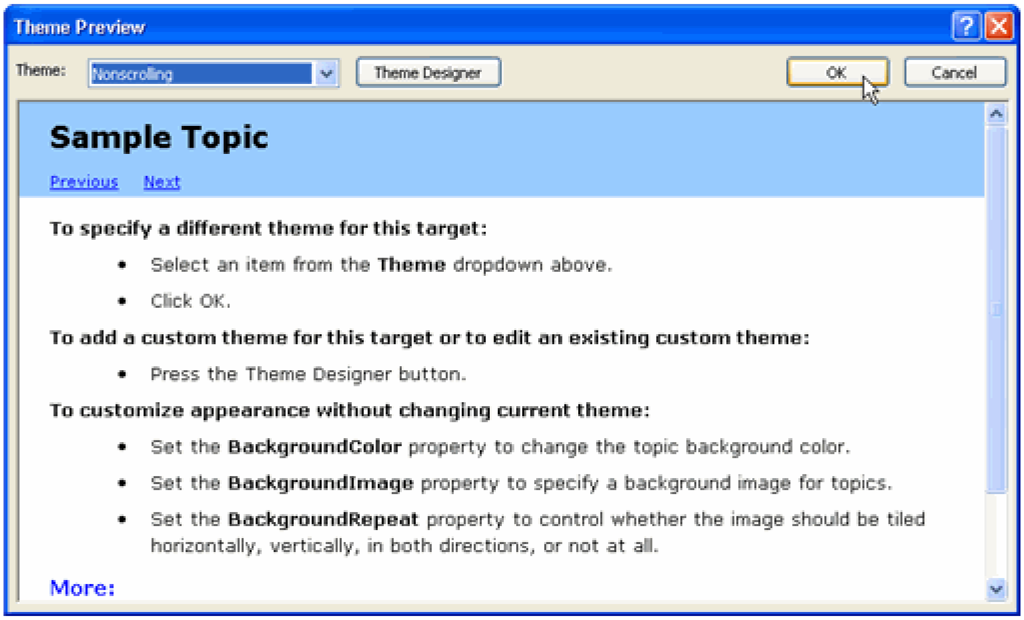
5. Back in the **Style** dialog box, select **HTML Tags** from the **List** drop-down.
6. Select the **UL** item (unordered list) from the list of styles and click **Modify** to customize the style. Repeat the process to customize the **LI** (list item) style.
7. Save and close the **ScubaStyle.css** file.

That's how you create and customize css styles. If you want to keep your document consistent with the tutorial, copy the **ScubaStyles.css** file from the tutorial folder into your working folder.

The styles associated with HTML tags are applied automatically. The custom style **Important** needs to be applied manually, by selecting a paragraph in FrontPage and picking the style from the style drop-down list. This was already done for you in the tutorial files, but feel free to highlight more items as **Important** if you want.

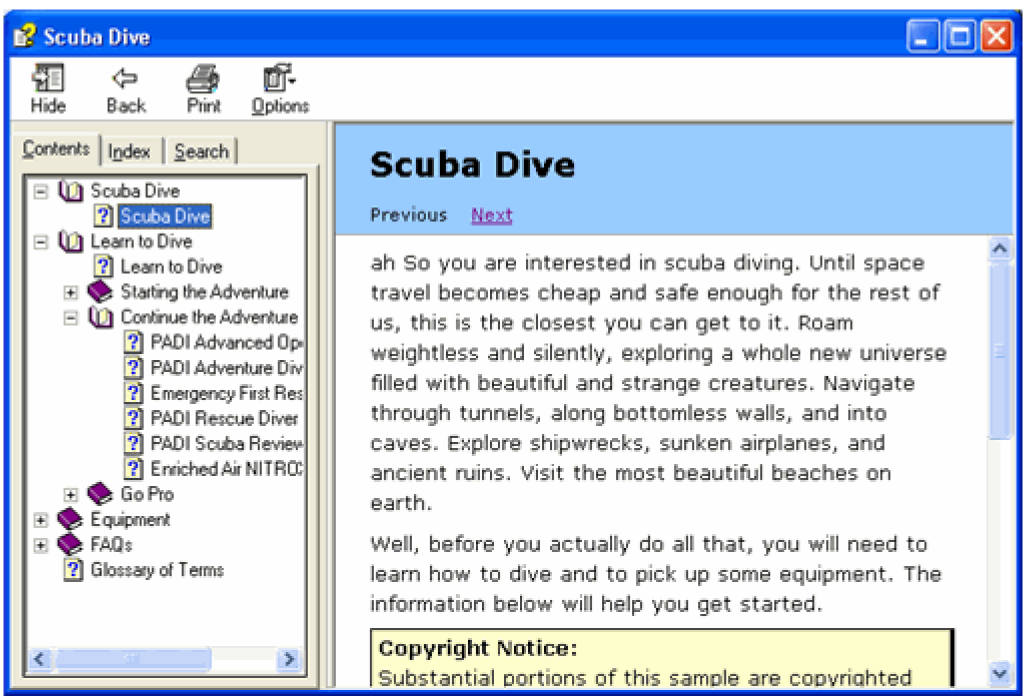
Before rebuilding the project to see the changes, let's also change the built-in theme.

1. In the Doc-To-Help project editor, click the **Project** icon and select the **Help Targets** item from the left pane Tree View.
2. Make sure the HTML Help target is selected in the right pane.
3. Click the **Theme** property in the Properties Pane. The **Theme Preview** window appears.
4. Select **Nonscrolling** from the **Theme** drop-down.



5. Click **OK** to close the **Theme Preview** window.
6. Build and view the target.

   The help file should now look like this:



Notice the blue non-scrolling title that was defined by the new theme, and the highlighted information formatted with the **Important** style.

Navigate the help system to see the appearance of the bullet lists, which now have a background and a border.

Making help content look good is easy with Doc-to-Help (and a good HTML editor).

Note: Doc-to-Help doesn't know about the custom .css file, so it won't detect changes and automatically offer to re-build the help file. You may have to use the **Rebuild Target** button to force an update and see the changes.

Adding Hyperlinks

Our help system already has a **Contents** pane that allows users to see the structure of the system and navigate it. It also has a **Search** pane that can locate topics that contains certain terms.

The next step in enhancing help navigation is the addition of hyperlinks, allowing users to click on certain parts of the document and automatically jump to other topics or show additional information.

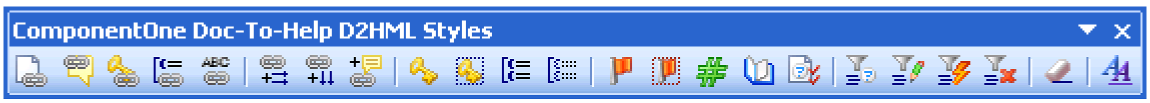
There are several types of hyperlink mechanisms in help systems. All links are defined by special styles which are contained in Doc-to-Help style sheets and are automatically available in your source documents.

You can create links using *Doc-To-Help Markup Language (D2HML)*. Doc-To-Help provides the **D2HML Styles** toolbar and dialog boxes that integrate with FrontPage, Dreamweaver and Microsoft Word.

To create links, all you have to do is select the text, click a button in the **D2HML Styles** toolbar, and make a few choices in a dialog box.

After you have added a link, the changes are visible in the source HTML, so you can see exactly how it is done, edit the HTML markup, or create your own links without using the toolbar at all if you prefer.

The image below shows the **Doc-to-Help D2HML Styles** toolbar as it appears in FrontPage:

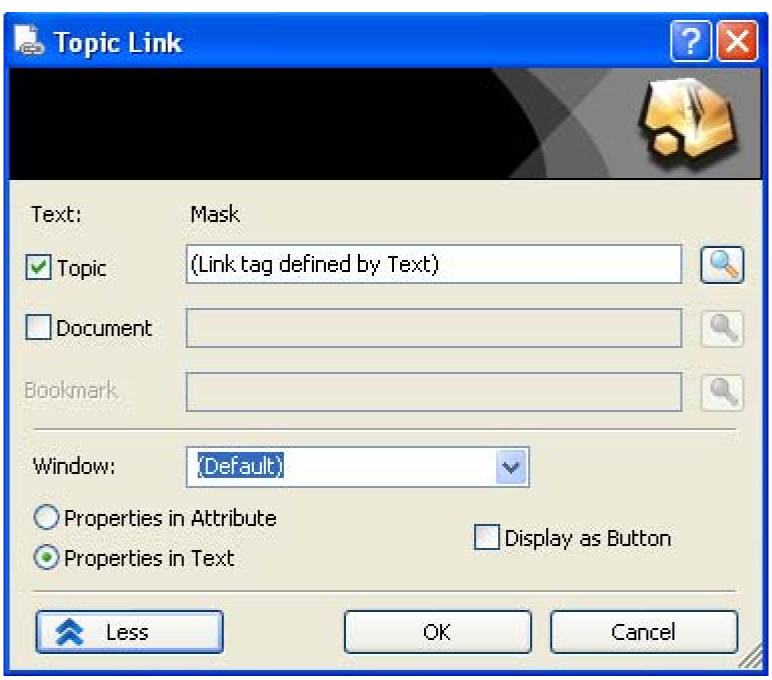


Topic Links

The first button in the toolbar creates the most common type of link, called a **Topic Link** or **Jump Link**. Some text is highlighted in the document, and when the user clicks it, a different topic appears.

Let's add a few jump links to our project.

1. In the Doc-To-Help project editor, double-click the **Equipment** document to open it in FrontPage.
2. Scroll down the document until you see the table that contains equipment prices.
3. Double-click the first item, *Mask*, to select it, and click the **Jump Link** button  in the toolbar. The **Topic Link** dialog box opens.



4. Click the **Browse** button  next to the **Topic** text box to see a list of available topics.
5. Select the topic **Masks** from the topic list and click **OK**.
6. Click **OK** to close the dialog box.
7. Save the document.
8. Repeat the process to add links to the other topics on the table (except *Booties & gloves*, which doesn't have a separate topic).

Before you rebuild the project, take a look at the HTML source code for the links. The **Masks** link we just added should look like this:

D2HML syntax: Adding Topic Links

```
<span class="C1HJump"><b>Mask</b>
<span style="display:none">|tag=Masks</span></span>
```

The button added a <span> tag around the link text and a hidden <span> that contains the name of the target topic. This is simple plain HTML. Doc-to-Help will turn this into a link when it builds the help project.

If you want to test the links, this is a good time to rebuild the project and try them out.

Note: After adding hyperlinks, it is good practice to rebuild the project and check the **Errors** and **Unresolved Links** lists in the Doc-to-Help **Build** tab.

Picking topics from a list reduces the chances of mistakes, but eventually you may change some topics names and that could break a few links.

Pop-up Links

The next button in the toolbar is used to create pop-up links.

Pop-up links are similar to topic links, except they show the target topic in a pop-up window. They are useful for reference material, things a user may want to take a quick look at in the context of the current topic.

For example, in our equipment page, a user may be looking at an individual item wondering how important that item is in the overall picture. He would like to take a quick look at the price table. This is a perfect application for a pop-up link.

1. If it not already open, double-click the **Equipment** document in the Doc-To-Help project editor to open it in FrontPage.
2. Scroll down the document to bottom of the **Masks** topic.
3. Add a paragraph with some descriptive text like **View retail prices**.
4. Highlight the new paragraph and click the **Popup Link** button  in the toolbar. The **Popup Link** dialog box opens.

5. Click the **Browse** button  next to the **Topic** text box to see a list of available topics.
6. Select the topic **So, What's This Going to Cost Me** on the topic list and click **OK**.

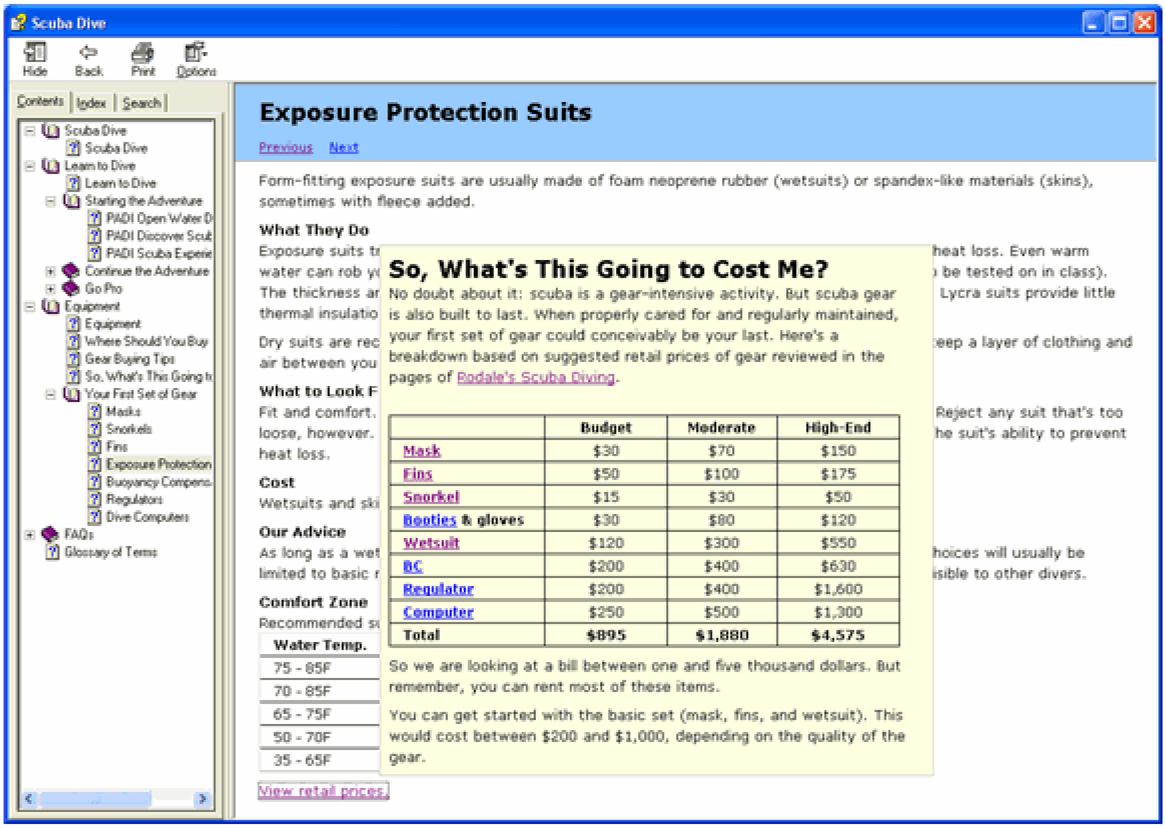
Check the HTML source code to see what the link looks like in HTML. It's almost the same as the topic link we added before, except for the style name.

D2HML syntax: Adding Popup Links

```
<span class="C1HPopup">View retail prices.
<span style="display:none">|tag=So, What's This Going to Cost Me?</span></span>
```

For consistency, copy this link to the bottom of the other equipment topics. Then rebuild the project and try out the pop-up links.

Here's what they look like:



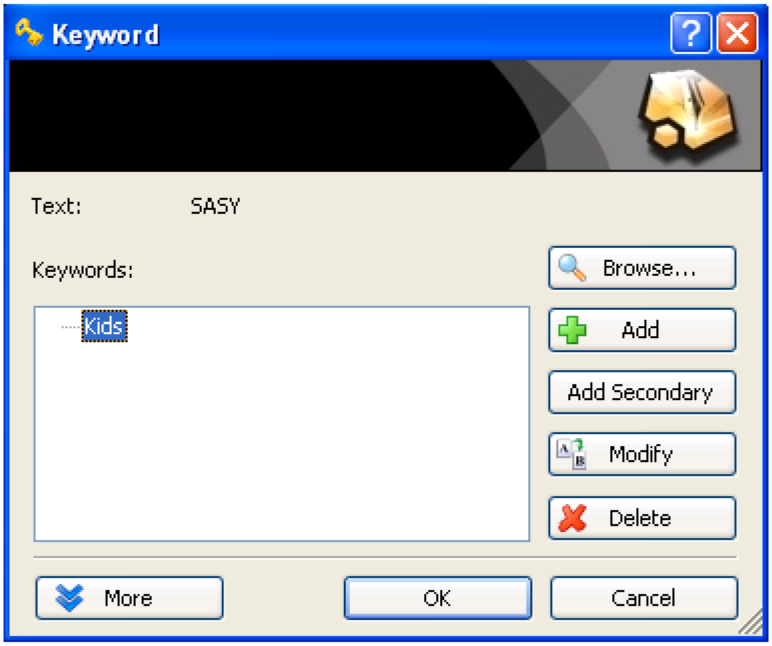
Keyword Links (KLinks)

The topic and pop-up links we discussed above are one-to-one links. They take the reader from the current topic directly to another.

Keyword links are one-to-many links. They may take the reader from the current topic to any topic that contains the **keyword** specified by the link. (When the user clicks the link, a dialog box appears listing all the available destinations.)

So before we add any keyword links to our sample project, we need some keywords to link to.

1. Open the **Learn to Dive** document in your HTML editor.
2. Find the PADI Scuba Experiences for Kids topic.
3. Select **SASY**, the first word in the topic text.
4. Click the **Keyword** button  in the toolbar. The **Keyword** dialog box opens.
5. Click the **Add** button in the dialog and type the keyword **Kids**.



6. Click **OK** to close the dialog box.

The keyword **Kids** is now associated with the **PADI Scuba Experiences for Kids** topic. Look at the HTML source and notice how that was done. As before, it is just a <span> tag with a special Doc-to-Help style (C1HIndex).

D2HML syntax: Adding Keywords

```
<span class="C1HIndex">SASY</span>
<span class="C1HIndex">SASY
<span style="display:none">|keyword=Kids</span></span>
```

Now that we have a keyword defined, let's create a link to it.

1. Scroll back to the top of the document and locate the **Starting the Adventure** topic.
2. Select the word *Kids* in the second paragraph (**Kids are welcome too**).
3. Click the **Keyword Link** button  in the toolbar. The **Keyword Link** dialog box opens.
4. Click **OK** to accept the default and use the selected text as a target keyword.
5. Close the file.

D2HML syntax: Adding Keyword Links

```
<span class="C1HKeywordLink">Kids</span>
<span class="C1HKeywordLink">Kids
<span style="display:none">|keyword=Kids</span></span>
```

So far we have added a new keyword to the document (it will appear in the Index tab in the help system) and we have also added a link to it.

This is not very interesting because the keyword is associated with a single topic. To create a one-to-many link as we described above, let's assign the *Kids* keyword to a different topic.

1. Open the **FAQ Age Requirements** document in your HTML editor.
2. Select **12 years old** in the topic text.
3. Click the **Keyword** button  in the toolbar. The **Keyword** dialog box appears.

4. Click the **Add** button in the dialog and type the keyword **Kids** again.
5. Click **OK** to close the dialog box.
6. Save and close the file.

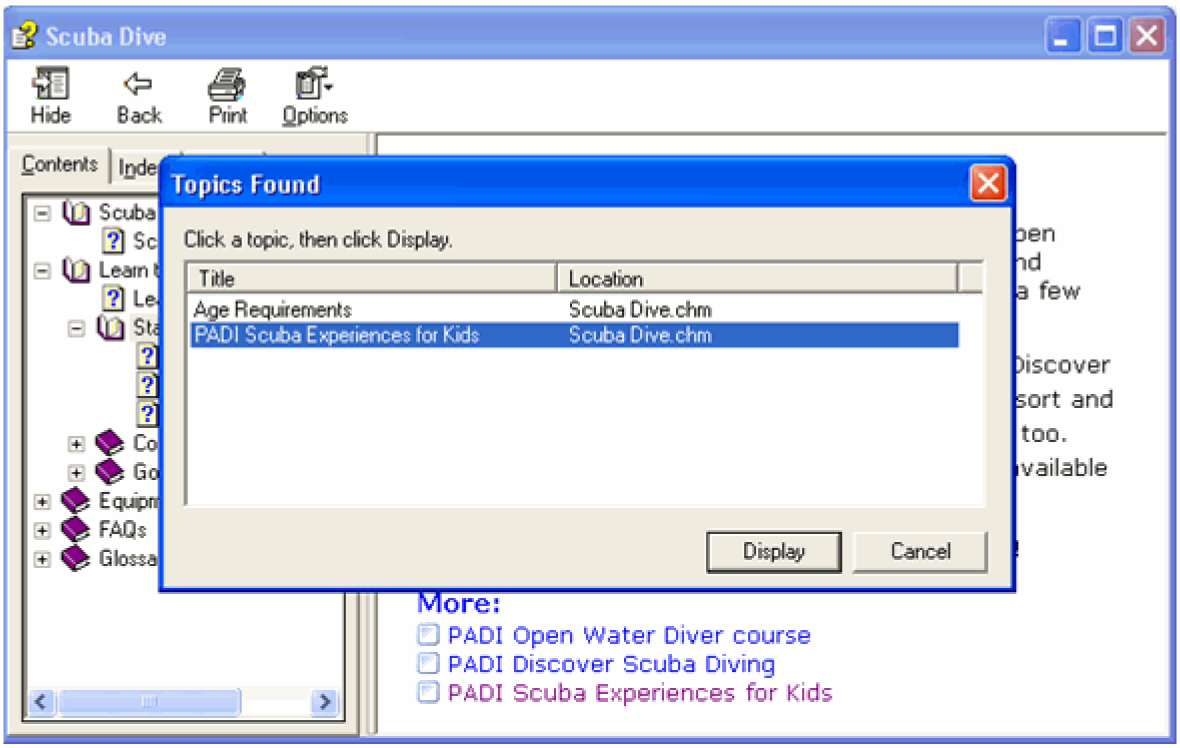
D2HML syntax: Adding Keywords

```
<span class="C1HIndex">12 years old</span>
<span class="C1HIndex">12 years old
<span style="display:none">|keyword=Kids</span></span>
```

Now rebuild the help file and open it.

Select the **Starting the Adventure** topic and click the keyword link **Kids** we just added.

A dialog box will pop up showing the two topics that were assigned the keyword *Kids*, as shown below.

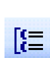


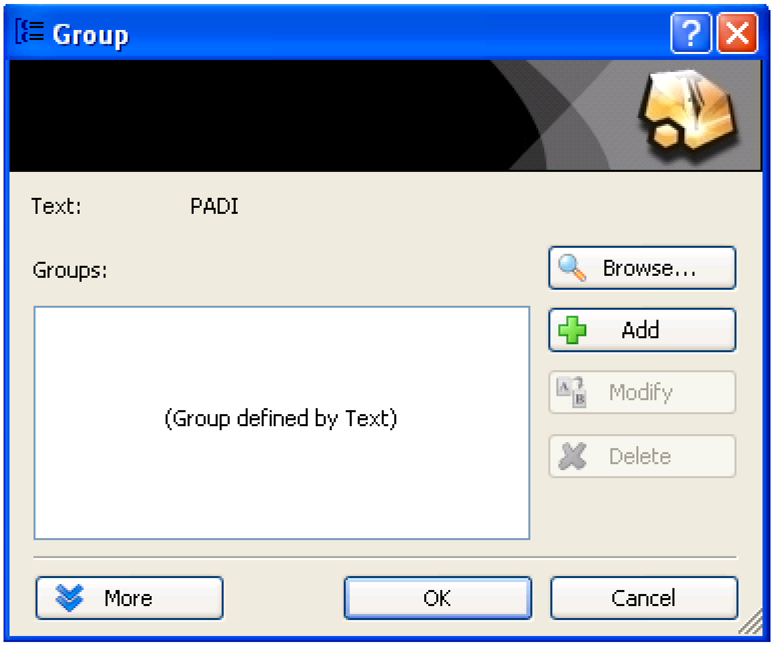
Keyword links are closely related to the help system's index, an important feature we will discuss later. For now, it is enough to remember that a keyword may be associated with one or more topics, and that a keyword link will take the reader to any of those topics.

Group Links (ALinks)

Group links are also known as ALinks (for associative links). They are similar to keyword links in the way that they are created and used, except for one important difference: keywords appear in the index, and groups don't.

To see the difference, let's create a new topic group called PADI and add a group link to show how it works.

1. Open the **Learn to Dive** document in your HTML editor.
2. Select the word **PADI** in the third topic title, **PADI Open Water Diver course**.
3. Click the **Group** button  in the toolbar. The **Group** dialog box opens.

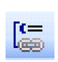


4. Click **OK** to accept the selected text as the new group name.
5. Repeat this procedure for all other topics in the file that start with the word "PADI" (or do only three or four; there are ten).

D2HML syntax: Adding Groups

```
<span class="C1HGroup">PADI</span>
<span class="C1HGroup">PADI
<span style="display:none">|group=PADI</span></span>
```

Now that the new group has been created and assigned to a few topics, let's create the group link.

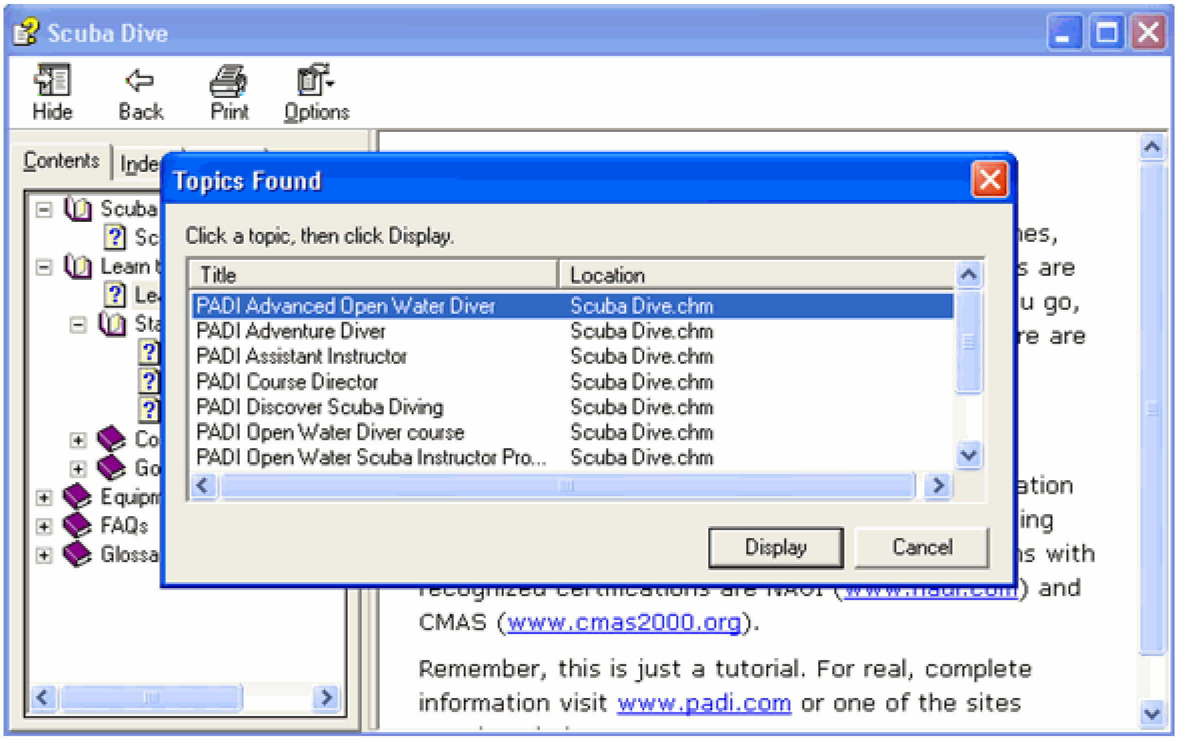
1. Scroll to the top of the document and select the word **PADI** in the second paragraph ("certifications offered by PADI").
2. Click the **Group Link** button  in the toolbar. The **Group Link** dialog box opens.
3. Click **OK** to accept the selected text as the name of the target group.

D2HML syntax: Adding Group Links

```
<span class="C1HGroupLink">PADI</span>
<span class="C1HGroupLink">PADI
<span style="display:none">|group=PADI</span></span>
```

To see the new group link in action, rebuild the document and navigate to the second topic, **Learn to Dive**. Click the **PADI** link and you will see a list with the ten topics that belong to the group.

Notice in the image below that the group name "PADI" doesn't appear in the index.



Group links are especially useful in situations where you are merging a collection of help files. For more details about groups, please see the Doc-to-Help reference.

Adding Image Maps

Image maps allow you to define areas within images and use each area as a hyperlink. They are more effective than menus when the options can be presented logically in an image.

For example, in our sample help project, an image map would be ideal to let the user explore the different types of diving equipment by clicking the image of a diver.

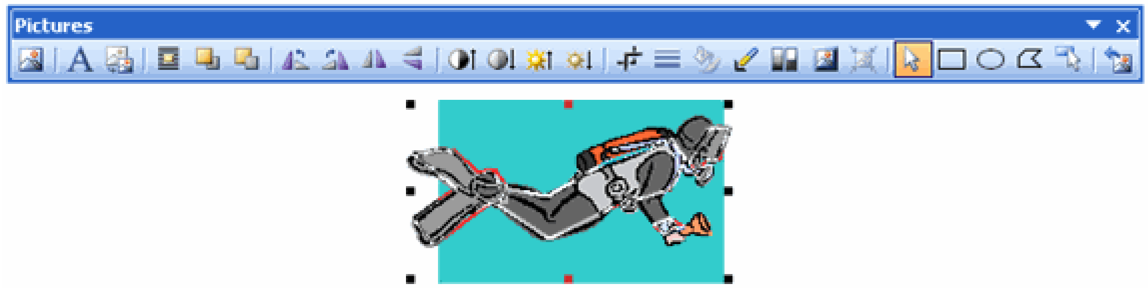
If you are creating your help content with Microsoft Word, you can create image maps using the Image Map Editor provided with Doc-to-Help. For more information, see *Using the Image Map Editor in Microsoft Word*.

If you are using HTML, you can draw a hot spot and then use D2HML to create the link.

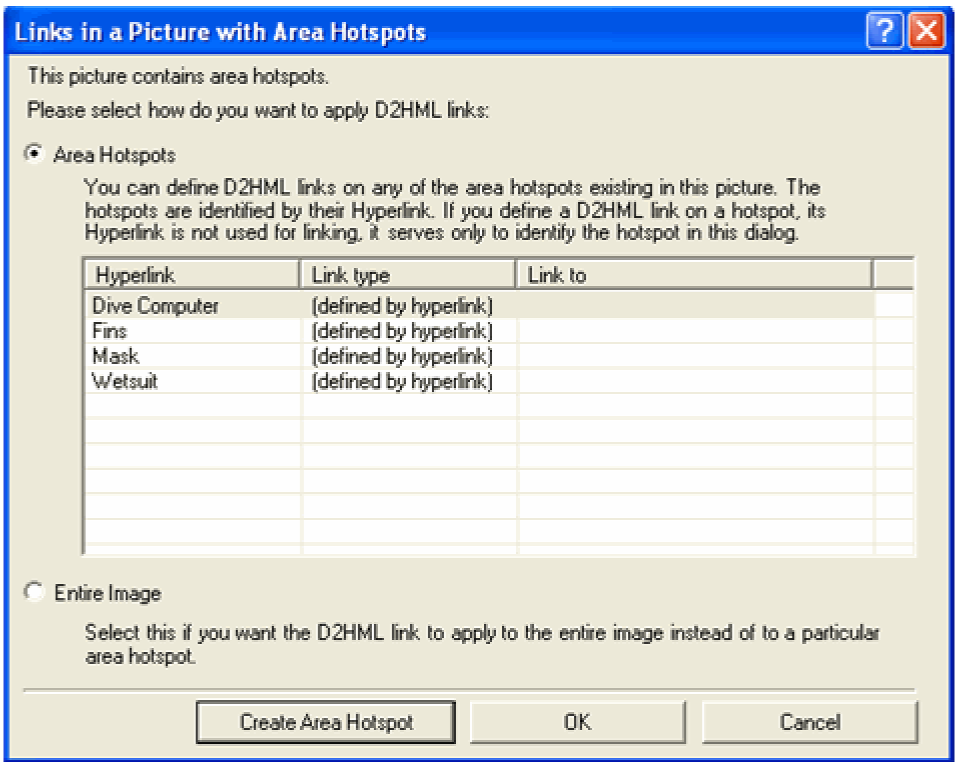
Follow the steps below to add an image map to our sample project (we are using Microsoft FrontPage, the steps will be slightly different with other editors).

1. Open the **Equipment** document.
2. Move the cursor to the end of the first topic and add a new empty paragraph.
3. Select the **Insert | Picture | From File** menu and insert the **Equipment.png** file from the C:\Program Files\ComponentOne\DocToHelp\Tutorial\ScubaDive\HTMLDocuments folder.
4. Select **View | Toolbars | Pictures** to make sure the **Pictures** toolbar is visible in FrontPage.
5. Select the image, click the **Polygonal Hotspot** button and draw an area around the diver's fins (see picture below). When you close the polygon, the **Insert Hyperlink** dialog box appears.
6. Enter **Fins** in the **Address** text box and click the **ScreenTip** button to enter a tooltip. Then click **OK** to close the dialog boxes.
7. Repeat this process and add hotspots around the mask, wetsuit, and dive computer on the diver's wrist (see picture below). Enter the following, corresponding names for each in the **Address** text box:

- Mask
- Wetsuit
- Dive Computer



8. Select the **Fins** hot spot and click the **Jump Link** button  on the **D2HML Styles** toolbar. The **Links in a Picture with Area Hotspots** dialog box appears.



9. Select **Fins** in the **Hyperlink** column and click **Create Area Hotspot**. The **Topic Link** D2HML dialog box appears.
10. Click the **Browse** button and select **Fins** in the **Select Topic** dialog box.
11. Click **OK** to close the **Select Topic** and **Topic Link** dialog boxes.
12. Create an area hotspot for all of the hot spots in the **Hyperlink** column and link to the following, corresponding topics:
    - Masks
    - Exposure Protection Suits
    - Dive Computers
13. Click **OK** to close the Links in a Picture with Area Hotspots dialog box.

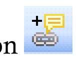
14. Close the editor and rebuild the help file to test the image map. Moving the mouse over the image will show tooltips, if you provided them, and clicking the hotspots will take you directly to the topic with tips about each type of equipment.

Adding Pop-Up and Drop-Down Text

Sometimes you may want to attach additional content to explain a term, but don't want to create a whole new topic for that short explanation. There are several ways to do that using Doc-to-Help.

Inline pop-ups

Inline pop-ups show additional content in a pop-up window. They look like pop-up links, except the content is not a separate topic.

To add inline pop-ups to your document, use the **Inline Popup** button  in the **D2HML Styles** toolbar:

Select the text to which you want to attach more information and click the **Inline Popup** button. Then type the text that should be displayed in the pop-up and click **OK** to create the pop-up.

To add an inline pop-up to our sample project, follow these steps:

1. Open the **Scuba Dive.htm** document.
2. Copy the **Copyright Notice** paragraph and paste a new copy in the document.
3. Cut the text after the **Copyright Notice** title to the clipboard.
4. Select the **Copyright Notice** title and click the **Inline Popup** button. The **Inline Popup Link** dialog box appears.
5. Paste the text into the dialog box and click **OK**.

> **Note**: The dialog box only allows you to enter plain text. However, once the text has been added to the document, it's HTML as usual. You can edit the text and add custom formatting as usual.

D2HML syntax: Adding an Inline Popup

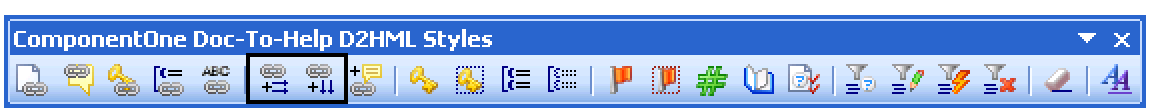
```
<span class="C1HInlinePopup"><b>Copyright Notice (pop-up):</b></span>
<span class="C1HPopupText">Substantial …<br>
  <a href="http://www.padi.com/">www.padi.com</a><br>
  <a href="http://www.scubadiving.com/">www.scubadiving.com</a><br>
  <a href="http://www.newscuba.com">www.newscuba.com</a></span>
```

Inline drop-downs and expands

Inline drop-downs and expands are similar to inline pop-ups, except the additional text is displayed within the document instead of in a pop-up.

Drop-downs show the additional text below the selection, as a paragraph that can be expanded or collapsed. Expands show the additional text within the current paragraph.

Creating inline drop-downs and expands is similar to creating inline pop-ups, except you will use different buttons in the toolbar.



These examples have already been created for you in the **Scuba Dive.htm** document:

```
D2HML syntax: Adding an Inline Dropdown

<span class="C1HInlineDropdown"><b>Copyright Notice (drop-down):</b>
</span><span class="C1HDropdownText">Substantial …<br>
  <a href="http://www.padi.com/">www.padi.com</a><br>
  <a href="http://www.scubadiving.com/">www.scubadiving.com</a><br>
  <a href="http://www.newscuba.com">www.newscuba.com</a></span>
```

```
D2HML syntax: Adding an Inline Expand

<span class="C1HInlineExpand"><b>Copyright Notice (pop-up):</b>
</span><span class="C1HExpandText">Substantial …<br>
  <a href="http://www.padi.com/">www.padi.com</a><br>
  <a href="http://www.scubadiving.com/">www.scubadiving.com</a><br>
  <a href="http://www.newscuba.com">www.newscuba.com</a></span>
```

Glossary popups

Glossary popups can be created automatically by Doc-to-Help. They are based on a word list and apply to the first instance of a glossary term in each topic throughout the Help system. For more information, see *Creating a Glossary*.

Creating a Glossary

A glossary is a list of specialized words with their definitions, often placed at the end of a book.

Doc-to-Help enhances this concept by compiling this word list and, if you choose, automatically attaching a pop-up with the definition wherever the words appear in the help system. You can also create glossary pop-ups manually.

Creating a glossary in Doc-to-Help is extremely easy, and we have already added one to our sample project.

Open the **Glossary.htm** document to see how it's done. This glossary is simply a list containing the terms, all formatted with the **Glossary Heading** style, followed by their definition, formatted as **C1H Popup Topic Text**.

Our sample glossary contains about 20 terms, and can be seen as a regular help topic. If you navigate around the help system, you will notice that the first instance of each word in a topic that matches a glossary term has a pop-up that shows the definition.

That was done automatically by Doc-to-Help, all we had to do was create and format the word list.

Creating an Index

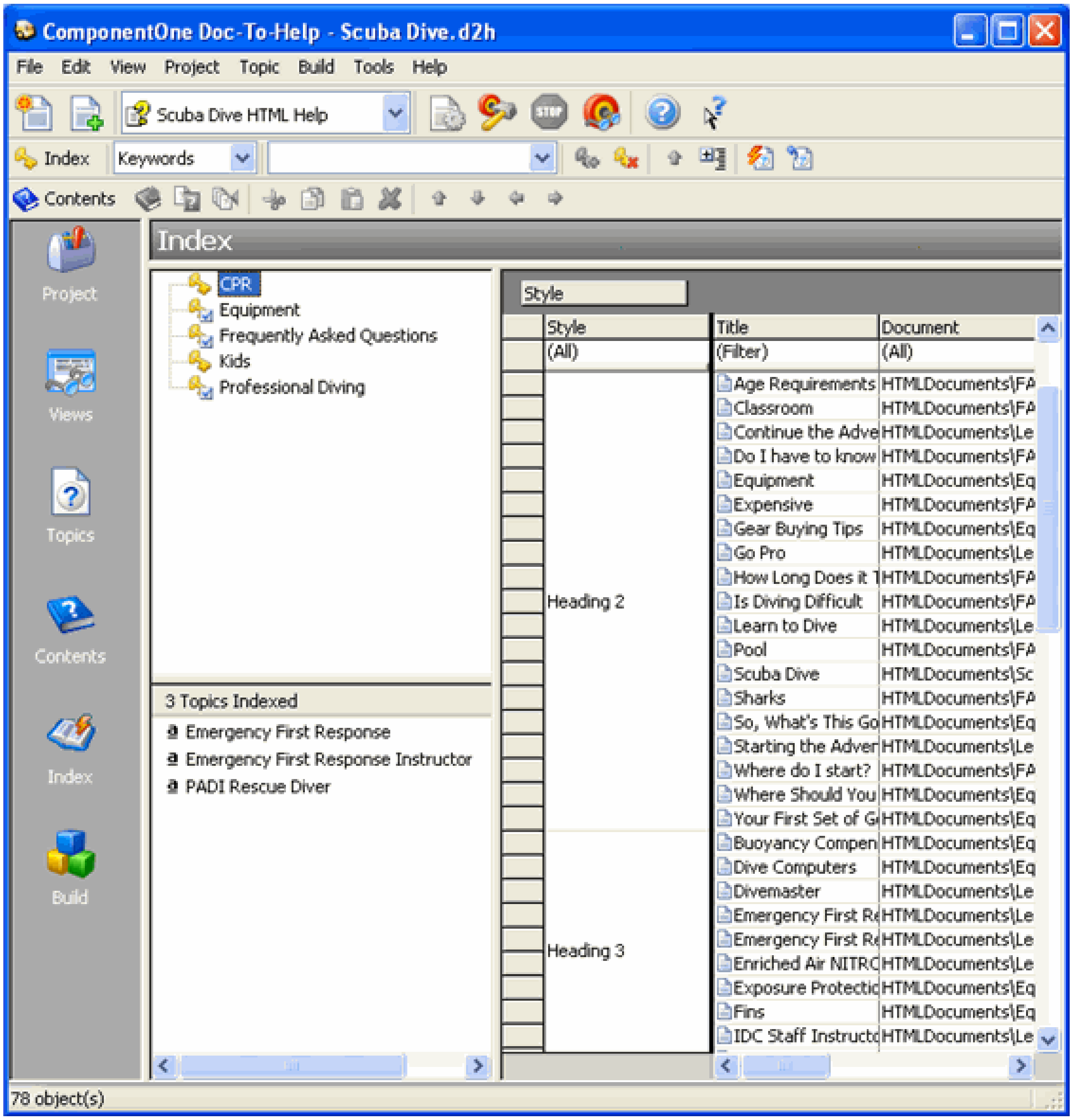
An index is a searchable list of keywords, each of which corresponds to one or more topics. When building an index, you should anticipate which words and phrases the reader is likely to look for and associate them with matching Help topics.

In an online Help system, selecting a keyword displays a list of the associated topics. In a printed manual, the index at the end of the book shows the page numbers that correspond to each keyword.

If you have been following all the steps in this QuickStart, you already know the easiest way to quickly add a keyword while you are editing help content. Simply select a word in your HTML editor and click the **Keyword** icon in the **Doc-to-Help** toolbar.

This method is great when you are working on individual topics, but it is not convenient when working with the overall help system. For that, Doc-to-Help has an **Index** view that shows all the keywords and their topics, and allows you to edit the keywords using drag and drop.

The image below shows Doc-to-Help's Expert mode Index view.



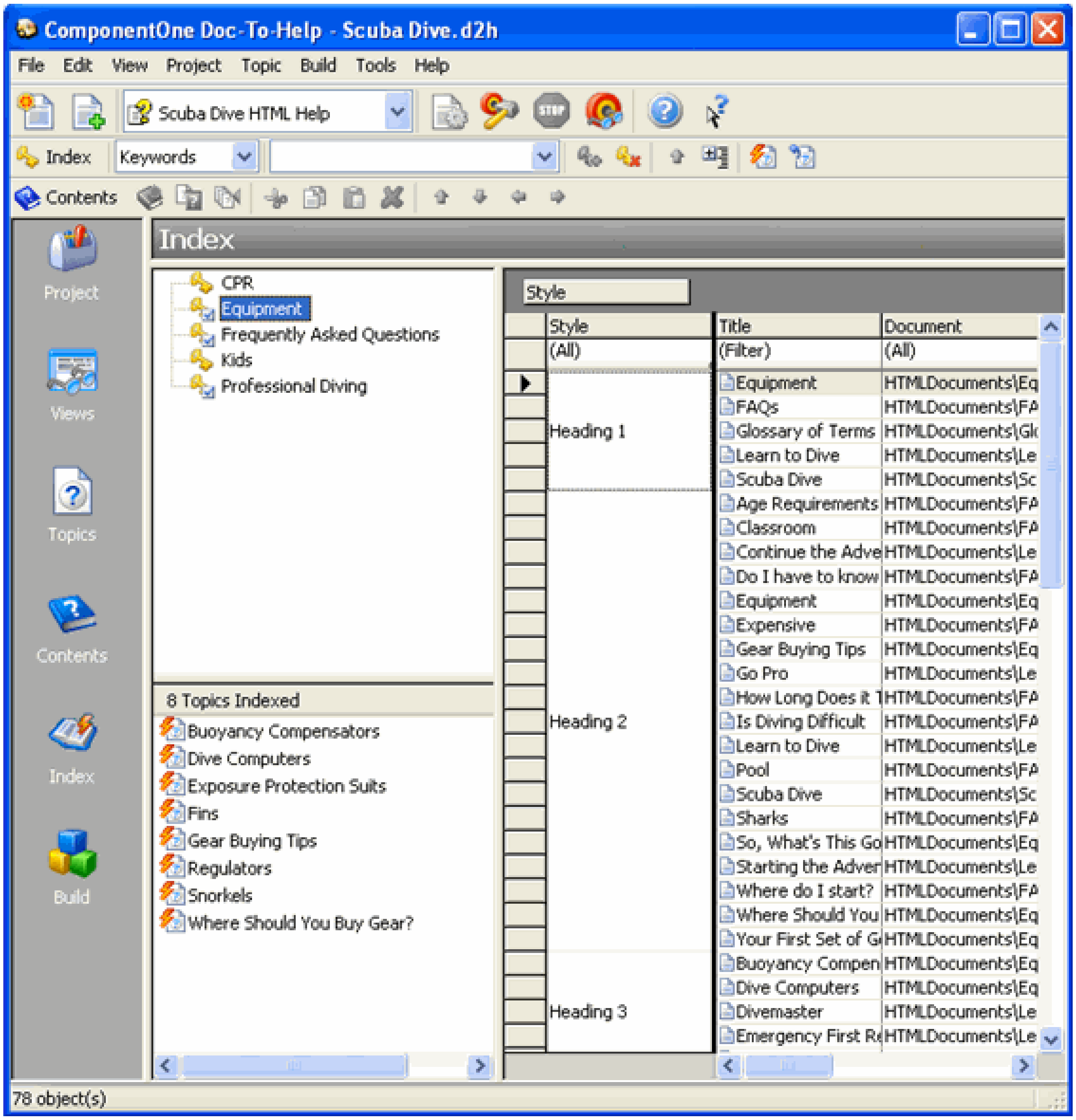
The index view shows a list with all keywords currently defined in the project. When you select a keyword on the list, all topics currently assigned to that keyword appear on the list below. You can add topics to the list by dragging them from the list on the right.

You can also use the context menus to add, rename, and remove keywords and topics assigned to them.

Before you start working on the index, drag the **Style** column to the top of the topic list. This will group topics by heading and will make it easier for you to find them.

Now let's add some keywords to our help system.

1. Right-click the keyword list and select **New**, then type the new keyword **Equipment** and press **Enter** to create the new keyword.
2. Select each of the topics directly related to equipment on the topic list and drag them to the list below the keywords. There are at least eight topics, from "Buoyancy Compensators" to "Where Should You Buy Your Gear?".
3. Repeat the steps above to create the keywords **Professional Diving** and **Frequently Asked Questions**.
4. Rebuild the project and select the **Index** tab to see the new index.



Doc-to-Help supports advanced indexing features such as multi-level keywords and automated index generation using scripts. These topics are useful in large help systems. See *Building an Index* for additional information.

Using the Doc-To-Help Project

Open the **StyleGuide.d2h** project file that you created in the *Using Microsoft Word* section of this tour. It should be located in the C:\Program Files\ComponentOne\DocToHelp\Tutorial folder. This project will be used to demonstrate working with topics, indexing and creating printed manuals.

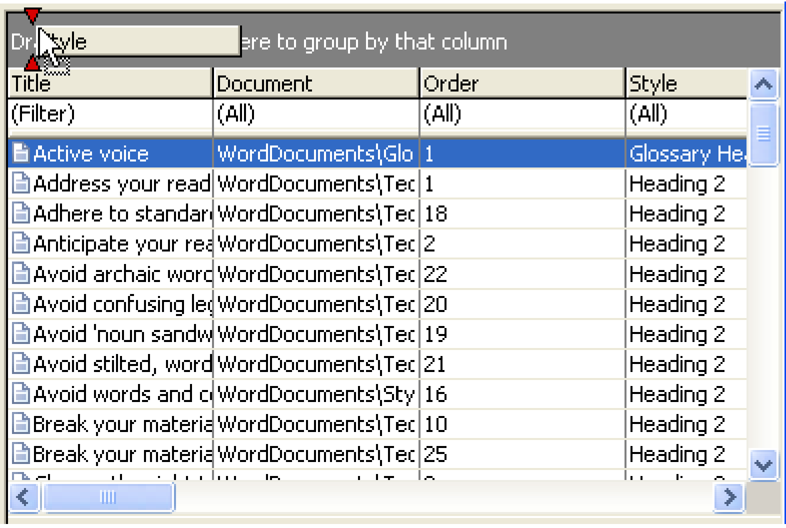
Navigating Large Projects

Large projects provide a special challenge when attempting to find a specific topic. Doc-To-Help's Topic view lets you find, sort, and open topics.

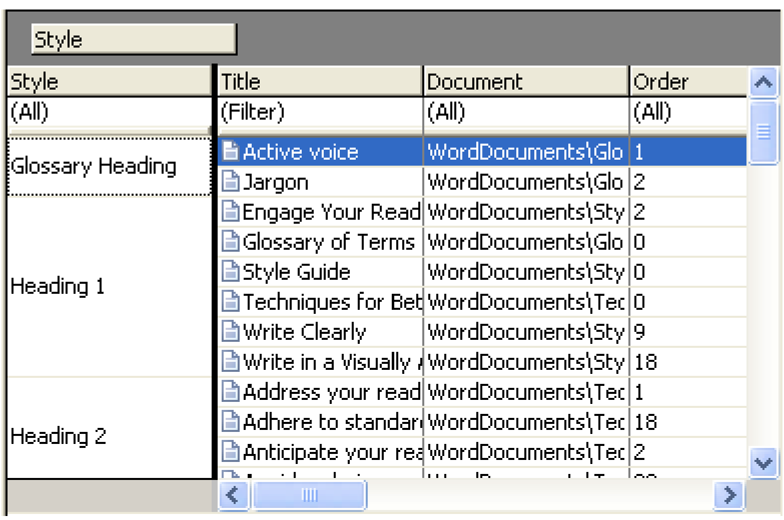
Sorting Topics For Easy Viewing

With Doc-To-Help, the Help author can modify the topic view by using the enhanced topic display and sorting capabilities in the convenient outlook style grouping feature. By simply dragging any of the topic headings (Title, Document or Style) into the grouping area located at the top of the topic list pane, Doc-To-Help sorts automatically by that heading.

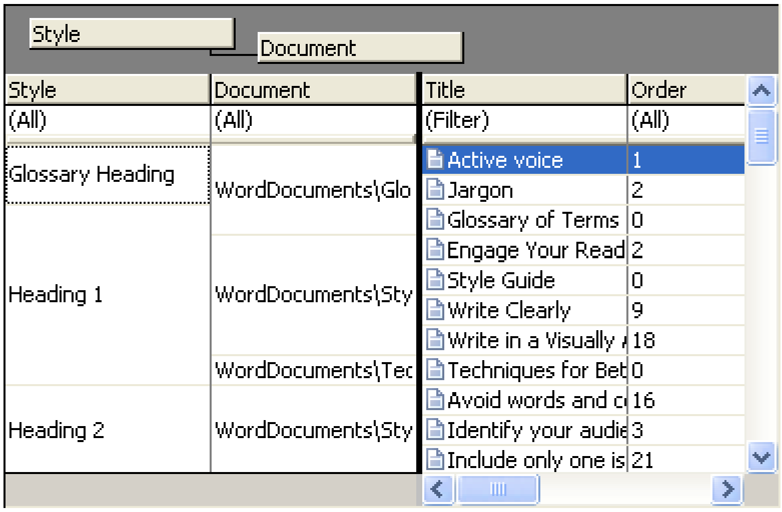
1. In the Icon Bar, click the **Topics** icon.
2. To sort by style, simply select the **Style** column and while holding the mouse button down, drag its header to the column grouping area as shown below.



3. Release the mouse button. Note the change in the Doc-To-Help topic list pane. The rows are now sorted by the Style headings.



4. Select the **Document** column and drag its header to the column group area. The topics are now sorted by Style then Document as shown below.

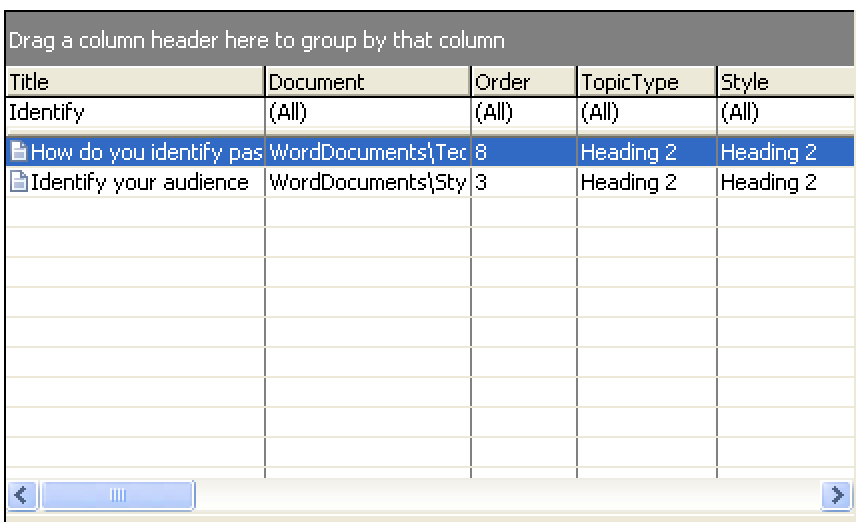


5. To return to the default view, drag the headers back into the header bar.

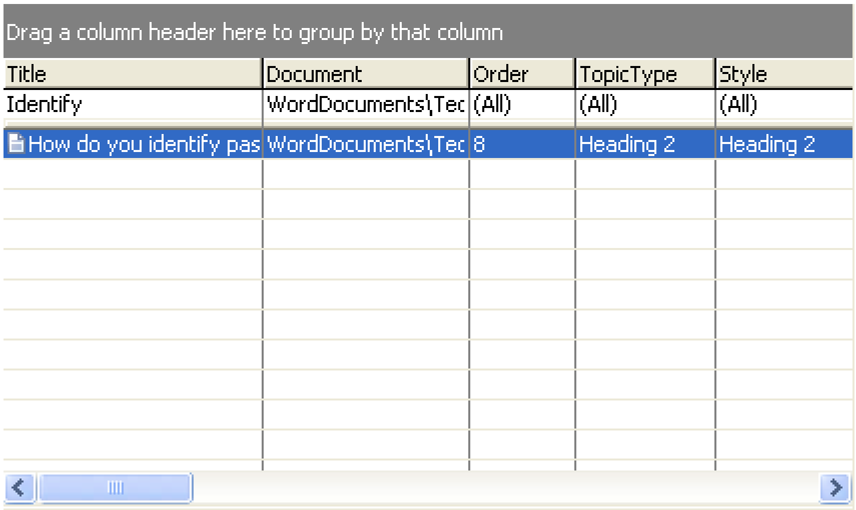
Filtering Topics

Doc-To-Help provides the author with topic filtering capabilities by using the filter boxes located beneath the headers in the topic list pane on the right. By simply choosing one or more of the drop down filtering options or by entering text in the topic textbox, you can filter the topics in any fashion you like.

1. If necessary, select the **Topics** icon to switch to topics view.
2. Click in the textbox under the Title header, type **Identify** and press **Enter**. The Topics list displays topics that contain the word Identify somewhere within the title.



3. To filter by **Document**, click the arrow under the **Document** header and select **Techniques**. The Topics list now only displays the topics containing the word **Identify** in the Techniques document.



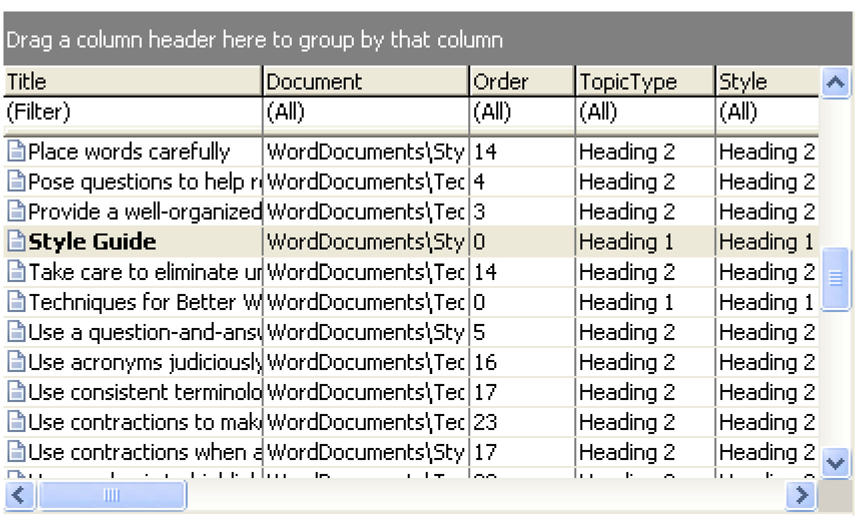
By combining the Title, Document and Style filtering options, you can sort by almost any combination you like.

Choosing a Default Topic

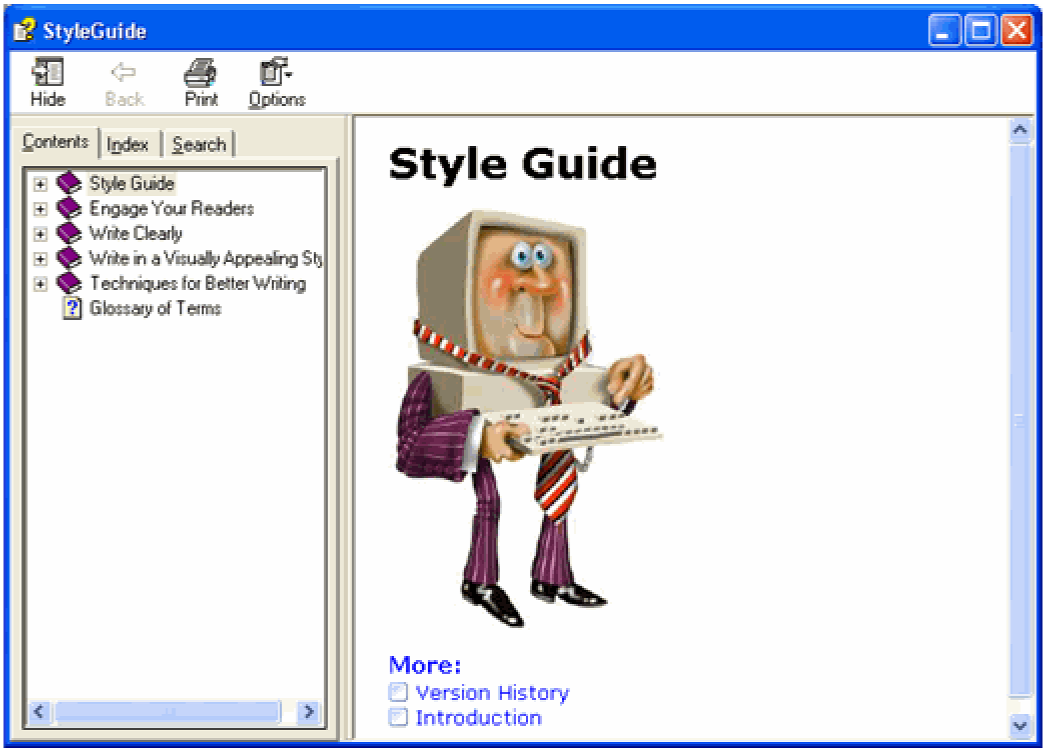
You may have noticed that we start with a blank Help window pane whenever we open the Help file. We can modify this by changing one of the topics to the **Default Topic**.

To set the Style Guide topic as the default topic:

1. Click the **Topics** icon.
2. Select the topic **Style Guide**.
3. Right-click the topic, then select the **Default Topic** option from the shortcut menu. Note that your selection is now displayed in a bold font to indicate that it is the default topic.



4. Click the **Make Target** button to compile the Help target.
5. After the target is compiled, click the **View Target** button. Notice that the Style Guide topic opens in the right Help pane by default.



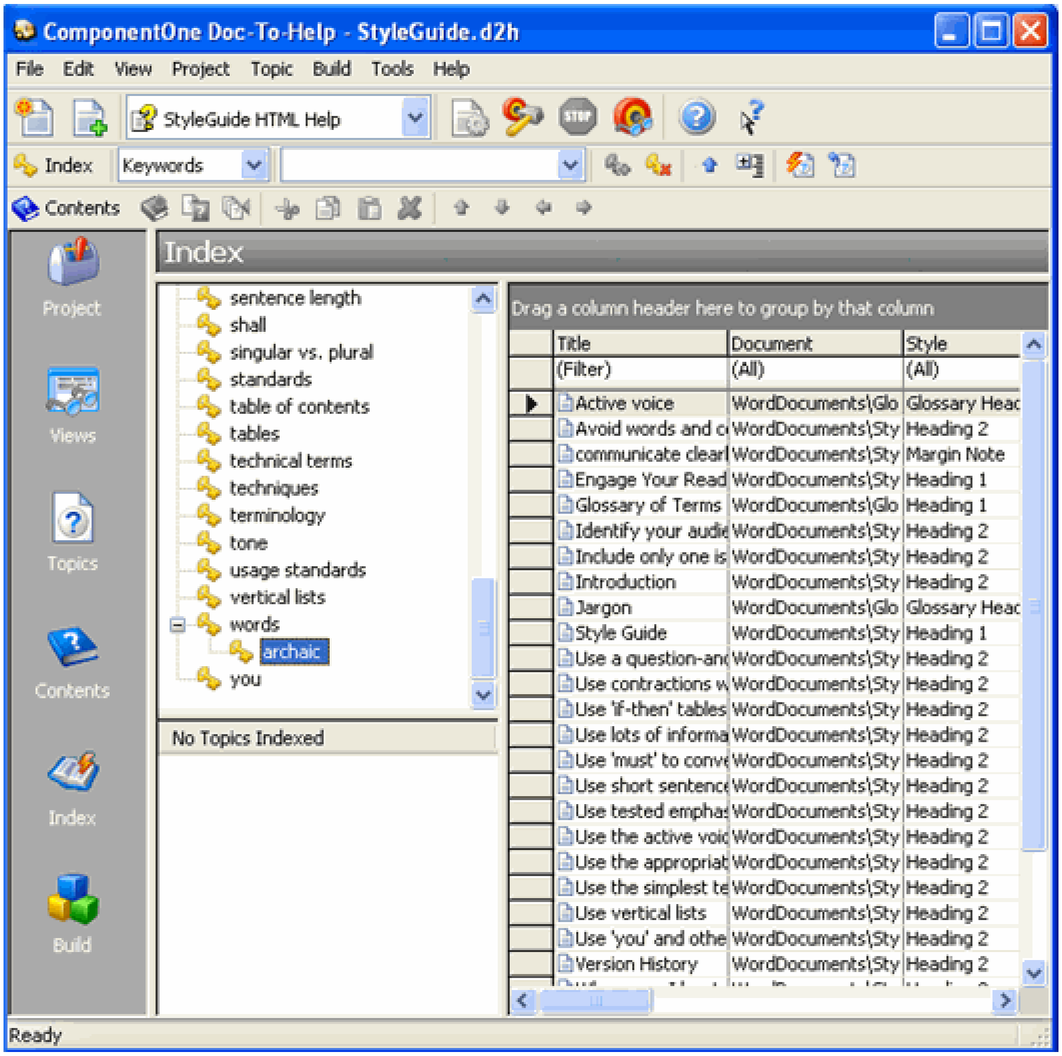
6. When you're finished, close the Help file.

Indexing in Doc-To-Help

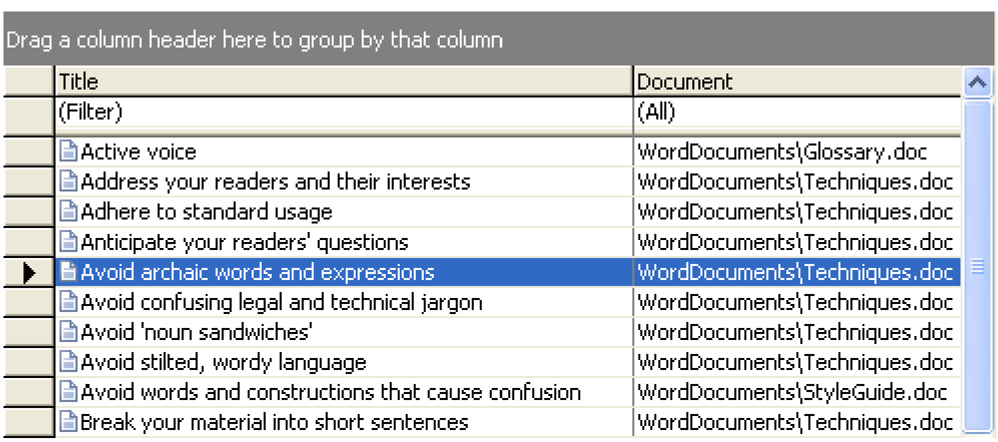
The Doc-To-Help Project Editor provides an additional interface for associating index keywords (KLinks) or named groups (ALinks) with specific Help topics. By creating keywords and associating topics with them, **or** by choosing a topic and associating a keyword with that topic, you can develop an index for your Help file in the Project Editor. Of course, you can still use Word's {XE} fields to create index entries for print and keywords for Help targets if you prefer.

Examining the Index View

1. From the Icon Bar, select the **Index** icon.
   - The upper left pane displays the index keywords and secondary keywords.
   - The lower left pane displays the topics indexed to a selected keyword.
   - The right pane shows the list of topics generated by your styles.
2. In the left upper index keyword pane, scroll down to the keyword entry **words**.
3. To see the secondary keywords, expand the tree view by clicking the ⊞ next to **words**.
4. Select the secondary keyword, **archaic**. The lower left hand pane contains the topics associated with the secondary keyword.



5. Place your cursor between the top of the Title column and the Document column and drag the **Document** column to the **right** until it is wide enough to read the Topic Titles.

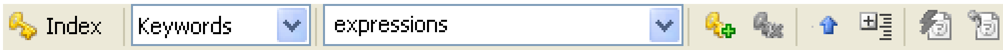


Adding Primary and Secondary Keywords

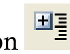
Now you will add the index keyword **expressions** and the secondary keyword **archaic** to the index keyword list.

1. Select any primary keyword in the upper left pane.
2. Select **Project | New | Keyword**.

3. Replace <new> with **expressions**.



4. Press **Enter** to insert “expressions” into the list of keywords alphabetically.

5. While the keyword “expressions” is still highlighted in the upper left pane, click the **Show Secondary** button .

Note: Clicking the **Show Secondary** button changes the options on the **Index** toolbar, disabling some options and enabling others. It also activates the **Index Elements** text box.

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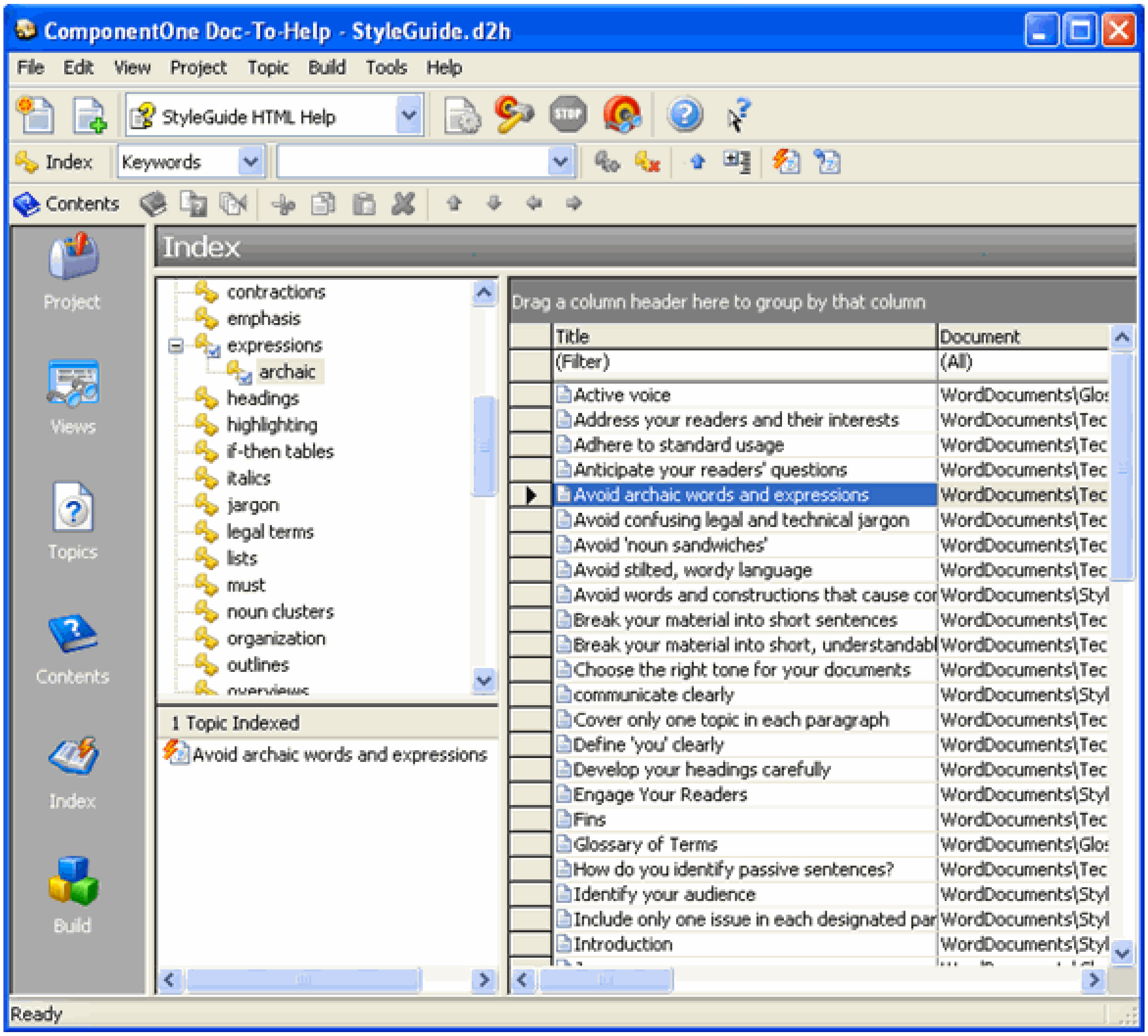
6. Click anywhere in the **Index Elements** drop-down.

7. Type **archaic** and press **Enter**. Doc-To-Help adds the secondary keyword to the keyword list.

Associating Topics with a Keyword

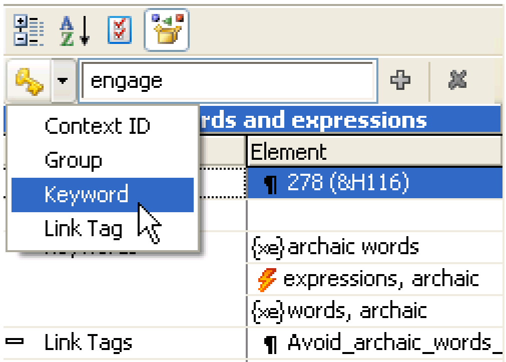
1. Select the “expressions” keyword.
2. In the right pane, select the topic title **Avoid archaic words and expressions**.
3. Right-click the topic and select **Index** from the shortcut menu.
4. Select the secondary keyword **archaic**.
5. In the right pane, select the topic title **Avoid archaic words and expressions**.
6. Right-click the topic and select **Index** from the shortcut menu. The topic has been associated with the both the primary and secondary keywords.



Associating Keywords with Topics

In the previous steps, you learned how to create an index keyword and associate it with a topic. Another method of indexing is to select a topic and associate keywords with that topic. This "topic to keyword" workflow makes it easier to create index keywords based on the existing topic titles.

1. Click the **Topics** icon.
2. Make the **Title** column as wide as necessary to view the list.
3. In the right pane, highlight Avoid archaic words and expressions.
4. In the property pane, click the **Collections** button .
5. Choose **Keyword** from the collections drop-down.



6. Type **archaic** into the keyword textbox and press **Enter**. Doc-To-Help adds archaic to the list of keywords for this topic.
7. Type **archaic expressions** into the keyword textbox and press **Enter**.
8. Select StyleGuide HTML Help from the Help Target drop-down on the **Project** toolbar.
9. Click the **Make Target** button.
10. After the target is compiled, click the **View Target** button.
11. Choose the **Index** tab to view your new index entries. The secondary keyword archaic and the primary keywords expressions and archaic expressions have been added to the index and are associated with the correct topic.

12. When you're finished, close the Help file.

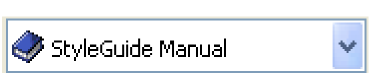
    For more information, see *Building an Index*.

Creating Printed Manuals

One of the features included in Doc-To-Help is the ability to produce a "Printed Manual" in the same manner as you produce any other Help target. The compiled Printed Manual Help target includes all of the source document content, a table of contents, an index and customizable "front page". By setting the **ByLine**, **SuperTitle** and **Title** properties you can customize the front page of your manual with any text you like. Additionally, Doc-To-Help supports **live links** in your manual Word document; **live links** are working links in the PDF generated from your manual document.

Examining the Printed Manual

1. Select **StyleGuide Manual** from the **Project** toolbar drop-down.



2. Click the **Make Target** button.
3. Click the **View Target** button. The front page of your printed manual contains the default **ByLine**, **SuperTitle** and **Title**.
4. Scroll down to see that Doc-To-Help has automatically included a table of contents.
5. Scroll down to the "Introduction" heading. The graphic and the margin note are included in the printed manual. Note that the bulleted items under the heading "How can we be better writers?" have page numbers in place of the hyperlinks in the online Help file and the "printed manual" conditional text is included.

How·can·we·be·better·writers?¶

We·believe·that·the·most·important·goals·are·these--·¶

- → "Engage·Your·Readers"·on·page·3.·¶
- → "Write·Clearly"·on·page·5.·¶
- → "Write·in·a·Visually·Appealing·Style"·on·page·7.·¶

The·next·several·pages·summarize·some·of·the·best·techniques·to·achieve·these·three·goals.·Following·the·summary,·you'll·find·detailed·suggestions·for·applying·these·techniques·to·your·writing.¶

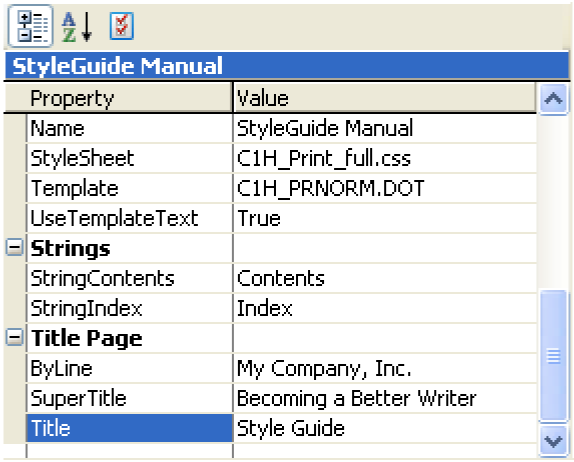
6. Scroll to the end of the printed manual. Doc-To-Help has automatically included an index at the end of the printed manual.
7. When you're finished, close the printed manual.

Modifying the Front Page of the Printed Manual

The next step is to change the defaults of the **ByLine**, **SuperTitle** and **Title** properties to suit the StyleGuide document. By default the **ByLine** property is set to "By ComponentOne LLC", the **SuperTitle** property is set to "Doc-To-Help", and the **Title** property is set to "Standard Template".

1. Select the **Project** icon.
2. In the left pane, click **Help Targets**.
3. Select **StyleGuide Manual** from the right pane.
4. In the properties pane, select the **ByLine** Property.
5. Highlight the By ComponentOne LLC text and type My Company, Inc..
6. Select the **SuperTitle** property.
7. Highlight the Doc-To-Help text and type Becoming a Better Writer.
8. Select the **Title** property.

9. Highlight the **Standard Template** text and type Style Guide.



10. Click the **Make Target** button.
11. Click the **View** target button. Doc-To-Help has converted your title page to match the changes you made to the properties.
12. When you're finished, close the printed manual.

Creating Live Links

Doc-To-Help creates links in the Word document created when you build a Manual target. If you convert the resulting document to a PDF, these links become live, or working, links in the PDF. Simply set the **LiveLinks** property to **True** for the Manual target. All topic links, except pop-up links, regardless of the way they are specified in the source document, become Word hyperlinks in the manual document. When the document is converted to a PDF, the hyperlinks are live PDF links.

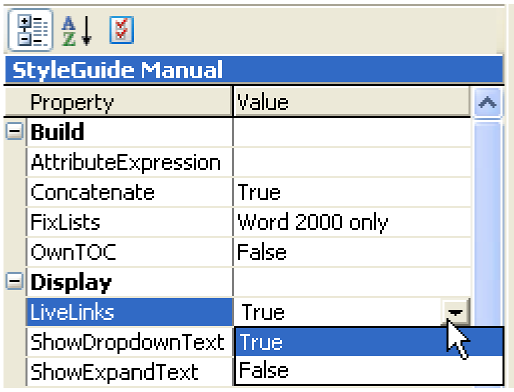
Note: Pop-up links do not become live links in the Manual target and PDF because neither Word nor Acrobat PDF has a pop-up feature.

The **Concatenate** property must be set to **True** in order for the **LiveLinks** property to take effect.

There is an issue with the Adobe Acrobat PDF converter when *Enable accessibility and reflow with Tagged PDF* is checked in Adobe Acrobat, including the latest version 7. When the PDF is produced and the Word hyperlinks are converted to PDF links, the links jump to the top of the page containing the destination topic instead of jumping to the desired topic location. To fix this problem, uncheck the *Enable accessibility and reflow with Tagged PDF* checkbox in Adobe Acrobat before creating a PDF or use a PDF converter other than Adobe Acrobat.

To Create Live Links:

1. Select the **Project** icon.
2. In the left pane, click **Help Targets**.
3. Select **StyleGuide Manual** from the right pane.
4. In the properties pane, click the drop-down arrow next to the **LiveLinks** property and select **True**.



5. Click the **Make Target** button.
6. Click the **View Target** button.
7. Scroll down to the "Introduction" heading. Note that the bulleted items under the heading "How can we be better writers?" are now links in addition to having page reference numbers.

   How can we be better writers?

   We believe that the most important goals are these--

   - "Engage Your Readers" on page 3.
   - "Write Clearly" on page 5.
   - "Write in a Visually Appealing Style" on page 6.

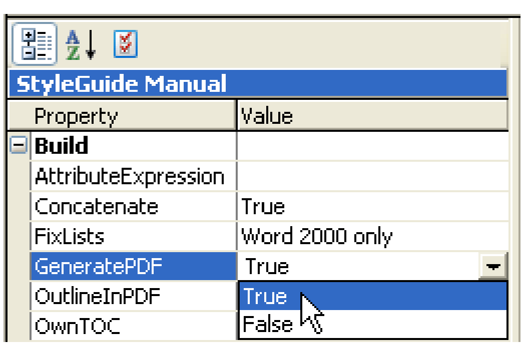
   If the links are clicked, they jump to the appropriate topic. If the master document is converted to a PDF, the links jump to the appropriate topic in the PDF.

8. When you are finished, close the printed manual.

Creating a PDF

When generating your manual directly to PDF, you can choose to create an outline, or bookmarks which appear in the table of contents pane on the left side of the PDF viewer, which link to topics in the PDF.

1. Select the **Project** icon.
2. In the left pane, click **Help Targets**.
3. Select **StyleGuide Manual** from the right pane.
4. In the properties pane, click the drop-down arrow next to the **GeneratePDF** property and select **True**.



5. Click the drop-down arrow next to the **OutlineInPDF** property and select **True**.
6. Click the **Make Target** button.

7. Click the drop-down arrow next to the **View Target** button and select **View PDF Target**. This option is also available on the **Build** menu when a manual target is selected in the **Help Target** drop-down list.

Converting a Word Document to PDF:

If you would like to make changes to your printed manual before generating a PDF, simply build your Manual Target. After the Word document has been created, make any necessary changes. Click the Generate PDF (insert graphic here) toolbar button.

Please note that the Generate PDF toolbar button only appears in the Doc-To-Help toolbar of a Word document that has been created as a Manual Target. This button is included in the standard Doc-To-Help templates for Manual Targets: C1H_PRNOMARGIN.DOT, C1H_PRNORM.DOT, C1H_PRNORM_A4.DOT, C1H_PRSIDE.DOT, C1H_PRSIDE_A4.DOT, C1H_PRSMAL.DOT, and C1H_PRSMAL_A4.DOT.

Note: Although Doc-To-Help supports PDF generation, if you need more control over advanced PDF features, you may want to continue using a third-party PDF generator to convert the Word document generated for the Manual target to PDF.

Congratulations, you have completed the Doc-To-Help Guided Tour!