

# Beginners: Using Help Functions

Both the operating system (Windows 2000 on all Hillingdon Libraries PCs) and each application have their own dedicated built-in **Help** files. These help files are usually very comprehensive and well worth using.

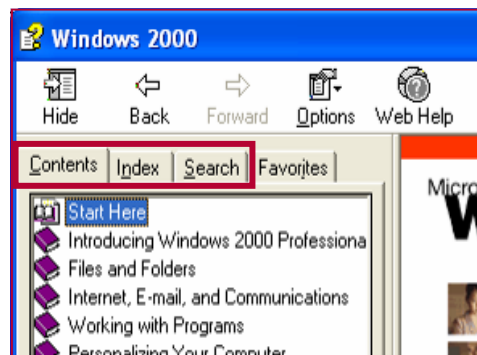
## Launching the Help Facility

1. Open the application that you would like to get help on. Please note that, if you would like to find out information about using features of the operating system, you need to open the Windows Explorer (e.g. My Documents or My Computer).
2. Click on **Help** on the Menu bar.
3. Click on **Help Topics** to launch the Help Viewer.

## Finding a Help Topic

You can look for content by using the **Contents**, **Index** or **Search** tabs.

- The **Contents** tab allows you to access the integrated table of contents for the application's help files. Click on the book icon next to the topic you are interested in to reveal sub-books and topic entries. Then click on the desired topic to display it on the right.



### YOUR TURN!!!

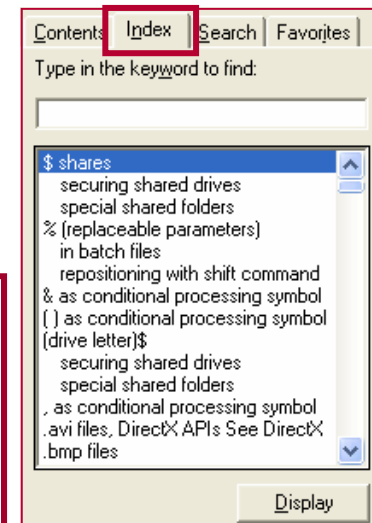
1. Open My **Computer**.
2. Press the <F1> key.
3. Click on the **Introducing Windows 2000 Professional** book icon.
4. Click on the **How to use help** book.
5. Click on the **Find a Help Topic** topic to display it.

**HINT:** You can also launch the Help viewer by pressing the <F1> key on your keyboard.

- The **Index** tab shows you a list of index entries. You can either scroll through the list or type in a keyword to find the relevant entries. Click on the desired entry to select it and then click on the **Display** button to show the corresponding topic.

### YOUR TURN!!!

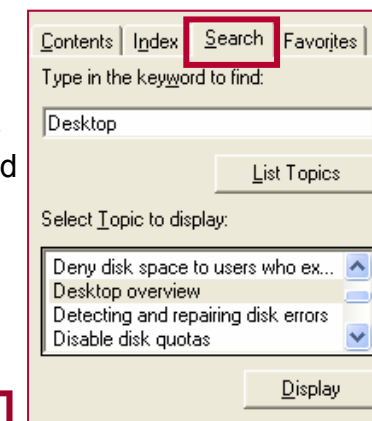
1. Click on the **Index** tab heading.
2. Type in the words **Online Help**
3. Click on the **Overview** entry and click on the **Display** button to show it.



- The **Search** tab provides a full text search feature that allows you to locate every occurrence of a word or phrase. Type a word or phrase that relates to the topic you wish to find out more about, and then click on the **List Topics** button. A list of related topics will be displayed below. Click on the desired topic to select it and then click on the **Display** button to show it on the right panel.

### YOUR TURN!!!

1. Click on the **Search** tab heading.
2. Type in the word **Desktop**.
3. Click on the List Topics button.
4. Click on the Desktop Overview topic.
5. Click on the Display button.



**HINT:** if you see a plus sign (+) next to an entry click on it to expand that section; the plus sign will be replaced by a minus (-) sign.