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Using the Spectrum CIRC/CAT Help system

Spectrum CIRC/CAT comes with a complete online Help system. Help includes step-by-step instructions that you follow as you work, examples that show you how to complete a process, and reference information. It's designed to solve problems you encounter while working with Spectrum CIRC/CAT as well as instruct you on how to finish a specific task.

Note: You do not need an Internet browser to use online Help. *Online* in this instance refers to "computerized reference material" which means our documentation is available in printed form *and* via your computer.

To access Help, press the F1 key (Windows) or Help key (Macintosh) or click the Help button in the program window (if available). This provides context-sensitive Help about the window you are using. You can also search for any topic from the Help Topics window by choosing Help Topics from the Help menu. From the Help Topics window, you can use the Contents, Index, or Find tabs to locate the information you need.

Green or underlined text anywhere in a Help topic indicates that additional information is available. They are links to another Help topic or a popup topic. Popup windows contain definitions and graphics, and do not remain open while you're working with the program because they close as soon as they are clicked a second time. When you place the screen cursor over these links, or hotspots, it changes to a pointing hand . To view a linked topic or definition, simply click the green or underlined text.

You access additional Help topics from the current Help topic by clicking the available links in the current Help window or clicking the Help Topics button to return to the Help Topics window.

Help also contains a glossary of Spectrum CIRC/CAT terms, library terms, and technical terms. To access the glossary, click the Glossary button in any Help window.

Help with program tasks

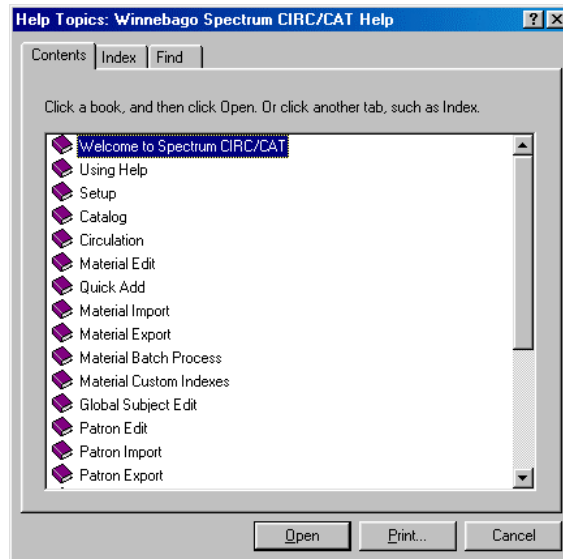
If you need help while working with Spectrum CIRC/CAT, click the Help button in the window (if available) or press the F1 key (Windows) or Help key (Macintosh). This opens context-sensitive Help describing the window that is currently active.

For example, if you're creating a Materials report and want to understand the options available for that report, you can press the F1 key while in the Material Reports Options window and the Help topic that explains each of the options opens.

Clicking the Help button in the program window or pressing the F1 or Help key on your keyboard is the quickest method of getting help on the part of the program you currently have open.

Using the Contents tab

The Contents tab is the table of contents for the program's Help system. The topics in the Help system are arranged by categories called books. The main books are listed in the Contents tab when you open it. Inside the books are pages, or topics, listed by title.



Help Topics window— Contents tab

This window displays the contents of the Help system.

Note: Help features may function or appear differently on a Macintosh.



To open the Contents tab from the program

- 1 From the **Help** menu, choose **Help Topics**.
- 2 If the contents are not displayed, click the **Contents** tab.

To open the Contents tab from a Help window

- 1 Click the **Help Topics** button.
- 2 If the contents are not displayed, click the **Contents** tab.

To open a Help topic using the Contents tab

- 1 In the **Contents** tab, double-click the book  you want to open. The book opens  and displays all of the topics it contains.

Note: You can double-click a book a second time to close it.

- 2 Double-click the topic  you want to open.

Using the Index tab

Help includes an index that you can use to find the information you need. In the Index tab, you search through key words to find the topics with information you want to read. You can scroll through all of the index entries or you can enter a specific word. If you do enter a specific word, the word you enter (or the closest one to it if it isn't in the index) is highlighted in the list of index entries.

The entries in the Index tab are created by the Help system authors. The information here is comparable to an index found in the back of a manual or reference book.

Note: Help features may function or appear differently on a Macintosh.

To open the Index tab from the program

- 1 Choose **Help Topics** from the **Help** menu.
- 2 Click the **Index** tab.

To open the Index tab from a Help window

- 1 Click the **Help Topics** button.
- 2 Click the **Index** tab.

To open a topic from the Index tab

- 1 In the box at the top of the **Index** tab, enter the first few letters of the word you're looking for. The group box at the bottom of the window scrolls to the first matching word.
- 2 In the bottom group box, double-click the index entry you want to view the topics for. If more than one topic contains the selected index entry, the Topics Found window opens. (If only one topic is associated with the selected index entry, the Help topic opens.)
- 3 In the Topics Found window, double-click the topic you want to view.

Using the Find tab

If you want to find all of the information available about a topic, the Find tab should be your first choice for searching the Help system. The Find tab lets you search on a specific word or phrase and locate all Help topics containing that word or phrase.

To open topics from the Find tab, follow the steps listed in the Find Setup Wizard window, which opens the first time you click the Find tab.

After going through the Find Setup wizard, follow the three steps listed on the Find tab. First, enter the word you're searching for. The program then displays related words in the matching words list. You reduce the number of topics displayed in the Topics Found list by selecting matching words to narrow your search, or you can scroll through all of the listed topics and display the topic that interests you.

Searching with the Find tab gives you the most information because it uses a full-text search generated by the program to find topics. This method doesn't limit your information to those topics that the Help system authors found appropriate for a certain topic. Any topic that contains the word or phrase you enter in the **Type word(s) you want to find** box is displayed in the **Topics Found** list.

Note: Help features may function or appear differently on a Macintosh.

To open the Find tab from the program

- 1 Choose **Help Topics** from the **Help** menu.
- 2 Click the **Find** tab. If this is the first time you have used the Find feature, the Find Setup wizard opens. Follow the instructions in the wizard. You can select the default option, **Minimize database size**.

To open the Find tab from a Help window

- 1 Click the **Help Topics** button.
- 2 Click the **Find** tab. If this is the first time you have used the Find feature, the Find Setup wizard opens. Follow the instructions in the wizard. You can select the default option, **Minimize database size**.

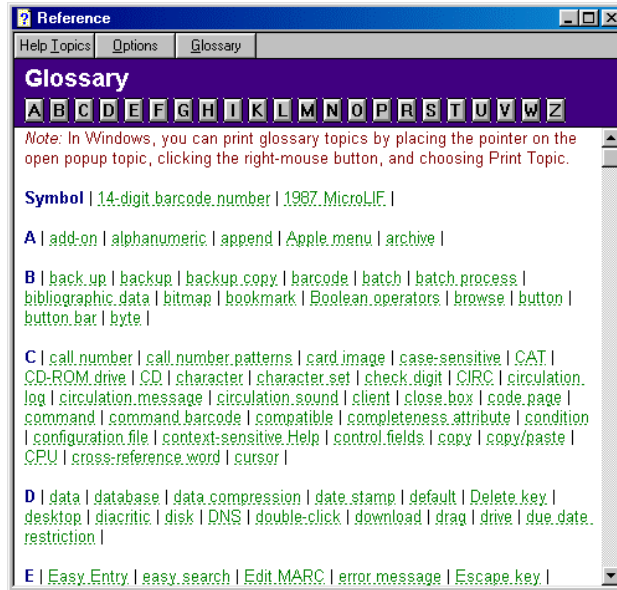
To search for topics using the Find tab

- 1 In the first box, enter the word or phrase you're searching for. The window displays related words in the matching words list and the topics that contain the specified word or phrase.
- 2 In the second box, select matching words to narrow your search.
- 3 In the third box, double-click the topic you want to view.

You can set options using the Options button in the Find tab to further define your search criteria.

Using the Help glossary

Help contains a glossary that contains Spectrum CIRC/CAT terms, library terms, and technical terms. A Glossary button is available in every Help window.



Help glossary

In the glossary, you can search for definitions of Spectrum CIRC/CAT, library, and technical terms.

To use the glossary

- 1 Click the **Glossary** button in any topic window.
- 2 At the top of the Glossary window, click the button corresponding to the first letter of the word you want to look up. An alphabetical list of terms starting with this letter is displayed.
- 3 Click the word you want to look up. A popup window opens and displays the word and its definition.
- 4 Click outside of the popup window to close it.

Note: In Windows, you can print glossary topics by placing the pointer on the open popup topic, clicking the right-mouse button, and choosing **Print Topic**.

Printing a Help topic

If you are completing a long process, you may want to print the Help topic for reference.

To print a Help topic

- 1 Choose **Print Topic** from the **Options** menu, or click the **Print** button in any topic window. The Print window opens.
- 2 Select your print options and click **OK (Print)**.

Note: In Windows, you can print popup window information (such as glossary topics) by placing the pointer on the open popup topic, clicking the right-mouse button, and choosing **Print Topic**.

Annotating a Help topic

The annotation feature of the Help system lets you attach a note to a Help topic. You can use this in a way similar to making notes in the margin of your printed manual. Your notes might include handy tips or reminders that supplement the material in the Help topic. You can also use notes to document your library's preferred options or settings for a particular task.

When a topic is annotated, a green paper clip icon appears at the top of the topic. Clicking the paper clip opens the Annotation window and displays your annotation notes.



Your annotations are stored in an *.ann file in your c:\windows\help folder. If you upgrade or reinstall Spectrum CIRC/CAT, this file is overwritten.

Note: The Annotation feature is not available on a Macintosh.

To annotate a Help topic

- 1 In the Help topic you want to attach a note to, click the **Options** button.
- 2 From the popup menu, choose **Annotate**. The Annotate window opens.
- 3 Enter your notes in the **Current annotation** box.
- 4 Click **Save** to close the window and return to the Help topic. A green paper clip appears at the top of the Help topic.

To view an annotation

- 1 Click the green paper clip at the top of the Help topic. (A paper clip is only displayed if you have already annotated the displayed topic.) The Annotate window opens.
- 2 View or edit the annotated text.
- 3 Click the **Save** button if you made changes; if not, click the **Cancel** button to close the window.

To delete an annotation

- 1 Click the green paper clip at the top of the Help topic. (A paper clip is only displayed if you have already annotated the displayed topic.) The Annotate window opens.
- 2 Click the **Delete** button.

