Using Windows Help

Microsoft Windows provides a Help Viewer.

Open the Help Viewer for Windows:
1. Single left-click on the **Start** button. This will open a menu.
2. Then single left-click on **Help**. This will launch the Help Viewer for Windows.
3. The **Help Viewer** provides a **table of contents**, an **index**, and a **full-text search** feature so you can find information easily.

![Help Viewer Screenshot](image)

**Contents Tab**
Short for Table of Contents
1. Find a **topic** you would like assistance in.
2. Single left-click on the **topic** and a list of subtopics will appear below it.
3. Single left-click on the **subtopic** and the information will display on the right side of the window. Some words are underlined.
   If you click on these words you will get **more detailed information**, a **menu of choices**, or jump to **another page of information**.
**Index Tab**
Lists all keywords in alphabetical order.
- Type just a few characters of the keyword or the entire keyword you want to find and the list will jump to your topic.
- Double left-click on an entry or sub-entry to display the information on the right side of the window. You can also scroll through the entries to find the topic.
- Some words are underlined. If you click on these words you will get more detailed information or jump to another page of information.

**Search Tab**
Locates every occurrence of a word or phrase.
1. Type the **word** or **phrase** for which you want to search
2. Click **List Topics**.
3. Double-click an entry to display the corresponding topic.
   Again, some words are underlined allowing you to click on the word to get more detailed information.

**Favorites Tab**
The Help Viewer also includes the **Favorites** tab, which you can use to bookmark topics. This enables you to quickly display topics that you refer to often.

**Add a Favorite:**
Find the topic using the Contents, Index, or Search tab.
Click on the Favorites tab and single left-click the add button on the bottom of the window.

**Display Favorites:**
- Click the Favorites tab and double left-click on the entry
- Single left-click on the entry and click the **Display** button on the bottom of the window.

**Remove Favorites:**
1. Single left-click on the topic
2. Click the Remove button at the bottom of the window

**Helpful Hints:**
- Use the **Back** and **Forward** buttons to navigate to previous topics you have viewed in this session of the Help Viewer.
- You can print the help information for a topic that displays on the right side of the window.
  1. Click on the **Options** button and choose **Print**.
  2. The Print Dialog box will appear.
  3. Choose the printer and click **Print**.
- Close the Windows Help Viewer by single left-click the X in the upper right-hand corner of the window.