

OnLine Help[®]

Release 3.0

Guided Tour



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About this Guide

This Guided Tour is intended to get you started with Online Help. It presents a series of tutorials covering the most-used features of the Online Help product. To keep the tutorials simple, some of the system's functions have been omitted.

In this guided tour, you will learn how to use OnLine Help as a reader, then you will learn how to write online help windows. You will learn how to use the features of OnLine Help to:

- Build multi-level help windows
- Use OnLine Help's built-in editor
- Create tables for the 'sticky cursor'
- Create hypertext pop-ups
- Copy one topic to another
- View a list of help links
- Create links from OnLine Help to topics in OnLine Reference.

For more detailed information about Online Help, please see the OLR System User Guide.

OnLine Help Guided Tour

Overview

With **OnLine Help**, you can add pop-up help windows to your online applications. You can add help screens to each field, each screen, and your application. Help topics can include pop-up links to other topics, and can also provide direct links to topics in OnLine Reference.

- Hypertext pop-ups are useful for defining terms, presenting pop-up menus, and providing decision trees. A hypertext pop-up topic can have its own pop-ups. You can provide up to seven levels of hypertext pop-ups from a help window.
- Direct links to topics in OnLine Reference are useful when the user needs quick reference to a policy or procedure manual while using an application.

Application users get help for a field by placing the cursor on it and pressing the assigned Help key. From the initial help window, the user can access:

- up to five levels of field help,
- hypertext pop-up topics,
- an outline of related topics in OnLine Reference

The user can also search for information by title, keyword, author, date or text string.

Field help windows can provide a 'pick list' of valid codes or entries. A user can TAB to a value in a pick list, and OnLine Help's sticky cursor will automatically type the selected entry into the field on the application screen.

With OnLine Help, you can write and link help topics while using the application. You can add topics or select from existing topics. You can also create outlines to provide direct links from help windows to related topics in OnLine Reference.

This Guided Tour will give you a step by step tour of OnLine Help. You will learn how to access help from an application. You will also learn how to build your own help windows.

The exercises in this Guided Tour use a demonstration application which we provide with the product.

Getting started

The exercises in this Guided Tour start from the Policyholder Information screen of the OLR System demo application.

1. Before you start, ask your OLR System Administrator if you are registered in the OLR System.

If you have been registered, then your OLR user profile must specify 'DEMOGRP1' as your default group, and your group user profile for 'DEMOGRP1' must list 'DEMONOTE' as your default note group.

If you are not registered in OLR, no registration is needed.

2. From a clear screen, type the TRANID for the OLR System demo application (usually DEM1). Press [ENTER].

The initial welcome screen for the Policy Management System displays.

```

                                OLR System Demo Application
                                SAFE DRIVER AUTOMOBILE INSURANCE COMPANY
                                Policy Management System

Welcome to the demo application, Policy Management System.

Information about this application and instructions on how
to use it are provided in the application and screen level
help. You can access both application and screen level help
from any of the data entry screens in the Policy Management
System.

        . To read application help, press <PF1>.
        . To go to the first screen, Policyholder
          Information, press <ENTER>.
        . To exit the demo application, press <PF3>.

F1=Help  F3=End

```

2. Press [ENTER] to continue.

The Policyholder Information screen displays:

```

                                SDAI - Policy Management System
                                Policyholder Information
                                Policy No: B0748365

Last name . . . . . BROCK
First name . . . . . ANITA

Address 1 . . . . . 111 PACIFIC AVE
        2 . . . . . WALNUT CREEK
        3 . . . . . CA 99598-3456

Telephone number . . ( 510 ) 555 - 3456

DOB . . . . . 08/15/61 (MM/DD/YY)
Sex . . . . . F (M)ale (F)emale

Driver's license no . B9947638
Driver rating . . . . A

F1=Help  F3=End  F5=NotePad  F7=Bkwd  F9=Policy
F2=      F4=Save  F6=AddNew  F8=Fwd   F10=Vehicle

```

Getting Help

In this exercise, you will learn how to read help for a field, a screen, or an application. You'll also learn how to read topics in OnLine Reference that are linked to a help window. You'll learn how to use the “sticky cursor” to automatically enter information from a help window into your application and you'll learn how to view topics that are linked as hypertext pop-ups.

Reading help for a field

In the Policyholder Information screen of the OLR demo application, the cursor should be on the “Last Name” field.

1. Press [F1]. The help window for the “Last Name” field displays:

Tip:

If MORE: + appears in the upper right corner of the help window, the help topic has more pages of text.

The F1=MOREHELP prompt in the lower left corner of the window indicates that there is another level of help for the field.

```

SDAI - Policy Management System
Policyholder Information

Last name . . . . . BROCK
First name . . . . . -- Help -----
Address 1 . . . . . |                                     |
                2 . . . . . | Type the policyholder's Last |
                3 . . . . . | Name in this field.         |
Telephone number . . | F1=MoreHelp                |
-----
DOB . . . . . 08/15/61 (MM/DD/YY)
Sex . . . . . F (M)ale (F)emale

Driver's license no . B9947638
Driver rating . . . . A

F1=Help      F3=End      F5=NotePad   F7=Bkwd     F9=Policy
F2=          F4=Save     F6=AddNew   F8=Fwd      F10=Vehicle
    
```

2. Press [F8]. The help window scrolls to the next page.

Tip:

If MORE: + appears in the upper right corner of the help window, the help topic has more pages of text.

The F1=MOREHELP prompt in the lower left corner of the window indicates that there is another level of help for the field.

```

SDAI - Policy Management System
Policyholder Information

Last name . . . . . BROCK
First name . . . . . -- Help -----
Address 1 . . . . . |                                     |
                2 . . . . . | Read the name and spell it |
                3 . . . . . | back to the insured so you |
                . . . . . | know that it is correct.   |
Telephone number . . | F1=MoreHelp                |
-----
DOB . . . . . 08/15/61 (MM/DD/YY)
Sex . . . . . F (M)ale (F)emale

Driver's license no . B9947638
Driver rating . . . . A

F1=Help      F3=End      F5=NotePad   F7=Bkwd     F9=Policy
F2=          F4=Save     F6=AddNew   F8=Fwd      F10=Vehicle
    
```

Getting more Help

3. Press [F7]. The first page of help text re-displays.
4. Press [F1] for MOREHELP.
The next level of help for the “Last Name” field displays:

```

                                SDAI - Policy Management System
                                Policyholder Information
                                Policy No: B0748365
Last name . . . . . BROCK
First name . . . . . -- Help -----
Address 1 . . . . . |                                     MORE: + |
  2 . . . . . | Type the policyholder's Last |
  3 . . . . . | N -- Help ----- |
Telephone number . . | F | The Last name in the policy must |
DOB . . . . . | -- | match the name that appears on the |
Sex . . . . . | | applicant's driver's license. |
Driver's license no . | | Press PF5 for 'New Policyholder' |
Driver rating . . . . | | procedures. |
                                | F3=End |
                                -----
F1=Help      F3=End      F5=NotePad  F7=Bkwd      F9=Policy
F2=          F4=Save      F6=AddNew  F8=Fwd       F10=Vehicle

```

Up to five levels of help can be linked to a field.

Reading topics in OnLine Reference

5. Press [F5]. An outline of related topics in OnLine Reference displays.
6. Use the TAB key to position the cursor to the left of the topic “Customer Information”, as shown below:

```

===>
                                Outline - Ex/Help Last Name:OLRDEMO
                                Page      1
+ Ex/Help Last Name:OLRDEMO
+ Customer Information:OLRDEMO
+ Questionnaire:OLRDEMO
+ Exception Processing Procedures:OLRDEMO

                                (+ Text) (* Circular reference)
OR8000 Please make a selection.
F1=Help      F3=End      F5=       F7=       F9=Profile  F11=
F2=Mark     F4=       F6=Read  F8=       F10=Notes  F12=

```

7. Press [F6]. The selected topic displays:

Tip:

To return directly to your application screen from OnLine Help, press the [CLEAR] key.

```

===>
                                Read - Customer Information:OLRDEMO                Level  2
                                                                Page   1

New policyholders must provide the following information:

* Name
* Address
* Phone Number
* Date of Birth
* Sex
* Valid driver's license number
* Previous carrier
* Whether the customer has been denied insurance
* Method of payment/Rating schedule

Policies may be held in pending status until all of the above
information is entered and verified.

F1=Help      F3=End      F5=Outline   F7=Prev      F9=Profile   F11=
F2=Mark      F4=SelHelp   F6=          F8=Next      F10=Notes    F12=

```

8. When you're done reading the topic, press [F3].
The outline re-displays.

Tip:

If there is no (+) sign next to the title, then the topic has no text.

```

===>
                                Outline - Ex/Help Last Name:OLRDEMO                Page   1

+ Ex/Help Last Name:OLRDEMO
+ Customer Information:OLRDEMO
+ Questionnaire:OLRDEMO
+ Exception Processing Procedures:OLRDEMO

                                (+ Text) (* Circular reference)
OR8000 Please make a selection.
F1=Help      F3=End      F5=          F7=          F9=Profile   F11=
F2=Mark      F4=         F6=Read      F8=         F10=Notes    F12=

```

9. Press [F3]. The help window re-displays.

```

                                SDAI - Policy Management System
                                Policyholder Information
                                Policy No: B0748365

Last name . . . . . BROCK
First name . . . . . -- Help -----
Address 1 . . . . . |                                     |
                2 . . . . . | Type the policyholder's Last |
                3 . . . . . | N -- Help ----- |
Telephone number . . | L | The Last name in the policy must |
                    | m | match the name that appears on the |
DOB . . . . .       | c | applicant's driver's license.   |
Sex . . . . .       | c |                                     |
Driver's license no .| F | Press PF5 for 'New Policyholder' |
Driver rating . . . .| -- | procedures.                   |
                    | F3=End                               |
                    -----

F1=Help   F3=End   F5=NotePad  F7=Bkwd   F9=Policy
F2=       F4=Save  F6=AddNew  F8=Fwd    F10=Vehicle

```

Returning to the Application

You can press [F3] to close help windows one at a time, or you can press [ENTER] to close them all at once.

10. Press [ENTER] to close the help windows.
The Policyholder information screen re-displays.

```

                                SDAI - Policy Management System
                                Policyholder Information
                                Policy No: B0748365

Last name . . . . . BROCK
First name . . . . . ANITA

Address 1 . . . . . 111 PACIFIC AVE
                2 . . . . . WALNUT CREEK
                3 . . . . . CA 99598-3456

Telephone number . . ( 510 ) 555 - 3456

DOB . . . . . 08/15/61 (MM/DD/YY)
Sex . . . . . F (M)ale (F)emale

Driver's license no . B9947638
Driver rating . . . . A

F1=Help   F3=End   F5=NotePad  F7=Bkwd   F9=Policy
F2=       F4=Save  F6=AddNew  F8=Fwd    F10=Vehicle

```

Now, lets read help for another field on the Policyholder Information screen.

11. [TAB] to the “Telephone number Area Code” field.
12. Press [F1]. The help window displays.

```

                                SDAI - Policy Management System
                                Policyholder Information
                                Policy No: B0748365

Last name . . . . . BROCK
First name . . . . . ANITA

Address 1 . . . . . 111 P
      2 . . . . . WALNU
      3 . . . . . CA 9

Telephone number . . ( 510

DOB . . . . . 08/15
Sex . . . . . F

Driver's license no . B9947
Driver rating . . . . A

                                -- Help -----
                                | Select one of the following
                                | 3-digit area codes:
                                |
                                | 415 San Francisco
                                | 510 East Bay
                                | 707 Sonoma County
                                | 916 Sacramento
                                |-----

F1=Help      F3=End      F5=NotePad   F7=Bkwd     F9=Policy
F2=          F4=Save     F6=AddNew   F8=Fwd      F10=Vehicle

```

Using Sticky Cursor

You can use the 'sticky cursor' to select data from a help window and automatically update a field on your screen.

13. [TAB] to the “415” area code.

```

                                SDAI - Policy Management System
                                Policyholder Information
                                Policy No: B0748365

Last name . . . . . BROCK
First name . . . . . ANITA

Address 1 . . . . . 111 P
      2 . . . . . WALNU
      3 . . . . . CA 9

Telephone number . . ( 510

DOB . . . . . 08/15
Sex . . . . . F

Driver's license no . B9947
Driver rating . . . . A

                                -- Help -----
                                | Select one of the following
                                | 3-digit area codes:
                                |
                                | 415 San Francisco
                                | 510 East Bay
                                | 707 Sonoma County
                                | 916 Sacramento
                                |-----

F1=Help      F3=End      F5=NotePad   F7=Bkwd     F9=Policy
F2=          F4=Save     F6=AddNew   F8=Fwd      F10=Vehicle

```

14. Press [ENTER] to select the value "415".
The help window will close, and the area code will change from "510" to "415".

```

                                SDAI - Policy Management System
                                Policyholder Information
                                Policy No: B0748365

Last name . . . . . BROCK
First name . . . . . ANITA

Address 1 . . . . . 111 PACIFIC AVE
        2 . . . . . WALNUT CREEK
        3 . . . . . CA 99598-3456

Telephone number . . ( 415 ) 555 - 3456

DOB . . . . . 08/15/61 (MM/DD/YY)
Sex . . . . . F (M)ale (F)emale

Driver's license no . B9947638
Driver rating . . . . A

F1=Help      F3=End      F5=NotePad   F7=Bkwd     F9=Policy
F2=          F4=Save     F6=AddNew   F8=Fwd     F10=Vehicle

```

Reading Help for a Screen

15. From a field help window, you can access screen level help. Press [F1] at the area code field to bring up the help window again.
16. Press [F12]. Screen help displays.

Tip:

For a list of available commands, [TAB] to the command field (==>) and press [F1].

A pick list will display available commands.

```

====>
                                Screen Help - Policyholder Information:OLRDEMO
                                Page 1

                                SDAI - Policy Management System

The Policyholder Information screen is the primary screen in the Policy
Management System. The Policy Number appears on all three screens
associated with a policyholder. The following guidelines describe the
OLR sample information contained in this screen:

*Help is available from all fields.

*The Policy Number has notes attached.

*Sticky cursor is active in the Driver Rating field.

*The Last Name field is linked to the Reference Topic, Customer
Information.

F1=Help      F3=End      F5=Outline   F7=          F9=Profile   F11=Appl
F2=          F4=SelHelp  F6=          F8=          F10=Notes   F12=Fld

```

If the writer creates links from screen level help to topics in OnLine Reference, the reader can press [F5] to select a topic from the outline.

Reading Help for an Application

17. Application level help provides a general description of the application. From screen help, press [F11]. The Application help screen displays.

Tip:

To find a word or phrase in a topic, use the "FIND" command.

To try the FIND command, type 'Find OLR' at the command prompt, then press [ENTER].

The first instance of the word will be highlighted.

To find the next instance, press [F6].

To locate a phrase, type it inside quotes ('Safe Driver')

```

====>
                                Appl Help - Safe Driver:OLRDEMO
                                Policy Management System
                                Page      1

About this Application

The OLR demo application uses a fictitious insurance company, Safe
Driver Automobile Insurance (SDAI), to demonstrate the features of the
OLR System and its components: OnLine Reference, OnLine Help, and OnLine
Notepad.

The demo application is an insurance Policy Management System. This
application is fictional and any resemblance to existing companies and
represent a typical insurance application, it is fictional and any
persons is purely coincidental.

The Policy Management System contains three data entry screens for each
policyholder:

Policyholder Information      personal details about the policyholder
Policy Information           financial coverage details

F1=Help      F3=End      F5=Outline  F7=      F9=Profile  F11=F1d
F2=Mark      F4=SelHelp  F6=      F8=Fwd     F10=Notes  F12=Scrn
    
```

18. Press [F11]. The field level help window re-displays.

```

                                SDAI - Policy Management System
                                Policyholder Information
                                Policy No: B0748365

Last name . . . . . BROCK
First name . . . . . ANITA

Address 1 . . . . . 111 P
      2 . . . . . WALNU
      3 . . . . . CA 9

Telephone number . . ( 510

DOB . . . . . 08/15
Sex . . . . . F

Driver's license no . B9947
Driver rating . . . . A

                                --- Help -----
                                | Select one of the following
                                | 3-digit area codes:
                                |
                                | 415 San Francisco
                                | 510 East Bay
                                | 707 Sonoma County
                                | 916 Sacramento
                                |
                                |-----

F1=Help      F3=End      F5=NotePad  F7=Bkwd     F9=Policy
F2=          F4=Save      F6=AddNew   F8=Fwd      F10=Vehicle
    
```

Reading hypertext pop-ups

Help windows can include hypertext links that provide access to pop-up topics. To read a pop-up topic, [TAB] to a hypertext link (these appear as highlighted words or phrases), then press the [F2] Jump key.

Hypertext pop-ups can be used to present field definitions, menus or decision trees. In this example, we will see them used to provide a menu of options in a help window.

19. [TAB] to the Policy Number field, then press [F1].
The field help window displays with three hypertext links highlighted.

```

SDAI - Policy Management System
      Policyholder Information
                                     Policy No: B0748365

Last name . . . . . BR -- Help -----
First name . . . . . AN |
                          | TAB to an item in the list and press F2
Address 1 . . . . . 11 |
      2 . . . . . WA | Credit check for current credit status
      3 . . . . . CA | Accounts for a list of accounts
                          | Contacts for a list of contacts
Telephone number . . ( |
-----
DOB . . . . . 08/15/61 (MM/DD/YY)
Sex . . . . . F (M)ale (F)emale
Driver's license no . B9947638
Driver rating . . . . A

F1=Help      F3=End      F5=NotePad   F7=Bkwd     F9=Policy
F2=          F4=Save     F6=AddNew   F8=Fwd      F10=Vehicle
  
```

20. [TAB] to the link 'Credit check', then press [F2].
The pop-up topic linked to 'Credit check' displays.

Tip:

You can include information from external sources in pop-up topics using the External Tables feature.

```

SDAI - Policy Management System
      Policyholder Information
                                     Policy No: B0748365

Last name . . . . . BR -- Help -----
First name . . . . . AN |
                          | TAB to an item in the list and press F2
Address 1 . . . . . 11 |
      2 . . . . . WA | Credit check for current credit status
      3 . . . . . CA | -- Jump -----
                          |
Telephone number . . ( | This customers credit is Excellent .
-----
DOB . . . . . 08
Sex . . . . . F (M)ale (F)emale
Driver's license no . B9947638
Driver rating . . . . A

F1=Help      F3=End      F5=NotePad   F7=Bkwd     F9=Policy
F2=          F4=Save     F6=AddNew   F8=Fwd      F10=Vehicle
  
```

21. Press [F3] to close the Pop-up window.

```

SDAI - Policy Management System
Policyholder Information

Last name . . . . . BR .-- Help -----
First name . . . . . AN |
Address 1 . . . . . 11 | TAB to an item in the list and press F2
      2 . . . . . WA | Credit check for current credit status
      3 . . . . . CA | Accounts for a list of accounts
Telephone number . . ( | Contacts for a list of contacts
DOB . . . . . 08/15/61 (MM/DD/YY)
Sex . . . . . F (M)ale (F)emale
Driver's license no . B9947638
Driver rating . . . . A

F1=Help      F3=End      F5=NotePad   F7=Bkwd     F9=Policy
F2=          F4=Save     F6=AddNew   F8=Fwd      F10=Vehicle
    
```

22. [TAB] to the word 'Accounts' and press [F2]. The Accounts pop-up window displays.

```

SDAI - Policy Management System
Policyholder Information

Last name . . . . . BR .-- Help -----
First name . . . . . AN |
Address 1 . . . . . 11 | TAB to an item in the list and press F2
      2 . . . . . WA | Credit check for current credit status
      3 . . . . . CA | Accounts for a list of accounts
Telephone number . . ( |
DOB . . . . . 08 | This customer has the
Sex . . . . . F | following accounts:
Driver's license no . B9 | AB1192 Personal
Driver rating . . . . A | CB0994 Business
                        | DP1195 Dependent
                        |
F1=Help      F3=End      F5=NotePad   F7=Bkwd     F9=Policy
F2=          F4=Save     F6=AddNew   F8=Fwd      F10=Vehicle
    
```

23. Press [F3] to close the pop-up window. The Help window will re-display.

If you'd like to view the Contacts pop-up window, [TAB] to it and press [F2]. Otherwise, press [F3] to return to the Policyholder Information screen.

This completes the "Getting Help" lesson. If you don't plan to continue at this time, press [CLEAR] to exit the OLR System demo application.

Building a Help Window

Now that you've seen help windows, you're ready to build one directly from an application screen. In this exercise, you will learn how to create help windows. You'll learn how to add a new help topic to the database. You'll learn how to link a field to an existing help topic, and how to create a link from a help window to an outline of topics in OnLine Reference.

Creating a help link

This exercise starts at the Policyholder Information screen in the demonstration application. From a blank screen, type **dem1** to display this screen.

```

                                SDAI - Policy Management System
                                Policyholder Information
                                Policy No: B0748365

Last name . . . . . BROCK
First name . . . . . ANITA

Address 1 . . . . . 111 PACIFIC AVE
        2 . . . . . WALNUT CREEK
        3 . . . . . CA 99598-3456

Telephone number . . ( 510 ) 555 - 3456

DOB . . . . . 08/15/61 (MM/DD/YY)
Sex . . . . . F (M)ale (F)emale

Driver's license no . B9947638
Driver rating . . . . . A

F1=Help      F3=End      F5=NotePad  F7=Bkwd     F9=Policy
F2=          F4=Save     F6=AddNew  F8=Fwd      F10=Vehicle

```

1. From the Policyholder Information screen, press [F10].
The Vehicle Information screen displays.

```

                                SDAI - Policy Management System
                                Vehicle Information
                                Policy No: B0748365

Year . . . . . 1990
Make . . . . . TOYOTA
Model . . . . . CELICA
Body type . . . . . 2D SED
Vehicle ID no . . B001129837
Collision light . YES

Loss Payee:

DATA TECH AMERICA
15 CHIP STREET
WALNUT CREEK CA 99598
CREDIT UNION DEPT-34

F1=Help      F3=Policyholder  F4=Save     F5=NotePad  F9=Policy

```

- [TAB] to the "Body type" field, then press [F1].
The Add Help Link window displays.

Tip:

The Add Help Link window fills in the name of the Appl. and Screen, and the Field location based on your cursor position when you press the Help key.

```

                                SDAI - Policy Management System
                                Vehicle Information
                                -----
                                .- Add Help Link -----
                                More: + | y No: B0748365
Year . . . . | Appl.... DEMO
Make . . . . | Screen.. DBXMD20
Model . . . . | Row..... 8 Column.. 20 Length.. 10
Body type . . | Level... 1
Vehicle ID
Collision 1 | Link to a Topic
              | Title...
Loss Payee: | Qual....
              | or Use Marked Topic.. N (Y/N)
DATA TECH A |
15 CHIP STR | or page forward to link to a Base Help Link
WALNUT CREE |
CREDIT UNIO | F1=Help   F3=End   F5=AddTop  F7=
              | F2=      F4=AddNew F6=Topics  F8=Fwd
                                -----
F1=Help   F3=Policyholder  F4=Save   F5=NotePad  F9=Policy
    
```

If you do not see the Add Help Link window, you are not in Writer mode.

If Screen Help appears, press [F1].

When you see the message "No Help Available for this field", press [F6]. The Options window displays. Type 'writer' at the (➔) command prompt. Then press the [CLEAR] key to return to the application, then press [F1] again.

Creating a new help topic

- Lets create a new help topic and link it to this field. From the Add Help Link window, press [F5]. The Add Topic window displays.

```

                                SDAI - Policy Management System
                                Vehicle Information
                                -----
                                .- Add Help Link -----
                                More: + |
Year |
Make | Applid ... JHC1   Screen ... DBXMD20
Model .- Add Topic -----
Body | UpLow
Vehic | Title .....
Colli | Qualifier ..
      | Group ..... DEMOGRP1
Loss |
      | Book ..... N (Y/N)   Alias of Mark Topic .. N (Y/N)
DATA | Form ..... N (Y/N)
15 CH |
WALNU | Press <ENTER> to add.
CREDI | F1=Help   F3=End   F5=Upper  F11=Groups
      | F2=      F4=      F6=Topics  F12=
                                -----
F1=Help   F3=Policyholder  F4=Save   F5=NotePad  F9=Policy
    
```

4. Type the title 'Body Type Field' in the Title field, and 'OLRDEMO' in the Qualifier field, as shown below:

```

SDAI - Policy Management System
Vehicle Information

.- Add Help Link -----
Year |                               More: + |
Make | Applid ... JHC1   Screen ... DBXMD20 |
Model | Add Topic -----
Body |                               UpLow |
Vehic | Title ..... Body Type Field |
Colli | Qualifier .. OLRDEMO |
      | Group ..... DEMOGRP1 |
Loss  | |
      | Book ..... N (Y/N)   Alias of Mark Topic .. N (Y/N) |
DATA | Form ..... N (Y/N) |
15 CH | |
WALNU | Press <ENTER> to add. |
CREDI | F1=Help   F3=End     F5=Upper   F11=Groups |
      | F2=       F4=       F6=Topics  F12= |
-----

F1=Help   F3=Policyholder   F4=Save   F5=NotePad   F9=Policy

```

5. Press [ENTER] to add the topic.

The Add Topic window will close.

The title of the new topic displays in the title field of the Add Help Link window.

Tip:

If a field occurs more than once, you can quickly link each field location to a topic.

After linking the first location, press [F4] Addnew, then type over the row or column fields to link another location.

```

SDAI - Policy Management System
Vehicle Information

.- Add Help Link -----
Year . . . |                               More: + | y No:B0748365
Make . . . | Appl.... DEMO |
Model . . . | Screen.. DBXMD20 |
Body type . | Row..... 8   Column.. 20   Length.. 10 |
Vehicle ID  | Level... 1 |
Collision 1 | Link to a Topic |
      | Title... Body Type Field |
Loss Payee: | Qual.... OLRDEMO |
      | or Use Marked Topic.. N (Y/N) |
DATA TECH A | |
15 CHIP STR | or page forward to link to a Base Help Link |
WALNUT CREE | |
CREDIT UNIO | F1=Help   F3=End     F5=AddTop   F7= |
      | F2=       F4=AddNew  F6=Topics  F8=Fwd |
-----

.- Message -----
| OR0100 Topic 'Body Type Field' added. |
-----

```

6. Press [ENTER] to add the help link for this field.

The Add Help Link window will close. The Help Options window displays the message “The Topic linked to this help location has no text.”

You have now added a Help Topic and linked that topic to a field on your application screen.

Tip:

The Help Options window displays available function keys and provides a command prompt for typing OnLine Help commands.

```

                                SDAI - Policy Management System
                                Vehicle Information
                                Policy No: B0748365

Year . . . . . 1990
Make . . . . . TOYOTA
Model . . . . . CELICA
Body type . . . . 2D SED
Vehicle ID no . . B001129837
Collision light . YES

Loss Payee:

DATA TECH AMERICA
15 CHIP STREET
WALNUT CREEK CA 99598
CREDIT UNION DEPT-34

.- Options -----
| ==>
| OR1111 The Topic linked to this help location has no text.
| F1=Help   F3=End     F5=Outline  F7=         F9=Profile  F11=Appl|
| F2=         F4=SelHelp F6=         F8=         F10=Notes  F12=Scrn|
|-----|

```

Now lets write the text for the “Body Type Field” topic.

Writing help text

7. From the Help Options window, type 'edit' at the command prompt:

```

                                SDAI - Policy Management System
                                Vehicle Information
                                Policy No: B0748365

Year . . . . . 1990
Make . . . . . TOYOTA
Model . . . . . CELICA
Body type . . . . 2D SED
Vehicle ID no . . B001129837
Collision light . YES

Loss Payee:

DATA TECH AMERICA
15 CHIP STREET
WALNUT CREEK CA 99598
CREDIT UNION DEPT-34

.- Options -----
| ==> edit
| OR1111 The Topic linked to this help location has no text.
| F1=Help   F3=End     F5=Outline  F7=         F9=Profile  F11=Appl|
| F2=         F4=SelHelp F6=         F8=         F10=Notes  F12=Scrn|
|-----|

```


17. Press [ENTER] to insert the line.

Tip:

Note that the command for the [F10] key now reads Pwr-Type.

The [F10] key is a toggle between power type and line edit modes.

```

===>                                     UpLow
Act                                     Edit - Body Type Field:OLRDEMO      Page 1
01 Body type is a method of vehicle classification used in the rating
02 process.
03
04 The value entered in the Body Type field must be selected from the
05 approved Body Type Codes list.
06
07 c      compact
08 sc     subcompact
09 su     sports-utility
10
11 sd     sedan
..
..
..
..
..
..
**  ***:****1***:****2***:****3***:****4***:****5***:****6***:****7**

F1=Help      F3=End      F5=Outline   F7=          F9=Wordwrap  F11=Join
F2=AddLink   F4=Save     F6=          F8=Fwd      F10=Pwr-Type F12=Split

```

18. Now type the text shown below on the line opened up by the insert command:

```

===>                                     UpLow
Act                                     Edit - Body Type Field:OLRDEMO      Page 1
01 Body type is a method of vehicle classification used in the rating
02 process.
03
04 The value entered in the Body Type field must be selected from the
05 approved Body Type Codes list.
06
07 c      compact
08 sc     subcompact
09 su     sports-utility
10 z      sports car
11 sd     sedan
..
..
..
..
..
..
**  ***:****1***:****2***:****3***:****4***:****5***:****6***:****7**

F1=Help      F3=End      F5=Outline   F7=          F9=Wordwrap  F11=Join
F2=AddLink   F4=Save     F6=          F8=Fwd      F10=Pwr-Type F12=Split

```


Copying lines

The COPY line command is similar to the MOVE line command.

You can copy a single line or a block of lines.

Type 'c' in the "Act" column of the line you want to copy, or 'cc' on the first and last lines of a block of lines to be copied.

Type 'a' at line after which you want the copied lines to appear.

Deleting Lines

To delete a line, type 'd' in the "Act" column next to the line you want to delete. Or type 'dd' on the first and last lines of a block of lines you want to delete.

Repeating Lines

You can REPEAT a line or range of lines: type 'r' to repeat a single line or type 'rr' on the first and last lines of a block you want to repeat.

Highlighting a Line

- To highlight the first two lines of text, type > over line numbers 01 and 02:

Tip:

You can also type 'h' in the Act field on a line to highlight it.

```

===>
Act                               Edit - Body Type Field:OLRDEMO           UpLow
>1 Body type is a method of vehicle classification used in the rating   Page 1
>2 process.
03
04 The value entered in the Body Type field must be selected from the
05 approved Body Type Codes list.
06
07 c      compact
08 sc     subcompact
09 z      sports car
10 su     sports-utility
11 sd     sedan
..
..
..
..
..
..
..
..
**  ****:****1****:****2****:****3****:****4****:****5****:****6****:****7**

F1=Help      F3=End      F5=Outline  F7=          F9=Wordwrap F11=Join
F2=AddLink   F4=Save     F6=         F8=Fwd      F10=Pwr-Type F12=Split

```

22. Press [ENTER] to see the result:

```

====>
Act                               Edit - Body Type Field:OLRDEMO           UpLow
01                               Page 1
01  Body type is a method of vehicle classification used in the rating
02  process.
03
04  The value entered in the Body Type field must be selected from the
05  approved Body Type Codes list.
06
07  c      compact
08  sc     subcompact
09  z      sports car
10  su     sports-utility
11  sd     sedan
..
..
..
..
..
..
..
..
**  ****:****1****:****2****:****3****:****4****:****5****:****6****:****7****

F1=Help      F3=End      F5=Outline  F7=         F9=Wordwrap F11=Join
F2=AddLink   F4=Save     F6=         F8=Fwd      F10=Pwr-Type F12=Split

```

The HIGHLIGHT line command (h) works like a toggle. When you type it on a line that's already highlighted, it turns the highlighting off.

Creating a picklist for the sticky cursor

You can use OnLine Help's 'sticky cursor' feature to automatically type field values from a help window into an application screen.

The pick lists used by the 'sticky cursor' are stored in OnLine Help as tables. Each table has two columns. The left column contains data entry values. The right column contains descriptions for each value.

The values you typing in the Body Type Field topic are an example of a two column table.

In this exercise, we'll create a table of valid entries for the Body Type field.

This exercise starts with the editor in Line Edit mode. If you are not in Line Edit mode, press [F10].

To create a Table inside a topic, type the Table marker on the first line of the paragraph containing the table.

Highlighting a word or phrase

Selective highlighting can bring a reader's attention to a word or phrase.

To highlight a word or phrase, type the symbols > and < around the word or phrase you want to highlight. When the text is displayed to the reader, the highlight symbols are replaced with spaces and the text appears in **boldface**.

25. Press [F10] to return to Power-Type mode.

Type over the spaces on either side of the word "must" with the > and < symbols, as shown below.

The > symbol is not needed when the word or phrase starts at the beginning of the line.

The < symbol is not needed when the word or phrase is at the end of a line.

To highlight the body type abbreviations at the start of lines 07 through 11, type a < symbol over the space to the right of each one.

```

===>
Act                               Edit - Body Type Field:OLRDEMO           UpLow
                                     Page 1
01  Body type is a method of vehicle classification used in the rating
02  process.
03
04  The value entered in the Body Type field>must<be selected from the
05  approved Body Type Codes list.
06
07  + c<      compact
08  sc<      subcompact
09  z<      sports car
10  su<      sports-utility
11  sd<      sedan
..
..
..
..
..
..
..
**  ****:****1****:****2****:****3****:****4****:****5****:****6****:****7**

F1=Help      F3=End      F5=Outline  F7=          F9=Wordwrap F11=Join
F2=AddLink   F4=Save     F6=         F8=Fwd      F10=Line-Ed F12=Split

```

26. Now it's time to see how the text you've entered will look to a reader. Press [F4] to save the topic.

27. To read the topic, type 'read' at the command prompt, then press [ENTER]. The topic displays, highlighting the areas you have marked.

```
===>                                     UpLow
                                           Page  1
      Body Type Field:OLRDEMO
Body type is a method of vehicle classification used in the rating
process.

The value entered in the Body Type field must be selected from the
approved Body Type Codes list.

c      compact
sc     subcompact
z      sports car
su     sports-utility
sd     sedan

**   ****;****1****;****2****;****3****;****4****;****5****;****6****;****7**

F1=Help      F3=End      F5=Outline   F7=          F9=Profile   F11=
F2=          F4=          F6=          F8=          F10=Notes   F12=
```

This is the end of the line-editing exercise. To continue, turn the page.

You can also link a tag to a topic by selecting the topic title from a list. We'll use that method next.

10. Type 'addtag' at the command prompt, then press [ENTER].
11. Type 'T2' into the Tag field.

```

====> addtag                                     Uplow
Act                                           Edit - Body Type Field:OLRDEMO      Page 1
01 Body type is a method of vehicle classification used in the rating
02 process.
03
04 The value entered in the Body Type field>must<be selected from the
05 a .- Define Hypertext Link -----
06 |                                           Uplow |
07 c | Tag: T2                               |
08 s | Title .....

```

12. Press [F6] Topics. The Topic List window displays.

```

====>                                           Uplow
Act                                           Edit - Body Type Field:OLRDEMO      Page 1
01 Body .- Topics - DEMOGRP1 -----
02 proce | List Next ==>
03 | Title                                     :Qualifier |
04 The v | Address 1                           :OLRDEMO   |
05 a .- | Address 2                             :OLRDEMO   |
06 | Address 3                                 :OLRDEMO   |
07 c | T | American Travel Club                 :OLRDEMO   |
08 s | | Annual Payments                       :OLRDEMO   |
09 z | | APV                                   :OLRDEMO   |
10 s | | Area Code Field                       :OLRDEMO   |
11 s | | Auto USA Club                         :OLRDEMO   |
.. | | Autos                                  :OLRDEMO   |
.. | | Bodily Occur                           :OLRDEMO   |
.. | |
.. | | Select topic, then press <F3> to end.
.. | | F1=Help   F3=End   F7=       F11=Groups
.. | | F2=Mark   F4=Reset  F8=Fwd   F12=Books
.. | |
.. | | -----
**   ****:****1****:****2****:****3****:****4****:****5****:****6****:****7**

F1=Help   F3=End   F5=Outline  F7=       F9=Wordwrap  F11=Join
F2=AddLink F4=Save   F6=       F8=Fwd   F10=Line-Ed F12=Split

```

You can select a topic from the Group library displayed, or you can press [F11] to list the topics in a different group library.

You can also use the [F2] AddLink function key to link a tag to a topic. In this example, we'll use that method.

16. Place the cursor on the start of Link Tag 'T3'. Your cursor should be on the value immediately after the '>' sign, in this example, the 'T'.
17. Press [F2] AddLink. The Define Hypertext Link window displays.

```

====>
Act                               Edit - Body Type Field:OLRDEMO           Uplow
01 Body type is a method of vehicle classification used in the rating   Page   1
02 process.
03
04 The value entered in the Body Type field>must<be selected from the
05 a .- Define Hypertext Link -----
06 |                                                                    Uplow |
07 c | Tag: T3
08 s | Title .....
09 z | Qualifier..
10 s |
11 s | Press <ENTER> to add or change a topic/qual
.. | F1=Help      F3=End      F5=Upper   F11=Addtop
.. | F2=          F4=          F6=Topics F12=
.. |-----
..
..
..
..
**   ****.****1****.****2****.****3****.****4****.****5****.****6****.****7**

F1=Help      F3=End      F5=Outline  F7=          F9=Wordwrap  F11=Join
F2=AddLink   F4=Save     F6=         F8=Fwd      F10=Line-Ed F12=Split

```

From the Define Hypertext Link window, you can add a new topic.

18. Press [F11] AddTop. The Add Topic window displays, as shown below:

```

====>
Act                               Edit - Body Type Field:OLRDEMO           Uplow
01 Body type is a method of vehicle classification used in the rating   Page   1
02 process.
03
04 The value entered in the Body Type field>must<be selected from the
05 .- Add Topic -----
06 |                                                                    Uplow |
07 | Title .....
08 | Qualifier ..
09 | Group ..... DEMOGRP1
10 |
11 | Book ..... N (Y/N)  Alias of Mark Topic .. N (Y/N)
.. | Form ..... N (Y/N)
.. |
.. | Press <ENTER> to add.
.. | F1=Help      F3=End      F5=Upper   F11=Groups
.. | F2=          F4=AddNew   F6=Topics  F12=
.. |-----
..
..
..
..
**   ****.****1****.****2****.****3****.****4****.****5****.****6****.****7**

F1=Help      F3=End      F5=Outline  F7=          F9=Wordwrap  F11=Join
F2=AddLink   F4=Save     F6=         F8=Fwd      F10=Line-Ed F12=Split

```

19. Type 'Sports Car' in the Title field of the Add Topic window, and OLRDEMO in the Qualifier field, then press [ENTER] to add the topic.

```

====>
Act                               Edit - Body Type Field:OLRDEMO           Uplow
Page                               Page 1
01 Body type is a method of vehicle classification used in the rating
02 process.
03
04 The value entered in the Body Type field>must<be selected from the
05 .- Add Topic -----
06 |                               Uplow
07 | Title ..... Sports Car
08 | Qualifier .. OLRDEMO
09 | Group ..... DEMOGRP1
10 |
11 | Book ..... N (Y/N)   Alias of Mark Topic .. N (Y/N)
.. | Form ..... N (Y/N)
.. |
.. | Press <ENTER> to add.
.. | F1=Help   F3=End     F5=Upper   F11=Groups
.. | F2=       F4=AddNew  F6=Topics  F12=
.. |-----
..
..
**  ****.****1****.****2****.****3****.****4****.****5****.****6****.****7**

F1=Help   F3=End     F5=Outline  F7=       F9=Wordwrap  F11=Join
F2=AddLink F4=Save     F6=         F8=Fwd    F10=Line-Ed F12=Split

```

20. Press [F3]. The Define Hypertext Link window re-displays with the topic 'Sports Car' in the Title field.

```

====>
Act                               Edit - Body Type Field:OLRDEMO           Uplow
Page                               Page 1
01 Body type is a method of vehicle classification used in the rating
02 process.
03
04 The value entered in the Body Type field>must<be selected from the
05 a .- Define Hypertext Link -----
06 |                               Uplow
07 | c | Tag: T3
08 | s | Title .... Sports Car
09 | z | Qualifier.. OLRDEMO
10 | s |
11 | s | Press <ENTER> to add or change a topic/qual
.. | F1=Help   F3=End     F5=Upper   F11=Addtop
.. | F2=       F4=         F6=Topics  F12=
.. |-----
..
..
..
..
..
**  ****.****1****.****2****.****3****.****4****.****5****.****6****.****7**

F1=Help   F3=End     F5=Outline  F7=       F9=Wordwrap  F11=Join
F2=AddLink F4=Save     F6=         F8=Fwd    F10=Line-Ed F12=Split

```

21. Press [ENTER] to link the tag to the topic. The edit screen re-displays.

You can also use the Tags command to list all tags and links for a topic. You can add tags, read and edit topics from the Tag List window.

22. Type 'tags' at the command prompt, then press ENTER.

```

====> tags                                     Uplow
Act                                           Edit - Body Type Field:OLRDEMO      Page 1
01 Body type is a method of vehicle classification used in the rating
02 process.
03
04 The value entered in the Body Type field>must<be selected from the
05 approved Body Type Codes list.
06
07 c< >T1.compact<
08 sc< >T2.subcompact<
09 z< >T3.sports car<
10 su< >T4.sports-utility<
11 sd< >T5.sedan<
..
..
..
..
..
..
..
**   ****:****1****:****2****:****3****:****4****:****5****:****6****:****7**

F1=Help      F3=End      F5=Outline  F7=          F9=Wordwrap  F11=Join
F2=AddLink   F4=Save     F6=         F8=Fwd      F10=Line-Ed F12=Split

```

The Tag List window displays. The tags that we added appear on the list.

```

====> tags                                     Uplow
Act                                           Edit - Body Type Field:OLRDEMO      Page 1
01 Body type is a method of vehicle classification used in the rating
02 process.
.- Tag List -----
| List Next ==>
|
| Tag Title                                     Qualifier
| T1 Compact                                   OLRDEMO
| T2 Sub-Compact                               OLRDEMO
| T3 sports car                                OLRDEMO
|
|
| F1=Help      F3=End      F5=Edit     F7=
| F2=Delete    F4=Addtag   F6=Read     F8=
|-----|
..
..
..
**   ****:****1****:****2****:****3****:****4****:****5****:****6****:****7**

F1=Help      F3=End      F5=Outline  F7=          F9=Wordwrap  F11=Join
F2=AddLink   F4=Save     F6=         F8=Fwd      F10=Line-Ed F12=Split

```

From the Tag List window, you can

- select a tag and press [F2] to delete it,
- press [F5] to edit the topic associated with it, or
- press [F6] to read the associated topic.

In this exercise, we'll use the [F4] Addtag command to bring up the Add Tag window, then link topics to the remaining unlinked tags.

23. Press [F4] Addtag. The Define Hypertext Link window displays.

Two topics Sports-Utility and Sedan already exist in the demonstration database.

Link the tag 'T4' to the topic Sports-Utility using the Addtag window. Then link the tag 'T5' to the topic Sedan.

After you link each tag, the Add Tag window will close and the Tag List window will re-display showing the new tag and its linked topic.

After you add the last two tags, your Tag List window should look like the one below.

Tip:

If you place link tags in a topic, but do not link them to topics, a pop-up screen will not appear when you press the jump key.

You should always link mark-up codes to topics.

```

====> tags                                     Uplow
Act                                           Edit - Body Type Field:OLRDEMO           Page 1
01 Body type is a method of vehicle classification used in the rating
02 process.
.- Tag List -----
| List Next ==>
|
| Tag Title                                     Qualifier
| T1 Compact                                   OLRDEMO
| T2 Sub-Compact                               OLRDEMO
| T3 Sports car                                OLRDEMO
| T4 Sports-Utility                            OLRDEMO
| T5 Sedan                                     OLRDEMO
|
| F1=Help   F3=End   F5=Edit   F7=
| F2=Delete F4=Addtag F6=Read   F8=
|-----|
..
..
..
**  ****:****1****:****2****:****3****:****4****:****5****:****6****:****7**

F1=Help   F3=End   F5=Outline F7=           F9=Wordwrap F11=Join
F2=AddLink F4=Save  F6=         F8=Fwd      F10=Line-Ed F12=Split

```

24. Press [F3] to close the Tag List window. The edit screen re-displays.

When text is wordwrapped, any highlighted text or tags are preserved. Tables are not wordwrapped. You should not set the line size any narrower than the width of a table.

Now we'll set the number of lines to display in a window.

27. Type 'pgsz 16' at the command prompt, then press [ENTER].

```

====>
Act                               Edit - Body Type Field - level 2:OLRDEMO      UpLow
01  Body type is a method<         Page      1
02  vehicle classification<
03  used in the rating<
04  process.<
05
06  The value entered in the
07  Body Type field>must<be
08  selected from the
09  approved Body Type Codes
10  list.
11
12 + c< >T1.compact<
13  sc< >T2.subcompact<
14  z< >T3.sports car<
15  su< >T4.sports-utility<
16  sd< >T5.sedan<
..
..
**  ****:****1****:****2****:
OR0520 PAGE size changed to: 16   from: 18.
F1=Help      F3=End      F5=Outline   F7=          F9=Wordwrap  F11=Join
F2=AddLink   F4=Save      F6=          F8=Fwd      F10=Line-Ed F12=Split

```

This help window displays 16 lines per page. To create a scrolling help window, you would use a smaller pgsz. When you specify a page size that is less than the number of text lines for a topic, OnLine Help automatically adds the scrolling prompt to the help window.

28. Press [F4] Save to save the topic. Then press [F3] twice. The help window displays.

```

SDAI  .-- Help -----
|
|  Body type is a method of
|  vehicle classification
|  used in the rating
|  process.
|
|  The value entered in the
|  Body Type field must be
|  selected from the
|  approved Body Type Codes
|  list.
|
|  c   compact
|  sc  subcompact
|  z   sports car
|  su  sports-utility
|  sd  sedan
|
-----
Year . . . . . 1990
Make . . . . . TOYOTA
Model . . . . . CELICA
Body type . . . . 2D SED
Vehicle ID no . . B001129837
Collision light . YES

Loss Payee:

DATA TECH AMERICA
15 CHIP STREET
WALNUT CREEK CA 99598
CREDIT UNION DEPT-34

Policy No: B0748365

F1=Help      F3=Policyholder  F4=Save      F5=NotePad    F9=Policy

```

If you want to change the text or the appearance of the help window, you can edit the topic from here.

29. Press [F6]. The Options window displays.

```

                                SDAI  .-- Help -----
                                |
                                | Body type is a method of
                                | vehicle classification      olicy No: B0748365
                                | used in the rating
                                | process.
Year . . . . . 1990
Make . . . . . TOYOTA
Model . . . . . CELICA
Body type . . . . 2D SED
Vehicle ID no . . B001129837
Collision light . YES
Loss Payee:
DATA TECH AMERICA
15 CHIP STREET
WALNUT CREEK CA 99598
CREDIT UNION DEPT-34
                                |
                                | The value entered in the
                                | Body Type field must be
                                | selected from the
                                | approved Body Type Codes
                                | list.
                                |
                                | c   compact
                                | sc  subcompact
                                | z   sports car
                                | su  sports-utility
                                | sd  sedan
                                |
                                |----- Options -----
                                | ==>
                                |
                                | F1=Help   F3=End   F5=Outline  F7=       F9=Profile  F11=Appl
                                | F2=Pick   F4=SelHelp F6=       F8=       F10=Notes  F12=Scrn
                                |-----

```

30. Type 'edit' at the command prompt, then press [ENTER].
The Edit screen displays.

```

==>
Act          Edit - Body Type Field - level 2:OLRDEMO          UpLow
Page          1
01  Body type is a method<
02  vehicle classification<
03  used in the rating<
04  process.<
05
06  The value entered in the
07  Body Type field>must<be
08  selected from the
09  approved Body Type Codes
10  list.
11
12 + e< >T1.compact<
13  sc< >T2.subcompact<
14  z< >T3.sports car<
15  su< >T4.sports-utility<
16  sd< >T5.sedan<
..
..
**   ***.***1***.***2***.

F1=Help   F3=End   F5=Outline  F7=       F9=Wordwrap  F11=Join
F2=AddLink F4=Save   F6=       F8=Fwd     F10=Line-Ed F12=Split

```

You can edit the text or change the window size from here.

You can also

- press [F2] AddLink to add or change links, or
- press [F5] Outline to display the outline of topics in OnLine Reference linked to this topic.

You can edit the topics linked to tags using the Tag List window.

31. Type 'tags' at the command prompt, then press ENTER.
The Tag List window displays.

```

====> tags                               Uplow
Act                                         Page 1
01 Body type is a method of vehicle classification used in the rating
02 process.
.- Tag List -----
| List Next ==>
|
| Tag Title                               Qualifier
| T1 Compact                             :OLRDEMO
| T2 Sub-Compact                         :OLRDEMO
| T3 Sports car                          :OLRDEMO
| T4 Sports-Utility                      :OLRDEMO
| T5 Sedan                               :OLRDEMO
|
| F1=Help   F3=End   F5=Edit   F7=
| F2=Delete F4=Addtag F6=Read   F8=
|-----|
..
..
**  ***:***1***:***2***:***3***:***4***:***5***:***6***:***7**

F1=Help   F3=End   F5=Outline F7=           F9=Wordwrap F11=Join
F2=AddLink F4=Save  F6=       F8=Fwd      F10=Line-Ed F12=Split

```

From the Tag List window, you can select a tag, then

- press [F5] Edit to edit the text of the linked topic, or
- press [F6] to read the linked topic.

32. Press [CLEAR] to return to the Demo Application screen.

4. Press [F3] End.

The Add Topic window will close. The topic you added appears in the title field of the Add Help Link window.

```

                                SDAI - Policy Management System
                                Vehicle Information

.- Add Help Link -----
                                More: +   y No: B0748365
Year . . . | Appl.... DEMO
Make . . . | Screen.. DBXMD20
Model . . . | Row..... 8 Column.. 20 Length.. 10
Body type . | Level... 1
Vehicle ID  |
Collision 1 | Link to a Topic
              | Title... Model
Loss Payee: | Qual.... OLRDEMO
              | or Use Marked Topic.. N (Y/N)
DATA TECH A |
15 CHIP STR | or page forward to link to a Base Help Link
WALNUT CREE |
CREDIT UNIO | F1=Help   F3=End   F5=AddTop  F7=
              | F2=      F4=AddNew F6=Topics  F8=Fwd

.- Message -----
| OR0100 Topic 'Model' added.
|-----

```

5. Press ENTER to add the help link.

The options window displays the message shown below because this new topic has no text.

```

                                SDAI - Policy Management System
                                Vehicle Information

                                Policy No: B0748365
Year . . . . . 1990
Make . . . . . TOYOTA
Model . . . . . CELICA
Body type . . . . 2D SED
Vehicle ID no . . B001129837
Collision light . YES

Loss Payee:

DATA TECH AMERICA
15 CHIP STREET
WALNUT CREEK CA 99598
CREDIT UNION DEPT-34

.- Options -----
| ==>
| OR1111 The Topic linked to this help location has no text.
| F1=Help   F3=End   F5=Outline  F7=      F9=Profile  F11=Appl|
| F2=      F4=SelHelp F6=      F8=      F10=Notes  F12=Scrn|
|-----

```


8. Press [F6]. The Topic list window displays.

```

====> copy
Act                               Edit - Model:OLRDEMO                               Uplow
                               Page 1
..      .- Topics - DEMOGRP1 -----
..      | List Next ==>
..      | Title                               :Qualifier
..      | Address 1                           :OLRDEMO
..      | Address 2                           :OLRDEMO
..      | Address 3                           :OLRDEMO
..      | American Travel Club                 :OLRDEMO
..      | Annual Payments                     :OLRDEMO
..      | APV                                 :OLRDEMO
..      | Area Code Field                     :OLRDEMO
..      | Auto USA Club                       :OLRDEMO
..      | Autos                               :OLRDEMO
..      | Bodily Occur                        :OLRDEMO
..
..      | Select topic, then press <F3> to end.
..      |-- F1=Help   F3=End   F7=Bkwd   F11=Groups
..           F2=Mark  F4=Reset F8=Fwd   F12=Books
..
..
**   ****.****1****.****2****.****3****.****4****.****5****.****6****.****7**

F1=Help   F3=End   F5=Outline F7=      F9=Wordwrap F11=Join
F2=AddLink F4=Save  F6=      F8=Fwd  F10=Line-Ed F12=Split

```

9. Type 'help' at the List Next prompt to scroll the topic list to topics starting with the word help. Then press ENTER.

```

====> copy
Act                               Edit - Model:OLRDEMO                               Uplow
                               Page 1
..      .- Topics - DEMOGRP1 -----
..      | List Next ==> help
..      | Title                               :Qualifier
..      | Address 1                           :OLRDEMO
..      | Address 2                           :OLRDEMO
..      | Address 3                           :OLRDEMO
..      | American Travel Club                 :OLRDEMO
..      | Annual Payments                     :OLRDEMO
..      | APV                                 :OLRDEMO
..      | Area Code Field                     :OLRDEMO
..      | Auto USA Club                       :OLRDEMO
..      | Autos                               :OLRDEMO
..      | Bodily Occur                        :OLRDEMO
..
..      | Select topic, then press <F3> to end.
..      |-- F1=Help   F3=End   F7=Bkwd   F11=Groups
..           F2=Mark  F4=Reset F8=Fwd   F12=Books
..
..
**   ****.****1****.****2****.****3****.****4****.****5****.****6****.****7**

F1=Help   F3=End   F5=Outline F7=      F9=Wordwrap F11=Join
F2=AddLink F4=Save  F6=      F8=Fwd  F10=Line-Ed F12=Split

```

The Topic List window lists 'Help Template' as the first topic.

10. Tab to the title 'Help Template' then press [ENTER] to select it. Then press [F3] End to close the Topic List window.

```

====> copy                                     Uplow
Act                                           Page    1
Edit - Model:OLRDEMO
..
..      .- Topics - DEMOGRP1 -----
..      | List Next ==>
..      | Title                               :Qualifier
..      | Help Template                       :OLRDEMO
..      | Internal Reporting Requirements      :OLRDEMO
..      | Last Name                           :OLRDEMO
..      | Liability                           :OLRDEMO
..      | Locations and Contacts              :OLRDEMO
..      | Medical                             :OLRDEMO
..      | Membership Requirements             :OLRDEMO
..      | Mid-Size                            :OLRDEMO
..      | Military                            :OLRDEMO
..      | Mini                                :OLRDEMO
..
..      | Select topic, then press <F3> to end.
..      |-- F1=Help   F3=End   F7=Bkwd   F11=Groups
..          F2=Mark   F4=Reset  F8=Fwd    F12=Books
..
**      ****.****1****.****2****.****3****.****4****.****5****.****6****.****7**

F1=Help   F3=End   F5=Outline  F7=       F9=Wordwrap  F11=Join
F2=AddLink F4=Save   F6=       F8=Fwd    F10=Line-Ed F12=Split

```

The Copy window displays with the title 'Help Template' in the "Copy from" topic field.

```

====> copy                                     Uplow
Act                                           Page    1
Edit - Model:OLRDEMO
..
..
..
..      .- Copy from -----
..      | Title ..... Help Template
..      | Qualifier.. OLRDEMO
..
..      | with Keywords: Y      (Y/N)
..      | with Tags:      Y      (Y/N)
..
..      | Press <ENTER> to copy.
..      | F1=Help   F3=End   F5=       F11=
..      | F2=       F4=       F6=Topics F12=
..
..
**      ****.****1****.****2****.****3****.****4****.****5****.****6****.****7**

F1=Help   F3=End   F5=Outline  F7=       F9=Wordwrap  F11=Join
F2=AddLink F4=Save   F6=       F8=Fwd    F10=Line-Ed F12=Split

```

You can copy any keywords and tags defined for a topic. The default action is 'Y', which copies keywords and tags with the topic.

Leave these options at their default values.

15. Press [F4] Save to save your changes.

Press [F3] End to exit the edit screen.

The help screen displays.

```

                                SDAI - Policy Management System
                                Vehicle Information
                                Policy No: B0748365
Year . . . . . 1990
Make . . . . . TOYOTA
Model . . . . . CELICA
Body type . . . . . -- Help -----
Vehicle ID no . . |           More: |
Collision light . |           |
Loss Payee:       | Model |
                  | This field describes |
DATA TECH AMERICA | the style of vehicle |
15 CHIP STREET    | owned by the |
WALNUT CREEK CA  | customer. |
CREDIT UNION DEP |           |
                  |_____ |

F1=Help   F3=Policyholder   F4=Save   F5=NotePad   F9=Policy

```

16. This is the end of the “Copy From” exercise.

Press [F3] to exit the help screen.

This completes the exercises on writing and editing text.

Press [F4] if you wish to save the changes you have made.

To continue the Guided Tour, turn to the next page.

Or press [CLEAR] to quit the demonstration system.

4. [TAB] to the left of the topic “Policy Number”.

```

SDAI - Policy Management System
Vehicle Information
.- Topics - DEMOGRP1 -----
Year  | | Title                                     |Qualifier
Make  | | Policy Archiving Procedures             |OLRDEMO
Model | | Policy Information                       |OLRDEMO
Body t| | Policy Number                           |OLRDEMO
Vehicl| | Policy popusp                            |OLRDEMO
Collis| | Policy Processing Guidelines             |OLRDEMO
Loss P| | Policy Renewal                           |OLRDEMO
DATA T| | Policy Standards                         |OLRDEMO
15 CHI| | Policy Term                              |OLRDEMO
WALNUT| | Policyholder Information                 |OLRDEMO
CREDIT| | Property Damage                          |OLRDEMO
      | |
      | | Select topic, then press <F3> to end.
      | | F1=Help   F3=End   F7=Bkwd   F11=Groups
      | | F2=Mark  F4=Reset  F8=Fwd    F12=Books
-----
F1=Help  F3=Policyholder  F4=Save  F5=NotePad  F9=Policy

```

5. Press [F3] to select the topic. The Add Help window re-displays.

The topic you selected appears in the “Title” field in the Add Help Link window.

```

SDAI - Policy Management System
Vehicle Information
.- Add Help Link -----
Year  | |                                     |More: +
Make  | | Applid ... JHC1   Screen ... DBXMD20
Model | | Row ..... 4     Column ... 71   Length ... 8
Body t| | Level .... 1
Vehicl| |
Collis| | Link to a Topic:
Loss P| | Title ..... Policy Number
DATA T| | Qualifier .. OLRDEMO
15 CHI| | or use Marked Topic ..... N (Y/N)
WALNUT| | or page forward to link to a Base Help Link.
CREDIT| | Press <ENTER> to add.
      | | F1=Help   F3=End   F5=AddTop  F7=
      | | F2=      F4=AddNew F6=Topics  F8=Fwd
-----
F1=Help  F3=Policyholder  F4=Save  F5=NotePad  F9=Policy

```

6. Press [ENTER] to add the Help Link.

The Add Help Link window will close. The help window displays the “Policy Number” topic.

```

                                SDAI - Policy Management System
                                Vehicle Information

                                Policy No: B0748365

Year . . . . . 1990  .-- Help -----
Make . . . . . TOYOTA |
Model . . . . . CELICA | Policy No: is automatically assigned by the
Body type . . . . . 2D SED | Policy Management System.
Vehicle ID no . . . . B00112 |
Collision light . YES | After you enter all of the required policy
Loss Payee: | information, a new number is assigned to the
              | Policyholder.
DATA TECH AMERICA | After a policy number has been assigned, it can
15 CHIP STREET | not be modified. A policy number can only be
WALNUT CREEK CA 99598 | canceled through the policy cancellation
CREDIT UNION DEPT-34 | procedures.

.- Options -----
| ==>
|
| F1=Help      F3=End      F5=Outline   F7=          F9=Profile   F11=Appl
| F2=Pick     F4=SelHelp   F6=          F8=          F10=Notes   F12=Scrn
| -----

```

7. To change the text or size of this window, type 'edit' at the command prompt, then press [ENTER].

This ends the “Building a Help Window” exercise.

To quit, press [F3] to go back to Vehicle Information screen.
Then press [CLEAR] to exit the OLR System demo application.

To continue, turn to the next page.

Managing Help Links

If you exited the system and wish to continue, bring up the Vehicle Information screen from the initial Dem1 screen by pressing [F10].

Then place your cursor in the "Policy No" field and press [F1].

Then press [F6] to bring up the Help Options window.

1. From the Help Options window, type 'selhelp' at the command prompt, then press [ENTER].

```

                                SDAI - Policy Management System
                                Vehicle Information

                                Policy No: B0748365

Year . . . . . 1990  |-- Help -----
Make . . . . . TOYOTA |
Model . . . . . CELICA | Policy No: is automatically assigned by the
Body type . . . . 2D SED | Policy Management System.
Vehicle ID no . . B00112 |
Collision light . YES | After you enter all of the required policy
Loss Payee:          | information, a new number is assigned to the
                    | Policyholder.
                    |
DATA TECH AMERICA   | After a policy number has been assigned, it can
15 CHIP STREET      | not be modified. A policy number can only be
WALNUT CREEK CA 99598 | canceled through the policy cancellation
CREDIT UNION DEPT-34 | procedures.
                    |
.- Options -----
| ==> selhelp
|
| F1=Help    F3=End    F5=Outline  F7=         F9=Profile  F11=Appl
| F2=        F4=Pick   F6=        F8=         F10=Notes  F12=Scrn
|-----|-----|-----|-----|-----|-----|

```

2. The Select Help Link screen displays:

```

==>
Next ==> Appl:          Screen:          Row:
Appl  Screen  Row Col Lvl  Topic          :Qualifier
DEMO  DEMO      1   1   1   Safe Driver    :OLRDEMO
.. .. DBXMD00  1   1   1   Policyholder Information :OLRDEMO
.. .. . . .  4  24  1   First Name Field      :OLRDEMO
.. .. . . .  4  71  1   Policy popups         :OLRDEMO
.. .. . . .  5  24  1   Last Name             :OLRDEMO
.. .. . . .  . . . 2   Ex/Help Last Name    :OLRDEMO
.. .. . . .  6  24  1   First Name           :OLRDEMO
.. .. . . .  8  24  1   Address 1            :OLRDEMO
.. .. . . .  9  24  1   Address 2            :OLRDEMO
.. .. . . . 10  24  1   Address 3            :OLRDEMO
.. .. . . . 12  26  1   Area Code Field      :OLRDEMO
.. .. . . . 12  32  1   Telephone No         :OLRDEMO
.. .. . . . 12  38  1   Telephone No         :OLRDEMO
.. .. . . . 14  24  1   DOB                  :OLRDEMO
.. .. . . . 15  24  1   Sex                  :OLRDEMO
.. .. . . . 17  24  1   Driver's License No  :OLRDEMO
To view by Application, TYPE the Appl ID at the command ==> and press <ENTER>.
OR8000 Please make a selection.
F1=Help    F3=End    F5=Outline  F7=         F9=Profile  F11=
F2=Mark    F4=SelTop F6=Read     F8=Fwd     F10=Notes  F12=

```

The help links for the current screen are listed by applid (application id), screen, row, column and level.

The name of the topic linked to each help location is shown under Topic.

Tip:

To display links for another screen, [TAB] to the Screen prompt and type a screen name, then press [ENTER].

The list will scroll to show links for that screen.

```

===>                               Select Help Link                               DEMO
Next ===> Appl: modhelp  Screen: db00  Row:

  Appl   Screen  Row Col Lvl  Topic                               :Qualifier
  DEMO   DBXMD00          1 Safe Driver                          :OLRDEMO
  .. ..  .. ..          1 Policyholder Information            :OLRDEMO
  .. ..  .. ..          4 24  1 First Name Field                    :OLRDEMO
  .. ..  .. ..          4 71  1 Policy popups                        :OLRDEMO
  .. ..  .. ..          5 24  1 Last Name                            :OLRDEMO
  .. ..  .. ..          .. ..  2 Ex/Help Last Name                      :OLRDEMO
  .. ..  .. ..          6 24  1 First Name                            :OLRDEMO
  .. ..  .. ..          8 24  1 Address 1                            :OLRDEMO
  .. ..  .. ..          9 24  1 Address 2                            :OLRDEMO
  .. ..  .. ..         10 24  1 Address 3                            :OLRDEMO
  .. ..  .. ..         12 26  1 Area Code Field                      :OLRDEMO
  .. ..  .. ..         12 32  1 Telephone No                          :OLRDEMO
  .. ..  .. ..         12 38  1 Telephone No                          :OLRDEMO
  .. ..  .. ..         14 24  1 DOB                                :OLRDEMO
  .. ..  .. ..         15 24  1 Sex                                  :OLRDEMO
  .. ..  .. ..         17 24  1 Driver's License No                    :OLRDEMO

To view by Application, TYPE the Appl ID at the command ===> and press <ENTER>.
OR8000 Please make a selection.
F1=Help      F3=End      F5=Outline  F7=         F9=Profile  F11=
F2=Mark     F4=SelTop   F6=Read    F8=Fwd     F10=Notes  F12=

```

You can change the location for a help link or the topic associated with a link from this screen.

3. Type Modhelp at the command prompt.
4. [TAB] to the First Name field entry, then press [ENTER].

Creating Links to Topics in OnLine Reference

You can create direct links from your help windows to an outline or a list of topics stored in OnLine Reference. This allows your users to view topics in OnLine Reference without leaving the application. This is useful when users need to research policies and procedures while using the application.

You create links from a help topic to topics in OnLine Reference by creating an outline for the help topic which lists linked topics in OnLine Reference.

This lesson starts at the Policyholder Information screen.

Press [F10] to go to the Vehicle Information screen.

Place your cursor in the "Policy No" field (The HOME key will move the cursor to this field). Press [F1]. The help window displays.

Press [F6]. The Help Options window displays.

1. Type 'modout' at the command prompt in the Help Options window.

```

                                SDAI - Policy Management System
                                Vehicle Information

                                Policy No: B0748365
Year . . . . . 1990  |-- Help -----|
Make . . . . . TOYOTA |
Model . . . . . CELICA | Policy No: is automatically assigned by the |
Body type . . . . . 2D SED | Policy Management System. |
Vehicle ID no . . . B00112 |
Collision light . YES | After you enter all of the required policy |
Loss Payee: | information, a new number is assigned to the |
| Policyholder. |
DATA TECH AMERICA | After a policy number has been assigned, it can |
15 CHIP STREET | not be modified. A policy number can only be |
WALNUT CREEK CA 99598 | canceled through the policy cancellation |
CREDIT UNION DEPT-34 | procedures. |
|
.- Options -----|
| ==> |
| F1=Help      F3=End      F5=Outline  F7=      F9=Profile  F11=Appl |
| F2=Pick      F4=SelHelp  F6=      F8=      F10=Notes  F12=Scrn |
|-----|

```


4. Type 'x' to the left of the topic "Coverage/Premium standards", then press [ENTER]. The topic you selected will be highlighted,.

```

===>                .- Topics - DEMOGRP1 -----|
| Next ===>  pol    |
| Title                                           |Qualifier|
| x Coverage/Premium Standards                   |:OLRDEMO|
Act  Subtopic Title | Credit Union                                   |:OLRDEMO|
| Customer Information                           |:OLRDEMO|
| Discount Amount                               |:OLRDEMO|
| Discount Categories                           |:OLRDEMO|
| Discount Group Programs                       |:OLRDEMO|
| DOB                                           |:OLRDEMO|
| Driver Rating                                 |:OLRDEMO|
| Driver Restriction Codes                      |:OLRDEMO|
| Driver's License No                           |:OLRDEMO|
| Drivers License Class Codes                  |:OLRDEMO|
| Dual Axle                                    |:OLRDEMO|
|
| Select subtopics for outline, then press F3.  |
| F1=Help   F3=End   F7=Bkwd   F11=Groups  |
| F2=Mark   F4=Reset F8=Fwd    F12=Books  |
-----|
|
| (+ Text) (> Subtopics)
|
F1=Help   F3=End   F5=Outline F7=          F9=Profile F11=AddTop
F2=Mark   F4=Save  F6=Read   F8=          F10=Notes F12=Topics

```

Now let's select another topic.

Type 'pol' in the "List Next" field and press [ENTER].

5. Type 'x' to the left of the topic "Policy Archiving Procedures".

```

===>                .- Topics - DEMOGRP1 -----|
| Next ===>                |
| Title                                           |Qualifier|
| x Policy Archiving Procedures                   |:OLRDEMO|
Act  Subtopic Title | Policy Information                                   |:OLRDEMO|
| Policy No                                           |:OLRDEMO|
| Policy Processing Guidelines                       |:OLRDEMO|
| Policy Renewal                                     |:OLRDEMO|
| Policy Standards                                  |:OLRDEMO|
| Policy Term                                       |:OLRDEMO|
| Policyholder Information                          |:OLRDEMO|
| Property Damage                                  |:OLRDEMO|
| Property Person                                  |:OLRDEMO|
| Quarterly Payments                               |:OLRDEMO|
|
| Select subtopics for outline, then press F3.  |
| F1=Help   F3=End   F7=Bkwd   F11=Groups  |
| F2=Mark   F4=Reset F8=Fwd    F12=Books  |
-----|
|
| (+ Text) (> Subtopics)
|
F1=Help   F3=End   F5=Outline F7=          F9=Profile F11=AddTop
F2=Mark   F4=Save  F6=Read   F8=          F10=Notes F12=Topics

```

6. Press [F3] to end the selection process.

- Press [F3]. The help window re-displays.

```

                                SDAI - Policy Management System
                                Policyholder Information
                                Policy No: B0748365
Last Name . . . . . BR -- Help -----
First Name. . . . . AN |
Address 1 . . . . . 11 | Policy No: is automatically assigned by the
      2 . . . . . WA | Policy Management System.
      3 . . . . . CA | After you enter all of the required policy
Telephone number . . (5 | information, a new number is assigned to the
                                Policyholder.
DOB . . . . . 0 | After a policy number has been assigned, it can
Sex . . . . . F | not be modified. A policy number can only be
                                canceled through the policy cancellation
Driver's license no . B | procedures.
Driver Rating . . . A |
.- Options -----
| ==>
|
| F1=Help      F3=End      F5=Outline  F7=          F9=Profile  F11=Appl
| F2=Pick      F4=SelHelp  F6=          F8=          F10=Notes  F12=Scrn
|-----

```

- Press [F5].

The Outline screen listing the topic and all its subtopics displays.

Tip:
 You can create links to topics in OnLine Reference from field, screen or application level help topics.

```

====>
                                Outline - Policy Number:DEMONOTE
                                Page 1
+ Policy Number:DEMONOTE
  Coverage/Premium Standards:DEMONOTE
  + Policy Term:DEMONOTE
  + Policy Renewal:DEMONOTE
  + Rating Codes Directory:DEMONOTE
  + Payment Schedule:DEMONOTE
    + Monthly Payments:DEMONOTE
    + Quarterly Payments:DEMONOTE
    + Annual Payments:DEMONOTE
  + Discount Categories:DEMONOTE
  Policy Archiving Procedures:DEMONOTE

                                (+ Text) (* Circular reference)
OR8000 Please make a selection.
F1=Help      F3=End      F5=          F7=          F9=Profile  F11=
F2=Mark      F4=          F6=Read     F8=          F10=Notes  F12=

```

This outline has the two subtopics we selected, “Coverage/Premium Standards” and “Policy Archiving Procedures”. Note that other subtopics linked under “Coverage/Premium Standards” were automatically included in the outline.

From this outline, you can select a topic and then press [F6] to read it.
After reading the topic, press [F3]. The outline will re-appear.

10. Press [F3] again. The help window re-displays.

```

                                SDAI - Policy Management System
                                Vehicle Information

                                Policy No: B0748365
Year . . . . . 1990  .-- Help -----
Make . . . . . TOYOTA |
Model . . . . . CELICA | Policy No: is automatically assigned by the
Body type . . . . 2D SED | Policy Management System.
Vehicle ID no . . B00112 |
Collision light . YES  | After you enter all of the required policy
Loss Payee:          | information, a new number is assigned to the
                    | Policyholder.
DATA TECH AMERICA   | After a policy number has been assigned, it can
15 CHIP STREET      | not be modified. A policy number can only be
WALNUT CREEK CA 99598 | canceled through the policy cancellation
CREDIT UNION  DEPT-34 | procedures.

.- Options -----
| ==>
|
| F1=Help   F3=End   F5=Outline  F7=          F9=Profile  F11=Appl
| F2=Pick   F4=SelHelp F6=          F8=          F10=Notes  F12=Scrn
|-----

```

This is the end of the “Linking a Help Window to Reference Topics” exercise.

This ends the Online Help Guided Tour.

If you have any questions or comments, please call DBA Software Product Support. We welcome comments and suggestions to improve this Guided Tour.