

HWA Contents Tree Contents

The HWA Contents Tree makes it very easy to navigate around help files. See the following topics to learn how to use the product:

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Olson Software

Menu Commands

This section provides reference for all the menu items in the HWA Contents Tree. Click on the menu name to go display the menu options in that menu.

[File Menu](#)

[View Menu](#)

[Topic Menu](#)

[Help Menu](#)

File Menu

File|Print

File|Printer Setup

File|Exit

File|Print

Prints one or more topics from the current file.

Dialog Box Options

Printer

Displays the name of the active printer and the printer connection

Print Range

Select the range you would like to print

Current Topic

Prints the current topic only.

Current Topic and Children

Prints just the children of the current topic (not available if the current topic is not a parent topic)

Children of Current Topic

Prints just the children of the current topic (not available if the current topic is not a parent topic)

All Topics

Prints every topic in the current file

Setup

Closes the print dialog and displays the Printer Setup dialog.

Disabled When:

No topic (i.e:the Filename) is currently selected in the Topic Listbox

See Also:

[File|Printer Setup](#)

File|Printer Setup

Displays the WinHelp printer setup dialog to choose options for printing.

See Also:

[File|Print](#)

File|Exit

Use this command to end your Contents Tree session. You can also use the Close command on the application Control menu as shown below.

Shortcuts:

Mouse: Double-click the application's Control menu button.



Keys: ALT+F4

View Menu

View|Toolbar

View|Status Bar

View|Toolbar

Displays or hides the toolbar in the main window. A check mark ✓ appears next to the menu item when the Toolbar is displayed.

See Also:

[View|Status Bar](#)

View|Status Bar

Displays or hides the Status Bar in the main window. A check mark ✓ appears next to the menu item when the Status Bar is displayed.

See Also:

[View|Toolbar](#)

Topic Menu

[Topic|Previous](#)

[Topic|Next](#)

[Topic|Up](#)

[Topic|Collapse](#)

[Topic|Expand](#)

Topic|Previous

Goes to the topic before the current topic in the help file. The topic displayed is changed and the [Topic Listbox](#) is updated to show the new current topic. This command ignores any parent/child relationships in the Topic Listbox and simply goes to the previous topic.

Disabled When:

No topic (i.e:the Filename) is currently selected in the Topic Listbox
The current topic is the first topic.

Shortcuts:

Keys: CTRL+PAGE UP

Toolbar:



See Also:

[Topic|Next](#)

Topic|Next

Goes to the topic after the current topic in the help file. The topic displayed is changed and the [Topic Listbox](#) is updated to show the new current topic. This command ignores any parent/child relationships in the Topic Listbox and simply goes to the next topic.

Disabled When:

No topic (i.e:the Filename) is currently selected in the Topic Listbox
The current topic is the last topic.

Shortcuts:

Keys: CTRL+PAGE DOWN

Toolbar:



See Also:

[Topic|Previous](#)

Topic|Up

Goes to the topic one level above the current topic in the help file. The topic displayed is changed and the Topic Listbox is updated to show the new current topic. The topic one level above is sometimes referred to as the parent topic.

Disabled When:

No topic (i.e:the Filename) is currently selected in the Topic Listbox
The current topic is a top level topic.

Topic|Collapse

Collapses the current topic and all child topics. This hides all child topics in the [Topic Listbox](#).

Disabled When:

The current topic is does not have any children.

The current topic is already collapsed.

See Also:

[Topic|Expand](#)

Topic|Expand

Expands the current topic and first level child topics. This displays the first level child topics in the [Topic Listbox](#). Child topics below the first level are still collapsed.

Disabled When:

The current topic is does not have any children.

The current topic is already expanded.

See Also:

[Topic|Collapse](#)

Help Menu

[Help|Contents](#)

[Help|Search for Help on](#)

[Help|Using Help](#)

[Help|Always on Top](#)

[Help|Show ToolTips](#)


[Help|About](#)

Help|Contents

Use this command to display the contents topic of the HWA Contents Tree help file. From the contents topic, you can jump to step-by-step instructions for using the Contents Tree and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

Shortcuts:

Keys: F1
Toolbar: 

See Also:

[Help|Search for Help on](#)
[Help|Using Help](#)

Help|Search for Help on

Displays the Search dialog box for the Contents Tree help file. To search for a specific topic type the keyword or select it from the list and choose the topic from the topics list.

See Also:

[Help|Contents](#)

[Help|Using Help](#)

Help|Using Help

Displays instructions on how to use Windows Help.

See Also:

[Help|Contents](#)

Help|Always on Top

Displays the Contents Tree window above all other open windows at all times. This is very useful when you want the window to be displayed above the help window while you are working. A check mark ✓ appears next to the menu item when the window is displayed Always on Top.

Help|Show ToolTips

Displays descriptions a toolbar button when the mouse pointer pauses over it. A check mark ✓ appears next to the menu item when ToolTips are displayed.

Help|About


Displays the copyright notice and version number of the HWA Contents Tree

Context Help

The Context Help command allows you to obtain help on some portion of the HWA Contents Tree. When you choose the Toolbar's Context Help button, the mouse pointer will change to an arrow and question mark. Then click somewhere in the HWA Contents window, such as another Toolbar button. The Help topic will be shown for the item you clicked.

Shortcuts

Keys: SHIFT+F1

Toolbar: 

Toolbar

To hide or display the Toolbar, use the [View|Toolbar](#) menu command.

You can see the name of each toolbar button in a Tool Tip. When you point to a button with the mouse, the button name will appear in a box. More detailed information is displayed in the status bar as you move over the button. You can turn Tool Tips on and off using the [Help|Show ToolTips](#)

Click	To
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✓	Go to the previous topic in the active document.
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✓	Go to the next topic in the active document.
---	--



	Print one or more topics.
--	---------------------------

✓	Changes the cursor, so you can click a part of the screen for help information on that part of the screen.
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Topic Listbox

The topic listbox lists all topics in the active document. It makes it easy to see your help file structure and go to topics quickly.

A toolbar is provided to make working with the Topic listbox easier.



Represents a collapsed parent topic.



Represents an expanded parent topic.



Represents a child topic, or a topic which has no children.

All documents have a parent topic which contains the file name.

When you expand a topic, the names of child topics are displayed in the topic listbox. You can collapse a topic and child topics will not be displayed in the topic listbox.

Status Bar

Status Bar



The status bar is displayed at the bottom of the HWA window. To display or hide the status bar, use the View|Status Bar menu command.

The left area of the status bar describes actions of menu items as you use the arrow keys to navigate through menus. This area similarly shows messages that describe the actions of toolbar buttons as you move over them with the mouse cursor.

The right area is not displayed in the contents tree.

Default Windows Parts

The following elements are generally in all windows applications:

Title Bar

Size Command

Move Command

Minimize Command

Maximize Command

Close command

Restore command

Switch To command

Title Bar

The title bar is located along the top of a window. It contains the name of the application and document.

To move the window, drag the title bar. **Note:** You can also move dialog boxes by dragging their title bars.

A title bar may contain the following elements

- Application Control-menu button
- Document Control-menu button
- Maximize button
- Minimize button
- Name of the application
- Name of the document
- Restore button

Size Command (Control menus)

Displays a four-headed arrow so you can size the active window with the arrow keys.



After the pointer changes to the four-headed arrow

- Press one of the DIRECTION keys (left, right, up, or down arrow key) to move the pointer to the border you want to move.
- Press a DIRECTION key to move the border.
- Press ENTER when the window is the size you want.

Disabled When

The window is maximized

Shortcuts

Mouse: Drag the size bars at the corners or edges of the window.

Move Command (Control menus)

Displays a four-headed arrow so you can move the active window or dialog box with the arrow keys.



Disabled When

The window is maximized.

Shortcuts


Keys: CTRL+F7

Minimize Command (Control menus)

Reduces the active window to an icon.

Shortcuts

Keys: ALT+F9

Mouse: Click the minimize icon  on the title bar.

Maximize Command (Control menus)

Enlarges the active window to fill the available space.

Shortcuts

Keys: CTRL+F10 enlarges a document window.

Mouse: Click the maximize icon  on the title bar, or double-click the title bar.

Close command (Control menus)

Closes the active window or dialog box.

Double-clicking a Control-menu box is the same as choosing the Close command.

✓

Note: If you have multiple windows open for a single document, the Close command on the document Control menu closes only one window at a time. You can close all windows at once with the Close command on the File menu.

Shortcuts

Keys: CTRL+F4 closes a document window
 ALT+F4 closes the active window or dialog box

Restore command (Control menus)

Returns the active window to its size and position before you chose the Maximize or Minimize command.

Switch To command (Application control menu)

Displays a list of all open applications. Use this "Task List" to switch to or close an application on the list.

Shortcuts

Keys: CTRL+ESC

✓ Dialog Box Options

When you choose the Switch To command, you will be presented with a dialog box with the following options:

Task List

Select the application you want to switch to or close.

Switch To

Makes the selected application active.

End Task

Closes the selected application.

Cancel

Closes the Task List box.

Cascade

Arranges open applications so they overlap and you can see each title bar. This option does not affect applications reduced to icons.

Tile

Arranges open applications into windows that do not overlap. This option does not affect applications reduced to icons.

Arrange Icons

Arranges the icons of all minimized applications across the bottom of the screen.

Messages

Contents Tree can only be run from within WinHelp.

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Running the Contents Tree as a standalone tool is not possible. It can only be run from within the Windows Help application.

No Help Available

No help is available for this area of the window.

No Help Available

No help is available for this message box.

