Help on Help

The help files provide you with assistance on the features and functions of each application. They provide several features that help you control the information you see and find the answers you need:

- A Table of Contents (TOC) tab to let you browse the help topics by subject.

- An Index tab to let you search for a specific concept or feature. Scroll through the list of entries or type the first few characters of the term you want to find.

- A full-text search function tab and area in the title bar to help you search for a specific concept or feature. Type the word(s) to find. If those words appear in the text of this help file, a list of topic containing the word(s) will appear.

- A glossary to define terms. These terms also appear as popups in appropriate locations so you don't have to leave the topic you're reading to learn the meaning of a term.

- Drop-down hotspots. Click the hotspot to view detailed information about a particular concept or feature.

  These hotspots present step-by-step instructions to help you perform the tasks you need. Click the hotspot again to close it. This lets you see only the information you want, when you want it.

- Expanding hotspots (click here for a definition)[1].

- Internal hyperlinks (blue, underlined text) that will take you directly to additional related information.

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[1]These hotspots provide additional information such as source references to support references in the information

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