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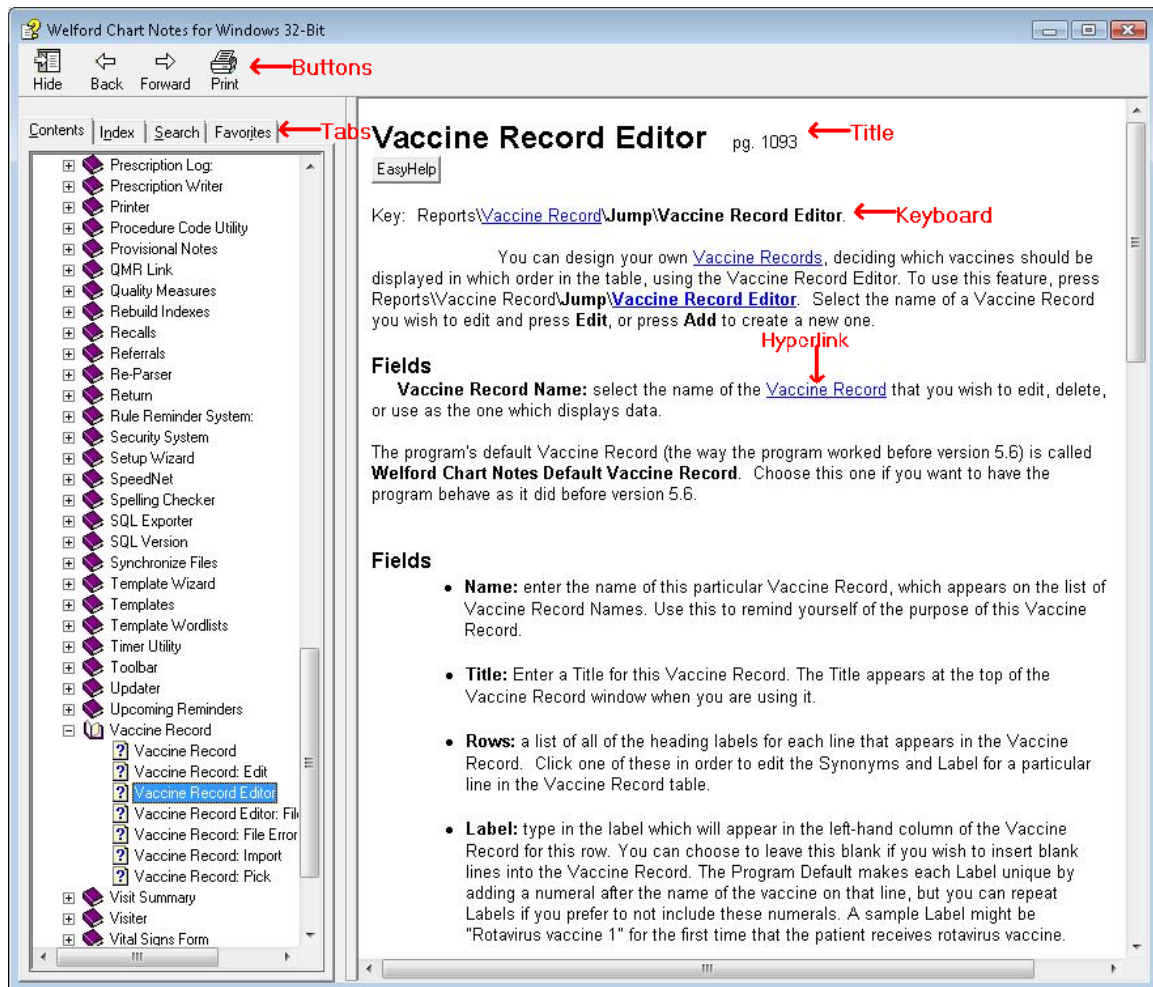
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TIPS ON USING THE NEW HELP SYSTEM (*User's Manual, pgs 15-22*)

Version 5.6 introduces a more modern help system using the Microsoft Windows CHM format. This new Help System runs on Windows Vista (as well as older versions of Windows) whereas the older Help System did not run on Windows Vista. This new help system retains nearly all of the capabilities of the original one, but has some added features. Let's take a look.



As before, when you press a Help button or <F1> anywhere in the program, the help screen relevant to the step you are on opens. You can also open the help system from the main menu using any of the Help commands. For example, Help\Contents opens the Table of Contents for the Help System. Help\Search takes you to the Index of the Help System.

1. Press Help\Contents.
2. If Main Help is not showing the books beneath it, click on the + to the left of it to reveal its books.
3. Click on the book called **Vaccine Record** to see its pages.
4. Click on the **Vaccine Record Editor** to see this particular page.
5. Note the Title at the top of the page which also tells you the page number in the User's Manual where you can find more information on this topic.

6. Note the **EasyHelp** button below the Title. You can press this to launch EasyHelp and ask a question in your own words.
7. Below this is the "Key:" line. This tells you how to navigate to this particular feature following the steps listed.
8. Note the hyperlinks which are text underlined in blue inside the body of the page. Clicking on any of these jumps you to another page that discusses the underlined topic.
9. Note that the end of each topic generally has a: "See Also" section, which lists pages of related information. Click on any of these to jump to these pages.
10. Click on the **Index** tab near the upper left corner of the screen. This lists thousands of terms from which you can select a topic. Double-click a topic, or highlight a topic and press **Display** to jump to that page of information.
11. In the **Type in the keyword to find** box, enter "user-defined allergy".
12. Note that the list scrolls to this location in the index.
13. Double-click on "user-defined allergy terms" to view this page.

The screenshot shows the 'Parser: User-Defined Allergies' page in the Welford Chart Notes application. The interface includes a navigation bar with 'Contents', 'Index', 'Search', and 'Favorites' tabs. A search box on the left contains 'user-defined'. Below it, a list of search results is shown, with 'user-defined allergy terms' selected. The main content area displays the title 'Parser: User-Defined Allergies' and a key: 'System\Parser Options\Parse allergies: Edit'. The text explains that the parser picks up descriptions of allergic reactions and stores them as reactions. It lists functions: 'Add' (to add a new term), 'Delete' (to remove a term), and 'Edit' (to change a term or its severity). A table on the right titled 'User-Defined Allergy Parsing Terms' shows a list of terms: cough, hiccups, shortness of breath, and sneezing.

14. Press the **Back** button to return to viewing the page regarding the Vaccine Record Editor.
15. Click on the **Search** tab to activate the search function. This function looks for each page on which the terms you type appear. It does not understand the meaning of the terms the way EasyHelp does, but it can be handy in identifying pages that relate to a particular subject.
16. In the **Type in the word(s) to search for** box, enter: "allergy adverse reaction" and press **List Topics**.
17. Notice that 4 pages are listed as matching this topic. Double-click "Allergy Editor: Severity", or highlight it and press **Display** to see this page. Notice that every occurrence of the words "allergy", "adverse", and "reaction" is highlighted in blue.
18. Click on the **Favorites** tab. This lets you keep a list of those pages that you find most useful and want to quickly move to at a later date.
19. Click the **Add** button to add the current page to your list of Favorites.
20. Double-click any item on your Favorites list, or highlight it and press **Display** to display the page.

Using the new help system makes it easy for you to learn how to utilize Welford Chart Notes more efficiently and productively. Nearly 2000 pages of information are available at your fingertips, just one keystroke away.

SEND US YOUR TIPS

If you have tips, shortcuts, questions, or suggestions for future newsletter topics, please send them to us at:

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