

# Technical Publications Online Help Procedures

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## Purpose

This document provides step-by-step procedures for building NeoVision help systems using ForeFront's ForeHelp product.

## Creating Help Directory Structure

The ForeHelp software works best if you follow its suggestions for constructing your help system tree.

### ***Project Database***

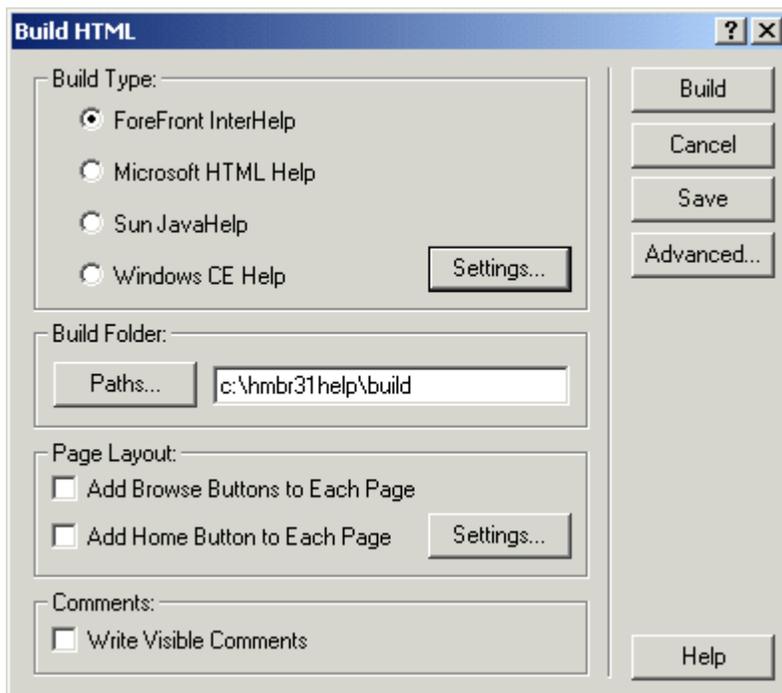
Each help version has a project directory. Project directory is ForeHelp's name for the Help database root directory. It should contain the Help database (.dbz) file and all .gif files. Use the following conventions to name a new project directory: *HMvendor\_versionHelp*. For example *HMbr31Help* holds the help database for Bridge with NeoVision version 3.1.

**Caution:** Do not allow ForeHelp to create this directory under Program Files\FH\_Suiteversion (currently, FH\_SUITE2001). Create the project directory under the root directory of your local hard drive. When you change versions of ForeHelp, the program files directory changes name and all paths for the help system become obsolete.

## **Build Files**

Set up the **Project > Build** properties so that ForeHelp automatically creates a build subdirectory under the project directory. (See Figure 1.)

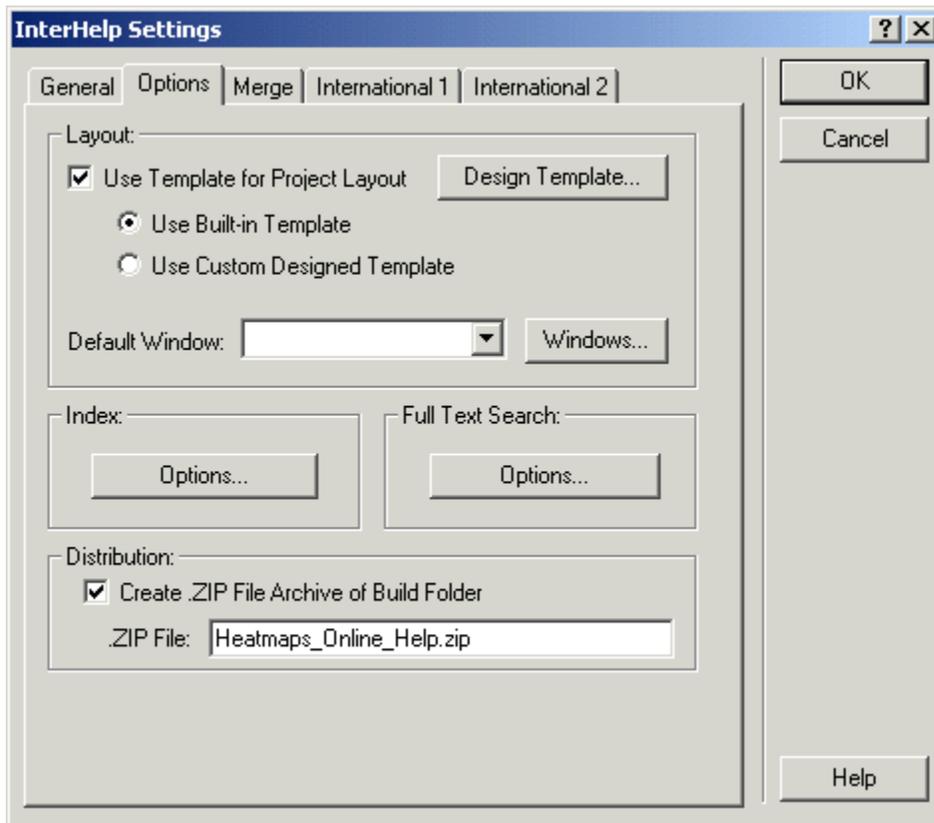
**Figure 1: Build properties with Build Folder set**



After you build the project, the build subdirectory contains all the .htm (html) files, a few gifs that ForeHelp automatically creates for the Help interface, and a zip file. To ensure that the build creates a zip file:

1. . Click **Settings** in the Build properties dialog (Figure 1, page 2).
2. Check the checkbox in the Distribution area of the InterHelp Settings dialog ( Figure 2).

**Figure 2: Zip file checkbox**



## ***Backup***

The first time you backup the help system (**File > Backup**), ForeHelp creates a backup directory under your project directory. Allow ForeHelp to back up to the *project\backup* directory to save hunting for a backup directory elsewhere, such as on the network. The backup subdirectory contains only files with the extension *.fhb*. See *Using the Backup*.

For safety, consider copying the latest backup to your share directory on a regular basis.

## **Using the Backup**

Use the backup to:

- Send your project to ForeHelp support.
- Start a new project.
- Transfer an existing project to a different writer, computer, drive, or directory.
- Copy the project to the network for redundant storage.
- Copy a project to your home computer or laptop for continued authoring.

To send the project to production or to view it on the web, use the `.zip` file from the build directory. (See Build Files, page 2.)

## Starting a New Project Version

Never copy the project directory contents. To copy an existing help database to a new project directory, you can relocate only a backup (`.fhb`) file. To do this,

1. Create the new project directory.
2. Copy the most recent `.fhb` file to that directory.
3. Start ForeHelp and select **File > Open**.
4. In the Open dialog, check **ForeHelp Backup File** (Figure 3)
5. Select the file from the previous version `project\backup` directory
6. In the Expand Backup Dialog (Figure 4, page 5):
  1. **UNCHECK** Use Full Path.

**Caution:** If you leave a check mark next to Use Full Path, you must then retype all paths to gif files, and so forth or the build will fail.

  2. . Check **Expand User Dictionary**.

Figure 3: File Open dialog

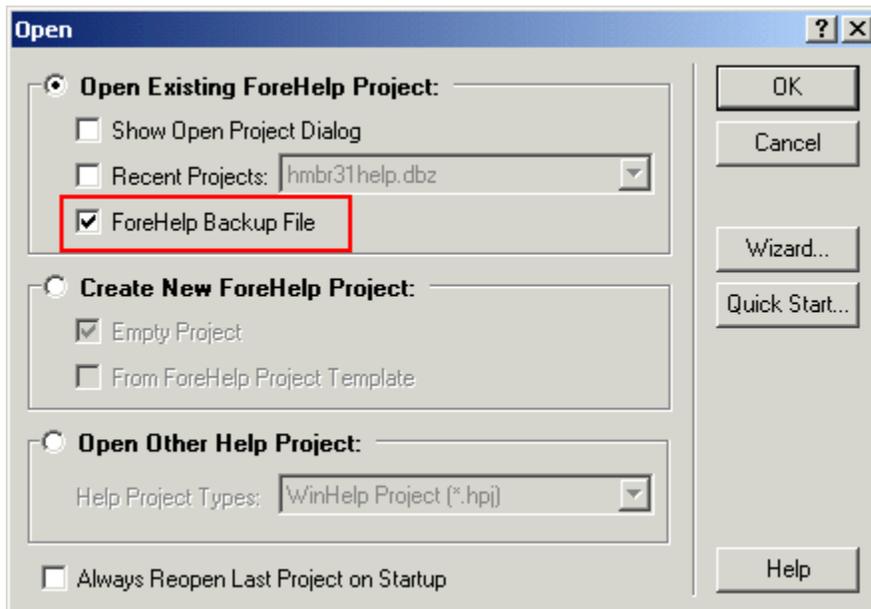
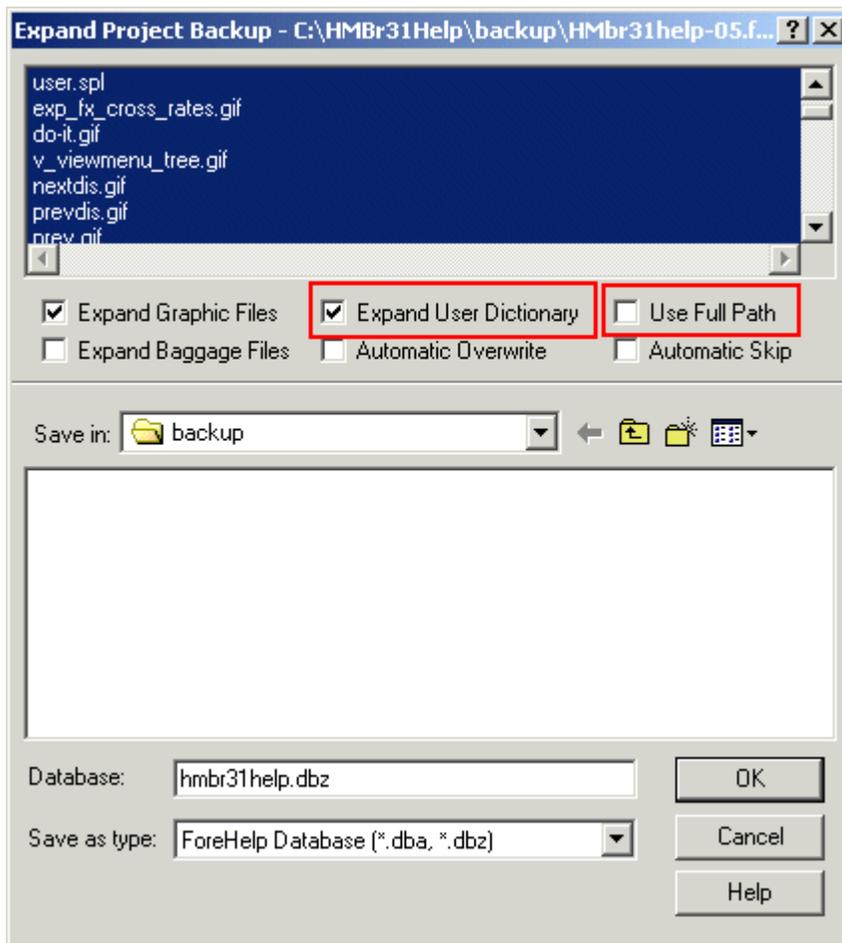


Figure 4: Settings for opening a backup



## **Creating Conditional Builds**

Use conditions to separate text specific to a version that you want to include in one build but not another. ForeHelp supplies predefined conditions that specify only the target help type (HTML, WinHelp, JavaHelp, etc.)

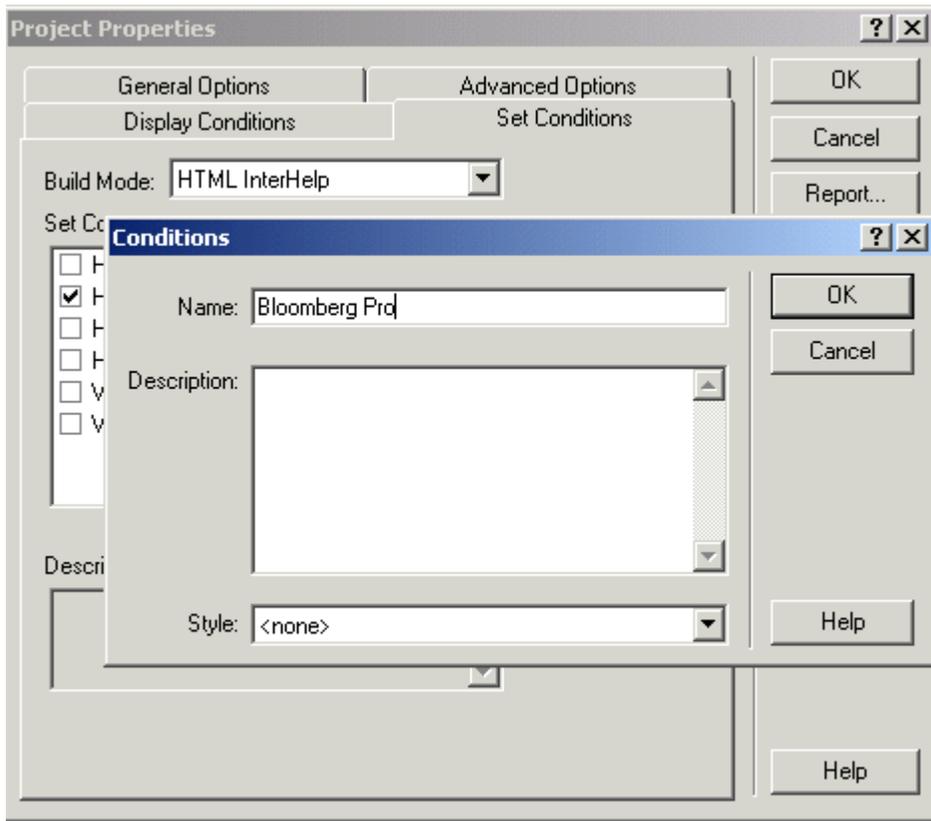
At NeoVision, we maintain several similar sets of help information with different ticker symbols, screen captures, and data source field names for each datafeed vendor. You can add condition tags then use them to identify version by datafeed vendor.

### ***Adding Conditions***

Before you can build with conditions, you must add new condition tags to the project. Refer to Figure 5:

7. Select Project > Properties...
8. Click the Set Conditions tab.
9. Click New.
10. Fill in the New Conditions dialog and click OK.

**Figure 5: Adding build conditions**



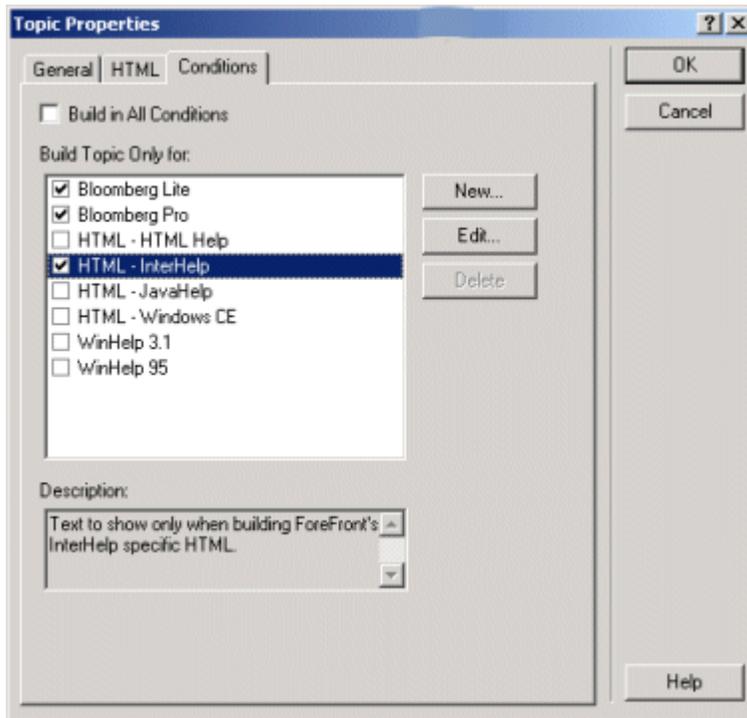
### ***Making Content Conditional***

You can make a whole topic conditional or just a portion of text and / or graphics within a topic.

To make a topic conditional:

1. Select Topic > Properties...
2. Select the Conditions tab.
3. Check the conditions that pertain to the whole topic (Figure 6).
4. Click OK.

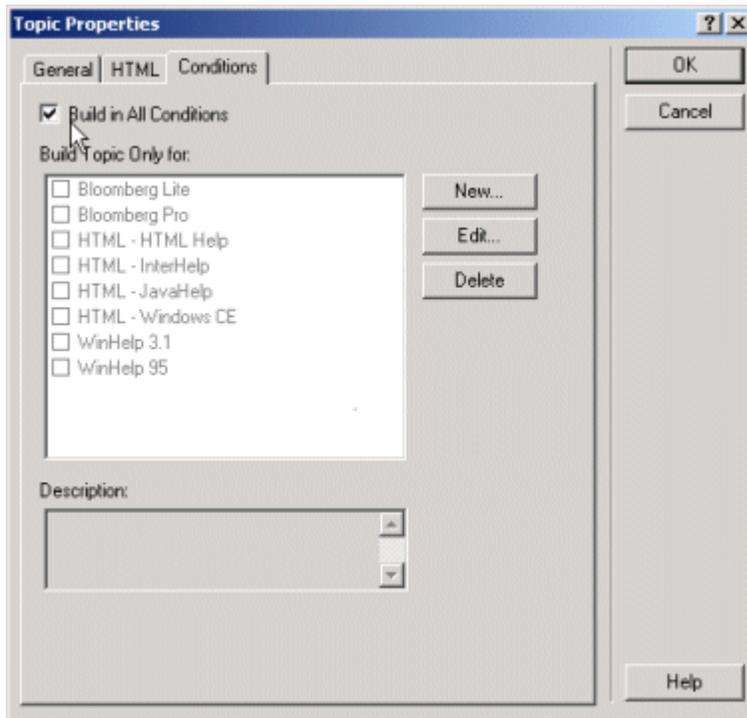
**Figure 6: Whole topic is conditional**



To make only part of a topic conditional:

1. Select Topic > Properties...
2. Select Conditions tab.
3. Check Build in All Conditions

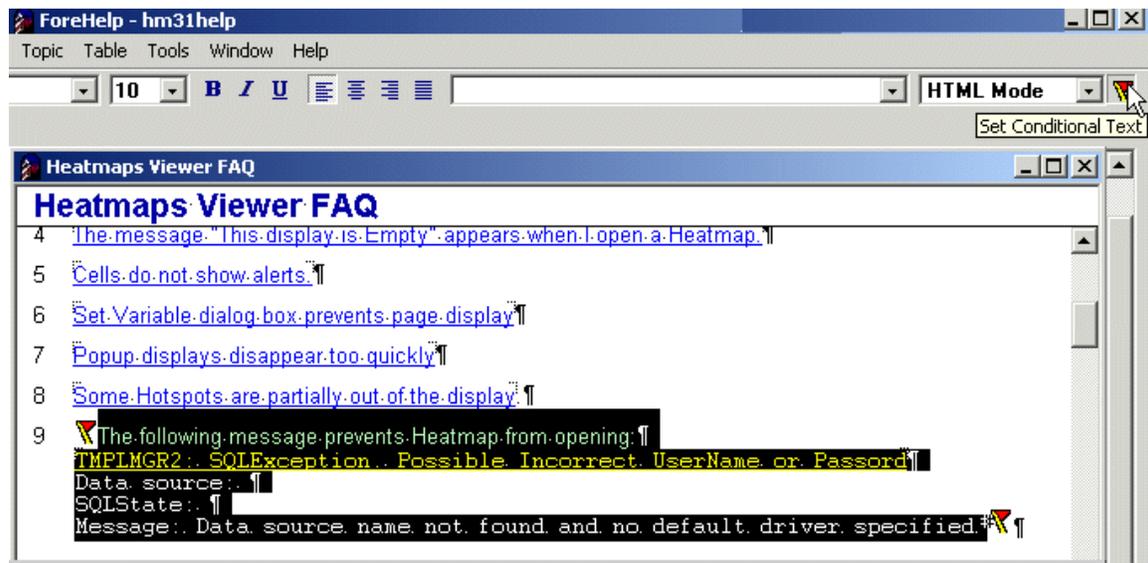
**Figure 7: Parts of topic are conditional**



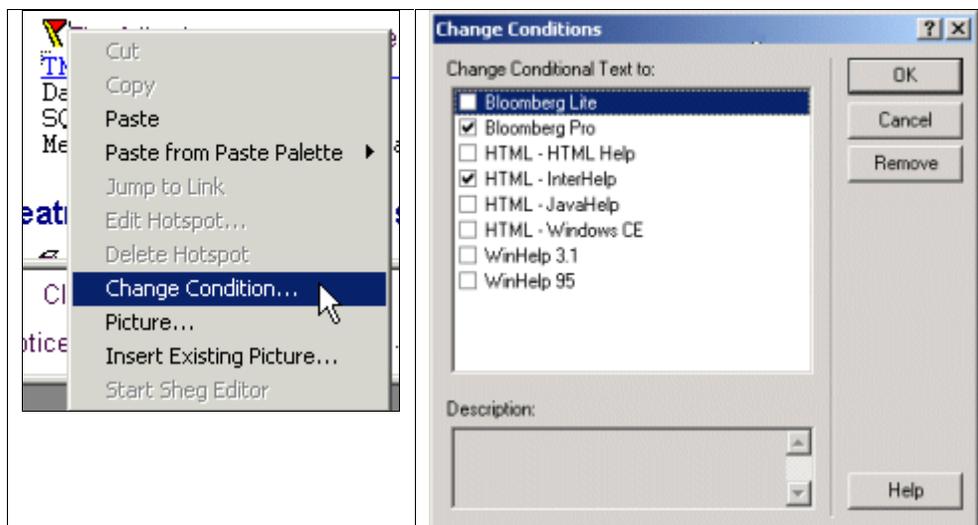
Refer to Figure 8 and Figure 9.

4. In the topic window, select the text that pertains to only a particular datafeed.
5. Click the flag in the ForeHelp toolbar, which envelopes the conditional text between two flags.
6. Right-click one of the flag symbols near the text and select Change Conditions...
7. Check only those conditions that suit this particular block of text. In Figure 9, Bloomberg Pro and Interfile Help are selected as conditions, but not Bloomberg Lite. The text between these flags will not appear in the Bloomberg Lite help build.  
**Note:** Always check Interfile Help as a condition.
8. Click OK.

**Figure 8: Selecting text**



**Figure 9: Changing Text Conditions**



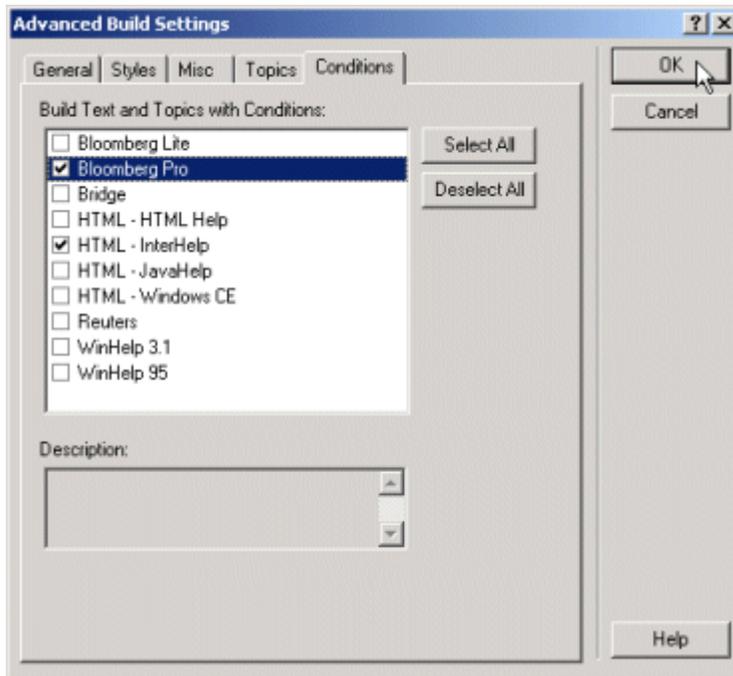
## ***Build Conditions***

Follow this procedure to select only the topics and partial text appropriate to this build:

1. Select Project > Build.
2. Click Advanced...
3. Select the Conditions tab.
4. Select only those conditions that pertain to this Build.

Always select InterHelp, Additionally, select the conditions that pertain to this datafeed. For Bloomberg Pro, you select Bloomberg Pro and InterHelp, but not Bloomberg Lite, Bridge, Reuters, or any other datafeed vendor (Figure 10).

**Figure 10: Advanced Build Conditions**

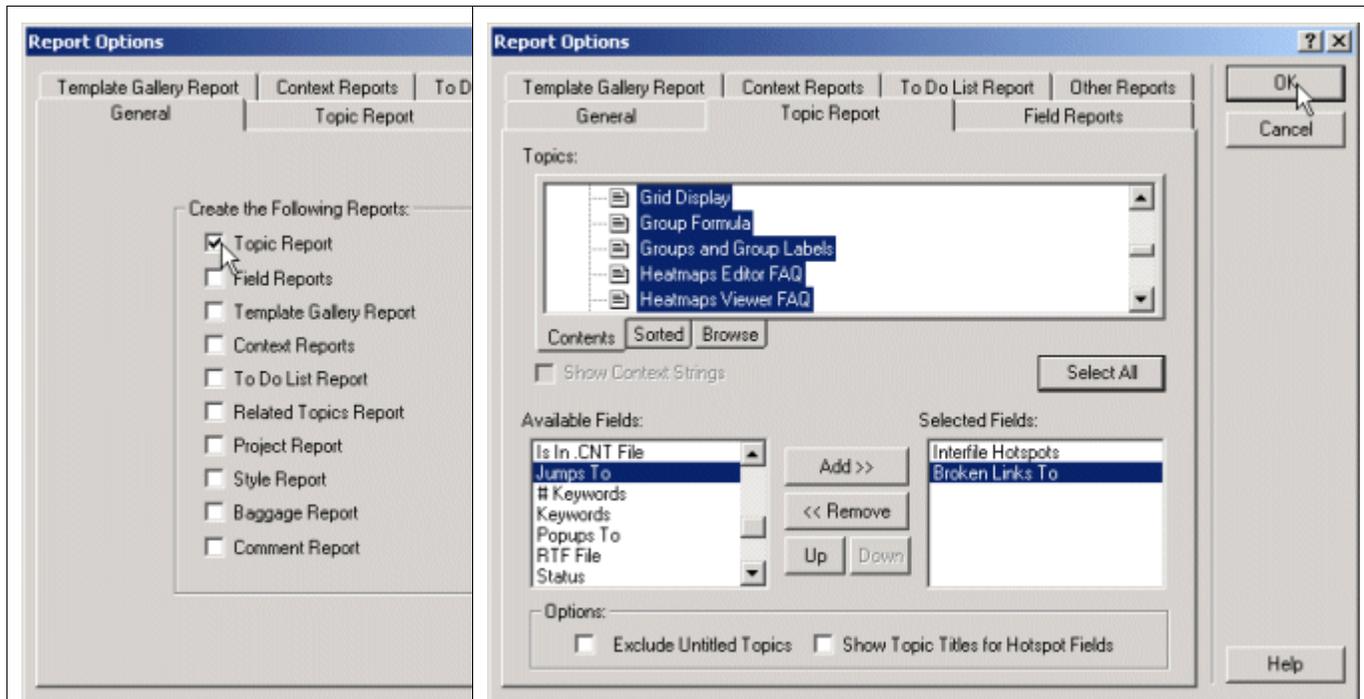


## Pre-Build Check List

Perform the following procedures before each weekly help build:

5. Spell check
6. Project > Context > Delete unused Hotspots
7. Project > Keywords > Master List > Delete unused keywords
8. Project > Browse Sequences  
Erase browse sequences and replace with items on contents list.  
There are four browse sequences (see style guide)
9. Run reports to clean up missing links, etc.  
Tools > Project View Tools > Reporter  
Select Topic Report. On Topic Report tab, select fields interfile hotspots,  
broken links to (Figure 11)

**Figure 11: Running Topic Report**



10. Remove build directory contents from BOTH the project folder on your local drive and the extranet directory that Setup references. ForeHelp keeps old gifs and htm files in the build directory, so you need to delete them to prevent the Build zip file from including them.

## Tips for ForeHelp

- NEVER double-click a ForeHelp database or backup file to open it. Always start ForeHelp and use File > Open to access the help data that you want.
- Keep popup gifs in Baggage folder
- To correct bullet or number with the wrong font characteristics, select the paragraph mark above the bullet or number through blank or character to the right of the bullet (Figure 12). Press Ctrl+R (for default paragraph font)

**Figure 12: Extended selection to fix number font**

