NeoVision Hypersystems, Inc.

Manual of Style for Technical Publications

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Contents

<u>Introduction</u>

This manual provides guidelines for authoring NeoVision Hypersystems, Inc. technical publications for software products. Technical publications include:

- Online help for Heatmaps® and other NeoVision software products

- Manuals, both print and softcopy, for end-users

- Software developer materials for internal staff use, such as API (Application Program Interface) references and product specifications

We apply guidelines to assure a consistent company look-and-feel across our product line. We attempt to eliminate indications that multiple persons contribute to a single document or help system in an ad hoc manner. Instead, our material should look as if one generic writer and process compiles it. The guidelines in this manual aim to also provide a consistent look to content. In particular, we attempt to keep the material easy to read, free of distracting changes from topic to topic or chapter to chapter.

All of the guidelines in this document are open to opinion and change. Please submit your requests for change to the NeoVision NY Office, attention Technical Writer.

Part I provides general guidelines that apply to any technical publication of NeoVision. Part II refers to online help and considers the features and limitations of the ForeHelp authoring tool that NeoVision currently uses to create and build help systems.

In addition to this Style Guide, authors can refer to the following documentations for guidance in style application:

- *The Chicago Manual of Style*, 14th ed. Chicago: University of Chicago Press, 1993

- Microsoft Manual of Style for Technical Publications, 2nd. Ed. Redmond: Microsoft Press, 1998

Both of the preceding references are available in the Technical Publications Dept., NeoVision NY office. This NeoVision Style Guide refers to these manuals as *Chicago* and *Microsoft*, respectively.

Part I: General Guidelines

This section describes those style features that appear in all documents, without consideration to the tool that produces them or the manner of delivery.

Capitalization

This section categorizes uses for the following capitalization styles:

- Title style capitalizes the first letter of each significant word in the heading.
- Sentence style capitalizes the first letter of only the first word in a phrase. Sentence style capitalization does not require a complete sentence or a final period.
- Initial capitalization (or init-cap) uses uppercase as the first letter a word.

Title Style

Use title-style capitalization in headings. Start the following with an uppercase letter:

- The first word in the heading.
- Nouns
- Verbs
- Both words in a hyphenated adjective (Right-Click)
- Subordinating conjunctions (Because, That, If)

  Do not capitalize coordinating conjunctions (and, but, or, for) unless they appear as the first word in the title. (See Chicago, section 7.127 for a more exhaustive list.)

Sentence Style

Use sentence-style for figure captions. Example:

Figure 1: Datafeed tab with dynamic contents

Use sentence style for each item in a list. For more information, see the **Error! Reference source not found.** section.

Initial Capitalization

When describing an interface, particularly the Heatmaps Editor, use init-caps to indicate tab names, names in the menu bar, or a label that introduces a field. Do not capitalize these names in other contexts. Examples:

Initial Capital	Lowercase
The Editor consists of a Datafeed tab, Database tab,õ	You can only edit cells in the viewer that the datafeed supplies. You cannot edit database values.
To edit an existing content, select a name from the Content Name drop-down list.	A datafeed content specifies the grouping and source data fields that appear in a single display.
As part of the definition for the Cell Right Click menu on the Displays tab, specify the name of a cell page display	To add a cell to the page display, right-click the cell and select Page Display from the cell menu.
Group Label Formula list	Enter a formula in the Cell Label field. Use lowercase for *formula* because it does not appear as part of the field name in the Connections tab.

Always start the following with an uppercase letter:

- Menu names (File menu, Edit menu)

  Do not capitalize menu.

- Key names (Shift, Ctrl, Enter)

  See CapitalizationKeyboard Keys and Shortcuts (page 7).

- Dialog names (Control Panel)

- Heatmaps, Heatmap, Hotspots

- Heatmaps Viewer and Editor

Use the same capitalization that appears in the Editor list fields. For example, initial-capitalize the entries from the Displays tab Type field: `Grid`, `Mosaic`. In other contexts, use lower case. For example:

In the Displays tab, Type field, select `Grid` to create a grid graphical display.

Use the same capitalization for field labels that appears in the Editor dialogs, even when the Editor dialogs do not appear consistent. For example:

Select a graphical display Type from the drop-down list.

Check the sortable check box to apply order formulas from the Connections tab to this group.

Font and Character Formatting

Font consists of a family (Arial, `Courier`), style (**bold**, *italics*, <u>underline</u>, as well as color), and size (`9`,10, 12). Normally, the paragraph style specifies the appropriate font information for the style. In some cases, you override the family, style, or size to emphasize a term or phrase.

In most cases, use the default paragraph style for the paragraph tag. For example, the NeoVision template base or normal paragraph styles default to family Arial, style regular with automatic color, size10 point.

Note: This Style Guide uses 12 point as the base default to enable the reader to distinguish examples, which use the recommended 10 point.

Family Overrides

Apply an override font family only when you need to distinguish a term or phrase in a paragraph the normally uses Arial. The only valid change in family apply Courier to indicate computer font or a symbol font for special characters.

Courier

If an entire paragraph appears in a family other than Arial, use a paragraph style. For example, paragraph style XMP uses Courier as its default font for user entries that are a complete paragraph of more. Example:

```
Datafeed.Primary.NAME & "(" & Datafeed.Primary &")"
```

Override the default font with `Courier` for the following circumstances:

- Characters that the user types in through the keyboard. Examples:

  Use `myPortfolio` as the content Name.

  The `butChgPd` button calculatesõ õ õ .

- Selections from a list, even when provided as part of the Editor:

From the **Type** drop-down list, select `Grid`, `Mosaic`, `Bar`, `Hotspots`, or `Tree`.

Notice that the commas and the word or remain in Arial. Use care in selecting the word without the separator when you apply the Courier font in an otherwise Arial block of text.

Note: Depending on feedback from users of this Style Guide, future editions of this Style Guide might use a different approach to drop-down list choices, such as Arial 9 point. (See Size section discussion about fonts used for Heatmaps buttons. .

- Built-in variables and functions:

  Use `groupvalue` as the label.

  The built-in function `avg()` averages the values for all the cells in the group.

- File names, file extensions, and paths:

  Each Heatmap file name ends in the extension `.nvg`.

Style Overrides

Style overrides:

- Apply emphasis

- Focus attention to an area of the interface

- Apply a common user interface standard (typically to a link)

- Enable reverse text on a color background

Overrides enhance, rather than detract from, clarity and usability. Apply them only when necessary to distinguish some portion of text from the block that contains it.

Italics

Override the default paragraph font with *italics* in the following circumstances:

- If you introduce a new term

  Use italics only for the first occurrence of the term in the topic where you introduce it.

- Title of a book or other cited reference

- Placeholders for unknown (variable) information

  Do not enclose formula variables in angle brackets (< >), which have special significance in tagging languages, such as XML and HTML.

  Correct: Open the *`heatmapname`*`.nvg` file.

  Incorrect: Open the `<heatmapname>.nvg` file.

Use italics sparingly.

Bold

If an entire paragraph appears in a font style other than regular, use a paragraph style. Caption style defaults to bold, Paragraphs with style names such as header, head, or (in HTML) H default to bold and larger point sizes.

Override the default paragraph font with **bold** in the following circumstances:

- In a procedure (only), bold the name of an Editor field. Example:

  1. Click the **Datafeed** tab.

2. Enter a unique character string in the **Content Name** field. Start contents names with the characters `cnt`.

Notice that contents in the above example is lower case and regular font weight (not bold), as only the singular form, Content appears on the Datafeed tab. Notice that the second occurrence of names is lower case and not bold, as that instance refers generically to possible contents name strings.

In the following example, the field name is not bold because the sentence does not occur as a numbered step in a procedure:

In Figure 2, the contents Name field contains the unique string `cntMyPortfolio`

- Editor and Viewer dialog button names and menu bar item names, in a *procedure*. Example:

   1 Select Tools > Control Panelõ .

   2 After you change the variable value in the Control Panel, click **Apply**.

   Notice in this example, the Control Panel appears bold only in step 1, where you select it as a menu option.

   Also notice that the ellipses (**…**) that indicate dialog are also bold.

Use bold sparingly. Do not use bold to emphasize a word or phrase, except when to do so adds clarity, as in the following example:

An Editor tab might identify a label formula field with the word Label: or the phrase Label Formula:.

Do not use bold for keyboard key names. See Keyboard Keys and ShortcutsKeyboard Keys and Shortcuts.

Underline and Color

Do not use underline for any purpose other than to indicate a hyperlink. Allow the authoring tool to apply its default font style for hyperlinks when you select a term as a link. For example, web-authoring tools generally apply [blue underline](#) to a link.

Do not underline a shortcut key in a menu option. See Keyboard Keys and Shortcuts .

If you use a background color, for example in a table, then print the text in white. The following shows an example of the TableHeadRow paragraph style and the from the online help template:

Column One	Column Two

Size

In most cases, use 10 point for online information because the user browses through the material in a monitor window which has limited space for text.

Exception: User-defined cell and group labels, as well as user-defined button names in the Heatmaps Viewer. For Viewer labels (unlike Editor labels), always use font style **Bold Name**, which reduces the font by one point and applies bold.

Keyboard Keys and Shortcuts

Microsoft uses all uppercase for key names. NeoVision, in contrast, uses initial capitalization. Do not apply a bold font override to key names. Use the default paragraph font for the key name. NeoVision does follow the Microsoft use of the plus

sign (+) to combine keys that the user presses together. Use key names as nouns, not adjectives. Do not follow with the word key.

Press Alt+f to open the File menu.

Do not underline shortcut keys in menu names:

> Correct: Select **File** > **Open**.
> Incorrect: Select <u>**File**</u> > <u>**Open**</u>

Captions and Headings

Always use the appropriate style name from the NeoVision template for the authoring tool. Never use a base or normal paragraph style with a bold override as a heading or caption.

Captions

Caption style defaults to Arial, 10 point, bold. You can override individual words according to the rules for Courier (page 5).

Always prefix a caption with a Figure number. If the authoring tool provides automatic caption numbering, use it to keep the caption sequencing correct as you insert or delete figures. For example, in Microsoft Word, use **Insert** > **Caption**.

Every figure must have a caption, even if only one figure appears in a (help) topic or (book) chapter. Placement of captions depends on the delivery format. Any figure that appears in an online document, whether online help, HTML document, or electronic version (PDF) of a book, should have figures above or alongside of the figure so that the user need not scroll to see the figure number.

Use captions as cross-references or links so that the reader can return to the figure easily.

- In ForeHelp, you must create both target and link. Highlight the caption and apply **Hotspot** > **Insert mid-topic target** then use Insert Jump to create the link.

- Microsoft Word automatically recognizes captions as targets. Use **Insert** > **Cross-reference** > **Figure** (or **Table** for a captioned table) to create the link.

- In HTML, enclose the caption in `<a name="targetID"> </a>` to mark the target. Enclose the link with `<a href="targetID> </a>`.

Headings

Paragraphs with style names such as heading, head, or (in HTML) H default to bold and larger point sizes.

- HTML uses <H1>, <H2>, and so forth for hierarchical heading paragraphs.

- Microsoft Word uses Heading 1, Heading 2, through Heading 9.

- The NeoVision template for ForeHelp uses the HTML convention H2, H3. There is no H1, which is reserved for the ForeHelp convention of Banner style.

Do not confuse heading style with header style, which applies to the running head in the top margin of each page.

Create sequential hierarchies of headings.

Correct

H1

  H2

  H2

H1

Incorrect:

H1

    H3

  H2

Try to restrict headings to 3 levels. Because we do not number or indent headings, the user cannot distinguish deep layers of nesting. (NeoVision uses point size and font styles italics or underline to distinguish one level of heading from another.)

Lists

NeoVision applies *Microsoft* conventions for lists, rather than the guidelines in *Chicago*.

Punctuation and Capitalization

When you include a list within a paragraph, separate each item with a comma. A comma should precede the conjunction (*and*, *or*). Examples:

You can create a grid, mosaic, bar, Hotspots, or tree display.

Notice that the display types in the preceding example begin with a lowercase letter, with the exception of registered name Hotspots.

To introduce the list, separate the introductory phrase from the list with a colon. The following examples use a colon and follow special rules for init-caps.

Select the type of display from the Type drop-down list: `Grid`, `Mosaic`, `Bar`, `Hotspots`, or `Tree`.

The previous example starts each display type with an init-cap, as they are shown in the drop-down list of the Displays tab. Notice that the drop-down list names appear in Courier, but the commas between them are Arial. See Family Overrides, page 5.

Each item in a vertical (bulleted or simple) list begins with an init-cap.

Select the type of display from the Type drop-down list:

- Grid
- Mosaic
- Bar
- Hotspots
- Tree

In a bullet or simple list, end each entry with a period if one of the following is true:

- Individual entries are complete sentences.
- Each entry makes the introductory fragment a complete sentence.

Use parallel structure for each entry. Example:

Incorrect:

This chapter describes:

- Connecting to a database
- The Database tab

Correct:

This chapter describes how to:

- Connect to a database.
- Use the Editor Database tab.

Do not mix sentence fragments and complete sentences at the list item level. You can follow a fragment with complete sentences if you separate the fragment by a line feed:

The Editor includes the following tabbed input forms:

- Datafeed

  Use the Datafeed tab to specify which fields the Heatmap receives from a real-time data source.

- Database

  Use the Database tab to specify which fields the Heatmap can access from a relational database.

Constraints

Limit lists to two levels of nesting.

Limit the number of items to 9 primary (level 1) items. If a procedure requires more than 9 steps, split it into modular procedures. In the following example, each underlined, blue link leads to a subordinate procedure.

To complete the Displays tab:

1 Select or insert a [display name](#).

2 Choose one of the following display types and complete the formatting specific to that type.

- [Grid](#)
- [Mosaic](#)
- [Hotspots](#)

3 Click **Apply**.

Styles

Always apply automated numbering and bullet list formatting. Do not manually type in numbers. The automated method updates numbers as add and delete items.

- Use the paragraph style in the NeoVision template for bullet and number list levels 1 and 2.

  For example, the help system provides styles bullet and bullet1, number1 and number2.

  Because each NeoVision template depends on the authoring tool default template names, paragraph style name is tool-specific. See the Template section in this Style Guide for style template specifics.

- If authoring in HTML, use nested levels of <OL> and <UL>.

Use character bullets, not bitmap images.

Correct:

- Item one

Incorrect:

▶ Item one

For number lists, the styles assign numbers and lowercase letters.

1 Step one

   a Substep one

Phrasing and Word Selection

Goals:

- Geographically-independent vocabulary

- Reduced reading time

- Rapid comprehension

- Immediate . specific to a task-completion or problem-resolution

- Standard, universal, recognizable terminology

- Reduced document / file size

- Minimum translation cost

- Proper, formal business usage of the base language

Standard Terms

Refer to the *Microsoft Manual of Style for Technical Publications* to ensure industry-standard phrasing regarding a software interface. The following guidelines from Microsoft are particularly pertinent to NeoVision interface documentation.

- Never follow a mouse action (click, right-click) with the word *on*.

    Correct: Click the cell to drill down to a detail display.

    Incorrect: Click on the cell to ...

    Note: You can use click *in* where the area to click is large. (Click in the window to make it active.)

- Hyphenate two-word verbs (right-click a cell) and two-word adjectives (drill-down display, real-time datafeed, real-time-data vendor).

    Notes:

    - You do not hyphenate drill down when drill is the verb and down an adverb:

        You can drill down to a child, or detail, display. Click a cell to access the drill-down details.

    - **Right Click Menu** applies only to the field label on the Displays tab of the Editor. In every other context, use right-click menu, or, preferably, cell or group menu.

    - When real is the adjective and time, a noun, do not hyphenate:

        The datafeed vendor sends information in real time. Use the Datafeed tab to describe the real-time information that populates the Heatmap.

Constraints on Vocabulary

Avoid synonyms. Repeat terms, keeping vocabulary within a small range of terms. Persons of non-American background use our products. In time, we might want to translate our documentation to another language. Translation is billed on a per-unique-word basis.

Sentence Structure

To keep your content interesting and flowing, despite limited vocabulary, vary sentence structure. Too many noun-verb sentences can lose the readers attention.

Interesting:
To alternate among displays, use Select > Displays in the menu bar.
Use the Displays tab to design õ .

Not interesting:
The Displays tab provides õ õ .
The Select > Displays menu enables you to alternate among displays.

Conciseness

Keep sentences concise. Use present tense. Avoid the following unnecessary words and phrases:

- once

- have

- button

Incorrect: Once you have selected a file, click the **Open** button.

Correct: Click the file name and click **Open**.

Precise Terms

- Use *might* rather than *may* to discuss possibilities.

- Use *enables* rather than *allows*.

May and allow imply permission.

- Use *can* rather than *might* to discuss available features and options.

- Avoid *wish*. In the rare case that you need to indicate desire, use *want*.

Incorrect: You may want to change the font size if you wish to reduce the size or the display.

Correct: If you reduce the size of the display window, reduce the label font size.

Verb Forms

Never make a two-word verb into a contraction. In addition to sounding colloquial, contractions signal a negative statement or a unnecessary complex verb tense.

Incorrect: Heatmaps Express wonҩ (canҩ) save changes.

Correct: Heatmaps Express does not enable you to save changes. To save, upgrade to Heatmaps Pro.

Better: To save your Heatmap changes, upgrade to Heatmaps Pro. (Avoids the negative statement.)

Use simple, present tense.

Incorrect:

 If you had selected File > Save As, the Viewer wouldҩe displayed a dialog õ

 After you select File > Save As, the Viewer will open a display a dialogõ

Correct:

Select File > Save As, which displays the Save As dialog.

Avoid the verb *to be* and use active tense whenever possible.

Abbreviated Phrases

- Use and so forth to extend a list. Never use the abbreviation *etc.*

- Use For example. Never use *e.g.* or *EG* or *E.G.*

- Avoid *IE, i.e.*, or *I.E.* In addition to applying abbreviations, these terms introduce a redundancy.

  Avoid the phrase *In other* words. If you need to restate an idea for clarity, use the clearer form and delete the preceding vague form.

  If text does not clearly convey an idea, provide an example or figure to amplify.

Part II: Guidelines for Authoring Online Help

This section address the conventions for hypertext information that the user views on a monitor. The guidelines in Part II describe NeoVision conventions specific to the ForeHelp product and therefore facilitate help file maintenance and update.

In addition to this Guide, refer to books, periodicals, and professional organizations that discuss usability issues in the delivery of hypermedia.

The following resources are available from Amazon.com or Fatbrain.com:

Walker, J. and Taylor, T., The Columbia Guide to Online Style

Sammons, M., The Internet Writer's Handbook

Hackos, J., *Standards for Online Communication: Publishing Information for the Internet/World Wide Web/Help Systems/Corporate Intranets*

The following seminal reference available from Amazon.com:

Horton, P., *Designing and Writing Online Documentation: Hypermedia for Self-Supporting Products, 2nd Edition*

The following URL lists resources for online help usability:
http://www.berkeley.edu/standards/design.resources.html

Naming Conventions

Use names that help you categorize and locate resources in the help system. This section imposes guidelines for the following names:

- Figure files
- Related Topics (rto) Lists and associated hidden keywords
- Context strings for topics
- Topic names in banner and Contents List

Figures

Save all figures in gif format with the file extension `.gif`.

Prefix gif filenames with the identifier `e_` for editor or `v_` for viewer. As the second part of the filename, use a category that helps locate the gif in the authoring tool insert-picture file browser.

For example, the following filenames indicate screen captures that show an Editor tab.

- `e_con_tab.gif`. would contain the dialog view that you need for a Connections-tab overview topic, such as Using the Connections Tab.
- `e_con_tab_datafeed.gif` contains a screen capture from a datafeed-connection setup. Similarly, `e_con_tab_database.gif`, `e_con_tab_dbchain.gif`, and so forth, each show the setup for a particular type of connection.

Topic Titles

Use gerunds to start topic titles for procedures. Use the same verb for every similar topic. For example, all Editor tab top-level topics are entitled Using the _____ Tab. The following lists show the preferred verbs for title gerunds:

Viewer examples:

Viewing a Page Display

Modifying End Points

Setting Display Options

Editor examples:

Using the Datafeed Tab

Specifying Color-List Values

Defining a DB Chain Connection

Do not use gerunds in definition or concept topics. Examples, the following topics are all linked to the glossary. Some also appear in the Contents List:

Built-in Functions

Built-in Variables

Color Buttons

Colormaps

Datafeed

End Points
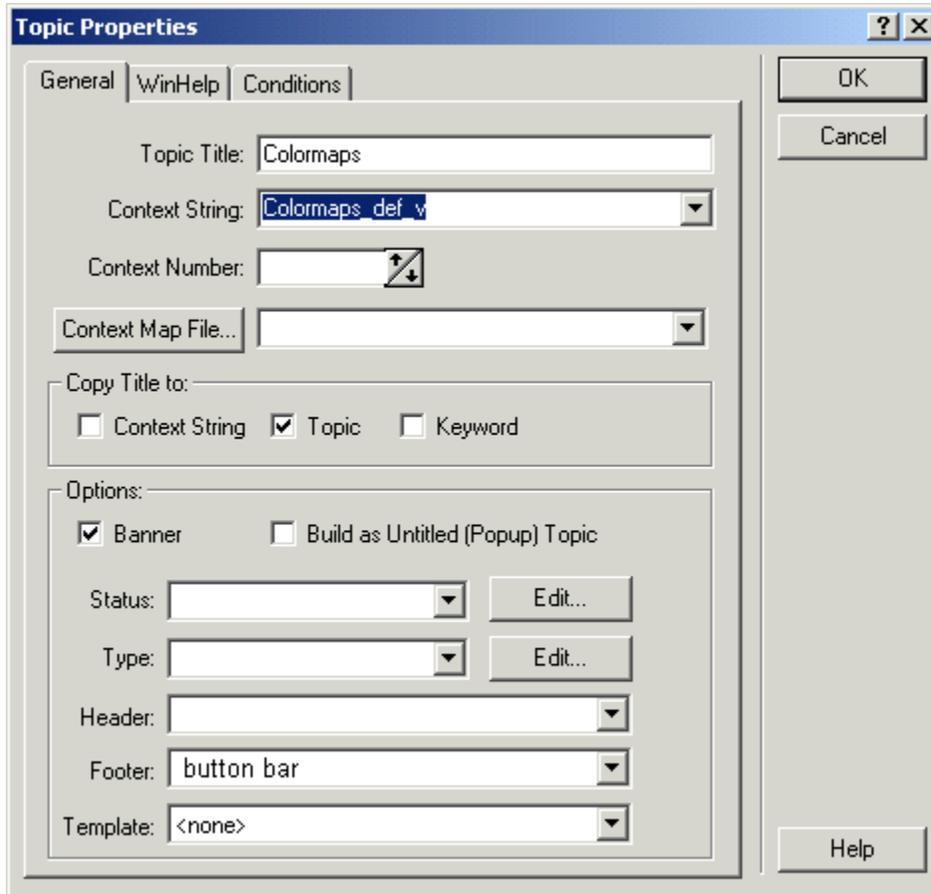
Hotspots Display

User-Specified Variable

Try to avoid questions (what, where, how, when in topic titles).

Context Strings

When adding or editing a topic, uncheck Context String from the **Copy Title To** area of the Topic Properties dialog. (Figure 1). The context string will rarely match the title.

Figure 1: Topic Properties

Start context strings with the category that indicates its major subject. End each with a V (for viewer) or e (for editor). Examples:

pagedisplay_viewing_v

pagedisplay_configuring_v

pagedisplay_defining_e

colormap_color _list

colormap_two_color

colormap_def_v

colormaps_tab_e

Using a standard approach to context strings helps:

- Automate jumps

  When you insert a jump, ForeHelp scans both topic titles and topic context strings for a close match to the highlighted phrase that will cause the jump.

- Overwrite Imported topics, even if the titles differ

- Locate topics in a sorted contents list

- Edit similar topics in different projects

- Determine relationships among topics

Keywords

When you create or edit a topic, uncheck Keywords from the Copy Title to area of the Topic Properties dialog (Figure 1, page 17.). Never use full sentences or gerunds or topic titles as keywords.

Restrict keywords to a word or two-word phrase. Each keyword you add appears in the alphabetic Index list of a help system. Use the same type of keywords that you would index entries in a printed, sequential book. You can create subordinate keywords if you prefer two-level indexes (Figure 2).

Figure 2: Two-level keyword
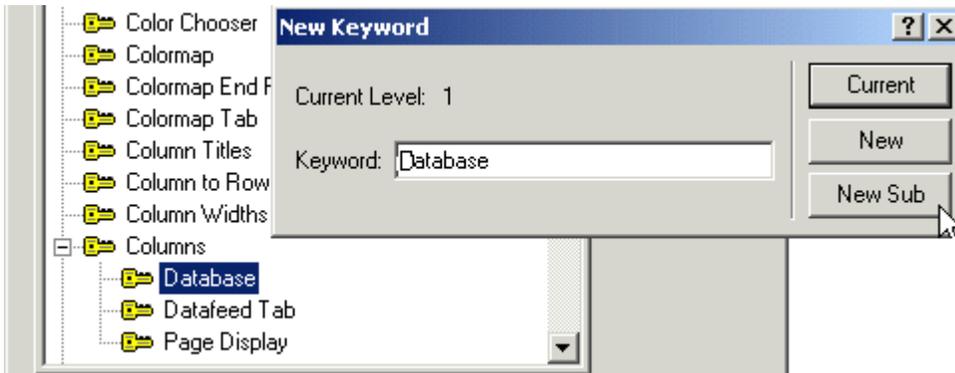
If you feel an index should contain synonyms, make one main keyword, and make the synonyms aliases of the keyword (Figure 3).

Figure 3: Keyword alias
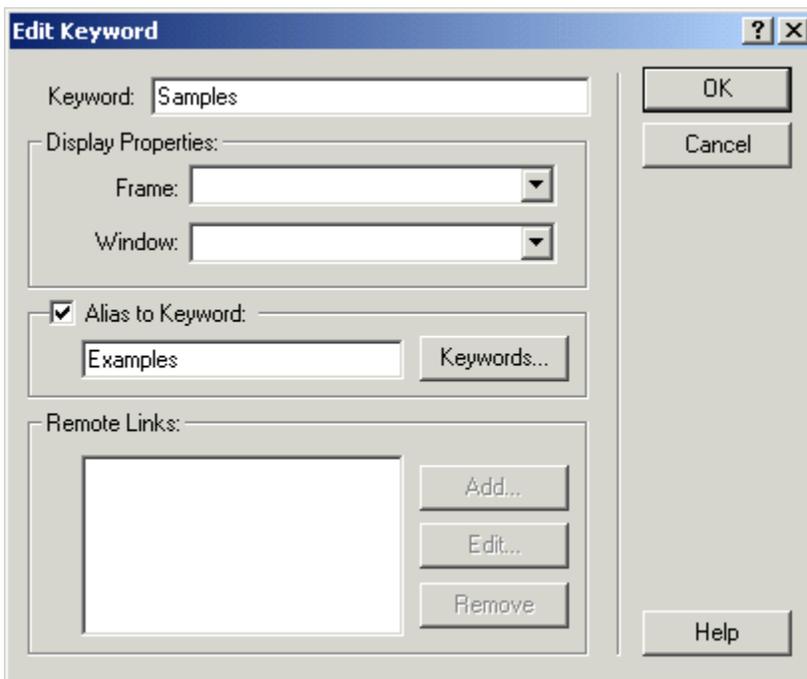
Related Topics Lists

To avoid duplicating related topics (rto) lists, try to assign the same rto to every topic listed under a major category (top-level book) in the contents list.

For example, the following sample of general headings might apply to Heatmaps help:

Book	Topics	rto name
Introduction	Using the Help System	rtoIntroHeatmaps
	What Are Heatmaps ?	
	Advantages of Heatmap Analyses	
	Heatmaps Viewer And Editor	
	Contacting NeoVision Technical Support	
Viewing Heatmaps	Opening the Heatmaps Viewer	rtovIntroViewer
	Navigating Between Displays	
	Parts of the Viewer Window	
	Viewer Menu Bar and Shortcuts	
	Managing Windows	
	Saving the Heatmap in the Viewer	
	Using Heatmaps Displays	rtovDisplays
	Types of Heatmap Graphical Displays	
Specifying Display Options	Initial Display	rtovDisplayOptions
	Hiding and Showing Display Components	
	Displaying Cells, Groups, or Group Labels	
	Changing Font Sizes	
	Mosaic Display Options	
	Bar Display Options	
	Hotspots Display Options	
Seeing More Information	Viewing Popup Displays	rtovPopups
	Viewing Page Displays	rtovPageDisplay
	Configuring the Page Display Layout	
	Displaying Multiple Instruments in a Page Display	
	Exporting Page Displays	
	Child Display	rtovDisplays
	Viewing Cell and Group Menus	rtovRightClickMenu
Using Analyses Formulas	Color Buttons	rtovButton
	Selecting Analyses	
	Displaying an Analysis Formula	
	Setting Button Properties	
	Formula Variables	
	Setting Button Variables	
	Using Relative Values or Colors	rtovDisplaysOptions

Book	Topics	rto name
Using Alerts	Alerts	rtovAlerts
	Viewing the Alert Log	
	Setting Alert Thresholds	
	Disabling or Enabling Alerts	
	Resetting Alerts	
Using Colormaps	Colormaps	rtovColormaps
	Highlighting Colormapped Cells	
	Modifying End Points	
Rearranging Contents	Loading Contents	rtovDisplayOptions
	Grouping Cells	
	Sorting Cells	
Working With Cells	Finding Cells by Symbol	rtovDisplayOptions
	Editing Cells	none
Editing Heatmaps	Using the Heatmaps Editor	rtoeIntroEditor
	Opening the Heatmaps Editor	
	Editor Components	
	Component Usage Report	
	Importing Heatmap Components	
	Using the Operand List	
	Editor Menu Bar and Shortcuts	
	Saving the Heatmap Editor Configuration	
Defining Datafeed Contents	Datafeeds	rtoeDatafeed
	Contents And Groups	
	Using the Datafeed Tab	
	Selecting or Creating a Datafeed Content	
	Defining a Content Grid Layout	
	Configuring the Primary Column	
	Adding and Arranging Groups	
	Table Shortcuts	
	Inserting Group Columns	
	Deleting Group Columns	
	Inserting Group Cells	
	Deleting Group Cells	
	Setting a Reference Cell in the Editor	

Book	Topics		rto name
Defining a Database Template	Database Templates		rtoeDatabase
	Using the Editor Database Login		
	Using the Database Tab		
	Selecting or Creating a Database Template		
	Creating a Select Type Template		
	Parts of a Select Type Template		
	Specifying Select Rows		
	Specifying From Tables		
	Creating a Procedure Template		
	Specifying a Hierarchy		
	Testing Database Templates		
	Specifying a Where Clause		rtoeWhereClause
Defining Colormaps	Colormaps		rtoeColormap
	Colormap Types		
	Colormap Color Schemes		
	Using the Colormaps Tab		
Formulas	Formulas		rtoeFormula
	Avoiding Ambiguous References		
	Built-in Functions		
	Formula Language		
	Formula Examples		
	Testing a Formula		
	Foreign Functions		
	Installing C Foreign Functions		
	Installing Java Foreign Functions		
Defining Variables, Macros, and Buttons	*Variables*		rtoeVariable
	Variable Types		
	Built-in Variables		
	Using the Variables Tab		
	Macros		rtoeMacro
	Macro Examples		
	Using the Macros Tab		
	Color Buttons		rtoeButton
	Using the Buttons Tab		
	Advanced Variable and Macro Usage		

Book	Topics		rto name
Defining Connections	Connections		rtoeConnection
	Using the Connections Tab		
	Selecting or Creating a Connection		
	Selecting the Connection Type		
	Defining a Datafeed Connection		
	Defining a Database Connection		
	Defining a DB Chain Connection		
	Defining an Index Chain Connection		
	Defining an Option Chain Connection		
	Displays Allowed by Connection Type		
Defining Displays	Displays		rtoeDisplay
	Display Components		
	Using the Displays Tab		
	Selecting or Creating a Display		
	Defining a Popup Display		
	Defining a Page Display		
	Defining a Right Click Menu		
	Defining Child Displays		

The above table shows only the rto that names the Related Topics button in each topic. It does not also show the rtos on which each topic is listed as a related item. To find out all the related topics names, print a Keywords report in ForeHelp.

Notice that the rto names follow the same general conventions as the gif file names except they start with the letters rto, as follows: `rto  e|v  book`

Using the Related Topics Wizard

Never allow ForeHelp to generate the rto names automatically. When you use the Related Topics Wizard, overwrite the ForeHelp default name with one that has the above format. Always use enough letters to convey the meaning of the rto. Typical ForeHelp rto names, such as `rtovUsingADisp` and `rtovUsingingADis2`, do not convey meaning and are hard to maintain.

The Wizard assigns a keyword with the prefix `A:` to each related topics list. Make sure the `A` keyword for the related topics list matches the rto name. You cannot edit a related-topics keyword in the Wizard, but you can change it, if necessary, in the **Project** > **Keywords…** dialog. ForeHelp uses the A keywords to indicate a topic that is listed in another topics Related Topic list.

If the Related Topics button appears at the top of a project or does not have the words "Related Topics" on it, return to the Wizard and fix the button as follows:

1. Put your cursor to the left of the **Related Topics** button and right-click.

2. Select **Edit the Related Topics List**.

3. Click **Next** in the Wizard until you reach the screens in Figure 4 and Figure 5. Fill in the Wizard dialogs as the figures show.

Figure 4: Related Topics button format
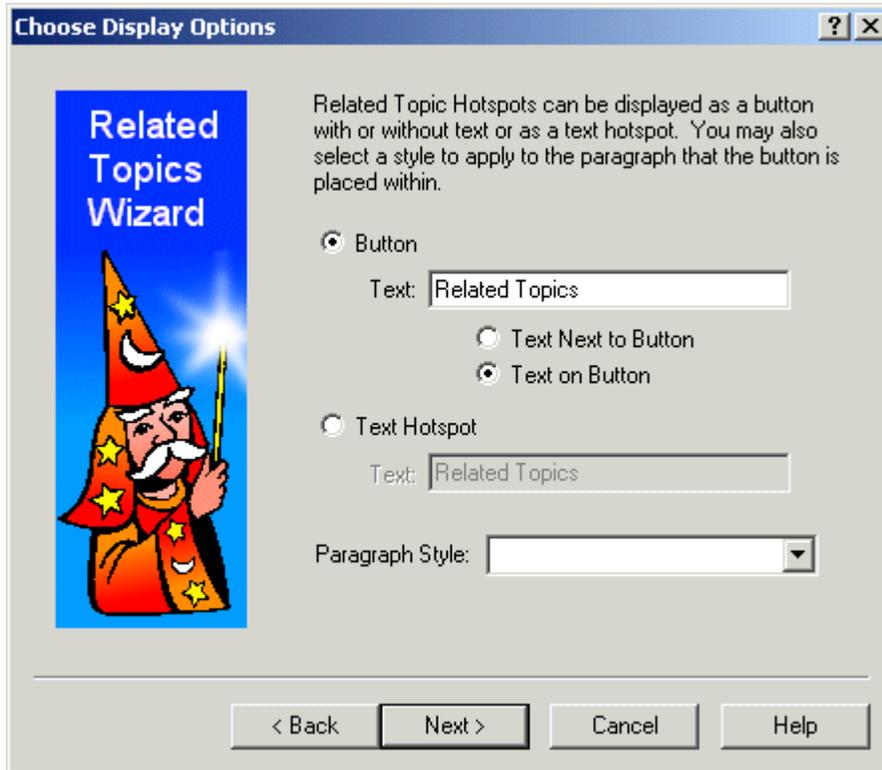
**Figure 5: Related Topics location**

Browse Sequences

To facilitate separating Lite (Viewer only) help from Pro (Viewer and Editor help), NeoVision Heatmaps help contains four separate browse sequences (Figure 6):

- Editbrowseseq contains the items from the contents list book entitled **Editing Heatmaps**

- Mainbrowseseq contains the items from the contents list book entitled **Introduction**.

- Techrefbrowseseq contains the items from the contents list book entitled **Technical Appendix** and the topic named Glossary..

- Viewerbrowseseq contains the items from the contents list book entitled **Viewing Heatmaps**.

Figure 6: Creating a browse sequence
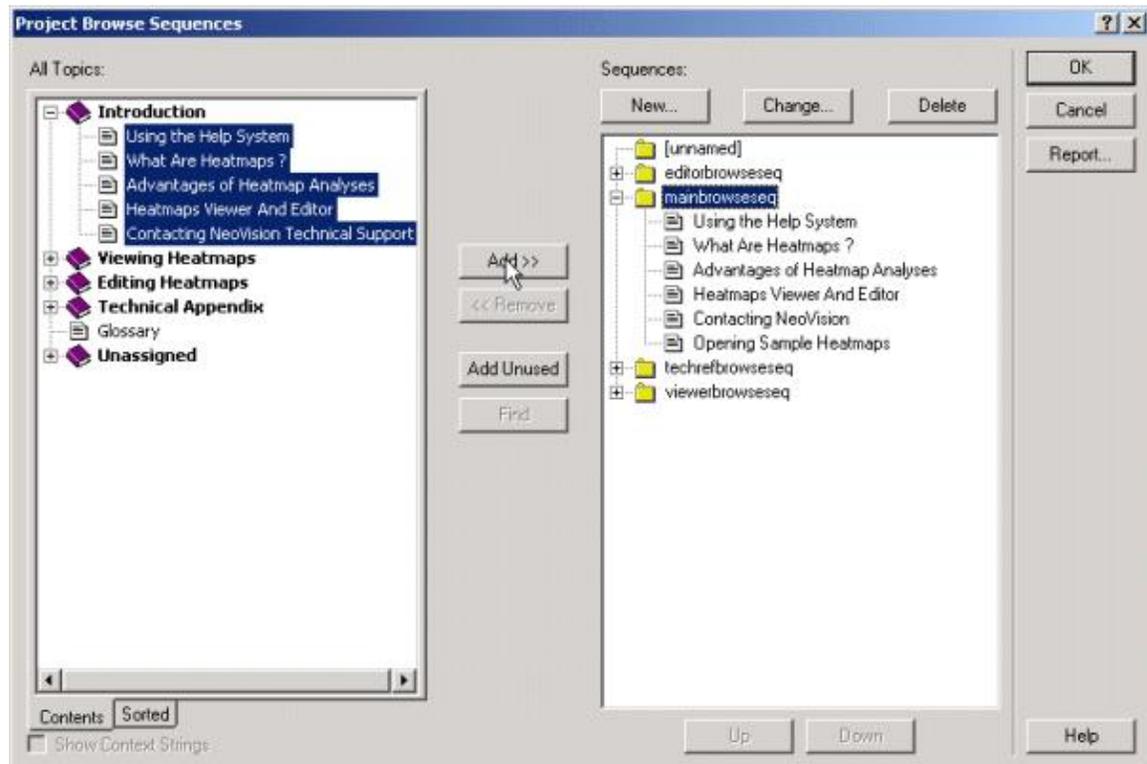
To create a browse sequence:

1. Select Project > Browse Sequences

2. Below the All Topics list (left container of the dialog, as Figure 6 shows), click Contents so that you see the hierarchical content list rather than an alphabetic list of topic names.

3. Click the + sign to expand one book. Figure 6 shows the Introduction book expanded.

4. Select all the topics in that book.

5. In the right-hand Sequences list, click the name of the browse sequence that this book belongs in.

6. Click Add.

7. Repeat steps 3 to 6 for each, separate browse sequence.