



MADCAP DOC-TO-HELP 6

Getting Started

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CHAPTER 1

Welcome

Welcome to the Doc-To-Help Getting Started Tutorial. This self-paced tutorial will show you how to use Doc-To-Help's basic features. During this tutorial, you will create a project about San Diego using two existing Microsoft Word documents. You will add elements to the project, as well as build PDF and NetHelp outputs from it.

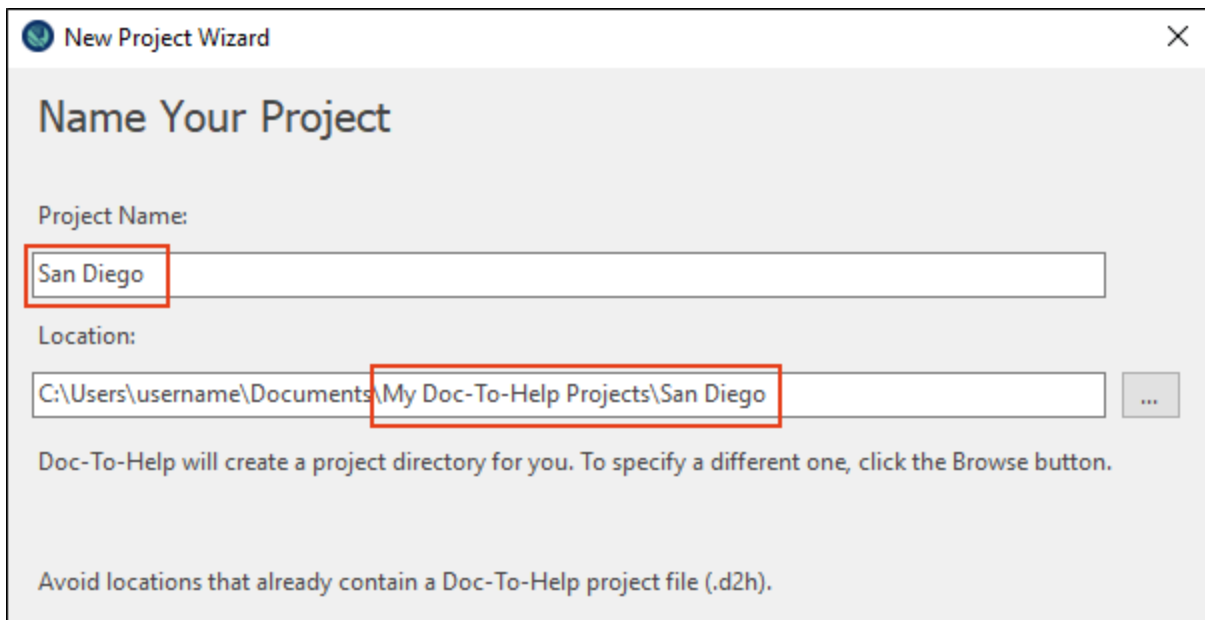
As you are working through the Getting Started Tutorial, you may want to learn more about the features discussed. If so, please refer to the Dynamic Help window, or click the Help button  to open the online Help.

CHAPTER 2

Creating a Project

Creating a new project is quick and easy with the New Project Wizard.

1. In Word, select **File > Doc-To-Help**.
2. Select **New Project**. The New Project Wizard opens.
3. Name your project `San Diego`. Doc-To-Help saves the project in a folder with the same name within the default My Doc-To-Help Projects folder. This makes it easy to keep your projects organized.



New Project Wizard

Name Your Project

Project Name:

Location:

Doc-To-Help will create a project directory for you. To specify a different one, click the Browse button.

Avoid locations that already contain a Doc-To-Help project file (.d2h).

4. Click **Next**.

The next page gives you the opportunity to import settings from an existing project. Since we are going to work through a few settings later, we will skip this page.

5. Click **Next**.

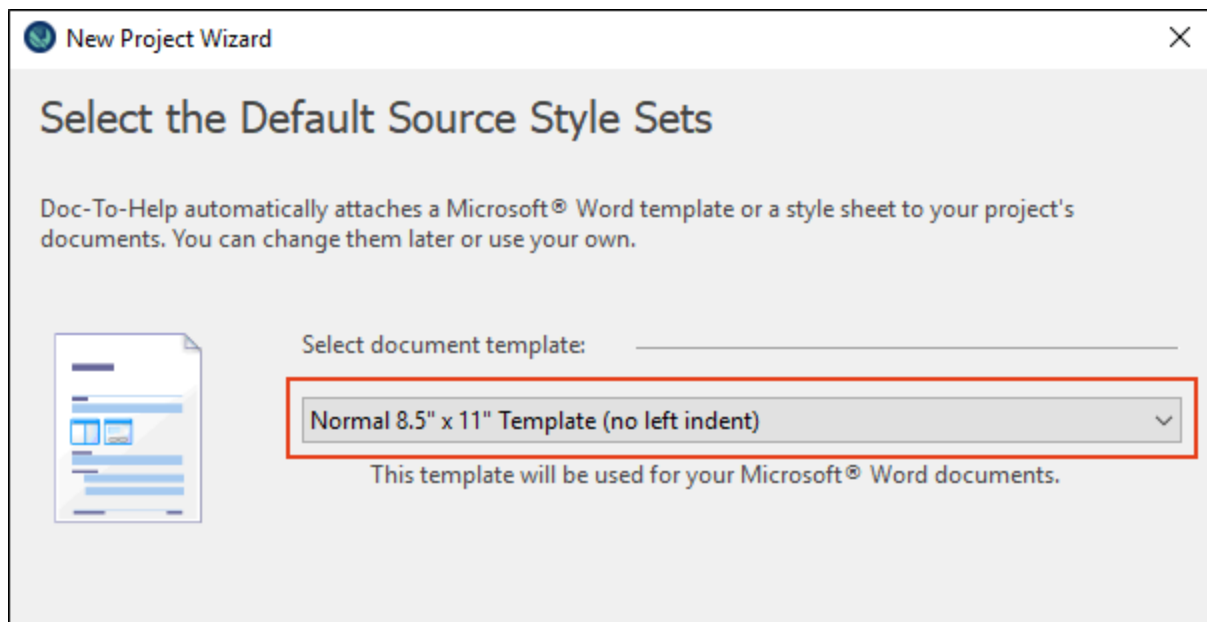
On the next page you can select the default language for your project. The initial setting may be different, depending on your computer setup (e.g., it might be English, German, French, or something else), but you can choose another language from the drop-down list. Doc-To-Help chooses the correct character set based on the language chosen.

6. Click **Next**.

On the next page you can use the wizard to select the template (.dotx) file for your Microsoft® Word source documents.

Doc-To-Help uses templates to determine how content will look and behave in both your source documents (when authoring in Word) and your final targets (online and print-based outputs).

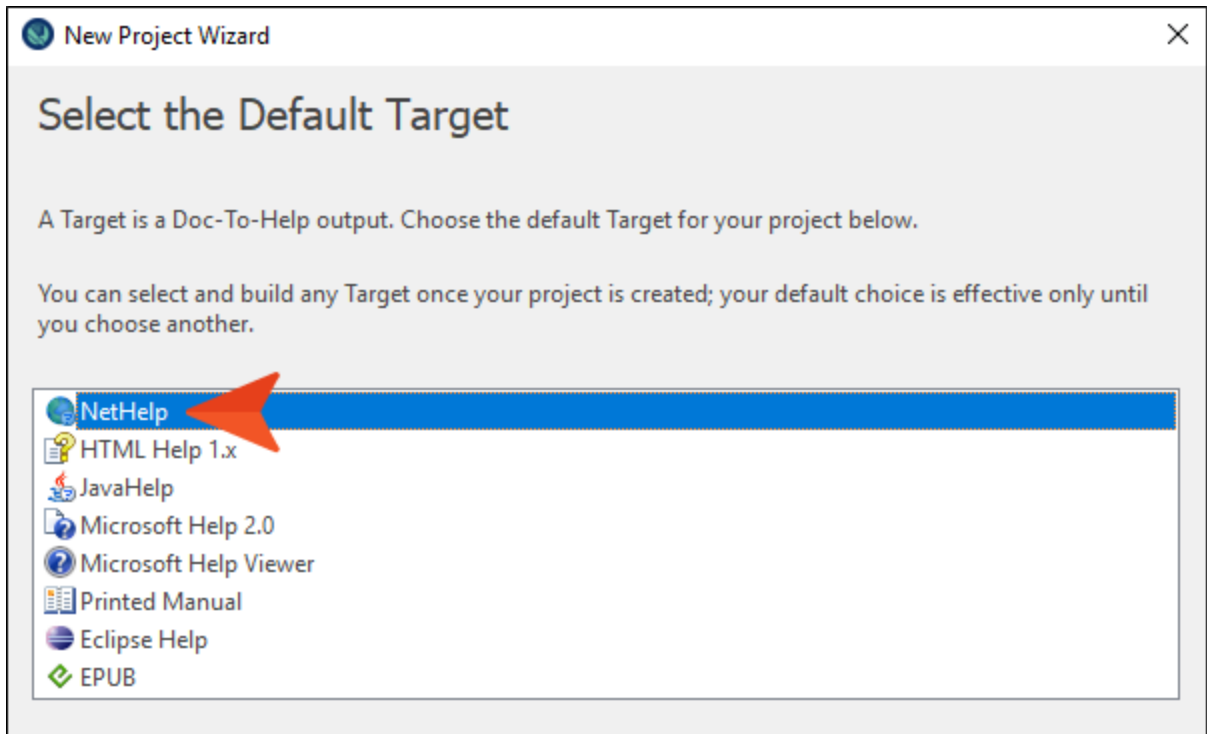
Doc-To-Help automatically chooses your target template based on your selections.



7. If it is not already selected, choose **Normal 8.5" x 11" Template (no left indent)** and click **Next**.

- On the next page, you can select your default target. You can generate any of these targets from your project at any time, but the default chosen here will be the one displayed when you open your project.

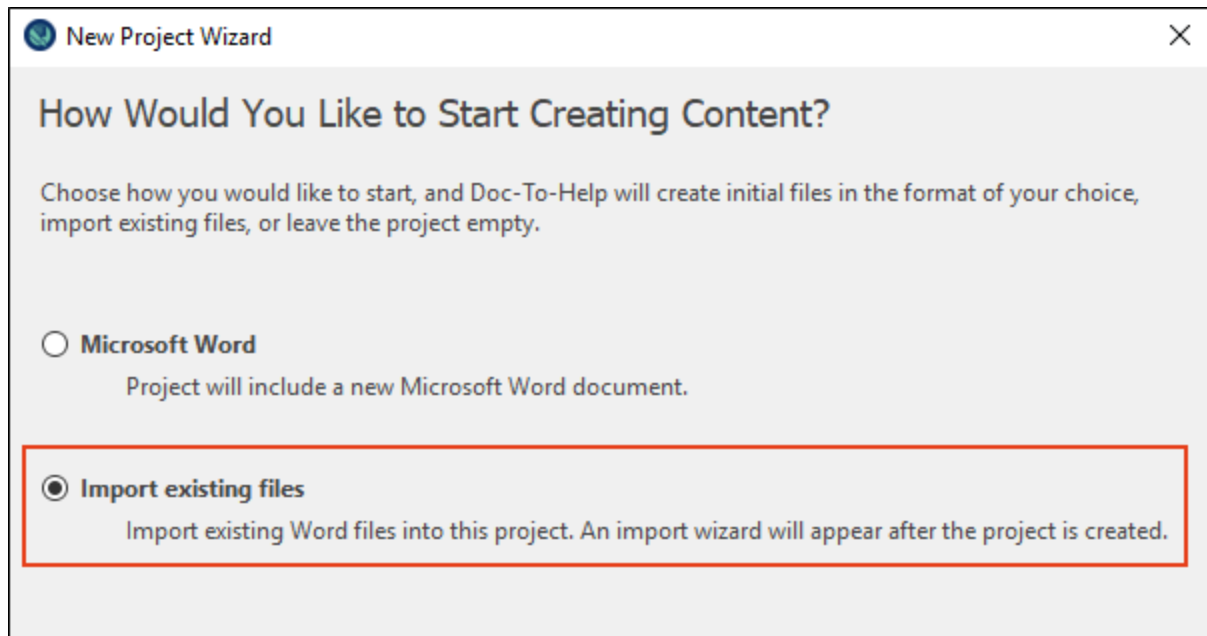
Choose **NetHelp** (Doc-To-Help's browser-based uncompiled HTML format). This output can be used on the web, within a software application, or on a file server.




9. Click **Next**.

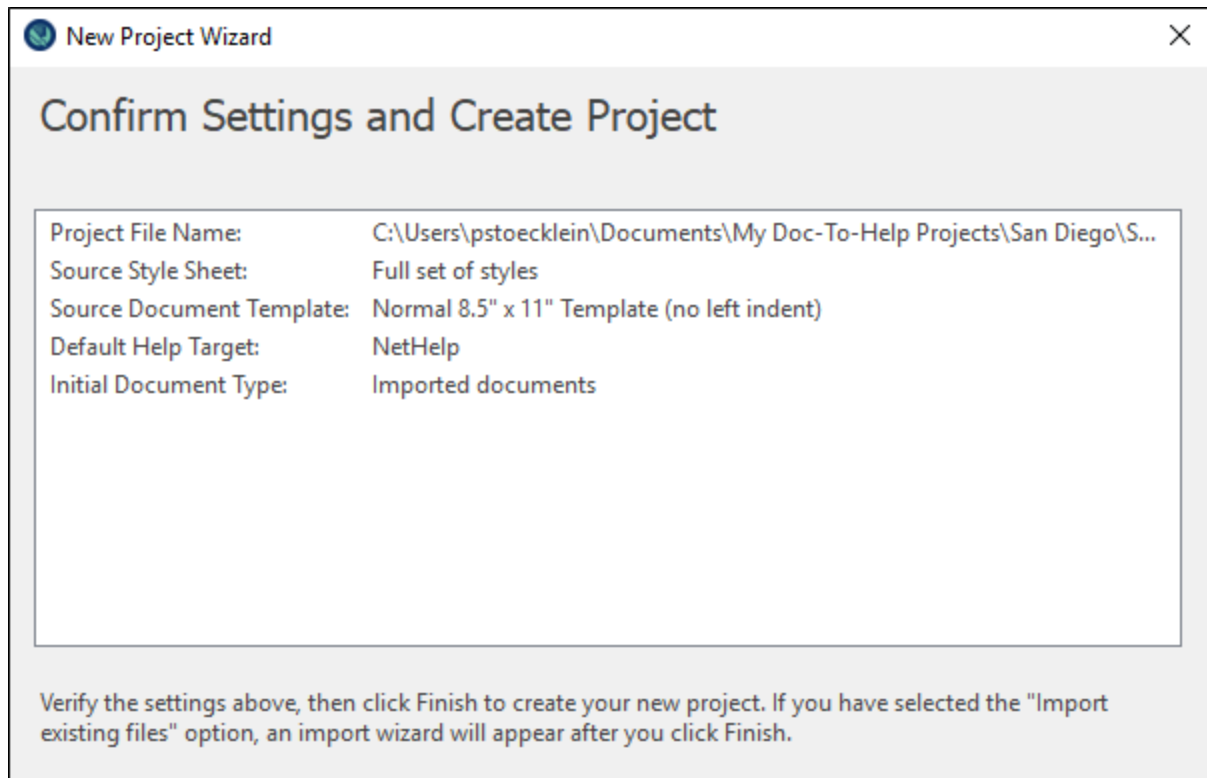
On the next page you can select a type of for your first document. We are going to use an existing document to start our project.

10. Choose **Import existing files** and click **Next**.



 **NOTE:** Doc-To-Help will launch an import wizard after the project is created to make the import process simple.

11. Review the new project information and click **Finish**.

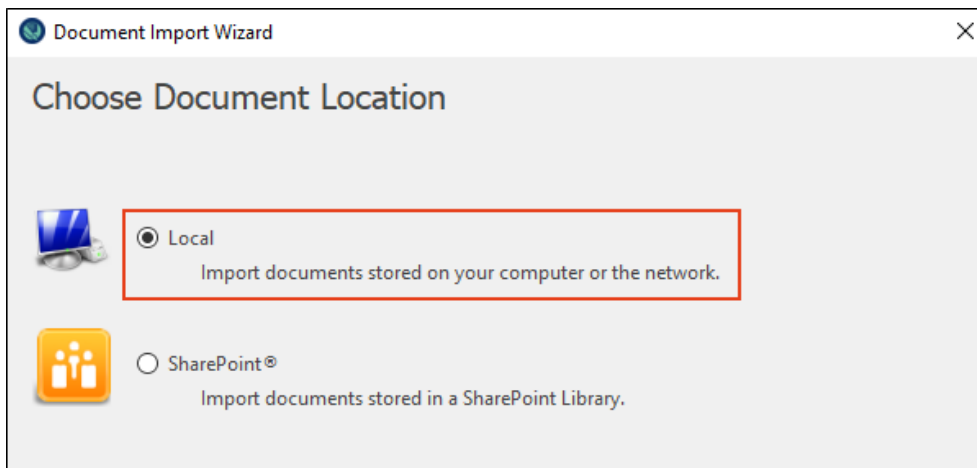


CHAPTER 3

Importing a Document

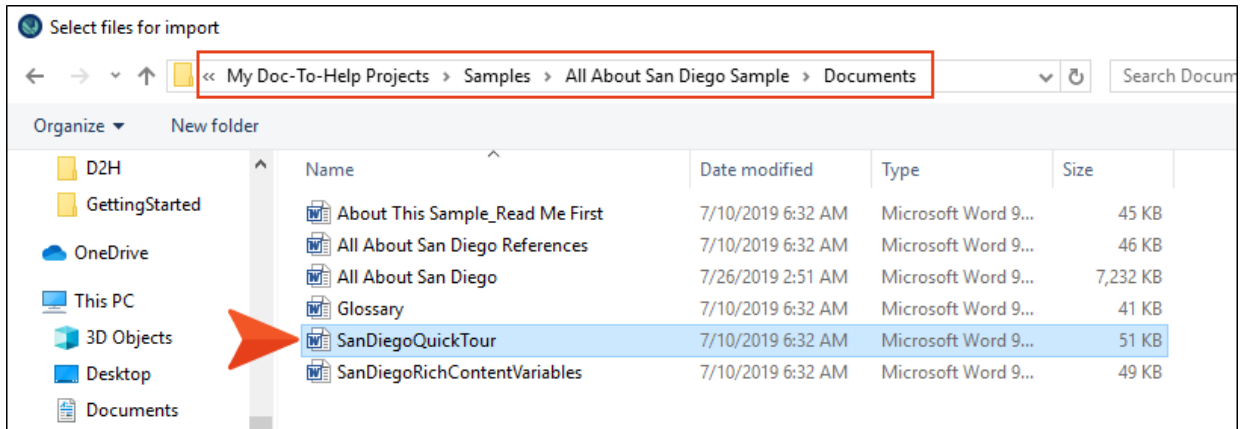
Our project is created, but since we chose the "Import existing files" option, the Document Import Wizard opens.

1. Choose **Local** to import documents stored on your computer and then click **Next**.

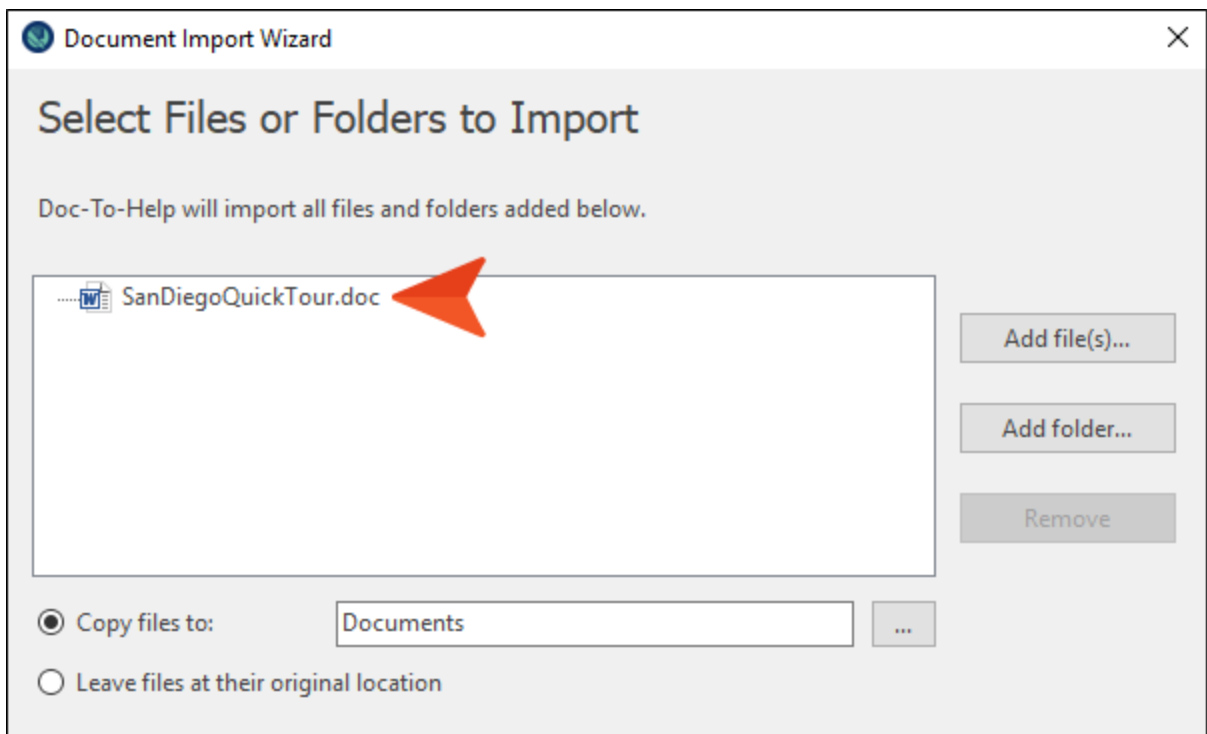



2. Click **Add file(s)**. A dialog automatically opens to C:\Users\[username]\Documents\My Doc-To-Help Projects.

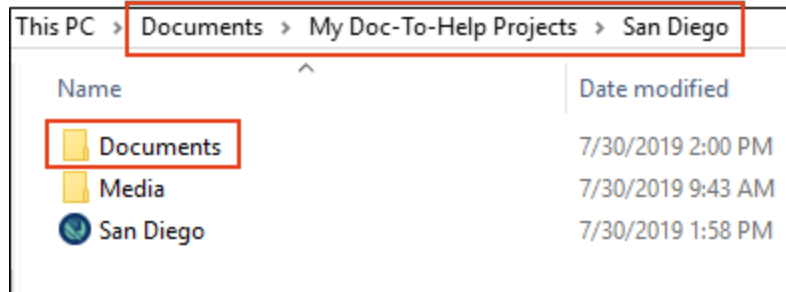
3. Navigate to **Samples > All About San Diego Sample > Documents**, and select **SanDiegoQuickTour.doc**.



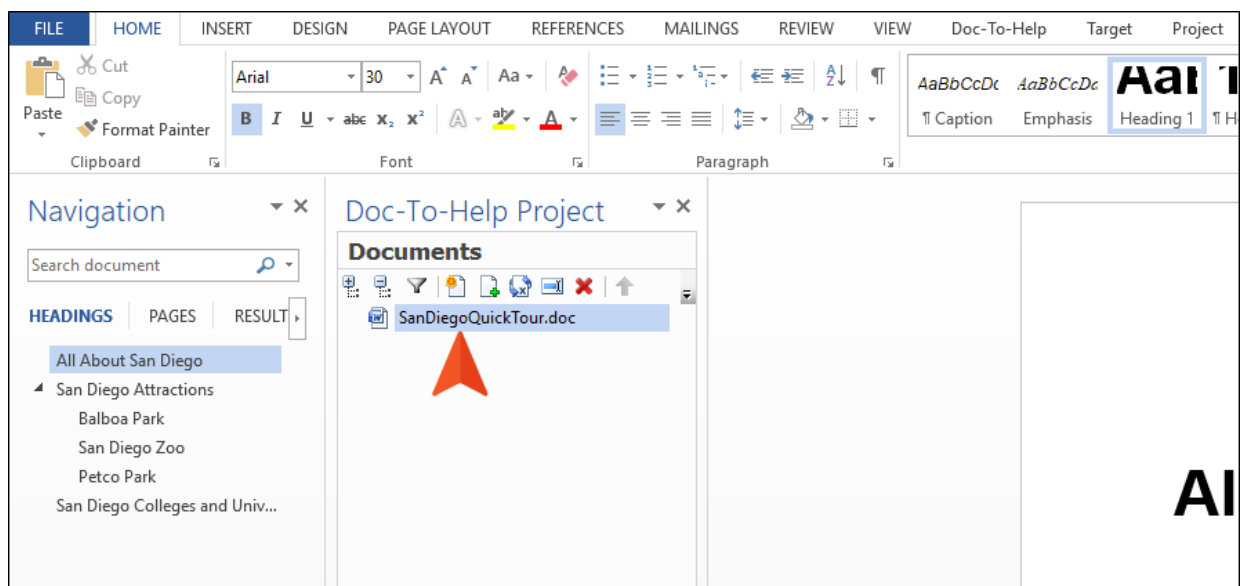
4. Click **Open**. The document displays in the wizard.



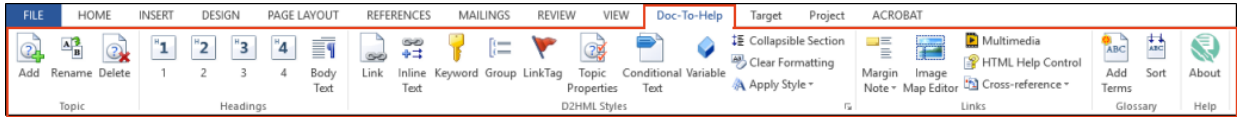
 **NOTE:** Word source documents are stored in the Documents folder of the project. In this example, Doc-To-Help will automatically copy the SanDiegoQuickTour.doc file to C:\Users\[username]\Documents\My Doc-To-Help Projects\San Diego\Documents.



5. Click **Import**. The document is imported.
6. Click **Close**. The imported document displays in the Documents window pane of the Doc-To-Help Project panel in Word. The first imported document listed in the Documents pane will open by default.

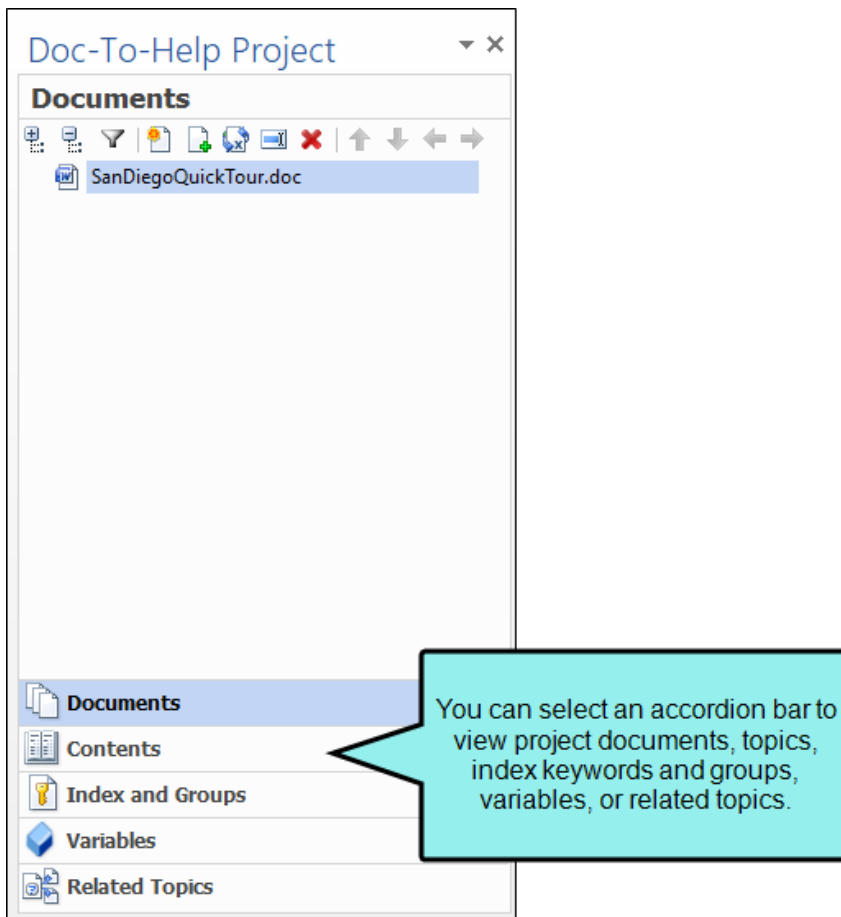


7. Select the **Doc-To-Help** ribbon. Notice that this ribbon lets you create links, add index entries, and more. This information is used to create the final outputs.



Also take a minute to look at the Doc-To-Help Project panel. (The panel should already be open, but if it isn't, select the **Project** ribbon and click **Project Panel**.)

From here, you can open other project documents, quickly jump to topics in the project, and create links to project elements such as index keywords, variables, and topics.



Now it's time to learn more about specific Doc-To-Help features. Although the following lessons are divided to make them more manageable, it is recommended that you do them in order so that you can see the progression of your project.

Building and Examining a Target

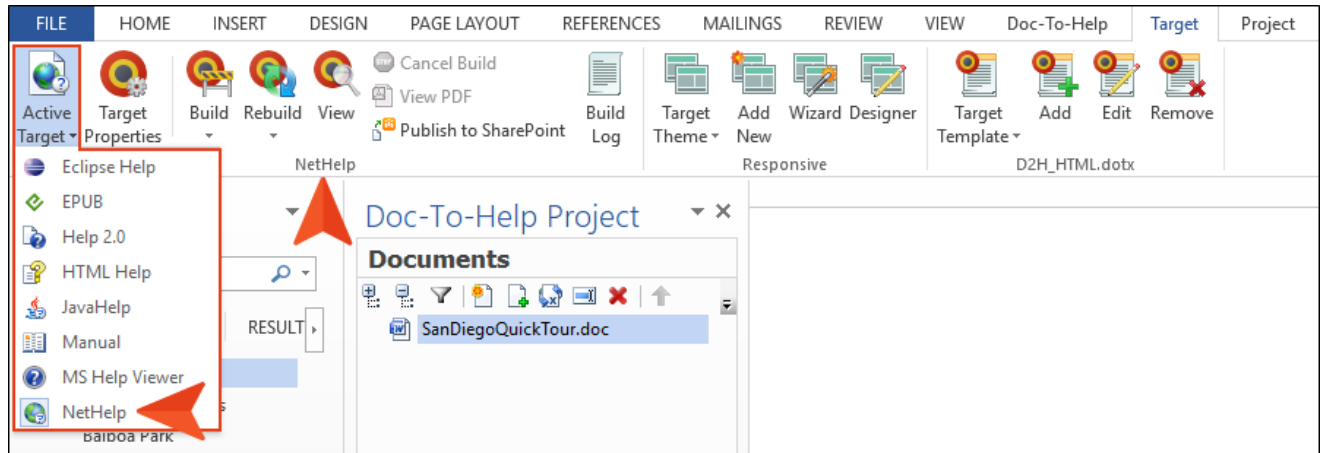
So far, we have done very little, but we have given Doc-To-Help enough to work with. If we build right now, we can take a look at what Doc-To-Help will do out-of-the-box. But first, let's take a quick look at our Word document. If it is not already open, from the **Documents pane** double-click the **SanDiegoQuickTour.doc** file to open it.

It is structured like this:

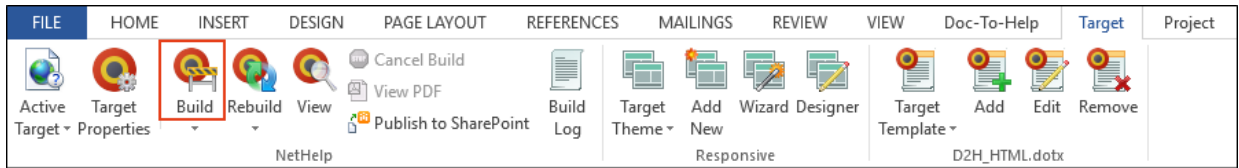
- **Heading 1** All About San Diego
- **Heading 1** San Diego Attractions
 - **Heading 2** Balboa Park
 - **Heading 2** San Diego Zoo
 - **Heading 2** Petco Park
- **Heading 1** San Diego Colleges and Universities

Your Doc-To-Help project will use this structure to create topics, the table of contents (TOC), and automatic links.

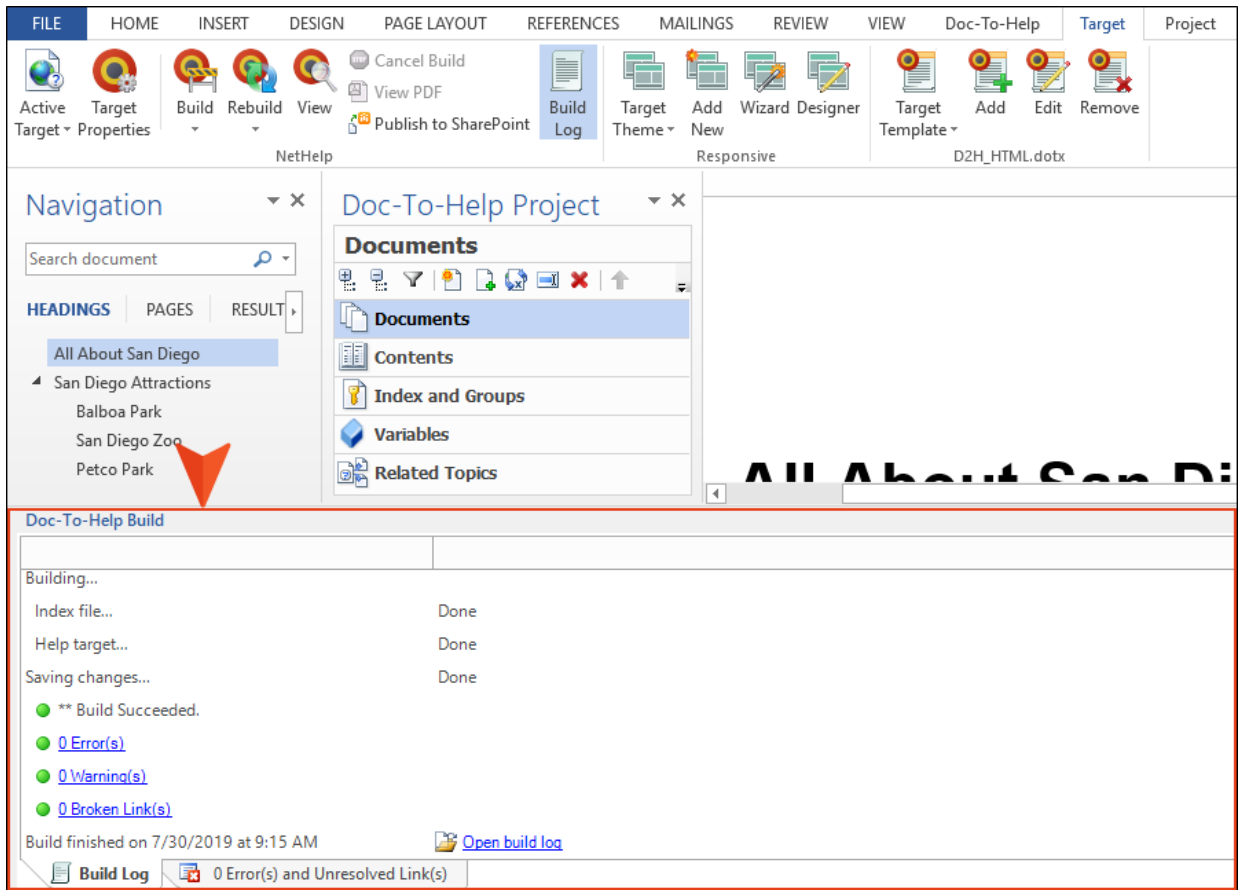
Select the **Target** ribbon, and notice that the left section of this ribbon is named after the choice of your active target. This is initially set to **NetHelp** by default.




1. On the **Target** ribbon, click the face of the **Build** button (not the down arrow).



2. The default NetHelp target generates. The Doc-To-Help Build window pane displays at the bottom while the build is in progress.

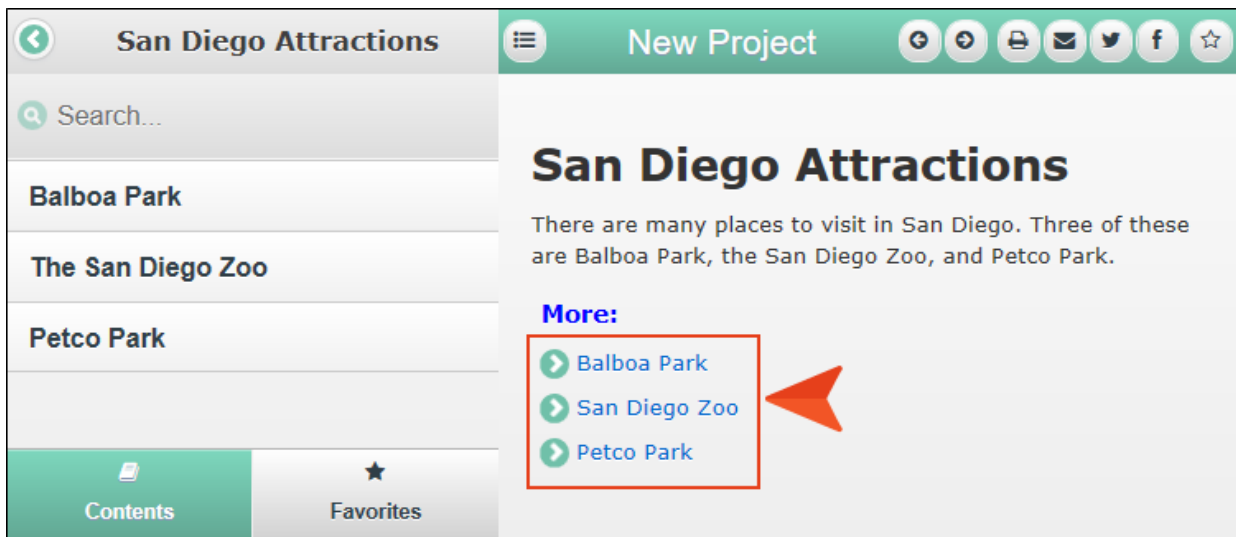


Once the build is completed, Doc-To-Help prompts you to view the target. Click **Yes**.

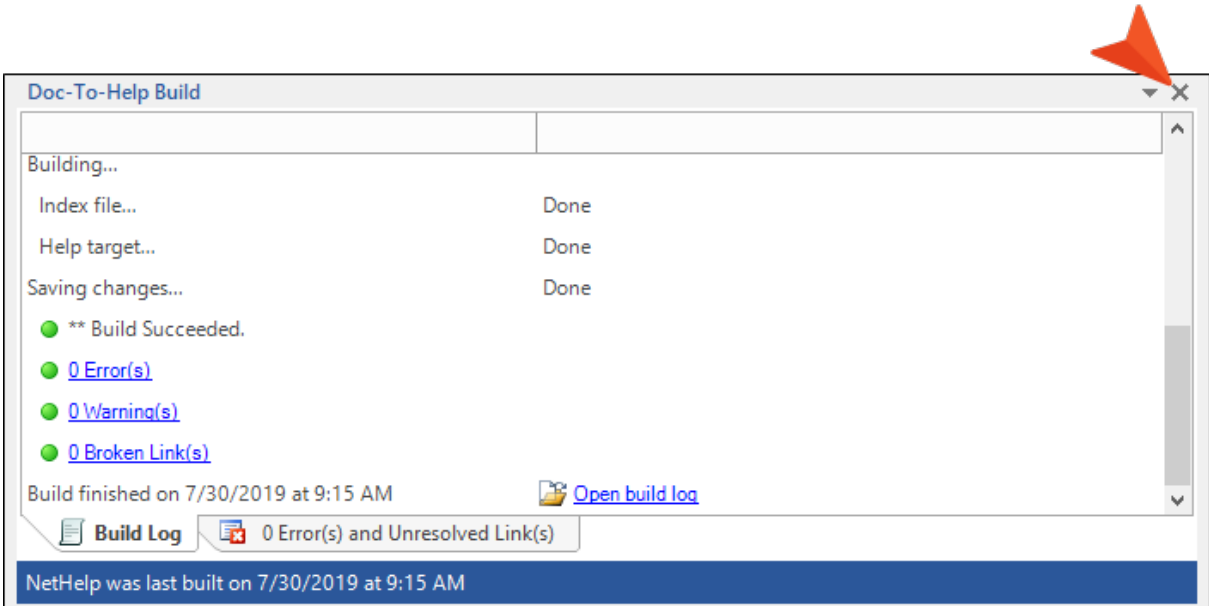
 **WARNING:** Your browser's security settings may block display of NetHelp. If so, click **Allow blocked content** to view your target.

The TOC structure is based on the heading styles. Since Balboa Park, San Diego Zoo, and Petco Park used Heading 2 styles under the Heading 1 of San Diego Attractions, they were converted to subtopics.

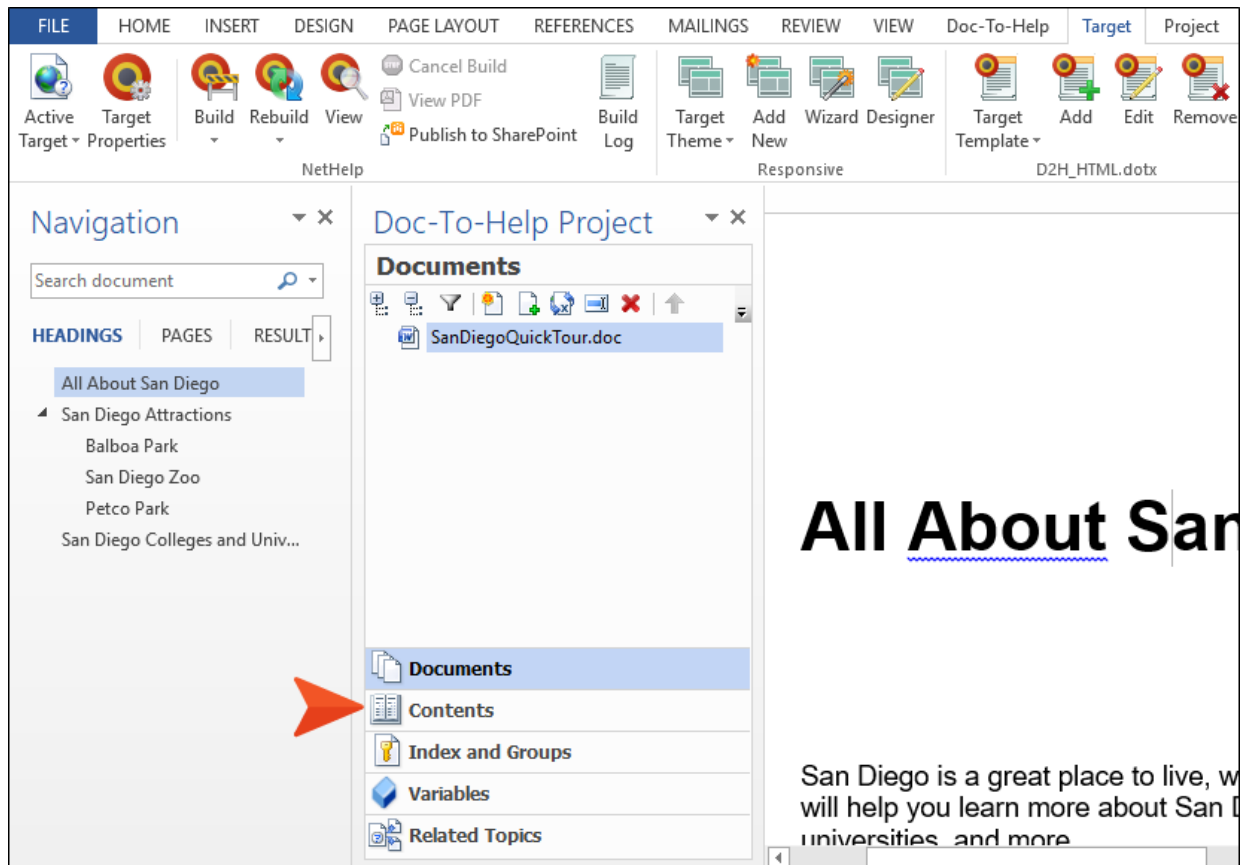
3. In the TOC of the NetHelp output, click the **San Diego Attractions** topic. The topic has three automatic subtopic links—Balboa Park, San Diego Zoo, and Petco Park—which were created by Doc-To-Help based on the document structure. We will learn later how to add custom subtopics, but these are created automatically.



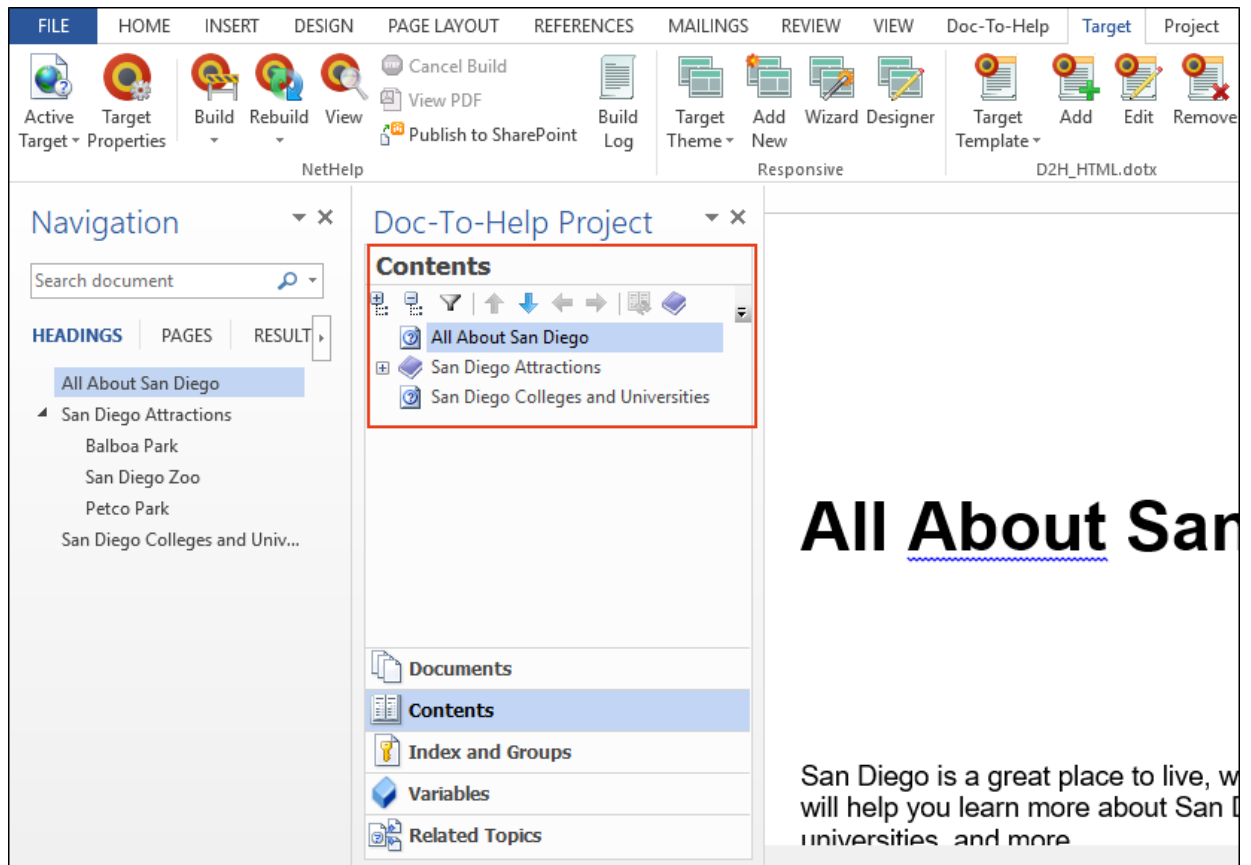
4. In Word, click X in the upper-right corner of the Doc-To-Help Build window pane to close it.



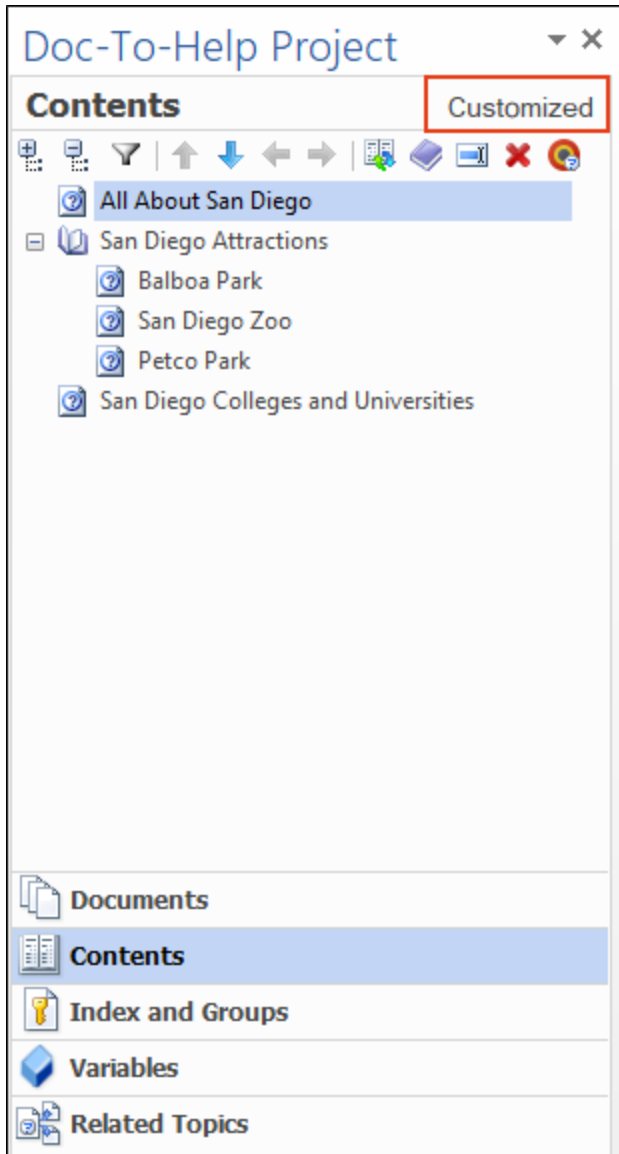
5. In the Doc-To-Help Project panel (Doc-To-Help > Project Panel), click the Contents accordion bar.



The TOC is displayed. It looks exactly like the TOC in the NetHelp output.

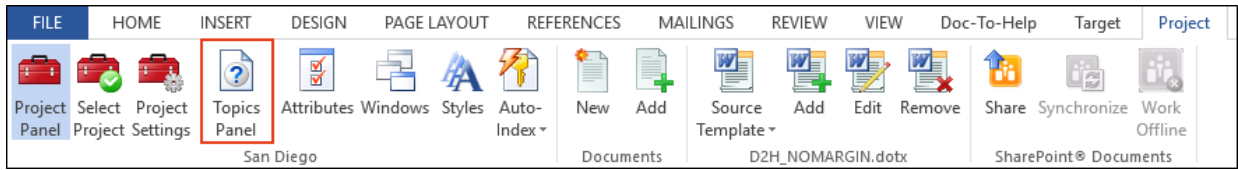


In the Doc-To-Help ribbon, you can use the Add, Rename, and Delete options to edit the names of your topics and modify the TOC. Once a change is made in the TOC, the word "Customized" displays in the top-right of the Contents pane to indicate the TOC has been modified.

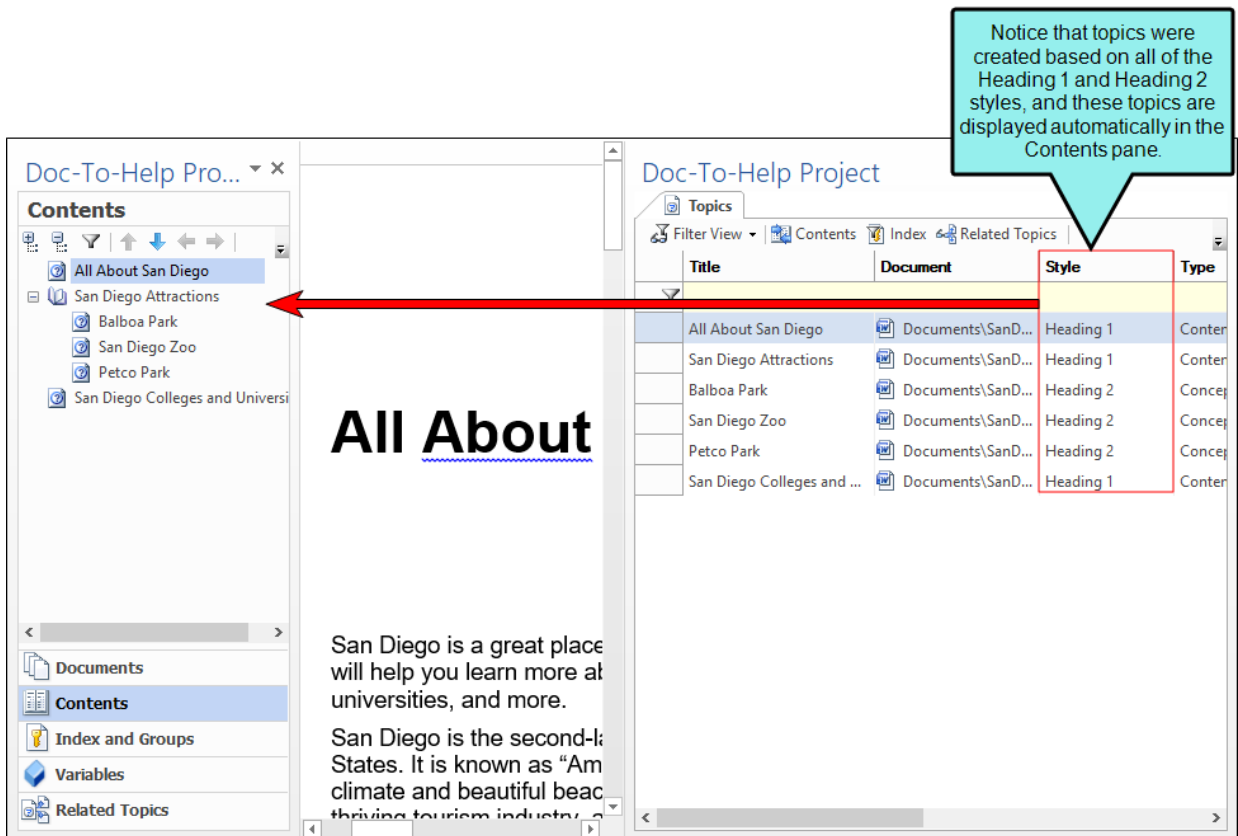


However, the automatically generated TOC uses a logical structure and is ready to be used for your project, so we will leave it as is.

6. On the **Project** ribbon, click **Topics Panel**.



The Topics window pane opens, showing the topics that were automatically created when you generated the target. Each Heading 1 and Heading 2 style starts a separate topic in the project. This makes it possible to create links between topics, and more.



Now that we have seen our baseline, let's add more to this project.

Inserting an Image

We are going to add an image to our source document, but first we must copy an existing graphic into our project.

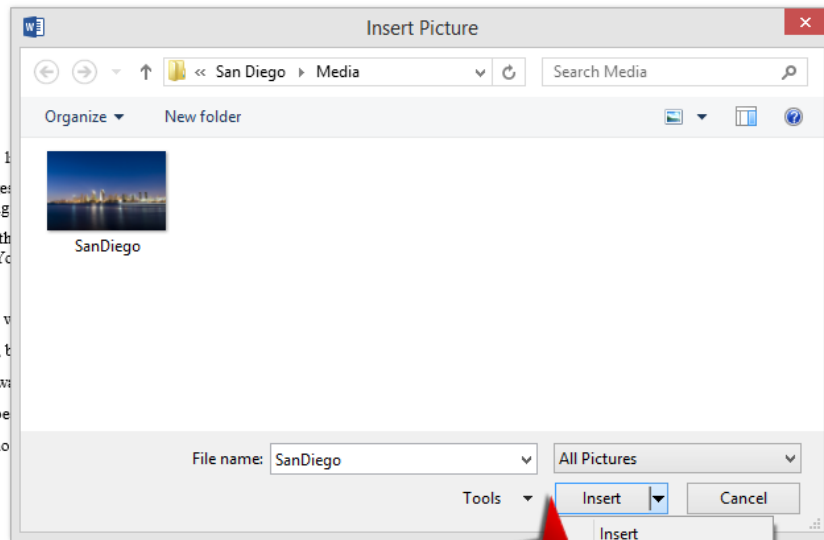
1. Using Windows Explorer, navigate to `C:\Users\[username]\Documents\My Doc-To-Help Projects\Samples\All About San Diego Sample\Media`.
2. Copy the `SanDiego.jpg` file.
3. Paste it into `C:\Users\[username]\Documents\My Doc-To-Help Projects\SanDiego\Media`. Although you can use images from any folder, it is a best practice to store all of your images in your project's Media folder.
4. Now we are ready to insert our image in the `SanDiegoQuickTour.doc` file. In Word, the All About San Diego topic should already be displayed, since it was the last topic opened. After the third paragraph (which begins with "Although it is located along the Pacific Ocean..."), press **Enter** to add a new empty paragraph.
5. Select the **Insert** ribbon, and click **Pictures**. The Insert Picture dialog opens.
6. Navigate to the Media folder in your project (`C:\Users\[username]\Documents\My Doc-To-Help Projects\SanDiego\Media`), choose `SanDiego.jpg`, and click the down arrow next to the **Insert** button.
7. Choose **Insert and Link**. This is the recommended option for Doc-To-Help projects.

All About San Diego

San Diego is a great place to live. San Diego is the second-largest city in California and military sector, a thriving economy. Although it is located along the coast, it has different kinds of weather. You can expect to see different weather in different parts of the state.

Here's what you can expect when you come to San Diego:

- The coast has cool, breezy weather.
- Inland valleys are warm and sunny.
- The mountains experience more precipitation, and it will sometimes snow in the winter!
- The desert is very hot and dry.



San Diego Attractions

The image is now inserted in the document.

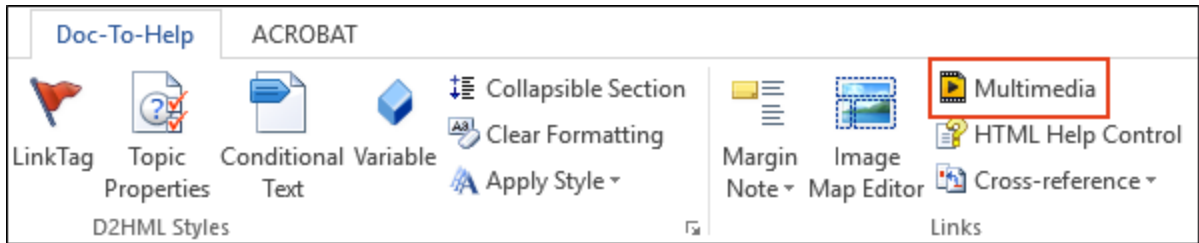
Although it is located along the Pacific Ocean, San Diego County doesn't have the constant, uniform weather you may associate with coastal California. San Diego County is very large. It is so large that it spans several microclimates with different kinds of weather. You can even see the different areas if you look at a picture of San Diego.



Here's what you can expect when you come to San Diego:

- The mountains experience more precipitation, and it will sometimes snow in the winter! You can expect high winds, especially during the hot Santa Ana winds.

By the way, you can also quickly add multimedia (video or audio) to a document using the Multimedia button on the Doc-To-Help ribbon.



Applying a Style

Doc-To-Help uses styles to markup your source documents. In Word, these styles are stored in a template (.dotx) file. The source styles are interpreted by the target template to make the target files look and behave the way you desire. For example, as you saw earlier, Heading 1 and Heading 2 styles will determine your project's topic list, the structure of your table of contents, and the automatic subtopic links.

In this section, you will learn how to apply a Doc-To-Help style in Word. Although the style we will apply in this exercise is one that only controls formatting, later we will apply styles that control both formatting and behavior (see "Adding Glossary Entries" on page 60).

In Microsoft Word, you can apply styles quickly using the Home and Doc-To-Help ribbons, as well as the Styles window pane.

Let's add some new text and apply a style to the file SanDiegoQuickTour.doc.

1. After the image you inserted and the text "Here's what you can expect when you come to San Diego," add the following two paragraphs:

The coast has cool, breezy weather, with little change in the temperature from day to day.

Inland valleys are warmer and more humid than the coast, with cool nights.




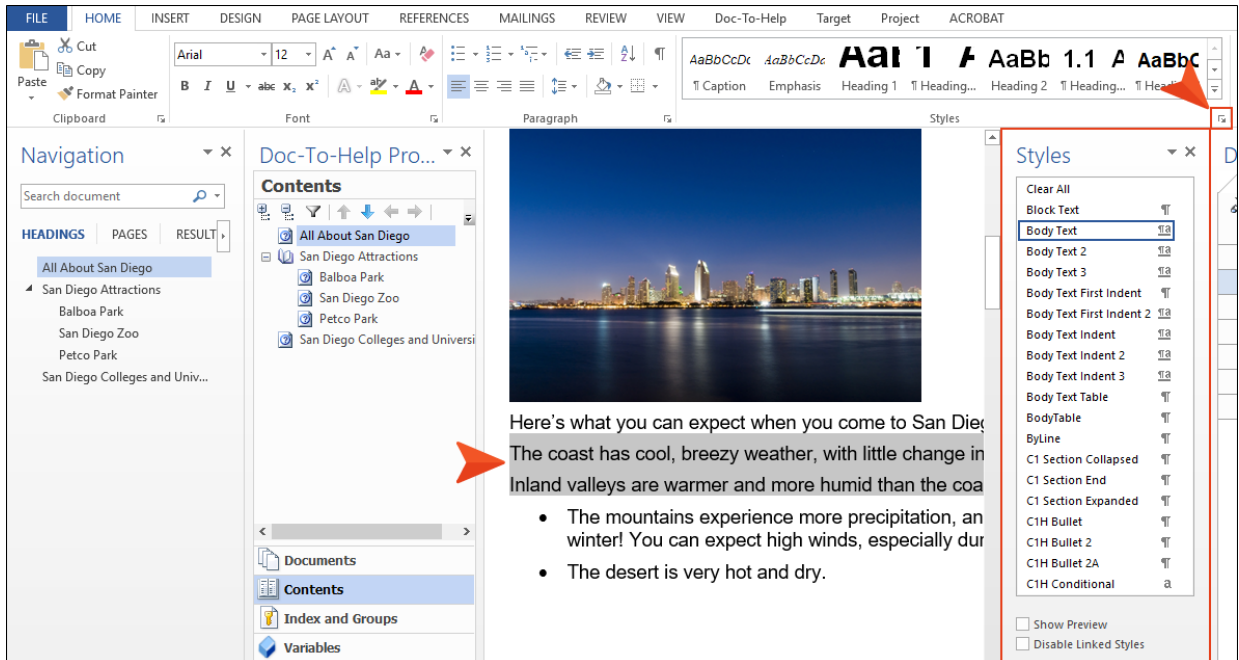
Here's what you can expect when you come to San Diego:

The coast has cool, breezy weather, with little change in the temperature from day to day.

Inland valleys are warmer and more humid than the coast, with cool nights.

- The mountains experience more precipitation, and it will sometimes snow in the winter! You can expect high winds, especially during the hot Santa Ana winds.
- The desert is very hot and dry.

2. Select the two new paragraphs, and on the **Home** ribbon, in the **Styles** group, click  in the bottom-right corner. The Styles window opens.



3. Choose the **C1H Bullet** style. The style is applied.

The screenshot shows a document editor window titled "Doc-To-Help Pro...". On the left is a "Contents" pane with a tree view containing "All About San Diego", "San Diego Attractions", "Balboa Park", "San Diego Zoo", "Petco Park", and "San Diego Colleges and Universi". The main editing area contains a night photograph of a city skyline over water. Below the photo is a paragraph of text: "Here's what you can expect when you come to San Diego". This text is now formatted as a bulleted list with four items. On the right is a "Styles" pane with a list of styles. The "C1H Bullet" style is highlighted with a blue selection bar. A callout box with a blue border and white background points to the "C1H Bullet" style in the list, containing the text "After applying the C1H Bullet style...". Another callout box with a blue border and white background points to the bulleted list in the main editing area, containing the text "...the two paragraphs become list items." Below the style list are two checkboxes: "Show Preview" and "Disable Linked Styles", both of which are unchecked.

Contents

- All About San Diego
- San Diego Attractions
 - Balboa Park
 - San Diego Zoo
 - Petco Park
- San Diego Colleges and Universi

Documents

- Contents
- Index and Groups
- Variables

Styles

- Clear All
- Block Text
- Body Text
- Body Text 2
- Body Text 3
- Body Text First Indent
- Body Text First Indent 2
- Body Text Indent
- Body Text Indent 2
- Body Text Indent 3
- Body Text Table
- BodyTable
- ByLine
- C1 Section Collapsed
- C1 Section End
- C1 Section Expanded
- C1H Bullet**
- C1H Bullet 2
- C1H Bullet 2A
- C1H Conditional

After applying the C1H Bullet style...

Here's what you can expect when you come to San Diego

- The coast has cool, breezy weather, with little cloud cover during the day.
- Inland valleys are warmer and more humid than the coast.
- The mountains experience more precipitation, and snow in the winter! You can expect high winds, especially during the winter months.
- The desert is very hot and dry during the summer months.

...the two paragraphs become list items.

Show Preview

Disable Linked Styles

Creating a Topic Link

You can easily create links to other topics, as well as bookmarks, link tags, keywords, groups, and glossary entries.

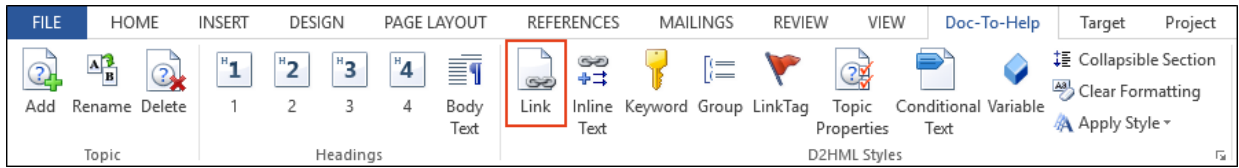
1. Scroll up to the first paragraph in the All About San Diego topic, and select the word **attractions**.

All About San Diego

San Diego is a great place to live, work, and visit. “All About San Diego” is a resource that will help you learn more about San Diego’s history, **attractions**, cuisine, sports, colleges and universities, and more.

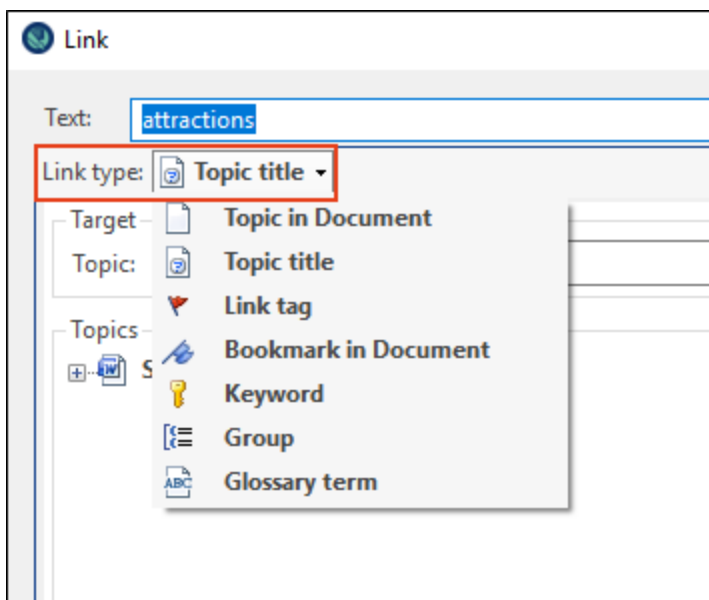
San Diego is the second-largest city in California and the eighth-largest city in the United States. It is known as “America’s Finest City,” partially because of its year-round warm climate and beautiful beaches. San Diego has a large defense and military sector, a thriving tourism industry, and many major research and manufacturing companies.

2. In the **Doc-To-Help** ribbon, click **Link**. The Link dialog opens.

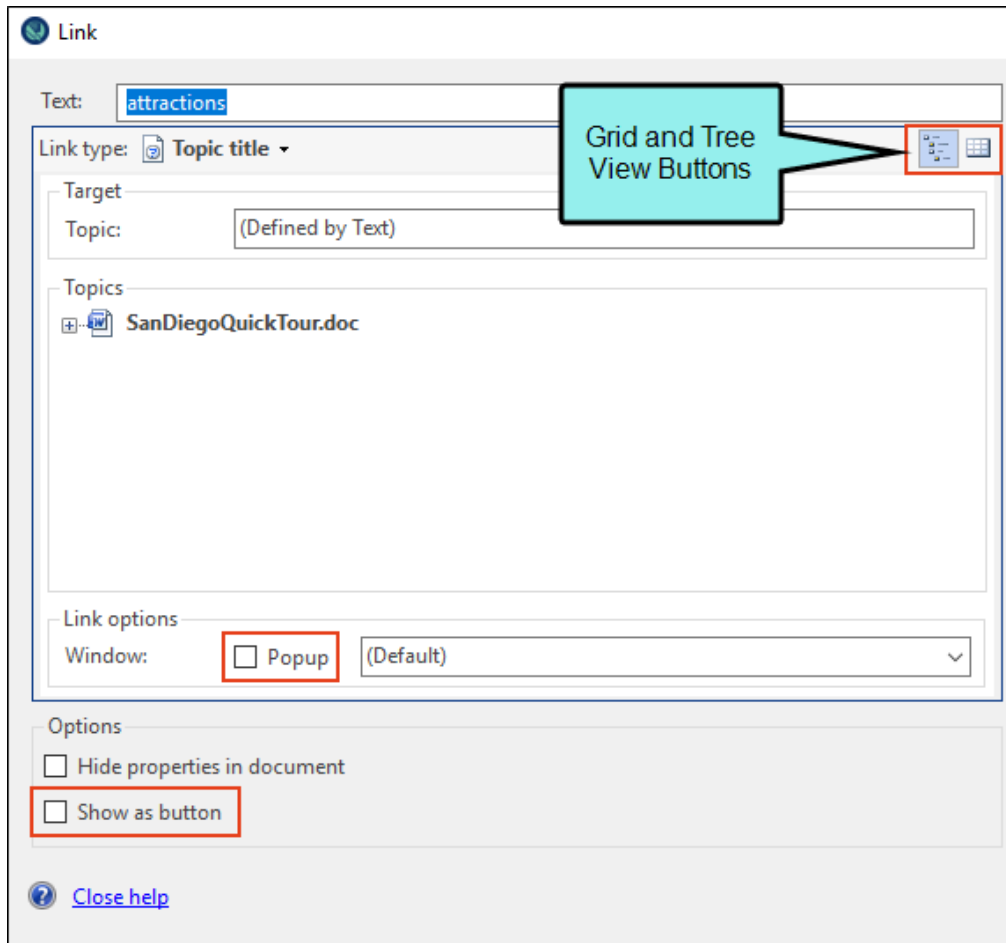


NOTE: You can also use the Link dialog to create links to keywords (i.e., index entries), groups, bookmarks, link tags, and glossary entries.

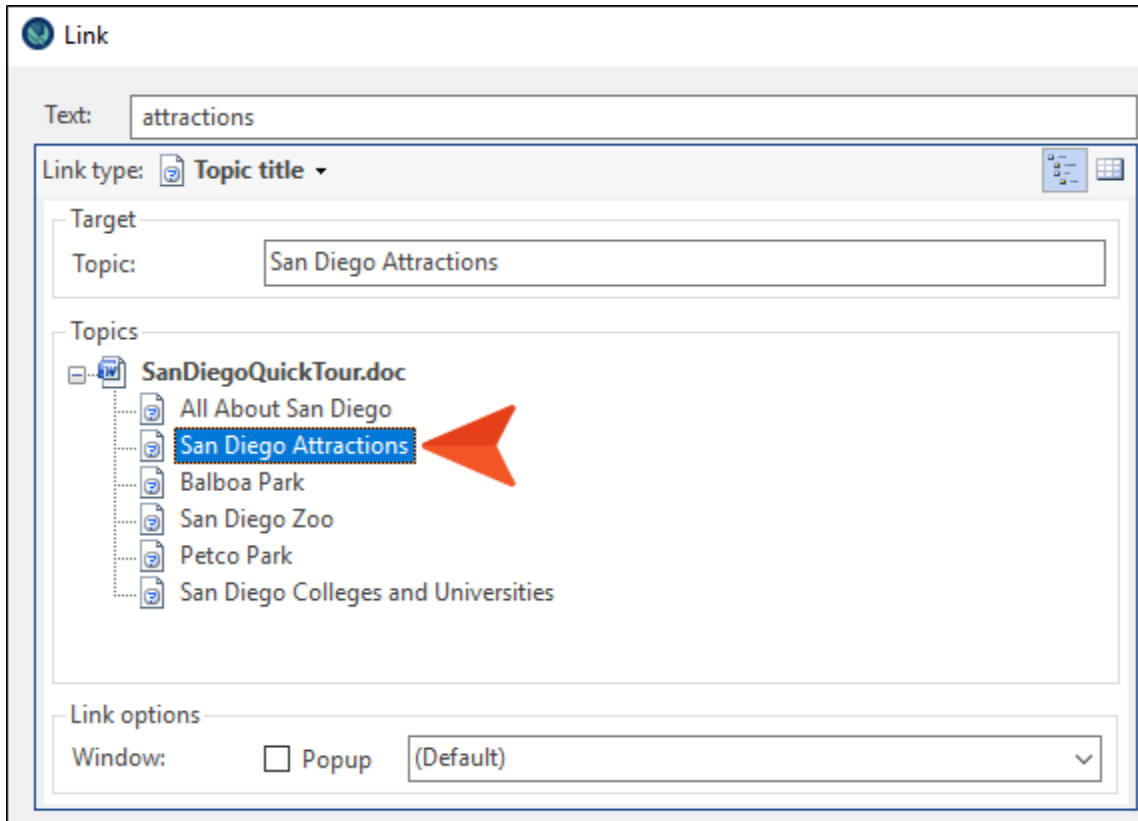
3. From the **Link type** drop-down, make sure **Topic title** is selected.




- ✓ **TIP:** Notice in the Options area of the dialog, you can select the "Show as button" check box. This changes your link text to a button. Selecting the "Popup" check box in the Link options area makes the topic display in a popup window. By the way, linking will work in the PDF version of your manual target, as well as in your online outputs. You can select a Grid or Tree view of the "link to" topics. Click the button to the right to choose.




4. In the **Topics** area, expand **SanDiegoQuickTour.doc** and from the list choose **San Diego Attractions**.




 **NOTE:** Remember that Doc-To-Help does not create your topics until you first build the output. You already generated output in a previous step (see "Building and Examining a Target" on page 15); therefore, the San Diego Attractions topic was available for you to select.

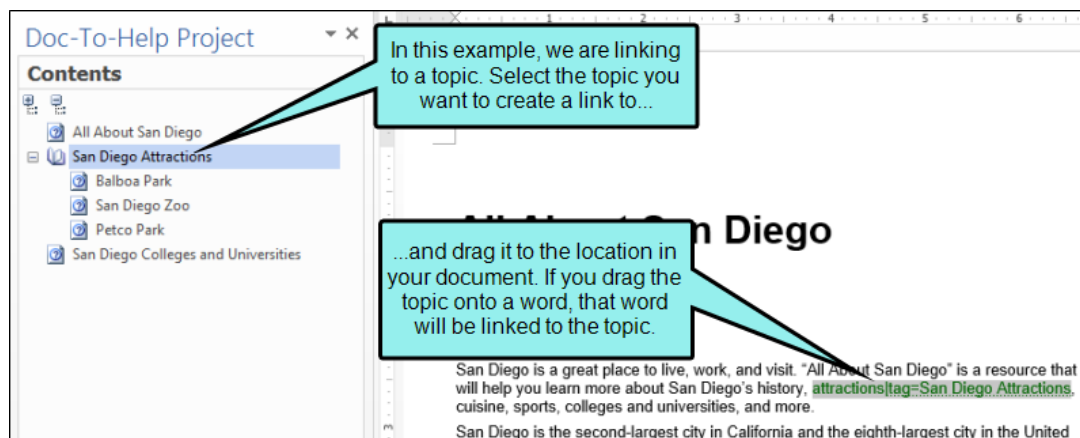
5. Click **OK**. This creates a topic link from the word "attractions" to the topic about San Diego attractions in the online output when it is built.

 **NOTE:** If you have hidden text turned on in your document, you will see the information for this link tag displayed. As you can see, the tag is the topic you selected (San Diego Attractions).

San Diego is a great place to live, work, and visit. "All About San Diego" is a resource that will help you learn more about San Diego's history, [attractions|topic=San Diego Attractions](#), cuisine, sports, colleges and universities, and more.

If you would like to hide hidden text, choose **File > Options**, and on the left, click **Display**. Clear the **Hidden Text** check box on the right.

-  **TIP:** You can create links to documents, topics, variables, index keywords, and groups by simply dragging and dropping items from the Doc-To-Help Project window pane to the location where you want to create a link.



CHAPTER 8

Creating Inline Text

Inline text is expanding, drop-down, or popup text. It is a great way to add dynamic information to your online output.

1. Go to the second paragraph in the All About San Diego topic and select the phrase **America's Finest City**.

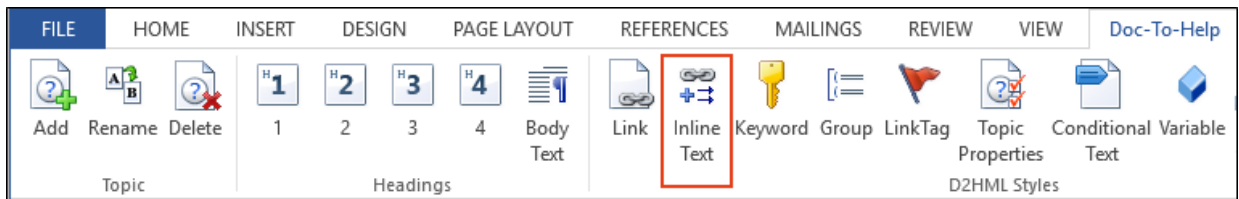
All About San Diego

San Diego is a great place to live, work, and visit. "All About San Diego" is a resource that will help you learn more about San Diego's history, [attractions|topic=San Diego Attractions](#), cuisine, sports, colleges and universities, and more.

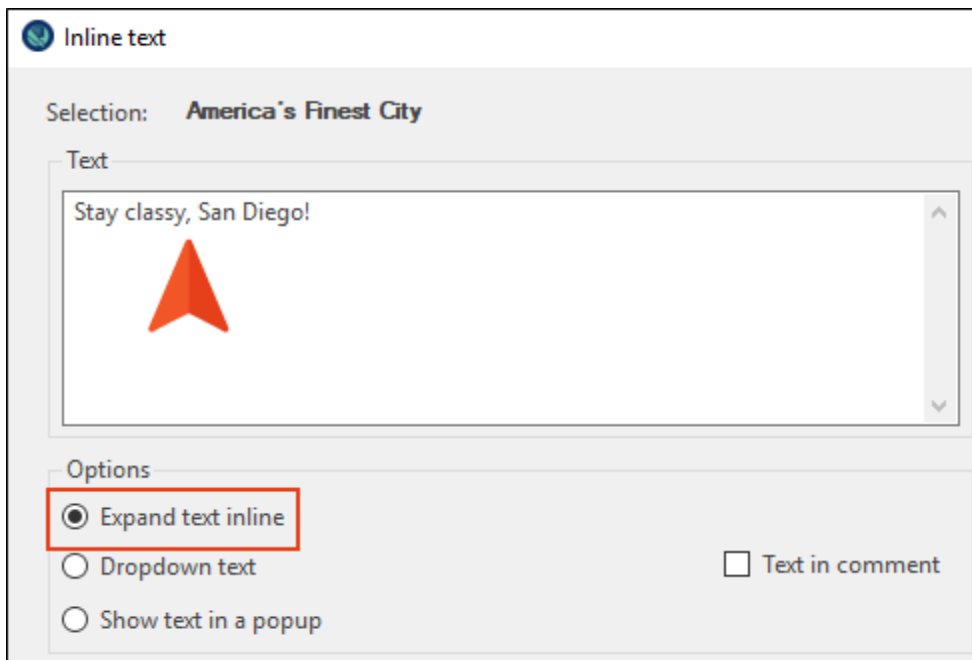
San Diego is the second-largest city in California and the eighth-largest city in the United States. It is known as "America's Finest City," partially because of its year-round warm climate and beautiful beaches. San Diego has a large defense and military sector, a thriving tourism industry, and many major research and manufacturing companies.

Although it is located along the Pacific Ocean, San Diego County doesn't have the constant, uniform weather you may associate with coastal California. San Diego County is very large. It is so large that it spans several microclimates with different kinds of weather. You can even see the different areas if you look at a picture of San Diego.

2. In the **Doc-To-Help** ribbon, click **Inline Text**.



3. Choose **Expand text inline**, and in the text box, add the following:
Stay classy, San Diego!



4. Click **OK**.

Doc-To-Help might inform you that this is an invisible style. This means the inline text we added will be invisible in this document (our source document), as well as in our target, until clicked. Since that is okay to keep the inline text invisible in the source document for this tutorial, click **No** to close the message if it appears.

When we build the target, "America's Finest City" will be a hyperlink that displays "Stay classy, San Diego!" when clicked.

5. Save the document.

Creating an Index Entry

You can add index keywords (also known as K-Links) in your Doc-To-Help project.

1. In the All About San Diego topic, go to the third paragraph and select the words **Pacific Ocean**.

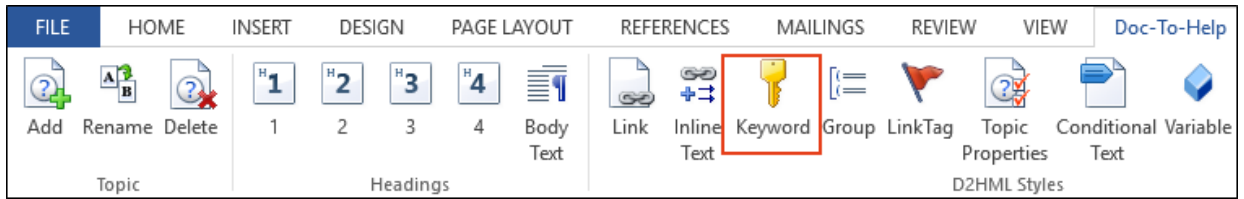
All About San Diego

San Diego is a great place to live, work, and visit. "All About San Diego" is a resource that will help you learn more about San Diego's history, [attractions|topic=San Diego Attractions](#), cuisine, sports, colleges and universities, and more.

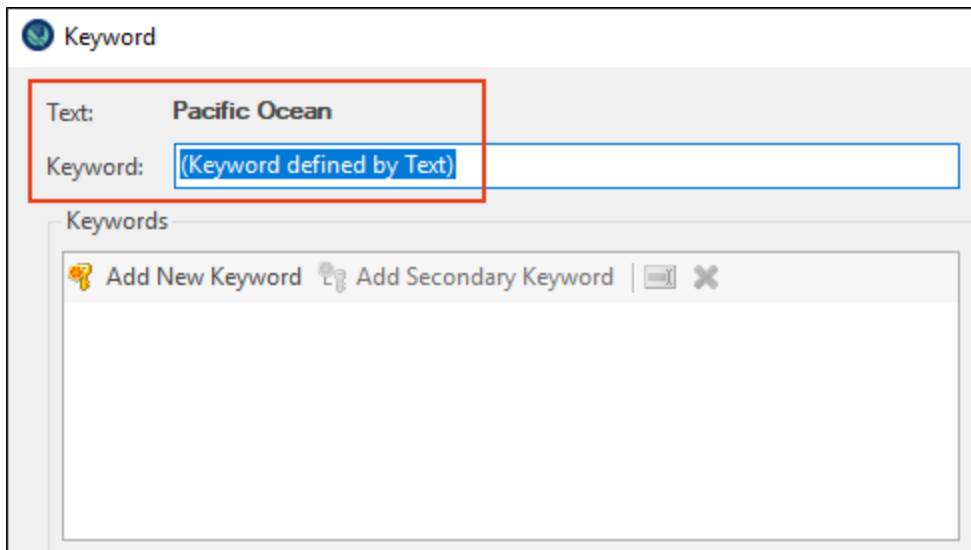
San Diego is the second-largest city in California and the eighth-largest city in the United States. It is known as "America's Finest City," partially because of its year-round warm climate and beautiful beaches. San Diego has a large defense and military sector, a thriving tourism industry, and many major research and manufacturing companies.

Although it is located along the Pacific Ocean, San Diego County doesn't have the constant, uniform weather you may associate with coastal California. San Diego County is very large. It is so large that it spans several microclimates with different kinds of weather. You can even see the different areas if you look at a picture of San Diego.

- In the **Doc-To-Help** ribbon, click **Keyword**.



- The **Keyword** dialog shows "Pacific Ocean" as the selected text. It also indicates in the **Keyword** field that the "Keyword (is) defined by Text". Click **OK** to add "Pacific Ocean" to your index.



NOTE: "Pacific Ocean" appears in your source document with a different text color, but that color change will not be visible in your final output. It is there in your source so that you know it is an index keyword.

You can add also keywords and secondary keywords from this dialog. See "Adding Items to the Index and Creating Groups" on page 67.

4. Save the document.
5. In the **Target** ribbon, click **Build**.

After the build is complete, you can view the output in your browser.

In the "All About San Diego" topic, you will see that:

- The project name appears in the header as "San Diego" — the name we gave the Doc-To-Help project in the wizard. We will change that in the next lesson.
- The word "attractions" is a hyperlink that opens the "San Diego Attractions" topic.
- "America's Finest City" is a hyperlink that displays expanded text (Stay classy, San Diego!) when clicked.
- "Pacific Ocean" is not highlighted in the target (but it is included in the Index; click the **Index** button below the TOC to see it).
- The first two bullet points (about the "The coast..." and "Inland valleys...") are properly formatted.

Search...

All About San Diego

San Diego Attractions

San Diego Colleges and Universi...


Glossary

All About San Diego

San Diego is a great place to live, work, and visit. "All About San Diego" is a resource that will help you learn more about San Diego's history, attractions, cuisine, sports, colleges and universities, and more.

San Diego was incorporated in 1850, the same year California became a state. However, before that, it had been part of the Spanish Empire, First Mexican Empire, and Mexican United States. Today, San Diego is the second-largest city in California and the eighth-largest city in the United States. It is known as "America's Finest City," partially because of its year-round warm climate and beautiful beaches. San Diego has a large defense and military sector, a thriving tourism industry, and many major research and manufacturing companies.

Although it is located along the Pacific Ocean, San Diego County doesn't have the constant, uniform weather you may associate with coastal California. San Diego county is very large. It is so large that it spans several microclimates with different kinds of weather. You can even see the different areas if you look at a picture of San Diego.

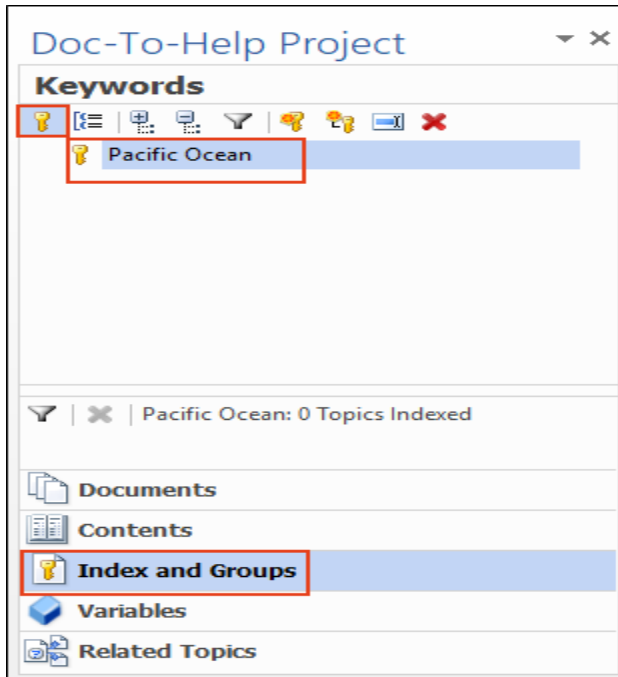



Here's what you can expect when you come to San Diego.

- The coast has cool, breezy weather, with little change in the temperature from day to day.
- Inland valleys are warmer and more humid than the coast, with cool nights.
- The mountains experience more precipitation, and it will sometimes snow in the winter! You can expect high winds, especially during the hot Santa Ana winds.
- The desert is very hot and dry.

Contents Index Favorites

6. In the Doc-To-Help Project window pane, click **Index and Groups**. Notice that "Pacific Ocean" appears in the list of keywords.



 **NOTE:** You can also create keywords from the Index and Groups view. Also, you can drag and drop selected keywords in your document into this view.

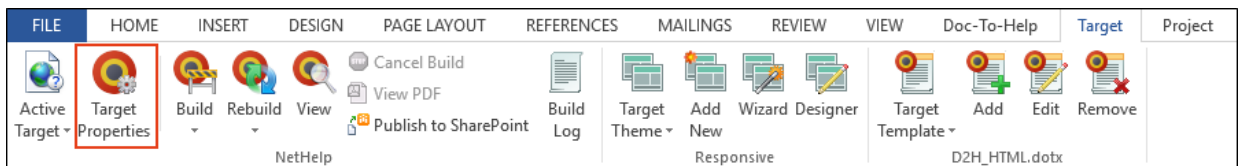
For more information, see the online Help.

CHAPTER 10

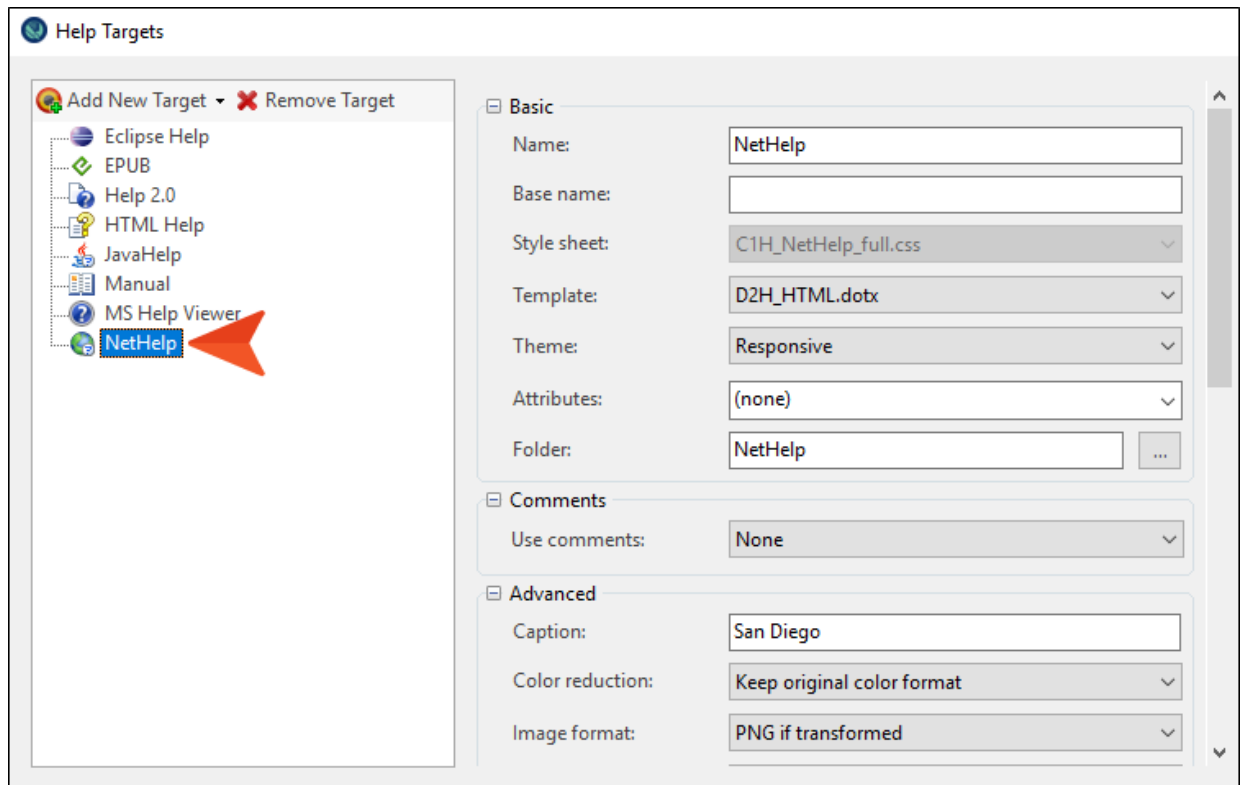
Defining Targets

By default, our sample has eight default targets. But we can rename our targets and delete the ones we do not need.

1. In the **Target** ribbon, click **Target Properties**.



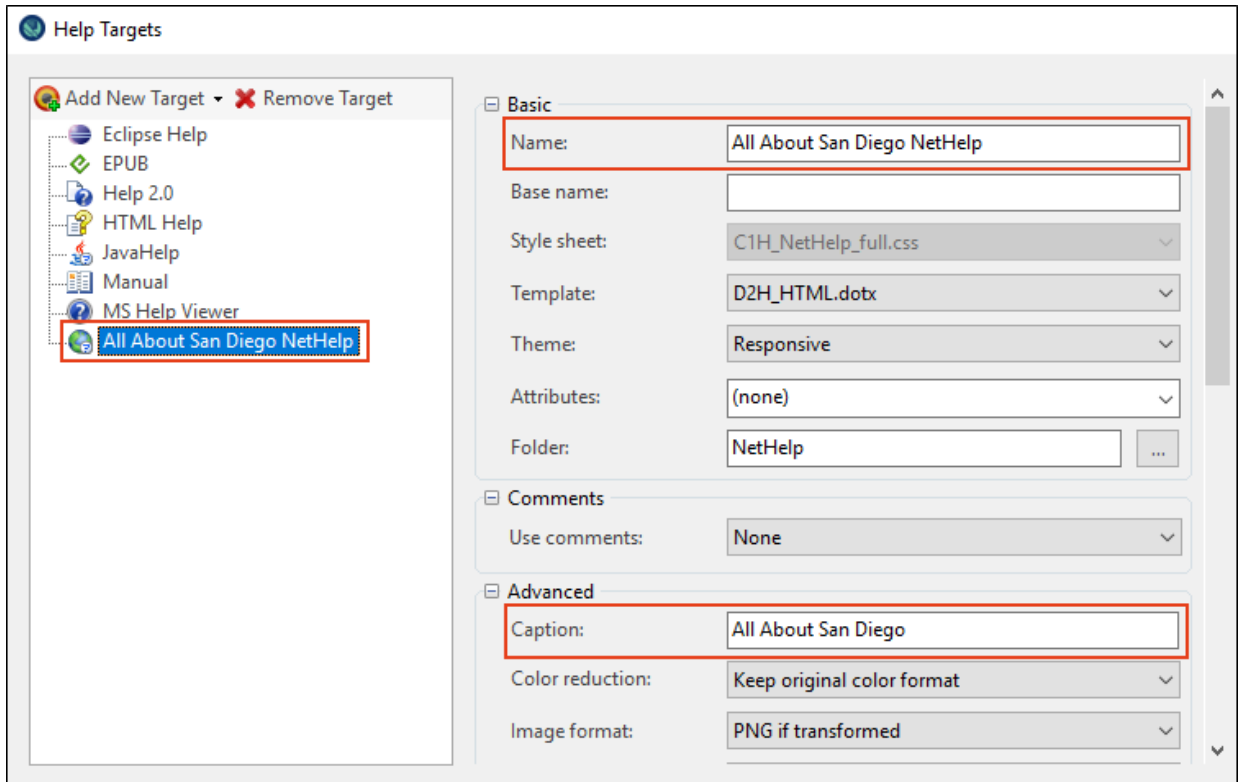
The Help Targets dialog opens. Since NetHelp is our default target, that target is selected in the dialog.



2. On the right-side of the dialog, change the **Name** field from `NetHelp` to `All About San Diego NetHelp`.

After you click off the field, the name of the target (on the left side of the dialog) changes to match the name you entered.

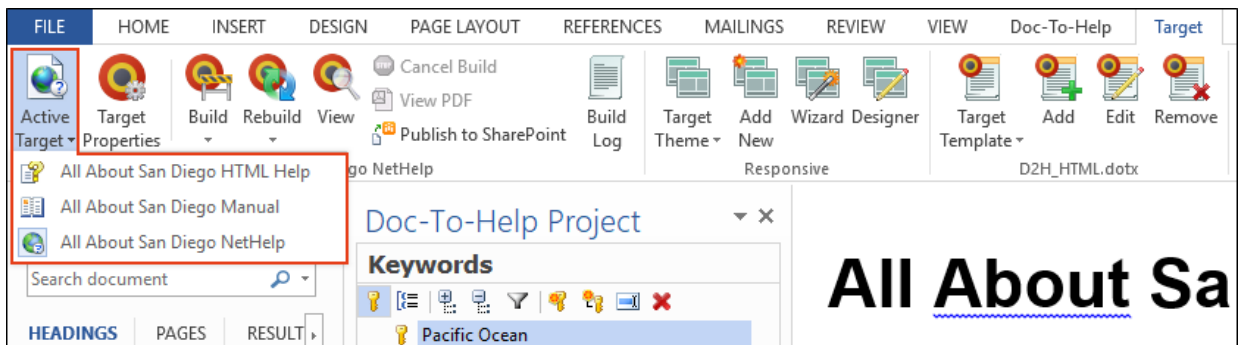
3. In the **Caption** field, enter `All About San Diego`. This changes the name displayed in the browser from "San Diego" to the name we prefer.



4. In the list of targets on the left side of the dialog, click the **HTML Help** (compiled HTML Help) target.
5. Change the **Name** field to `All About San Diego HTML Help`.
6. Select the **Manual** target and change the following fields:
 - a. Set the **Name** field to `All About San Diego Manual`.
 - b. Set the **Title** field to `All About San Diego`.
 - c. Set the **Supertitle** field to `Visitors Guide`.
 - d. Set **"By" line** field to `San Diego Productions`.
7. Since we do not need to create Eclipse Help, EPUB, Help 2.0, JavaHelp, or MS Help Viewer for this project, select those targets in the target list on the left side of the dialog and click the **Remove Target** button for each. You can always add them back later.

NOTE: If you remove targets from your project in the Help Targets dialog, you will not see these targets when viewing Target drop-downs in Word (e.g., in the Contents window pane or in the Doc-To-Help Build panel). For more information, see the online Help.

- Click **OK** to close the dialog.
- In the **Target** ribbon, click **Active Target**. The newly named targets are displayed, instead of the defaults.

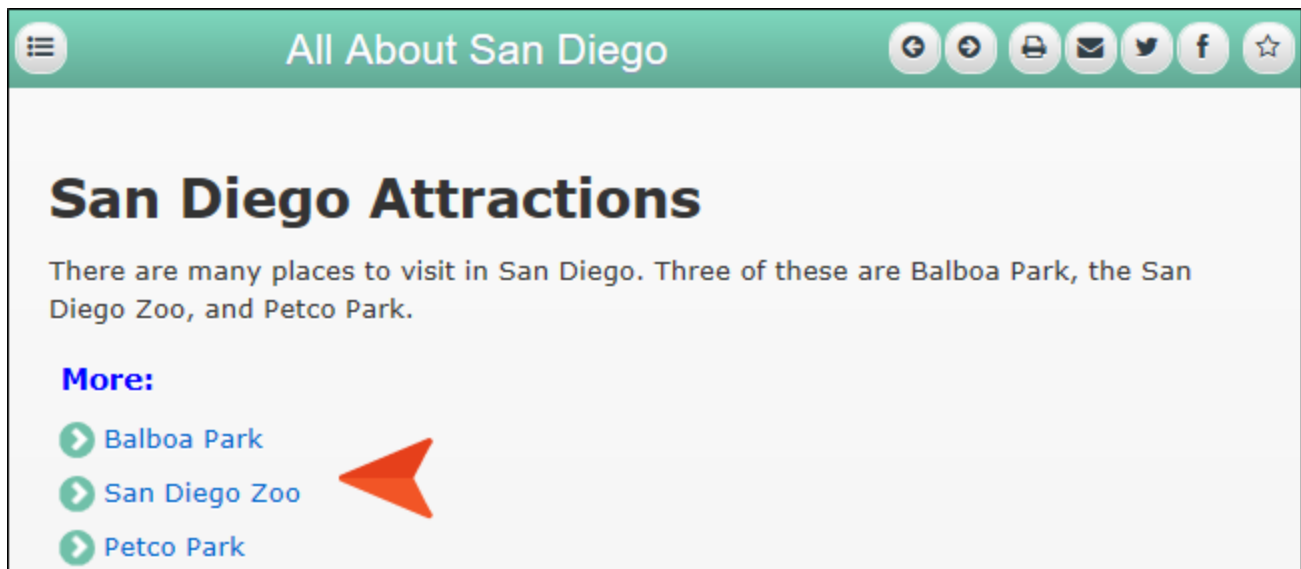


- If you would like, save your document. Select each target and then build and view its output. You will see the changes we made displayed in each target.

NOTE: You can have several versions of the same target. For example, you could have multiple NetHelp targets directed at different audiences. Just add them using the Add New Target button in the Help Targets dialog.

Creating Custom Topic Relations

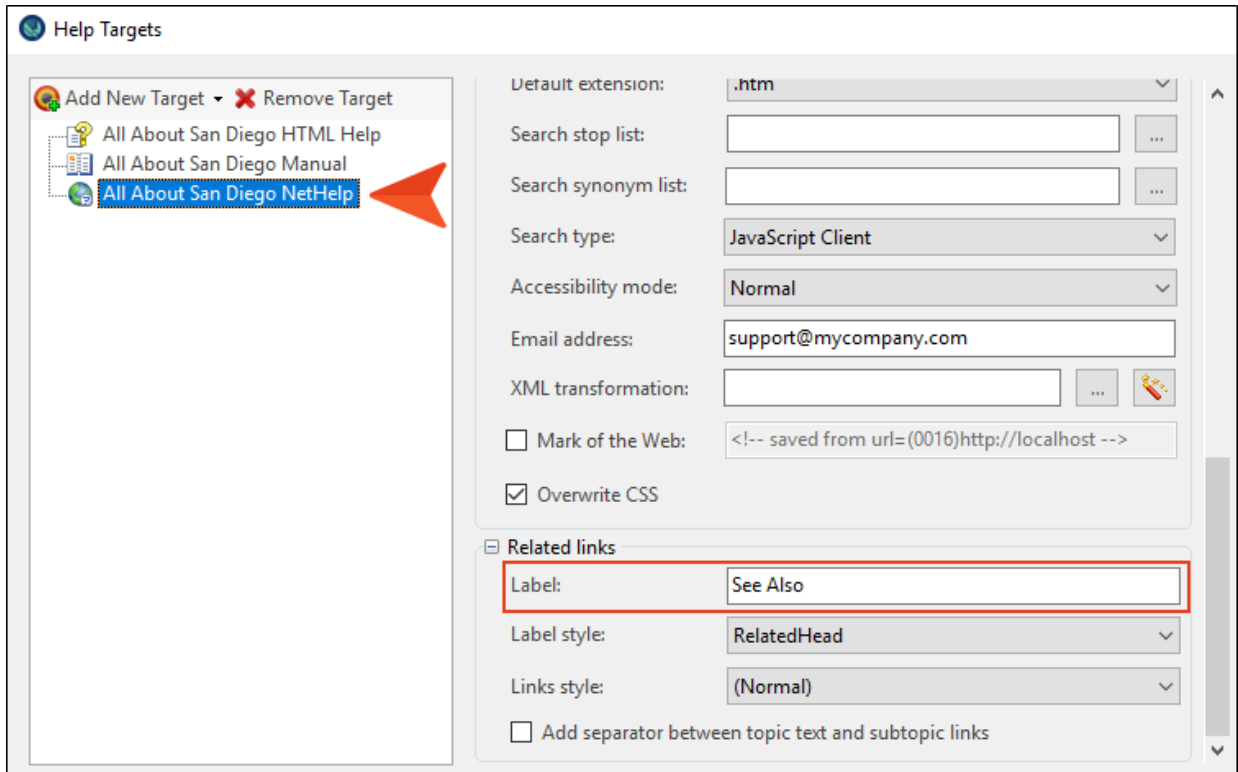
When you open your NetHelp output and click the San Diego Attractions topic in the table of contents (TOC), you will notice that at the bottom of the topic, there is a section that begins with "More:" and is followed by links to "Balboa Park," "San Diego Zoo," and "Petco Park." These are called "sub-topic links" and they are created automatically by Doc-To-Help, based on the structure of your document.



The San Diego Attractions topic has a Heading 1 style, and Balboa Park, San Diego Zoo, and Petco Park have Heading 2 styles immediately following it. If there were phrases using Heading 3 styles under Balboa Park, they would appear as subtopic links in that topic.

HOW TO CHANGE THE WORD USED FOR SUBTOPIC LINKS FOR YOUR TARGET

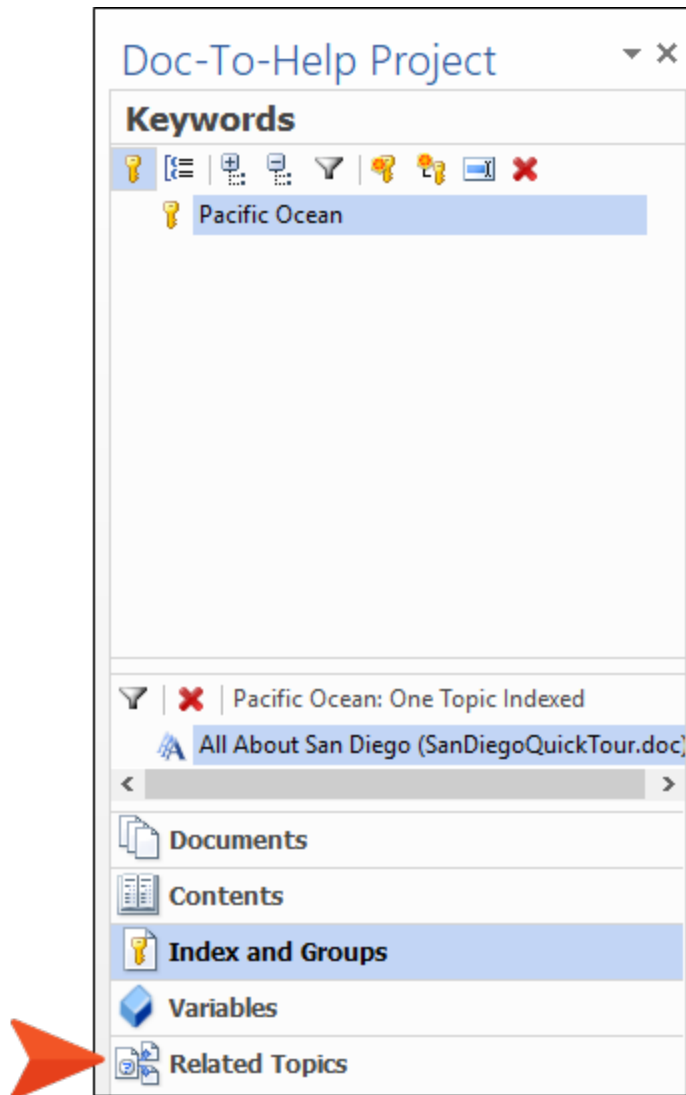
1. In the **Target** ribbon, click **Target Properties**.
2. On the left side of the dialog, select **All About San Diego NetHelp**.
3. Scroll down to the **Related links** section, and change the text in the **Label** field to `See Also`.



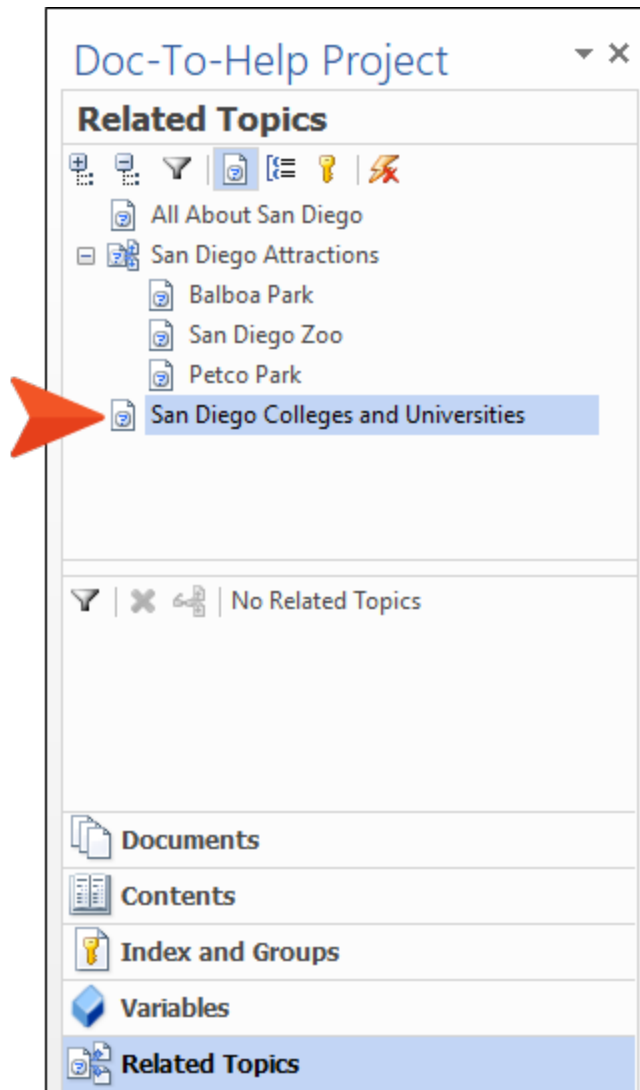
4. Click **OK**. The text in this field will now be used to denote subtopic links in your project.

HOW TO CHANGE THE WORD USED FOR SUBTOPIC LINKS ON INDIVIDUAL TOPICS

1. At the bottom of the Doc-To-Help Project window pane, click the **Related Topics** accordion bar.



2. Select the **San Diego Colleges and Universities** topic.



3. In the Doc-To-Help ribbon, click **Topic Properties**.

4. In the D2HML Topic Properties dialog, click in the **Related links label** field, and enter `More Schools`.

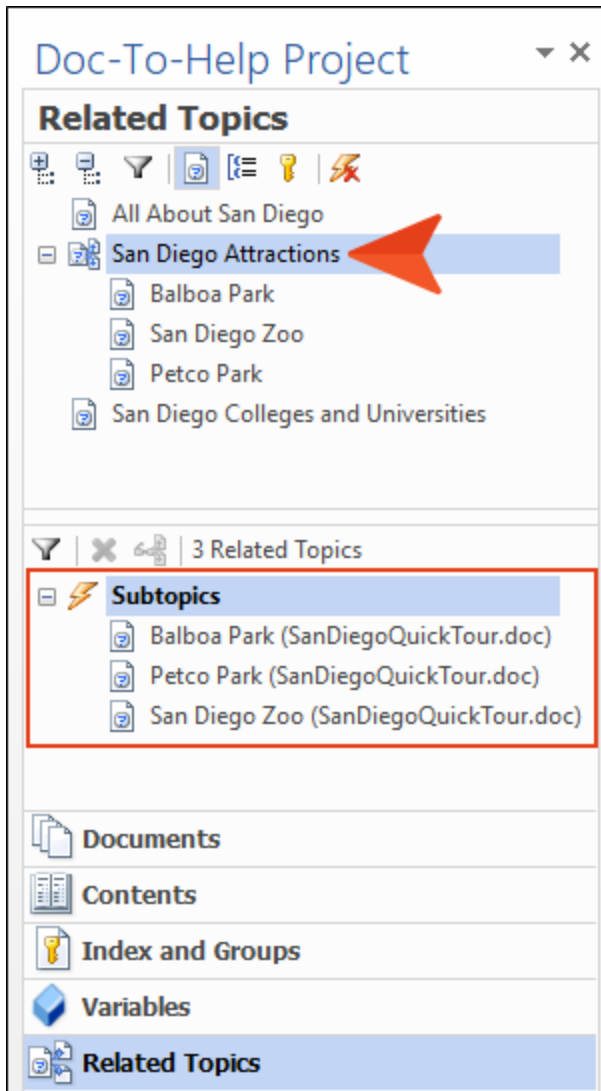
The image shows a dialog box titled "D2HML Topic Properties". It has a "Text:" label at the top left. Below it, there are two main sections: "General" and "Appearance".

- General**
 - ASCII name: (Default)
 - URL: (Default)
 - Context ID: (empty field)
 - Comments: (empty text area)
 - Default topic
- Appearance**
 - Contents title: (Default)
 - Display title: (Default)
 - Related links label: More Schools** (This field is highlighted with a red border)
 - Include in search

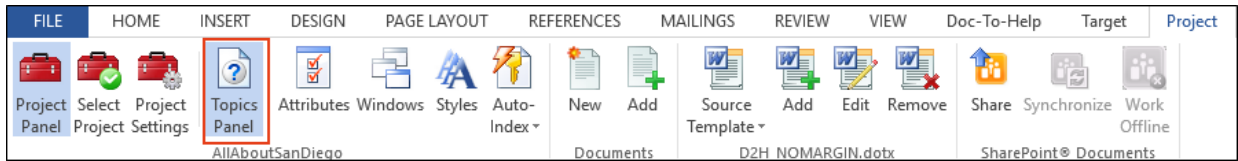
5. Click **OK**. The text in that field will now be used to indicate subtopic links in this specific topic (if subtopics are added under it in the future).

HOW TO ADD CUSTOM TOPIC RELATIONS IN THE RELATED TOPICS WINDOW

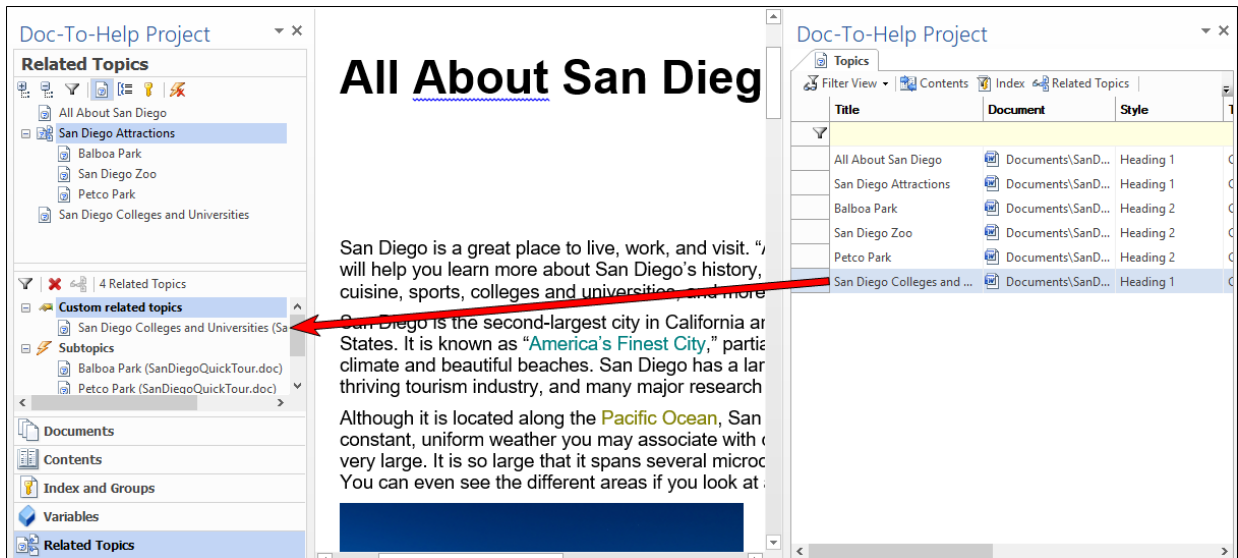
1. At the bottom of the Doc-To-Help Project window pane, click the **Related Topics** accordion bar.
2. Select **San Diego Attractions**. Balboa Park, San Diego Zoo, and Petco Park are automatically displayed at the bottom of the Related Topics view.



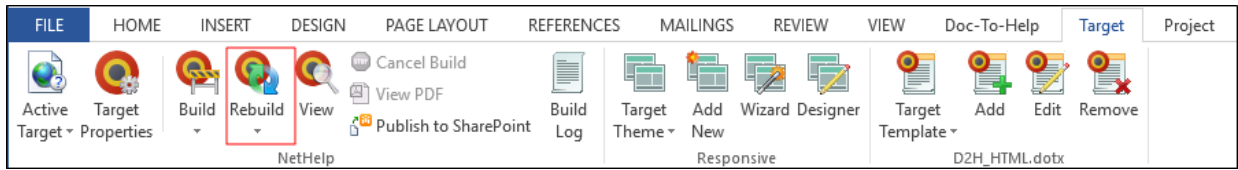
3. In the **Project** ribbon, click **Topics Panel**.



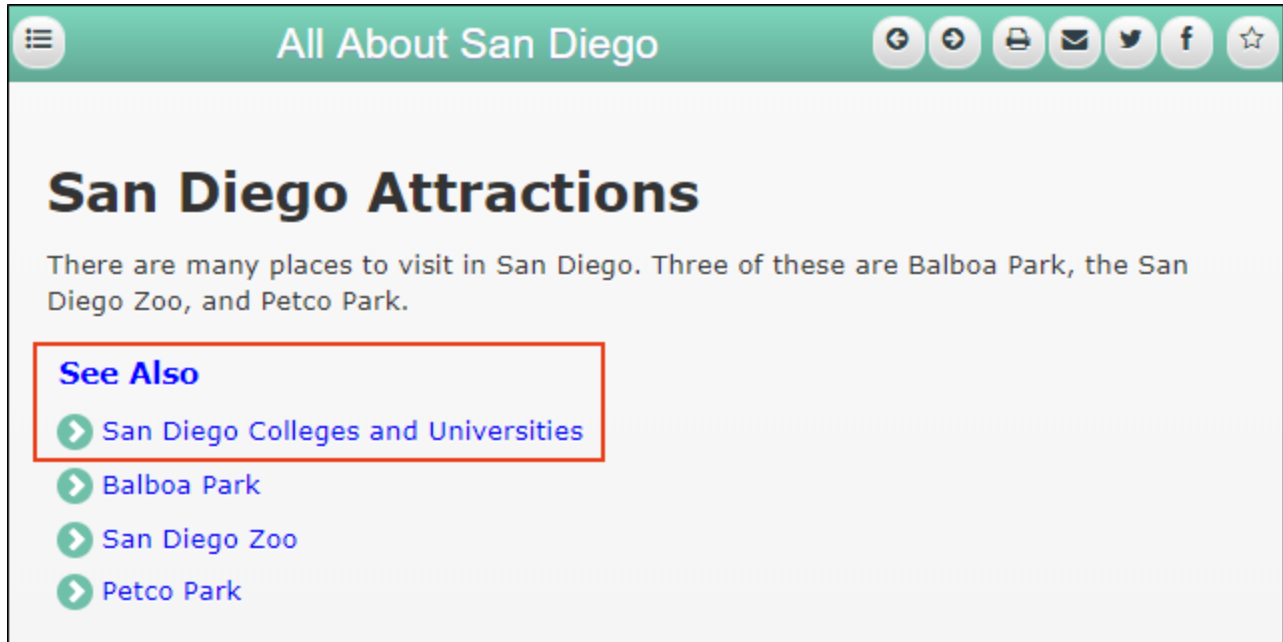
4. From the Topics window pane, select **San Diego Colleges and Universities** and drag it into the lower **Related Topics** area. It is now related, and it is marked as a "Custom related topic."



5. Save the document, and in the **Target** ribbon, click **Rebuild**.



In the output, look at the new list of subtopic links for San Diego Attractions. San Diego Colleges and Universities has been added to the list. Also, notice the “See Also” text that we specified earlier.



✓ **TIP:** If you prefer that the subtopic links are not displayed in a specific topic, choose that topic in the Topics window pane, click the **Properties** button, and select **Hide subtopic links**.


As you can see, automatic and custom topic relations give you a lot of options for navigating your output. For example, you can create custom links to other topics that users may find useful—and the links are very clear and noticeable. You can create custom links from subtopics to their “parent” topics—this directs users back to the parent, which may lead them to other topics of interest. Relating topics helps to eliminate information “dead ends”—the user has links to other information and could be saved the trouble of using search, or checking the TOC or index.

CHAPTER 12

Adding a Document

On occasion, you might need to add an existing document to your project after you have created it, so let's do that now.

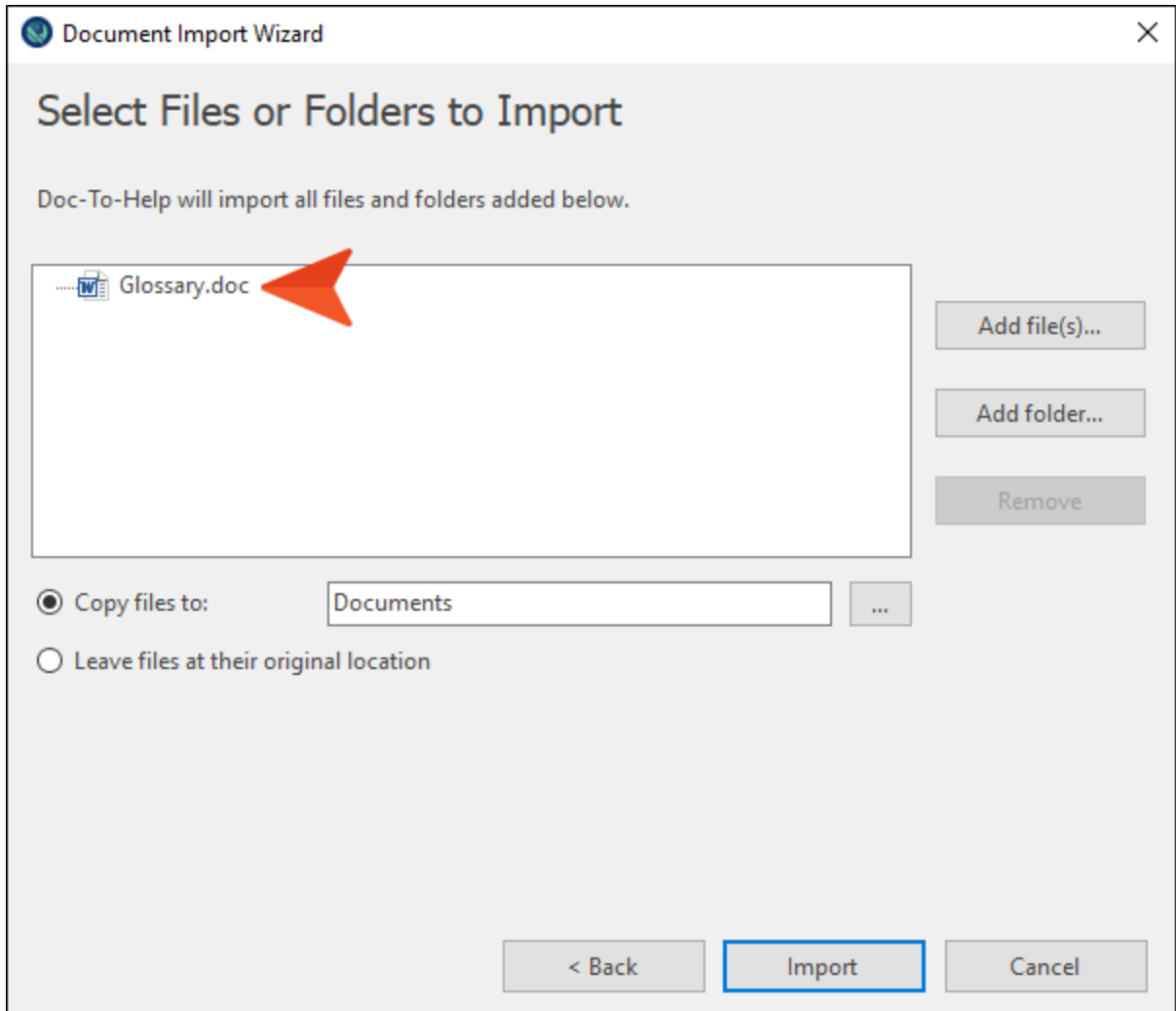
We will also take this opportunity to add a glossary to our project.

1. At the bottom of the Doc-To-Help Project window pane, select the **Documents** accordion bar.
2. Click the **Add Existing Documents** button .



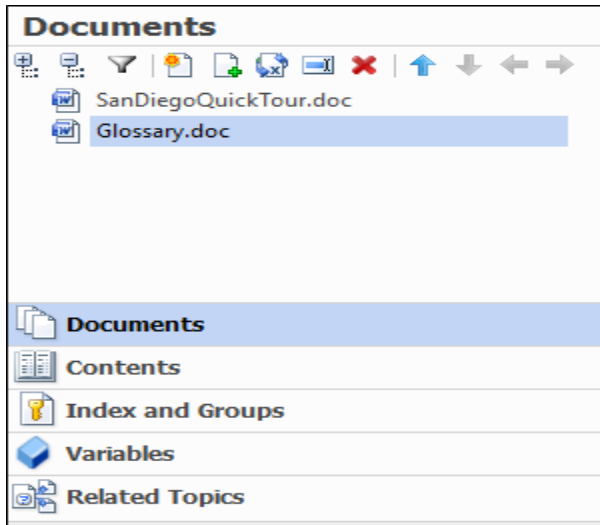
The Document Import Wizard opens.

3. Follow the same steps we used when importing the SanDiegoQuickTour.doc (see "Importing a Document" on page 11). However, this time, from C:\Users\[username]\Documents\My Doc-To-Help Projects\Samples\All About San Diego Sample\Documents, choose Glossary.doc.

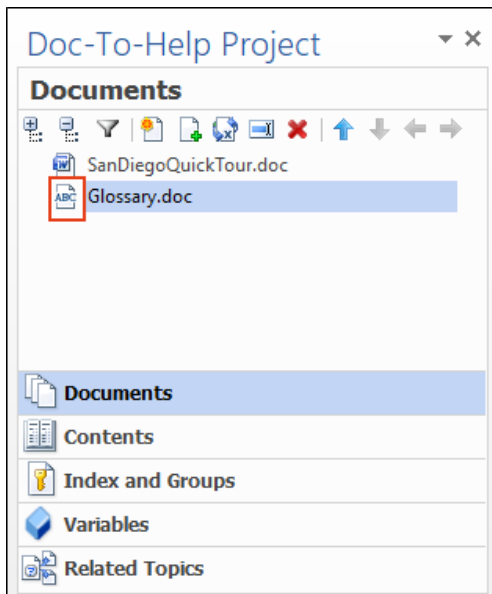


We could have imported this originally, but now you can see how easy it is to do after you have already created your project.

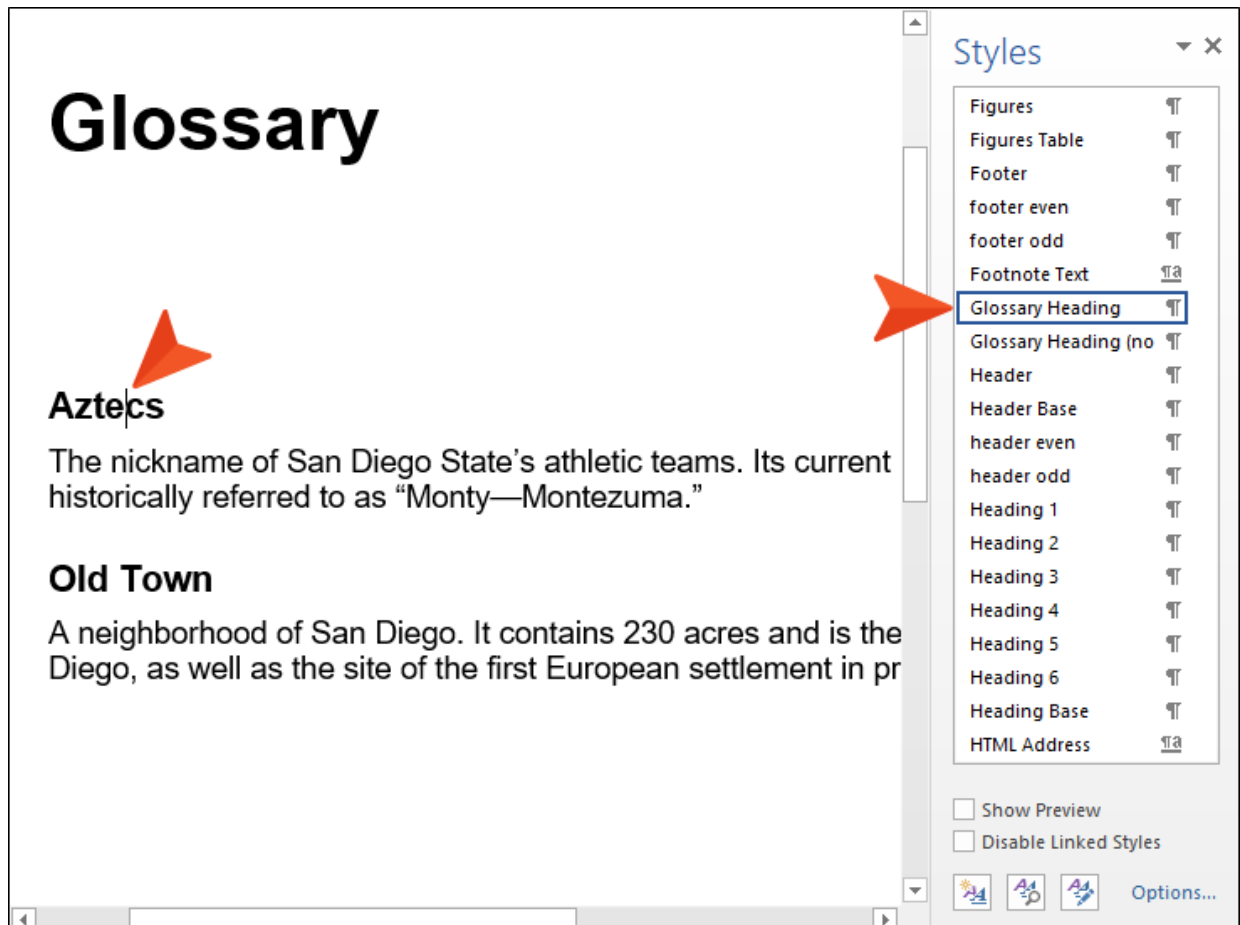
4. After the import is complete, the new document appears in the Documents window pane.



5. Since a glossary is a special type of document in Doc-To-Help, right-click it and from the context menu, choose **Glossary**. This document is now flagged as a glossary with a special icon.



6. Double-click **Glossary.doc** to open it. You will see two glossary entries in this document: Aztecs and Old Town. If you put your cursor in either heading, you will notice that they are formatted with the Glossary Heading style. This style has a special behavior in online outputs.



NOTE: Now that you have multiple documents in this project, you can double-click either document in the Documents window pane to quickly switch between them.

7. Save the document, and in the **Target** ribbon click **Build**.
8. When the build is completed, view the output. Notice that Glossary has been added to the table of contents, and the word "Aztecs" found in topics is now a hyperlink. When you click on it, the glossary entry is displayed as a pop-up window.

Search...

All About San Diego

San Diego Attractions

San Diego Colleges and Universi...


Glossary

San Diego Colleges and Universities

The City of San Diego has many many colleges and universities within its limits, many of them known internationally. For more information, see their websites:

1. San Diego State University (Nickname: [Aztecs](#))
<http://www.sdsu.edu/>
2. University of California, San Diego (Nick...)
<http://www.ucsd.edu/>
3. San Diego City College (Nickname: Knights)
<http://www.sdcity.edu/>
4. San Diego Mesa College
<http://www.sdmesa.edu/>
5. San Diego Miramar College
<http://www.sdmiramar.edu/>
6. University of San Diego
<http://www.sandiego.edu/>

Aztecs
The nickname of San Diego State's athletic teams. Its current mascot is the Aztec Warrior, historically referred to as "Monty—Montezuma."

 **NOTE:** Your Doc-To-Help project automatically creates links from topic text to identical glossary entries, but only for the first instance of the word in each topic. This can be turned off if you like, but it is a great way to give your readers access to useful definitions that they might normally miss, with no extra work on your part. If you would like to create a manual link to a glossary entry, simply create a link using the Glossary Link Type in the Link dialog. See "Creating a Topic Link" on page 31.

Adding Glossary Entries

It is easy to add entries to your glossary, and you do not need to worry about alphabetizing them because Doc-To-Help does it for you.

1. At the bottom of the Doc-To-Help Project window pane, select the **Documents** accordion bar.
2. Double-click **Glossary.doc** to open it. This document contains two entries.

Glossary

Aztecs

The nickname of San Diego State's athletic teams. Its current mascot is the Aztec Warrior, historically referred to as "Monty—Montezuma."

Old Town

A neighborhood of San Diego. It contains 230 acres and is the oldest settled area in San Diego, as well as the site of the first European settlement in present-day California.

3. After the first two entries, add the following text:

Santa Ana Winds

Strong, extremely dry down-slope winds that originate inland and affect coastal Southern California.

Glossary

Aztecs

The nickname of San Diego State's athletic teams. Its current mascot is the Aztec Warrior, historically referred to as "Monty—Montezuma."

Old Town

A neighborhood of San Diego. It contains 230 acres and is the oldest settled area in San Diego, as well as the site of the first European settlement in present-day California.

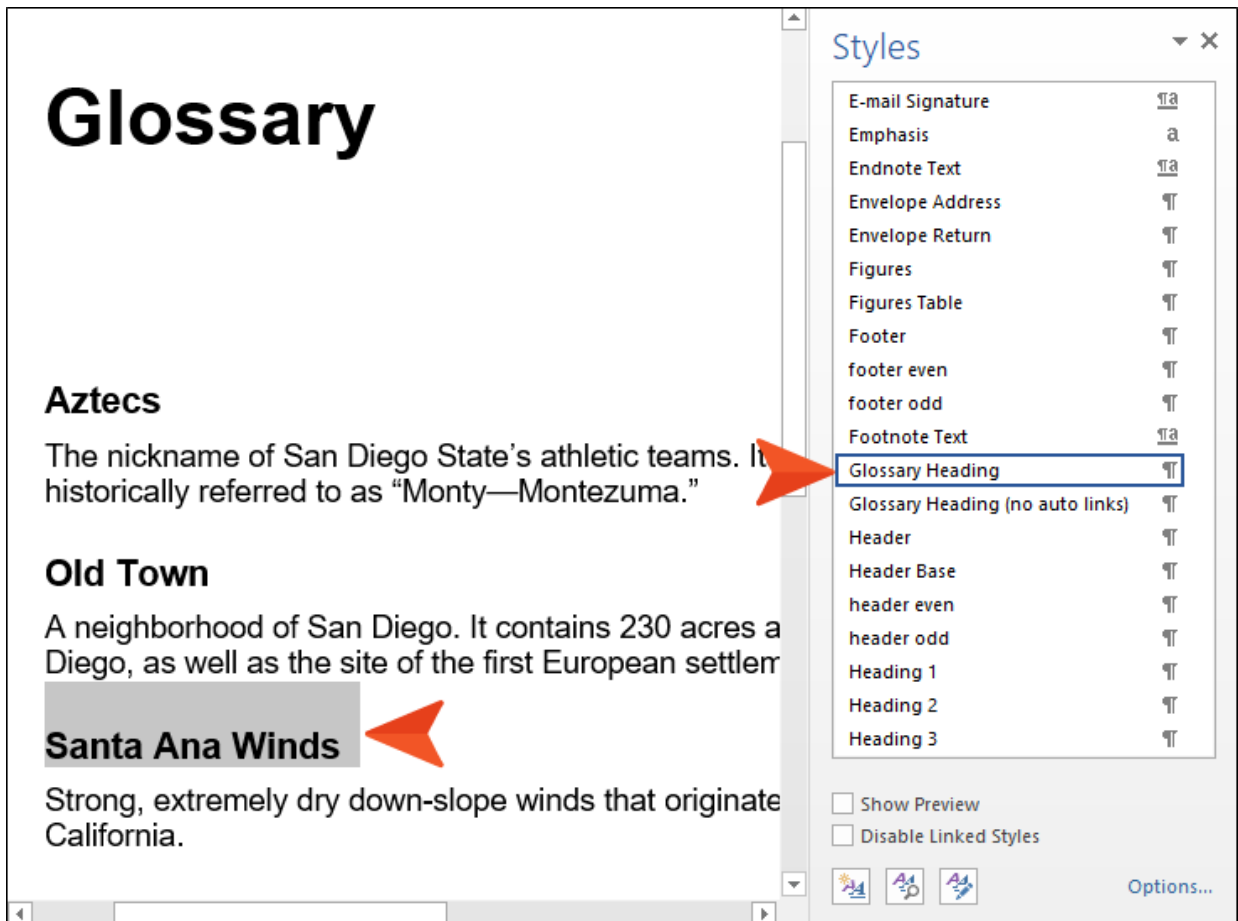
Santa Ana Winds

Strong, extremely dry down-slope winds that originate inland and affect coastal Southern California.

Now, we need to apply styles to the new entry. These styles not only control the look of the entries, but also the behavior.

4. Highlight the words **Santa Ana Winds**.

- Using the Styles window pane, set the style to **Glossary Heading**. See "Applying a Style" on page 27.



6. Select the definition below it and set the style to C1H Popup Topic Text.

Glossary

Aztecs
The nickname of San Diego State's athletic teams. Its historically referred to as "Monty—Montezuma."

Old Town
A neighborhood of San Diego. It contains 230 acres a Diego, as well as the site of the first European settlern


Santa Ana Winds
Strong, extremely dry down-slope winds that originate California.

Styles

C1H Link Tag Invisible	a
C1H Manual	a
C1H Number	¶
C1H Number 2	¶
C1H Online	a
C1H Popup	a
C1H Popup Text	a
C1H Popup Topic Text	¶
C1H Topic Properties	a
C1H Variable	a
Caption	¶
Closing	¶
Code Base	¶
CodeExplained	¶
D2HNoGloss	a
Date	¶
Definition	¶
Document Map	¶
E-mail Signature	¶
Emphasis	a

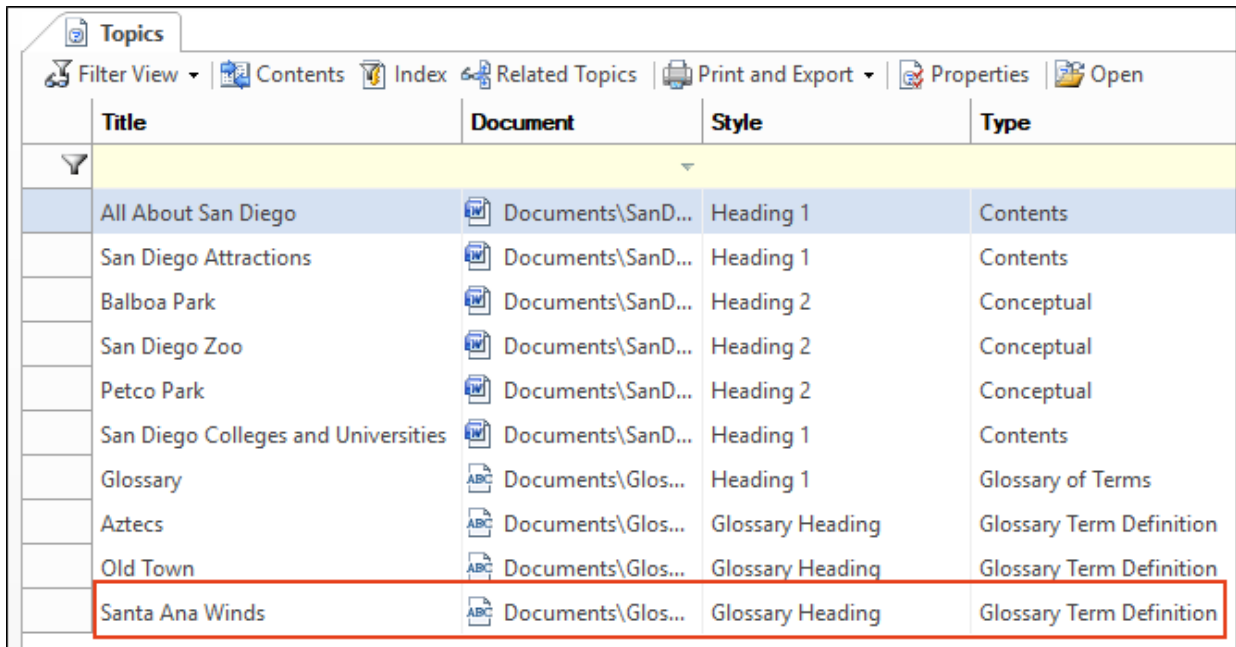
Show Preview
 Disable Linked Styles

Options...

 **NOTE:** Fortunately, our glossary terms are already in alphabetical order. If they were not, you could fix that. To do this, select the **Doc-To-Help** ribbon, and in the **Glossary** section click **Sort**. The glossary is alphabetized.

7. Save your document and build the target.

"Santa Ana Winds" is now part of the glossary; it is also listed in the Topics window pane.




The screenshot shows a 'Topics' window with a toolbar and a table of document entries. The toolbar includes 'Filter View', 'Contents', 'Index', 'Related Topics', 'Print and Export', 'Properties', and 'Open'. The table has four columns: 'Title', 'Document', 'Style', and 'Type'. The 'Santa Ana Winds' entry is highlighted with a red border.

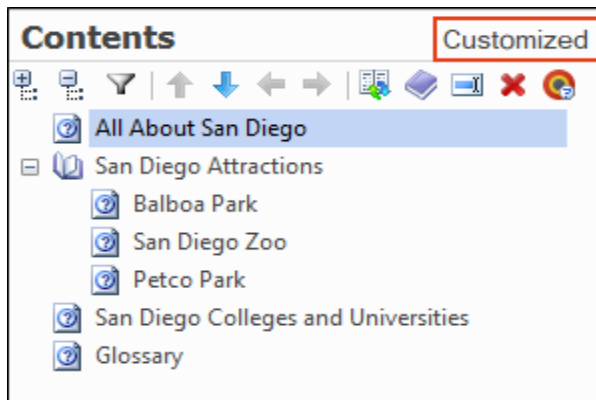
Title	Document	Style	Type
All About San Diego	Documents\SanD...	Heading 1	Contents
San Diego Attractions	Documents\SanD...	Heading 1	Contents
Balboa Park	Documents\SanD...	Heading 2	Conceptual
San Diego Zoo	Documents\SanD...	Heading 2	Conceptual
Petco Park	Documents\SanD...	Heading 2	Conceptual
San Diego Colleges and Universities	Documents\SanD...	Heading 1	Contents
Glossary	Documents\Glos...	Heading 1	Glossary of Terms
Aztecs	Documents\Glos...	Glossary Heading	Glossary Term Definition
Old Town	Documents\Glos...	Glossary Heading	Glossary Term Definition
Santa Ana Winds	Documents\Glos...	Glossary Heading	Glossary Term Definition

Creating a Customized Table of Contents

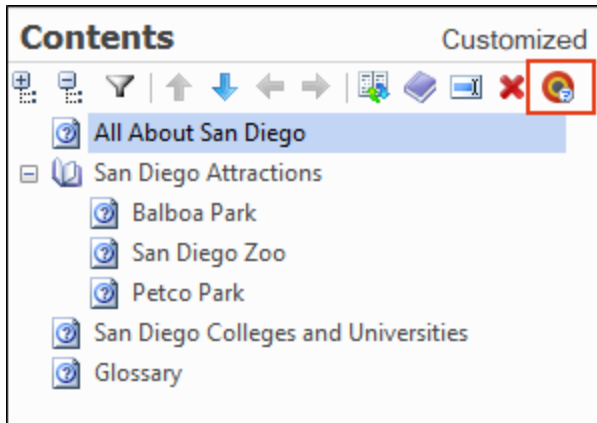
As you have already seen, Doc-To-Help automatically creates a table of contents (TOC) for you based on the structure of your documents. But you can customize the TOC if you wish.

1. At the bottom of the Doc-To-Help Project window pane, select the **Contents** accordion bar.

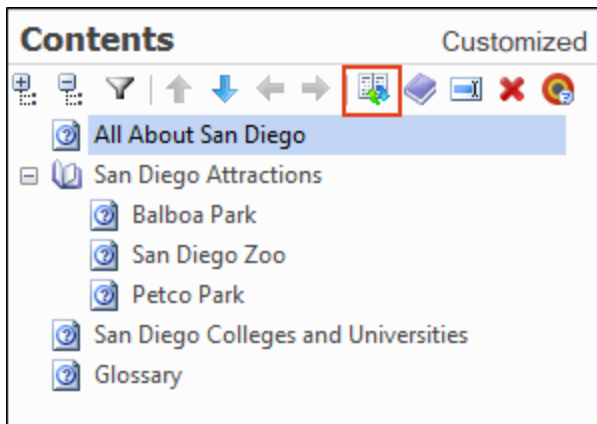
 **NOTE:** If you select an item in the TOC and click **Remove Topic** to delete it, or drag a topic from the Topics window pane into the Contents view to add it, the TOC is flagged as "Customized." Changing the name of an item in the TOC (using the Rename button) also customizes it.



To set the TOC to be exclusively used for the target selected, click the **Target-Specific Table of Contents** button.



To revert back to the original TOC, which is based on the document structure, click the **Rebuild Table of Contents** button.



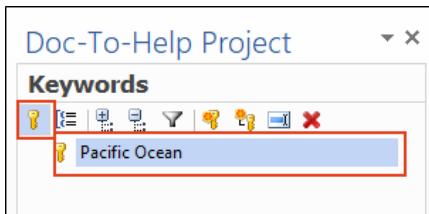
2. For this tutorial, click the **Rebuild Table of Contents** button. This will build the customized TOC you set.

CHAPTER 15

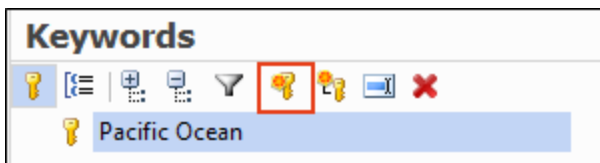
Adding Items to the Index and Creating Groups

There is already one item in our index, which we added directly from one of our documents. We can also add items using the Index and Groups window view and from the Topics window pane.

1. At the bottom of the Doc-To-Help Project window pane, select the **Index and Groups** accordion bar.
2. If it isn't already selected, click the **Keywords** button.

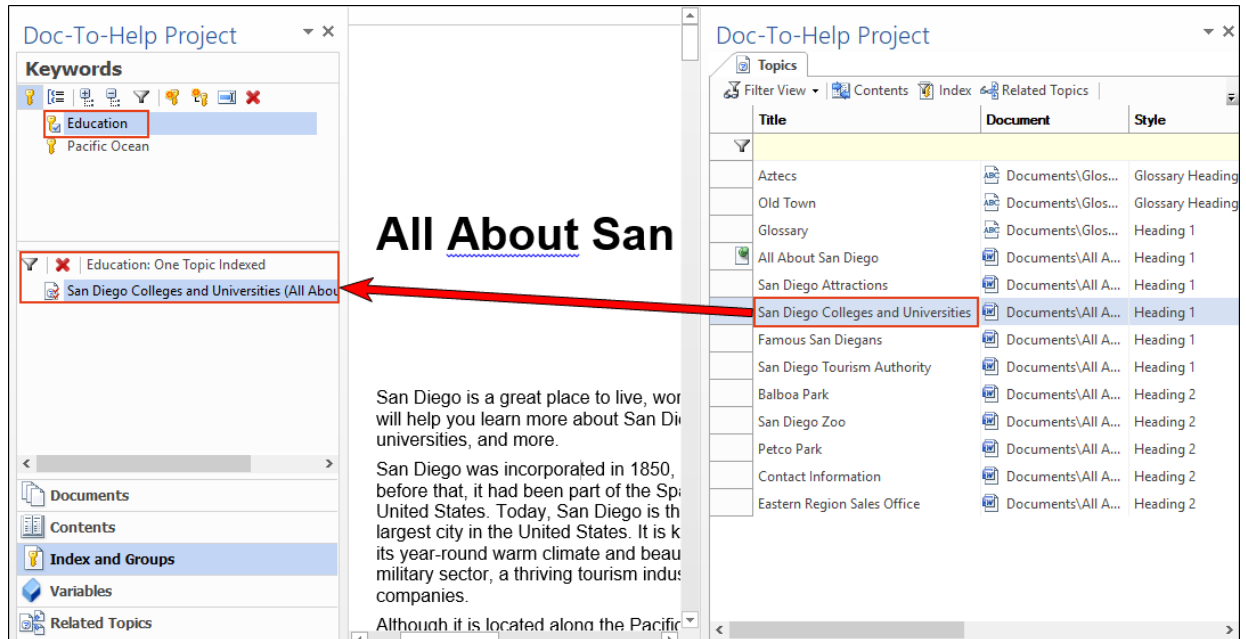


3. Click the **Add New Keyword** button.

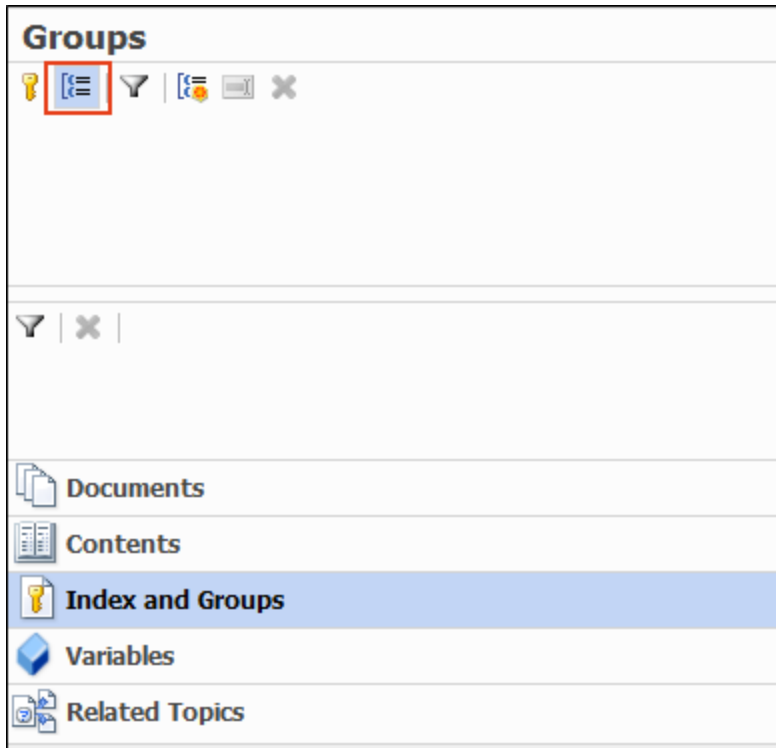


4. Name the new keyword `Education` and press **Enter**.

- From the Topics window pane, select the topic **San Diego Colleges and Universities** and drag it into the lower **Keywords** view. You can link multiple topics to a single keyword; just drag them into the lower window view.

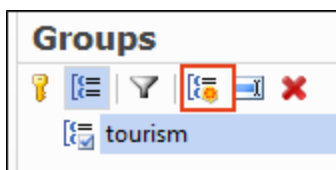


6. Click the **Groups** button.

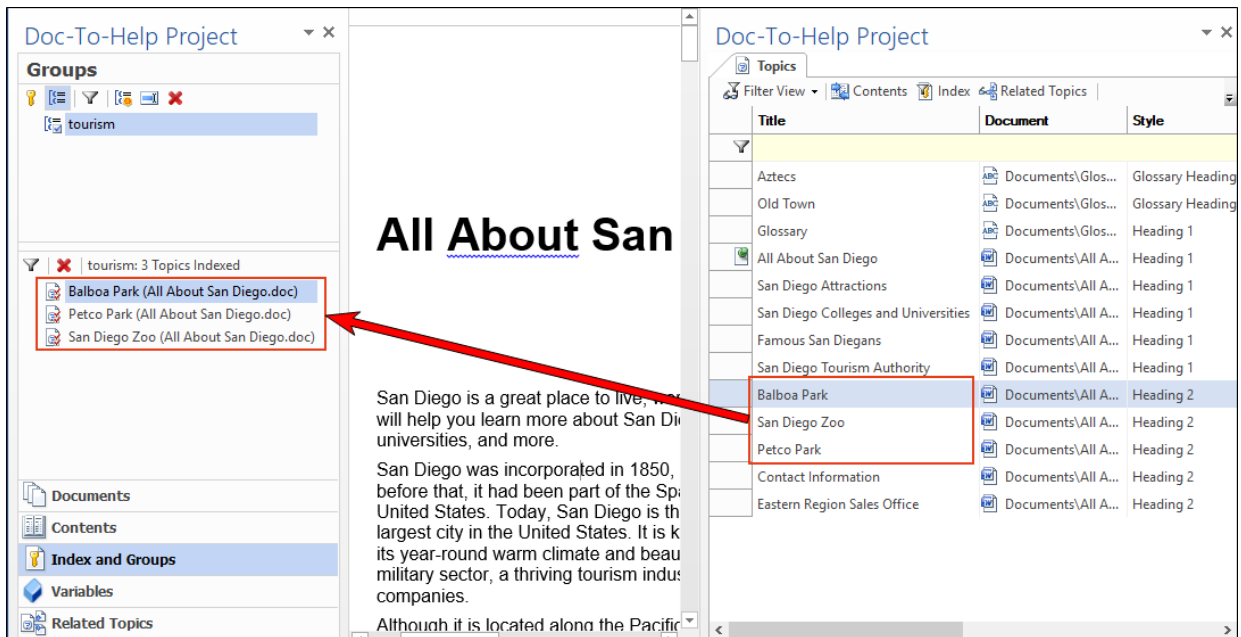


NOTE: You can create topic groups using this same window view. Topic groups are collections of topics you can create links to. When the user clicks the link, the topics in the group appear in a popup window or dialog.

7. Click the **Add New Group** button and name the new group `tourism`.



- In the Topics window pane, select the topics **Balboa Park**, **San Diego Zoo**, and **Petco Park** and drag them into the lower **Groups** view.

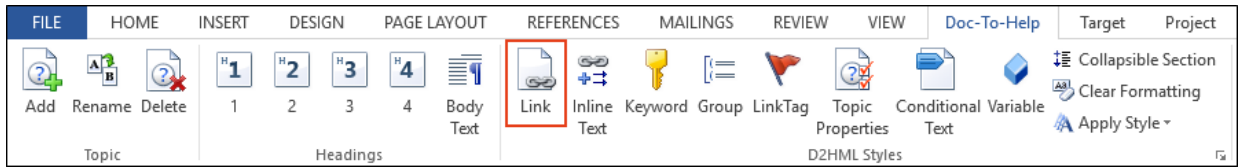


These topics are now in a group named "tourism" and you can create a link to them using the Link dialog.

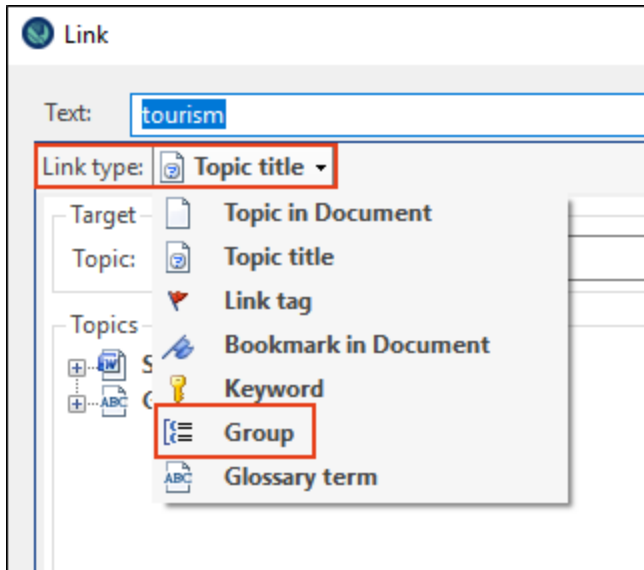
- At the bottom of the Doc-To-Help Project window pane, select the **Documents** accordion bar.
- Double-click **SanDiegoQuickTour.doc** to open the document if it is not already open .
- In the second paragraph, select the word **tourism**.



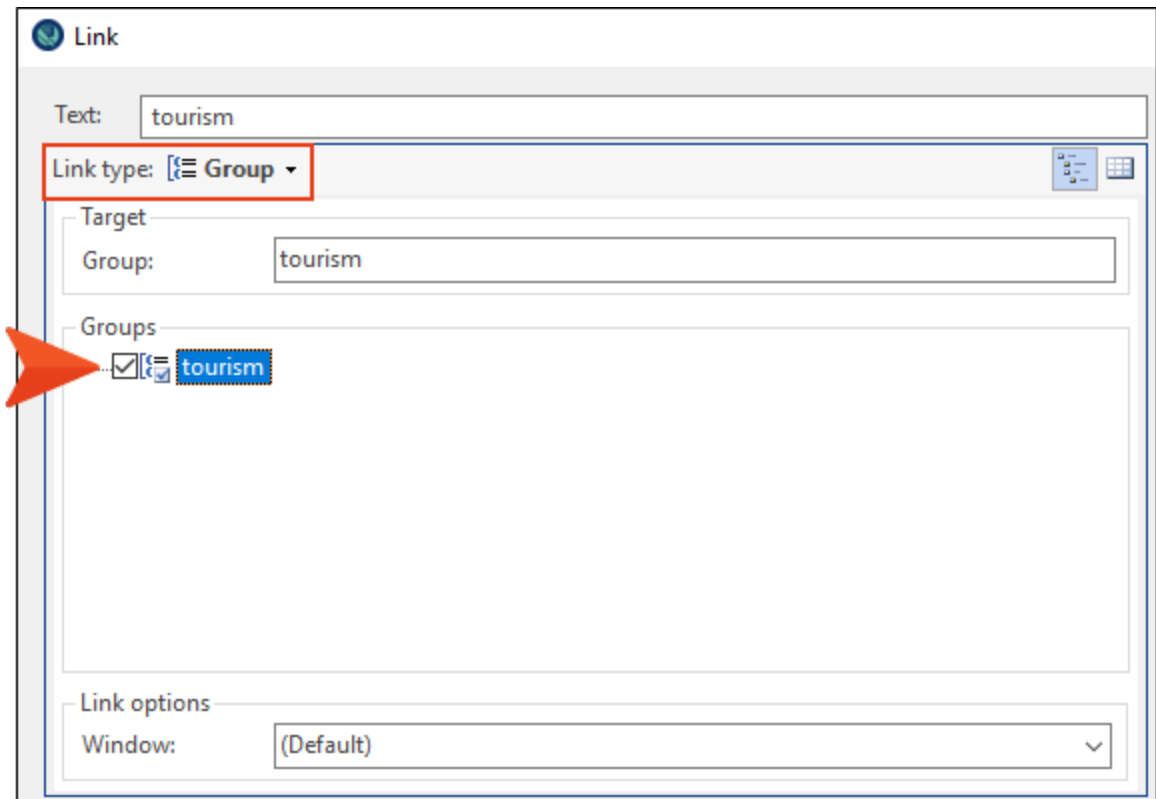
12. In the Doc-To-Help ribbon, click **Link**.



13. From the **Link type** drop-down, choose **Group**.

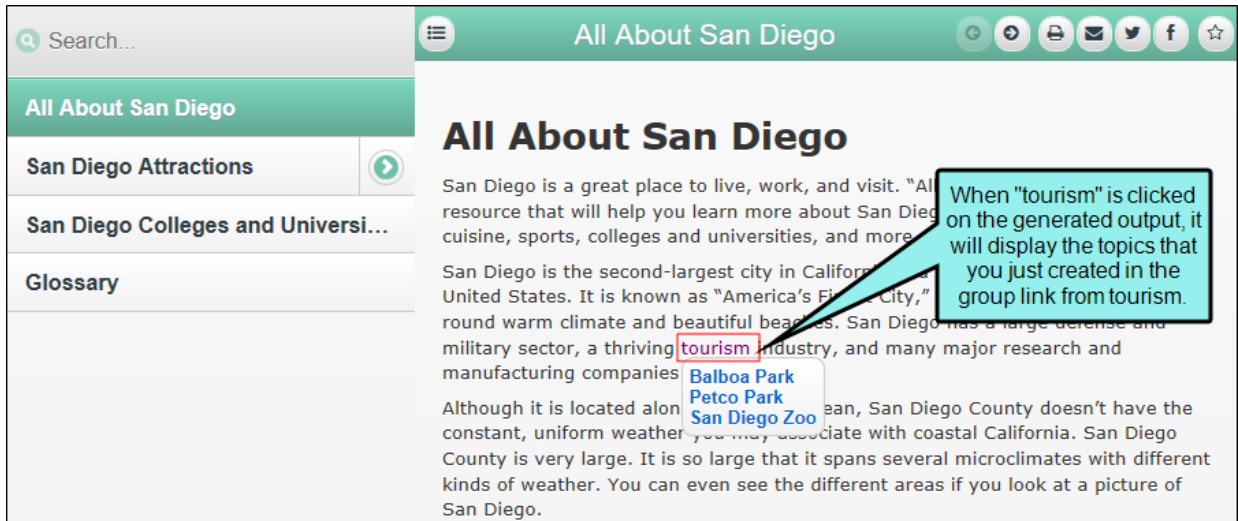


14. Select the **tourism** check box and click **OK**.



15. Save the document.
16. Build the target and view the output.

Notice that "tourism" is a hyperlink. When you click it, a menu with all of the topics in that group displays. Select any one of the menu items, and the topic opens.



We hope you enjoyed the Doc-To-Help Getting Started Tutorial! Feel free to use this project to test drive Doc-To-Help further.

APPENDIX

PDFs

The following PDFs are available for download from the online Help.

On the Doc-To-Help Start Page, click the **PDF Guides** icon to access them.

Context-sensitive Help Guide

Design Guide

Documents, Templates, and Content Guide

Getting Started Guide

Getting Started Tutorial

Project Management Guide

Shortcuts Cheat Sheet

Targets Guide

Touring the Workspace Guide

Upgrading Old Projects Guide

What's New Guide