

Online Help Title

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The following is sample text; delete it or retype it.

Heading1 Style, Sample Heading

Heading2 Style, Sample Heading

Heading3 Style, Sample Heading

Heading4 Style, Sample Heading

Heading5 Style, Sample Heading

Using This Template

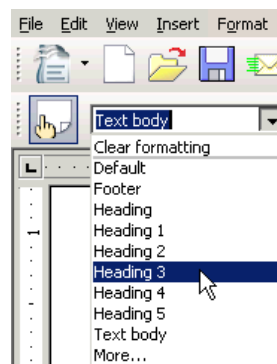
Use this template to create online help. Use the following topics. Delete this content when creating your own content.

Generating the Table of Contents

Right-click on it and choose Update Index/Table. To delete it, choose Delete Index/Table.

Applying Styles

Use the styles Heading1 through Heading5. Apply them to the topic titles. To apply styles, select the text and choose the appropriate style name from the dropdown list in the upper left corner of the window.



Use Text Body for the content of the help.

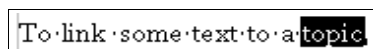
Inserting Links

This text [links to the topic for updating the TOC](#). It doesn't bring in the correct name of the topic but it does create an accurate link to it.

This is just a stand-alone link to the same topic. [How to Generate a Table of Contents](#)

Linking Existing Text to Another Heading, Table, or Graphic

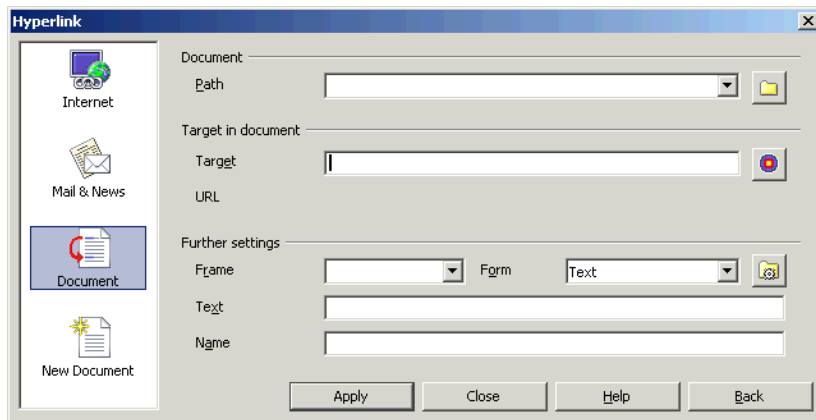
1. To link some text to a topic, select the text that you want hotlinked.



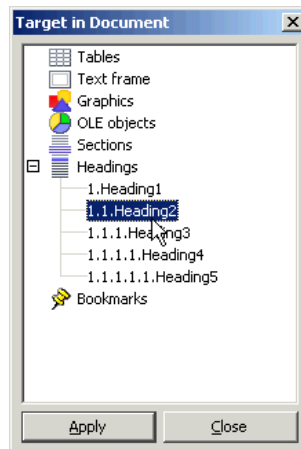
2. Select Insert > Hyperlink or click the Hyperlink icon on the Standard Toolbar.



3. In the Hyperlink window, be sure that the Document icon at left is selected. Then click the target-like icon next to the Target field.

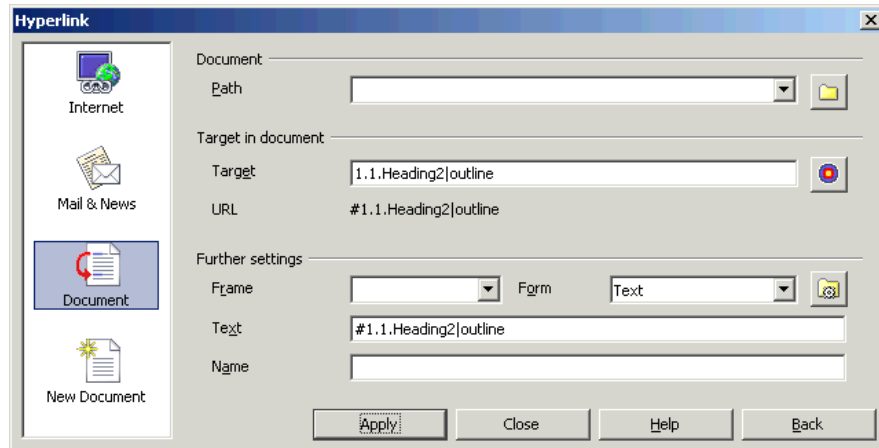


4. In the Target in Document window, expand the Headings or other category you want to link to, and select the item. Click Apply.



5. Click Close.

6. The information for the link will be displayed in the Hyperlink window. Click Close.

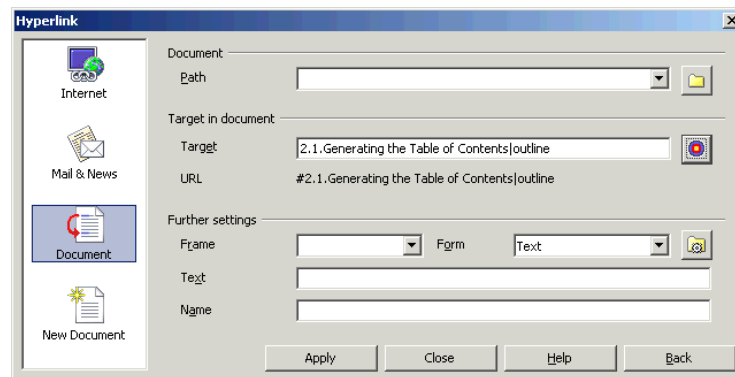


7. The link will be created in the document.

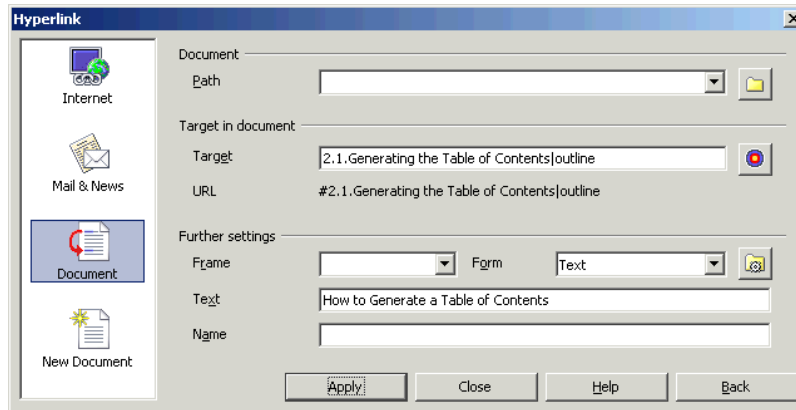
To link some text to a [topic](#)

Inserting a New Link to Another Heading, Table, or Graphic

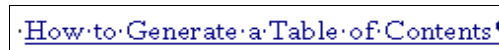
If you want to just insert a link to the item, repeat the previous steps but without selecting any text first. Then once you've clicked Apply in the Target in Document window, click Close. The window will look like this.



Type the text you want to appear in the document, then click Apply, and Close.



The link will appear.

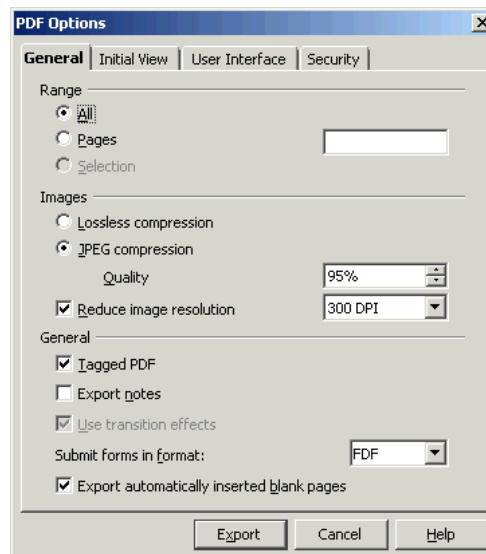


Removing a Link

To remove a link, right-click on it and choose Default, or select it and choose Format > Default Formatting.

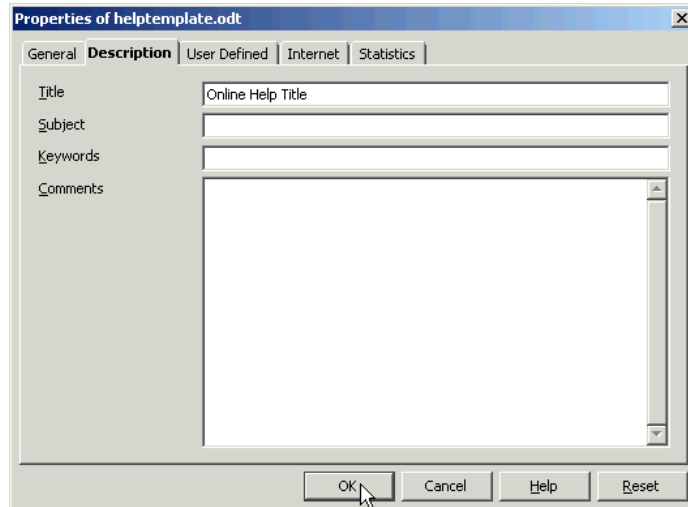
Producing the PDF Version of Your Help

Choose File > Export as PDF. Name the file. Then in the PDF options window, be sure to mark Tagged PDF as shown. Apply other settings as you like, then click OK.



Setting the Name of Your Help Document

Choose File > Properties, General tab, and type the name of the document such as **Using OpenOffice.org Writer** or **Process for Admitting Clients**.



Updating the Styles

If you want to change how the styles look, choose Format > Styles and Formatting. In the window that appears, in the dropdown list at the bottom select All. Then find the style to modify, right-click on it, and choose Modify. Make your changes and click OK; everywhere that style is applied, the formatting will update.