



RoboHelp HTML Training

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RoboHelp HTML Training

RoboHelp HTML is tool IS has chosen to develop the on-line help system to house their extended documentation.

Directory Structure

RoboHelp stores files using folders just like Windows. Note that this view is active when the **Project** tab is selected in the lower left bottom.

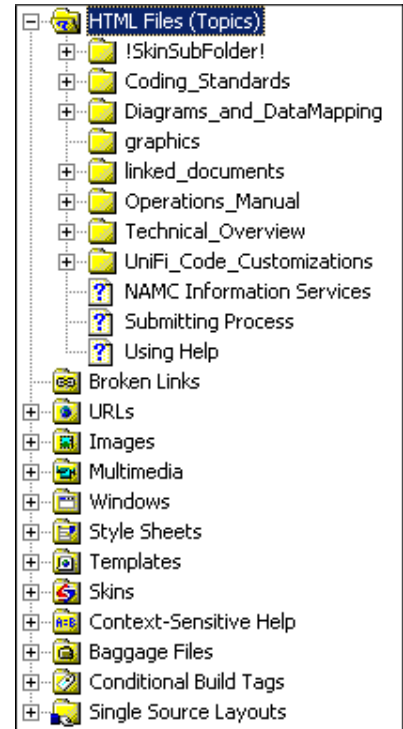
HTML Files (Topics) Folder

The top level has the **HTML Files (Topics)** folder that stores all of the individual HTML topics, graphic, linked documents, and the folders in which each topic resides.

You manually make all of the folders under the HTML Files (Topics) folder except for the !SkinSubFolder!, which will be discussed later. To make a folder:

1. **Navigate** to the **folder** where you desire the new folder to be stored.
2. **Right-mouse** click on a **folder**.
3. Select **New Folder**.
4. **Enter** the **folder name**.

❖ **Note:** You can always change the name of a folder or the location of a folder with minimal damage to the systems.



Broken Links

The Broken Links folder displays a list of links that are no longer functioning correctly. Clean up all broken links periodically.

URLs Folder

Displays all URL locations for web-based links within the help system.

Images Folder

Displays all image files located within help on a per-folder basis.

Multimedia Folder

Displays all multimedia files located within help on a per-folder basis.

Windows Folder

Defines how the window will look and what it will be called. This is not used in WebHelp.

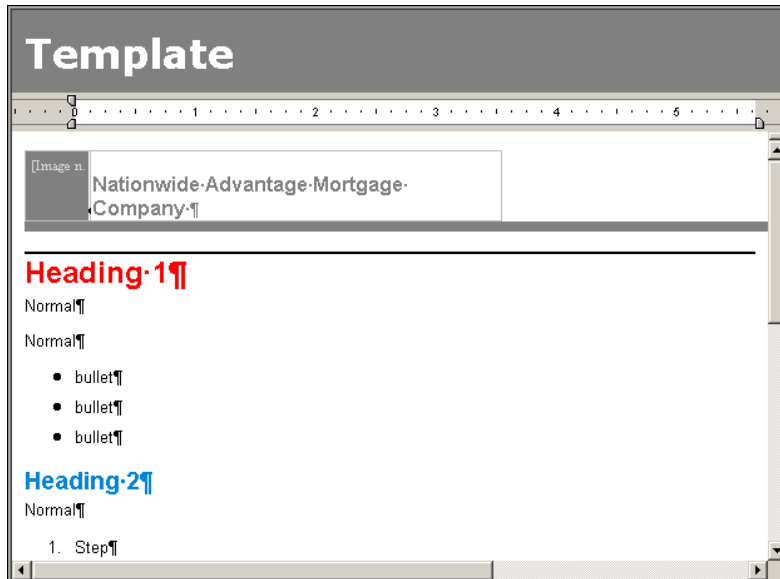
Style Sheets Folder

NAMC Information Services and the Desktop Services Quick Tips both implement the cascading style sheet called **HtmlHelp.css**. This cascading style sheet is written to by the Template.

- ❖ **Note:** It is advised that you **leave this file alone** and make changes to the Template and Skins to adjust the WYSIWYG interface.

Templates Folder

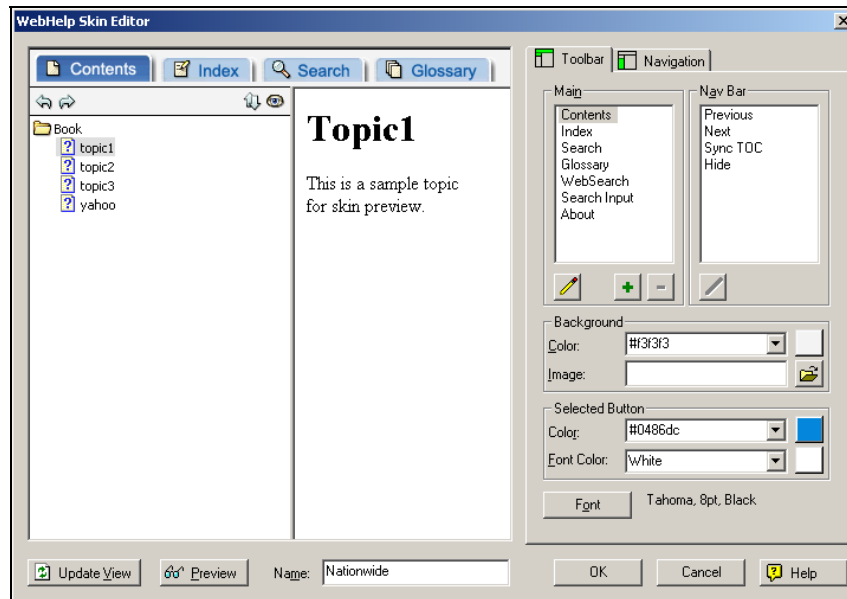
Defines the fonts and headings. The default Template is called **nationwide.htt** and writes to the HtmlHelp.css file.



- ❖ **Note:** The Desktop Services Quick Tips Home Page does not link to this template.

Skins Folder

Skins define how the WYSIWYG interface displays within the browser. NAMC Information Services and the Desktop Services Quick Tips both implement the **Nationwide** skin. It is best NOT to mess with the skin.



Context-Sensitive Help Folder

Contains mappings within the help system. It is best NOT to mess with anything in this folder when developing WebHelp or WebHelp Pro files.

Baggage Folder

Used to store and keep track of graphics, multimedia, and linked documents so they are stored in the folder in which you desire otherwise these files will be stored on the root level of your help system.

To add Baggage:

1. **Copy** the **graphics, multimedia files**, and / or **linked_documents** to the desired folder, such as graphics or linked documents folders, using Windows.
2. **Open** the **Baggage** folder.
3. **Navigate** to the **folder** where you copied the files in step 1.
4. **Right-click** on the desired **folder**.
5. Select **New Baggage File**.
6. **Navigate** to the folder where you copied the files in step 1.
7. **Select** the **files** you copied in step 1. You can use Shift and Ctrl to select multiple files.
8. Click **OK** and insert the files from the **folder** where you copied the files in step 1.
 - ❖ **Note:** There is also a folder called UniFi_and_ProSpan. This is where Nancy McLain is storing her files.

Conditional Build Tags Folder

Conditional Build Tags allow you to generate multiple sets of content from a single project. Instead of maintaining separate topics or projects or creating complex workarounds for different deliverables, you can pick and choose the content you want to include or exclude from one project. This is currently NOT implemented, but may be used in the future. For example, from the same project you could build one help system to IS and one for accounting.

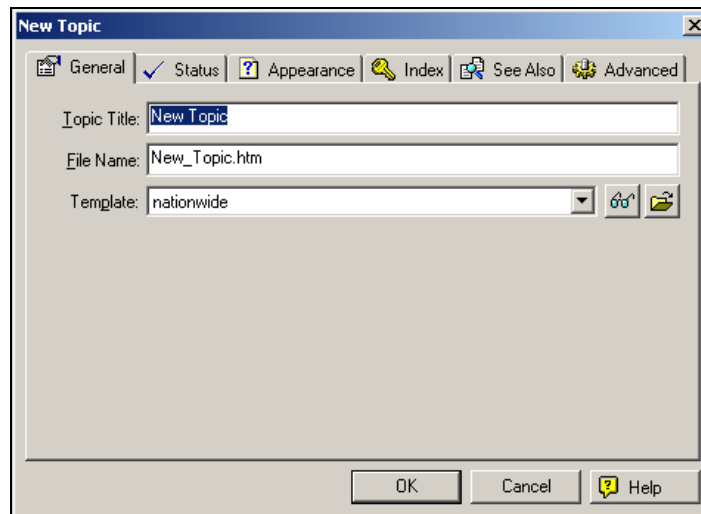
Single Source Layouts Folder

Type of system that you are generating. NAMC is using WebHelp Pro.

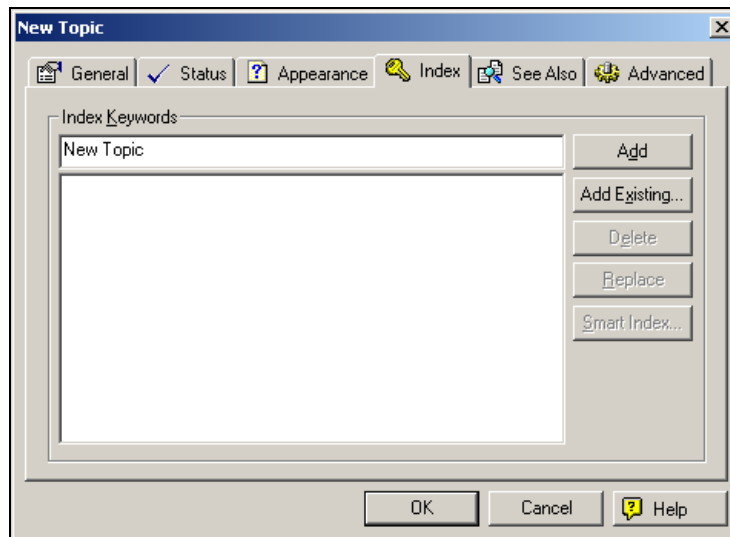
Creating Topics

To create a new topic:

1. Make sure that you are in the **Project** tab (lower left corner). If you add a topic while in the TOC view, the topic is added to the root level of the help system.
2. **Navigate** to the **folder** where you desire for the topic to live.
3. Right-click on the folder and select New Topic.
4. Enter the **Topic Title**. The File Name automatically changes. Do NOT use funky characters when naming files as it can break the topic.
5. **Copy** the **Topic Title**.



6. Select the **nationwide Template** if necessary.
7. Click the **Index** tab.



8. **Paste the Topic Title** in the Index Keywords field and click **Add**.
 9. Add additional **index** entries as necessary and click **OK**.
 10. Select the **Heading 1**.
 11. **Paste the Topic Title** in the **Heading 1** field of the topic template.
 12. **Save** the file.
 13. **Select the Topics** tab.
 14. **Select the TOC** tab.
 15. **Navigate** to the **folder** where you desire to add the topic.
 16. **Drag and drop** the **Topic** to the **TOC**.
 17. **Save** the **TOC**.
- ❖ **Note: NEVER click the Auto-Create TOC button. This will override your current TOC and make a new one in alphabetical order. You will then have to manually create your TOC or restore it from a backup.**

Viewing Topics

You can view topics in several ways:

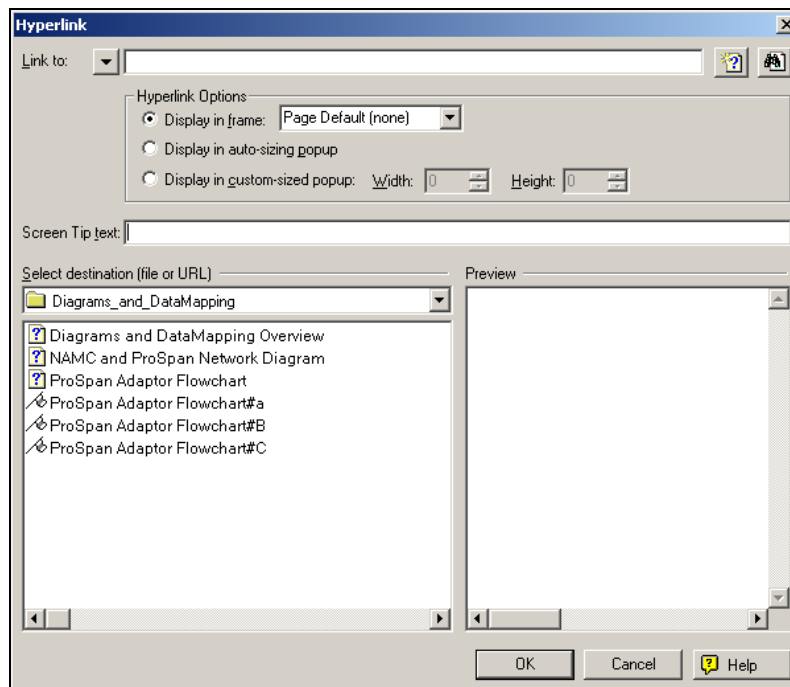
- **WYSIWYG** – What You See Is What You Get may not be WYSIWYG after you compile (Build). You can press <Ctrl + W> on the fly to see an example of what the WYSIWYG may look like.
- **True Code** – Select the True Code tab to fix the WYSIWYG.
- **Link View** – Displays the links associated with each topic.
- **Topics** – View all topics or only topics in a selected folder. Note that you can perform multiple functions on multiple topics, such as adding a Build Tag or Template to a list of topics. You can also view by File Name, Title, TOC, Index, Status, and Modified Date. This helps you see that everything is in the TOC and Index. When in the Topics window, click the letter to go to the first topic that has that letter.

Adding a Hyperlink

You can link between topics, to websites, graphics, multimedia, or other digital files. Remember to make Baggage out of files if required.

To add a hyperlink:

1. **Navigate** to the **topic** and **location** where you desire to place the hyperlink.
2. **Type** the **name** of the hyperlink.
3. **Select** the **name**.
4. **Right-click** and select **Insert Hyperlink**.



5. Enter the **Screen Tip text**.
6. Do one of the following:
 - If the link is to another **help topic**, navigate to the help topic in the **Select destination (file or URL)** drop-down list box.
 - If the link is to a **URL**, select the **Link to** drop-down list box and select **Web Address**. **Type** the **URL** next to the http://. Select **New Window** from the Display in frame drop-down list box and click **OK**.
 - If the link is to a **e-mail address**, select the **Link to** drop-down list box and select **Email**. **Type** the **e-mail address** next to the mailto: and click **OK**.
 - If the link is to a **file**, select the **Link to** drop-down list box and select **File**. **Navigate** to the desired **file** and click **Open**. Select **New Window** from the Display in frame drop-down list box and click **OK**.
7. Press **<Ctrl + W>** and **test** the links.

Index

Click the Index tab to view the index. Clean up the index as necessary.

You can also right-mouse click on a topic and select Topic Properties > Index tab and change data there.

Select Tools > Remove Unused Index Keywords to delete words that have been added, but know longer exist.

Glossary

Click the Glossary tab. Enter the glossary term in the Term field and click add. Enter the definition in the bottom field.

Reports

RoboHelp has a robust set of reports that you can use to assist in development.

Browse Sequence Editor

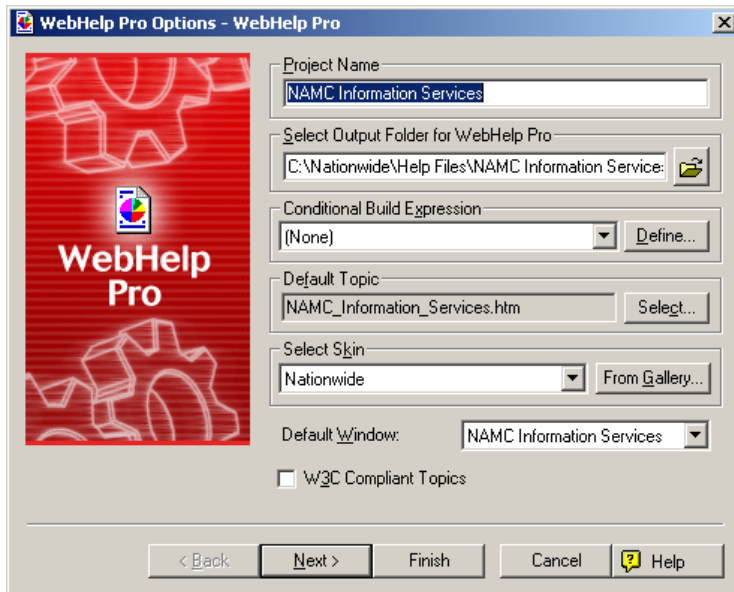
After you have updated your table of contents:

1. Select Tools > **Browse Sequence Editor**.
2. Click **Auto-created using TOC**.
3. Enter **0** and click **OK**.
4. Click **OK**.

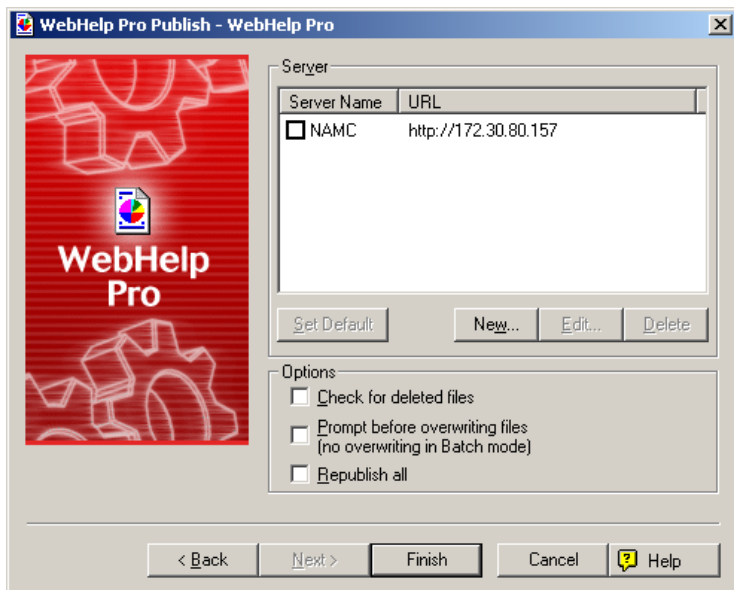
Generate Primary Layout (Build and Compile)

To build your help system:

1. Select File > **Generate Primary Layout**.



2. Ensure that the screen looks as above.
3. Click **Next**.



4. Click **Finish**. The compiled help system is located in the WebHelp folder within the source code folder.

Corruption

It is not uncommon to corrupt your *.cpd file. The error tells you to delete you *.xpj file, but this is a lie. Delete the *.cpd from the source file and reopen the *.xpj. It will rebuild your help system. Always compile after this action to re-index the files.