

Step-by-Step Using the Mac OS 9 Help Center

Mac OS 9 provides many new features that are designed to help you manage and organize your computer. You can use the comprehensive and easy-to-use Mac OS 9 help system to learn about these features. This Step-by-Step Card demonstrates how to use the help system.

Accessing the help system

- 1 If it's not already displayed, choose Finder from the Application menu in the upper-right corner of your screen.

Finder

- 2 Choose Help Center from the Help menu.

The Help Center window appears.



Tip: At any time when you're using the online help system, you can return to the main Help Center screen by clicking the house icon at the top-left corner of the Help Center or Mac Help window.

- 3 Click Mac Help.

The Mac Help window appears.

Locating help information

You can locate information in two ways from the Mac Help window:

- a** Click the blue underlined text on the left side of the window to see information on one of those topics.
- b** To quickly go to a specific topic, type the topic in the search text box at the top of the Mac Help window, then click Search.



The following are some of the topics new to Mac OS 9 that you can learn about in the help system:

- Sherlock 2
 - Customizing Sherlock 2
 - Editing and Creating Channels
 - Searching the Internet, Files, and For Content
- Using Keychains
- Multiple Users
- Encrypting and Decrypting Files
- Spoken Commands

Printing help text

You can print any section of the help information just as you would any other file.

- 1** Locate the text you want to print.
- 2** Choose Print from the File menu.
- 3** In the dialog box that appears, click Print.