

Using Legacy's Help file to Find the Answers You Need

When you have questions about using Legacy, the information you need is often available in the program's Help file. Simply click the **Help** button found on almost every screen or press **F1** on your keyboard. The help system is context-sensitive and tries to answer questions about the current task or screen that you are in.

Other Ways of Getting to the Help File

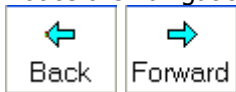
The Help file can also be reached by clicking **Help** on the menu bar and selecting **Show Help Index**, or by clicking the **Legacy Help file** link in the **Support** box on the **Legacy Home** tab. (The **Support** box also contains other helpful links such as [Watch Training Videos](#), [Tips from the Experts](#), and [Online Troubleshooting Help](#), just to name a few.)

Navigating the Help File

As you read the Help file you will see [blue](#) links that will jump you to additional information or topics.

At the bottom of the page you will also see links that will take you to the next topic or return you to the previous page.

Notice the navigation buttons with arrows in the upper left part of the screen.



These **Back** and **Forward** buttons will move you to the back and forth through pages you have already visited.

Using the Help Index

Keywords in the **Help file** have been indexed to make finding topics easier. Simply click the **Index** tab at the top of the navigation pane. Next, type the first few letters of the keyword you are looking for. This will jump you into the part of the **Index** that you want. Highlight the topic you want and then click **Display** at the bottom of the navigation pane.

Using Search

Use the **Search** tab if you don't find the topic you want in the **Index**. **Search** enables you to search for *any* words in **Help** topics – even those that are not key index words. Click the **Search** tab and then type the word or words you want and click **Display Topics**.

Creating a Favorites List

You can bookmark a help topic by adding it to your **Favorites** list. This lets you get back to it quickly at a later time. To bookmark a displayed Help topic, click the **Favorites** tab and then click **Add** at the bottom of the navigation pane. The **Display** button is used to jump to a highlighted topic in your **Favorites** list. The **Remove** button will delete a highlighted topic from your list of favorites.