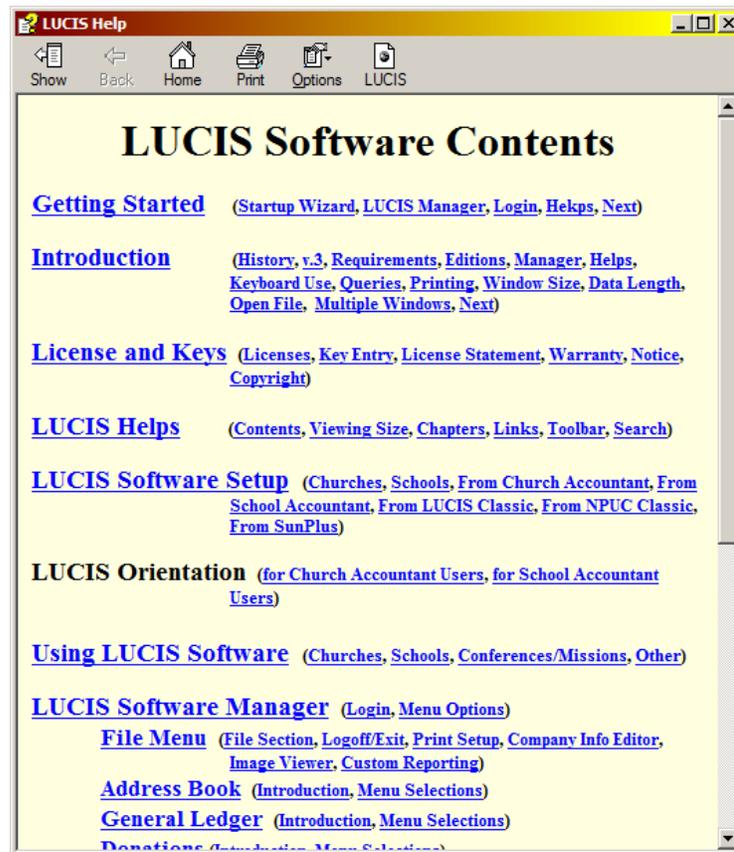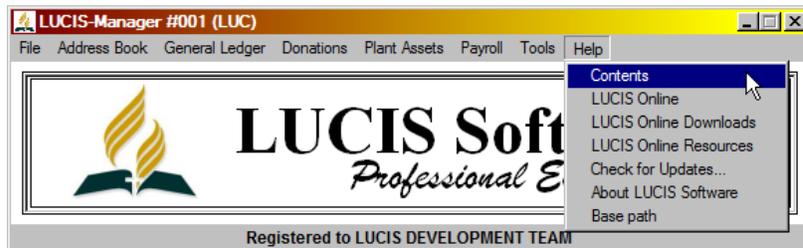This is a chapter from the LUCIS Helps. The links do not work in pdf format. Use the LUCIS Helps for full functionality.

Home   Contents   Viewing Size   Chapters   Links   Toolbar   Search

LUCIS Helps

    The LUCIS Software uses helps compiled and viewed with the Microsoft HTML Helps System. Use the help system very similar to the way you would use an internet browser. There are links that take you to different areas of the helps and a "Back" button to retrace your steps.

Contents (Back to Top)

    The main LUCIS Contents page is accessed from the Help menu of the LUCIS Manager and does not require you to login first.
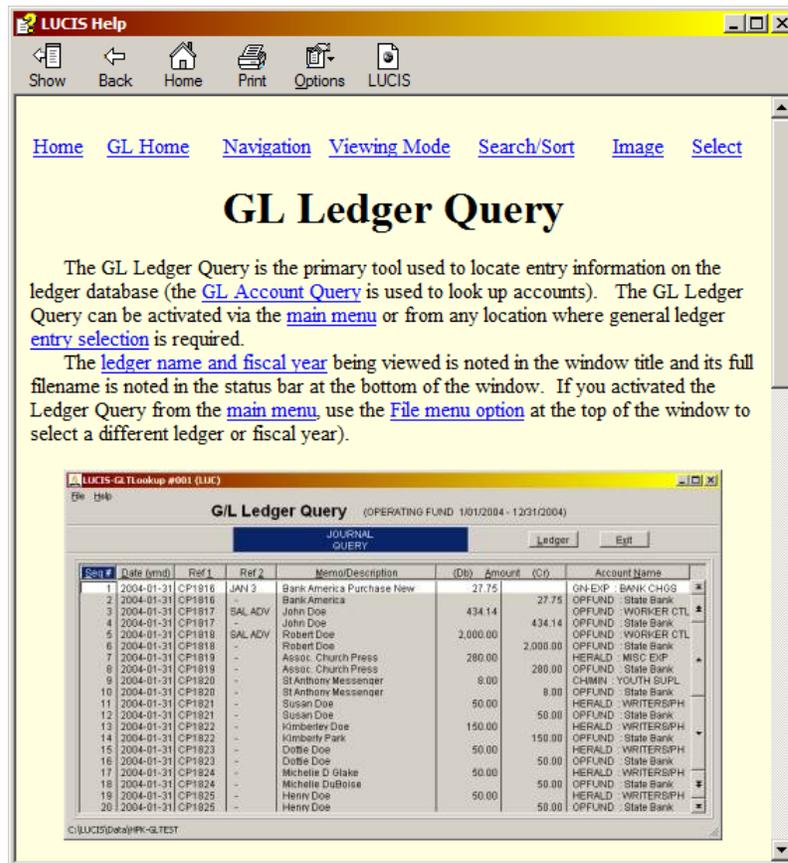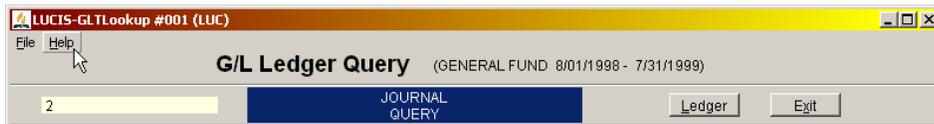
Viewing Size

The help window may open full screen. However, this is not optimum for reading the helps. The LUCIS helps have been designed for a display width slightly larger than the screen illustrations (see example below) to allow you to work with the software while viewing the help (both can be active at the same time). Resize the help window by "grabbing" on to the side of the window with your cursor and move it to the desired width (you cannot resize a maximized window – if the middle button in the upper right-hand corner next to the "**X**" has a double-box image click it to return to a single box image as illustrated below).

Chapters

The individual help chapters can be accessed via links on the helps Contents page. In addition, each window has a help menu item that will take you directly to the help chapter for that window.

Links

A number of words and phrases are in a different color and underlined—these are links. If you click on a link it will take you to another section or chapter of the helps that explains, or elaborates on, the word or phrase. If you have a question about a word or phrase link, click on it. To return back to the place where you invoked the link, click the "Back" arrow in the Helps toolbar at the top of the help screen.

Toolbar ()

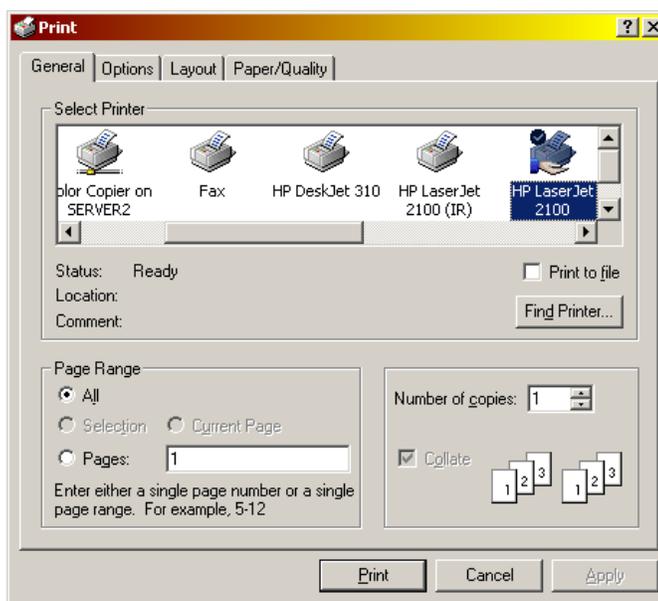There are several options available in the toolbar at the top of the helps window.

Show: The "Show" option refers to the help window tab panel, which can be hidden or shown. The Tab panel is used to locate specific information in the helps (see Search below).

Back: Click "Back" to return to the previous location from which a link was invoked. If you have invoked several links, clicking "Back" will take you step-by-step backward through the locations from which the links were invoked. This option is grayed out if you have not yet invoked a link or if you return to the original starting location.

Home: Click "Home" to directly access the LUCIS Contents page.

Print: Click "Print" to print the help chapter being displayed – the standard Windows print dialog will appear. Select the printer, if desired, then click ⎢ Print ⎥ to print the chapter.
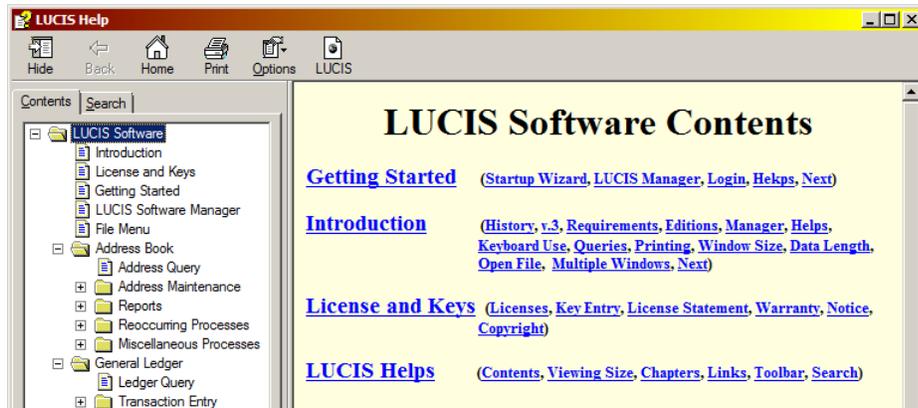

Options: Click "Options" to display a drop-down list of the toolbar options—these primarily duplicate the options described here. One exception is the "search highlights" option. This option is used to highlight (or not) each occurrence of a search word or phrase when using the search tab. If the search highlight option is **ON** then "Search Highlight Off" shows in the options list—click it to turn highlight **OFF**. If it is **OFF**, "Search Highlight On" will show in the list—click it to turn highlights **ON**. This may be confusing but that is the way it works.

LUCIS: Click "LUCIS" to access the LUCIS website—you must be connected to the internet for this option to work. This is the same as the LUCIS Online link in the Help menu of the LUCIS Manager.
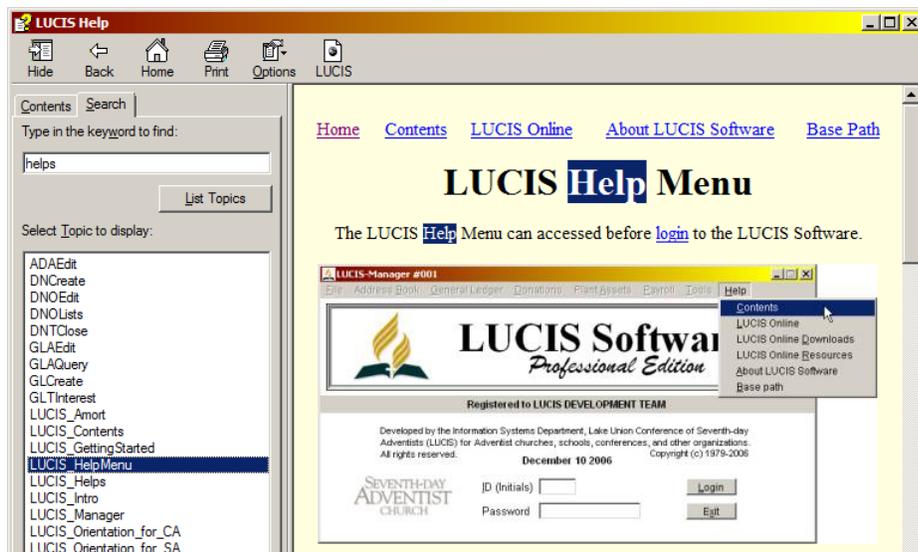
Search ([Back to Top](#))

To access the helps tabs, click "Show" in the helps toolbar. There are two tabs to assist you in locating information in the helps: Contents and Search.

Contents Tab: The helps contents tab is similar to the LUCIS Contents page except that it is presented as a tree view and contains direct links to all chapters. A tree view allows you to expand the viewed list by clicking on the [+] to the left of a folder item (or double-click the folder image or name). A [–] to the left of a folder item indicates it is already expanded—click on the [–] to collapse it.

Individual chapters are noted by a document image in the tree view. Click on a document image or its name to view the chapter.

Search Tab: Type a keyword or phrase into the search entry area then press [Enter] or click "List Topics" to retrieve a list of the chapters where the search word or phrase is found. Double-click on any of the Topics (i.e. chapters) to view that chapter. If "search highlight" is on (see [Search](#) above) the search word or phrase will be highlighted (see illustration above). You can quickly scroll through the chapter to find all occurrences of the word or phrase.