

Using the Library's Online Catalog – Help Tab

The **Help** tab provides online help for those needing assistance with the online catalog.

How do I...

Lists the most frequently asked questions including logging on, changing your password, searching the catalog, and requesting and renewing items. Click on the link to access the help window.

Help Menu:

Opens up the full online help menu.

Contents Tab:

- The table of contents displays help topics as they would be organized in a book. It shows how topics are related to each other, and lets you move from topic to topic.
- Click on the + button to expand and the - sign to collapse the list of topics.
- Click on the link to display the topic on the right side of the list.

Index Tab:

- The index displays help topics in alphabetical order.
- Click a letter to display entries that begin with that letter.
- Click on the + button to expand and the - sign to collapse the list of topics.
- Click on the link to display the topic on the right side of the list.

Search Tab:

- Search allows you to search the help index by typing in your search terms.
- A list of topics that contain the search term is displayed.
- Click on the link to display the topic on the right side of the list.