

How To Create NetHelp From an Existing Word Document

This tutorial shows how you can easily go from an existing Microsoft Word document to a web-based system (Doc-To-Help NetHelp) in just a few minutes.

Note that this is not the only way to create a project in Doc-To-Help, it is just one of the many common uses. Other ways to create projects include:

- Create a new project and have Doc-To-Help automatically create a blank Word document. You can then write your content from scratch using the new document.
- Create a new project and have Doc-To-help automatically create a blank XML document. You can then write your content from scratch using the Doc-To-Help's editor.

How to Set-Up

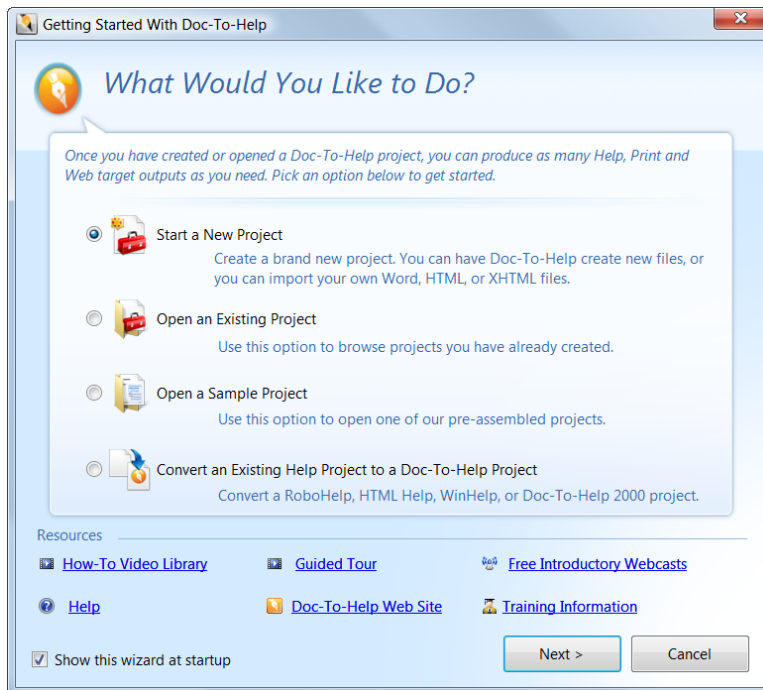
Follow these instructions to set up this tutorial:

1. Download **WordToNetHelp.zip** from <http://helpcentral.componentone.com/C1KB/Upload/WordToNetHelp.zip> and save it to your local machine.
2. Unzip the contents (a Word document and an assortment of images) to your machine's, Documents or My Documents folder. You should have a new folder named WordTutorialFiles.
3. Open the Word document and notice that it is an ordinary document.
4. Make sure the latest Doc-To-Help version is installed and open it. Do not close the Getting Started Wizard when it opens.

The Getting Started Wizard

The first thing to do is create a Doc-To-Help Project.

In the Getting Started Wizard, the **Start New Project** item is default. Leave it selected or select it and click **Next**. The next section of this document will walk you through the New Project Wizard.

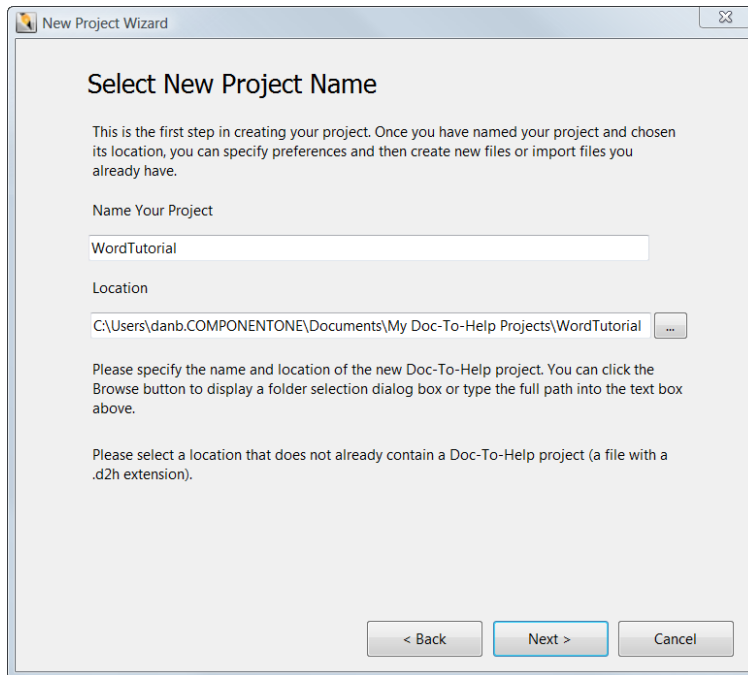


The New Project Wizard

The New Project Wizard is a helpful tool that walks you through the most important settings in a project. Each of the sub-sections below describes, in order, the screens in this wizard.

Step 1: Select New Project Name

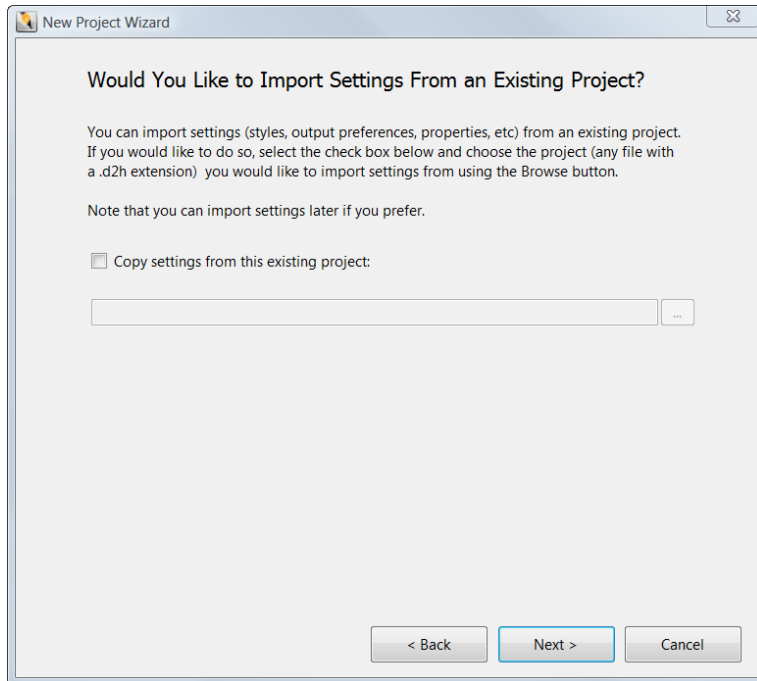
In the first screen of the New Project Wizard, name your project (“WordTutorial”, for example).



When you click **Next**, Doc-To-Help will automatically create the project file and a directory containing the folders and files you need for your project. Then the Import Project Settings screen will open.

Step 2: Import Project Settings

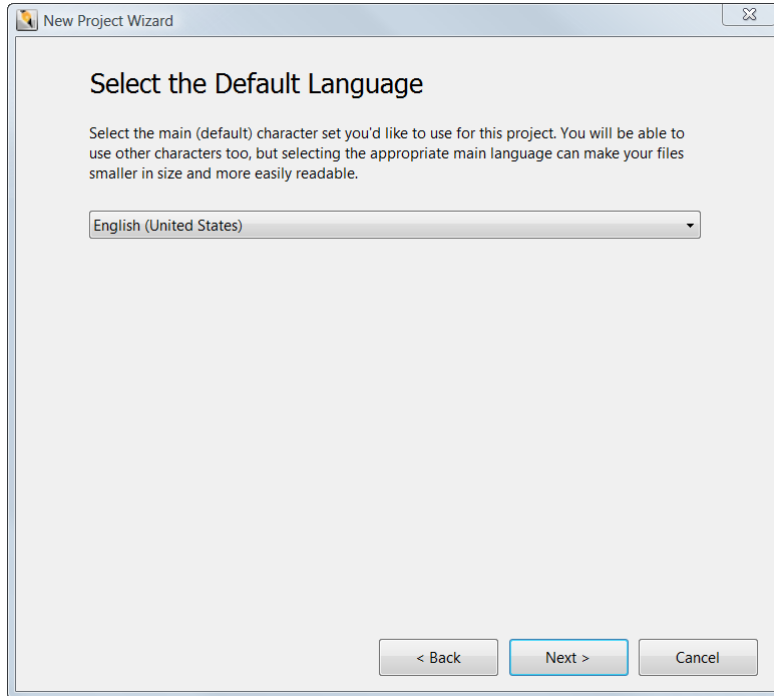
The Import Project Settings screen allows you to import settings from another project.



You don't need to import settings, so click **Next**. The Select Default Language screen will open.

Step 3: Select the Default Language

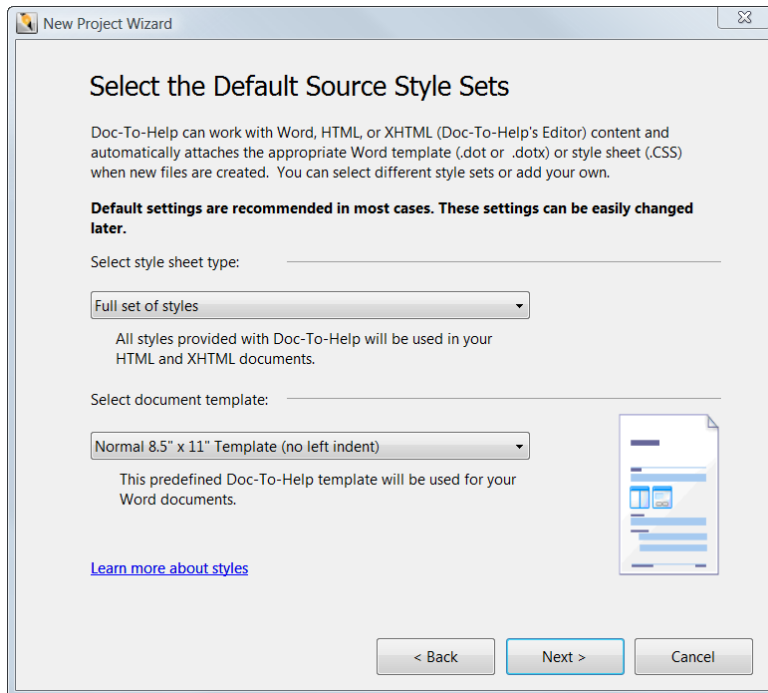
Doc-To-Help allows you to set the default language.



Since the document we are importing is written in English, leave the default setting and click **Next**. The Select the Default Source Style Sets screen will open.

Step 4: Select the Default Source Style Sets

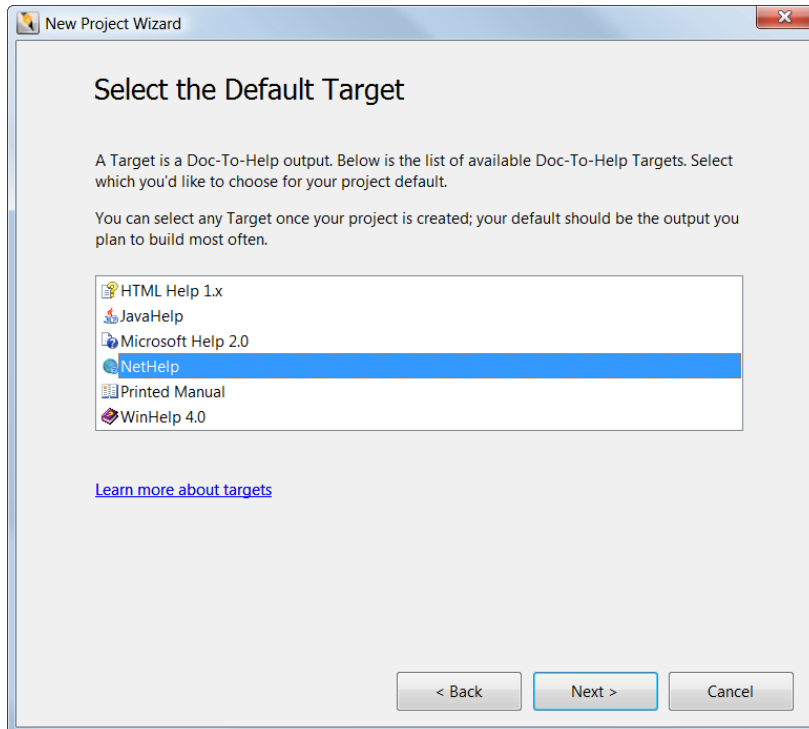
This screen lets you set the default or add custom templates and styles sheets that will be attached to your source documents. It is very common to leave the default settings unless you wish to use a non-standard paper size for printed outputs or you have a style sheet of your own you would like to use. Note that you can add a style sheet to a project at any time. This is only for convenience.



Leave the default settings and click **Next**. The Default Target screen will open.

Step 5: Default Target

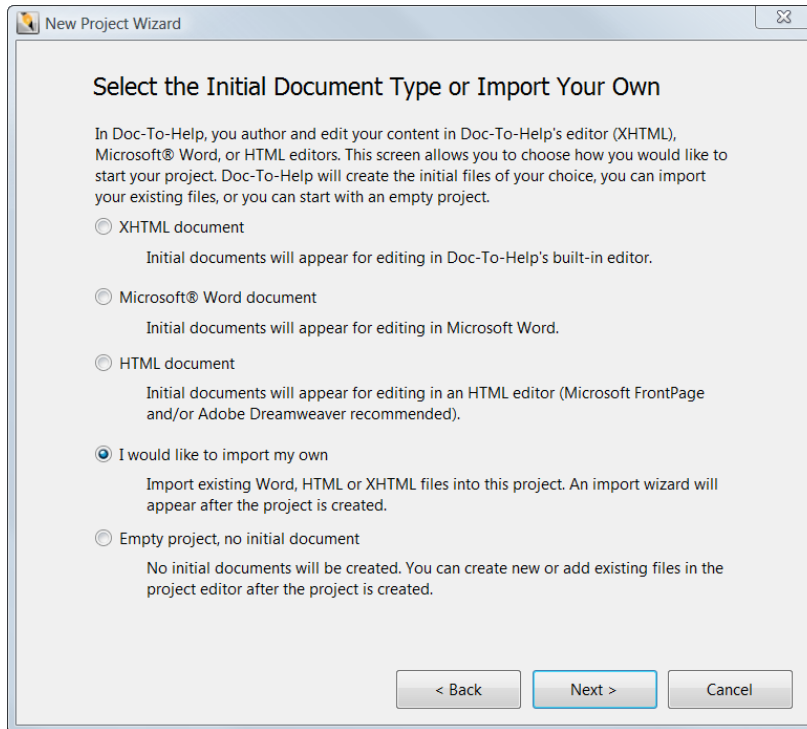
You can change targets at anytime in Doc-To-Help, but this screen allows you to set the target that will be selected by default. Since we want to convert our Word document to web-based output, we will select NetHelp.



Select the **NetHelp** target to set the default. Click **Next**. The Select Document Type screen will open.

Step 6: Select the Initial Document Type

This is where you will tell Doc-To-Help how you want to start your new project. You can start with blank XML, HTML, or Word documents or import one you already have. We have a document we would like to use, so we will choose that option.

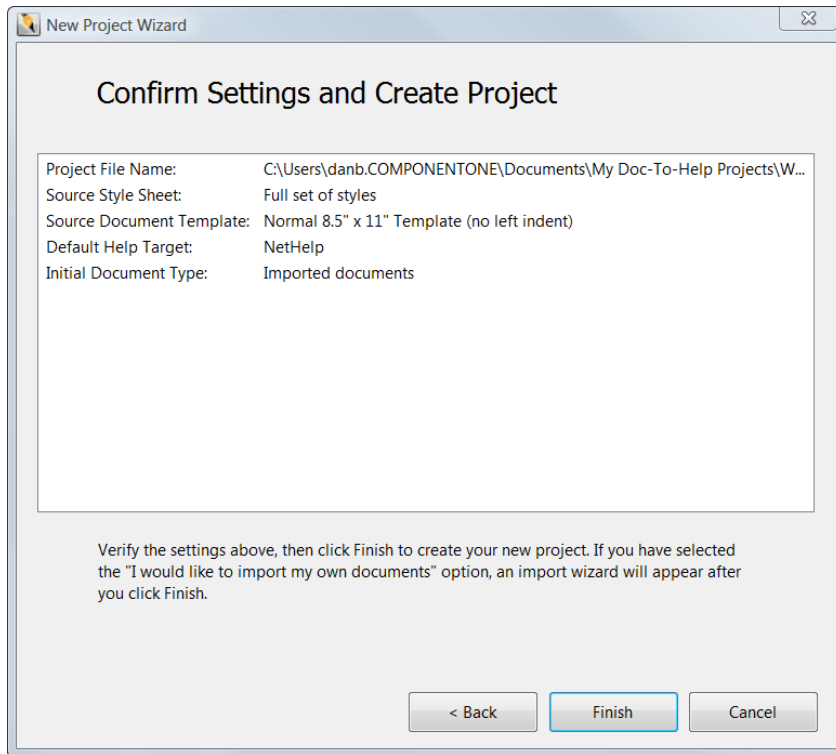


Select the **“I would like to import my own”** item. When Doc-To-Help creates the project, it will open an import wizard that will help you select and import your documents.

Click **Next** and the Confirm Settings screen will open.

Step 7: Confirm Settings

The last screen in the New Project Wizard lets you look over your settings to make sure everything is as you want it to be.



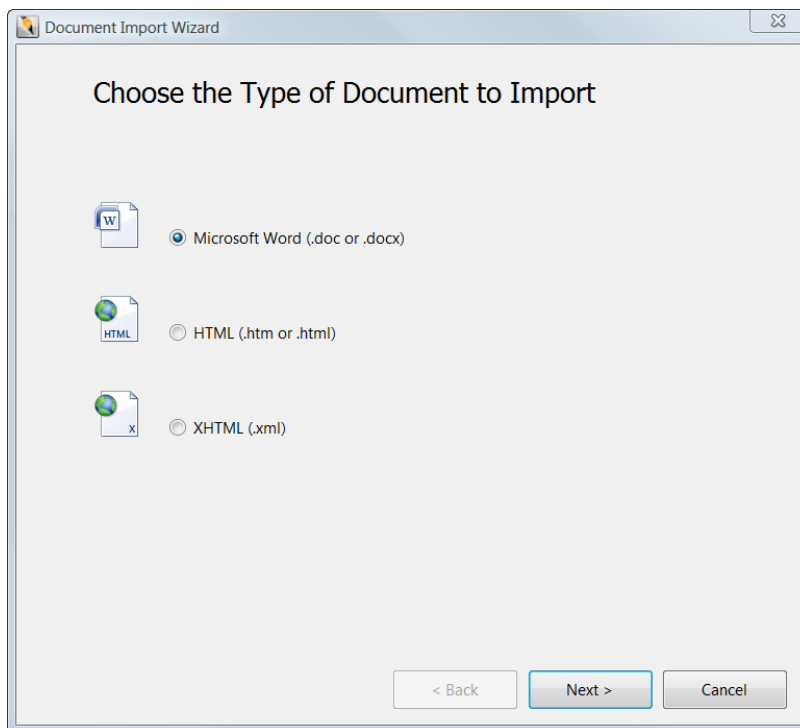
Click **Finish** to create the project. Doc-To-help will create and open the project and open the Document Import Wizard to help you move your document(s) into the new project.

Importing Your Word Document

Now that you have set up a project, you are ready to import your document. If you have followed the steps in the New Project Wizard section, the Document Import Wizard will be open. This tool will help you import your document(s).

Step 1: Choose the Type of Document

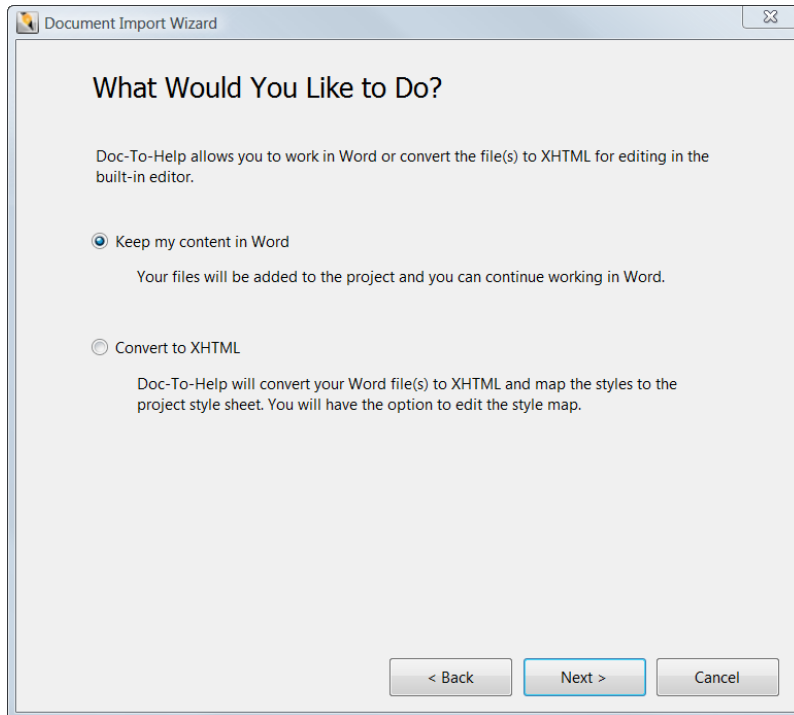
You can import Word, HTML, or XHTML files. We will import a Word file.



Choose **Microsoft Word** (notice you can import .doc or .docx) and click **Next** to proceed to the next step.

Step 2: Choose How You Would Like to Import

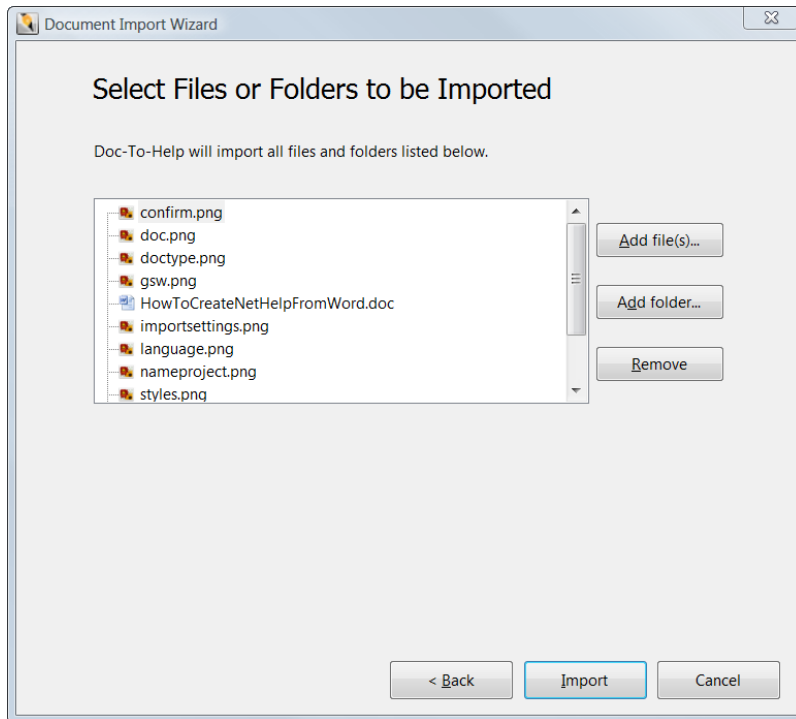
This screen allows you to choose whether you would like to keep your content in Word or convert it to XHTML for use in Doc-To-Help's editor. It is important to note that you can continue to work in Word if you choose to keep your content in Word. This is simply an option.



Leave the default selection, **Keep my content in Word**, and click **Next** to begin selecting the file (or files) you would like to import.

Step 3: Select Files or Folders

This screen allows you to choose one or more Word files or an entire folder. For this exercise, we are importing a file and the images that go along with it. So click the **Add folder...** button, navigate to the **WordTutorialFiles** folder, select it and click OK. Doc-To-Help will ask you if you want to move all the associated files. You do, so click **Yes**. You will see all the files in the import wizard.



Click **Import** to add the files to your project. Doc-To-Help will attach its source template (but not change any existing styles) and physically move the document to your Doc-To-Help project directory.

When the import finishes, click **OK** in the confirmation screen and the Document will appear in Doc-To-Help's document pane.

You are now ready to generate NetHelp!

Generating NetHelp

It really is this easy. Once the document is added to the Doc-To-Help project, you can build a NetHelp target. Doc-To-Help will use the document's heading structure to divide it up into topics.

Doc-To-Help is already set up to generate your Table of Contents, but you need to activate automatic indexing. To do so, follow these steps:

- Select the **Project** tab from the toolbar.
- Drop down the **Auto-Index** menu.
- Select **Conceptual**.

Doc-To-Help will now automatically index conceptual topic types.

To generate NetHelp, click **Build**. (The **Build** button is found in the Target group on the Home tab located in the ribbon toolbar).

Bonus Step

You may have noticed that the Word document is a plain tutorial only containing information about how to import a Word document and generate output. Doc-To-Help makes it easy to format this document for formal printing by adding a cover page, table of contents, index, and footers. You do this by generating a manual.

To generate a manual, find the **Select Target** drop-down button in the Target Group on the Home tab located in the ribbon toolbar and select **Manual**. When you click **Build**, Doc-To-Help will generate a Word document.

If you would like to generate a PDF, you can do so by checking **the Generate PDF** button found in the Target properties dialog. Open this dialog launcher by clicking the arrow in the lower right-hand corner of the Target group.

You will notice that section breaks may not appear where you would like them, but you can configure the document.

Working With Your Project

Of course, Doc-To-Help gives you many tools to customize and edit your project. Some in Doc-To-Help's interface and other in Word. The next sections describe briefly what you can do. See Doc-To-Help's user manual for more information.

Working in the Doc-To-Help Interface

Notice the outlook-style panes on the left-hand side of Doc-To-Help's interface. Open these panes to see and customize items that Doc-To-Help automatically generates, such as the Table of Contents, Index, and Related Topics. Also notice that a topics grid opens when working in these panes. This grid allows you to manage your topics.

The ribbon toolbar also gives you access to various settings for your project.

Working in Word

Open the Word document and notice that a Doc-To-Help toolbar has been added to the interface. Use this toolbar to add elements such as topic links, pop-ups, and more. This toolbar allows you to continue working in Word so you can write where you are most comfortable.