

# ShareScope Training Zone

Your guide to getting the best out of ShareScope



## Tutorial 34 – Using ShareScope Help

Over the course of our fortnightly Training Zone tutorials, we've covered a range of topics aimed at helping you get the most out of ShareScope.

We now take the opportunity to look at another important educational tool – ShareScope Help - and later invite you to offer suggestions as to what you would like us to cover in future tutorials.

In this tutorial

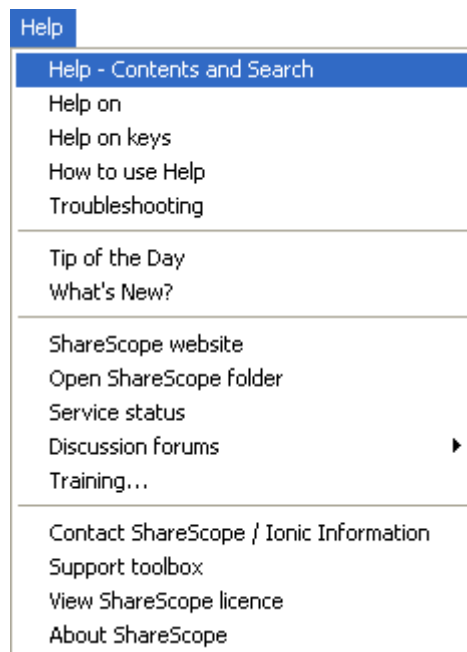
- [Help menu](#)
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### Help Menu

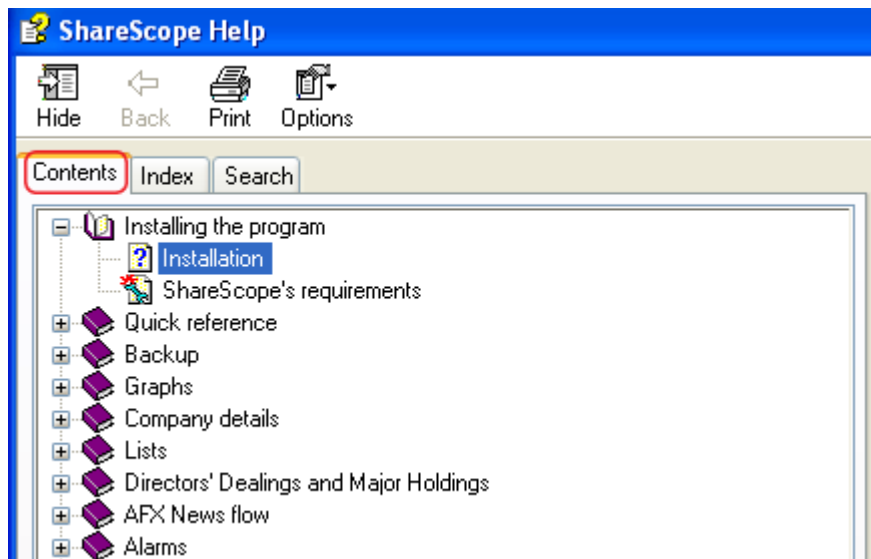
The **Help – Contents and Search** facility on the **Help** menu provides a complete listing of Help topics available within ShareScope.

This can be used to search for feature-specific help (for example, help on graph screens) and to explain stock market concepts and terminology.

To open ShareScope Help, click on the **Help** menu and select **Help - Contents and Search**.





This displays the following dialog:

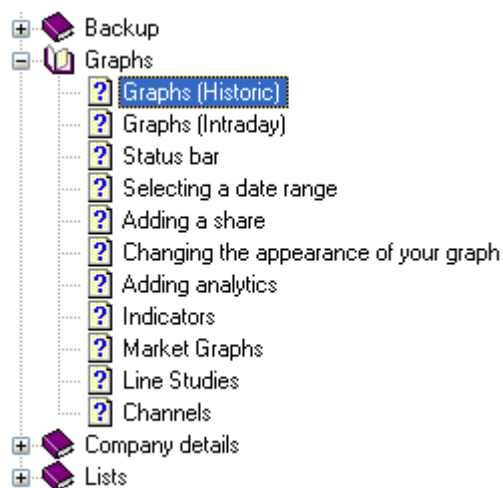


### Contents tab

By default, you will notice that the **Contents** tab is automatically selected. This provides a list of Help topics broadly categorised under the main areas of the program.

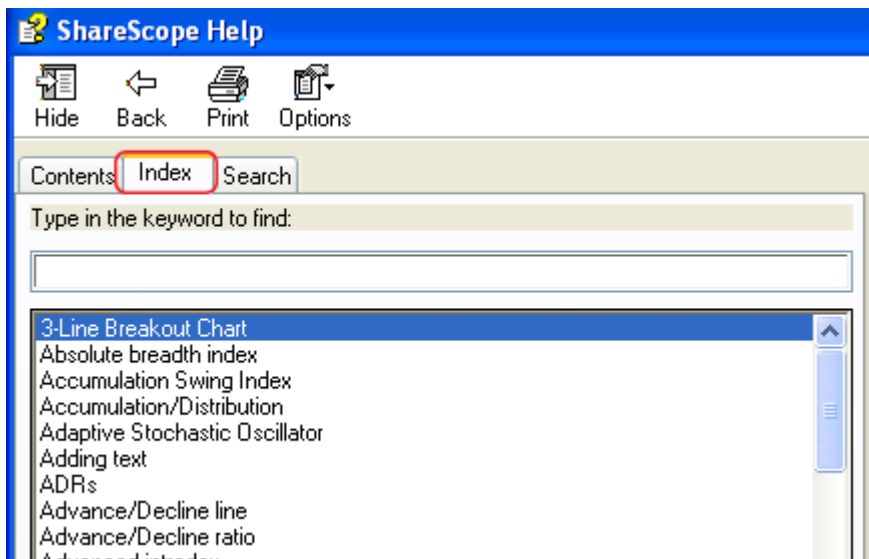
To expand a category, simply click on an expand button  or double-click on a book symbol. You can click on the  button to minimise an expanded category.

Opening the **Graphs** option displays the following sub-category:



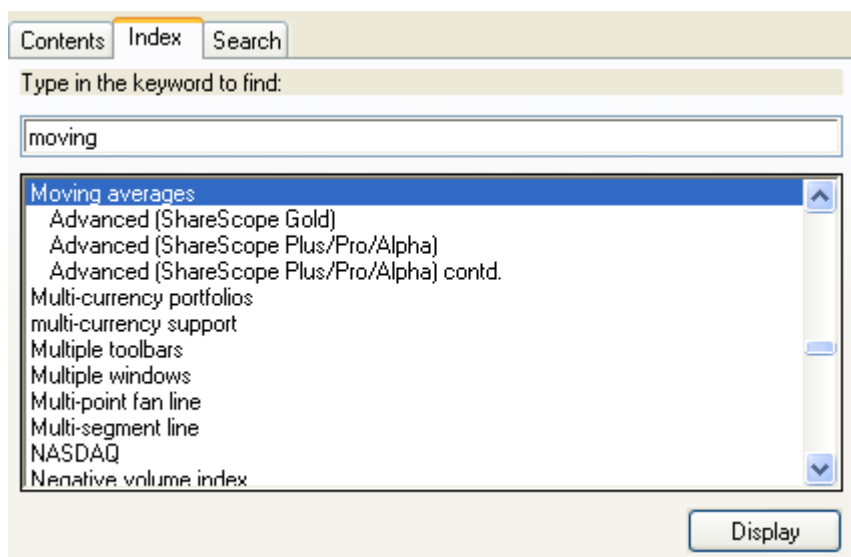
Double-click on an item to display the related Help topic - for example **Graphs (Historic)**.

### Index tab



The **Index** tab provides a search box to help you locate a particular Help topic.

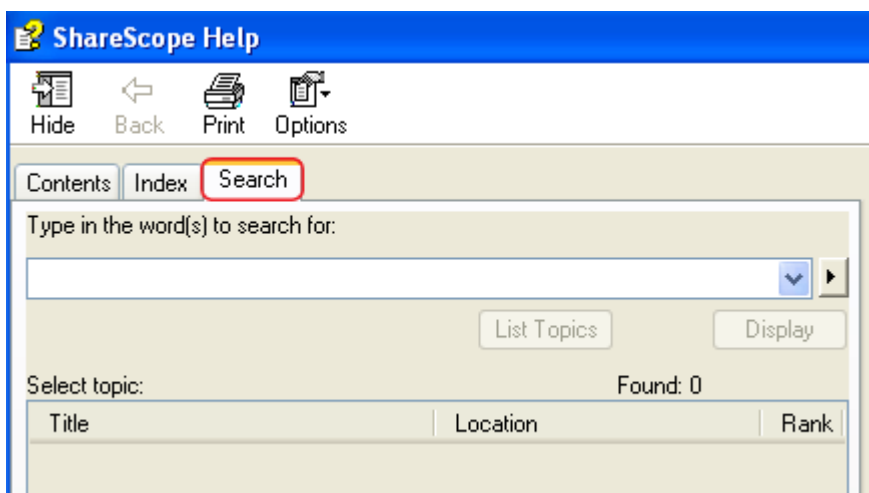
Simply start typing what you wish to find and you will notice that the list moves until the closest match is found. The example below illustrates what happens as we start typing *Moving Averages*.



To view the Help topic, double-click on the desired item or use the **Display** button at the bottom of dialog.

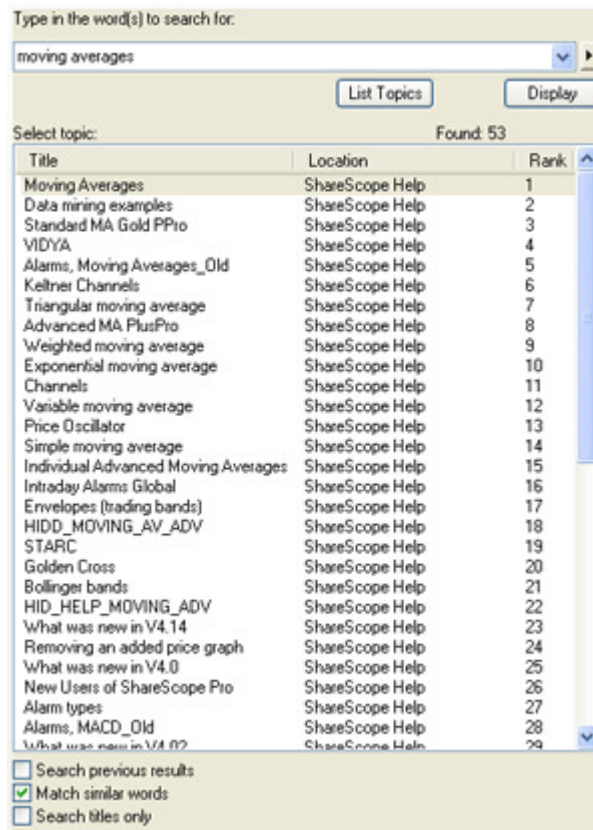
### **Search tab**

Clicking on the **Search** tab displays the following dialog:



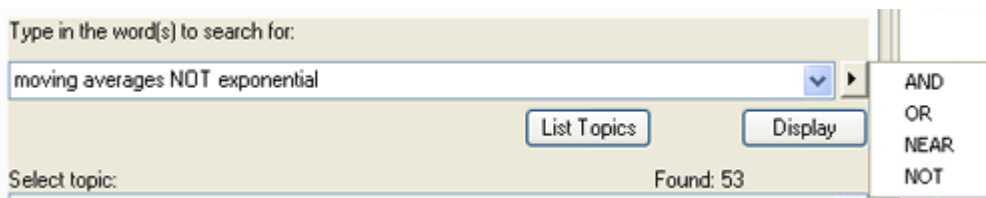
The **Search** tab lets you find a particular word or phrase within Help. This differs from the **Index** tab in that it searches for the term in the text of the Help files rather than the index list.

To illustrate, let's again type *Moving Averages* into the search box:



This identifies a total of **53** Help topics containing the phrase *Moving Averages*

You can narrow your search by using **AND**, **OR**, **NEAR** or **NOT**. Click on the right arrow at the end of the text box to use these options.



### Context sensitive Help

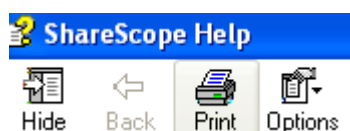
Help can be quickly accessed from anywhere within the program using **Context sensitive Help**. This is a particularly useful feature, allowing you to access Help with a single keystroke or mouse click.

To use context-sensitive Help, hover the mouse over any menu item, toolbar button or view and press **F1**. For example, if you press **F1** whilst in a list screen, the **List screens** help topic will automatically pop-up.



You can also use the **Help toolbar button** (or use **Shift + F1**) to access Help on a given item. This displays a question mark **?** next to the cursor and you can then you can click on the item you want to know more about.

Many dialog boxes include a **Help** button and/or a **"?"** button which will display the relevant Help page. Clicking on either button will display context-sensitive Help.



## Functionality in Help pages

Within Help pages, there are often links or 'pop-up' windows to further related subjects. These appear as blue underlined text if they are unread which then change to purple once you have clicked on them.

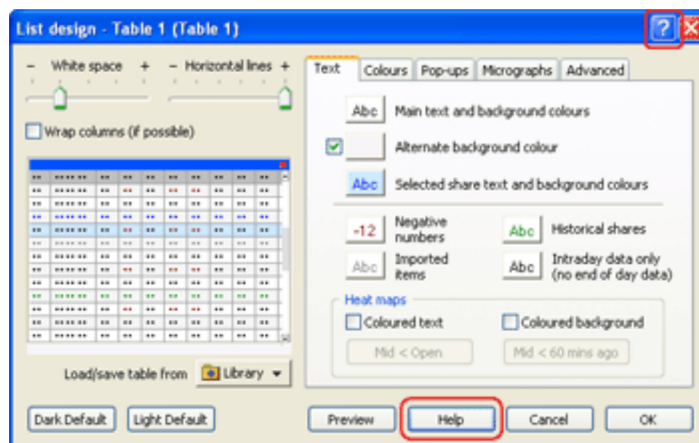
In the example below, clicking on the word **bullish** displays the following pop-up:



To close a pop-up window, simply click anywhere inside it or within the Help window.

If you have followed a link to a different Help page, click on the **Back** button at the top of the Help page or right-click in the Help window and select **Back** from the menu. Similarly select **Forward** from this menu if you wish to move forwards to a page you have already viewed.

To print a Help page, right-click in the page and the select **Print** from the menu or use the **Print toolbar button**.



You can easily search for a word or phrase within a Help topic by pressing **CTRL + F** on your keyboard – just as you would in other Windows-based applications.

## Your suggestions

We would love to hear your ideas and suggestions for future training modules. If there are any topics you would like to propose for consideration, please email [training@sharescope.co.uk](mailto:training@sharescope.co.uk) with your comments.

Remember, if you have any trouble finding or using any of these features, please don't hesitate to call our Customer Support team. They will be delighted to help.

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 From London:                            020 7749 8504  
 Email:                                      [support@sharescope.co.uk](mailto:support@sharescope.co.uk)