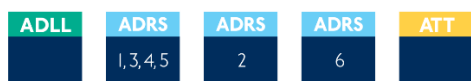**ADP** **ADMIRALTY** Digital Publications
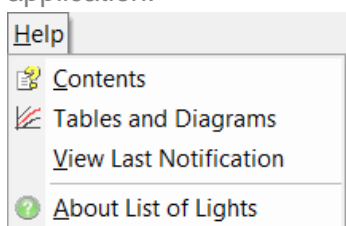
Using the In-Application Help

The ADP applications feature in-built help guides that will take you through all aspects of using your ADP products. This guide will show you how to access and use the in-application help.
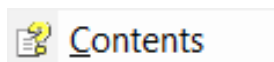
Accessing the Help menu

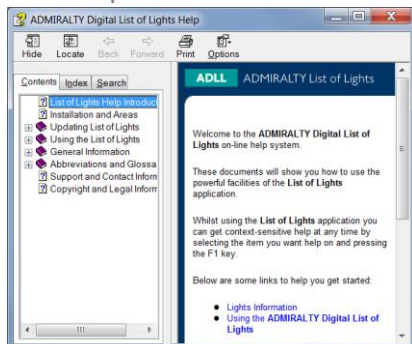1. Load any ADP application by double-clicking the appropriate desktop icon.

2. From the menu items click **Help** to show the drop-down menu for the application.

3. Click **Contents**
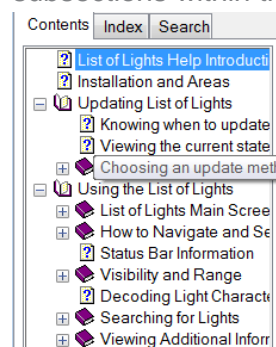

4. The Help window will be shown.

From here you can access supporting pages on different areas and features of the ADP product you are using.

Navigating the Help guide

There are three ways to find information from the Help window. These are the 'Contents' menu, the 'Index' and 'Search' function.
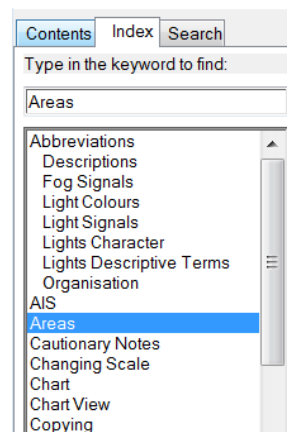
Contents

The 'Contents' page provides a structured tree menu of supporting information. To use the 'Contents' menu, click on a '+' box on the menu to expand it. This will show subsections within the topic selected.
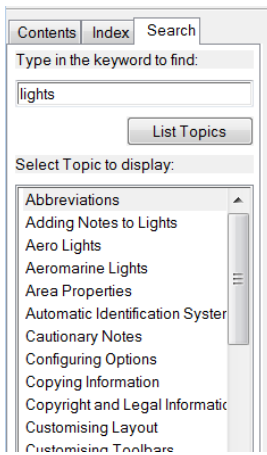

Index

The Index allows you to find topics within the Help guide based on keywords. Click on an index entry to show the associated section.

You can also search for keywords by entering one or more words into the field provided. Matches will be shown as you type.

Search

The Search function allows you to locate sections of the guide that contain certain words or phrases. Enter on or more words into the field provided and click **List Topics** to bring back a list of matching results.