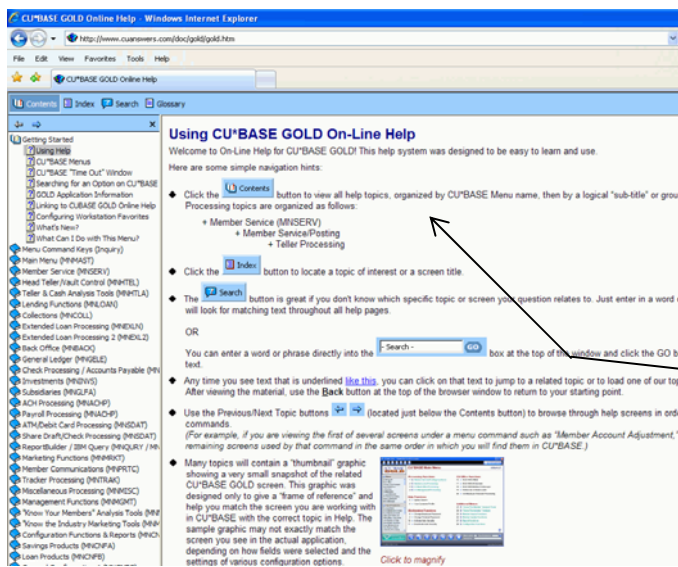


Using CU*BASE GOLD On-Line Help

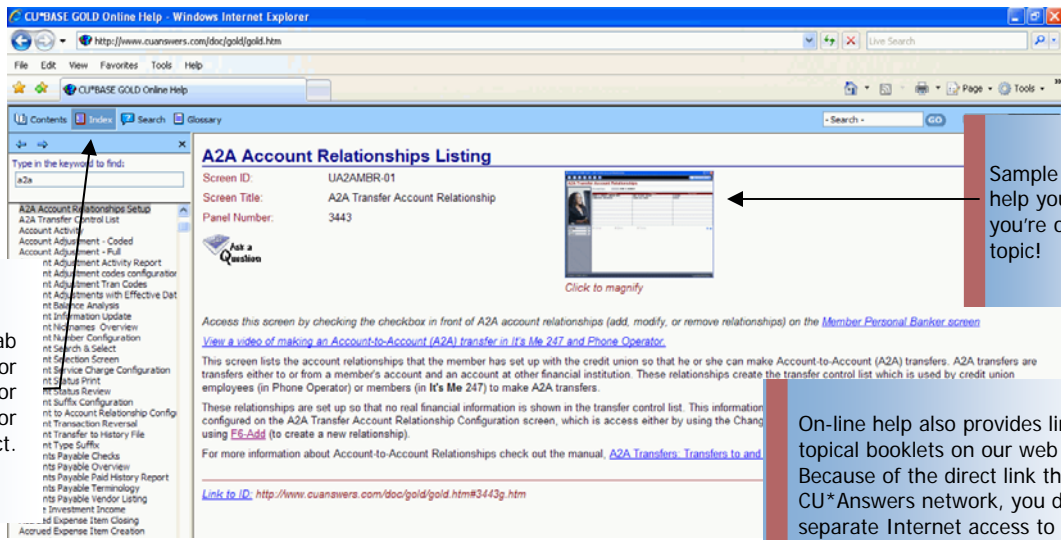


Rev. July 2009

Whether you are new to CU*BASE GOLD, or an experienced user looking for news about updates or a refresher course on features you don't use often, help is always available. CU*BASE GOLD On-Line Help gives you access to all the latest information about using CU*BASE features. Updated every time the CU*BASE GOLD software is changed, on-line help is the first place to go to keep your skills in top shape! Four access options are available; all described on the following page.



Review this "Using Help" topic at the top of the Contents list to learn how to navigate through the help screens.



Click the Index tab and type a word or phrase to look for a key word or subject.

Sample graphics help you make sure you're on the right topic!

On-line help also provides links to topical booklets on our web site. Because of the direct link through the CU*Answers network, you do not need separate Internet access to view these documents from CU*BASE GOLD.

GOLD online help is available at any time. Use one of the four access methods described below.

1. While using the CU*BASE application

- Go directly to information about the screen you are viewing. Click the question mark at the top of the screen and choose Help for this Topic.
- To view general information about using CU*BASE GOLD Help, or to scroll through the list of available topics, choose **Help Table of Contents**.



2. Click on Learn about this Feature at the bottom right hand corner of any screen



NOTE: If the following message appears, it simply means there is no help topic yet for the particular screen you are on.

Just click OK and try using the Table of Contents option to scroll through other available topics.



3. From your workstation, even when CU*BASE is not active

You can read any of the GOLD online help topics without launching CU*BASE. For this method, create a shortcut on your desktop using these steps:

- Right-click on a blank area of your desktop
- Click New
- Click Shortcut
- In the URL address line type: c:\cubase\gold\gold.hlp
- Click Next
- Name this shortcut (i.e. GOLD Online Help)
- Click Finish

To launch GOLD Online help at any time, double click the shortcut icon. The homepage, as illustrated on page 1, will display.

4. From anywhere, when you have Internet access

CU*BASE GOLD Online help is available 24/7 from our CU*Answers website.

In your web browser address bar:

Enter www.cuanswers.com/doc/gold/gold.htm

OR

Enter www.cuanswers.com, click I am A client, CU*BASE GOLD Online Help, Open CU*BASE GOLD Online Help.

A Note About Topical Booklets: The CU*BASE Reference Library contains many individual booklets that cover specific topics or areas of the CU*BASE system. These topical booklets are intended to be more “concept” oriented and may cover screens and commands from many different menus. Over time, some of these booklets may be converted to an on-line help format, but the booklet format will still be used extensively for introducing new features and providing a comprehensive look at a specific area of the system.

Where appropriate, links have been included in on-line help to allow you to view a related topical booklet using Adobe Acrobat Reader, just like the booklets that are available on our web site at www.cuanswers.com. And remember that because of the link through the CU*Answers network, you do NOT need to have a connection to the Internet to access the CU*BASE Reference Library or any of the other important information available on our web site from your CU*BASE GOLD workstation.