

Using the interactive 'Help' facility on the JAQ

The electronic interactive 'Help' facility can be accessed by moving the cursor over the corresponding shaded area (usually the question number) and waiting one second. Guidance will then be displayed on the screen. Please note that the grey shaded boxes are not associated with the Help system, but are designated as the areas to enter data.

There are slight variations for Microsoft Word 2002 and Word XP users, which are outlined below. You can check the Word version you are using by opening Word, clicking "Help" then "About".

- For MS Word 2002 users the Help area may not be shaded but will be enclosed within coloured brackets.
- MS Word 2002 and XP users should ensure that the 'Balloons' element of the tracking/ reviewing is not enabled. If you do not see all of the Help comments down the side of the document when the file initially opens, the 'Balloons' element is not enabled and nothing need be done. This feature can be disabled through the Review toolbar by clicking 'Show' then 'Balloons' and then 'Never' or through the Tools menu by clicking 'Options' then 'Track Changes' then by 'Use Balloons' choose 'Never'. This will not be an issue for users of Word 2000 or lower.
- For advanced PC users, the field codes facility should be off. This facility will be on if the button that looks like a backwards "P" ¶ is displayed and depressed on the toolbar.