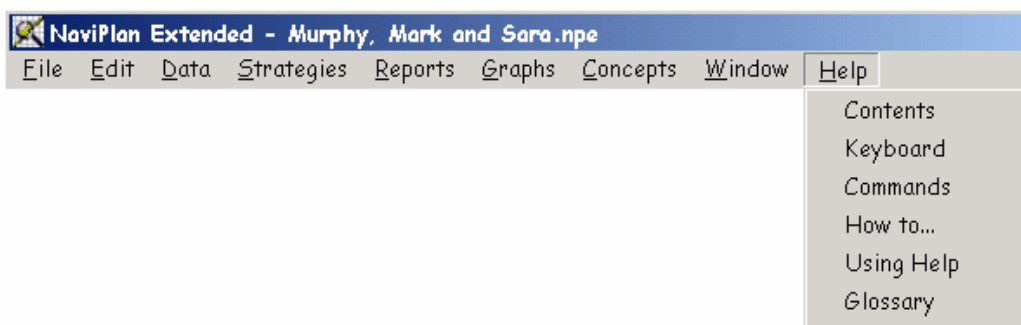


## Using Help in NaviPlan Extended

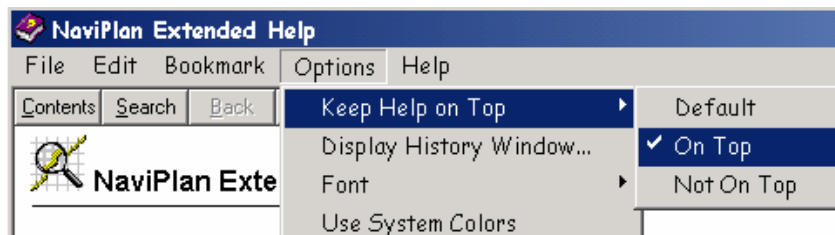
You can choose to keep the Help on your desktop at all times. Having the Help on your desktop is useful for copying and pasting tags into document templates, or for reading instructions that require multiple steps.

### Procedure

1. To open the Help, you can either click the question mark button within any dialog box, or you can select **Help** from the menu bar:



2. Once the Help is open, go to the **Options** menu, and then select **Keep Help on Top – On Top**.



This feature keeps the Help on your desktop while you work within a plan or document template.