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**MADCAP ANALYZER 9**

# Concepts

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## CHAPTER 1

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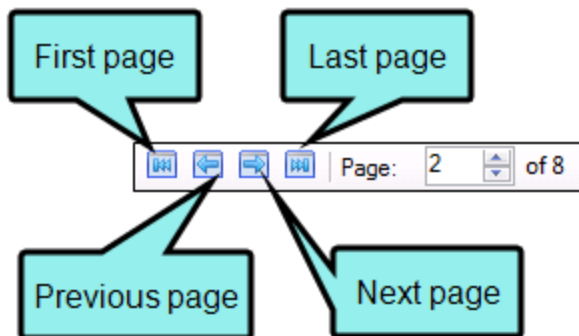
# Viewing Used Concepts

You can view a list of all concepts used in your project. You can also quickly rename multiple concept occurrences in a single batch.


For more information about concepts and how they are used in projects, see the online Help in Flare.


## HOW TO VIEW USED CONCEPTS

1. Open a project.
2. Select the **View** ribbon. In the **Dynamic Reports** section, select **View > Used Items>Used Concepts**. The Used Concepts window pane opens, listing all of the concepts used throughout the project.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider:
  - **Apply** Displays a check box next to the concept. If you decide to rename or delete the concept, you need to make sure the check box is selected.
  - **Concept** Displays the concept used in the file.
  - **File** Displays the path and name of the file where the concept is inserted.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. You also have the option to view all items at once in one long list. This is called the View All option. You can toggle these views by clicking the View All/View as Pages button in the local toolbar. The button displays the opposite of whatever view is currently activated (e.g., If the View All option is currently active, the button shows View as Pages to indicate that if clicked, the button will switch the window pane to the View as Pages option).




## HOW TO RENAME CONCEPTS

1. In the window pane, select all concepts that you want to rename. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

 **NOTE:** All concepts that you select will be renamed to the same concept that you provide in the following steps.

2. In the local toolbar, click the **Rename** button. The Rename Concept(s) dialog opens.
3. In the **New concept name** field, enter a new concept.
4. Click **OK**.
5. A message lets you know how many files were changed. Click **OK**. All of the selected concepts are renamed.

 **NOTE:** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

## CHAPTER 2

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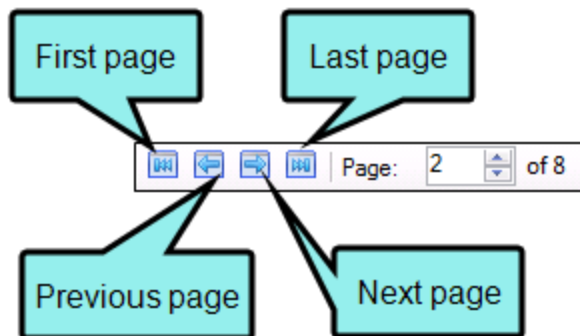
# Viewing Concepts in Links

You can view a list of all concepts that have been used in concept links throughout your project. You can also quickly rename concepts associated with the links.

For more information about concepts and how they are used in projects, see the online Help in Flare.


## HOW TO VIEW CONCEPTS USED IN CONCEPT LINKS


1. Open a project.
2. Select the **View** ribbon. In the **Dynamic Reports** section, select **View > Links>Concept Links**. The Concept Links window pane opens, listing all of the concepts used within concept links throughout the project.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider:
  - **Apply** Displays a check box next to the concept. If you decide to rename or delete the concept, you need to make sure the check box is selected.
  - **Concept** Displays the concept used in a concept link in the file.
  - **File** Displays the path and name of the file where the concept link is inserted.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. You also have the option to view all items at once in one long list. This is called the View All option. You can toggle these views by clicking the View All/View as Pages button in the local toolbar. The button displays the opposite of whatever view is currently activated (e.g., If the View All option is currently active, the button shows View as Pages to indicate that if clicked, the button will switch the window pane to the View as Pages option).





## HOW TO RENAME CONCEPTS USED IN CONCEPT LINKS

1. In the window pane, select all concepts that you want to rename. If you want to select all rows click . You can hold the **SHIFT** key to select a range, or you can hold the **CTRL** key to select individual items.

 **NOTE:** All concepts that you select will be renamed to the same concept that you provide in the following steps.

2. In the local toolbar, click the **Rename** button. The Rename Concept Link(s) dialog opens.
3. In the **New concept link name** field, enter a new concept.
4. Click **OK**.
5. A message lets you know how many files were changed. Click **OK**. All of the selected concepts are renamed.

 **NOTE:** If you want to undo the conversions, you can use the Backups window pane (**View > Backups**).

## CHAPTER 3

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# Viewing Topics without Concepts

You can view a list of all topics in the project that do not have concepts inserted. You can then open a topic and insert concepts into it.

For more information about concepts and how they are used in projects, see the online Help in Flare.

## HOW TO VIEW TOPICS THAT DO NOT HAVE CONCEPTS

1. Open a project.
2. Do one of the following:
  - **Ribbon** Select the **View** ribbon. In the **Dynamic Reports** section, select **More Reports > Topics Without Concepts**.
  - **Analyzer Summary Window Pane** Double-click the row that mentions topics without concepts.

The Topics Without Concepts window pane opens, listing all topics that do not have concepts inserted into them.

3. To see more of the information in the window pane, drag the divider bar to make the pane wider:
  - **File** Displays the name of the file.
  - **Title** Displays the properties title of the file (if any).
  - **Folder** Displays the folder where the file is found.
4. If a certain number of items have been found, page navigation buttons in the local toolbar may be enabled. You can use these buttons to go to additional pages to display more items. You also have the option to view all items at once in one long list. This is called the View All option. You can toggle these views by clicking the View All/View as Pages button in the local toolbar. The button displays the opposite of whatever view is currently activated (e.g., If the View All option is currently active, the button shows View as Pages to indicate that if clicked, the button will switch the window pane to the View as Pages option).
5. You can open a file and insert concepts into it. You can open the file in the Analyzer interface or in the Flare project.

### TO OPEN THE FILE IN THE ANALYZER INTERFACE

Double-click the file in the window pane. The benefit of using this method is that it is quick and convenient. You have access to the features normally available in the editor (but not necessarily to all of the features available elsewhere in Flare).

## TO OPEN THE FILE IN FLARE

- a. In the window pane, click on the file.
- b. Select **File > Send to Flare**.

The benefit of using this method is that you have access to all of the features in the application, not just those available from the editor.

## APPENDIX

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# PDFs

The following PDFs are available for download from the online Help.

*Concepts Guide*

*Condition Tags Guide*

*Context-sensitive Help Guide*

*File Tags Guide*

*Frequent Segments Guide*

*Getting Started Guide*

*Index Guide*

*Key Features Guide*

*Links Guide*

*Reports Guide*

*Shortcuts Guide*

*Snippets Guide*

*Statistics & Charts Guide*

*Styles Guide*

*Suggestions Guide*

*Tables of Contents Guide*

*Topics Guide*

*Touring the Workspace Guide*

*Track Changes Guide*

*Undefined Items Guide*

*Unused Items Guide*

*Variables Guide*

*What's New Guide*