



MADCAP ANALYZER 9

Concepts

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CONTENTS

- CHAPTER 1**
 - Viewing Used File Tags 4

- CHAPTER 2**
 - Viewing Undefined File Tags 7

- CHAPTER 3**
 - Viewing Unused File Tags11

- CHAPTER 4**
 - Viewing Files Without File Tags14

- APPENDIX**
 - PDFs17

CHAPTER 1

Viewing Used File Tags

You can view a list of all file tags used in your project. The list shows the tag type and the file that it is associated with. You can quickly rename or remove multiple file tag occurrences in a single batch.

File Tag	Type	File	Title
AuthorTagSet.Jane	Author	Overview a.htm	Overview
AuthorTagSet.John	Author	Procedure 1.htm	Procedure 1
AuthorTagSet.John	Author	Procedure 2.htm	Procedure 2
AuthorTagSet1.Jane	(undefined)	Getting Started.htm	Getting Starte
StatusTagSet.Complete	Status	Overview a.htm	Overview
StatusTagSet.Ready for Review	Status	Procedure 2.htm	Procedure 2
StatusTagSet.Ready for Translation	Status	Procedure 1.htm	Procedure 1
StatusTagSet1.In Progress	(undefined)	Getting Started.htm	Getting Starte
StatusTagSet1.Ready for Review	(undefined)	Welcome.htm	Welcome

This project has nine used file tags.

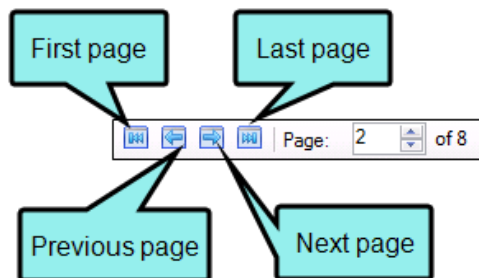
This column shows what kind of file tags are being used. It also indicates if you have any undefined file tags.

You can select file tags and then rename or remove them in a single batch.

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

HOW TO VIEW USED FILE TAGS

1. Open a project.
2. Select the **View** ribbon. In the **Dynamic Reports** section, select **Used Items > Used File Tags**.
The Used File Tags window pane opens, listing all of the file tags used throughout the project.
3. To see more of the information in the window pane, drag the divider bar to make the pane wider:
 - **File Tag** Displays the name of the file tag set and the tag within it. The file tag set is listed first, followed by a period and then the name of the file tag (e.g., AuthorTagSet.Bob).
 - **Type** Displays the type of file tag (e.g., Status, Author). It also indicates if a file tag is undefined. In that case, use the Undefined File Tags window pane to fix the problem.
 - **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 any file in the list to view or modify it in an editor. 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.

HOW TO RENAME FILE TAG OCCURRENCES

1. In the window pane, select all file tag occurrences 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 file tag occurrences that you select will be renamed to the same file tag that you provide in the following steps.

2. In the local toolbar, click the **Rename** button. The Rename File Tag(s) dialog opens.
3. In the **New file tag name** field, enter a new file tag name. Type the name of the file tag set, followed by a period, then the name of the file tag (e.g., AuthorTagSet.Bob).
4. Click **OK**.
5. A message lets you know how many files were changed. Click **OK**. All of the selected file tag occurrences are renamed.

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

CHAPTER 2

Viewing Undefined File Tags

You can view a list of all files that are associated with file tags, but those file tags have not been defined. This might occur, for example, if you have associated a file tag with a topic and then later change the name of the tag or file tag set. The old tag or set name is still used for the topic. Therefore, a problem exists. From the Undefined File Tags window pane, you can open the file in question and fix the undefined tag. You can also quickly rename or remove multiple file tag occurrences in a single batch.

File Tag	File	Title	Folder
AuthorTagSet1.Jane	Getting Started.htm	Getting Started	Content/Getting
StatusTagSet1.In Progress	Getting Started.htm	Getting Started	Content/Getting
StatusTagSet1.Ready for Review	Welcome.htm	Welcome	Content/

This project has three undefined file tags.

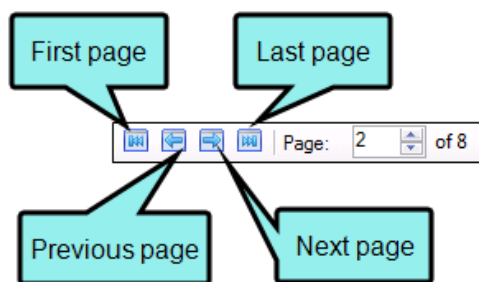
In this example, the file tag sets have a 1 at the end of their names (e.g., AuthorTagSet1), whereas the original names did not have a number (e.g., AuthorTagSet). One way to fix these undefined condition tags is to select them and use the Rename button in the local toolbar to change the tag set names.

HOW TO VIEW UNDEFINED FILE TAGS

1. Open a project.
2. Do one of the following, depending on the part of the user interface you are using:
 - **Ribbon** Select the **View** ribbon. Then in the **Dynamic Reports** section, select **Undefined Items > Undefined File Tags**.
 - **Analyzer Summary Window Pane** Double-click the row that mentions undefined file tags.

The Undefined File Tags window pane opens, displaying a list of undefined file tags.


3. To see more of the information in the window pane, drag the divider bar to make the pane wider:
 - **File Tag** Displays the name of the file tag set and the tag within it. The file tag set is listed first, followed by a period and then the name of the file tag (e.g., AuthorTagSet.Bob).
 - **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).




HOW TO FIX UNDEFINED FILE TAGS


There are a couple of basic ways to fix an undefined file tag. First, you can rename the file tag or file tag set so that it matches what you have associated with the file. Otherwise, you can re-associate the file tag with the file so that it uses an existing file tag set/file tag.

TO RENAME FILE TAGS

1. In the window pane, select all file tag occurrences 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 file tag occurrences that you select will be renamed to the same file tag that you provide in the following steps.

2. In the local toolbar, click the **Rename** button. The Rename File Tag(s) dialog opens.
3. In the **New file tag name** field, enter a new file tag name. Type the name of the file tag set, followed by a period, then the name of the file tag (e.g., AuthorTagSet.Bob).
4. Click **OK**.
5. A message lets you know how many files were changed. Click **OK**. All of the selected file tag occurrences are renamed.

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

TO RE-ASSOCIATE FILE TAGS

1. Open the Flare project that contains the file.
2. In the Content Explore or Project Organizer, right-click on the file and select **Properties**.
3. Select the **File Tags** tab.
4. Select the appropriate file tag set and file tag.
5. Click **OK**.

 **NOTE:** Another way to associate a different file tag to many places throughout a project is to use the Find and Replace in Files feature in Flare. For example, let's say that you originally associated a file tag named "Completed" (from the "Status" file tag set) with a lot of files in your project. Later, you renamed the file tag "Finished." You can perform a find and replace in your entire project. In the "Find" field, you can enter `Status.Completed`, and in the "Replace with" field, you can enter `Status.Finished`. Also, make sure you select the "Find in source code" option in the Find and Replace in Files window pane. After replacing this text throughout your project, that file tag will no longer be considered "undefined" in Analyzer. For information about using the Find and Replace in Files feature, see the online Help in Flare.


CHAPTER 3

Viewing Unused File Tags

You can view a list of all file tags that have been created in your project but have not yet been used in any files. You can quickly delete any of the file tags that you do not plan to use.

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

HOW TO VIEW UNUSED FILE TAGS

1. Open a project.
2. Select the **View** ribbon. In the **Dynamic Reports** section, select **More Reports > Unused Items**.
The Unused Items window pane opens, which allows you to view various unused elements in the project (such as bookmarks, condition tags, content files, CSH IDs, images, variables, styles, file tags, and topics not linked).
3. Click the drop-down field at the top of the window pane and select **Unused File Tags**. The unused file tags in the project are listed.
4. To see more of the information in the window pane, drag the divider bar to make the pane wider:
 - **File Tag** Displays the name of the file tag not being used.
 - **Type** Displays the type of file tag (e.g., Status, Author).
 - **File** Displays the name of the file.
5. 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).
6. If you want to remove any unused file tags from Analyzer, as well as from the project being analyzed, select the file tag in the list and click  in the local toolbar.
7. You can open the set file for any file tag in the list to view it in the File Tag Set Editor. You can open the file tag set 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.

CHAPTER 4

Viewing Files Without File Tags

You can view a list of all content files in the project that do not have file tags. Then you can open the properties for a file and associate one or more file tags with it.

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

HOW TO VIEW FILES THAT DO NOT HAVE FILE TAGS

1. Open a project.
2. Do one of the following:
 - **Ribbon** Select the **View** ribbon. In the **Dynamic Reports** section, select **More Reports > Files Without File Tags**.
 - **Analyzer Summary Window Pane** Double-click the row that mentions files without file tags.

The Files Without File Tags window pane opens, listing all content files that do not have file tags associated with 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 associate file tags with 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.

6. Once the file is open, select **File > Properties**. In the Properties dialog, you can use the **File Tags** tab to associate file tags.

APPENDIX

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