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## **MADCAP ANALYZER 9**

# Indexes

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## CHAPTER 1

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# Viewing Used Index Keywords

You can view a list of all index keywords used throughout your project. You can also quickly rename multiple keyword occurrences in a single batch.

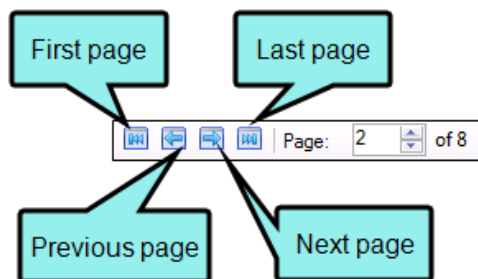
For more information about index keywords and how they are used in projects, see the online Help in Flare.

## HOW TO VIEW USED INDEX KEYWORDS


1. Open a project.
2. Select the **View** ribbon. In the **Dynamic Reports** section, select **View > Used Items>Used Index Keywords**.


The Used Index Keywords window pane opens, listing all of the index keywords 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 index keyword. If you decide to rename or delete the keyword, you need to make sure the check box is selected.
  - **Keyword** Displays the index keyword used in the file.
  - **File** Displays the path and name of the file where the index keyword 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 INDEX KEYWORDS

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

2. In the local toolbar, click the **Rename** button. The Rename Index Keyword(s) dialog opens.
3. In the **New index keyword name** field, enter a new index keyword.
4. Click **OK**.
5. A message lets you know how many files were changed. Click **OK**. All of the selected keywords 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 Index Keyword Links

You can view a list of all index keywords used in index links throughout your project. You can also quickly rename index keywords associated with the links.

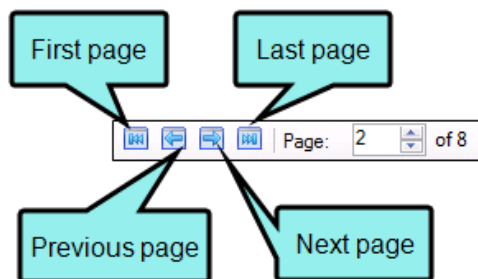
For more information about index keywords and how they are used in projects, see the online Help in Flare.

## HOW TO VIEW INDEX KEYWORDS USED IN INDEX LINKS

1. Open a project.
2. Select the **View** ribbon. In the **Dynamic Reports** section, select **View > Links>Index Keyword Links**.


The Index Keyword Links window pane opens, listing all of the index keywords used within index 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 index keyword. If you decide to rename or delete the keyword, you need to make sure the check box is selected.
  - **Keyword** Displays the index keyword used in an index link in the file.
  - **File** Displays the path and name of the file where the index keyword 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 INDEX KEYWORD LINKS

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

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

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

# Viewing Index Keyword Suggestions

You can view a list of topics containing text that matches existing index keywords in your project. You can then quickly add the same index keywords to those topics.

### ☆ EXAMPLE

Let's say you have opened Topic A and inserted "Chair" as an index keyword. The word "Chair" may also occur in the text of Topic B. If you have not yet inserted the word "Chair" as an index keyword in Topic B, it will show up when you view index keyword suggestions.

## HOW TO VIEW INDEX KEYWORD SUGGESTIONS

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. In the **Dynamic Reports** section, select **Suggestions > Index Keyword Suggestions**.
  - **Analyzer Summary Window Pane** Double-click the row that mentions index keyword suggestions.


The Index Keyword Suggestions window pane opens.


3. To see more of the information in the window pane, drag the divider bar to make the pane wider:
  - **Keyword** Displays the index keyword text found in the topic that matches an existing keyword.
  - **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 CONVERT SUGGESTIONS TO INDEX KEYWORDS

Do one of the following, depending on whether you want to convert multiple suggestions to index keywords simultaneously, or if you want to convert only one index keyword suggestion at a time.

### TO CONVERT MULTIPLE SUGGESTIONS SIMULTANEOUSLY

1. In the window pane, select all suggestions that you want to convert. 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.
2. In the local toolbar, click the **Apply** button.
3. In the message that opens, click **OK**. Another message lets you know how many files were changed.
4. Click **OK**. All of the selected suggestions are converted to index keywords.

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

### TO CONVERT ONE SUGGESTION AT A TIME

1. In the Index Keyword Suggestions window pane, select the row that you want to convert to an index keyword.
2. Select **File > Send to Flare**. The file opens in the application with the suggested content highlighted.
3. In Flare, insert the index keyword. See the online Help in Flare for more information about inserting index keywords.

## CHAPTER 4

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# Viewing Topics Not Indexed

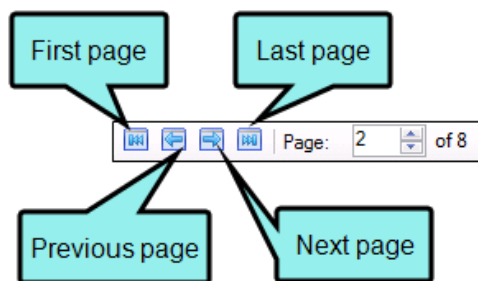
You can view a list of all topics where you have not yet inserted index keywords. Therefore, no references to those topics will be found in the generated index. You can also double-click a row to open the topic in question.

## HOW TO VIEW TOPICS NOT YET INDEXED

1. Open a project.
2. Select the **View** ribbon. In the **Dynamic Reports** section select **More Reports > Topics Not In Index**.

The Topics Not In Index window pane opens, displaying all topics in your project where you have not yet inserted index keywords.

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 any topic in the list to view or modify 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*