



MADCAP ANALYZER 9

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Viewing Duplicate Items in a TOC

You can view a list of all files in your project that have been added more than once to a TOC using the Duplicate TOC Items window pane.

HOW TO VIEW DUPLICATE ITEMS IN THE TOC

1. Open a project.
2. Select the **View** ribbon. In the **Dynamic Reports** section, select **More Reports > Duplicate TOC Items**. The Duplicate TOC Items window pane opens, displaying all files that have been added more than once to a TOC.
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.
 - **TOC** Displays the name of the TOC where the multiple links to the file are found.
 - **Count** Displays the count.
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.

CHAPTER 2

Viewing Topics Not in a TOC

You can view a list of all topics that have been created in the project, but they have not yet been linked to any items in a TOC. A drop-down filter lets you select a specific TOC to analyze, or you can select "Any TOC" to analyze all TOCs in a project.

HOW TO VIEW TOPICS NOT YET ADDED TO THE TOC

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

The Topics Not In Selected TOC window pane opens, displaying all topics in your project that have not yet been added to a TOC.

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. (Optional) You can drag topics from the Topics Not In Selected TOC window pane into an open TOC by selecting a TOC from the **Filter** field in the Topics Not in Selected TOC window pane, then dragging topics from the pane into the TOC. You may need to float and position the TOC so you can see both it and the Topics Not in Selected TOC window pane.

The image consists of two screenshots of a software interface, illustrating the process of dragging topics from the 'Topics Not In Selected TOC' window into the 'TOC Editor' window.

Top Screenshot:

- Topics Not In Selected TOC Window:** The 'Filter' dropdown is set to 'Master'. A tooltip explains: 'This window displays a list of all topics that have been created in the project, but they have not yet been linked to any items in a TOC. A drop-down filter lets you select a specific TOC to analyze, or you can select "all" to analyze all TOCs in the project. You can double-click a row to open the topic in the Analyzer interface. You can also select the row and click "File> Send to'.
- TOC Editor Window:** The 'Tree View' shows a list of topics: Getting Started, Software Tools, Department Checklists, General Documentation Information, Mimic Features, Flare Features, and Outputs. A note states: 'Note 1: You can quickly open a linked topic or file'.
- Callouts:**
 - 'You can select a TOC from the Filter field in the Topics Not In Selected TOC window pane....'
 - '... then click this button to open the TOC...'
 - '...and position it in the workspace.'

Bottom Screenshot:

- Topics Not In Selected TOC Window:** The 'Filter' dropdown is set to 'Master'. A tooltip explains: 'This window displays a list of all topics that have been created in the project, but they have not yet been linked to any items in a TOC. A drop-down filter lets you select a specific TOC to analyze, or you can select "all" to analyze all TOCs in the project. You can double-click a row to open the topic in the Analyzer interface. You can also select the row and click "File> Send to'.
- TOC Editor Window:** The 'Tree View' shows a list of topics: Getting Started, Software Tools, Department Checklists, General Documentation Information, Mimic Features, Flare Features, and Outputs. A note states: 'Note 1: You can quickly open a linked topic or file'.
- Callouts:**
 - 'Once the TOC is open and positioned in the workspace, you can then drag topics from the Topics Not In Selected TOC window...'
 - '...into the TOC and position them wherever you choose.'

6. (Optional) 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 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).

- In the Topics Not In Selected TOC window pane, double-click the file that you want to open. The file opens in the appropriate editor.

To open the file in 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.

- In the Topics Not In Selected TOC window pane, select the file that you want to open. Then in the Standard toolbar, click **Send to Flare**. The file opens in the application. You can then open the TOC and add the file to it. For more information about adding a file to a TOC, see the Flare online Help.

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

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Topics Guide

Touring the Workspace Guide

Track Changes Guide

Undefined Items Guide

Unused Items Guide

Variables Guide

What's New Guide